

## Volume 3. Air Operator Technical Administration

### CHAPTER 11. OPERATOR RECORDKEEPING

#### SECTION 3. CURRENCY PERIODS FOR RECORDS

**1807. GENERAL.** Principal Operatins Inspectors (POI) shall determine if an operator's recordkeeping system provides the necessary documentation to demonstrate compliance with Title 14 of the Code of Federal Regulations (14 CFR). To enable the POI to determine compliance at any time, the operator must maintain adequate historical data. This section contains information and guidance to be used by POIs when determining the necessary currency periods for records.

**1809. CATEGORIES OF RECORDS.** In order for an operator to demonstrate regulatory compliance, that operator must retain training and qualification records that document currency and prerequisite qualifications.

*A. Permanent Records.* Permanent records are the documentation of the successful completion of training or qualification events which are prerequisites for subsequent assignments. An operator must retain these records for the duration of the individual's employment to substantiate the individual's qualifications. Examples of permanent records include the following:

- Basic indoctrination records
- Initial qualification records
- Transition and upgrade aircraft training records
- Required operating experience (OE) observation of by Federal Aviation Administration (FAA) inspector records

*B. Currency Records.* Currency records are the documentation of training or qualification events which qualify individuals for their present assignments. Individuals must re-accomplish these training and qualification events at scheduled intervals. In order to show an individual's continuity of qualification, operators must retain this type of record until it is superseded by a record of similar training or qualification.

**NOTE: Many operators revise 14 CFR section 121.409 Line-Oriented Flight Training (LOFT) scenarios annually in order to preclude any crew-**

**member from receiving the same scenario more than once. An operator that revises LOFT scenarios less frequently should be required to maintain additional records to ensure that the crewmember does not receive the same in two consecutive training cycles.**

*C. Records of Action.* Regulations require that an operator record each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher and keep the record for at least 6 calendar months.

**NOTE: For part 121 operators, permanent records, including records of action, may be discarded 6 months after release, termination, or disqualification from employment. For part 135 operators, these records may be discarded after 12 months.**

*D. Additional Records.* The operator may need to keep additional records as a condition of special operational authorizations. For example, the FAA requires the operator to keep a record of successful operation before the FAA can grant approval to increase the extended range operations with two-engine airplanes (ETOPS) en route alternate time requirements from 90 minutes to 120 minutes. The FAA may require operators to keep additional training and qualification data in order to justify changes in the authorization of such areas as ETOPS, training hour reductions, and OpSpecs. POIs should encourage operators to establish additional recordkeeping for analysis purposes. Operators may depersonalize those records not required by the regulations.

*E. Company manuals and similar documents, while not "records," may also be authenticated by digital or electronic signature so long as the provisions of this order are met.*

**NOTE: Operators that have been granted exemptions to the regulations may be required by the terms of those exemptions to retain additional records for a specified period.**

**1811. CURRENCY PERIODS FOR RECORDKEEPING SYSTEMS.** When evaluating any recordkeeping system, POIs shall ensure that the system has the capability for entry, storage, retrieval, and archiving of all required records in the categories of records for which the operator is seeking acceptance or approval. (See Job Aids 3.11.3.1. and 3.11.3.2. for currency periods and regulatory references.)

**1813. RECOMMENDED ADVANCED QUALIFICATION PROGRAM (AQP) URGENCY**

**PERIODS.** The AQP recordkeeping requirements are similar to those discussed in paragraphs 1809 and 1811; however, some differences do exist. POIs should read the sections on AQP in volume 3, chapter 4, and see Advisory Circular (AC) 120-54, Advanced Qualification Program, chapter 9, section 5, for detailed guidance.

**NOTE: Job Aid 3.11.3.1. is not intended for use with AQP.**

**1814. - 1826. RESERVED.**

**JOB AID 3.11.3.1.  
CREWMEMBER TRAINING AND QUALIFICATION RECORDS  
PARTS 121 AND 135**

<b>TYPE OF RECORD</b>	<b>AIRMAN POSITION</b>	<b>RELEVANT CFR(S)</b>	<b>CURRENCY PERIOD</b>
PROFICIENCY CHECK	Pilot In Command (PIC)	§§ 121.441 and 135.63	8 months; 14 if qualified in two aircraft; 20 months if alternating recurrent LOFT with proficiency checks and recurrent training
	Second In Command (SIC)		14 Months
	Flight Engineer (FE)		14 Months
RECURRENT FLIGHT TRAINING	PIC	§§ 121.427 and 135.63	8 Months; 14 if qualified in two aircraft; 20 months if alternating recurrent LOFT with proficiency checks and recurrent training
	SIC		14 Months
	FE		14 Months
FLIGHT ATTENDANT COMPETENCY CHECK/TEST	Flight Attendant	§ 121.421 (initial)	Permanent
		§ 121.427	14 Months
		§ 135.351 (recurrent quiz/review)	14 Months
AIRCRAFT DISPATCHER COMPETENCY CHECK/TEST	Aircraft Dispatcher	§ 121.422 (initial)	Permanent
		§ 121.427	14 Months
		§ 135.351 (recurrent quiz/review)	14 Months
RECURRENT GROUND TRAINING	Pilot FE Flight Attendant Aircraft Dispatcher Navigator	§§ 121.427, 135.63, and 135.351	14 Months
RECURRENT GROUND TRAINING (EMERGENCY TRAINING (“HANDS ON”) AND ALTERNATE DRILLS)	Pilot FE Flight Attendant Aircraft Dispatcher Navigator	§ 121.417	50 Months. No recurrent ground training needed for: (1) Fighting actual fire (2) Egress via evacuation slide (3) Protective breathing equipment
		§ 135.351	14 Months
LINE CHECK	Pilots	§§ 121.440 and 135.63	14 Months

**JOB AID 3.11.3.1. (cont'd)**  
**CREWMEMBER TRAINING AND QUALIFICATION RECORDS**  
**PARTS 121 AND 135**

<b>TYPE OF RECORD</b>	<b>AIRMAN POSITION</b>	<b>RELEVANT CFR(S)</b>	<b>CURRENCY PERIOD</b>
*SPECIAL AIRPORTS, ROUTE, AND AREA QUALIFICATIONS (SUCH AS NOPAC, CEP, AND MNPS)	Pilots	§ 121.445	12 Months
		§ 135.63	12 Months
*This record must reflect either current training or airport qualification for the airman;s current duty assignments in accordance with any authorization, exemption, and additional limitation.			
RECENCY OF EXPERIENCE	Pilots	§§ 121.439 and 135.63	90 Days
	FE	§ 121.453	6 Months
AIRCRAFT DISPATCHER INITIAL OPERATING FAMILIARIZATION	Aircraft Dispatcher	§ 121.463	14 Months
AIRCRAFT DISPATCHER RECURRENT OPERATING FAMILIARIZATION	Aircraft Dispatcher	§ 121.463	14 Months
OPERATING EXPERIENCE (OE)	Pilot and FE	§§ 121.434 and 135.244	Retain for current and previous aircraft
FAA OBSERVATION OF OE	PIC	Part 121	Permanent
FLIGHT ATTENDANT SUPERVISOR DESIGNATION	Flight Attendant Supervisor	§ 121.434	Permanent
AIRCRAFT DISPATCHER SUPERVISOR OR DESIGNATED GROUND INSTRUCTOR	Aircraft Dispatcher Supervisor or Designated Ground Instructor	§ 121.422	Permanent
APD/SDE DESIGNATIONS	Pilot and FE	Part 183	Retain for current aircraft
CHECK PILOT AUTHORIZATIONS		§ 135.63	Retain for current aircraft
CHECK AIRMAN INITIAL GROUND TRAINING		§§ 121.413 and 135.63	Retain for current aircraft
CHECK AIRMAN INITIAL FLIGHT TRAINING		§§ 121.413 and 135.63	Retain for current aircraft
*FLIGHT INSTRUCTOR INITIAL GROUND TRAINING		§§ 121.413 and 135.63	Retain for current aircraft

\*If the instructor does not hold a flight instructor's certificate, additional training is required.

**JOB AID 3.11.3.1. (cont'd)**  
**CREWMEMBER TRAINING AND QUALIFICATION RECORDS**  
**PARTS 121 AND 135**

<b>TYPE OF RECORD</b>	<b>AIRMAN POSITION</b>	<b>RELEVANT CFR(S)</b>	<b>CURRENCY PERIOD</b>
ADVANCED SIMULATION INSTRUCTOR/CHECK AIRMAN (PART 121)			Initial Appendix H training - retain for current aircraft
			Recurrent Appendix H training - 14 Months
FLIGHT TIME LIMITATIONS AND REQUIRED REST RECORD		§§ 121.683 and 135.63	Current and previous calendar year
HAZARDOUS MATERIALS TRAINING		§§ 121.433a and 135.63	14 Months
AIRMAN CERTIFICATE INFORMATION		§§ 121.683 and 135.63	Required by duty position
AIRMAN MEDICAL CERTIFICATE INFORMATION		§§ 121.683 and 135.63	Maintain current information
AERONAUTICAL EXPERIENCE		§ 135.63	Permanent
PHYSICAL OR PROFESSIONAL DISQUALIFICATION		§ 121.683	6 Months
		§ 135.63	12 Months
INITIAL GROUND TRAINING	Pilot	§§ 121.419 and 135.345	Retain for current aircraft
	FE	§ 121.419	
	Flight Attendant	§§ 121.421 and 135.349	
	Aircraft Dispatcher	§ 121.422	
	Navigator	§ 121.420	
INITIAL FLIGHT TRAINING	Pilot, FE, Flight Attendant, Aircraft Dispatcher, Navigator	§§ 121.424 and 135.347	Retain for current aircraft
TRANSITION GROUND TRAINING	Pilot	§§ 121.419 and 135.345	Retain for current aircraft
	FE	§ 124.419	
	Flight Attendant	§§ 121.421 and 135.349	
	Aircraft Dispatcher	§ 121.422	
	Navigator	§ 121.420	
TRANSITION FLIGHT TRAINING	Pilot	§§ 121.424 and 135.347	Retain for current aircraft
	FE	§ 121.425	
	Navigator	§ 121.426	

**JOB AID 3.11.3.1. (cont'd)**  
**CREWMEMBER TRAINING AND QUALIFICATION RECORDS**  
**PARTS 121 AND 135**

<b>TYPE OF RECORD</b>	<b>AIRMAN POSITION</b>	<b>RELEVANT CFR(S)</b>	<b>CURRENCY PERIOD</b>
UPGRADE GROUND TRAINING	Pilot	§§ 121.429 and 135.345	Retain for current aircraft
UPGRADE FLIGHT TRAINING	Pilot	§§ 121.424 and 135.345	Retain for current aircraft
DIFFERENCES GROUND AND FLIGHT TRAINING	Pilot	§§ 121.418 and 135.341 (ground)	Retain for current aircraft
		§ 135.347 (flight)	
	FE	§ 121.418	
	Flight Attendant	§§ 121.418 and 135.341	
	Aircraft Dispatcher	§ 121.418	
	Navigator	§ 121.418	
ONE-TIME TRAINING REQUIREMENTS - BASIC INDOCTRINATION		§§ 121.415 and 135.63	Permanent
ONE-TIME TRAINING REQUIREMENTS	Flight Attendant OE	§ 121.434	Permanent

**JOB AID 3.11.3.2.  
CURRENCY PERIODS  
(FAA Order 8400.10, Air Transportation Operations Inspector's Handbook)**

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<b>TYPE OF RECORD</b>	<b>RELEVANT CFR SECTION(S)</b>	<b>CURRENCY PERIOD</b>
Initial New Hire Training	§§ 121.683, 135.63, and 135.349	Permanent
Initial Equipment Training	§§ 121.683, 135.63, and 135.345	Permanent
Transition Training	§§ 121.683, 135.63, and 135.349	Permanent
Upgrade Training	§§ 121.683(a) and 135.63	Permanent
Recurrent Training	§§ 121.427 and 135.351	Permanent
Emergency Training “Hands On”	§ 121.417	26 Months
Alternate Drills “Hands On”	§ 121.417	50 Months
Emergency Training and Alternate Drills “Hands On”	§ 135.331	Permanent
Requalification Training		Retain for current aircraft
Check Airman/Instructor Training	§§ 121.413 and 135.339	Retain for current and previous aircraft

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