



AF-OM-9800-001

Personnel Competence and Authorization Operations Manual

Space / Aviation / Defense

FIRST EDITION

AF 9800 SUPPORTING DOCUMENT

Document identity and use

FIRST EDITION MANUSCRIPT - Prepared for Aerospace Federation review

Field	Controlled identity
Document	AF-OM-9800-001 - Personnel Competence and Authorization Operations Manual
Parent standard	AF 9800 - Aerospace Maintenance & Personnel Competence
Edition / language	FIRST EDITION / English master text
Family	Manuals
Primary source anchors	12-20, 33; Annexes F-G, K
Suggested local owner	Competence and authorization owner
Authority	Publisher approval and effective date are not assigned. Local use requires authorized adoption and completed parameters.

Use with the main standard

This document implements the identified AF 9800 clauses and annexes. Read the complete applicable requirements in the main standard. The source anchors are navigation references; a template does not replace technical judgement, evidence, permission or eligible approval.

AF-ML-9800-001 lists the complete supporting set. AF-CM-9800-001 maps the main clauses and annexes to working documents. AF-TP-9800-001 establishes the common local parameter baseline; add the relevant discipline profiles.

Record control

Identify the object, configuration, record owner and dates. Reference attachments by stable identifier and version. Keep superseded evidence and decisions traceable. Use the approved local retention, access and authentication arrangements. No technical limit, numerical limit, interval or acceptance value is assigned by a blank template.

Implementation model: Translate the stated responsibilities and controls into the actual organization. Informative examples remain explanatory; use approved programme-specific values for operational decisions.

1 Define and verify entry

1.1 Role and credential baseline

The competence owner defines actual functions and critical behaviours using AF-PR-9800-008. Personnel administration verifies required identity, credentials and experience through AF-PR-9800-007. It records accepted evidence, limitations and gaps rather than equating years employed with relevant task performance.

1.2 Local induction and evidence protection

Provide local procedure, records, reporting and human-factor induction before assignment. Initial work remains under stated restrictions. Keep sensitive personnel information appropriately restricted while making operational privilege status available to planners and supervisors. Give personnel a route to correct inaccurate records.

2 Develop and assess competence

2.1 Learning and practical experience

AF-PR-9800-009 converts evidenced gaps into knowledge objectives and controlled assessment. AF-PR-9800-010 selects representative practical outcomes and suitable supervision. Every task record identifies actual participation, assistance and observed result. Simulation receives only the credit justified for its intended outcome.

2.2 Assessment and fair decisions

AF-PR-9800-011 requires predetermined criteria, eligible assessors and authentic observations. Critical failures remain decisive despite favourable aggregate scores. Record limitations and feedback. Appeals and reassessment use eligible review and preserve the original result rather than replacing history.

3 Authorize and assign

3.1 Issuing privileges

The authorization issuer applies AF-PR-9800-012 after competence acceptance and verification of all other prerequisites. Specify products, task families, sites, inspection/release privileges and conditions. Publish current status and align digital permissions. A role title or training certificate alone shall not populate unrestricted privileges.

3.2 Actual task allocation

Before assignment, use AF-WI-9800-007 to check exact scope, currency and present readiness. AF-PR-9800-014 addresses functional fitness and effective supervision; AF-PR-9800-015 protects handover and language understanding. Current authorization remains necessary but does not prove fit assignment under every condition.

4 Maintain and restore capability

4.1 Recency and recurrent evidence

AF-PR-9800-013 counts only qualifying exposure and uses actual approved look-back rules. Monitor rare critical tasks, recurrent learning and changed data. Alerts distinguish approaching expiry from invalid status. A future renewal booking does not extend privileges.

4.2 Return, restriction and learning

Lapse, events and scope change trigger targeted review, restrictions and a return plan. Restore only demonstrated scope through a fresh eligible decision. Feed performance findings into role criteria and provider review under AF-PR-9800-026. Examine whether low performance reflects learning gaps, work-system defects or both.

Required evidence: Verified entry dossier; role criteria; learning/practical evidence; assessment; authorization; currency and return decisions.

Decision control: Each transition in the personnel evidence chain requires its own supported conclusion.