

Perform Air International Inc.
Administrative System Manual
Section III

Procedure III.34: In-House Special Process Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-Release
1	08/02/10	Addition of 5.1.4
2	12/31/10	Revision to 3.0, 5.1.5, 5.1.6, and 5.1.9 – Responsible Department change, 5.1.4, 5.1.7 .5.1.10- Grammar correction/clarification, and 6.1 –Removal of Form location
3	11/14/12	Removal of 5.1.4. Repagination of 5.1.4 thru 5.1.7. Addition of 5.1.7.1, 5.1.7.2, 5.1.8, 5.2 thru 5.2.7, 6.2 and 6.3. Revision to 3.0, 5.1 thru 5.1.4, 5.1.6 and 5.1.7. Revision to procedure to incorporate NDT process and to accurately reflect the flow of In-house special process.
4	07/01/13	Pagination of 3.1 thru 3.8 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
5	01/30/16	Revision to Header. Revision to 3.5 (removal of text), 5.1.5, 5.1.6 (removal of text), 5.1.6.1 and 5.2.5 (removal of text) for clarification of procedure.
6	04/30/18	Revision to 3.5, 5.1.6. Addition of 5.1.7.
7	06/30/20	Revision to 3.3, 5.1.3, 5.1.8, 5.2.6.1 and 5.2.7 to correct department name.
8	10/31/23	Revised 5.1.6 process change
9	05/22/25	Revision to 3.1, 3.7, 3.8 and 5.1.8

1.0 Purpose:

To ensure the flow of special processes achieved within the repair station are timely and pricing quoted is accurate.

2.0 Scope:

All in-house special processes performed within the repair station.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the *Director of Operations*.

3.2 It is the responsibility of maintenance personnel to complete the In-House Special Process Requisition form, and/or NDT testing forms, stating the requirements per the appropriate technical data. In the case of NDT, maintenance will route required parts to NDT.

3.3 It is the responsibility of the Materials Department or designee to ensure the special process is reflected on the work order by keying the specific process.

3.4 It is the responsibility of the Purchasing Department to ensure the pricing provided to Customer Support is accurate.

3.5 It is the responsibility of the Planning Department to forward the In-House Special Process to the appropriate area, and to place units back into their respective location once QC receiving inspection of the outside process is complete.

3.6 It is the responsibility of the department performing the special process to complete the process as scheduled.

3.7 It is the responsibility of the Quality Control *Inspector* to review and inspect the completed process.

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- 3.8** It is the responsibility of the Quality *Control* Department to ensure the documentation is entered into the appropriate system.

4.0 Definitions:

Special Process – A special process is a function required per the technical data which requires completion from an individual with qualifications specific to that process.

5.0 Procedure:

5.1 Completion of the In-House Special Process:

- 5.1.1** Maintenance personnel complete the In-House Special Process Requisition requesting the special process requirement per the associated technical data.
- 5.1.2** Maintenance personnel submit two copies of the In-House Special Process Requisition to the Planning Department who, in turn forwards one copy of the form to the Warehouse Department and the other will remain with the part to be forwarded to the respective area requiring special process.
- 5.1.3** Materials personnel or designee enter the special process requirements into the database and forward the request to the Purchasing Department.
- 5.1.4** The Purchasing Department ensures the pricing is accurate and the work order is moved to the appropriate status.
- 5.1.5** The Planning Department generates a report for each specialized function and forwards the report and component to the special processes designated area. When the specific process has been completed, items are moved back to the receiving inspection area.
- 5.1.6** Quality Control Inspectors review and inspect the completed special process noting acceptance via their stamp on the form. Quality Control Inspectors will then *scan the paperwork into the Work order*. The inspector will return the parts to the Planning Department.
 - 5.1.6.1** If a process is unable to be completed in-house, the Warehouse Department will change the status, as appropriate, in the PAI System and electronically notify the Purchasing Department.
 - 5.1.6.2** Any rejected parts will be quarantined (Bond and Quarantine Procedure, ASM III.31).
- 5.1.7** The Planning Department will, after completion of the QC receiving inspection of the outside service, place the part back into its respective location in the planning cage.

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- 5.1.8** The Materials Department or designee indicates completion of the special process in the database and changes the status of the work order, if applicable. Documentation is forwarded to the Quality *Control* Department for insertion into the electronic Work Order Packet.

5.2 Completion of the In-House NDT Inspection:

- 5.2.1** Maintenance personnel complete the FPI In-House NDT Testing Form and/or MPI In-House NDT Testing Form requesting the NDT inspection requirement per the associated technical data.
- 5.2.3** Maintenance will then place the parts requiring NDT inspection in bins found outside the NDT room, along with the appropriate form. The bin will then be placed on the incoming shelf located outside of the NDT room.
- 5.2.4** The NDT Inspector will inspect parts according to the processes in the NDT Manual (Section IX). Accept or Reject will be noted on the appropriate form. Upon completion of inspection, the NDT Inspector will sign, stamp, and date the bottom of the form.
- 5.2.5** After completion, the inspector will return the parts to their location in the planning area.
- 5.2.6** Any failed NDT parts will be quarantined (Bond and Quarantine Procedure, ASM III.31).
- 5.2.6.1** If a part has failed inspection and the Quality Control Inspector has indicated which part(s) have failed on the FPI In-House NDT Testing Form and/or the MPI In-House NDT Testing Form, the Materials Department or designee will upload the part as needed in the database and will change the status of the work order to “Failed NDT”.
- 5.2.7** The Materials Department or designee indicates completion of the NDT process in the database and changes the status of the work order. Documentation is forwarded to the Quality Assurance Department for insertion into the electronic Work Order Packet.

6.0 Records:

- 6.1** In-House Special Process Requisition (Form 55.07)
- 6.2** FPI In-House NDT Testing (Form 55.06)
- 6.3** MPI In-House NDT Testing (Form 55.09)
- 6.4** Component Repair Worksheet (Form PAI3001A)