

Perform Air International Inc.

Repair Station Manual

Section I

Procedure: I.03 Operations / Housing / Facilities / Equipment and Tooling Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	12/31/10	Revision to 3.0, 4.2, 5.2.1, 5.2.7, 5.2.10, 5.2.14.1, 5.3.3 and 6.2. Addition of 5.2.12 – ESD Clarification
2	03/30/12	Repagination of 5.1.1, 5.2.13.1. Removal of 7.0 References. Addition of 6.4 and 6.5. Revision to Header, 2.0, 3.0, 4.1, 5.1.1, 5.2.1, 5.2.7, 5.2.10, 5.2.11, 5.2.13.1, 5.3.1, 5.3.2, 5.3.3, 5.3.4 and 6.3.
3	07/01/13	Revision to 3.0 to clarify responsibility. Pagination of 3.1 thru 3.3 for consistency of procedure. Revision to 5.2.14.2, 5.3.2 and 5.3.3 for clarification of procedure. Revised 6.1 to correctly reflect name of form. Removed 6.3 thru 6.5 which are not records.
4	01/03/14	Revision to procedure to add new facility.
5	07/15/14	Revision to 5.2.11 for clarification of procedure.
6	11/26/14	Revision to 5.2.12.1 for clarification of equipment list.
7	04/30/15	Revision to 3.3 for change in title.
8	07/31/17	Revision to 4.3, 4.4, 5.2.13.3, 5.2.13.4,
9	06/30/18	Revised 5.2.13.3 to remove reference to hard copy of MSDS/SDS.
10	07/05/2024	<i>Revised 4.3, 5.2.13.3, and 5.2.13.4 to reflect current SDS methodology and location access for paper/online MSDS/SDS products. Revised 5.2.11 to remove reference to "ST3".</i>

1.0 Purpose:

To ensure appropriate housing and facilities are available and reviewed, to ensure planned events are provided for, to achieve conformity to product requirements, and to aid in planning prevention of adverse effect to the external environment.

2.0 Scope:

All aspects of the housing facilities, and environmental conditions surrounding the activities described within this Quality Management System.

Perform Air International Inc. performs work at two facilities and will address the housing, facilities, and environmental conditions of the following physical locations:

463 South Hamilton Court Gilbert, Arizona 85233

300 South Hamilton Place Gilbert, Arizona 85233

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Executive Management.

3.2 It is the responsibility of all management staff to ensure the appropriateness of their work environment, and plan for continued growth and additional capabilities.

3.3 It is the Executive Vice President Engineering's responsibility to ensure equipment parameters are defined, and verification of suitability is provided when equivalency review is required.

4.0 Definitions:

4.1 Work environment: Includes all factors that may affect the conformity of the product: i.e., temperature, humidity, lighting, cleanliness, protection from electrostatic discharge, etc.

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4.2 ESD: Electrostatic Discharge - rapid transfer of electrostatic charge between two objects, usually resulting when two objects at different potentials come into direct contact with each other.

4.3 MSDS: Material Safety Data Sheets; a written document that outlines information and procedures for handling, storing, and working with chemicals; they contain physical and chemical property information, potential hazard information, emergency procedures, and manufacturer contact information. *MSDS (Material Safety Data Sheet) is now called an SDS (Safety Data Sheet). MSDS was the original system for providing information about the properties of chemical products. Whereas SDS is the updated system that conforms to Globally Harmonized System (GHS) worldwide standards.*

4.4 SDS: Safety Data Sheet; a written document that contains information similar to a MSDS but in a standardized 16 section format for ease of accessing the information.

5.0 Procedure:

5.1 Operations:

5.1.1 See the Process Flow-Department Interaction Flow Chart (Section I.15 Att.Flow).

5.2 Housing and Facilities:

5.2.1 Perform Air International Inc. is located at two facilities:

5.2.1.1 463 South Hamilton Court, Gilbert, Arizona 85233

The building is 49,910 sq. /ft., 11,000 sq./ft. is office space and the additional 38,910 sq./ft. is warehouse space. It is a tilt-concrete constructed building.

5.2.1.2 300 South Hamilton Place Gilbert, Arizona 85233

The building is 5,610 sq./ft., 2,280 sq./ft. is office space and the additional 3,330 sq./ft. is warehouse space. It is a cinder block constructed building.

5.2.2 There are fire detection, sprinkler, and security systems located throughout the buildings, which are monitored by approved outside services and in house monitoring systems.

5.2.3 The warehouse entrance includes roller doors, one of which is a truck- well.

5.2.4 Sufficient workspace and areas for the proper segregation and protection of articles is available.

5.2.5 In areas where maintenance, preventive maintenance, or alterations are performed, eating and smoking is strictly prohibited. Drinking is permitted in a closed container away from direct working area.

5.2.6 The ventilation, lighting and control of temperature, humidity, and other climatic conditions are sufficient to ensure employees perform maintenance, preventive maintenance, or alterations to the standards required. Items are stored properly to prevent corrosion in the event the humidity level rises. This storage includes any

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necessary means to preclude corrosion or deterioration, such as vacuum packaging, plastic bagging, etc.

- 5.2.7** There is suitable segregation for the storage and protection of all articles undergoing maintenance via the shelving system located in a “work in process” section of the warehouse.
- 5.2.8** All inventories are stored in a secure area, with limited access. The secured area contains sufficient space to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance, or alterations.
- 5.2.9** As referenced in the Floor Plan (Section 1.15 Att. Floorplan), segregated work areas are available enabling environmentally hazardous or sensitive operations to be done properly and in a manner that does not adversely affect other maintenance or alteration articles or activities.
- 5.2.10** A locking fence to ensure no unauthorized access segregates the stock room (Warehouse) and work in-process (Planning) areas. The stock room area contains storage cabinets for materials. The work in-process area contains articles awaiting maintenance. This may be viewed on the Process Flow- Department Interaction Flow Chart.
- 5.2.11** Electrostatic Sensitive Device (ESD) self-testing, positive ground, portable units are located in various locations where required. ESD Training is conducted in Training Program Course by the Training Department and is administered per the training procedures in the RSTM.
- 5.2.12 Test Equipment/Stand:**
 - 5.2.12.1** The following is a list of critical test stands located in the maintenance area of 463 S. Hamilton Court.
 - Skydrol Stands – 3 each
 - 5606 (red oil) Stand
 - Low Flow Pneumatic
 - 4122-Series Test Bench
 - Linear Actuator Stand
 - High Flow Pneumatic
 - Lavatory Test Stand 2 Each
 - Fuel Test Stand
 - Fuse Test Stand
 - 5.2.12.2** The warehouse area of 300 S. Hamilton Place contains various mills, lathes and additional machining equipment.
- 5.2.13 Management of Chemicals Used in Process and Applicable MSDS/SDS's:**
 - 5.2.13.1** Chemicals are located in various locations throughout the buildings in cabinets marked accordingly or they may remain in the container or drum they were received in. In the case of those chemicals used at maintenance work-stations, the chemicals are in individual bottles, clearly marked with the contents. All maintenance personnel are responsible for ensuring the

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label on each bottle is clearly legible.

- 5.2.13.2** If the label becomes illegible, a new label is attached, or if necessary, a new bottle is issued. If shelf life applies, the chemical is entered into the shelf life program for expiration purposes.
- 5.2.13.3** At the 463 South Hamilton Court location MSDS and/or SDS information is maintained *in the bookshelf immediately behind the reception area in Customer Service bookshelf near copier*, and on the computer desktop *of any company computer as follows: Perform Air/SDS; or Perform Air Link/Nextcloud/Safety Data Sheet (SDS).*
- 5.2.13.4** At the 300 South Hamilton Place location MSDS and/or SDS information is maintained at the Right to Know Compliance Center by the door leading into the machine shop as well as on the computer desktop *of any company computer via the link as follows: Perform Air/SDS; or Perform Air/Nextcloud/Safety Data Sheet (SDS).*

5.3 Equipment and Materials:

- 5.3.1 Equipment:** All equipment, tools and materials required for maintenance functions are available. All monitoring and measuring equipment are calibrated at pre-determined intervals, and traceable to National Institute of Standards and Technology (NIST) standards. All test equipment is recorded in the calibration program by stand number (See Section II, Procedure II.08.)
- 5.3.2** For all test equipment, Perform Air International Inc. maintains appropriate manuals.
- 5.3.3** All equipment are maintained and serviced in accordance with the manufacturer's requirements and the preventive maintenance program. Maintenance intervals or requirements may be revised by the Engineering Department based on usage, maintenance history or component OEM requirements. Records of maintenance are recorded on the Preventive Maintenance Program form and retained per the Records Retention Table (Section I.15, Att.52.07).
- 5.3.4 Equivalent Tool and Equipment:** Perform Air International Inc. does not design and use tools that are different from the manufacturers' specifications. When non OEM specified equipment is used, the mechanic conducting the test must verify the parameters are analyzed and verified by the Engineering Department.
- 5.3.5 Material:**
 - 5.3.5.1** See Material Handling Procedure (Section II, Procedure II.12)

6.0 Records:

- 6.1** Engineering Equivalency Form (Form 67.04)
- 6.2** Preventive Maintenance Program (Form 55.02)