

Perform Air International Inc.
Repair Station Manual
Section: I
Procedure: I.05 Procedure for Capability Self-Evaluation

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	03/30/12	Addition of 4.0, Definitions. Repagination of 5.0 thru 6.5. Revision to Header, 1.0, 3.0, 5.1, 5.1.2.1 thru 5.1.2.7, 5.2, 5.3.1, 5.3.2, 5.3.3, 5.4, 5.5 and 6.1 thru 6.5 for grammar and clarification of procedure.
2	07/01/13	Pagination of 3.1 thru 3.5 for consistency of procedure. Revision to 3.1, 3.4, 3.4, 5.1.1, 5.2, 5.3.1 thru 5.3.3 and 5.5 for grammar and clarification of procedure. Removal of 6.3 thru 6.5.
3	03/31/17	Revision to 5.3.2 for clarification of procedure.
4	07/31/17	Revision to 2.0, 5.1.1
5	12/31/17	Revision to 6.2 form name

1.0 Purpose:

To ensure all departments concur with the decision to increase capabilities based on specific issues within the departmental area of expertise. To ensure a self-evaluation is performed for articles that may be listed on the Perform Air International Inc. capability list(s).

2.0 Scope:

Components or repair processes being evaluated for addition to the limited rating capability list(s) and at the discretion of The Accountable Manager, and those components within the class rating.

All departments required to review and sign-off on the Departmental Capability Self-Evaluation form.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Quality Assurance Manager.
- 3.2** The Customer Support Department initiates the Departmental Capability Self-Evaluation form, although any member of management is authorized to do so.
- 3.3** The Sales Department initiates the Departmental Capability Self-Evaluation form when determining capability at the request of potential customers.

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- 3.4** Management personnel as listed on the Departmental Capability Self Evaluation form are required to conduct an evaluation in a timely manner prior to sign-off.
- 3.5** If required, the Quality Assurance Manager assumes responsibility for submitting changes to the Limited Capability List(s) to the FAA.

4.0 Definitions:

No Definitions Required.

5.0 Procedure

5.1 Self-Evaluation:

5.1.1 Perform Air International Inc. performs a self-evaluation prior to an addition to the capability list. Self-evaluation is performed on class rating articles at the discretion of executive management.

5.1.2 The identification of resources to support operation and maintenance of the product. These resources include but are not limited to:

5.1.2.1 Facilities and Technical Data

5.1.2.2 Materials

5.1.2.3 Processes and Equipment

5.1.2.4 Engineering Equivalency

5.1.2.5 Personnel (Training)

5.1.2.6 Risk Analysis

5.1.2.7 Regulatory

5.2 An evaluation is conducted to determine the capability as per the approved technical data. Each appropriate department, to ensure compliance, conducts the evaluation. If the evaluation determines capability, the applicable portion of the Departmental Capability Self-Evaluation will be signed and forwarded to the next applicable department.

5.3 Documentation:

5.3.1 The evaluation is documented on the Departmental Capability Self-Evaluation. Each area of evaluation will be signed off as either acceptable, or not acceptable by the appropriate manager as designated below:

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5.3.2 Area of evaluation:	Department Sign off:
Facilities/Technical Data	Quality Departments
Material	Purchasing Department
Processes/Equipment	Maintenance Department
Engineering Equivalency	Engineering Department
Personnel (Training)	Training Department
Risk Analysis	Executive Management
Regulatory	Quality Assurance Department

NOTE: Only Supervisor level or higher management personnel, in the above designated areas, may complete the Departmental Capability Self-Evaluation.

5.3.3 After all pertinent departments have reviewed and approved the Departmental Capability Self-Evaluation form, the part number, or processes will be submitted to the Quality Assurance Department to input the part number into the Perform Air International Inc. database.

5.4 If it has been determined through the self-evaluation process capability does not exist, the Quality Assurance Department will advise the Customer Support Department for customer notification.

5.5 The Quality Assurance Department will retain the Departmental Capability Self-Evaluation form and the Capability Self Evaluation Checklist for a minimum of three years. (For limited capability, retention of evaluation is indefinite.)

6.0 Records:

6.1 Departmental Capability Self-Evaluation (Form 63.13)

6.2 *Limited Rating* Capability Self-Evaluation Checklist (Form 63.16)