

# THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL JSP 886

## VOLUME 4 MATERIEL ACCOUNTING

### PART 305

#### CONTROL AND ACCOUNTING FOR PARACHUTE ASSEMBLIES AND SUPPLY DROPPING EQUIPMENT

(Formerly JSP 886, Volume 13, Leaflet UT 2/6)

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AMENDMENT RECORD		
Amendment Number	Amendment Date	Details of Amendment

List of Contents:

**SECTION 1 - UT 2/6 - CONTROL AND ACCOUNTING FOR PARACHUTE ASSEMBLIES AND SUPPLY DROPPING EQUIPMENT**

Purpose  
Policy  
Allocation Of MOD(AFD) Responsibilities  
Responsibilities  
Accounting For Parachute Assemblies  
Issues  
Returns  
Adjustment of Records  
Immersion in Salt Water  
Inventory Check And Discrepancies  
Deployment Of Stocks  
Accounting for Supply Dropping Equipment  
Accounting for Scrap Man Carrying/Supply Dropping Parachutes.  
ANNEX A - UT 2/6 - ACCOUNTING FOR PARACHUTE ASSEMBLIES ISSUED FOR TRAINING  
ANNEX B - UT 2/6 - ACCOUNTING FOR PARACHUTE ASSEMBLIES ISSUED FOR EXERCISES  
Action at the Mounting Base.  
Unused Parachute Assemblies Held at the Mounting Base.  
DZ Clearance.  
Accounting Action at the DZ.  
Losses Discovered at the DZ.  
Return of Equipment Action at AFPSU/RAPS - No 1 PTS.  
Parachute Assemblies Remaining in the Aircraft.  
Overseas Exercises  
ANNEX C - UT 2/6 - ACCOUNTING FOR PARACHUTE ASSEMBLIES ISSUED TO A FORWARD HOLDING UNIT OR A TEMPORARY STORE  
Introduction.  
Action at a Forward Holding Unit.  
Equipment Returned to a Temporary Store.  
Return of Parachute Assemblies to AFPSU/RAPS - No 1 PTS From a Temporary Store.  
ANNEX D - UT 2/6 - OPERATIONS AGAINST THE ENEMY - ISSUE OF PARACHUTE ASSEMBLIES  
ANNEX E - UT 2/6 - DROP ZONE PARACHUTE RECOVERY CERTIFICATE (DZ-ERC)  
ANNEX F - 2/6 - PARACHUTE LOSS CERTIFICATE  
ANNEX G - UT 2/6 - ISSUE AND ACCOUNTING PROCEDURES FOR SCRAP MAN CARRYING AND SUPPLY DROPPING PARACHUTES

## **SECTION 1 - UT 2/6 - CONTROL AND ACCOUNTING FOR PARACHUTE ASSEMBLIES AND SUPPLY DROPPING EQUIPMENT**

### **PURPOSE**

1. The purpose of this leaflet is to detail the procedures to be used when accounting for parachute assemblies. It identifies the responsibility for their control and management including the responsibilities of the Liaison, Safety and Clearance personnel and the procedures to be used when parachute assemblies are issued.
  - a. Parachute assemblies and supply dropping equipment will normally be required for:
  - b. Operations against the enemy (as defined in Section 223 of the Air Force Act).
  - c. Exercises.
  - d. Training.
  - e. Trials and Testing.

### **POLICY**

2. Responsibility for man carrying (other than escape) parachutes, supply dropping and associated equipment is divided between the Army and Air Force Departments of the Ministry of Defence as follows:
3. **MOD (AFD)**. Responsible for parachute and aircraft systems as follows:
  - a. Restraint gear.
  - b. Extraction equipment.
  - c. Aircraft lashing equipment.
  - d. Parachute Assemblies (including the disconnect system) and, for control and accounting purposes, parachutists life preservers.
4. **MOD (AD)**. Responsible for containers and stressed platform systems including platform lashing equipment for aerial delivery.

### **ALLOCATION OF MOD(AFD) RESPONSIBILITIES**

5. The 2 MOD departments are each responsible, in collaboration with other departments as necessary, for the design and development of their own ranges of equipment. They are also each responsible for provisioning, supply, administration, maintenance and repair of their ranges on behalf of both departments. Within MOD(AFD) responsibilities are allocated as follows:
6. **ATF4 (D Air Def)**. Authorisation and publication of scales of man carrying and supply dropping equipment for Training, War, and Special Contingency Reserve Stocks and policy for the world-wide distribution of this equipment.

7. **DGSM(RAF) (SM65(RAF))**. Provisioning and management of the range of equipment to support the scales as authorised at sub-Paragraph 4a above.

## **RESPONSIBILITIES**

8. It is not always practical to transfer responsibility for each parachute assembly to parachutists under cover of an individual signature because of the manner of their use. Therefore, special regard to the requirements to safeguard parachute assemblies is to be taken by all personnel involved in the supervision of their use. In the case of routine and continuation training these responsibilities will normally be delegated to the chalk commander or Parachute Jumping Instructor (PJI)/RAF Drop Zone Safety Officer (DZSO) from No 1 PTS. In the case of exercises, the senior chalk commander and RAF DZSO (who may delegate responsibility to the Army DZO/OIC Clearance Party) are responsible for ensuring that every effort is made to account for the parachuting equipment and the expeditious return of used and unused parachutes, depending on type, to either the Airborne Forces Parachute Support Unit (AFPSU) - Irvin (GB) Ltd, Letchworth or the Ram Air Parachute Section (RAPS) - No 1 Parachute Training School (No 1 PTS) RAF Brize Norton. The issuing authority for Air or Drop Task Instructions or Exercise Orders is responsible for the co-ordination of recovery of parachute assemblies and supply dropping assemblies. Arrangements for the recovery of parachute assemblies and supply dropping equipment are to be detailed in the Air or Drop Task Instructions. The responsibilities of the AFLO, the DZSO and the Army DZO/OIC Clearance Party are given at Annex A. to this Leaflet and Annex E to the Airborne Forces Parachute Training Order Number 8 (AFPTO No 8). SO3 G3 SF, HQSTC is to ensure that details of these responsibilities are circulated regularly to the appropriate sponsoring authorities, AFLOs and DZSOs.

## **ACCOUNTING FOR PARACHUTE ASSEMBLIES**

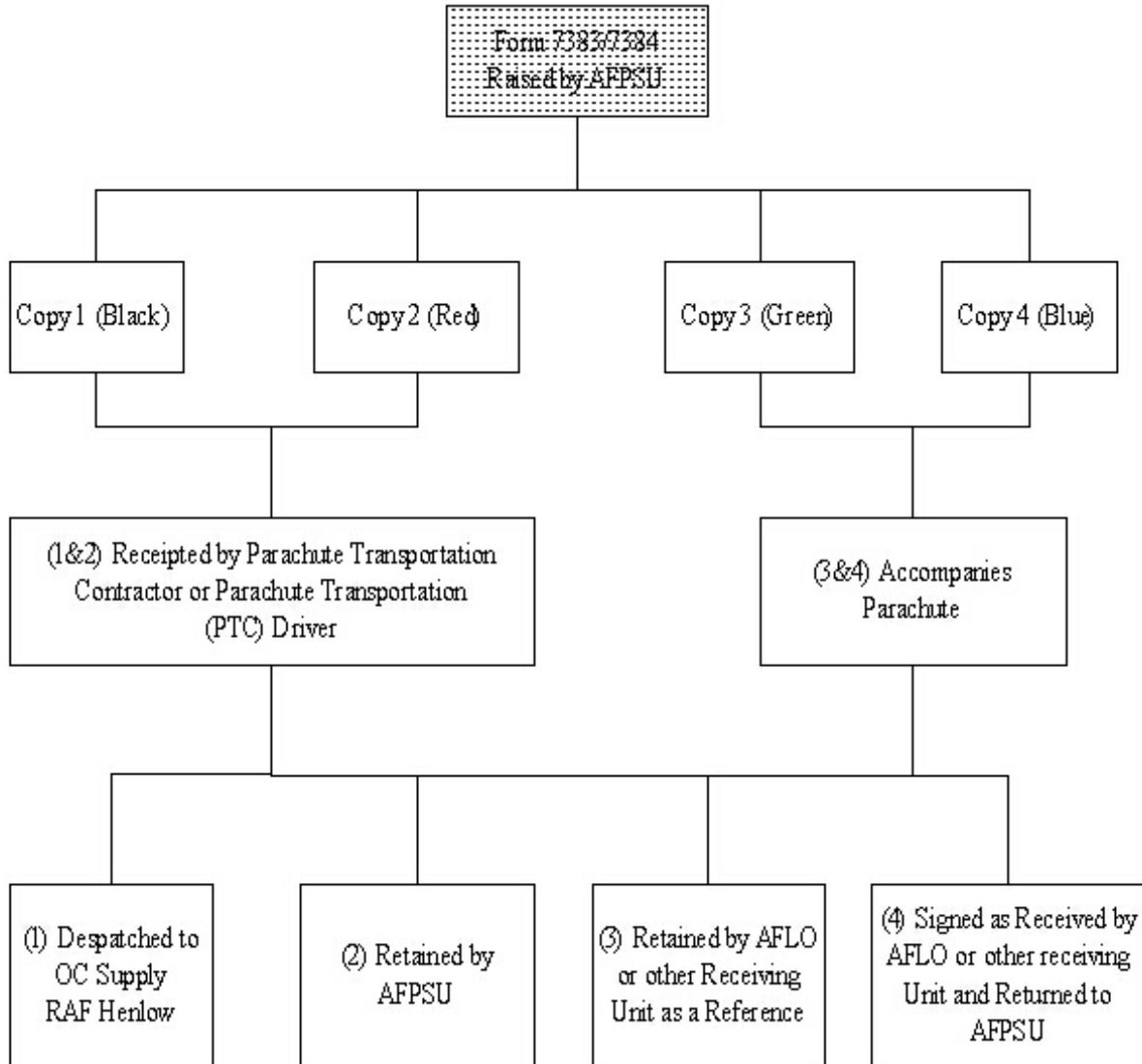
9. **General.** All in-use parachute assemblies are to be held on inventory charge by the AFPSU or RAPS, No 1 PTS. Issues of parachute assemblies are to be made by the AFPSU or RAPS, No 1 PTS who are to ensure that sufficient numbers of proforma and forms used for the accounting and the movement of parachute assemblies are provided for use by DZSOs, mounting units, and temporary stores. The following special forms are to be used to issue, return and account for parachute assemblies:

- a. Issue/Return of Personal Parachute Assemblies are as follows:
- b. Ram Air Parachute Assemblies and associated equipment - RAF Form 7382
- c. Round Canopy Assemblies and associated equipment - RAF Form 7384
- d. Issue/Return of Heavy Drop Parachute Assemblies - RAF Form 7383
- e. DZ Equipment Recovery Certificate (DZ-ERC).
- f. Parachute/Equipment Loss Certificate.

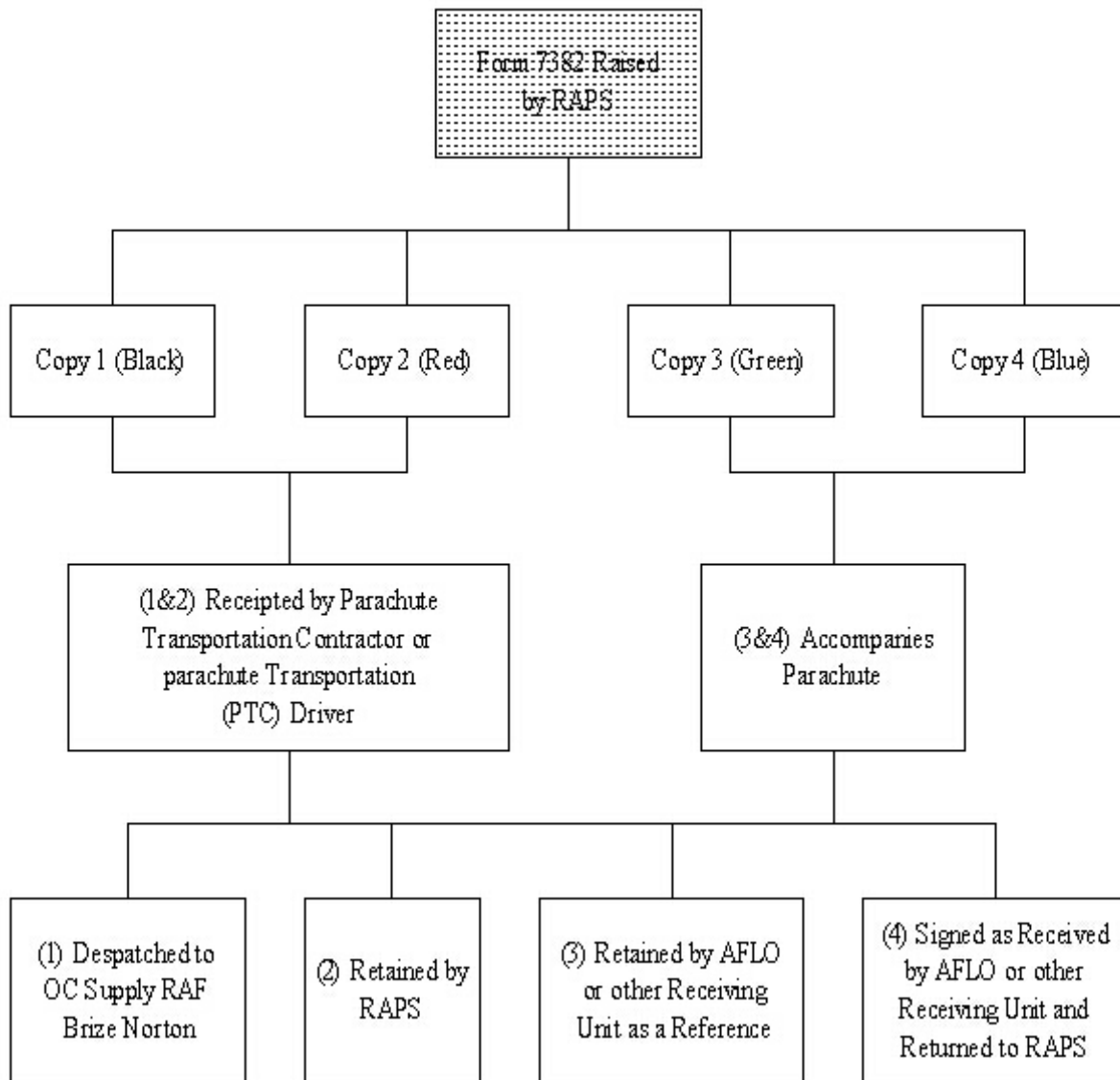
**ISSUES**

10. Issues of parachute and associated equipment are to be carried out as follows :

a. Form 7383/7384



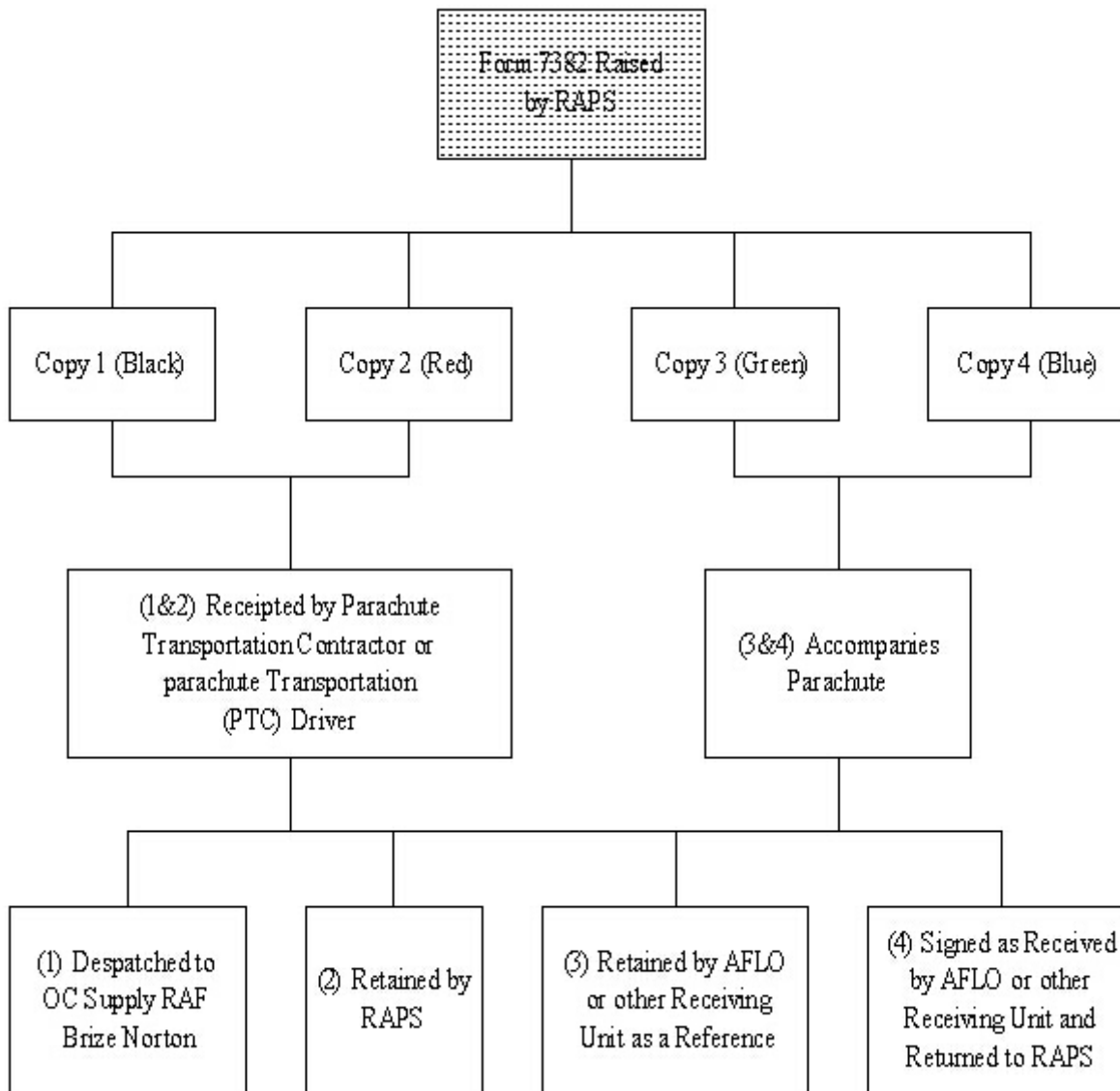
b. **Form 7382**



**RETURNS**

11. Parachute and associated equipment returns are to be carried out as follows:

a. **Forms 7382/7383/7384.**



12. For parachutes returned from a Drop Zone(DZ), the DZSO/OIC Clearance Party is to complete RAF Form 7382/7383/7384 as above or may use a DZ-ERC) in 4 copies (see Annex E). The contractor or PTC driver is to return one signed copy (the Red copy if RAF Form 7382/7383/7384) of the form to the DZSO or DZO/OIC Clearance Party acknowledging receipt of the load.

**ADJUSTMENT OF RECORDS**

13. AFPSU is to take action through SCAF at RAF Henlow and RAPS through SCAF at RAF Brize Norton to adjust accounting records when, after search and investigation, a loss has been confirmed. Record adjustment is to be effected for each individual task. Discrepancies are not to be accumulated for adjustment at the next Annual Census of Parachute Assembly Inventories. Action is to be taken as follows:

- a. Where the loss, per reference number, does not exceed 2% of the quantity issued, it is to be struck off charge by CIV. The CIV must be supported by a completed Loss Certificate (See Annex F).
- b. Losses which are not eligible to be struck-off charge in accordance with Paragraph 9a above, are to be written-off on Forms 34 under the provision of Leaflet UG 1/2 and QR(RAF) Appendix 6. All requests for write-off are to be accompanied by a completed copy of the Loss Certificate (Annex F).

## **IMMERSION IN SALT WATER**

14. Parachute assemblies lost or rendered unserviceable as a result of immersion in salt water are to be struck-off charge on a CIV by RAF Henlow, for parachutes from AFPSU, and RAF Brize Norton, for parachutes from RAPS, in accordance with UG 1/2 and QR(RAF) Appendix 6. A copy of the DZ-ERC or Loss Certificate is to be attached to the CIV. Any parachute assemblies issued for land descents which are accidentally immersed in salt water are to be bagged, tagged and returned to AFPSU or RAPS, as appropriate, with the remainder of the assemblies. A note of the immersion is to be made on the DZ-ERC and/or relevant RAF Form 7382/7383/7384, quoting the equipment serial number.

## **INVENTORY CHECK AND DISCREPANCIES**

15. **Annual Census of Parachute Assembly Inventories.** The parachute assemblies and associated equipment inventories at both AFPSU and RAPS are to be subject to an annual census in accordance with UG 6/1. The accuracy of the distribution records for assets held at user units is to be verified, where practicable, by a physical count.

16. **Discrepancies.** Where the deficiency per reference number does not exceed £10,000 or 0.08%, whichever is the least, of the annual turnover and theft or fraud is not suspected no detailed investigation is required. However, all surpluses and deficiencies are to be recorded on Forms 4C for offsetting purposes. Net deficiencies are to be written-off and net surpluses brought on charge in accordance with UG 6/1.

## **DEPLOYMENT OF STOCKS**

17. Army requirements of the items of equipment described in sub-Paragraph 3a will be held on their behalf by HQ Strike Command (HQSTC). Quantities to be held will be reviewed periodically by MOD(AD) and MOD(AFD) staffs.

## **ACCOUNTING FOR SUPPLY DROPPING EQUIPMENT**

18. Supply dropping equipment which forms part of a parachute assembly referred to in Paragraph 3a is to be accounted for in accordance with this leaflet. Supply dropping equipment which is part of the role equipment fit of an aircraft taking part in a drop is to be accounted for in accordance with Leaflet UT 2/5. Accounting instructions for the supply dropping equipment referred to in Paragraph 3b are issued by MOD(AD).

## **ACCOUNTING FOR SCRAP MAN CARRYING/SUPPLY DROPPING PARACHUTES.**

19. Issue and Accounting procedures can be found in Annex G.

## **ANNEX A - UT 2/6 - ACCOUNTING FOR PARACHUTE ASSEMBLIES ISSUED FOR TRAINING**

### 20. Action at Mounting Site DZ:

a. **Receipt of Parachute Assemblies and Associated Equipment.** When the driver delivering the parachutes remains on site during the training, there is no requirement for the consignment of parachute assemblies and associated equipment to be signed for by the user unit. For aircraft descents the chalk commander, or in his/her absence the PJI, is to sign for the parachutes and associated equipment issued to the chalk on the relevant RAF Form 7382/7384. The RAF DZSO is to provide confirmation of numbers of equipments used/deficient on the DZ-ERC or relevant RAF Form 7382/7384 and, if necessary, Loss Certificate.

b. **DZ Clearance.** The OIC Clearance Party, or in his/her absence the RAF DZSO, is responsible for clearing the DZ in accordance with Annex E to Airborne Forces Parachute Training Order Number 8. He/she is to complete the DZ-ERC or relevant RAF Form 7382/7384, in 4 copies certifying that all equipment issued has been recovered. In the event of a loss, the DZSO is to arrange for the DZ to be searched and if the missing equipment is not located he/she is to complete the Loss Certificate. The driver is to sign the DZ-ERCs or RAF Forms 7382/7384 as receiving the equipment. Once signed, if RAF Form 7382 or 7384, the Red copy of the form is to be retained by the DZO/DZSO, the Black, Blue and Green copy is to be returned with the equipment to AFPSU/RAPS by hand of the driver. Once received at AFPSU/RAPS and quantities confirmed the Green copy is to be signed and returned to the consigning unit or formation and the Black copy forwarded to OC Supply at RAF Henlow/Brize Norton, as appropriate. If DZ-ERCs are used, one copy should be retained by the DZO/DZSO and the remaining 3 copies are to accompany the load for later distribution to the consigning unit and OC Supply as detailed for RAF Forms 7382/7384.

21. **Return of Parachute Assemblies.** Parachute assemblies are to be returned to AFPSU/RAPS - No 1 PTS on cessation of training. AFPSU/RAPS -No 1 PTS is to check that the quantity of parachutes returned corresponds to the quantity issued and is to clear the issue register. Discrepancies are to be dealt with in accordance with Paragraphs 8 and 9 of this leaflet.

## **ANNEX B - UT 2/6 - ACCOUNTING FOR PARACHUTE ASSEMBLIES ISSUED FOR EXERCISES**

### **ACTION AT THE MOUNTING BASE.**

1. The AFLO or a nominated member of his/her staff is to sign the RAF Form 7382/7383 or 7384 as receiving the consignment. The recipient is to be responsible for the parachute assemblies until issued or returned to AFPSU or RAPS. If an AFLO has not been appointed a nominated member of the unit responsible for the task is to assume this responsibility. One copy of the issue form is to be retained by the AFLO or the receiving unit, the other copy is to be returned to the AFPSU/RAPS - No 1 PTS either with the driver or by post.

### **UNUSED PARACHUTE ASSEMBLIES HELD AT THE MOUNTING BASE.**

2. The AFLO is to co-ordinate the return of unused parachute assemblies no longer required at the mounting base or forward holding unit to AFPSU/RAPS - No 1 PTS as soon as the requirement ceases, under cover of the relevant RAF Form 7382/7383 or 7384. The forms returning the parachute assemblies are to be cross-referred to the issuing form and raised in 4 copies as detailed at paragraph 7 of this leaflet.

### **DZ CLEARANCE.**

3. The sponsor of the air drop task instruction or exercise order is responsible for detailing and co-ordinating the arrangements for recovery of parachute assemblies from the DZ and their return to AFPSU/RAPS - No 1 PTS. The RAF DZSO is responsible for ensuring that provision is made for all equipment to be cleared from the DZ in accordance with HQ 38 Gp Manual of Transport Support, Part 1, Section 2, Chapter 3. Where an Army DZO/OIC Clearance Party has been nominated by the sponsoring formation, the RAF DZSO is to ensure that the officer/NCO concerned is aware of the number of parachutes despatched.

### **ACCOUNTING ACTION AT THE DZ.**

4. The RAF DZSO is to raise the DZ-ERC and/or RAF Form 7382/7383 and/or 7384 in 4 copies, handing all copies to the Army DZO/OIC Clearance Party where one has been nominated. The driver or NCO collecting the stores is to sign the DZ-ERC and/or relevant RAF Form as receiving the equipment. Should he/she disagree with the totals this is to be noted on the certificate before it is signed. When more than one vehicle is used to recover the parachutes a RAF Form 7382/7383 or 7384 is to be raised in 4 copies for each vehicle involved, detailing the individual vehicle load. The forms are to be annotated with the registration numbers of the recovery vehicles and the completed forms are to travel with the driver of each load. One copy of the DZ-ERC or RAF Form is to be retained by the RAF DZSO or DZO/OIC Clearance Party.

### **LOSSES DISCOVERED AT THE DZ.**

5. When a loss or discrepancy is discovered at the DZ, the DZSO or DZO/OIC Clearance Party is to action as Paragraph 8 of the main Leaflet.

## **RETURN OF EQUIPMENT ACTION AT AFPSU/RAPS - NO 1 PTS.**

6. The sponsoring formation or RAF Detachment concerned is to arrange for the return of the parachute assemblies at the cessation of the drops to AFPSU/RAPS - No 1 PTS. AFPSU/RAPS - No 1 PTS is to check the returned assemblies against the DZ-ERC and/or Forms 7382/7383 or 7384 as appropriate, and clear the record of issues. Discrepancies are to be dealt with in accordance with Paragraphs 8 and 9 of this leaflet.

## **PARACHUTE ASSEMBLIES REMAINING IN THE AIRCRAFT.**

7. When parachutes remain on the aircraft as a result of a partial drop and the aircraft does not return to the mounting base, they are to be returned to the AFLO or AFPSU/RAPS - No 1 PTS as appropriate. The assemblies concerned are to be labelled by the senior PJI with the following details:

- a. Date.
- b. Exercise Name.
- c. HQ 38 Gp Task No.
- d. Aircraft Tail Number.
- e. User Unit.
- f. Indication of the total number of parachutes, for example, 'Parachute No ..of ..'

The AFLO/Detachment Commander is to be informed by the PJI of the action taken.

## **OVERSEAS EXERCISES**

8. **Movement of Parachute Assemblies To and From the Exercise Location.** The AFLO, or in his/her absence the OIC Parachuting, is to co-ordinate the movement of parachute assemblies to and from the exercise location. The parachutes are to be issued to the exercise with the relevant RAF Forms 7382/7383 or 7384 signed by either the Movements staff at the departure airfield or the AFLO/OIC Parachuting. On completion of the exercise the parachute assemblies are to be returned accompanied by a DZ-ERCs or the relevant RAF Forms 7382/7383 or 7384.

9. **Management of Parachute Equipment.** The Exercise Air Instruction or Operation Order is to lay down parachute recovery/accounting and storage procedures and details responsibility for the equipment. Wherever possible elements of RAPS - No 1 PTS are to deploy with SF exercises; in such cases the Senior Survival Equipment Fitter will be responsible to the AFLO/OIC Parachuting for the management of the equipment in theatre, although responsibility for its safe custody is to rest with the user unit.

## **ANNEX C - UT 2/6 - ACCOUNTING FOR PARACHUTE ASSEMBLIES ISSUED TO A FORWARD HOLDING UNIT OR A TEMPORARY STORE**

### **INTRODUCTION.**

1. All loans of parachute assemblies issued to Forward Holding Units (FHU) or a temporary store are to be authorised by HQ 38 Gp (SO3 G3 SF).

### **ACTION AT A FORWARD HOLDING UNIT.**

2. When the parachute assemblies are required to be held at a FHU for use in several supported or unsupported tasks, a nominated member of the FHU is to sign the relevant RAF Form 7382/7383 or 7384 as receiving for each consignment. The FHU may issue the parachute assemblies using local procedures, but is to notify the details of such issues to AFPSU/RAPS - No 1 PTS within 24 hours of the issue being made.

### **EQUIPMENT RETURNED TO A TEMPORARY STORE.**

3. If parachute assemblies are returned to a temporary store following a drop, the SNCO IC the store is to check the quantities received against the DZ-ERCs or RAF Forms 7382/7383 or 7384 and sign the DZ-ERCs or RAF Forms 7382/7383 or 7384 confirming that the correct quantities have been received. Copies of the DZ-ERCs or corresponding Forms 7382/7383 or 7384 are to be despatched to AFPSU/RAPS - No 1 PTS immediately. If a loss is discovered on checking the loads, the SNCO IC the temporary store is to report the matter immediately to whosoever was responsible for DZ clearance. On receipt of such notification a Loss Certificate is to be completed and despatched to the SNCO IC the temporary store. Copies of the relevant DZ-ERCs or RAF Forms together with any completed Loss Certificates are to accompany the remainder of the parachute assemblies when they are returned to AFPSU/RAPS - No 1 PTS.

### **RETURN OF PARACHUTE ASSEMBLIES TO AFPSU/RAPS - NO 1 PTS FROM A TEMPORARY STORE.**

4. The original DZ-ERCs or RAF Forms 7382/7383 or 7384, plus any Loss Certificate, are to be used to return parachute assemblies to AFPSU/RAPS - No 1 PTS. The drivers are to sign the forms as receiving the equipment. On arrival at AFPSU/RAPS No 1 PTS the load is to be checked for accuracy. If discrepancies are discovered they are to be reported to the consignor for immediate investigation. The result of the investigation is to be advised to AFPSU/RAPS - No 1 PTS as appropriate

## **ANNEX D - UT 2/6 - OPERATIONS AGAINST THE ENEMY - ISSUE OF PARACHUTE ASSEMBLIES**

1. Parachute assemblies will be subject to normal accounting procedures until actually issued for operational use. They will be regarded as leaving Royal Air Force custody when they are loaded directly onto aircraft taking part in the operation or handed over to the, Royal Marines, Army or RAF formation participating in the operation. When parachute assemblies have left RAF custody they are to be struck-off charge by a Certificate Issue Voucher. AFPSU/RAPS - No 1 PTS is to maintain a separate record of all operational issues by parachute serial numbers. When issues for operational use are made by a forward holding unit, the forward holding unit is to notify the details to AFPSU/RAPS - No 1 PTS by priority signal. Parachute assemblies recovered after an operation against an enemy are to be brought on charge by a Certificate Receipt Voucher.

**ANNEX E - UT 2/6 - DROP ZONE PARACHUTE RECOVERY  
CERTIFICATE (DZ-ERC)**

This Form is to be completed in quadruplicate and distributed as follows:

1 copy to be sent to the unit, and 3 copies to be forwarded to AFPSU/RAPS (as appropriate) with the equipment.

1. General.

- a. Date:.....
- b. Location/D.....
- c. 38 Gp Task No/Exercise Name .....
- d. User Unit.....
- e. P Hour.....
- f. No of Parachutes Despatched.....

SIGNED: ..... (RAF DZSO)  
 NAME: ..... (CAPITALS)  
 RANK: .....Service Number:.....

2. Equipment Details.

- a. Time DZ cleared: .....
- b. Equipment cleared from the DZ:

Ser No	Item	Type	No Despatched	No Recovered	Discrepancies
(a)	(b)	(c)	(d)	(e)	(f)
1	Main Parachutes				
2	Reserve Parachutes				
3	PLPs				
4	Bags Transit				
5					

- c. Remarks by DZO and details of Loss Certificate (Mandatory if Discrepancies):

Remarks:

SIGNED .....(DZO)  
 NAME .....  
 RANK .....Service Number:.....

3. Quantities at column (e) above received by RAF Det to AB Forces. The following discrepancies are noted.\*

Discrepancies:

SIGNED .....

NAME.....

RANK.....Service Number:.....

4. Received by \*AFPSU/RAPS. The following discrepancies are noted.\*

Discrepancies:

SIGNED .....

NAME .....

RANK ..... Service Number:.....

\* DELETE AS APPROPRIATE

## **ANNEX F - 2/6 - PARACHUTE LOSS CERTIFICATE**

To be completed in quadruplicate: 1 copy to unit and 3 copies to be forwarded to AFPSU/RAPS (as appropriate)

### 1. General

- a. Originating Unit ..... b. Reference: .....
- c. Date ..... d. Location/DZ .....
- e. 38 Gp Task No/Exercise Name .. ..
- f. Unit Equipment issued to .....

### 2. Details of Loss(es)

Sect/Reference	Description/Eqpt Type	Qty	Serial Numbers	Remarks

### 3. Report.

NOTE: Damaged or contaminated equipment must be recovered and returned to \*AFPSU/RAPS, suitably labelled, giving details of circumstances and where applicable type of contamination.

- a. DZ and Drop details; give detailed description such as land or water, wooded, long grass, day or night, number of troops etc.
- b. It is certified that:
- (1) Recovery was carried out as soon as possible after the drop.
  - (2) Recovery was well organised and supervised and a thorough search of the DZ was carried out.
  - (3) All possible precautions against loss were taken and it is requested that the above loss(es) be written off.

Date ..... Signed .....

Rank ..... (\*Army DZO/RAF DZSO)

Name .....(Block Capitals) Service Number.....

Contact Tel No and Ext .....

\* Delete as Appropriate

## **ANNEX G - UT 2/6 - ISSUE AND ACCOUNTING PROCEDURES FOR SCRAP MAN CARRYING AND SUPPLY DROPPING PARACHUTES**

1. **Controlling Authority.** The Supply Manager RAF Henlow (for conventional parachutes) and OC Supply Wg, RAF Brize Norton (for ram air parachutes) are authorised to approve issues of scrap parachute arisings to Service and exceptionally, to non-Service organisations. Issues to the latter are to be restricted to the following categories:
  - a. Non-Service organisations that are known to have strong Service connections.
  - b. Non-Service organisations where it is considered that the issue would foster good public relations.
2. **Request Procedure.**
  - a. **Requests from Service Organisations.** All requests are to be submitted, in writing, to the Supply Manager, RAF Henlow or OC Supply Wg, RAF Brize Norton, as appropriate. Requests are to be submitted at least 14 days before the required date and giving the following details:
    - (a) Nature of Task/Function.
    - (b) Type, Colour And Quantity Of Parachutes Required.
    - (c) Date Required.
    - (d) Proposed Collection Arrangements.
    - (e) Point of Contact Details.
  - b. **Requests from Non-Service Organisations.** RAF Henlow and RAF Brize Norton have authority to issue scrap parachutes in accordance with Paragraph 1 above.
  - c. **Acknowledgment of Requests.** Requests will be acknowledged by letter/phone.
3. **Priority of Issue.** Approved requests will be filed in date of receipt order and within the following order of categories:
  - a. Service Units - for exercise use.
  - b. Service Units - for survival training.
  - c. Service Units - for official display purposes.
  - d. ATC/CCF Units - (demanded by parent unit).
  - e. Non-Service - only as Paragraph 1.

4. **Issue Procedure.** Issues to Service organisations will be made under F600 and may be either issue or loan. Issues to non-Service organisations will be under F603F, the terms being issue or loan without charge.
5. **Despatch Procedure.** Transportation costs and responsibilities fall on the consignee. PFDS may be used on an opportunity basis (to nearest Service unit in case of ATC/CCF or non-Service units).
6. **Viscose Rayon Canopies.** Canopies made of viscose rayon (nylon) are not to be issued for decoration purposes.
7. **Condition of Canopies.** All canopies will have been mutilated and had rigging lines removed to prevent re-use of parachutes. Requests for complete assemblies are to be referred to SO2 A4 Comm/Para, HQSTC for approval.
8. **Disclaimer.** The Service does not accept any liability resulting from accidents caused by scrap parachutes. Organisations must be mindful that such parachutes are no longer fit for their primary purpose and the canopy can be easily ignited if exposed to a naked flame or heat. A disclaimer to this effect is to be issued to the recipient.