Perform Air International Inc.

463 S. Hamilton Court
Gilbert, Arizona 85233

**FAA Repair Stations: IS3R590L**
**Civil Aviation Authority of The United Kingdom of Great Britain and Northern Ireland: (UK) CAA Certificate: UK.145.50075**

This supplement does not form part of the FAA 14 CFR part 145 RSM/QCM.

Compliance with the FAA accepted supplement together with the FAA 14 CFR part 145 RSM/QCM forms the basis of the Civil Aviation Authority of The United Kingdom of Great Britain and Northern Ireland (UK) CAA Part-145, hereinafter referred to as (UK) CAA approval.

This supplement forms part of the applicant's obligations for (UK) CAA approval as specified in this guidance.

## A. Index

## 1. LIST OF EFFECTIVE PAGES/TABLE OF CONTENTS

| Revision | Revision Date | Procedure Revised |
|---|---|---|
| N/I | 06/03/2024 | Initial Release/ Re-Release - Incorporates (UK) CAA Maintenance Agreement Guidance |
| *1* | *10/24/2025* | *Revised Section 10 and Appendix 2 to reflect changes to FAA Order 8130.21 and AC 43-9* |

## 2. Amendment Procedure

Any amendments to this supplement deemed necessary by FAA FSDO shall be the responsibility of Perform Air International, Inc., hereinafter referred to as PAI, Quality Assurance Manager. The Quality Assurance Manager shall incorporate any such amendments and ensure the amendments are submitted for acceptance to the FAA FSDO. This will be accomplished in accordance with Repair Station Manual (RSM), Procedure, I.10, Procedure for Document and Data Control.

Failure to ensure 14 CFR part 145 RSM/QCM and this (UK) CAA Supplement are kept current in respect of regulatory changes (including changes to the Maintenance Agreement Guidance (MAG) and that the repair station staff comply with the procedure therein could invalidate (UK) CAA Approval.

Changes to the MAG shall be implemented, as applicable, within 120 days after changes are published, unless otherwise specified.

## 3. Introduction

The (UK) CAA requires all maintenance of commercially operated aircraft/components to be carried out by a (UK) CAA Part 145 approved / accepted maintenance organization. The (UK) Part-145 is a requirement similar to 14 CFR part 145.

The Maintenance Implementation Procedures (MIP) agreed to by the FAA and (UK) CAA specifies the basic differences between (UK) CAA Part-145 and 14 CFR part 145 and identifies these differences as (UK) CAA Special Conditions.

A 14 CFR part 145 repair station can be (UK) CAA Part-145 approved when the repair station complies with the maintenance Special Conditions as detailed in this procedure in addition to complying with 14 CFR Parts 145 and 43.

This (UK) CAA supplement should help ensure that PAI is working in accordance with the provisions of its (UK) CAA Part-145 Approval Certificate and ensure differences between (UK) CAA and FAA regulations are taken into account.

## 4. Accountable Manager's Commitment Statement

This supplement, in conjunction with the approved 14 CFR part 145 Repair Station and Quality Control Manuals, defines the organization and procedures upon which (UK) CAA approval is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are performed under the conditions of (UK) CAA Part-145 approval.

It is accepted that the repair station's procedures do not override the necessity to comply with any additional requirements formally published by the (UK) CAA and notified to PAI from time to time.

It is understood the (UK) CAA shall issue an Approval Certificate and list this repair station in a (UK) CAA published list as long as the (UK) CAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the (UK) CAA reserves the right to revoke the Approval Certificate if the (UK) CAA determines that procedures are not followed, or standards not upheld.

Cindy McGown
Accountable Manager
For and on behalf of Perform Air International, Inc.

**NOTE:** If the Accountable Manager is replaced, the new Accountable Manager must sign this statement to ensure continuous (UK) CAA Part-145 Approval and provide the responsible FAA Aviation Safety Inspector (ASI) with the amendment of the supplement.

## 5. Approval Basis and Limitation

(UK) CAA approval is based upon compliance with 14 CFR Parts 145 and 43 except where varied by the Special Conditions specified in the MIP and MAG. However, this approval must not exceed the ratings permitted by Regulation (UK) No 1321/2014, as amended.

The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by the FAA to the repair station in accordance with l4 CFR parts 43 145. Any applicable deviations in scope of work under a rating are specified in MAG Section A.

## 6. Access by the (UK) CAA and FAA

For the purposes of surveillance and inspections, Perform Air International, Inc. will provide the FAA and (UK) CAA unimpeded access to facilities, including the facilities of any contractors and/or subcontractors permitted by the MIP, Chapter III, paragraph 3.8., to ascertain compliance with 14 CFR Part 145, (UK) CAA Special Conditions, procedures, and standards and to investigate specific problems.

PAI will accept investigation and enforcement action that may be taken by the (UK) CAA in accordance with any relevant (UK) regulations and (UK) CAA procedures and that PAI will cooperate with these actions.

## 7. Work Orders/Contracts

Work Orders and contracts for maintenance on components for operators under (UK) CAA regulation shall clearly specify the inspections, repairs, alterations, overhaul, airworthiness directives, and required parts replacement to be accomplished.

Particular attention shall be paid to requirements for accomplishment of foreign airworthiness directives. In such cases, the operator will be contacted to obtain all data required to comply with airworthiness directives and to clarify and verify the work scope to be accomplished.

All customer contracts will be reviewed in accordance with Quality Control Manual (QCM), Procedure II.15, Purchase / Repair Order (Contract) Review Procedure.

Customers remain responsible for correctly informing Perform Air International Inc., hereinafter referred to as PAI, by work order of all required maintenance and alterations.

## 8. Approved Design and Repair Data

**Changes to the Type Design: Major Changes Minor Changes, Supplemental Type Certificates (STC)**

(UK) CAA approved design engineering data is normally data supplied by a (UK) CAA Design Organization Approval (DOA) holder, or data approved by the (UK) CAA of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the (UK) CAA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and/or validation of FAA-approved changes to the type design by the (UK) CAA are contained in the associated Implementation Procedures for Airworthiness Certification (IPA).

**NOTE:** The IPA is listed at the following site:
*https://www.faa.gov/aircraft/air_cert/international/bilateral_agreements/baa_basa_listing*

Repair Design Data in Support of Major and Minor Repairs

PAI will use design data approved by the FAA in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation

Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management System. Minor repairs will be made in accordance with "acceptable" data, in accordance with 14 CFR Part 43.

The (UK) CAA shall approve design data in support of repairs in accordance with the (UK) CAA Part 21, Subpart M-Repairs, and procedure for Type Certificate Change and Repair Approval.

**(UK) CAA Acceptance of FAA Repair Design Data**

The (UK) CAA shall accept data used in support of major repairs, in accordance with the IPA, paragraph 3.3.5. The (UK) CAA shall also accept data used in support of minor repairs, in accordance with IPA, paragraph 3.3.5.3(b).

> **NOTE:** A UK operator must use UK-Part 21 for the approval of repair data for use on a UK-registered aircraft. Unless the minor repair data has been previously used on a U.S.-registered aircraft, a UK company cannot determine any data to be acceptable data under 14 CFR part 43 for use on a UK-registered aircraft.

In these circumstances, repair design data are considered to be (UK) CAA approved following its approval or acceptance under the FAA's system. This process does not require application to the (UK) CAA or compliance findings to the (UK) certification basis.

**Alterations**

Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by the (UK) CAA are contained in the IPA, paragraph 3.3.6.

## 9. Airworthiness Directives

Per the PAI Quality Control Manual (QCM), Procedure II.05, Procedure for Maintaining Current Technical Data, all components are reviewed for any applicable FAA/ (UK) CAA airworthiness directives for the specific component prior to any maintenance accomplishment.

Work Orders/Contracts from a (UK) CAA approved operator must include any applicable FAA or (UK) CAA airworthiness directives required for incorporation. If an FAA airworthiness directive to a component is found, the (UK) CAA operator will be contacted to verify (UK) CAA requirements.

## 10. Release and Acceptance of Components

Component release to service after maintenance is accomplished in accordance with 14 CFR 43.9, except that MAG Section B, Appendix 1, paragraphs 7 through 10 must also be taken into account.

At the completion of maintenance, an FAA Form 8130-3 may be issued as a (UK) CAA single or (UK) CAA/FAA dual maintenance release by the repair station. Guidance in Paragraph 10 and Appendix 2 of this (UK) CAA supplement, along with *FAA Advisory Circular 43-9* (as revised), will be used to complete the 8130-3 Form.

Reference Appendix 2 of this supplement for a sample FAA Form 8130-3 single/dual release.

- **Block 11** procedures include the status of the component (repaired, inspected, overhauled, tested, etc.).

- **Block 12** includes the (UK) CAA release to service certifying statement with the (UK) CAA-145 acceptance number. This block will also specify all applicable data for the component. This includes the issue/revision of the approved/accepted data, alterations, ADs, replacement parts, and use of PMA parts, etc.

    - For example: "Overhauled in accordance with CMM 11, Section X, Rev 2, S/B 23, and in compliance with FAA AD xyz. Full details held on WO 456."

- **Block 12** must also contain the (UK) Part-145 release to service certifying statement with PAI's (UK) Part-145 Approval Certificate number: UK.145.50075.

    - PAI Certifies that the work specified in block 11/12 was carried out in accordance with the (UK) Part-145 and in respect to that work the component is considered ready for release to service under (UK) Part-145 Approval Number "UK.145.50075"

- When completing a single (UK) CAA release, **Block 12** must contain the following statement:

    - "This product/article meets 14CFR, part 43.9 requirements, except for the following items (list reasons), and therefore is not eligible to be installed on U.S. registered aircraft."

- **Blocks 13a through 13e** are not to be used by the repair station.

- **Block 14a** marking, "Other regulations specified in block 12" when completing a single (UK) CAA release, or dual FAA/(UK) CAA release.

- **Block 14** contains a note "unless otherwise specified in block 12." The intention of this paragraph is for documenting different types of maintenance as follows:

    - The case where all required maintenance was not carried out.

        - In this case, list the maintenance not carried out in block 12 and/or reference attachments. The customer must be informed and must agree to the deferment of the uncompleted task.

    - (UK) CAA Single Release. The case where the particular maintenance requirement was only UK-approved and not FAA-approved (UK) CAA single release).

- For example: a UK AD not issued by the FAA, or a deviation specified under (UK) CAA MAG Section A, was accomplished, or components used did not meet 14 CFR part 43.7 due to one or more products/articles were installed with a (UK) CAA Form 1 single release, the final assembly cannot be released with an FAA 8130-3 dual release. In this case, "14 CFR 43.9 Return to Service" block is not marked for a single (UK) CAA release.

- **Block 14b** must provide the signature of the person approving the component for release or approved for return to service.

- **Block 14c** must provide the FAA Repair Station Certificate number.

Per PAI QCM II.04 and RSM I.10 only those individuals maintained and listed on PAI, Roster of Inspection Personnel (QSM Section VII, SL.02), and Roster of Personnel Authorized to Sign Maintenance Release (QSM Section VII, SL.03), may issue an FAA Form 8130-3.

Per PAI QCM II.01 and QCM II.14, Receiving Inspections shall be accomplished on all incoming material and components. PAI receiving inspectors are authorized to inspect components and parts to verify condition and documentation conformance. All components or parts whether new, overhauled, serviceable, or repairable will be inspected by an authorized receiving inspector. Technical data may be required for inspection. Inspectors shall ensure appropriate technical data for the specific item being inspected is used.

**New Components**

Only the following new serviceable components that meet all regulatory requirements for production may be fitted during maintenance.

New components should be traceable to the Production Approval Holder (PAH) and be in a satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component.

New components from a U.S. PAH: a release should be documented on an FAA Form 8130-3 as a new part, documentation under the IPA.

New components released by a UK PAH under Part 21: Release must be documented on a (UK) CAA Form 1, as a new part.

**Fabricated Parts**

Fabricated parts produced by an appropriately rated repair station with a quality system, for consumption into a repair station or alteration of a product or article in accordance with 14 CFR 21.9(a)(6), and part 43, are not subject to the foregoing provision.

**Standard Parts**

Standard parts are not subject to the forgoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and are in satisfactory condition

for installation.

**NOTE:** (UK) CAA Standard Parts Definition: Per AMC M.A.501 (a)(4), "Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are: National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc...."

**PMA parts**
PMA parts may be accepted under IPA requirements per: https://https://www.caa.co.uk/our-work/publications/documents/content/cap1780ipa/#:~:text=We%20would%20like%20to%20hear.Manufacturing

Reference the IPA, Paragraph 3.2.4 and 3.3.4 for Specific requirements for Parts Manufacturing Approval (PMA) Articles.

**Acceptable Components**
Throughout the maintenance process, PAI will use sub-components, piece parts, materials and chemicals of such a quality as to ensure compliance with QCM II.01 Receiving Inspection Procedure.

## Used Components

Used components must be traceable to (UK) CAA certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations they have performed. In the case of life-limited parts, the life used must be appropriately documented. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or (UK) CAA approval document. An authorized release document, as provided below, must accompany the used component.

An FAA Form 8130-3 issued as a (UK) CAA single, or (UK) CAA/FAA dual maintenance release must accompany used components from U.S. based 14 CFR part 145 repair stations that hold (UK) Part-145 approval.

**NOTE:** Used components from a 14 CFR part 145 repair station not (UK) Part-145 approved must not be used even if accompanied by an FAA Form 8130-3.

A (UK) CAA Form 1 issued as a maintenance release shall accompany used components from (UK) CAA approved maintenance organizations not located in the United States.

**NOTE:** The (UK) CAA recognizes the use of an FAA Form 8130-3 from U.S. based repair stations that hold (UK) CAA approval. See acceptance of parts in the (UK) CAA

MIP and table in (UK) CAA MAG Section A, Appendix 4.

**Acceptable Components**
Throughout the maintenance process, PAI will use sub-components, piece parts, materials and chemicals of such a quality as to ensure compliance with QCM II.01 Receiving Inspection Procedure.

The table below contains a summary of possible scenarios for components released after maintenance. Reference (UK) CAA MAG Section A, Appendix 4 as required.

**FAA Form 8130-3 and (UK) CAA Form 1 Acceptance**

| **Summary of Scenarios for Components Released After Maintenance** | |
|---|---|
| **United States-Based AMO** | |
| **CAA Acceptable New Products/Articles:**<br>-CAA Form 1 NEW<br>-8130-3 NEW<br>-C of C Standard Parts<br>-See other Bilateral Arrangements/Agreements | |
| **Repaired Components:**<br>Repaired Products/ Articles Release Document (input) | Final Higher Assembly Release document for UK release (output) |
| CAA Form 1<br>(Dual CAA/FAA) | FAA Form 8130-3<br>(Dual CAA/FAA) |
| CAA Form 1 (Single CAA) | FAA Form 8130-3<br>(Single CAA) |
| FAA Form 8130-3<br>(Single FAA) | No CAA release authorized |
| | |
| -See other Bilateral Arrangements/Agreements on acceptance of repaired parts | |

**NOTE 1:** The (UK) CAA recognizes repaired components released on an EASA Form 1 dated prior to December 31, 2022, as specified within the (UK) CAA List of Official Record Series 4 (ORS4) – Miscellaneous. Additional details and acceptance can be found in: http://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=list&type=serc at&id=17.
**NOTE 2:** The (UK) CAA recognizes an FAA Form 8130-3 with a dual (FAA/EASA) release from a U.S.-based repair station dated prior to December 31, 2024, as specified in the MIP.

**Deviation Procedure in Support of UK Operators**

Should the need arise to support UK customer maintenance requirements, such as non-U.S. type-certificated aircraft, engines or components, a deviation from the FAA issued rating and/or Op Specs may be necessary. This (UK) CAA Supplement with additional procedures must be accepted by the FAA prior to maintenance and include the following:

- List of make/model of the aircraft, engine, or component and identify the scope of work.
- Ensure procedures for component released on FAA Form 8130-3 are performed as a single (UK) CAA release.
- Procedures for a self-assessment document to provide to the FAA the repair stations capability for the required tooling, equipment, facilities, data, materials, training, and personnel, to support the requested maintenance.

PAI's repair station Accountable Manager will need to submit in writing to the FAA ASI for the requested deviation, to include the revised (UK) CAA Supplement, and self-assessment documentation. If the deviation involves a complete UK registered aircraft, the repair station must hold an airframe rating.

The FAA ASI with oversight of the repair station shall review the request, the (UK) CAA Supplement and self-assessment to verify repair capabilities. An FAA on-site audit may be necessary.

Once received and found to be acceptable, the FAA ASI shall forward the Accountable Manager's request and (UK) CAA Supplement page listing the make/model of the aircraft, engine, or component to the (UK) CAA at apply@caa.co.uk for acceptance. "FAA Organization Approvals" shall be included in the subject line.

Upon receipt, the (UK) CAA shall review the request and the Supplement page listing and shall provide acceptance or denial in writing. The (UK) CAA shall email the decision to the FAA ASI.

The FAA ASI with oversight responsibility should notify the repair station's Accountable Manager and shall conduct surveillance activities when conducting oversight of UK Special Conditions under the U.S.-UK Maintenance Implementation Procedures (MIP).

## 11. Certificate of Airworthiness (C of A) Validity

This paragraph is NOT APPLICABLE to PAI

## 12. Release of Aircraft after Maintenance

This paragraph is NOT APPLICABLE to PAI

## 13. Reporting of Unairworthy Conditions

PAI will ensure that, when serious defects are found in (UK) CAA registered aircraft or components received from a (UK) CAA customer, the defects must be reported to the (UK) CAA, the aircraft/component design organization, the authority of the state of registry, and the customer or Operator within 72 hours. When reporting to the (UK) CAA, the identity of the customer must be included to allow follow-up action.

This reporting will occur per the details outlined in QCM II.13 – MDR and SUP Report Procedure and in a form and manner acceptable to the (UK) CAA containing the information required by (UK) CAA Part-145 in English through the (UK) CAA online platform: https://www.caa.co.uk/our-work/make-a-report-or-complaint/mor/occurrence-reporting/.

PAI will submit this form when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of the (UK) CAA. Include the title of each person responsible for completing and submitting reports of Unairworthy conditions to the (UK) CAA.

**NOTE:** (UK) Part-145 reporting requirements include SUP reporting requirements. Responsibility for reporting unairworthy conditions rests with the Vice President of Quality.

## 14. Quality Assurance System (QAS)

PAI has an independent quality monitoring system which is the responsibility of the Quality Assurance Manager. In accordance with the PAI Quality Control Manual (QCM), Procedure II.11, Internal Audit Procedure, an internal audit is conducted on a monthly basis per the schedule located in the Administrative Attachments section of the QSM, Att.52.02 and Appendix 1. Different policies and procedures are audited monthly which results in an annual audit of the entire system. The audit is conducted by the Quality Assurance Manager or designee(s). The audits are conducted to monitor the maintenance / inspection process to deliver a safe product and to remain in compliance to 14 CFR Parts 43, 145, this supplement and (UK) CAA Special Conditions as applicable. The Accountable Manager, as named in this supplement, reviews the results of the audit. Management personnel have been trained as internal auditors. As a result, no individual will audit their own work or any area for which they have responsibility.

PAI ensures all sub-contract functions are performed in accordance with predetermined quality standards and regulatory requirements. The control and quality oversight of these functions are accomplished through RSM I.08 Procedure for Maintaining and Revising the Contract Maintenance Program.

The Accountable Manager, Vice President Quality, Quality Assurance Manager, and all other senior staff members will review the overall performance of the quality system on an annual basis, at a minimum.

There are two elements to the system.

**An Independent Audit System:**
The independent audit system is a process of sample audits of all aspects of the repair station's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure they carry out maintenance to the required standard, nor does it replace any associated inspection/quality control system. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

The audit system shall cover the oversight of all facilities under the (UK) CAA Part-145 approval and must contain as a minimum the following:

- Procedural audits. The audits will monitor compliance with required aircraft/aircraft component standards and adequacy of maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.
    - Procedural audits are assigned and managed via the Internal Audit Schedule, located in PAI Quality System Manual (QSM), Att.52.02. Those audit areas found in the QSM, RSM, QCM, and ASM columns of the aforementioned Att.52.02 shall form the basis for procedural audits for each departmental area.

- Product audits. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.
    - Product audits are located in the QSM Internal Audit schedule, found at Att.52.02, and are announced in the "Product Audit" column of this form. Product audits shall be conducted multiple times annually, for each major PAI product line.

It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph, which defines the audit program.

The process of sample audits may be carried out once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in the Supplement. All applicable 14 CFR parts 43 and 145 provisions and (UK) CAA Special Conditions should be checked at least once per year against each primary product line.

A primary product line is any component product line where the systems and procedures are very similar throughout that product line.

**A Management / Control and Follow Up System:**
The PAI management control and follow up procedure, which is not contracted to outside persons, consists of a Corrective And Preventive Action (CAPA) system to ensure all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the Accountable Manager to remain informed of the state of compliance and any safety issues. This system is managed in accordance with QCM II.09. The Accountable Manager, Vice President Quality, Quality Assurance Manager, and all other senior staff members will hold annual meetings to check progress and appropriately address outstanding findings/discrepancies and CAPA issues and trends. Routine follow-up actions to ensure outstanding findings/discrepancy and CAPA mitigation and closure may be delegated on a day-to-day basis to the Quality Manager and/or Departmental Managers as long as the Accountable Manager meets at least once per year with the senior staff involved to review the overall performance.

Though PAI houses production operations from two (2) buildings, the system announced in QCM II.09 applies to both buildings such that both buildings, 463 S. Hamilton Ct and 300 S. Hamilton Pl. are integrated into the same QAS system and shall be audited per the same system at least once annually.

PAI QCM II.09 includes requirements for PAI to audit product and procedural operations, and special conditions listed in both buildings, as indicated above.

One example of the particular product line shall be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used for the audit. PAI shall carry out no less than three audit sample checks each year, for each major product line processed at PAI. Current major product lines include: Hydraulic, Pneumatic, Electro-Mechanical, and Water & Waste.

PAI Internal Audit department prepares a report for each audit carried out describing what was checked and resultant findings/discrepancies. The report is sent to relevant departments for mitigation and correction and provision of expected completion dates. Relevant PAI departments promptly correct findings/discrepancies within time constraints announced in the CAPA system and inform the quality department.

A product shall be selected in each workshop and the sample audit program conducted at least once per year.

## 15. Provision of Hanger Space for Aircraft Maintenance

This paragraph is NOT APPLICABLE to PAI

## 16. Contracted Maintenance

This section describes the procedures the repair station must use to ensure that the items to be contracted are specified. Procedures to ensure that the items to be contracted are specified and that the contract meets the terms of the implementation procedures are found in PAI RSM I.08 "Procedure for Maintaining and Revising the Contract Maintenance Program".

**NOTE 1:** When part of the maintenance is contracted to another organization, PAI shall ensure the other organization is approved to (UK) Part-145 for the maintenance function being contracted. To be considered a contract maintenance function that requires FAA approval, the repair station must meet both of the following conditions:

(a) It must have entered into an agreement with another person or entity (FAA certificated and (UK) Part-145 approved) to perform maintenance functions on an article; and

(b) The repair station must choose to exercise the privileges of its certificate and assume responsibility for the work performed by the contracted person. .In such a case, a UK Part 145 certificate is required to approve the product for release or return to service, and the originating repair station is fully responsible for ensuring its airworthiness by providing approval for release and return to service.

**NOTE 2:** To prevent duplication with the FAA Repair Station Manual and the (UK) CAA Supplement, it is permissible to make a cross reference to the QSM/QCM/RSM procedures in the (UK) CAA Supplement making a clear reference to where the information is to be found.

**List of Contractors**

The (UK) CAA recognizes that 14 CFR part 145 permits the repair station to contract maintenance functions provided the maintenance functions are approved by the FAA and the originating repair station exercises the privileges of its certificate by assuming responsibility for the work performed by providing the approval for release or return to service. Title 14 CFR part 145, section 145.217 requires the repair station, in a format acceptable to the FAA, to keep records of the name of each outside facility to which the repair station contracts maintenance functions and the type of certificate, and ratings held, if any. The (UK) CAA shall accept this practice when the repair station identifies those contractor(s) the repair station will use to support maintenance activities for aircraft registered in the (UK) or aeronautical products to be installed on such aircraft. The repair station shall establish a list identifying the contractors, all of which shall hold a (UK) CAA Part-145 certificate, and make it available to (UK) CAA on request.

**Qualifying and Auditing Contractor:**

Procedures to qualify and audit contractors performing maintenance functions are found in PAI RSM I.08, Procedure for Maintaining and Revising the Contract Maintenance Program.

**Contracting to non-(UK) CAA approved Sources.**

If PAI contracts a maintenance function to a non-(UK) CAA approved source, PAI must be appropriately rated itself to perform the work, and must hold FAA approval for that maintenance function. This section must:

- Explain that the Repair Station is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

- Indicate that any non-(UK) CAA approved contractor to which work is contracted must be under the control of the Repair Station's QAS. Compliance with this supplement must be ensured for each contracted maintenance function.

- Explain that if PAI cannot determine the quality of the maintenance performed under contract, the maintenance function may be contracted only to a (UK) CAA approved facility that is able to test and/or inspect the work performed and issue an approval for return to service for the work performed. If the originating Repair Station must disassemble the article/item on which the maintenance function was performed under contract in order to determine the quality of the work performed, then the maintenance function should not be contracted to a non-(UK) CAA approved source.

**Contracting to (UK) CAA approved Facilities.**
If PAI sends an article to another organization that is (UK) CAA Part-145 approved and holds appropriate ratings, and that person or entity exercises the privileges of its certificate by assuming responsibility for approving for return to service each item on which it has worked, that process is not considered contracting a maintenance function for purposes of the responsibilities of the originating repair station.

PAI shall determine that the (UK) CAA approved repair station to which maintenance functions are contracted is properly certificated to perform that work. This is accomplished in advance and during a PAI audit process. PAI will require the repair station to produce a satisfactorily executed audit checklist, capabilities listing, and appropriate regulatory certifications indicating FAA and (UK) CAA Part-145 approval.

**Receiving Inspections**
Procedures for inspecting the work performed by a contractor on an item that has been approved for return to service by the contractor can be found in PAI QCM II.01 "Receiving Inspection Procedure".

Procedures for technical training for receiving inspection personnel, who inspect maintenance functions contracted, can be found in PAI RSM I.06 Training Program Procedure and PAI Repair Station Training Manual (RSTM).

Procedures PAI uses to ensure items on which contracted maintenance functions have been performed are properly processed through PAI's receiving inspection procedures are found in PAI QCM II.01 Receiving Inspection Procedure. This document includes procedures to enable receiving inspectors to make airworthiness determinations of any item received based on technical review of the contractor's source documentation.

Records of a contractor's work and the record retention period can be found in PAI RSM I.10 "Document and Data Control" and Att.52.07 "Records Retention Table".

**Audits**
The following procedures are found in PAI RSM I.08 "Procedure for Maintaining and Revising the Contract Maintenance Program" and Att.52.07 "Records Retention Table":

- Procedures for auditing contractors
- Frequency of such audits

- Recording results of such audits
- Record-retention period for the results of each audit
  - Procedures to ensure contractors comply with: Operators' and Manufacturers' manuals
  - Instructions for Continued Airworthiness for the maintenance functions performed
  - How contractors are informed of any changes to these manuals

## 17. Human Factors

Human Factors training is provided to all PAI personnel in an effort to detect and rectify maintenance errors that may endanger the safe operation of aircraft. Initial training is provided and is followed on an annual recurrent basis, including any revisions thereto. At a minimum, through supervision and training, procedures contained in the PAI RSTM address resources, human performance limitations, shift changeovers, and how personnel are trained to ensure an understanding of the application of human factors principles.

Training topics include:

- General/Introduction to human factors
- Safety Culture/Organizational factors
- Human Error
- Human performance and limitations
- Environment,
- Procedures, information, tools and practices
- Communication
- Teamwork
- Professionalism and integrity, and
- Organization's Human Factors program.

**NOTE:** PAI recurrent human factors training is not a simple repetition of initial training. Instead, recurrent training features errors/lessons learned and experiences from the operation of the PAI organization. This process helps ensure the results of internal quality audits and occurrence reports are highlighted to all staff members.

## 18. Line Stations

This paragraph is NOT APPLICABLE to PAI

## 19. Work Away from Fixed Locations

This paragraph is NOT APPLICABLE to PAI

## Supplemental Appendix Information

### Appendix 1-Audit Program/Schedule

The audit schedule for PAI is located in the Administrative Attachments section of the QSM, Section VI, and Att.52.02. Refer to section VI for latest revision. A Reference Only copy is provided below for review.

PAI conducts internal audits to verify that quality, environmental and related activities comply with the planned arrangement, and to determine the overall effectiveness of the quality/environmental system. Refer to QCM II.11 Internal Audit Procedures for details.

Internal quality audits shall be scheduled on the basis of the status and importance of the activity. Each procedure/policy shall be audited annually, at a minimum. Areas to be audited shall be carried out by any qualified auditor who is independent of direct responsibility for the area of quality system being audited. Refer to Attachment 52.02 PAI Internal Audit Schedule for detail of the auditing schedule.

Internal Audit Schedule

| Department | Audit Date | Days to | Frequency in Months | Next Audit | QSM | RSM | QCM | ASM | Limited FAA CapList | Forms - FAA | Forms - Admin | Att | Supplemental Log | RSTM | NDT | EASA | UK CAA | CAAC | FCM | SMS | BCP | Product Audit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Dept. 52 Executive | 23-Jul | 360 | 6 | 24-May | QSM 02 QSM 03 QSM.04 QSM.05 QSM 08 QSM 09 QSM.15 QSM.10 QSM.23 QSM.24 QSM.26 QSM.29 | I 01 I 03 I 15 | | III 01 III 02 II 15 II 29 II.52 | | | 52 | 52 | | | | | | | | | | ALL | Hydraulic |
| Dept. 53 Accounting | Apr-24 | 360 | 12 | Apr-25 | | | | III.28 | | | 53 | 53 | | | | | | | | | | Water & Waste |
| Dept. 54 Purchasing | Mar-24 | 360 | 12 | Mar-25 | QSM 07 | | | III 03 III.22 | | | 54 | 54 | | | | | | | | | | Pneumatic |
| Dept. 55 Maintenance | Apr-24 | 360 | 6 | 24-Oct | QSM 12 | I 11 | II 06 II 08 II 10 II 14 | III 07 III 36 | | 55 | | 55 | | | | | | | | | | Electro Mechanical |
| Dept. 56 Warehouse | Aug-23 | 360 | 12 | Aug-24 | | | II 12 | III 10 | | | 56 | 56 | | | | | | | | | | Hydraulic |
| Dept. 57 Sales | Apr-24 | 360 | 12 | Apr-25 | | | | III.42 III 43 | | | 57 | 57 | | | | | | | | | | Water & Waste |
| Dept. 58 Material Control | Mar-24 | 360 | 12 | Mar-25 | | | | III | | | 58 | 58 | | | | | | | | | | Pneumatic |
| Dept. 59 Information Technology | Nov-23 | 360 | 12 | Nov-24 | QSM 22 | I 12 | | | | | 59 | 59 | | | | | | | | | | Electro Mechanical |
| Dept. 60 Quality Control | Jan-24 | 360 | 6 | Jul-24 | QSM 11 | I 02 | II 01 II.02 II.03 II.0[illegible] II 07 II 16 II.17 | [illegible]05 II.06 II.09 III 31 III.34 III.39 | | 60 | | 60 | | | ALL | ALL | | | | | | Hydraulic |
| Dept. 61 Customer Support | Aug-23 | 360 | 12 | Aug-24 | | | II.15 | | | | 61 | 61 | | | | | | | | | | Water & Waste |
| Dept. 62 Human Resources | Aug-23 | 360 | 12 | Aug-24 | QSM.16 QSM.17 QSM 18 QSM 21 QSM.28 QSM.30 QSM 31 QSM 32 | | | III.13 III.14 III.26 III.32 III.44 III.[illegible] | | | 62 | 62 | | | | | | | | | | Pneumatic |
| Dept. 63 Quality Assurance | Mar-24 | 360 | 12 | Mar-25 | QSM 01 QSM 06 QSM 10 | I 04 I 05 L07 I 09 I 09 I 10 | II 05 II 09 II 11 II [illegible] | III [illegible] III 09 III 19 II.23 | ALL | 63 | Main | 63 | SL 01 SL 02 SL 03 SL 04 SL 05 SL 06 | | | | ALL | ALL | | | | Electro Mechanical |
| Dept. 64 Planning | Nov-23 | 360 | 12 | Nov-24 | | | | | | | | 64 | | | | | | | | | | Hydraulic |
| Dept. 65 Machine Shop | Feb-24 | 360 | 12 | Feb-25 | | | | | | | | 65 | | | | | | | | | | Water & Waste |
| Dept. 66 Training | Dec-23 | 360 | 12 | Dec-24 | | | | | | 66 | 66 | 66 | | ALL | | | | | | | | Pneumatic |
| Dept. 67 Engineering | Jan-24 | 360 | 6 | Jul-24 | QSM.13 QSM.25 | | II.13 | III.20 III.33 III.35 III 37 | | 67 | 67 | 67 | | | | | | | ALL | | | Electro Mechanical |
| Dept. 68 Shipping Receiving | Nov-23 | 360 | 12 | Nov-24 | | | | III.38 | | | 68 | 68 | | | | | | | | | | Hydraulic |
| Dept. 69 Software Development | May-23 | 360 | 12 | May-24 | | | | III.41 | | | | 69 | | | | | | | | | | Pneumatic |
| Dept. 70 Interal Evaluation Department/SMS | Jun-23 | 360 | 12 | Jun-24 | QSM.14 QSM.20 QSM.2 | I 13 | | III.11 III.12 III.16 III 17 III.18 III.21 III.25 III 27 III 30 III 40 | | | | 70 | | | | | | | | ALL | | Electro Mechanical |
| Dept. 71 Government Programs | Feb-24 | 360 | 12 | Feb-25 | | | | III.46 III.47 | | | | 71 | | | | | | | | | | Hydraulic |

## Appendix 2 – FAA Form 8130-3 – Completion of Form

Refer to the PAI Quality System Manual (QSM), specifically the QCM, for instructions on the usage of FAA form 8130-3. Reference *FAA Advisory Circular 43-9* (as revised) for instructions on the completion of FAA form 8130-3.

In addition to the requirements of *FAA Advisory Circular 43-9* (as revised), Block 12 will contain the following statement:

Certifies that the work specified in block 11/12 was carried out in accordance with (UK) CAA Part 145 and in respect to that work the [product/article] is considered ready for release to service under (UK) CAA Part 145 approval no. UK.145.50075.

| 1. Approving Civil Aviation Authority/Country: | 2. | | | | 3. Form Tracking Number: |
|---|---|---|---|---|---|
| FAA/United States | **AUTHORIZED RELEASE CERTIFICATE**<br>FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG | | | | PAI |
| 4. Organization Name and Address: | | | | | 5. Work Order/Contract/Invoice Number: |
| IS3R590L Perform Air International, Inc. - 463 S. Hamilton Ct. - Gilbert, AZ 85233-5521 | | | | | |
| 6. Item: | 7. Description: | 8. Part Number: | 9. Quantity: | 10. Serial Number: | 11. Status/Work: |
| 1 | | | | | |

12. Remarks:
Work Order: Technical Data: Revision Number: Revision Date:
Mechanic Performing Work:
Work Completion Date:

Certifies that the work specified in Block 11/12 was carried out in accordance with (UK) CAA Part-145 and in respect to that work, the article is considered ready for release to service under (UK) CAA Part-145 approval no. UK.145.50075.

| 13a. Certifies the items identified above were manufactured in conformity to: | 14a. ☐ 14 CFR 43.9 Return to Service ☑ Other regulation specified in Block 12 |
|---|---|
| ☐ Approved design data and are in a condition for safe operation.<br>☐ Non-approved design data specified in Block 12. | Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service. |

| 13b. Authorized Signature: | 13c. Approval/Authorization No.: | 14b. Authorized Signature: | 14c. Approval/Certificate No.: |
|---|---|---|---|
| | | | IS3R590L |
| 13d. Name (Typed or Printed): | 13e. Date (dd/mmm/yyyy): | 14d. Name (Typed or Printed): | 14e. Date (dd/mmm/yyyy): |

**User/Installer Responsibilities**

It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article.

Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.

Statements in Blocks 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

FAA Form 8130-3 (02-14) NSN: 0052-00-012-9005