

Authorized for Use by DLO / Eng Pol Reg 3A

Area 5

Continuation Sheets

REQUIREMENT: As required.

1. When MOD Form 707B(ADP) Work Centre / Spillover or MOD Form 707BE / BH Certificate of Work Continuation Sheets are raised, cross the next vacant number as each continuation sheet is raised.

2. When there is insufficient space in the Certificate of Work area, a Continuation Sheet (MOD Form 707BE) is raised. The person raising the MOD Form 707BE is to copy the Originators Reference Number (ORN) from the parent MOD Form 707B(ADP) and enter the sheet Serial Number taken from Area 5. The MOD Form 707BE is completed in the same way as the original Certificate of Work, and the Manhours totals transferred to the parent MOD Form 707B(ADP).

5	Continuation Sheets (*)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
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Area 6

Trade and Manhours

6	Trade	Manhours	Trade	Manhours	Trade	Manhours	Trade	Manhours
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUIREMENT: Mandatory.

1. Enter the code for the appropriate trade taken from the MOD Form 799A(WB)(RN) or 799/5A Table 4, followed by the total manhours expended for each trade listed. All five manhour boxes are to be completed, using leading zero's where required.

e.g: "M" Trade expended 9 hours 35 min Total =

- When the manhours are for 'Labour' the manhours are to be included with those of the principle trade that was assisted.
- Multi-skilled tradesmen are to record manhours under the appropriate trade heading depending on the work done.
- MOD employed civilians are to record their trade as the Service titled trade nearest to their own.
- Total manhours for any one trade is not to exceed 599 hours. For totals in excess of 599 hours, the manhours are to be divided into two or more entries using the same trade code.
- Contractors working parties are to use trade code "CW". To be entered only when specifically directed.

Area 7

Management Aid & SEMA / LITS Action

Management Aid

REQUIREMENT: For use by local management and administration as required.

ENTRY: It is recommended that the SNOW number is entered here to assist document retrieval once filed in the log pack, and also the names of the supervisory ratings involved with the work in order to assist the correction process should the Work Order be rejected by the MDS.

SEMA / LITS Action

Not Required for Navy Units - Leave blank

7	If LITS Action is Required Mark Box with (*)	Management Aid	If SEMA Action is Required Mark Box with (*)
	<input type="checkbox"/>		<input type="checkbox"/>

Area 8

Co-ordination

REQUIREMENT: Mandatory.

- The Co-ordinator is to:
 - Check the Work Type Code is appropriate for the Work Done using the MOD Form 799A(WB)(RN) or 799/5A(RN).
 - Check the work carried out.
 - Clear the entry in the Change of Serviceability Log.
 - Enter his / her Name, Time and Date in the space provided.

Note: This is to be later than the Time and Date in Area 1.

2. Sheet 2 is to be signed IAW AP100N-0101 Chapter 3 Page 15 Paragraph 89.

8	Co-ordination	Time / Date	<input type="text"/>
	Name	<input type="text"/>	
Sign on Sheet 2			

N.B. The signatory assumes overall responsibility for the correct completion of the form and certifies:

- He / she is satisfied that correct action has been taken to rectify the fault and all entries represent a record of the work carried out.
- Work is certified by authorised ratings and supervisory ratings.