

Perform Air International Inc.
Administrative System Manual
Procedure III.10: Control of Customer Supplied Product Procedure

| Revision | Revision Date | Revision Change |
|----------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| N/I | 02/08/2010 | Initial Release/Re-Release |
| 1 | 08/02/2010 | Revision to 4.1, and 5.2.1 |
| 2 | 02/28/2011 | Revision to 1.0 thru 6.0 for format, 3.0 for clarification of responsibility and 6.2 for correction of record name. |
| 3 | 11/14/2012 | Revision to 1.0 (deleted text), 2.0, 3.0, 5.2.1, 5.3, 5.4, 5.5 and 5.5.1.1 for grammar. |
| 4 | 07/01/2013 | Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar. |
| 5 | 03/31/2015 | Removal of 5.5.1.1. Addition of 5.3.1, 5.3.2 and 5.4 resulting in repagination of 5.4 thru 5.6.1. Revision to 5.2.1, 5.3 and 5.6.1. |
| 6 | 01/30/2016 | Removal of 5.3 thru 5.3.2 and 6.1. Repagination of 5.3 thru 5.5.1 and 6.1. Revision to 3.3, 5.5 and 5.5.1 for clarification of procedure. |
| 7 | 04/30/2021 | Revision to Purpose (text omitted) and revision to 4.1 to eliminate RSM reference. |
| 8 | 10/06/2023 | Revision to 5.1.1, 5.2, 5.2.1, 5.3. add 5.2.2 |
| 9 | 06/09/2025 | Revision to 3.3 and 5.2.2 |

1.0 Purpose:

To ensure the customer is notified when any customer property is lost, damaged, or otherwise found to be unsuitable for use.

2.0 Scope:

All products supplied to Perform Air International Inc. by customers to be used to fulfill their contract requirements.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Warehouse Manager.
- 3.2** The Customer Support Department is responsible for notifying the customer of lost or damaged customer product.
- 3.3** The *Warehouse* Department identifies any customer supplied product *after* receiving inspection.
- 3.4** The Warehouse Manager ensures military product is segregated from commercial inventory.

4.0 Definitions:

- 4.1 Customer Property:** Any tool, equipment, part, component, tech data that is provided by the customer to Perform Air International Inc. for usage in carrying out work for that customer.

5.0 Procedure:

- 5.1** Perform Air International Inc. will accept material from the customer for use on their contract. The acceptance procedure for these parts matches that of those parts purchased by Perform Air International Inc.

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- 5.1.1** All customer supplied products will be received into the inventory with the prefix “CF- “.
- 5.2** Customer supplied product will be stored separately from Perform Air International Inc. inventory in a clearly marked area. This will prevent unauthorized access or usage of the product.
- 5.2.1** The retention of customer furnished product trace documentation duplicates the retention criteria of product purchased by Perform Air International Inc.
- 5.2.2** The purchase order stored with the customer *supplied* product will include the *customer’s* name and/or the work order of the component in work.
- 5.3** Should any customer supplied part be returned to the warehouse unused by the Maintenance Department, the warehouse personnel will notify the Customer Support Department in order to contact the customer to determine the storage or return of the item.
- 5.4** If customer product is lost or damaged, the customer is immediately notified by the Customer Support Department, and a corrective action is raised at that time. Perform Air International Inc. assumes responsibility and liability for all customer products.
- 5.5** The Warehouse Department will ensure that customer supplied military material is properly identified and protected from improper use or disposal.
- 5.5.1** Customer supplied military material will be kept separate from Perform Air International Inc. or commercial aircraft customer property in a designated area in the Warehouse.
- 6.0 Records:**
- 6.1** Certification Database (Electronic Records)