

**Perform Air International, Inc.**  
**Administrative Systems Manual**  
**Section: III Procedure: ASM III.46**  
**Department of Defense (DoD) Process Operations Sheet (POS) and**  
**Inspection Method Sheet (IMS) Development and Control**

Revision	Revision Date	Revision Change
N/I	10/06/2023	Initial Release/Re-Release
1	08/20/2025	2.1.1 and 2.1.2

**1.0 Purpose:**

To ensure all Process Operations Sheet (POS) and Inspection Method Sheet documents are developed in accordance with (IAW) U.S. Department of Defense (DoD) service branch requirements and controlled in a manner to ensure their revision status is strictly maintained in concert with the revision status of relevant technical documentation.

**2.0 Scope:**

Perform Air International, Inc. develops POS/IMS documents in accordance with U.S. Air Force, Army and Navy requirements. Per the guidance documents, listed below, Perform Air International, Inc. shall integrate the POS and IMS documents into a single work requirement for each intended component. This integration will be in-lieu of creating separate POS and IMS documents. The requirements for creating the POS/IMS documents are defined in the following DoD reference materials:

**2.1 United States Air Force:**

**2.1.1** AFMCI 23-113, dtd. *20 February 2024*, Pre-Award Qualification of New or Additional Parts Sources And The Use Of The Source Approval Request (SAR)

**2.1.2** *RQR-848 Rev 2, dtd. 14 May 2024*, Repair/Remanufacture Qualification Requirements for Commodity Critical Safety and Critical Application Items

**2.2 United States Army:**

**2.2.1** Maintenance and Overhaul (M&O) Source Approval Request (SAR) Preparation and Submittal Guidance, dtd. 22 January, 2020

**2.3 United States Navy:**

**2.3.1** NAVSUP-WSS-N23-ROMM, Eleventh Revision, dtd. 9 April, 2021, Source Approval Information Brochure for Repair, Overhaul, Maintenance, and Modification (ROMM)

**2.4** Current copies of each of the aforementioned documents may be found via a simple internet search of the document name, e.g. "AFMCI 23-113."

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**3.0 Responsibility:**

**3.1** The maintenance of this procedure is the responsibility of the Vice President, Government Programs.

**3.1.1** The Vice President, Government Programs may delegate responsibility for POS/IMS document creation, modification and/or revision to the Government Programs Coordinator.

**4.0 Definitions:**

- 4.1** Cage Code: Commercial and Government Entity Code
- 4.2** DMWR: U.S. Army Depot Maintenance Work Requirement
- 4.3** DoD: Department of Defense
- 4.4** IAW: In accordance with
- 4.5** IMS: Inspection Method Sheet
- 4.6** NSN: National Stock Number
- 4.7** NAVAIR PUB: U.S. Navy Naval Air Systems Command Technical Publication
- 4.8** NAVSUP: U.S. Naval Supply Systems Command
- 4.9** OEM: Original Equipment Manufacturer
- 4.10** PAI: Perform Air International, Inc.
- 4.11** POS: Process Operation Sheet
- 4.12** ROMM: Repair, Overhaul, Maintenance, and Modification
- 4.13** SAR: Source Approval Request
- 4.14** STS: Sub-Tier Supplier
- 4.15** T.O.: U.S. Air Force Technical Order
- 4.16** Traveler: PAI2001, PAI3001 or other PAI unique work control document.
- 4.17** UEI: Unique Entity Identifier
- 4.18** Work Order Packet: Collection of documents held in records retention to comply with regulatory and/or future Customer audit purposes.

**5.0 Procedure:**

- 5.1** Perform Air International, Inc. shall include the company name, address and CAGE code and UEI at the top of every page, in the header, of each created document.
- 5.2** POS documents shall identify all part numbers that are covered by the production documentation.
- 5.3** Specific details of each repair, overhaul and/or remanufacture tasking shall be derived directly from relevant technical data; US Air Force Technical Order (T.O.), US Navy NAVAIR Publication or US Army Depot Maintenance Work Requirement (DMWR).

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**5.4** POS documents shall provide a detailed, step-by-step account of the properly sequenced procedures necessary for repair, overhaul or remanufacture of the subject item(s).

**5.4.1** Dimensional tolerance callouts shall be placed where applicable.

**5.5** Integrated IMS shall include nomenclature, part number, characteristics inspected, special instructions, zone, tolerances and actual measurements, inspection tooling/method, frequency and inspector's stamp.

**5.6** Outsourced processes listed in the traveler must identify the STS by name and CAGE at each applicable operations step with clearly identified processes or procedures necessary to control the repair operations. Outsourced processes shall be stamped by a receiving and/or in-process inspector at point of return receipt from the STS.

**5.7** For proprietary travelers and POS, the process description may be redacted.

**5.8** POS must track disposition of all parts, sub-component parts included, during the entire repair operation to include rejects and laboratory samples.

**5.9** Trace documentation, back to the OEM, shall be retained in the work order packet, and stored in "nextcloud," for all ordered replacement parts.

**5.10** Source of supply for all ordered replacement parts shall be identified in the Bill of Materials section of the POS.

**5.10.1** Quality certifications for all sources of supply indicated in the POS must be included in SAR package submission.

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**6.0 Records:**

**6.1** DoD POS documents shall be numbered sequentially as follows:

**6.1.1** Example 1: PAI-MIL/001

**6.1.2** Example 2: PAI-MIL/002

**6.2** DoD POS documents shall be stored in the Perform Air International, Inc. share point as follows: Executive (V:)/Sales/Government LOB/Technical Data/Process Operations Sheets (POS).

**6.2.1** DoD POS documents shall be stored with the document name, example indicated in 6.1.1 and 6.1.2 above, OEM P/N and NSN in order to provide for ease of locating a given document.

**6.3** DoD POS documents shall be current as of the date of submission for SAR approval. They shall be reviewed at point of contract award and during request for Technical Order Distribution Office approval, as a result of contract award, and during the entire duration of a given contract.