

**Perform Air International Inc.
Repair Station Manual**

Section: I

**Procedure: I.07 Maintenance, Preventive Maintenance or Alteration for a
Certificate Holder Procedure**

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	12/31/10	Removal of 6.4, Repagination of 6.4, 6.5, 6.6. Revision to 6.4, 6.5, 6.6 -Removal of document location
2	03/30/12	Addition of 4.3. Revision to Header, 1.0, 2.0, 3.0, 4.1, 4.2, 5.1, 5.1.1 and 6.6. Removed numbering at 3.0
3	07/01/13	Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
4	03/31/17	Revision to 5.1 re-structure of sentence to clarify intent.
5	11/30/17	Revision to 3.3 and 5.1.1 for title and department
6	07/31/20	Combined 3.3 & 3.4
7	01/17/24	Revised 3.3

1.0 Purpose:

To ensure compliance to the applicable standards and ensure compliance with FAA, foreign regulatory agencies, and customer requirements.

2.0 Scope:

All maintenance performed for FAA and / or foreign certificate holders.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Quality Assurance Manager.
- 3.2** The Customer Support Manager or appointed designee has responsibility for ensuring all contracts are reviewed.
- 3.3** The Quality Assurance Manager is responsible for ensuring all applicable customer specific data is reviewed, maintained and is available to the Maintenance Department in current revision, within the PAI System, prior to release of the component for maintenance.

4.0 Definitions:

- 4.1 Certificate Holder:** All entities that are regulated by the FAA and/or any foreign regulatory entity to ensure maintenance practices are performed in accordance with the approved processes identified by the regulatory requirements.
- 4.2 Customer Provided Data:** Applicable only to the customer who conducts operations authorized by the FAA and/or any foreign regulatory entity in accordance with the specific agency's requirements.

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- 4.3 Contract:** A document provided by the customer who defines the customer requirements for each repair/purchase order received. This may include shipping instructions as well as customer specific technical data requirements.

5.0 Procedure:

- 5.1** For the performance of any maintenance, preventive maintenance, alteration or required inspections for a certificate holder, air carrier or commercial operator having a regulatory approved inspection program, or FAA approved maintenance program, Perform Air International Inc. will follow the air carrier's or commercial operator's program and applicable sections of its maintenance manual, as provided per 14 CFR Part 145. 205, as revised.

- 5.1.1** The maintenance manuals/procedures/policies or technical data supplied by any air carrier will be maintained by the Quality Control Department, and controlled in accordance with the Document and Data Control Procedure (see RSM I.10).

6.0 Records:

- 6.1** Contracts (R/O's) obtained by the above listed certificate holders.
6.2 Technical Data obtained by the above listed certificate holders.
6.3 Return to service records indicating customer specific requirements that were complied with.
6.4 Component Repair Worksheet (Form PAI3001A)
6.5 Teardown Report (Form PAI2001)
6.6 FAA 8130-3 Form or Foreign Equivalent