

Perform Air International Inc.
Quality Control Manual
Section: II

Procedure: II.04 Maintaining Proficiency of Inspection Personnel Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	03/30/12	Removal of 4.2 thru 4.14 and 6.6. Addition of 5.3.1.1. Revision to Header, 3.0, 4.1, 5.2, 5.3, 5.4.1, 5.4.1.1, 5.4.2.1 and 6.1 thru 6.5 for grammar and clarification of procedure.
2	07/01/13	Pagination of 3.1 thru 3.5 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
3	03/31/15	Revision to 5.4.2.2 and 5.4.2.3 (removal of text) for clarification of procedure. Removal of 6.2 resulting in repagination of 6.2 thru 6.4.
4	05/31/20	Revise 3.4 for title
5	10/31/23	Revision to 3.4 dept. change

1.0 Purpose:

To ensure inspection personnel remain knowledgeable of inspection methods, techniques, and equipment used to determine article airworthiness and quality.

2.0 Scope:

All Perform Air International Inc. inspection personnel.

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 all inspection personnel are, and remain knowledgeable of inspection methods, techniques and equipment used to determine airworthiness and quality per the FAA and/or foreign regulatory standards, as applicable.

3.3 It is the responsibility of the maintenance personnel to have the ability to read and understand the FAA and/or foreign regulatory standards, as applicable, Airworthiness Directives, Advisory Circulars, manufacturer's service letters and bulletins.

3.4 It is the responsibility of the *Quality Assurance Department* ensure all maintenance manuals, engineering letters, service letters, FAA or foreign regulatory standards, as applicable, and airworthiness directives are maintained and available for use.

3.5 It is the responsibility of the Training Manager to ensure recurrent training of inspection personnel is provided by the Quality Control Manager. Training is recorded in the database by the Training Department.

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4.0 Definitions:

- 4.1 RII:** Required Inspection Items - those items of air carrier maintenance and alteration that must be inspected, including at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used.

5.0 Procedure:

- 5.1** Inspection personnel are required to be thoroughly familiar with all inspection methods, techniques, and equipment used in their area of responsibility to determine the quality and airworthiness of an article undergoing maintenance and repair.
- 5.2** All inspection personnel must maintain proficiency in the use of the various types of inspection standards. Available to all inspection personnel are current specifications involving inspection tolerances, limits and procedures as set forth by manufacturers of the product undergoing inspection and other forms of inspection information such as FAA Airworthiness Directives and manufacturer's service bulletins. A file of maintenance manuals, engineering letters, service letters and FAA regulations are maintained electronically by the Quality Assurance Department. Airworthiness Directives are available via the internet.
- 5.3** Inspection personnel are required to familiarize themselves with FAA and/or foreign regulations applicable to such operations with particular emphasis on the areas within the scope of the repair station.
- 5.3.1** RII inspections are performed in accordance with the specific 121,129 or 135 Air Carrier maintenance programs.
- 5.3.1.1** Perform Air International Inc. will comply with the requirements of the operators RII program.
- 5.4** All supervisors, inspectors, and mechanics (as applicable) are required to be thoroughly familiar with the requirements of this manual, FAA Regulations, Airworthiness Directives and Advisory Circulars, manufacturer's service letters and bulletins.
- 5.4.1** The basic inspection system requires mechanics and inspectors to initial, stamp, date and document all maintenance actions, as required, accomplished in accordance with the methods of execution for the maintenance function utilized.

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5.4.1.1 Inspectors will indicate their acceptance of work performed with the application of the inspector's stamp next to the item on the Component Repair Worksheet.

5.4.2 Inspection Personnel have specific minimum qualification and training requirements. These requirements are position specific and are located in the job descriptions for inspection personnel, and management.

5.4.2.1 All Inspection personnel listed on the Roster of Inspection Personnel (Section VII, SL.02) must have received training on the proper use of measuring equipment, as required, to maintain their inspector status. This may be accomplished by either classroom training, on the job training or both.

5.4.2.2 Specialized training of inspection personnel is required in the Perform Air International Inc. which includes FAR overview training.

5.4.2.3 Preferred additional training includes FAA symposium training, ARSA symposium training, ASQ training of calibrated equipment, CASE auditor training, and AS9100 auditor training. Training is recorded in the training program by the Training Department.

5.4.2.4 All Inspection personnel listed on the Roster of Personnel Authorized to Sign Maintenance Release (Section VII, SL.03) are certificated and understand, read, and write English.

6.0 Records:

6.1 Component Repair Worksheet (Form PAI3001A)

6.2 Employee Training Record (Form 66.01)

6.3 Quality Control Manager Job Description (Att. 60.08)

6.4 Quality Control Inspector Job Description (Att. 60.06)