AF 9100:2026

Aerospace Quality Management System

FORM

Competence, Independence and Assignment

AF-FR-9100-003

FIRST EDITION

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Aerospace Federation
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Publication identity and application

Control	Publication value
Title	Competence, Independence and Assignment
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Responsible owner function	Responsible record owner
Primary source anchors	7.2, AB, AJ.1
Delivery status	Prepared implementation companion. Actual approval, adoption, effectivity and operational decisions are recorded separately.

Use and document-control boundary

This companion implements the supplied AF 9100 requirement basis without changing the original standard. Its process allocation, examples, checklists and record design are authored implementation material. Actual mission or product limits, specialist procedures, permissions and genuine observations must be completed before consequential use. Applicable source minima and independent decision conditions cannot be reduced by this companion.

The printed edition date identifies the companion series; it is not evidence that later preparation, review or operational decisions occurred on that date. New support codes in this set are proposed allocations for controlled registration. Established AF-IG-9100-001, AF-FAQ-9100-001 and AF-TR-9100-001 identities are retained; earlier files, the corporate master list and ASTRA codes are not overwritten.

Equivalent combined or digital records are permitted when all required fields, relationships, authority and history remain intact. A completed PDF field or typed name is not evidence of an authenticated approval. Blank records in this delivery contain no invented applicant, signature, event or result.

Interactive fields are blank by default. Save a working copy, use continuation records where necessary and preserve raw supporting evidence outside the PDF through controlled references. Separate issued PDFs are the authoritative interactive copies; the combined reading edition is flattened.

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Select actual scope → complete application criteria → use the applicable procedure and technical book → capture authentic evidence → evaluate every applicable condition → obtain the required independent decision. Document availability does not establish implementation or conformity.

1 Purpose, source identity and completion rules

This form implements source Annex AJ form F03, preserving its purpose and mandatory payload. F03 is an AF 9100 record alias, not an ASTRA programme family. Companion code: AF-FR-9100-003.

Complete the applicable fields with authentic information. Record unknown, unavailable and not-yet-demonstrated conditions explicitly. An exclusion needs an approved applicability rationale. Use linked continuation records for multiple items, sources, tests, people or decisions. Keep source attachments under controlled custody; do not rely on this PDF alone where raw evidence is required.

2 Common identity and record control

Record ID and continuation link

Template/code and controlled version

Case/applicant/asset identity

Route, scope and application profile

Object configuration and relevant period

Actual creation/event time and time zone

Author and role

Reviewer and approval responsibility

Current state and original history

Original evidence and source location

Access classification and permitted recipients

Retention basis, duration and preservation hold

Correction: original value, reason, author and approval

Authenticated approval/workflow reference (typed name is not a signature)

3 Form-specific evidence and decisions

Person and role

Route/sector/method/criticality limits

Verified prerequisites

Experience and evidence

Training and development

Knowledge examination result

Practical assessment result

Every essential step

Mentored work and actual days

Witnessed observations

Current practice

Relevant prior employment/consultancy

Other conflicts and controls

Technical access and language

Approved scope and supervision

Actual authorization and expiry

Case assignment and clearance

4 Detailed continuation record

Use this section for each additional independently testable condition or actual event. A form-level summary cannot remove a required field, earlier failed result or unresolved item.

Parent form and continuation/item ID

Exact object / configuration / performer / event time

Source requirement / approved profile / condition

Numeric criterion with units or observable attribute

Method / validity / uncertainty / essential step

Original evidence and actual result

Conclusion and limitations / rejected or contrary evidence

Required protection / action / responsible owner / actual due event

Reviewer / approval reference / receiving acknowledgement

5 Completeness and receiving review

Check	Required review
Identity and scope	Every record belongs to the actual object, evaluated configuration and relevant period.
Evidence and validity	Required original data, method, actual results and limitations are traceable.
Decision separation	Technical disposition, independent attestation, employer task authority and public permission are not merged.
History and time	Earlier failed states and original notification clocks are preserved; no manufactured observations.
Approval and custody	Actual competent authority and receiving responsibility are established; typed names are not authenticated signatures.

Actual reviewer / conclusion / unresolved items

Authenticated approval instrument or workflow reference

Receiving custodian / access / retention / accepted residual duties

Appendix A — Source module payload

Form ID / purpose	Required form-specific fields beyond AJ.1	Approval and control
F03 — Competence and assignment	Role; verified prerequisites; experience; training; examination/practical results; essential steps; witnessed work; authorized scope; conflicts; development; expiry and restrictions.	Competence approval separate from mere training delivery; assignment check before each job.

Read with source AJ.1, AJ.2 and AJ.7. All common fields and form-specific relationships remain required where applicable; the dedicated blank field layout above is an implementation format, not a relaxation of the original payload.

AJ.1 — Form control and common data fields

AJ.1(a) Each operational record shall have a unique ID, form type and revision, object or applicant identity, applicable scope and profile, creation and decision dates as relevant, authors, reviewers, approvers, status, evidence references, access class and retention basis. Corrections shall preserve the previous record and the reason for change.

AJ.1(b) An electronic signature shall identify the responsible individual and the approved action. Shared credentials shall not mask accountability. A form’s completion status shall not itself establish technical conformity. Required relationships shall remain resolvable after document export or database migration.

AJ.2 — Requirement and evidence-status dictionary

AJ.2(a) Evidence status shall distinguish planned, collected, technically reviewed, accepted for the stated purpose, rejected, superseded and unavailable. “Accepted evidence” means adequate for the identified decision use, not unconditional truth or indefinite validity. A planned test shall not appear as completed evidence.

AJ.2(b) Requirement status shall distinguish conforming, nonconforming, not applicable with approved rationale and not yet demonstrated. An indeterminate measurement shall remain not demonstrated for acceptance until valid disposition; it shall not be silently converted into “not applicable”. The status record shall identify the person and basis of change.

AJ.7 — Digital implementation and record export

AJ.7(a) A digital workflow shall implement required state transitions, approvals and access controls and shall be tested against permitted and prohibited cases. Tests shall include open critical findings, expired competence, unavailable evidence, mismatched configurations, suspended status and an attempted unauthorized approval.

AJ.7(b) An export shall preserve readable decisions, identities, configurations, requirements, actual results and relationships to supporting evidence. A summary PDF without the necessary source evidence shall not be described as a complete transferable dossier. Migration and restoration shall verify records and relationships, not merely file counts.