



AF 9100:2026

Aerospace Quality Management System

PROCEDURE

Change, Configuration, Work Transfer and Requalification

AF-PR-9100-006

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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: Any proposed, temporary, emergency or discovered unapproved change to the assured baseline.

Accountable process owner: Configuration and change authority. 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 Identify both baselines

Capture before-and-after requirements, hardware, software, model, process, source, location and instructions. Record why the change is needed and which physical or digital instances it may affect.

3.2 Assess impact and cumulative changes

Review fit, function, safety, life, qualification, measurement, interfaces, cybersecurity, support and customer conditions. Include interacting prior changes rather than assessing the latest change alone.

3.3 Identify retained and invalid evidence

Use a difference matrix to justify every reused result. Define full or partial requalification and first-article work, relevant regression and actual receiving-site demonstration.

3.4 Approve the implementation boundary

Obtain responsible technical and required customer or authority approvals. Specify effectivity, serial or lot cut-in, mixed-configuration restrictions and any temporary expiry or rollback conditions.

3.5 Verify the actual receiving state

Check people, equipment, source, environment and point-of-use data at the new site or configuration. Preserve failed trials, deviations and restrictions before authorizing unrestricted work.

3.6 Reconcile and communicate

Update as-built, as-tested, as-delivered and as-maintained records. Obtain downstream acknowledgement where action is required and review historical outputs affected by an unapproved change.

4 Decision, interruption and escalation

An unassessed essential difference, unsupported receiving capability or unapproved effectivity holds affected work.

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-9100-015	Change, Configuration and Work Transfer
AF-FR-9100-016	Design, Interfaces, Gates and Engineering Budgets
AF-FR-9100-021	Production Route and First-Article Accountability
AF-FR-9100-022	Process Qualification, Execution and Requalification

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 additive supplier changes powder reuse and the post-processing source together.

Required reasoning: Evaluate both changes and the relevant material mechanisms. Qualify the actual new route and update source, build and unit genealogy before relying on the earlier process approval.

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.

Challenge before local use	Expected behavior
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.

6.4 Management-system and operational changes

SOURCE p. 17 | Normative when applicable

6.4(a) Changes shall be planned with a stated purpose, affected requirements, risks, resources, competence needs, interfaces, implementation method and acceptance criteria. The organization shall identify the approved baseline, the proposed baseline and the evidence needed to authorize transition.

6.4(b) The change process shall cover organizational restructuring, relocation, outsourcing, supplier changes, digital- platform replacement, model updates, process-parameter changes and emergency changes. Temporary changes shall have explicit expiry or restoration criteria. Unintended changes shall be assessed and contained promptly.

Required evidence: Change requests; impact assessments; approvals; training; implementation and post-change verification.

8.1.2 Configuration management

SOURCE p. 20 | Normative when applicable

8.1.2(a) The organization shall establish configuration identification, baseline control, change control, status accounting and configuration verification across hardware, software, models, manufacturing data and service information. The configuration structure shall identify relevant interfaces and distinguish as-designed, as-planned, as-built, as-tested, as-delivered and as-maintained states.

8.1.2(b) Changes shall be assessed for effects on fit, form, function, safety, interchangeability, qualification, maintenance, cybersecurity, traceability and customer obligations. The affected population and implementation point shall be identifiable. Mixed configurations shall be prevented unless their compatibility is specifically justified.

8.1.2(c) Configuration audits shall reconcile physical and digital evidence against approved baselines. Unauthorized substitutions or unexplained version differences shall be treated as nonconformities. A digital twin or model of record shall not conceal a discrepancy in the physical item.

Required evidence: Configuration plan; item hierarchy; baselines; change board decisions; status accounting; configuration audits.

8.1.5 Temporary and permanent work transfer

SOURCE p. 21 | Normative when applicable

8.1.5(a) The organization shall plan transfer of work between sites, suppliers, equipment, production lines or service locations. The transfer plan shall identify baseline data, process capability, competence, tooling, environmental conditions, technical support, traceability and delivery-continuity risks.

8.1.5(b) Transferred work shall undergo appropriate first article, process requalification or service-capability verification before unrestricted release. The receiving source shall demonstrate actual capability; the sending source's records alone shall not establish equivalence. Early production shall be monitored against defined exit criteria.

Required evidence: Transfer plan; receiving-site readiness; qualification evidence; initial-output monitoring and closure.

8.2.4 Changes to requirements

SOURCE p. 22 | Normative when applicable

8.2.4(a) Changes shall be uniquely identified, reviewed, approved and communicated to all affected functions and external providers. The organization shall evaluate impacts on completed work, purchased material, qualification evidence, delivered products, software compatibility and maintenance information.

8.2.4(b) The change implementation point shall be controlled. Obsolete requirements shall be removed from unintended use, and affected verification shall be repeated where necessary. The organization shall confirm that downstream recipients have incorporated changes requiring their action.

Required evidence: Requirement-change record; impact analysis; baseline update; implementation and acknowledgement evidence.

8.3.6 Design changes and continued validity

SOURCE p. 23 | Normative when applicable

8.3.6(a) Design changes shall be identified, reviewed, verified or validated as necessary and approved before implementation. Impact shall be assessed on interchangeability, interfaces, hazards, software, process capability, qualification, service instructions and the affected delivered population.

8.3.6(b) The organization shall identify when customer or competent-authority approval is required. A change that appears physically small shall not be presumed low risk. Changes to materials, manufacturing routes, model training data or timing behavior shall receive a consequence-based assessment.

Required evidence: Change request; impact analysis; requalification decision; approvals; affected-item and implementation records.

8.5.6 Production and service changes

SOURCE p. 25 | Normative when applicable

8.5.6(a) Production and service changes shall be reviewed and authorized by competent persons with defined authority. The review shall consider changes to output characteristics, process capability, hidden features, qualification, measurement, configuration and contractual approvals.

8.5.6(b) Emergency changes shall have temporary limits, additional checks and an expiry or conversion decision. The organization shall retain the baseline, change rationale, approval and verification of the changed output. A change implemented to restore delivery shall not bypass required design approval.

Required evidence: Process-change record; technical impact; approvals; temporary controls; changed-output verification.

25.6 Changes, transfer and requalification

SOURCE p. 45 | Normative when applicable

25.6(a) Requalification review shall follow changes to essential variables, material source, software, equipment, tooling, location, personnel arrangements or inspection method, and adverse trends or significant interruption. The review shall define whether full or partial demonstration is necessary.

25.6(b) Work transferred to another source or site shall demonstrate receiving capability. Partial requalification shall identify evidence retained as valid and explain why unaffected characteristics remain covered. Commercial urgency shall not substitute for receiving-site evidence.

Required evidence: Requalification trigger review; transfer readiness; retained-evidence rationale; actual receiving-site results.

D.1 Requirement-record integrity

SOURCE p. 55 | Normative when applicable

D.1(a) Every controlled product or service requirement shall have an identifier, statement, source, owner, revision, rationale, applicability, verification method and acceptance criteria. Derived and safety-related requirements shall include their parent link and approving authority.

D.1(b) The organization shall maintain traceability through allocation, implementation, verification, anomaly resolution and release. Traceability completeness shall be evaluated for meaning and validity, not only the presence of hyperlinks. Broken or circular links shall be investigated.

D.2 Identifiers, versioning and time

SOURCE p. 55 | Normative when applicable

D.2(a) Identifiers shall remain unique within the defined repository and resolvable after migration. Revision and status shall be distinct; an approved obsolete version shall not appear current. Time records shall identify the relevant time basis and sequence sufficient to reconstruct events.

D.2(b) Units, coordinate systems, reference frames and data encodings shall be explicit where misinterpretation could affect conformity. Imported supplier data shall be checked for mapping errors, truncated precision and semantic differences. Automated exchange shall retain validation results.

D.3 Evidence provenance and tamper indication

SOURCE p. 55 | Normative when applicable

D.3(a) An evidence record shall identify the source system or person, acquisition method, processing, transformations and approvals. Cryptographic hashes or signatures may support integrity but shall not be treated as proof that the original observation was correct.

D.3(b) Corrections shall preserve the prior evidence and explain why it changed. Access and modification logs shall be protected in accordance with consequence and obligations. Migration shall verify relationships as well as files; a readable PDF without its underlying configuration links may be insufficient. The filled chain demonstrates structure only. It deliberately does not supply a universal stopping-time value, load or speed; those values require a valid system-specific safety basis.

Source tables — complete field and decision payloads

Table D-1 — Required lifecycle data entities

Source p. 55 | Required structure when applicable

Entity	Minimum fields	Required relationships
Requirement	ID; revision; statement; source; rationale; criticality; owner; acceptance criterion; status.	Parent need; allocated item/function; verification case; applicable obligation.
Configuration item	ID; type; revision; physical/software identity; owner; baseline; approved use.	Requirements; BOM; interfaces; change history; as-built or deployed instances.
Material or component lot	Source; manufacturer; lot/batch; quantity; condition; certificate; received date.	Incoming verification; process route; consumed serials; split/merge history.
Verification case	ID; method; requirement; configuration; procedure; environment; uncertainty; acceptance rule.	Test article; equipment; raw data; result; anomaly and disposition.
Process execution	Route revision; operation; performer; date/time; equipment; parameters; material; result.	Lot/serial; qualified procedure; inspection; nonconformity; next authorized step.
Change	ID; reason; baseline before/after; impact; approvals; effectivity; verification.	Affected requirements/items; delivered population; suppliers; support information.
Hazard or risk	ID; scenario; consequence; likelihood basis; exposure; controls; owner; residual decision.	Requirements; mitigations; verification evidence; operational limitations.
Release	ID; configuration; scope; acceptance evidence; concessions; restrictions; authorized identity; date.	Requirements baseline; product serial/lot; delivery dossier; service-life status.
Digital artifact	Artifact ID; version; source/build; dependencies; hash; signature; provenance; access class.	Requirements; verification; release; deployment instances; vulnerabilities.
Retirement	Asset identity; condition; hazardous inventory; reuse restrictions; disposition; verifier.	Life history; disposal evidence; retained records; remaining obligations.

Table D-2 — Filled illustrative trace chain

Source p. 55, 56 | Illustrative or explanatory source table

Record	Example value	Connection
Need	NEED-GSC-01: controlled motion during payload handling.	Allocated to SYS-GSC-R12.
Requirement	SYS-GSC-R12 rev B: stop response within a program-defined limit under stated load and speed.	Hazard H-GSC-02; verification V-GSC-12.
Configuration	Controller CTRL-07 rev C; firmware 2.4.1; cart serial GSC-004.	Build manifest BM-241; interface ICD-09 rev D.

Record	Example value	Connection
Verification	V-GSC-12 rev 3; test article GSC-004; report TR-012.	Raw records RAW-012; calibrated timer TM-08; approved decision rule DR-03.
Disposition	Anomaly AN-04 closed after independent retest.	NCR-026; verified corrective action CA-026.
Release	REL-GSC-004 rev 1; approved operating- domain restriction attached.	Release authority RA-02; receiving acknowledgement ACK-004.

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.