



ASTRA

AEROSPACE STANDARD

FILLABLE RECORD FORM

Complaint, appeal and protected disclosure

AF-AST-FR-017

FIRST EDITION

30 September 2026 | English master text

Aviation / Space / Defense / Future systems

Publication identity and use

Control	Publication information
Code and title	AF-AST-FR-017 — Complaint, appeal and protected disclosure
Edition and publication date	FIRST EDITION 30 September 2026 English master text
Accountable function	Responsible Case Owner
Controlling technical basis	AF-AST-STD-001 / AF ASTRA-100:2026; supplied 248-page FIRST EDITION, Clauses 0–80 and Annexes A–AR.
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Portfolio	108 retained document codes; F01–F08; 68 retained technical subjects. All-space and verification domains are applicability tags, not additional families.
Publication and operation	Prepared publication. Actual technical approval, consultation, institutional adoption, operational effectivity and individual scope activation require separate authentic records.

Purpose and application

Blank controlled record for Complaint, appeal and protected disclosure. The fields implement the common and module-specific payload in source Annex M and relevant expanded requirements. Complete only when the actual triggering activity occurs.

Source requirements and added implementation detail

The controlling ASTRA source is identified above by content fingerprint. Numbered source clauses and annexes retain their own authority. The retained operating material is restructured and expanded with implementation methods, additional profile controls, worked synthetic examples, decision diagrams and record contracts. Added implementation detail is not presented as an earlier institutional approval or as a change to the supplied core standard. Any additional binding criterion requires the applicable technical adoption process.

The displayed publication date identifies the edition; it is not a fabricated authoring, test, approval or operational date. Actual records retain genuine event times and controlled versions. No named outside organisation or standard is incorporated as a normative reference. AF internal instruments and separate legal or contractual duties remain applicable within their actual scope.

Acceptance boundary

A positive grant requires every applicable mandatory condition to PASS, every N/A to have independent justification, every in-scope nonconformity to be verified closed, and competent independent authority. HOLD, unknown state, missing evidence, a favourable average, a signature image or a completed form cannot substitute for those conditions.

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1 Completion workflow and validation contract

Blank controlled record for Complaint, appeal and protected disclosure. The fields implement the common and module-specific payload in source Annex M and relevant expanded requirements. Complete only when the actual triggering activity occurs.

Open a working copy, retain its code and existing field names, and enter record identity before technical details. Complete common identity, the original module fields, all triggered assurance extensions, independent review and receiving handover. An expression of interest, prepared application, test design or unsigned record is not a live positive outcome. Record blank, missing, invalid and disputed information explicitly rather than replacing it with favourable text.

Input group	Validation before reliance	Invalid / incomplete response
Identity and configuration	Stable IDs; actual object and performer; correct profile, method and loaded configuration.	HOLD dependent use; resolve wrong-object or wrong-version evidence.
Numbers and units	Finite real values; compatible units; ordered limits; non-negative uncertainty; unrounded source retained.	Reject malformed inputs. Blank, NaN or infinity is not zero.
States and evidence	Received/reviewed/accepted evidence states separate from PASS/FAIL/HOLD/N/A.	UNSET is not a fifth favourable state; preserve the gap.
People and time	Current competence, conflict clearance and authority at actual event time; declared time convention.	Later renewal cannot validate an earlier unauthorised action.
Approval and custody	Authentic approval instrument, exact permitted action and actual receiving acceptance.	No approval inferred from a typed name, file presence or sending a message.

The PDF stores entered text but does not enforce access rights, numerical logic, identity verification, automatic deadlines or live registry states. A competent authorised person applies the checks. Local digital systems require their own validation. Printing may omit text that exceeds a visible field: complete the continuation record and reference it from the parent field.

2 Acceptance and original record preservation

Apply the following logic to the exact evaluated object and responsible function. A procedural checkpoint, product characteristic, competence decision and public credential are different objects. Their states shall not be collapsed into one score. Source: ASTRA 62.1–62.7 and Annex AL.

State	Sufficient basis	Required next action
PASS	Applicable; current approved predicate met by valid, purpose-specific evidence.	Retain the original evidence and bounded inference. Other mandatory gates still apply.
FAIL	Applicable; valid evidence demonstrates that the approved predicate is not met.	Contain affected use; retain the failure; assess cause, extent and required corrective verification.
HOLD	Applicability, criterion, method, evidence, uncertainty or authority is unresolved.	Resolve the missing basis. Do not manufacture a value, favourable default or product-defect conclusion.
N/A	Activity trigger and retained responsibility are absent; independent exclusion approval exists.	Retain the scope-specific reason and reassess when activity or responsibility changes.
UNSET	Only an uncompleted field in this PDF; not a conformity state.	No conclusion is recorded. Complete review before the field can support a decision.

For a compound source clause, create a child-condition ledger containing every separately testable condition, location, phase and operating mode. A sentence-level checkpoint is a navigation aid, not permission to merge unrelated predicates. Each child receives an ID, responsible owner, criterion, method, source evidence, uncertainty where relevant, current

state and independent review. The parent cannot PASS while any mandatory child is FAIL, HOLD or UNSET.

An acceptable measurement interval and an acceptable authority chain are independent prerequisites. Use finite, unit-consistent, unrounded values; negative uncertainty, reversed limits, unknown version or wrong-object evidence produce HOLD. For inclusive [L,H] and accepted interval [a,b], PASS requires $a \geq L$ and $b \leq H$; FAIL requires $b < L$ or $a > H$; otherwise HOLD. Approved one-sided or exclusive boundaries retain their own declared predicate.

Positive-decision conjunction

Every applicable mandatory child is PASS AND each N/A is independently justified AND every in-scope nonconformity is verified closed AND scope, competence, independence and actual authority are valid AND required panel participation and voting rules are satisfied. No average, majority preference or payment supplies missing evidence.

3 Source and record relationship crosswalk

The references below use the supplied 248-page FIRST EDITION. Each row retains the original clause identifier and source page. The operating instructions in this document elaborate implementation; they do not replace the full source condition or its applicable annexes. A reference to a whole chapter requires selection of every triggered subclause, not only the examples printed here.

ASTRA ID / page	Source subject	Implementation use
6.4 / 16	Integrity of records and professional behaviour	Requirement, objective evidence and local child predicates
6.5 / 17	Independent oversight	Requirement, objective evidence and local child predicates
27.1 / 44	Accessible intake and classification	Requirement, objective evidence and local child predicates
27.2 / 45	Triage and protection	Requirement, objective evidence and local child predicates
27.3 / 45	Appeal admission and independence	Requirement, objective evidence and local child predicates
27.4 / 45	Investigation, timing and remedy	Requirement, objective evidence and local child predicates
27.5 / 45	Systemic effects and non-retaliation	Requirement, objective evidence and local child predicates
62.3 / 88	Evidence validity before conformity	Explicit verification and acceptance predicate
62.7 / 89	Decision replay and consistency	Explicit verification and acceptance predicate
74.6 / 113	Anomalies, unknown state and release of information	Explicit verification and acceptance predicate
79.4 / 122	Affected populations and historical decisions	Explicit verification and acceptance predicate
79.6 / 123	Learning and sustained accountability	Explicit verification and acceptance predicate
80.3 / 124	Competent independent closure	Explicit verification and acceptance predicate

4 Detailed module implementation

AF-AST-PR-017 – Complaints, Appeals and Independent Remedy

Implementation basis: 27.1 (p. 44); 27.2 (p. 45); 27.3 (p. 45); 27.4 (p. 45); 27.5 (p. 45); 62.3 (p. 88); 62.7 (p. 89); 79.4 (p. 122); 80.3 (p. 124)

X17.1 Retain the original issue and chronology

Distinguish complaint, decision appeal and protected concern while preserving first receipt, relevant notices and requested remedy.

Completion / hold: Reclassification does not erase the earlier clock or postpone immediate protection.

X17.2 Secure a genuinely independent review

Exclude original evaluators, reviewers, decision makers and implicated selectors. Provide relevant expertise and lawful access to both favourable and adverse records.

Completion / hold: An appeal panel without genuine independence or technical access cannot issue a supportable remedy.

X17.3 Distinguish later change from original error

Reconstruct what was known at the original event using frozen criteria and authentic evidence; assess genuinely new evidence separately.

Completion / hold: An improved present condition does not make the original decision automatically correct or incorrect.

X17.4 Issue a reasoned bounded remedy

Record evidence, party responses, upheld/corrected/remitted outcome, actual status effect and systemic actions. Preserve ordinary protection and expiry.

Completion / hold: Appeal receipt alone neither restores a suspended credential nor extends its duration.

Record contract: the actor records the input baseline, actual work, deviations, result and evidence link; the named receiving function acknowledges access and the permitted next action. A returned or incomplete handover retains the original event history. Use the associated FR modules and RG record links; no document or database field confers actual authority.

AF-AST-PR-018 — Protected Reporting and Investigation Interfaces

Implementation basis: 6.4 (p. 16); 6.5 (p. 17); 27.1 (p. 44); 27.2 (p. 45); 27.5 (p. 45); 62.3 (p. 88); 74.6 (p. 113); 79.4 (p. 122); 79.6 (p. 123)

X18.1 Preserve original concern and essential evidence

Accept relevant anonymous or named concerns, separate source identity from technical allegation and freeze originals against alteration.

Completion / hold: Unknown reporter identity does not permit ignoring credible protection or integrity evidence.

X18.2 Apply disinterested triage

Assess immediate harm, evidence custody, retaliation and necessary authority. Implicated roles do not select or supervise their own investigation.

Completion / hold: Protect first under actual safe authority; an allegation is not a final misconduct finding.

X18.3 Test competing explanations fairly

Reconstruct chronology, scope, source quality and affected populations, obtain lawful party response and document uncertainty.

Completion / hold: Unsubstantiated evidence is not automatically bad faith; unsupported accusations cannot be published as established fact.

X18.4 Close with systemic and recipient action

Address both occurrence and escape, verify correction, protect confidentiality and route any affected prior decision through independent review.

Completion / hold: Closing an intake record does not close unresolved technical, safety or record-custody obligations.

Record contract: the actor records the input baseline, actual work, deviations, result and evidence link; the named receiving function acknowledges access and the permitted next action. A returned or incomplete handover retains the original event history. Use the associated FR modules and RG record links; no document or database field confers actual authority.

5 Workflow and relationship diagram

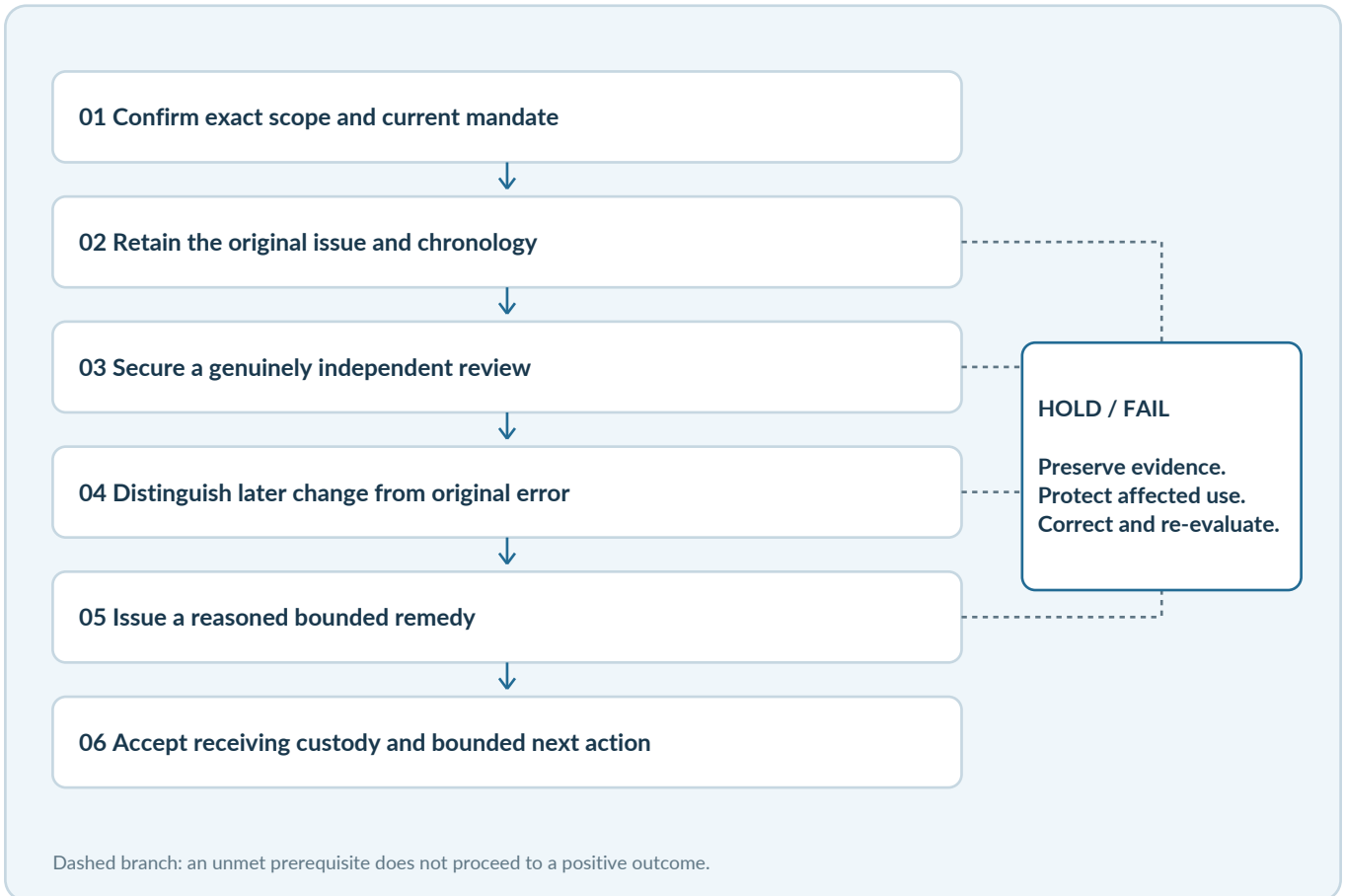
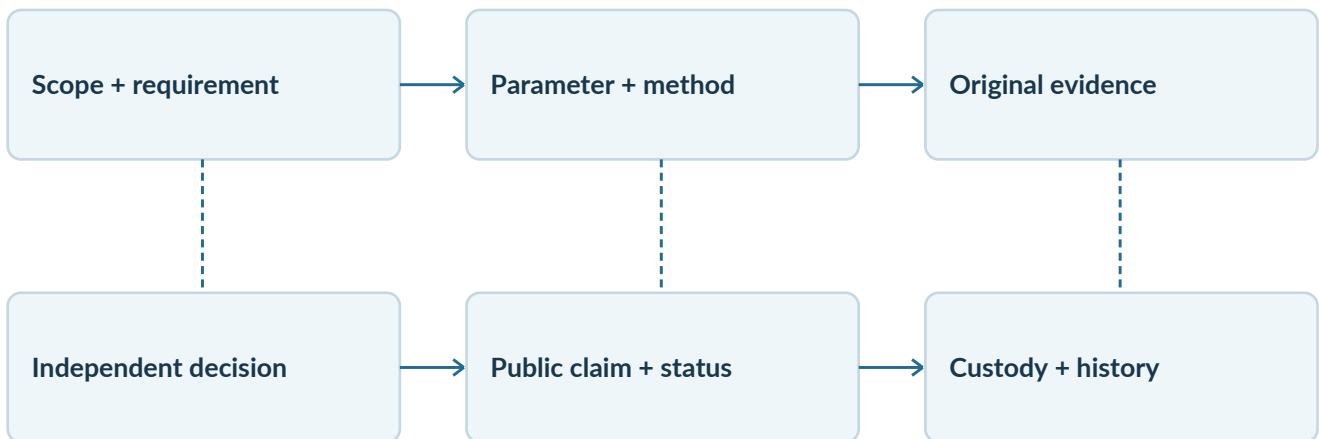


Figure — Implementation sequence for AF-AST-PR-017. Explanatory diagram; the source prerequisites and actual authority remain controlling.



Each relationship carries object identity, controlled version, actual event time and purpose-specific validity.

Figure — Scope-to-custody evidence relationships. A relationship is validated for its decision purpose, not merely because two identifiers exist.

6 Worked recording and calculation examples

The worked calculations below reproduce the supplied standard's Annex AM examples. Charted extensions are newly computed synthetic illustrations of those equations, not measured mission performance or new universal limits. A result is usable only when the actual inputs, model, units, uncertainty and approved application predicate are valid. A successful arithmetic check is not field validation.

AM.Q03 Positive-decision conjunction and essential failure

Source: ASTRA Annex AM, Q03, page 202. All numerical inputs in this example are synthetic.

$G = S \wedge P \wedge E \wedge F \wedge C \wedge I \wedge A$

Requirement completion = completed applicable rows / all applicable rows

Variables and units

S=valid scope; P=all predicates passed; E=adequate valid evidence; F=all in-scope findings closed; C=competence; I=independence; A=actual authority.

Example inputs

A synthetic file has 200 applicable rows; 190 are complete. One remaining row concerns an essential protective control. Six other gate groups are true.

Calculation and checks

1. Completion = $190/200 = 0.95 = 95\%$.
2. The unverified essential row makes P false and E false for the requested conclusion.
3. $G = \text{true false false} \dots = \text{false}$.

Decision interpretation: No positive grant. The completion percentage is a planning measure only. A conditional development permission is a separate bounded action, not a conformity certificate.

Validity limits: No averaging, vote or commercial action can change a false mandatory gate. N/A requires independent approval of the absent trigger; it is not a way to remove unfinished work.

ASTRA connections: 15.2; Annex G.1; 62.5; 80

Completion is not the grant decision

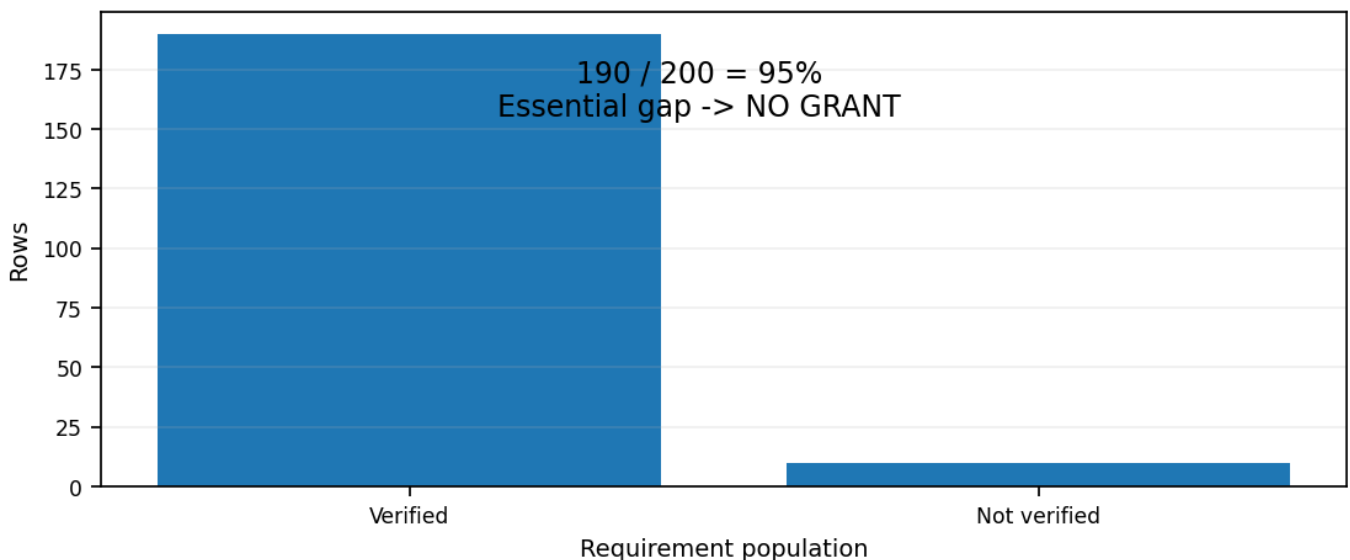


Figure Q03 – Synthetic visualisation. The axes and stated scenario define the quantity; no graph is an accreditation score, approved operating envelope or evidence of a real mission.

Local replay record: retain the actual input manifest, source versions, calculation version, unit checks, independent recomputation, expected/observed boundary results, limitations and decision authority. Do not overwrite the teaching inputs as though they were operational data.

AM.Q04 Committee arithmetic and accreditation panels

Source: ASTRA Annex AM, Q04, page 203. All numerical inputs in this example are synthetic.

Substantive participation minimum = $\text{ceil}(2N/3)$

Affirmative minimum = $\text{ceil}(2V/3)$

Variables and units

N is the eligible committee population; V is the number of substantive yes/no votes. These equations concern the technical committee, not an applicant panel.

Example inputs

Synthetic committee: N=9, V=6, yes=4, no=2. Separate accreditation panel: three eligible members, two affirmative and one adverse.

Calculation and checks

1. Participation: $\text{ceil}(2 \times 9 / 3) = 6$; actual V=6 meets it.
2. Affirmative: $\text{ceil}(2 \times 6 / 3) = 4$; actual yes=4 meets it.
3. Accreditation panel: all three must participate; at least two support and all technical gates must pass.
4. Two participating panel members voting yes do not form a valid three-person panel.

Decision interpretation: The committee arithmetic passes for the stated case. The separate panel can decide positively only if technical gates and eligibility are all established.

Validity limits: Abstentions are not substantive committee yes/no votes. Rounding is upward. A mathematical majority never resolves missing technical evidence or an ineligible member.

ASTRA connections: 3.4; 4.3; 15.3; Annex B

Committee participation threshold

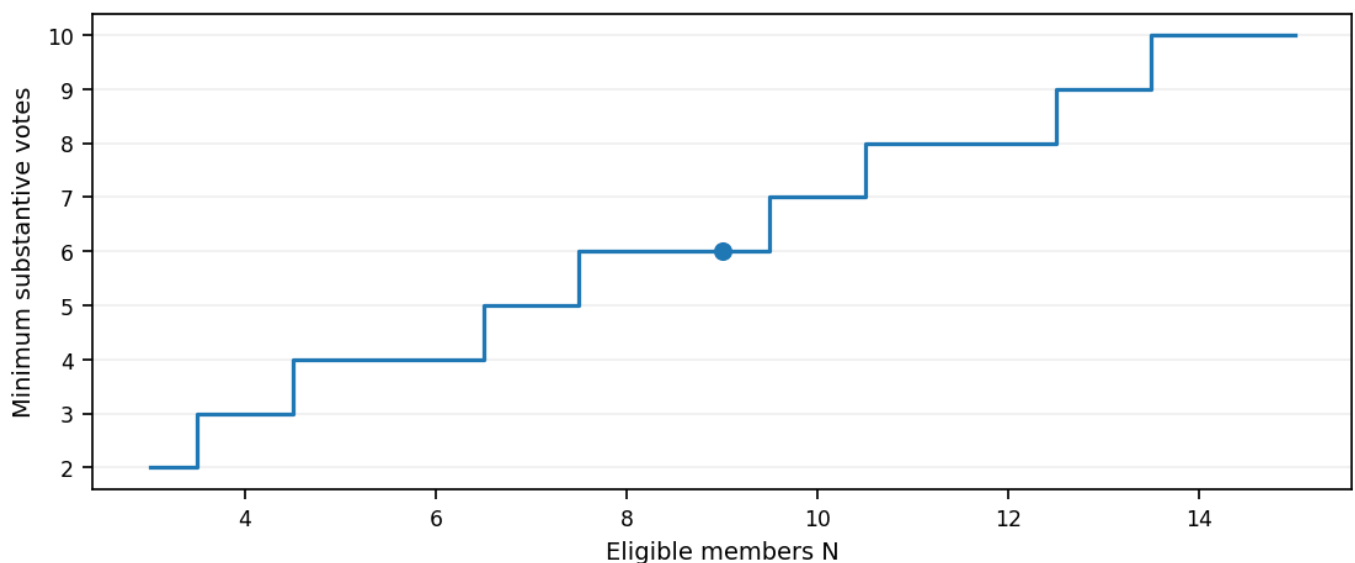


Figure Q04 – Synthetic visualisation. The axes and stated scenario define the quantity; no graph is an accreditation score, approved operating envelope or evidence of a real mission.

Local replay record: retain the actual input manifest, source versions, calculation version, unit checks, independent recomputation, expected/observed boundary results, limitations and decision authority. Do not overwrite the teaching inputs as though they were operational data.

AM.Q09 Availability is not output correctness

Source: ASTRA Annex AM, Q09, page 208. All numerical inputs in this example are synthetic.

$$A_{\text{observed}} = T_{\text{available}} / T_{\text{window}}$$

$$\text{Correct-service fraction} = T_{\text{available_and_correct}} / T_{\text{window}}$$

Variables and units

All categories shall use the same declared window and explicit downtime and integrity definitions. Missing time is separately recorded.

Example inputs

Synthetic window=1,000 h; available=960 h; unavailable=40 h. Of the available time, 20 h produced unacceptable information.

Calculation and checks

1. Availability = $960/1,000 = 96\%$.
2. Available-and-correct time = $960-20 = 940$ h.
3. Correct-service fraction = $940/1,000 = 94\%$.

Decision interpretation: The 96% availability value does not prove correctness during every available hour. The two measures support different requirements.

Validity limits: The service boundary, outages, correctness test, unknown intervals and planned exclusions must be established in advance. A high uptime percentage cannot close an integrity failure.

ASTRA connections: 51.4; 55.1; 66.7; 78.7

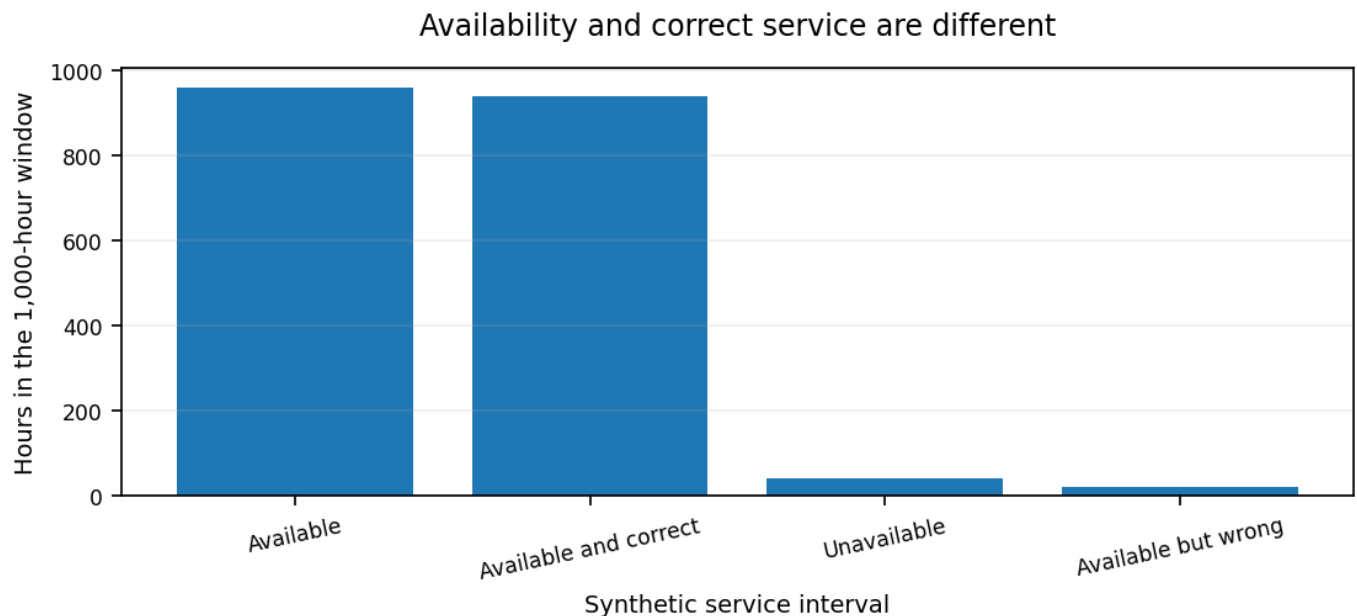


Figure Q09 — Synthetic visualisation. The axes and stated scenario define the quantity; no graph is an accreditation score, approved operating envelope or evidence of a real mission.

Local replay record: retain the actual input manifest, source versions, calculation version, unit checks, independent recomputation, expected/observed boundary results, limitations and decision authority. Do not overwrite the teaching inputs as though they were operational data.

7 Missing, invalid and prohibited input cases

Challenge	Expected handling	Evidence retained
PR-017: Retain the original issue and chronology — required basis missing	Reclassification does not erase the earlier clock or postpone immediate protection.	Original input, unresolved value, affected requirement and scope; named action owner.
PR-017: Issue a reasoned bounded remedy — handover or review incomplete	Appeal receipt alone neither restores a suspended credential nor extends its duration.	Expected and observed state; independent replay; correction/retest; receiving acknowledgement.
PR-018: Preserve original concern and essential evidence — required basis missing	Unknown reporter identity does not permit ignoring credible protection or integrity evidence.	Original input, unresolved value, affected requirement and scope; named action owner.
PR-018: Close with systemic and recipient action — handover or review incomplete	Closing an intake record does not close unresolved technical, safety or record-custody obligations.	Expected and observed state; independent replay; correction/retest; receiving acknowledgement.

Before local reliance, also select every relevant AP01–AP48 challenge in the core. Keep fictional tests isolated from live credentials, commands and recipients. For each test define the requirement, precondition, expected response, execution steps, actual observations, evidence, defect consequence, correction, retest and acceptance. This publication supplies test designs and examples, not completed local validation records.

F1 Retained record fields

Existing field identifiers and meanings are retained for continuity with the earlier PDF forms and register payloads. The larger response areas below are blank. Enter authentic information, link original evidence and use controlled continuations when the visible area is insufficient. Do not use the edition date as an actual case, observation or decision date.

Retained fields 1 onward

Record ID

Unique persistent identifier; do not reuse a withdrawn or superseded identifier for a different record. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Template / schema version

Identify this form version and any controlled continuation or equivalent record mapping. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Case and evaluated object ID

Connect to the actual application, asset, person, programme, method or statement. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Legal entity and actual performer

Record the real organisation and person performing each task, site, technical capability, current authority, requirement flow-down, access to original evidence and retained acceptance duties. Coordination is not direct technical performance.

Family / module and outcome class

Use the retained family/module and correct accreditation, recognition, qualification, certification, verification or validation class.

Scope / technical profile ID and version

Identify the exact version; a title alone is insufficient. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Site / station / delivery mode

Record physical, remote, mobile and partner-delivery boundaries that affect this record. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Configuration / method / statement version

Record the precise as-designed, built, tested, loaded, delivered or operated state relevant to the decision. Link versioned hardware, software, parameters, material history and interfaces; list differences and retained/new evidence explicitly.

Creation date and time basis

Use the actual creation date; state time zone when a clock or sequence depends on time. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Retained fields 10 onward

Relevant event / awareness / decision dates

Keep distinct dates separate. Use a linked chronology where more than one event exists. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Accountable author and role

Identify who recorded the information and within which task authority. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Reviewer / approver and authority

Identify the responsible review or approval function; blank does not mean approved. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Evidence references and versions

Link accessible original evidence, including adverse, missing or superseded items. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Record status and purpose

Record exact affected scope, current and prior states, original decision/expiry and actual surveillance completions, changes, action owners and notices. Restoration does not validate a suspended interval or extend expiry without the required renewal.

Access / confidentiality class

Identify authorised source location, custodian, access class, rights, necessary personal/protected information, retention and retrieval method. Provide sufficient lawful independent review; unavailable essential evidence remains HOLD.

Retention basis / custody / hold

Name the controlling retention rule, custodian and any preservation hold. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Correction / supersession history

Retain the measurement function, raw and corrected values, units, uncertainty sources, sensitivity and dependence, coverage interpretation and unrounded computation. Independently check the applicable model and boundary predicate; invalid inputs or overlap remain HOLD where required.

Retained fields 18 onward

17.01 First receipt, available reply channel and confidentiality

Identify authorised source location, custodian, access class, rights, necessary personal/protected information, retention and retrieval method. Provide sufficient lawful independent review; unavailable essential evidence remains HOLD.

17.02 Complaint, appeal or protected concern classification

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.03 Contested decision or service issue

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.04 Immediate safety, evidence or retaliation triage

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.05 Reporter identity where appropriate and lawful protection

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.06 Appeal admissibility and good-cause late submission

Separate why the event occurred from why controls failed to detect or prevent it. Preserve tested and rejected explanations, affected populations, actions and prospectively defined effectiveness evidence. Training or a revised document alone does not close a systemic cause.

17.07 Independent panel, selectors and conflicts

Record every eligible participant, competence and conflict clearance, substantive yes/no vote or abstention, reason and unresolved technical objection. Reconcile the source participation and vote rules; a majority cannot create missing mandatory evidence.

Retained fields 25 onward

17.08 Original and newly submitted evidence

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.09 Fair party response and protected access

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.10 Investigation questions and actual findings

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.11 Acknowledgement, substantive response and target dates

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.12 Necessary extension reasons and progress updates

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.13 Reasoned remedy and exact status effect

Record exact affected scope, current and prior states, original decision/expiry and actual surveillance completions, changes, action owners and notices. Restoration does not validate a suspended interval or extend expiry without the required renewal.

17.14 Related-case/systemic impact and corrective action

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

17.15 Non-retaliation follow-up and retained records

Enter actual content and source/approval references. Record a justified limitation or missing information explicitly. Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Retained fields 33 onward

Required information completeness and remaining gaps

Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Cross-record scope / configuration / chronology checks

Record the precise as-designed, built, tested, loaded, delivered or operated state relevant to the decision. Link versioned hardware, software, parameters, material history and interfaces; list differences and retained/new evidence explicitly.

Independent review and conflict-clearance reference

Disclose relevant present and prior roles, ownership, finance, consultancy, employment and personal relationships. Apply the actual case-exclusion rules and obtain disinterested clearance or recusal; a signed declaration alone is not effective control.

Actual approval instrument / authenticated workflow event

Record unique equipment and configuration, range, resolution/bandwidth, calibration/verification source and validity at the actual time of use. Evaluate fitness for the intended method. A power-on check or calendar due date alone does not demonstrate measuring capability.

Decision or handover scope, restrictions and recipient

Name sending and receiving parties, exact input/output and configuration, compatible technical conditions, acceptance criteria, evidence and unresolved duties. Record genuine receiving acknowledgement. A sent file, completed invoice or shared premise is not accepted technical handover.

Correction description, original version and reason

Retain the measurement function, raw and corrected values, units, uncertainty sources, sensitivity and dependence, coverage interpretation and unrounded computation. Independently check the applicable model and boundary predicate; invalid inputs or overlap remain HOLD where required.

Author / reviewer / actual dates / custody

Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Retained fields 40 onward

Parent record / continuation ID and page sequence

Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Field or requirement continued; exact object and version

Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Continued actual narrative, repeated records or source index

Identify the actual source records and responsible reviewer for each element named in this field. Keep unknowns, rejected evidence and incomplete receiving actions visible; a completed narrative is not proof of underlying work.

Original evidence / protected attachment references

Identify contemporaneous raw records, actual performer, object and configuration, conditions, timestamps, transformations and available originals. Distinguish observation, model inference, operator statement and synthetic material; preserve failed and invalid attempts.

Author, reviewer, actual date and correction history

Retain the measurement function, raw and corrected values, units, uncertainty sources, sensitivity and dependence, coverage interpretation and unrounded computation. Independently check the applicable model and boundary predicate; invalid inputs or overlap remain HOLD where required.

F2 All-domain assurance extensions

Complete each triggered extension, or link an independently approved non-applicability record. These fields are added to support Clauses 62–80 and Annexes AK–AR. A field may reference an equivalent controlled dossier; sensitive technical information need not be copied into every form.

Mission/domain applicability

Annex AK domain ID(s), activity and retained duty; record absent triggers with independent exclusion approval. Unknown applicability is HOLD.

Phase and operating-mode matrix

Identify normal, degraded, dormant, transport, test, service, emergency and terminal states relevant to the exact object. Link each required cell to evidence.

Complete atomic requirement population

Source clause and child IDs; all separately testable conditions; accountable owner; source version and exact intended conclusion.

Prospective technical parameters

Annex AO groups; actual values or defined attributes; units, bounds and inclusivity; conditions; derivation and genuine approval before evaluation.

Evidence validity and purpose

Original source IDs, configuration, method, performer authority at event time, accessible originals, uncertainty and limits. Received does not mean accepted.

Accepted predicate and uncertainty rule

Approved numerical or attribute predicate; unrounded inputs; uncertainty/dependence; validity domain; prospective alternative-rule authorisation where used.

Current child states and unresolved conditions

PASS / FAIL / HOLD / independently approved N/A by child. Blank is unrecorded. Identify every open finding, missing parameter and unresolved limitation.

Configuration and environment difference matrix

As-designed/built/tested/delivered/operated states; source or software changes; retained and invalidated evidence; required new demonstration.

Resource and shared-dependency review

Concurrent power/energy/data/time/consumables or staff duties, common causes, reserve ownership and support availability; do not count one reserve twice.

Command, remote evidence or service completion

Actual target, actor, event and receipt times, authority, transmission/receipt/execution/completion distinction, observability and unknown physical state.

Adverse-case and boundary-test record

Relevant AP case IDs plus local challenges; preconditions, expected and observed response, raw evidence, defect, correction, retest and genuine acceptance.

Independent calculation and decision replay

Frozen inputs and versions, independent recalculation, boundary result, differences found, disposition and reviewer's actual authority.

Claim and state projection

Exact object, outcome class, family/module/domain, permitted wording, restrictions, actual dates and public/protected information boundary.

Receiving acceptance and remaining duties

Actual recipient, usable evidence access, accepted custody, incomplete tasks, terminal-state obligations, notifications and continuing owner.

Original-versus-current source distinction

Identify retained original records, transparent corrections, changed assumptions and effect on earlier outputs; do not backdate later good evidence.

Authentic approval instrument

Reference actual signed or authenticated approval and scoped authority. A typed name, PDF timestamp or blank form is not approval.

F3 Process-specific extension entries

PR-017 X1 — Retain the original issue and chronology

Distinguish complaint, decision appeal and protected concern while preserving first receipt, relevant notices and requested remedy. Completion: Reclassification does not erase the earlier clock or postpone immediate protection.

PR-017 X2 — Secure a genuinely independent review

Exclude original evaluators, reviewers, decision makers and implicated selectors. Provide relevant expertise and lawful access to both favourable and adverse records. Completion: An appeal panel without genuine independence or technical access cannot issue a supportable remedy.

PR-017 X3 — Distinguish later change from original error

Reconstruct what was known at the original event using frozen criteria and authentic evidence; assess genuinely new evidence separately. Completion: An improved present condition does not make the original decision automatically correct or incorrect.

PR-017 X4 — Issue a reasoned bounded remedy

Record evidence, party responses, upheld/corrected/remitted outcome, actual status effect and systemic actions. Preserve ordinary protection and expiry. Completion: Appeal receipt alone neither restores a suspended credential nor extends its duration.

PR-018 X1 — Preserve original concern and essential evidence

Accept relevant anonymous or named concerns, separate source identity from technical allegation and freeze originals against alteration. Completion: Unknown reporter identity does not permit ignoring credible protection or integrity evidence.

PR-018 X2 — Apply disinterested triage

Assess immediate harm, evidence custody, retaliation and necessary authority. Implicated roles do not select or supervise their own investigation. Completion: Protect first under actual safe authority; an allegation is not a final misconduct finding.

PR-018 X3 — Test competing explanations fairly

Reconstruct chronology, scope, source quality and affected populations, obtain lawful party response and document uncertainty. Completion: Unsubstantiated evidence is not automatically bad faith; unsupported accusations cannot be published as established fact.

PR-018 X4 — Close with systemic and recipient action

Address both occurrence and escape, verify correction, protect confidentiality and route any affected prior decision through independent review. Completion: Closing an intake record does not close unresolved technical, safety or record-custody obligations.

F4 Controlled continuation and receiving record

Continuation identity and parent link

Unique continuation ID, parent form and field names; actual author, time, version and access class.

Complete visible narrative / data dictionary

Include all text needed to interpret the result. Attach clearly identified tables or source data when a visible field is too small.

Independent response and limitations

Record reviewer, actual findings, disposition, scope limits and open conditions; maintain protected dissent.

Receiving acknowledgement

Actual recipient, accepted responsibilities, evidence access check, approval reference and time.

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Appendix A — Controlling source requirements

The following text is reproduced from the supplied ASTRA FIRST EDITION. The clause identifier and page refer to that 248-page source. These excerpts and their evidence fields must be read with all triggered normative annexes. Newly authored implementation steps elsewhere in this document do not amend the core standard.

6.4 — Integrity of records and professional behaviour

Source: AF-AST-STD-001, page 16.

Personnel shall report actual observations, retain adverse evidence, correct errors transparently and decline work beyond their competence. They shall reject fabricated logs, manipulated results, outcome-linked benefits, corrupt payments and private lobbying. A suspected fabrication shall trigger evidence preservation, impartial investigation and protection of affected decisions; suspicion alone is not a final finding of misconduct. Public allegations and confidential case evidence shall be handled through authorised channels.

Required evidence: Conduct undertakings; protected original data; investigation and correction history.

6.5 — Independent oversight

Source: AF-AST-STD-001, page 17.

The oversight function shall have protected access to unedited results, conflict information, trends and resources needed to challenge programme management. It shall report material unresolved threats to a disinterested constitutional route. Implicated officers shall not select their own investigator or control the evidence made available. Oversight may recommend restrictions, reassessment or governance correction; it shall not replace competent case findings with a preferred commercial result.

Required evidence: Oversight mandate; access and budget; independent reports; resolved or escalated threats.

27.1 — Accessible intake and classification

Source: AF-AST-STD-001, page 44.

Provide clear channels for complaints, appeals and protected integrity concerns, including anonymous concerns assessed on available evidence. A complaint concerns dissatisfaction or service failure; an appeal seeks reconsideration of a specified decision. A case may contain both and shall retain the first receipt date with linked issue records. Good-faith safety or integrity reporting shall not require payment, membership or a prescribed form. Accessible routes shall not weaken necessary identity checks for a personal decision appeal.

Required evidence: Intake record; issue classification; original receipt; accessible and protected channels.

27.2 — Triage and protection

Source: AF-AST-STD-001, page 45.

Acknowledge receipt within five calendar days where a response channel exists. Assess urgent safety, evidence integrity, confidentiality and retaliation concerns immediately without awaiting acknowledgement. Preserve original records and prevent implicated personnel from controlling the investigation. Protect the reporter's identity as lawfully possible while respecting fair response. An allegation alone is not a finding of misconduct, and inability to substantiate it is not proof of bad faith.

Required evidence: Triage; evidence hold; protection plan; independent assignment and fair response.

27.3 — Appeal admission and independence

Source: AF-AST-STD-001, page 45.

An appeal is normally submitted within 30 calendar days of notice of the contested decision; documented good cause may justify later admission. A three-person independent panel shall exclude the original evaluation, review, decision and materially implicated selectors. Obtain technical expertise relevant to the scope. The original decision maker may explain the record but shall not vote on the appeal. Ordinary programme appeals do not replace statutory remedies or arbitral procedures.

Required evidence: Admissibility; panel conflicts/competence; protected case file; participation boundaries.

27.4 – Investigation, timing and remedy

Source: AF-AST-STD-001, page 45.

Provide an initial substantive complaint response within 30 days and ordinarily determine a complaint or appeal within 60 days of receipt. Necessary exceptional extensions shall state reasons, a revised target and progress at least every 30 days; technical protection and expiry clocks remain active. Examine both original and new evidence and distinguish later changes from errors in the original basis. Uphold, correct, replace, withdraw or return for additional evaluation with reasons and exact status effect.

Required evidence: Investigation trail; party responses; reasoned outcome; communicated timing and remedies.

27.5 – Systemic effects and non-retaliation

Source: AF-AST-STD-001, page 45.

A substantiated concern shall trigger review of related reports, scopes, methods, personnel and previous decisions, not only the individual case. Implement correction and verify effectiveness. Do not retaliate through service denial, fees, assignments or confidentiality threats against good-faith reporting. A pending appeal does not automatically remove protection, restore a credential or extend validity. Public correction shall be proportionate and protect unnecessary personal and confidential information.

Required evidence: Related-case analysis; corrective action; retaliation review; accurate public/status correction.

62.3 – Evidence validity before conformity

Source: AF-AST-STD-001, page 88.

The evaluator shall first determine whether evidence belongs to the correct object, configuration, period, method and authorised performer and whether it is usable for the intended inference. Only valid relevant evidence shall enter a conformity predicate. Rejected, corrupted, missing, unobservable or wrong-version evidence shall remain identified. Evidence may be valid and show failure; an invalid test is not a valid pass or a valid proof of product failure.

Verification: Check provenance, configuration, method capability, original data and uncertainty separately from result classification.

Acceptance / hold rule: Validity is established before PASS or FAIL is assigned; otherwise use HOLD with an explicit invalidity or evidence-gap reason.

62.7 – Decision replay and consistency

Source: AF-AST-STD-001, page 89.

A decision shall be reproducible from the same frozen requirements, parameter values, original evidence, calculation version, uncertainty model and role assignments. Two competent reviewers reaching different results shall identify the differing input, predicate, assumption or expertise before closure. Interpretation records may clarify a term but shall not change limits after results are known. Equation inputs shall retain unrounded values.

Verification: Independently replay a selected boundary case and reconcile every difference.

Acceptance / hold rule: The replay produces the same supported state, or the case remains HOLD pending a controlled technical resolution.

74.6 – Anomalies, unknown state and release of information

Source: AF-AST-STD-001, page 113.

Loss of containment indication, unverified seal condition, missing samples or unexplained contamination shall trigger preservation, restriction and qualified review. Do not equate absent alarms with demonstrated integrity. Technical data and scientific interpretations shall retain limitations; public statements shall not imply a sample is harmless or pristine solely because its custody form is complete.

Verification: Examine anomaly decisions, actual observations and bounded reporting.

Acceptance / hold rule: Only supported technical conclusions are released; uncertainty and unresolved protection duties remain visible.

79.4 – Affected populations and historical decisions

Source: AF-AST-STD-001, page 122.

An event shall be traced to affected configurations, fleet members, materials, methods, software, personnel, reports and prior decisions. Determine both occurrence and escape causes and test competing explanations. Changing a supplier,

restarting a service or training one person shall not by itself close a shared systemic cause.

Verification: Inspect end-to-end dependency and look-back analysis with actual notifications.

Acceptance / hold rule: All materially dependent outputs are addressed; no valid adverse history is erased by later correction.

79.6 – Learning and sustained accountability

Source: AF-AST-STD-001, page 123.

Lessons shall be translated into controlled requirements, methods, training, resources or interfaces and verified under representative conditions. Protect good-faith reporting and distinguish allegation from substantiated misconduct.

Long-term archives shall retain technical meaning, access conditions and correction responsibility after staff, tools or institutions change.

Verification: Review corrective effectiveness and test retrieval by a receiving competent reviewer.

Acceptance / hold rule: The affected controls demonstrably improve and the mission record remains interpretable; publication of a lesson alone is not closure.

80.3 – Competent independent closure

Source: AF-AST-STD-001, page 124.

The independent reviewer shall have verified technical coverage, lawful evidence access and no prohibited case relationship. Technical dissent shall be resolved by evidence, corrected scope or further work. Where a three-person panel is required, all three eligible members shall participate and the established vote rule shall apply only after the technical gates are satisfied.

Verification: Check competence, conflict, access, panel and reasoned decision records.

Acceptance / hold rule: Both the technical conjunction and applicable authority/panel rules pass; a vote cannot cure absent evidence.

Appendix B — Local adoption, validation and receiving acceptance

Gate	Required evidence	Outcome when incomplete
Authority and identity	Actual operator, scoped mandate, permissible result class, named owner, independent decision and remedy functions.	No live scope release.
Requirement population	All applicable clauses and annexes mapped to child conditions, with reasons and independent approval for exclusions.	HOLD the affected conclusion.
Parameters and methods	Prospective values/attributes; technical basis; valid methods; representativeness; calibration, uncertainty and approved predicates.	No dependent acceptance.
People and evidence	Current demonstrated competence; conflict clearance; original usable source evidence; actual configuration and event times.	Reassign or obtain sufficient evidence.
Local tools and tests	Actual deployment tested with positive, boundary, missing, invalid and prohibited inputs; original failed cases retested.	No consequential reliance on unaccepted tools.
Independent closure	Every mandatory requirement PASS, approved N/A, all in-scope nonconformities verified closed, panel rules where required.	No grant, renewal or extension.
Claims and continuity	Decision-linked scope/status; source history; genuine custody, receiving access, retention, urgent notices and terminal duties.	Restrict publication or transfer until resolved.

Record authentic approval and activation in AF-AST-FR-001 and AF-AST-SC-004 or an equivalent controlled record. The edition label is not an effective date for a particular case. Preserve historical decisions under their actual controlling basis; a newer document does not retroactively create missing competence or evidence. Source: Clauses 4, 31, 61, 62 and 80; Annexes P and AR.

PDF recording limits: text fields may scroll beyond their visible area. A printed or flattened copy shall include controlled continuations whenever the full response is not visible. A typed name is not a certificate-based authenticated signature. An actual signed instrument or authenticated workflow shall establish approval. Record custody and privacy are implemented by the receiving organisation, not by this PDF alone.