

AIRLINE RECORDS & Discovery

By Capt M.P. Pappy Papadakis
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Most airlines maintain the following records and more. These can be discovered, using normal methods.

PERSONNEL RECORDS: These will include: employment tests, letters of commendation and references, employment application, investigation conducted to verify employment claims. Leaves of absence, sick leaves, disciplinary actions, commendations, and good letters. Personnel file updates for press releases, Press release photos, I.D. for security recorded, Military service verified, previous employment verified.

PAY RECORDS: Yearly pay records (W2). Monthly pay cards, monthly flight schedule and time card, sick days, authorized leave day, personal drop days, benefits and retirement yearly update package. Additional Insurances carried.

TRAINING RECORDS FOR AIRCREW: Verification of Licenses on hiring, schools, initial training on new equipments, and recurrent training on equipment. F.A.A. written test results, simulator training periods, check rides, check airmen reviews, copies of F.A.A. licenses, Radio telephone license, Current medical, Company written tests, annual security training, cockpit resource management training, wind shear training, ground school and simulator critiques. F.A.A. required records. F.A.A. Discipline. Company required additional training, company discipline.

MAINTENANCE RECORDS, Aircraft flight logs, Aircraft maintenance computer storage of log entries by aircraft, tracking of maintenance history on some components by serial number, overhaul records on all aircraft individually. Aircraft engine performance records (computerized), engine maintenance history by serial number. F.A.A. required data and records and F.A.A. discrepancy reports.

PRIVATE LIMITED ACCESS RECORDS: not usually stored with others, Drug testing random, alcohol abuse counseling and recovery programs, other situations involving pending legal actions.

OPERATIONAL FLIGHT DATA and FLIGHT SECURITY DATA, weight and balance data, dispatch releases , weather data, flight plans, fuel loading, fuel testing ,fuel storage data, manifests ,cargo manifests, hazardous cargo manifest ,security alerts, passenger ticketing reservations, passenger manifests, actual passenger payment method, International passport and visas check before boarding. NOTAMS, PIREPS, Tape recordings of calls to reservation and ticketing, M.E.L. waivers, computerized A.W.A.B.S. weights and possible State Department warnings.