

Perform Air International Inc.
Repair Station Manual
Section: I
Procedure: I.08 Procedure for Maintaining and Revising the Contract
Maintenance Program

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	12/31/10	Revision to 1.0, 4.1 and 4.2 – addition of foreign entities, Revision to 2.0, 3.0 and 5.1.1.2 for grammar, 4.0 and 5.2.1- Department Responsible, 5.2.1.3 – Department Responsible and clarification, and 5.2.2- Procedure revision. Revision to 6.2 and 6.4 – removed location. Addition of 5.2.2.1- Procedural revision.
2	03/30/12	Revision to Header, 2.0, 3.0, 5.1, 5.1.1.1, 5.1.1.2, 5.1.2, 5.1.3, 5.1.3.3, 5.1.4.1, 5.1.4.2, 5.1.5, 5.2.1, 5.2.1.1, 5.2.1.2, 5.2.1.4, 5.2.2, 5.2.2.1, 6.2 and 6.3. Removal of 5.1.2.1. Addition of 5.1.3.5, 5.2.3 and 5.3.
3	02/28/13	Revision to 3.0 and 5.1.4.2 for change in backup position. Removal of 5.2.1.4.1. Revision to 5.2.2.1 for clarification of procedure.
4	07/01/13	Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
5	02/07/14	Revision to 3.2, 3.3, 5.1.1.2, 5.1.4.1, 5.1.4.2, 5.2.1.1, 5.2.1.2, 5.2.1.4, 5.2.1.5, 5.2.2.1, 5.3 and 6.2 and addition of 3.5 for clarification of procedure.
6	07/15/14	Revision to 5.2.3 for improvement of process.
7	04/30/15	Addition of 5.2.1.1.1 for improvement of process.
8	07/31/17	Revision to 5.1.5.1 to 5.1.5.2, and 5.2.3. Removal of 5.1.6 and 5.1.5.3. Addition of 5.2.1.5 resulting in repagination of 5.2.1.6. Revisions to procedure for clarification.
9	09/30/18	Revision to 2.0, 3.3, 3.4, 5.1.2, 5.1.3 (omitted sub-sections) and 5.2.1.1.1 Remove 5.1.1.2.
10	10/31/18	Revision to 5.2.1.4. permitting vendor's own checklist.
11	12/16/22	Revision to 5.2.3 title for Executive Vice President of Supply Chain Management

1.0 Purpose:

To ensure all sub-contract functions are performed in accordance with predetermined quality standards as set by approval of the FAA as required for all Civil Aviation Aircraft, and are performed in accordance with internal quality standards.

To ensure all sub-contract functions are performed in accordance with foreign supplemental approvals.

2.0 Scope:

The Quality Assurance Manager maintains the FAA approved maintenance function list as per 14 CFR Part 145.217, as revised, within the QSM. In addition, the Quality Assurance Department maintains an electronic list of sub-contracted maintenance agencies approved to perform those FAA approved functions, including the type of certificate and ratings held, if any, by each facility.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Quality Assurance Manager.

3.2 The approval of sub-contract vendors is the responsibility of the Quality Assurance Manager or designee.

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- 3.3** The responsibility for approval of sub-contractors for FAA approved maintenance functions lies with the Quality Assurance Department.
- 3.4** The Purchasing Department has responsibility to track all outside sub-contract work, and to evaluate the performance of the approved sub-contract vendors and to work with the QA Department for vendor selection.
- 3.5** It is the responsibility of the Human Resources Department to incorporate Supplier Diversity information provided by the Quality Assurance Department as determined from the Sub-Contract Vendor Audit into current Supplier Diversity process.

4.0 Definitions:

- 4.1** **Certificated:** An agency that is regulated by the FAA and/or any foreign regulatory entity, and holds a valid Operations Specification or equivalent.
- 4.2** **Non-Certificated:** An agency that is not regulated by the FAA and/or any foreign regulatory agency or does not hold a valid Operations Specification or foreign equivalent.

5.0 Procedure:

5.1 Sub-contract Function Approval:

- 5.1.1** Perform Air International Inc. may contract a maintenance function pertinent to an article to an outside source, provided the FAA approves the maintenance function to be contracted out.
 - 5.1.1.1** Revision to the FAA Approved Maintenance Function List (Att. 63.06) will be submitted to and approved by the FAA prior to completion of any sub-contract function maintenance being performed. The FAA Approved Maintenance Function List is maintained by Perform Air International Inc. and is available upon request by any regulatory entity.
- 5.1.2** The Quality Assurance Manager maintains and makes available to the certificate holding district office of the FAA, a list of approved sub-contract providers. The list includes the ratings of each outside facility and is electronically maintained. This computer generated list is updated as required and revisions are available to the FAA upon request.
- 5.1.3** Perform Air International Inc. will not contract for the performance of a maintenance function on an article with a non-certificated entity.
- 5.1.4** All sub-contracted maintenance functions will be performed by only those sources that have been approved using one or more of the following methods:

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5.1.4.1 A Sub-Contract Vendor Audit completed by the proposed sub-contractor, reviewed and approved by the Quality Assurance Manager or designee.

5.1.4.2 An on-site audit conducted by a trained auditor as assigned by the President of Perform Air International Inc.

5.1.4.2.1 Minimum training requirements for Perform Air International Inc. auditors are:

5.1.4.2.1.1 Training: A minimum of one 8-hour classroom training course on auditing including the environmental aspect and the FAR training required for all inspection personnel. Preferred additional training includes CASE auditor training, ISO auditor training, and AS9100 auditor training.

5.1.4.2.1.2 Experience: A minimum of 1 complete system audit. (This may include internal audit or extrinsic/external audits with another company.)

5.1.5 Any substandard, discrepant work, or suspected unapproved parts noted on the sub-contractor or outside agency will be dealt with as follows:

5.1.5.1 The article will be segregated per the Bond and Quarantine Procedure. In addition, dependent upon the severity of the discrepancy, the vendor may be suspended and use prohibited pending an investigation.

5.1.5.2 Further action may be taken at executive management discretion to include, but not limited to corrective action, on-site audit, etc.

5.2 Selection of the approved sub-contractor for each maintenance requirement:

5.2.1 If outside service is required, the Maintenance Department via the Outside Service Requisition Form submits a request to the Purchasing Department. Only approved sub-contractors are used. The Purchasing Department works in conjunction with the Quality Assurance Department for vendor selection.

5.2.1.1 When a sub-contract vendor is approved, the Quality Assurance Department enters all relevant data into the PAI System. The system includes an Adobe Acrobat pdf of all certifications and

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operations specifications for each certificated, approved sub-contractor.

- 5.2.1.1.1** Upon data entry into the PAI System, the system will automatically create a follow-up audit date for one year from the audit approval. If review of the sub-contractor's certifications determine that any certification expires before the one year follow-up date, the expiry date of the certificate will be entered as the follow-up audit date to ensure the certification is kept current at all times. An entry in DAC will also be made to indicate vendor status.
- 5.2.1.2** The Quality Assurance Manager or designee is responsible for verifying the sub-contract function required is listed on the FAA Approved Maintenance Function List, and is listed on the sub-contractors operations specifications prior to choosing that sub-contractor.
- 5.2.1.3** If no current service provider/approved vendor exist, it is the responsibility of the Purchasing Department, who works in conjunction with the Quality Assurance Department, to source a potential sub-contractor.
- 5.2.1.4** It is the responsibility of the Quality Assurance Department to obtain a completed Sub-Contract Vendor Audit. If the Vendor accomplishes a self-audit in their own format, based on the CASE 1A Standard, it may be deemed acceptable as well. An on-site audit may be performed in lieu of the audit form. The QA Department will also confirm the requested maintenance function appears on the sub-contract vendor's operations specifications as well as Perform Air International Inc.'s FAA Approved Maintenance Function List. If the function does not appear on the list, the Quality Assurance Manager will revise the list and submit to the FAA for approval prior to approving the vendor.
- 5.2.1.5** OEM's must also have Quality Assurance approval prior to performing a sub-contract maintenance function. If an OEM fails to return the questionnaire to the Quality Assurance Department, the OEM can be evaluated based on awarded certifications and FAA Operations Specifications.
- 5.2.1.6** If the vendor is not approved by the Quality Assurance Manager or designee, the function is re-sourced until a suitable sub-contractor is located.

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5.2.2 Once the sub-contracted function is approved and the vendor qualified, the Purchasing Department may issue a repair order.

5.2.2.1 The repair order is submitted to Quality Control Department to verify the identification of the unit and the sub-contract function required. If acceptable, Quality Control inspection personnel approve the repair order via stamp/initial or signature and routes items to the Shipping Department.

5.2.3 After initial approval, sub-contract vendors will be re-considered for renewal on an annual basis. The Quality Assurance Department will submit a list of vendors due for renewal to the *Executive Vice President* of Supply Chain Management or designee. If the *Executive Vice President* of Supply Chain Management requires the renewal of the sub-contract vendor, the Quality Assurance Department will submit an audit to the vendor for re-evaluation.

5.3 Non-certificated sub-contractors may be used to conduct Calibration Services on equipment/tooling. The Quality Assurance Department will maintain the required certifications i.e. ISO/N.I.S.T. as per section QCM II.08. A Sub-Contract Vendor Audit is not required of a calibration vendor.

6.0 Records:

- 6.1** Repair Order / Purchase Order (Computer Generated)
- 6.2** Sub-Contract Vendor Audit (Form 63.06)
- 6.3** FAA Approved Maintenance Function List (Att. 63.06)
- 6.4** Outside Service Requisition (Form 55.04)