



MINISTRY OF DEFENCE

THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL JSP 886

VOLUME 4 MATERIEL ACCOUNTING

PART 301 MODIFICATIONS - SUPPORT MANAGEMENT ACTIONS

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CONTENTS

CONTENTS	2
CHAPTER 1: C14/2 - MODIFICATIONS - SUPPORT MANAGEMENT ACTIONS	3
PURPOSE	3
OWNERSHIP AND POINTS OF CONTACT	3
STAFFING OF MODIFICATIONS FOR APPROVAL	3
PROVISIONING PROCEDURES FOR MODIFICATION SETS AND ASSESSMENT OF REQUIREMENTS AND REQUISITIONING PROCEDURES	4
REQUISITIONS FOR CONTRACTOR WORKING PARTY (CWP) MODIFICATIONS	4
PROVISION OF SERVICE SUPPLIED ITEMS	4
REFERENCING OF MODIFICATION SETS AND KITS	5
Codification of Modification Sets and Kits	5
Creation of Item Records for Modification Sets and Kits	5
ADP Requirements - Items Converted or Modified by Contract	5
Review of Modification Kits.	5
PREPARATION OF MODIFICATION LEAFLETS	6
Preparation of Draft Modification Leaflets (DML)	6
Editing and Publishing Draft Modification Leaflets	6
Distribution of Topic 2 Leaflets and Release of Modification Kits from 16 MU	7
Retrospective Modifications Reclassified to Non-Retrospective or Cancelled	7
Modifications to Items Incorporated in Modification Kits	7
SERVICE ENGINEERED MODIFICATIONS (SEM) AND SERVICE ENGINEERED AIRCRAFT RADIO INSTALLATION MODIFICATIONS (SRIM)	8
SRIM Procedures	8
SEM Procedures	8
Applicability of SEMs	8
Conditions of Application	8
Cover Modification	8
Preparation and Issue of SEM Leaflet	8
Amendments to Illustrated Parts Catalogues (IPC)	9

CHAPTER 1: C14/2 - MODIFICATIONS - SUPPORT MANAGEMENT ACTIONS

PURPOSE

1. The purpose of this leaflet is to set out the procedures for the provisioning and referencing of modifications. Information is also contained on Service Engineered Modifications (SEM). The information in this leaflet follows-on from that given in C 14/1.

OWNERSHIP AND POINTS OF CONTACT

2. Formulation of policy on Materiel Accounting – Modifications – Support Management Actions lies with the Deputy Head Support Chain Management – Support Chain Management Policy (DepHd DES JSC SCM-SCPol) and is ratified by the Defence Logistic Policy Working Group (DLPWG). Enquiries concerning this document should be addressed to:

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STAFFING OF MODIFICATIONS FOR APPROVAL

3. Proposed modifications are to be prepared on a PE Form 714 (or F126 for Anglo French engines) by the contractor following a Local Technical Committee (LTC) or Local Modification Committee (LMC) meeting. Copies of the LTC/LMC minutes are to be forwarded to the Project Team (PT) for financial and technical sponsorship of the modification and for approval by the appropriate Headquarters Modification Committee (HQMC), Configuration Control Board (CCB) or other approving body. The modification is to be sponsored in accordance with Chief Engineers Notices. The SA is to be advised of Supply related information which is required in this process. This includes:

- a. Identification of the reference numbers of the items affected and involved in the modification and checking the correctness of part numbers as quoted on the F714/F126.
- b. Liaison by the main aircraft/equipment branch with other Supply staff to confirm the availability of qualifying Service supply item either from existing stocks or through further provisioning in accordance with MM 87.
- c. Details of items and stocks which may be scrapped as a result of the modification.

- d. Details of consumption rates and any pertinent information on items to be modified or involved.
- e. Where a mod set has been detailed down to part number level, identify any possible Service supply items.
- f. For modifications submitted to the IEMEMC, the reference number is to be provided.

PROVISIONING PROCEDURES FOR MODIFICATION SETS AND ASSESSMENT OF REQUIREMENTS AND REQUISITIONING PROCEDURES

4. **Quantities to be Provisioned.** The HQMC, CCB or other modification approval body is to agree the number of modification sets to be provisioned as sponsored by the PT. The gross requirement will depend on an assessment of the number of items to be modified, which may be less than the total quantity purchased, but is to include an allowance for spares in use in the MU and in production, government owned items held in contractors' works in support of repair and production Contractor's Repair Supply Procedure (CRSP), Embodiment Loan ((EL) and Damage Repair Spares) and also spares held in higher level assemblies. The exception are Airframe Modification Committees (AMCs) and CCBs which do not normally authorize modification sets for spares.

5. **Approval for Provisioning Action.** The approved F715/F126 is to record the agreed number of modification sets to be provisioned, and constitute within the delegated contractual limits of the HQMC Chairman, the authority for the contractor to proceed with the manufacture in advance of confirming requisition and contract action. It may also be necessary to include on the requisition, requirements for production tooling, special tools for Service embodiment and Design Incorporation costs (excluding technical publications). The PT or representative attending the HQMC is to advise Supply staff of all procurement actions. Requirements for airframe modification sets for spares are normally the subject of separate requisition action. The requisition action is to quote the modification number and HQMC meeting number and date as its authority. Requisition procedures are given in MM 11. All subsequent requirements for the same modification are to be notified to the contractor by contract amendment action.

REQUISITIONS FOR CONTRACTOR WORKING PARTY (CWP) MODIFICATIONS

6. In some cases, the agreed method of embodiment may be by CWP. In such cases, the requisition action is to cover the embodiment work to be undertaken.

PROVISION OF SERVICE SUPPLIED ITEMS

7. Service supplied items required to complete a modification kit are normally to be listed on the F714 by the LTC or LMC before the modification is submitted to the appropriate HQMC. Supply staff is to advise the appropriate SA sponsor of the ability and willingness to provide the items listed. This may require liaison by the main aircraft/equipment branch with other Supply staff to confirm the commitment, either through the use of existing stocks or by additional provisioning as described in Part 1. When the modification has been classified, any necessary provisioning action is to be taken using the HQMC meeting number and date, or other approval body and the modification number, as the authority for any purchases necessary.

REFERENCING OF MODIFICATION SETS AND KITS

Codification of Modification Sets and Kits

8. PTs must ensure that all Modification sets and kits, which are held on SCCS are fully NATO codified. Each PT will be issued by SC(i) Data Management with a block of sequentially numbered NSNs. Whenever a new Modification kit/set needs to be put on SCCS, the next NSN from the block is to be used. The PTs must then fill out a SM Form 85E, including the following information: the NSN, Modification Leaflet number and the NSN for the next higher codified assembly. The SM Form 85E and a copy of the draft Modification Leaflet is then to be sent to SC(i) Data Management, who will forward it to UK NCB. The Form 85E will be returned to the PT on completion with a revised NSC. The PT is then to amend the NSN on SCCS to reflect what is on ISIS. When the Modification is complete it will need to be attached to a SM Form 85E and again sent to SC(i) Data Management so the ISIS record can be fully updated. The Modification Leaflet number will be used as a reference RC/VC of 3/2 against the PTs NCAGE. PTs are to ensure that the Modification Leaflet number as shown on ISIS is input in the part number field on the item record held on SCCS.

9. The first part of the block of NSNs issued to the PT will be used to codify any modification sets and kits already held on SCCS. The Modification Leaflet number will be used to generate reference with RC/VC of 3/2 and the Domestic Reference Number to generate reference with RC/VC of 6/9 (Information Only) against the NSN. The two references will be held on ISIS against the PTs NCAGE. PTs are to ensure that the exact ISIS reference is input in the part number field on the item record held on SCCS.

Creation of Item Records for Modification Sets and Kits

10. The Support Manager is to create an item record for each modification set and each modification kit in accordance with the instructions outlined in MI 3/7. Initially, modification sets are to be brought on charge, on their receipt at the MU, by the Modification Control Officer (MCO). When the necessary additional parts have been obtained to complete the kit, the MCO is to strike-off charge the modification set, and bring on-charge the modification kit.

ADP Requirements - Items Converted or Modified by Contract

11. Whenever an on-line item is to be converted or modified by contract action, the necessary contract records for both the old and the new items are to be created on the RAFSITS. These records are to be created regardless of the Class of Store of the item concerned. Instructions for creating contract records, and the procedures to be used for controlling feed-in against conversion and modification contract, can be found in MI 3/3 and MI 3/5.

Review of Modification Kits.

12. The MCO at the MU is to forward an annual stock statement of modification kits to the PT SA in accordance with C 14/3 Paragraph 8. Supply staff is to determine the need to retain kits through consultation with the Engineering Authority (EA), other Service users and reference to any existing stocks of pre-mod assets. Before authorising disposal action or breaking down modification kits for spares, the PT is to ensure that the foregoing action has been taken and be satisfied that the kits are no longer required. The results of the review are to be forward to the MU MCO.

PREPARATION OF MODIFICATION LEAFLETS

Preparation of Draft Modification Leaflets (DML)

13. When a modification has been approved and classified by the HQMC, CCB or other approving body the Design Authority (DA), Conversion Design Authority (CDA) or for radio modifications the Post Design Services (PDS) contractor, will prepare a DML, if called for by the PT. Detailed instructions for producing a DML are contained in DEF STAN 05-123/1, Chap 310 or DEF STAN 05-125/2 for Electronic Equipment. DMLs may not be required in the following instances:

- a. For 'Record Purposes Only' modifications.
- b. For modifications having no Service application. In some instances, a simple informing leaflet advising the Service of the changes concerned may be required.
- c. For modifications which, so far as the Service application is concerned, are confined to repair or overhaul at MUs or SRUs. In these cases the PT may decide that a copy of the manufacturer's embodiment instructions will suffice.
- d. For modifications classified with an annotation ', (satisfied by SEM/STI/SRIM No)'.
'.
- e. For modifications which have a non-retrospective Service classification, for example, a D/4 Modification where pre-and post-modification spares are physically and functionally inter-changeable. All modifications affecting the handling or operational aspects of an aircraft are always to have some form of leaflet issued, which is normally to be printed on pink paper.

14. DMLs are prepared to provide the following:

- a. General information on modifications which are to be embodied by Service units.
- b. Technical instructions to Service personnel on the way in which the modification is to be embodied.
- c. PT information and instructions.

15. For those modifications where part of the work is to be done by contractors at their works, and part by the Service, the DML is to cover only the work to be done by the Service. It is to be a full leaflet in all other respects. Similarly, for an airframe modification, which authorises the fitment of a modified component, the airframe modification leaflet is not normally to detail the work necessary to modify the component (this is to be covered in the DML for the component), but otherwise the airframe modification leaflet is to be a full leaflet. For those modifications which are to be embodied on site by a Service Working Party (SWP) (or for similar modifications to be carried out under Command arrangements overseas), a full leaflet is required.

Editing and Publishing Draft Modification Leaflets

16. The responsibility for publishing of modification leaflets is vested in DD ATP(RAF). The Technical Publications Officer (TPO) within ATP, who is responsible for the Technical Publications for the aircraft/equipment to be modified, is to arrange for the issue of the

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DML to the PT for technical and supply edit. The main aircraft/equipment Supply staff are responsible for:

- a. Incorporating Supply information which is not available to the Design Authority (DA), this includes some or all of the following:
 - (1) Obtaining from the modification sponsor a definitive statement which sets out how the modification is to be embodied.
 - (2) Checking Part No's with those held in the ISIS database to establish if the item is already codified.
 - (3) Checking NSNs against RAFSITS records to determine if an item is available from the RAF inventory.
 - (4) Where an item is found to be in the inventory, advising MDG staff of additional requirements needed to support a modification.
 - (5) Obtaining from Support Managers the disposal instructions for equipment made redundant following the embodiment of a modification.

17. The PT for the equipment being modified is responsible for verifying that the modification leaflet meets the Services requirements, in accordance with Def Stan 05-123/1 Chapter 402.

Distribution of Topic 2 Leaflets and Release of Modification Kits from 16 MU

18. Normally, all Topic 2 leaflets are to be distributed by CSE1 within 4 to 6 weeks of their receipt from the printer. The PT is to ensure that a copy of the leaflet is forwarded to the MU MCO in order that the contractors' parts can be checked for completeness and any Service supplied items to be added can be demanded.

19. Where modifications are to be issued against an Issue Order, receipt of the leaflet by the MU MCO will indicate that issue action may start to those units affected: otherwise the MCO will await unit demands.

Retrospective Modifications Reclassified to Non-Retrospective or Cancelled

20. Whenever retrospective modifications, for which a Topic 2 leaflet has been distributed, are re-classified to non-retrospective, superseded by another modification or cancelled, the PT concerned is to take immediate action to instruct the appropriate MCO to suspend issues of the modification kits.

Modifications to Items Incorporated in Modification Kits

21. When a modification to an item already incorporated into a modification kit is introduced, the new modification is to be treated as a separate entity, and stocks of kits subject to the new modification are not to be frozen pending its incorporation. There may be occasions when, on the advice of the PT, it would be more appropriate to freeze a modification (for example, for safety reasons) than proceed with the embodiment if a component of the original modification is, itself, to be modified.

SERVICE ENGINEERED MODIFICATIONS (SEM) AND SERVICE ENGINEERED AIRCRAFT RADIO INSTALLATION MODIFICATIONS (SRIM)

SRIM Procedures

22. SRIM procedures are explained fully in AP 100C-40 and PT procedures are described in C 26/1. MT radio modifications are introduced by Mobile Communication Installation Instructions (MCII). Procedures are contained in AP 100B-01 Order 8125. No special Supply arrangements apply.

SEM Procedures

23. SEM procedures permit modifications of a simple, urgent, or special nature to be developed, tested and embodied expeditiously in RAF equipment. SEMs provide an alternative to the more usual, but frequently time consuming and expensive, DA modification procedure. Full details of the procedure are in AP 100B-04.

Applicability of SEMs.

24. SEM procedures may be applied to most RAF equipment, the main exceptions being:
- a. Nuclear weapons.
 - b. Rationalised weapons, ammunition and explosives.
 - c. A line replacement unit, which is part of an airborne radio installation.
 - d. Any ground radio installation or item of ground radio equipment.
 - e. Equipment supplied or maintained by the Department of the Environment.
 - f. Medical and dental equipment; this exclusion does not apply to stretchers and cots used in aircraft or in other special roles.

Conditions of Application

25. There are a number of restrictive conditions, which apply to the introduction of a SEM, including the requirement that items used are provisioned by SMBs and referenced in accordance with normal procedures.

Cover Modification

26. Where a SEM is subsequently followed-up by a formal cover modification, PT action is to be taken as specified in C 14/1.

Preparation and Issue of SEM Leaflet

27. When a SEM has been approved by the PT, the PT is to arrange for a SEM leaflet to be printed and published in the relevant Topic 2R. This is to include, a list of parts and special tools required, and any special arrangements for their supply. The PT is to forward a copy of the leaflet to the Supply staff, responsible for provisioning the items used in a SEM, and taking the required action. The PT may also authorise local manufacture and/or Local Purchase Order (LPO) procedures. Any query over the financial vote heading details for items, authorized in the SEM leaflet to be obtained by LPO procedures, is to be addressed to the PT sponsoring the SEM.

Amendments to Illustrated Parts Catalogues (IPC)

28. The introduction of some modifications may require an amendment to the IPC for the item being modified. C 22/4 explains the procedures for introducing amendments to IPCs following the introduction of a modification.

1. Modification sets as supplied by contractors are always to be referenced in this series.