

RESTRICTED

PART 2 : SECTION 1

CHAPTER 5

FORM 700 AND FLIGHT AUTHORIZATION FORM (FORM 3562)

Servicing Records

1. A comprehensive system of aircraft servicing demands an equally comprehensive system of documentation to define the extent of work to be done, and the individuals responsible for it. The details of routine servicing operations are contained in Basic Servicing Schedules, which are issued by the Air Ministry for each type of aircraft. They show the work to be done by each tradesman affected, and are reviewed constantly in the light of experience to eliminate all unnecessary work. These schedules give the frequency, extent, and sequence of the servicing work considered necessary to ensure the continued fitness, or serviceability, of an aircraft and equipment for flight.

2. The basic record of aircraft servicing is the Form 700. Five variations of the form are in use :—

- (a) Form 700C or 700E, which is the original servicing record and is opened by the A.I.D. inspector at the manufacturers' works.
- (b) Form 700H for four-engined aircraft.
- (c) Form 700G for turbine-engined aircraft employed in a flying training role.
- (d) Form 700F for piston-engined aircraft employed in a flying training role.
- (e) Form 700E for all other types of aircraft.

Form 700E is also used as the travelling copy ; its purpose is explained in para. 6.

3. Form 700 is an important document. It tells the pilot whether or not the aircraft is serviceable for flight, the quantities of fuel and oil in the tanks, the armament and oxygen state, the hours flown or run by the engines, and the flying hours remaining to the next periodic servicing. It is the official form for declaring the aircraft unserviceable, or due for periodic servicing, or repair. Details of unserviceabilities are recorded as well as the remedial action taken. Details of routine work done during periodic servicings are, however, omitted except where components have been changed or defects have been rectified. Form 700 includes a captain's after-flight certificate for the

recording of faults or unsatisfactory characteristics noticed in flight. Intelligent use of this certificate by the captain of the aircraft is a valuable aid to efficient servicing.

4. As the Form 700 retains its identity with the airframe, it records the history of such components as engines and propellers while they are part of the airframe. These latter components have their continuous history recorded on individual log cards, into which are transcribed the details from the Form 700 upon removal from the aircraft.

5. Components serviced or replaced out of phase with the scheduled servicings of the aircraft are listed on a separate table in Form 700, and servicings or replacements are recorded. Form 700 also records the number of landings completed by each aircraft tyre.

6. For recording any servicing done away from base a Form 700E (marked in red ink " Travelling Copy ") is carried in the aircraft. The details contained in this copy are transferred to the current Form 700 on return. It is the captain's responsibility to see that this travelling copy of Form 700 is carried when necessary, as well as a copy of the appropriate servicing notes.

7. For Transport Command trunk route operation, a special Form 700 (R.F.) is the permanent servicing record. It travels with the aircraft, and provides a complete servicing plan for the proposed flight, so that each station visited can see from the Form 700 (R.F.) what servicing operations are needed. This form has duplicate tear-out pages, enabling a record of servicing to be kept at the staging posts abroad. (See para. 14.)

Pilot's Use of Form 700

8. The five types of Form 700 are basically similar : the differences are caused mainly by the varying amount of equipment to be carried and serviced. The space reserved for such items as replenishment certificates also varies with different aircraft and different roles.

RESTRICTED

RESTRICTED

A.P. 129, VOL. 2, PART 2, SECT. 1, CHAP. 5

9. Detailed instructions for all users of Form 700 are printed on the inside of its covers and the first three pages of each copy. The parts of the Form 700 which are of immediate interest to the pilot are :—

- (a) Fitness-for-Flight and After-Flight Certificate.
- (b) Replenishment Certificates (Parts I and II).
- (c) Before/After Flight, Primary/Primary Star, and Intermediate Servicing Certificate (this part is not used in all commands).
- (d) Change of Serviceability and Repair Log.

In addition to these, the pilot will find in Form 700 a record of the dates of major, minor, and intermediate servicing next due ; the table of out-of-phase servicings for certain components ; a record of landings and history of each tyre ; a precis of the main particulars of all equipment and fuels and other stores required ; and all the installation details with the appropriate certificates.

Fitness-for-Flight and After-Flight Certificate

10. This certificate consists of four parts :—

- (a) Columns 1 to 4, which are completed by the N.C.O. or officer in charge of servicing before each flight.
- (b) Column 5, which is to be signed by the pilot before each flight and which is a certificate that he has verified by his own inspection of Form 700 that :—
 - (i) The various servicings have been certified at the foot of the Before/After Flight, Primary/Primary Star, Intermediate Servicing Certificate.
 - (ii) The aircraft is not shown unserviceable in the Change of Serviceability and Repair Log.
 - (iii) The time remaining unexpired before the next periodic servicing is sufficient for completion of the proposed flight.
 - (iv) The quantities of fuel, oil, oxygen, and armament carried are sufficient for the proposed flight.
 - (v) When he is undertaking a test flight, he is aware of all the work done on the aircraft since its last flight.
 - (vi) Column 4 has been signed by the N.C.O. i/c servicing or the technical officer, and that he has noted the remarks in column 2, if any.

(c) Columns 6 to 12 are filled in and signed by the pilot at the conclusion of each flight. All unsatisfactory characteristics or faults are to be entered in column 6 by the pilot. He should indicate whether or not the aircraft is fit to fly before the fault is rectified. When there are no faults or adverse comments to make, the captain enters the word "satisfactory" in the appropriate column. The use of this certificate is in addition to, and is not to be used as a substitute for, the Change of Serviceability and Repair Log. The right of the captain and other members of the aircrew to place the aircraft unserviceable by an entry in the Change of Serviceability and Repair Log is unaffected by the use of the After-Flight Certificate. *On aircraft fitted with ejection seats the captain's signature in column 12 constitutes a certificate that he has rendered the ejection seat(s) safe.*

(d) Columns 13 to 19 are reserved for the computation of aircraft hours, landings, running times, and a record of action taken by the servicing personnel on any entries in column 6 made by the pilots.

Replenishment Certificate

11. Before flight the pilot must examine all columns of both parts of the replenishment certificate. In Part 1 it records replenishments of fuel, oil, coolant, and water/methanol and in Part 2, de-icing fluid, air, oxygen, nitrogen, photographic equipment, armament, and pyrotechnics.

Before/After Flight, Primary/Primary Star, and Intermediate Servicing Certificate

12. Each tradesman enters his signature on the appropriate line in accordance with the list of trades as specified in column 1. This signature certifies that he has completed satisfactorily the appropriate servicing operation as ordered. The signature in line 35 at the bottom of the column in use is made by the N.C.O. i/c servicing ; and it certifies that he is satisfied that the work has been done as stated, that the aircraft is serviceable, and that there are no other servicing operations due. His signature is an assurance to the pilot that the aircraft is airworthy.

Change of Serviceability and Repair Log

13. Whenever the aircraft or any component becomes unserviceable, the fact is recorded in this part of the Form 700. Columns are provided to list the unserviceabilities as well as subsequent action taken to rectify them. When periodic servicings (minor or major) become due, they are

RESTRICTED

RESTRICTED

FORM 700 AND FLIGHT AUTHORIZATION FORM (FORM 3562)

entered in this Change of Serviceability and Repair Log. This log is the certificate of the state of the aircraft's serviceability, hence its inspection by the pilot is essential.

Form 700 (R.F.)

14. One additional feature peculiar to Form 700 (R.F.) is the Aircraft Flight Requirements and Servicing Certificate. This is provided in duplicate, the duplicate copy being perforated at the inner edge for tear-out purposes. The captain of the aircraft enters at the top of the page the data of aircraft type, flying times, type of servicing and when due. On the left side of the page he enters the precise details of the servicing required, listing defects if known, and any special requirements; if there are none, the word NIL is entered in the appropriate place. On the right side of the page, the details of the servicing and other work actually done to the aircraft are entered and signed for at the foot by the unit engineer officer to certify that all the work requested has been completed. The captain also signs when he is satisfied with the aircraft and accepts it for flight. Thereupon the duplicate copy of the page is detached and retained by the unit.

RECORD OF FLIGHT EXERCISES AND FLYING TIMES—FORM 3562

Introduction

15. The purpose of the Record of Flight Exercises and Flying Times (Form 3562) is to provide for authorization of flights and for a record of flying times and exercises which may be used when compiling personal log books, Forms 700, and other flying records.

16. In the event of an aircraft accident or a breach of flying discipline the relevant Form 3562 is impounded by the investigating authority and the various signatories are held responsible for all the implications of their respective signatures.

17. Form 3562 is divided into 23 lettered columns, (a) to (x), which fall under two main headings:—

- (a) Action before flight.
- (b) Action after flight.

Action Before Flight

18. The before-flight action columns are:—

- (a) *Serial No. of Flight.* Flights should be

numbered consecutively throughout the day. The serial number of the flight recorded on Form 700 should correspond with that on Form 3562.

(b) *Aircraft Type and Number.* These should be recorded in accordance with the details of Form 700, e.g. Meteor 7, FS.265.

(c) *Name of Captain.* This is self-explanatory, but if the captaincy is to change during a flight, the flight must be divided into the separate details, each showing the captain at the time in question. This will be necessary, for instance, in dual control aircraft, where flying time is to be divided between two pilots, each alternately carrying out instrument flying practice while the other acts as safety pilot.

(d) *Names of Pupils, Crew, or Passengers.* All personnel in the aircraft, other than the captain, must be recorded in this column.

(e) *Duty.* The nature of the duty and exercises are to be recorded in detail. Authorizing officers should avoid using ill-defined terms like "local flying".

(f) *Time Ordered to Take Off.* Self-explanatory.

(g) *Approximate Duration of Flight.* Self-explanatory.

(h) *Initials of Captain Signifying that he Understands the Order.* In addition to the orders relating to this particular flight, A.M.F.Os. 66 to 85 cover the general authority and responsibilities of the aircraft captain.

(j) Initials of officer authorizing flight.

Action After Flight, Flying Times

19. The after-flight action and flying times columns, which are self-explanatory, are:—

For Training Flights.

- (k) Time of Take-Off.
- (l) Time of Landing.
- (m) Dual.
- (n) Solo.
- (o) Simulated Instrument Flying.
- (p) Actual Instrument Flying.
- (q) Approach - Aid Simulated Instrument Flying.
- (r) Approach-Aid Actual Instrument Flying.

For all Other Flights.

- (s) Other Flying.
- (t) Simulated Instrument Flying.
- (u) Actual Instrument Flying.

RESTRICTED

RESTRICTED

A.P. 129, VOL. 2, PART 2, SECT. 1, CHAP. 5

20. Recording of flying times is to be in accordance with A.M.F.Os. 90 and 91.

21. The remaining columns are :—

(v) *Duty Carried Out (D.C.O.) or Remarks.* The pilot should enter "D.C.O." in this column if he has completed his duty ; he should briefly give reasons if he was unable to complete part or all of his duty.

(w) *Number of Landings.* Self-explanatory. This information is required to record the life of the tyres.

(x) *Captain's Initials.* The initials of the captain in this column certify that all entries in the "action after flight" section are complete and accurate.

Other Details

22. At the top of the form provision is made for inserting the flight, squadron, and date ; and at the bottom of the form for the flight commander's and the checker's signatures.

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