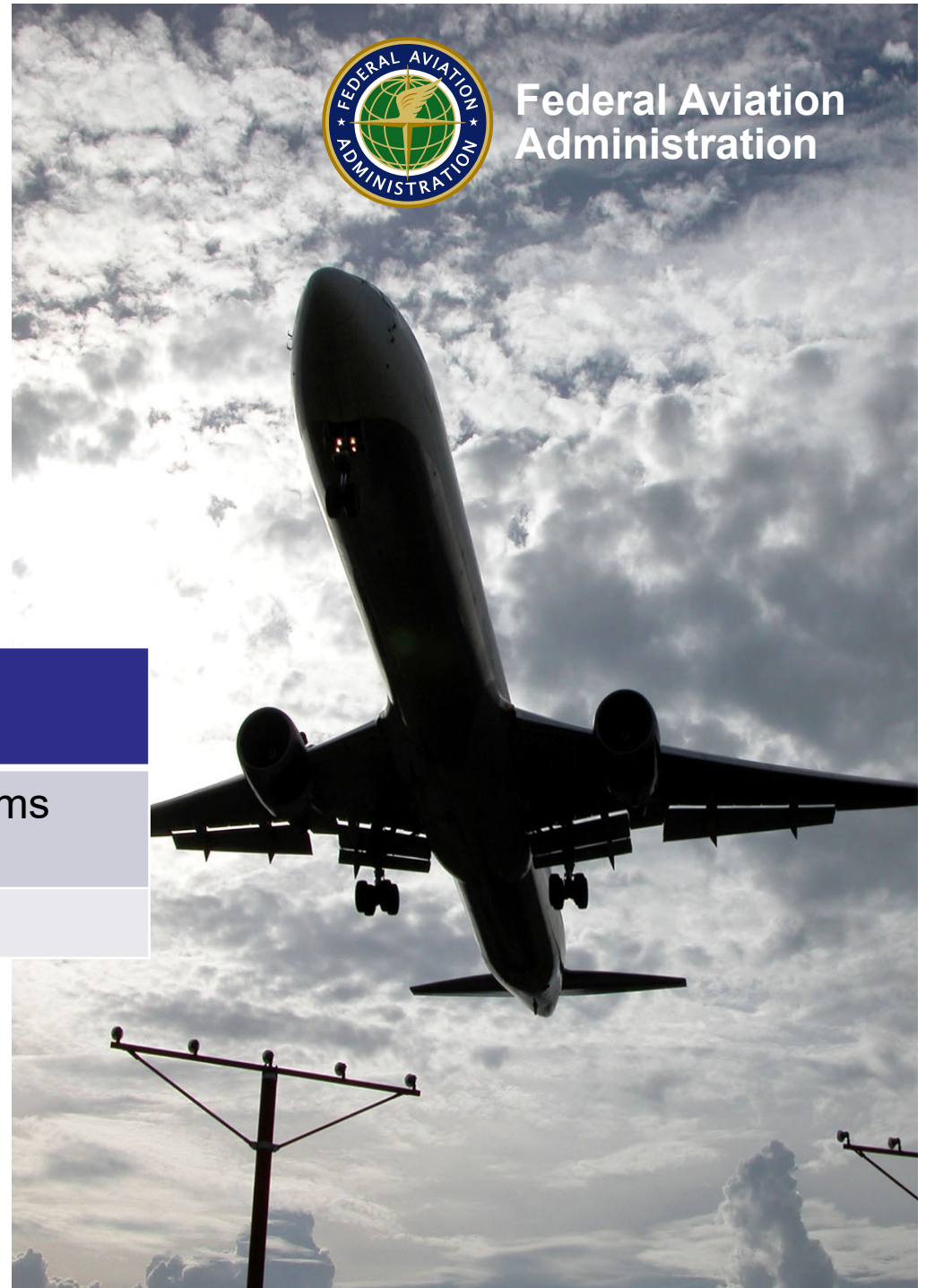


Pilot Records Database

Requesting Pilot Records via the PRD

Presented to:	Reviewing Entities
By:	FAA, Aviation Data Systems Branch
Date:	September 15, 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

- **Why do you Need to Request Outstanding Records**
- **Determining When to Request Records via the PRD**
- **How to Request Records**
- **How to View the Updated Records**



Spoiler Alert

- **Continue sending FAA Form 8060-11/11A to previous employers to request pilot records until September 9, 2024 IAW PRIA.**
- **Need for the PRD request function varies.**



Why do you Need to Request Records

- **Historical pilot records are not due in PRD until June 2023 or September 2024.**
- **Reminder, historical records are those dated before June 10, 2022.**
- **Some operators (PAC group) are allowed to delay reporting new records until a request is submitted for those records. This will continue beyond 2024. They don't report historical at all. You can only get those via 8060-11/11A.**



Why do you Need to Request Records

- The goal is to review all safety information to make an informed hiring decision.
- By September 2024, PRD will contain all applicable “historical” pilot records and will be loaded with new records within 30 days*.
- But for now, you need to continue requesting records via 8060-11/11A and sometimes the PRD.
- Two methods for requesting records:
 - PRIA via FAA Form 8060-11/11A (primary until 9/2024)
 - Via the PRD application (becomes primary 9/2024)



Why do you Need to Request Records

- If you request records under PRIA, they may return the records outside PRD, just as has been done since 1997.
- Or, they may report the records to PRD instead in which case you will access them from the PRD.
- PRIA and use of the 8060-11 sunsets September 9, 2024.



Why do you Need to Request Records

- **The PAC group is allowed to not report on this schedule and must report new records if they are sent a PRD request:**
 - Those conducting public aircraft operations
 - Air tour operators 91.147
 - Corporate operators
- **So you may need to continue requesting records from these previous employers beyond September 2024 via the PRD.**
- **We expect these situations to be limited.**



Why do you Need to Request Records

During Transition period – Now until September 9, 2024



Previous Employer A – Part 121

Previous Employer B – Part 135

Previous Employer C – PAC Operator

No records in PRD (delayed reporting IAW part 111)

How do you get these records?

Form 8060-11/11A And PRD Request

Aviation
station

10

Why do you Need to Request Records

After Transition period –September 9, 2024



Previous Employer A – Part 121

Previous Employer B – Part 135

Previous Employer C – PAC Operator

No records in PRD (delayed reporting
IAW part 111)



Federal Aviation
Administration

Why do you Need to Request Records

- **During the transition period (now to 9/2024)**
 - Only the PAC group is obligated to respond to a record request via the PRD system for records after 6/10/2022. Use PRIA to request older records.
 - All other reporting entities *may* elect to respond to a PRD request or they may elect to follow the reporting deadlines listed in Part 111.
 - If you send a PRD request to a non-PAC operator and they don't respond within 14 days, you should get the records via the PRIA request you also sent them.
 - They should respond within 30 days to the PRIA request as has been customary.



Determining When to Request Records via the PRD

- From here we are assuming you sent a 8060-11/11A to the previous employer.
- You make the determination to request records via the PRD when initially reviewing a pilot's records via the PRD.
- This activity can be performed by the following PRD user roles:
 - Authorized Responsible Person (RP)
 - Authorized Consumer (AC)
 - Proxy Responsible Person (PRP)
 - Proxy Authorized Consumer (PAC)



Determining When to Request Records via the PRD

- **When reviewing a pilot's records via the PRD, you can determine if outstanding records exist which are not yet in PRD.**
- **Two general conditions when you should request outstanding records:**
 - 1) When the pilot reports they worked for a previous employer included under Part 111 yet there are no records in the PRD from this employer.
 - 2) When some records have been reported by a previous employer, but more records exist which have not been reported.



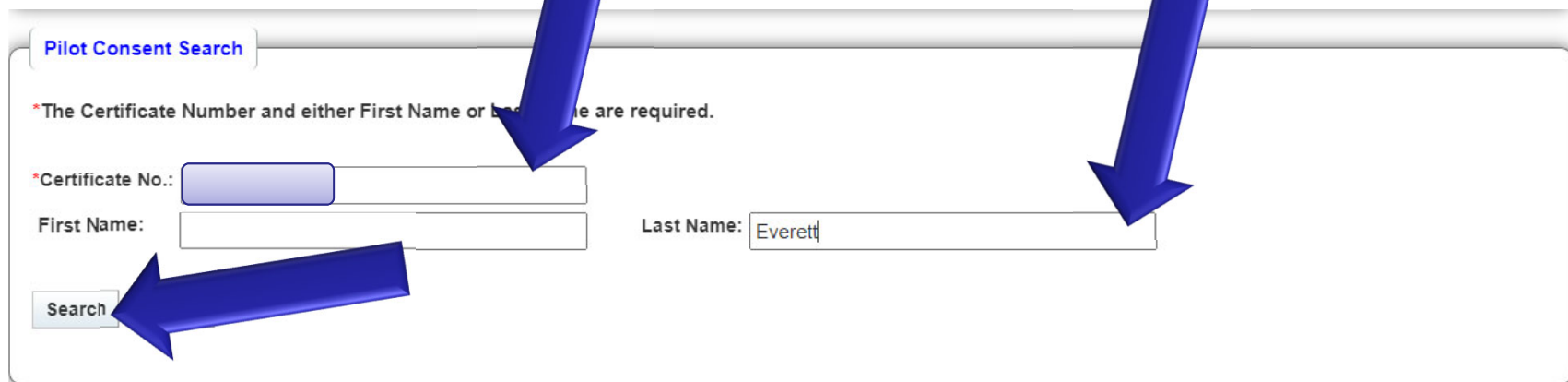
Determining When to Request Records via the PRD

- **Additionally, there are cases when you can request “supporting documents” if applicable to certain types of records:**
 - Disciplinary Records
 - Termination Records
- **These are not considered records as such, but are still provided on request.**
- **They are not reported via the PRD, but instead provided outside the PRD such as email, mail, etc.**



Determining When to Request Records via the PRD

- From prd.faa.gov, login via the View Records link.
- Search for the pilot with certificate number and 1st or last name.



Pilot Consent Search

*The Certificate Number and either First Name or Last Name are required.

*Certificate No.:

First Name: Last Name:



Determining When to Request Records via the PRD

An active consent was not found. Verify you have the correct certificate number and name. You may also consider verifying with the pilot a consent was granted to your company.

- **Notes about an unsuccessful search**
 - If the pilot is not found, it means either the pilot does not have an active consent for your company, or
 - You have the wrong certificate number and name combination.
 - It does *not* mean there are no pilot records for this pilot. A pilot will always have records.
 - Until you are able to view the records in PRD, you have not met the requirement to view pilot records.



Determining When to Request Records via the PRD

- After a successful search, add the pilot to the “cart”.

The screenshot shows the 'Pilot Record (PAR) Search Results' interface. A large blue arrow points to the checkbox in the first column of the results table. Below the table, another large blue arrow points to the 'Add To Cart' button.

Export To Excel Export To PDF

	<u>Full Name</u>	<u>Certificate Number</u>	<u>Certificate Type</u>	<u>Consent Date</u>	<u>Air Carrier</u>
<input type="checkbox"/>			COMMERCIAL PILOT	08/29/2022	TEST APPLICANT 121 FOR SAS (900A)

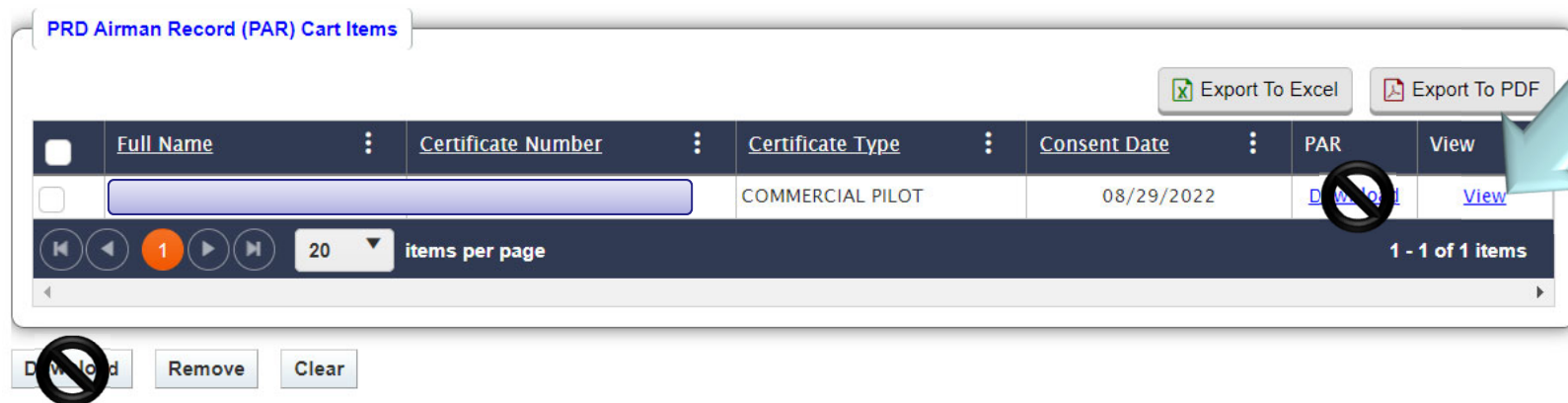
20 items per page 1 - 1 of 1 items

Add To Cart



Determining When to Request Records via the PRD

- You can search more pilots and keep adding them to the cart.
- Click the “View” link to open the pilot details.
- Don't download the PAR until you have considered if you need to request outstanding records particularly from a PAC employer.



Determining When to Request Records via the PPR

Pilot Record Database

Home Log AC **Pilot** Directory User Profile Help

Pilot Info Disapprovals Enforcement Accidents/Incidents Experience

First Name: Last Name: EVERETT Certificate No.:

Pilot Information

Name: Address (Number, Street):
City: ORANGEVALE State: CA
Zip: 95662-2137

A search of the FAA Comprehensive Airman Information System on the date of this report revealed the following certificate information on file for the certificates listed.

Pilot Certificates

Export To Excel Export To PDF

Certificate Description	Certificate Number	Certificate Info Description	View
COMMERCIAL PILOT	<input type="text"/>		View

1 20 items per page 1 - 1 of 1 items

Medical Certificate



Determining When to Request Records

Pilot Records Database

Home Log AC **Pilot** Directory User Profile Help

Pilot Info Disapprovals Events/Incidents Experience

Employment History Training Drug and Alcohol Disciplinary Actions

First Name: Last Name: EVERETT Certificate No.:

[View/Print PAR](#)

Employers Reported by Pilot

[Export To Excel](#) [Export To PDF](#)

Employer	Contact	Title	Address	Phone	Email	Current
<div></div>						No
						No
						M Yes

BTW, Pilots are required by Part 111 to complete this section for the previous 5 years before releasing records via the PRD.



Determining When to Request Records via the PRD

Scroll down to see a list of previous employers who have reported pilot records.

TEST APPLICANT 135C FOR SAS (907C)	Michael Quick	tester	7 Airport Park blvd latham NY 12110			
Manual Flying Company	Manual Flying	MGR		4055551212	boss@job.com	No

1 - 7 of 7 items

20 items per page

Employment History

Export To Excel Export To PDF

Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
ROYAL AIR FREIGHT INC (BUHA)	05/02/2022	05/10/2022	Other - Employer initiated separation not due to pilot performance		5/10/2022	No
HOME TONIGHT AVIATION LLC (IHMA)	04/29/2022				Request Outstanding Records	No
ZULU MIKE LLC (NM03ASEECOZULU MIK)	03/01/2020			03/30/2020	Request Outstanding Records	Yes Request Separation Documents
HALO FLIGHT INC (H7FA)	09/01/2019	05/10/2022	Termination - Pilot Performance		9/30/2019	Yes Request Separation Documents

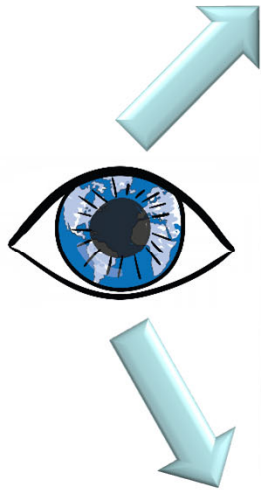


Determining When to Request Records via the PRD

- **Look for two conditions on this page**
 - For the 1st condition, have all the previous employers reported by the pilot reported records to PRD? Check to see if each employer in the “Employers Reported by Pilot” table also appear in the “Employment History” Table.



Determining When to Request Records via the PRD



TEST APPLICANT 135C FOR SAS (907C)	Michael Quick	tester	7 Airport Park blvd Iatham NY 12110		SAS.SMASHER@GMAIL.COM	Yes
Manual Flying Company	Manual Flying	MGR		4055551212	boss@job.com	No

Navigation: 1 (selected), 20 items per page, 1 - 7 of 7 items

Employment History

Export To Excel | Export To PDF

Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
ROYAL AIR FREIGHT INC (BUHA)	05/02/2022	05/10/2022	Other - Employer initiated separation not due to pilot performance		5/10/2022	No
HOME TONIGHT AVIATION LLC (IHMA)	04/29/2022				Request Outstanding Records	No
ZULU MIKE LLC (NM03ASEECOZULU MIK)	03/01/2020			03/30/2020	Request Outstanding Records	Yes Request Separation Documents
HALO FLIGHT INC (H7FA)	09/01/2019	05/10/2022	Termination - Pilot Performance		9/30/2019	Yes Request Separation Documents



How to Request Records

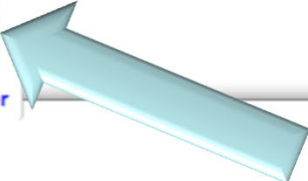
- If no records are found, use the PRD function discussed below in addition to the Form 8060-11/11A already sent.
- Request records from the missing employers by clicking the “Request Records From a Different Employer” button just below the table.

If you need to request pilot records from an employer not shown in the Employment History table, you may use this button to make the request.

[Request Records from a Different Employer](#)

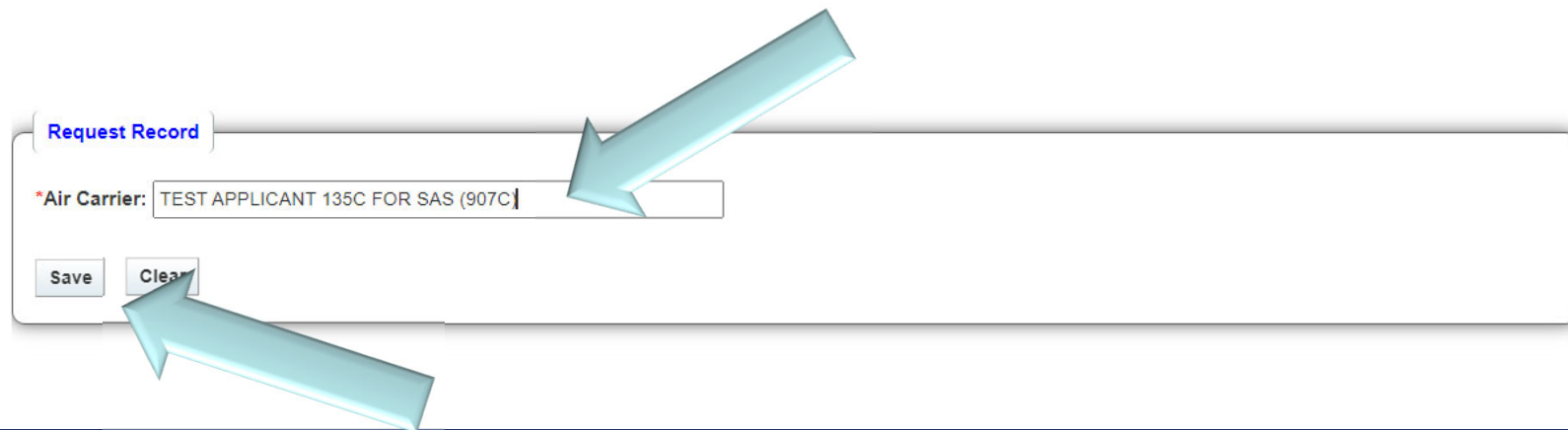
[Request Records from a Different Employer](#)

No records found.



How to Request Records

- Enter the operator name in the form.
- The operator name must load from the auto-complete list.
- Can't find the operator name? Ask the pilot to confirm the correct company name.



The screenshot shows a web form titled "Request Record". It contains a text input field with the label "*Air Carrier:" and the text "TEST APPLICANT 135C FOR SAS (907C)". Below the input field are two buttons: "Save" and "Clear". Two large blue arrows are overlaid on the image: one points to the input field, and the other points to the "Save" button.



How to Request Records

- A record of your request now appears so you can check on the status.
- PAC operators are required to report the records within 14 days of a request. Others may only respond to a 8060-11/11A.

Request Records from a Different Employer

Export To Excel Export To PDF

Drag a column header and drop it here to group by that column

Request ID	Air Carrier	Requested Date	Expiration Date	Status
REQ-0000113	TEST APPLICANT 135C FOR SAS (907C)	8/30/2022	9/13/2022	Requested

20 items per page 1 - 1 of 1 items



Determining When to Request Records

- **The second condition is when a previous employer has provided some pilot records, but there appear to be more outstanding records.**
- **Historical records are due in two phases; June 2023 and September 2024.**
- **How to determine if there may be more records:**
 - PRD Records Complete Date
 - No Additional Records to report to PRD Date



Determining When to Request Records

- **PRD Records Complete Date**
 - Last time, if ever, all of the pilot records were current in the PRD. If older than 30 days, means there may be more records and you should request records.

Employment History						
<div>Export To Excel</div> <div>Export To PDF</div>						
Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
ROYAL AIR FREIGHT INC	03/08/2010				<div>Request Outstanding Records</div>	<div>Yes</div> <div>Request Separation Documents</div>



Determining When to Request Records

- **No Additional records to report to PRD date**
 - Date when PRD was complete for this pilot. Indicates pilot is no longer employed, no new records being created.
 - If date exists, PRD is up to date. No need to request records via the PRD.

Employment History						
Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete	No Additional records to report to PRD Date	Separation Documents Exist
ROYAL AIR FREIGHT INC	03/08/2010				Request Outstanding Records	Yes
						Request Separation Documents



How to Request Records

Employment History

Export To Excel Export To PDF

Reporting Entity	PRD Date of Hire ↑	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
ROYAL AIR FREIGHT INC (BUHA)	03/08/2010				Request Outstanding Records	Yes Request Separation Documents
HOMER AIR INC (ENEA)	03/01/2013			03/15/2013	3/31/2013	No
CHARLIE ROMEO LLC (4CLA)	10/01/2014	05/10/2022	Resignation		5/10/2022	No
HOME TONIGHT AVIATION LLC (THMA)	06/01/2015		Other - Resignation	06/15/2015	6/30/2015	No
HALO FLIGHT INC (H7FA)	09/01/2019	05/10/2022	Termination - Pilot Performance		9/30/2019	Yes Request Separation Documents
ZULU MIKE LLC (NM03ASECOZULU MIK)	03/01/2020			03/2020	Request Outstanding Records	Yes Request Separation Documents
HOME TONIGHT AVIATION LLC (THMA)	04/29/2022				Request Outstanding Records	No
ROYAL AIR FREIGHT INC	05/02/2022	05/10/2022	Other - Employer		5/10/2022	No



How to Request Records

- You will see a confirmation message



How to Request Records

- The button will be replaced with “Requested”

Employment History

Export To Excel Export To PDF

Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
ROYAL AIR FREIGHT INC (BUHA)	03/08/2010				<input checked="" type="checkbox"/> Requested	Yes Request Separation Documents
HOMER AIR INC (ENEA)	03/01/2013			03/31/2013	3/31/2013	No
CHARLIE ROMEO LLC (4CLA)	10/01/2014	05/10/2022	Other - Resignation		5/10/2022	No
HOME TONIGHT AVIATION LLC (1HMA)	06/01/2015		Other - Resignation	06/15/2015	6/30/2015	No



How to Request Records

- Repeat for other previous employers as needed.
- The previous employers will be notified of the request via email and their PRD Inbox.
- A Consumer should check the page in 14 days to see if the status of the request has been updated.
- If you do not get a response after 14 days, expect the records via the Form 8060-11/11A. PAC employer? Contact prdsupport@faa.gov



How to Request Records

- You can see the request status is complete.

Employment History

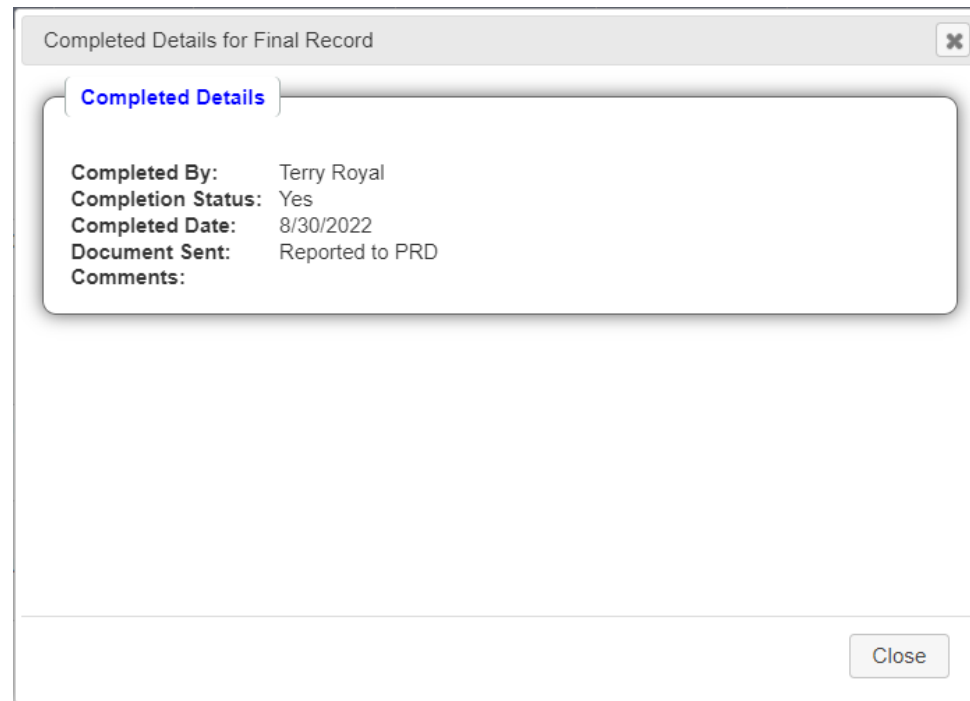
Export To Excel Export To PDF

Record ID	Reporting Entity	PRD Date of Hire ↑	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Document Exist
	ROYAL AIR FREIGHT INC (BUHA)	03/08/2010				Completed	Yes
	HOMER AIR INC (ENEA)	03/01/2013				3/31/2013	No
	CHARLIE ROMEO LLC (4CLA)	10/01/2014	05/10/2022	Other - Resignation		5/10/2022	No
	HOME TONIGHT AVIATION LLC (1HMA)	06/01/2015		Other - Resignation	06/15/2015	6/30/2015	No
	HALO FLIGHT INC (H7FA)	09/01/2019	05/10/2022	Termination - Pilot Performance		9/30/2019	Yes
	ZULU MIKE LLC (NM03ASFFCQ7U1111)	03/01/2020			03/30/2020	Request Outstanding Records	Yes



How to Request Records

- Clicking “Completed” provides more information.



The screenshot shows a web application window titled "Completed Details for Final Record". Inside the window, there is a tab labeled "Completed Details". Below the tab, the following information is displayed:

Completed By:	Terry Royal
Completion Status:	Yes
Completed Date:	8/30/2022
Document Sent:	Reported to PRD
Comments:	

A "Close" button is located at the bottom right of the window.



How to Request Records

- **Important: If new records are added, you still will not see them until the pilot grants you a new consent to see the updates.**
- **Instruct the pilot to grant a fresh consent and the new records will be visible after you search for the updated PAR and add it to your cart.**



How to Request Supporting Documents

- **Supporting Documents**
 - These do not get reported to PRD, but you can request them via the PRD web site.
 - They will be provided outside PRD such as email, mail, etc.



How to Request Supporting Documents

- **Two types of supporting documents are possible:**
 - Separation related documents
 - Disciplinary action related documents
- **Request them via the PRD web site at each related record.**



How to Request Supporting Documents

- Click “request separation documents” to request them.

Employment History

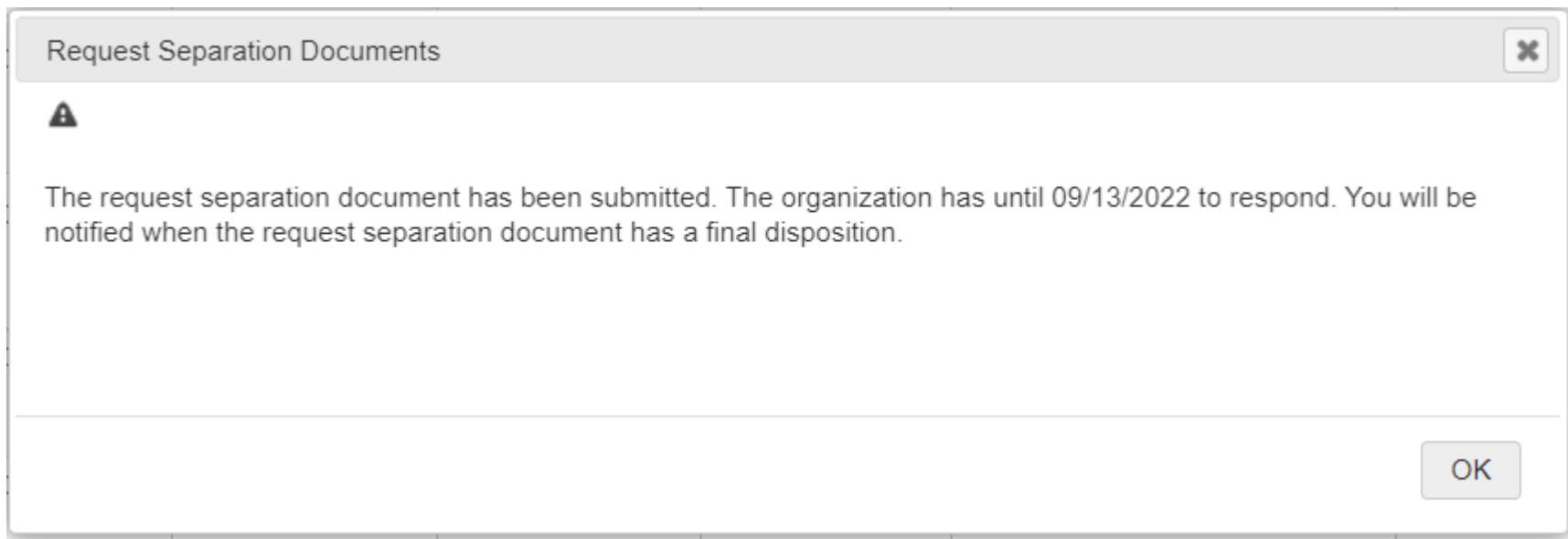
Export To Excel Export To PDF

Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
Reporting Entity FREIGHT INC (BUHA)	03/08/2010				Completed	Yes Request Separation Documents
HOMER AIR INC (ENEA)	03/01/2013			03/15/2013	3/31/2013	No
CHARLIE ROMEO LLC (4CLA)	10/01/2014	05/10/2022	Other - Resignation		5/10/2022	No
HOME TONIGHT AVIATION LLC (1HMA)	06/01/2015		Other - Resignation	06/15/2015	6/30/2015	No
HALO FLIGHT INC (H7FA)	09/01/2019	05/10/2022	Termination - Pilot Performance		9/30/2019	Yes Request Separation Documents



How to Request Supporting Documents

- **You will see a confirmation message.**



How to Request Supporting Documents

- The button is now replaced with the status of the request.

Employment History						
Export To Excel Export To PDF						
<u>Reporting Entity</u>	<u>PRD Date of Hire</u>	<u>Separation Date</u>	<u>Separation Type</u>	<u>PRD Records Complete Date</u>	<u>No Additional records to report to PRD Date</u>	<u>Separation Documents Exist</u>
ROYAL AIR FREIGHT INC (BUHA)	03/08/2010				✓ Completed	✓ Requested
HOMER AIR INC (ENEA)	03/01/2013			3/15/2013	3/31	No



How to Request Supporting Documents

Pilot Records Database

Home Log AC **Pilot** Directory User Profile Help

Pilot Info Disapprovals Enforcement Accidents/Incidents **Experience**

Employment History Training Drug and Alcohol **Disciplinary Actions**

First Name: Last Name: EVERETT Certificate No.:

[View/Print PAR](#)

Disciplinary Actions

[Export To Excel](#) [Export To PDF](#)

<u>Record ID</u>	<u>Reporting Entity</u>	<u>Action Date</u>	<u>Action Type</u>	<u>Removal From Operations</u>	<u>Relevant Document</u>	<u>Created Date</u>	<u>Correction Status</u>
<input type="text"/>	HOME TONIGHT AVIATION LLC 135 (IHMA)	05/10/2022	Termination	Yes	Yes Request Document	08/29/2022	
	ROYAL AIR FREIGHT INC 135 (BUHA)	05/10/2022	Termination	Yes	No	08/29/2022	Received
	HOME TONIGHT AVIATION LLC 135 (IHMA)	05/02/2022	Written Warning	No	Yes Request Document	08/29/2022	Received



How to Request Supporting Documents

- **A confirmation message will be displayed just as before.**



How to Request Supporting Documents

- The status will be updated as well in the table.

Disciplinary Actions

Export To Excel Export To PDF

Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Correction Status
	HOME TONIGHT AVIATION LLC 135 (1HMA)	05/10/2022	Termination	Yes	<input checked="" type="checkbox"/> Requested	08/29/2022	
	ROYAL AIR FREIGHT INC 135 (BUHA)	05/10/2022	Termination	No	No	08/29/2022	Received
	HOME TONIGHT AVIATION LLC 135 (1HMA)	05/02/2022	Written Warning	No	Yes Request Document	08/29/2022	Received
	HOME TONIGHT AVIATION LLC 135 (1HMA)	03/31/2021	Suspension	Yes	Yes Request Document	08/29/2022	Approved



How to View the Updated Records

- **Generally speaking, outstanding pilot records will be added within 14 days.**
- **Even if new records are not added, the previous employers should still close the request as having been processed.**
- **You can view the pilot records again after waiting 14 days to see if the requests have updated as ‘complete’.**



How to View the Updated Records

- **IMPORTANT:** Although you can see if your request status has changed by viewing the records again, you will *not* see any new records unless the pilot grants a new consent to your company. This includes records added due to a PRIA request.
- Only then will the latest records be displayed for you.



Really Important Note

- **The PRD does not replace the requirement for you to obtain the drug and alcohol records in accordance with 49 CFR § 40.25 and PRIA.**
- **FAA Form 8060-12 should be used to request the drug and alcohol testing information from previous DOT-regulated employers to meet the requirements under 49 CFR § 40.25 and PRIA.**
- **Contact the FAA's Drug Abatement Division at drugabatement@faa.gov.**



In Summary

- **Keep sending an 8060-11/11A to all previous employers and request via the PRD when appropriate.**
- **We expect the need to request records will be limited after September 2024 as it should only be the PAC group who isn't up to date.**
- **After that, you should find that most records are being reported within 30 days of becoming final except for the PAC group where you will still need to request those records via the PRD.**



Resources

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



Next Webinars

- **October 20: Responding to Records Requests (previous employer)**
- **Schedule posted at PRD.FAA.GOV.**



Questions

