

**Perform Air International Inc.**  
**Quality System Manual**  
**Policy QSM.33: Electronic Signature Policy**

Revision	Revision Date	Revision Change
N/I	10/18/2024	New Release

It is the policy of Perform Air International, Inc. to adhere to all laws, regulations, and best practices regarding the use of electronic signatures, specifically including Federal Aviation Administration Advisory Circular 120-78A. Perform Air International, Inc. only uses digital signatures within its electronic signature program. Perform Air International, Inc. may utilize digital signatures for business purposes, as well as in locations where a signature is required for regulatory purposes.

All employees authorized to use digital signatures will be issued unique credentials for Perform Air's systems, and may only use their own signature. Digital signatures encode the signer's identity within the signature itself. All digital signatures will be issued by systems established, managed, and maintained, by Perform Air International, Inc.

All instances of Digital Signatures used with regulatory documents will include an opportunity for the signatory to review the document being signed, a specific action to establish intent to sign, and presentation of the signed document after successful application of signature. Such digital signatures will be stored alongside the electronic representation of the signed document.

Each system which stores digitally signed electronic documents will also have a system certificate which will be used to cosign all stored documents. System certificates will be replaced annually. All documents will have both the original signer's signature, and the current system's signature verified. When the systems certificate is renewed, or replaced, the system will read all documents, verify signatures, and cosign valid documents. In addition, Perform Air may implement periodic automated validation of document signatures.