Perform Air International Inc.
Quality Control Manual
Section II
Procedure: II.10 Continuity of Inspection/Maintenance Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	12/31/10	Revision to 3.0 and 5.1.1.7.2 – Responsibility change, 5.1 and 5.1.1- grammar change, and 6.1 thru 6.3 – removal of location.
2	05/20/11	Revision to 3.0 for title change and Header, 2.0, 5.1, 5.1.1, 5.1.1.1, 5.1.1.2.1, 5.1.1.3, 5.1.1.5, 5.1.1.7, 5.1.1.7.3, 5.1.1.10, 5.2 and 5.3 for grammar.
3	03/30/12	Repagination of 5.2.1 thru 5.2.3.1. Addition of 6.4. Revision to 2.0, 4.5, 4.6, 5.1.1.5, 5.1.1.6, 5.1.1.7.1, 5.1.1.7.3, 5.1.1.7.4, 5.1.1.8, 5.1.1.9, 5.1.1.10, 5.2, 5.2.1, 5.2.2 and 6.3 for grammar and clarification of procedure.
4	07/01/13	Pagination of 3.1 thru 3.7 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
5	02/07/14	Revision to 5.1.1.2 and 5.1.1.9 for clarification of revision check responsibility.
6	07/15/14	Addition of ESD paragraphs resulting in repagination of 5.1.1.6 thru 5.1.1.12.
7	07/31/17	Revision to 3.6 (removal of text).
8	06/30/20	Revised 3.0 to correct EVP Ops title (removed “Sales”). Revision to 3.7 to change department name. Revision to 5.1.1.8.1 to clarify procedure. Revise 5.1.1.8.4 to remove reference to “shelf”.

1.0 Purpose:

To ensure continuity of the inspection and maintenance work in progress. The intent is to provide cohesion in the event of shift changes between mechanics or Quality Control Inspectors.

2.0 Scope:

All components (work orders) at Perform Air International Inc. document the work process and continuity of inspection records via the Component Repair Worksheet.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Executive Vice President Operations.

3.2 It is the responsibility of the Executive Vice President Operations to oversee this process.

3.3 Direct responsibility of ensuring compliance lies with the Executive Vice President Operations for maintenance documentation.

3.4 The Quality Control Manager is responsible for inspection continuity and documentation.

3.5 The Purchasing Manager assumes responsibility for ensuring misidentified or purchased parts found to be unserviceable, once placed in bond, receive appropriate Return Merchandise Authorization (RMA), or disposition from the vendor who supplied the item.

3.6 It is the responsibility of the Purchasing Manager to track vendor performance to include misidentified and unserviceable piece parts.

3.7 It is the responsibility of the *Materials Department or designee* to ensure items placed in bond as unserviceable or misidentified are adjusted out of Perform Air International Inc. inventory.

4.0 Definitions:

4.1 **Inspection:** Conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing, or gauging.

4.2 **Verification:** Confirmation through the provision of objective evidence that specified requirements have been met.

4.3 **Continuity:** An uninterrupted succession or flow; a coherent whole.

4.4 **Non-repairable Articles:** An aircraft, airframe, aircraft engine, propeller, component or appliance that is not repairable per technical data such as AD's, SB's etc.

4.5 **AD's (Airworthiness Directive):** Documents issued by the Federal Aviation Administration to ensure airworthiness of all aircraft and aircraft articles.

4.6 **SB's (Service Bulletins):** Service Bulletins are documents issued by the OEM, indicating a change, improvement, or modification is available, and possibly mandatory, for a specific article.

4.7 **RII:** Required Inspection Items: These are items that must be inspected and signed off before the area can be closed up and no longer viewed. The inspector that accomplishes this function must be specifically trained for each RII.

4.8 **RMA:** Return Merchandise Authorization; Requested of vendors when items are non-compliant to purchase orders.

5.0 Procedure:

5.1 All maintenance and inspection personnel record maintenance and inspection data electronically via the Teardown Report as well as in hard copy format via the Component Repair Worksheet. To assure continuity of the inspection status, processes are documented as the function occurs. All processes must occur as listed below, and on the Component Repair Worksheet. If at any time inspection personnel identify a discrepancy or non-conformity, the component is reworked until the inspection personnel determine acceptability. If acceptability cannot be obtained, the Quality Control Manager will notify the Customer Support Department, who will contact the customer with an explanation and to determine disposition.

5.1.1 The hard copy documentation occurs on the Component Repair Worksheet, and is documented in the database on the Teardown Report as the function occurs. The following functions are accomplished, and documented as described below by the identified personnel.

5.1.1.1 Verify part number and serial number to the Component Repair Worksheet. If not verifiable, note requirement for a configuration audit. A Quality Control Inspector using the OEM's technical data to verify the part number will conduct this audit.

5.1.1.2 Verify current revision of technical data, AD's, S/B's, Modifications, Engineering Orders or Customer specific technical data. This is conducted by quality personnel using revision service, indexes, or direct phone calls to the OEM's.

5.1.1.2.1 Handwritten reference to revision level, of technical data entered on the Component Repair Worksheet is acceptable if accompanied by inspection stamp, indicating the verification process has taken place. Any reference to incorrect technical data or no technical data reference will, in all cases, require a reprint of the Component Repair Worksheet to ensure accuracy.

5.1.1.3 Perform preliminary inspection of incoming component. This inspection will be conducted by a Quality Control Inspector and documented on the Component Repair Worksheet.

5.1.1.4 Perform configuration audit using the OEM's technical data, if required. Note findings. This function is performed and documented by a Quality Control Inspector.

5.1.1.5 Perform preliminary visual inspection, to include inspection for obvious defects such as crack, gouges, corrosion, condition of paint, etc. Note findings in electronic Teardown Report and in the discrepancy section on the Component Repair Worksheet. Test in accordance with technical data. Record test findings as required on test data sheet, or in the discrepancy section of the Component Repair Worksheet. Record any calibrated test equipment utilized in designated area. This function is conducted by the maintenance personnel and verified by a Quality Control Inspector. If required, a configuration audit will be performed at this time. Configuration is determined by maintenance personnel, and verified by a Quality Control Inspector.

5.1.1.6 If the component undergoing maintenance is identified as an ESD (Electro Static Discharge) sensitive component, it will only undergo maintenance while on an appropriate ESD Mat (located at various workstations throughout the building) while the technician is appropriately grounded.

5.1.1.6.1 All ESD items will be appropriately stored in ESD protective packaging.

5.1.1.7 Perform fits and clearances as required per current technical data. Note discrepancies in area provided. Record equipment used by

unique identification number in designated area. If N/A, step must be verified by Quality Control Inspector.

5.1.1.8 As parts requirements are determined, record (highlight) the parts requirements as listed in illustrated parts list from the current technical data obtained from the database.

5.1.1.8.1 Unserviceable piece parts are identified by highlighting them on the illustrated parts list at teardown. Unserviceable parts are segregated into separate containers on the work tray. *The highlighted illustrated parts list is forwarded to the Purchasing Department for part acquisition and allocation. The replacement parts are then* issued to Maintenance by the Planning Department for reassembly. *The* inventory list of *replacement parts is added to the work order package. In addition, the sequence number assigned to track the traceability for each part is recorded in the PAI system Work Order under the "Inventory" tab.*

5.1.1.8.2 If a newly issued part is found to be unserviceable, or misidentified, the Quality Control Department will be notified of the discrepancy. The part will be put in the bond area and the Purchasing Manager or designee, notified in order to obtain disposition by the vendor. If a RMA is obtained, the part will be returned. If the part is to be scrapped in house, it will be mutilated and marked "scrapped" and given to the Materials Control Department for inventory adjustment.

5.1.1.8.3 Unserviceable components are identified by work order inspection continuity in the PAI System via the Teardown Report, and on the hard copy Component Repair Worksheet, which remains with the component while in work in the Maintenance area, or in storage in the Planning area.

5.1.1.8.4 Completed serviceable components are not stored with unserviceable units, and are segregated in the Planning area.

5.1.1.9 Inspect all parts returned from sub-contract function. A Quality Control Inspector conducts this function. All components, sub-components, or parts and accompanying certification or data will be inspected for compliance to the requested service or process to include in house functions such as Machine Shop, NDT, or Cad Plating.

5.1.1.10 Prior to reassembly, quality personnel will verify current revision of technical data, AD's, S/B's, Modifications, Engineering Orders, or

customer specific technical data. This will be accomplished using revision service, indexes, contacting OEM's and customers, when applicable.

5.1.1.11 Assemble unit in accordance with current technical data. Prior to close, a visual inspection to include internal safeties must be conducted and documented on the Component Repair Worksheet. This must be accomplished and documented by a Quality Control Inspector.

5.1.1.12 Test unit in accordance with current technical data. Record findings as required in discrepancy area or on separate test data sheet. Record calibrated test equipment used by unique identification number in designated area.

5.2 Unit Final Inspection:

5.2.1 Verify all applicable safeties; sealant and torque seals are compliant. Review all paperwork for completeness and accuracy. Verify part number and serial number on component match documentation to include modification status, if applicable. This process is completed and documented by a "Return to Service" by a Quality Control Inspector. If an item is non-compliant, status is changed to "Final Inspection Rejection" (See QCM II.07).

5.2.2 All records that record work performance are designed to show the name of the mechanic, the oversight mechanic if applicable, and the inspector inspecting that work with the sign off or inspection stamp indicating completed/passed process or inspection. NDT processes are documented on the NDT Tracking Form (FPI In House NDT Testing Form and MPI In House NDT Testing Form).

5.2.3 Authorized inspectors will be assigned to make inspections at various stages of teardown, overhaul, and repair of all units or components received by the repair station for service.

5.2.3.1 Progressive inspections are accomplished with a frequency determined by the applicable manual recommendations and/or repair station originated work forms.

6.0 Records:

6.1 Component Repair Worksheet (Form PAI3001A)
6.2 Teardown Report (Form PAI2001)
6.3 FPI In House NDT Testing (Form 55.06)
6.4 MPI In House NDT Testing Form 55.09