Perform Air International Inc.

463 S. Hamilton Court
Gilbert, Arizona 85233

FAA Repair Stations: IS3R590L
EASA Certificate: EASA.145.4741

This supplement does not form part of the FAA 14 CFR part 145 RSM/QCM.

Compliance with the FAA accepted supplement together with the FAA 14 CFR part 145 RSM/QCM forms the basis of the European Union Aviation Safety Agency (EASA) Part-145 approval.

This supplement forms part of the applicant's obligations for EASA Part-145 approval as specified in this guidance.

A. Index

1. LIST OF EFFECTIVE PAGES/TABLE OF CONTENTS

Revision	Revision Date	Procedure Revised
N/I	11/30/2011	Initial Release/ Re-Release. Revision to Supplement incorporating new Maintenance Annex Guidance (MAG).
1	11/12/2013	Revision to Supplement incorporating MAG revisions.
2	02/01/2014	Revision to Supplement to incorporate FAA Order 8130-21H revisions.
3	11/01/2015	Revision to Supplement to address changes in EASA MAG Change 5
4	07/01/2016	Revision to Supplement to address changes in EASA MAG Change 6
5	02/14/2020	Revision to Supplement to address changes in EASA MAG Change 7
6	03/15/2021	Revision to Supplement to address changes in EASA MAG Change 8
7	10/03/2024	Supplement Revision to address changes in EASA MAG Change 9
8	10/10/2025	Supplement Revision to address changes in EASA MAG Change 10. Revised Index, LEP, Pages. 7 thru 13 and 17
9	*10/24/2025*	*Revised Section 10 and Appendix 2 for FAA Order 8130.21 and AC 43-9 changes.*

2. Amendment Procedure

Any amendments to this supplement deemed necessary by FAA FSDO shall be the responsibility of the Quality Assurance Manager. The Quality Assurance Manager shall incorporate any such amendments and ensure the amendments are submitted for acceptance to the FAA FSDO. This will be accomplished in accordance with Procedure I.10, Procedure for Document and Data Control.

Failure to ensure that the 14 CFR Part 145 RSM/QCM and this EASA Supplement are kept up to date in respect of regulatory changes (including changes to the MAG) and that the repair station staff comply with the procedure therein could invalidate the EASA Approval.

Changes to the MAG shall be implemented, as applicable, within 120 days after the change has been signed.

3. Introduction

EASA requires all maintenance of commercially operated aircraft / components to be carried out by an EASA-Part 145 approved / accepted maintenance organization. EASA Part -145 is a European requirement similar to 14 CFR part 145.

The Maintenance Annex agreed to by the FAA and EASA specifies the basic difference between EASA Part-145 and 14 CFR part 145 and identifies these differences as Special Conditions.

A 14 CFR part 145 repair station can be EASA Part -145 approved when the repair station complies with the maintenance special conditions as detailed in this procedure in addition to complying with 14 CFR Parts 145 and 43.

This supplement should help ensure that the organization is working in accordance with the provisions of its EASA Part-145 Approval Certificate and to ensure that the differences between the EASA and FAA regulations are taken into account.

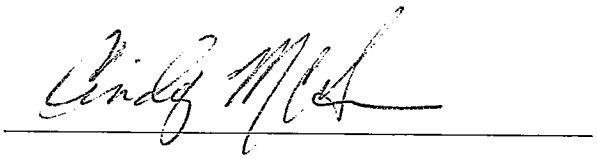
4. Accountable Manager's Commitment Statement

This supplement in conjunction with the approved 14 CFR Part 145 Repair Station and Quality Control Manuals defines the organization and procedures upon which EASA approval is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being performed under the conditions of EASA Part-145 approval.

It is accepted that Perform Air International, Inc., hereinafter referred to as "PAI," procedures do not override the need to comply with any additional requirements formally published by EASA and notified to this organization.

It is understood EASA shall issue an Approval Certificate and list PAI in an EASA published list as long as EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA determines that procedures are not followed, or standards not upheld.



Cindy McGown
Accountable Manager
For and on behalf of Perform Air International Inc.

Note: If an Accountable manager is replaced, the new manager must sign this statement to ensure continuous EASA Part-145 Approval and provide the responsible FAA ASI with the amendment of the supplement.

5. Approval Basis and Limitation

EASA approval is based upon compliance with 14 CFR Parts 145 and 43 except where varied by the Special Conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EU) No. 1321/2014.

The approval of maintenance is limited to the scope of work permitted under the current certificate issued by the FAA to PAI in accordance with 14 CFR part 145 for work carried out within the United States. Deviations have to be agreed to on a case-by-case basis by the Joint Maintenance Coordination Board (JMCB).

6. Access by EASA and FAA

PAI will provide access to EASA and FAA to ascertain compliance with 14 CFR Part 145, the EASA Special Conditions, procedures, and standards, and to investigate specific problems.

Perform Air International Inc. will comply with the requirements stated in paragraph 1.2 of Appendix 1 to Annex 2 of the Agreement and will accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and that the organisation will cooperate with these actions.

7. Work Orders / Contracts

Work Orders and contracts for maintenance on components for operators under EASA regulation shall clearly specify the scope, inspections, repairs, alterations, overhaul, airworthiness directives, and required parts replacement to be accomplished.

Particular attention is necessary in regard to the requirements for the accomplishment of foreign airworthiness directives. In such cases, the operator will be contacted to obtain all data required to comply with airworthiness directives and to clarify and verify the work scope to be accomplished.

All customer contracts will be reviewed in accordance with Quality Control Manual (QCM), Procedure II.15, Purchase / Repair Order (Contract) Review Procedure.

Customers remain responsible for correctly informing PAI by work order of all required maintenance and alterations.

8. Approved Design and Repair Data

In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and /or validation of FAA approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the Technical Implementation Procedures (TIP).

Repairs:

Perform Air International Inc. will use design data approved by the FAA in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance (DER) Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management System. Minor repairs will be made in accordance with "acceptable" data, in accordance with 14 CFR Part 43.

The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the AA of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by EASA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and/or validation of FAA-approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the associated Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP).

NOTE:

Data development procedures are contained in ASM III.35 Engineering Order (EO) Procedure and ASM III.37 Major and Minor Repair and Alterations Classifications Procedure. EASA defines "design change" as a change to the type design. EASA does not automatically accept alterations that affect type design.

Perform Air International Inc. shall gain EASA approval of design data in support of repairs in accordance with EASA Part 21 Subpart M-Repairs and EASA's procedure Type Certificate Change and Repair Approval.

Repair Design Data in Support of Major and Minor Repairs.

The FAA shall approve design data in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1. Minor repairs are made in accordance with "acceptable" data, in accordance with 14 CFR part 43.

EASA shall approve design data in support of repairs in accordance with EASA Part 21, Subpart M-Repairs, and EASA's procedure Type Certificate Change and Repair Approval.

U.S.-EU MAG, Section B: Appendix 1 *as revised.*

EASA Acceptance of FAA Repair Design Data.

EASA shall accept data used in support of major repairs, in accordance with Annex 1 to the Agreement and the associated TIP.

EASA shall also accept data used in support of minor repairs, in accordance with Annex 1 to the Agreement and the associated TIP.

> **NOTE:** An EU company must use EASA-Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an N- registered aircraft, an EU company cannot determine any data to be acceptable data under 14 CFR part 43 for use on an EU-registered aircraft.

In these circumstances, repair design data are considered to be EASA-approved following its approval or acceptance under the FAA's system. This process does not require application to EASA or compliance findings to the EASA certification basis.

Alterations. Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by EASA are contained in the TIP associated with Annex 1 of the Agreement.

9. Airworthiness Directives

Per the PAI Quality Control Manual (QCM), Procedure II.05, Procedure for Maintaining Current Technical Data, all components prior to accomplishment of any maintenance are reviewed for any applicable FAA/ EASA airworthiness directives for the specific component.

Work Orders / Contracts from an EASA approved operator must include any applicable FAA or EASA airworthiness directives required for incorporation. If an FAA airworthiness directive to a component is found *in AD Biweelky reports or EASA AD advanced search tools*, the EASA operator will be contacted to verify EASA requirements.

10. Release and Acceptance of Components

Release to service of component after maintenance will be accomplished in accordance with 14 CFR 43.9 and paragraphs 7 through 10 of this supplement. At the completion of maintenance, an FAA Form 8130-3 will be issued as a maintenance release. Block 12 will include the EASA release to service certifying statement with the EASA-145 acceptance number. This block will also specify all applicable data for the component.

Completion of Form 8130-3 will be completed per *FAA AC 43-9* as revised. Only those listed on Supplemental Log SL.03 are authorized to issue the Form 8130-3 on behalf of PAI.

A sample Form 8130-3 may be found in Appendix 2.

Throughout the maintenance process, PAI will use sub-components, piece parts, materials, and chemicals of such a quality as to ensure compliance with QCM II.01 Receiving Inspection Procedure.

Perform Air International Inc. maintains and revises the roster of inspection personnel (SL.02) and roster of personnel authorized to sign maintenance release (SL.03) per QCM II.04 and RSM I.10.

Acceptability of Components:

Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance.

(1) New Components

New components must be traceable to the Production Approval Holder (PAH) and be in a satisfactory condition for installation. An authorized release document, issued by the PAH, as detailed below, must accompany the new component.

For new components from a U.S.-PAH, a release must be documented per PAI QCM Procedure II.01, para. 5.1.4. New parts received from manufacturers, without an 8130-3 *should be accompanied by a Certificate of Conformance at a minimum.*

NOTE: New parts that were received into inventory prior to October 1, 2016, must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued through an approved design, the PAH or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered, and remain suitable for installation into EU articles, provided the certification/release date of these parts is prior to October 1, 2016.

For new components released by an EU-PAH, a release must be documented on an EASA Form 1, as a new part.

Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR Part 21, section 21.9(a)(6), and Part 43, are not subject to the foregoing provision. Specific details on fabrication and control procedures can be found in Perform Air QSM Section XIII Fabrication Control Manual.

Standard parts are not subject to the forgoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement and are in a satisfactory condition for installation.

NOTE: EASA Standard Parts Definition: Per AMC M.A.501(c), "Standard Parts" are: parts manufactured in complete compliance with an established industry *standard*, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications, *DIN/ISO, JIS* etc...."

PMA parts may be accepted only as detailed in subparagraph 10(k)(1)(a)(i) above and in the Technical Implementation Procedures (TIP).

Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP - paragraph 7.7.1).
Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or the summary table published on the EASA Web site: https://www.easa.europa.eu/faq/66700

(2) Used Components

Used components must be traceable to FAA- and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations they have performed. In the case of life-limited parts, the life used must be appropriately documented. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or aviation authority (AA) approval document. An authorized release document, as provided below, must accompany the used component.

An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR Part 145 repair stations.

Used components from a 14 CFR Part 145 repair station not EASA-approved must not be used even if accompanied by an FAA Form 8130-3.

An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the U.S.

v) A Canadian Form One issued as a maintenance release must accompany used components from a Canadian EASA-approved maintenance organization.

NOTE: Canadian EASA-approved maintenance organizations will specify the EASA release statement and their EASA approval number in the remarks block of Canadian Form One.

Used components that have been issued a triple release (i.e., certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable.

Also refer to PAI. Quality Control Manual (QCM) II.01 Receiving Inspection Procedure for specific receiving inspection procedures.

Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or the summary table published on the EASA Web site: https://www.easa.europa.eu/faq/66700

The following table is a summary of possible scenarios for components released after maintenance:

Privileges of the dual EASA- and FAA-Certificated Maintenance Organization	
United States	
Release Document of Final Assembly: **8130-3 Dual Release**	
Acceptable New Products/Articles: EASA Form 1 *or Certificate of Conformance showing traceability to Production Approval Holder (PAH)* FAA Form 8130-3 *or Certificate of Conformance showing traceability to PAH* C of C Standard Parts	
Used Products/Articles: Acceptable Used Products/Articles Release Document (Input)	Final Assembly Release Document (Output)
FAA 8130-3 Single	FAA 8130-3 Single
FAA 8130-3 Dual	FAA 8130-3 Dual
EASA Form 1 Dual	FAA 8130-3 Dual
EASA Form 1 Single	FAA Form 8130-3 (See Below U.S.)

Release statements for cases where compliance with both regulatory systems cannot be met (parts installed with single release, ADs not being complied with).

United States

One or more products/articles were installed with an EASA Form 1 single release, so the final assembly cannot be released with an FAA Form 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an EU-registered aircraft."

In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to 43.9.

In block 12, the following text should be inserted:

"Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no._____.

This product/article meets part 43.9 requirements, except for the following items, and therefore is **"not"** eligible to be installed on U.S.-registered aircraft:"

(List the items)

11. Certificate of Airworthiness (C of A) Validity

This paragraph is not applicable to PAI.

12. Release of Aircraft after Maintenance

This paragraph is not applicable to PAI.

13. Reporting of Unairworthy Conditions

Perform Air International Inc. will ensure that, when serious defects are found in EU-registered aircraft or components received from an EU customer, the defects must be reported to EASA, the aircraft/component design organization, the authority of the State of Registry, and the customer or operator within 72 hours. PAI Quality Assurance, with Engineering validation, shall submit reports per EASA requirements. When reporting to EASA, the identity of the customer must be included to allow follow up action.

This reporting will occur per details outlined in QCM II.13 – MDR and SUP Report Procedure and in a form and manner acceptable to EASA. Reports shall contain all information required by EASA Part-145 in English through the EASA online platform: http://www.aviationreporting.eu/, as revised. Reports shall occur when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.

NOTE: EASA Part-145 reporting requirements include SUP reporting requirements.

Responsibility for reporting unairworthy conditions rests with the Executive Vice President of Operations, or their designated representative.

14. Quality Assurance System (QAS)

Perform Air International Inc. has an independent quality monitoring system which is the responsibility of the Internal Audit Manager. In accordance with the PAI Quality Control Manual (QCM), Procedure II.11, Internal Audit Procedure, an internal audit is conducted on a monthly basis per the schedule located in the Administrative Attachments section of the QSM, Att.52.02 and Appendix 1. Different policies and procedures are audited monthly which results in an annual audit of the entire system. The audit is conducted by the Internal Evaluation Department Manager and designee(s). The audits are conducted to monitor the maintenance / inspection process to deliver a safe product and to remain in compliance to 14 CFR Parts 43, 145, this supplement and the EASA Special Conditions as applicable. The Accountable Manager, as named in this supplement, reviews the results of the audit.

Management personnel have been trained as internal auditors. As a result, no individual will audit their own work or any area for which they have responsibility.

Perform Air International Inc. ensures all sub-contract functions are performed in accordance with predetermined quality standards and regulatory requirements. The control and quality oversight of these functions are accomplished through RSM I.08 Procedure for Maintaining and Revising the Contract Maintenance Program.

The Accountable Manager and Executive Staff will review the overall performance of the quality system, at a minimum, on an annual basis.

There are two elements to the system.

An Independent Audit System:
The independent audit system is a process of sample audits of all aspects of PAI ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure they carry out maintenance to the required standard, nor does it replace any associated inspection/quality control system. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

The audit system will cover the oversight of all facilities under the EASA Part-145 approval and must contain as a minimum the following:

- Procedural audits. The audits will monitor compliance with required aircraft/aircraft component standards and adequacy of maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.
    - Procedural audits are assigned and managed via the Internal Audit Schedule, located in PAI Quality System Manual (QSM), Att.52.02. Those audit areas found in the QSM, RSM, QCM, and ASM columns of the aforementioned Att.52.02 shall form the basis for procedural audits for each departmental area.

- Product audits. A product audit is the first-hand observation of an item from the product line, observing the item at key steps in the workflow process, from entering PAI until it leaves. Key steps may include generating the work order, inspecting receiving, reviewing AD compliance and maintenance data, examining tools and equipment used for the repair, and witnessing any relevant testing and inspection steps during repair and final return to service of the product
    - Product audits are located in the QSM Internal Audit schedule, found at Att.52.02, and are announced in the "Product Audit" column of this form. Product audits shall be conducted multiple times annually, for each major PAI product line.

It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph, which defines the audit program.

The process of sample audits may be carried out once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in the Supplement. All applicable 14 CFR parts 43 and 145 provisions and EASA Special Conditions will be checked at least once per year against each primary product line.

A primary product line is any component product line where the systems and procedures are very similar throughout that product line.

A Management / Control and Follow Up System:
The PAI management control and follow up procedure, which is not contracted to outside persons, consists of a Corrective And Preventive Action (CAPA) system to ensure all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the Accountable Manager to remain informed of the state of compliance and any safety issues. This system is managed in accordance with QCM II.09. The Accountable Manager, *Executive Staff, Quality Department*, and all other senior staff members will hold annual meetings to check progress and appropriately address outstanding findings/discrepancies and CAPA issues and trends. Routine follow-up actions to ensure outstanding findings/discrepancy and CAPA mitigation and closure may be delegated on a day-to-day basis to the Departmental Managers as long as the Accountable Manager meets at least once per year with the senior staff involved to review the overall performance.

Though PAI houses production operations from two (2) buildings, the system announced in QCM II.09 applies to both buildings such that both buildings, 463 S. Hamilton Ct and 300 S. Hamilton Pl. are integrated into the same QAS system and shall be audited per the same system at least once annually.

PAI QCM II.09 includes requirements for PAI to audit product and procedural operations, and special conditions listed in both buildings, as indicated above.

One example of the particular product line shall be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used for the audit. PAI conducts sample checks annually, for each major product line processed at PAI. Current major product lines include Hydraulic, Pneumatic, Electro-Mechanical, and Water & Waste.

PAI Internal Evaluation Department prepares a report for each audit carried out describing when and where the audit took place, who participated (auditor, auditee), what was checked, and resulting findings/discrepancies, if any. The report is sent to relevant departments for root cause determination and correction action and provision of expected completion dates. Relevant PAI departments promptly correct findings/discrepancies within time constraints announced in the CAPA system and inform the quality department.

A product shall be selected in each workshop and the sample audit program conducted at least once per year.

15. Provision of Hanger Space for Aircraft Maintenance

This paragraph is not applicable to PAI.

16. Contracted Maintenance

Procedures to ensure that the items to be contracted are specified and that the contract meets the terms of the implementation procedures are found in PAI RSM I.08 "Procedure for Maintaining and Revising the Contract Maintenance Program". PAI will not contract any maintenance to another facility unless the facility is on the EASA published list of Approved organizations and a PAI approved contract maintenance provider, or under PAI control as applicable under 14 CFR Part 145.217. Refer to PAI Repair Station Manual (RSM) I.08-Procedure for Maintaining and Revising the Contract Maintenance Program for specific procedure. Also refer to PAI Quality Control Manual (QCM) II.01 Receiving Inspection Procedure for specific receiving inspection procedures.

> **NOTE 1:** When part of the maintenance is contracted to another organization, PAI must ensure that the other organization is approved to EASA Part-145 for the maintenance function. To be considered a contract maintenance function that requires FAA approval, PAI must meet both of the following conditions: (1) entering into an agreement with another person or entity (FAA-certificated or non-certificated and EASA-approved or non-approved) to perform maintenance functions on an article; and
> (2) PAI chooses to exercise the privileges of its certificate and assumes responsibility for the work performed by the contracted person or entity. If maintenance is contracted to a non-EASA-approved organization, then this is considered to be a Non– certificated Facility. In such a case, when PAI approves the product for return to service they become fully responsible for ensuring its airworthiness.
>
> **NOTE 2:** To prevent duplication with the FAA Repair Station Manual and the EASA Supplement, it is permissible to make a cross reference to the RSM procedures in the EASA Supplement making a clear reference to where the information is to be found.

List of Contractors. EASA recognizes that 14 CFR part 145 permits PAI to contract maintenance functions provided the maintenance functions are approved by the FAA and PAI exercises the privileges of its certificate by assuming responsibility for the work performed by providing the approval for return to service. Title 14 CFR part 145, section 145.217 requires PAI, in a format acceptable to the FAA, to provide the name of each outside facility to whom PAI contracts maintenance functions and the type of certificate and ratings held, if any. EASA can accept this practice when PAI identifies those contractor(s) PAI will use to support maintenance activities for aircraft registered in the EU or aeronautical products to be installed on such aircraft. PAI

shall establish a list identifying the contractors that hold an EASA Part-145 certificate and make it available to EASA on request.

Qualifying and Auditing Contractor:

Procedures to qualify and audit contractors performing maintenance functions are found in PAI RSM I.08 "Procedure for Maintaining and Revising the Contract Maintenance Program"

Contracting to Non-EASA-Approved Sources. If PAI contracts a maintenance function to a non-EASA-approved source, the PAI must be appropriately rated itself to perform the work.

PAI is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

Any non-EASA-approved contractor to which work is contracted must be under the control of the PAI QAS. Compliance with this supplement must be ensured for each contracted maintenance function. If PAI cannot determine the quality of the maintenance performed under contract, the maintenance function may be contracted only to an EASA-approved facility that is able to test and/or inspect the work performed and issue an approval for return to service for the work performed. If PAI must disassemble the article/item on which the maintenance function was performed under contract in order to determine the quality of the work performed, then the maintenance function will not be contracted to a non-EASA-approved source.

Contracting to EASA-approved Facilities.

If PAI sends an article to another organization that is EASA-approved and FAA-certificated, and that person or entity exercises the privileges of its certificate by assuming responsibility for approving for return to service each item on which it has worked, that process is not considered contracting a maintenance function for purposes of the responsibilities of the originating repair station.

PAI will determine that the EASA-approved Repair Station to which maintenance functions are contracted is properly certificated to perform that work.

Receiving Inspections.

Procedures for inspecting the work performed by a contractor on an item that has been approved for return to service by the contractor can be found in PAI QCM II.01 "Receiving Inspection Procedure".

Procedures for technical training for receiving inspection personnel who inspect maintenance functions contracted, can be found in PAI RSM I.06 "Training Program Procedure" and PAI "Repair Station Training Manual."

Procedures to ensure that items on which contracted maintenance functions have been performed are properly processed through the organization's receiving inspection procedures are found in PAI QCM II.01 "Receiving Inspection Procedure". The aforementioned document also contains procedures to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the contractor's source documentation.

Records of a contractor's work and the record retention period can be found in PAI RSM I.10 "Document and Data Control" and Att.52.07 "Records Retention Table"

Audits.

Procedures for auditing contractors, the frequency of such audits, and for recording the results of such audits, to include the record-retention period for the results of each audit, procedures to ensure that contractors comply with operators' manuals, manufacturers' manuals, and Instructions for Continued Airworthiness for the maintenance functions performed, and how contractors are informed of any changes to these manuals and procedures can be found in RSM I.08 "Procedure for Maintaining and Revising the Contract Maintenance Program" and Att.52.07 "Records Retention Table".

17. Human Factors

Human Factors training is provided to all PAI personnel in an effort to detect and rectify maintenance errors that may endanger the safe operation of aircraft. Initial training is provided as well as on an annual recurrent basis and any revision thereto. At a minimum, through supervision and training, procedures contained in the Repair Station Training Manual (RSTM) address resources, human performance limitations, shift changeovers, and how personnel are trained to ensure an understanding of the application of human factors principles.

Training will include the following topics: general/introduction to human factors; safety culture/organizational factors; human error; human performance and limitations; environment; procedures, information, tools, and practices; communication; teamwork; professionalism and integrity; and PAI's Human Factors program.

NOTE: The recurrent human factors training shall not be a simple repetition of the initial training. Instead, it shall be built upon errors/lessons learned and the experiences within the organization (or group of organizations). This should help ensure that the results of internal quality audits and occurrence reports are brought to the attention of all staff.

18. Line Stations

This paragraph is not applicable to PAI

19. Work Away from Fixed Locations

This paragraph is not applicable to PAI

20. Safety Management System

Perform Air International has a formal, top-down, systematic approach to managing safety risk and assuring the effectiveness of safety risk controls. It includes accountability, procedures, and policies for the management of safety risk through Hazard Identification, Risk Management, Safety Assurance, Safety Promotion, and Documentation and Recordkeeping requirements. Refer to PAI QSM Section XIV SMS Program.

Supplement Appendix

Appendix 1-Audit Program/Schedule

The audit schedule for PAI is located in the Administrative Attachments section of the QSM, Section VI, Att.52.02. Refer to section VI for latest revision.

Perform Air International Inc. conducts internal audits to verify whether quality / environmental activities and related results comply with the planned arrangement, and to determine the overall effectiveness of the quality / environmental system. Refer to QCM II.11 Internal Audit Procedures for details.

Internal quality audits shall be scheduled on the basis of the status and importance of the activity. Each procedure /policy shall be audited annually, at a minimum. Areas to be audited shall be carried out by any qualified auditor who is independent of direct responsibility for the area of quality system being audited. Refer to Attachment 52.02 PAI Internal Audit Schedule for detail of the auditing schedule.

Appendix *2* – FAA Form 8130-3 – Completion of Form

Refer to the PAI Quality System Manual (QSM), specifically the QCM, for instructions on the usage of FAA form 8130-3. Reference *FAA AC 43-9* (as revised) for instructions on the completion of FAA form 8130-3.

In addition to the requirements of *FAA AC 43-9* (as revised), Block 12 will contain the following statement:

> Certifies that the work specified in block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the [product/article] is considered ready for release to service under EASA Part 145 approval no. EASA.145.4741.

1. Approving Civil Aviation Authority/Country:	2.	3. Form Tracking Number:
FAA / UNITED STATES	**AUTHORIZED RELEASE CERTIFICATE** FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG	PAI
4. Organization Name and Address: IS3R590L Perform Air International, Inc. · 463 S. Hamilton Ct. · Gilbert, AZ 85233		5. Work Order/Contract/Invoice Number:

6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:
1					

12. Remarks: Work Order: Technical Data: Revision Number: Revision Date:
Mechanic Performing Work:
Work Completion Date:

Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the article is considered ready for release to service under EASA Part 145 approval no. EASA 145.4741.

13a. Certifies the items identified above were manufactured in conformity to:	14a. ☑ 14 CFR 43.9 Return to Service ☑ Other regulation specified in Block 12
☐ Approved design data and are in condition for safe operation ☐ Non-approved design data specified in Block 12	Certifies that unless otherwise specified in block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.

13b. Authorized Signature:	13c. Approval/Authorization No.:	14b. Authorized Signature:	14c. Approval/Certificate No.: IS3R590L
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed):	14e. Date (dd/mmm/yyyy):

User/Installer Responsibilities

It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article.

Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.

Statements in Blocks 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certificate issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

FAA Form 8130-3 (02-14) NSN: 0052-00-012-9005