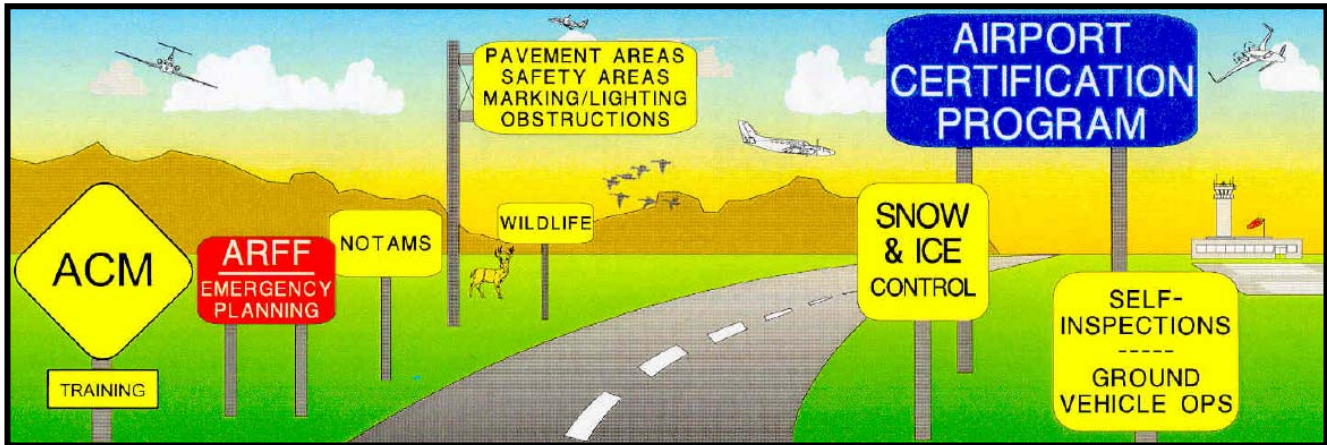


AIRPORT CERTIFICATION INFORMATION BULLETIN



DATE: 03/17/2008 NUMBER: 08-07
139.303 Training and Records

Our office has seen a rise in the number of 14 CFR Part 139 discrepancies associated with the requirements of Part 139.303(c) *Personnel Training* and Part 139.327(b)(3) *Self-Inspection Training*. The discrepancies noted have either been failure to conduct the training or failure to maintain proper documentation of the training received.

Part 139.303(c) requires that the airport train all personnel who access the movement areas and safety areas and perform duties in compliance with the requirements of the Airport Certification Manual (ACM) and the requirements of this part. The training must be completed prior to the initial performance of such duties and at least once every 12 consecutive calendar months. The curriculum for initial and recurrent training must include at least the following areas:

1. Airport Familiarization, including airport marking, lighting and sign systems (139.311).
2. Procedures for access to, and operation in, movement areas and safety areas (139.329).
3. Airport communications, including radio communication between the air traffic control tower and personnel, and use of the common traffic advisory frequency at uncontrolled airfields.
4. Procedures for reporting unsafe airport conditions.
5. Duties required under the ACM (*to include Snow and Ice Control, and other applicable subject areas*).
6. 139.319 Aircraft Rescue and firefighting (ARFF): Operational Requirements (*due to the depth of ARFF training and documentation, we recommend a separate records recording training in the 11-required subject areas for ARFF*).
7. 139.321 Handling and storage of hazardous substances and materials.
8. 139.327 Self-inspection program (*to include training in the following areas: Airport Emergency Plan; Notice to Airmen (NOTAM) notification procedures; and Discrepancy reporting procedures*).
9. 139.329 Pedestrians and ground vehicles (*due to the depth necessary for this training, we recommend additional records to document initial and recurrent training*).
10. 139.337 Wildlife hazard management.
11. 139.339 Airport condition reporting.

While training documentation format may vary from airport to airport, we have attached a training summary sample that represents a preferred format for documentation of the training. This format would facilitate the inspection process and assist the airport operator in maintaining the required training intervals. In addition to the summary provided, each airport should maintain a curriculum or narrative documentation which outlines specifics on the how the training was accomplished. This form can also be downloaded from our website below.

