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**

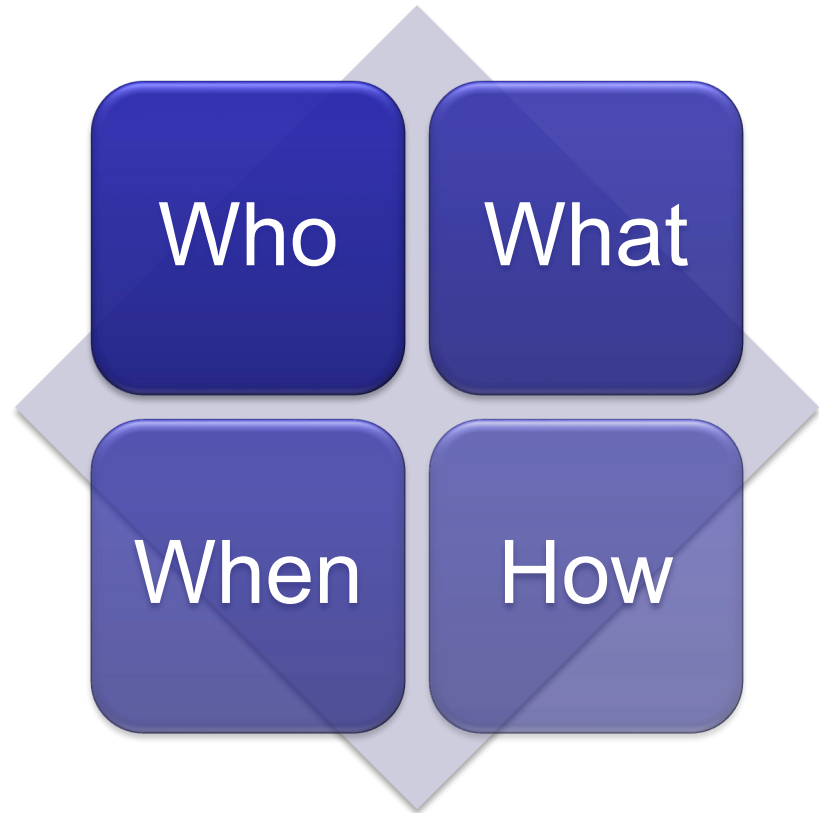- **PRD Support Team (prdsupport@faa.gov)**

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.**

Federal Aviation Administration

Overview

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

Who What
When How

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

Federal Aviation Administration

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)

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Reporting Pilot Records - What

- **The "what records" answer depends on two characteristics**

Type of record

Age of record

PRD
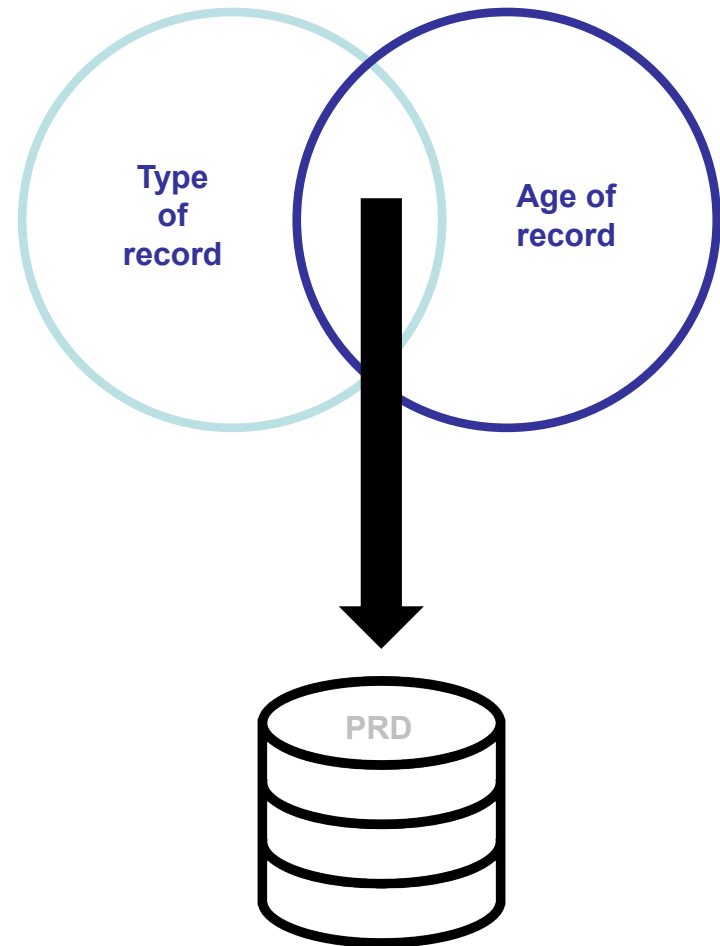
Reporting Pilot Records - What

- **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

June 10, 2022

Aug 1, 2005

Aug 1, 2010

June 9, 2022

Historical Pilot Records
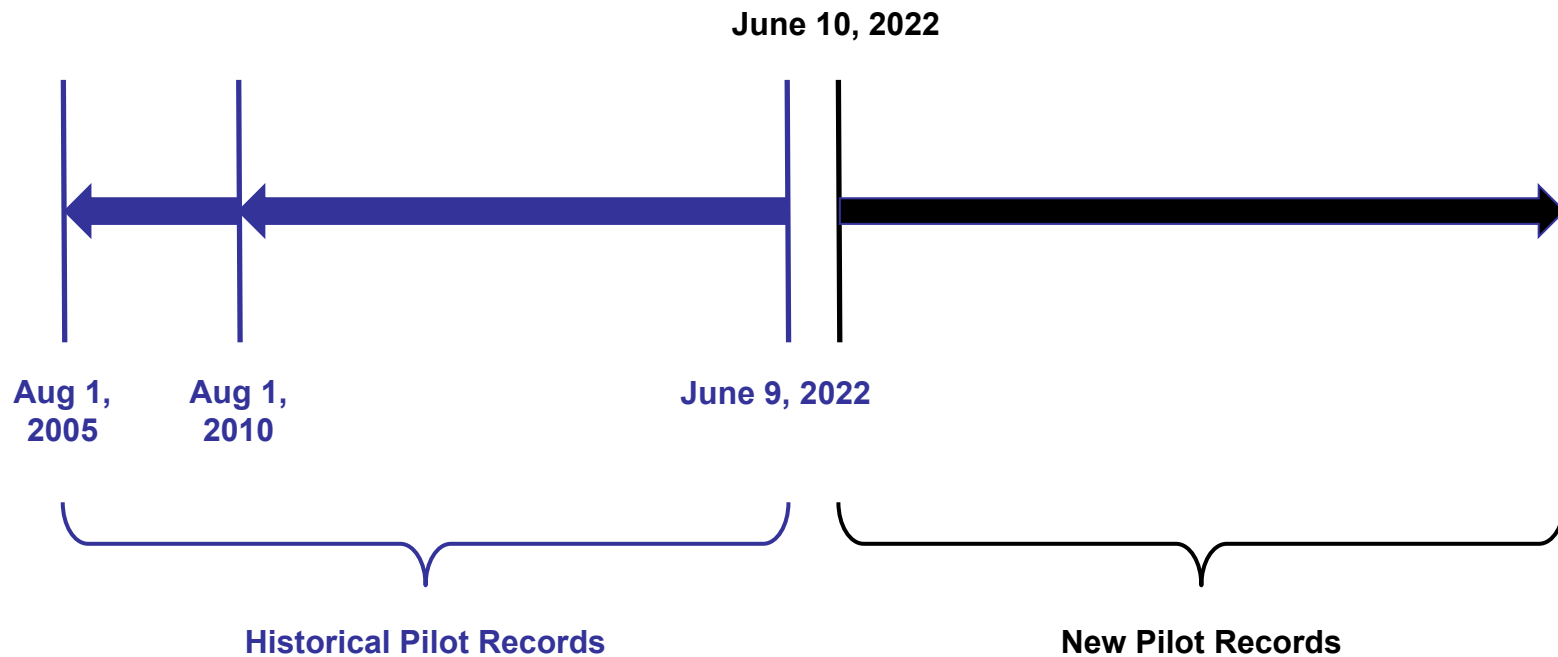
New Pilot Records

Reporting Pilot Records - What

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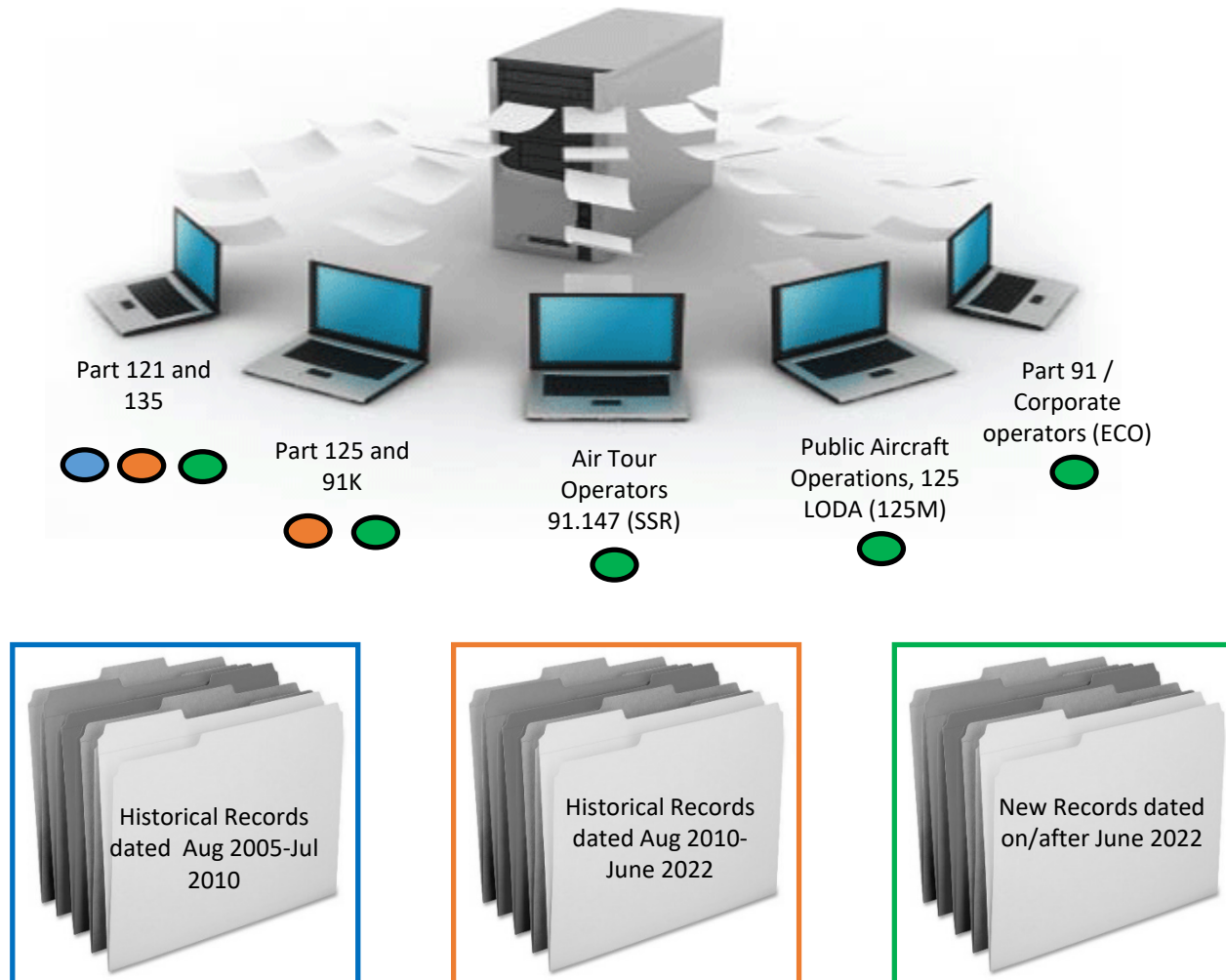 - Varies by operation
  - AC 120-68J Table 2-1 describes who reports records based on age

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

Part 121 and 135

Part 125 and 91K

Air Tour Operators 91.147 (SSR)

Public Aircraft Operations, 125 LODA (125M)

Part 91 / Corporate operators (ECO)

Historical Records dated Aug 2005-Jul 2010

Historical Records dated Aug 2010-June 2022

New Records dated on/after June 2022

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

Web Based Form

Application Program Interface
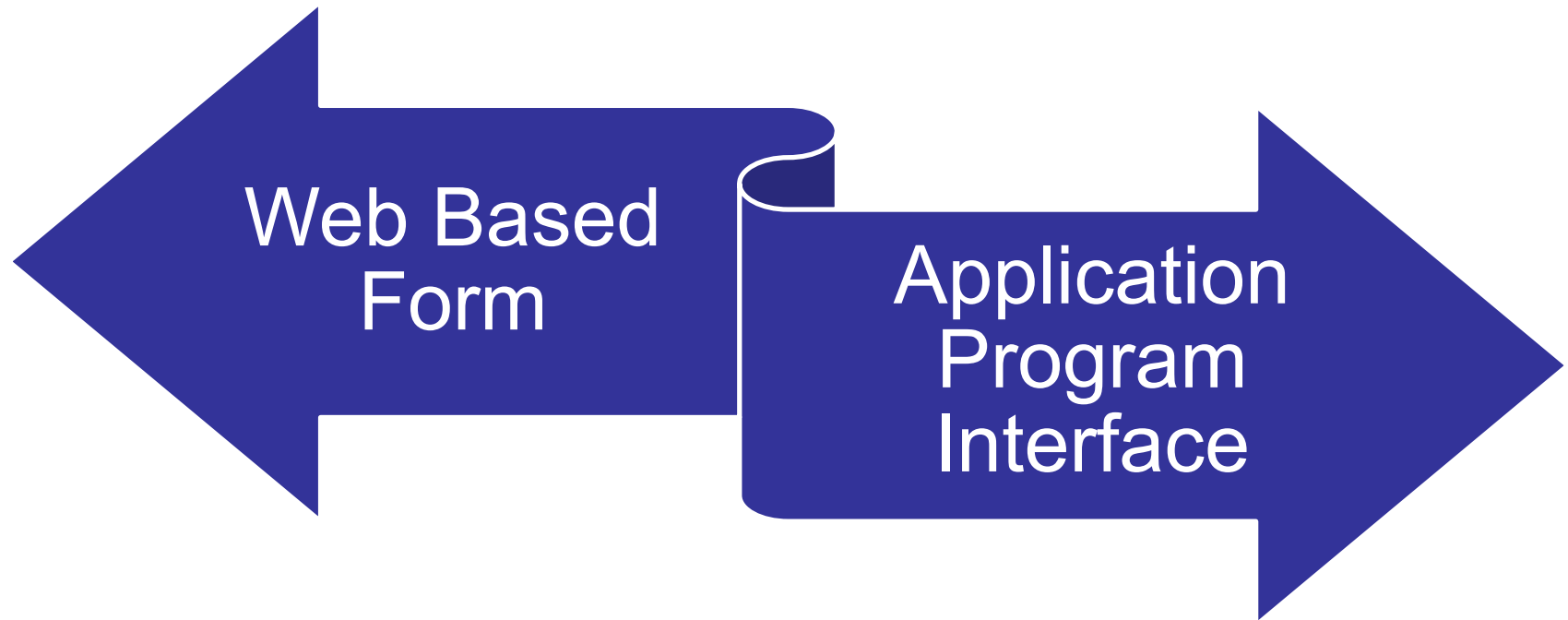
Reporting Pilot Records - How

- **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 abut 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)
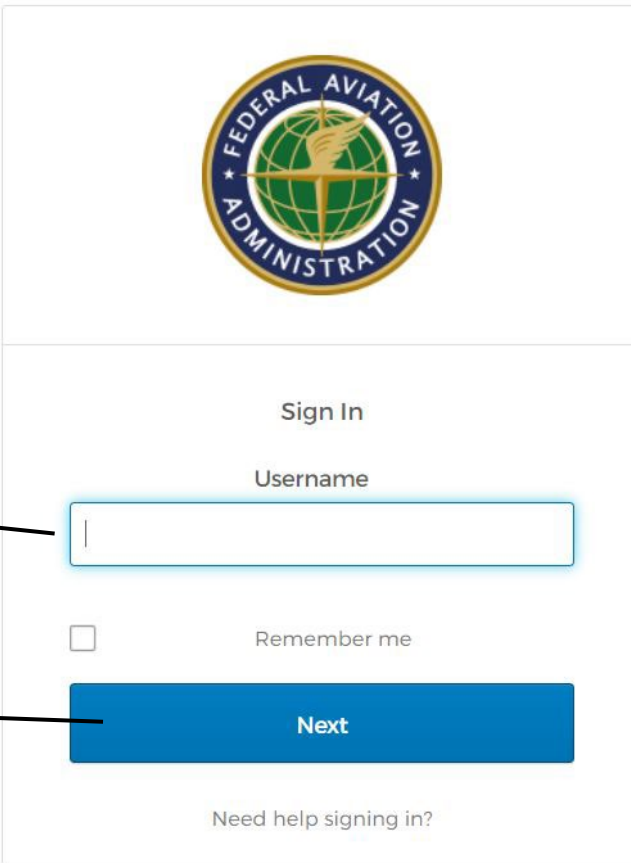
1.

Tools

Reporting Pilot Records - How

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

Reporting Pilot Records - How

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

1.

2.

3.

Reporting Pilot Records - How

- **The "Inbox" opens first. Select "Pilot Search"**

Reporting Pilot Records - How

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

Reporting Pilot Records - How

- **Matching pilots will appear in the list. Select "view"**

Reporting Pilot Records - How

- **The pilot employment page will open**

Reporting Pilot Records - How

- **Creating a new employment record**

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.

1.

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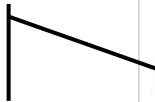
> No separation from employment is considered final until the operator determines the separation is not subject to any pending dispute.

Separation Date: [   ]

Separation Type: [-Select-]

> 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.

2.

Relevant Documents: [-Select-]

[Save] [Clear]

Reporting Pilot Records - How

- **Editing an existing employment record**

Reporting Pilot Records - How

- **Editing an existing employment record**

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: 5/2/2022
Complete Date:
Final Records Date: 5/10/2022

1.

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: 5/10/2022
Separation Type: Other - Employer initiated separation not d ⌄

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: No ⌄

2.

Update   Clear

Reporting Pilot Records - How

- **Adding a training record**

Reporting Pilot Records - How

- **Adding a training record**

Reporting Pilot Records - How

- **Adding a training record**

Reporting Pilot Records - How

- **Adding a training record**

- **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