



Audit & Compliance Alert

January 2024

Subject: FAA A&P Annual Verification Process

During the Oct 2023 C.A.S.E. Conference, an A&C conversation was held where the annual A&P verification was found completely ineffective. In short, it was confirmed that if these are checked through an FAA subcontractor where the Vendor person (i.e. HR or DQC) does not receive a written reply, the “verification” may not be valid. In a reported instance, a Repair Station person was granted Final Inspection Authority and was signing 8130-3s with a suspended FAA A&P Certificate; which showed as active on the FAA web site. The Vendor was unaware that the person had their A&P suspended several years before this discovery. This A&C Alert and the C.A.S.E. 1-A Standard revision 83 are released to address and to mitigate this error gap.

A large majority of repair stations go to the website <https://amsrvs.registry.faa.gov/airmeninquiry/> to satisfy this requirement, however, this website does not tell one about the true, current status of an airman’s certificate. It merely states that, at one time, the individual obtained a certificate in the past. If there has been an accident, incident, or any enforcement action taken against the individual’s certificate, it does not show up in that search.

The C.A.S.E. 1-A standard, paragraph 2.B. and the C.A.S.E. 4-A standard, 2.C. revision 83 now read:

Vendors that utilize Airframe and/or Powerplant-rated mechanics shall have a documented procedure to annually obtain a written Verification Letter from the FAA of the validity of certificates for accident, incident, and enforcement information from the FAA, to include employees that have been rehired/reinstated as well as temporary certificates. [C.A.S.E.]

In order to verify the true veracity of an individual’s certificate status, the repair station must obtain a Written Verification Letter from the FAA. Historically, this was done by contacting your PMI or e-mailing your request to your FSDO/CMO. Recently, however, the FAA has automated the process by following these five (5) steps:

1. Go to the following FAA website: <https://aie-pa.faa.gov/pa>
2. The first time you go there, a Disclaimer Statement will appear. Click “I Agree”
3. Click “3rd Party” *[NOTE- that in the future, this step may also require an initial user to create an account]*
4. If inquiring about fewer than ten (10) airmen, click on, “Single Airman Request”. If more than ten (10), click on, “Multiple Airmen Request”. Note: the number ten (10) is arbitrary. The, “Multiple Airmen” choice is for inquiries of large numbers of certificate holders. *[NOTE: When doing this the first time, it is simpler to select, “Single Airman Request” to see how it works]*
5. If you chose, “Single Airman Request,” you will receive two e-mails from the FAA within ten (10) minutes. The first e-mail will give you a password. The second e-mail will be the actual Verification Letter, which is password protected. You must enter the password from the first e-mail, in order to open the second (ensure there are no extra spaces in the front or back of the password or it will not open). After entering the correct password, the Verification Letter will open in .pdf format. **Print the FAA Verification letter for your records.**

Please note, that this amended A&P verification check is not intended on the part of A&C to result in vendor deletions. This will, in nearly all cases, be new information to the vendor. Take some time ahead of the audit to brief the vendor and help them through this and to understand why it’s made. Please feel free to share this A&C Alert and the attached PPT as both an awareness tool and as a teaching tool.

Sincerely,

Sean Ressler
Chair, C.A.S.E. Audit & Compliance Committee
Delta Air Lines
sean.k.ressler@delta.com

cc: A & C Committee
Operations Committee



1. Go to the following FAA website: <https://aie-pa.faa.gov/pa>
2. The first time you go there, a Disclaimer Statement will appear. Click “I Agree”

https://aie-pa.faa.gov/disclaimer?redirectToUrl=%2Fpa

UPS Air Region Portal

MyFAA

Accident Incident Enforcement

FAQ PAS MyAccess User Guide User Guide Contact

Starting December 2023, the new MyAccess MFA service will authenticate all AIE users. To ensure you continue to have access to AIE, please register [here](#) for new and current AIE users.

Disclaimer Statement

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation.

By accessing and using this system, you understand and consent to the following: You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.

At any time, and for any lawful Government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.

Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

By submitting this request through AIE, you are making a request for limited airmen information. Specifically, you request -

- 1) Basic EIS enforcement action information pertaining to closed investigations only, which will not include any regulations violated that may reveal medical information about the airman unless authorized by SORN 847 or the airman.
- 2) Basic AIDS (accident/incident data system) information, which will not include the summary of the accident/incident within the AIDS system.
- 3) CAIS records (Certificate verification)(excluding the medical ID)

Please note that you will only be receiving a limited portion of the accident record and enforcement records. If you want records regarding the cause of the accident you will need to contact the NTSB. If you require all FAA records, including all drug and alcohol related records and accident reports, you will need to submit a FOIA request to 9-amc-afs620-foia@faa.gov.

I AGREE



3. Click "3rd Party"

Browser address bar: <https://aie-pa.faa.gov/pa>

U.S. Department Of Transportation
FAA
Accident Incident Enforcement

Starting December 2023, the new MyAccess MFA service will authenticate all AIE users. To ensure you continue to have access to AIE, please register [here](#) for new and current AIE users.

1st Party (Self)
I am requesting records about myself

3rd Party
I am requesting records about another individual

Requestor Information ⓘ
(* indicates a required field)


* First Name: Missing First Name

Middle Name/Initial:


* Last Name:

* Email Address:

* Certificate Number: or * Date of Birth: ⓘ

I'm not a robot  [Privacy](#) [Terms](#)

Submit Cancel





4. If inquiring about fewer than ten (10) airmen, click on, “Single Airman Request”. If more than ten (10), click on, “Multiple Airmen Request”. Note: the number ten (10) is arbitrary. The, “Multiple Airmen” choice is for inquiries of large numbers of certificate holders. When doing this the first time, it is simpler to select, “Single Airman Request” to see how it works.

https://aie-pa.faa.gov/pa

U.S. Department Of Transportation

FAA Accident Incident Enforcement

Starting December 2023, the new MyAccess MFA service will authenticate all AIE users. To ensure you continue to have access to AIE, please register [here](#) for new and current AIE users.

1st Party (Self)
I am requesting records about myself

3rd Party
I am requesting records about another individual

Requestor Information
(* indicates a required field)

* First Name Middle Name/Initial * Last Name

* Email Address * Company Name * Category of Requestor

Airman Information

Single Airman Request Multiple Airmen Request

* First Name Middle Name/Initial * Last Name

* Certificate Number or * Date of Birth

I'm not a robot

reCAPTCHA Privacy - Terms



4. If inquiring about fewer than ten (10) airmen, click on, "Single Airman Request". If more than ten (10), click on, "Multiple Airmen Request". Note: the number ten (10) is arbitrary. The, "Multiple Airmen" choice is for inquiries of large numbers of certificate holders. When doing this the first time, it is simpler to select, "Single Airman Request" to see how it works.

https://aie-pa.faa.gov/pa

U.S. Department Of Transportation

FAA Accident Incident Enforcement

Starting December 2023, the new MyAccess MFA service will authenticate all AIE users. To ensure you continue to have access to AIE, please register [here](#) for new and current AIE users.

1st Party (Self)
I am requesting records about myself

3rd Party
I am requesting records about another individual

Requestor Information
(* indicates a required field)

* First Name	Middle Name/Initial	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email Address	* Company Name ?	* Category of Requestor
<input type="text"/>	<input type="text"/>	Please Select

Airman Information

Single Airman Request Multiple Airmen Request

Upload Excel File

I'm not a robot



5. If you chose, “Single Airman Request,” you will receive two e-mails from the FAA within ten (10) minutes. The first e-mail will give you a password. The second e-mail will be the actual Verification Letter, which is encrypted. Entering the password from the first e-mail is required to open the second (ensure there are no extra spaces in the front or back of the password or it will not open). After entering the password, the Verification Letter will open in .pdf format. Print the letter in hard copy for your records as electronic copies, even those printed to .pdf, will require the password each time the encrypted file is opened so saving of the password would be required.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Aviation Data Systems
Branch, AFS-620

P.O. Box 25082
Oklahoma City, Oklahoma 73125

[REDACTED]

Control Number: [REDACTED]

This is in response to your December 14, 2023 request seeking records through FAA’s Accident, Incident and Enforcement (AIE) portal. Specifically, you requested the following pertaining to [REDACTED] basic EIS enforcement action information pertaining to closed investigations only; 2) summary data on any accidents or incidents in the airman’s record (within the AIDS system); 3) CAIS records (Certificate verification).

Certificate Number	Certificate Type
[REDACTED]	MECHANIC
[REDACTED]	PILOT

Your request was received on December 14, 2023.

A search of the Accident/Incident Data System and Enforcement Information System on December 14, 2023, revealed no Accident/Incident or Enforcement record(s) concerning the above individual.

A search of the Comprehensive Airman Information System (CAIS) on December 14, 2023, revealed the following information concerning the medical certificate, current airman certificates and associated type ratings, including limitations to those certificates and ratings involving the above named individual.