

Perform Air International Inc.
Administrative System Manual
Procedure: III.48 Verification of Certificated Mechanic

Revision	Revision Date	Revision Change
N/I	03/29/24	Initial Release/Re-Release

1.0 Purpose:

To ensure annually we are obtaining written verification from the FAA verifying the validity of certificates for no accident, incident or FAA enforcement action pertaining to Perform Air International certificated mechanics.

2.0 Scope:

All certificated mechanics are within the scope of the procedure.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Human Resources Department

4.0 Definitions:

4.1 NA

5.0 Procedure:

5.1 January of each year the list of current certificated mechanics listed in VII Supplement Log SL.05 shall be checked.

5.2 The name and license numbers of said certificated mechanics shall be checked on the FAA authorized portal at <https://aie-pa.faa.gov/pa> and written verification obtained.

5.3 The Human Resources Department shall keep a copy of the report in its records for viewing or inspection by authorized persons.

6.0 Records:

6.1 Supplement Log SL.05

6.2 Written verification obtained by the FAA web site.

6.3 U.S. Department of Transportation Federal Aviation Administration file keep electronically. (Extrinsic documentation.)