

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.9

National Policy

Effective Date:

7/5/07

Cancellation Date:

7/5/08

SUBJ: PTRS Record Meets Recordkeeping Requirements

1. Purpose of This Notice. This notice clarifies that a Program Tracking and Reporting Subsystem (PTRS) record meets the recordkeeping requirements for the date an inspector forwards an applicant's file to the Airmen Certification Branch, AFS-760.

2. Audience. The primary audience for this notice is Flight Standards District Office (FSDO) aviation safety inspectors, who have the responsibility to review airmen certification files from examiners. The secondary audience includes Flight Standards branches and divisions in the regions and in headquarters.

3. Where You Can Find This Notice. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avr.faa.gov>. Operators may find this information on the Federal Aviation Administration's (FAA) Web site at: http://www.faa.gov/library/manuals/examiners_inspectors/8900/.

4. Background. Recently, the FAA's General Aviation and Commercial Division, AFS-800, received a Corrective Action Request (CAR) requesting guidance about whether the PTRS record would suffice for meeting the recordkeeping requirements for the date the FSDO forwards an applicant's file to AFS-760. Specifically, the CAR's initiator requested clarification about the guidance in current editions of FAA Order 8710.3, Designated Pilot and Flight Engineer Examiners' Handbook, Chapter 1, General Information, Section 4, Paragraph 3B(4); FAA Order 8700.1, General Aviation Operations Inspector's Handbook, Volume 2, Chapter 15, Designate/Renew a General Aviation Pilot Examiner, Section 1, Paragraph 4F(4); and Order 8700.1, Chapter 16, Inspect a Designated Pilot Examiner (DPE), Section 2, Paragraph 5A(10).

5. Discussion.

a. We revised the guidance in Order 8710.3, chapter 1, section 4, paragraph 3B(4) to state that a PTRS file is adequate for meeting the recordkeeping requirements about the date the applicant's file was forwarded to AFS-760 through the FSDO.

b. We revised the guidance in Order 8700.1, volume 2, chapter 15, section 1, paragraph 4F(4) and chapter 16, section 2, paragraph 5A(10) to state that a PTRS file is adequate for meeting the recordkeeping requirements about the date the FSDO forwards an applicant's file to AFS-760.

6. Action. See the appendices in this notice for the amended paragraphs which clarify the revised guidance referenced in paragraph 5.

7. Disposition. We will permanently incorporate this information in FSIMS before this notice expires. We will also incorporate this information into Order 8710.3. Direct questions concerning this notice to John D. Lynch, Certification and General Aviation Operations Branch, AFS-810, at (202) 267-3844.

ORIGINAL SIGNED BY

John M. Allen for

James J. Ballough

Director, Flight Standards Service

Appendix A. Amendment to FAA Order 8710.3E, Chapter 1

Amend FAA Order 8710.3E, Chapter 1, General Information, by replacing section 4, paragraph 3B(4), on page 1-10 with the following:

(4) Examiner's testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the Airmen Certification Branch, AFS-760. A Program Tracking and Reporting Subsystem (PTRS) record is adequate for meeting the recordkeeping requirements about the date the applicant's file was forwarded to AFS-760, through the FSDO.

Appendix B. Amendment to FAA Order 8700.1, Volume 2, Chapter 15 and Chapter 16

Amend FAA Order 8700.1, Volume 2, Chapter 15, Designate/Renew a General Aviation Pilot Examiner, section 1, by replacing paragraph 4F(4) on page 15-4 with the following:

(4) Practical test activity log that includes at least the applicant's name, aircraft type, aircraft number, kind of practical test, date of the practical test, time devoted to oral, flight simulator/flight training device, and flight portion of the practical test, as appropriate, and the date the applicant's file was sent to the Airmen Certification Branch (AFS-760) through the FSDO. A PTRS record is adequate for meeting the recordkeeping requirements about the date the applicant's file was forwarded to AFS-760 through the FSDO.

Amend Order 8700.1, Volume 2, Chapter 16, Inspect a Designated Pilot Examiner (DPE), section 2, by replacing paragraph 5A(10) on page 16-4 with the following:

(10) Testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the FAA Airmen Certification Branch, AFS-760. A PTRS record is adequate for meeting the recordkeeping requirements about the date the applicant's file was forwarded to AFS-760, through the FSDO.