



AF 9100:2026

Aerospace Quality Management System

PROCEDURE

Scheme Admission, Participation Terms and Operator Authority

AF-PR-9100-030

FIRST EDITION

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Publication identity and application

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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: Formal application, new route request, agreement or request to represent AF.

Accountable process owner: Scheme operations 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 Separate enquiry from live scope

Identify the requested route, object, profile and real operator authorization. A development enquiry for an unavailable capability must not be sold as a live conformity assessment.

3.2 Review eligibility and feasibility

Verify legal identity, actual performers, scope, competent evaluation and independent decision resources, impartiality and lawful evidence access before contracting.

3.3 Complete the profile and terms

Agree technical criteria, evaluation, sampling and limitations, fees independently of outcome, responsibilities, access, confidentiality, remedies, surveillance and exit. Actual local legal and fee values need competent completion.

3.4 Confirm ORG prerequisites

For initial ORG assess actual internal audit, management review and sufficient implemented records. Do not impose a corporate audit on an individual PER candidate or request fabricated operating history.

3.5 Authorize only the stated work

Record admissions, refusals or holds and communicate their basis. Keep actual written scheme-operation and mark permissions separate from applicant eligibility and technical capability.

3.6 Transfer a controlled case

Hand the approved scope, profile, terms, conflicts and unresolved limitations to the evaluation owner. Receipt or payment cannot be recorded as a positive decision.

4 Decision, interruption and escalation

Unreleased or unauthorized scope, unresolved method or unavailable independent competence holds admission.

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-9100-002	Application Profile and Acceptance Schedule
AF-FR-9100-003	Competence, Independence and Assignment
AF-FR-9100-004	Audit and Evaluation Plan
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 applicant asks the operator to add an unfamiliar laboratory method to its offer.

Required reasoning: Classify it as scope development until technical criteria, competence, witnessing and authority are ready; do not infer capability from an existing organizational certificate.

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.

Challenge before local use	Expected behavior
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.

22.8 Scheme operation and competence attestations

SOURCE p. 41 | Normative when applicable

22.8(a) Bodies operating AF assessment routes shall fulfill Clause 28 and Annex AH, in addition to the route-specific rules. A laboratory, inspection body or certification body seeking a CAB competence attestation shall undergo evaluation of its actual technical activities, not merely an organizational audit.

22.8(b) Accreditation and AF authorization shall not be self-awarded by a body using this publication. They require the separately identified authorized decision described in Annex AH. Organizations without that authorization may use the standard internally or contractually but shall describe the basis accurately.

Required evidence: Operator authority; body competence evaluation; written scope; independent decision; accurate accreditation and authorization claims.

28.1 Legal responsibility, resources and impartiality

SOURCE p. 48 | Normative when applicable

28.1(a) The provider shall identify the legal entity responsible for its work, governance, authorized signatories, resources and arrangements for financial and professional liabilities. Its commercial model shall not condition a favorable result on purchasing consultancy, training, membership or other services.

28.1(b) Impartiality risks from ownership, employment, shared staff, referrals, finance, close relationships and previous work shall be identified, reviewed and controlled. Where a conflict cannot be reduced to an acceptable level, the assignment shall be refused or reassigned. A signed declaration alone shall not neutralize an actual conflict.

Required evidence: Legal and governance records; resource and liability arrangements; impartiality analysis; conflict decisions.

AA.1 Object selection and the scope tuple

SOURCE p. 103 | Normative when applicable

AA.1(a) Before accepting an application, the scheme operator shall select one or more routes from Table AA-1. Each route shall have a separate evaluation boundary and conclusion. A combined assessment may share relevant evidence, but shall not merge different conformity objects into an ambiguous certificate.

AA.1(b) The scope tuple shall identify object type; applicant and responsible legal entity; product, service, process, person or provider identity; sites and remote functions; configuration or role version; lifecycle responsibilities; criticality; technical modules; application profile; evaluated period; and exclusions or restrictions. Empty fields shall be justified rather than omitted silently.

Required evidence: Application review; selected routes; completed scope tuple; responsibility and applicability matrix.

AA.2 Application profile requirements

SOURCE p. 103 | Normative when applicable

AA.2(a) The profile shall define the evaluated object, version, intended use, operating or task domain, characteristics or competences, acceptance criteria, methods, samples, uncertainty or scoring rules, required evidence, critical failures, surveillance and change triggers. The technical profile owner shall be identified and competent to approve those criteria.

AA.2(b) A PRD profile shall state relevant performance, environmental, safety, interface and life criteria. A SVC profile shall state delivery outcomes and observation windows. A PRC profile shall state essential variables and qualified ranges. A PER profile shall state tasks, prerequisites, knowledge and practical demonstration. SUB and CAB profiles shall state the actual work or assessment capability.

AA.2(c) The profile shall be approved before evaluation. It may add requirements but shall not waive AF minima or mandatory obligations. Where methods or limits are missing, the application shall be held until competent technical definition is available; broad references to “good quality” or “all aerospace uses” are not adequate

criteria.

Required evidence: Approved profile with technical criteria; method and decision matrix; critical-failure list; profile change history.

AA.3 Evaluation sequence and admission controls

SOURCE p. 104 | Normative when applicable

AA.3(a) The operator shall review eligibility, scope, competence resources, impartiality, evidence access and evaluation feasibility before contracting. It shall agree the profile and explain fees independently of outcome. An application shall not be accepted for a scope the operator cannot competently assess.

AA.3(b) The evaluation shall establish readiness, verify implementation or technical performance, record findings, verify correction and submit the complete evidence for independent review. ORG evaluation shall include readiness and implementation stages. Other routes shall use object-appropriate stages without imposing an organizational audit on an individual candidate.

AA.3(c) For an initial ORG assessment, the applicant shall have completed an internal audit covering the applicable scope and a management review, with sufficient implemented records to show operation. A new organization may be assessed when adequate actual evidence exists; artificial backdated records or a fixed unsubstantiated history shall not be requested or accepted.

Required evidence: Admission decision; contract; approved evaluation plan; readiness evidence; evaluation results and independent review.

AA.7 Scheme ownership, authorization and changes

SOURCE p. 105 | Normative when applicable

AA.7(a) AF shall control the published AF rule set and written permissions to operate its scheme or use its marks. The operator shall retain responsibility for its evaluations and decisions within the granted scope. The applicant shall retain responsibility for its products, services and representations.

AA.7(b) A scheme operator shall not expand its authorized sector, object or technical scope without the required competence evaluation and written approval. Scheme changes shall follow Annex Y; changes to individual attestations shall follow Annex AG. An AF designation does not establish governmental delegation or recognition in another scheme.

Required evidence: Scheme governance; actual written operator authorization; authorized scope; controlled changes.

AH.1 Provider identity, governance and responsible operation

SOURCE p. 123 | Normative when applicable

AH.1(a) The provider shall identify its legal responsibility, owners, governing authority, authorized activities, organization, decision authority, resources and arrangements for liabilities. Its scope shall distinguish testing, calibration, inspection, organizational certification, product/service/process certification, personnel assessment and competence assessment of other bodies.

AH.1(b) The provider shall maintain sufficient qualified personnel, technical resources and financial continuity to perform contracted work, corrective follow-up and required surveillance. Liability, insurance or equivalent arrangements shall be appropriate to the work and applicable obligations. Funding shall not purchase a favorable technical conclusion.

AH.1(c) Terms of service shall state the object, criteria, confidentiality, access, responsibilities, fees, complaints, appeals and restrictions on claims. The provider shall not imply authorization beyond its actual written scope or guarantee that a public authority will accept its reports.

Required evidence: Legal and governance records; declared activity scope; resources; liability arrangements; accurate service terms.

Source tables — complete field and decision payloads

Table AA-1 — AF conformity objects and decision boundaries

Source p. 103 | Required structure when applicable

Route / object	Applicable evaluation basis	Permitted conclusion and boundary
ORG — Organization	Clauses 1-10 and 22; triggered 11-21 and 23-28; organizational implementation and outcomes.	Defined management and assurance system. Does not approve every product or certify every employee.
PRD — Product / system	Clause 23; product profile; relevant technical, qualification and acceptance requirements; controlled production where ongoing.	Identified product, configuration, family, lot or serial against stated criteria. No implied statutory approval.
SVC — Service	Clause 24; defined outcomes, delivery boundary, period, interfaces, competence and continuity.	Specified service or service event, not an unrestricted approval of the provider's other services.
PRC — Process	Clause 25; relevant Annex L; essential variables, qualification, scope, monitoring and output relationship.	Process capability within the qualified conditions. Not automatic acceptance of all output.
PER — Person	Clause 26 and Annex AE; approved job profile; Annex AB for assessment-role credentials.	Demonstrated competence for a defined role. Employer task authorization and required licenses remain separate.
SUB — External provider	Clause 27; Annexes J and AF; actual site, supplied work and sub-tier controls.	Qualification for a defined supply scope. Conditional development status is not a conformity certificate.
CAB — Assessment provider	Clause 28 and Annex AH; role-specific competence, methods, witnessing, impartiality and independent decisions.	Defined assessment capability under actual AF authorization. ORG certification is not accreditation.

Table AA-2 — Minimum profile fields

Source p. 103, 104 | Required structure when applicable

Field group	Required information
Identity and ownership	Profile ID, revision, route, owner, technical approver, issue date and affected claims.
Object and domain	Exact object/configuration, sites, relevant users, operating or task conditions and exclusions.
Obligations and criteria	Requirement IDs, quantitative limits or defined attributes, legal and customer constraints, essential controls.
Evaluation design	Methods, test conditions, samples, representativeness, uncertainty, validity checks, required independence.
Decision	Pre-agreed passing rules, critical failures, treatment of unavailable evidence and nonconformities, decision authority.

Field group	Required information
Continuing basis	Surveillance, expiry or instance boundary, change triggers, renewal and retained support obligations.
Records and claims	Required reports, retention, authorized public statement, privacy and mark restrictions.

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.