

Perform Air International Inc.
Quality Control Manual
Section II

Procedure: II.05 Procedure for Maintaining Current Technical Data

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	03/30/12	Repagination of 5.1 thru 5.2.11. Revision to Header, 2.0, 3.0, 4.1, 5.2, 5.2.2.1, 5.2.3 thru 5.2.8, 5.2.8.1, 5.2.8.2, 5.2.8.4, 5.2.9, 5.2.11, 6.1 and 6.2 for grammar and clarification of procedure.
2	09/28/12	Deleted last sentence of paragraph 5.2.4 (no mechanic note needed, WO instructs to work to customer specific IPC as applicable)
3	07/01/13	Pagination of 3.1 thru 3.3 for consistency of format. Revision to procedure for clarification of responsibility and process improvement.
4	02/07/14	Revision to 3.3, 5.2, 5.2.8.4 and 5.2.10 for clarification of procedure and responsibility.
5	03/31/14	Addition of 3.4. Removal of 5.2.5, 5.2.6 and 5.2.11.1 resulting in repagination of 5.2.5 thru 5.2.10. Addition of 5.2.1.1 and revision to 5.2.7 and 5.2.9 for improvement of process.
6	07/15/14	Addition of section in 3.0 for clarification of responsibility to procedure. Revision to 5.2 for clarification of database description.
7	07/31/17	Revision to 3.1 thru 3.4, 5.2, 5.2.2.1, 5.2.6.1, 5.2.6.2, 5.2.6.4 and 5.2.7 thru 5.2.9 for change in responsibility.
8	11/30/17	Revision to 5.2.9 for title
9	05/31/18	Revised 3.3 to clarify QC responsibility rather than QA.
10	05/31/20	Revisions in 5.2.6, 5.2.6.2 to indicate QC and 5.28 to add a rev check status.
11	12/05/22	Responsibility change from Quality control to Quality Assurance and verbiage change
12	10/31/23	Revised 4.1 added verbiage
13	06/27/25	Removed "Scanning Request" to align with current process improvement 5.2.6.2, 6.2

1.0 Purpose:

To ensure all components are worked in accordance with current approved technical data.

2.0 Scope:

All specifications utilized in the performance of maintenance or alteration on any aircraft component within the Perform Air International Inc. system.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Quality Assurance Manager.

3.2 The Quality Assurance Manager is responsible for the technical data program for the repair station.

3.3 Quality Assurance personnel or designee is responsible for adding new technical data to the system. Prior to adding the data, Quality Assurance personnel or designee must conduct a thorough review of the data to ensure correct entry into the PAI System.

3.4 It is the responsibility of the Quality Assurance personnel or designee to verify revision status prior to releasing the component to the Maintenance Department.

3.5 The Planning Department is responsible for ensuring revision verification has been accomplished prior to releasing the component to the Maintenance Department.

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4.0 Definitions:

4.1 Technical Data: Technical data (also referred to as tech data) is any FAA approved/acceptable specification. This may include OEM maintenance instructions, operator specification, customer specific IPC's, service bulletins, airworthiness directives, engineering orders, process specs, SOPMs', as well as military applications such as, Technical Orders (T.O.'s) or NAVAIR Pubs.

5.0 Procedure:

5.1 Perform Air International Inc. will verify the revision status of all technical data prior to use to ensure product compliance with current technical standards.

5.2 Perform Air International Inc. maintains all technical data in an electronic read-only database that is accessible from all computers. Quality Assurance personnel or designee conduct a review for technical data currency and revision. The database references the component, OEM, the capability of Perform Air International Inc., and revision of all technical data.

5.2.1 The electronic technical library will be maintained and updated continuously to ensure compliance with the latest revisions as required by the customer and regulatory requirements.

5.2.1.1 The manual revision history is updated when the new revision information is input in the electronic system.

5.2.2 This shall be accomplished via revision services with various OEMs and aircraft manufacturers as well as master indexes published by various OEMs and aircraft manufacturers.

5.2.2.1 Perform Air International Inc., in certain situations, will verify current technical data via telephone call, internet, and e-mail. Quality Assurance personnel or designee will enter the information gathered into the component screen under the notes section for future reference. When utilizing this method, revision verification will be accomplished on a quarterly basis at a minimum.

5.2.3 Quality Assurance personnel or designee is responsible for reviewing applicable manuals to ensure that Perform Air International Inc. complies with all current technical standards prior to initial release to planning for maintenance, and again prior to component reassembly.

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- 5.2.4** Quality Assurance personnel or designee is responsible for verifying the correct customer specific IPL is located in the technical data for each specific unit worked. If no customer specific IPL is available, the OEM IPL will take precedence.
- 5.2.5** If the manual is found to be in current revision status, the Component Repair Worksheet is placed with the component and the unit is released to the Planning Department.
- 5.2.6** If the manual is found to be out of current revision, the Component Repair Worksheet and the component will be placed on the Awaiting Tech Data shelf in the QC area until the proper manual can be obtained.
 - 5.2.6.1** Quality personnel or designee changes the status of the work order in the Perform Air International Inc. database to "Awaiting Tech Data" which indicates that maintenance may not be performed until receipt of current revision. The unit will be placed on the Awaiting Tech Data shelf to prevent inadvertent work on the component until the applicable data is received.
 - 5.2.6.2** Quality personnel or designee initiates an electronic *Data Request* and submits it to the Quality Assurance Department. Current revision status will be annotated on the front of the Component Repair Worksheet.
 - 5.2.6.3** In the event the ATA or other required technical data cannot be identified, (i.e. a unit is a sub-assembly and does not appear in the appropriate index) the OEM, or customer, as appropriate, will be contacted for assistance.
 - 5.2.6.3.1** If ATA or Military data cannot be identified, or is not available, the unit is returned to the customer.
 - 5.2.6.4** Once the technical data requested is obtained and input into the database, Quality Assurance personnel or designee enters the revision level information from the manual's List of Effective Pages. Upon completion of this process, Quality Assurance personnel or designee change the work order status to "Tech Data Received".
 - 5.2.6.5** Quality Assurance or designee, upon review of the new data, will then release the component to the Planning Department for schedule of work.

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- 5.2.7** Quality Assurance personnel or designee will also perform research to determine if there exists any airworthiness directives or applicable customer requested service bulletins/modifications that apply to the components as indicated on the Component Repair Worksheet.
- 5.2.8** After a component has been torn down and the maintenance process has been approved by the customer, verification is done by Quality Assurance personnel or designee to ensure the technical data is still current once the unit is placed in “Awaiting RA Rev Check” or “Scheduled Reassembly” status.
- 5.2.9** If a component has reached the Maintenance Department, and it is determined by the Director of Operations that additional data is required to complete repair of the unit, the Director of Operations may submit a *Data Request* to the Quality Assurance Department. The unit will be placed in “Awaiting Tech Data” status until the additional data is received.
- 5.2.10** Viewing devices used for technical data will be kept in good working condition and all technical data will be kept in an environment that will protect it from loss or damage. Server backup ensures electronic data is secure.

6.0 Records:

- 6.1** Component Repair Worksheet (Form PAI3001A)
- 6.2** *Data Request* / Manual Request (Computer generated)