

Perform Air International Inc.
Materials Control Department
Att.58.06 – Departmental Document Log

Revision	Revision Date	Revision Change
N/I	03/31/2017	Initial Release
1	07/05/2017	Revision of MAT.001, MAT.002, MAT.003 for accuracy, addition of MAT.004, MAT.005, MAT.006
2	06/21/2019	Removed MAT.002, MAT.005. Revised MAT.003
3	09/30/2019	Revision to MAT.004
4	03/31/2020	Added MAT.002
5	09/30/2020	Revision to MAT.002
6	08/31/2021	Added MAT.005
7	04/07/2023	Revised MAT.001, .002.004 To MC.01, .02,.04
8	10/31/2023	Revised MC.04, Addition MC.05
9	01/17/2024	Added MC.06, MC.07, MC.08

<u>Document</u>	<u>Document Title</u>	<u>Revision</u>	<u>Revision Date</u>	<u>Pages</u>
MC.01	Work Instructions: Customer Satisfaction Survey	2	04/07/2023	1-2
MC.02	Materials Control Daily Operation – Protocol for Work-from Home Scenario	1	04/07/2023	1-2
MAT.003	Customer Satisfaction Survey – Purchasing	2	06/21/2019	1
MC.04	Work Instruction – Cutting/Sending Purchasing Orders	3	10/31/2023	1-9
MC.05	Work Instruction – Processing FedEx/UPS Freight Bills	N/I	10/31/2023	4
MC.06	<i>Keying Work Orders</i>	N/I	01/17/2024	3
MC.07	<i>Processing O/S Complete Forms</i>	N/I	01/17/2024	2
MC.08	<i>Confirmation Process</i>	N/I	01/17/2024	3
MAT.005	Sterling Courier Pickup Instructions	N/I	08/31/2021	1
MAT.006	AOG Checklist	N/I	07/05/2017	1

Approval	Executive Signature 	Revision Date: 01/17/2024
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