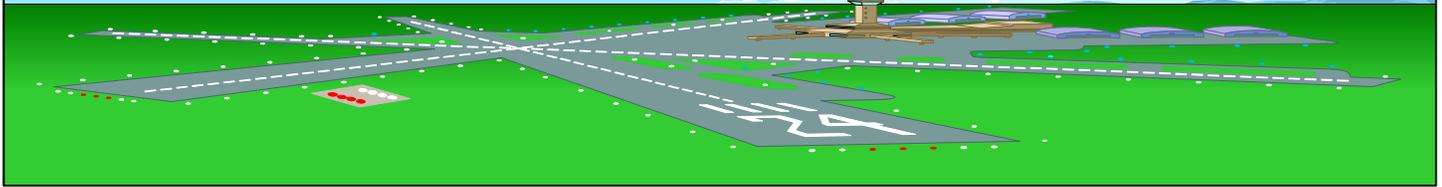




# Airport Certification Bulletin

FAA New England Region, Airports Division

## FAR 139 Training and Records



March 31, 2008

Number NE-08-06

This Cert bulletin contains information and guidance about the Airport Certification Safety Program that may be useful to people with various interests in your organization. Please distribute this Cert-Bulletin to those persons.

### FAR 139.303 Training and Records

Our office has seen a rise in the number of 14 CFR Part 139 discrepancies associated with the training requirements of Part 139.303(c) Personnel Training and Part 139.327(b)(3) Self Inspection Training. The discrepancies noted have either been a failure to conduct the training or a failure to maintain proper documentation of the training received.

Part 139.303 (c) requires that the airport train all personnel who access the movement areas and safety areas and perform duties in compliance with the requirements of the Airport Certification Manual (ACM) and the requirements of this part. The training must be completed prior to the initial performance of such duties and at least once every 12 consecutive calendar months. The curriculum for initial and recurrent training must include at least the following areas:

1. Airport Familiarization, including airport marking, lighting and sign systems (139.311)
2. Procedures for access to, and operations in movement areas and safety areas (139.329)
3. Airport Communications, including radio communications between Air Traffic Control Tower and personnel, and use of common traffic advisory frequency at uncontrolled fields.
4. Procedures for reporting unsafe airport conditions
5. Duties required under the ACM (to include the Airport Emergency Plan, and all other applicable subject areas as follows)
  - a. Snow and Ice Control (139.313)
  - b. Aircraft Rescue and Firefighting (ARFF): Operations Requirements (139.315(e), 139.319)
  - c. Handling and Storage of hazardous materials and substances (139.321)
  - d. Self Inspection Program (to include training in the following areas: Notice to Airmen (NOTAM procedures), maintenance standards for Movement Areas and Safety Areas, and Discrepancy reporting procedures (139.327)
  - e. Wildlife Hazard Management Training (139.337)
  - f. Airport Condition Reporting (139.339)

Be advised, certain sections of Part 139 contain training requirements as well. This training is focused at all other individuals who access the airfield movement/non-movement areas but who do not perform duties in compliance with the requirements of the ACM, such as airfield tenants, contractors and government employees. These sections include:

1. Airport Emergency Plan (139.325); (139.325(g)(4))
2. Pedestrians and Ground Vehicles; (139.329(e))

While training documentation format may vary from airport to airport, we have attached a training summary sample that represents a preferred format for documentation of the training. This format would facilitate the inspection process and assist the airport operator in maintaining the required training intervals. In addition to the summary provided, each airport should maintain a curriculum or narrative documentation which outlines specifics on how the training was accomplished. This form can also be downloaded from our website below.

-- From your Certification & Safety Team

[http://www.faa.gov/airports\\_airtraffic/airports/regional\\_guidance/new\\_england/airport\\_safety/certification\\_bulletins/](http://www.faa.gov/airports_airtraffic/airports/regional_guidance/new_england/airport_safety/certification_bulletins/)