

**Perform Air International Inc.**  
**Quality Control Manual**  
**Section II**

**Procedure: II.06 Qualifying and Surveilling Non-Certificated Personnel**

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	05/20/11	Revision to Header, 4.4, 5.2.1, 5.2.4, 6.1 and 6.2 for grammar and 3.0 and 5.2 for title change.
2	07/01/13	Paginated 3.1 thru 3.5 for consistency of format. Revision to procedure for clarification of procedure and grammar.
3	03/31/14	Revision to 3.5 and 5.2 for change in responsibility. Removal of Record 6.2.
4	01/30/16	Revision to 3.1 and 5.1.2.3 for clarification of procedure. Addition of 3.4 resulting in repagination of 3.4 thru 3.7.
5	11/30/17	Revision to 3.1, 3.6 and 5.2 for title.
6	07/31/19	Revision to 5.2.1
7	06/27/25	<i>Moved 5.1 "Surveillance" to 4.5 Definitions: Added new 5.1</i>

**1.0 Purpose:**

To ensure all work performed by non-certificated personnel complies with internal, external, and extrinsic standards, and that all non-certificated personnel are properly supervised and trained.

**2.0 Scope:**

All non-certificated personnel are within the scope of this procedure; all oversight mechanics are responsible for ensuring this oversight.

**3.0 Responsibility:**

**3.1** It is the responsibility of the Director of Operations to maintain this procedure.

**3.2** It is the responsibility of the Maintenance Manager to ensure maintenance personnel conducting oversight of non-certificated personnel are appropriately trained on the component.

**3.3** It is the responsibility of the Training Manager to ensure all maintenance personnel are evaluated for competency, and that required training is available.

**3.4** It is the responsibility of the Training Department to maintain Employee Training Records per the Records Retention Table.

**3.5** It is the responsibility of the oversight mechanic to ensure all work performed by a non-certificated person is acceptable per the regulatory standards, and internal criteria.

**3.6** It is the responsibility of the Director of Operations to oversee the program for the entire maintenance function.

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- 3.7 It is the responsibility of the Planning Department to ensure an oversight mechanic is assigned for all non-certificated personnel performing maintenance work.

**4.0 Definitions:**

- 4.1 **Oversight Mechanic:** A certificated mechanic who assumes responsibility for a non-certificated mechanic within their area of expertise, to ensure competency to perform the specific required maintenance.
- 4.2 **Competency:** The ability to perform the functions assigned based on previous training, education, or experience.
- 4.3 **Maintenance:** Inspection, overhaul, repair, preservation, and the replacement of parts, but excludes preventive maintenance.
- 4.4 **Non-Certificated Personnel:** Employee who does not hold an Airman Certificate. In the Perform Air International Inc. manual, non-certificated personnel may also be referred to as non-certificated mechanic, technician or person.
- 4.5 **Surveillance:** *Any person working at Perform Air International Inc., under the guidance of a holder of a mechanic or repairman certificate, may perform the maintenance, preventive maintenance, and alterations that the oversight mechanic is authorized to perform.*

**5.0 Procedure:**

- 5.1 *The oversight mechanic must personally observes the work being done to the extent necessary to ensure that it is being done properly and is readily available in person for consultation and guidance.*

- 5.1.1 It is the responsibility of the oversight mechanic to:

5.1.1.1 Determine the necessary competence for personnel performing work affecting product quality, and to ensure they are competent and that the work is verified.

5.1.1.2 Provide training or take other actions to satisfy the needs of the non-certificated mechanic to ensure the quality of the product.

5.1.1.3 Record the trained function on the Employee Training Record.

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- 5.2** On the Job Training of all repair station maintenance personnel will be directed by the Director of Operations, or by anyone certified and properly trained in the specific operation concerned or class provided.
  - 5.2.1** The Employee Training Record will be *generated automatically by computer*. This record will indicate the type of training, method, duration, date of training, location and include the name of the instructor that conducted the classroom and/or on the job training.
  - 5.2.2** Copies of the certificates issued for training conducted by outside agencies, or subcontract-training personnel will be kept in the employee's files.
  - 5.2.3** The Training Department will maintain training records for each employee.
  - 5.2.4** All training records will be retained per the Records Retention Table.

**6.0 Records:**

- 6.1** Employee Training Record (Form 66.01)