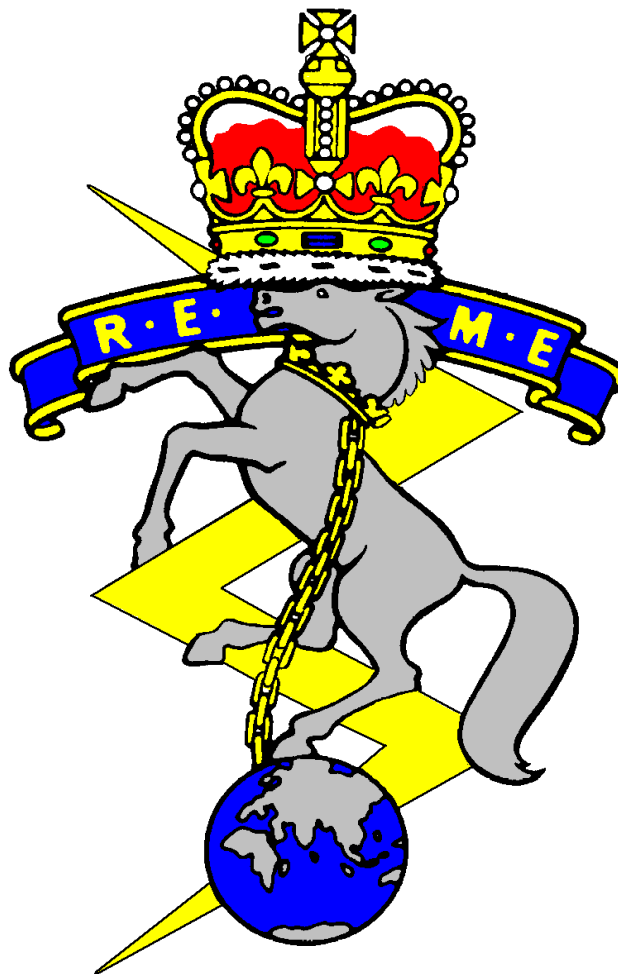


# **47 RA WKSP**

## **AVIATION ENGINEERING STANDING ORDERS**



### **BOOK 1 - FUNCTION, ORGANISATION AND RESPONSIBILITIES**

#### **Part 1 – Function, Organisation and Responsibilities**

#### **Part 2 – Engineering Technical Duties**

**AMENDMENT RECORD CERTIFICATE**

<b>Amendment</b>	<b>Amended by</b>	<b>Date</b>
Initial Issue	Initial Issue	Jul 14
AL 1	Sgt Lowther (MOSS Copy)	10 Oct 14
AL 2	Sgt Lowther (MOSS Copy)	23 Oct 14
AL 3	Sgt Lowther (MOSS Copy)	14 Jan 15
AL 4	Cpl Maskew (MOSS Copy)	16 Apr 15
AL 5	Cpl Maskew (MOSS Copy)	23 Jun 15
AL 6	Cpl Maskew (MOSS Copy)	30 Jul 15
AL 6.1	Cpl Hawkins (MOSS Copy)	12 Oct 15
AL 6.2	Cpl Hawkins (MOSS Copy)	26 Oct 15
AL 7	Cpl Hawkins (MOSS Copy)	20 Nov 15
AL 7.1	Cpl Hawkins (MOSS Copy)	04 Dec 15
AL 7.2	Cpl Carling (Moss Copy)	02 Feb 16
AL 7.3	Cpl Jackson (Moss Copy)	30 Jun 16
AL 7.4	Sgt Forster (MOSS Copy)	19 Nov 16
AL 8	Sgt Hawkins	06 Feb 17
AL 8.1	Sgt Hawkins (MOSS Copy)	28 Feb 17
AL 8.2	Sgt Hawkins (MOSS Copy)	31 Mar 17
AL8.3	Sgt Munson (MOSS Copy)	02 May 17
Al 8.4	Sgt Hawkins (MOSS Copy)	01 Jun 17
AL 8.5	Sgt Hawkins (MOSS Copy)	16 Jun 17
AL8.6	Sgt Munson (MOSS Copy)	01 Sep 17
AL8.7	Sgt Munson (MOSS Copy)	22 Nov 17
AL9	Sgt Munson (MOSS Copy)	06 Feb 18
AL 9.1	Sgt Forman (MOSS Copy)	10 Jan 19
AL 9.2	Sgt Forman (MOSS Copy)	27 Mar 19

Sponsor: OC Wksp

Chapter 1.1.1	<b>Workshop HQ</b>
Order 1.1.1.1	Function, Organisation, responsibilities and Terms of Reference
Sponsor	OC Wksp

**Workshop HQ**

1. Workshop HQ Function, organisation and Responsibilities are located at [EMS Chapter 2.](#)
2. Workshop HQ Terms of Reference are located at [EMS Chapter 7.7.](#)

Sponsor: OC Wksp

Chapter 1.1.1	<b>Engineering Control</b>
Order 1.1.2.1	Function, Organisation, Responsibilities and Terms of Reference
Sponsor	OC Wksp

## Engineering Control

1. Engineering Control Function, organisation and Responsibilities are located at [EMS Chapter 2.](#)
2. Engineering Control Terms of Reference are located at [EMS Chapter 7.7.](#)

Sponsor: OC Wksp

Chapter 1.1.1	<b>ES Aviation Platoon</b>
Order 1.1.3.1	Function, Organisation, Responsibilities and Terms of Reference
Sponsor	OC Wksp

**ES Aviation Platoon**

1. ES Aviation Platoon Function, organisation and Responsibilities are located at [EMS Chapter 2.](#)
2. ES Aviation Platoon Terms of Reference are located at [EMS Chapter 7.7.](#)

Sponsor: OC Wksp

**BOOK 1 PART 2 - DUTIES**

Chapter 1.2.1	<b>Duties</b>
Order 1.2.1.1	Workshop HQ Duties - Duty Engineer - Function
Sponsor	OC Wksp

**THIS ORDER HAS BEEN SUSPENDED UNTIL RESUMPTION OF WATCHKEEPER FLYING ACTIVITY**

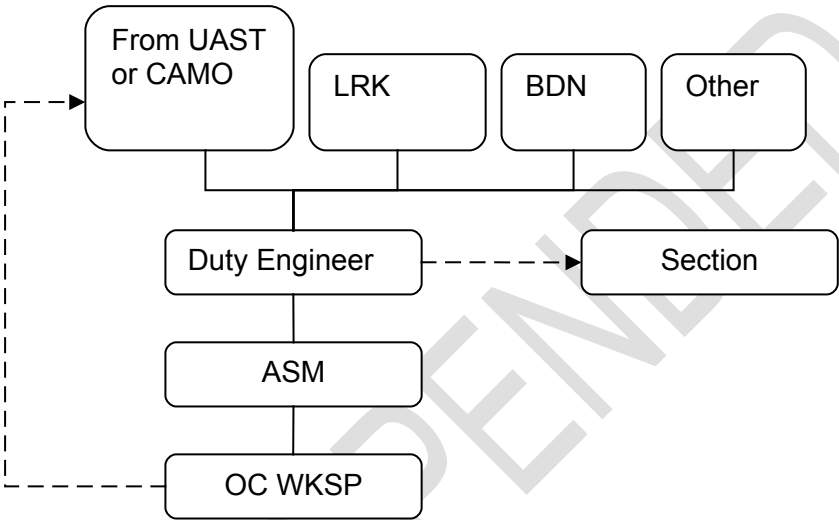
**General**

1. The Duty Engineer will be nominated by the ASM on behalf of the OC Wksp and detailed on Wksp Part One Orders.
2. The tour of duty is for seven days commencing 1000 hrs on the Monday of each week.
3. He/She is to report to the ASM, or in his absence the 2 I/C Wksp/AEO, for a briefing at the start of duty and again on completion. Duties will not be exchanged without prior notification of the ASM.
4. The Duty Engineer is to be available at all times during his period of the duty. During silent hours he is to ensure that he is contactable on the duty mobile phone and/or at home. He is not to consume any alcohol during the duty.

Sponsor: OC Wksp

Chapter 1.2.1	Workshop Headquarters Duties
Order 1.2.1.2	Duty Engineer - Cascade Process
Sponsor	ASM

THIS ORDER HAS BEEN SUSPENDED UNTIL RESUMPTION OF WATCHKEEPER FLYING



Sponsor: ASM  
3

Chapter 1.2.1	<b>Duties</b>
Order 1.2.1.3	Duty Engineering Officer Terms of Reference
Sponsor	ASM

## **ORDER SUSPENDED UNTIL RESUMPTION OF WATCHKEEPER FLYING**

### **Terms of reference - Duty Engineering Officer**

#### **General**

1. The Duty Engineer will be nominated by the ASM on behalf of the OC Wksp and detailed on Wksp Part One Orders.
2. The tour of duty is for seven days commencing 1000hrs on the Monday of each week.
3. He/She is to report to the ASM, or in his absence the 2IC Wksp / AEO, for a briefing at the start of duty and again on completion. Duties will not be exchanged without prior authorisation by the ASM.
4. The Duty Engineer is to be available at all times during their period of the duty. During silent hours he/she is to ensure that they are contactable on the duty mobile phone and/or at home. He/She is not to consume any alcohol during the duty.

#### **Authority and Responsibilities**

5. The Duty Engineer is the representative of the OC Wksp in all issues but is to carry out his tour of duty within the constraints of his own authorisations.
6. It is the Duty Engineer's responsibility to ensure the mobile phone is charged and serviceable at all times; any faults are to be reported to the ASM.
7. The Duty Engineer is to liaise with EngCon, TUAS AQMS prior to 1615 hrs daily and discuss any potential problems requiring out of hours action. He is also to check the flying programme and ensure that there is an adequate engineering resource to cover the requirement. Additionally he/she is to ensure that they have the contact details of the following duty personnel to support silent hours activity, including the weekend, if engineering support is required.
  - a. Air - Duty Section AQMS
  - b. Land – Land AQMS Main
  - c. TSS – TQMS
  - d. RLC Duty Stores – SSM
8. In the event of a Vehicle Serious Safety Issue JHC will inform the duty engineer via the duty mobile phone and the Engineering Control Multi-User Email account. This information 'MUST' be passed to AQMS Land or Sgt PP&C to ensure that vehicles are not used when there is a safety issue against them.



Sponsor: ASM

3

9. During silent hours he/she is responsible for:

- a. Guidance and advice regarding all engineering and Wksp matters and initiating the Wksp contact cascade as applicable, list contained within Annex A, Duty Engineer Folder.
- b. The authorisation of any limitations and acceptable deferred defects, for aircraft under this unit's dependency. The Duty Engineer is to brief the ASM at the following morning ES brief (0930 Mon & 0830 Tues - Fri) ) to confirm that all documentation is correctly completed.
- c. Authorising and controlling the cannibalisation of aircraft spares. He may authorise the cannibalisation of lifed components (within the scope of current regulations). The Duty Engineer is to brief the ASM at the following morning ES brief (0930 Mon & 0830 Tues - Fri) to confirm that the cannibalisation documentation is correctly filled out.
- e. Acting as the initial POC in the event of an aircraft or vehicle accident. He/she is to inform the Chain of Command as per list within Duty Engineers Folder, Annex A
- f. Informing the ASM of any maintenance problems encountered during his/her tour of duty, daily and recorded on the Duty Engineer Report, Annex A.
- g. The focal point and authority for tasking appropriate agencies during silent hours as required.

## Checks

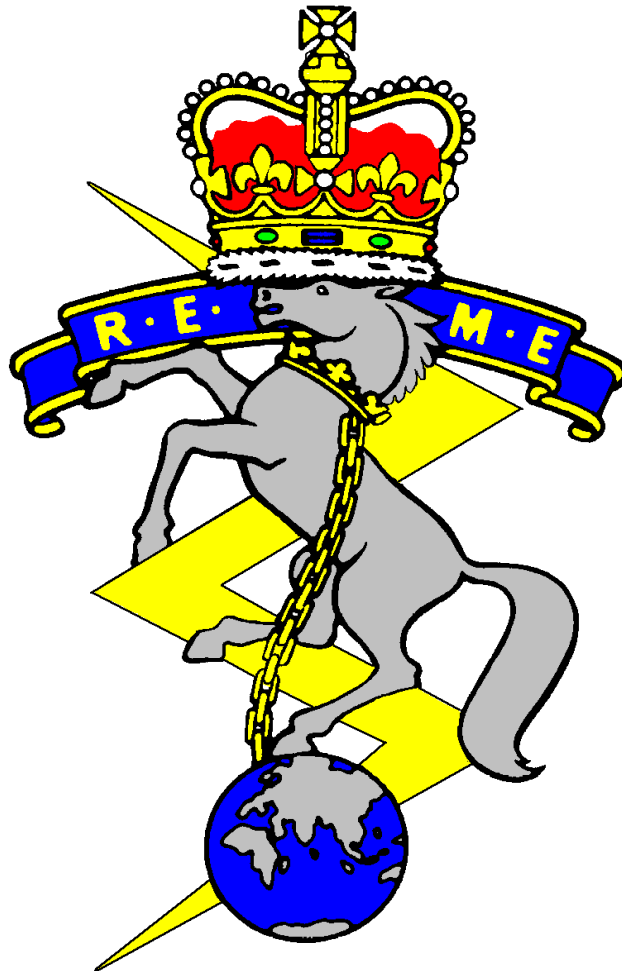
10. The Duty Engineer is to carry out the following management checks/inspections:
  - a. A 10% item check of the G1098 store (including Avn Issue Centre) and all secure items.
  - b. Check all items within stores Quarantine (F760) area are being progressed.
  - c. **First week of every month** - Confirm the contact numbers for UAS Gp contacts are up to date. Any changes in the numbers are to be reported to the ASM.
  - d. **First week of every month** - Request a Wksp Contact List from the Wksp Clerk and incorporate it into the Duty Folder.
11. Any observations of an Aviation Safety nature are to be reported to the ASM/OC Wksp as soon as possible.
12. The Duty Engineer is to complete the report within Annex A, which is to be given to the ASM on handover of his duty for retention. Completed reports are to be retained for a period of 12 months.

## Annex:

A. Duty Engineer's Folder

# **47 RA WKSP**

## **AVIATION ENGINEERING STANDING ORDERS**



### **BOOK 2 - ORDERS**

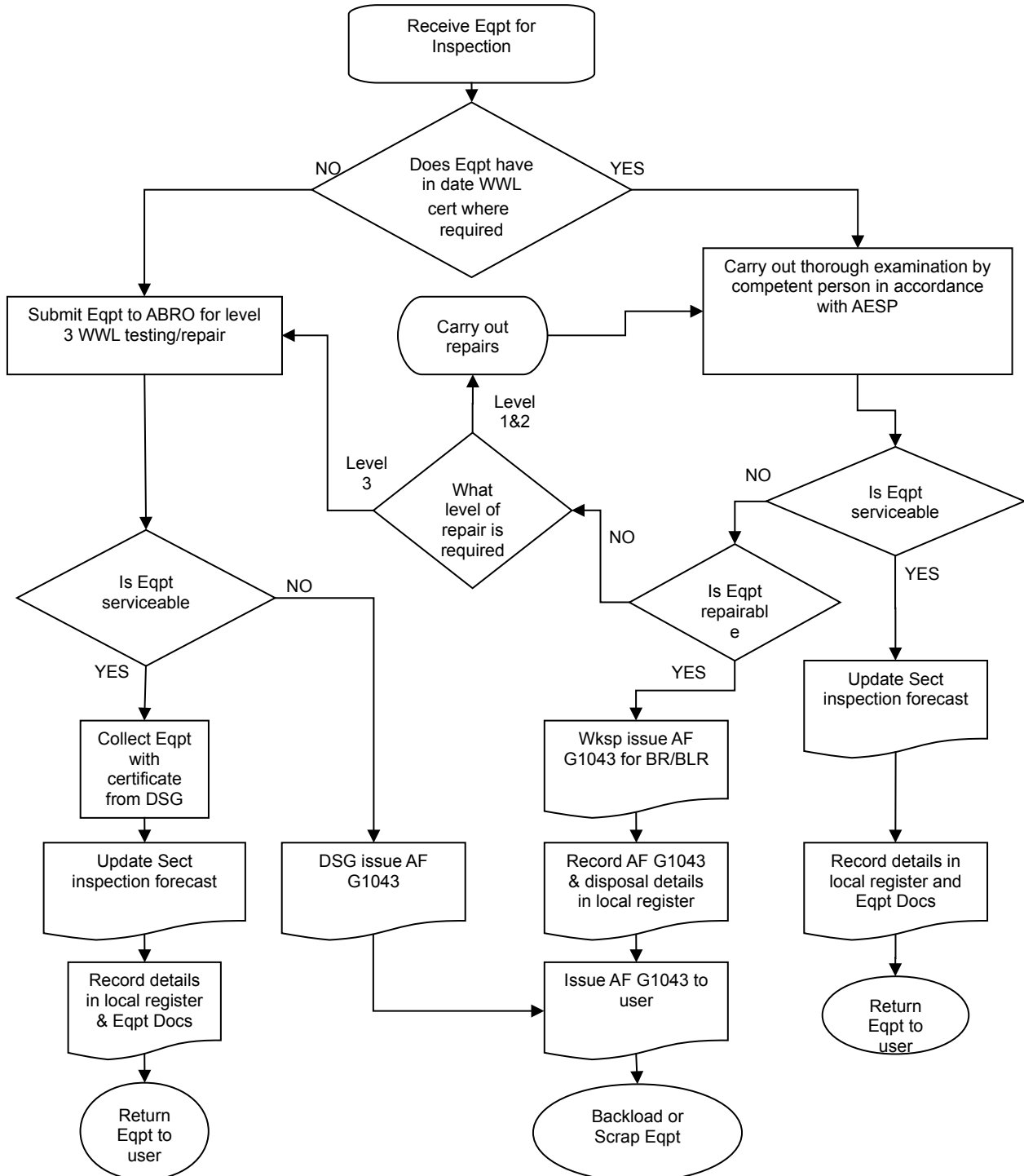
#### **Part 1 – General Orders**

#### **Part 2 – Specific Orders**

**AMENDMENT RECORD CERTIFICATE**

<b>Amendment</b>	<b>Amended by</b>	<b>Date</b>
Initial Issue	Initial Issue	Jul 14
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AL 8.5	Sgt Hawkins (MOSS Copy)	16 Jun 17
AL 8.6	Sgt Robb (MOSS Copy)	04 Sep 17
AL 8.7	Sgt Munson (MOSS Copy)	22/11/2017
AL 9	Sgt Munson (MOSS Copy)	28 Feb 18
AL 9.1	Sgt Forman (MOSS Copy)	10 Jan 19
AL 9.2	Sgt Forman (MOSS Copy)	27 Mar 19

## MANAGEMENT OF RECOVERY EQUIPMENT FLOWCHART



Sponsor: ASM

**Management of Lifting Equipment Weekly/Monthly Check Sheet****Month/Year:**.....

<b>Week</b>	<b>Checks carried out IAW</b>	<b>Carried out by (Rank and Name)</b>	<b>Signature</b>	<b>Remarks</b>
1				
2				
3				
4				
Monthly Checks				

Chapter 2.1.6	<b>Safety Procedures</b>
Order 2.1.6.1	Post Crash and Incident Management
Sponsor	ASM

## Post-Crash and Incident Management

### References:

- A. ► 47 Regt RA Watchkeeper Austere Post Crash Management Plan Edition 1.1 (Nov-18). ◀
- B. ► RA1410 – Occurrence Reporting. ◀
- C. RA1430 - Aircraft Post-Crash Management and Significant Occurrence Management.
- D. MAA Manual of Post-Crash Management (MPCM).
- E. JAP(D) 100A-0409 – GOLDesp Logistic Information System.
- F. ► 47 Regt RA Wksp SharePoint G1 Database ◀.

### Introduction

1. Aircraft Post-Crash Management (APCM) is defined as those activities carried out at an aircraft accident site which encompass the preservation of evidence, Health and Safety precautions, Corporate Communication and those activities undertaken to restore the accident site to a satisfactory condition. APCM does not encompass activation of emergency services nor accident investigation.
2. This order outlines the responsibilities of personnel of 47 RA Wksp involved in an APCM situation. MAA Manual of Post-Crash Management details the general procedures to be followed in the event of any military aircraft accident / incident.

### Watchkeeper

3. Although APCM is specific to location, the nature of Aviation Documents held within WKF is generic and as such a single direction can be applied.
4. The APCM plan is held and controlled at the location where flying is being conducted from.
5. ► For operational deployments and when situated in austere locations, the 47 Regt RA Watchkeeper Austere PCM Plan (Ref A) will be used as direction, which is held and controlled by the Air Safety Cell and accessible through 47 Regt RA SharePoint. ◀
6. The immediate action at any accident site is the preservation of life.
7. After any casualties have been evacuated preservation of evidence takes primacy. The crash scene is likely to be attended to first by emergency first responders who will carry out the correct procedures.<sup>1</sup>
8. The immediate actions to be carried out by the Flight Line Section are:
  - a. Identify and quarantine the oil, coolant and any replenishing equipment used in the aircraft.

<sup>1</sup> QinetiQ MoD Boscombe Down Emergency Response Plan QINETIQ/BCE/ERP details.

Sponsor: ASM

- b. Quarantine all hardcopy in-use aircraft/equipment Continuing Airworthiness Records (CARs) for equipment involved in the incident in a secure location safe from fire, flood and theft.
- c. Quarantine ground equipment, including GCS/GDT/ATOLS/ARR/PATE. All equipment is to be left in the in-use configuration at the time of the incident i.e. GCS and connected ancillaries powered-up. Arrestors (specifically Arrestor cables) may be required to be moved at the request of the incident commander. Power may need to be removed for safety reasons as per Paragraph 5; all such decisions are to be recorded and passed up to Wksp HQ (OC, ASM and EngCon minimum) by email to provide an audit trail.
- d. GOLDesp CARs are to be quarantined by:
  - (1) IC maintenance section is to secure the CARs in accordance with RA1430.
  - (2) If GOLDesp records are being maintained on a PUP, the PUP is to be quarantined by IC maintenance section. Due to UAS being multi-system the senior Eng is to back up the PUP onto CD and stored with the hardcopy CARs ASAP then inform the OC Wksp and Mil CAM/CAE.
- e. Ensure that those responsible for refuelling are informed of the incident and are instructed to impound the tanker last used to refuel the aircraft, and to take samples from the tanker and relevant bulk fuel.
- f. Inform the Duty Engineer of the situation on 07928696866. If no contact is established then inform the Chain of Command of the situation using the cascaded list of Wksp personnel below, ► with the phone number for each taken from the G1 Database on the Wksp SharePoint page ◀:
- (1) AEO 1 Avn Plt
- (2) AEO 2 Avn Plt
- (3) ASM
- (4) OC Workshop.
- (5)
- 9. The immediate actions to be carried out by EngCon are:
  - a. Quarantine aircraft/equipment history CARs.
  - b. Ensure that the GOLDesp cell or suitably qualified maintenance supervisor Segregation Code Change the aircraft/equipment to MAAIB in accordance with JAP(D) 100A-0409-1 Ch 2. 2. 2.
  - c. Inform WKF MILCAM of the incident.

10. The Aircraft Hazards applicable to Watchkeeper are available at the following address:

► [https://modgovuk.sharepoint.com/sites/defnet/Corp/MAA/2018-May\\_AC\\_Haz/A\\_Watchkeeper.pdf](https://modgovuk.sharepoint.com/sites/defnet/Corp/MAA/2018-May_AC_Haz/A_Watchkeeper.pdf) ◀

Sponsor: ASM

11. ► For the reporting of occurrences RA 1410 (Ref B) should be followed, which details the procedures to be used in the event of an Air Safety Occurrence and the subsequent actions that are required. For operational deployments and austere locations, Ref A details the procedures to be followed specific to Watchkeeper. ◀

12. Follow up maintenance actions will be to provide suitable technical input to the DASOR on ASIMS.



Sponsor: OC Wksp

Chapter 2.1.6	Safety Procedures
Order 2.1.6.2	Safety, Health, Environmental Protection (Sustainable Development)
Sponsor	OC Wksp

## **SAFETY, HEALTH, ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT (SHEP SD)**

### **General**

1. See [EMS](#) ► [Ch 3](#) ◀ for OC Workshops SHEP SD policy statement.

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Chapter 2.2.3	47 RA Wksp Engineering Control
Order 2.2.3.1	Management of Contractor Working Party (CWP)
Sponsor	AQMS Main

“Order completely revised at AL 9: no amendments marked in order body”

## MANAGEMENT OF CONTRACTOR WORKING PARTY (CWP)

### Introduction

1. When operating Watchkeeper there may be a requirement to request CWP for maintenance activities to be conducted. For example, when work is either outside the scope of REME Technicians or when there is a short fall of correctly trained technicians with in the Wksp, MAP-01 Chapter 4.8.2 refers.

### General

2. This order details the procedures to be followed by the Wksp to request a CWP. Para 4.3 of MAP-01 Chapter 4.8.2 details this information required from the Wksp to process the CWP. **All** information must be sent to the Mil CAMO via EngCon.

### Request Procedure

3. In the first instance, Wksp personnel should consult with an FSR to ensure there is not already an extant solution to the issue raising the requirement for a CWP.

4. All requests are to be forwarded via EngCon to Mil CAMO (WKF HQ-CAMO-Mailbox) using the CWP Request form attached as an enclosure to this AESO. The requirement of the CWP will be correctly authorised utilising this standard format, with the following information promulgated in sequence:

- a. **Military Maintenance Organization (MMO).** The originator is responsible for populating all information within the MMO section of the request form except for the AEO/ART sign off. Sufficient detail is to be inserted into the Synopsis section to cover all elements of the request.
- b. **AEO/ART.** The Senior Duty Engineer (minimum rank of Aviation SSgt Artificer) at 47 RA Wksp is to ratify the request form and sign off the CWP request to Mil CAMO.
- c. EngCon is responsible for updating the Mil CAMO held register and is to assign a unique serial number (CWP/WKF/YYYY/NN) to the CWP Request. Once complete the request is sent to Mil CAMO (WKF HQ-CAMO-Mailbox).
- d. **Mil CAMO.** To be completed by an empowered member of the Mil CAMO as appropriate.

### Wksp Responsibility

5. To ensure that the progression of a CWP request is conducted in the most expedient way, the following responsibilities are stated:

- a. **PI AQMS or BFS Artificer.** PI AQMS are responsible for the identification and correct resourcing of CWP requests. They are to ensure that requests are submitted prior to the expiry or requirement date for that asset, in support to the flying program. The MMO section of the enclosure to this order is to be completed in full and sent to the Senior Duty Engineer for endorsement.
- b. **Senior Duty Engineer.** The Senior Duty Engineer (minimum rank of Aviation SSgt Artificer) is to review the request form and complete the AEO/ART section. Ensuring the correct information is issued to the Mil CAMO.
- c. **EngCon.** EngCon is to be the focal point for all CWP matters within the Wksp and ensure all request are filed accordingly.

### **Mil CAMO Responsibility**

6. The Mil CAMO are to confirm receipt of any CWP requests and further, ensure the originator/EngCon are informed of approval/rejection at the soonest.

### **Aircraft Documentation**

7. All documentation is to be recorded and placed with the originating MWO. The following process is to be followed when recording CWP:
  - a. A MOD F707 entry is to be raised which will generate a subsequent SNOW.
  - b. In the “work required” field an entry is to be added that provides a synopsis of the requirement i.e. the reason for the CWP.
  - c. All MMO work to prepare the aircraft for the CWP is to be recorded on this SNOW.
  - d. An open entry is to be added which will specify the extent of the CWP request.
  - e. The Aircraft is handed over to the CWP team leader, who will in turn provide a copy of the work conducted on their own paperwork.
  - f. The crew chief is to assign a supervisor of the appropriate trade to the CWP task. The supervisor is to supervise all work conducted by the CWP and shall sign the CWP paperwork on completion of the task.
  - g. The supervisor is to complete the MOD F707 open entry, referencing the CWP paperwork and attach a copy of the paperwork to the original SNOW. They are then required to sign both 1<sup>st</sup> and 2<sup>nd</sup> signatures on the original SNOW.

### **CWP Closure**

8. The CWP is not complete until the requirements of Para 7(g) have been completed. Should the CWP paperwork not be fully completed at the time of MWO co-ordination, the register entry must remain open. EngCon are responsible for implementing hastening action until the completed documentation has been received. Only then is the CWP classed as complete and can be closed on the register.

Sponsor: AQMS Main

### **CWP Tooling**

9. The procedures to be followed when a CWP supplies its own tooling are contained within 47 RA AESO 2.1.5.1.

#### **Enclosure:**

A. U-TacS Contractor Working Party Request Form.

## CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

**The contractor shall be made aware by the responsible manager that tooling shall be controlled\***

<b>Military Maintenance Organization</b>	Unit:	47RA Wksp	Dept / Sub Unit:	<<??>>	Originator's Name:	<< from 700 >>	
	Tail / Serial number:		Equipment Type:		Location of Equipment:	<< Boscombe / Larkhill / Other >>	
	JCN:	<< from GOLDesp >>		SNOW/Pt2 Seq/Pt3 Seq*:	<< from 700C >>		
	POC for CWP:	<< Class 1 >>	Contact Tel:	<< Mil and Civ >>	Email:		
	IETP DM reference:		765 Submitted:	<<Yes/No>>	765 Reference:		
	Synopsis of request:	<< brief but detailed information for the request, if for damage repair, photos of the damaged area and detailed dimension must be submitted with the request >> e.g. <ul style="list-style-type: none"> <li>ECS filter change</li> <li>PERS not qualified</li> <li>Not scaled for tooling</li> </ul>					
	Additional Information:	Spares (DMD No.):	<< Relevant Spares >>			EDD:	<< from RLC Troop >>
			1. Dmd Date & No., Description, Part No				1. 18 Jul 18
		Area working conditions:	<< inside hangar / sheltered / equipment maintenance park >>				
		Health Safety & Environmental Protection:	<< e.g working at height / fuel drain / refill required >>				
	Other local environmental factors:	<< e.g indication of supply chain is based overseas [ASI] >>					
AEO/ART* Rank & Name:		Contact Tel:	<< Mil and Civ >>	Email:			

<b>Mil CAMO</b>	Mil CAMO Sentencing	Approved / Not Approved*	Comment:	Name:	
			<< To indicate of FSR / Third party, or reason for rejection >>	Date:	

## CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

---

**The contractor shall be made aware by the responsible manager that tooling shall be controlled\***



# CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

**The contractor shall be made aware by the responsible manager that tooling shall be controlled\***

Name and Job Title of originator	
Signature	
Task Title	
Name and address of organisation where work is to be carried out	
Cost Code	

Distribute to, for approval:

Mil CAMO Army

☐

Mil CAMO

☐

Thales

Manager checklist prior to work being undertaken;

Check Required	Answer required	Initials of Authorising Manager	Comments
Name of Person/Company undertaking work.			
Is work within MRP Part 145 scope of company			
Does the person undertaking the work have Delegated Authority to carry the work out?			
Facilities at site adequate?			
Access to site in place?			

Pre-Distribution	Name	Signature	Date
------------------	------	-----------	------

## CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

**The contractor shall be made aware by the responsible manager that tooling shall be controlled\***

<b>Form 4 approval</b>			
<b>Embodiment team approval</b>			
<b>QA approval</b>			
<b>On Site Check Required</b>		<b>Signed Approval by Host (to be obtained before work commences)</b>	<b>Comments</b>
Tool control in place?			

Key to form completion.

1. It is the responsibility of the individual carrying out the work on this form to ensure that the completed form is returned to the Logistic Cell, Unit F, Meridian, Meridian Business Park, Leicester, LE19 1WZ.
2. The serial number of work is a unique identification reference for each task
3. The platform serial number is that of the top level assembly, e.g. the UAV or GCS (NOTE – Only 1 Platform shall be used per CWP Form)
4. This is specified by the Logistic Cell Manager before any work is carried out by the OSWP
5. The record of work carried out by the CWP
6. The number of hours (to the nearest 15 minutes) that the work took to carry out
7. The person doing the work shall identify himself/herself by using a stamp or by signing AND printing his/her name if a stamp not held
8. The person who conducts the sign off of the completion of the SNOW shall either hold U-TacS Delegated Authority or be a member of the REME
9. Any materials used shall have their Part Number, Description, Unique Batch ID and if applicable Expiry Date. This is to be detailed in Annex A
10. All information that will not fit in the work done box is to be annotated on the continuation log at Annex B.

## CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

The contractor shall be made aware by the responsible manager that tooling shall be controlled\*

SNOW <sup>2</sup>	Platform S/ N <sup>3</sup>	LRU P/N	LRU SN Physical check of LRU SN to be carried out and entered here on completion of work	Work Required <sup>4</sup>	Work done <sup>5</sup>	Hours <sup>6</sup>	Undertaken by (Name/ Signature) <sup>7</sup>	Date and Time	Supervisory Signature for SNOW complete <sup>8</sup>
1									
2									
3									

Notes:

## CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

**The contractor shall be made aware by the responsible manager that tooling shall be controlled\***

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## CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

**The contractor shall be made aware by the responsible manager that tooling shall be controlled\***

### U-TacS Internal Closure Management Only

Closure	Name	Signature	Date
Embodiment team			
Form 4 approval			
Logistics Cell			
Data Admin to confirm distribution to customer			

Notes to include any follow up actions:

## CONTRACTOR WORKING PARTY

CWPR No:	<< CWP/UAST/nnn/yy>>
COL No:	<<DT Reference>>
CWP No:	<<UTACS/Rep #>>

The contractor shall be made aware by the responsible manager that tooling shall be controlled\*

### ANNEX A

All materials used shall be fully documented within the table below

Part Number	Description	Unique Batch ID	Expiry Date (if applicable)

### ANNEX B

Continuation Log




**The contractor shall be made aware by the responsible manager that tooling shall be controlled\***

[illegible]