

Pilot Records Database

Reporting Records



Federal Aviation
Administration

**Presented
to:**

**Operator and Proxy
Employees**

By:

FAA, Aviation Data Systems
Branch

Date:

June 16, 2022



PRD Program Office

- **FAA, Aviation Data Systems Branch,
Oklahoma City, Oklahoma**
- **Chris Morris – PRD Program Manager**
- **Stacey Smith – Assistant PRD PM**
- **PRD Support Team (prdsupport@faa.gov)**



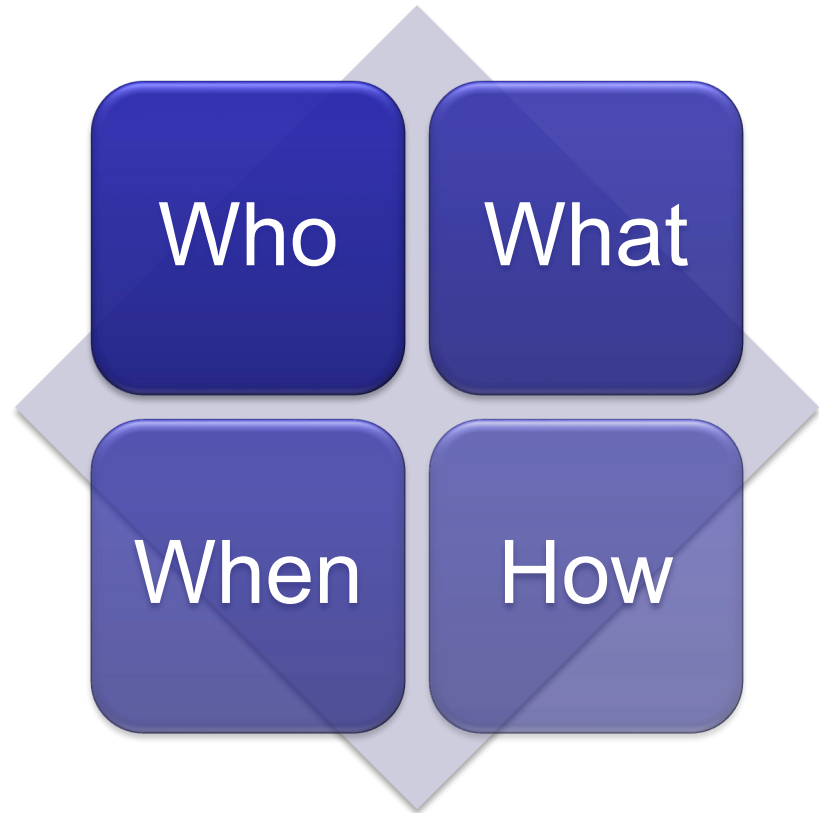
Questions?

- **Please submit questions via the Q/A Box.**
- **We will either reply via the Q/A box, reply at the end of the presentation, or email you a reply soon after.**
- **This presentation will be available at PRD.FAA.GOV in the resources section.**



Overview

- **Reporting Pilot Records**
- **Questions**



Reporting Pilot Records - Who

- **Part 111 Applicability**
 - **PRD User Roles**
-

Following operators are required to report pilot records as of June 10, 2022

- Part 121 air carriers
 - Part 135 air carriers and operators
 - Part 125 operators and Part 125 LODA holders
 - Part 91k operators
 - Air Tour operators (91.147)
 - Corporate operators
- Part 91
 - 2 or more type rated aircraft or turbine-powered rotorcraft
 - In furtherance of a business



Reporting Pilot Records - Who

- **Part 111 Applicability**

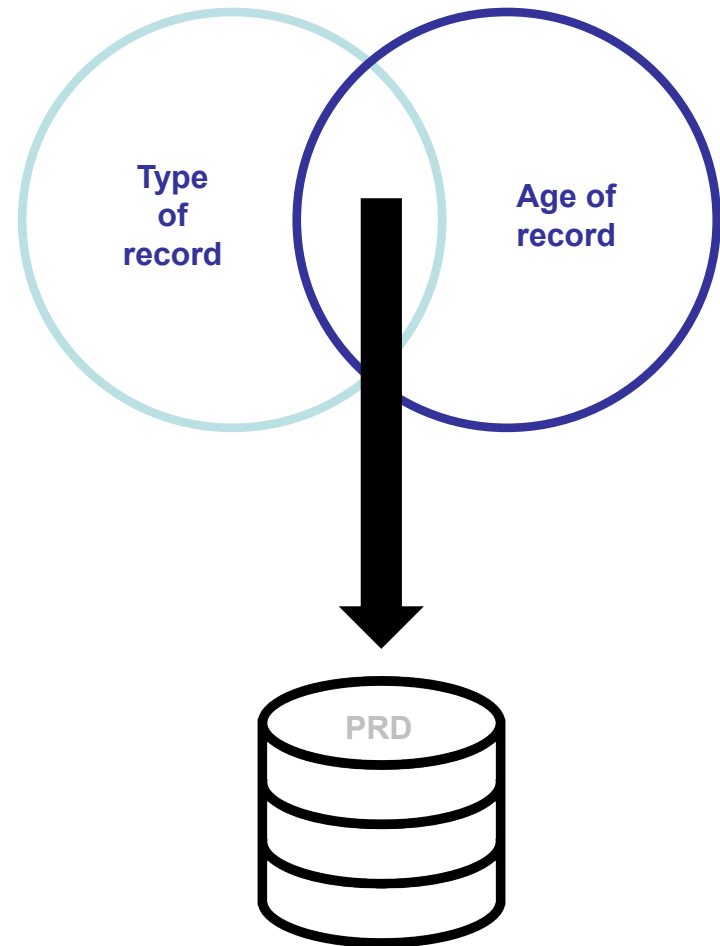
- **PRD User Roles**

- **To actually report records to the PRD, you need an appropriate user role in PRD (one of the following)**
 - Authorized Responsible Person (RP)
 - Proxy Authorized Responsible Person (PRP)
 - Authorized User Contributor
 - Register for this role via the PRD web site
 - Role is approved by the appropriate RP, PRP, or user manager (UM)



Reporting Pilot Records - What

- The “what records” answer depends on two characteristics



Reporting Pilot Records - What

- **Types of Records**

- Varies by operation such as Part 121, Part 135, etc
- AC 120-68J Table 2-2 describes who reports the 5 basic types

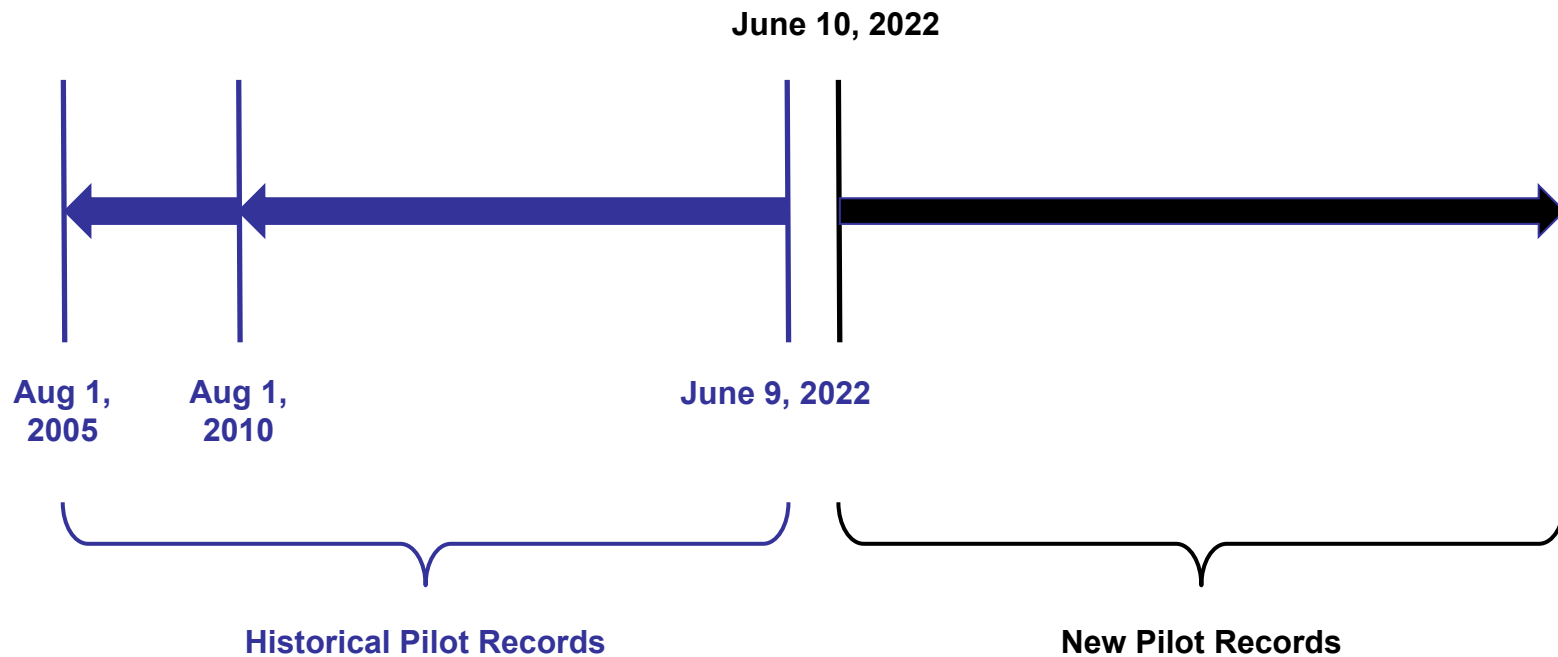
Table 2-2. Record Reporting by Operator

	Drug and Alcohol Records in Accordance with Part 120 ¹⁰	Training, Qualification and Proficiency Records ¹¹	Final Disciplinary Action Records ¹²	Records Concerning Separation of Employment ¹³	Verification of Motor Vehicle Driving Record Search and Evaluation ¹⁴
Parts 121 and 135: § 111.200(a)(1)	Yes	Yes	Yes	Yes	Yes
Part 125: § 111.200(a)(1)	No	Yes	Yes	Yes	Yes
Part 91K: § 111.200(a)(2)	No	Yes	Yes	Yes	No
Air tour § 91.147: § 111.200(a)(3)	Yes	Yes (may be reported on request)	Yes (may be reported on request, exceptions apply, see § 111.215(b)(1))	Yes (may be reported on request, exceptions apply, see § 111.215(b)(1))	No
Operators described in § 111.1(b)(4): § 111.200(a)(4)	No	Yes (may be reported on request)	Yes (may be reported on request, exceptions apply, see § 111.215(b)(1))	Yes (may be reported on request, exceptions apply, see § 111.215(b)(1))	No
Public aircraft operators:¹⁵ § 111.200(a)(5)	No	Yes (may be reported on request)	Yes (may be reported on request, exceptions apply, see § 111.215(b)(1))	Yes (may be reported on request, exceptions apply, see § 111.215(b)(1))	No
Trustee in bankruptcy: § 111.200(a)(6)	As required by operator circumstances	As required by operator circumstances	As required by operator circumstances	As required by operator circumstances	As required by operator circumstances



Reporting Pilot Records - What

- **Age of Records**
 - Two Important Definitions



Reporting Pilot Records - What

- **Age of Records**

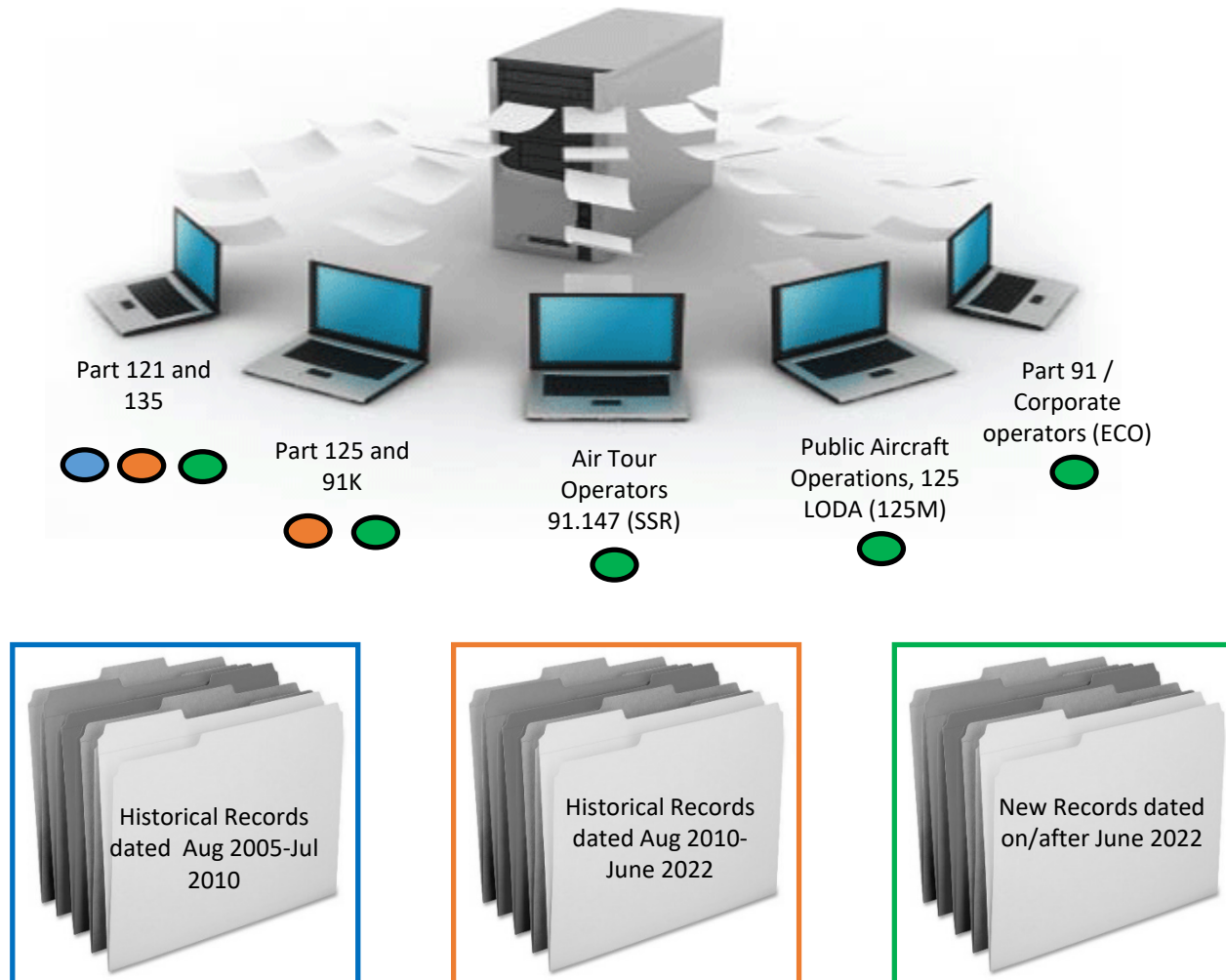
- Varies by operation
- AC 120-68J Table 2-1 describes who reports records based on age

Table 2-1. PRD Overview of Record Reporting by Population

Records Required to be Entered into the PRD	Record Documentation Date	Part 121 and 135 Air Carriers	Parts 121, 125, and 135 Operators and Part 91K Fractional Ownerships	Corporate Operators, Air Tour Operators Under § 91.147, and Public Aircraft Operations
Historical Records	Records predating 8/1/2005	N/A	N/A	N/A
Historical Records	Records dating from 8/1/2005 through 7/31/2010	Must Report ²	N/A	N/A
Historical Records	Records dating from 8/1/2010 through 6/9/2022	Must Report ³	Must Report ⁴	Voluntary Reporting
New Records	Records dated on or after 6/10/2022	Must Report ⁵	Must Report ⁶	Must Report ⁷



Reporting Pilot Records - What



Reporting Pilot Records – When

- **New Records**

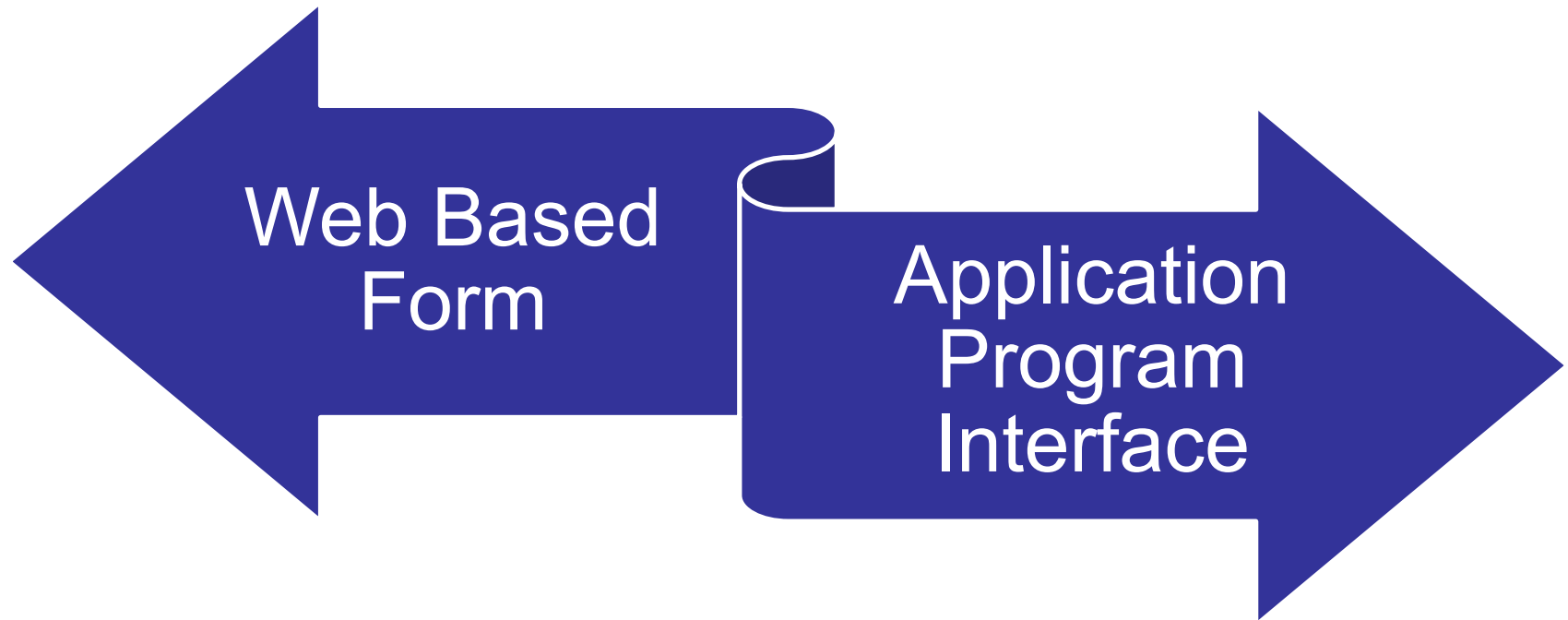
- Within 30 days of creation / becoming final on or after 6/10/2022
- PAC Exception, See AC 120-68J para 2.8.1.6

- **Historical Records**

- Begin reporting 6/10/2022
- Finish reporting more recent historical records by 6/12/2023
 - “More recent” means records dated between 1/1/2015 and 6/9/2022
- Finish reporting the remaining historical records by 9/9/2024



Reporting Pilot Records - How



Reporting Pilot Records - How

- **High-level demo of web based form**
 - Employment Record
 - Training Record
- **API will be covered in later webinars**
- **See AC 120-68 for more specific program guidance**
- **See instructional information at prd.faa.gov for more detailed technical information**
- **We will be holding webinars in the future which will dive into specific record reporting details**
- **Notes about reporting:**
 - No test records or demo pilots; Records can't be deleted



Reporting Pilot Records - How

- Log in to the PRD from prd.faa.gov

Air Carriers, Operators, and Proxies

- View pilot records

[View Records*](#)

*Requires an Authorized Responsible Person or an Authorized Consumer Role

- Register for access
- Manage users
- View Logs
- Report pilot records (June 2022)

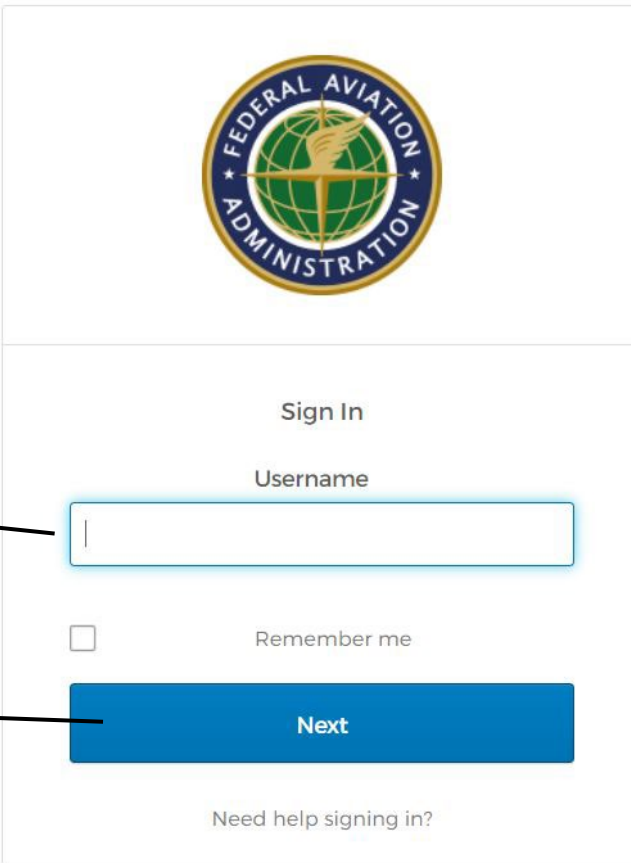
[Tools](#)

1.



Reporting Pilot Records - How

- Log in to the PRD from prd.faa.gov

1. 

2. ☐ Remember me

Next

[Need help signing in?](#)



Reporting Pilot Records - How

- Select your Contributor, RP, or PRP role and operator name

1. 2. 3.

Federal Aviation Administration

User Guide | Help | Sign Out

Terry Royal

Pilot Records Database

If you would like to register for Air Carrier access, please click [here](#).
If you would like to register as a Pilot, please click [here](#).
If you would like to register for Proxy access, please click [here](#).
If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria

*Select Role: Authorized User Contributor

*Air Carrier Name: [Dropdown Menu]

Select

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
1-866-TELL-FAA (1-866-835-5322)

Web Policies
Web Policies & Notices
Privacy Policy
Accessibility

Government Sites
USA.gov
Plainlanguage.gov
Regulations.gov
Data.gov

Contact Us
Email

Updated: 06/01/2022
Version: PRD Stage4 UAT



Reporting Pilot Records - How

- The “Inbox” opens first. Select “Pilot Search”

1.

Home | User Guide | Help | Sign Out

Federal Aviation Administration

Terry Royal

Pilot Records Database

Inbox | Pilot Search | Air Carrier | Search | Activity | Directory | Help

Correction Request | Record Request

Air Carrier Name:

[Back To Role Selection Page](#)

Correction Request Search

*At least one search parameter is required.

Certificate No:	<input type="text"/>	Section Name:	<input type="text" value="-Select-"/>
Last Name:	<input type="text"/>	Record ID:	<input type="text"/>
First Name:	<input type="text"/>	Expire Date:	From: <input type="text"/> To: <input type="text"/>
Middle Name:	<input type="text"/>	Status/Disposition:	<input type="text" value="Open-Received"/>
Request ID:	<input type="text"/>	Last Updated Date:	From: <input type="text"/> To: <input type="text"/>
Requested Date:	From: <input type="text"/> To: <input type="text"/>	Last Updated By:	<input type="text" value="Min first (3) char of Last Updated By"/>



Reporting Pilot Records - How

- Enter the pilot certificate number and the first or last name

The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database search interface. The header includes the FAA logo, the text "Federal Aviation Administration", and navigation links: "Home | User Guide | Help | Sign Out". The user "Terry Royal" is logged in. The main title is "Pilot Records Database". Below this is a navigation bar with tabs: "Inbox", "Pilot Search" (selected), "Air Carrier", "Search", "Activity", "Directory", and "Help". A search bar for "Air Carrier Name:" is present. A link "Back To Role Selection Page" is on the right. The "Pilot Search" section contains a message: "The Certificate Number and either First Name or Last Name are required. If you cannot find the pilot record please contact PRD support team at PrdSupport@faa.gov". Below this are input fields for "Certificate No:", "First Name:", and "Last Name:". At the bottom are "Search" and "Clear" buttons. Numbered callouts point to specific elements: 1. points to the "Pilot Search" tab; 2. points to the "Last Name:" input field; 3. points to the "Search" button.

1.

2.

3.



Reporting Pilot Records - How

- Matching pilots will appear in the list. Select “view”

Home | User Guide | Help | Sign Out

Federal Aviation Administration

Terry Royal

Pilot Records Database

Inbox **Pilot Search** Air Carrier Search Activity Directory Help

Air Carrier Name:

[Back To Role Selection Page](#)

Pilot Search

*The Certificate Number and either First Name or Last Name are required. If you cannot find the pilot record please contact PRD support team at PrdSupport@faa.gov

*Certificate No:

First Name:

Last Name:

Pilot Information

Full Name	Certificate Number	Certificate Type	FTN	View
		COMMERCIAL PILOT		View

1 - 1 of 1 items



Reporting Pilot Records - How

- The pilot employment page will open

The screenshot displays the 'Pilot' tab in the 'Employment' section. The 'Air Carrier Name', 'Certificate No.', 'Last Name', and 'First Name' fields are visible. The 'Employment Records' table has the following data:

	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No. Additional records to report to PRD Date
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	03/08/2010				
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	05/02/2022	05/10/2022	Other - Employer initiated separation not due to pilot performance		05/10/2022

Navigation controls at the bottom include a '1' button, a '10 items per page' dropdown, and a '1 - 2 of 2 items' indicator. Footer buttons are 'Edit', 'Assignment-to-Duty', and 'Add Additional Record'.

Scroll down for reporting form



Reporting Pilot Records - How

- Creating a new employment record

1.

Employment Information

• The Complete Date indicates all outstanding records have been reported to the date entered.

• The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD.

*PRD Date of Hire:

Complete Date:

Final Records Date:

The Separation is the last-in-time record of any action ending the employment relationship between a pilot and an operator or entity who is subject to the applicability of this part.

No separation from employment is considered final until the operator determines the separation is not subject to any pending dispute.

Separation Date:

Separation Type:

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:

Save

Clear

2.



Reporting Pilot Records - How

- Editing an existing employment record

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: [REDACTED] Certificate No: [REDACTED] Last Name: [REDACTED] First Name: [REDACTED]

Employment Records

Export To Excel Export To PDF

	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	03/08/2010				
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/02/2022	05/10/2022	Other - Employer initiated separation not due to pilot performance		05/10/20

10 items per page 1 - 2 of 2 items

Edit Assignment-to-Duty Add Additional Record


1. [Arrow pointing to the checkbox in the first row of the table]

2. [Arrow pointing to the 'Edit' button]



Reporting Pilot Records - How

- Editing an existing employment record

1. 

Employment Information

- The Complete Date indicates all outstanding records have been reported to the date entered.
- The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD.

*PRD Date of Hire:

Complete Date:

Final Records Date:

The Separation is the last-in-time record of any action ending the employment relationship between a pilot and an operator or entity who is subject to the applicability of this part.

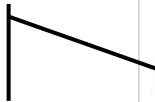
No separation from employment is considered final until the operator determines the separation is not subject to any pending dispute.

Separation Date:

Separation Type:

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:

2. 



Reporting Pilot Records - How

- Adding a training record

1.

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: [REDACTED] Certificate No: [REDACTED] Last Name: [REDACTED] First Name: [REDACTED]

Employment Records

Export To Excel Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	03/08/2010				
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/02/2022	05/10/2022	Other - Employer initiated separation not due to pilot performance		05/10/20

10 items per page 1 - 2 of 2 items

Edit Assignment-to-Duty Add Additional Record



Reporting Pilot Records - How

- Adding a training record

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment **Training** Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: Certificate No: Last Name: First Name:

Training Records

Export To Excel Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program
<input type="checkbox"/>					05/19/2022		B-737-100	Pilot in command	Part 135 air carrier operator approved training program
<input type="checkbox"/>					05/09/2022	05/10/2022	HOME-KIT-KIT	Pilot in command	Part 135 air carrier operator approved training program
<input type="checkbox"/>					05/10/2022	05/10/2022	NA-265-20	Pilot in command	Part 135 air carrier operator approved training program

Scroll down for form



Reporting Pilot Records - How

- Adding a training record

1.

Training Information

*Start Date: 06/01/2022

End Date: 06/01/2022

*Aircraft Make/Model: LR-60-60 [View List](#)

*Duty Position: Pilot in command

*Training/Testing Program: 135: Part 135 air carrier or operator approved training program.

*Training Event: 135: Initial Line Check

*Result: Satisfactory (Complete)

Evaluator Comments:

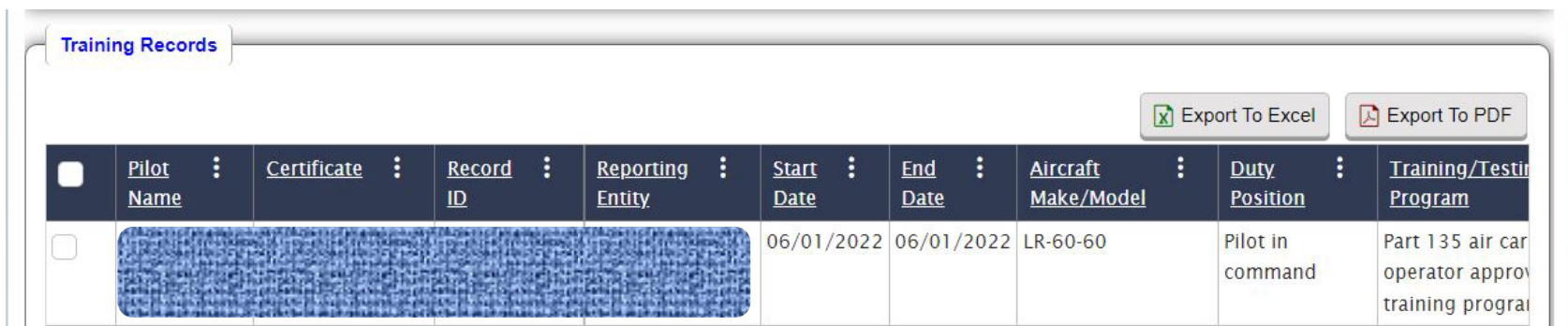
2.

Save Clear



Reporting Pilot Records - How

- Adding a training record



The screenshot displays a web interface titled "Training Records". At the top right, there are two buttons: "Export To Excel" and "Export To PDF". Below these is a table with the following columns: Pilot Name, Certificate, Record ID, Reporting Entity, Start Date, End Date, Aircraft Make/Model, Duty Position, and Training/Testing Program. Each column header has a vertical ellipsis icon to its right. The first row of the table contains a checkbox in the first column, followed by a redacted area (blue noise) covering the "Pilot Name" and "Certificate" columns. The "Record ID" column is empty. The "Reporting Entity" column is empty. The "Start Date" column contains "06/01/2022". The "End Date" column contains "06/01/2022". The "Aircraft Make/Model" column contains "LR-60-60". The "Duty Position" column contains "Pilot in command". The "Training/Testing Program" column contains "Part 135 air car operator approval training program".

<input type="checkbox"/>	<u>Pilot Name</u> ⋮	<u>Certificate</u> ⋮	<u>Record ID</u> ⋮	<u>Reporting Entity</u> ⋮	<u>Start Date</u> ⋮	<u>End Date</u> ⋮	<u>Aircraft Make/Model</u> ⋮	<u>Duty Position</u> ⋮	<u>Training/Testing Program</u> ⋮
<input type="checkbox"/>	[Redacted]				06/01/2022	06/01/2022	LR-60-60	Pilot in command	Part 135 air car operator approval training program

- New record can be edited, but can't be deleted
- Can be suppressed (hidden)



Resources

- [PRD Web Site](#)
- [49 U.S. Code § 44703\(i\) Pilot Records Database](#)
- [14 CFR Part 111](#)
- [AC 120-68J](#)
- [PRD Resources for Industry](#)
- [How-To report records guide](#)
- PRDsupport@faa.gov



Next Webinars

- **June 22: Managing Records and Requests in the PRD**
- **Schedule posted at PRD.FAA.GOV.**



Questions

