AEROSPACE FEDERATION

AF-WI-9800-012

Compile a Release-Readiness Record

Space / Aviation / Defense

FIRST EDITION

AF 9800 SUPPORTING DOCUMENT

Aerospace Federation
af.org

Document identity and use

FIRST EDITION MANUSCRIPT - Prepared for Aerospace Federation review

Field	Controlled identity
Document	AF-WI-9800-012 - Compile a Release-Readiness Record
Parent standard	AF 9800 - Aerospace Maintenance & Personnel Competence
Edition / language	FIRST EDITION / English master text
Family	Work Instructions
Primary source anchors	27; Annex I
Suggested local owner	Authorized task operator
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 9800 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-9800-001 lists the complete supporting set. AF-CM-9800-001 maps the main clauses and annexes to working documents. AF-TP-9800-001 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 Keep superseded evidence and decisions traceable.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 technical limit, numerical limit, interval or acceptance value is assigned by a blank template.

Interactive record: Complete the fields in a PDF reader that supports AcroForms. Save a working copy and verify that entries remain visible after reopening. Link controlled continuation sheets when space is insufficient; every row requires its own evidence and disposition. Typed names identify people but are not self-authenticating signatures.

1 Authorized task and prerequisites

Use this instruction only with the current approved local procedure, actual object/configuration and competent role. Read the source requirements and applicable technical profile before the task. Confirm required permissions, protective conditions, evidence access and record route.

Step	Operator action
1	Identify the exact asset, package and intended maintenance release.
2	Reconcile tasks, inspections, tests, parts and configuration/life status.
3	List open items and their specific permitted dispositions.
4	Verify the releasing person has current applicable privileges.
5	Provide complete evidence and handover restrictions to the eligible decision maker.

Decision control: A completion percentage or passing test cannot replace missing essential evidence.

2 Task record and handoff

Record the actual action and result. Retain deviations, uncertainty and open items. The receiving owner confirms the bounded result and any blocked decision.

Task ID, function/setup, procedure baseline, operator and time

Observations, completed steps, evidence IDs and discrepancies

Protective action, escalation, eligible review and next permitted activity