

**Perform Air International Inc.**  
**Quality System Manual**  
**Policy QSM.0I: Introduction to the Quality System Manual**

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	08/02/10	Revision to Policy
2	02/28/11	Addition of Sections VII, X and XI to policy.
3	02/13/12	Addition of Section XII and XIII.
4	02/07/14	Addition of BCP to policy. Corrected minor manual and standard references throughout.
5	11/26/14	Addition of Safety Management System to policy. Re-formatting of paragraphs for easier reading.
6	03/31/15	Revision to policy for grammar.
7	03/31/17	Removal of Brazilian (ANAC) reference. Revised ISO 9001 and AS9110 references.
8	12/27/24	<i>Added reference to UK-CAA, CAAC, and forms to the Fabrication Control Manual, and removes Note excluding ISO 9001 section 8.3 (design &amp; development) and AS 9110 section 8.5(control of production and service provision).</i>

This manual is designed to ensure that all parts of the *as revised* ISO 9001, AS 9100, ISO 14001, the Federal Aviation Regulations, including applicable Advisory Circulars, European Aviation Safety Agency Regulations (EASA), *Civil Aviation Authority of the United Kingdom (UK-CAA)*, *Civil Aviation of China (CAAC)*, Coordinating Agency for Supplier Evaluation (C.A.S.E.), and all other Industry organization, statutory and regulatory standards are satisfied or exceeded.

This manual describes, in detail, management's policies, standard operating procedures, and contains up to date copies of all controlled documents used in the operation of Perform Air International Inc.'s quality system.

For ease in use of this manual, it is on all desktops within the company in PDF format and is bookmarked and hyperlinked for easy mobility within the documents.

The QSM – Policy Manual contains the company policies.

The Repair Station Manual is maintenance processes and procedures.

The Quality Control Manual contains inspection and quality control methods and procedures.

The Administrative Systems Manual is administrative processes and procedures.

Forms and attachments are contained in the Forms or Attachments sections, divided by department.

The Supplemental Log provides a roster of management, supervisory, inspection and maintenance personnel.

The Repair Station Training Manual addresses the Perform Air International Inc. training program.

The NDT manual encompasses the procedures utilized to perform non-destructive testing.

The EASA Supplement, *UK-CAA Supplement*, and CAAC MOM address methods and procedures for performing maintenance on European, *United Kingdom*, or Chinese components.

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The Fabrication Control Manual addresses Perform Air International Inc. processes and procedures for fabrication of parts by Maintenance personnel. *All related forms are contained with the FCM.*

The Safety Management System contains procedures for managing safety objectives throughout the organization.

The Business Continuity Plan contains guidance through a recovery effort of specifically designed organization functions at the onset of an emergency condition.