

Perform Air International Inc.

Repair Station Manual

Section: I

Procedure: I.11 Repairman Certificate; Application for and Surrendering

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	02/28/11	Addition of 4.0 - Definitions. Repagination of 4.0 thru 6.2. Revision to Header, 5.3.1, 5.3.3, 5.3.4, 5.5.1 and 5.5.2 for clarification and grammar corrections to the procedure.
2	05/20/11	Revision to 3.0, 5.1, 5.1.1 and 5.3.3 for change of title.
3	09/18/12	Revision to 3.0, 5.1, 5.2, 5.3.3, 5.3.4 and 5.5.2.1 for grammar. Revision of 6.2. Addition of 6.3.
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	03/31/14	Revision to 3.1, 3.2, 3.3, 5.1, 5.1.1, 5.2.1 and 5.3.3 for clarification of responsibility.
6	11/30/17	Revision to 3.0, 5.0, 5.3.3 for title.
7	11/15/23	Revised 5.1.1, 5.2.1, 6.2
8	10/24/25	Revised 5.2.1, 5.5.2.1, and 6.2

1.0 Purpose:

To define the process of recommending / obtaining and surrendering an airman certificate for applicable personnel.

2.0 Scope:

Maintenance personnel determined to meet the requirements of FAR 145.159, and 65.101.

3.0 Responsibility

3.1 The maintenance of this procedure is the responsibility of the Director of Operations.

3.2 The responsibility for recommendation of Non-Certificated Mechanics for a title of repairman is that of the Director of Operations.

3.3 It is the responsibility of the Quality Assurance Manager or designee to approve and submit an Airman Certificate and/or Rating Application (as revised).

3.4 It is the Maintenance Manager's responsibility to ensure technical competence has been evaluated and appropriate training has taken place.

4.0 Definitions:

No Definitions Required.

5.0 Procedure:

5.1 Non-Certificated Mechanics who meet the qualifications as referenced in 14 CFR Part 145.159 and 14 CFR Part 65.101 may be recommended by the Director of Operations for consideration to the FAA for approval.

5.1.1 The Director of Operations or the Director of Quality notifies the President of the recommended employee for review.

Perform Air International Inc.

Repair Station Manual

Section: I

Procedure: I.11 Repairman Certificate; Application for and Surrendering

5.2 Submission of Application:

- 5.2.1** The President or designee reviews the recommendation, and if approves, submits a completed Airman Certificate and/or Rating Application (*FAA Form 8610-3* as revised), with all required documentation to the Federal Aviation Administration for consideration.

5.3 Privileges and Limitations:

- 5.3.1** If the FAA accepts the application referenced above, and issues a repairman certificate, the certificated repairman may perform or supervise the maintenance, preventive maintenance, or alteration of aircraft components appropriate to the job for which the repairman was employed and certificated, but only in connection with Perform Air International Inc. The repairman certificate cannot be transferred to another employer.
- 5.3.2** The certificated repairman may not perform or supervise duties under the repairman certificate unless the repairman understands the current instructions of Perform Air International Inc., and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned.
- 5.3.3** Upon receipt of a repairman certificate, the Director of Operations or designee will advise the Human Resources Department of the mechanic change of status.
- 5.3.4** Human Resources will initiate an Employee Status Change Form. All applicable departments will complete their respective sections of the form.

5.4 Display of Certificate

- 5.4.1** Each person who holds a repairman certificate shall keep it within the immediate area where exercising the privileges of the certificate is conducted, and shall present it for inspection upon the request of any regulatory agency or customer representative.

5.5 Surrender of Repairman Certificate

- 5.5.1** In the event a repairman terminates employment with Perform Air International Inc., the certificate will be surrendered at time of exit in accordance with 14 CFR Part 65.
- 5.5.2** In the event a repairman certificate must be surrendered for any reason while remaining employed by Perform Air International Inc., the certificate will be surrendered in accordance with 14 CFR Part 65.

5.5.2.1 Human Resources will submit Employee Status Change Form 62.31.

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Repair Station Manual

Section: I

Procedure: I.11 Repairman Certificate; Application for and Surrendering

6.0 Records:

- 6.1** Repairman Certificate
- 6.2** Airman Certificate and/or Rating Application (*FAA Form 8610-3* as revised)
- 6.3** Employee Status Change Form (Form 62.31)