



AF 9100:2026

Aerospace Quality Management System

CONTROLLED SCHEDULE

Notifications, Deadlines, Retention and Status Schedule

AF-SC-9100-003

FIRST EDITION

30 September 2026 | English master text

Publication identity and application

Control	Publication value
Title	Notifications, Deadlines, Retention and Status Schedule
Document code	AF-SC-9100-003
Edition / language	FIRST EDITION / English master text
Companion edition identity	30 September 2026
Controlling source	AF 9100:2026 — FIRST EDITION — 29 September 2026
Responsible owner function	Relevant technical and scheme authority
Primary source anchors	9.3, 9.4, AG, AI
Delivery status	Prepared implementation companion. Actual approval, adoption, effectivity and operational decisions are recorded separately.

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 Controlling timetable

Control	Trigger / maximum interval	Evidence and consequence
Ongoing attestation	Independent decision / maximum 24 months	Separate evaluated instance from ongoing validity; a shorter profile or permission can control. AG.1.
C0/C1 surveillance	Decision or last completed surveillance / 12 months	Actual completed route-appropriate work, not booking. AG.2.
C2/C3 surveillance	Decision or last completed surveillance / 6 months	Shortest applicable interval for inseparable mixed scopes. AG.2.
Internal audit programme	Applicable programme / no more than 12 months	C2/C3 critical-control implementation additionally examined within six months. 9.3(d).
Complete management review	Previous full review / no more than 12 months	Serious concerns escalated immediately; focused reviews when warranted. 9.4(c).
Corrective-action plan	Original finding notification / 30 calendar days	Immediate containment remains separate. AG.4.
Major / minor closure	Original finding notification / 60 / 90 calendar days	Verified effectiveness; no reset by reissuing a report or changing owner. AG.4.
Critical holder notice	Awareness / within 24 hours	Earlier binding obligations remain; immediate protective action. AG.4.
Critical operator status action	Substantiated critical concern / within 24 hours	Suspend affected scope or impose a justified effective restriction. AG.4.
Public status update	Status decision / within 2 calendar days	Urgent holder notice is not deferred until registry processing. AG.5.
Suspension resolution	Suspension decision / maximum 90 calendar days	Restore on evidence, restrict independently unaffected scope or withdraw; no administrative restart. AG.5.
Evaluation report	Evaluation close / within 14 calendar days	Record necessary exceptional delay; original finding clocks remain unchanged. AC.7.
Complaint/appeal acknowledgement	Receipt / within 5 calendar days	Urgent safety/integrity triage is immediate. AI.2.
Ordinary appeal submission	Decision notice / normally within 30 calendar days	Reasoned good-cause late admission remains possible. AI.3.
Ordinary determination	Receipt / normally within 60 calendar days	Necessary extension has reasons and progress at least every 30 days. AI.5.
Assessment/decision retention	Last relevant decision / at least 7 years	Longer applicable obligation, life or preservation hold prevails; lawful personal-data handling remains separate. AG.7.
Publication suitability review	Issue / previous review / at least every 3 years	Earlier review after material evidence or inconsistency. Y.6.
Substantive technical amendment	Public consultation / at least 60 calendar days	Actual comments, dispositions, technical checks, adoption and effectivity. Y.3.

Employer authorization review, personnel certification and assessor practice have additional distinct role controls in AF-SC-9100-001. Where dates and duration matter, preserve a full timestamp or explicit date-only convention. Calendar months use the corresponding target date, or month-end when unavailable.

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.