

Perform Air International Inc.
Quality System Manual
Policy QSM.19: Disaster Preparedness and Recovery Policy

Revision	Revision Date	Revision Change
N/I	09/16/11	Initial Release/Re-release
1	03/31/17	Revised reference to the BCP
2	07/05/24	<i>Revised paragraph 4, wording</i>

It is the policy of Perform Air International Inc. to maintain a comprehensive disaster preparedness and recovery plan for all critical organization functions. This plan is referred to the Business Continuity Plan (BCP).

It is the intent of the plan to exercise reasonable measures to protect employees, minimize disruptions of service to customers, minimize financial loss, and ensure a timely resumption of operations in the event of a disaster. A disaster can be any catastrophic event caused by environmental hazards, acts of sabotage or terrorism or external disasters in the community.

An assessment will be performed annually at the management review, in order to determine if the requirements of the plan remain adequate, and to take into account changing circumstances. The review will include a range of possible disasters, including natural, technical and human threats. Each functional area of the organization is analyzed to determine the potential consequence and impact associated with identified scenarios. The review also evaluates the security of critical documents and vital records, whether of electronic form or hard copy.

Perform Air International Inc. executive management is responsible for creating and maintaining the BCP and for carrying out the plan as written. The plan includes guidelines and requirements for communication with local authorities where applicable. The BCP is reviewed at least annually to ensure understanding of specific roles in critical circumstances and how the plan is to be executed.