

Perform Air International, Inc.
Forms Manual
From Instructions PAI3001A-INST

| Revision | Revision Date | Procedure Change |
|----------|---------------|--|
| N/I | 01/31/2025 | Re-release; complete re-write. |
| 1 | 02/07/2025 | Revised 2.Scope: date & rev |
| 2 | 03/28/2025 | <i>Revised 5.6.2 and 5.7.1 to clarify Teardown and Reassembly sign-off task authority.</i> |

1. Purpose:

To ensure that Form PAI3001A is filled out consistently for all Work Orders, and across all departments and shops.

2. Scope:

All activities involving Form PAI3001A, 02/07/2025, Rev 11.

3. Responsibility:

- 3.1. It is the responsibility of the EVP - Operations to maintain these instructions.
- 3.2. It is the responsibility of all employees which fill out Form PAI3001A to follow these instructions.

4. Definitions:

Block: Numbered task steps on back of Form PAI3001A.

- 4.1. **E.I.E.:** “Entered in Error.” If at any point during completion of Form PAI3001A, an error to the documentation is made, strike through the error with a single line, next to the error write “E.I.E.”, Initials and/or Inspection Stamp and employee number.
- 4.2. **Hidden Damage:** Damage that may have been incurred during an accident. This could include damage resulting from vibration, fire, water, excessive heat, etc. Units that have been identified by the customer as having been involved in an accident require hidden damage inspection.
- 4.3. **In-Process Inspection:** Evaluation of actions or tasks during the accomplishment of maintenance. The level of detail of this inspection is at the discretion of the Quality Control Inspector performing the inspection.
- 4.4. **Maintenance:** Inspection, Overhaul, Repair, Preservation and the replacement of parts.
- 4.5. **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, who is also Quality Control Inspector qualified.
- 4.6. **Not Applicable (N/A):** Any portion of a task that is identified as not required or not necessary for the accomplishment of maintenance as defined by verified approved

Perform Air International, Inc.
Forms Manual
From Instructions PAI3001A-INST

- technical data. All task steps identified as N/A will be clearly and legibly marked with the maintenance personnel initials, employee number and date of accomplishment in the appropriate block. All task steps identified as N/A, will be stamped and dated by the Quality Control Inspector **only**.
- 4.7. **Sign-Off:** Acceptable means of documenting a maintenance action has been accomplished in accordance with verified approved technical data or, that the signor has supervised a maintenance action and determined the work that has been accomplished was done in accordance with approved technical data. The acceptable method of sign-off for maintenance personnel is to clearly and legibly notate initials, employee number and date of accomplishment in the appropriate block. The acceptable method of sign-off for the Quality Control Inspector is to “stamp” and date. If an Inspector’s stamp is not available for use, the Inspector will clearly and legibly print initials, stamp number and date.
 - 4.8. **Supervise:** Personal observation of the work accomplished to the extent necessary to ensure the work has been performed properly and the supervisor has been readily available in person for consultation during the performance of maintenance.
 - 4.9. **Task Step:** A number item within a block (see above).
 - 4.10. **Test Equipment:** Any calibrated device used to determine finite measurement, or to conduct functional evaluation and test of a component or sub-part of a component.
 - 4.11. **Verify:** To confirm or establish the accuracy and proper accomplishment of a task, and/or to establish correct technical data, including customer data, and current revision of a document.

5. Procedure:

- 5.1. Quality Control Receiving Inspectors verify the unit and paperwork received, and records the Customer, Part Number Received, Serial Number Received, and Preliminary Inspection in the PAI System.
- 5.2. Customer Support enters additional information from the Repair Order into the PAI System.
- 5.3. Quality Assurance validates accuracy and revision status of Technical Data. Quality Assurance then prints the PAI3001A.
- 5.4. Quality Control will verify the work order, part number and serial number to ensure part to be worked matches with information on documents and unit.
- 5.5. Quality Control Inspector will stamp form header, enter a check mark in “Config. Audit Req;” and / or “Hidden Damage;” in the form header, as necessary, and stamp Task #1.
- 5.6. Teardown Block

Perform Air International, Inc.
Forms Manual
From Instructions PAI3001A-INST

- 5.6.1. Maintenance personnel will review customer work scope stated in the Discrepancy Block and review the Regulatory Authorities block to ensure complete understanding of work to be performed.
- 5.6.2. Every mechanic which contributes to Teardown will write their initials, and employee number, or stamp, and date in the “Mechanic” block to the right in the Teardown Block. Attempt to leave room should another mechanic have to take over the unit.
- 5.6.3. Task #2: Maintenance personnel will perform a Configuration Audit Inspection, if that was deemed necessary, and record it both in the PAI System, and on the PAI3001A. Change the “Part Number Received,” and “Component” if the Part Number is determined to be different from what is recorded, and place one line through the “P/N” and “Nomenclature” (if necessary) pre-printed information, and write the correct information is.
- 5.6.4. Task #3: Review available documentation (Repair Order, CMM, Customer Tech Data, etc.), and determine what if any modifications are required. Record this information in the Modifications section of the PAI System (PAI2001). Verify the Warranty status of the Work Order, and record determination in the PAI System.
- 5.6.5. Task #4: Pre-Test the unit. Record test results in Teardown section of PAI System (PAI2001), and Test Data Sheet, if necessary. Record all Calibrated Equipment used for the Pre-Test on the PAI3001A.
- 5.6.6. Task #5: Perform disassembly, cleaning and inspection of the unit as necessary per customer requirements, and applicable technical data. Record results in Teardown section of PAI System (PAI2001), and order needed parts
- 5.6.7. Task #6: Perform Fits and Clearances inspection per applicable technical data. Order additional parts, if needed. Record all Calibrated Equipment used for the Fits and Clearances on the PAI3001A.
- 5.6.8. Task #7: Record needed Special Processes in the PAI System. Fill out Special Process forms, and check the “Outside Service Needed” block, as needed.
- 5.6.9. Oversight mechanic will review Tasks #2 - #7, in the Teardown Block, and write their initials, and employee number, or stamp, and date in the “Oversight” box in the right of the Teardown Block.

Perform Air International, Inc.
Forms Manual
From Instructions PAI3001A-INST

5.7. Reassembly Block

- 5.7.1. Every mechanic which contributes to Reassembly will write their initials, and employee number, or stamp, and date in the “Mechanic” block to the right in the Teardown Block. Attempt to leave room should another mechanic have to take over the unit.
- 5.7.2. Task #8: Mechanic will review PAI3001A to this point, along with Teardown and Modification sections of the PAI System (PAI2001), OEM CMM, Customer Tech Data, and any other relevant paperwork related to this Work Order to ensure they fully understand the work to be performed. Mechanic will pay special attention to notes made in the Modification section of the PAI System (PAI2001). Mechanic will Assemble the unit in accordance with applicable technical data. Mechanic will record results in the Reassembly section of the PAI System (PAI2001). Record any calibrated equipment used on the PAI3001A.
- 5.7.3. Task #9: Review notes in Modification section of PAI System (PAI2001), and ensure they were met. Check off any of the small blocks to the right which are applicable. If modification results in part number change, adjust “Component” field in PAI System (PAI2001), and correct P/N and Nomenclature on front of PAI3001A.
- 5.7.4. Task #10: Maintenance personnel will test unit in accordance with applicable technical data. Record results in Reassembly section of PAI System (PAI2001), and test data sheet (as necessary). Record any calibrated equipment used on the PAI3001A.

5.8. Review Block

- 5.8.1. Task #11: Mechanic and Oversight Mechanic will:
 - 5.8.1.1. Review Form PAI3001A to this point.
 - 5.8.1.2. Review all entries in PAI System (PAI2001), both Teardown and Reassembly.
 - 5.8.1.3. Verify all safeties and torque seals.
 - 5.8.1.4. Verify the part number and serial number on unit match documentation: PAI3001A, PAI System (PAI2001), test data sheets, etc.

Perform Air International, Inc.
Forms Manual
From Instructions PAI3001A-INST

- 5.8.1.5. Sign and date their respective boxes at the bottom of the Review Block. Oversight Mechanic will record their Certificate Number in the appropriate box.

Note: If mechanic is oversighting their own work: N/A the mechanic box, and sign and date the Oversight Mechanic box.

5.9. Final Inspection Block

5.9.1. Task #12

- 5.9.1.1. Inspect the component, verifying all applicable safeties, sealant applications, (including cure) torque seals, etc.
- 5.9.1.2. Review Forms PAI3001A and PAI2001 for accuracy and completeness.
- 5.9.1.3. Verify part number and serial number on unit match paperwork (PAI3001A, PAI System (PAI2001), test data sheets, etc.), and applicable modification status based on work performed.
- 5.9.1.4. Verify technical data for accuracy of manufacturer, ATA, etc.
- 5.9.1.5. If any discrepancies are identified, the Quality Control Inspector will document them via Final Inspection Rejection and the component will be routed to the Planning Department for re-assignment and re-work.
- 5.9.1.6. Stamp box in the right of the Final Inspection (Task #12) block.

5.10. Shipping Verification Block

- 5.10.1. Verify part number and serial number on the unit matches the documents received with the unit prior to packaging.
- 5.10.2. Ensure that the required documents received from the Quality Control Department will accompany the unit prior to shipping.
- 5.10.3. If any discrepancies are noted, the unit and paperwork will be forwarded to the Quality Control Inspector to correct any discrepancies.
- 5.10.4. Legibly initial the “Shipping” box in the right side of the Shipping Verification (Task #13) block.

6. Records:

- 6.1. PAI3001A
- 6.2. PAI System (PAI2001)