

Perform Air International Inc.
Administrative System Manual
Procedure III. 31: Bond and Quarantine Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-Release
1	08/02/10	Addition of 4.4. Revision to 3.0
2	12/31/10	Revision to 5.5- Responsibility Clarification
3	09/18/12	Added "and Quarantine" to Title. Repaginated 5.1 to Bond 5.1.1 to 5.1.5, added 5.1.6 for scrap disposition. In 5.1.2 added last two sentences. Inserted 5.1.2.1. Clarified vendor return process in 5.1.5. Repaginated 5.7 to 5.2 Quarantine 5.2.1 to 5.2.1.3. Added 5.2.1.3.1 and 5.2.1.3.2. Corrected/QC, Capitalized Departments/Titles. Added 6.4 thru 6.7
4	11/14/12	Revision to 3.0, 4.4, 5.1.2, 5.1.3, 5.1.5, 5.1.6, 5.2.1 and 5.2.1.3 to incorporate handling of customer supplied parts.
5	07/01/13	Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
6	10/06/23	Revision 3.4, 5.1.6 manager to dept. 5.2.1.2, 5.2.1.3 Typo fix
7	06/09/2025	<i>Revised 5.1.2, 5.2.1.1, 5.2.1.3, 5.2.1.4, and 5.2.1.4.1</i>

1.0 Purpose:

To ensure all incoming non-conforming product rejected by the Quality Control Department has been addressed and resolved in a timely manner.

2.0 Scope:

Any purchased product or customer furnished product rejected upon inspection by the Quality Control Department.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Quality Control Manager.
- 3.2** It is the responsibility of the Quality Control Department to inspect and advise the Purchasing Department of a product rejection.
- 3.3** It is the responsibility of the Purchasing Department personnel to resolve the rejection situation on any product that has been purchased. The Quality Control Manager or designee is responsible for close out of the bond log.
- 3.4** It is the responsibility of the Customer Support *Department* to resolve the rejection situation on customer furnished product.

4.0 Definitions:

- 4.1 Bond Log:** An electronic log created to allow the tracking of product that has been rejected by the Quality Control Department during the receiving process.

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- 4.2 Bond:** Secure location for non-conforming product to be held until the proper disposition is determined.
- 4.3 Quarantine Log -** An electronic log created to allow tracking of non-repairable product that has been rejected by the Quality Control Department.
- 4.4 Quarantine:** To detain, isolate, or restrict commerce and interaction until documented approval from customer is received for proper disposition.

5.0 Procedure:

5.1 Bond:

- 5.1.1** Upon rejection by the Quality Control Department, the rejected product, with the accompanying documentation will be placed in Bond area which is only accessible to the Quality Control Department.
- 5.1.2** The Quality Control Inspector enters the appropriate information in the bond log or quarantine log screen. If the product was purchased, a notification that a rejection has occurred is sent to the *Purchasing Department*. If the bond is a customer supplied part, the Customer Support Department will be added to the bond e-mail. The bond part will then be placed in a plastic bag. The bond number will be clearly marked at the top of the original paperwork, and on the plastic bag.
 - 5.1.2.1** The original received paperwork will be scanned and then attached to the “Bond” notification, along with any photos taken.
- 5.1.3** The Purchasing Department personnel, or Customer Support Manager in case of customer supplied part, must make every effort to resolve the issue within five business days. If necessary, the product will be reordered to meet customer requirements.
- 5.1.4** If the rejection is a result of incorrect or incomplete traceability documentation, and the proper certification has been provided, the documentation will be placed on the receiving table. The Quality Control Inspector will remove the product from the secured area, complete the inspection process, and close out the electronic bond log.

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- 5.1.5** If the product requires return to the vendor, the Purchasing Department will obtain Return Material Authorization (RMA) against the original PO received. If it is a customer supplied part, Customer Support Department will notify Quality Control Department of the customer disposition. Once the RMA from the vendor is obtained, the Purchasing Department creates a Merchandise Return and forwards the paperwork to the Quality Control Department. The Quality Control Inspector prints out the RMA, removes the product from the secured area and forwards it to the shipping area with all required paperwork for return to the vendor.
- 5.1.6** If product is to be scrapped in house, after the Quality Control Inspector receives the RMA or notification from the Customer Support Manager, they will remove the part from the secured area. The part will be mutilated and placed in a container marked as scrap parts. The original paperwork, along with the scrap RMA, will then be forwarded to the Purchasing Department to be finalized.

5.2 Quarantine:

- 5.2.1** The Quarantine process is used when the part is found to be unserviceable and non-repairable (example: failed NDT items):
- 5.2.1.1** The part will be tagged with the Unserviceable/Rejection Tag *PAI2006*, placed in quarantine area, and an electronic quarantine log entry will be initiated.
- 5.2.1.2** The Quality Control Inspector will also make note of the assigned quarantine log number on the *Unserviceable/Rejection Tag*.
- 5.2.1.3** *Once the part is scrapped in-house, or returned to the Customer, the Unserviceable/Rejection Tag PAI2006 is forwarded to QA Records, scanned, and inserted to the Work Order Packet.*
- 5.2.1.4** *When the subject work order is closed, the item will be scrapped and the electronic log will be closed, parts will be removed from the secured area, mutilated, and placed in a container marked as scrap parts. If the customer requests parts to be returned, the parts will be sent back with the end unit along with the Unserviceable/Rejection Tag PAI2006.*
- 5.2.1.4.1** *The Quality Control Manager is responsible for generating a weekly open quarantine report and status of each listed Work Order is checked for closure.*

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6.0 Records:

- 6.1 Electronic Bond Log**
- 6.2 Traceability Documentation**
- 6.3 Merchandise Return**
- 6.4 Return Material Authorization (RMA)**
- 6.5 Electronic Quarantine Log**
- 6.6 Unserviceable/Rejection Tag (Form PAI2006)**
- 6.7 Work Order Packet (Electronic)**