

Perform Air International Inc.
Repair Station Manual
Section: I
Procedure: I.09 Procedure for Quality Records

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	12/31/10	Addition of 4.0 – Definitions. Repagination of 4.0 thru 6.0. Revision to 1.0- Addition of foreign regulatory agencies, 2.0 and 3.0 for grammar, 5.1 and 5.2 for clarification of procedure.
2	07/01/13	Pagination of 3.1 and 3.2 for consistency of format. Revision to procedure for clarification of responsibility and grammar. Revision to 5.1 and 5.2 for proper regulatory references.
3	03/31/17	Revision to 1.0 for removal of ANAC reference.

1.0 Purpose:

To ensure all records are maintained in accordance with the *FAA and any foreign entity regulations*, as well as external quality organizations Perform Air International Inc. is a member of and the standards as set forth by the executive management of Perform Air International Inc.

2.0 Scope:

Perform Air International Inc. retains documents per the Records Retention Table located in the Quality System Manual (QSM).

3.0 Responsibility:

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

3.2 Any additions, deletions, or changes in revision to the Records Retention Table are the responsibility of the Quality Assurance Department. The disposal of any documentation referenced on the Records Retention Table lies specifically with the individual referenced on the table or an appointed designee.

4.0 Definitions:

No Definitions Required.

5.0 Procedure:

5.1 Perform Air International Inc. will retain records in English in accordance with the requirements of 14 CFR Part 145, and all processes and procedures within the Quality System Manual (QSM). Exceptions to records retained in English will be in accordance with the respective foreign approved manual supplements.

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5.2 Perform Air International Inc. will provide a copy of the maintenance release to the owner or operator of the article on which the maintenance, preventive maintenance, or alteration was performed as per 14 CFR Part 145.

5.3 Records Retention Table:

5.3.1 Perform Air International Inc. retains documents per the Records Retention Table which documents the record keeping system used to obtain, store, and retrieve the required records.

5.3.2 Records that are created by suppliers shall be controlled in the same manner as Perform Air International Inc. records.

5.3.3 Records are available for review by customers and regulatory authorities in accordance with contract or regulatory requirements.

6.0 Records:

6.1 Records Retention Table Section I.15 Att.52.07