



AF 9100:2026

Aerospace Quality Management System

PROCEDURE

Document, Record and Publication Control

AF-PR-9100-001

FIRST EDITION

30 September 2026 | English master text

Publication identity and application

Control	Publication value
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Responsible owner function	Document control manager
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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.

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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 Scope, responsibility and source priority

Applies to the responsible function and exact evaluated object selected from the source. Use only the duties triggered by actual activity and retained responsibility.

Boundary	Required implementation decision
Object and route	Identify ORG, PRD, SVC, PRC, PER, SUB or CAB separately. Combined records do not merge outcomes.
Activity	Apply source technical modules by performed or retained responsibility, including relevant outsourced work.
Authority	Technical release, employer task permission, independent attestation and statutory authorization remain distinct.
Source priority	AF 9100:2026 and all compatible binding obligations control. This companion does not import ASTRA programme rules or external normative schemes.

2 Trigger, inputs and handover

Trigger: Creation, issue, correction, translation, migration, withdrawal or loss of an instruction or evidence record.

Accountable process owner: Document control manager. Actual named appointments and deputies are maintained locally.

Input to verify	Required output / receiving function
Exact request, object and source profile	Accepted scope and controlled work package, or a reasoned hold/refusal.
Current people, authority, data and equipment	Authorized assignment and evidence-access boundary.
Original execution, adverse evidence and source history	Attributable result, identified limitations and required action.
Relevant source clocks and actual event times	Genuine due/completion history and timely recipient communication.

3 Operating sequence

3.1 Classify the information

Separate requirements, operating instructions, blank templates, completed records and public extracts. Assign an owner and a unique identifier; record the source edition and the object that may rely on it.

3.2 Review before release

The technical reviewer checks mandatory verbs, limits, units, references, annex status and change effects. Escalate changes to a rule or acceptance threshold through the technical amendment route; do not describe them as typographical corrections.

3.3 Approve and distribute

Record actual approval and effective events separately from the printed edition date. Publish a controlled master, identify authorized recipients and verify that the point of performance can retrieve the applicable version.

3.4 Protect completed evidence

Retain original values, acquisition time, author, configuration and supporting files. A correction adds its reason, actor and approval without overwriting the original observation; prohibit retrospective completion of unobserved work.

3.5 Preserve and retrieve

Assign retention from the actual obligation, product life and investigation requirements. Exercise retrieval, export and migration of relationships, not merely the opening of files. Suspend disposal while a preservation duty applies.

3.6 Withdraw and correct

Remove obsolete copies from unintended use, retain their historical decision links and notify recipients of material corrections. Verify cached, translated and remote copies; source availability alone does not establish local implementation.

4 Decision, interruption and escalation

A missing applicable instruction, inaccessible essential evidence or unapproved technical amendment prevents dependent use.

State or event	Action and limit
Evidence valid and criteria met	Record the bounded result and pass it to the authorized receiving function; do not enlarge scope.
Evidence missing, invalid or inconclusive	Keep the dependent conclusion not yet demonstrated / HOLD, preserve the reason and define competent next work.
Valid evidence demonstrates failure	Record nonconformity and protect the affected population; follow actual technical disposition and source status controls.
Trigger genuinely absent	Record the exclusion and its approved responsibility basis. Resource shortages do not justify N/A.
Interrupted or changed work	Preserve prior state and actual configuration; complete impact and revalidation before claiming completion.

5 Required records and receiving checks

Document	Record purpose
AF-FR-9100-001	Application and Scope
AF-FR-9100-015	Change, Configuration and Work Transfer
AF-FR-9100-032	Publication, Adoption, Authority and Controlled Closure

At handover the receiver checks object, scope, current version, original evidence, open conditions, true event chronology and the action they may authorize. An email sent, field marked complete or invoice paid is not acceptance of that handover.

6 Worked case and adverse challenge

Synthetic scenario: An instruction is corrected after a released lot was inspected.

Required reasoning: Preserve the original instruction and inspection results, classify whether technical intent changed, identify the affected lots and notify the responsible release function. A new PDF date does not repair the earlier evidence.

Challenge before local use	Expected behavior
Missing essential input	Dependent conclusion remains held; no favorable default.
Wrong configuration or performer	Detect the mismatch and reassess relevant evidence.
Expired or conflicted authority	Block the prohibited assignment or decision; later renewal cannot validate earlier unauthorized work.
Failed mandatory condition with high total score	No compensation; preserve the failure and required action.
Correction without original history	Reject an apparent closure that erases relevant earlier evidence.

Appendix A — Controlling source and evidence

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.

2.5 Edition, time and change control

SOURCE p. 11 | Normative when applicable

2.5(a) The publication identifier is AF 9100:2026; the edition is First Edition; the publication date is 29 September 2026. Amendments shall be uniquely identified and controlled under Annex Y. An edition designation does not attest that a particular organization, product or person has passed assessment.

2.5(b) Scheme time limits shall be interpreted under Annex AG. Adoption dates in contracts, transition dates in future amendments and effective dates of individual authorizations shall be recorded separately. No date shall be backdated to hide a gap in conformity status.

Required evidence: Edition and amendment register; adoption record; actual decision dates and status history.

7.10 Document creation, approval and distribution

SOURCE p. 19 | Normative when applicable

7.10(a) Documented information shall have a unique identity, title, revision, owner, approval status and effective date as appropriate. Review shall verify technical accuracy, clarity, consistency and suitability before issue. Instructions shall distinguish mandatory steps, hold points, permitted alternatives and acceptance criteria.

7.10(b) Current information shall be available at the point of use. Obsolete versions shall be removed from unintended use or clearly restricted for historical purposes. Personal copies, local spreadsheets and cached digital files shall be controlled when they influence conformity decisions.

Required evidence: Document master list; approval workflow; distribution controls; point-of-use verification.

7.11 Record integrity, retention and long-life readability

SOURCE p. 19 | Normative when applicable

7.11(a) Records shall preserve the identity of the subject, performer, reviewer and applicable configuration, together with time, results, units and disposition. Changes to recorded evidence shall retain the original value, reason, author and approval where relevant. Electronic signatures and acceptance media shall be individual, protected and revocable.

7.11(b) Retention periods shall consider law, contract, product life, latent defects, liability, material traceability and long- duration missions. No universal short retention period is prescribed. Digital preservation shall address format obsolescence, cryptographic validity, migration verification, backup, recovery and readable access after supplier or platform failure.

7.11(c) The organization shall test retrieval of selected legacy and current records, including restoration from backup. Destruction shall be authorized, recorded and suspended when subject to a relevant investigation, claim or preservation obligation.

Required evidence: Retention schedule; signature controls; audit trails; migration and restore tests; authorized disposal records.

Y.1 Publication identity and controlled edition

SOURCE p. 99 | Normative when applicable

Y.1(a) The publication identifier shall be AF 9100:2026 and the edition label First Edition. The publication date is 29 September 2026. The publisher designation shall be Aerospace Federation. The full identifier shall be used in conformity statements so that the AF publication cannot be confused with an unrelated document.

Y.1(b) AF is an AF publication-series designation. It shall not be interpreted as adoption by a regional standards system or a claim of regulatory endorsement. Any separate recognition arrangement shall identify its actual parties, scope, date and conditions without altering the meaning of this publication.

Y.1(c) Controlled distribution shall preserve the approved text, tables, equations, figures, annex status and edition metadata. Uncontrolled extracts shall be identified as extracts and shall not be presented as the complete requirement set.

Required evidence: Publication master; edition metadata; controlled copies; accurate extracts and recognition statements.

Y.2 Interpretation requests and technical resolution

SOURCE p. 99 | Normative when applicable

Y.2(a) A request for interpretation shall identify the exact provision, application context, ambiguity, conflicting readings, proposed consequence and relevant evidence. AF shall assign competent reviewers and check conflicts before issuing a controlled response.

Y.2(b) An interpretation may explain an existing requirement but shall not silently create a new obligation, relax a minimum or validate previously missing technical evidence. A material requirement change shall use the amendment process. Where a safe interpretation cannot be established, the affected dependent decision shall remain held or bounded by a lawful technical restriction.

Y.2(c) Issued interpretations shall have unique identifiers, dates, applicable clauses, rationale and approval records. Parties using the standard shall assess their effect on current profiles, procedures and claims and preserve the resulting decisions.

Required evidence: Interpretation request; technical review; controlled response; implementation-impact record.

Y.3 Corrections and amendments

SOURCE p. 99 | Normative when applicable

Y.3(a) An editorial correction shall identify its exact location and show that it does not change technical intent. Changes to requirements, decision rules, thresholds, scope, validity or essential competence shall be treated as technical amendments, not hidden editorial corrections.

Y.3(b) A technical amendment shall include a change rationale, affected clauses and annexes, cross-clause consistency review, relevant technical and mathematical checks, implementation impact and defined effectivity. Substantive changes shall undergo at least 60 calendar days of public comment before final adoption. Comments and dissent shall receive recorded dispositions.

Y.3(c) Urgent safety information may communicate a protective concern and necessary interim measures, but shall be identified separately and shall not silently rewrite this edition. The subsequent amendment shall follow the controlled technical process.

Required evidence: Correction/amendment record; technical and consistency reviews; comment log and dispositions; actual adoption and effectivity.

Y.4 Numbering, translations and technical fidelity

SOURCE p. 99 | Normative when applicable

Y.4(a) AF shall maintain unique clause, table, figure, equation and form identifiers. Renumbering shall preserve a traceable correspondence and shall not invalidate historical evidence references. Cross-references shall resolve to actual provisions and shall identify whether the cited content is normative or informative.

Y.4(b) An authorized translation shall preserve technical meaning, normative verbs, mathematical notation, units, definitions and decision logic. Ambiguities shall be escalated rather than resolved through unrecorded local interpretation. The English text is the reference edition for this publication; any authorized translation shall state its relationship and issue identity.

Y.4(c) Reformatted accessible copies may be issued where the complete content and relationships are preserved. Layout changes shall not alter tables, mathematical signs, figure labels or the association between a requirement and its exceptions.

Required evidence: Numbering and correspondence register; translation review; technical layout verification; controlled accessible copies.

Y.5 Rights, marks and honest publication claims

SOURCE p. 99 | Normative when applicable

Y.5(a) Rights and permissions for reproduction, licensed use and AF marks shall be administered by the responsible rights holder through explicit terms. A copy of the standard shall not itself confer authority to certify, accredit, represent AF or use its marks.

Y.5(b) Publication status shall be distinguished from independent technical validation, regulatory approval and recognition by another party. Claims about completed evaluation or recognition shall require actual supporting

records. Adoption of the document by an organization shall not be described as adoption by the whole sector.

Y.5(c) The publisher and scheme operators shall correct misleading publication or recognition statements when identified and shall preserve the record of the correction. No external endorsement shall be inferred from the similarity of a publication number, a technical term or the use of familiar assurance methods.

Required evidence: Actual permissions; mark controls; evidenced recognition claims; corrected misleading statements.

Y.6 Periodic review and maintenance record

SOURCE p. 100 | Normative when applicable

Y.6(a) AF shall review the continued suitability of the edition at least every three years and sooner where significant safety evidence, technology, feedback or implementation inconsistency warrants. A review shall consider technical coverage, decision consistency, proportionality and effectiveness of the scheme.

Y.6(b) The maintenance record shall distinguish proposals, approved changes, editorial corrections, interpretations and superseded content. A future proposal does not modify the current edition before its actual approved effectivity. Holders shall retain the basis used for each historical decision.

Required evidence: Review program; technical feedback; controlled maintenance log; actual effective versions.

AJ.1 Form control and common data fields

SOURCE p. 128 | Normative when applicable

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.

Required evidence: Controlled form register; attributable approvals; version and status history; accessible evidence relationships.

AJ.7 Digital implementation and record export

SOURCE p. 131 | Normative when applicable

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.

Required evidence: Workflow validation; prohibited-case tests; attributable approvals; complete exports; relationship and recovery verification.

Source tables — complete field and decision payloads

Table AJ-1 — Operational form set and mandatory payload

Source p. 128 | Required structure when applicable

Form ID / purpose	Required form-specific fields beyond AJ.1	Approval and control
F01 — Application and scope	Route; legal/holder identity; sites and remote functions; product/service/process/role identity; lifecycle responsibility; criticality; exclusions; actual operator authorization; evaluation access.	Applicant acknowledgement and independent application review before evaluation.
F02 — Application profile	Intended use/domain; requirements and limits; essential controls; methods; conditions; samples; uncertainty/scoring; acceptance rule; failure criteria; surveillance; changes; technical owners.	Competent technical approval before evaluating results.
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.
F04 — Audit or evaluation plan	Objectives; route; scope; criteria; sites/shifts; methods; team coverage; time calculation; sample design; access/security; meetings; reporting; technical witnessing.	Authorized plan review; actual departures and resulting coverage recorded.
F05 — Technical result and decision rule	Object/configuration; characteristic; specification; method; equipment; corrections; raw result; uncertainty/coverage; selected rule; result; limitations; technical disposition.	Competent technical sign-off; independent review for triggered criticality.
F06 — Nonconformity and corrective action	Exact requirement; evidence and gap; grade; affected population; protection; notification; occurrence/escape causes; actions; owners; original due dates; effectiveness; verified closure.	Finding classification, technical disposition and final closure separately attributable.
F07 — Review and attestation decision	Complete scope/profile; evaluation package; competence and independence; findings/closure; evidence limitations; decision and rationale; dates; issuer; required scope restrictions.	Independent reviewer/decision maker; no evaluator deciding own third-party evaluation.
F08 — Surveillance and status	Attestation ID; current scope; criticality; due dates; completed activities; findings; change triggers; status; restrictions; restoration/withdrawal; registry update.	Actual decision dates; no hidden gaps or deadline resets.
F09 — Supplier flow-down and transfer	Actual performer and sub-tiers; work package; essential instructions; acknowledgements; source approval; change notice; verification; custody; escape response; records and exit.	Commissioning organization retains acceptance and oversight accountability.
F10 — Personnel credential and task authority	Person; profile; knowledge/practical/essential results; independent decision; credential limits; employer task; site/equipment; supervision; practice; reassessment; expiry.	Separate credential and employer authorization decisions and status.
F11 — Complaint or appeal	Reporter/party; object; issue/grounds; dates; admissibility; conflicts; independent reviewer; submissions; evidence; interim measures; outcome; communication; corrective effects.	Independent outcome; protective action remains effective during review.
F12 — CAB competence scope	Legal provider; activity; method families; ranges/conditions; uncertainty capability where relevant; sites; competence; witnessing; findings; independent authority; exact authorized claim.	Actual competence decision; no self-accreditation or automatic equivalence.

Appendix B — Local implementation and release

Readiness condition	Evidence before consequential use
Authority and responsibility	Actual legal operator, owner, competent technical authority, independent reviewer and permitted result class are recorded.
Scope and criteria	Object, configuration, site, period, trigger, every technical value or observable attribute, units and prospective approval are complete.
Evidence and methods	Original accessible evidence, representative observations, valid methods, uncertainty, adverse cases and limitations support the intended conclusion.
People and independence	Competence is current for each task; genuine conflicts, relevant prior work and needed separation have been checked.
Records and tools	Field meanings, unique IDs, original history, access, retention, recovery and actual deployed workflows have passed local validation.
Decision and public use	All relevant blockers are resolved; required independent decision and written permissions precede the exact public claim.
Continuity and handover	Receiving custody, unresolved duties, corrections and historical decisions survive transfer, retirement or provider closure.

Record the completed local readiness and actual authorization in AF-FR-9100-032 or an equivalent controlled record. Preserve the unchanged source standard and each earlier decision basis. A blocked activity may continue only within a genuinely permitted development boundary, not as a provisional conformity certificate.