

**Perform Air International Inc.**  
**Fabrication Control Manual**  
**Section XIII**  
**Process: XIII.06 Model Shop**

Revision	Revision Date	Revision Change
N/I	12/29/2023	Initial Release
1	08/20/2025	Added 6.4 (Form 67.16)

**1.0 Purpose:**

To provide a process for documentation of prototype or pre-fabrication items in the Perform Air International Machine Shop in support of Engineering Models.

**2.0 Scope:**

This document is limited to the documentation requirements for prototypes or fabricated articles made in the Perform Air International Machine Shop in support of engineering models.

**3.0 Responsibility:**

The Machine (model) shop personnel have primary responsibility for implementation and adherence to this procedure.

**4.0 Definitions:**

No Definitions Required.

**5.0 Procedures:**

- 5.1** As required by design engineer or engineering management, the raw material used shall be traceable to its origination. The raw material certification shall be included with the article documentation.
- 5.2** Data Correction includes entries written onto working documents shall be made in black ink only. No overwriting of an entry shall be made. No white out shall be used on the documents. To correct an error, a single line shall be drawn through the error and initialed by the person making the correction.
- 5.3** Working documents shall be protected from contact with any substance which may destroy written information. These documents are the permanent manufacturing records for each article.
- 5.4** Traceability shall be maintained throughout the fabrication process. Fabrication documents including work orders, purchase orders, and certifications as applicable shall be retained in the Perform Air International Inc. database for archiving.
- 5.5** For each operation performed, a brief description shall be entered at each process step in the "Special Service Description" section, i.e., mill, drill, rough machine, etc. An In-House Process Requisition (Form 55.07) shall be initiated by the Planning Department and provided to the machinist responsible for the job.

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- 5.6** Each machining, manufacturing process step, or operation, and the in-process inspection results shall be documented on Form 67.16, and/or accompanied by other manufacturing documentation.
- 5.7** If the article requires a process or operation that will be conducted by an approved/acceptable subcontractor, all processes will be outlined in approved work instructions, and recorded on the Outside Service Requisition (Form 55.04).
- 5.8** The raw material information shall be recorded on the Forms 55.04/55.07. The material type, as referenced on the blueprint and the traceability number (PO/Sequence) shall be recorded.
- 5.9** The quantity manufactured shall be recorded in the “QTY” column.
- 5.10** Each dimension and part feature created or changed at the production operation shall be inspected by the operator.
- 5.11** Upon completion of the fabrication process, all parts will be routed to inspection for verification of conformance to the FAA approved/acceptable design data. First Article Inspection Reports will be completed for 100% of all items produced.
  - 5.11.1 NOTE: No sampling plans will be used during the First Article Inspection process.**
- 5.12** All documentation is archived, and parts shall be routed to the warehouse for placement into the Perform Air International Inc. Engineering inventory.

**6.0 Records:**

- 6.1** Manufacturing Documentation
- 6.2** In-House Special Process Requisition (Form 55.07)
- 6.3** Outside Service Requisition (Form 55.04)
- 6.4** *Manufacturing Operations Traveler (Form 67.16)*