

Perform Air International Inc.
Administration Forms
Section V.A
List of Effective Pages/Table of Contents

Revision	Revision Date	Revision Change
N/I	07/07/23	Initial Release/Re-release. V.A. Form number reallocation. V.A-70.01 to V.A-62.42, V.A-70.04 to V.A-62.43, V.A-70.19 to V.A-62.44, V.A-70.02 to V.A-59.03, V.A-70.03 to V.A-59.04, V.A-70.38 to V.A-59.05, V.A-70.05 to V.A-66.02, V.A-70.08 to V.A-66.03, V.A-70.28 to V.A-66.04, Removed V.A-70.24. Revise V.A-62.22
1	08/09/23	Revision to V.A 54.10, V.A 59.24, V.A 62.12, V.A 62.15
2	10/06/23	Revision to V.A 54.02, V.A 54.07
3	10/31/23	Changed AOG Form V-52.01 to V.A-52.13
4	11/06/23	Added V.A-58.04. Revised V.A-58.13, V.A-62.41
5	12/29/23	Renamed V.A-59.03 to V.A-62.45. Revised V.A-68.02 Added V.A-68.03. Removed V.A-62.08
6	01/30/24	Revised V.A-52.13
7	03/29/24	Revised V.A-62.08, V.A-62.31, V.A-52.03
8	06/27/24	Revised V.A- 62.08 (formatting, fillable), V.A-62.12
9	07/05/24	Retired 52.01, 57.01; Revised 52.10, 52.11; Moved/Merged 54.02-Inst into 54.02, Moved 58.01 to 56.01, 58.04 to 56.03, and 70.28 to 66.04
10	11/25/24	Transferred: 62.45 to 59.25. Revised: formatting, verbiage, font to 62.04, 62.06, 62.08, 62.09, 62.11, 62.13, 62.14, 62.17, 62.18, 62.19, 62.21, 62.24, 62.27, 62.28, 62.29, 62.31, 62.33, 62.38, 62.39, 62.43, 62.44, 62.45 and added departmental structure to LEP. Added 62.28a, 62.31-A, 62.31-B. Removed 62.16, 62.25, 62.26, 69.01
11	12/01/2024	Revised V.A 53.02, 53.03, 53.05, 53.07, 53.15 (removed Fax), Updated 62.38, 62.39; Removed 53.06 (no longer req)
12	01/06/2025	Revised V.A 62.01, 62.31; Added V.A 62.31-C, V.A 62.31-D
13	01/17/2025	Revised V.A 62.37 (full revision and retitled)
14	05/22/2025	Removal of unused form 58.03
15	06/27/2025	Revised V.A. 54.07
16	08/08/2025	Added Form 52.14
17	09/19/2025	Added Forms 62.45, 62.45-A, and 62.46, Revision to Form 62.43, Removed Form 62.03
18	10/10/2025	Revised V.A Form 54.07
19	10/31/2025	Revised V.A Form 62.14, Form 62.22, and Form 54.07

<u>Form Number</u>	<u>Name</u>	<u>Revision Number</u>	<u>Revision Date</u>	<u>Pages</u>
	<i>Administration Form List of Effective Pages / Table of contents</i>	19	10/31/2025	5

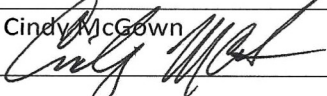
**Administrative
Department 52**

V.A-52-02	Meeting Attendance	N/I	11/26/2014	1
V.A-52.03	Proposal Project Review and Approval	2	03/29/2024	1
V.A-52.04	Confidentiality and Non-Disclosure Agreement	1	12/31/2010	1
V.A-52.05	Stock Transfer Ledger	1	12/31/2010	1
V.A-52.06	Risk Assessment Scorecard	1	11/26/2014	1
V.A-52.07	Design and Development Traveler	1	12/31/2010	1
V.A-52.08	Goals and Objectives Reporting Form	N/I	01/31/2020	1-2

Approval	 Cindy McGowan	Revision Date: 10/31/2025
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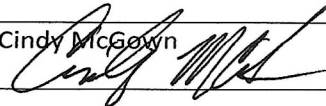
Perform Air International Inc.
Administration Forms
Section V.A
List of Effective Pages/Table of Contents

<u>Form Number</u>	<u>Name</u>	<u>Revision Number</u>	<u>Revision Date</u>	<u>Pages</u>
V.A-52.09	Reliability Report	N/I	12/01/2014	1
V.A-52.10	Capability Self Evaluation Risk Assessment Matrix	N/I	07/05/2024	1
V.A-52.11	Departmental Risk Assessment Matrix	1	07/05/2024	1
V.A-52.12	Vacation Carryover Exception Request Form	1	01/31/2022	1-2
V.A-52.13	AOG Request / Approval Form	3	01/30/2024	2
V.A-52.14	Indv Contractor Confidentiality Form	N/I	08/08/2025	1
Accounting/Finance Department 53				
V.A-53.01	Account Reconciliation	1	12/31/2010	1
V.A-53.02	Business Credit Application	5	12/01/2024	1-2
V.A-53.03	Accounts Payable/Receivable Contra Form	1	12/01/2024	1
V.A-53.04	Employee Expense Report	1	12/31/2010	1-2
V.A-53.05	Wire Transfer Information Letter	4	12/01/2024	1
V.A-53.07	Request for Credit Information	4	12/01/2024	1
V.A-53.08	Credit Refund Letter	1	12/31/2010	1
V.A-53.09	Advisement of Terms Letter	1	12/31/2010	1
V.A-53.15	Credit Card Authorization Form	5	12/01/2024	1
Purchasing Department 54				
V.A-54.02	Diamond Excellence Vendor Status Request	5	07/05/2024	2
V.A-54.03	Diamond Excellence Vendor Congratulatory Letter	7	03/31/2020	1
V.A-54.04	Fabrication Request	1	06/30/2020	1
V.A-54.07	Purchase Requisition	7	10/31/2025	1
V.A-54.08	Diamond Excellence Certificate	4	08/16/2013	1
V.A-54.09	Parts Transfer Form	1	12/31/2010	1
V.A-54.10	RMA Request Form	3	08/09/2023	1
V.A-54.11	Purchasing Worksheet	1	05/31/2020	1
Materials/Warehouse Department 56				
V.A-56.01	Inventory Spoilage Sheet	2	07/05/2024	1
V.A-56.03	Inventory Returned to Stock Log	1	07/05/2024	1
V.A-56.04	New Parts Location	1	12/31/2010	1
Supply Chain				

Approval	Cindy McGown 	Revision Date: 10/31/2025
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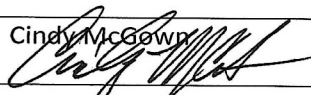
Perform Air International Inc.
Administration Forms
Section V.A
List of Effective Pages/Table of Contents

<u>Form Number</u>	<u>Name</u>	<u>Revision Number</u>	<u>Revision Date</u>	<u>Pages</u>
Department 58				
V.A-58.02	Manufacturer's Affidavit	N/I	02/15/2013	1
Information Technology (IT) Department 59				
V.A-59.01	Individual Device Responsibility Agreement	N/I	07/31/2022	1
V.A-59.02	Backup Verification Log	1	08/24/2017	1
V.A-59.04	Annual Employee Issued Key Inventory	N/I	07/07/2023	1
V.A-59.05	Employee Key Issuance Log	N/I	07/07/2023	1
V.A-59.24	Employee Badge Request / Issue Form	5	08/09/2023	1
V.A-59.25	Visitor's Badge Audit Log	2	11/25/2024	1
Human Resources (HR) Department 62				
V.A-62.01	Management Appraisal Form	4	01/06/2025	1
V.A-62.02	Human Resource Indoctrination	3	08/31/2021	1
V.A-62.04	Employment Application	2	11/25/2024	1-2
V.A-62.05	Direct Deposit Authorization	N/I	01/31/2011	1
V.A-62.06	Employee Address Change	2	11/25/2024	1
V.A-62.07	Exit Interview	2	03/30/2012	1
V.A-62.08	Employee Performance Review Appraisal	4	11/25/2024	3
V.A-62.09	HSA Salary Deferral Agreement	8	11/25/2024	1
V.A-62.10	Applicant Acknowledgement of Company Drug/Alcohol Testing	1	12/31/2010	1
V.A-62.11	Random Drug/Alcohol/Reasonable Suspicion Testing Notification	2	11/25/2024	1
V.A-62.12	Applicant Questionnaire	3	06/27/2024	1
V.A-62.13	Previous Employer Alcohol & Drug Test Information	5	11/25/2024	1
V.A-62.14	Boeing On-Line Account Request	3	10/31/2025	1-2
V.A-62.15	FAA New Applicant Transfer Checklist	2	08/09/2023	1
V.A-62.17	Waver of Liability	2	11/25/2024	1
V.A-62.18	Personnel Policies and Procedures Acknowledgement	2	11/25/2024	1
V.A-62.19	Uniform Order/Return Form	2	11/25/2024	1
V.A-62.20	Employee Acknowledgment of Company Drug/Alcohol Testing	2	12/31/2010	1

Approval	Cindy McGowan 	Revision Date: 10/31/2025
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Perform Air International Inc.
Administration Forms
Section V.A
List of Effective Pages/Table of Contents

<u>Form Number</u>	<u>Name</u>	<u>Revision Number</u>	<u>Revision Date</u>	<u>Pages</u>
V.A-62.21	Supplier Diversity Acknowledgement	2	11/25/2024	1
V.A-62.22	<i>Employee Orientation</i>	7	10/31/2025	1
V.A-62.23	Visitor Log	1	12/31/2010	1
V.A-62.24	Approved paid Leave Form	1	11/25/2024	1
V.A-62.27	Waiver of Health Insurance	2	11/25/2024	1
V.A-62.28	Authorization and Request of Previous Employer Training Records/Certs Release Form	1	11/25/2024	1
V.A-62.28a	Authorization and Request of Employee Training Records/Certificates (PAI)	N/I	11/25/2024	1
V.A-62.29	Equal Employment Opportunity Data Sheet	3	11/25/2024	1
V.A-62.30	Disclosure and Authorization Form	1	11/30/2018	1-5
V.A-62.31	Employee Status Change Form	6	01/06/2025	1-2
V.A-62.31-A	New Job Position Creation Checklist	N/I	11/25/2024	1
V.A-62.31-B	Candidate Job Offer Approval Form	N/I	11/25/2024	1
V.A-62.31-C	New Employee Addition Form	N/I	01/06/2025	1-2
V.A-62.31-D	Employee Termination Form	N/I	01/06/2025	1-2
V.A-62.32	PAI Electronic Systems Employee Conduct Agreement	1	12/31/2010	1
V.A-62.33	PAI 401K Model Salary Deferral Agreement	2	11/25/2024	1
V.A-62.34	Employee Confidentiality Acknowledgement & Invention Assignment	1	12/31/2010	1-3
V.A-62.35	Tuition Reimbursement Agreement Form	1	05/04/2016	1
V.A-62.36	Tuition Reimbursement Request Form	N/I	09/16/2011	1
V.A-62.37	Tuition Reimbursement Repayment Promissory Note	1	01/17/2025	1-2
V.A-62.38	Employee Annual Review Form (NON-Maintenance Personnel)	6	12/01/2024	1-3
V.A-62.39	Employee Annual Review Form (Maintenance Personnel)	6	12/01/2024	1-3
V.A-62.40	Company Vehicle Policy	N/I	01/31/2021	1
V.A-62.41	Employee Vacation Sell Back Request	1	11/06/2023	1
V.A-62.42	Employee Accident and Injury Reporting	N/I	07/07/2023	1-2
V.A-62.43	OSHA Hepatitis B Vaccination Declination	2	09/19/2025	1
V.A-62.44	Safety Policies and Procedures Acknowledgement	1	11/25/2024	1

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Perform Air International Inc.
Administration Forms
Section V.A
List of Effective Pages/Table of Contents

<u>Form Number</u>	<u>Name</u>	<u>Revision Number</u>	<u>Revision Date</u>	<u>Pages</u>
V.A-62.45	Employee Loan Request	N/I	09/19/2025	1
V.A-62.45-A	Employee Loan Agreement	N/I	09/19/2025	1
V.A-62.46	Attendance Schedule Accommodation Request	N/I	09/19/2025	2
Training Department 66				
V.A-66.01	Headphone Check-out Sheet	N/I	02/28/2016	1
V.A-66.02	Respirator Qualitative Fit Test Record	N/I	07/07/2023	1
V.A-66.03	Ambient Light Test	N/I	07/07/2023	1
V.A-66.04	Visual Acuity Record	1	07/05/2024	1
Engineering Department 67				
V.A-67.01	PAI-001-Test Stand Preventative Maintenance Checklist-Monthly	N/I	01/31/2021	1
V.A-67.02	PAI-001-Test Stand Preventative Maintenance Checklist- Annual	N/I	01/31/2021	1-3
V.A-67.03	PAI-002-Test Stand Preventative Maintenance Checklist-Monthly	N/I	01/31/2021	1
V.A-67.04	PAI-002-Test Stand Preventative Maintenance Checklist- Annual	N/I	01/31/2021	1-2
V.A-67.05	PAI-003-Test Stand Preventative Maintenance Checklist- Monthly	N/I	01/31/2021	1
V.A-67.06	PAI-003-Test Stand Preventative Maintenance Checklist- Annual	N/I	01/31/2021	1-4
Shipping Department 68				
V.A-68.01	Receipt of Delivery Sign Off Sheet	N/I	02/28/2013	1
V.A-68.02	Shipping / Receiving Box Count Form	1	12/29/2023	1
V.A-68.03	Shipping Final Verification Signoff Sheet	N/I	12/29/2023	1