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Aerospace Quality Management System

PROCEDURE

Surveillance, Renewal, Status, Transfer and Closure

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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: Approaching due date, material change, adverse evidence, missed requirement, transfer or operator exit.

Accountable process owner: Scheme continuing-assurance owner. 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 Establish the real time baseline

Record decision, issue, expiry, completed surveillance and profile-specific conditions separately. Use actual time zone, calendar rules and the shortest interval for inseparable mixed criticality.

3.2 Plan current technical coverage

Use 12-month C0/C1 or six-month C2/C3 surveillance with actual route-appropriate evidence. Apply ORG resource/site floors separately and PER practical/current-competence conditions where relevant.

3.3 Act on adverse and overdue conditions

Protect critical concerns immediately, apply the 24-hour critical notices/status controls and verify major/minor closure within source clocks. Booking or payment is not completed surveillance.

3.4 Control suspension and restoration

State scope, prohibited use, actions and the 90-day final resolution limit. Restore only on evidence, restrict independently unaffected scope or withdraw; preserve original expiry unless full renewal occurs.

3.5 Complete renewal truthfully

Evaluate current performance, changes, complaints, competence and all in-scope findings before actual renewal. A decision after expiry retains a gap; do not backdate a certificate.

3.6 Transfer duties and preserve closure

The receiving operator reviews authenticity, scope, history, findings, competence and needed new evaluation. Accept custody of usable records, outstanding remedies and status duties; file transfer does not transfer authority.

4 Decision, interruption and escalation

Missed required surveillance or unsupported continuing conformity triggers the applicable affected status action.

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-9100-008	Surveillance, Renewal and Status
AF-FR-9100-006	Nonconformity, Containment and Corrective Action
AF-FR-9100-009	Supplier Flow-Down, Custody and Transfer
AF-FR-9100-010	Personnel Credential and Employer Task Authority
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: A suspended holder requests a new certificate number to restart the clock.

Required reasoning: Retain the original suspension and expiry history. A new number is not evidence of correction, renewal or restoration.

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.

22.6 Continuing validity and changes

SOURCE p. 41 | Normative when applicable

22.6(a) The attestation holder shall report changes that can affect conformity, including new sites, ownership or legal identity, product configuration, service architecture, essential process variables, competence, critical subcontractors and serious incidents. Changes shall be evaluated before the affected extended claim is used.

22.6(b) Surveillance, renewal, suspension, restoration, expiry and withdrawal shall follow Annex AG. Status records shall preserve dates and scope history. Reissue of a document, payment of a fee or filing an appeal shall not extend an expired or suspended authorization.

Required evidence: Change notifications; surveillance findings; renewal evidence; current and historical status records.

AB.7 Inactivity, restriction and reactivation

SOURCE p. 107 | Normative when applicable

AB.7(a) When the applicable activity minimum is not met, independent authorization for that role shall be suspended until a competence review and supervised reactivation demonstrate current capability. After more than 12 months without relevant audit practice, an auditor shall complete updated AF learning and a satisfactory witnessed assignment before independent work resumes.

AB.7(b) A serious competence or integrity concern shall trigger immediate assessment of the authorization and earlier affected work. Reinstatement shall require evidence proportionate to the cause, including reassessment where necessary. The original authorization expiry shall not be extended merely by restoration.

AB.7(c) Changes to the standard, sector technology, methods or legal access shall trigger targeted updates. An assessor shall decline tasks outside their authorization and request appropriate technical support. Automated tools may support work but shall not replace the accountable human evaluator or decision maker.

Required evidence: Restriction and inactivity records; reactivation plan; witnessed results; prior-work assessment; restored scope.

AE.8 Continued practice, inactivity and renewal

SOURCE p. 116 | Normative when applicable

AE.8(a) The credential holder shall complete at least 16 hours of relevant continuing development in each 12-month period and maintain evidence of relevant practice. The profile shall define the minimum practical frequency or supervised demonstration necessary for that role. The operator shall assess actual competence, not training hours alone.

AE.8(b) For C2/C3 tasks, more than six months without relevant practice shall require an observed competence demonstration before independent task authorization resumes. For C0/C1 tasks, the corresponding trigger is more than 12 months. Earlier reassessment shall follow significant change or adverse evidence. Auditor activity rules in Annex AB also apply; the stricter triggered requirement controls.

AE.8(c) Renewal shall review current scope, practice, development, conduct, complaints, changes and performance. It shall include a practical demonstration of essential skills within the preceding six months and a knowledge update covering material changes. New or expanded scope shall receive the necessary initial assessment rather than automatic renewal.

AE.8(d) The operator shall complete PER continuing-scope surveillance at the interval in Annex AG applicable to the assessed role criticality. Surveillance may use verified practice, development and observed performance as specified in the profile; renewal still requires the practical and knowledge evidence stated above.

Required evidence: Practice and development log; inactivity decision; observed essential-skill demonstration; knowledge update; renewal decision.

AG.1 Time interpretation and recorded dates

SOURCE p. 120 | Normative when applicable

AG.1(a) Unless explicitly stated otherwise, “days” means calendar days. A period starts when the holder or responsible operator is first formally informed of the relevant finding, decision or event; final report production shall not postpone an already communicated finding. A deadline measured in months falls on the corresponding calendar date, or the last day of that month if no corresponding date exists.

AG.1(b) A validity record shall specify its time basis and exact expiry date. Certificate issue date and conformity decision date shall be recorded separately when they differ. No document shall be backdated to conceal an expired, suspended or unassessed period. A later correction shall preserve the actual history.

Required evidence: Time basis; notification timestamps; decision, issue and expiry dates; preserved amendments.

AG.2 Ongoing versus instance attestations

SOURCE p. 121 | Normative when applicable

AG.2(a) An ongoing attestation remains valid only while required surveillance, criteria and conditions are fulfilled. A holder with mixed criticality shall follow the shortest interval triggered by the attested scope unless genuinely separate scopes and records justify different surveillance arrangements.

AG.2(b) A lot, serial, one-time test, service-event or other instance attestation shall identify the exact evaluated instance and conditions. It does not authorize future production or continuing services. Its historical result does not acquire a universal 24-month technical validity; later evidence that invalidates the result shall nevertheless trigger correction or withdrawal of the claim.

AG.2(c) A process qualification or personnel task authorization may lose validity before its scheduled review because conditions or competence have changed. A certificate period shall not extend an equipment life limit, calibration validity, operator license or qualified process window.

Required evidence: Ongoing/instance classification; appropriate expiry or event boundary; monitored conditions; linked technical limits.

AG.3 Surveillance planning and completed coverage

SOURCE p. 121 | Normative when applicable

AG.3(a) The operator shall plan surveillance using current scope, criticality, changes, performance, complaints, prior findings and technical dependencies. Annex AC sets organizational time and site-coverage minima. Other routes shall use the profile’s appropriate tests, observation or competence checks within the intervals in Table AG-1.

AG.3(b) Completed surveillance shall verify that the attestation basis remains valid, not merely that documents have not changed. Missed surveillance by the applicable deadline shall trigger suspension of the affected ongoing attestation. Scheduling an audit, paying an invoice or issuing a reminder shall not count as completion.

AG.3(c) A serious event or material change shall trigger special evaluation before the routine due date where necessary. Recovery from an interruption shall verify actual competence, configuration and controls before the affected status is restored.

Required evidence: Risk-based surveillance plan; completed evidence; missed-deadline decisions; special evaluations and restoration checks.

AG.4 Finding closure and overdue action

SOURCE p. 121 | Normative when applicable

AG.4(a) The finding owner shall implement immediate correction or containment, determine extent and cause, implement corrective action and provide evidence of effectiveness. The operator shall verify closure by a method appropriate to the finding; a revised procedure alone is insufficient for an implementation failure.

AG.4(b) If a major or minor closure deadline is missed, the operator shall suspend or further restrict the affected ongoing scope unless it is already suspended or withdrawn. A new finding number or revised action plan shall not restart the original deadline. The deadline for a critical finding shall be set by the necessary protective action and relevant technical basis, not by the minor or major timetable.

AG.4(c) For initial grant, renewal and extension, no open nonconformity may remain within the requested scope at the decision. Corrective-action periods are time allowed to remedy deficiencies, not a permission to issue a certificate before those deficiencies are closed.

Required evidence: Correction and cause evidence; verified effectiveness; original due dates; overdue status decisions.

AG.5 Suspension, restriction, restoration and withdrawal

SOURCE p. 121 | Normative when applicable

AG.5(a) Suspension shall state the affected object, scope, reason, prohibited claims, required action and final resolution deadline. The holder shall cease the affected claim and mark use immediately. Product or service containment obligations remain separate and shall be implemented where the technical issue requires them.

AG.5(b) Restoration shall require verification that the cause is resolved, affected outputs have been addressed and the attestation basis is again valid. The original expiry shall remain unchanged unless a complete renewal decision is also made. Restoration shall not retrospectively validate the suspended interval.

AG.5(c) Restriction shall be allowed only where the remaining scope is independently demonstrated to be unaffected and adequately controlled. At the end of 90 days of suspension, the operator shall restore, formally restrict to such a scope or withdraw. Suspension shall not be prolonged by repeated administrative resets.

Required evidence: Reasoned status decisions; required action; verified restoration; unaffected-scope analysis; complete history.

AG.6 Renewal and continuity of claims

SOURCE p. 121 | Normative when applicable

AG.6(a) The operator and holder shall plan renewal sufficiently before expiry to complete evaluation, corrective action, independent review and decision. Initiating the process at least 90 days before expiry is recommended; it does not guarantee completion or extend validity.

AG.6(b) Renewal shall evaluate the complete current basis, performance over the preceding period, changes, complaints, competence and surveillance effectiveness. The operator shall not rely solely on the prior certificate. All nonconformities in the renewed scope shall be closed before the new decision.

AG.6(c) If the decision is completed after expiry, the new attestation shall begin no earlier than its actual decision date. The gap shall remain visible. The holder shall not use the expired claim while waiting for a decision.

Required evidence: Renewal plan; complete evaluation; closed findings; actual decision dates; disclosed gaps.

AG.7 Scope change, transfer and provider closure

SOURCE p. 122 | Normative when applicable

AG.7(a) Expansion to new products, services, roles, technical methods, critical processes or sites shall require competence, profile and evidence review before the expanded claim is used. Legal identity, ownership and key resource changes shall be assessed for their effect on responsibility and continuing control.

AG.7(b) Transfer to another operator shall not be automatic. The receiving operator shall verify authenticity, actual scope, decision history, open findings, surveillance and competence evidence and perform additional evaluation where necessary. A suspended or unsupported claim shall not be made valid by transfer.

AG.7(c) If an operator ceases operation, the owner and authorized parties shall preserve records, status and outstanding cases, and arrange any lawful transfer. Holders shall be informed of effects on surveillance and claims. Record transfer alone does not transfer accreditation or AF operating authority.

Required evidence: Scope-change evaluation; transfer review; unresolved findings; provider closure and holder notification.

AG.8 Status register, records and historical integrity

SOURCE p. 122 | Normative when applicable

AG.8(a) The scheme operator shall maintain a current register identifying attestation ID, holder, route, scope, profile, issue and decision dates, expiry or instance boundary, status and restrictions. Public verification shall disclose sufficient information to prevent misleading use while protecting personal and controlled technical data.

AG.8(b) Assessment and decision records shall be retained for at least seven years after the last relevant decision, or longer where applicable obligations, product life or investigations require. Sensitive personnel information shall be minimized, access controlled and lawfully disposed of when retention is no longer justified. Legal constraints requiring a different handling arrangement shall be documented without falsifying or concealing the decision basis.

AG.8(c) Corrections, restrictions, suspension, expiry and withdrawal shall preserve historical dates. A record may be archived but shall not be deleted to imply that an adverse status never existed. The operator shall test retrieval and continuity of status information.

Required evidence: Current and historical register; privacy controls; justified retention; tested retrieval and continuity.

AH.9 Surveillance, corrective learning and operational closure

SOURCE p. 125 | Normative when applicable

AH.9(a) CAB surveillance and renewal shall follow Annex AG and address technical witnessing, competence, method validity, impartiality, decisions, complaints and significant changes. Adverse proficiency or comparison results shall trigger technical action and review of affected earlier reports.

AH.9(b) The provider shall correct inaccurate reports and claims, notify appropriate recipients and assess systemic extent. Closure or loss of authorization shall preserve technical records, outstanding cases and accurate status information. Any transfer shall maintain confidentiality and the actual history of competence decisions.

Required evidence: Technical surveillance; witnessed competence; adverse-result action; report corrections; closure and record-transfer arrangements.

Source tables — complete field and decision payloads

Table AG-1 — Controlling AF scheme intervals and deadlines

Source p. 120 | Required structure when applicable

Activity / status	Maximum interval or deadline	Decision condition
Ongoing ORG, PRD-family, SVC, PRC, SUB or CAB attestation	24 months from the conformity decision	Renewal decision completed before expiry; no automatic extension. Route-specific instance limits remain separate.
PER credential	24 months from the conformity decision	Continued competence and renewal under Annex AE.
Employer task authorization review	12 months	Earlier reassessment after change, inactivity or adverse evidence; not a statutory license period.
C0/C1 ongoing surveillance	12 months between decision/last surveillance and next completed surveillance	First surveillance completed no later than 12 months after initial decision.
C2/C3 ongoing surveillance	6 months between decision/last surveillance and next completed surveillance	First surveillance completed no later than six months after initial decision; relevant critical-control sites included.
Corrective-action plan for a nonconformity	30 days after finding notification	Immediate protection is separate; initial grant and renewal still require actual closure.
Major nonconformity verified closure	60 days after finding notification	No presumption of continued status during correction; AD.8 controls suspension or evaluated restriction.
Minor nonconformity verified closure	90 days after finding notification	Bounded continuation only for an existing attestation under AD.8.
Critical concern: protective action	Immediately upon recognition	Stop/contain the affected work; do not wait for an administrative deadline.
Holder notification to its scheme operator of a critical attestation-related concern	Within 24 hours after awareness	Earlier legal/customer notification duties still apply; continue updates as scope becomes known.
Operator action on a substantiated critical concern	Suspend or impose an effective evaluated restriction within 24 hours	The decision cannot wait for root-cause completion. Notify AF where AF authorization is involved.
Registry update after a status decision	Within two days	Holder informed immediately; public record accurately identifies affected scope.

Activity / status	Maximum interval or deadline	Decision condition
Suspension duration	90 days from suspension decision	Restore on verified evidence, formally restrict to a demonstrably unaffected scope, or withdraw; no rolling reset.
Final evaluation report	14 days after evaluation close	Exceptional delay communicated under AC.7; protection and finding clocks unaffected.
Complaint/appeal acknowledgement	Five days after receipt	Assign case and provide process information.
Appeal submission	30 days after notification of the contested decision	A justified exceptional late submission may be admitted under AI.3.
Ordinary complaint/appeal determination	60 days after receipt	Necessary exceptional extensions require reasons and progress communication at least every 30 days.

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.