AEROSPACE FEDERATION

AF-PR-9300-020

Report Review, Issue and Amendment

Space / Aviation / Defense

FIRST EDITION

AF 9300 SUPPORTING DOCUMENT

Aerospace Federation
af.org

Document identity and use

FIRST EDITION MANUSCRIPT - Prepared for Aerospace Federation review

Field	Controlled identity
Document	AF-PR-9300-020 - Report Review, Issue and Amendment
Parent standard	AF 9300 - Aerospace Testing, Verification & Qualification
Edition / language	FIRST EDITION / English master text
Family	Procedures
Primary source anchors	29; Annex K
Suggested local owner	Procedure owner identified in execution table
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 9300 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-9300-001 lists the complete supporting set. AF-CM-9300-001 maps the main clauses and annexes to working documents. AF-TP-9300-001 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 Keep superseded evidence and decisions traceable.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 test level, 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 Purpose, trigger and inputs

A report, conformity statement, amendment or withdrawal is prepared.

Required inputs: Accepted evidence, criteria, uncertainty rule, matrix states, anomalies and recipient needs.

Use the complete parent requirements at 29; Annex K. Assign an eligible owner to each step; retain the actual baseline and time of each material action.

2 Controlled execution

Step / responsible role	Required action	Retained output
1 / Author	Prepare complete identity, setup, results, limitations and evidence references.	Report draft
2 / Technical reviewer	Reconcile conclusions with data, uncertainty and requirement states.	Review checklist
3 / Authorized issuer	Issue the bounded statement under actual authority.	Controlled report
4 / Document owner	Maintain current/superseded/withdrawn status and distribution.	Report register
5 / Technical authority	Evaluate material corrections and notify affected recipients.	Amendment impact record

Decision control: Favorable wording inconsistent with data, unexplained deviations or unsupported recognition claims prevents issue.

2.1 Exceptions and escalation

Preserve the observed condition, affected object, evidence and decision state. Refer a deviation or anomaly to its eligible technical authority. Record why a departure is acceptable, what remains blocked and whether a new readiness, validity or qualification decision is required.

3 Closure and handoff

A truthful, traceable report and a preserved amendment/withdrawal trail.

The receiving owner checks the completeness of the identified outputs and their relationship to the intended decision. Unresolved items retain an owner, due basis and blocked scope; a due date alone does not authorize closure.

3.1 Working records

AF-FR-9300-019, AF-RG-9300-012, AF-CL-9300-019. Consult AF-ML-9300-001 for titles and locations. Reopen affected steps when configuration, conditions, evidence validity or delegated authority changes. Verify the actual technical handoff during assurance review.