



AF 9100:2026

Aerospace Quality Management System

FORM

Service, Maintenance, Life and Retirement Record

AF-FR-9100-026

FIRST EDITION

30 September 2026 | English master text

Publication identity and application

Control	Publication value
Title	Service, Maintenance, Life and Retirement Record
Document code	AF-FR-9100-026
Edition / language	FIRST EDITION / English master text
Companion edition identity	30 September 2026
Controlling source	AF 9100:2026 — FIRST EDITION — 29 September 2026
Responsible owner function	Responsible record owner
Primary source anchors	15.6, 21, 24, T
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 additional implementation form organizes the detailed record needs of the identified AF 9100 provisions. It supplements the twelve source form modules without renumbering them or creating a new assessment route.

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

Facility/station/task/asset

Actual capability and permissions

Customer request and condition

Current approved data

Configuration/life/repair history

Task sequence and holds

Parts removed and installed

Tools/personnel and independent checks

Interruption and shift handover

Actual results and anomalies

Repair and rework authority

Restored protection/final configuration

Service criteria and performance

Authorized release and restrictions**Receiving acknowledgement****Retirement inventory/disposal/custody**

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 requirements and complete field payload

Source: AF 9100:2026, Aerospace Quality Management System, FIRST EDITION, 29 September 2026; supplied 131-page PDF. Source page references below locate the original publication. These excerpts are read with the complete applicable standard; local implementation sequences do not replace it.

15.6 Continuing airworthiness and aviation maintenance

SOURCE p. 34 | Normative when applicable

15.6(a) Maintenance responsibilities shall include current approved data, authorized personnel, parts eligibility, life limits, configuration, required inspections and release documentation. Independent inspections shall be provided where required by the task or consequence.

15.6(b) New maintenance capability shall be verified before accepting work. Work interruptions, shift changes, remote locations and tool control shall be addressed. An AF management-system claim shall not replace the maintenance authorization required for the specific task or jurisdiction.

Required evidence: Capability list; approved maintenance data; personnel authorization; life-status records; maintenance release evidence.

21.1 Service scope and new-capability approval

SOURCE p. 39 | Normative when applicable

21.1(a) Service organizations shall define the activities, products, sites and authorizations within their capability. New capability shall be verified against competence, tools, technical data, parts access, inspection, environmental conditions and release authority before work is accepted.

21.1(b) Service scope shall distinguish maintenance, repair, overhaul, modification, inspection, distribution and engineering advice. A distributor performing value-adding work shall apply the relevant production or design controls to that work rather than relying solely on distribution status.

Required evidence: Service capability list; new-capability review; applicable authorizations; activity-based scope.

21.2 Maintenance planning and execution

SOURCE p. 39 | Normative when applicable

21.2(a) Maintenance work shall use current approved data, verified configuration, service history and applicable life limits. Work packages shall identify required tasks, hold points, parts, tools, independent checks and release conditions.

21.2(b) Interrupted work, shift handovers, inaccessible features and off-site conditions shall be controlled. The organization shall verify completion and configuration after maintenance, including restoration of protective features and removal of temporary devices. Parts removed and installed shall remain traceable.

Required evidence: Maintenance package; current-data verification; handovers; parts traceability; post-maintenance verification.

21.3 Repair, overhaul and remanufacture

SOURCE p. 39 | Normative when applicable

21.3(a) Repair and overhaul shall have an approved technical basis and defined acceptance criteria. The organization shall assess hidden damage, prior repairs, service exposure, material degradation and remaining life as relevant.

21.3(b) Remanufactured or overhauled status shall not imply “as new” unless that claim is technically justified and authorized. Replaced or restored characteristics, retained life consumption and operating restrictions shall be disclosed in the release evidence. Design deviations shall follow the appropriate approval route.

Required evidence: Repair basis; condition assessment; process records; remaining-life decisions; release limitations.

21.4 Distribution, stock splitting and chain of custody

SOURCE p. 40 | Normative when applicable

21.4(a) Distributors shall verify source identity, item status, accompanying evidence, storage conditions and customer requirements. Repackaging or splitting shall preserve original lot links, quantity reconciliation and the relationship to certificates and inspection records.

21.4(b) Suspect, expired, damaged, recalled or unapproved items shall be physically or electronically segregated with effective prevention of shipment. A copied certificate shall not be altered to imply a different origin, test scope or approval. Customers shall receive the evidence required for the actual supplied quantity and configuration.

Required evidence: Source verification; split-lot records; stock status; certificate linkage; customer delivery evidence.

21.5 Logistics, storage and remote support

SOURCE p. 40 | Normative when applicable

21.5(a) Logistics providers shall establish preservation and security controls appropriate to the product, route, mode and duration. Transfer points shall have defined custody, inspection and environmental responsibilities. Transport restrictions and hazardous-goods obligations shall be identified by competent personnel.

21.5(b) Remote support shall verify asset identity, configuration, authorization and the reliability of available information before directing an action. Advice affecting safety or configuration shall be controlled and recorded. Loss of communication shall have a defined safe response.

Required evidence: Logistics plan; custody records; excursion assessments; remote-support authorization and advice records.

21.6 Retirement, disposal and record handover

SOURCE p. 40 | Normative when applicable

21.6(a) The organization shall plan retirement so that hazardous inventories, sensitive information, reusable items, waste and required records are appropriately controlled. Responsibilities shall be assigned before organizational closure or supplier exit creates an evidence gap.

21.6(b) Items unsuitable for further use shall be rendered unusable or otherwise positively controlled against re-entry. Records necessary for remaining users or legal obligations shall be transferred or retained under an approved arrangement. Disposal shall be verifiable, not only declared.

Required evidence: Retirement plan; material and data disposition; record-transfer arrangements; disposal verification.

24.1 Service catalog, boundary and responsibility

SOURCE p. 43 | Normative when applicable

24.1(a) The provider shall define each service, intended users, delivery channels, locations, interfaces, exclusions and customer responsibilities. The boundary shall include third-party platforms, personnel, data feeds and facilities where service performance depends on them. Required handovers and acknowledgement points shall be explicit.

24.1(b) The service profile shall distinguish what is supplied from what is assumed or merely advised. An engineering opinion, test report, training attendance record or remote instruction shall not imply a broader approval than the provider is competent and authorized to give.

Required evidence: Service catalog; service profile; dependency and responsibility map; controlled exclusions.

24.2 Service design and measurable outcomes

SOURCE p. 43 | Normative when applicable

24.2(a) Service requirements shall include relevant quality, timeliness, accuracy, availability, capacity, safety, confidentiality, accessibility and continuity criteria. Each measure shall define its population, time window, denominator, allowed exclusions, data source and method of evaluation. Obligations shall be confirmed before commitment.

24.2(b) Service design shall assess normal demand, peak demand, degraded operation, handover failures and termination. A trial shall demonstrate that people, technology, procedures and interfaces can achieve the intended outcome. Validation shall include the customer interface and not only successful internal processing.

Required evidence: Requirements and metrics; capacity assumptions; validated service design; customer-interface results.

24.3 Delivery planning and competent execution

SOURCE p. 43 | Normative when applicable

24.3(a) Each service engagement or recurring delivery period shall have a controlled plan identifying tasks, personnel authorization, applicable data, resources, customer inputs, hold points and required records. The provider shall verify readiness before starting work and manage changes to scope or conditions.

24.3(b) Work instructions and handovers shall address interrupted tasks, shift changes, remote execution and escalation. The provider shall confirm that essential customer inputs are usable and current. Missing inputs shall be resolved or the dependent service restricted rather than replaced by undocumented assumptions.

Required evidence: Service work package; competence and readiness checks; current inputs; handovers and escalation records.

24.4 Service acceptance and performance decisions

SOURCE p. 44 | Normative when applicable

24.4(a) Acceptance shall compare actual service outcomes with the approved criteria. Customer receipt or payment shall not alone establish technical conformity. Where outputs include measurements, calculations or inspection conclusions, the underlying methods and decision rules shall meet Clauses 7.7 and 7.12 and Annex AD.

24.4(b) An availability percentage shall not conceal incorrect results, failed safety functions or unacceptable response times. A recurring service may be evaluated over a defined window, but critical events shall be reviewed individually. Excluded downtime or transactions shall be disclosed under the pre-agreed metric definition.

Required evidence: Actual outcome records; acceptance decision; metric calculations and exclusions; critical-event review.

24.5 Digital services, data and external platforms

SOURCE p. 44 | Normative when applicable

24.5(a) Digital and cloud-dependent services shall identify data ownership, authorized processing, configuration, access, backup, recovery, update and exit responsibilities. The provider shall assess external platform changes and supplier dependence for their effect on assured outcomes.

24.5(b) Automated decisions and AI-assisted advice shall remain within an approved domain with suitable human accountability. A restored application shall not be returned to assured service until the integrity of relevant data, configuration and transaction history is demonstrated. Annex O applies to recovery evidence.

Required evidence: Digital service architecture; data and access agreements; supplier controls; recovery and integrity verification.

24.6 Continuity, disruption and customer protection

SOURCE p. 44 | Normative when applicable

24.6(a) The provider shall define disruption triggers, prioritization, communication, safe degraded operation, restoration objectives and acceptance after recovery. Exercises shall test actual dependencies and personnel availability. Alternative delivery arrangements shall be qualified before being relied upon for critical work.

24.6(b) When an incident may have affected earlier service outputs, the provider shall trace and assess those outputs, notify affected recipients as required and correct consequential errors. Meeting restoration-time objectives shall not close an unresolved accuracy, safety or evidence-integrity issue.

Required evidence: Continuity plan; exercised recovery; qualified alternatives; affected-output analysis; customer notifications.

24.7 Service change, completion and exit

SOURCE p. 44 | Normative when applicable

24.7(a) Changes shall be reviewed for their effects on customers, interfaces, training, data, performance and existing commitments. Transition criteria and rollback or alternative-service arrangements shall be established where relevant. No extended conformity claim shall be used before the changed scope has been evaluated.

24.7(b) Completion or termination shall include agreed records, return of property, transfer of knowledge, retention responsibilities and revocation of access. Unresolved limitations shall be disclosed. Transfer to another provider shall preserve necessary traceability and shall not erase outstanding obligations.

Required evidence: Change and transition approvals; revised scope; service completion dossier; property/data handover and access closure.

T.1 Service capability record

SOURCE p. 83 | Normative when applicable

T.1(a) The service organization shall define its scope, authorized tasks, facilities, people, tools, current data, required parts and release authority. New capability shall be approved only after the actual resources and methods are demonstrated.

T.1(b) The record shall identify legal or customer authorizations separately from AF conformity. A broad corporate scope shall not imply authorization of every mechanic, location or repair method.

T.2 Unknown history and unauthorized parts

SOURCE p. 83 | Normative when applicable

T.2(a) Unknown service history, missing life data or unclear source shall be recorded and assessed. The organization shall not reset life or infer eligibility solely from appearance, a successful bench test or an unverifiable certificate.

T.2(b) Suspected unapproved or counterfeit parts shall be isolated, investigated and dispositioned under controlled procedures. Removed parts shall retain identity and status so that scrap or restricted items cannot be mistaken for serviceable stock.

T.3 Filled illustrative split-lot trace

SOURCE p. 83 | Definition, explanation or informative example; no new universal limit

T.3(a) Example: incoming lot L-500 contains 500 fasteners under original certificate C-500. It is split into packages L-500-A (200), L-500-B (200) and L-500-C (100). The record preserves the original manufacturer, lot, specification, certificate and storage history for all three child packages.

T.3(b) If an authenticity concern later affects L-500, the trace identifies every shipped customer and remaining package. A copied certificate is linked to the child quantity but is not edited to imply that the distributor performed the original manufacturer's tests.

T.4 Release and continuing support

SOURCE p. 84 | Normative when applicable

T.4(a) Service release shall identify the exact work performed, evidence, limitations, life status and authorized person. A maintenance release shall not imply approval of unrelated systems or a complete vehicle unless that scope was actually assessed and authorized.

T.4(b) After release, newly discovered issues affecting the service action shall be investigated and communicated to affected recipients. Records shall support population identification even when work occurred at temporary or customer locations.

Source tables — complete field and decision payloads

Table T-1 — Maintenance and repair evidence

Source p. 83 | Required structure when applicable

Record	Minimum fields
Receipt and condition	Customer; item identity; configuration; reported defect; physical condition; accompanying history; missing information.
Work scope	Requested tasks; approved technical data; revision; limitations; required approvals; estimate and authorization.
Life status	Time/cycles/exposure; life limits; previous repairs; applicability of service information; uncertainty.
Execution	Task sequence; performer; tools; parts removed/installed; process records; inspections; interruptions and handovers.
Independent checks	Required task; independent competent person; method; actual result; discrepancy resolution.
Nonconformity and repair	Finding; technical basis; approval; affected scope; rework/repair; verification.
Final configuration	As-maintained baseline; installed versions; restored protections; removed temporary devices.
Release	Completed requirements; authorized identity; required release document; limitations; next maintenance/life information.
Customer handover	Returned property; records; operating restrictions; acknowledgement where required.
Retention	Data location; period and basis; access; transfer on closure; secure disposal.

Table T-2 — Distribution and split-lot evidence

Source p. 83 | Required structure when applicable

Stage	Required information and control
Source approval	Actual source, authorized-channel or alternative-source evidence, scope and authenticity risk.
Receipt	Manufacturer/part/lot identity, quantity, condition, certificates, life status and required verification.
Storage	Location, environment, preservation, shelf life, access and segregation of restricted stock.
Split or repack	Original lot, child lot/package identity, quantities, date, performer, certificate linkage and label accuracy.
Order fulfillment	Customer requirements, correct revision/condition, required documents and preservation.
Dispatch	Quantity reconciliation, custody, carrier conditions, package identity and delivery evidence.
Recall or suspect stock	Affected original and split lots, shipped customers, remaining stock, notifications and disposition.