

**Perform Air International Inc.**  
**Administrative System Manual**  
**Procedure: III.02 Resource Management Procedure**

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-Release
1	07/01/13	Pagination of 3.1 thru 3.2 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
2	03/31/14	Revision to 3.0 for clarification of responsibility. Repagination of 5.0 thru 5.3.4 for consistency of format. Revision to 3.2, 5.1, 5.2.8 and 5.3.3 for grammar.

**1.0 Purpose:**

To ensure Management has identified and acquired resources necessary to meet internal, customer, regulatory, and statutory requirements.

**2.0 Scope:**

All tangible and intangible resources necessary to ensure purpose noted above.

**3.0 Responsibility:**

- 3.1 The maintenance of this procedure is the responsibility of the *President*.
- 3.2 Executive Management is responsible for determining and providing the resources needed to implement and maintain the *Quality Management System* and continually improve its effectiveness, and to enhance customer satisfaction by meeting customer requirements.

**4.0 Definitions:**

- 4.1 **Resource Management** - Identifying, procuring, maintaining, and monitoring resources necessary to perform business operations, as well as develop business improvements.
- 4.2 **Human Resources** - Identifying required competency (e.g., knowledge, skills, and abilities) requirements for specific tasks necessary for optimal business performance, developing or acquiring personnel with these competencies, and monitoring to ensure competencies remain acceptable for continuance of business operations.
- 4.3 **Management Review** - Regular meetings of Executive Management to review key business data to identify potential business improvements.

**5.0 Procedure:**

- 5.1 The resource management of Perform Air International Inc. occurs during all *Management Review Meetings*. The following resources will be discussed and reviewed at each *Management Review Meeting* both for future quality planning,

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and evaluation of the effectiveness of the previously determined requirements. The review will follow the format as listed below:

**5.2 Review Input:**

**5.2.1** Human Resources requirements

**5.2.2** Training requirements

**5.2.3** Tooling/Equipment

**5.2.4** Work Space – Building – Utilities

**5.2.5** Process equipment (Hardware – Software)

**5.2.6** Support Services (Vendors, shippers, etc)

**5.2.7** Work Environment requirements

**5.2.8** Other issues deemed necessary or appropriate by the *Management* team present

**5.3 Review Output:** The output from the resource management review shall include any decisions and actions related to the review output documentation, and recorded in the Management Review Meeting minutes (see Management Review Procedure ASM III.01).

**5.3.1** New positions/incremental personnel required for anticipated customer requirements to permit current employees to apply for open positions.

**5.3.2** New or recurrent training programs required.

**5.3.3** Other issues deemed necessary or appropriate by the *Management* team present.

**5.3.4** Each member of the Management team shall ensure the findings and decisions of Management Reviews are implemented in their own area of responsibility. The Management Representative has responsibility chairing the Management Reviews and the maintenance of records of the Management Reviews (see Management Review Procedure).

**6.0 Records:**

**6.1** Management Review minutes and applicable related records.