

Perform Air International Inc.

Repair Station Manual

Section: I

Procedure: I.02 Authority and Roster of Authorized Personnel Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	05/20/11	Repagination of 5.0 thru 5.10.5 for consistency in format. Revision to 5.5.1 for position title change and header, 3.0, 5.1.1, 5.2.1, 5.4.1, 5.7, 5.9.1, 5.10.1, 5.10.3, 5.10.4 and 6.1 thru 6.7 for grammar. Addition of 6.8
2	03/30/12	Revision to 5.4.1.1 thru 5.4.1.5, 5.10.2, 5.10.5 and 6.8. Addition of 4.5, 5.7.1.1, 5.7.1.2 and 5.10.4.1
3	02/28/13	Revision to 5.5.1 to change title of backup position.
4	07/01/13	Pagination of 3.1 thru 3.5 for formatting consistency. Revision to 3.0 to clarify responsibility. Moved previous 5.3 to 5.5 for better flow of procedure resulting in repagination of 5.3 thru 5.5.4. Addition of 5.8.1.1 thru 5.8.1.4 for better flow of procedure. Revision to remainder of procedure for grammar. Removal of 5.10 thru 5.10.5 and 6.1 thru 6.6 resulting in repagination of 6.1 thru 6.2.
5	04/30/15	Revision to 5.4.1 for added instrument reference.
6	01/17/24	Revision to 5.1.1

1.0 Purpose:

To ensure identification of responsibility and authority for the repair station.

2.0 Scope:

All management, supervisory, and inspection personnel with authority to represent the repair station, perform maintenance, or sign and approve the maintenance performed by the repair station.

3.0 Responsibility:

- 3.1 The maintenance of this procedure is the responsibility of the Quality Control Manager.
- 3.2 Responsibility for the assignment of personnel to the roster lies with the executive management of the company.
- 3.3 Responsibility for revision of maintenance authorizations on the described inspection rosters lies with the Quality Control Manager.
- 3.4 Request for revisions to the management and supervisory personnel roster is initiated by the Human Resources Manager using the Employee Status Change Form.
- 3.5 Revision insertion of rosters is the responsibility of the Quality Assurance Department.

4.0 Definitions:

- 4.1 **Maintenance:** Inspection, overhaul, repair, preservation, and the replacement of parts, but excludes preventive maintenance.

Perform Air International Inc.

Repair Station Manual

Section: I

Procedure: I.02 Authority and Roster of Authorized Personnel Procedure

- 4.2 Person:** An individual firm, partnership, corporation, company association, joint-stock association, or governmental entity. It includes a trustee, receiver, assignee, or similar representative of any of them.
- 4.3 FPI (Fluorescent Penetrant Inspection)** Type of Non-Destructive Testing: A Dye Penetrant Inspection (DPI), also called Liquid Penetrant Inspection (LPI), an inspection method used to locate surface-breaking defects in all non-porous materials.
- 4.4 MPI: (Magnetic Particle Inspection)** Type of Non-Destructive Testing. Non-destructive methods for the detection of defects in ferrous materials. Process makes use of an externally applied magnetic field or DC current through the material, and the principle that the magnetic susceptibility of a defect is markedly poorer (the magnetic resistance is greater) than that of the surrounding material.
- 4.5 RII: (Required Inspection Items)** Those items of air carrier maintenance and alteration that must be inspected, including at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used.

5.0 Procedure:

5.1 Roster Identification, Revision and Use

5.1.1 Perform Air International Inc. maintains six rosters within the Quality System Manual, located in the Supplemental Log. (Section VII) This section of the manual also contains employment summaries for management and supervisory personnel. The rosters will be made available to any interested person upon request. An electronic version of the Quality System Manual is located on each employee computer for reference. The hardcopy version of the Perform Air International Inc. Quality System Manual is located in the *Quality Assurance Managers office*. The rosters are divided into the following categories:

5.2 Roster of Management and Supervisory Personnel (SL.01):

5.2.1 The names of management and supervisory personnel are listed on the Roster of Management and Supervisory Personnel (SL.01), of this manual. Employment summaries for management, supervisory and inspection personnel are available in SL.04.

Perform Air International Inc.

Repair Station Manual

Section: I

Procedure: I.02 Authority and Roster of Authorized Personnel Procedure

5.3 Roster of Inspection Personnel (SL.02):

5.3.1 Each of the individuals listed on the Roster of Inspection Personnel is designated with one of the following numbers indicating inspection authority:

5.3.1.1 Return to Service Inspection (1)

5.3.1.2 Receiving Inspection (2)

5.3.1.3 In-process Inspection (3)

5.3.1.4 FPI Inspection (4)

5.3.1.5 MPI Inspection (5)

5.4 Roster of Personnel Authorized to Sign Maintenance Release (Return to Service) (SL.03).

5.4.1 The individuals designated by the Quality Control Manager as authorized to sign documents returning accessories and instruments to service will be listed on this roster. Each person performing required inspections must be appropriately certificated, properly trained, and authorized to do so by inclusion of name on this roster. In the absence of the Quality Control Manager, the Executive Vice President Operations/Sales will assume departmental responsibility.

5.5 Employment Summary (Section VII, Roster SL.04):

The employment summary includes:

5.5.1 Present title and scope of present employment.

5.5.2 Total years of experience within industry and the type of work performed prior to current position.

5.5.3 Past relevant employment including names of previous employers, and periods of employment.

5.5.4 Type of certificate and the ratings on that certificate if applicable.

5.6 Maintenance Identification Roster (SL.05):

5.6.1 This roster is used to identify all personnel who perform maintenance/preventive maintenance for the repair station, and includes reference to employee number to assist in personnel identification.

Perform Air International Inc.
Repair Station Manual
Section: I
Procedure: I.02 Authority and Roster of Authorized Personnel
Procedure

5.7 Roster of Personnel Authorized to Perform RII (SL.06):

5.7.1 Roster utilized to identify personnel authorized to perform inspection on items classified as Required Inspection Item.

5.7.1.1 The roster will be determined based off of the requirements of the 121 operator per 14 CFR Part 121, as revised. This includes obtaining the required training, approval and authorization to conduct such activities.

5.7.1.2 RII may extend to components which may fall under the “Life Limited” list provided by the respective operator. Perform Air International Inc. will comply with the requirements of the operators RII program.

5.8 Revision of Rosters:

5.8.1 Revisions to any roster contained within the quality system will be revised as per the Procedure for Document and Data Control (See RSM I.10). Within five business days of a change, the roster must reflect changes caused by the following:

5.8.1.1 Termination

5.8.1.2 Reassignment

5.8.1.3 Change in duties or scope of assignment

5.8.1.4 Addition of personnel.

5.9 Use of Roster:

5.9.1 The roster(s) are available for review by all employees of Perform Air International Inc., any regulatory agency, auditors, or customers. The roster verifies qualification to perform inspections and authorization for return to service.

6.0 Records:

6.1 Employee Status Change Form (Form 62.31)

6.2 Employee Training Record (Form 66.01)