

Perform Air International Inc.
Fabrication Control Manual
Section: XIII
Process: XIII.09 Material Review Board

Revision	Revision Date	Revision Change
N/I	12/29/2023	Initial Release/Re-release
I	08/20/2025	Added 6.4

1.0 Purpose:

Material Review Boards are established to control, review, and process non-conforming product/material.

2.0 Scope:

This document governs the operation and responsibilities of PAI's PMRB/MRB activity.

3.0 Responsibility:

- 3.1 Engineering management is responsible for the development, implementation, and control of this procedure.
- 3.2 Engineering is responsible for providing technical guidance regarding the processing of non-conforming products/material.
- 3.3 Engineering is responsible for reviewing and determining all non-conforming product/material dispositions.
- 3.4 Perform Air shall only disposition non-conforming product/material that is within PAI's design authority. When Perform Air does not have design authority, appropriate documentation shall be submitted to the Customer (request for deviation, waiver, etc.).
- 3.5 The President/Accountable Manager will establish the PMRB/MRB Approval List. This will be posted at the MRB Bond location. This List is also made available to the Customer if requested.

4.0 Definitions

- 4.1 **Material Review Board (MRB):** A group of qualified Engineers and Quality representatives selected by the Accountable Manager to disposition non-conforming product/material. Their dispositions include: Return-to-Vendor (RTV), Rework, Scrap, Repair, and Use-As-Is (UAI).
- 4.2 **Non-Conformance:** A system, dimension, process, material, or product that does not meet a requirement, standard, or a contractual mandate.
- 4.3 **Preliminary Material Review Board (PMRB):** A group of qualified Maintenance & Quality personnel assigned to process/disposition non-conforming product/material. PMRB members are limited to scrap, return to vendor (RTV), and rework dispositions.

Perform Air International Inc.
Fabrication Control Manual
Section: XIII
Process: XIII.09 Material Review Board

- 4.4 Rework (RWK):** Is a method to bring a discrepancy or non-conformance back to original specification / drawing requirements.
- 4.5 Return to Vendor (RTV):** Is a disposition where non-conforming product/material is returned to the Vendor/Distributor to bring a discrepancy or non-conformance back to original specification/drawing requirements. The Vendor either manufactured the product/material or completed a “Special” process per PAI’s Outside Process (OP) instruction. A Distributor supplies “Off-The-Shelf” product/material to Perform Air.
- 4.6 Repair:** Is a method that will bring discrepant/non-conforming product/material to a “usable”, or “workable” condition. A “Repair” is not to drawing or specification.
- 4.7 Use-As-Is (UAI):** Is a disposition that “accepts” discrepant/non-conforming product/material in its present state or condition.
- 4.8 Scrap:** Product/Material that is **NOT** usable or functional.
- 4.9 Design Authority:** A Customer, Supplier, or Manufacturer responsible for original product design.
- 5.0 Process:**
- 5.1** When a discrepancy or non-conformance has been identified, the Engineering Department will be notified. Engineering Management will provide directions that will correct the noted discrepancy or non-conformance.
- 5.2** Rework disposition will require the initiation of Form 67.19. A more extensive/complex rework of the discrepancy will require a rework traveler/work instruction to be completed.
- 5.2.1** The Quality PMRB representatives are responsible for reviewing all manually written Rework instructions to ensure that they meet company standards and that they will produce conforming product/material. All rework routings shall include an inspection operation as the final operation indicated in the instruction. This inspection shall “validate” that the Rework process returned the product/material to its original specification/requirement.
- 5.3** RTV and Scrap dispositions are required to be reviewed by a Quality/Engineering MRB representative.
- 5.4** The Quality/Engineering representative will sign and date DMRs dispositioned RTV and Rework.

Perform Air International Inc.
Fabrication Control Manual
Section: XIII
Process: XIII.09 Material Review Board

- 5.5** Use As Is, and Repair dispositions WILL NOT be used by the PMRB.
- 5.6** Authority and Responsibility.
- 5.6.1** The MRB Group has the authority to investigate (in a timely manner) all discrepant/non-conforming product/material in sufficient depth to determine a proper disposition.
 - 5.6.2** A PMRB/MRB disposition shall be signed by a Quality member prior to any work being initiated.
 - 5.6.3** Engineering shall investigate and address discrepant/non-conforming product/material related to product design and design authority, etc. Engineering shall correct problems related to incorrect drawings.
 - 5.6.4** Engineering shall investigate and address discrepant/non-conforming product/material related to processes/routings, etc. Machine Shop shall correct problems related to incorrect travelers, MOTs and operation instructions.
 - 5.6.5** Manufacturing may be called in to assist in an MRB investigation when a discrepancy/non-conformance occurred at their work center.
 - 5.6.6** The MRB Group may hold meetings based on “business need.”
 - 5.6.7** The Executive responsible for the Quality Departments shall ensure that the customer is notified when the contract stipulates “Limited MRB Action.”
 - 5.6.8** In the event the MRB Group cannot come to an agreement concerning a disposition, the President/Accountable Manager shall determine the final disposition.

6.0 Records:

- 6.1** Fabricated Hardware Difficulty Evaluation Request Form – Form 67.18
- 6.2** Aerospace Standard; Quality Management System, Section 8.3, 8.4.- **AS9100**
- 6.3** International Standard; Environmental Mgmt. Systems, Section 4.4.7, 4.5.3 - **ISO14001**
- 6.4** *Design and Development Worksheet (Form 67.19)*