

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.495

National Policy

Effective Date:
12/19/18

Cancellation Date:
12/19/19

SUBJ: OpSpec/MSpec A063, Flightcrew Member Certificate Verification Plan

- 1. Purpose of This Notice.** This notice announces a new operations specification (OpSpec)/management specification (MSpec) A063 that authorizes a Flightcrew Member Certificate Verification Plan and provides policy, information, and direction for its issuance.
- 2. Audience.** The primary audience for this notice is Principal Operations Inspectors (POI) responsible for the approval and surveillance of Title 14 of the Code of Federal Regulations (14 CFR) part 91 subpart K (part 91K) program managers, part 121 air carriers, and part 135 air carriers/operators. The secondary audience includes other Certificate Management Team (CMT) aviation safety inspectors (ASI) and personnel in all other Flight Standards divisions and branches.
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the Federal Aviation Administration's (FAA) website at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.
- 4. Background.**
 - a. Rulemaking.** On June 27, 2018, the FAA issued the Regulatory Relief: Aviation Training Devices; Pilot Certification, Training, and Pilot Schools; and Other Provisions Final Rule. This Final Rule included provisions in part 91, § 91.1015(h); part 121, § 121.383(c); and part 135, § 135.95(b) to allow fractional ownership program managers operating under part 91K and 14 CFR part 119 certificate holders operating under parts 121 and 135 to obtain approval of a certificate verification plan to provide their flightcrew members a temporary verification document when a flightcrew member's airman or medical certificate has become lost, stolen, destroyed, or otherwise missing. The Final Rule also included provisions in 14 CFR part 61, § 61.3(a)(1) and part 63, § 63.3(a)(3) to allow the flightcrew member to use the temporary verification document to conduct flight operations within the United States for the part 91K program manager or the part 119 certificate holder for up to 72 hours.

b. Current Exemptions. OpSpec A063 will replace the exemptions (e.g., Exemptions No. 5487, 5560, and 11152) currently granted to part 121 air carriers and part 135 air carriers/operators from §§ 61.3(a) and (c), 63.3(a), and 121.383(a)(2), as applicable. The Final Rule preamble stated, “The FAA will continue to provide relief through exemptions until June 27, 2019 to allow sufficient time for certificate holders to obtain authority under the regulation from their Principal Operations Inspector.” (83 FR 30232). An air carrier/operator with a current grant of exemption may continue to exercise the use of that exemption until it obtains approval of a Flightcrew Member Certificate Verification Plan via OpSpec A063 or until June 27, 2019, whichever occurs first. The FAA will rescind any remaining exemptions after June 27, 2019.

5. Guidance. This notice contains the following:

- The sample MSpec A063 in Appendix A applies to part 91K.
- The sample OpSpec A063 in Appendix B applies to part 121.
- The sample OpSpec A063 in Appendix C applies to part 121/135.
- The sample OpSpec A063 in Appendix D applies to part 135.

6. Action.

a. Review. If a part 91K program manager, part 121 air carrier, or part 135 air carrier/operator requests authorization of a Flightcrew Member Certificate Verification Plan, the POI must follow the process contained in FAA Order 8900.1, Volume 3, Chapter 18, Section 3, Part A Operations Specifications—General, to review the request to ensure all requirements are met.

b. Authorization. If the part 91K program manager, part 121 air carrier, or part 135 air carrier/operator has met all the requirements, the POI may authorize the Flightcrew Member Certificate Verification Plan through the issuance of OpSpec/MSpec A063. Order 8900.1, Volume 3, Chapter 18, Section 3 contains instructions on the completion of OpSpec/MSpec A063.

(1) OpSpec/MSpec A063 will be available in the Web-based Operations Safety System (WebOPSS) on December 24, 2018, the effective date of §§ 91.1015(h), 121.383(c), and 135.95(b). Program managers and certificate holders may submit and a POI may review a Flightcrew Member Certificate Verification Plan prior to the effective date. However, the POI may not authorize a Flightcrew Member Certificate Verification Plan using OpSpec/MSpec A063 until the effective date.

Note: Before issuing OpSpec/MSpec A063, the POI must first authorize OpSpec/MSpec A063 in OpSpec/MSpec A004, Summary of Special Authorizations and Limitations, and reissue OpSpec/MSpec A004.

(2) If the Flightcrew Member Certificate Verification Plan uses an electronic method for issuance of temporary verification documents, then the POI must also update and reissue OpSpec/MSpec A025, Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems, to authorize:

- Use of an electronic recordkeeping system to maintain records of flightcrew members' airman and medical certificates (OpSpec/MSpec A025 Table 2, Electronic Recordkeeping System(s)); and
- Use of an electronic signature to authenticate the record of a flightcrew member's airman or medical certificate (OpSpec/MSpec A025 Table 1, Electronic Signatures).

c. Part 121 Air Carrier or Part 135 Air Carrier/Operator Granted Exemption in OpSpec A005.

(1) After an air carrier/operator obtains authorization of OpSpec A063, the POI must remove the applicable exemption from §§ 61.3(a) and (c), 63.3(a), and 121.383(a)(2) from OpSpec A005, Exemptions and Deviations, and reissue OpSpec A005.

(2) If an air carrier/operator does not obtain authorization of OpSpec A063 prior to expiration of the applicable exemption, the POI must remove the exemption from §§ 61.3(a) and (c), 63.3(a), and 121.383(a)(2) from OpSpec A005, and reissue OpSpec A005.

7. Additional References. Advisory Circular (AC) 00-70, Flightcrew Member Certificate Verification Plan, provides information and guidelines for part 91K program managers, part 121 air carriers, and part 135 air carriers/operators to aid in the development of a certificate verification plan that meets the requirements of § 91.1015(h), 121.383(c), or 135.95(b), as applicable.

8. Disposition. We will incorporate the information in this notice into Order 8900.1. Direct questions concerning the information in this notice to the Air Transportation Division at 202-267-8166.

ORIGINAL SIGNED by

/s/ Robert C. Carty
Deputy Executive Director, Flight Standards Service

**Appendix A. Sample MSpec A063, Flightcrew Member Certificate
Verification Plan: 14 CFR Part 91K**

- a. In accordance with 14 CFR Part 91, § 91.1015(h), the program manager is authorized to provide temporary verification documents to flightcrew members who have lost, reported stolen, destroyed, or are otherwise missing their airman certificate or medical certificate in accordance with the certificate verification plan approved by this management specification.
- b. Applicable Certificates and Method of Issuance. The program manager is authorized to provide temporary verification documents using the methods specified in Table 1.

Table 1 – Applicable Certificates and Method of Issuance

Type of Certificate	Method of Issuance	Remarks/Limitations
[Drop-Down Options: Pilot, Flight Engineer, Medical]	[Drop-Down Options: Paper, Electronic]	[Free Text]

- c. Description of Policies and Procedures. The certificate verification plan policies and procedures are described in the following program manager manual(s):

[Free Text]

- d. Other Limitations and Provisions.

(1) Temporary verification documents must contain all the information available on the original certificate.

(2) Temporary verification documents are valid for no more than 72 hours and must include the date and time of issuance and the date and time of expiration.

(3) The program manager may not extend the expiration date and time of the temporary verification documents. The program manager may not issue a subsequent temporary verification document to a flightcrew member for the same instance of a lost, stolen, destroyed, or otherwise missing airman or medical certificate.

(4) Temporary verification documents are only valid for flights conducted within the United States.

(5) Temporary verification documents are only valid when the flightcrew member is engaged in a flight operation for the program manager, including ferry flights and repositioning flights.

(6) Pilot flightcrew members must possess a valid photo identification in accordance with 14 CFR Part 61, § 61.3(a)(2).

**Appendix B. Sample OpSpec A063, Flightcrew Member Certificate
Verification Plan: 14 CFR Part 121**

- a. In accordance with 14 CFR Part 121 § 121.383, the certificate holder is authorized to provide temporary verification documents to flightcrew members who have lost, reported stolen, destroyed, or are otherwise missing their airman certificate or medical certificate in accordance with the certificate verification plan approved by this operations specification.
- b. Applicable Certificates and Method of Issuance. The certificate holder is authorized to provide temporary verification documents using the methods specified in Table 1.

Table 1 – Applicable Certificates and Method of Issuance

Type of Certificate	Method of Issuance	Remarks/Limitations
[Drop-Down Options: Pilot, Flight Engineer, Medical]	[Drop-Down Options: Paper, Electronic]	[Free Text]

- c. Description of Policies and Procedures. The certificate verification plan policies and procedures are described in the following certificate holder manual(s):

[Free Text]

- d. Other Limitations and Provisions.

(1) Temporary verification documents must contain all the information available on the original certificate.

(2) Temporary verification documents are valid for no more than 72 hours and must include the date and time of issuance and the date and time of expiration.

(3) The certificate holder may not extend the expiration date and time of the temporary verification documents. The certificate holder may not issue a subsequent temporary verification document to a flightcrew member for the same instance of a lost, stolen, destroyed, or otherwise missing airman or medical certificate.

(4) Temporary verification documents are only valid for flights conducted within the United States.

(5) Temporary verification documents are only valid when the flightcrew member is engaged in a flight operation for the certificate holder, including ferry flights and repositioning flights.

(6) Pilot flightcrew members must possess a valid photo identification in accordance with 14 CFR Part 61 § 61.3(a)(2).

**Appendix C. Sample OpSpec A063, Flightcrew Member Certificate
Verification Plan: 14 CFR Part 121/135**

- a. In accordance with 14 CFR Part 121, § 121.383 and Part 135, 135.95(b), the certificate holder is authorized to provide temporary verification documents to flightcrew members who have lost, reported stolen, destroyed, or are otherwise missing their airman certificate or medical certificate in accordance with the certificate verification plan approved by this operations specification.
- b. Applicable Certificates and Method of Issuance. The certificate holder is authorized to provide temporary verification documents using the methods specified in Table 1.

Table 1 – Applicable Certificates and Method of Issuance

Type of Certificate	Method of Issuance	Remarks/Limitations
[Drop-Down Options: Pilot, Flight Engineer, Medical]	[Drop-Down Options: Paper, Electronic]	[Free Text]

- c. Description of Policies and Procedures. The certificate verification plan policies and procedures are described in the following certificate holder manual(s):

[Free Text]

- d. Other Limitations and Provisions.

(1) Temporary verification documents must contain all the information available on the original certificate.

(2) Temporary verification documents are valid for no more than 72 hours and must include the date and time of issuance and the date and time of expiration.

(3) The certificate holder may not extend the expiration date and time of the temporary verification documents. The certificate holder may not issue a subsequent temporary verification document to a flightcrew member for the same instance of a lost, stolen, destroyed, or otherwise missing airman or medical certificate.

(4) Temporary verification documents are only valid for flights conducted within the United States.

(5) Temporary verification documents are only valid when the flightcrew member is engaged in a flight operation for the certificate holder, including ferry flights and repositioning flights.

(6) Pilot flightcrew members must possess a valid photo identification in accordance with 14 CFR Part 61, § 61.3(a)(2).

**Appendix D. Sample OpSpec A063, Flightcrew Member Certificate
Verification Plan: 14 CFR Part 135**

- a. In accordance with 14 CFR Part 135, § 135.95(b), the certificate holder is authorized to provide temporary verification documents to flightcrew members who have lost, reported stolen, destroyed, or are otherwise missing their airman certificate or medical certificate in accordance with the certificate verification plan approved by this operations specification.
- b. Applicable Certificates and Method of Issuance. The certificate holder is authorized to provide temporary verification documents using the methods specified in Table 1.

Table 1 – Applicable Certificates and Method of Issuance

Type of Certificate	Method of Issuance	Remarks/Limitations
[Drop-Down Options: Pilot, Flight Engineer, Medical]	[Drop-Down Options: Paper, Electronic]	[Free Text]

- c. Description of Policies and Procedures. The certificate verification plan policies and procedures are described in the following certificate holder manual(s):

[Free Text]

- d. Other Limitations and Provisions.

(1) Temporary verification documents must contain all the information available on the original certificate.

(2) Temporary verification documents are valid for no more than 72 hours and must include the date and time of issuance and the date and time of expiration.

(3) The certificate holder may not extend the expiration date and time of the temporary verification documents. The certificate holder may not issue a subsequent temporary verification document to a flightcrew member for the same instance of a lost, stolen, destroyed, or otherwise missing airman or medical certificate.

(4) Temporary verification documents are only valid for flights conducted within the United States.

(5) Temporary verification documents are only valid when the flightcrew member is engaged in a flight operation for the certificate holder, including ferry flights and repositioning flights.

(6) Pilot flightcrew members must possess a valid photo identification in accordance with 14 CFR Part 61, § 61.3(a)(2).