

**Perform Air International Inc.**  
**Repair Station Manual**  
**Section: I**  
**Procedure: I.14 Equivalency Procedures**

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	12/31/2010	Revision to 2.0 – Grammar error, 3.0 – Clarification and responsibility change, 5.1.3, 5.1.5, 5.1.6, 5.1.7 – Responsibility, Grammar and clarification change. 6.1 and 6.2 – Removal of location
2	11/14/2012	Addition of 5.1.4 and 5.2 thru 5.2.3. Repagination of 5.1.5 thru 5.1.9. Revision to Header and 2.0 for grammar. Revision to 3.0, 5.1, 5.1.5, 5.1.6, 5.1.7, 5.1.8 and 5.1.9 for clarification of procedure.
3	07/01/2013	Pagination of 3.1 thru 3.6 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
4	04/30/2015	Revision to 3.1 for title change.
5	03/31/2017	Revision to 3.6, 5.1.3, 5.1.5, 5.1.6, 5.1.9 and 5.2.2.1 for clarification of procedure.
6	11/30/2017	Revision to 3.6 and 5.2.2.1 for titles
7	04/30/2021	Revision to 5.1.4 for form reference
8	10/06/2023	Revision to 2.0, 3.1, 3.2, 3.3, 3.6, 5.1.1, 5.1.4, 5.1.5, 6.2, and 6.3 for clarification of departmental responsibility, corrected grammar, permitted email requests for equivalency evaluations, and updated records to include latest Equivalency Form 67.09.

**1.0 Purpose:**

To ensure component maintenance is being performed using the proper test equipment, tools, or materials.

**2.0 Scope:**

Any Perform Air International Inc. employee may initiate a request for equivalency in cases where the current technical data *specifies* the use of test equipment, tools, or materials, and equivalent alternatives are requested instead.

**3.0 Responsibility:**

**3.1** The maintenance of this procedure is the responsibility of the *Engineering department*.

**3.2** Any department may initiate the Request for Equivalency Evaluation *via email or Form 67.02*.

**3.3** *If an equivalency is submitted via Form 67.02, the manager of the submitting department is responsible for reviewing the request to ensure validity, signing and forwarding the completed Request for Equivalency Evaluation to the Engineering Department. For email requests, the manager of the submitting department must approve the request prior to forwarding the request to Engineering Department.*

**3.4** The Engineering Department is responsible for the completion of the Engineering Equivalency Form as well as the associated research.

**3.5** The Executive Department is responsible for approval of the completed Engineering Equivalency Form.

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- 3.6** The Quality *Assurance Department* is responsible for ensuring the completed Engineering Equivalency Form is properly inserted in the applicable technical data per the Engineering Department requests.

**4.0 Definitions:**

**Equivalency:** Equality in value, force, significance, or material make-up.

**5.0 Procedure:**

**5.1 Request for Equivalency**

- 5.1.1** Each employee performing maintenance *or inspection on components* is expected to ensure usage of the correct test equipment, tools, or materials in the performance of their duties.
- 5.1.2** The verification shall be done prior to commencing work by reading the appropriate sections of the Component Maintenance Manual and comparing the requirements against what is available.
- 5.1.3** If a difference exists, the employee may initiate a Request for Equivalency Evaluation Form and forward it to their respective manager when completed.
- 5.1.4** Equivalency may also be requested by administrative departments for materials or chemicals using the Request for Equivalency Evaluation Form *or via email*.
- 5.1.5** *If using Form 67.02, the manager will verify the request then sign the Request for Equivalency Evaluation Form and forward it to the Engineering Department. For email requests, the manager of the submitting department must approve the request prior to forwarding the request to Engineering Department.*
- 5.1.6** Upon receipt of the Request for Equivalency Evaluation Form, The Engineering Department will initiate the Engineering Equivalency Form. Engineering will then perform the necessary research, determine equivalency and complete the form.
- 5.1.7** If no equivalency exists, the submitter will be notified as such.
- 5.1.8** If approved, the Engineering Department will initiate a request that document control insert the completed Engineering Equivalency Form into the applicable technical data.

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**5.2** The Request for Equivalency Evaluation Form will be retained until issuance of the Engineering Equivalency Form. Once an Engineering Equivalency Form is completed and inserted into the respective technical data, the Request for Equivalency Form will be disposed of. Revision

**5.2.1** The Engineering Equivalency Form will remain in effect until the associated OEM or customer technical data is revised.

**5.2.2** If request is made for technical data revision through QCM II.05 and an Engineering Equivalency Form is contained in the technical data for the specific unit:

**5.2.2.1** The Quality Control Manager or Quality Control Coordinator will request Engineering Department to revise the respective Engineering Equivalency Form as component technical data is revised.

**5.2.3** The out of revision Engineering Equivalency Form will be removed from the technical data and retained electronically per the Records Retention Table.

**6.0 Records:**

**6.1** Request for Equivalency Evaluation (Form 67.02)

**6.2** Engineering Equivalency Form (Form 67.04) pre 3/20/2023. This form will be phased out on an attrition basis should technical data be updated.

**6.3** Engineering Equivalency Form (Form 67.09) post 3/20/2023.