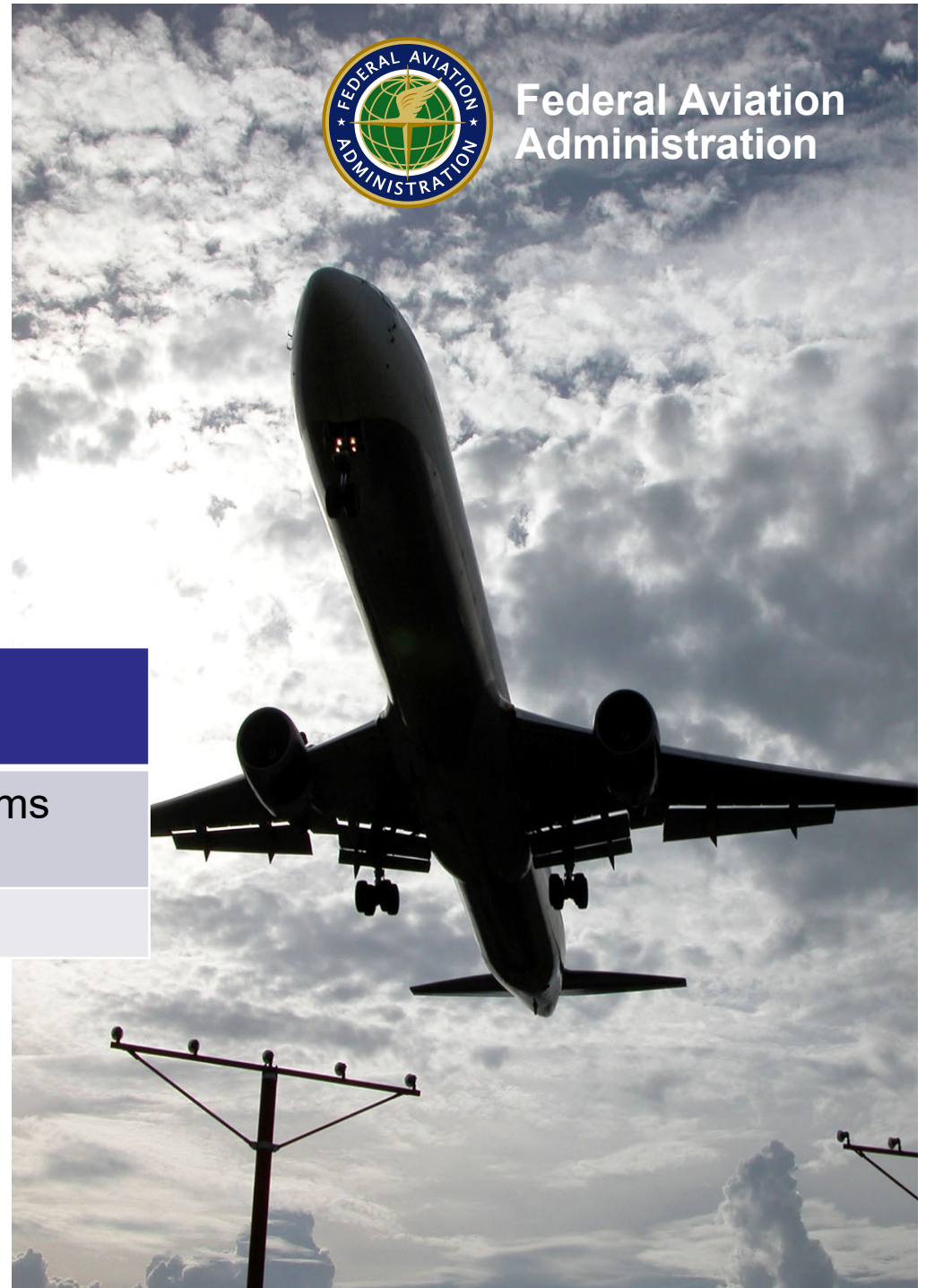


Pilot Records Database

Reporting Training Records

Presented to:	Reporting Entities
By:	FAA, Aviation Data Systems Branch
Date:	August 25, 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

- **When to Report the Training Records (what triggers reporting)**
 - **Determining Which Training Records to Report**
 - **How to Report the Training Records**
 - **Questions**
-
- **Note: See prd.faa.gov to watch the previous webinar about reporting records in general.**



When to Report the Training Records

- **Overview of Common Triggers for Reporting Records**
 - “Historical” Pilot Records
 - “New” Pilot Records
 - A PRD Request for Records



When to Report the Training Records

- **Reporting Historical Training Records**
 - Historical is any recorded dated before 6/10/2022 going back to 8/1/2010 (2005 for some operators)
 - If record dated between 1/1/2015 and 6/10/2022, must be reported to PRD by 6/12/2023
 - If older than 1/1/2015, due by 9/9/2024
 - A PRD record request can make the record due in PRD now instead of the dates above
- **“New” training records are reportable within 30 days of generation**
 - New record is dated on or after 6/10/2022



PAC Exception

- **Public Aircraft Operations, Air Tour, and Corporate operators**
 - May report just like everyone else (new records within 30 days) OR
 - Maintain records for five years and report on request
 - EXCEPT, must always report the following within 30 days
 - Final Disciplinary Records involving removal from flight duties
 - Termination records



Responding to Requests for Records

- **Although you may plan to report historical records by 9/2024, a request for records by a reviewing entity will make the records due now.**
- **Receiving FAA Form 8060-11/11A**
 - You may 1) provide the records outside the PRD as you have for years IAW PRIA until September 9, 2024
 - Or 2) Report the records to PRD instead. Be sure and let the requestor know the records are in PRD



Responding to Requests for Records

- **Receiving a PRD Requests for Records**
 - Requests appear in the Inbox after logging in as well as email summaries are sent by the PRD
 - You have 14 days to respond to record requests in the PRD
 - Really important company is registered to be notified
 - Webinar being scheduled soon to go into this process in detail



Responding to Requests for Records

- Receiving a PRD Requests for Records
 - Requests are shown in the Inbox (RP, AUC)

Pilot Records Database

Inbox | Pilot Search | Air Carrier | Search | Directory | User Profile | Help

Correction Request | **Record Request**

Export To Excel | Export To PDF

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

<input type="checkbox"/>	<u>Pilot Name</u>	<u>Request Type</u>	<u>Request ID</u>	<u>Requesting Entity</u>	<u>Section</u>	<u>Action</u>	<u>Status</u>	<u>Requested Date</u>
<input type="checkbox"/>	CHRISTOPHER REED MORRIS	Record Request	REQ-0000176	TEST APPLICANT 121 FOR SAS (900A)	Employment	Requesting all Outstanding Records	Requested	8/24/2022

10 items per page 1 - 1 of 1 items

View / Edit Clear



Determining Which Training Records to Report

- **Once you understand the triggers for reporting records and the date range of records to report, next consider which training records are reportable.**
- **Review the Appendix A in AC 120-68J**
- **Select the appropriate table based on the FAR Part under which you conduct training or otherwise operate.**



Determining Which Training Records to Report

- **A-2: Part 121 Subparts N and O**
- **A-3: Part 121 Subpart Y**
- **A-4: Part 135**
- **A-5: Part 125**
- **A-6: Part 91 Subpart K Fractional Ownership**
- **A-7: Public Use, Air Tour, and Corporate Operators**



Interpreting What the Tables Mean

- This table is used by industry, but also by FAA IT developers as they created the PRD application.
- This creates some confusion when the table is read by industry.
- We will review some areas of the tables.
- If the item isn't listed in the table, it is not reportable to the PRD.
- The “other” is for future use and doesn't mean “all other records”.



Table A-3. Part 121 Subpart Y Training Record Options

Data Element	Regulation	Allow Evaluator's Comments	Task or Maneuver Which was Unsatisfactory or Incomplete	Description
Indoctrination Curriculum	121.911	N/A	N/A	The certificate holder's policies and operating practices and general operational knowledge appropriate to the duty position.
Qualification Curriculum	1	<ul style="list-style-type: none">• Consider the data element name, regulation, and description when determining if a record is reportable to the PRD.• Your approved training program (if applicable) may call it something else but be covering the same regulatory item.• If you do not keep a certain record, you don't need to start keeping it as long as you are following your approved training program and other record keeping regulations. In other words, Part 111 does not create new record keeping requirements for training and checking.		
Qualification Curriculum – Special Qualification Training	1			
Qualification Curriculum – Systems	1			
				technical systems knowledge.



Data Element	Regulation	Allow Evaluator's Comments	Task or Maneuver Which was Unsatisfactory or Incomplete	Description
Qualification Curriculum – Line Check	121.913(c)	Yes	Required if unsatisfactory or incomplete	For flightcrew members: Initial line check.
Qualification Curriculum – Special Tracking	121.913(b)(4)	N/A	N/A	When an air carrier has assigned a
Continuing Qualification Curriculum	121.915(a)(2)(ii)	N/A	N/A	
Continuing Qualification	121.915	No	N/A	Training conducted by a certificate holder to qualify flightcrew

- **Allow Evaluator's Comments.** When written, this meant that the IT developers building the reporting form should allow evaluator comments when certain records were being reported.
- **“Yes”** means when reporting this event, the form will allow you to report comments made by the evaluator if any exist on the original record.
- If comments are present by a evaluator in the record, they are to be reported verbatim to the PRD. § 111.225(a)(1)



Data Element	Regulation	Allow Evaluator's Comments	Task or Maneuver Which was Unsatisfactory or Incomplete	Description
Qualification Curriculum – Line Check	121.913(c)	Yes	Required if unsatisfactory or incomplete	For flightcrew members: Initial line check.
Qualification Curriculum – Special Tracking	121.913(b)(4)	N/A	N/A	When an air carrier has assigned a pilot to an augmented schedule of flying, checking, or both.
Continuing Qualification Curriculum	121.913	<ul style="list-style-type: none"> • Task or Maneuver unsatisfactory... • For checking events which were not completed satisfactory, you will need to report any tasks or maneuvers which were not completed correctly or otherwise not performed. • Emphasis on the tasks which were attempted but not completed satisfactory. • If training occurred during the flight, and the maneuver was completed to standards, and the event was considered satisfactory, you would not report the maneuver. 		...ing, evaluation, and ...cation activities that are ...ft- and equipment-specific ...lify a person for a particular ...osition on, or duties related to ...eration of, a specific make, ...series, or variant aircraft.
Continuing Qualification Curriculum	121.913			Training conducted by a certificate holder to qualify flightcrew



Other Common Issues

- **The training event was not aircraft specific but the PRD requires I select an aircraft.**
 - Select any aircraft the pilot was going to fly for you. Future update may allow you to skip the aircraft for certain events.
- **The training event applied to multiple aircraft but PRD only allows a single aircraft to be selected.**
 - If the training was not specific to a single make/model, you can select a single make/model from all those related to the training. If the event was unsatisfactory, related to a specific aircraft, make sure and enter that make/model.



Other Common Issues

- **I can't find my aircraft in the list.**
 - The list is the same used for operation specifications and management specifications. Check your opsspecs, mspecs, or LOAs to see how your aircraft are listed. Otherwise, email prdsupport@faa.gov.
- **The pilot performed multiple events in a single flight (135.293, 297, 299 checks), but PRD won't let me select multiple events at once.**
 - You will need to report each event separately. We are studying ways to report multiple events at once.



Other Common Issues

- **AC says to report 135.293(a) check but the pilot's 293(a) was split into several parts so sometimes they only did parts of the 135.293(a) check like 293(a)(2,3).**
 - Partial checks, such as just 293(a)(2,3) can be reported when the complete 293(a) is considered complete.
 - If the partial 293(a) was not completed satisfactory, it should be reported as a 293(a) even though it didn't cover the entire (a) check.
 - In other words, ok to select 293(a) even though the check was really just portion of the 293(a).



Reporting Records

- **Reminders from previous webinar**
 - The following roles can report records
 - Authorized Responsible Person (RP)
 - Authorized User Contributor (AUC)
 - Proxy Responsible Person (PRP)
 - Proxy Authorized Contributor (PAC)
 - There is no “delete” function for records, but you can suppress a record
 - Only report actual records / no testing records
 - Log into the Tools button at prd.faa.gov



Reporting Records

Pilot Records Database

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

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A)

[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:

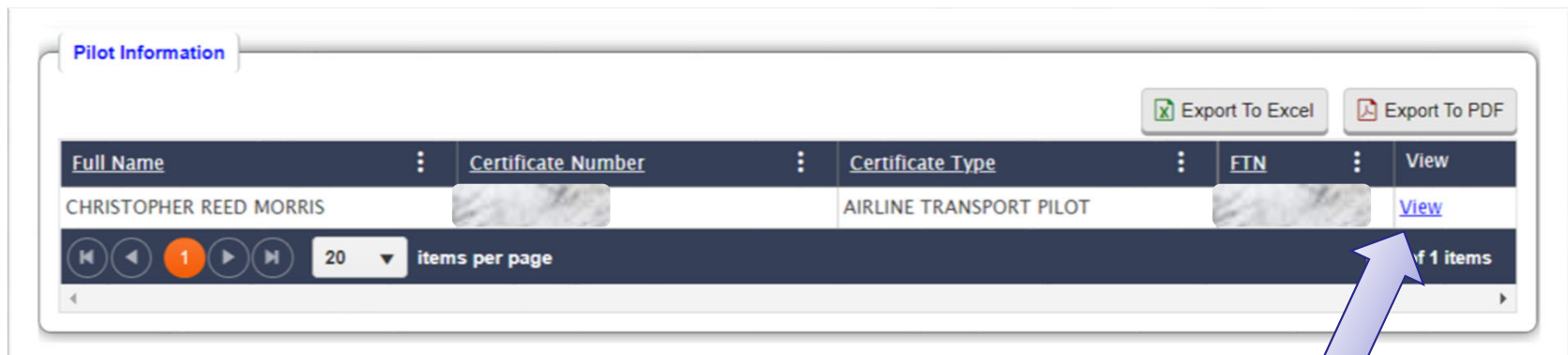
Last Name:

After logging in, click on Pilot Search in the menu and locate the correct pilot for whom you want to report records.



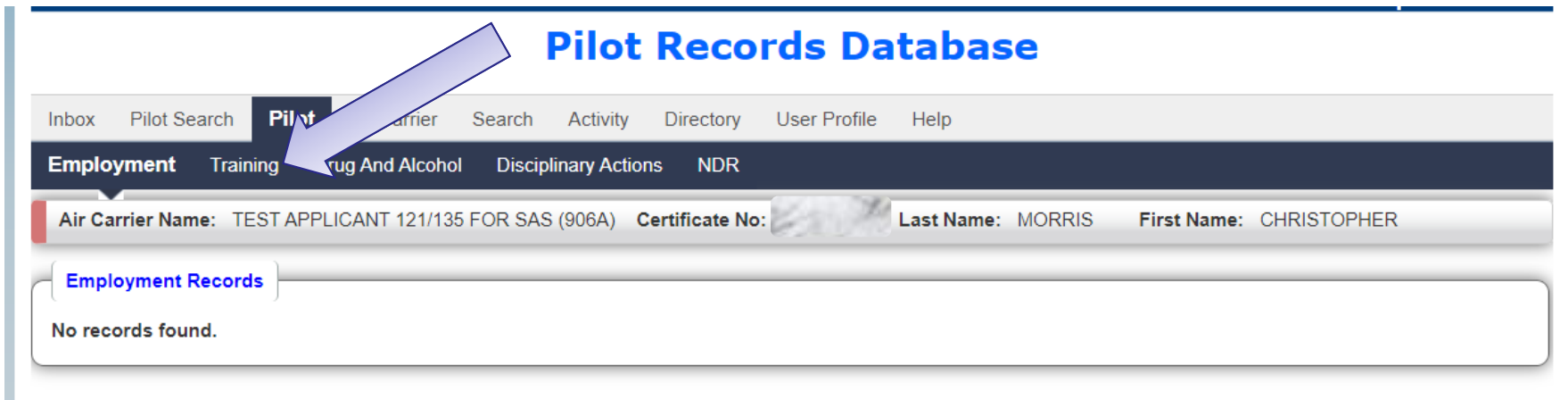
Reporting Records

- If you matched a pilot in the PRD, you will see them in the list.
- Confirm the correct person and click View.
- Can't find a pilot? prdsupport@faa.gov



Reporting Records

- The page which opens will let you view existing records you have reported as well as report new records.
- Select the Training menu item to report training records.



Pilot Records Database

Inbox Pilot Search **Pilot** Carrier Search Activity Directory User Profile Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) Certificate No: [REDACTED] Last Name: MORRIS First Name: CHRISTOPHER

Employment Records

No records found.



Reporting Records

You will see previous training records and the option to report new records.

Pilot Records Database

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

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

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) Certificate No: 002782395 Last Name: MORRIS First Name: CHRISTOPHER

Training Records ←

No records found.

Pilot Information

Certificate No: [Image] Last Name: MORRIS First Name: CHRISTOPHER Middle Name: REED Record ID:

Training Information ←


*Start Date: [Date Picker]
End Date: [Date Picker]
*Aircraft Make/Model: [Text Field] Min first (3) char of Make / Model [View List](#)
*Duty Position: [-Select-]
*Training/Testing Program: [-Select-]
*Training Event: [-Select-]
*Result: [-Select-]


Save Clear




Reporting Records


Training Information


*Start Date: 08/18/2022 


End Date: 

*Aircraft Make/Model: HS-125-800XP [View List](#)

*Duty Position: Pilot in command 

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

*Training Event: 135: Recurrent Competency Check 

*Result: Unsatisfactory (Incomplete) 

Evaluator Comments:

Satisfactory Or Unsatisfactory

*Unsatisfactory (Incomplete) Tasks or Maneuvers:

Save **Clear**

Date the event began

Date the event was completed

PIC or SIC

AC 120-68J Table A-1

AC 120-68J Tables A-2 thru A-7

Only available for certain checking events

List any tasks or maneuvers which were attempted but not completed satisfactorily in the comment field.



Reporting Records

Suppressing Records, scroll to the right

Pilot Records Database

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

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

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) Certificate N [REDACTED] Last Name: MORRIS First Name: CHRISTOPHER

Training records

Export To Excel Export To PDF

<input type="checkbox"/>	<u>Pilot Name</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>	<u>Event</u>	<u>Result</u>
<input type="checkbox"/>	CHRISTOPHER REED MORRIS	TEST APPLICANT 121/135 FOR SAS (906A)	08/18/2022		HS-125-800XP	Pilot in command	Part 135 air carrier or operator approved training program.	Recurrent Competency Check	Satisfactor (Complete

1 5 items per page 1 - 1 of 1 items

Edit Add Additional Record



Reporting Records

Click “Add” to suppress a record

Pilot Records Database

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

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

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) Certificate N [REDACTED] Last Name: MORRIS First Name: CHRISTOPHER

Training Records

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

<u>Start Date</u>	<u>End Date</u>	<u>Aircraft Make/Model</u>	<u>Duty Position</u>	<u>Training/Testing Program</u>	<u>Event</u>	<u>Result</u>	<u>Created Date</u>	<u>Suppressed</u>
08/18/2022		HS-125-800XP	Pilot in command	Part 135 air carrier or operator approved training program.	Recurrent Competency Check	Satisfactory (Complete)	08/22/2022	No Add

ns per page 1 - 1 of 1 items

[Edit](#) [Add Additional Record](#)



Reporting Records

Suppression

Record ID:

Suppressed By:

Suppressed Date:

*Is Suppressed: Yes

*Comments: IAW Court order.

Save Clear

Suppression History

No records found.




Reporting Records

Pilot Records Database

[Inbox](#) [Pilot Search](#) **[Pilot](#)** [Air Carrier](#) [Search](#) [Activity](#) [Directory](#) [User Profile](#) [Help](#)

[Employment](#) **[Training](#)** [Drug And Alcohol](#) [Disciplinary Actions](#) [NDR](#)

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) **Certificate**  **Last Name:** MORRIS **First Name:** CHRISTOPHER

Training Records

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

Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program	Event	Result	Created Date	Suppressed
08/18/2022	<div>End Date</div>	HS-125-800XP	Pilot in command	Part 135 air carrier or operator approved training program.	Recurrent Competency Check	Satisfactory (Complete)	08/22/2022	Yes Edit

Items per page1 - 1 of 1 items

[Edit](#) [Add Additional Record](#)



Reporting Records

- You can view and edit records reported by your company
- If you suppress a record, you can still see it, but it will be hidden from the pilot and other operators (reviewing entities)



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

- **September 15: Requesting Pilot Records via the PRD (hiring employer)**
- **Schedule posted at PRD.FAA.GOV.**



Questions

