

Perform Air International Inc.
Administrative System Manual
Procedure: III.01 Management Review Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	04/30/11	Revision to 1.0 thru 5.1, 5.1.1.1, 5.2.9, 5.2.13.1, 5.3, 5.3.9 and 6.1 for grammar, format and clarification of procedures.
2	07/01/13	Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
3	11/26/14	Addition of 3.5, 5.2.14, 5.2.15 and 5.3.9 resulting in repagination of 5.3.10.

1.0 Purpose:

To provide executive management the opportunity to review effectiveness of organizational processes by analyzing applicable data to aid in developing and implementing measurable organizational improvements.

2.0 Scope:

Data review relating to current measurable objectives. This procedure meets requirements set forth in AS9110, as revised.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Executive Management.
- 3.2** The department managers have responsibility for ensuring management reviews are conducted per requirements. Managers are responsible for ensuring actions assigned to their specific areas of responsibility are carried out as noted during the meeting.
- 3.3** The Management Representative will be responsible for reporting to Executive Management on the health of the Quality Management System.
- 3.4** Executive management has the responsibility and the organizational freedom to resolve matters pertaining to quality or environmental issues.
- 3.5** *The Management Representative has the responsibility to chair the management reviews, along with the maintenance of records.*

4.0 Definitions:

Internal Audits: Audits conducted by internal employees to determine compliance of specific procedures to internal, customer, and regulatory requirements, as well as potential areas for improved effectiveness.

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Extrinsic Audits: Audits carried out by third parties of Perform Air International Inc.'s management system, such as ISO 9001 audits.

Regulatory Audits: Audits carried out by regulatory parties of aspects of Perform Air International Inc.'s management system, such as FAA audits.

Management Review: Regular meetings of management to review key business data to identify potential business improvements.

Management Representative: An individual within the organization responsible for ensuring processes needed for the Quality Management System are established, implemented, and maintained as well as customer requirements.

Accountable Executive Manager: An appointed executive manager with corporate authority to ensure that all ordered maintenance can be financed, the necessary resources obtained, and all ordered maintenance completed in accordance with all organization, customer, and authority requirements.

5.0 Procedure:

5.1 The following documents and issues will be reviewed at each management review of the Quality Management System by the executive management. All current managers of Perform Air International Inc. are required to attend all management review meetings, unless previous arrangements have been made. In the event a manager cannot attend, a representative will attend in his/her place.

5.1.1 Records of such reviews shall follow the same format.

5.1.1.1 The previous management review report and progress made on findings and decisions of that report.

5.1.1.2 All agenda items will be reported on, even in the event that there is no change, or nothing to report.

5.2 REVIEW INPUT

5.2.1 Results of all internal (including self-evaluations), extrinsic, customer, and regulatory audits carried out since last management review.

5.2.2 Customer Feedback.

5.2.2.1 Sales review and evaluation of customer's expectations.

5.2.3 Process performance and product conformity.

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- 5.2.4 Follow up actions from previous management reviews.
- 5.2.5 Corrective and/or Preventative Actions issued since the last management review will be reviewed for trend analysis, and the effectiveness and status of the corrective and preventive action system associated with them. This includes results and requests for corrective actions from authorities.
- 5.2.6 Recommendations for improvement to the system.
- 5.2.7 All approved supplier audits carried out since the last management review.
- 5.2.8 Changes, amendments, reissues, and new documents of a controlled nature introduced since the last management review that could affect the Quality Management System.
- 5.2.9 Resource Management (see ASM, III.02).
- 5.2.10 Other issues deemed necessary or appropriate by the management team present.
- 5.2.11 Environmental aspects and their significance.
- 5.2.12 Continuous improvement analysis toward goals and objectives.
- 5.2.13 Training Program
 - 5.2.13.1 All attendees will present requirements for additions to the recurrent training and/or the requirement for the addition of initial or remedial training.
- 5.2.14 *Safety Management System Inputs.*
- 5.2.15 *Risk Assessment Results (as applicable).*

5.3 REVIEW OUTPUT

The output from the management review shall include any decision/actions related to the review output documentation, and will be communicated to company personnel by the Management Representative.

- 5.3.1 Improvement of the effectiveness of the quality/environmental management systems and their processes.
- 5.3.2 Improvement of product related to customer requirements.

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5.3.3 Resource needs.

5.3.4 Effectiveness of new training program requirements.

5.3.5 The status of continuous improvement.

5.3.6 Other issues deemed necessary or appropriate by the management team present.

5.3.7 Specific departmental responsibilities regarding environmental aspects.

5.3.8 Departmental actions required for attainment of goals and objectives.

5.3.9 *Safety Management System Outputs*

5.3.10 Each member of the management team shall ensure the findings and decisions of management reviews are implemented in their own area of responsibility.

6.0 Records:

6.1 Management review minutes and applicable related records.