

**Safety Attribute Inspection (SAI) Data Collection Tool  
3.1.11 Computer Based Record Keeping System (OP)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of This Element** (Certificate Holder's responsibility):

- To prepare and maintain the Certificate Holder's records in an electronic format using a Computer Based Record Keeping System that is approved by the Administrator and meets the requirements of 14 CFR Part 121.

**Objective** (FAA oversight responsibility):

- To determine if the Certificate Holder's Computer Based Record Keeping System meets all applicable CFR regulatory requirements and FAA policy/guidance material.
- To determine if the Certificate Holder's Computer Based Record Keeping System incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Computer Based Record Keeping System.

**Specific Instructions:**

- Intentionally left blank

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  - 119.43(b)
  - 119.43(b)(1)
  - 119.43(b)(2)
  - 119.43(c)
  - 119.5(g)
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.137(a)(3)
  - 121.401(c)
  - 121.683(a)(1)
  - 121.683(a)(2)
  - 121.683(b)
  - 121.683(c)

121.695(b)  
121.697(b)  
121.697(e)(1)  
121.697(e)(2)  
121.711

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:  
Intentionally left blank
  
- FAA Policy/Guidance:  
8400.10, Volume 3, Chapter 1  
8400.10, Volume 3, Chapter 3  
8400.10, Volume 3, Chapter 8  
8400.10, Volume 3, Chapter 11  
8400.10, Volume 6, Chapter 11  
HBAT 94–16A  
AC 120–54  
49 USC 44936

**SAI SECTION 1 – PROCEDURES ATTRIBUTE**

**Objective:** Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

1. Review the information listed in the Supplemental Information section of this data collection tool.
2. Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Computer Based Record Keeping System.
3. Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Computer Based Record Keeping System.

**Questions**

To meet this objective, the inspector must answer the following questions:

1. Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Computer Based Record Keeping System:

- 1.1 Does the Certificate Holder's manual contain general policies for the Computer Based Record Keeping System that comply with the specific regulatory requirements?  
SRRs: 119.5(g); 121.135(b)(1); 121.135(b)(2); 121.137(a)(3); 121.401(c); 121.683(a)(1); 121.683(a)(2); 121.683(b)

*Related Design JTI's:*

1. Check that the Certificate Holder has a policy that they cannot use a computer-based record keeping system without authorization by Operations Specification (OpSpec) A025.  
*Sources:* 119.5(g)
2. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each crewmember that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to airplane qualifications.  
*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.3.2-op; 4.2.9-op; 4.2.7-op; 2.1.1-aw; 2.1.2-aw; 2.1.4-aw; 4.3.3-op; 7.2.1-op; 2.1.3-aw; 2.1.4-op; 2.1.1-op; 4.2.10-op; 4.2.3-op; 2.1.2-op; 4.2.4-op; 6.1.1-op; 2.1.3-op
3. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each crewmember that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to route

- Yes  
 No, Explain

qualifications.

*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.2–op; 2.1.1–op; 4.2.3–op; 6.1.1–op; 7.2.1–op; 4.2.10–op; 2.1.3–op; 2.1.1–aw; 4.2.9–op; 2.1.4–op; 2.1.4–aw; 2.1.3–aw; 2.1.2–aw; 4.2.7–op; 4.3.3–op; 4.3.2–op

4. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each crewmember that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to training.

*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.3.3–op; 2.1.2–aw; 2.1.3–aw; 6.1.1–op; 2.1.1–aw; 4.2.7–op; 4.2.9–op; 2.1.3–op; 2.1.4–aw; 4.2.3–op; 4.3.2–op; 4.2.4–op; 2.1.2–op; 2.1.1–op; 7.2.1–op; 2.1.4–op; 4.2.10–op

5. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each crewmember that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to required physical examinations.

*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.4–op; 2.1.3–op; 4.2.3–op; 2.1.2–op; 2.1.1–op; 7.2.1–op; 4.3.3–op; 2.1.4–aw; 2.1.3–aw; 4.2.7–op; 4.3.2–op; 4.2.10–op; 2.1.2–aw; 6.1.1–op; 2.1.1–aw; 4.2.9–op

6. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each crewmember that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to flight, duty, and rest time records.

*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.4–aw; 6.1.1–op; 6.1.2–op; 7.2.1–op; 2.1.2–aw; 2.1.3–aw; 2.1.1–aw; 6.1.3–op; 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op

7. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular competence check under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.

*Sources:* 121.135(b)(1); 121.135(b)(2); 121.401(c)

*Interfaces:* 2.1.3–op; 4.2.4–op; 2.1.2–op; 2.1.1–op; 2.1.4–op; 2.1.2–aw; 7.2.1–op; 2.1.3–aw; 2.1.4–aw; 2.1.1–aw; 4.3.2–op; 4.2.9–op; 4.3.3–op; 4.2.3–op

8. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to proficiency checks.

*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.2.7–op; 2.1.1–aw; 2.1.3–op; 2.1.4–op; 4.3.2–op; 2.1.2–op; 4.3.3–op; 6.1.1–op; 2.1.3–aw; 2.1.1–op; 2.1.2–aw; 7.2.1–op; 2.1.4–aw; 4.2.9–op; 4.2.5–op

9. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to airplane qualifications.  
*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 7.2.1–op; 2.1.2–op; 2.1.1–op; 2.1.3–op; 2.1.4–op; 6.1.1–op; 2.1.1–aw; 4.2.9–op; 4.2.5–op; 2.1.2–aw; 2.1.3–aw; 4.3.3–op; 4.2.7–op; 4.3.2–op; 2.1.4–aw
10. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to route qualifications.  
*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.3.2–op; 2.1.1–aw; 4.2.7–op; 4.2.9–op; 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 2.1.2–aw; 2.1.2–op; 4.2.5–op; 2.1.1–op; 2.1.4–op; 7.2.1–op; 6.1.1–op; 2.1.3–op
11. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to training.  
*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2–op; 2.1.1–op; 4.2.5–op; 6.1.1–op; 7.2.1–op; 4.3.2–op; 2.1.3–op; 2.1.4–op; 4.2.7–op; 4.2.9–op; 2.1.1–aw; 2.1.4–aw; 4.3.3–op; 2.1.2–aw; 2.1.3–aw
12. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to duty and rest time records.  
*Sources:* 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2–aw; 6.1.1–op; 2.1.3–aw; 2.1.1–aw; 2.1.4–aw; 2.1.1–op; 2.1.3–op; 7.2.1–op; 6.1.4–op; 2.1.4–op; 2.1.2–op
13. Check that the Certificate Holder's manual system contains a policy that each Certificate Holder shall record each action taken concerning the release from employment of any flight crewmember.  
*Sources:* 121.683(a)(2); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3–op; 2.1.4–op; 7.2.1–op; 2.1.2–op; 2.1.1–op; 2.1.2–aw; 2.1.3–aw; 2.1.1–aw; 2.1.4–aw; 6.1.1–op; 4.3.2–op
14. Check that the Certificate Holder's manual system contains a policy that each Certificate Holder shall record each action taken concerning the release from employment of any aircraft dispatcher (domestic and flag operations only).  
*Sources:* 121.683(a)(2); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 6.1.1–op; 2.1.3–aw; 2.1.2–aw; 4.3.2–op; 2.1.4–aw; 2.1.1–aw; 2.1.4–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 7.2.1–op
15. Check that the Certificate Holder's manual system contains a policy that each Certificate Holder shall record each action taken

- concerning the physical disqualification of any flight crewmember.  
*Sources:* 121.683(a)(2); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 2.1.4-aw;  
 6.1.1-op; 7.2.1-op; 2.1.2-aw; 2.1.3-aw; 4.3.2-op; 2.1.1-aw
16. Check that the Certificate Holder's manual system contains a policy that each Certificate Holder shall record each action taken concerning the physical disqualification of any aircraft dispatcher (domestic and flag operations only).  
*Sources:* 121.683(a)(2); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 7.2.1-op; 2.1.2-op; 6.1.1-op; 2.1.3-op; 2.1.2-aw; 2.1.4-op; 4.3.2-op; 2.1.1-aw
17. Check that the Certificate Holder's manual system contains a policy that each Certificate Holder shall record each action taken concerning professional disqualification of any flight crewmember.  
*Sources:* 121.683(a)(2); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 2.1.3-aw; 2.1.4-aw; 2.1.2-aw; 2.1.2-op; 2.1.1-op; 7.2.1-op; 2.1.4-op; 2.1.3-op; 6.1.1-op
18. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 4.3.2-op; 4.2.9-op; 2.1.4-op; 2.1.1-aw; 4.2.3-op; 4.2.4-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.1-op
19. Check that the Certificate Holder's manual system contains a policy that each Certificate Holder shall record each action taken concerning professional disqualification of any aircraft dispatcher (domestic and flag operations only).  
*Sources:* 121.683(a)(2); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.4-op; 6.1.1-op; 2.1.3-op; 4.3.2-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw
20. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall keep the record of each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher (domestic and flag operations only) for at least six months thereafter.  
*Sources:* 121.683(a)(2); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1-aw; 2.1.4-aw; 2.1.3-aw; 2.1.2-aw; 4.3.2-op; 2.1.1-op; 2.1.2-op; 6.1.1-op; 7.2.1-op; 2.1.4-op; 2.1.3-op
21. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that they shall maintain current records of each crewmember at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, proficiency checks.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)

- Interfaces:* 4.2.3-op; 2.1.1-op; 2.1.5-op; 4.3.3-op; 2.1.5-aw; 4.2.9-op; 4.3.2-op; 2.1.1-aw
22. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that they shall maintain current records of each crewmember at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, route checks.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.5-aw; 2.1.1-aw; 4.3.2-op; 2.1.5-op; 2.1.1-op
23. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that they shall maintain current records of each crewmember at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, airplane qualifications.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.5-op; 2.1.1-op; 2.1.5-aw; 2.1.1-aw; 4.3.2-op
24. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that they shall maintain current records of each crewmember at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, route qualifications.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.5-aw; 2.1.1-op; 4.3.2-op; 2.1.5-op; 2.1.1-aw
25. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that they shall maintain current records of each crewmember at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, training.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.5-op; 4.2.7-op; 2.1.1-aw; 4.2.9-op; 4.3.3-op; 2.1.5-aw; 2.1.1-op; 4.2.10-op; 4.2.3-op; 4.2.4-op
26. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that they shall maintain current records of each crewmember at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, any required physical examinations.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1-op; 2.1.2-op; 7.2.1-op; 2.1.4-op; 2.1.3-op; 2.1.5-op; 4.2.3-op; 4.2.10-op; 2.1.1-aw; 6.1.1-op; 2.1.3-aw; 4.3.2-op; 4.2.7-op; 4.2.9-op; 2.1.2-aw; 4.3.3-op; 2.1.4-aw;

- 2.1.5–aw
27. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that they shall maintain current records of each crewmember at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, flight, duty, and rest time records.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1–aw; 2.1.4–aw; 2.1.5–aw; 2.1.2–op; 2.1.2–aw; 6.1.3–op; 2.1.3–aw; 6.1.2–op; 2.1.1–op; 2.1.3–op; 7.2.1–op; 2.1.5–op; 2.1.4–op; 6.1.1–op
28. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that it shall maintain at its principal base of operations, or at another location used by it and approved by the Administrator, the records of each action taken concerning the release from employment of any flight crewmember.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2–op; 2.1.5–op; 2.1.1–op; 7.2.1–op; 2.1.4–op; 6.1.1–op; 2.1.3–op; 2.1.4–aw; 2.1.5–aw; 2.1.3–aw; 4.3.2–op; 2.1.2–aw; 2.1.1–aw
29. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.4–aw; 7.2.1–op; 2.1.3–aw; 2.1.2–aw; 2.1.1–aw; 4.3.3–op; 4.2.9–op; 4.2.4–op; 4.2.3–op; 2.1.4–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 4.3.2–op
30. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that it shall maintain at its principal base of operations, or at another location used by it and approved by the Administrator, the records of records of each action taken concerning the physical disqualification of any flight crewmember.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 6.1.1–op; 4.3.2–op; 2.1.5–aw; 2.1.1–aw; 2.1.3–op; 2.1.4–op; 2.1.1–op; 7.2.1–op; 2.1.5–op; 2.1.2–op
31. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder's manual system contains a policy that it shall maintain at its principal base of operations, or at another location used by it and approved by the Administrator, the records of records of each action taken concerning the professional disqualification of any flight crewmember.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.4–op; 2.1.3–op; 2.1.5–op; 2.1.2–op; 2.1.1–op; 7.2.1–op; 2.1.3–aw; 6.1.1–op; 2.1.1–aw; 2.1.5–aw; 2.1.2–aw;

- 2.1.4-aw; 4.3.2-op
32. If the Certificate Holder elects to use a computer-based record keeping system to comply with 121.683(a), check that the Certificate Holder's manual system contains a policy that their computer-based record keeping system is approved by the Administrator.  
*Sources:* 121.135(b)(1); 121.137(a)(3); 121.683(a)  
*Interfaces:* 2.1.4-aw; 4.2.10-op; 6.1.2-op; 6.1.1-op; 7.2.1-op; 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 4.2.3-op; 2.1.1-aw; 6.1.3-op; 4.2.9-op; 4.3.2-op; 4.2.5-op; 4.2.4-op; 2.1.3-op; 4.3.1-op; 4.2.7-op; 6.1.4-op; 2.1.2-op; 2.1.4-op; 2.1.1-op
33. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 2.1.1-aw; 4.3.2-op; 2.1.4-op; 2.1.3-op; 4.2.4-op; 4.2.3-op; 4.2.9-op; 7.2.1-op; 2.1.2-op; 2.1.1-op
34. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular flight check under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.4-aw; 2.1.3-aw; 2.1.1-op; 4.2.9-op; 2.1.2-aw; 7.2.1-op; 4.2.4-op; 4.2.3-op; 2.1.4-op; 4.3.2-op; 2.1.1-aw; 2.1.3-op; 2.1.2-op; 4.3.3-op
35. Check that the Certificate Holder has a policy that they cannot operate in violation of any exemption authority issued to them or their representative, that pertains to or requires record keeping.  
*Sources:* 119.5(g)
36. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular competence check under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 4.2.9-op; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 2.1.2-op; 2.1.1-op; 4.2.3-op; 4.2.4-op; 7.2.1-op; 2.1.3-op; 2.1.4-op
37. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular ground training subject under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 2.1.4-aw; 2.1.1-aw; 2.1.3-op; 4.3.2-op; 4.2.9-op; 2.1.4-op; 4.2.3-op; 4.2.4-op; 7.2.1-op; 2.1.2-op; 2.1.1-op

38. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 4.2.9-op; 4.2.7-op; 2.1.4-aw; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 4.2.3-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.4-op
39. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 4.2.7-op; 2.1.1-aw; 2.1.4-op; 4.2.9-op; 4.3.2-op; 4.2.4-op; 2.1.3-op; 7.2.1-op; 4.2.3-op; 2.1.2-op; 2.1.1-op
40. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular flight check under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.4-aw; 2.1.2-aw; 7.2.1-op; 2.1.1-aw; 4.2.3-op; 4.2.9-op; 2.1.3-aw; 2.1.3-op; 4.2.7-op; 2.1.2-op; 2.1.1-op; 2.1.4-op
41. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Airman Certification Information required by their duty position for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(b)(1)  
*Interfaces:* 2.1.3-aw; 2.1.2-aw; 4.2.10-op; 4.3.3-op; 2.1.4-aw; 6.1.1-op; 2.1.1-aw; 4.3.2-op; 2.1.3-op; 4.2.7-op; 4.2.9-op; 4.2.3-op; 2.1.4-op; 2.1.1-op; 2.1.2-op; 7.2.1-op
42. Check that the Certificate Holder's manual system contains a policy regarding computerized record keeping systems, that their operations specifications must contain authorizations under which each kind of operation, if applicable, is to be conducted.  
*Sources:* 119.7(a)(1)  
*Interfaces:* 2.1.1-op; 2.1.4-op; 2.1.4-aw; 2.1.1-aw
43. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular competence check under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 7.2.1-op; 2.1.2-op; 2.1.4-op; 2.1.1-op; 2.1.3-op; 4.2.7-op; 4.2.3-op; 4.3.2-op; 4.3.3-op; 2.1.1-aw; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw
- 44.

- Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 4.2.5-op; 2.1.1-aw; 4.2.9-op; 2.1.4-op; 4.3.2-op; 2.1.2-aw; 2.1.3-aw; 4.2.7-op; 2.1.4-aw; 4.3.3-op
45. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.2.7-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op; 4.3.3-op; 2.1.3-aw; 2.1.4-aw; 2.1.2-aw; 7.2.1-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 4.2.5-op; 2.1.3-op
46. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 2.1.1-op; 2.1.2-op; 7.2.1-op; 2.1.2-aw; 2.1.3-aw; 4.2.3-op; 4.2.9-op; 2.1.1-aw; 2.1.4-aw; 4.3.3-op; 4.3.2-op; 4.2.7-op
47. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw; 4.3.3-op; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw; 2.1.2-op; 7.2.1-op; 2.1.4-op; 2.1.1-op; 2.1.3-op; 4.2.3-op
48. Check that the Certificate Holder's manual system contains a policy that they must make available to the Administrator, at the Certificate Holder's principal base of operations, a current listing that will include the location and persons responsible for each record required to be kept by the Certificate Holder under title 49 of the United States Code applicable to the operation of the Certificate Holder.  
*Sources:* 119.59(b)(1)(ii); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.3.3-op; 2.1.2-aw; 4.2.9-op; 2.1.3-aw; 6.1.1-op; 6.1.2-op; 4.2.7-op; 4.3.1-op; 2.1.1-aw; 2.1.4-aw; 4.2.4-op; 6.1.4-op; 4.2.3-op; 4.3.2-op; 2.1.3-op; 2.1.4-op; 6.1.3-op; 4.2.5-op; 2.1.1-op; 4.2.10-op; 7.2.1-op; 2.1.2-op
49. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular course of

training under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.3-op; 2.1.2-op; 2.1.4-op; 2.1.1-op; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw; 4.2.9-op; 4.2.7-op; 7.2.1-op; 4.3.3-op; 2.1.1-aw; 4.3.2-op; 4.2.3-op

50. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular flight check under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 4.2.3-op; 7.2.1-op; 2.1.2-aw; 4.2.9-op; 2.1.4-op; 2.1.3-op; 2.1.1-aw; 2.1.2-op; 4.2.7-op; 4.3.2-op; 4.3.3-op

51. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular competence check under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.4-op; 2.1.3-op; 4.3.2-op; 4.2.7-op; 4.2.3-op; 4.2.9-op; 2.1.3-aw; 2.1.1-aw; 2.1.2-aw; 4.3.3-op; 2.1.4-aw

52. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.4-aw; 7.2.1-op; 4.3.3-op; 2.1.2-aw; 4.2.10-op; 2.1.3-aw; 4.2.9-op; 4.3.2-op; 4.2.3-op; 2.1.1-aw; 4.2.7-op; 2.1.1-op; 2.1.3-op; 2.1.4-op; 2.1.2-op

53. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.3-op; 7.2.1-op; 2.1.2-op; 2.1.1-op; 4.2.10-op; 4.3.3-op; 2.1.3-aw; 2.1.2-aw; 2.1.4-aw; 4.3.2-op; 2.1.1-aw; 4.2.7-op; 4.2.9-op

54. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.2.3-op; 2.1.2-op; 4.2.4-op; 2.1.1-op; 2.1.4-op;

- 4.2.9-op; 4.3.2-op; 2.1.1-aw; 2.1.3-op; 7.2.1-op; 2.1.4-aw;  
4.3.3-op; 2.1.2-aw; 2.1.3-aw
55. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.2.7-op; 4.3.2-op; 2.1.4-op; 2.1.2-aw; 2.1.1-aw; 2.1.3-op; 4.3.3-op; 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 4.2.9-op; 7.2.1-op; 4.2.10-op; 2.1.2-op; 4.2.3-op
56. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular flight check under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 7.2.1-op; 2.1.2-op; 4.2.10-op; 2.1.3-op; 2.1.1-op; 2.1.4-op; 4.2.3-op; 2.1.1-aw; 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 2.1.4-aw
57. Check that the Certificate Holder's manual system contains a policy that each check airman who is responsible for a particular competence check under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 4.2.7-op; 4.2.9-op; 4.3.3-op; 2.1.3-aw; 2.1.2-aw; 7.2.1-op; 2.1.2-op; 2.1.4-aw; 2.1.4-op; 2.1.1-op; 2.1.3-op; 4.2.10-op; 4.2.3-op
58. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2-op; 2.1.1-op; 4.2.5-op; 7.2.1-op; 4.2.9-op; 2.1.3-op; 2.1.4-op; 4.2.7-op; 2.1.1-aw; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw
59. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.3.3-op; 2.1.2-aw; 4.2.9-op; 4.2.7-op; 2.1.4-aw; 2.1.3-aw; 4.3.2-op; 2.1.1-aw; 2.1.4-op; 2.1.1-op; 4.2.5-op; 2.1.3-op; 7.2.1-op; 2.1.2-op
60. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular competence check under this part shall certify as to the proficiency and

knowledge of the aircraft dispatcher concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.2.5-op; 2.1.4-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.1-aw; 4.2.7-op; 4.2.9-op; 4.3.2-op

61. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 2.1.1-aw; 4.3.2-op; 4.2.5-op; 4.2.7-op; 2.1.3-op; 4.2.9-op; 2.1.4-op; 7.2.1-op; 2.1.2-op; 2.1.1-op

62. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.3.2-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.3-aw; 2.1.2-aw; 4.3.3-op; 2.1.4-aw; 4.2.9-op; 4.2.7-op; 2.1.1-aw; 4.2.5-op

63. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular competence check under this part shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.4-aw; 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.3-op; 4.2.7-op; 2.1.4-op; 4.2.9-op; 4.3.2-op; 4.2.5-op; 4.3.3-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw

64. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.2.7-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 2.1.4-aw; 4.3.3-op; 2.1.2-aw; 7.2.1-op; 2.1.4-op; 2.1.3-op; 2.1.2-op; 2.1.1-op

65. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 2.1.4-aw; 4.3.3-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw; 7.2.1-op; 2.1.2-aw;

- 2.1.3-aw; 4.2.3-op; 4.2.4-op
66. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.2-op; 2.1.1-op; 2.1.4-op; 2.1.3-op; 7.2.1-op; 2.1.1-aw; 4.3.2-op; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 4.2.7-op; 4.3.3-op; 2.1.4-aw
67. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 4.2.9-op; 4.2.7-op; 2.1.3-aw; 2.1.1-aw; 4.3.3-op; 4.3.2-op; 2.1.4-aw; 2.1.2-aw; 2.1.2-op; 2.1.1-op; 7.2.1-op; 2.1.4-op; 2.1.3-op
68. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 7.2.1-op; 2.1.1-op; 4.3.3-op; 2.1.3-aw; 2.1.4-aw; 2.1.2-op; 2.1.2-aw; 4.2.7-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op
69. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3-aw; 2.1.2-aw; 2.1.4-aw; 4.3.3-op; 2.1.1-aw; 4.3.2-op; 2.1.4-op; 2.1.3-op; 4.2.7-op; 4.2.9-op; 2.1.1-op; 7.2.1-op; 2.1.2-op
70. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)  
*Interfaces:* 2.1.3-op; 2.1.2-op; 2.1.4-op; 2.1.1-op; 7.2.1-op; 2.1.2-aw; 2.1.4-aw; 2.1.1-aw; 2.1.3-aw; 4.3.3-op; 4.2.9-op; 4.3.2-op; 4.2.7-op
71. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that

training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 7.2.1-op; 2.1.2-aw; 4.2.9-op; 4.3.2-op; 2.1.2-op; 4.2.7-op; 4.3.3-op; 2.1.4-op; 2.1.1-aw; 2.1.3-op

72. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.2.7-op; 4.2.9-op; 4.3.2-op; 2.1.1-aw; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 2.1.2-aw; 7.2.1-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 2.1.3-op

73. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.4-op; 2.1.3-op; 2.1.1-aw; 4.3.2-op; 2.1.4-aw; 4.2.7-op; 4.2.9-op; 2.1.3-aw; 2.1.2-aw; 4.3.3-op

74. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular ground training subject, under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 4.2.9-op; 4.3.2-op; 2.1.1-aw; 4.2.7-op; 2.1.4-aw; 2.1.2-aw; 2.1.2-op; 2.1.1-op; 4.3.3-op; 2.1.3-aw; 2.1.3-op; 7.2.1-op; 2.1.4-op

75. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular segment of flight training under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.2-aw; 4.3.3-op; 2.1.4-op; 4.2.9-op; 4.2.7-op; 2.1.3-aw; 4.3.2-op; 2.1.4-aw; 2.1.1-aw

76. Check that the Certificate Holder's manual system contains a policy that each instructor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(b)(1); 121.135(b)(2)

*Interfaces:* 2.1.1-aw; 4.2.9-op; 2.1.4-aw; 4.3.3-op; 4.3.2-op; 2.1.3-aw; 2.1.2-aw; 2.1.2-op; 4.2.4-op; 2.1.1-op; 4.2.3-op; 2.1.4-op; 2.1.3-op; 7.2.1-op

<p>77. Check that the Certificate Holder's manual system contains a policy that each supervisor who is responsible for a particular course of training under this part shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.  <i>Sources:</i> 121.401(c); 121.135(b)(1); 121.135(b)(2)  <i>Interfaces:</i> 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.4-op; 2.1.1-aw; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.1-op</p> <p>78. Check that the Certificate Holder's manual system contains a policy that the certification required by 121.401(c) shall be made a part of the crewmember's or dispatcher's record.  <i>Sources:</i> 121.401(c); 121.135(b)(1); 121.135(b)(2)  <i>Interfaces:</i> 2.1.4-op; 4.2.5-op; 2.1.3-op; 4.2.4-op; 4.2.3-op; 7.2.1-op; 2.1.1-op; 4.2.10-op; 2.1.2-op; 2.1.2-aw; 2.1.4-aw; 2.1.3-aw; 4.3.2-op; 4.2.7-op; 4.3.3-op; 2.1.1-aw; 4.2.9-op</p> <p>79. Check that the Certificate Holder's manual system contains a policy that when the certification required by 121.401(c) is made by an entry in a computerized record keeping system, the certifying instructor, supervisor, or check airman must be identified with that entry.  <i>Sources:</i> 121.401(c); 121.135(b)(1); 121.135(b)(2)  <i>Interfaces:</i> 2.1.4-aw; 2.1.3-aw; 7.2.1-op; 4.2.10-op; 2.1.2-aw; 4.2.9-op; 2.1.1-aw; 4.3.3-op; 4.2.3-op; 4.3.2-op; 4.2.4-op; 4.2.5-op; 4.2.7-op; 2.1.3-op; 2.1.2-op; 2.1.1-op; 2.1.4-op</p> <p>80. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each crewmember that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to proficiency checks.  <i>Sources:</i> 121.135(b)(1); 121.135(b)(2); 121.683(a)(1)  <i>Interfaces:</i> 4.2.7-op; 2.1.4-op; 2.1.1-aw; 4.3.3-op; 4.3.2-op; 2.1.3-aw; 2.1.2-aw; 2.1.1-op; 2.1.2-op; 2.1.3-op; 4.2.9-op; 6.1.1-op; 2.1.4-aw; 4.2.3-op; 4.2.10-op; 7.2.1-op; 4.2.4-op</p> <p>81. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain current records of each crewmember that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to route checks.  <i>Sources:</i> 121.683(a)(1); 121.135(b)(1); 121.135(b)(2)  <i>Interfaces:</i> 7.2.1-op; 2.1.2-op; 2.1.1-op; 2.1.4-op; 4.2.4-op; 4.2.10-op; 2.1.3-op; 4.2.7-op; 4.3.2-op; 6.1.1-op; 4.2.3-op; 4.3.3-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 2.1.2-aw; 2.1.4-aw</p>	
<p>1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?  SRRs: 121.135(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Computer Based Record Keeping System?  SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Computer Based Record Keeping System? SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5 Does the Certificate Holder's Computer Based Record Keeping System meet the requirements set forth by operations specifications A025? SRRs: A.025</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Does the Certificate Holder's manual have a process to ensure that entries into the Computer Based Record Keeping System identify the certifying instructor, supervisor, or check airman? SRRs: 121.401(c)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular course of training, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check. <i>Sources:</i> 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 4.3.2-op; 4.2.9-op; 2.1.1-aw; 2.1.4-aw; 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 7.2.1-op; 4.2.3-op; 4.2.4-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 2.1.4-op</li> <li>2. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular competence check, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check. <i>Sources:</i> 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 4.2.4-op; 4.2.3-op; 2.1.4-op; 2.1.2-op; 4.3.3-op; 4.2.9-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.2-aw; 2.1.4-aw; 4.3.2-op; 2.1.3-aw; 2.1.1-aw</li> <li>3. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular ground training subject, under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check. <i>Sources:</i> 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 2.1.4-op; 4.2.4-op; 2.1.3-op; 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.2-aw; 2.1.3-aw; 4.2.3-op; 2.1.1-aw; 4.3.3-op; 2.1.4-aw; 4.3.2-op; 4.2.9-op</li> <li>4. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular segment of flight training</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 4.2.4-op; 4.2.3-op; 2.1.4-op; 2.1.3-op; 7.2.1-op; 4.3.3-op; 2.1.1-op; 2.1.2-op; 2.1.2-aw; 4.2.9-op; 4.3.2-op; 2.1.1-aw; 2.1.4-aw; 2.1.3-aw

5. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.3-op; 2.1.2-op; 2.1.4-op; 2.1.1-op; 4.3.3-op; 2.1.2-aw; 7.2.1-op; 2.1.3-aw; 2.1.4-aw; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 4.2.3-op; 4.2.4-op
6. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular flight check under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 4.2.3-op; 2.1.1-aw; 4.2.4-op; 4.2.9-op; 2.1.2-aw; 4.3.2-op; 2.1.3-aw; 4.3.3-op; 2.1.4-aw
7. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular competence check under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.2.4-op; 4.2.3-op; 2.1.4-op; 2.1.1-op; 2.1.2-aw; 4.3.3-op; 4.2.9-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.4-aw; 2.1.3-aw; 4.3.2-op; 2.1.1-aw
8. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.4-op;

- 2.1.3–op; 4.2.4–op; 4.2.3–op; 2.1.1–aw; 4.2.9–op;  
2.1.3–aw; 4.3.2–op; 4.3.3–op; 2.1.2–aw; 2.1.4–aw
9. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular segment of flight training under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.2.7–op; 2.1.4–op; 4.3.2–op; 4.3.3–op; 2.1.3–op; 2.1.1–aw; 2.1.2–aw; 2.1.4–aw; 2.1.3–aw; 4.2.9–op; 2.1.1–op; 7.2.1–op; 2.1.2–op; 4.2.3–op
10. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.4–op; 2.1.3–op; 4.2.3–op; 4.2.4–op; 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.3–aw; 2.1.2–aw; 4.2.9–op; 4.3.3–op; 2.1.4–aw; 2.1.1–aw; 4.3.2–op; 4.2.7–op
11. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular flight check under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 7.2.1–op; 2.1.2–op; 2.1.1–op; 2.1.4–op; 2.1.3–op; 4.2.7–op; 4.2.3–op; 4.3.3–op; 2.1.4–aw; 4.3.2–op; 4.2.9–op; 2.1.1–aw; 2.1.2–aw; 2.1.3–aw
12. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular competence check under this part, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.1–aw; 4.3.2–op; 4.2.7–op; 4.2.9–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 7.2.1–op; 4.3.3–op; 2.1.1–op; 2.1.4–op; 2.1.2–op; 2.1.3–op; 4.2.3–op
13. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular ground training subject under

- this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.4-aw; 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.3-op; 4.2.5-op; 2.1.4-op; 4.3.2-op; 4.3.3-op; 4.2.7-op; 4.2.9-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw
14. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.1-op; 2.1.2-op; 7.2.1-op; 2.1.4-op; 4.2.5-op; 4.2.9-op; 2.1.3-op; 2.1.1-aw; 4.3.2-op; 2.1.2-aw; 4.2.7-op; 2.1.3-aw; 4.3.3-op; 2.1.4-aw
15. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 2.1.2-op; 7.2.1-op; 4.2.3-op; 4.2.9-op; 2.1.3-op; 2.1.1-aw; 2.1.2-aw; 4.2.7-op; 2.1.4-op; 4.3.2-op; 4.3.3-op
16. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular segment of flight training under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 4.3.2-op; 4.2.7-op; 2.1.1-aw; 2.1.4-op; 4.2.9-op; 2.1.1-op; 7.2.1-op; 2.1.3-op; 4.2.3-op; 2.1.2-op
17. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.2.9-op; 4.3.2-op; 2.1.1-aw; 2.1.4-aw;

- 4.2.7-op; 2.1.3-aw; 2.1.2-aw; 4.2.3-op; 2.1.1-op;  
4.3.3-op; 2.1.2-op; 7.2.1-op; 2.1.3-op; 2.1.4-op
18. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular flight check under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 4.2.7-op; 4.2.9-op; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 7.2.1-op; 2.1.4-aw; 2.1.3-op; 2.1.4-op; 4.2.3-op; 2.1.2-op; 2.1.1-op
19. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular competence check under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.3.2-op; 4.2.9-op; 2.1.1-aw; 4.2.7-op; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw; 2.1.1-op; 4.3.3-op; 4.2.3-op; 2.1.2-op; 2.1.3-op; 7.2.1-op; 2.1.4-op
20. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 2.1.1-aw; 2.1.3-op; 4.2.7-op; 2.1.4-op; 4.2.9-op; 4.3.2-op; 4.2.3-op; 4.2.10-op; 2.1.2-op; 7.2.1-op; 2.1.1-op
21. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular segment of flight training under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.4-aw; 4.2.10-op; 7.2.1-op; 2.1.2-aw; 4.3.3-op; 4.2.9-op; 4.3.2-op; 2.1.3-aw; 2.1.1-aw; 4.2.3-op; 4.2.7-op; 2.1.1-op; 2.1.3-op; 2.1.4-op; 2.1.2-op
22. Check that the Certificate Holder's manual system has instructions and information for each check airman who is

responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 4.2.7-op; 2.1.1-aw; 2.1.4-aw; 2.1.3-op; 4.2.9-op; 4.3.2-op; 4.2.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 4.2.10-op; 7.2.1-op

23. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular flight check under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.3-op; 7.2.1-op; 2.1.2-op; 2.1.1-op; 4.2.10-op; 2.1.4-aw; 2.1.3-aw; 2.1.1-aw; 4.3.3-op; 4.3.2-op; 2.1.2-aw; 4.2.7-op; 4.2.9-op

24. Check that the Certificate Holder's manual system has instructions and information for each check airman who is responsible for a particular competence check under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 2.1.4-aw; 4.2.10-op; 4.3.3-op; 2.1.2-aw; 7.2.1-op; 2.1.3-aw; 4.3.2-op; 4.2.9-op; 4.2.7-op; 2.1.1-aw; 4.2.3-op; 2.1.1-op; 2.1.3-op; 2.1.4-op; 2.1.2-op

25. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular ground training subject, under this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 4.2.7-op; 2.1.4-op; 2.1.1-aw; 4.3.2-op; 2.1.3-op; 2.1.2-op; 2.1.4-aw; 4.3.3-op; 2.1.2-aw; 4.2.5-op; 2.1.3-aw; 2.1.1-op; 7.2.1-op; 4.2.9-op

26. Check that the Certificate Holder's manual system include instructions and information for each instructor who is responsible for a particular ground training subject, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon

- completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
 121.135(b)(24)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 2.1.3-aw; 2.1.2-aw;  
 4.2.9-op; 2.1.4-aw; 4.3.3-op; 2.1.1-op; 2.1.2-op;  
 2.1.3-op; 7.2.1-op; 4.2.4-op; 2.1.4-op; 4.2.3-op
27. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
 121.135(b)(24)  
*Interfaces:* 7.2.1-op; 2.1.2-op; 2.1.4-op; 2.1.1-op;  
 2.1.3-op; 4.2.5-op; 4.2.7-op; 2.1.4-aw; 2.1.1-aw;  
 4.2.9-op; 4.3.2-op; 2.1.2-aw; 2.1.3-aw; 4.3.3-op
28. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular competence check under this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
 121.135(b)(24)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 4.2.9-op; 4.2.7-op;  
 2.1.3-aw; 2.1.2-aw; 2.1.1-op; 7.2.1-op; 2.1.2-op;  
 4.3.3-op; 2.1.4-aw; 2.1.4-op; 2.1.3-op; 4.2.5-op
29. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
 121.135(b)(24)  
*Interfaces:* 2.1.1-op; 2.1.2-op; 2.1.3-op; 7.2.1-op;  
 4.2.5-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.4-op;  
 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 4.2.7-op; 2.1.4-aw
30. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
 121.135(b)(24)  
*Interfaces:* 2.1.2-aw; 4.3.3-op; 4.2.9-op; 4.2.7-op;  
 2.1.4-aw; 4.3.2-op; 2.1.3-aw; 2.1.1-aw; 4.2.5-op;  
 2.1.4-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.2-op

31. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular competence check under this part, specifying how he shall certify as to the proficiency and knowledge of the aircraft dispatcher concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.3–op; 4.2.5–op; 2.1.4–op; 7.2.1–op; 2.1.2–op; 2.1.1–op; 2.1.2–aw; 4.3.3–op; 2.1.3–aw; 2.1.4–aw; 4.2.7–op; 4.2.9–op; 2.1.1–aw; 4.3.2–op
32. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.3–aw; 2.1.2–aw; 4.3.3–op; 2.1.4–aw; 2.1.1–aw; 4.3.2–op; 2.1.4–op; 2.1.3–op; 4.2.7–op; 4.2.9–op; 2.1.1–op; 7.2.1–op; 2.1.2–op
33. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular segment of flight training under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.3–op; 2.1.4–op; 2.1.1–op; 2.1.2–op; 2.1.4–aw; 7.2.1–op; 2.1.2–aw; 4.3.3–op; 2.1.3–aw; 4.3.2–op; 4.2.9–op; 2.1.1–aw; 4.2.7–op
34. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.4–aw; 2.1.1–op; 2.1.3–aw; 7.2.1–op; 2.1.2–op; 4.2.9–op; 4.2.7–op; 2.1.4–op; 4.3.2–op; 2.1.2–aw; 4.3.3–op; 2.1.3–op; 2.1.1–aw
35. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.

- Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw;  
4.3.3-op; 2.1.2-aw; 7.2.1-op; 2.1.3-aw; 2.1.4-aw;  
2.1.2-op; 2.1.4-op; 2.1.1-op; 2.1.3-op
36. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular segment of flight training under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.4-op;  
2.1.3-op; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 2.1.3-aw;  
4.2.7-op; 4.3.3-op; 2.1.2-aw; 2.1.4-aw
37. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular segment of flight training, specifying how he shall certify as to the proficiency and knowledge of the crewmember concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 2.1.3-op; 2.1.4-op; 4.2.3-op; 4.2.4-op;  
7.2.1-op; 2.1.2-aw; 2.1.4-aw; 2.1.2-op; 2.1.1-op;  
2.1.3-aw; 4.3.3-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw
38. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the flight instructor concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 4.2.9-op; 4.3.2-op; 2.1.1-aw; 2.1.4-aw;  
4.2.7-op; 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.1-op;  
2.1.2-op; 2.1.3-op; 7.2.1-op; 2.1.4-op
39. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.  
*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 2.1.3-op; 2.1.2-aw; 4.3.3-op; 2.1.4-op;  
2.1.1-op; 7.2.1-op; 2.1.2-op; 4.2.7-op; 2.1.3-aw;  
2.1.4-aw; 4.3.2-op; 4.2.9-op; 2.1.1-aw
- 40.

Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular segment of flight training under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 4.2.7-op; 4.3.2-op; 2.1.4-op; 2.1.1-aw; 4.2.9-op; 7.2.1-op; 2.1.3-op; 2.1.2-op; 2.1.1-op

41. Check that the Certificate Holder's manual system has instructions and information for each instructor who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 2.1.4-op; 2.1.3-op; 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.3-aw; 4.2.9-op; 2.1.1-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 4.3.2-op; 4.2.7-op

42. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular ground training subject under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 2.1.4-aw; 2.1.3-aw; 2.1.1-op; 4.3.3-op; 2.1.2-aw; 7.2.1-op; 4.2.9-op; 4.2.7-op; 2.1.1-aw; 2.1.3-op; 4.3.2-op; 2.1.2-op; 2.1.4-op

43. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular segment of flight training under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

*Sources:* 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)

*Interfaces:* 4.2.7-op; 2.1.1-aw; 4.3.2-op; 4.2.9-op; 4.3.3-op; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw; 7.2.1-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 2.1.3-op

44. Check that the Certificate Holder's manual system has instructions and information for each supervisor who is responsible for a particular course of training under this part, specifying how he shall certify as to the proficiency and knowledge of the check airman concerned upon completion of that training or check.

<p><i>Sources:</i> 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)</p> <p><i>Interfaces:</i> 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.4–op; 2.1.3–op; 4.2.7–op; 2.1.3–aw; 4.3.3–op; 2.1.1–aw; 4.3.2–op; 2.1.4–aw; 4.2.9–op; 2.1.2–aw</p> <p>45. Check that the Certificate Holder's manual system has instructions and information specifying how the certification required by 121.401(c) shall be made a part of the crewmember's or dispatcher's record.</p> <p><i>Sources:</i> 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)</p> <p><i>Interfaces:</i> 2.1.1–aw; 4.2.9–op; 4.3.2–op; 4.2.7–op; 2.1.4–aw; 2.1.2–aw; 2.1.3–aw; 4.2.3–op; 2.1.2–op; 2.1.1–op; 4.3.3–op; 4.2.10–op; 2.1.3–op; 4.2.4–op; 7.2.1–op; 4.2.5–op; 2.1.4–op</p> <p>46. Check that the Certificate Holder's manual system has instructions and information that when the certification required by 121.401(c) is made by an entry in a computerized record keeping system, the certifying instructor, supervisor, or check airman must be identified with that entry.</p> <p><i>Sources:</i> 121.401(c); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)</p> <p><i>Interfaces:</i> 2.1.2–op; 4.2.4–op; 4.2.3–op; 4.2.5–op; 2.1.1–op; 2.1.3–op; 4.2.10–op; 4.2.9–op; 2.1.4–op; 7.2.1–op; 4.3.3–op; 2.1.1–aw; 4.3.2–op; 2.1.2–aw; 4.2.7–op; 2.1.4–aw; 2.1.3–aw</p>	
<p>1.7 Does the Computer Based Record Keeping System show that the records of each crewmember and aircraft dispatcher (domestic/flag operations) comply with 14 CFR Part 121, including, but not limited to, proficiency and route checks, airplane and route qualifications, training, any required physical examinations, flight, duty, and rest time records? SRRs: 121.683(a)(1)</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each crewmember, that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to route checks.</p> <p><i>Sources:</i> 121.683(a)(1); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)</p> <p><i>Interfaces:</i> 2.1.4–op; 2.1.3–op; 4.2.4–op; 4.2.3–op; 7.2.1–op; 2.1.1–op; 2.1.2–op; 2.1.3–aw; 6.1.1–op; 4.3.3–op; 2.1.4–aw; 4.2.10–op; 4.2.7–op; 2.1.2–aw; 4.3.2–op; 2.1.1–aw; 4.2.9–op</p> <p>2. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each crewmember, that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to airplane qualifications.</p> <p><i>Sources:</i> 121.683(a)(1); 121.135(a)(1); 121.135(b)(2);</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>

- 121.135(b)(24)  
*Interfaces:* 2.1.4-aw; 4.2.10-op; 6.1.1-op; 7.2.1-op; 2.1.2-aw; 2.1.3-aw; 4.2.9-op; 4.2.3-op; 4.3.3-op; 4.3.2-op; 2.1.1-aw; 4.2.4-op; 2.1.3-op; 4.2.7-op; 2.1.2-op; 2.1.1-op; 2.1.4-op
3. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each crewmember, that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to route qualifications.  
*Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.2.7-op; 2.1.3-op; 2.1.1-aw; 4.3.2-op; 2.1.4-op; 2.1.2-aw; 4.3.3-op; 2.1.1-op; 2.1.2-op; 4.2.10-op; 4.2.3-op; 4.2.9-op; 2.1.4-aw; 2.1.3-aw; 7.2.1-op; 6.1.1-op
  4. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each crewmember, that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to training.  
*Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 7.2.1-op; 4.2.10-op; 2.1.2-op; 2.1.3-op; 2.1.1-op; 2.1.4-op; 4.2.4-op; 4.2.3-op; 4.3.2-op; 6.1.1-op; 4.3.3-op; 4.2.7-op; 2.1.4-aw; 4.2.9-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw
  5. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each crewmember, that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to required physical examinations.  
*Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.3.2-op; 2.1.1-aw; 4.2.7-op; 4.2.9-op; 4.3.3-op; 2.1.3-aw; 2.1.4-aw; 2.1.1-op; 7.2.1-op; 2.1.2-aw; 2.1.4-op; 6.1.1-op; 2.1.2-op; 4.2.10-op; 2.1.3-op; 4.2.3-op
  6. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each crewmember, that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to flight, duty, and rest time records.  
*Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.2-op; 2.1.1-op; 6.1.3-op; 6.1.2-op; 6.1.1-op; 7.2.1-op; 2.1.1-aw; 2.1.3-op; 2.1.4-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw
  7. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to proficiency checks.

- Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 4.2.9-op; 6.1.1-op;  
4.2.7-op; 4.3.2-op; 2.1.1-aw; 2.1.4-aw; 2.1.3-op; 4.2.5-op;  
2.1.2-op; 2.1.4-op; 2.1.1-op; 7.2.1-op
8. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to airplane qualifications.
- Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 4.2.5-op; 2.1.4-op; 2.1.3-op; 7.2.1-op; 4.3.3-op;  
2.1.2-op; 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 4.2.7-op; 2.1.2-aw;  
4.3.2-op; 6.1.1-op; 4.2.9-op; 2.1.1-aw
9. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to route qualifications.
- Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 6.1.1-op; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 2.1.3-aw;  
4.3.2-op; 4.2.7-op; 4.2.9-op; 2.1.4-op; 2.1.1-aw; 4.2.5-op;  
2.1.1-op; 7.2.1-op; 2.1.3-op; 2.1.2-op
10. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each aircraft dispatcher (domestic and flag operations only) that show whether the dispatcher complies with the applicable sections of this chapter, including but not limited to training.
- Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 2.1.2-op; 2.1.4-op; 2.1.1-op; 4.3.2-op; 2.1.3-op;  
6.1.1-op; 2.1.3-aw; 2.1.2-aw; 2.1.4-aw; 2.1.1-aw; 4.2.9-op;  
7.2.1-op; 4.3.3-op; 4.2.5-op; 4.2.7-op
11. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains current records of each aircraft dispatcher (domestic and flag operations only) that shows whether the dispatcher complies with the applicable sections of this chapter, including but not limited to duty and rest time records.
- Sources:* 121.683(a)(1); 121.135(a)(1); 121.135(b)(2);  
121.135(b)(24)
- Interfaces:* 7.2.1-op; 2.1.4-aw; 2.1.1-op; 2.1.2-op; 2.1.3-op;  
6.1.1-op; 6.1.4-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw; 2.1.4-op
12. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder maintains

<p>current records of each crewmember, that show whether the crewmember complies with the applicable sections of this chapter, including but not limited to proficiency checks.</p> <p><i>Sources:</i> 121.683(a)(1); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)</p> <p><i>Interfaces:</i> 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 2.1.4-aw; 6.1.1-op; 4.2.7-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.4-op; 4.2.4-op; 2.1.3-op; 4.2.3-op; 7.2.1-op; 4.2.10-op; 2.1.2-op; 2.1.1-op</p>	
<p>1.8 Does the Certificate Holder's Computer Based Record Keeping System record each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or dispatcher (domestic/flag operations) for at least six months?</p> <p>SRRs: 121.683(a)(2)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder shall record each action taken concerning the release from employment of any flight crewmember. <i>Sources:</i> 121.683(a)(2); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 2.1.1-aw; 4.3.2-op; 2.1.3-aw; 2.1.2-aw; 7.2.1-op; 2.1.4-aw; 2.1.1-op; 2.1.4-op; 2.1.3-op; 2.1.2-op; 6.1.1-op</li> <li>2. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder shall record each action taken concerning the release from employment of any aircraft dispatcher (domestic and flag operations only). <i>Sources:</i> 121.683(a)(2); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 6.1.1-op; 7.2.1-op; 4.3.2-op; 2.1.3-op; 2.1.4-op; 2.1.4-aw; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw</li> <li>3. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder shall record each action taken concerning physical disqualification of any flight crewmember. <i>Sources:</i> 121.683(a)(2); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 2.1.4-aw; 2.1.3-aw; 2.1.2-aw; 2.1.2-op; 2.1.1-aw; 4.3.2-op; 6.1.1-op; 2.1.1-op; 2.1.4-op; 2.1.3-op; 7.2.1-op</li> <li>4. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder shall record each action taken concerning the physical disqualification of any aircraft dispatcher (domestic and flag operations only). <i>Sources:</i> 121.683(a)(2); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)</li> </ol>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p><i>Interfaces:</i> 2.1.3–op; 2.1.4–op; 2.1.2–op; 7.2.1–op; 2.1.1–op; 2.1.2–aw; 2.1.1–aw; 2.1.3–aw; 2.1.4–aw; 6.1.1–op; 4.3.2–op</p> <p>5. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder shall record each action taken concerning the professional disqualification of any flight crewmember. <i>Sources:</i> 121.683(a)(2); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 2.1.3–aw; 6.1.1–op; 2.1.2–aw; 2.1.4–aw; 2.1.1–aw; 4.3.2–op; 2.1.4–op; 2.1.3–op; 7.2.1–op; 2.1.2–op; 2.1.1–op</p> <p>6. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder shall record each action taken concerning the release from employment of any professional disqualification of any aircraft dispatcher (domestic and flag operations only). <i>Sources:</i> 121.683(a)(2); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 2.1.3–op; 2.1.4–op; 2.1.1–op; 2.1.2–op; 2.1.4–aw; 6.1.1–op; 7.2.1–op; 2.1.2–aw; 2.1.3–aw; 4.3.2–op; 2.1.1–aw</p> <p>7. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder keeps the record of each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher (domestic and flag operations only) for at least six months thereafter. <i>Sources:</i> 121.683(a)(2); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24) <i>Interfaces:</i> 2.1.4–aw; 2.1.3–aw; 2.1.1–op; 7.2.1–op; 2.1.2–op; 6.1.1–op; 2.1.2–aw; 2.1.4–op; 4.3.2–op; 2.1.1–aw; 2.1.3–op</p>	
<p>1.9 If the Certificate Holder conducts supplemental operations, are the computer based records required by 14 CFR 121.683(a) maintained at the principal base of operations or another location approved by the Administrator? <i>SRRs:</i> 121.683(b)</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder conducting supplemental operations has instructions and information in their manual on how to maintain current records of each crewmember, at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, proficiency checks. <i>Sources:</i> 121.683(a)(1); 121.683(b); 121.135(a)(1);</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>

- 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.1-aw; 4.2.9-op; 4.3.2-op; 4.3.3-op;  
2.1.5-aw; 4.2.3-op; 2.1.5-op; 2.1.1-op
2. Check that the Certificate Holder conducting supplemental operations has instructions and information in their manual on how to maintain current records of each crewmember, at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, route checks.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.1-op; 2.1.5-op; 4.3.2-op; 2.1.1-aw; 2.1.5-aw
  3. Check that the Certificate Holder conducting supplemental operations has instructions and information in their manual on how to maintain current records of each crewmember, at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, airplane qualifications.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.3.2-op; 2.1.1-aw; 2.1.5-aw; 2.1.1-op; 2.1.5-op
  4. Check that the Certificate Holder conducting supplemental operations has instructions and information in their manual on how to maintain current records of each crewmember, at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, route qualifications.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.5-op; 2.1.1-op; 2.1.5-aw; 4.3.2-op; 2.1.1-aw
  5. Check that the Certificate Holder conducting supplemental operations has instructions and information in their manual on how to maintain current records of each crewmember, at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, training.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 4.2.10-op; 4.3.3-op; 2.1.5-aw; 2.1.1-aw;

- 4.2.7–op; 4.2.9–op; 4.2.3–op; 2.1.5–op; 4.2.4–op;  
2.1.1–op
6. Check that the Certificate Holder conducting supplemental operations has instructions and information in their manual on how to maintain current records of each crewmember, at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, any required physical examinations.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.4–op; 2.1.3–op; 2.1.5–op; 2.1.1–op; 7.2.1–op; 2.1.2–op; 4.2.10–op; 6.1.1–op; 2.1.4–aw; 4.2.3–op; 4.3.2–op; 2.1.1–aw; 4.3.3–op; 2.1.5–aw; 2.1.2–aw; 2.1.3–aw; 4.2.7–op; 4.2.9–op
7. Check that the Certificate Holder conducting supplemental operations has instructions and information in their manual on how to maintain current records of each crewmember, at its principal base of operations, or at another location used by it and approved by the Administrator, that shows whether the crewmember complies with the applicable sections of this chapter including, but not limited to, flight, duty, and rest time records.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.4–aw; 6.1.2–op; 6.1.1–op; 2.1.5–aw; 2.1.3–aw; 7.2.1–op; 2.1.2–aw; 6.1.3–op; 2.1.1–aw; 2.1.3–op; 2.1.5–op; 2.1.1–op; 2.1.4–op; 2.1.2–op
8. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder has instructions and information in their manual specifying how it shall maintain, at its principal base of operations or at another location used by it and approved by the Administrator, the records of each action taken concerning the release from employment of any flight crewmember.  
*Sources:* 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  
*Interfaces:* 2.1.5–op; 2.1.4–op; 4.3.2–op; 2.1.2–aw; 2.1.3–aw; 2.1.1–aw; 2.1.5–aw; 2.1.1–op; 2.1.4–aw; 7.2.1–op; 2.1.2–op; 2.1.3–op; 6.1.1–op
9. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder has instructions and information in their manual specifying how it shall maintain, at its principal base of operations or at another location used by it and approved by the Administrator, records of each action taken concerning

<p>the physical disqualification of any flight crewmember.  <i>Sources:</i> 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  <i>Interfaces:</i> 7.2.1–op; 2.1.2–op; 2.1.1–op; 2.1.4–op; 2.1.3–op; 2.1.5–op; 2.1.1–aw; 6.1.1–op; 4.3.2–op; 2.1.3–aw; 2.1.2–aw; 2.1.4–aw; 2.1.5–aw</p> <p>10. For Certificate Holder's conducting supplemental operations, check that the Certificate Holder has instructions and information in their manual specifying how it shall maintain, at its principal base of operations or at another location used by it and approved by the Administrator, records of each action taken concerning the professional disqualification of any flight crewmember.  <i>Sources:</i> 121.683(a)(1); 121.683(b); 121.135(a)(1); 121.135(b)(2); 121.135(b)(24)  <i>Interfaces:</i> 4.3.2–op; 2.1.1–aw; 2.1.1–op; 2.1.5–aw; 2.1.5–op</p>	
<p>1.10 Does the Certificate Holder ensure that the approved Computer Based Record Keeping System meets the requirements of 14 CFR 121.683(a)?  <i>SRRs:</i> 121.683(c)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11 If conducting domestic or flag operations, does the Certificate Holder's Computer Based Record Keeping System retain copies of the load manifest, dispatch release, and the flight plan for at least three months?  <i>SRRs:</i> 121.695(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.12 If conducting supplemental operations, does the Certificate Holder's Computer Based Record Keeping System retain copies of the load manifest, flight release, airworthiness release, pilot route certification, and the flight plan for at least three months?  <i>SRRs:</i> 121.697(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.13 Does the Certificate Holder conducting supplemental operations for an approved Computer Based Record Keeping System identify in its manual the person having custody of the documents required to be retained in accordance with 14 CFR 121.697(d)?  <i>SRRs:</i> 121.697(e)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.14 Does the Certificate Holder conducting supplemental operations keep copies of the records required by 14 CFR 121.697 for at least three months?  <i>SRRs:</i> 121.697(e)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.15 If conducting domestic or flag operations, does the Certificate Holder's approved Computer Based Record Keeping System record each enroute radio contact between the Certificate Holder and its pilots and keep that record for at least 30 days?  <i>SRRs:</i> 121.711</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.16 Does the Certificate Holder's manual contain the required references to, or excerpts from, the applicable operations specifications?  <i>SRRs:</i> 119.43(b); A.025</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.17 If the Certificate Holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications? SRRs: 119.43(b)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.18 Does the Certificate Holder's manual require compliance with the applicable operations specifications? SRRs: 119.43(b)(2); A.025</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.19 Does the Certificate Holder's manual contain a method of keeping all persons engaged in its operations informed of the provisions of the applicable operations specifications? SRRs: 119.43(c); A.025</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.20 For the Certificate Holder holding Advanced Qualification Program approval, does its Computer Based Record Keeping System comply with the related requirements of SFAR 58? Related CFRs: SFAR 58.1</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder holding AQP approval shall show that it will establish and maintain records in sufficient detail to establish the training of each person qualified under an AQP in accordance with the training requirements of SFAR 58. <i>Sources:</i> 121.135(b)(1); SFAR 58.1 <i>Interfaces:</i> 2.1.2-op; 4.2.3-op; 4.2.4-op; 4.2.5-op; 6.1.1-op; 2.1.1-op; 4.2.10-op; 2.1.3-op; 7.2.1-op; 4.2.9-op; 2.1.4-op; 2.1.3-aw; 2.1.1-aw; 4.3.3-op; 2.1.2-aw; 4.3.2-op; 4.2.7-op; 2.1.4-aw; 4.3.1-op</li> <li>2. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder holding AQP approval shall show that it will establish and maintain records in sufficient detail to establish the training of each person qualified under an AQP in accordance with the training requirements of SFAR 58. <i>Sources:</i> 121.135(a)(1); 121.135(b)(24); SFAR 58.1 <i>Interfaces:</i> 4.2.7-op; 2.1.4-op; 4.3.2-op; 2.1.1-aw; 4.3.1-op; 2.1.2-aw; 2.1.3-op; 4.3.3-op; 2.1.1-op; 2.1.3-aw; 7.2.1-op; 4.2.10-op; 2.1.2-op; 4.2.9-op; 2.1.4-aw; 6.1.1-op; 4.2.4-op; 4.2.3-op; 4.2.5-op</li> <li>3. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder holding AQP approval shall show that it will establish and maintain records in sufficient detail to establish the qualification of each person qualified under an AQP in accordance with the qualification requirements of SFAR 58. <i>Sources:</i> 121.135(b)(1); SFAR 58.1 <i>Interfaces:</i> 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 6.1.1-op; 4.2.7-op; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 4.3.1-op; 4.2.5-op; 2.1.3-op; 2.1.4-op; 4.2.3-op; 4.2.4-op; 7.2.1-op; 4.2.10-op; 2.1.2-op; 2.1.1-op</li> <li>4. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder holding AQP</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>approval shall show that it will establish and maintain records in sufficient detail to establish the qualification of each person qualified under an AQP in accordance with the qualification requirements of SFAR 58.</p> <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(24); SFAR 58.1</p> <p><i>Interfaces:</i> 7.2.1-op; 2.1.2-op; 2.1.1-op; 2.1.4-op; 2.1.3-op; 4.2.5-op; 4.2.4-op; 6.1.1-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.9-op; 4.3.2-op; 4.3.1-op; 2.1.3-aw; 2.1.4-aw; 2.1.1-aw; 2.1.2-aw; 4.3.3-op</p> <p>5. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder holding AQP approval shall show that it will establish and maintain records in sufficient detail to establish the certification of each person qualified under an AQP in accordance with the certification requirements of SFAR 58.</p> <p><i>Sources:</i> 121.135(b)(1); SFAR 58.1</p> <p><i>Interfaces:</i> 2.1.4-op; 2.1.3-op; 4.2.3-op; 2.1.2-op; 2.1.1-op; 7.2.1-op; 2.1.4-aw; 4.3.1-op; 2.1.3-aw; 4.3.3-op; 4.2.10-op; 2.1.2-aw; 4.2.7-op; 6.1.1-op; 2.1.1-aw; 4.3.2-op; 4.2.9-op</p> <p>6. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder holding AQP approval shall show that it will establish and maintain records in sufficient detail to establish the certification of each person qualified under an AQP in accordance with the certification requirements of SFAR 58.</p> <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(24); SFAR 58.1</p> <p><i>Interfaces:</i> 4.3.2-op; 2.1.1-aw; 4.3.1-op; 4.2.7-op; 4.2.9-op; 2.1.3-aw; 2.1.4-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 4.2.3-op; 4.2.10-op; 6.1.1-op</p>	
<p>1.21 For the Certificate Holder holding Advanced Qualification Program approval, does its Computer Based Record Keeping System comply with the related requirements of 49 USC 44936(f)(1)(B)(i)(1)?</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of proficiency checks for Pilot In Command (PIC) for 5 years.</p> <p><i>Sources:</i> 49 USC 44936 (f) (1)(B)(i)(I) 121.135(b)(1)</p> <p><i>Interfaces:</i> 2.1.4-op; 4.3.2-op; 2.1.1-aw; 4.3.1-op; 2.1.2-aw; 2.1.3-op; 4.3.3-op; 2.1.1-op; 2.1.3-aw; 2.1.2-op; 2.1.4-aw; 4.2.10-op; 7.2.1-op; 4.2.9-op; 4.2.3-op</p> <p>2. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of proficiency checks for Pilot In Command (PIC) for 5 years.</p> <p><i>Sources:</i> 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(a)(1)</p> <p><i>Interfaces:</i> 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 4.3.1-op; 2.1.3-op;</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>

- 2.1.4-op; 2.1.1-op; 4.2.3-op; 7.2.1-op; 4.2.10-op;  
2.1.2-op
3. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of proficiency checks for Second In Command (SIC) for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 7.2.1-op; 2.1.2-op; 2.1.3-op; 2.1.1-op; 4.2.10-op; 2.1.4-op; 4.3.1-op; 4.2.3-op; 4.3.2-op; 2.1.1-aw; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 4.2.9-op; 2.1.4-aw
  4. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of proficiency checks for Second In Command (SIC) for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.3-op; 2.1.1-op; 2.1.2-op; 2.1.3-aw; 7.2.1-op; 2.1.2-aw; 4.3.3-op; 4.3.1-op; 2.1.1-aw; 4.3.2-op; 4.2.10-op; 2.1.4-aw; 4.2.9-op
  5. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Flight Training for Pilot In Command (PIC) for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.2-op; 2.1.1-op; 4.2.3-op; 2.1.4-op; 4.2.10-op; 4.2.9-op; 7.2.1-op; 2.1.3-op; 2.1.1-aw; 2.1.4-aw; 2.1.3-aw; 4.3.1-op; 4.3.3-op; 2.1.2-aw; 4.3.2-op
  6. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Flight Training for Pilot In Command (PIC) for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I)(PRIA)  
121.135(a)(1)  
*Interfaces:* 4.3.1-op; 2.1.4-op; 4.3.2-op; 2.1.1-aw; 2.1.3-op; 2.1.2-op; 4.3.3-op; 2.1.4-aw; 7.2.1-op; 4.2.10-op; 4.2.9-op; 2.1.1-op; 2.1.3-aw; 2.1.2-aw; 4.2.3-op
  7. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Flight Training for Second In Command (SIC) for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I)(PRIA)  
121.135(b)(1)  
*Interfaces:* 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 4.3.2-op; 4.3.1-op; 4.2.9-op; 2.1.1-aw; 2.1.3-op;

- 2.1.1–op; 4.2.10–op; 4.2.3–op; 2.1.4–op; 7.2.1–op;  
2.1.2–op
8. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Flight Training for Second In Command (SIC) for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I)(PRIA) 121.135(a)(1)  
*Interfaces:* 7.2.1–op; 2.1.1–op; 4.2.10–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 4.2.3–op; 4.3.1–op; 2.1.2–aw; 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 4.3.2–op; 4.2.9–op; 2.1.1–aw
9. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Ground Training for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(b)(1)  
*Interfaces:* 4.2.3–op; 2.1.2–op; 2.1.1–op; 4.2.10–op; 2.1.3–op; 7.2.1–op; 2.1.4–op; 2.1.1–aw; 4.2.9–op; 4.3.2–op; 4.3.3–op; 4.2.7–op; 2.1.4–aw; 2.1.2–aw; 2.1.3–aw
10. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Ground Training for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(a)(1)  
*Interfaces:* 4.3.1–op; 2.1.4–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 7.2.1–op; 4.2.10–op; 4.3.2–op; 2.1.4–aw; 2.1.1–aw; 4.2.3–op; 2.1.3–aw; 4.3.3–op; 2.1.2–aw; 4.2.9–op; 4.2.7–op
11. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(b)(1)  
*Interfaces:* 2.1.4–aw; 2.1.1–op; 2.1.3–aw; 7.2.1–op; 4.2.3–op; 4.2.9–op; 2.1.2–op; 6.1.1–op; 4.2.7–op; 2.1.4–op; 2.1.3–op; 4.3.2–op; 2.1.1–aw; 2.1.2–aw; 4.3.3–op
12. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(a)(1)  
*Interfaces:* 2.1.3–op; 4.2.3–op; 7.2.1–op; 2.1.1–op;

- 2.1.2-aw; 2.1.4-op; 2.1.4-aw; 6.1.1-op; 2.1.2-op;  
4.3.3-op; 2.1.3-aw; 4.2.9-op; 4.2.7-op; 2.1.1-aw;  
4.3.2-op
13. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Line Checks for Pilots for 5 years for line checks required every 12 months.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 4.2.4-op; 2.1.3-op; 2.1.1-op; 2.1.2-aw; 2.1.3-aw; 4.2.9-op; 2.1.4-op; 6.1.1-op; 7.2.1-op; 2.1.2-op; 4.3.3-op; 2.1.4-aw; 4.2.7-op; 4.3.2-op; 2.1.1-aw
14. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Line Checks for Pilots for 5 years for line checks required every 12 months.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 4.2.7-op; 4.2.9-op; 2.1.1-aw; 4.3.2-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 4.3.3-op; 2.1.1-op; 7.2.1-op; 6.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 4.2.4-op
15. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Special Qualifications (such as NOPAC, CEP, and MNPS) for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.3-aw; 4.2.10-op; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 6.1.1-op; 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw; 4.2.4-op; 7.2.1-op; 2.1.4-op; 2.1.3-op; 2.1.2-op; 2.1.1-op
16. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Special Qualifications (such as NOPAC, CEP, and MNPS) for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.4-op; 4.2.10-op; 4.2.4-op; 6.1.1-op; 2.1.3-op; 4.2.7-op; 4.3.2-op; 2.1.1-aw; 2.1.4-aw; 4.2.9-op; 2.1.3-aw; 2.1.2-aw; 4.3.3-op
17. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recency of Experience for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)

- Interfaces:* 2.1.4-op; 4.2.4-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.1-op; 4.2.10-op; 4.3.3-op; 2.1.4-aw; 6.1.1-op; 4.2.9-op; 4.3.2-op; 4.2.7-op; 2.1.2-aw; 2.1.3-aw; 2.1.1-aw
18. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains of Recency of Experience for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(a)(1)  
*Interfaces:* 4.2.9-op; 4.3.2-op; 2.1.1-aw; 4.2.7-op; 2.1.4-aw; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.2-op; 4.2.10-op; 4.2.4-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.4-op; 6.1.1-op
19. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Operating Experience (OE) for Pilots for at least 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(b)(1)  
*Interfaces:* 2.1.2-op; 4.2.3-op; 6.1.1-op; 2.1.4-op; 2.1.1-op; 2.1.3-op; 4.3.3-op; 4.2.9-op; 4.2.10-op; 7.2.1-op; 4.2.7-op; 2.1.3-aw; 2.1.1-aw; 4.3.2-op; 2.1.2-aw; 2.1.4-aw; 4.3.1-op
20. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Operating Experience (OE) for Pilots for at least 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(a)(1)  
*Interfaces:* 4.2.7-op; 2.1.4-op; 4.3.2-op; 2.1.3-op; 2.1.1-aw; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 4.3.1-op; 7.2.1-op; 2.1.2-op; 4.2.9-op; 4.2.3-op; 2.1.4-aw; 6.1.1-op; 4.2.10-op; 2.1.1-op
21. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains permanent records of FAA Observation of Operating Experience (OE) for Pilot In Command (PIC) for the duration of the individuals employment and for 5 years thereafter.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA) 121.135(b)(1)  
*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.3-op; 7.2.1-op; 2.1.1-op; 2.1.2-op; 2.1.2-aw; 2.1.4-aw; 2.1.3-aw; 6.1.1-op; 4.2.10-op; 4.3.3-op; 4.3.1-op; 2.1.1-aw; 4.3.2-op; 4.2.7-op; 4.2.9-op
22. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains permanent records of FAA Observation of Operating Experience (OE) for Pilot In

- Command (PIC) for the duration of the individuals employment and for 5 years thereafter.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 4.3.2-op; 4.3.1-op; 2.1.1-aw; 4.2.7-op; 4.2.9-op; 2.1.3-aw; 2.1.4-aw; 4.2.3-op; 4.3.3-op; 2.1.2-aw; 2.1.4-op; 4.2.10-op; 2.1.1-op; 7.2.1-op; 2.1.2-op; 6.1.1-op; 6.1.2-op; 2.1.3-op
23. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Check Airmen Initial Ground Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(b)(1)  
*Interfaces:* 4.2.3-op; 2.1.2-op; 2.1.1-op; 4.2.10-op; 7.2.1-op; 6.1.2-op; 2.1.4-op; 4.3.2-op; 4.2.9-op; 6.1.1-op; 2.1.3-op; 4.2.7-op; 2.1.1-aw; 2.1.4-aw; 4.3.1-op; 2.1.2-aw; 4.3.3-op; 2.1.3-aw
24. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Check Airmen Initial Ground Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 2.1.4-op; 4.3.1-op; 2.1.1-aw; 4.3.2-op; 2.1.3-op; 2.1.2-op; 2.1.4-aw; 4.3.3-op; 4.2.10-op; 7.2.1-op; 6.1.2-op; 6.1.1-op; 4.2.9-op; 4.2.7-op; 2.1.3-aw; 2.1.1-op; 2.1.2-aw; 4.2.3-op
25. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Check Airmen Initial Flight Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(b)(1)  
*Interfaces:* 2.1.2-aw; 4.3.3-op; 4.2.9-op; 6.1.1-op; 4.2.7-op; 2.1.3-aw; 4.3.2-op; 2.1.1-aw; 4.3.1-op; 2.1.4-aw; 4.2.3-op; 4.2.10-op; 2.1.1-op; 2.1.3-op; 2.1.2-op; 2.1.4-op; 7.2.1-op
26. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Check Airmen Initial Flight Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 7.2.1-op; 2.1.2-op; 4.2.10-op; 2.1.1-op; 2.1.3-op; 6.1.1-op; 2.1.4-op; 4.2.7-op; 2.1.1-aw;

- 4.2.3-op; 4.3.2-op; 4.2.9-op; 2.1.2-aw; 4.3.3-op;  
4.3.1-op; 2.1.3-aw; 2.1.4-aw
27. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Flight Instructor Initial Ground Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 4.2.3-op; 2.1.2-op; 7.2.1-op; 2.1.1-op; 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 6.1.1-op; 4.3.1-op; 4.2.10-op; 2.1.1-aw; 4.2.7-op; 4.3.2-op; 4.2.9-op
28. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Flight Instructor Initial Ground Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 4.3.1-op; 2.1.1-aw; 4.3.2-op; 4.2.7-op; 4.2.9-op; 2.1.3-aw; 2.1.2-aw; 2.1.1-op; 2.1.2-op; 4.3.3-op; 2.1.4-aw; 6.1.1-op; 2.1.3-op; 7.2.1-op; 4.2.3-op; 2.1.4-op; 4.2.10-op
29. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Advanced Simulation Instructor/Check Airman Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 4.2.10-op; 6.1.1-op; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 2.1.3-aw; 4.2.3-op; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 4.3.1-op; 2.1.4-op; 4.2.7-op; 7.2.1-op; 2.1.3-op; 2.1.1-op; 2.1.2-op
30. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Advanced Simulation Instructor/Check Airman Training during the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 4.2.3-op; 2.1.2-op; 2.1.1-op; 7.2.1-op; 4.2.10-op; 2.1.4-op; 6.1.1-op; 4.3.1-op; 2.1.3-op; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 4.2.7-op; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw; 4.3.3-op
31. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains

- records of Recurrent Advanced Simulation Instructor/Check Airman Training for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(b)(1)  
*Interfaces:* 2.1.4–op; 4.3.1–op; 4.3.2–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 2.1.4–aw; 6.1.1–op; 2.1.3–aw; 7.2.1–op; 4.2.10–op; 4.2.9–op; 4.2.7–op; 4.3.3–op; 2.1.2–aw; 2.1.1–aw; 4.2.3–op
32. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Advanced Simulation Instructor/Check Airman Training for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 4.3.3–op; 4.2.9–op; 6.1.1–op; 4.2.7–op; 2.1.4–aw; 2.1.2–aw; 4.3.1–op; 2.1.3–aw; 4.3.2–op; 2.1.1–aw; 2.1.2–op; 4.2.3–op; 2.1.4–op; 7.2.1–op; 4.2.10–op; 2.1.1–op; 2.1.3–op
33. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Hazardous Materials Training for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(b)(1)  
*Interfaces:* 4.2.9–op; 4.2.7–op; 2.1.4–aw; 2.1.3–aw; 4.2.3–op; 2.1.1–aw; 4.3.3–op; 2.1.2–aw; 4.3.2–op; 2.1.2–op; 6.1.1–op; 2.1.4–op; 2.1.1–op; 4.2.10–op; 7.2.1–op; 2.1.3–op
34. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Hazardous Materials Training for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 2.1.4–aw; 4.2.10–op; 2.1.1–op; 7.2.1–op; 2.1.3–aw; 4.2.9–op; 2.1.2–op; 4.2.3–op; 4.2.7–op; 6.1.1–op; 2.1.4–op; 2.1.2–aw; 4.3.2–op; 2.1.3–op; 2.1.1–aw; 4.3.3–op
35. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Airman Certification Information required by their duty position for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 2.1.1–op; 2.1.2–op; 7.2.1–op; 6.1.1–op; 4.2.10–op; 2.1.4–op; 2.1.3–op; 4.2.3–op; 4.3.2–op; 2.1.1–aw; 4.3.3–op; 2.1.3–aw; 4.2.7–op; 4.2.9–op; 2.1.2–aw; 2.1.4–aw

36. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Pilots current Airman Medical Certification Information required by their duty position for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 4.2.7-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 4.2.10-op; 2.1.2-op; 2.1.1-op; 7.2.1-op; 6.1.1-op; 2.1.3-op; 2.1.4-op; 4.2.3-op
37. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Pilots current Airman Medical Certification Information required by their duty position for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.3-aw; 4.2.10-op; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 6.1.1-op; 4.2.7-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.3-op; 2.1.4-op; 2.1.1-op; 4.2.3-op; 7.2.1-op; 2.1.2-op
38. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Physical or Professional Disqualification for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III) (PRIA)  
121.135(a)(1)  
*Interfaces:* 4.3.2-op; 4.2.9-op; 2.1.1-aw; 2.1.4-aw; 4.2.7-op; 4.2.3-op; 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 2.1.2-op; 2.1.3-op; 2.1.1-op; 7.2.1-op; 2.1.4-op; 4.2.10-op; 6.1.1-op
39. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Physical or Professional Disqualification for Pilots for 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.4-aw; 6.1.1-op; 2.1.3-aw; 7.2.1-op; 4.3.3-op; 4.2.10-op; 2.1.2-aw; 4.2.3-op; 2.1.1-aw; 4.2.9-op; 4.2.7-op; 2.1.4-op; 2.1.2-op; 2.1.3-op; 4.3.2-op; 2.1.1-op
40. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.3-op; 7.2.1-op; 2.1.2-op; 2.1.1-op; 2.1.3-aw; 2.1.2-aw; 6.1.1-op;

- 4.3.2–op; 2.1.1–aw; 2.1.4–aw; 4.2.9–op
41. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.1–aw; 4.3.2–op; 4.2.9–op; 2.1.4–aw; 2.1.2–aw; 2.1.3–aw; 4.2.3–op; 2.1.2–op; 2.1.1–op; 2.1.3–op; 2.1.4–op; 6.1.1–op; 7.2.1–op
42. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.2–op; 2.1.1–op; 4.2.3–op; 6.1.2–op; 6.1.1–op; 7.2.1–op; 2.1.4–op; 2.1.3–op; 2.1.1–aw; 4.2.9–op; 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 2.1.2–aw; 4.3.2–op
43. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.4–op; 2.1.3–op; 4.3.2–op; 2.1.1–aw; 2.1.2–aw; 4.3.3–op; 6.1.2–op; 7.2.1–op; 2.1.2–op; 4.2.9–op; 4.2.3–op; 2.1.4–aw; 2.1.1–op; 2.1.3–aw; 6.1.1–op
44. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.4–op; 2.1.1–aw; 2.1.3–op; 2.1.2–op; 4.3.3–op; 4.3.2–op; 6.1.2–op; 6.1.1–op; 7.2.1–op; 4.2.9–op; 4.2.3–op; 2.1.4–aw; 2.1.3–aw; 2.1.1–op; 2.1.2–aw
45. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)

- 121.135(a)(1)  
*Interfaces:* 4.3.3-op; 2.1.2-aw; 4.2.9-op; 2.1.3-aw;  
 6.1.1-op; 6.1.2-op; 4.3.2-op; 2.1.1-aw; 2.1.4-aw;  
 2.1.3-op; 4.2.3-op; 7.2.1-op; 2.1.2-op; 2.1.4-op;  
 2.1.1-op
46. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)
- 121.135(b)(1)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 4.2.3-op; 7.2.1-op;  
 2.1.1-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 2.1.2-op;  
 6.1.1-op; 4.3.3-op; 4.2.9-op; 4.3.2-op; 2.1.1-aw
47. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)
- 121.135(a)(1)  
*Interfaces:* 2.1.1-aw; 4.3.2-op; 4.2.9-op; 2.1.3-aw;  
 2.1.2-aw; 2.1.4-aw; 4.3.3-op; 2.1.1-op; 2.1.2-op;  
 7.2.1-op; 6.1.1-op; 4.2.3-op; 2.1.4-op; 2.1.3-op
48. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Upgrade Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)
- 121.135(b)(1)  
*Interfaces:* 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 2.1.2-op;  
 4.2.9-op; 7.2.1-op; 6.1.1-op; 4.2.3-op; 2.1.4-op;  
 4.3.2-op; 2.1.3-op; 2.1.1-aw; 2.1.2-aw; 4.3.3-op
49. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Upgrade Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)
- 121.135(a)(1)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 4.2.3-op; 7.2.1-op;  
 2.1.2-op; 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 6.1.1-op;  
 2.1.1-op; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 2.1.4-aw
50. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Upgrade Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.

- Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 4.3.2–op; 4.2.9–op; 2.1.1–aw; 2.1.3–aw;  
2.1.2–aw; 4.3.3–op; 2.1.4–aw; 2.1.1–op; 7.2.1–op;  
2.1.3–op; 4.2.3–op; 6.1.1–op; 2.1.2–op; 2.1.4–op
51. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Upgrade Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.3–aw; 6.1.1–op; 2.1.2–aw; 4.3.3–op;  
2.1.4–aw; 2.1.1–aw; 4.2.9–op; 4.3.2–op; 4.2.3–op;  
2.1.4–op; 2.1.1–op; 2.1.3–op; 2.1.2–op; 7.2.1–op
52. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.1–op; 4.2.3–op; 7.2.1–op; 2.1.2–op;  
6.1.1–op; 2.1.4–op; 4.3.1–op; 2.1.3–op; 4.3.2–op;  
2.1.1–aw; 2.1.4–aw; 4.2.7–op; 4.2.9–op; 4.3.3–op;  
2.1.2–aw; 2.1.3–aw
53. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Differences Ground Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(a)(1)  
*Interfaces:* 2.1.3–op; 2.1.4–op; 2.1.1–op; 2.1.2–op;  
2.1.4–aw; 6.1.1–op; 4.3.1–op; 4.2.7–op; 7.2.1–op;  
2.1.2–aw; 2.1.3–aw; 4.3.3–op; 2.1.1–aw; 4.2.3–op;  
4.3.2–op; 4.2.9–op
54. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
121.135(b)(1)  
*Interfaces:* 2.1.4–aw; 6.1.1–op; 2.1.3–aw; 4.3.3–op;  
2.1.1–op; 7.2.1–op; 4.2.10–op; 2.1.2–aw; 4.2.9–op;  
4.2.7–op; 4.2.3–op; 2.1.4–op; 4.3.2–op; 2.1.2–op;  
4.3.1–op; 2.1.1–aw; 2.1.3–op
55. Check that the Certificate Holder's manual system has instructions and information specifying how the

- Certificate Holder retains records of Differences Flight Training for Pilots for the period of qualification for the current aircraft or for five years, whichever is greater.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 4.2.3–op; 2.1.4–op; 2.1.3–op; 7.2.1–op; 4.3.3–op; 4.2.10–op; 2.1.1–op; 2.1.2–op; 2.1.2–aw; 4.2.7–op; 4.2.9–op; 2.1.4–aw; 4.3.2–op; 6.1.1–op; 2.1.3–aw; 2.1.1–aw; 4.3.1–op
56. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains permanent records of One–Time Training Requirements – Basic indoctrination for Pilots for the duration of the individuals employment and for 5 years thereafter.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(b)(1)  
*Interfaces:* 2.1.2–op; 4.2.3–op; 2.1.4–op; 7.2.1–op; 4.2.10–op; 2.1.1–op; 2.1.3–op; 4.3.2–op; 4.2.9–op; 6.1.1–op; 2.1.4–aw; 2.1.3–aw; 4.3.3–op; 2.1.1–aw; 2.1.2–aw
57. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of One–Time Training Requirements – Basic indoctrination for Pilots for the duration of the individuals employment and for 5 years thereafter.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(I) (PRIA)  
 121.135(a)(1)  
*Interfaces:* 4.2.9–op; 4.3.2–op; 4.3.3–op; 2.1.4–op; 2.1.1–aw; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 7.2.1–op; 4.2.3–op; 2.1.1–op; 4.2.10–op; 2.1.2–op; 2.1.3–op; 6.1.1–op
58. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain the records for Pilots, required by Appendix I and J of Part 121 relating to the Pilot Record Improvement Act for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(II–III) (PRIA)  
*Interfaces:* 4.2.7–op; 2.1.4–op; 2.1.3–op; 4.3.1–op; 4.3.2–op; 2.1.1–op; 2.1.2–op; 2.1.2–aw; 4.2.3–op; 2.1.4–aw; 7.2.1–op; 2.1.3–aw; 6.1.2–op; 4.2.9–op; 4.2.10–op; 6.1.1–op; 4.3.3–op; 2.1.1–aw
59. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain the records for Pilots, required by Appendix I and J of Part 121 relating to the Pilot Record Improvement Act for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(i)(II–III) (PRIA)  
*Interfaces:* 6.1.1–op; 2.1.1–aw; 4.2.9–op; 4.3.1–op; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 4.3.3–op; 2.1.1–op;

- 2.1.2-op; 2.1.4-aw; 7.2.1-op; 6.1.2-op; 4.2.3-op;  
4.2.7-op; 4.2.10-op; 2.1.4-op; 2.1.3-op
60. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the training of the individual, including comments made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 2.1.4-aw; 4.2.10-op; 4.2.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.1-aw; 7.2.1-op; 6.1.1-op; 4.2.7-op; 4.3.1-op; 6.1.2-op; 2.1.3-op; 4.3.2-op; 4.3.3-op; 2.1.1-op; 4.2.9-op; 2.1.4-op; 2.1.2-op
61. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the training of the individual, including comments made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 2.1.2-op; 2.1.1-op; 4.2.7-op; 7.2.1-op; 2.1.3-op; 4.2.3-op; 2.1.1-aw; 2.1.4-op; 6.1.2-op; 4.2.10-op; 6.1.1-op; 4.3.3-op; 4.3.1-op; 2.1.2-aw; 4.3.2-op; 2.1.4-aw; 4.2.9-op; 2.1.3-aw
62. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the qualifications of the individual, including comments made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 4.2.9-op; 4.3.2-op; 4.3.3-op; 2.1.3-op; 2.1.1-aw; 2.1.4-op; 4.3.1-op; 2.1.2-aw; 7.2.1-op; 2.1.1-op; 2.1.3-aw; 2.1.2-op; 4.2.3-op; 6.1.1-op; 2.1.4-aw; 4.2.7-op; 6.1.2-op; 4.2.10-op
63. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the qualifications of the individual, including comments made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 6.1.2-op; 2.1.2-aw; 2.1.3-aw; 4.2.9-op; 6.1.1-op; 2.1.4-aw; 4.3.2-op; 4.3.3-op; 2.1.3-op; 4.3.1-op; 4.2.7-op; 2.1.1-aw; 2.1.4-op; 4.2.10-op; 4.2.3-op; 2.1.1-op; 7.2.1-op; 2.1.2-op
64. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the proficiency of the

individual, including comments made by a check airman for a period of 5 years.

*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)

*Interfaces:* 4.2.10-op; 2.1.2-op; 6.1.2-op; 7.2.1-op; 2.1.1-op; 2.1.4-op; 4.2.7-op; 2.1.3-op; 4.2.3-op; 4.2.9-op; 6.1.1-op; 4.3.3-op; 4.3.2-op; 2.1.1-aw; 4.3.1-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw

65. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the proficiency of the individual, including comments made by a check airman for a period of 5 years.

*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)

*Interfaces:* 4.2.7-op; 2.1.4-op; 4.3.1-op; 2.1.3-op; 2.1.1-op; 4.2.10-op; 2.1.2-op; 6.1.1-op; 2.1.4-aw; 4.2.3-op; 2.1.3-aw; 6.1.2-op; 2.1.2-aw; 7.2.1-op; 4.3.3-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op

66. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the professional competence of the individual, including comments made by a check airman for a period of 5 years.

*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)

*Interfaces:* 6.1.1-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 2.1.4-aw; 4.3.1-op; 2.1.2-aw; 4.3.2-op; 4.3.3-op; 2.1.1-op; 4.2.10-op; 2.1.2-op; 4.2.3-op; 4.2.7-op; 7.2.1-op; 2.1.4-op; 2.1.3-op; 6.1.2-op

67. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the professional competence of the individual, including comments made by a check airman for a period of 5 years.

*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)

*Interfaces:* 4.2.10-op; 7.2.1-op; 4.2.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.1-aw; 6.1.1-op; 2.1.4-aw; 4.3.1-op; 6.1.2-op; 4.2.9-op; 4.3.2-op; 4.2.7-op; 4.3.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 2.1.3-op

68. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the training of the individual, including evaluations made by a check airman for a period of 5 years.

*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)

*Interfaces:* 2.1.2-op; 2.1.1-op; 4.2.7-op; 2.1.3-op; 4.2.10-op; 6.1.1-op; 4.2.3-op; 2.1.1-aw; 2.1.4-op;

- 7.2.1–op; 2.1.4–aw; 4.3.1–op; 4.3.3–op; 2.1.2–aw;  
4.3.2–op; 2.1.3–aw; 6.1.2–op; 4.2.9–op
69. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the training of the individual, including evaluations made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 4.3.2–op; 4.2.9–op; 4.3.3–op; 2.1.1–aw; 4.3.1–op; 2.1.4–op; 2.1.3–op; 2.1.2–op; 2.1.3–aw; 2.1.2–aw; 7.2.1–op; 4.2.3–op; 2.1.4–aw; 4.2.7–op; 6.1.2–op; 2.1.1–op; 4.2.10–op; 6.1.1–op
70. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the qualifications of the individual, including evaluations made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 2.1.2–aw; 6.1.2–op; 4.3.2–op; 6.1.1–op; 4.3.3–op; 4.2.9–op; 2.1.3–aw; 2.1.1–aw; 4.3.1–op; 2.1.4–aw; 4.2.7–op; 2.1.4–op; 2.1.1–op; 7.2.1–op; 2.1.3–op; 2.1.2–op; 4.2.3–op; 4.2.10–op
71. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the qualifications of the individual, including evaluations made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 7.2.1–op; 6.1.2–op; 2.1.2–op; 2.1.3–op; 4.2.7–op; 2.1.1–op; 2.1.4–op; 4.2.10–op; 2.1.1–aw; 4.2.9–op; 4.2.3–op; 6.1.1–op; 4.3.2–op; 2.1.4–aw; 4.3.3–op; 4.3.1–op; 2.1.2–aw; 2.1.3–aw
72. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the proficiency of the individual, including evaluations made by a check airman for a period of 5 years.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)  
*Interfaces:* 2.1.3–op; 4.2.7–op; 2.1.4–op; 4.2.10–op; 2.1.2–op; 6.1.2–op; 2.1.4–aw; 2.1.1–op; 2.1.2–aw; 7.2.1–op; 2.1.3–aw; 6.1.1–op; 4.2.9–op; 4.2.3–op; 4.3.3–op; 4.3.2–op; 2.1.1–aw; 4.3.1–op
73. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the

proficiency of the individual, including evaluations made by a check airman for a period of 5 years.

*Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)

*Interfaces:* 4.3.3-op; 4.2.10-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 2.1.4-aw; 4.3.1-op; 2.1.2-aw; 2.1.1-op; 4.3.2-op; 2.1.4-op; 4.2.3-op; 6.1.1-op; 2.1.2-op; 4.2.7-op; 2.1.3-op; 6.1.2-op; 7.2.1-op

74. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records pertaining to the individual's performance as a pilot concerning the professional competence of the individual, including evaluations made by a check airman for a period of 5 years.
- Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)
- Interfaces:* 7.2.1-op; 6.1.2-op; 2.1.2-aw; 4.2.3-op; 2.1.4-aw; 2.1.3-aw; 6.1.1-op; 4.2.9-op; 2.1.1-aw; 4.2.7-op; 4.3.1-op; 2.1.4-op; 4.2.10-op; 4.3.2-op; 2.1.3-op; 4.3.3-op; 2.1.1-op; 2.1.2-op
75. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records pertaining to the individual's performance as a pilot concerning the professional competence of the individual, including evaluations made by a check airman for a period of 5 years.
- Sources:* 49 USC 44936 (f) (1)(B)(ii)(I)
- Interfaces:* 2.1.2-op; 2.1.1-op; 4.2.3-op; 4.2.7-op; 7.2.1-op; 2.1.3-op; 6.1.1-op; 2.1.4-op; 4.2.10-op; 2.1.1-aw; 4.3.1-op; 2.1.2-aw; 4.3.2-op; 2.1.3-aw; 6.1.2-op; 4.3.3-op; 2.1.4-aw; 4.2.9-op
76. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records for 5 years of any disciplinary action taken with respect to a Pilot that was not subsequently overturned.
- Sources:* 49 USC 44936 (f) (1)(B)(ii)(II)
- Interfaces:* 4.2.9-op; 4.3.3-op; 4.3.1-op; 4.3.2-op; 2.1.3-op; 2.1.1-op; 2.1.4-op; 4.2.10-op; 2.1.2-op; 2.1.3-aw; 2.1.2-aw; 6.1.1-op; 2.1.4-aw; 2.1.1-aw; 4.2.7-op; 4.2.3-op; 7.2.1-op; 6.1.2-op
77. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records for 5 years of any disciplinary action taken with respect to a Pilot that was not subsequently overturned.
- Sources:* 49 USC 44936 (f) (1)(B)(ii)(II)
- Interfaces:* 6.1.1-op; 6.1.2-op; 4.2.9-op; 4.3.2-op; 4.3.3-op; 2.1.1-aw; 4.3.1-op; 2.1.4-aw; 2.1.2-aw; 2.1.2-op; 2.1.3-aw; 4.2.7-op; 7.2.1-op; 2.1.3-op; 4.2.3-op; 2.1.4-op; 2.1.1-op; 4.2.10-op

78. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records for 5 years of any Pilots release from employment.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III)  
*Interfaces:* 4.2.3-op; 2.1.1-op; 2.1.4-aw; 7.2.1-op; 2.1.2-op; 6.1.2-op; 2.1.3-op; 4.2.7-op; 4.3.2-op; 4.3.3-op; 2.1.4-op; 4.3.1-op; 6.1.1-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 4.2.10-op; 2.1.2-aw
79. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records for 5 years of any Pilots release from employment.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 4.2.7-op; 2.1.2-op; 6.1.2-op; 2.1.3-aw; 4.2.10-op; 2.1.1-op; 2.1.2-aw; 7.2.1-op; 4.3.3-op; 2.1.1-aw; 4.2.9-op; 2.1.4-aw; 4.2.3-op; 6.1.1-op; 4.3.2-op; 4.3.1-op
80. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records for 5 years of any resignation with respect to a Pilot's employment.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III)  
*Interfaces:* 4.3.3-op; 4.2.10-op; 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 4.3.1-op; 2.1.2-op; 2.1.4-aw; 4.2.7-op; 2.1.4-op; 6.1.2-op; 2.1.3-op; 2.1.1-op; 7.2.1-op; 6.1.1-op; 4.2.3-op
81. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records for 5 years of any resignation with respect to a Pilot's employment.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III)  
*Interfaces:* 7.2.1-op; 2.1.3-aw; 6.1.2-op; 2.1.2-aw; 4.2.3-op; 6.1.1-op; 2.1.4-aw; 2.1.1-aw; 4.2.9-op; 4.3.1-op; 4.2.7-op; 2.1.4-op; 2.1.1-op; 2.1.3-op; 4.3.2-op; 4.3.3-op; 4.2.10-op; 2.1.2-op
82. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records for 5 years of any termination with respect to a Pilot's employment.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III)  
*Interfaces:* 2.1.1-op; 2.1.2-op; 4.2.7-op; 2.1.4-op; 7.2.1-op; 4.2.3-op; 6.1.1-op; 2.1.3-op; 4.2.10-op; 2.1.2-aw; 2.1.1-aw; 2.1.3-aw; 6.1.2-op; 4.2.9-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 2.1.4-aw
83. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records for 5 years of any termination with respect to a Pilot's employment.  
*Sources:* 49 USC 44936 (f) (1)(B)(ii)(III)

<p><i>Interfaces:</i> 4.3.1–op; 4.2.9–op; 2.1.3–op; 4.3.3–op; 4.3.2–op; 4.2.10–op; 2.1.4–op; 2.1.1–op; 2.1.2–op; 2.1.4–aw; 4.2.3–op; 2.1.2–aw; 7.2.1–op; 2.1.3–aw; 6.1.1–op; 2.1.1–aw; 4.2.7–op; 6.1.2–op</p> <p>84. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall maintain records for 5 years of any disqualification with respect to a Pilot's employment. <i>Sources:</i> 49 USC 44936 (f) (1)(B)(ii)(III) <i>Interfaces:</i> 6.1.1–op; 6.1.2–op; 2.1.4–aw; 2.1.3–aw; 4.3.3–op; 4.3.1–op; 2.1.2–aw; 4.2.9–op; 2.1.1–aw; 4.3.2–op; 4.2.3–op; 2.1.2–op; 2.1.1–op; 4.2.10–op; 7.2.1–op; 4.2.7–op; 2.1.4–op; 2.1.3–op</p> <p>85. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will maintain records for 5 years of any disqualification with respect to a Pilot's employment. <i>Sources:</i> 49 USC 44936 (f) (1)(B)(ii)(III) <i>Interfaces:</i> 4.2.3–op; 2.1.4–aw; 7.2.1–op; 2.1.1–op; 2.1.3–aw; 2.1.2–op; 4.2.7–op; 6.1.2–op; 4.2.9–op; 4.3.2–op; 4.3.3–op; 2.1.4–op; 6.1.1–op; 2.1.3–op; 2.1.1–aw; 4.2.10–op; 4.3.1–op; 2.1.2–aw</p>	
<p>1.22 Does the Certificate Holder's Computer Based Record Keeping System comply with the guidance contained in FAA Order 8400.10?</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system contains a policy that a full description of the computer-based record keeping system may be kept in the operator's General Operations Manual (GOM). It must be referenced appropriately in A025. <i>Sources:</i> 8400.10, V3, Chapter 1, Section 3, Paragraph 63, A025, Paragraph B <i>Interfaces:</i> 2.1.3–op; 2.1.4–op; 4.3.1–op; 2.1.2–op; 2.1.1–op; 6.1.2–op; 6.1.1–op; 7.2.1–op; 4.2.10–op; 2.1.3–aw; 4.2.9–op; 4.2.3–op; 2.1.1–aw; 2.1.4–aw; 4.2.4–op; 6.1.3–op; 4.3.3–op; 2.1.2–aw; 4.3.2–op; 4.2.5–op; 4.2.7–op; 6.1.4–op</li> <li>2. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of the training for each air transportation ground instructor. <i>Sources:</i> 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c) <i>Interfaces:</i> 4.3.3–op; 4.2.9–op; 2.1.1–aw; 4.2.7–op; 2.1.4–aw; 2.1.2–aw; 2.1.2–op; 4.2.3–op; 2.1.3–aw; 4.2.5–op; 4.3.2–op; 4.2.4–op; 6.1.1–op; 2.1.1–op; 2.1.3–op; 4.2.10–op; 7.2.1–op; 2.1.4–op</li> <li>3. Check that the Certificate Holder's manual system</li> </ol>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

- has instructions and information specifying how the Certificate Holder retains records of the training for each air transportation ground instructor.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 2.1.4-aw; 4.2.10-op; 2.1.1-op; 2.1.2-op; 7.2.1-op; 2.1.3-op; 4.2.9-op; 6.1.1-op; 4.2.4-op; 4.2.3-op; 4.3.2-op; 4.2.5-op; 2.1.1-aw; 4.2.7-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-op; 4.3.3-op
4. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall make the training documentation for each air transportation ground instructor conveniently accessible for inspection by the FAA.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 2.1.3-op; 4.2.3-op; 2.1.4-op; 4.2.5-op; 7.2.1-op; 4.2.4-op; 4.2.10-op; 2.1.2-op; 2.1.1-op; 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 6.1.1-op; 4.2.7-op; 4.2.9-op; 2.1.4-aw; 2.1.1-aw; 4.3.2-op
5. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of the qualification or each air transportation ground instructor.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 7.2.1-op; 4.2.5-op; 2.1.4-op; 4.2.10-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 6.1.1-op; 4.2.4-op; 4.2.3-op
6. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of the qualification for each air transportation ground instructor.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 2.1.3-aw; 6.1.1-op; 4.2.10-op; 2.1.2-aw; 4.3.3-op; 2.1.4-aw; 4.3.2-op; 4.2.7-op; 4.2.9-op; 2.1.1-aw; 2.1.4-op; 4.2.4-op; 4.2.5-op; 2.1.3-op; 4.2.3-op; 2.1.1-op; 7.2.1-op; 2.1.2-op
7. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall make the qualification documentation for each air transportation ground instructor conveniently accessible for inspection by the FAA.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 2.1.1-op; 4.2.3-op; 7.2.1-op; 2.1.2-op; 2.1.4-op; 4.2.5-op; 4.2.4-op; 4.2.10-op; 6.1.1-op; 4.2.7-op; 2.1.3-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw;

- 4.3.3–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw
8. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of the training for each air transportation supervisor.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 4.2.5–op; 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op; 2.1.4–aw; 2.1.1–aw; 4.2.10–op; 4.2.4–op; 6.1.1–op; 7.2.1–op; 2.1.2–aw; 2.1.3–aw; 4.3.3–op; 4.3.2–op; 4.2.9–op; 4.2.3–op; 4.2.7–op
9. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of the training for each air transportation supervisor.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 2.1.1–aw; 4.2.9–op; 4.2.7–op; 2.1.3–aw; 2.1.4–aw; 4.3.3–op; 2.1.2–aw; 4.3.2–op; 2.1.2–op; 2.1.1–op; 4.2.4–op; 6.1.1–op; 4.2.3–op; 2.1.3–op; 4.2.5–op; 7.2.1–op; 2.1.4–op; 4.2.10–op
10. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall make the training documentation for each air transportation supervisor conveniently accessible for inspection by the FAA.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 2.1.4–aw; 2.1.1–op; 2.1.3–aw; 2.1.2–op; 4.2.9–op; 7.2.1–op; 4.2.10–op; 4.2.4–op; 6.1.1–op; 4.2.3–op; 4.2.7–op; 2.1.3–op; 4.3.2–op; 2.1.1–aw; 4.2.5–op; 2.1.2–aw; 4.3.3–op; 2.1.4–op
11. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of the qualification for each air transportation supervisor.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 4.2.4–op; 2.1.3–op; 4.2.3–op; 4.2.5–op; 2.1.1–op; 7.2.1–op; 2.1.2–op; 4.3.3–op; 2.1.2–aw; 2.1.4–op; 4.2.10–op; 2.1.3–aw; 6.1.1–op; 2.1.1–aw; 4.2.7–op; 2.1.4–aw; 4.3.2–op; 4.2.9–op
12. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of the qualification for each air transportation supervisor.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 4.2.7–op; 4.3.2–op; 2.1.1–aw; 4.2.9–op; 2.1.3–aw; 2.1.2–aw; 4.3.3–op; 2.1.4–aw; 2.1.2–op;

- 4.2.10-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 4.2.5-op;  
4.2.3-op; 6.1.1-op; 4.2.4-op; 2.1.4-op
13. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall make the qualification documentation for each air transportation supervisor conveniently accessible for inspection by the FAA.  
*Sources:* 8400.10, V3, Chapter 3, Section 1, Paragraph 667(c)  
*Interfaces:* 2.1.3-aw; 4.2.10-op; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 6.1.1-op; 2.1.1-aw; 4.2.7-op; 4.3.2-op; 2.1.4-op; 4.2.4-op; 4.2.3-op; 4.2.9-op; 4.2.5-op; 7.2.1-op; 2.1.3-op; 2.1.1-op; 2.1.2-op
14. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records that clearly show the flight times for each flight crewmember.  
*Sources:* 8400.10, V3, Chapter 8, Section 1, Paragraph 1487 A  
*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.4-op; 6.1.2-op; 4.2.10-op; 6.1.1-op; 4.2.3-op; 2.1.3-op; 4.3.1-op; 4.3.2-op; 2.1.1-aw; 4.2.7-op; 4.2.9-op; 2.1.3-aw; 2.1.2-aw; 4.3.3-op; 2.1.4-aw
15. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records that clearly show the flight times for each flight crewmember.  
*Sources:* 8400.10, V3, Chapter 8, Section 1, Paragraph 1487 A  
*Interfaces:* 2.1.3-op; 2.1.4-op; 2.1.2-op; 2.1.4-aw; 6.1.1-op; 2.1.1-op; 4.2.10-op; 7.2.1-op; 2.1.3-aw; 4.2.9-op; 4.3.2-op; 6.1.2-op; 4.3.3-op; 2.1.2-aw; 2.1.1-aw; 4.2.3-op; 4.3.1-op; 4.2.7-op
16. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records that clearly show the rest periods for each flight crewmember.  
*Sources:* 8400.10, V3, Chapter 8, Section 1, Paragraph 1487 A  
*Interfaces:* 4.2.9-op; 4.3.2-op; 2.1.1-aw; 4.2.7-op; 2.1.4-aw; 2.1.2-aw; 4.3.3-op; 4.3.1-op; 2.1.3-aw; 4.2.3-op; 2.1.2-op; 2.1.1-op; 7.2.1-op; 4.2.10-op; 2.1.4-op; 6.1.2-op; 6.1.1-op; 2.1.3-op
17. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records that clearly show the rest periods for each flight crewmember.  
*Sources:* 8400.10, V3, Chapter 8, Section 1, Paragraph 1487 A  
*Interfaces:* 6.1.2-op; 6.1.1-op; 2.1.4-aw; 2.1.3-aw;

- 2.1.1–op; 2.1.2–aw; 4.2.10–op; 4.2.9–op; 7.2.1–op;  
4.2.3–op; 4.2.7–op; 4.3.1–op; 4.3.2–op; 2.1.3–op;  
2.1.2–op; 4.3.3–op; 2.1.4–op; 2.1.1–aw
18. Check that the Certificate Holder's manual system contains a policy that during mergers or acquisitions, major changes affecting system operation or capability of computer based record keeping may require an in–depth evaluation and approval process by the FAA.  
*Sources:* 8400.10, V3, Chapter 11, Section 1, Paragraph 1779 B  
*Interfaces:* 2.1.1–op; 2.1.3–op; 2.1.2–op; 2.1.2–aw; 2.1.4–op; 7.2.1–op; 2.1.4–aw; 2.1.3–aw; 2.1.1–aw
19. During mergers or acquisitions, the companies are permitted to combine their existing record keeping programs into a single system. Check that the Certificate Holder's manual system contains a policy that the transition procedures from the operator's existing system to the surviving system must be approved by the FAA.  
*Sources:* 8400.10, V3, Chapter 11, Section 1, Paragraph 1779 C  
*Interfaces:* 2.1.1–aw; 4.2.9–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 2.1.2–op; 2.1.1–op; 2.1.3–op; 7.2.1–op; 2.1.4–op; 6.1.1–op
20. During mergers or acquisitions, the companies are permitted to combine their existing record keeping programs into a single system. Check that the Certificate Holder's manual system contains a policy that the FAA shall determine the time period required for maintaining the two systems in parallel operation.  
*Sources:* 8400.10, V3, Chapter 11, Section 1, Paragraph 1779 C  
*Interfaces:* 2.1.3–aw; 2.1.2–aw; 6.1.1–op; 2.1.4–aw; 2.1.1–aw; 4.2.9–op; 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op; 7.2.1–op
21. During mergers or acquisitions, the companies are permitted to combine their existing record keeping programs into a single system. Check that the Certificate Holder's manual system contains a policy that the surviving system should have at least the same backup capability as the existing system.  
*Sources:* 8400.10, V3, Chapter 11, Section 1, Paragraph 1779 C  
*Interfaces:* 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.4–op; 6.1.1–op; 2.1.3–op; 2.1.1–aw; 2.1.4–aw; 4.2.9–op; 2.1.3–aw; 2.1.2–aw
22. During mergers or acquisitions, the companies are permitted to combine their existing record keeping

programs into a single system. Check that the Certificate Holder's manual system contains a policy that the integration of the existing and surviving systems may be accomplished by electronically combining the databases of the two systems or by other methods, as long as the accuracy of the data is maintained.

*Sources:* 8400.10, V3, Chapter 11, Section 1, Paragraph 1779 C

*Interfaces:* 2.1.4-op; 2.1.3-op; 7.2.1-op; 2.1.1-op; 2.1.2-op; 6.1.1-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 2.1.1-aw; 4.2.9-op

23. Check that the Certificate Holder's manual system contains a policy that the FAA approved computer-based record keeping system has been authorized by Operations Specification (OpSpec) A025.
- Sources:* 8400.10, V3, Chapter 11, Section 2 , Paragraph 1791 8400.10, V3, Chapter 11, Section 2 , Paragraph 1793
- Interfaces:* 2.1.1-aw; 2.1.4-aw; 2.1.3-aw; 2.1.2-aw; 2.1.2-op; 2.1.1-op; 2.1.4-op; 2.1.3-op
24. Check that the Certificate Holder's has a section in its general operations manual (GOM) that provides detailed instruction on the use of the computer based record keeping system authorized in OpSpec A025.
- Sources:* 8400.10, V3, Chapter 11, Section 2 , Paragraph 1795
- Interfaces:* 2.1.4-aw; 2.1.3-aw; 2.1.2-aw; 2.1.1-aw; 2.1.4-op; 2.1.3-op; 2.1.2-op; 2.1.1-op
25. Check that the Certificate Holder's manual system contains a policy that it shall provide to the FAA (POI) the section of its general operations manual (GOM) that provides detailed instruction on the use of the computer based record keeping system authorized in OpSpec A025.
- Sources:* 8400.10, V3, Chapter 11, Section 2 , Paragraph 1795
- Interfaces:* 2.1.1-op; 2.1.2-op; 2.1.2-aw; 2.1.4-op; 2.1.3-op; 2.1.3-aw; 2.1.1-aw; 2.1.4-aw
26. Check that the Certificate Holder's manual system contains a policy that the operator must maintain adequate historical data of crewmember and dispatcher records to enable the FAA to determine compliance with Title 14 of the Code of Federal Regulations (14 CFR).
- Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1807
- Interfaces:* 4.2.7-op; 2.1.4-op; 4.3.2-op; 4.2.9-op;

- 4.3.1-op; 2.1.1-aw; 4.3.3-op; 2.1.2-aw; 2.1.3-aw;  
6.1.3-op; 2.1.1-op; 4.2.4-op; 2.1.3-op; 6.1.1-op;  
2.1.4-aw; 4.2.10-op; 7.2.1-op; 2.1.2-op; 6.1.4-op;  
4.2.3-op; 4.2.5-op; 6.1.2-op
27. Check that the Certificate Holder's manual system contains a policy that, for the duration of the individual's employment, it must retain permanent crewmember and dispatch records that document the successful completion of training or qualification events which are prerequisites for subsequent assignments.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1809 A  
*Interfaces:* 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 2.1.4-aw; 4.2.7-op; 6.1.1-op; 4.3.2-op; 2.1.1-aw; 4.3.1-op; 2.1.3-op; 4.2.5-op; 4.2.9-op; 4.2.4-op; 7.2.1-op; 2.1.4-op; 2.1.2-op; 4.2.3-op; 4.2.10-op; 2.1.1-op
28. Check that the Certificate Holder's manual system has instructions and information specifying as to how the operator will retain, for the duration of the individual's employment, permanent crewmember and dispatch records that document the successful completion of training or qualification events which are prerequisites for subsequent assignments.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1809 A  
*Interfaces:* 7.2.1-op; 2.1.2-op; 2.1.1-op; 4.2.5-op; 2.1.4-op; 2.1.3-op; 6.1.1-op; 4.2.4-op; 4.2.3-op; 4.2.10-op; 4.3.1-op; 4.3.2-op; 2.1.1-aw; 2.1.3-aw; 4.3.3-op; 4.2.7-op; 2.1.2-aw; 4.2.9-op; 2.1.4-aw
29. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of crewmember and dispatcher documentation of training or qualification events that qualify individuals for their present assignments (i.e., Currency Records) until it is superseded by a record of similar training or qualification in order to show an individual's continuity of qualifications.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1809 B  
*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.5-op; 4.2.4-op; 4.2.3-op; 7.2.1-op; 2.1.1-op; 2.1.2-op; 4.2.10-op; 2.1.4-aw; 6.1.1-op; 2.1.3-aw; 2.1.2-aw; 4.2.9-op; 4.3.3-op; 4.3.2-op; 2.1.1-aw; 4.3.1-op; 4.2.7-op
30. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains crewmember and dispatcher documentation of training or qualification events which qualify individuals for their present

assignments (i.e., Currency Records) until it is superseded by a record of similar training or qualification in order to show an individual's continuity of qualifications.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1809 B

*Interfaces:* 2.1.1-aw; 4.3.2-op; 4.2.9-op; 4.3.1-op; 4.2.7-op; 2.1.4-aw; 4.2.3-op; 4.3.3-op; 2.1.2-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-op; 4.2.10-op; 4.2.5-op; 2.1.1-op; 7.2.1-op; 6.1.1-op; 4.2.4-op; 2.1.3-op

31. Check that the Certificate Holder's manual system contains a policy that the operator retains additional crewmember and dispatcher records as a condition of special operational authorizations.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1809 D

*Interfaces:* 2.1.4-aw; 4.2.10-op; 6.1.1-op; 7.2.1-op; 4.2.9-op; 4.2.3-op; 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 4.3.2-op; 2.1.1-aw; 4.2.4-op; 4.2.5-op; 2.1.4-op; 4.2.7-op; 2.1.1-op; 2.1.3-op; 4.3.1-op; 2.1.2-op

32. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains additional crewmember and dispatcher records as a condition of special operational authorizations.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1809 D

*Interfaces:* 2.1.2-op; 4.2.4-op; 4.2.3-op; 4.2.5-op; 4.2.10-op; 6.1.1-op; 7.2.1-op; 4.2.9-op; 2.1.4-op; 2.1.1-op; 4.2.7-op; 2.1.3-op; 2.1.4-aw; 4.3.1-op; 2.1.3-aw; 2.1.1-aw; 4.3.3-op; 4.3.2-op; 2.1.2-aw

33. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of proficiency checks for Flight Engineer (FE) for 14 months.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1

*Interfaces:* 4.3.2-op; 4.3.1-op; 2.1.1-aw; 4.2.9-op; 2.1.4-aw; 4.2.3-op; 7.2.1-op; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 4.2.10-op; 2.1.4-op; 2.1.1-op; 2.1.2-op; 2.1.3-op

34. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of proficiency checks for Flight Engineer (FE) for 14 months.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1

*Interfaces:* 2.1.4-aw; 4.2.10-op; 7.2.1-op; 2.1.2-aw; 4.2.3-op; 2.1.3-aw; 4.3.3-op; 2.1.1-aw;

- 4.2.9–op; 4.3.2–op; 4.3.1–op; 2.1.4–op; 2.1.2–op;  
2.1.3–op; 2.1.1–op
35. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Flight Training for Flight Engineer (FE) for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–op; 2.1.3–op; 7.2.1–op; 4.2.3–op; 2.1.2–op; 4.3.3–op; 2.1.1–op; 2.1.3–aw; 4.2.10–op; 4.3.2–op; 2.1.2–aw; 2.1.1–aw; 2.1.4–aw; 4.2.9–op
36. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Flight Training for Flight Engineer (FE) for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.2–op; 2.1.1–aw; 4.2.9–op; 4.3.3–op; 2.1.3–aw; 2.1.2–aw; 2.1.2–op; 2.1.4–aw; 2.1.1–op; 2.1.4–op; 2.1.3–op; 7.2.1–op; 4.2.10–op; 4.2.3–op
37. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder permanently retains records of Initial Competency Check/Test for Flight Attendants.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.3–op; 7.2.1–op; 2.1.2–aw; 2.1.3–aw; 4.2.9–op; 2.1.1–aw; 2.1.4–aw; 4.3.2–op; 2.1.4–op; 4.2.7–op; 2.1.3–op; 4.2.4–op; 2.1.1–op; 2.1.2–op
38. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder permanently retains records of Initial Competency Check/Test for Flight Attendants.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2–op; 2.1.1–op; 4.2.4–op; 7.2.1–op; 2.1.4–op; 4.2.9–op; 2.1.1–aw; 2.1.3–op; 4.3.2–op; 4.2.7–op; 2.1.4–aw; 2.1.2–aw; 4.3.3–op; 2.1.3–aw
39. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Competency Check/Test for Flight Attendants for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–aw; 2.1.4–op; 2.1.3–op; 4.3.2–op; 2.1.2–op; 2.1.4–aw; 2.1.3–aw; 2.1.1–op; 2.1.2–aw; 4.2.9–op; 4.3.3–op; 7.2.1–op; 4.2.4–op; 4.2.7–op
40. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent

- Competency Check/Test for Flight Attendants for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2-aw; 4.3.3-op; 4.2.9-op; 2.1.3-aw; 4.2.7-op; 2.1.4-aw; 4.3.2-op; 2.1.1-aw; 4.2.4-op; 7.2.1-op; 2.1.4-op; 2.1.1-op; 2.1.3-op; 2.1.2-op
41. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder permanently retains records of Initial Aircraft Dispatcher Competency Check/Test for Aircraft Dispatchers.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 7.2.1-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 4.2.5-op; 2.1.4-op; 2.1.2-aw; 2.1.4-aw; 2.1.1-aw; 4.2.9-op; 4.3.3-op; 2.1.3-aw
42. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder permanently retains records of Initial Aircraft Dispatcher Competency Check/Test for Aircraft Dispatchers.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3-op; 4.2.5-op; 2.1.4-op; 7.2.1-op; 2.1.1-op; 4.3.3-op; 2.1.3-aw; 2.1.2-op; 2.1.4-aw; 2.1.2-aw; 4.2.9-op; 2.1.1-aw
43. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Aircraft Dispatcher Competency Check/Test for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 7.2.1-op; 2.1.2-op; 2.1.4-aw; 4.2.5-op; 2.1.1-op; 2.1.3-op; 2.1.4-op
44. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Aircraft Dispatcher Competency Check/Test for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3-aw; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 2.1.1-aw; 2.1.4-op; 2.1.3-op; 4.2.5-op; 4.2.9-op; 7.2.1-op; 2.1.2-op; 2.1.1-op
45. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Ground Training for Flight

- Engineers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.3–op; 4.2.9–op; 2.1.4–aw; 2.1.3–aw; 4.2.7–op; 2.1.2–aw; 4.2.3–op; 2.1.1–aw; 4.3.2–op; 2.1.2–op; 2.1.1–op; 4.2.10–op; 2.1.4–op; 2.1.3–op; 7.2.1–op
46. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Ground Training for Flight Engineers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 2.1.1–op; 4.2.10–op; 7.2.1–op; 4.2.9–op; 2.1.2–op; 4.2.3–op; 2.1.3–op; 2.1.2–aw; 4.2.7–op; 2.1.3–aw; 2.1.4–op; 4.3.2–op; 2.1.1–aw; 4.3.3–op
47. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Ground Training for Flight Attendants for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3–op; 2.1.4–op; 4.2.4–op; 7.2.1–op; 2.1.1–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 2.1.2–op; 4.2.7–op; 4.3.2–op; 4.3.3–op; 4.2.9–op; 2.1.1–aw
48. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Ground Training for Flight Attendants for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.7–op; 4.3.2–op; 2.1.1–aw; 2.1.3–aw; 4.3.3–op; 2.1.2–aw; 4.2.9–op; 2.1.4–aw; 2.1.1–op; 7.2.1–op; 4.2.4–op; 2.1.2–op; 2.1.4–op; 2.1.3–op
49. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Ground Training for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3–aw; 6.1.1–op; 2.1.2–aw; 4.3.3–op; 2.1.4–aw; 2.1.1–aw; 4.2.7–op; 4.2.5–op; 2.1.4–op; 2.1.3–op; 4.2.9–op; 7.2.1–op; 2.1.2–op; 2.1.1–op
50. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Ground Training for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job

- Aid 3.11.3.1  
*Interfaces:* 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.4–op; 4.2.5–op; 6.1.1–op; 2.1.3–op; 2.1.1–aw; 4.2.7–op; 4.2.9–op; 4.3.3–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw
51. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Ground Training for Navigators for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1
- Aid 3.11.3.1  
*Interfaces:* 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op; 6.1.1–op; 7.2.1–op; 4.3.3–op; 2.1.4–aw; 4.2.9–op; 4.2.3–op; 2.1.1–aw; 2.1.2–aw; 2.1.3–aw; 4.3.2–op; 4.2.7–op
52. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Ground Training for Navigators for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1
- Aid 3.11.3.1  
*Interfaces:* 2.1.1–aw; 4.2.9–op; 4.2.7–op; 2.1.4–aw; 4.3.2–op; 2.1.2–op; 2.1.3–aw; 4.2.3–op; 4.3.3–op; 2.1.2–aw; 2.1.1–op; 2.1.3–op; 7.2.1–op; 6.1.1–op; 2.1.4–op
53. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Flight Engineers for 50 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1
- Aid 3.11.3.1  
*Interfaces:* 4.2.7–op; 4.3.2–op; 4.2.9–op; 2.1.1–aw; 2.1.2–aw; 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 7.2.1–op; 2.1.2–op; 2.1.1–op; 2.1.3–op; 2.1.4–op; 4.2.3–op; 6.1.1–op
54. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Flight Engineers for 50 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1
- Aid 3.11.3.1  
*Interfaces:* 2.1.3–aw; 4.3.3–op; 2.1.2–aw; 6.1.2–op; 2.1.4–aw; 6.1.1–op; 4.3.1–op; 4.2.7–op; 2.1.1–aw; 4.3.2–op; 4.2.9–op; 2.1.4–op; 2.1.1–op; 2.1.3–op; 4.2.3–op; 7.2.1–op; 2.1.2–op
55. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Flight Attendants

for 50 months.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1

*Interfaces:* 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.4–op; 4.2.4–op; 6.1.1–op; 2.1.3–op; 4.3.2–op; 2.1.1–aw; 4.2.7–op; 4.3.3–op; 4.2.9–op; 2.1.3–aw; 2.1.2–aw; 2.1.4–aw

56. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Flight Attendants for 50 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op; 7.2.1–op; 4.3.3–op; 2.1.1–aw; 2.1.4–aw; 6.1.1–op; 4.3.2–op; 4.2.4–op; 4.2.7–op; 2.1.2–aw; 2.1.3–aw; 4.2.9–op
57. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Navigators for 50 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.9–op; 4.3.2–op; 2.1.1–aw; 4.2.7–op; 2.1.4–aw; 4.3.3–op; 4.2.3–op; 2.1.2–op; 2.1.2–aw; 2.1.3–aw; 6.1.1–op; 4.2.4–op; 2.1.1–op; 2.1.3–op; 7.2.1–op; 2.1.4–op
58. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Emergency Ground Training (hands on and alternate drills) for Navigators for 50 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 2.1.3–aw; 7.2.1–op; 2.1.1–op; 4.2.3–op; 4.2.9–op; 2.1.2–aw; 4.2.4–op; 6.1.1–op; 2.1.4–op; 2.1.1–aw; 2.1.3–op; 4.3.2–op; 2.1.2–op; 4.2.7–op; 4.3.3–op
59. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recency of Experience for Flight Engineers for 6 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 6.1.1–op; 2.1.3–aw; 7.2.1–op; 4.3.3–op; 4.2.10–op; 2.1.1–aw; 2.1.2–aw; 4.2.9–op; 4.2.7–op; 4.2.4–op; 2.1.4–op; 4.3.2–op; 2.1.3–op; 2.1.2–op; 2.1.1–op

60. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recency of Experience for Flight Engineers for 6 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.4-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.2-aw; 4.3.3-op; 4.2.9-op; 2.1.4-op; 2.1.1-op; 4.2.10-op; 4.3.2-op; 2.1.1-aw; 6.1.1-op; 4.2.7-op; 2.1.4-aw; 2.1.3-aw
61. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Aircraft Dispatcher Initial Operating Familiarization for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.7-op; 2.1.4-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 6.1.1-op; 2.1.4-aw; 4.2.5-op; 4.2.10-op; 2.1.2-op; 6.1.4-op
62. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Aircraft Dispatcher Initial Operating Familiarization for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2-aw; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 6.1.1-op; 4.2.9-op; 6.1.4-op; 4.2.7-op; 4.3.2-op; 2.1.1-aw; 2.1.3-op; 4.2.5-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 7.2.1-op; 4.2.10-op
63. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Aircraft Dispatcher Recurrent Operating Familiarization for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1-op; 6.1.4-op; 7.2.1-op; 2.1.2-op; 4.2.5-op; 2.1.4-op; 2.1.3-op; 6.1.1-op; 2.1.1-aw; 4.2.7-op; 2.1.4-aw; 4.2.9-op; 2.1.3-aw; 4.3.3-op; 2.1.2-aw
64. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Aircraft Dispatcher Recurrent Operating Familiarization for Aircraft Dispatchers for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1

- Interfaces:* 2.1.4–op; 2.1.3–op; 4.2.5–op; 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.4–aw; 6.1.1–op; 6.1.4–op; 2.1.3–aw; 4.2.7–op; 2.1.2–aw; 4.3.3–op; 2.1.1–aw; 4.2.9–op
65. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Operating Experience (OE) for Pilots for current and previous aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–aw; 4.3.2–op; 4.2.9–op; 4.3.1–op; 4.2.7–op; 2.1.4–aw; 4.3.3–op; 2.1.2–op; 2.1.2–aw; 2.1.3–aw; 4.2.10–op; 4.2.3–op; 2.1.1–op; 7.2.1–op; 2.1.4–op; 6.1.1–op; 2.1.3–op
66. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Operating Experience (OE) for Pilots for current and previous aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 6.1.1–op; 7.2.1–op; 4.2.10–op; 4.3.3–op; 4.3.2–op; 2.1.2–aw; 2.1.3–aw; 4.2.9–op; 4.2.3–op; 2.1.1–aw; 4.2.7–op; 2.1.3–op; 2.1.4–op; 4.3.1–op; 2.1.2–op; 2.1.1–op
67. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Operating Experience (OE) for Flight Engineers for current and previous aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2–aw; 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 6.1.1–op; 2.1.1–aw; 4.3.1–op; 2.1.3–op; 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.2.3–op; 2.1.4–op; 2.1.1–op; 7.2.1–op; 4.2.10–op; 2.1.2–op
68. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Operating Experience (OE) for Flight Engineers for current and previous aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 7.2.1–op; 2.1.2–op; 2.1.1–op; 6.1.1–op; 4.2.3–op; 4.2.10–op; 2.1.4–op; 2.1.3–op; 4.3.1–op; 4.2.9–op; 2.1.1–aw; 2.1.3–aw; 2.1.2–aw; 4.2.7–op; 4.3.2–op; 4.3.3–op; 2.1.4–aw
69. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains permanent records of Flight Attendant Supervisor Designation for Flight Attendant Supervisors.

- Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-aw; 6.1.1-op; 7.2.1-op; 2.1.2-aw; 4.2.9-op; 4.3.2-op; 2.1.3-aw; 4.3.3-op; 2.1.1-aw; 4.2.7-op; 4.2.4-op; 6.1.3-op; 2.1.4-op; 2.1.3-op; 2.1.2-op; 2.1.1-op
70. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains permanent records of Flight Attendant Supervisor Designation for Flight Attendant Supervisors.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2-op; 4.2.4-op; 2.1.1-op; 6.1.3-op; 7.2.1-op; 2.1.4-op; 6.1.1-op; 2.1.1-aw; 4.2.9-op; 4.2.7-op; 2.1.3-op; 2.1.4-aw; 4.3.3-op; 2.1.3-aw; 2.1.2-aw; 4.3.2-op
71. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains permanent records of Aircraft Dispatcher Supervisor or Designated Ground Instructor for Aircraft Dispatcher Supervisors or Designated Ground Instructors.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.7-op; 4.3.2-op; 2.1.1-aw; 2.1.3-op; 2.1.4-op; 4.3.3-op; 2.1.2-aw; 2.1.1-op; 2.1.3-aw; 2.1.2-op; 4.2.9-op; 2.1.4-aw; 6.1.1-op; 7.2.1-op; 4.2.5-op; 6.1.4-op
72. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains permanent records of Aircraft Dispatcher Supervisor or Designated Ground Instructor for Aircraft Dispatcher Supervisors or Designated Ground Instructors.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 6.1.1-op; 4.2.7-op; 4.2.9-op; 4.3.2-op; 2.1.1-aw; 2.1.4-aw; 2.1.3-op; 7.2.1-op; 2.1.2-op; 6.1.4-op; 4.2.5-op; 2.1.4-op; 2.1.1-op
73. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of APD Designations for Pilots for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 7.2.1-op; 2.1.2-op; 2.1.1-op; 4.2.10-op; 2.1.3-op; 4.2.3-op; 6.1.1-op; 2.1.4-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw; 4.2.7-op; 2.1.4-aw;

- 4.2.9-op; 4.3.2-op; 4.3.3-op
74. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of APD Designations for Pilots for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.3-op; 2.1.2-op; 2.1.1-op; 2.1.3-aw; 7.2.1-op; 2.1.2-aw; 6.1.2-op; 6.1.1-op; 4.3.1-op; 4.3.3-op; 4.2.10-op; 2.1.4-aw; 4.3.2-op; 2.1.1-aw; 4.2.9-op
75. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of APD Designations for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 7.2.1-op; 4.3.3-op; 2.1.1-op; 2.1.2-op; 4.2.3-op; 6.1.1-op; 2.1.4-op; 2.1.3-op; 4.2.10-op
76. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of APD Designations for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-aw; 6.1.1-op; 4.2.10-op; 4.3.3-op; 7.2.1-op; 2.1.3-aw; 2.1.2-aw; 4.2.3-op; 2.1.1-aw; 4.3.2-op; 4.2.9-op; 2.1.4-op; 2.1.3-op; 2.1.2-op; 2.1.1-op
77. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Recurrent Advanced Simulation Instructor/Check Airman Training for Crewmembers other than Pilots for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1-op; 4.2.10-op; 2.1.4-aw; 2.1.2-op; 7.2.1-op; 2.1.3-op; 6.1.1-op; 4.2.7-op; 4.2.3-op; 4.2.9-op; 4.3.2-op; 4.3.1-op; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-op; 2.1.1-aw
78. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Recurrent Advanced Simulation Instructor/Check Airman Training for Crewmembers other than Pilots for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job

- Aid 3.11.3.1  
*Interfaces:* 2.1.3–op; 2.1.4–op; 4.2.3–op;  
 4.2.10–op; 2.1.2–op; 7.2.1–op; 2.1.1–op; 2.1.2–aw;  
 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 6.1.1–op; 4.2.7–op;  
 4.2.9–op; 4.3.2–op; 2.1.1–aw; 4.3.1–op
79. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Flight Time Limitations and Required Rest Record for Crewmembers for the current and previous calendar year.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–aw; 2.1.2–aw; 2.1.3–aw;  
 6.1.3–op; 2.1.2–op; 2.1.4–aw; 2.1.1–op; 7.2.1–op;  
 2.1.3–op; 6.1.2–op; 2.1.4–op; 6.1.1–op
80. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Flight Time Limitations and Required Rest Record for Crewmembers for the current and previous calendar year.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3–aw; 6.1.1–op; 6.1.2–op; 2.1.2–aw;  
 2.1.4–aw; 6.1.3–op; 2.1.1–aw; 2.1.4–op; 2.1.3–op;  
 2.1.1–op; 2.1.2–op; 7.2.1–op
81. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Duty Time Limitations and Required Rest Record for Aircraft Dispatchers for the current and previous calendar year.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–op; 6.1.4–op; 2.1.2–op; 2.1.4–op;  
 6.1.1–op; 2.1.3–op; 7.2.1–op; 2.1.1–aw; 2.1.4–aw;  
 2.1.2–aw; 2.1.3–aw
82. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Duty Time Limitations and Required Rest Record for Aircraft Dispatchers for the current and previous calendar year.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op;  
 7.2.1–op; 2.1.4–aw; 6.1.1–op; 6.1.4–op; 2.1.2–aw;  
 2.1.3–aw; 2.1.1–aw
83. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains

- records of Hazardous Materials Training for Crewmembers other than Pilots for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3-op; 2.1.4-op; 4.2.3-op; 4.2.4-op; 4.2.10-op; 2.1.2-op; 7.2.1-op; 2.1.1-op; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 6.1.1-op; 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.4-aw; 2.1.1-aw
84. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Hazardous Materials Training for Crewmembers other than Pilots for 14 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.7-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw; 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 2.1.4-aw; 2.1.2-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 4.2.10-op; 6.1.1-op; 2.1.4-op; 4.2.3-op; 4.2.4-op
85. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Airman Certification Information required by their duty position for Crewmembers other than Pilots.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3-op; 2.1.4-op; 2.1.2-op; 2.1.4-aw; 2.1.1-op; 7.2.1-op; 4.2.3-op; 4.2.9-op; 4.2.4-op; 6.1.1-op; 2.1.2-aw; 2.1.3-aw; 2.1.1-aw; 4.3.2-op
86. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Airman Certification Information required by their duty position for Crewmembers other than Pilots.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.2-op; 4.2.9-op; 2.1.1-aw; 2.1.4-aw; 2.1.2-op; 2.1.3-aw; 4.2.3-op; 2.1.2-aw; 2.1.1-op; 4.2.4-op; 7.2.1-op; 2.1.4-op; 6.1.1-op; 2.1.3-op
87. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Airman Certification Information required by their duty position for Aircraft Dispatchers.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 7.2.1-op; 4.2.9-op; 2.1.2-aw; 6.1.1-op; 2.1.4-op; 2.1.1-aw; 2.1.3-op; 4.3.2-op; 2.1.2-op
88. Check that the Certificate Holder's manual system has instructions and information specifying how the

- Certificate Holder retains records of Airman Certification Information required by their duty position for Aircraft Dispatchers.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3-op; 7.2.1-op; 2.1.4-op; 2.1.1-op; 6.1.1-op; 2.1.2-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 4.2.9-op; 4.3.2-op; 2.1.1-aw
89. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Crewmembers other than Pilots current Airman Medical Certification Information required by their duty position.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1-op; 7.2.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 6.1.1-op; 4.3.2-op; 2.1.1-aw; 4.2.3-op; 2.1.3-aw; 2.1.2-aw; 4.3.3-op; 4.2.9-op; 2.1.4-aw
90. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Crewmembers other than Pilots current Airman Medical Certification Information required by their duty position.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-op; 2.1.3-op; 2.1.1-op; 2.1.2-op; 7.2.1-op; 6.1.1-op; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 4.2.10-op; 4.3.2-op; 4.2.3-op; 2.1.1-aw; 2.1.4-aw; 4.2.9-op; 4.2.7-op
91. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Physical or Professional Disqualification for Crewmembers other than Pilots for 6 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.4-op; 4.2.3-op; 2.1.1-op; 2.1.4-op; 4.2.10-op; 4.2.9-op; 6.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.2-aw; 2.1.4-aw; 2.1.3-aw; 4.2.7-op; 4.3.2-op; 2.1.1-aw
92. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Physical or Professional Disqualification for Crewmembers other than Pilots for 6 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.7-op; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 2.1.2-aw; 2.1.4-aw; 2.1.3-aw; 7.2.1-op; 4.2.10-op; 6.1.1-op; 2.1.2-op; 2.1.1-op; 4.2.4-op; 2.1.3-op;

- 2.1.4–op; 4.2.3–op
93. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Physical or Professional Disqualification for Aircraft Dispatchers for 6 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 6.1.1–op; 4.3.2–op; 2.1.1–aw; 4.2.9–op; 4.2.5–op; 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op; 7.2.1–op
94. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Physical or Professional Disqualification for Aircraft Dispatchers for 6 months.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.3–op; 4.2.5–op; 2.1.4–op; 6.1.1–op; 2.1.1–aw; 4.3.2–op; 4.2.9–op; 2.1.3–aw; 2.1.2–aw; 2.1.4–aw
95. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Ground Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 6.1.1–op; 7.2.1–op; 2.1.3–aw; 4.2.9–op; 4.2.3–op; 2.1.1–aw; 2.1.2–aw; 4.3.2–op; 2.1.4–op; 2.1.3–op; 2.1.2–op; 2.1.1–op
96. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Ground Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2–op; 4.2.3–op; 6.1.2–op; 2.1.4–op; 2.1.3–op; 7.2.1–op; 4.2.9–op; 2.1.1–op; 2.1.1–aw; 4.3.2–op; 6.1.1–op; 2.1.4–aw; 2.1.3–aw; 2.1.2–aw
97. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Ground Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–op; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 2.1.1–aw; 2.1.4–aw; 2.1.1–op; 4.2.9–op; 6.1.1–op; 7.2.1–op; 2.1.2–op; 4.2.4–op; 2.1.3–op; 6.1.3–op
98. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Ground

- Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 6.1.1–op; 4.2.9–op; 6.1.3–op; 2.1.1–aw; 4.3.2–op; 2.1.3–op; 7.2.1–op; 2.1.4–op; 2.1.1–op; 4.2.4–op; 2.1.2–op
99. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Ground Training for Aircraft Dispatchers for current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 7.2.1–op; 6.1.4–op; 2.1.2–op; 2.1.1–op; 4.2.5–op; 6.1.1–op; 2.1.4–op; 2.1.3–op; 4.3.2–op; 2.1.3–aw; 2.1.2–aw; 2.1.4–aw; 2.1.1–aw; 4.2.9–op
100. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Ground Training for Aircraft Dispatchers for current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.5–op; 2.1.4–op; 2.1.3–op; 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.3–aw; 6.1.1–op; 2.1.2–aw; 2.1.4–aw; 6.1.4–op; 4.3.2–op; 2.1.1–aw; 4.2.9–op
101. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Ground Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.2–op; 4.2.9–op; 2.1.1–aw; 4.3.3–op; 7.2.1–op; 2.1.2–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 2.1.4–op; 2.1.1–op; 4.2.3–op; 6.1.2–op; 2.1.3–op; 6.1.1–op
102. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Ground Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 6.1.2–op; 6.1.1–op; 4.3.3–op; 7.2.1–op; 4.3.2–op; 2.1.1–aw; 4.2.3–op; 2.1.2–aw; 2.1.3–aw; 4.2.9–op; 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op
103. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Flight Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job

- Aid 3.11.3.1  
*Interfaces:* 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 6.1.1-op; 6.1.2-op; 2.1.4-aw; 2.1.1-aw; 4.2.9-op; 4.2.3-op; 4.3.2-op; 2.1.3-op; 2.1.4-op; 2.1.1-op; 7.2.1-op; 2.1.2-op
104. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Flight Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 7.2.1-op; 2.1.1-op; 2.1.2-op; 2.1.3-op; 4.2.3-op; 6.1.2-op; 6.1.1-op; 2.1.4-op; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 4.3.2-op; 2.1.1-aw; 4.3.3-op
105. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Flight Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.4-op; 2.1.1-op; 7.2.1-op; 2.1.2-aw; 2.1.2-op; 2.1.4-aw; 6.1.1-op; 2.1.3-aw; 4.3.3-op; 4.3.2-op; 2.1.1-aw; 6.1.3-op; 4.2.9-op
106. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Flight Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.2-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 2.1.1-op; 2.1.2-aw; 6.1.1-op; 7.2.1-op; 6.1.3-op; 4.2.4-op; 2.1.2-op; 2.1.4-op; 2.1.3-op
107. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Initial Flight Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-aw; 6.1.1-op; 6.1.2-op; 4.3.3-op; 7.2.1-op; 2.1.2-aw; 4.3.2-op; 2.1.3-aw; 2.1.1-aw; 4.2.9-op; 4.2.3-op; 2.1.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op
108. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Initial Flight Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job

## Aid 3.11.3.1

*Interfaces:* 4.2.3-op; 2.1.2-op; 2.1.1-op; 6.1.2-op; 2.1.3-op; 7.2.1-op; 2.1.4-op; 4.3.2-op; 6.1.1-op; 2.1.1-aw; 4.2.9-op; 4.3.3-op; 2.1.4-aw; 2.1.2-aw; 2.1.3-aw

109. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Ground Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 7.2.1-op; 2.1.1-op; 2.1.2-op; 4.2.3-op; 2.1.3-op; 6.1.1-op; 2.1.4-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 2.1.1-aw; 4.3.2-op; 4.2.9-op; 4.3.3-op
110. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Ground Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-op; 2.1.3-op; 4.2.3-op; 7.2.1-op; 2.1.1-op; 2.1.3-aw; 2.1.2-aw; 2.1.2-op; 2.1.4-aw; 6.1.1-op; 4.3.3-op; 4.2.9-op; 4.3.2-op; 2.1.1-aw
111. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Ground Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.3.2-op; 2.1.1-aw; 2.1.3-aw; 4.2.9-op; 2.1.2-aw; 2.1.4-aw; 2.1.1-op; 4.3.3-op; 7.2.1-op; 4.2.4-op; 2.1.2-op; 6.1.1-op; 2.1.4-op; 2.1.3-op
112. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Ground Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 6.1.1-op; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 2.1.1-aw; 4.3.2-op; 4.2.9-op; 2.1.4-op; 4.2.4-op; 2.1.1-op; 2.1.3-op; 7.2.1-op; 2.1.2-op
113. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Ground Training for Aircraft Dispatchers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2-op; 2.1.1-op; 2.1.3-op; 7.2.1-op;

- 2.1.4–op; 4.2.5–op; 4.3.2–op; 2.1.1–aw; 6.1.1–op;  
4.2.9–op; 2.1.2–aw; 4.3.3–op; 2.1.4–aw; 2.1.3–aw
114. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Ground Training for Aircraft Dispatchers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–op; 4.3.2–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 2.1.3–aw; 7.2.1–op; 4.3.3–op; 2.1.4–aw; 2.1.1–aw; 6.1.1–op; 4.2.5–op; 2.1.2–aw; 4.2.9–op
115. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Ground Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2–aw; 4.3.3–op; 4.2.9–op; 6.1.1–op; 2.1.4–aw; 4.3.2–op; 2.1.1–aw; 2.1.3–aw; 4.2.3–op; 2.1.4–op; 2.1.1–op; 2.1.3–op; 7.2.1–op; 2.1.2–op
116. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Ground Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 2.1.1–op; 7.2.1–op; 2.1.2–op; 2.1.3–op; 4.2.3–op; 6.1.1–op; 2.1.4–op; 4.2.9–op; 4.3.2–op; 2.1.1–aw; 4.3.3–op; 2.1.2–aw; 2.1.3–aw
117. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Flight Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 6.1.1–op; 2.1.3–aw; 2.1.2–aw; 4.3.3–op; 2.1.4–aw; 4.3.2–op; 2.1.1–aw; 4.2.9–op; 2.1.4–op; 2.1.3–op; 4.2.3–op; 2.1.1–op; 7.2.1–op; 2.1.2–op
118. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Flight Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.3–op; 2.1.1–op; 2.1.2–op; 6.1.1–op; 2.1.3–op; 7.2.1–op; 2.1.4–op; 2.1.4–aw; 2.1.1–aw; 4.3.2–op; 4.2.9–op; 2.1.2–aw; 2.1.3–aw; 4.3.3–op
- 119.

- Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Transition Flight Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 7.2.1-op; 4.3.3-op; 4.3.2-op; 2.1.4-aw; 2.1.1-aw; 6.1.1-op; 2.1.2-aw; 2.1.3-aw; 4.2.9-op; 4.2.3-op
120. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Transition Flight Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.9-op; 2.1.1-aw; 4.3.3-op; 4.3.2-op; 2.1.4-aw; 2.1.3-aw; 2.1.2-aw; 2.1.2-op; 4.2.3-op; 2.1.4-op; 2.1.3-op; 7.2.1-op; 6.1.1-op; 2.1.1-op
121. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Ground Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1-aw; 4.2.9-op; 4.2.7-op; 2.1.4-aw; 4.3.3-op; 4.3.2-op; 2.1.2-op; 2.1.3-aw; 4.3.1-op; 2.1.2-aw; 2.1.1-op; 7.2.1-op; 4.2.3-op; 2.1.4-op; 6.1.1-op; 2.1.3-op
122. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Differences Ground Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 7.2.1-op; 2.1.2-op; 4.2.9-op; 4.2.3-op; 4.2.7-op; 6.1.1-op; 2.1.4-op; 4.3.2-op; 2.1.3-op; 4.3.3-op; 4.3.1-op; 2.1.1-aw; 2.1.2-aw
123. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Ground Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.4-op; 2.1.3-op; 2.1.4-op; 2.1.1-op; 2.1.2-op; 4.3.3-op; 2.1.2-aw; 2.1.3-aw; 6.1.1-op; 7.2.1-op; 4.3.2-op; 4.2.9-op; 2.1.1-aw; 2.1.4-aw
124. Check that the Certificate Holder's manual system has instructions and information specifying how the

- Certificate Holder retains records of Differences Ground Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.9–op; 4.3.2–op; 2.1.1–aw; 2.1.2–aw; 4.3.3–op; 2.1.3–aw; 7.2.1–op; 2.1.4–aw; 2.1.2–op; 2.1.3–op; 6.1.1–op; 2.1.1–op; 2.1.4–op; 4.2.4–op
125. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Ground Training for Aircraft Dispatchers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.3–aw; 4.3.3–op; 2.1.2–aw; 6.1.1–op; 2.1.4–aw; 2.1.1–aw; 4.2.5–op; 2.1.3–op; 2.1.4–op; 2.1.1–op; 7.2.1–op; 2.1.2–op
126. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Differences Ground Training for Aircraft Dispatchers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–op; 7.2.1–op; 2.1.2–op; 6.1.1–op; 2.1.4–op; 2.1.3–op; 4.2.5–op; 2.1.1–aw; 2.1.3–aw; 2.1.2–aw; 4.3.3–op; 2.1.4–aw
127. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Ground Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 7.2.1–op; 6.1.1–op; 2.1.4–aw; 4.2.3–op; 4.3.3–op; 2.1.2–aw; 2.1.3–aw; 2.1.1–aw; 4.2.9–op; 4.3.2–op
128. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Differences Ground Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.9–op; 4.3.2–op; 2.1.1–aw; 2.1.4–aw; 2.1.1–op; 2.1.2–aw; 4.3.3–op; 2.1.3–aw; 4.2.3–op; 2.1.2–op; 2.1.4–op; 6.1.1–op; 2.1.3–op; 7.2.1–op
129. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Flight Training for Flight Engineers for the current aircraft.

- Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.7–op; 2.1.1–aw; 4.2.9–op; 4.3.2–op; 4.3.1–op; 4.3.3–op; 2.1.3–aw; 2.1.2–aw; 2.1.4–aw; 2.1.2–op; 2.1.1–op; 2.1.3–op; 7.2.1–op; 6.1.1–op; 4.2.10–op; 2.1.4–op; 4.2.3–op
130. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Differences Flight Training for Flight Engineers for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 4.2.10–op; 2.1.2–aw; 4.3.3–op; 2.1.3–aw; 2.1.4–aw; 6.1.1–op; 4.2.7–op; 4.2.9–op; 4.3.2–op; 2.1.1–aw; 4.3.1–op; 2.1.3–op; 2.1.4–op; 2.1.2–op; 2.1.1–op; 4.2.3–op; 7.2.1–op
131. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Flight Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–op; 2.1.2–op; 7.2.1–op; 2.1.3–op; 4.2.4–op; 6.1.1–op; 2.1.4–op; 2.1.1–aw; 2.1.3–aw; 2.1.2–aw; 4.3.2–op; 4.3.3–op; 2.1.4–aw; 4.2.7–op; 4.2.9–op
132. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains records of Differences Flight Training for Flight Attendants for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–op; 4.2.4–op; 2.1.3–op; 2.1.1–op; 2.1.2–op; 7.2.1–op; 6.1.1–op; 2.1.2–aw; 2.1.3–aw; 4.3.2–op; 4.3.3–op; 2.1.4–aw; 2.1.1–aw; 4.2.7–op; 4.2.9–op
133. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains records of Differences Flight Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–aw; 2.1.4–aw; 4.3.1–op; 2.1.2–aw; 4.2.9–op; 4.3.2–op; 2.1.3–aw; 4.3.3–op; 4.2.3–op; 2.1.2–op; 7.2.1–op; 2.1.1–op; 2.1.4–op; 6.1.1–op; 2.1.3–op
134. Check that the Certificate Holder's manual system has instructions and information specifying how the

- Certificate Holder retains records of Differences Flight Training for Navigators for the current aircraft.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–aw; 6.1.1–op; 2.1.3–aw; 4.2.3–op; 7.2.1–op; 2.1.2–aw; 2.1.1–aw; 4.3.1–op; 2.1.4–op; 4.2.9–op; 4.3.3–op; 4.3.2–op; 2.1.3–op; 2.1.2–op; 2.1.1–op
135. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains permanent records of One–Time Training Requirements – Basic indoctrination for Crewmembers other than Pilots.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 6.1.1–op; 4.2.3–op; 4.3.2–op; 4.2.4–op; 2.1.1–aw; 4.2.9–op; 2.1.3–op; 4.2.7–op; 2.1.4–op; 2.1.2–op; 2.1.1–op; 7.2.1–op; 4.2.10–op
136. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains permanent records of One–Time Training Requirements – Basic indoctrination for Crewmembers other than Pilots.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 7.2.1–op; 4.2.4–op; 2.1.2–op; 2.1.1–op; 2.1.3–op; 4.2.7–op; 6.1.1–op; 2.1.4–op; 4.2.10–op; 4.3.2–op; 2.1.1–aw; 4.2.9–op; 4.2.3–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw
137. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains permanent records of One–Time Training Requirements – Basic indoctrination for Aircraft Dispatchers.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4–op; 2.1.3–op; 4.3.2–op; 2.1.1–op; 2.1.2–op; 7.2.1–op; 2.1.3–aw; 2.1.2–aw; 2.1.4–aw; 6.1.1–op; 4.3.3–op; 2.1.1–aw; 4.2.5–op; 4.2.9–op
138. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains permanent records of One–Time Training Requirements – Basic indoctrination for Aircraft Dispatchers.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.1–aw; 4.2.9–op; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 2.1.1–op; 2.1.2–op; 4.3.3–op; 2.1.4–aw; 4.2.5–op; 6.1.1–op; 7.2.1–op; 2.1.3–op; 2.1.4–op

139. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder retains permanent records of One-Time Training Requirements – Operating Experience (OE) for Flight Attendants.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.4-aw; 6.1.1-op; 7.2.1-op; 2.1.2-aw; 2.1.3-aw; 4.2.4-op; 2.1.1-aw; 2.1.4-op; 4.2.9-op; 2.1.3-op; 2.1.2-op; 2.1.1-op
140. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder retains permanent records of One-Time Training Requirements – Operating Experience (OE) for Flight Attendants.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Job Aid 3.11.3.1  
*Interfaces:* 2.1.2-op; 4.2.4-op; 2.1.4-op; 6.1.1-op; 7.2.1-op; 2.1.1-op; 2.1.3-op; 2.1.4-aw; 2.1.3-aw; 4.2.9-op; 2.1.1-aw; 2.1.2-aw
141. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder's record keeping system has the capability for entry of all required records in the categories of records for which the operator is seeking acceptance or approval.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811  
*Interfaces:* 4.2.9-op; 4.3.2-op; 4.3.3-op; 2.1.4-op; 6.2.1-aw; 2.1.3-op; 2.1.1-aw; 4.3.1-op; 2.1.2-aw; 7.2.1-op; 4.2.10-op; 6.1.2-op; 4.2.3-op; 4.2.7-op; 2.1.4-aw; 2.1.1-op; 2.1.3-aw; 2.1.2-op; 6.1.1-op; 4.2.4-op; 6.1.3-op; 4.2.5-op
142. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's record keeping system has the capability for entry of all required records in the categories of records for which the operator is seeking acceptance or approval.  
*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811  
*Interfaces:* 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 6.1.1-op; 4.2.3-op; 6.1.2-op; 4.3.3-op; 2.1.1-aw; 6.1.3-op; 4.2.9-op; 4.3.2-op; 4.3.1-op; 4.2.7-op; 2.1.4-op; 6.1.4-op; 2.1.3-op; 7.2.1-op; 4.2.5-op; 4.2.4-op; 4.2.10-op; 2.1.2-op; 2.1.1-op
143. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder's record keeping system has the capability for storage of all required records in the categories of records for

which the operator is seeking acceptance or approval.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811

*Interfaces:* 4.2.4-op; 7.2.1-op; 6.1.3-op; 6.1.4-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 4.2.7-op; 4.2.10-op; 6.1.2-op; 4.2.5-op; 6.1.1-op; 2.1.4-op; 4.3.3-op; 4.3.2-op; 4.3.1-op; 4.2.3-op; 2.1.2-aw; 2.1.3-aw; 2.1.1-aw; 4.2.9-op; 2.1.4-aw

144. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's record keeping system has the capability for storage of all required records in the categories of records for which the operator is seeking acceptance or approval.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811

*Interfaces:* 4.2.7-op; 2.1.4-op; 2.1.3-op; 4.3.1-op; 4.3.2-op; 2.1.1-op; 2.1.2-op; 7.2.1-op; 2.1.3-aw; 4.2.10-op; 2.1.2-aw; 2.1.4-aw; 6.1.1-op; 4.3.3-op; 4.2.4-op; 2.1.1-aw; 6.1.3-op; 4.2.9-op; 4.2.3-op; 6.1.2-op; 6.1.4-op; 4.2.5-op

145. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder's record keeping system has the capability for retrieval of all required records in the categories of records for which the operator is seeking acceptance or approval.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811

*Interfaces:* 2.1.1-aw; 4.2.9-op; 4.3.1-op; 2.1.2-aw; 4.3.3-op; 2.1.3-aw; 2.1.1-op; 4.2.4-op; 6.1.3-op; 2.1.2-op; 4.2.5-op; 4.3.2-op; 4.2.7-op; 2.1.4-aw; 6.1.4-op; 2.1.3-op; 6.1.2-op; 7.2.1-op; 4.2.3-op; 4.2.10-op; 2.1.4-op; 6.1.1-op

146. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's record keeping system has the capability for retrieval of all required records in the categories of records for which the operator is seeking acceptance or approval.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811

*Interfaces:* 2.1.4-aw; 6.1.1-op; 4.2.10-op; 4.2.3-op; 6.1.2-op; 2.1.3-aw; 2.1.2-aw; 7.2.1-op; 2.1.1-aw; 6.1.4-op; 4.2.5-op; 4.2.4-op; 6.1.3-op; 4.3.1-op; 2.1.3-op; 4.3.2-op; 4.2.7-op; 2.1.2-op; 4.2.9-op; 2.1.1-op; 4.3.3-op; 2.1.4-op

147. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder's record

keeping system has the capability for archiving of all required records in the categories of records for which the operator is seeking acceptance or approval.

*Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811

*Interfaces:* 2.1.2–op; 2.1.1–op; 6.1.3–op; 4.2.4–op; 4.2.7–op; 6.1.4–op; 4.2.5–op; 4.2.3–op; 7.2.1–op; 6.1.2–op; 2.1.4–op; 6.1.1–op; 2.1.1–aw; 4.2.10–op; 2.1.3–op; 2.1.4–aw; 4.2.9–op; 4.3.1–op; 2.1.3–aw; 4.3.3–op; 2.1.2–aw; 4.3.2–op

148. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's record keeping system has the capability for archiving of all required records in the categories of records for which the operator is seeking acceptance or approval.
- Sources:* 8400.10, V3, Chapter 11, Section 3, Paragraph 1811
- Interfaces:* 4.2.9–op; 4.3.2–op; 2.1.4–op; 4.3.1–op; 4.3.3–op; 2.1.1–aw; 2.1.3–op; 2.1.2–op; 4.2.3–op; 6.1.2–op; 7.2.1–op; 2.1.4–aw; 6.1.4–op; 4.2.5–op; 2.1.3–aw; 2.1.1–op; 4.2.10–op; 2.1.2–aw; 6.1.1–op; 4.2.7–op; 4.2.4–op; 6.1.3–op
149. Check that the Certificate Holder's manual system contains a policy that ensures that the computer-based record keeping system provides a means of maintaining accurate crewmember and dispatch records required by 14 CFR.
- Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A
- Interfaces:* 2.1.2–aw; 2.1.3–aw; 6.1.1–op; 4.2.9–op; 4.3.2–op; 2.1.4–aw; 6.1.2–op; 4.3.3–op; 4.3.1–op; 6.1.4–op; 2.1.1–aw; 2.1.3–op; 4.2.7–op; 4.2.10–op; 2.1.4–op; 7.2.1–op; 4.2.5–op; 6.1.3–op; 4.2.4–op; 4.2.3–op; 2.1.1–op; 2.1.2–op
150. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's computer-based record keeping system ensures that the system provides a means of maintaining accurate crewmember and dispatch records required by 14 CFR.
- Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A
- Interfaces:* 7.2.1–op; 6.1.3–op; 6.1.4–op; 4.2.10–op; 2.1.2–op; 2.1.1–op; 4.2.7–op; 2.1.3–op; 2.1.4–op; 4.3.3–op; 4.2.5–op; 4.2.9–op; 4.2.3–op; 6.1.2–op; 6.1.1–op; 4.2.4–op; 2.1.2–aw; 4.3.2–op; 2.1.4–aw; 2.1.1–aw; 4.3.1–op; 2.1.3–aw
151. Check that the Certificate Holder's manual system

contains a policy that ensures that the computer-based record keeping system provides a means of maintaining timely crewmember and dispatch records required by 14 CFR.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A

*Interfaces:* 4.2.7-op; 4.3.1-op; 2.1.4-op; 2.1.3-op; 7.2.1-op; 2.1.2-op; 2.1.1-op; 2.1.3-aw; 4.2.10-op; 2.1.2-aw; 6.1.2-op; 6.1.1-op; 4.3.3-op; 4.3.2-op; 4.2.9-op; 2.1.4-aw; 4.2.3-op; 6.1.3-op; 4.2.4-op; 4.2.5-op; 6.1.4-op; 2.1.1-aw

152. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's computer-based record keeping system ensures that the system provides a means of maintaining timely crewmember and dispatch records required by 14 CFR.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A

*Interfaces:* 4.3.3-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw; 4.3.1-op; 2.1.2-aw; 4.3.2-op; 2.1.4-aw; 2.1.1-op; 6.1.3-op; 6.1.4-op; 6.1.1-op; 4.2.7-op; 4.2.4-op; 2.1.3-op; 4.2.10-op; 7.2.1-op; 4.2.5-op; 2.1.2-op; 2.1.4-op; 6.1.2-op; 4.2.3-op

153. Check that the Certificate Holder's manual system contains a policy that ensures that the computer-based record keeping system provides a means of maintaining reliable crewmember and dispatch records required by 14 CFR.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A

*Interfaces:* 4.2.10-op; 6.1.1-op; 6.1.2-op; 2.1.2-aw; 4.2.3-op; 4.2.5-op; 2.1.3-aw; 6.1.3-op; 4.2.4-op; 2.1.4-aw; 2.1.1-aw; 6.1.4-op; 4.3.1-op; 4.2.9-op; 4.3.2-op; 2.1.3-op; 4.2.7-op; 4.3.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op; 7.2.1-op

154. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's computer-based record keeping system ensures that the system provides a means of maintaining reliable crewmember and dispatch records required by 14 CFR.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A

*Interfaces:* 4.2.5-op; 2.1.2-op; 2.1.1-op; 4.2.4-op; 6.1.3-op; 4.2.7-op; 6.1.4-op; 6.1.2-op; 4.2.3-op; 6.1.1-op; 2.1.3-op; 4.2.10-op; 2.1.1-aw; 7.2.1-op; 2.1.4-op; 4.3.1-op; 4.3.2-op; 2.1.3-aw; 4.3.3-op; 2.1.4-aw; 4.2.9-op; 2.1.2-aw

155. Check that the Certificate Holder's manual system

contains a policy that they must apply for approval of computer-based record keeping systems by letter.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(1)

*Interfaces:* 4.2.9-op; 2.1.4-op; 4.3.3-op; 4.3.1-op; 2.1.3-op; 4.3.2-op; 2.1.2-op; 2.1.1-op; 2.1.4-aw; 4.2.3-op; 7.2.1-op; 6.1.2-op; 2.1.1-aw; 6.1.1-op; 4.2.4-op; 4.2.5-op; 6.1.4-op; 2.1.3-aw; 6.1.3-op; 4.2.10-op; 2.1.2-aw; 4.2.7-op

156. Check that the Certificate Holder's manual system contains a policy that they must submit a letter of application for approval of computer-based record keeping system, which must contain a general description of the proposed computer-based record keeping system (including the facilities, hardware, and software to be utilized), the data backup system to be used, access and security procedures for both the operator and FAA personnel, basic procedures for data entry personnel, a general description of any special procedures and capabilities and digital or electronic signature type(s) and processes to be used.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(1)(a)

*Interfaces:* 2.1.2-aw; 6.1.1-op; 4.3.2-op; 4.2.9-op; 4.3.3-op; 2.1.4-aw; 2.1.3-aw; 6.1.4-op; 4.2.4-op; 2.1.1-aw; 4.3.1-op; 4.2.5-op; 6.1.2-op; 4.2.3-op; 4.2.7-op; 2.1.4-op; 7.2.1-op; 6.1.3-op; 2.1.1-op; 2.1.3-op; 2.1.2-op; 4.2.10-op

157. Check that the Certificate Holder's manual system contains a policy that they must submit a letter of application for a computer-based record keeping system must include one or more of the following categories of records to be maintained by that system: Airman training records (including pilot, flight engineer, flight navigator, flight attendant, flight instructor, check airman, and aircraft dispatcher training records) Aircraft qualification records (including aircraft type ratings, proficiency checks, competency checks, and line checks) Flight time limitation and rest requirement records Medical qualification records (when applicable) Route, "special airport," and area qualification records Operating experience (OE) and/or operating familiarization records Pilot recency of experience records Check airman, aircrew program designee (APD), and school designated examiner (SDE) designations or authorizations Special training or testing requirements Aircraft listings Load

- manifests, dispatch/flight releases Communication records Manual system and revisions  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(1)(b)  
*Interfaces:* 7.2.1-op; 6.1.3-op; 2.1.4-aw; 4.2.10-op; 2.1.2-op; 4.2.7-op; 2.1.1-op; 6.1.1-op; 6.1.4-op; 2.1.3-op; 4.2.3-op; 4.2.9-op; 4.2.5-op; 2.1.4-op; 4.2.4-op; 6.1.2-op; 4.3.2-op; 2.1.3-aw; 4.3.3-op; 2.1.1-aw; 4.3.1-op; 2.1.2-aw
158. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder's record keeping system retains data entry forms or other pertinent nonelectronic records in a parallel record system.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(2)  
*Interfaces:* 2.1.3-op; 4.2.7-op; 2.1.4-op; 4.2.5-op; 7.2.1-op; 4.2.10-op; 2.1.2-aw; 2.1.4-aw; 2.1.2-op; 2.1.1-op; 2.1.3-aw; 4.2.9-op; 6.1.2-op; 4.2.3-op; 6.1.1-op; 4.3.3-op; 4.2.4-op; 6.1.3-op; 4.3.2-op; 6.1.4-op; 2.1.1-aw; 4.3.1-op
159. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's record keeping system has data entry forms or other pertinent nonelectronic records in a parallel record system.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(2)  
*Interfaces:* 4.3.3-op; 2.1.1-aw; 4.3.2-op; 2.1.3-aw; 4.3.1-op; 2.1.2-aw; 4.2.9-op; 2.1.1-op; 4.2.5-op; 2.1.2-op; 2.1.4-aw; 4.2.7-op; 4.2.4-op; 6.1.4-op; 4.2.10-op; 7.2.1-op; 6.1.3-op; 6.1.1-op; 2.1.4-op; 2.1.3-op; 4.2.3-op; 6.1.2-op
160. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder's record keeping system retains required records while the computer-based record keeping system is being installed, tested, and evaluated.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(2)  
*Interfaces:* 4.2.10-op; 6.1.1-op; 2.1.3-aw; 2.1.2-aw; 6.1.2-op; 4.2.3-op; 2.1.4-aw; 4.2.4-op; 2.1.1-aw; 4.2.9-op; 6.1.4-op; 4.2.7-op; 6.1.3-op; 4.2.5-op; 2.1.3-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 2.1.4-op; 2.1.1-op; 7.2.1-op; 2.1.2-op
161. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's record keeping system has all required records while the computer-based record keeping system is being installed, tested, and

evaluated.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(2)

*Interfaces:* 6.1.4–op; 4.2.5–op; 2.1.2–op; 4.2.4–op; 2.1.1–op; 6.1.3–op; 4.2.7–op; 4.2.10–op; 6.1.2–op; 6.1.1–op; 2.1.3–op; 7.2.1–op; 4.2.3–op; 2.1.1–aw; 2.1.4–op; 4.3.1–op; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 4.2.9–op

162. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder shall continue to maintain all required records while the data entry personnel are being trained to recognize regulatory terminology and requirements.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(2)  
*Interfaces:* 4.3.1–op; 4.2.9–op; 2.1.3–op; 4.3.3–op; 2.1.4–op; 4.3.2–op; 2.1.2–op; 2.1.1–op; 6.1.2–op; 4.2.3–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 2.1.1–aw; 4.2.5–op; 4.2.4–op; 6.1.3–op; 6.1.1–op; 6.1.4–op; 7.2.1–op; 4.2.10–op; 4.2.7–op
163. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's record keeping system has all required records while the data entry personnel are being trained to recognize regulatory terminology and requirements.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 A(2)  
*Interfaces:* 4.2.9–op; 2.1.4–aw; 4.3.2–op; 2.1.3–aw; 4.3.3–op; 4.2.4–op; 2.1.1–aw; 6.1.4–op; 4.3.1–op; 6.1.3–op; 2.1.2–aw; 2.1.2–op; 4.2.3–op; 2.1.4–op; 2.1.3–op; 7.2.1–op; 4.2.7–op; 4.2.5–op; 6.1.2–op; 6.1.1–op; 2.1.1–op; 4.2.10–op
164. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder will provide to the FAA (POI) for evaluation, the computer-based record keeping system capabilities and level of security.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)  
*Interfaces:* 4.2.3–op; 2.1.4–aw; 7.2.1–op; 4.2.10–op; 2.1.1–op; 2.1.2–op; 4.2.5–op; 6.1.4–op; 2.1.3–op; 4.2.7–op; 6.1.2–op; 6.1.1–op; 2.1.4–op; 6.1.3–op; 4.2.4–op; 4.2.9–op; 4.3.2–op; 4.3.3–op; 2.1.1–aw; 4.3.1–op; 2.1.2–aw; 2.1.3–aw
165. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder will provide to the FAA (POI) for evaluation, the operator's proposed computerized record keeping transition plan.

- Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)  
*Interfaces:* 2.1.3–op; 2.1.4–op; 4.2.7–op; 6.1.4–op; 4.2.5–op; 4.2.4–op; 2.1.1–op; 4.2.10–op; 2.1.4–aw; 2.1.2–op; 4.2.3–op; 6.1.1–op; 2.1.2–aw; 7.2.1–op; 2.1.3–aw; 4.2.9–op; 6.1.2–op; 6.1.3–op; 4.3.2–op; 4.3.3–op; 2.1.1–aw; 4.3.1–op
166. Check that the Certificate Holder's manual system contains a policy that the Operator will provide to the FAA (POI) for evaluation, the operator's proposed computerized record keeping user manual.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)  
*Interfaces:* 4.3.3–op; 4.3.2–op; 2.1.1–aw; 4.2.9–op; 2.1.3–aw; 2.1.4–aw; 4.3.1–op; 2.1.2–aw; 6.1.3–op; 4.2.4–op; 4.2.7–op; 4.2.10–op; 4.2.5–op; 7.2.1–op; 6.1.4–op; 2.1.2–op; 2.1.1–op; 2.1.4–op; 2.1.3–op; 6.1.2–op; 6.1.1–op; 4.2.3–op
167. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder will demonstrate to the FAA (POI) for evaluation, the operation of the operator's existing record keeping system in parallel operation with the proposed computer-based system.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)  
*Interfaces:* 7.2.1–op; 2.1.3–aw; 6.1.1–op; 4.2.10–op; 2.1.2–aw; 4.2.3–op; 6.1.2–op; 4.3.3–op; 2.1.4–aw; 4.2.5–op; 6.1.4–op; 4.2.4–op; 2.1.1–aw; 6.1.3–op; 4.2.7–op; 4.2.9–op; 4.3.1–op; 4.3.2–op; 2.1.4–op; 2.1.1–op; 2.1.3–op; 2.1.2–op
168. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will demonstrate to the FAA (POI) for evaluation, the operation of the operator's existing record keeping system in parallel operation with the proposed computer-based system.  
*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)  
*Interfaces:* 2.1.1–op; 4.2.5–op; 6.1.4–op; 4.2.4–op; 6.1.3–op; 2.1.2–op; 4.2.7–op; 4.2.10–op; 6.1.1–op; 2.1.4–op; 7.2.1–op; 2.1.3–op; 6.1.2–op; 2.1.1–aw; 4.2.3–op; 4.2.9–op; 4.3.1–op; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 4.3.3–op; 2.1.4–aw
169. Check that the Certificate Holder's manual system contains a policy that the Operator will demonstrate to the FAA (POI) for evaluation, that the system security of the proposed computer-based record keeping system is adequate.  
*Sources:* 8400.10, V3, Chapter 11, Section 4,

Paragraph 1831 B(1)

*Interfaces:* 4.3.1–op; 4.2.9–op; 2.1.3–op; 4.3.2–op; 4.3.3–op; 2.1.2–op; 2.1.4–op; 2.1.1–op; 6.1.2–op; 2.1.2–aw; 7.2.1–op; 2.1.4–aw; 2.1.1–aw; 4.2.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 6.1.3–op; 6.1.1–op; 4.2.7–op; 2.1.3–aw; 6.1.4–op

170. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will demonstrate to the FAA (POI) for evaluation, that the system security of the proposed computer–based record keeping system is adequate.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)

*Interfaces:* 2.1.1–aw; 2.1.3–aw; 4.3.3–op; 2.1.4–aw; 4.3.1–op; 4.3.2–op; 2.1.2–op; 4.2.9–op; 2.1.1–op; 6.1.3–op; 4.2.4–op; 4.2.5–op; 2.1.2–aw; 6.1.4–op; 6.1.2–op; 4.2.3–op; 2.1.4–op; 4.2.7–op; 2.1.3–op; 6.1.1–op; 4.2.10–op; 7.2.1–op

171. Check that the Certificate Holder's manual system contains a policy that the Operator will demonstrate to the FAA (POI) for evaluation, that the record retention periods of the proposed computer–based record keeping system are adequate.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)

*Interfaces:* 6.1.2–op; 4.2.3–op; 2.1.4–aw; 7.2.1–op; 2.1.1–op; 2.1.3–aw; 4.2.10–op; 2.1.2–op; 6.1.4–op; 4.2.4–op; 6.1.3–op; 4.2.7–op; 4.2.9–op; 6.1.1–op; 2.1.4–op; 2.1.3–op; 4.2.5–op; 4.3.2–op; 4.3.3–op; 2.1.1–aw; 4.3.1–op; 2.1.2–aw

172. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will demonstrate to the FAA (POI) for evaluation, that the record retention periods of the proposed computer–based record keeping system are adequate.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)

*Interfaces:* 2.1.3–op; 4.2.7–op; 4.2.5–op; 6.1.4–op; 4.2.3–op; 4.2.4–op; 2.1.4–op; 7.2.1–op; 2.1.2–op; 2.1.1–op; 4.2.10–op; 6.1.2–op; 2.1.2–aw; 6.1.3–op; 2.1.3–aw; 2.1.4–aw; 6.1.1–op; 4.2.9–op; 4.3.2–op; 4.3.3–op; 4.3.1–op; 2.1.1–aw

173. Check that the Certificate Holder's manual system contains a policy that the Operator will demonstrate to the FAA (POI) for evaluation, that the data backups of the proposed computer–based record keeping system are adequate.

*Sources:* 8400.10, V3, Chapter 11, Section 4,

Paragraph 1831 B(1)

*Interfaces:* 4.3.2–op; 2.1.1–aw; 4.2.9–op; 4.3.1–op; 2.1.4–aw; 2.1.2–aw; 2.1.3–aw; 2.1.1–op; 4.2.4–op; 6.1.3–op; 2.1.4–op; 6.1.4–op; 4.2.3–op; 6.1.1–op; 2.1.2–op; 4.2.10–op; 2.1.3–op; 4.2.7–op; 7.2.1–op; 4.2.5–op; 6.1.2–op

174. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will demonstrate to the FAA (POI) for evaluation, that the data backups of the proposed computer–based record keeping system are adequate.

*Sources:* 8400.10, V3, Chapter 11, Section 4, Paragraph 1831 B(1)

*Interfaces:* 2.1.3–aw; 4.2.10–op; 7.2.1–op; 2.1.2–aw; 4.2.3–op; 2.1.4–aw; 6.1.1–op; 6.1.2–op; 4.3.3–op; 4.2.4–op; 2.1.1–aw; 4.2.5–op; 4.2.9–op; 6.1.4–op; 6.1.3–op; 4.2.7–op; 4.3.2–op; 2.1.4–op; 4.3.1–op; 2.1.3–op; 2.1.1–op; 2.1.2–op

175. Check that the Certificate Holder's manual system contains a policy that the Operator will demonstrate to the FAA (POI) for evaluation, that the proposed computer–based record keeping system's level of security ensures that the database is adequately protected.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(2)

*Interfaces:* 2.1.1–op; 6.1.4–op; 4.2.4–op; 6.1.3–op; 4.2.5–op; 2.1.2–op; 4.2.7–op; 6.1.1–op; 4.2.10–op; 7.2.1–op; 2.1.4–op; 2.1.3–op; 6.1.2–op; 4.2.3–op; 2.1.3–aw; 4.3.1–op; 2.1.1–aw; 2.1.2–aw; 4.3.2–op; 2.1.4–aw; 4.2.9–op; 4.3.3–op

176. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will demonstrate to the FAA (POI) for evaluation, that the proposed computer–based record keeping system's level of security ensures that the database is adequately protected.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(2)

*Interfaces:* 4.3.1–op; 2.1.3–op; 4.3.3–op; 4.3.2–op; 2.1.4–op; 2.1.1–op; 2.1.2–op; 2.1.4–aw; 6.1.1–op; 4.2.10–op; 2.1.2–aw; 2.1.3–aw; 6.1.4–op; 4.2.5–op; 7.2.1–op; 4.2.3–op; 4.2.4–op; 6.1.2–op; 4.2.7–op; 2.1.1–aw; 6.1.3–op; 4.2.9–op

177. Check that the Certificate Holder's manual system contains a policy that during the approval process the operator shall coordinate with the FAA (POI) concerning which FAA personnel will have access to the operator's record keeping system.

*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(a)

*Interfaces:* 2.1.1-aw; 4.3.3-op; 2.1.4-aw; 4.3.1-op;  
4.3.2-op; 4.2.9-op; 2.1.2-op; 4.2.5-op; 4.2.7-op;  
4.2.4-op; 6.1.3-op; 2.1.2-aw; 6.1.4-op; 2.1.3-aw;  
6.1.2-op; 2.1.1-op; 2.1.3-op; 4.2.10-op; 2.1.4-op;  
7.2.1-op; 4.2.3-op; 6.1.1-op

178. Check that the Certificate Holder's manual system contains a policy that the Operator will designate in their proposal and user manual a specifically identified and authorized representative to actively monitor user access.

*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(b)

*Interfaces:* 4.2.3-op; 6.1.2-op; 2.1.4-aw; 6.1.1-op;  
2.1.3-aw; 4.2.10-op; 2.1.1-op; 7.2.1-op; 2.1.2-aw;  
4.2.7-op; 4.2.4-op; 6.1.4-op; 4.2.5-op; 6.1.3-op;  
4.3.2-op; 4.3.3-op; 2.1.4-op; 2.1.1-aw; 4.3.1-op;  
2.1.3-op; 4.2.9-op; 2.1.2-op

179. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will designate in their proposal and user manual a specifically identified and authorized representative to actively monitor user access.

*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(b)

*Interfaces:* 4.2.7-op; 6.1.4-op; 6.1.3-op; 4.2.3-op;  
4.2.4-op; 4.2.5-op; 2.1.4-op; 7.2.1-op; 2.1.3-op;  
2.1.2-op; 4.2.10-op; 2.1.1-op; 6.1.2-op; 2.1.2-aw;  
4.2.9-op; 4.3.3-op; 2.1.1-aw; 6.1.1-op; 4.3.2-op;  
2.1.4-aw; 2.1.3-aw; 4.3.1-op

180. Check that the Certificate Holder's manual system contains a policy that the Operator will designate in their proposal and user manual a specifically identified and authorized representative to periodically review access control requirements.

*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(b)

*Interfaces:* 4.3.2-op; 2.1.1-aw; 4.3.3-op; 4.3.1-op;  
4.2.9-op; 2.1.3-aw; 6.1.3-op; 2.1.4-aw; 7.2.1-op;  
2.1.2-op; 2.1.3-op; 2.1.4-op; 4.2.3-op; 6.1.2-op;  
4.2.10-op; 2.1.1-op; 4.2.7-op; 6.1.4-op; 6.1.1-op;  
4.2.5-op; 4.2.4-op

181. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will designate in their proposal and user manual a specifically identified and authorized representative to periodically review access control requirements.

- Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(b)  
*Interfaces:* 2.1.3-aw; 2.1.2-aw; 4.2.10-op;  
7.2.1-op; 2.1.4-aw; 6.1.1-op; 4.2.3-op; 6.1.2-op;  
6.1.3-op; 4.3.3-op; 4.2.4-op; 4.3.1-op; 4.2.5-op;  
4.2.9-op; 4.3.2-op; 6.1.4-op; 2.1.1-aw; 4.2.7-op;  
2.1.4-op; 2.1.3-op; 2.1.1-op; 2.1.2-op
182. Check that the Certificate Holder's manual system contains a policy that the operator should establish a procedure for computer-based record keeping systems, allowing designated personnel to electronically certify all record entries for which they are responsible (i e flight instructors/check airmen, aircraft dispatcher supervisors, and flight attendant supervisors).  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(c)(ii)  
*Interfaces:* 2.1.1-op; 6.1.4-op; 6.1.3-op; 2.1.2-op;  
7.2.1-op; 6.1.1-op; 4.2.7-op; 2.1.4-op; 2.1.3-op;  
4.2.10-op; 6.1.2-op; 4.2.9-op; 2.1.3-aw; 4.3.3-op;  
2.1.1-aw; 2.1.2-aw; 4.3.1-op; 4.3.2-op; 2.1.4-aw
183. Check that the Certificate Holder's manual system has procedures for computer-based record keeping systems, allowing designated personnel to electronically certify all record entries for which they are responsible (i e flight instructors/check airmen, aircraft dispatcher supervisors, and flight attendant supervisors).  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(c)(ii)  
*Interfaces:* 4.3.1-op; 2.1.4-op; 4.3.2-op; 2.1.3-op;  
2.1.1-op; 4.3.3-op; 4.2.10-op; 2.1.2-op; 2.1.2-aw;  
2.1.4-aw; 4.2.5-op; 6.1.1-op; 7.2.1-op; 4.2.4-op;  
6.1.2-op; 4.2.7-op; 4.2.3-op; 2.1.3-aw; 6.1.4-op;  
6.1.3-op; 2.1.1-aw; 4.2.9-op
184. Check that the Certificate Holder's manual system contains a policy that the operator shall issue to each designated person with authorization to electronically certify entries in a computer-based record keeping system, a unique individual access code and password in order to validate the entry.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(2)(c)(ii)  
*Interfaces:* 2.1.1-aw; 2.1.4-aw; 4.3.1-op;  
2.1.3-aw; 4.2.9-op; 4.3.3-op; 4.2.5-op; 2.1.1-op;  
4.2.4-op; 2.1.2-aw; 4.3.2-op; 4.2.7-op; 4.2.10-op;  
2.1.2-op; 6.1.1-op; 6.1.3-op; 6.1.4-op; 4.2.3-op;  
6.1.2-op; 2.1.3-op; 7.2.1-op; 2.1.4-op
185. Check that the Certificate Holder's manual system has instructions and information specifying how the

Certificate Holder will issue to each designated person with authorization to electronically certify entries in a computer-based record keeping system, a unique individual access code and password in order to validate the entry.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(2)(c)(ii)

*Interfaces:* 6.1.2-op; 2.1.4-aw; 6.1.1-op; 4.2.3-op; 2.1.3-aw; 4.2.10-op; 7.2.1-op; 2.1.2-aw; 4.2.4-op; 4.2.7-op; 4.2.5-op; 2.1.1-aw; 6.1.4-op; 6.1.3-op; 4.3.3-op; 2.1.4-op; 4.3.2-op; 2.1.3-op; 2.1.2-op; 4.2.9-op; 4.3.1-op; 2.1.1-op

186. Check that the Certificate Holder's manual system contains a policy that the operator who elects to use digital signature technology will need to provide verification of an agreement by which it will implement the use of digital electronic signatures.

*Sources:* 8400.10, V3, Chapter 11, Section 2, Paragraph 1831 B(2)(c)(i)

*Interfaces:* 6.1.4-op; 4.2.7-op; 4.2.4-op; 4.2.5-op; 6.1.3-op; 6.1.2-op; 7.2.1-op; 4.2.3-op; 2.1.4-op; 2.1.3-op; 2.1.2-op; 2.1.1-op; 4.2.10-op; 2.1.2-aw; 4.3.2-op; 4.3.3-op; 2.1.1-aw; 4.3.1-op; 6.1.1-op; 4.2.9-op; 2.1.4-aw; 2.1.3-aw

187. If electing to use a computer record keeping system for the electronic designation of APD's, check that the Certificate Holder's manual system contains a policy that the operator shall provide the POI or a designated representative the appropriate level of access to allow necessary data entries.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(2)(d)

*Interfaces:* 4.2.9-op; 4.3.2-op; 4.3.3-op; 2.1.4-op; 4.3.1-op; 2.1.1-aw; 2.1.3-aw; 2.1.2-aw; 4.2.3-op; 7.2.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-aw; 2.1.1-op; 4.2.10-op

188. If electing to use a computer record keeping system for the electronic designation of check airmen, the operator shall provide the POI or a designated representative the appropriate level of access to allow necessary data entries.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(2)(d)

*Interfaces:* 2.1.2-aw; 7.2.1-op; 2.1.3-aw; 2.1.4-aw; 6.1.2-op; 4.2.3-op; 4.3.2-op; 6.1.1-op; 4.3.3-op; 2.1.1-aw; 4.2.9-op; 2.1.3-op; 2.1.4-op; 4.3.1-op; 4.2.7-op; 2.1.2-op; 4.2.10-op; 2.1.1-op

189. Check that the Certificate Holder's manual system contains a policy that any document/information in an electronic format must remain accessible to all

persons who are entitled to access by statute, regulation, or rule of law, for the period required by such statute, regulation, or rule of law, in a form that is capable of being accurately reproduced for later reference, whether by transmission, printing, or otherwise.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(2)(d)

*Interfaces:* 4.2.4–op; 6.1.3–op; 4.2.5–op; 6.1.4–op; 2.1.2–op; 2.1.1–op; 4.2.7–op; 6.1.1–op; 2.1.4–op; 4.2.10–op; 4.2.3–op; 2.1.3–op; 7.2.1–op; 6.1.2–op; 2.1.1–aw; 4.2.9–op; 2.1.3–aw; 4.3.3–op; 4.3.1–op; 2.1.2–aw; 4.3.2–op; 2.1.4–aw

190. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will provide any document/information that is in an electronic format to all persons who are entitled to access by statute, regulation, or rule of law, for the period required by such statute, regulation, or rule of law, in a form that is capable of being accurately reproduced for later reference, whether by transmission, printing, or otherwise.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(2)(d)

*Interfaces:* 2.1.4–op; 2.1.3–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 2.1.1–op; 6.1.1–op; 2.1.3–aw; 2.1.2–op; 4.2.10–op; 2.1.2–aw; 6.1.2–op; 4.2.3–op; 2.1.4–aw; 7.2.1–op; 4.2.9–op; 6.1.4–op; 4.2.4–op; 6.1.3–op; 2.1.1–aw; 4.2.5–op; 4.2.7–op

191. Check that the Certificate Holder's manual system contains a policy that the operator shall demonstrate to the FAA (POI) that they have an established backup capability to generate a complete set of duplicate records, either electronic or nonelectronic of the computer-based record keeping system.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(3)

*Interfaces:* 2.1.1–aw; 4.2.9–op; 4.3.1–op; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 2.1.4–aw; 4.2.5–op; 4.2.4–op; 2.1.1–op; 4.3.3–op; 4.2.7–op; 4.2.10–op; 6.1.4–op; 2.1.2–op; 6.1.3–op; 6.1.1–op; 2.1.4–op; 7.2.1–op; 4.2.3–op; 6.1.2–op; 2.1.3–op

192. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will demonstrate to the FAA (POI) that they have an established backup capability to generate a complete set of duplicate records, either electronic or nonelectronic of the computer-based record keeping system.

- Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(3)  
*Interfaces:* 2.1.4-aw; 4.2.10-op; 6.1.1-op;  
6.1.2-op; 4.2.3-op; 2.1.2-aw; 2.1.3-aw; 4.2.5-op;  
7.2.1-op; 4.2.7-op; 4.2.4-op; 2.1.1-aw; 6.1.4-op;  
4.3.1-op; 6.1.3-op; 4.3.3-op; 2.1.4-op; 2.1.1-op;  
4.2.9-op; 2.1.3-op; 4.3.2-op; 2.1.2-op
193. Check that the Certificate Holder's manual system contains a policy that the operator shall store the duplicate records in a location separate from the main information storage facility.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(3)  
*Interfaces:* 2.1.2-op; 4.2.7-op; 4.2.4-op; 6.1.4-op;  
4.2.5-op; 6.1.2-op; 6.1.3-op; 4.2.3-op; 2.1.4-op;  
4.2.10-op; 2.1.3-op; 6.1.1-op; 7.2.1-op; 2.1.1-op;  
4.3.2-op; 4.2.9-op; 4.3.3-op; 2.1.1-aw; 2.1.4-aw;  
2.1.3-aw; 4.3.1-op; 2.1.2-aw
194. Check that the Certificate Holder's manual system contains a policy that the operator shall back up data as frequently as appropriate to the operator's level of operations and system complexity.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(3)  
*Interfaces:* 4.3.2-op; 4.2.9-op; 4.3.3-op; 2.1.4-op;  
2.1.3-op; 2.1.1-aw; 4.3.1-op; 2.1.2-aw; 4.2.10-op;  
7.2.1-op; 2.1.2-op; 4.2.3-op; 4.2.7-op; 2.1.4-aw;  
6.1.4-op; 4.2.4-op; 6.1.3-op; 2.1.1-op; 4.2.5-op;  
2.1.3-aw; 6.1.1-op; 6.1.2-op
195. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder will back up data as frequently as appropriate to the operator's level of operations and system complexity.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(3)  
*Interfaces:* 6.1.2-op; 2.1.2-aw; 2.1.3-aw;  
2.1.4-aw; 6.1.3-op; 4.2.3-op; 6.1.1-op; 6.1.4-op;  
4.3.3-op; 2.1.1-aw; 4.2.9-op; 4.3.2-op; 2.1.3-op;  
4.3.1-op; 4.2.7-op; 2.1.4-op; 7.2.1-op; 2.1.2-op;  
4.2.5-op; 4.2.4-op; 4.2.10-op; 2.1.1-op
196. Check that the Certificate Holder's manual system contains a policy that the operator shall develop a working procedures manual for day-to-day guidance and training for the operator's employees that must include guidance in the automated record keeping system structure.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(4)  
*Interfaces:* 4.2.4-op; 2.1.2-op; 6.1.4-op; 2.1.3-op;

- 6.1.2-op; 2.1.1-op; 7.2.1-op; 6.1.3-op; 4.2.7-op;  
4.2.10-op; 4.2.3-op; 2.1.4-op; 6.1.1-op; 4.3.2-op;  
4.2.5-op; 2.1.1-aw; 4.2.9-op; 4.3.3-op; 4.3.1-op;  
2.1.2-aw; 2.1.3-aw; 2.1.4-aw
197. Check that the Certificate Holder's manual system has procedures for day-to-day guidance and training for the operator's employees that must include guidance in the automated record keeping system structure.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.2.7-op; 2.1.4-op; 4.3.1-op; 2.1.3-op; 4.3.2-op; 2.1.1-op; 6.1.3-op; 2.1.3-aw; 2.1.2-op; 2.1.2-aw; 4.2.3-op; 6.1.1-op; 2.1.4-aw; 4.2.5-op; 6.1.2-op; 4.2.9-op; 4.2.10-op; 7.2.1-op; 4.3.3-op; 4.2.4-op; 2.1.1-aw; 6.1.4-op
198. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual for day-to-day guidance and training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as data entry.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 6.1.1-op; 2.1.1-aw; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 2.1.1-op; 4.3.1-op; 4.2.4-op; 4.3.2-op; 4.3.3-op; 4.2.5-op; 6.1.2-op; 2.1.2-op; 4.2.3-op; 6.1.4-op; 4.2.7-op; 4.2.10-op; 2.1.4-op; 7.2.1-op; 6.1.3-op; 2.1.3-op
199. Check that the Certificate Holder's manual system has procedures for day-to-day guidance and training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as data entry.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 2.1.4-aw; 4.2.10-op; 4.2.3-op; 2.1.2-aw; 7.2.1-op; 2.1.3-aw; 4.2.5-op; 4.2.4-op; 2.1.1-aw; 4.2.7-op; 6.1.1-op; 4.3.1-op; 6.1.2-op; 6.1.3-op; 6.1.4-op; 4.2.9-op; 2.1.3-op; 4.3.2-op; 4.3.3-op; 2.1.4-op; 2.1.2-op; 2.1.1-op
200. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual for day-to-day guidance and training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as data processing.

- Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(4)  
*Interfaces:* 2.1.2–op; 2.1.1–op; 4.2.7–op; 4.2.4–op;  
4.2.5–op; 4.2.10–op; 6.1.1–op; 4.2.3–op; 2.1.4–op;  
7.2.1–op; 2.1.3–op; 6.1.4–op; 2.1.1–aw; 2.1.4–aw;  
2.1.3–aw; 4.3.1–op; 2.1.2–aw; 6.1.2–op; 6.1.3–op;  
4.2.9–op; 4.3.3–op; 4.3.2–op
201. Check that the Certificate Holder's manual system has procedures for day–to–day guidance and training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as data processing.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(4)  
*Interfaces:* 4.2.9–op; 4.3.2–op; 2.1.4–op; 4.3.3–op;  
2.1.1–aw; 2.1.2–op; 2.1.3–op; 4.3.1–op; 6.1.4–op;  
7.2.1–op; 4.2.10–op; 4.2.3–op; 2.1.4–aw; 4.2.7–op;  
4.2.4–op; 6.1.2–op; 4.2.5–op; 2.1.1–op; 2.1.3–aw;  
2.1.2–aw; 6.1.1–op; 6.1.3–op
202. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual for day–to–day guidance and training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as data retrieval.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(4)  
*Interfaces:* 6.1.2–op; 2.1.2–aw; 2.1.3–aw; 6.1.3–op;  
4.3.2–op; 6.1.1–op; 6.1.4–op; 4.3.3–op; 4.2.9–op;  
2.1.1–aw; 2.1.4–aw; 2.1.3–op; 4.3.1–op; 4.2.7–op;  
4.2.5–op; 4.2.4–op; 2.1.4–op; 4.2.10–op; 7.2.1–op;  
4.2.3–op; 2.1.1–op; 2.1.2–op
203. Check that the Certificate Holder's manual system has procedures for day–to–day guidance and training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as data retrieval.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 ,  
Paragraph 1831 B(4)  
*Interfaces:* 4.2.4–op; 6.1.4–op; 2.1.2–op; 2.1.1–op;  
4.2.10–op; 2.1.3–op; 6.1.2–op; 6.1.3–op; 7.2.1–op;  
2.1.4–op; 4.2.3–op; 6.1.1–op; 4.2.7–op; 4.3.2–op;  
4.3.3–op; 4.2.5–op; 2.1.1–aw; 4.2.9–op; 4.3.1–op;  
2.1.2–aw; 2.1.3–aw; 2.1.4–aw
204. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual for day–to–day guidance and

training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as report generation.

*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)

*Interfaces:* 4.2.7-op; 2.1.4-op; 4.3.1-op; 2.1.3-op; 2.1.2-op; 6.1.2-op; 7.2.1-op; 6.1.3-op; 2.1.1-op; 4.2.3-op; 2.1.3-aw; 4.3.3-op; 4.2.10-op; 4.3.2-op; 2.1.2-aw; 2.1.1-aw; 6.1.1-op; 4.2.9-op; 2.1.4-aw; 4.2.4-op; 4.2.5-op; 6.1.4-op

205. Check that the Certificate Holder's manual system has procedures for day-to-day guidance and training for the operator's employees must include guidance in the automated record keeping instructions for using computer commands for such operations as report generation.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)
206. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security procedures including identification of personnel charged with various levels of data entry.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.2.10-op; 7.2.1-op; 6.1.3-op; 2.1.2-aw; 4.2.3-op; 2.1.3-aw; 2.1.4-aw; 6.1.1-op; 6.1.2-op; 4.2.5-op; 4.2.9-op; 4.2.4-op; 4.3.1-op; 2.1.1-aw; 6.1.4-op; 4.2.7-op; 2.1.4-op; 2.1.1-op; 2.1.2-op; 2.1.3-op; 4.3.2-op; 4.3.3-op
207. Check that the Certificate Holder's manual system has system security procedures including identification of personnel charged with various levels of data entry.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.2.5-op; 2.1.2-op; 4.2.4-op; 2.1.1-op; 4.2.7-op; 6.1.4-op; 4.2.10-op; 4.2.3-op; 7.2.1-op; 2.1.3-op; 2.1.4-op; 6.1.1-op; 2.1.4-aw; 2.1.1-aw; 4.3.1-op; 4.2.9-op; 6.1.2-op; 6.1.3-op; 4.3.3-op; 2.1.2-aw; 4.3.2-op; 2.1.3-aw
208. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security procedures including identification of personnel charged with various levels of data verification and correction.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)

- Interfaces:* 4.2.9-op; 2.1.4-op; 4.3.1-op; 4.3.3-op;  
2.1.1-aw; 2.1.3-op; 4.3.2-op; 2.1.2-op; 4.2.3-op;  
6.1.4-op; 2.1.4-aw; 2.1.1-op; 4.2.10-op; 7.2.1-op;  
4.2.5-op; 2.1.3-aw; 2.1.2-aw; 6.1.1-op; 4.2.4-op;  
4.2.7-op; 6.1.2-op; 6.1.3-op
209. Check that the Certificate Holder's manual system has system security procedures including identification of personnel charged with various levels of data verification and correction.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 2.1.2-aw; 6.1.3-op; 4.3.2-op; 4.2.9-op;  
6.1.1-op; 6.1.4-op; 4.3.3-op; 6.1.2-op; 2.1.4-aw;  
2.1.3-aw; 2.1.1-aw; 4.3.1-op; 4.2.3-op; 4.2.7-op;  
2.1.4-op; 2.1.2-op; 4.2.4-op; 4.2.5-op; 7.2.1-op;  
2.1.1-op; 2.1.3-op; 4.2.10-op
210. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security procedures including identification of personnel charged with various levels of data audits.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 6.1.4-op; 7.2.1-op; 4.2.10-op;  
2.1.3-op; 2.1.2-op; 4.2.7-op; 2.1.4-op; 2.1.1-op;  
6.1.2-op; 4.2.9-op; 4.3.2-op; 4.2.5-op; 4.3.3-op;  
6.1.3-op; 4.2.3-op; 6.1.1-op; 4.2.4-op; 2.1.4-aw;  
2.1.1-aw; 4.3.1-op; 2.1.2-aw; 2.1.3-aw
211. Check that the Certificate Holder's manual system has system security procedures including identification of personnel charged with various levels of data audits.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 2.1.3-op; 4.2.7-op; 2.1.4-op; 4.2.5-op;  
2.1.2-op; 6.1.2-op; 2.1.2-aw; 6.1.3-op; 2.1.3-aw;  
6.1.1-op; 4.3.3-op; 4.2.4-op; 4.2.10-op; 4.3.2-op;  
7.2.1-op; 2.1.1-aw; 2.1.4-aw; 4.2.3-op; 6.1.4-op;  
4.3.1-op; 4.2.9-op
212. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security procedures including identification of personnel charged with various levels of quality control.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.3.3-op; 2.1.1-aw; 4.2.9-op; 2.1.3-aw;  
2.1.2-aw; 4.3.2-op; 4.3.1-op; 4.2.4-op; 4.2.5-op;  
2.1.2-op; 2.1.4-aw; 4.2.7-op; 2.1.1-op; 6.1.2-op;  
2.1.3-op; 6.1.3-op; 6.1.1-op; 6.1.4-op; 2.1.4-op;

- 4.2.10–op; 7.2.1–op; 4.2.3–op
213. Check that the Certificate Holder's manual system has system security procedures including identification of personnel charged with various levels of quality control.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* All of 1.3; 5.1.8–aw; 1.2.5–aw; 4.2.7–op; 4.2.9–op; 4.2.8–op; 1.2.6–aw; 3.1.2–op; 4.2.8–aw
214. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security responsibilities including identification of personnel charged with various levels of data entry.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.2.5–op; 2.1.2–op; 2.1.1–op; 4.2.7–op; 4.2.10–op; 4.2.3–op; 6.1.4–op; 7.2.1–op; 2.1.1–aw; 6.1.1–op; 2.1.3–op; 6.1.2–op; 6.1.3–op; 2.1.4–op; 4.3.1–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 4.2.9–op; 4.3.2–op; 4.3.3–op
215. Check that the Certificate Holder's manual system has system security responsibilities including identification of personnel charged with various levels of data entry.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.3.1–op; 4.2.9–op; 4.3.3–op; 2.1.4–op; 4.3.2–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 6.1.4–op; 2.1.4–aw; 4.2.3–op; 4.2.10–op; 7.2.1–op; 4.2.4–op; 2.1.3–aw; 6.1.1–op; 2.1.1–aw; 4.2.7–op; 6.1.2–op; 4.2.5–op; 6.1.3–op
216. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security responsibilities including identification of personnel charged with various levels of data verification and correction.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 6.1.1–op; 6.1.3–op; 6.1.4–op; 6.1.2–op; 2.1.4–aw; 4.2.9–op; 4.3.2–op; 4.3.1–op; 4.3.3–op; 2.1.1–aw; 2.1.2–aw; 2.1.2–op; 4.2.3–op; 7.2.1–op; 2.1.4–op; 4.2.10–op; 4.2.7–op; 4.2.4–op; 2.1.1–op
217. Check that the Certificate Holder's manual system has system security responsibilities including identification of personnel charged with various levels of data verification and correction.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)

- Interfaces:* 4.2.3-op; 6.1.4-op; 2.1.4-aw; 2.1.1-op; 4.2.10-op; 7.2.1-op; 2.1.2-op; 2.1.3-op; 4.2.7-op; 4.2.9-op; 4.3.2-op; 4.2.5-op; 6.1.3-op; 2.1.4-op; 6.1.1-op; 4.2.4-op; 6.1.2-op; 4.3.3-op; 4.3.1-op; 2.1.1-aw; 2.1.2-aw; 2.1.3-aw
218. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security responsibilities including identification of personnel charged with various levels of data audits.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 2.1.3-op; 2.1.4-op; 4.2.7-op; 4.2.5-op; 4.2.4-op; 7.2.1-op; 4.2.10-op; 2.1.4-aw; 2.1.2-op; 4.2.3-op; 2.1.1-op; 6.1.2-op; 2.1.2-aw; 6.1.3-op; 6.1.4-op; 4.3.3-op; 2.1.3-aw; 4.2.9-op; 6.1.1-op; 4.3.2-op; 2.1.1-aw; 4.3.1-op
219. Check that the Certificate Holder's manual system has system security responsibilities including identification of personnel charged with various levels of data audits.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.3.3-op; 4.3.2-op; 2.1.1-aw; 2.1.3-aw; 2.1.2-aw; 4.2.9-op; 4.3.1-op; 4.2.5-op; 2.1.4-aw; 2.1.2-op; 2.1.1-op; 4.2.7-op; 4.2.4-op; 6.1.2-op; 2.1.4-op; 6.1.3-op; 2.1.3-op; 6.1.1-op; 6.1.4-op; 4.2.10-op; 7.2.1-op; 4.2.3-op
220. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should address system security responsibilities including identification of personnel charged with various levels of quality control.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 7.2.1-op; 6.1.3-op; 2.1.3-aw; 6.1.2-op; 2.1.2-aw; 4.2.10-op; 4.2.3-op; 6.1.1-op; 2.1.4-aw; 4.3.3-op; 4.2.4-op; 2.1.1-aw; 4.2.9-op; 4.2.5-op; 4.2.7-op; 2.1.3-op; 4.3.2-op; 6.1.4-op; 2.1.4-op; 2.1.2-op; 4.3.1-op; 2.1.1-op
221. Check that the Certificate Holder's manual system has system security responsibilities including identification of personnel charged with various levels of quality control.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 2.1.1-op; 4.2.5-op; 4.2.4-op; 2.1.2-op; 4.2.7-op; 4.2.10-op; 7.2.1-op; 6.1.3-op; 6.1.4-op; 2.1.4-op; 2.1.3-op; 6.1.1-op; 2.1.1-aw; 6.1.2-op; 4.2.3-op; 4.3.1-op; 2.1.2-aw; 2.1.3-aw; 4.2.9-op;

- 4.3.2–op; 4.3.3–op; 2.1.4–aw
222. Check that the Certificate Holder's manual system contains a policy that the operator's working procedures manual should identify individuals with the authority to issue user access codes and passwords.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(4)  
*Interfaces:* 4.3.1–op; 4.2.9–op; 4.3.3–op; 2.1.3–op; 2.1.2–op; 4.3.2–op; 2.1.4–op; 2.1.1–op; 4.2.10–op; 4.2.3–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 2.1.1–aw; 4.2.5–op; 6.1.1–op; 4.2.4–op; 6.1.2–op; 6.1.3–op; 7.2.1–op; 4.2.7–op; 6.1.4–op
223. Check that the Certificate Holder's manual system contains a policy that the operator shall demonstrate to the FAA (POI) that the computer–based record keeping programs contain audit procedures that are adequate to assure the accuracy of the database.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(5)  
*Interfaces:* 6.1.1–op; 2.1.1–aw; 6.1.4–op; 6.1.2–op; 2.1.4–aw; 6.1.3–op; 4.2.9–op; 2.1.2–aw; 2.1.3–aw; 4.3.3–op; 4.3.1–op; 4.3.2–op; 2.1.2–op; 2.1.1–op; 4.2.3–op; 2.1.4–op; 4.2.10–op; 7.2.1–op; 4.2.4–op; 4.2.7–op; 4.2.5–op; 2.1.3–op
224. Check that the Certificate Holder's computer–based record keeping programs contain audit procedures that are adequate to assure the accuracy of the database.  
*Sources:* 8400.10, V3, Chapter 11, Section 4 , Paragraph 1831 B(5)  
*Interfaces:* 4.2.3–op; 6.1.4–op; 2.1.4–aw; 7.2.1–op; 2.1.3–aw; 2.1.1–op; 4.2.10–op; 2.1.2–op; 4.2.7–op; 4.2.9–op; 6.1.3–op; 2.1.4–op; 6.1.1–op; 4.2.4–op; 6.1.2–op; 4.2.5–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 2.1.3–op; 2.1.1–aw; 2.1.2–aw
225. Check that the Certificate Holder's manual system contains a policy that the Operator records should provide verification that check airmen letters of authorization or designation have been maintained.  
*Sources:* 8400.10, V6, Chapter 11, Section 9, Paragraph 279 F  
*Interfaces:* 2.1.3–op; 4.2.7–op; 4.2.5–op; 4.2.4–op; 2.1.4–op; 4.2.10–op; 7.2.1–op; 4.2.3–op; 2.1.2–op; 2.1.1–op; 6.1.2–op; 2.1.2–aw; 4.2.9–op; 4.3.2–op; 6.1.4–op; 2.1.3–aw; 6.1.3–op; 6.1.1–op; 4.3.3–op; 2.1.4–aw; 2.1.1–aw; 4.3.1–op

<p>1.23 Does the Certificate Holder's Computer Based Record Keeping System comply with the guidance contained in Flight Standards Handbook Bulletin HBAT 94-16A?</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system contains a policy that their record keeping quality control measures should be adequate to determine the quality of pilot performance in training programs. <i>Sources:</i> HBAT 94-16A, Paragraph 5 <i>Interfaces:</i> 7.2.1-op; 4.2.10-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 2.1.4-op; 4.2.3-op; 4.2.7-op; 4.3.2-op; 4.2.9-op; 6.1.1-op; 4.3.3-op; 2.1.4-aw; 2.1.1-aw; 4.3.1-op; 2.1.2-aw; 2.1.3-aw</li> <li>2. Check that the Certificate Holder's manual system contains instructions and information that assures the adequacy of the Certificate Holders record keeping quality control measures in determining the quality of pilot performance in training programs. <i>Sources:</i> HBAT 94-16A, Paragraph 5 <i>Interfaces:</i> 2.1.4-op; 2.1.3-op; 4.2.3-op; 7.2.1-op; 2.1.1-op; 4.3.3-op; 2.1.2-op; 2.1.4-aw; 2.1.3-aw; 4.2.7-op; 4.2.10-op; 4.3.2-op; 2.1.2-aw; 4.2.9-op; 4.3.1-op; 2.1.1-aw</li> <li>3. Check that the Certificate Holder's manual system contains a policy that their record keeping quality control measures should be adequate to determine the quality of pilot performance in checking programs. <i>Sources:</i> HBAT 94-16A, Paragraph 5 <i>Interfaces:</i> 4.3.1-op; 4.3.2-op; 2.1.1-aw; 4.2.7-op; 4.2.9-op; 2.1.3-aw; 2.1.4-aw; 2.1.2-aw; 7.2.1-op; 2.1.2-op; 4.3.3-op; 2.1.4-op; 2.1.1-op; 6.1.1-op; 2.1.3-op; 4.2.10-op; 6.1.2-op; 4.2.3-op</li> <li>4. Check that the Certificate Holder's manual system contains instructions and information that assures the adequacy of the Certificate Holders record keeping quality control measures in determining the quality of pilot performance in checking programs. <i>Sources:</i> HBAT 94-16A, Paragraph 5 <i>Interfaces:</i> 4.2.10-op; 6.1.1-op; 6.1.2-op; 4.3.3-op; 2.1.2-aw; 2.1.4-aw; 2.1.3-aw; 4.2.3-op; 4.3.1-op; 4.3.2-op; 4.2.9-op; 2.1.4-op; 2.1.1-aw; 4.2.7-op; 2.1.3-op; 2.1.1-op; 7.2.1-op; 2.1.2-op</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.24 Does the Certificate Holder's Computer Based Record Keeping System comply with the guidance contained in FAA Advisory Circular AC 120-54?</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system contains a policy that the operators records for each individual who is being qualified or has qualified under an AQP should contain: Full name (First, Middle Initial, Last) of the individual, Duty Position(s), Airman certificate type, number, and ratings (if applicable), date, class, and any limitations of the person's most recent medical certificate, Aeronautical experience by hours, by aircraft, and by type of</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

operation (i.e., FAR 121 foreign air carrier, military, etc.), Make, model, and series aircraft (or variant) qualified to operate (by duty position), Special Route/Area/Airport qualification as required, Special operation qualifications; e.g., CAT II, CAT III, the date of and reason for any action taken concerning an individual's release from employment, date, and reason.

*Sources:* AC 120–54, Paragraph 182a, AC 120–54, Paragraph 182b, AC 120–54, Paragraph 182c, AC 120–54, Paragraph 182d, AC 120–54, Paragraph 182e, AC 120–54, Paragraph 182f, AC 120–54, Paragraph 182g, AC 120–54, 182h, AC 120–54, Paragraph 182i

*Interfaces:* 4.3.3–op; 4.3.2–op; 2.1.1–aw; 4.2.9–op; 4.3.1–op; 2.1.4–aw; 2.1.2–aw; 2.1.3–aw; 2.1.4–op; 4.2.3–op; 4.2.10–op; 2.1.2–op; 2.1.1–op; 2.1.3–op; 4.2.7–op; 6.1.2–op; 7.2.1–op; 6.1.1–op

2. Check that the Certificate Holder's manual system contains a policy that the operator's record for each individual AQP qualification activity should identify the make, model, and series aircraft (or variant), and duty position.

*Sources:* AC 120–54, Paragraph 184a

*Interfaces:* 2.1.3–aw; 6.1.2–op; 4.2.10–op; 2.1.2–aw; 7.2.1–op; 4.2.3–op; 6.1.1–op; 2.1.4–aw; 4.3.3–op; 2.1.1–aw; 4.2.7–op; 4.3.1–op; 2.1.3–op; 4.3.2–op; 4.2.9–op; 2.1.4–op; 2.1.1–op; 2.1.2–op

3. Check that the Certificate Holder's manual system contains a policy that the operator will maintain records of indoctrination, qualification, continuing qualification, and accomplishments required by the approved AQP for the person's current assignment(s).

*Sources:* AC 120–54, Paragraph 184b

*Interfaces:* 2.1.1–op; 2.1.2–op; 4.2.7–op; 2.1.3–op; 6.1.2–op; 4.2.10–op; 2.1.4–op; 7.2.1–op; 6.1.1–op; 2.1.1–aw; 4.2.3–op; 2.1.2–aw; 4.3.2–op; 4.3.3–op; 4.2.9–op; 2.1.3–aw; 4.3.1–op; 2.1.4–aw

4. Check that the Certificate Holder's manual system contains a policy that the records of indoctrination, qualification, continuing qualification, and accomplishments required by the approved AQP for the person's current assignment(s) will be maintained in sufficient detail to show how the individual satisfied the requirements of each curriculum.

*Sources:* AC 120–54, Paragraph 184b

*Interfaces:* 4.3.1–op; 4.2.9–op; 2.1.3–op; 4.3.3–op; 4.3.2–op; 2.1.2–op; 2.1.4–op; 2.1.1–op; 7.2.1–op; 6.1.3–op; 2.1.2–aw; 2.1.3–aw; 2.1.1–aw; 2.1.4–aw; 4.2.5–op; 4.2.10–op; 6.1.1–op; 4.2.3–op; 4.2.4–op; 6.1.2–op; 4.2.7–op

5. Check that the Certificate Holder's manual system contains a policy that a line item entry that a curriculum was completed as of a particular date is not an adequate AQP record.

*Sources:* AC 120–54, Paragraph 184b

*Interfaces:* 6.1.1–op; 2.1.1–aw; 6.1.2–op; 4.3.1–op; 2.1.4–aw; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 4.2.9–op; 2.1.2–op; 4.3.3–op;

- 2.1.1-op; 4.2.7-op; 2.1.3-op; 4.2.10-op; 7.2.1-op; 4.2.3-op;  
2.1.4-op
6. Check that the Certificate Holder's manual system contains a policy that the records of indoctrination required by the approved AQP should include the completion date for each indoctrination curriculum modules or lessons.  
*Sources:* AC 120-54, Paragraph 184b(1)  
*Interfaces:* 4.2.3-op; 2.1.4-aw; 2.1.3-aw; 4.2.10-op; 2.1.1-op; 7.2.1-op; 2.1.2-aw; 6.1.1-op; 4.2.9-op; 4.2.7-op; 2.1.4-op; 6.1.2-op; 4.3.2-op; 4.3.3-op; 2.1.1-aw; 4.3.1-op; 2.1.3-op; 2.1.2-op
7. Check that the Certificate Holder's manual system contains a policy that the records of qualification required by the approved AQP should include the completion dates for all qualification curriculum modules or lessons.  
*Sources:* AC 120-54, Paragraph 184b(2)  
*Interfaces:* 2.1.3-op; 4.2.7-op; 4.2.3-op; 4.2.10-op; 2.1.4-op; 7.2.1-op; 2.1.1-op; 2.1.2-op; 6.1.2-op; 2.1.2-aw; 4.2.9-op; 2.1.3-aw; 2.1.4-aw; 4.3.1-op; 6.1.1-op; 4.3.2-op; 4.3.3-op; 2.1.1-aw
8. Check that the Certificate Holder's manual system contains a policy that the records of continuing qualification required by the approved AQP should contain the completion dates for curriculum activities including currency events by date accomplished.  
*Sources:* AC 120-54, Paragraph 184b(3)(i)  
*Interfaces:* 4.3.2-op; 4.3.3-op; 2.1.1-aw; 4.3.1-op; 4.2.9-op; 2.1.2-aw; 2.1.3-aw; 2.1.4-aw; 4.2.10-op; 2.1.4-op; 4.2.3-op; 6.1.1-op; 2.1.2-op; 2.1.1-op; 2.1.3-op; 6.1.2-op; 7.2.1-op; 4.2.7-op
9. Check that the Certificate Holder's manual system contains a policy that the records of continuing qualification required by the approved AQP should contain the completion dates for curriculum activities including online evaluations by date with grade.  
*Sources:* AC 120-54, Paragraph 184b(3)(ii)  
*Interfaces:* 2.1.3-aw; 6.1.2-op; 4.2.10-op; 2.1.2-aw; 7.2.1-op; 2.1.4-aw; 6.1.1-op; 4.2.3-op; 4.3.3-op; 4.2.9-op; 4.3.2-op; 2.1.4-op; 2.1.1-aw; 4.2.7-op; 4.3.1-op; 2.1.3-op; 2.1.2-op; 2.1.1-op
10. Check that the Certificate Holder's manual system contains a policy that the records of continuing qualification required by the approved AQP should contain the completion dates for curriculum activities including proficiency evaluations by date with grade.  
*Sources:* AC 120-54, Paragraph 184b(3)(iii)  
*Interfaces:* 2.1.1-op; 2.1.2-op; 4.2.7-op; 2.1.3-op; 6.1.2-op; 7.2.1-op; 2.1.4-op; 6.1.1-op; 4.2.10-op; 4.3.3-op; 2.1.1-aw; 4.2.3-op; 2.1.3-aw; 4.3.1-op; 4.3.2-op; 4.2.9-op; 2.1.2-aw; 2.1.4-aw
11. Check that the Certificate Holder's manual system contains a policy that the records of continuing qualification required by the approved AQP should contain the completion dates for curriculum activities

including ground and flight training by date with grade.

*Sources:* AC 120–54, Paragraph 184b(3)(iv)

*Interfaces:* 2.1.4–op; 4.3.1–op; 4.3.2–op; 2.1.3–op; 4.3.3–op; 2.1.1–op; 2.1.2–op; 2.1.2–aw; 4.2.10–op; 7.2.1–op; 6.1.1–op; 2.1.1–aw; 6.1.2–op; 4.2.7–op; 4.2.3–op; 2.1.3–aw; 2.1.4–aw; 4.2.9–op

12. Check that the Certificate Holder's manual system contains a policy that the Individual AQP qualification activity records should show the result and completion date of other training and qualification that permitted an individual to advance to his current assignment.

*Sources:* AC 120–54, Paragraph 184c

*Interfaces:* 2.1.1–aw; 6.1.1–op; 6.1.2–op; 2.1.4–aw; 4.3.1–op; 2.1.2–aw; 2.1.3–aw; 4.2.9–op; 4.3.3–op; 2.1.2–op; 2.1.1–op; 4.3.2–op; 4.2.7–op; 2.1.3–op; 7.2.1–op; 4.2.10–op; 4.2.3–op; 2.1.4–op

13. Check that the Certificate Holder's manual system contains a policy that the minimum retention period for AQP records should ensure that a person's training and qualification status can be determined.

*Sources:* AC 120–54, Paragraph 185a

*Interfaces:* 2.1.4–aw; 2.1.3–aw; 4.2.3–op; 4.2.10–op; 2.1.2–aw; 7.2.1–op; 6.1.1–op; 4.2.7–op; 6.1.2–op; 2.1.1–aw; 4.3.1–op; 4.3.2–op; 2.1.3–op; 2.1.2–op; 2.1.1–op; 4.2.9–op; 4.3.3–op; 2.1.4–op

14. Check that the Certificate Holder's manual system has instructions and information specifying how the Certificate Holder's minimum retention period for AQP records ensures that a person's training and qualification status can be determined.

*Sources:* AC 120–54, Paragraph 185a

*Interfaces:* 4.2.7–op; 7.2.1–op; 4.2.3–op; 2.1.4–op; 4.2.10–op; 2.1.1–op; 2.1.3–op; 2.1.2–op; 2.1.2–aw; 4.2.9–op; 6.1.1–op; 2.1.4–aw; 2.1.1–aw; 6.1.2–op; 4.3.2–op; 4.3.3–op; 2.1.3–aw; 4.3.1–op

15. Check that the Certificate Holder's manual system contains a policy that detailed records will be kept, showing each person's participation in the AQP during the first three evaluation periods for a new AQP curriculum to provide a baseline for program changes.

*Sources:* AC 120–54, Paragraph 185a

*Interfaces:* 4.2.9–op; 4.3.2–op; 4.3.3–op; 2.1.4–op; 4.3.1–op; 2.1.1–aw; 2.1.2–aw; 2.1.3–aw; 4.2.3–op; 4.2.10–op; 7.2.1–op; 6.1.2–op; 2.1.4–aw; 2.1.1–op; 2.1.2–op; 2.1.3–op; 4.2.7–op; 6.1.1–op

16. Once the AQP curriculum baseline is established, check that the Certificate Holder's manual system contains a policy that the AQP individual qualification activity records will be kept for at least the previous continuing qualification cycle.

*Sources:* AC 120–54, Paragraph 185a

*Interfaces:* 6.1.2–op; 2.1.2–aw; 2.1.3–aw; 7.2.1–op; 6.1.1–op; 2.1.4–aw; 4.2.3–op; 4.3.3–op; 4.3.2–op; 2.1.4–op; 2.1.1–aw; 4.3.1–op; 4.2.9–op; 2.1.3–op; 4.2.7–op; 4.2.10–op; 2.1.2–op; 2.1.1–op

17. Check that the Certificate Holder's manual system contains a policy that all of an individual's AQP qualification activity records should be kept for at least 6 months after a person's release from a duty assignment.  
*Sources:* AC 120–54, Paragraph 185b  
*Interfaces:* 2.1.1–op; 2.1.2–op; 6.1.4–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 6.1.2–op; 2.1.4–op; 2.1.3–op; 7.2.1–op; 6.1.1–op; 4.2.9–op; 4.3.3–op; 2.1.1–aw; 2.1.2–aw; 4.3.2–op; 2.1.4–aw; 2.1.3–aw; 4.3.1–op
18. Check that the Certificate Holder's manual system contains a policy that their computerized record keeping system, contains all the information required for a manual system.  
*Sources:* AC 120–54, Paragraph 186a  
*Interfaces:* 2.1.4–op; 2.1.3–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 2.1.1–op; 2.1.2–op; 2.1.3–aw; 6.1.2–op; 2.1.2–aw; 6.1.3–op; 7.2.1–op; 6.1.1–op; 4.2.4–op; 4.2.5–op; 4.2.10–op; 4.2.3–op; 2.1.4–aw; 2.1.1–aw; 4.2.9–op; 6.1.4–op; 4.2.7–op
19. Check that the Certificate Holder's manual system contains a policy that each computerized record should be certified by an instructor, supervisor, or evaluator.  
*Sources:* AC 120–54, Paragraph 186a  
*Interfaces:* 2.1.1–aw; 6.1.1–op; 6.1.2–op; 4.2.9–op; 2.1.4–aw; 4.3.1–op; 2.1.2–aw; 4.3.2–op; 2.1.3–aw; 4.3.3–op; 4.2.5–op; 2.1.2–op; 4.2.4–op; 2.1.1–op; 4.2.7–op; 6.1.3–op; 2.1.3–op; 6.1.4–op; 4.2.10–op; 7.2.1–op; 4.2.3–op; 2.1.4–op
20. Check that the Certificate Holder's manual system contains a policy that the Certificate Holder should designate a representative to be responsible for checking and validating the accuracy and completeness of the computerized record.  
*Sources:* AC 120–54, Paragraph 186a  
*Interfaces:* 6.1.4–op; 2.1.4–aw; 4.2.3–op; 2.1.2–aw; 7.2.1–op; 4.2.10–op; 2.1.1–aw; 2.1.3–aw; 4.2.7–op; 4.2.4–op; 6.1.1–op; 6.1.2–op; 4.2.5–op; 6.1.3–op; 4.3.1–op; 4.2.9–op; 2.1.3–op; 4.3.3–op; 2.1.2–op; 2.1.1–op; 2.1.4–op; 4.3.2–op
21. Check that the Certificate Holder's manual system contains a policy that the request for initial approval for AQP computer-based record keeping system identifies: (i) The type and location of computer equipment. (ii) The methods used for providing duplicate records during the period of initial approval. (iii) The methods and schedules for updating records. (iv) The means used for identifying individuals. (v) The type and amount of training provided to qualify personnel who operate and maintain the record keeping system. (vi) The means used to identify instructors, supervisors or evaluators who certify results of training, evaluation, and/or qualification. (vii) The validation checks proposed to verify the accuracy of information before it is entered into the computerized system. (viii) The identity of the person(s) responsible for conducting the validation checks. (ix) A procedure which ensures that persons responsible for making data entries are clearly identified and that entries are made only under the direct control of those persons.

<p><i>Sources:</i> AC 120–54, Paragraph 186b(1)  <i>Interfaces:</i> 2.1.2–op; 4.2.7–op; 4.2.3–op; 2.1.4–op; 2.1.1–op; 2.1.3–op; 7.2.1–op; 6.1.1–op; 6.1.2–op; 4.2.10–op; 4.3.2–op; 2.1.3–aw; 2.1.1–aw; 4.3.1–op; 4.2.9–op; 2.1.4–aw; 4.3.3–op; 2.1.2–aw</p> <p>22. Check that the Certificate Holder's manual system contains a policy that the final approval, at the end of Phase IV, of the operators AQP computerized record keeping system is appropriate only after an operational demonstration shows that the computerized record keeping system is accurate.  <i>Sources:</i> AC 120–54, Paragraph 186b(2)  <i>Interfaces:</i> 4.2.9–op; 4.3.2–op; 4.3.3–op; 2.1.4–op; 2.1.3–op; 2.1.1–aw; 4.3.1–op; 2.1.2–aw; 2.1.4–aw; 4.2.10–op; 4.2.3–op; 7.2.1–op; 2.1.1–op; 2.1.3–aw; 2.1.2–op; 4.2.7–op; 6.1.1–op; 6.1.2–op</p> <p>23. Check that the Certificate Holder's manual system contains a policy that the final approval, at the end of Phase IV, of the operators AQP computerized record keeping system is appropriate only after an operational demonstration shows that the computerized record keeping system is secure.  <i>Sources:</i> AC 120–54, Paragraph 186 b(2)  <i>Interfaces:</i> 6.1.2–op; 2.1.2–aw; 2.1.3–aw; 2.1.4–aw; 4.2.3–op; 6.1.1–op; 4.2.9–op; 4.3.2–op; 4.3.3–op; 2.1.1–aw; 2.1.4–op; 4.3.1–op; 2.1.3–op; 4.2.7–op; 4.2.10–op; 7.2.1–op; 2.1.2–op; 2.1.1–op</p> <p>24. Check that the Certificate Holder's manual system contains a policy that the Final approval, at the end of Phase IV, of the operators AQP computerized record keeping system is appropriate only after an operational demonstration shows that the computerized record keeping system is adequate to support the AQP.  <i>Sources:</i> AC 120–54, Paragraph 186 b(2)  <i>Interfaces:</i> 2.1.2–op; 2.1.1–op; 4.2.10–op; 2.1.4–op; 6.1.1–op; 4.2.7–op; 6.1.2–op; 4.2.3–op; 7.2.1–op; 2.1.3–op; 2.1.3–aw; 4.3.3–op; 4.3.2–op; 2.1.4–aw; 2.1.1–aw; 4.2.9–op; 4.3.1–op; 2.1.2–aw</p>	
<p>1.25 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain  <input type="checkbox"/> Not Applicable</p>

<b>SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu</b>
1. No procedures, policy, instructions or information specified.
2. Procedures or instructions and information do not identify (who, what, when, where, how).
3. Procedures, policy or instructions and information do not comply with CFR.
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6. Procedures, policy or instructions and information unclear or incomplete.
7. Documentation quality (e.g., unreadable or illegible).
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).
11. Other.

**SAI SECTION 2 – CONTROLS ATTRIBUTE**

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

2. Are the following controls built into the Computer Based Record Keeping System:
 

2.1 Is there a control in place to ensure that the Certificate Holder's crewmember and dispatcher records accurately contain the required proficiency and route checks, airplane and route qualification, training, any required physical examinations, and flight, duty, and rest time?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2 Is there a control in place to ensure that the Certificate Holder, conducting domestic and/or flag operations, retains the flight records required in this section (load manifest, dispatch release, flight plan) for at least three months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.3 Is there a control in place to ensure that the Certificate Holder conducting supplemental operations retains the required flight records (load manifest, flight release, airworthiness release, pilot route certification, and flight plan) for at least three months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Is there a control in place to ensure that the Certificate Holder, conducting domestic and/or flag operations, retains accurate records of enroute radio contact between the Certificate Holder and its pilots for at least 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Is there a control in place to ensure that the Computer Based Record Keeping System provides computer virus protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.6 Is there a control in place to ensure that the Certificate Holder frequently backs up the records as appropriate to the level of its operation and system complexity?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.7 Is there a control in place to ensure that backed up records are stored at a separate facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.8 Is there a control in place to ensure that an instructor, supervisor or check airman appropriately certifies the record of a person's proficiency or knowledge for a training segment or check for which he/she was	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

responsible?	
2.9 Is there a control in place to ensure that the Certificate Holder does not allow unauthorized entries or changes to records?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.10 Is there a control in place to ensure that the Certificate Holder can retrieve archived records in a timely manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.11 Is there a control in place to ensure that the Certificate Holder retains the records for at least six months for each action taken concerning the release from employment, or physical or professional disqualification, of any dispatcher (domestic and flag only) or flight crewmember?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.12 Is there a control in place to ensure that the Certificate Holder follows its procedures for releasing requested information on crewmembers that are no longer employed by the Certificate Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.13 Is there a control in place to ensure that the Certificate Holder has the record of FAA approval of its record keeping system available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.14 Is there a control in place to ensure that the Certificate Holder with an Advanced Qualification Program follows its approved record keeping procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.15 Is there a control in place to ensure that the Certificate Holder follows its approved procedures for the integration of records in the event of a merger or acquisition?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.16 Is there a control in place to ensure that the Certificate Holder follows its approved procedures as authorized in operations specifications A025?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.17 Is there a control in place to ensure that the Certificate Holder's Computer Based Record Keeping System has adequate storage capacity for all required records?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.18 Is there a control in place to ensure that the Certificate Holder develops an adequate Computer Based Record Keeping procedures manual for employee guidance?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.19 Is there a control in place to ensure that the Certificate Holder provides to the FAA for evaluation its Computer Based Record Keeping System capabilities and level of security?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.20 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Computer Based Record Keeping System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu</b>
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

**SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE**

**Objective:** Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

1. Review the process measurement questions below.
2. Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

3. Does the Certificate Holder's Computer Based Record Keeping System include the following process measurements:
 

3.1 Process measurements that would reveal when the Certificate Holder failed to ensure that the Certificate Holder's crewmember and dispatcher records accurately contain the required proficiency and route checks, airplane and route qualification, training, any required physical examinations, and flight, duty, and rest time?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal when the Certificate Holder, conducting domestic and/or flag operations, failed to retain the flight records required in this section (load manifest, dispatch release, flight plan) for at least three months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.3 Process measurements that would reveal when the Certificate Holder conducting supplemental operations failed to retain the required flight records (load manifest, flight release, airworthiness release, pilot route certification, and flight plan) for at least three months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.4 Process measurements that would reveal when the Certificate Holder, conducting domestic and/or flag operations, failed to retain accurate records of enroute radio contact between the Certificate Holder and its pilots for at least 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.5 Process measurements that would reveal when the Certificate Holder failed to provide the Computer Based Record Keeping System computer virus protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.6 Process measurements that would reveal when the Certificate Holder failed to frequently back up the records as appropriate to the level of its operation and system complexity?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.7 Process measurements that would reveal when the Certificate Holder failed to ensure that backed up records were stored at a separate facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.8 Process measurements that would reveal when the Certificate Holder failed to ensure that an instructor, supervisor, or check airmen appropriately certified the record of a person's proficiency or knowledge for a training segment or check for which they were responsible?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Process measurements that would reveal when the Certificate Holder failed to prevent unauthorized entries or changes to records?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.10 Process measurements that would reveal when the Certificate Holder failed to retrieve archived records in a timely manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.11 Process measurements that would reveal when the Certificate Holder failed to retain the records for at least six months for each action taken concerning the release from employment, or physical or professional disqualification, of any dispatcher (domestic and flag only) or flight crewmember?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.12 Process measurements that would reveal when the Certificate Holder failed to follow its procedures for releasing requested information on crewmembers that are no longer employed by the Certificate Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.13 Process measurements that would reveal when the Certificate Holder failed to have the record of FAA approval of its record keeping system available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.14 Process measurements that would reveal when the Certificate Holder with an Advanced Qualification Program failed to follow its approved record keeping procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.15 Process measurements that would reveal when the Certificate Holder failed to follow its approved procedures for the integration of records in the event of a merger or acquisition?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.16 Process measurements that would reveal when the Certificate Holder failed to follow its approved procedures as authorized in operations specifications A025?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.17 Process measurements that would reveal when the Certificate Holder's Computer Based Record Keeping System failed to have adequate storage capacity for all required records?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.18 Process measurements that would reveal when the Certificate Holder failed to develop an adequate Computer Based Record Keeping procedures manual for employee guidance?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.19 Process measurements that would reveal when the Certificate Holder failed to provide to the FAA for evaluation its Computer Based Record Keeping System capabilities and level of security?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.20 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.21 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Computer Based Record Keeping System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu</b>
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

**SAI SECTION 4 – INTERFACES ATTRIBUTE**

**Objective:** Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

1. Review the interfaces associated with the Computer Based Record Keeping System that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
2. Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- |   |  |
|---|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)?                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Computer Based Record Keeping System? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI.  |  |

<b>SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu</b>
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

**SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE**

**Objective:** The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

1. Identify the person who has overall responsibility for the Computer Based Record Keeping System.
2. Identify the person who has overall authority for the Computer Based Record Keeping System.
3. Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
4. Review the appropriate organizational chart.

**Questions**

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Computer Based Record Keeping System:
  - 5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Computer Based Record Keeping System?
 

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
  - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Computer Based Record Keeping System?
 

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
  - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Computer Based Record Keeping System?  
SRRs: 121.135(b)(2)
 

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
  - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Computer Based Record Keeping System?  
SRRs: 121.135(a)(1)
 

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
  - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?
 

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
  - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Computer Based Record Keeping System?
 

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
  - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Computer Based Record Keeping System?
 

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain

5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Computer Based Record Keeping System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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<b>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY ATTRIBUTE –Drop Down Menu</b>
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.