

## **CHAPTER 17**

### **EASE OF MAINTENANCE ASSESSMENT**

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## **1. INTRODUCTION**

Ease of Maintenance Assessment<sup>1</sup> (EMA) is the means whereby the Project Team confirms whether equipment can be maintained in-service and meets the maintainability and ease of maintenance criteria within the maintenance strategy. EMA Reports are prepared by appropriate in-service maintenance Subject Matter Experts (SME) at the request of the Project Teams.

## **2. AIM**

The aim of this document is to provide guidance for the production and publication of EMA Reports.

## **3. SCOPE**

**3.1** The guidance is intended for use by those involved in acquisition and employed:

- a) As part of the contracted supportability, test, evaluation and verification process;
- b) Where appropriate maintenance principles have not been demonstrated to the satisfaction of the maintainer;
- c) Where specific aspects of maintenance have not been contracted for; and
- d) As an aid, usually in the form of a preliminary assessment, to support the design process.

## **4. FACILITIES**

The MoD no longer provides dedicated facilities for the sole purpose of conducting EMA's. Ease of Maintenance Assessments may be carried out at a contractor's premise, a military maintenance facility or any other suitable premises however this need to be considered as early in the project as reasonably possible to ensure it is included in any contractual conditions where necessary. Maintaining close liaison with the contractor is paramount not only for their support and perhaps the need to accommodate changes resulting from the assessment but often to facilitate many of the tools and test equipment required to conduct the assessment which may not be available to the Service maintainer until the equipment has been fielded.

## **5. PROCEDURE**

### **5.1 Overview**

The EMA unlike the set piece maintenance demonstration (see Part C Chapter 41) provides unique hands on assessment by a SME (usually Service personnel with expertise in that equipment field) of the maintainability qualities of an equipment and the capability of the

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<sup>1</sup> This guidance has been adopted from and supersedes DG Log (Land), BP 3.2.100, Issue 2 dated August 2005 Ease of Maintenance Assessment which has been cancelled.

maintainer to maintain the equipment using the resources that shall be available under in-service conditions. With the advantage of requiring limited planning and resources; and the ability to be undertaken throughout the development and manufacture phases of a project the SME is in a position to tender advice and support the design and development process while aiding the development of a coherent maintenance policy for the equipment.

## **5.2 Methodology**

**5.2.1** There is no one methodology which can be adopted for conducting an EMA. The approach taken to assess a small arm or electronic gadget will be different from that of a vehicle and different again to that of a warship. Where appropriate, dividing equipment into their respective sub-systems and constituent parts will greatly aid the assessment process.

**5.2.2** The overall maintenance policy for any equipment type will have already been established through doctrine and maintenance guidance policy. A more detailed maintenance requirement for the equipment to be assessed will have formed part of the equipment contract or statement of work (SOW) and it is against this requirement that the EMA is undertaken. The SME using their experience in the specific equipment field, and often with the assistance of the contractor, will assess whether or not the equipment satisfies the maintainability requirements of the contract and/or SOW and could practically be implemented In-service.

**5.2.3** This will often be achieved by testing, simulated fault finding, disassembling and reassembling in accordance with the maintenance instructions provided for the equipment and using the recommended tools, test equipment and other resources. Often maintenance instructions will be in draft format, test equipment particularly that specific to the system or equipment, hand built and not of a production models build standard. When this occurs the SME is expected to quantify the suitability of the pending mature item for service use or recommend alternatives or changes where it is thought the need will not be met.

**5.2.4** The assessment should not only address the ability of the equipment to be maintained but also the ability of the maintainer to maintain the equipment and the suitability and availability of the resources required, currently in Service use and pending, to permit maintenance to take place. It may also be necessary on occasions to question, and recommend, alternatives to current maintenance policy particularly when safety or equipment capability could be compromised in not doing so.

**5.2.5** Some aspects of an EMA can become contentious particularly when change is required which could adversely affect the financial and/or duration aspects of the programme. Under these circumstances the SME will need to employ their diplomacy skills to the full to encourage buy-in from stakeholders to ensure that the maintainability aspects of the equipment are optimised to benefit the capability.

## **5.3 Guidance**

Annex A to this guidance has been written in the form of a practical EMA Report template; providing the majority of paragraph heading, title and content pages with a number of suggested annexes to enable the reports author to replace the guidance with the content of their EMA Report.

## **5.4 Content**

**5.4.1** The content of the report should follow the general layout of the example given at Annex A. Specific aspects of Engineering Hygiene and Maintenance Advice Memorandum are given at Annexes B and C respectively.

**5.4.2** The headings for Part 1 are mandatory to provide consistency; however to allow for the variation in requirements, those in Part 2 are optional and included to show what a typical report might contain. Part 2 should not be considered as constituting an aide-memoire for those engaged in writing EMA Reports. Each case must be considered on its own merits and the appropriate headings selected.

## **5.5 Approval, Release, Quality Review and Audit**

**5.5.1** EMA Reports require formal quality review prior to approval for release. The SME is therefore required to forward the draft report to the sponsor. The sponsor is required to conduct a task review using Annex A as the guide to confirm that the report contains all relevant information to support its conclusions and recommendations. The review should take account of the terms of reference and any conditions applied to the EMA. The task review will then form part of subsequent Project Team quality audit.

**5.5.2** The sponsor is advised to:

- a) Complete the task review and subject to agreement on any proposed amendments, advise that the report can be finalised for release;
- b) Complete the task review and in the event that the report's conclusions, recommendations or proposed amendments cannot be agreed, advise how the report is to be finalised. The sponsor is then to make a record of variance and justification for alternate actions, which will form part of subsequent Project Team quality audit.

## **5.6 Publication and Distribution**

When the report has been finalised it is important to advise stakeholders of its findings soonest to enable confidence to be developed in the compliance aspects of the design while resolving shortfalls in less desirable areas. Publication may be achieved electronically perhaps in the form of an Adobe Acrobat .PDF document or similar format delivered by email or a hard copy printed format delivered by hand or post. Whichever is preferred and chosen it would be prudent to agree this with the sponsor of the EMA as early as possible together with who will be responsible for the publication and distribution.

## **ANNEX A**

### **EASE OF MAINTENANCE REPORT TEMPLATE**

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Note: This Annex has been formatted in a manner to enable the reader to copy the document, re-format the header and footer and substitute their report for the guided provided.

**EASE OF MAINTENANCE**

**TYPE OF REPORT**

**TITLE**

**Project No: XXXXXXXX**

**AUTHOR**

**APPROVED FOR RELEASE**

Name:

Name:

Rank/Grade:

Rank/Grade:

Appointment/Organisation:

Appointment/Organisation:

Date:

Distribution: *(if too long, produce separately on next page)*

External:

Internal:

## **ABSTRACT**

### **Description**

1. An abstract is a one paragraph summary of a technical report. It should collect the essential aspects of a technical report and present them to the reader in concise detail. The main purposes of an abstract are:
  - a. To show the reader if they need to read the full report by presenting a clear, concise, factual summary this is both an elaboration of the title and a condensation of the report.
  - b. As an aid to information retrieval, so that the searcher may call up a comprehensive set of short documents to ascertain which reports require a fuller study.

### **Format**

2. The first sentence of the abstract should be a short statement of the aim to tell the reader why the report was produced, and broadly speaking, if it concerns him.
3. The next element of the abstract is a statement of the methods employed and the kind of treatment given, mentioning materials, conditions, restrictions, limits etc. Be specific and selective without going into detail.
4. Finally, the abstract should contain the essential conclusions and recommendations. This is the most important element and most of the abstract should be devoted to this element. If possible, all new findings should be clearly stated.

### **Length**

5. The length of an abstract should be approximately 5% of the length of the report but should not exceed 200-250 words.

### **General Rules**

6. The abstract must be readable and the needs for information retrieval must be borne in mind. Each author has his own style and these rules are listed for guidance, not as absolute do's and don'ts.
  - a. Always be as informative as possible.
  - b. Use the same technical terminology as in the report.
  - c. Numerals for numbers where possible.
  - d. Phrases for clauses, words for phrases, when possible.
  - e. No equations, footnotes or preliminaries.
  - f. No unconventional or rare symbols, characters or abbreviations.

- g. The abstract should have as low a security grading as possible to allow wide circulation.
- h. Printed on a separate sheet containing only the following:
  - (1) Security Classification of the abstract (not necessarily that of the report).
  - (2) Full title of report with reference number and date.
  - (3) The abstract itself.

## CONTENTS

### PART 1

Para

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BACKGROUND

AIM

SCOPE

OBSERVATIONS

EQUIPMENT SUMMARY

CONCLUSIONS

RECOMMENDATIONS

### **PART 2** *(If report is in 2 parts, start paragraph numbering from 1 for Part 2)*

Para

DESCRIPTION OF EQUIPMENT

Role and Operation

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Contractor Repair

Repair and Inspection Loading

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Calibration and Load Testing

ENGINEERING HYGIENE

PACKAGING, HANDLING, STOCK SERVICING AND TRANSPORTATION

SPECIAL TOOLS AND TEST EQUIPMENT

MAINTENANCE SOFTWARE

TRADE SKILLS

TECHNICAL DOCUMENTATION

MODIFICATIONS/COMMENTS SHEETS

STANDARDS

PHOTOGRAPHS AND DIAGRAMS

ANNEXES:

- A. SPECIAL TOOLS AND TEST EQUIPMENT
- B. MODIFICATIONS/COMMENTS SHEET
- C.

## **MAIN REPORT**

### **PART 1**

1. This part should be limited to a maximum of 4 to 5 pages and should contain sufficient facts and figures to be used on its own at Acceptance Meetings, briefings and similar activities. The following headings are mandatory for Part 1 but further headings can be used when the particular case warrants it.

### **INTRODUCTION**

2. This section is to be a very brief indication of the reason for writing the report. It should summarise the background against which the report is written and reference must be made to any previous maintenance assessment reports relating to the subject. Two examples are given below:

a. The Field Electrical Power Distribution Equipment System (FEPDS) is a modular power distribution system designed to be deployed in the field and safely meet the power requirements of formation HQs, their supporting signals units and field medical units. It replaces the 10kW Power Distribution Kit, a two wire system that under changes in legislation has been declared unsafe. This Ease of Maintenance Assessment (EMA) Report supersedes the Maintenance Appraisal carried out on the prototype equipment under project XYZ-1234 dated 01 Apr 92.

b. Heavy Combat Vehicles PT was tasked with carrying out an Ease of Maintenance Assessment on a Challenger MBT. Prototype vehicle RY (01 ZZ 03) was chosen because it best represented the production version in turret configuration. A partial assessment had been carried out previously on prototype RX (01 ZZ 02) in order to gain experience in repair techniques.

### **BACKGROUND**

3. If the quantity of background material is such that it is too long or detailed to be included in the Introduction, use this separate heading. If it is not, delete the heading.

### **AIM**

4. For each particular report the aim should be defined in a clear and precise statement such that it falls within the general policies stated in the two paragraphs mentioned above. Examples of typical statements which might be used in certain circumstances are as follows:

a. To assess the maintainability implications of accepting the title equipment into service.

b. To recommend a realistic repair policy.

### **SCOPE**

5. This section should define the breadth of the assessment and any limitations imposed on its activities. Examples are:

a. 'B' models only used for the assessment, which may not be completely typical of production equipment.

- b. Full specification testing not carried out due to the non-availability of special-to-system test equipment.
- c. This report on a commercial pattern equipment was restricted to the requirements for special tools and test equipment.

### **OBSERVATIONS**

6. This section should include observations on matters that may not be within the project's remit but are deemed significant enough to bring to the sponsor's attention.

### **EQUIPMENT SUMMARY**

7. This section should be a précis of Part 2 and, for example, might include the following subject matter:

- a. A brief description of the equipment and its function.
- b. Where the Ease of Maintenance was carried out and by whom (mention of any other agencies involved in the assessment should be made).
- c. The number of equipment involved in the assessment, their build standard, operating hours, miles run etc.
- d. Significant failures and important design weaknesses.
- e. Any modifications considered to be essential before the equipment becomes an acceptable maintenance commitment.
- f. Estimated annual workload for each equipment at each level of repair making brief reference to any Mean Active Corrective Maintenance Time (MACMT)/Mean Time Between Failures (MTBF) figures if they are appropriate in emphasising particular aspects of the report.
- g. The trade skills required to undertake the work at each level of repair together with any additional training requirements.
- h. Waterproofing and recovery needs to be included if appropriate to the equipment.

### **CONCLUSIONS**

8. This section should contain the full conclusions drawn from the whole assessment and not just an outline of the salient features. No new material should be introduced in this section and an attempt should be made to answer every part of the task defined in the Aim.

### **RECOMMENDATIONS**

9. Recommended courses of action should be based on the conclusions drawn. The recommendations will normally end with one of the following statements:

- a. Acceptable as a repair commitment.

- b. Acceptable subject to the listed modifications being incorporated to the satisfaction of the sponsor.
- c. Not acceptable - followed by reasons for non-acceptance.

10. The last statement is only to be used with prior sanction of the Project Team Leader as this phrase has a particular significance at Acceptance meetings and might delay or even prevent the adoption of equipment into service. Appropriate Business Unit Directors must always be informed whenever it is intended to use this phrase.

## **PART 2**

1. This part should be a detailed description of the activity which preceded the preparation of the report. It should contain in-depth information under the various headings indicated below. It is emphasised that headings used in this example are by no means intended to be restrictive or exhaustive and normally headings would be varied to suit the particular task or type of equipment under assessment. Additionally, it should take account of all Maintenance Advice Memoranda issued prior to the assessment.

### **DESCRIPTION OF EQUIPMENT**

2. Role and Operation. Usually one or two paragraphs will suffice, stating the role in which the equipment will be deployed and the facilities that it will provide.

3. Technical Description. A brief technical description, supported by mechanical and electrical parameters etc. is required. Where they will assist the reader, diagrams and photographs should be included as an Annex to the text. This is particularly useful when a system is being assessed comprising a number discrete assemblies.

### **MAINTENANCE POLICY**

4. This section will normally be broken down under a number of sub-headings, examples of which are given below. In all cases the text can be supplemented by Annexes to the report to give relevant detail in the form of tables, charts, calculations etc. The publicised maintenance doctrine and equipment support policy for the equipment type should be referred to and the application of this to the equipment being assessed, demonstrated.

5. User Servicing/Maintenance Schedule. Mention any particular features regarding servicing. All instances where servicing tasks are prolonged or difficult because of equipment design should be described in detail.

6. Repair Charts/Permitted Repair Schedules. Tables showing the recommended permitted repair should be included as Annexes to the report. Estimated repair times should be shown against each task in the Permitted Repair Schedule. Repair Charts when produced should always appear as an Annex to the report.

7. In-service Repair. The recommended repair policy at forward and depth should be stated. An explanation giving the reasoning used to reach this policy should be included. Cross references should be made to repair charts and repair schedules. Additionally, the report should detail the out-of-use maintenance/servicing/preservation regime to be applied where necessary.

8. Contractor Repair. Where appropriate a statement of the recommended Contractor repair/support policy should be given and a brief explanation of how it was evolved. It is important to ensure that In-service and Contractor repairs/support compliment and not contradict each other.

9. Repair and Inspection Loading. Estimates of Mean Active Corrective Maintenance Time (MACMT) and specification inspection times combined with estimated Mean Time Between Failures (MTBF) can be used to estimate annual work loads at each depth of repair.

10. **Recovery Assessment.** Where applicable, equipment should be assessed to ensure that adequate recovery attachment points and towing attachments are incorporated into the design. Further details can be found in Reference 2.

11. **Calibration and Load Testing.** The report is to clearly articulate all calibration and load testing requirements for the main equipment, its LRUs and supporting tools and test equipment.

### **ENGINEERING HYGIENE**

12. At all times when carrying out an EMA and specifying aspects of the repair policy etc, the SME must seek to reduce the probability of future failure and premature wear. Engineering Hygiene (EH) is one means through which this can be achieved. Therefore EH requirements are to be clearly articulated in all EMA Reports and comments made accordingly. The check list in Reference 1 is an enabler to identify EH requirements. Additional guidance is provided at Annex B.

### **PACKAGING, HANDLING, STOCK SERVICING AND TRANSPORTATION**

13. This section should detail all packaging, handling, stock servicing, repackaging and transportation requirements for the main equipment, its LRUs and supporting tools and test equipment.

### **SPECIAL TOOLS AND TEST EQUIPMENT**

14. This section should give a complete list of all special tools and test equipment required to support the equipment in accordance with recommended repair policies. All special-to-system test equipment existing and known to be under development should also be included and a brief description of the equipment and its purpose given. It may be necessary to conduct separate EMAs for larger items of STTE when they form part of the equipment. Annexes can be used to present the information in tabular form. An example annex is shown on Page 14 to this annex. Assistance can be drawn from the STTE Section of the DS&TE Project Team.

### **MAINTENANCE SOFTWARE**

15. Where appropriate, the report (or a separate sub-report) should include an assessment of maintenance software, BIT and BITE and any special-to-system automatic test applications and supporting equipment.

### **TRADE SKILLS**

16. A recommendation should be made as to which trades and trade class are capable of carrying out the maintenance tasks detailed in the report. Any additional training or particular skills required should be mentioned.

### **TECHNICAL DOCUMENTATION**

17. A list of all known documents relevant to the equipment should be included in the report, e.g. User Handbook, Technical Specifications, CES, Workshop Manual etc. and a statement on the current position of technical documentation should be given, including who is responsible for writing, verifying and the estimated dates for completion. The report must identify its likely impact on these documents.

### **MODIFICATIONS/COMMENTS SHEETS**

18. During the EMA there may be instances where the assessor will require modification to the equipment either to improve maintainability or reliability. In each case the recommended modification or comment on equipment design should be listed and included in the report in tabular form. An example annex is shown on Page 15 to this annex.

### **STANDARDS**

19. The equipment should be checked against the relevant standards, Defence Standards etc. Deviations or non-compliance must be included in the report.

### **PHOTOGRAPHS AND DIAGRAMS**

20. All photographs and diagrams should be inserted at the end of the text and be identified by a figure number.

**SPECIAL TOOLS AND TEST EQUIPMENT (STTE)**

Annex A to  
Ease of Maintenance Assessment XXXXXXXX  
Dated .....

1. The following is our recommended list of Special Tools and Test Equipment (STTE) required to maintain the subject equipment in-service.
2. The maintenance tasks listed below have been extracted from the manufacturers "Service Manual" and reviewed during the EMA process. All tasks have been aligned to the appropriate maintenance level in accordance with the Permitted Repair Schedule (PRS) and any deviations noted in the relevant EMA report.
3. Departments having reservations regarding the necessity for the provisioning of the following items are requested to discuss the implications of non-procurement with the STTE Section of the WSS Project Team before finalising any decision.
4. Though a tool may appear against several tasks, it will have only been allocated a Part No once. This is to assist departments in extracting a single list of tools required.

**EQUIPMENT: XYZ**

**XXX ENGINE**

Ser (a)	Task (b)	Service Manual Task Ref		Tool Required (e)	Manf Part No (f)	Service Manual Tool List (g)	Qty of Tools Required at Maint Level		Remarks (J)
		Sect (c)	Page (d)				Forward (h)	Depth (i)	
1	Adjust automatic decompression device		7	Adjusting Gauge	XXX 615 062 00		1	1	
2	Adjust automatic decompression device		7	Riveting Device	XXX 615 063 00		1	1	
3	Replace valve guides		9	Punch	XXX 669 350 00			1	
4	Replace valve guides		17	Reamer	XXX 612 110 00			1	

**MODIFICATIONS/COMMENTS SHEET**

Annex B to  
Ease of Maintenance Assessment XXXXXXXXX  
Dated .....

<b>SER</b>	<b>ASSEMBLY</b>	<b>SPONSOR COMMENT</b>	<b>ESSENTIAL OR DESIRABLE</b>	<b>RESPONSE</b>	<b>SPONSOR REPLY</b>



## **ANNEX B**

### **ENGINEERING HYGIENE**

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## 1. INTRODUCTION

Engineering Hygiene (EH) provides a means to reduce premature wear and future equipment failure. EH requirements and the means to facilitate them are identified in Ease of Maintenance Assessment (EMA) Reports so that design changes, special tools, special facilities etc, can be incorporated or procured before the equipment is introduced into service. Further details can be found in Reference 1.

## 2. ENGINEERING HYGIENE CHECK LIST/AIDE-MEMOIRE

Engineering Hygiene is to be considered at all times when carrying out an EMA, specifying aspects of the repair policy etc. The following list is not exhaustive but is designed to serve as a reference for use by SMEs when carrying out the EMA. Each equipment should be assessed individually for EH impact in its use and maintenance environments.

### 2.1 Equipment Design

Examples of specific areas that should be considered during EMAs are:

- Position and effectiveness of filters (all types) as protective devices. This includes the need for correct fitting and maintenance instructions, plus the need for alarm systems, or indicators, to indicate when maximum capacity has been reached;
- The overall design and the use of self sealing couplings on all vulnerable pneumatic, hydraulic, fuel and gas (eg. refrigerant or Halon) systems;
- The elimination of dirt traps around filler and inspection points;
- The positioning of components (eg. air inlets) to ensure maximum protection of the system;
- Drain plugs in hulls, bodies and other captive areas to enable spillage and leaks to be washed out;
- The adoption of in-built systems to monitor the quality of oils etc.
- Seals around electronic boxes designed to prevent ingress of dirt and moisture;
- Condition of desiccators which must be dry and have the correct type of sealing washer;
- Screws used in optronics equipment to have Dowty washers fitted to prevent ingress of dirt and moisture;
- Elapsed Time Indicators (ETIs) of a chemical nature to be positioned correctly to prevent damage;
- Routing of cable assemblies and harnesses;
- Use and clear identification of common electrical connectors;
- Unused plugs and sockets to be covered to prevent ingress of dirt and moisture;
- Open ended lines/pipes carrying fluids e.g. fuel delivery systems, to be protected against damage and contamination and designed to prevent accidental spillage.

## **2.2 Training**

Where new repair techniques or special precautions are identified during the EMA, or advised by the manufacturer, ensure that the need for tradesmen and, if appropriate, user training, has been identified.

## **2.3 Facilities**

Where special facilities, including containerized repair, are required at a particular level, ensure that the need for these facilities to be procured and issued, prior to the equipment being brought into service, is highlighted.

## **2.4 STTE**

Where STTE is required to prevent contamination during repair, ensure it is identified in the report. This includes the use of caps and covers to protect systems broken into during the removal of an assembly.

## **2.5 Technical Documentation**

Ensure that any special precautions/procedures designed to improve engineering hygiene and identified during the EMA, or recommended by the equipment manufacturer, are detailed in the report and included in the supporting technical documentation at the correct level.

## **2.6 Maintenance and Repairs**

When considering maintenance and repairs:

- Ensure the facilities exist, or will exist, at the level designated for a specific repair if that repair concerns special EH precautions.
- Ensure that specific repairs at each level are consistent with the EH requirements e.g. a thermal sight may be designated for repair at 'depth' because of the clean conditions required to strip it, but the report may also authorize the replacement of fitting which compromise the equipment case sealing at 'forward.'



## **ANNEX C**

### **MAINTENANCE ADVICE MEMORANDUM**

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## 1. INTRODUCTION

Project Teams are usually required to maintain a case history of actions and advice. Maintenance Advice is provided to research and development agencies, Acquisition staff and to contractors. This guidance when adopted provides a proven standard policy and format for recording Maintenance Advice furnished by appropriate Subject Matter Experts (SME).

## 2. POLICY

The Maintenance Advice Memorandum should be the principal means of confirming in writing, verbal advice or of giving formal written advice. This does not prohibit the use of letters or minutes of meetings where these would be a more appropriate written record. However, it needs to be mandatory that all advice of importance be recorded in writing. This policy would not apply to routine advice of a minor nature. All documents need to be kept in individual equipment project folders, which will build to provide an equipment advice and decision history. By this means continuity of Project Team advice should be assured.

The Maintenance Advice Memorandum caters for both Project Team advice and the answering acknowledgement or comment, on the same document. However, the Maintenance Advice Memorandum should be filed even if no acknowledgement is received. Whether to offer written advice, or to press for a written acknowledgement, depends on the importance attached to the advice offered and is at the discretion of the ILSM. In any case, the outcome of all Project Team advice should be recorded on a summary sheet to be kept in the project folder.

## 3. PROCEDURE

A proposed layout for a Maintenance Advice Memoranda which Project Teams would be advised to us is shown on Page 3. Three copies of the Maintenance Advice Memoranda will normally be required. One copy will be retained by the Project Team and the other two copies sent to the addressee allowing one copy to be returned with relevant comments. Completed Maintenance Advice Memoranda would be retained in Equipment Project Folders.

In completing the memorandum the following points should be observed:

Project Folder No: Every Maintenance Advice Memorandum needs to be endorsed with the project folder number allotted to the equipment under reference;

Reference: The reference block needs to include applicable documents such as Defence Standards and Specifications, AESPs etc.

Content: Advice given should be clear and concise and should be constructed so as to avoid ambiguity.

Maintenance Advice Memoranda should be subject to formal review as part of the EMA task review and Project Team quality audit.

**MAINTENANCE ADVICE MEMORANDUM**

To: \_\_\_\_\_ From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Folder No: ..... Tel: ..... Ext: .....

Date: ..... Serial No: .....

Subject:  
.....

Reference: .....

(Advice detail)

Rank/Grade: ..... Name: ..... Signature: .....



## **LEAFLET C17/0**

### **REFERENCES**

- 1 AESP 0200-A-093-013 - Engineering Hygiene
- 2 AESP 0200-A-307-013 - All Arms Equipment Recovery Manual

