



Training Bulletin 09-04

UFS Training Records

United Flight Systems has always had an enhanced record keeping requirement. In order to provide the best customer service and training experience possible UFS requires that each instructor maintain a training folder on each student. Part 141 is regulated and provides regulatory direction on this requirement. Part 61 is not as directive, but in order to ensure that our customers get the most of their training experience at UFS, to ensure that all the areas of training are covered in an organized manner, and to ensure that all FAA regulations are not only met, they are exceeded, the requirement for training records at UFS are again being addressed in this bulletin. As a reminder, UFS requirements often exceed FAA regulations. UFS prides itself in turning out safe, highly trained, and standardized pilots. This standard will facilitate students changing instructors, complying with FAA regulations, providing higher levels of customer service and provides an avenue to ensure that standardization in record keeping and training is being achieved. Again, this is not a new requirement, but a reminder of the requirement.

All students shall have a training folder. The folder will mirror part 141 requirements in record keeping with the exception of the CPC – King multimedia training kit. This will be the only exception to this standard. The CPC system keeps track of training hours, flights, and ground, but does not record endorsements or other sign offs. So, in order to meet the FAA and UFS requirements, a folder with test scores, additional ground training not covered by the CPC systems, copies of medicals, student pilot handbook acknowledgements, endorsements, enrollments certificates (part 141), graduation certificates (part 141), all exams and other training related documents shall be kept. In addition, all part 61 students shall have a Jeppesen folder unless the student is enrolled in part 141 training. This folder shall be completed after each flight and all cumulative totals and scores shall be kept up to date and totaled. There are no exceptions to these requirements. These folders will be audited by the Chief Flight Instructors on a random basis.

As a reminder, please review 61.189 and keep in mind that UFS standards meet and often exceed the FAA requirements, as in this case.

§ 61.189 Flight instructor records.

- (a) A flight instructor must sign the logbook of each person to whom that instructor has given flight training or ground training.
- (b) A flight instructor must maintain a record in a logbook or a separate document that contains the following:
 - (1) The name of each person whose logbook or student pilot certificate that instructor has endorsed for solo flight privileges, and the date of the endorsement; and
 - (2) The name of each person that instructor has endorsed for a knowledge test or practical test, and the record shall also indicate the kind of test, the date, and the results.
- (c) Each flight instructor must retain the records required by this section for at least 3 years.