

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.394

National Policy

Effective Date:
12/13/16

Cancellation Date:
12/13/17

SUBJ: Deployment of the Pilot Records Database

1. Purpose of This Notice. This notice requires principal or assigned inspectors to validate vital information for Title 14 of the Code of Federal Regulations (14 CFR) part 119 certificate holders (all air carrier and operating certificate holders conducting operations in accordance with 14 CFR parts 121, 125, and 135) and fractional ownerships in order to make the Pilot Records Database (PRD) available for use in December 2016/January 2017. Additionally, this notice provides information on eligibility requirements for individuals to access the PRD, records provided through the PRD, and continued inspections to fulfill the Pilot Records Improvement Act of 1996 (PRIA). Eligible individuals may request access to the PRD by registering at <http://prd.faa.gov/>.

2. Audience. The primary audience for this notice includes all principal or assigned inspectors with oversight responsibilities for any part 119 certificate holder and/or fractional ownership operating in accordance with 14 CFR part 91 subpart K (part 91K). The secondary audience includes the policy divisions in the Flight Standards Service (AFS), regional Flight Standards divisions (RFS), Flight Standards District Offices (FSDO), and certificate management offices (CMO).

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the Federal Aviation Administration's (FAA) website at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Background.

a. Public Law 111-216. Section 203 of the Airline Safety and Federal Aviation Administration Extension Act of 2010 (Public Law 111-216, 124 Stat. 2348) (the Act)¹, codified in Title 49 of the United States Code (U.S.C.) § 44703(i), amends the PRIA by requiring the FAA to establish an electronic database for pilot records. The Act requires air carriers to access the database and evaluate any relevant records maintained therein pertaining to an individual before allowing that individual to begin service as a pilot. In addition, the database must be populated

¹ Public Law 111-216, § 203 may be viewed on the Government Printing Office's (GPO) website at <http://www.gpo.gov/fdsys/pkg/PLAW-111publ216/pdf/PLAW-111publ216.pdf>.

with records maintained by the FAA as well as records maintained by air carriers and other employers of pilots. Until full implementation, the PRIA and Advisory Circular (AC) 120-68, Pilot Records Improvement Act and the Pilot Records Database, remain in effect.

b. PRD Deployment Phases. In order to implement this mandate, the FAA is deploying a Web-based online application called the Pilot Records Database (PRD). The PRD will be deployed in multiple phases over the next few years beginning with Phase I in December 2016/January 2017 while the FAA continues to conduct rulemaking and technological upgrades to implement other portions of the PRD. The phased approach was developed to provide immediate and direct uninterrupted access to FAA pilot records to air carriers and operators required to comply with the PRIA. This phased approach provides a combination of PRIA guidance and information technology (IT) available in PRD for an easier transition for part 119 certificate holders and fractional ownerships required to comply with the evaluation of records prior to hiring a pilot. The outlined phases include the following actions:

(1) Phase I. The initial phase of the PRD will be available in December 2016/January 2017 and include the FAA records portion of the database. This phase automates the current PRIA process and may be used in lieu of completing the manual PRIA process for FAA records. The FAA records, such as pilot certification and failed practical tests that occurred on or after August 1, 2010, will be available in Phase I for an air carrier or operator to make an informed hiring decision. Air carriers and operators will continue to be required to request records from an individual's current and/or previous employer(s).

(2) Phase II. At the completion of Phase II, air carriers and operators will be required to obtain an individual's records maintained by the FAA exclusively through accessing the PRD before making a hiring decision. Air carriers and operators will also continue to be required to request records from an individual's current and/or previous employer(s). Additionally, PRIA Designated Agents will be permitted to access the PRD on behalf of an air carrier or operator as a proxy. The FAA expects Phase II to begin implementation by April 30, 2017.

(3) Phase III. Air carriers and operators that employ pilots will be required to comply with the requirements prescribed in the Pilot Records Database final rule².

5. Discussion. A part 119 certificate holder and fractional ownership are required to complete a PRIA safety background check prior to hiring an individual as a pilot; however, the PRD may be used in lieu of completing the manual PRIA process. Eligible individuals employed by air carriers, operators, and fractional ownership may request access to the PRD by registering at <http://prd.faa.gov/>. Once access is provided to the PRD, a part 119 certificate holder and fractional ownership will be able to access certain FAA records for a consenting individual seeking employment with that employer. Additionally, the hiring part 119 certificate holder or fractional ownership will be provided with tailored consent pages to seek appropriate records from a pilot's current and/or previous employer. If the pilot was hired, the report provided through the PRD must be maintained by the part 119 certificate holder or fractional ownership in order to demonstrate compliance with the PRIA in accordance with FAA Order 8000.88, PRIA Guidance for FAA Inspectors. To ensure compliance, principals or assigned inspectors should

² RIN 2120-AK31

review records received in response to PRIA and/or PRD requests during regular or special surveillance audits.

a. Inspector Action for Individuals Eligible to Access the PRD.

(1) Part 119 Certificate Holders and Fractional Ownerships.

(a) In order to securely make the PRD available for use by air carriers, operators, and fractional ownerships, principals or assigned inspectors should review and update their assigned part 119 certificate holder and/or fractional ownership's vital information in the Safety Assurance System (SAS) or the enhanced Vital Information Database (eVID). This will help ensure the appropriate individuals are granted access to the PRD in a timely manner. The inspector should validate that the correct individual is identified in eVID for the required positions (appropriate to operation) and the person's name is listed exactly how it appears on his/her most recent FAA Airman Certificate. These required positions are referred to as the responsible person at the air carrier, operator, or fractional ownership and may delegate their access to the PRD to employees within the same company:

- Chief Pilot;
- Director of Operations;
- Director of Safety;
- Chief Inspector;
- Director of Maintenance; or
- Chief Executive Officer (part 135 single pilot air carriers/operators, pre-cert and suspended only).

(b) If the individual is not correctly identified, the principal or assigned inspector should update the information in SAS or eVID by following the appropriate instructions in the Vital Information Subsystem Procedures Manual (VPM)³ or SAS Automation User Guide⁴. If the principal or assigned inspector does not properly validate the vital information in SAS or eVID for the positions previously described, the part 119 certificate holder or fractional ownership may not be able to access the PRD. This could result in unnecessary inquiries being placed to the certificate-holding district office (CHDO) from the affected individual.

Note: Only one of the individuals identified in eVID holding a position listed above can be registered as the responsible person in the PRD at a time. However, employees of a part 119 certificate holder or fractional ownership can access the PRD after the responsible person delegates access.

(2) FAA Certificated Pilots. An individual certificated by the FAA at the commercial or airline transport pilot (ATP) level may access the PRD. If an FAA-certificated pilot discovers incorrect information within PRD, the individual must contact his/her jurisdictional FSDO or

³ Refer to chapter 4, section 3A at the following website:
<http://fsims.av.faa.gov/FSIMS/FSIMS.nsf/pubdisplay?openform&type=Other&status=active&count=-1>.

⁴ Refer to chapter 13 at the following website:
<https://avssp.faa.gov/avs/afs900/CIPO/PRF/SAS%20Resource%20Guide/SAS%20AUG/SAS%201.4%20Automation%20User%20Guide.pdf>.

office initiating an enforcement record or accident/incident event summary for correction. The jurisdictional FSDO or initiating office should investigate the identified inaccuracy and correct it in the appropriate system of record. A pilot will be directed to contact the FAA's Civil Aviation Registry for any certification related discrepancies.

b. Records Provided Through the PRD.

(1) In phase I, the PRD automates the current PRIA process and provides a part 119 certificate holder and fractional ownership with immediate access to a consenting pilot's FAA records. A part 119 certificate holder and fractional ownership will receive the following information:

- The pilot's consent to release records;
- A list of previous employers that the individual served as a pilot;
- The current Airman Certificates, associated ratings, and any limitations to the certificate or ratings;
- The date and certificate grade sought for any failed attempt to pass a practical test required to obtain a certificate or type rating under 14 CFR part 61 (on or after August 1, 2010);
- The current medical certificate including its class and any limitations;
- Closed enforcement information; and
- An accident and/or incident event(s) summary.

(2) A hiring part 119 certificate holder and fractional ownership will continue to be required to obtain records from current and/or previous employers, as well as the National Driver Register (NDR). However, the hiring employer should use the consent to release records form provided through the PRD to obtain records from current and/or previous employers. Please reference Appendix A, Sample Consent to Release Records Forms and Individual Pilot Report Received Through the PRD, for a sample of consent to release records forms and an individual pilot report that is received through the PRD.

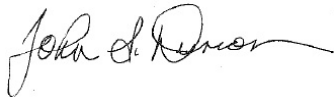
c. Continued PRIA Inspections and Support for the PRD.

(1) While the PRD is being fully implemented, the PRIA safety background checks are required to be completed by part 119 certificate holders and fractional ownerships prior to hiring an individual as a pilot. Therefore, AC 120-68, Order 8000.88, and inspections required through the national work program or applicable oversight safety tool remain in effect until FAA rulemaking has been completed.

(2) The FAA will implement the remaining requirements of the Act through rulemaking. At a minimum, air carriers and operators employing pilots must report "records that are generated by the air carrier or other person after [August 1, 2010]" as well as "records that the air carrier or other person [was] maintaining, on [August 1, 2010]," pursuant to 49 U.S.C. § 44703(h)(4). The types of pilot records that must be reported by air carriers and other operators to the FAA for inclusion in the PRD, in accordance with the Act, include any records kept in accordance with 14 CFR part 120, §§ 120.111(a) and 120.219(a); part 121, § 121.683; part 125,

§ 125.401; and part 135, § 135.63(a)(4),⁵ as well as any other records kept by an air carrier or other operator concerning “the training, qualifications, proficiency, or professional competence of the [pilots employed] including comments and evaluations made by a check airman...” Furthermore, the Act requires the reporting of records kept concerning “any disciplinary action taken with respect to [any individual employed as a pilot] that was not subsequently overturned” and records kept concerning “any release from employment or resignation, termination, or disqualification with respect to employment”. The Act requires air carriers and others to report records created after August 1, 2005. Part 119 certificate holders and fractional ownerships are required to maintain a record documented on or after August 1, 2005 until the FAA has completed rulemaking.

6. Disposition. An air carrier, operator, fractional ownership, or pilot should consult the PRD user guide for any questions related to the operation of PRD. This information will be incorporated into FAA Order 8900.1 before this notice expires. Direct questions concerning the information in this notice to John Ryan in the Regulatory Support Division, Aviation Data Systems Branch (AFS-620) at (405) 954-4391 or 9-amc-avs-prdsupport@faa.gov.



John S. Duncan
Director, Flight Standards Service

⁵ The Act excludes records related to flight time, duty time, and rest time from the PRD reporting requirements.

**Appendix A. Sample Consent to Release Records Forms and
Individual Pilot Report Received Through the PRD**

FOR CURRENT AND/OR PREVIOUS EMPLOYER

BOB CRANE
CHIEF PILOT

BAYMOUNT AIR INC.
3033 CONTROL TOWER RD
FAYETTEVILLE, NC 28305

AIRMAN CONSENT FOR THE RELEASE OF RECORDS

I, CLARK ASHCROFT, consent to and authorize release of records pertaining to me as required under 49 U.S.C. § 44703(i)(1)(B).

Certificate Number: 000047671
Electronic Signature: Clark Ashcroft
Date: 7/11/2016

Mailing Address: 1105 JOY LANE, APT 03, LOS ANGELES, CA 90017

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Appendix A

FOR CURRENT AND/OR PREVIOUS EMPLOYER

ETHAN YAZZIE
CHIEF PILOT

CHUGAH AIR
550 AIRPORT FREEWAY
FAIRBANKS, AK 99709

AIRMAN CONSENT FOR THE RELEASE OF RECORDS

I, CLARK ASHCROFT, consent to and authorize release of records pertaining to me as required under 49 U.S.C. § 44703(i)(1)(B).

Certificate Number: 000047671
Electronic Signature: CLARK ASHCROFT
Date: 7/11/2016

Mailing Address: 1105 JOY LANE, APT 03, LOS ANGELES, CA 90017

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Appendix A

FOR CURRENT AND/OR PREVIOUS EMPLOYER

DIETER BRAUN
CHIEF PILOT

AUGSBURG AIRWAYS
D.BRAUN@AUGSBURGAIRWAYS.DE

AIRMAN CONSENT FOR THE RELEASE OF RECORDS

I, CLARK ASHCROFT, consent to and authorize release of records pertaining to me as required under 49 U.S.C. § 44703(i)(1)(B).

Certificate Number: 000047671
Electronic Signature: CLARK ASHCROFT
Date: 7/11/2016

Mailing Address: 1105 JOY LANE, APT 03, LOS ANGELES, CA 90017

In accordance with Title 49 of the United States Code (U.S.C.) § 44703(i), the Airline Safety and Federal Aviation Administration Extension Act of 2010, this PRD record may be used solely for hiring decisions.

This PRD record presents verification of a pilot's airman and medical certificates; ratings and limitations; summaries of legal enforcement actions resulting in a finding of a violation that have not been overturned, which may include violation on current and previous certificates; summaries of accidents or incidents; and historical employment records. This PRD record contains personally sensitive information and must be protected from unintended disclosure.

Confidentiality Warning: This record and any attachments contain confidential and privileged information. If the reader is not the intended recipient, employee, or agent responsible for delivering it to the intended recipient, you are notified that any unauthorized dissemination, publication, copying, or other use of this communication (whether intentional or otherwise) is strictly prohibited and may be illegal.

Notices:

- The following record data was derived from official Federal Aviation Administration (FAA) authoritative data systems.
- This report will not include open or pending legal action details as they are not releasable until the case is closed.
- Recent applications for an Airman Certificate, added rating, and/or authorization that resulted in the issuance of a temporary certificate issued 120 calendar-days or less preceding the date of this report may not have been processed by the Civil Aviation Registry and, consequently, may not appear on the enclosed airman's verification of certificates and/or ratings.

With regard to administrative actions that may have been issued to the airman named in this PRD record, we will neither confirm nor deny whether such administrative actions exist under Exemption 3, which incorporates various nondisclosure provisions that are contained in other Federal statutes. In this case, the applicable statute is 49 U.S.C. § 40123, which provides that certain voluntarily provided safety and security information is protected from disclosure to encourage persons to provide the information to the FAA. If the Administrator issues an order designating information as protected under 49 U.S.C. § 40123, that information will not be disclosed under the Freedom of Information Act (FOIA) (Title 5 of the United States Code (5 U.S.C.) § 552) or other laws, except as provided in 49 U.S.C. § 40123, Title 14 of the Code of Federal Regulations (14 CFR) part 193, and the order designating the information as protected. The Administrator has issued FAA Order 8000.82, Designation of Aviation Safety Action Program (ASAP) Information as Protected from Public Disclosure under 14 CFR Part 193, designating certain information from an ASAP as protected from disclosure under 49 U.S.C. § 40123.

FAA DATA**Airman Information****Name:** Clark Ashcroft**Permanent Address:** 1105 Joy Lane, Apt 03, Los Angeles, CA 90017**AIRLINE TRANSPORT PILOT****Cert No:** 000047671**DOI:** 10/15/2015

AIRPLANE SINGLE ENGINE LAND

AIRPLANE MULTI-ENGINE LAND

B-737, B-747

Limitations:**COMMERCIAL PRIVILEGES**

ROTORCRAFT – HELICOPTER

B-737NG G-650 BE 300 BH205

Limitations:

B-747 SIC PRIVILEGES ONLY

MEDICAL CERTIFICATE

Medical Class: FIRST

Med Date: 09/30/2015

Medical Limitations: MUST WEAR CORRECTIVE LENSES.

NOTICES OF DISAPPROVAL

The FAA Notices of Disapproval are available electronically after August 2010; from this date forward. A search of FAA Comprehensive Airman Information System, on the date of this report, revealed the following disapproval records on file.

Name	Cert. Nbr.	Disapproval Date	Disapproval Rating	Disapproval Type Rating
Clark Ashcroft	000047671	10/31/2015	INSTH	B-757

ENFORCEMENTS

A search of the FAA Enforcement Information System, on the date of this report revealed the following enforcements on file for the certificates listed.

Violation Date	EIR Number	Name	Certificate Nbr.	Cert. Type
12/31/2015	2015CE0300078	Clark Ashcroft	000047671	ATP

Enforcement Details:**Certificate:** 000047671**Final Action Date:** 06/15/2016

Final Action	Final Sanction	Final Sanction Amount	Certificate Affected
CERT SUSPEND	DAYS	30	ATP

ACCIDENTS

A search of the FAA Accidents and Incidents on the date of this report revealed the following accidents on file for the certificates listed.

For further details, search the NTSB accident database:

http://www.nts.gov/_layouts/ntsb.aviation/index.aspx.

Accident Date	NTSB ID	Name	Cert Type	Cert Nbr.	Position	N Nbr.	Make	Model	Series
12/31/15	LAX01LA172B	Clark Ashcroft	ATP	000047671	SIC	N345J	Boeing	737	30837

INCIDENTS

A search of the FAA Accidents and Incidents on the date of this report revealed the following incidents on file for the certificates listed.

Incident Date	Incident Time	NTSB ID	Name	Cert Type	Cert Nbr.	Position	N Number
12/31/2015	0132	NULL	Clark Ashcroft	ATP	133447710	Pilot in Command (PIC)	373TW

INCIDENTS (continued)

Incident Date	Incident Time	Make	Model	Serial	Aircraft Type	Airworthiness Type
12/31/2015	0132	Boeing	737	23201	Fixed Wing	STD

INCIDENTS (continued)

Incident Date	Incident Time	City	State	Zip	Remarks
12/31/2015	0132	Orlando	FL	32827	On December 31, 2015, about 10:30 AM Eastern Standard Time, a Boeing 737 airplane, N373TW, landed on taxiway "T" instead of the intended runway 09A at the Orlando Airport (MCO). There were no injuries to the flight crew or passengers and the plane was not damaged. The flight was conducted under the provisions of 14 CFR part 121 as a regularly scheduled passenger flight from Charlotte Douglas International Airport (CLT). Visual meteorological conditions prevailed at the time of the incident.

NDR REQUEST DATE RECORD

A search of the NDR was requested on the following date:

NDR Request Date
11/10/2015

AIR CARRIER DATA

The following records have been provided by the airman who:

I hereby certify that I am reporting complete information to the PRD regarding my current employer and all previous employers for whom I have served in a pilot position. Employment records dating to August 1, 2005 may be reported to the PRD by an air carrier in the future. I consent and authorize my current and previous employers to release records pertaining to me as required in accordance with Title 49 of the United States Code (49 U.S.C.) § 44703 to the air carrier(s)/operator(s) selected.

Current Employer

Employer	Contact	Title	Address	Phone	Email
AirCarrier Nation	Bob Crane	Chief Pilot	3033 Control Tower Rd Fayetteville, NC 28305	(919) 644-8817	Bob.crane@zxcinc.net

Previous Employer(s)

Employer	Contact	Title	Address	Phone	Email
Baymount Air	Dave Hoover	Chief Pilot	1020 Cessna Lane Dallas, TX	555-555-5555	Hoover@Baymount.com
Augsburg Airways	Dieter Braun	Chief Pilot	Unknown	Unknown	D.Braun@AugsburgAirways.de
Chugah Air	Ethan Yazzie	Chief Pilot	550 Airport Freeway Fairbanks, AK 99709	555-343-3412	E.Yazzie@TatumAir.net

—END OF RECORD—