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Purpose and application

PDF record architecture, field dictionary, manual review rules and blank capture sheets for Personnel, Authorisation and Conflict Register. This replaces only the planned delivery format for this issue: it is not an executable spreadsheet, access-control system, database or automatic decision engine.

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 Purpose, ownership and state separation

Check the role's validity at the actual activity time. Later renewal does not validate earlier unauthorised work. Relevant applicant employment or consultancy within 24 months excludes independent assignment; older relationships still need review.

Candidate; supervised; qualified for named role; authorised within scope; restricted; independent use suspended; reactivation under review; restored; expired; withdrawn. Conflict clearance is case-specific.

The named custodian allocates persistent IDs and administers records under actual permission. Technical acceptance, independent decisions and public publication have separate authorities. All tables inherit the common record payload from Annex M. A printed row, a formula specification or a linked identifier alone does not demonstrate an underlying event.

2 Relational field dictionary

People and roles

Field	Meaning and control
person_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
identity_evidence	Usable original source reference and version, responsible origin, permitted access and relevance to the named purpose. A reference existing in the register is not proof of validity.
role	Record the actual role for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
technical_domain	Precisely bounded activity, location, method, object or subject. Include relevant conditions and exclusions and retain separate responsibility for every claimed outcome.
language	Record the actual language for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
permission_basis	Record the actual permission basis for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
qualified_scope	Precisely bounded activity, location, method, object or subject. Include relevant conditions and exclusions and retain separate responsibility for every claimed outcome.
decision_record	Usable original source reference and version, responsible origin, permitted access and relevance to the named purpose. A reference existing in the register is not proof of validity.

Learning and practice

Field	Meaning and control
activity_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
person_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
type	Record the actual type for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
actual_date	Actual event or controlled period with a declared time basis. Keep creation, occurrence, review, decision and expiry distinct; preserve original deadlines and historical gaps.
hours_or_days	Defined numerical or categorical value with units, denominator/population, source, assumptions and applicable validation. Unknown, zero and not-applicable are not interchangeable.
case_task	Record the actual case task for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
supervisor	Actual responsible legal entity or person and their role/scope. Distinguish the performer, custodian, evaluator, independent decision maker and issuer.
observed_result	Record the actual observed result for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
evidence	Usable original source reference and version, responsible origin, permitted access and relevance to the named purpose. A reference existing in the register is not proof of validity.

Authorisations

Field	Meaning and control
authorisation_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
person_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
role_scope	Precisely bounded activity, location, method, object or subject. Include relevant conditions and exclusions and retain separate responsibility for every claimed outcome.
start_time	Actual event or controlled period with a declared time basis. Keep creation, occurrence, review, decision and expiry distinct; preserve original deadlines and historical gaps.
end_time	Actual event or controlled period with a declared time basis. Keep creation, occurrence, review, decision and expiry distinct; preserve original deadlines and historical gaps.
restrictions	Record the actual restrictions for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
current_state	Dataset-specific permitted state with the actual transition reason, authority and date. Do not conflate evidence receipt, case progress, conformity or current holder authority.
decision_record	Usable original source reference and version, responsible origin, permitted access and relevance to the named purpose. A reference existing in the register is not proof of validity.

Conflicts and assignments

Field	Meaning and control
assignment_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
case_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
person_id	Persistent unique identifier for this entity or record. Resolve every parent link to the correct actual object; do not reuse or infer a missing identity.
task_role	Record the actual task role for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
prior_relationships	Record the actual prior relationships for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
24_month_screen	Record the actual 24 month screen for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
conflict_decision	Attributable action of a competent authorised function, including independence and conflicts where required. Link the authentic instrument; no prefilled approval is implied.
recusal	Record the actual recusal for this dataset, with scope, source and limitations. Use the controlling procedure and field relationships; retain corrections and reviewer accountability.
independent_clearance	Attributable action of a competent authorised function, including independence and conflicts where required. Link the authentic instrument; no prefilled approval is implied.
event_time	Actual event or controlled period with a declared time basis. Keep creation, occurrence, review, decision and expiry distinct; preserve original deadlines and historical gaps.

3 Common fields and integrity checks

Required identity or field	Content and interpretation
Record ID	Unique persistent identifier; do not reuse a withdrawn or superseded identifier for a different record.
Template / schema version	Identify this form version and any controlled continuation or equivalent record mapping.
Case and evaluated object ID	Connect to the actual application, asset, person, programme, method or statement.
Legal entity and actual performer	Distinguish accountable organisation, issuer, applicant and subcontracted performer.
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.
Site / station / delivery mode	Record physical, remote, mobile and partner-delivery boundaries that affect this record.
Configuration / method / statement version	Identify the actual technical baseline and conditions evaluated.
Creation date and time basis	Use the actual creation date; state time zone when a clock or sequence depends on time.
Relevant event / awareness / decision dates	Keep distinct dates separate. Use a linked chronology where more than one event exists.
Accountable author and role	Identify who recorded the information and within which task authority.
Reviewer / approver and authority	Identify the responsible review or approval function; blank does not mean approved.
Evidence references and versions	Link accessible original evidence, including adverse, missing or superseded items.
Record status and purpose	Use the relevant allowed states; evidence status and conformity status are separate.
Access / confidentiality class	Record authorised access; do not put protected operational detail in a public field.
Retention basis / custody / hold	Name the controlling retention rule, custodian and any preservation hold.
Correction / supersession history	Link the original, reason, person, actual date and affected downstream records.

Before accepting a record, verify unique identity, valid parent relationships, exact profile and configuration, actual time sequence and authorised origin. Check for duplicate keys, missing essential values, rejected evidence, unresolved findings, expired roles and unsupported public status. A successful key lookup is not proof that the linked source is true or relevant.

4 Manual operation, calculations and test cases

Create

Establish the actual triggering event and correct dataset. Allocate a unique ID, complete common and specific payload, retain the source and record unfilled essential fields as gaps rather than favourable defaults.

Review

A competent reviewer examines meaning, scope, evidence and event chronology. Where an independent decision is needed, route the versioned dossier to the separately authorised function instead of letting the custodian decide.

Update

Append changes with previous value, new value, reason, actual actor/date and decision reference. Retain superseded sources and historical state. Never reset a clock by copying the row into a new sheet.

Reconcile

Compare the expected population to actual records by identity, relationships, field semantics and permissible state. Confirm all exceptions, omissions and duplicates are accounted for before export or cutover.

Retain and recover

Use controlled access, retention, backups and actual recovery tests in the operational repository. This PDF provides the recording design only; test the deployed system and receiving custody independently.

Safe test	Expected result
Duplicate record ID	Detect collision and retain the original; do not silently overwrite or merge unrelated records.
Missing source / wrong configuration	Mark the dependency unavailable or mismatched and hold any affected positive conclusion.
Open finding / expired role	No unsupported grant, renewal, extension or unauthorised action. Preserve event-time assessment.
Old backup / missing later events	Reconcile post-backup history and current status before return to assured use.
Equal counts but substituted records	Fail semantic reconciliation; identify the actual missing and substituted identities.
Synthetic data in a public export	Exclude test records from live recipients and claims.

Manual calculations: count distinct record IDs, not duplicate appearances. Outstanding count = required population minus independently verified completed population only when both sets use the same definition and membership. A percentage is undefined if the denominator is absent or zero; do not display a favourable default. Calendar/month calculations follow Annex H. Any implemented formula requires separate known-answer, boundary and invalid-input tests.

1 Completion workflow and validation contract

PDF record architecture, field dictionary, manual review rules and blank capture sheets for Personnel, Authorisation and Conflict Register. This replaces only the planned delivery format for this issue: it is not an executable spreadsheet, access-control system, database or automatic decision engine.

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.

Input group	Validation before reliance	Invalid / incomplete response
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
3.2 / 12	Accrediting and delivery entities	Requirement, objective evidence and local child predicates
3.4 / 13	Case separation and decision panels	Requirement, objective evidence and local child predicates
6.1 / 16	Institutional and personal conflicts	Requirement, objective evidence and local child predicates
6.3 / 16	Consultancy, learning and evaluation	Requirement, objective evidence and local child predicates
6.5 / 17	Independent oversight	Requirement, objective evidence and local child predicates
7.1 / 17	Function-specific competence	Requirement, objective evidence and local child predicates
7.2 / 17	Entry evidence and demonstration	Requirement, objective evidence and local child predicates
7.3 / 17	Essential steps and assessment security	Requirement, objective evidence and local child predicates
7.4 / 17	Initial assessor population	Requirement, objective evidence and local child predicates
7.5 / 18	Maintenance and inactivity	Requirement, objective evidence and local child predicates
57.1 / 81	Role-specific competence and scope	Requirement, objective evidence and local child predicates
57.2 / 81	Initial cadre and equivalent prior work	Requirement, objective evidence and local child predicates
57.3 / 82	Practical assessment and maintained practice	Requirement, objective evidence and local child predicates
62.5 / 89	No compensation or favourable default	Explicit verification and acceptance predicate
62.7 / 89	Decision replay and consistency	Explicit verification and acceptance predicate
73.1 / 110	Population, mission and human tasks	Explicit verification and acceptance predicate
73.5 / 111	Human factors and effective authority	Explicit verification and acceptance predicate
78.4 / 120	Human authority and consequential decisions	Explicit verification and acceptance predicate
80.3 / 124	Competent independent closure	Explicit verification and acceptance predicate

4 Detailed module implementation

AF-AST-PR-005 – Personnel Qualification, Authorisation and Monitoring

Implementation basis: 7.1 (p. 17); 7.3 (p. 17); 7.4 (p. 17); 7.5 (p. 18); 57.1 (p. 81); 57.3 (p. 82); 62.5 (p. 89); 73.1 (p. 110); 73.5 (p. 111); 78.4 (p. 120); 80.3 (p. 124)

X05.1 Map competence to an actual task

Separate knowledge, specialist methods, practical evaluation, leadership, review, decision and appeal. Map mission-domain demands and evidence-access limits to each role.

Completion / hold: A general title or training course is not an authorisation for an unfamiliar task.

X05.2 Observe essential performance directly

Define task conditions, representative configuration, rubric, prohibited assistance and essential steps before the demonstration. Preserve failed attempts and material limits of simulation.

Completion / hold: Every essential step passes individually; component scores cannot compensate for essential failure.

X05.3 Test effective human authority

Confirm information, response time, skill and technical access needed for intervention or independent decisions, particularly with delayed mission data and AI support.

Completion / hold: A nominal human approval point fails when timely meaningful intervention is not feasible.

X05.4 Maintain event-time currency

Review actual practice, learning, witnessed work, changing methods, report quality and adverse feedback. Record suspension and supervised reactivation using genuine dates.

Completion / hold: Later authorisation cannot validate prior out-of-scope work; assess affected earlier outputs separately.

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-006 — Impartiality Screening and Case Recusal

Implementation basis: 3.2 (p. 12); 3.4 (p. 13); 6.1 (p. 16); 6.3 (p. 16); 6.5 (p. 17); 62.5 (p. 89); 62.7 (p. 89); 78.4 (p. 120); 80.3 (p. 124)

X06.1 Screen institutional and personal influence

Trace ownership, consultancy, employment, finance, close relationships, prior case roles and technical method authorship at assignment time.

Completion / hold: A declared material conflict requires effective exclusion or replacement, not a signature alone.

X06.2 Prevent role-chain self-review

Check who created evidence, advised the applicant, evaluated it, reviewed it and decides the outcome. A technical expert's report remains evaluation evidence where they produced it.

Completion / hold: An evaluator or relevant consultant cannot independently approve the same work.

X06.3 Protect review access and resources

Provide the disinterested reviewer with original adverse evidence, sufficient specialist support and protected reporting. Implicated people shall not select their own investigator.

Completion / hold: HOLD the decision when practical independence or access is compromised.

X06.4 Record challenge and reassignment

Preserve the concern, decision, independent clearance and any affected prior work. Reassign without moving original finding clocks or quietly deleting the contested evidence.

Completion / hold: Only a competent eligible role proceeds; replacement does not automatically validate prior compromised conclusions.

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

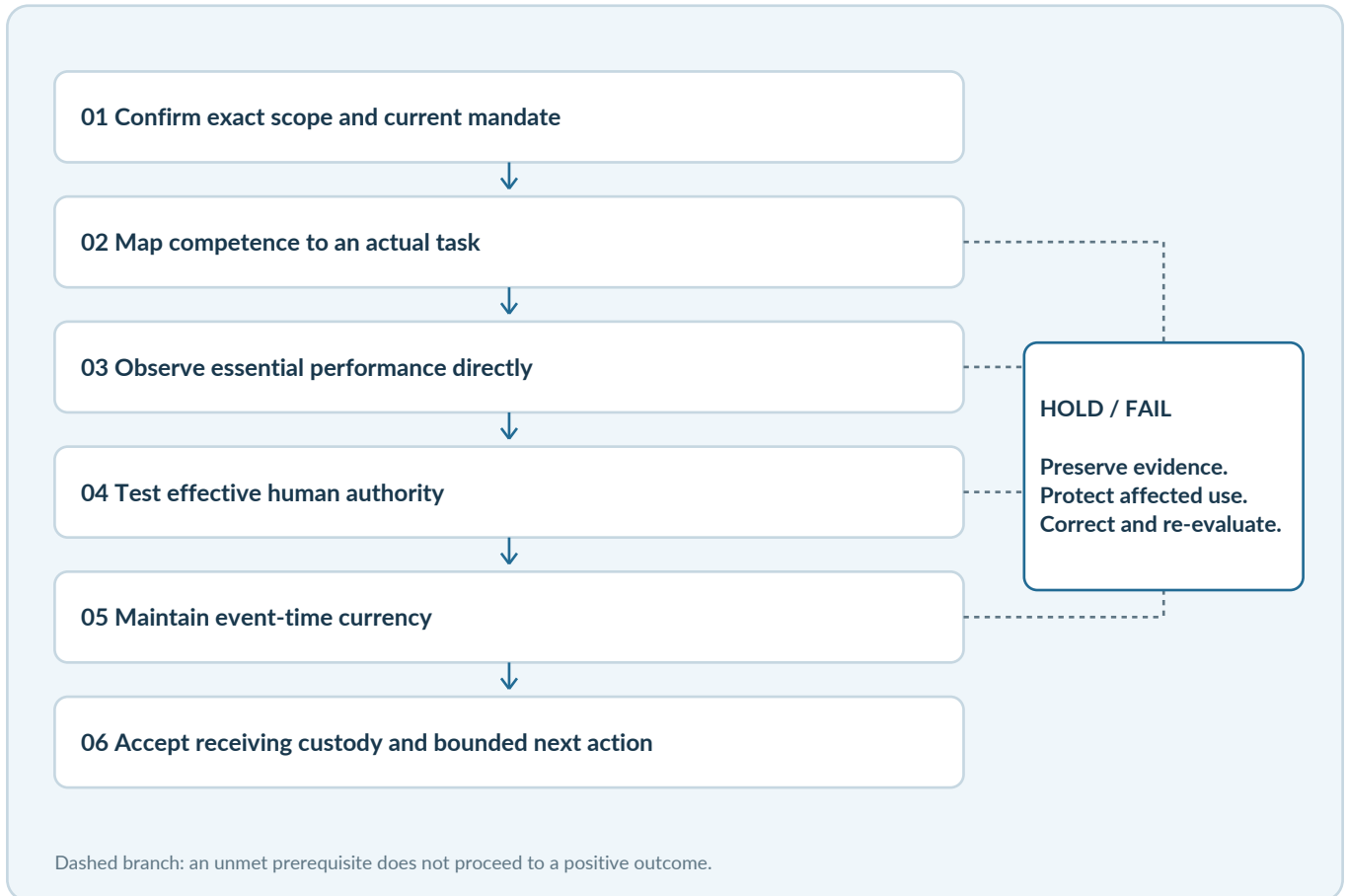
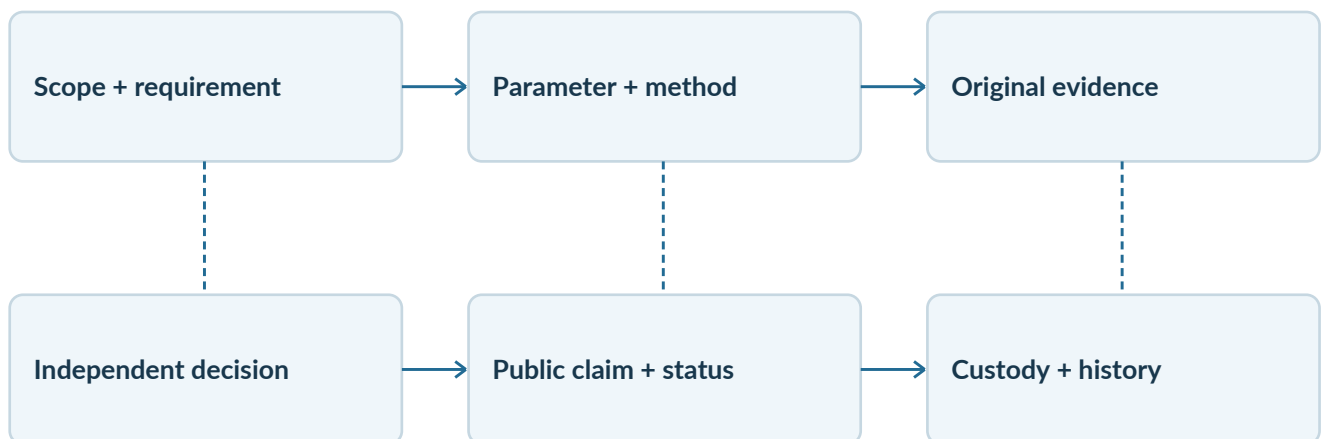


Figure — Implementation sequence for AF-AST-PR-005. Explanatory diagram; the source prerequisites and actual authority remain controlling.



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

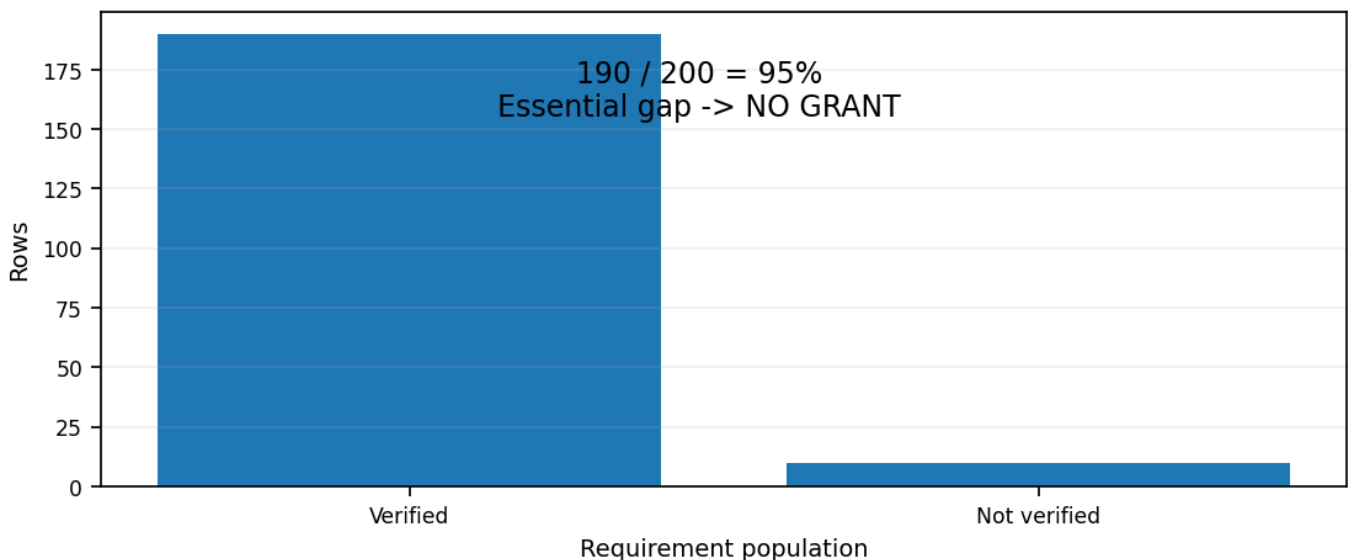


Figure Q03 – Synthetic visualisation. The axes and stated scenario define the quantity; no graph is an accreditation score, approved operating envelope or evidence of a real mission.

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

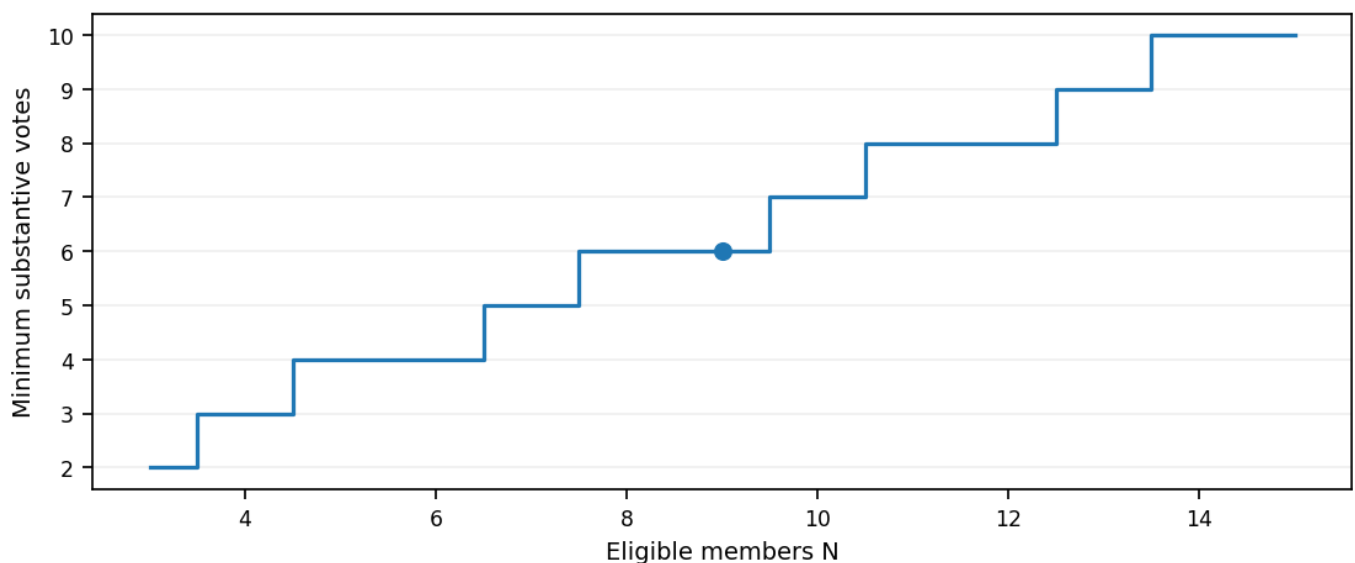


Figure Q04 – Synthetic visualisation. The axes and stated scenario define the quantity; no graph is an accreditation score, approved operating envelope or evidence of a real mission.

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.Q05 Productive evaluation time without double counting

Source: ASTRA Annex AM, Q05, page 204. All numerical inputs in this example are synthetic.

$$T_{\text{eval}} = \sum h_i / 8 \text{ evaluator-days}$$

Total resource = evaluation + separate reporting/review/travel resources

Variables and units

h_i are distinct productive technical person-hours. Shared tasks are counted once unless distinct real work is documented.

Example inputs

Synthetic tasks: 12, 12, 12, 8 and 4 productive hours. Report 6 h; independent review 5 h; panel 3 person-hours.

Calculation and checks

1. Evaluation hours = $12+12+12+8+4 = 48$ h.
2. $T_{eval} = 48/8 = 6$ evaluator-days.
3. Separate report/review/panel time = $6+5+3 = 14$ person-hours.
4. Total stated technical resources = 62 person-hours before travel and other separately justified work.

Decision interpretation: Six evaluator-days describes only this synthetic activity breakdown. It is not a universal minimum or quotation.

Validity limits: Do not count a trainee as an independent productive assessor or two passive observers as two completed tasks. Calendar duration, person-hours and evaluator-days are distinct.

ASTRA connections: 12.4; Annex F.1; 58.2

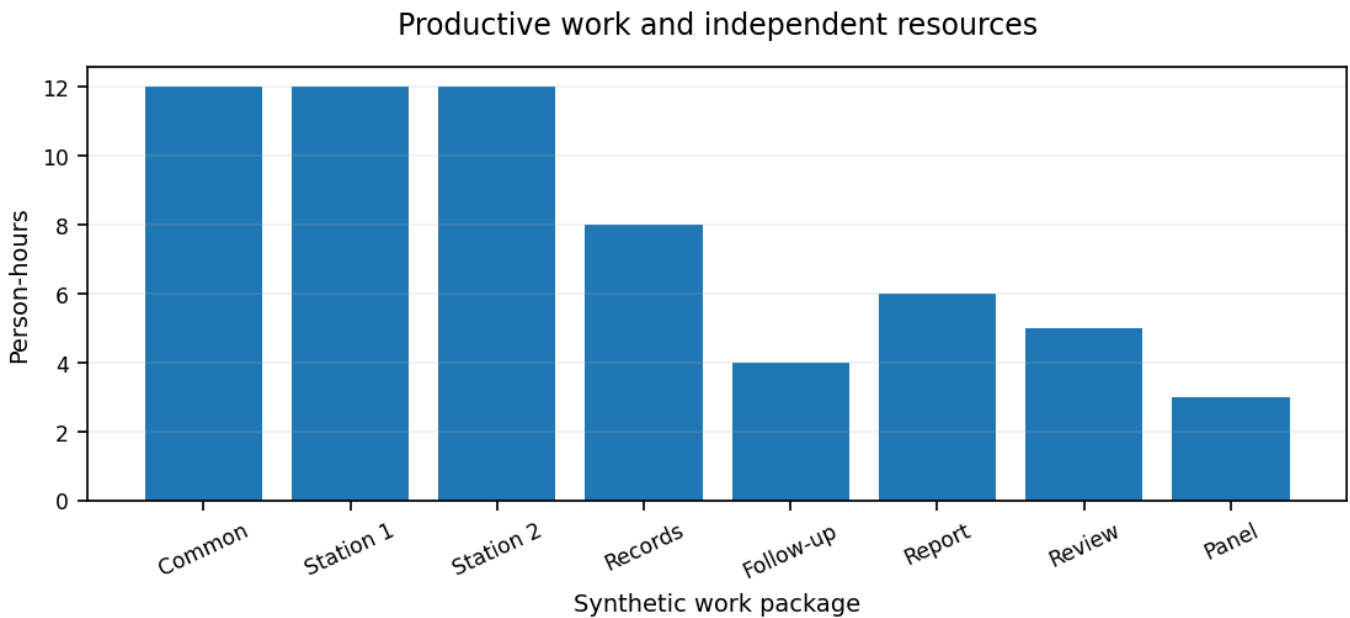


Figure Q05 — Synthetic visualisation. The axes and stated scenario define the quantity; no graph is an accreditation score, approved operating envelope or evidence of a real mission.

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-005: Map competence to an actual task — required basis missing	A general title or training course is not an authorisation for an unfamiliar task.	Original input, unresolved value, affected requirement and scope; named action owner.
PR-005: Maintain event-time currency — handover or review incomplete	Later authorisation cannot validate prior out-of-scope work; assess affected earlier outputs separately.	Expected and observed state; independent replay; correction/retest; receiving acknowledgement.
PR-006: Screen institutional and personal influence — required basis missing	A declared material conflict requires effective exclusion or replacement, not a signature alone.	Original input, unresolved value, affected requirement and scope; named action owner.
PR-006: Record challenge and reassignment — handover or review incomplete	Only a competent eligible role proceeds; replacement does not automatically validate prior compromised conclusions.	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

Dataset / entry ID / parent case or object

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.

Profile / configuration / site and outcome boundary

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.

Field name(s), actual value(s), units and source 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.

Original evidence references and purpose-specific state

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.

Relevant actual event dates and declared time basis

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.

Required relationship checks and unresolved exceptions

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 / authority / actual acceptance reference

Identify the frozen dossier, current scope and source basis, reviewer competence and conflicts, all mandatory child states, finding closure and actual decision authority. Record reasons, dissent, exact limitations and genuine event time; a vote does not create evidence.

Correction history / affected recipients / custody

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 9 onward

Entry ID, parent links and actual event for People and roles

Entry ID, parent links and actual event for People and roles 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.

Actual field values — People and roles

Use additional controlled sheets for repeated entries. 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.

Review, limitations, correction and custody — People and roles

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.

Entry ID, parent links and actual event for Learning and practice

Link verified role-specific preparation and direct observed performance to the source criteria. Record attempts, actual contribution, supervised work, individual essential steps, limitations and current authority. Attendance or a favourable average cannot replace failed essential performance.

Actual field values — Learning and practice

Link verified role-specific preparation and direct observed performance to the source criteria. Record attempts, actual contribution, supervised work, individual essential steps, limitations and current authority. Attendance or a favourable average cannot replace failed essential performance.

Review, limitations, correction and custody — Learning and practice

Link verified role-specific preparation and direct observed performance to the source criteria. Record attempts, actual contribution, supervised work, individual essential steps, limitations and current authority. Attendance or a favourable average cannot replace failed essential performance.

Retained fields 15 onward

Entry ID, parent links and actual event for Authorisations

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.

Actual field values — Authorisations

additional controlled sheets for repeated entries. 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.

Review, limitations, correction and custody — Authorisations

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.

Entry ID, parent links and actual event for Conflicts and assignments

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 field values — Conflicts and assignments

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.

Review, limitations, correction and custody — Conflicts and assignments

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.

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-005 X1 — Map competence to an actual task

Separate knowledge, specialist methods, practical evaluation, leadership, review, decision and appeal. Map mission-domain demands and evidence-access limits to each role. Completion: A general title or training course is not an authorisation for an unfamiliar task.

PR-005 X2 — Observe essential performance directly

Define task conditions, representative configuration, rubric, prohibited assistance and essential steps before the demonstration. Preserve failed attempts and material limits of simulation. Completion: Every essential step passes individually; component scores cannot compensate for essential failure.

PR-005 X3 — Test effective human authority

Confirm information, response time, skill and technical access needed for intervention or independent decisions, particularly with delayed mission data and AI support. Completion: A nominal human approval point fails when timely meaningful intervention is not feasible.

PR-005 X4 — Maintain event-time currency

Review actual practice, learning, witnessed work, changing methods, report quality and adverse feedback. Record suspension and supervised reactivation using genuine dates. Completion: Later authorisation cannot validate prior out-of-scope work; assess affected earlier outputs separately.

PR-006 X1 — Screen institutional and personal influence

Trace ownership, consultancy, employment, finance, close relationships, prior case roles and technical method authorship at assignment time. Completion: A declared material conflict requires effective exclusion or replacement, not a signature alone.

PR-006 X2 — Prevent role-chain self-review

Check who created evidence, advised the applicant, evaluated it, reviewed it and decides the outcome. A technical expert's report remains evaluation evidence where they produced it. Completion: An evaluator or relevant consultant cannot independently approve the same work.

PR-006 X3 — Protect review access and resources

Provide the disinterested reviewer with original adverse evidence, sufficient specialist support and protected reporting. Implicated people shall not select their own investigator. Completion: HOLD the decision when practical independence or access is compromised.

PR-006 X4 — Record challenge and reassignment

Preserve the concern, decision, independent clearance and any affected prior work. Reassign without moving original finding clocks or quietly deleting the contested evidence. Completion: Only a competent eligible role proceeds; replacement does not automatically validate prior compromised conclusions.

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.

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.

3.2 – Accrediting and delivery entities

Source: AF-AST-STD-001, page 12.

The legal entity making an accreditation decision shall be identified separately from the applicant body and from the entity providing the assessment services being accredited. It shall not accredit itself or its own assessment operation, including through nominal reciprocal arrangements. It shall not also deliver the conformity-assessment services it accredits or applicant-specific consultancy compromising that accreditation. Related training, sector engagement and shared administration shall be assessed for actual influence, finances, access and ownership, with a genuinely independent arrangement where separation is necessary.

Required evidence: Legal delivery model; related-activity analysis; independent oversight and liability arrangements.

3.4 – Case separation and decision panels

Source: AF-AST-STD-001, page 13.

Evaluation, independent review, decision and appeal shall be assigned through explicit role checks. Final accreditation grants, renewals, extensions and contested adverse decisions shall use three independent authorised panel members: all three participate and at least two support the reasoned outcome, with every mandatory technical gate met. A technical reviewer may serve on that panel only when independent of evaluation and separately authorised. Other outcome classes use the independent authority specified in the released profile. A majority vote cannot resolve missing essential technical evidence by preference.

Required evidence: Assignment matrix; independent review; three-person participation and votes; gate record.

6.1 – Institutional and personal conflicts

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

The operator shall review financial, ownership, employment, advisory, family, close personal and adversarial relationships at institutional and case levels. Declaration is an input to control, not the control itself. Where a material threat cannot be effectively managed, the individual or entity shall decline or be replaced. For independent third-party evaluation, review and decision, relevant employment or consultancy for the applicant within the preceding 24 months excludes assignment; older relationships remain subject to risk review.

Required evidence: Live conflict register; prior-work screening; independent disposition and assignment restrictions.

6.3 – Consultancy, learning and evaluation

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

General explanation of a requirement and non-client-specific education may be offered through controlled arrangements. A person who designs an applicant's system, corrective solution or technical method shall not independently certify that same work. The operator shall distinguish teaching from examination and independent decision. Training attendance shall not be represented as competence, and purchasing a particular course shall not be required where verified equivalent preparation is acceptable under the profile.

Required evidence: Service boundaries; training/evaluation separation; assignment conflict checks.

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.

7.1 – Function-specific competence

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

The operator shall define separate competence requirements for application review, audit leadership, specialist evaluation, sampling, laboratory sign-off, independent review, decisions and appeals. Profiles shall state technical fields, methods, criticality, language, professional judgement, evidence interpretation and access permissions. A person may hold several roles only when separately qualified and case independence remains valid. No generic aerospace assessor designation shall imply mastery of all eight families.

Required evidence: Role profiles; technical authorisation matrix; case coverage check.

7.2 – Entry evidence and demonstration

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

Minimum assessment-role requirements are set out in Annex D. Verified experience, programme learning, mentored work, knowledge evaluation and observed practical performance shall be assessed together. Numerical minima do not replace demonstrated competence. Specialist non-audit assessors shall demonstrate the actual discipline and assessment task; they are not required to pretend that laboratory or educational evaluation is an organisational audit. Where the work uses AF 9100, its relevant assessor and personnel requirements remain controlling.

Required evidence: Verified history; learning records; mentored cases; observed demonstration and decision.

7.3 – Essential steps and assessment security

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

Knowledge and practical criteria shall be fixed before candidate evaluation. Every predesignated essential safety, integrity and independence step shall be passed; component scores shall not be averaged to conceal failure. Equivalent reassessment shall follow evidenced remediation and preserve earlier attempts. Examination questions, scenarios, identity checks and scoring shall be secured and validated. An automated score or AI recommendation shall not be the sole authority for a practical competence decision.

Required evidence: Assessment blueprint; component/essential-step results; secured attempts; independent authorisation.

7.4 – Initial assessor population

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

Where no established ASTRA assessor population exists, at least two independent competent professionals shall assess each candidate against the stated role and technical criteria. Their own competence and conflicts shall be documented. Comparable prior work may satisfy specified experience elements only after verification; programme knowledge, witnessed performance and independence shall not be waived. Honorary titles, reciprocal self-approval and attendance at an introductory meeting shall not create assessor authority.

Required evidence: Initial-panel qualifications; equivalence map; witnessed task; remaining scope restrictions.

7.5 – Maintenance and inactivity

Source: AF-AST-STD-001, page 18.

Maintain relevant development, current practice and observed performance at the intervals in Annex D. Review poor reports, inconsistent decisions, complaints, new technologies and changes in methods as well as activity counts. Failure to meet the applicable role minimum shall suspend independent role use until reviewed supervised reactivation. An individual shall notify limitations and request support rather than accept a task outside the authorised scope. Restoration does not erase earlier affected-work concerns.

Required evidence: Practice/development logs; witnessed reviews; suspension and reactivation; prior-work assessment.

57.1 – Role-specific competence and scope

Source: AF-AST-STD-001, page 81.

The operator shall map actual assessment tasks to verified discipline, method, language, consequence and judgement requirements. Audit leadership, technical evaluation, independent review, decisions and appeals shall remain separate authorisations. Learning attendance and numerical experience minima shall not replace observed ability. A person

competent in one method or programme shall not be assigned unrestricted aerospace authority. The case plan shall identify necessary specialists and limits before accepting the work.

Required evidence: Task-to-role and person matrix; verified entry evidence; observed performance; bounded authorisation.

57.2 – Initial cadre and equivalent prior work

Source: AF-AST-STD-001, page 81.

Where an established assessor population is unavailable, the initial-candidate process in Clause 7.4 and Annex D shall apply. At least two independent competent professionals shall evaluate the relevant role and technical demonstration. Prior experience may satisfy specified elements only through an evidenced equivalence review. Programme knowledge, witnessed performance and independence shall not be waived. Founding status, honorary title or reciprocal approval shall not create an assessor credential.

Required evidence: Initial-panel competence/conflicts; criterion-by-criterion equivalence; witnessed task; independent qualification decision.

57.3 – Practical assessment and maintained practice

Source: AF-AST-STD-001, page 82.

Knowledge and practical criteria shall be defined before evaluation. Essential safety, integrity and independence steps shall be separately passed. Mentored work shall identify what the candidate actually performed and what remained supervised. Continuing development, recent practice, observed performance and review feedback shall maintain the authorisation. Unmet minima or loss of currency shall suspend independent role use until the required supervised reactivation. Later renewal shall not validate prior work performed outside authority.

Required evidence: Blueprint and attempts; mentored-work records; continuing practice; suspension/reactivation; historical impact review.

62.5 – No compensation or favourable default

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

A positive conformity decision shall require PASS for every applicable mandatory requirement, closure of every in-scope nonconformity, valid independent competence and actual authority. N/A rows shall have approved reasons; HOLD and FAIL rows shall not contribute a favourable default. Weighted scores, averages, majority votes, programme membership or good results in another discipline shall not compensate for an unmet condition.

Verification: Reconcile the complete requirement population with the decision dossier; test missing and negative cases.

Acceptance / hold rule: The Boolean conjunction in Annex AL is true. Otherwise no positive grant, renewal or extension is permitted.

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.

73.1 – Population, mission and human tasks

Source: AF-AST-STD-001, page 110.

Define intended occupants, roles, mission duration, environmental conditions, physical access, workload, communication and reasonable variation in users. Identify essential tasks and protective actions. Validation shall state participant representativeness, assistance, training and limitations; one expert demonstration shall not establish capability for all users.

Verification: Review the user/task matrix and representative normal and degraded validation.

Acceptance / hold rule: Each essential task is demonstrated under its approved conditions; unsupported populations and tasks are excluded from the claim.

73.5 – Human factors and effective authority

Source: AF-AST-STD-001, page 111.

Displays, alerts and procedures shall identify state, urgency, limitations and required actions without ambiguous mode or priority. Workload, fatigue, interruptions, language, delayed feedback and automation bias shall be evaluated. A manual override is an effective control only when a person has the information, time, training and physical or technical ability to use it.

Verification: Observe representative task and intervention performance, including misleading and degraded information.

Acceptance / hold rule: Every essential response passes independently; aggregate usability scores do not offset a failed protective task.

78.4 – Human authority and consequential decisions

Source: AF-AST-STD-001, page 120.

Human oversight shall be validated against available information, response time, competence, workload and control access. Automated decision support may organise evidence but shall not independently issue an ASTRA grant, renewal, suspension or restoration. Generated observations and citations shall not be presented as authentic source events.

Verification: Challenge automation bias, false-source and delayed-intervention scenarios.

Acceptance / hold rule: Actual authorised people can perform every required role and source evidence remains verifiable; nominal oversight alone is insufficient.

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.