



U.S. Department
of Transportation
**Federal Aviation
Administration**

InFO

Information for Operators

InFO 13003
DATE: 2/19/13

Flight Standards Service
Washington, DC

http://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/info

An InFO contains valuable information for operators that should help them meet certain administrative, regulatory, or operational requirements with relatively low urgency or impact on safety.

Subject: Contract Instructor and Contract Check Airman Initial Training Program Records

Purpose: This InFO provides information to Title 14 of the Code of Federal Regulations (14 CFR) part 121 air carriers, part 135 air carriers and part 91K program managers for situations where they have nominated or will be using a contract instructor or contract check airman in their training program whose initial training records are not available.

Background: Both regulation and guidance set forth the recordkeeping requirements for contract instructors and contract check airmen. However, the available guidance does not address alternative recordkeeping options for lost records, unobtainable records (because the air carrier/program manager is defunct), or the air carrier/program manager is still in existence but no longer has the records. These records are required to establish that the contract instructor or contract check airman nominee has completed at least one air carrier's or program manager's initial training and qualification curriculum as a flight crewmember, under that same part, as described in Order 8900.1, Volume 3, Chapter 54, Section 5, Para 3-4415(f)(3). Additional information is available in Order 8900.1 Volume 3, Chapter 31 and Volume 6, Chapter 2 and Notice (N) 8900.208.

Discussion: An air carrier/program manager may submit an affidavit with supporting documents for use in lieu of initial training records if a contract instructor or contract check airman is unable to produce all required records because:

- a) The records are lost;
- b) The air carrier/program manager is defunct; or
- c) The air carrier/program manager remains in existence but no longer has the record

The pilot and the air carrier/program manager for which the contract instructor or contract check airman nomination has been requested may submit a signed and notarized statement (affidavit) attesting to the completion of training identified in this InFO as the basis for having completed the training. The statement must be substantiated by all available evidence, such as completed check ride forms, available training records, logbook entries and other records attesting to flight operation participation, associated pay stubs, W-2 forms (financially confidential information redacted), tax returns, a statement from a current or former employee of the air carrier/program manager and other proofs of employment. The pilot and the air carrier/program manager representative must read, sign, and submit a notarized statement

containing the information found in N 8900.208 (see Appendix A and B) and provide supporting documentation to the principal operations inspector (POI). If the affidavit and documentation reasonably supporting the affidavit is provided, the POI may accept the information as meeting the initial new hire training requirement. An affidavit without supporting documentation will not be accepted.

A pilot who has lost, or is unable to obtain, training records is reminded that any fraudulent or intentionally false statements concerning these records are a basis for enforcement action in accordance with 8 USC 1001.1 and 14 CFR Part 61 that could result in a fine, imprisonment, and action against any certificate or rating held.

Recommended Action: Directors of Operations, Program Managers, Directors of Training, Training Center Managers, Check Pilots, Training Pilots, and flightcrews should be familiar with the content of this InFO.

- Air carriers/program managers that utilize contract training should review their training records for contract instructors and contract check airmen to ensure that records include both the affidavit and supporting documentation described in N 8900.208 or initial training records from at least one air carrier/program manager.
- Air carriers/program managers should take action to ensure no contract instructor or contract check airman perform associated functions when the air carrier's/program manager's records do not contain the affidavit and supporting documentation described in N 8900.208 or initial training records.
- If an air carrier/program manager is not able to provide documentation of initial training or the affidavit and supporting documentation described in N 8900.208 for contract check airmen, the associated check airman letter of authority should be returned to the POI.

Contact: Questions or comments regarding this InFO should be directed to the Air Transportation Division, AFS-200, at (202) 267-8166.