

Perform Air International Inc.
Quality Control Manual
Section II
Procedure: II.01 Receiving Inspection Procedure

Revision	Revision Date	Revision Change
N/I	04/07/23	Initial Release / Re-release. Revised 3.6, 5.1.1.7.1, 5.1.1.7.2
1	10/31/23	Revised 5.1.1.6 Removed EVP Eng. Added Acct. Manager. 5.1.1.7.5.1 Changed Dept. to Insp.
2	09/10/2024	Revised formatting for title of section 4.19 Dangerous Goods (Bold Font)
3	03/21/2025	Revised punctuation in 5.1.4.4.12, Titles in 5.1.1.7.1, 5.1.1.7.2, Verbiage in 3.5, 5.1.1.7.4, 5.1.1.5.1, 5.1.1.7.4.1, 5.1.3.1, 5.2.1, 5.3.4.2, 5.3.4.3, 6.1, 6.2, 6.4, 6.5, 6.6, 6.7; Removed 5.1.3.2; Added 5.3.4.1.1, 5.3.4.1.1.1, 5.3.4.1.1.2, 5.5, 5.5.1, 6.8.
4	09/05/2025	Revised 5.1.3.1 and 5.2
5	10/21/2025	Revised 5.1.4.4.1 and 5.5

1.0 Purpose:

To ensure accurate identification and condition of each component/part is established prior to acceptance into the organization's work process.

2.0 Scope:

All components, chemical materials consumed during maintenance, parts received from customers, suppliers, approved sub-contractors, or any other entity prior to acceptance into the Perform Air International Inc. system.

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 Manager to ensure the identification and condition of all incoming components and parts are identified and recorded per this procedure.

3.3 It is the responsibility of the Quality Control Manager to ensure compliance with the traceability requirement of this procedure.

3.4 It is the responsibility of Warehouse and Shipping/Receiving employees to comply with the procedures for receiving components and materials.

3.5 It is the responsibility of the Quality Assurance Manager to ensure all traceability documentation for purchased product is maintained in the Certs Database and are retained per the Records Retention Table (RSM I.15 Att.52.07).

3.6 It is the responsibility of the Quality Assurance Manager or designee to ensure all incoming chemicals have the most updated MSDS/SDS documentation in house and to, if necessary, print and attach a HMIS/GHS label to the chemical container(s).

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4.0 Definitions:

- 4.1 Certified Agency:** Any entity certified by the FAA, i.e. Domestic Carriers, Repair Stations, PMA Holders, or Original Equipment Manufacturers.
- 4.2 OEM:** Original Equipment Manufacturer.
- 4.3 Distributor / Supplier:** Brokers, dealers, resellers, or other persons and agencies engaged in the sale of parts for installation on type-certificated and non-type certificated aircraft, aircraft engines, propellers, and/or appliances.
- 4.4 Distributor Accreditation:** The recognition of the distributor's quality system, by an industry group as designated by one of the organizations listed in AC-00-56, as revised.
- 4.5 Quality System:** The total network of administrative and detailed procedures, which is implemented to ensure that the product satisfies the customer's requirements, and the documentation accurately reflects the criteria identified in the purchase order.
- 4.6 Receiving Inspection System:** Guidance and information for incorporation into an operator's existing receiving/inspection system to help prevent the introduction of un- airworthy parts into inventories as detailed in FAA AC No: 20-154, as revised.
- 4.7 Quality System Standards:** Criteria developed by various organizations that will provide means to ensure parts or components reflect the appropriate standards. The elements of the quality system standard that are considered to provide an acceptable level of control are defined in AC-00-56, as revised.
- 4.8 Self-Evaluation:** A continuous program that the distributor applies to evaluate its own compliance with its quality system.
- 4.9 Traceability:** The ability via documentation or electronic means to track parts, processes and materials, by such means as lot number, or serial number to the original manufacturer or other source.
- 4.10 Quality System Standards Organizations:** Organizations that have developed quality system standards to be utilized by other organizations.
- 4.11 (PAH) Production Approval Holder:** This is a holder of a PC, APIS, PMA, or TSO authorization who controls the design and quality of a product or part(s) thereof. (A person who has been issued a production approval by the FAA)

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- 4.12 Approved Sub-contractor:** A supplier of services where the accomplishment of the service provided is conducted at another facility and has been approved by the FAA on the outside service function list.
- 4.13 Diamond Excellence Vendor:** A vendor who has already been in a working relationship with Perform Air International Inc. and has demonstrated the ability to consistently meet all requirements for quality noted in purchasing documentation.
- 4.14 Chemical Consumable Materials:** Performance materials used directly during maintenance of components; henceforth referred to as consumables.
- 4.15 MSDS:** Material Safety Data Sheet; a written document that outlines information and procedures for handling, storing, and working with chemicals; they contain physical and chemical property information, potential hazard information, emergency procedures, and manufacturer contact information.
- 4.16 HMIS:** Hazardous Material Identification System; a system that utilizes colored bars, numbers, and letters to convey the hazards of chemicals in the workplace.
- 4.17 GHS:** The Globally Harmonized System of Classification and Labelling of Chemicals; a system for standardizing and harmonizing the hazard classifications and labeling of chemicals.
- 4.18 SDS:** Safety Data Sheet; a written document that contains information similar to a MSDS but in a standardized 16 section format for ease of accessing the information.
- 4.19 Dangerous Goods:** Substances or items with hazardous properties that can pose a risk to safety, health, property, or the environment.

5.0 Procedure:

5.1 Parts Receiving Inspection Procedure: Perform Air International Inc. receiving inspectors are authorized to inspect components and parts to verify condition and documentation conformance. All components or parts whether new, overhauled, serviceable, or repairable will be inspected by an authorized receiving inspector. Technical data may be required for inspection. Ensure the appropriate technical data for the specific item being inspected is used. For additional information see QCM II.14, Configuration Management Procedure.

5.1.1 Conformity to the purchase order requirements and verification of part number, serial number, quantity received and general shipping condition.

5.1.1.1 Any repaired or overhauled components received from an FAA certificated source do not normally require more than a visual inspection before returning the unit to the customer. Components that are received from other than a certified source, in addition to the visual inspection, may be functionally checked and/or inspected before being returned to service, at the discretion of the Quality Control Manager.

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- 5.1.1.1.1** Items requiring test prior to acceptance are received into the Perform Air International Inc. Quality System as a component requiring maintenance. The unit will be tested in accordance with the process utilized for customer components with Perform Air International Inc. being the customer. Functional checks will be performed in accordance with the appropriate manufacturer's specifications (i.e., data acceptable to the administrator). All functional checks must be monitored and recorded by an inspector on the Component Repair Worksheet.
- 5.1.1.1.2** Any end unit purchased by Perform Air International Inc. that is not an OEM unit will be opened as a Perform Air International Inc. work order, be tested, and or repaired as required. Two copies of the trace documentation will be made; one to follow the piece part, the other will be attached to the repair order to be scanned in the work order packet by customer support as required.
- 5.1.1.1.3** The Quality Control Manager may request a functional check on any component repaired or overhauled by any agency when deemed necessary.
- 5.1.1.1.4** New components manufactured under a type certificate, production certificate, technical order (or similar FAA approved technical data) or which have been rebuilt by the manufacturer to production specifications require a visual inspection.
- 5.1.1.1.5** If product conforms to the above criteria, the receiving inspector stamps the traceability document (part certification) with the inspection stamp and highlights the part number on the document that is considered appropriate certification for trace, as required.
- 5.1.1.1.6** The Warehouse Department personnel will receive the products into the database and affix a product identification sticker to the packaging.
- 5.1.1.2** Check for shelf storage limits as applicable.
 - 5.1.1.2.1** The Quality Control Inspector verifies each item for shelf-life applicability. If the item has a shelf life, the inspector identifies the approval document with the appropriate stamp ("Shelf Life") and notes the expiration date on the trace documentation for input into the Perform Air International Inc. shelf-life program as applicable.

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- 5.1.1.3** If product is non-compliant to the criteria specified above, the item is placed in bond per Bond and Quarantine Procedure, ASM III.31.
- 5.1.1.4** Rejected/unserviceable parts being returned to the customer will be tagged using a PAI2006 rejection tag.
- 5.1.1.5** Rejected/unserviceable parts not being returned to the customer/vendor will be mutilated (by grinding, drilling, etc.) to the extent it precludes them from being restored or returned to service. These parts will then be discarded in a container marked as “SCRAP” until disposed of by the Quality Control Manager or designee.
- 5.1.1.6** The Accountable Manager or designee contacts the FAA for any suspect unapproved parts as stated in QCM II.13.
- 5.1.1.7** All incoming consumables that are to be utilized in maintenance are to be segregated from incoming customer components and piece parts.
 - 5.1.1.7.1** The Director of Quality or designee will review the MSDS / SDS information for all incoming chemicals to ensure the most updated version is being maintained in house.
 - 5.1.1.7.2** The Director of Quality or designee will examine the label on all incoming chemicals for compliance with the GHS requirements.
 - 5.1.1.7.2.1** If the label on the incoming chemicals meets the GHS requirements, and the information is current, no additional steps are necessary, and the chemicals will be moved to the receiving table.
 - 5.1.1.7.2.2** If the GHS requirements have not been met, or the information contained on the label is outdated, a new label will be generated and attached to the chemicals prior to moving them to the receiving table.
 - 5.1.1.7.3** The Quality Control Inspector will review the purchase order requirements, as applicable, to ensure that all conditions have been met, including quantity, appropriate ratios of product, certification of shelf life remaining, performance test data or certification of conformance to established industry standards.

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5.1.1.7.4 Consumables that meet the above criteria will be routed to a receiving inspector for documentation acceptance and highlighting of part numbers and quantity received, as required. The receiving inspector will verify the labeling for accuracy.

5.1.1.7.4.1 The Warehouse will mark/affix the shelf-life expiration on the consumables along with the sequence number assigned when received.

Note: Quality Control Inspectors will document the expiration date on the item which will be free from removal/deterioration.

5.1.1.7.5 Any consumables that do not meet the above criteria or are obviously defective (damaged during shipping, obviously past the expiration date), or with less than 50% usable shelf life remaining shall be placed into bond. The inspector documents the non-compliance in the electronic Bond log and forwards the electronic bond information to the Purchasing Department for resolution.

Note: There may be exceptions regarding the stated 50% usable shelf life. The Quality Control Manager will determine acceptability, when required.

5.1.1.8 All incoming parts and materials marked Dangerous Goods will be segregated from incoming customer components and piece parts during the receiving process.

5.1.1.8.1 The Shipping / Receiving Manager, or designee, will utilize IATA Dangerous Goods training to safely examine, open, and unbox all packages labeled as dangerous goods.

NOTE: Only employees with current, documented IATA Dangerous Goods training are allowed to unbox items labeled Dangerous Goods.

5.1.1.9 All parts labeled ESD Sensitive will be segregated at receiving inspection and placed, unopened, on the ESD mat in the receiving area until a trained and qualified QC inspector can take the proper steps to prevent an ESD event.

5.1.1.9.1 The trained and qualified QC inspector will utilize the ESD Control Procedure when performing receiving and preliminary inspections.

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5.1.1.9.2 The ESD sensitive part will be placed in ESD sensitive packaging and moved to the appropriate area for later use.

5.1.1.10 Customer Supplied Parts:

5.1.1.10.1 Customer Supplied/Furnished Parts are acceptable. Customers who elect to supply/furnish materials used for a specific unit and/or inventory for future repairs require either a blanket statement stating all traceability documents are retained from the point of issuance and/or criteria stated in 5.1.1.1.4 thru 5.1.1.1.6. For additional information refer to ASM III.10, Control of Customer Supplied Product Procedure.

5.1.2 Shipping Damage:

5.1.2.1 If a container or part is received damaged, the Quality Control Inspector documents the damage on the packing slip, and a digital photograph is taken. If the product is damaged, the Shipping/Receiving Manager or designee files a claim with the appropriate freight carrier as applicable. A work order tag will be assigned to the unit. Photos will be taken of the damaged part, if required. These will be sent with all other incoming photos and forwarded to Customer Support in order to inform the customer, as needed.

5.1.2.2 If the damaged product is a part/component received from a vendor, the Purchasing Department notifies the vendor of damage via email if freight is Free On Board (FOB): Perform Air International Inc. If freight is FOB origin, the Purchasing Manager forwards all documentation to the vendor to assist with filing a claim.

5.1.2.3 If the damaged product is a component or part belonging to a customer, the Quality Control Inspector will notify the Customer Support Manager and forward the photos of the damage. The Customer Support Manager notifies the customer of the damage and supplies the required documentation for claim filing. If freight is the responsibility of Perform Air International Inc., the Shipping/Receiving Department or designee files a claim on behalf of Perform Air International Inc. and a replacement unit is sourced, if required.

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5.1.3 State of preservation and evidence of corrosion or other deterioration:

5.1.3.1 If the preservation of any product received is determined to be unacceptable, the Quality Control Inspector shall document the findings and complete applicable bond or quarantine actions per ASM III.31.

5.1.4 Documentation conformity inspection:

5.1.4.1 The Quality Control Inspector must review documents received with all parts to establish the condition of the product. The documentation or other means of identification that would be acceptable for receiving parts or materials from different types of sources must contain acceptable documents. These documents are broken down by type and are possible sources, but not the only sources for determining airworthiness. (For additional information see FAA Advisory Circular No: 00-56 and Advisory Circular No: 20-154 as revised and the Material Documentation Minimum Requirements Matrix located at the end of this procedure).

5.1.4.1.1 Raw Materials require physical and chemical property reports traceable to heat or lot number.

5.1.4.1.2 Shipping tickets, invoices, or other documents from the PAH.

5.1.4.1.3 Parts markings such as PMA, TSO, data plates, serial numbers, part numbers, manufacturing production numbers, etc.

5.1.4.1.4 Letters of Direct Ship Authority issued to the supplier by the PAH.

5.1.4.1.5 Maintenance release document(s) that meet 14 CFR Part 43.

5.1.4.2 Standard Parts as in 14 CFR Part 21, Section 21.9 (a)(3) require certification statement on packing slip or attachment (example: Certificate of Conformance, Material Certification) that lists manufactures name or cage code. The statement must indicate the part or material meets the applicable specifications. The use of a Certificate of Conformity (CofC) from PAH is acceptable.

Note: Caution should be exercised when receiving a “Certificate of Compliance” that has a statement such as, “document with

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traceability to the manufacturer is available upon request". This statement alone does not establish traceability to the PAH.

5.1.4.3 New Aircraft Components require FAA Form 8130-3, JAA Form One (Prior to 11/28/04), EASA Form One (After 11/28/04) or any foreign Authorized Release Certificate from PAH/OEM as stated in the Material Documentation Minimum Requirements Matrix located at the end of this procedure.

5.1.4.4 Used and/or Serviceable Aircraft Components (other than standard parts) require an appropriately completed FAA Form 8130-3, JAA Form One (Prior to 11/28/04), EASA Form One (After 11/28/04) or any foreign Authorized Release Certificate from seller meeting provisions of sections 43.9 and 43.11 for overhauled or serviceable material.

5.1.4.4.1 All overhauled or serviceable material will be inspected for proper maintenance release tags in accordance with 14 CFR Part 43, *FAA AC 43-9* (as revised), or other applicable documentation detailing the method of execution for the applicable form. Quality Control Inspectors are required to, at a minimum, inspect the appropriate document for the following items:

5.1.4.4.2 Name of certificated entity listed on the certification document.

5.1.4.4.3 Repair Station certification number.

5.1.4.4.4 Signature of Quality Inspector.

5.1.4.4.5 Date of work accomplishment.

5.1.4.4.6 Teardown reports or inspection reports as applicable.

5.1.4.4.7 Referenced supporting documentation necessary for the user or installer to make final determination of airworthiness.

5.1.4.4.8 Type of work performed.

5.1.4.4.9 Part numbers, serial numbers, and quantities where applicable.

5.1.4.4.10 Reference to technical data used including the revision status and date.

5.1.4.4.11 Compliance with AD's and/or Service Bulletins including revision status and date.

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5.1.4.4.12 Certification statement that the unit was maintained, altered, and/or made serviceable in accordance with FAA regulations and current manufacturers' technical data.

5.2 MILITARY EXCEPTIONS: The military certification and part bag will be stamped at incoming receiving as "MILITARY" product and will be segregated from commercial inventory. (See Military Programs Receiving Procedure XV.07)

5.3 Configuration Identification:

5.3.1 To ensure all new items are appropriately identified and to ensure capabilities functions are addressed prior to commencement of work, all items received by Perform Air International Inc. will be inspected at receiving, and at preliminary inspection conducted to ensure configuration is identified, and that the company has current capabilities. (See QCM II.14 and RSM I.04)

5.3.2 Part number and serial number discrepancy results are recorded on the customer repair order and are highlighted by the inspector who performed the inspection. The inspector will stamp off the repair order. Verification is conducted during the preliminary inspection by another inspector to ensure accuracy. (See QCM II.14 for process continuation.)

5.3.2.1 If a Configuration Audit is required, the QC Inspector will stamp the front of the toe tag "Config Required" and stamp the back of the toe tag with the reason.

5.3.3 The Quality Control Department personnel initiate work orders in the Perform Air International Inc. system for all components received for maintenance functions.

5.3.3.1 The component is toe tagged with the work order number and is forwarded to the Planning Department for appropriate storage awaiting disposition.

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- 5.3.3.2** The Quality Control Department personnel forward all purchase / repair orders (contracts) to the Customer Support Department for contract review and entry into the Perform Air International Inc. database.
- 5.3.4** The Quality Control Department personnel forward all packing slips, certs, and any other applicable documents from parts and consumables purchased and inspected to the Warehouse Department.
 - 5.3.4.1** Warehouse Department personnel key the merchandise received into the Perform Air International Inc. accounting system by purchase order.
 - 5.3.4.1.1** If the part number on the vendor paperwork does not match the part number on the Purchase Order, the PO will be unreceived, and the Warehouse Manager will be notified to review the parts.
 - 5.3.4.1.1.1** If the part number is a variation to the ordered part (e.g., 7112MS952T, 7112MS952-T, 7112MS-952-T; m25988-1-013, M25988/1-013) , the WHS Manager or designee will enter the received part number into the nomenclature field on the PO and receive what is on the PO.
 - 5.3.4.1.1.2** If the part received from the vendor is not a variation of the part number on the PO, the Warehouse Manager or designee will delete the transaction and the Purchasing manager or designee will review and confirm if the part is good to receive (and revise the PO) or needs to be bonded.
 - 5.3.4.2** The Warehouse Department allocates any product needed to the work-in-process boxes. The sequence number assigned to the parts received are electronically saved to the work orders in the database.
 - 5.3.4.3** The Warehouse stores all material for stock in the assigned locations listed in the inventory database. This is accomplished using storage cabinets, sealed plastic bags, etc.
 - 5.3.4.4** The Planning Department stores all consumables in the appropriate storage requirements. This is accomplished by the use of flammable storage cabinets, regular storage cabinets, shelves, and temperature-controlled environments.

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5.4 Material Documentation Minimum Requirements Matrix

Part Supplier	Part Condition	Rotable, Repairable, Expendable (Note 1, 2, 3)	Standard Part or Material	Commercial Part or Material	Military
Production Certificate (PC) Holder/Licensee	New / Rebuilt	A	A or F	G	N/A
Parts Manufacture Approval (PMA), Technical Standard Order Authorization (TSOA)	New / Rebuilt	G	F	G	N/A
FAA Certificated Entity including Production Approval Holder (PAH, Supplemental Type Certificate Type Certificate (STC/TC) only	New / Rebuilt	B or C	F	G	N/A
	Repaired	B or D	N/A	N/A	N/A
	Overhauled	B or D	N/A	N/A	N/A
Foreign Certificated entity EASA or JAA, Foreign FAA Certificated Repair Station, Foreign Manufacture	New / Rebuilt	B or D	F	G	N/A
	Repaired	D or E	N/A	N/A	N/A
	Overhauled	D or E	N/A	N/A	N/A
Distributor	Serviceable	H	F	G	I
Any Source	"AS IS"	G	G	G	I
Matrix Codes (For acceptable receiving documentation)					
A = Shipping Ticket, Packing Slip, Invoice, etc. from the PC holder/licensee with PC number listed, the document shall include PAH part number, name or cage code. Optional use of B or C.					
B = FAA Form 8130-3 signed on left side listing manufactures name; cage code may also be included.					
C = JAA Form One valid if prior to 11/28/2004, EASA Form One valid if after 11/28/2004, foreign Authorized Release Certificate, as applicable, all signed on left side. The document shall include PAH part number, name, or cage code.					
D = FAA Form 8130-3 signed on right side for return to service.					
E = JAA Form One valid if prior to 11/28/2004, EASA Form One valid if after 11/28/2004, foreign Authorized Release Certificate, as applicable, all signed on right side.					
F = Certification statement on packing slip or attachments that list manufactures name and/or CAGE code. The statement must indicate the part or material meets applicable specifications, attachments that list manufactures name or cage code. Optional: C of C, Material Certification, Code B, or C.					
G = Packing slip that lists manufactures name or CAGE code. Unmarked PMA/TSO piece parts require B, C, D, or E depending on applicability. All Parts procured in 'AS IS" condition will be treated as UNSERVICEABLE until conformity is accomplished.					
H = Packing slip attachments showing traceability through documentation to a FAA certificated source. Optional: Use of Code B, C, D, E.					
I = Packing slip attachments or C of C with a statement that indicates certification on site. Alternate: Packing slips attachments or C of C with a statement that indicates manufactures name or CAGE code, or government surplus lot number.					

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5.5 Materials received from outside processes, i.e., Plating, Anodize, HVOF, etc. will be validated per the procedures for approved sub-contractors and will be inspected for proper maintenance release tags in accordance with 14 CFR Part 43, *FAA AC 43-9* (as revised), or other applicable documentation detailing the method of execution for the applicable form. Quality Control Inspectors are required to, at a minimum, inspect the appropriate document for the following items:

5.5.1 Matched components that may require one part to be sent to an approved sub-contract function without the mating part will have both parts sequenced with a unique identification number to ensure that the matched components will be mated with each other upon return.

6.0 Records:

- 6.1** Component Repair Worksheet (V. Form PAI3001A)
- 6.2** Teardown Report (V. Form PAI2001)
- 6.3** Customer Purchase / Repair Order
- 6.4** Parts Certification (RSM I.15 Att.52.07)
- 6.5** Component Repair Worksheet Instructions (V. Form PAI3001A-INST)
- 6.6** Records Retention Table (RSM I.15 Att.52.07)
- 6.7** Unserviceable / Rejection tag (V. Form PAI2006)
- 6.8** Bond and Quarantine Procedure (ASM III.31)