



AF 9100:2026

Aerospace Quality Management System

CONTROLLED SCHEDULE

Competence, Assignment and Continuing Practice Schedule

AF-SC-9100-001

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.

Interactive fields are blank by default. Save a working copy, use continuation records where necessary and preserve raw supporting evidence outside the PDF through controlled references. Separate issued PDFs are the authoritative interactive copies; the combined reading edition is flattened.

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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 Schedule application and source priority

Complete the actual role, scope and event-specific assignments before using this schedule. Source minimum intervals and gates are not optional planning targets. The schedule cannot waive an earlier technical, contractual or legal duty.

2 Role-specific minima and distinctions

Role	AF entry and demonstration requirements	Authorization limitation
Internal auditor	Task-relevant experience; at least 16 hours of AF/process-audit learning; one complete witnessed internal audit; satisfactory evidence-based reporting.	May audit internally within demonstrated competence; shall not independently audit their own work.
Third-party auditor	At least three years of relevant professional experience, including two years in quality, assurance or the intended technical domain; at least 40 hours of AF audit training; knowledge and practical assessment under AB.2; four mentored complete audits totaling at least 20 auditor-days.	Independent assignments only after witnessed approval and defined route/sector authorization.
Lead auditor	Qualified third-party auditor; additionally three complete audits led under supervision totaling at least 10 auditor-days; demonstrated planning, team direction, conflict handling and integrated reporting.	May lead only within authorized scope; technical gaps require participating specialists.
Technical expert	At least three years of relevant technical practice, normally including two years within the preceding five; verified task demonstration and sufficient AF scheme orientation.	Provides technical conclusions; not automatically an auditor or independent decision maker.
Technical reviewer	Demonstrated AF interpretation and evidence-review competence; technical coverage for the assigned scope; five satisfactorily mentored complete file reviews.	Shall not independently review an evaluation they performed. May combine review and decision if separately authorized.
Decision maker	Verified knowledge of routes, scope, decision rules, impartiality, status and appeals; five satisfactorily mentored complete conformity decisions; access to required technical expertise.	Shall not have performed the evaluation being decided or supplied the relevant consultancy.
Application / appeal reviewer	Demonstrated competence for scope determination and resource review / fair case analysis, AF requirements and independence; observed satisfactory performance.	Appeal reviewer shall be independent of the original evaluation and decision.

AB.2 — Knowledge examination and practical evaluation

AB.2(a) A third-party auditor shall achieve at least 80% in a controlled written examination covering AF interpretation, evidence, scope, findings and decisions, and at least 85% in the practical assessment. Every predefined essential safety, integrity and independence step shall be passed. A high total shall not compensate for falsified evidence, unsupported critical acceptance or failure to escalate an essential hold.

AB.2(b) The practical assessment shall include planning, interviews, observation, sampling, tracing actual or controlled simulated evidence, writing findings and presenting a reasoned conclusion. Competence evaluators shall record observed strengths, deficiencies and authorization limits. Assessment shall be independently reviewed before authorization.

AB.2(c) Assessment questions and case criteria shall be mapped to the competence profile, technically reviewed, secured and periodically evaluated for validity. Reassessment following failure shall use corrected competence and an equivalent controlled assessment, not memorized answers to an unchanged disclosed case.

AB.3 — Experience equivalence and initial assessor development

AB.3(a) An experience-equivalence route may recognize comparable prior professional audit or technical practice where identity, scope, dates, duration, role and performance are verified. It shall not waive the AF knowledge assessment, witnessed practical demonstration, impartiality or essential competence requirements.

AB.3(b) For the initial development of an AF assessor population, a panel of at least two independent competent professionals shall evaluate each candidate against this annex. Their own relevant technical and assessment competence shall be documented. Reciprocal self-approval, honorary appointments and automatic recognition based on membership shall not be accepted.

AB.3(c) The equivalence record shall identify each criterion satisfied by prior evidence, each remaining gap, the evaluated scope and the reason for the final decision. Unknown or unverifiable audit logs shall not be counted toward the required mentored experience.

AB.5 — Impartiality and incompatible activities

AB.5(a) For third-party evaluation, review and decision, personnel shall not be assigned to a client for which they provided relevant consultancy or held employment within the preceding 24 months. The provider shall also evaluate ownership, financial dependence, family or close relationships and other conflicts that may remain after that period.

AB.5(b) The 24-month rule is not an internal-audit ban on employees. Internal auditors shall instead be independent of the work they evaluate, with suitable reassignment or external support where separation is not feasible. A product release reviewer may be internal, subject to the technical independence required by Annex B.

AB.5(c) An evaluator shall not promise a favorable decision, design the corrective action they will independently certify, accept outcome-linked compensation or suppress evidence at the applicant's request. General explanation of a requirement is permitted; client-specific system design that undermines independence is not.

AB.6 — Continuing authorization and observed performance

AB.6(a) All authorized assessment-role personnel shall complete at least 16 hours of relevant continuing professional development in each 12-month period. Independent auditors shall additionally perform at least four auditor-days across at least two assignments in that period. A lead auditor shall lead at least two complete assignments in each 24-month period.

AB.6(b) Reviewers and decision makers shall complete at least three substantive file reviews or decisions in each 12-month period. Technical experts shall demonstrate current relevant practice and review changes affecting their technical scope. Providers shall assess performance using witnessed work, report quality, decisions, complaints and recurrence of errors.

AB.6(c) An independent auditor shall undergo a witnessed performance review at least once every 24 months. More frequent observation shall be required for a new sector, C2/C3 expansion, significant adverse evidence or deficient performance. Training hours shall not substitute for the required observed competence.

AB.7 — Inactivity, restriction and reactivation

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.

AE.3 — Assessment blueprint and validity

AE.3(a) The blueprint shall map every required competence to a suitable examination, interview, practical task or verified experience method. Critical practical skills shall be demonstrated, not assessed solely through multiple-choice answers. Technical reviewers shall confirm content validity and representative task coverage.

AE.3(b) Written examinations shall contain at least 40 scored items or an equivalently rigorous, independently approved constructed-response assessment. Item difficulty, scoring consistency, security and relevance shall be reviewed using performance evidence. An examination shall not be considered valid solely because its total scores are statistically consistent.

AE.3(c) The practical assessment shall use representative equipment, conditions and anomalies within a safe controlled environment. Simulation may be used where it validly demonstrates the skill; the profile shall state limitations and any supervised workplace demonstration still required.

AE.4 — Passing rules and essential practical controls

AE.4(a) A PER candidate shall achieve at least 80% in the knowledge assessment and at least 85% in the practical assessment, and shall pass every essential practical step. The profile may set more demanding requirements where justified. Scores for separate mandatory components shall not be averaged to offset a failed component.

AE.4(b) A candidate who falsifies material evidence, bypasses an essential safety control or approves a result known to lack required evidence shall fail the affected assessment and undergo an integrity or competence review. The assessment shall be stopped where continuation creates an unacceptable hazard.

AE.4(c) Scoring rubrics shall define observable behavior and tolerances before examination. Borderline cases shall receive an independent review of the actual evidence, not a discretionary pass based on fees, reputation, seniority or workforce shortage.

AE.5 — Examiner competence, independence and security

AE.5(a) Examiners shall demonstrate the technical competence and assessment skill required by the profile. They shall use controlled criteria and record actual observations. A trainer may contribute technical evidence but shall not be the sole practical examiner, reviewer and decision maker for their own candidate or cohort.

AE.5(b) Independent personnel decisions shall be made by a competent person who did not perform the candidate's examination. Conflicts, coaching during assessment, answer disclosure and unauthorized assistance shall be controlled. Identity checks, secure question handling and attributable scoring shall apply to remote and on-site examinations.

AE.5(c) Automated scoring shall be validated for the stated questions and rules. AI-generated assessments, translations or scoring recommendations shall receive competent review. No automated model shall be the sole authority for a competence decision involving an essential practical skill.

AE.7 — Credential scope and employer authorization

AE.7(a) A personnel credential shall state identity, unique ID, profile and revision, assessed role and technical scope, limitations, decision date, expiry, issuer and verification method. Its maximum ongoing validity shall be 24 months under Annex AG, subject to continued competence and truthful use.

AE.7(b) Employer task authorization shall separately identify the actual task, product or process, site or equipment, competence basis, supervision and validity. Its review interval shall not exceed 12 months and shall be shortened where risk warrants. A credential alone shall not confer employer release authority or required statutory privileges.

AE.7(c) Where the employer changes, the credential may remain valid within its assessed scope, but the new employer shall verify task suitability and issue its own authorization. Significant changes to tools, technical data or task hazards shall trigger review before independent work.

AE.8 — Continued practice, inactivity and renewal

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.

Blank controlled schedule entry

Schedule identity / owner / applicable source and version

Actual route / object / configuration / site / role

Applicable trigger and technical/clock condition

Approved limit or required record / units / boundary

Source evidence and technical derivation

Actual accountable function and independent reviewer

Genuine approval / effective event / current restrictions

Due event / actual completion / relevant time zone

Missed or failed condition / protection and escalation

Linked form and register / receiving acknowledgement

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.