

International Council of Air Shows, Inc. Air Boss Recognition Program

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ABRP Manual

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ICAS SAFETY CREED

The International Council of Air Shows (ICAS) represents our great industry. The founding members set standards that have contributed to an enviable spectator safety record. These standards are dynamic and continuously honed through years of preparation and experience. ICAS membership carries the responsibility of maintaining these safety standards.

As an ICAS member:

- I shall remember first and foremost that spectators place their trust and well-being in my mature judgment and professional actions. I shall continuously strive to be deserving of this trust.
- I shall not knowingly violate or stand idly by if others violate the spirit of the rules and standards set forth by ICAS or regulatory authorities.
- I shall work to create an environment that does not invite or promote unsafe actions and do my best to instill these values in my fellow ICAS members.
- I shall not think in terms of my event or my performance. Any adverse safety circumstances at one event may bring irrevocable consequences to the entire industry. It is our industry and our responsibility.

AIR BOSS STANDARDS AND CODE OF ETHICS

The air boss holds an important position of leadership and safety for any air show with which he or she is associated. The personal integrity, commitment to safety and professional fortitude of the air boss is part of the foundation on which a strong, safe, successful air show is built. For those reasons, all air bosses participating in and associated with the International Council of Air Shows Air Boss Recognition Program (ICAS ABRP) will be held to the highest levels of professionalism, integrity, ethics and safety. At a minimum, every air boss will comply with the following:

- Put pilot, participant and spectator safety ahead of all other considerations at all times;
- Abide by the ICAS Safety Creed;
- Abide by all terms and conditions of the Air Boss Recognition Program, including this statement of Air Boss Standards and Code of Ethics;
- Not solicit or accept recommendations to comply with the requirements of the Air Boss Recognition Program from peers and/or performers with whom the applicant has an existing familial, business and/or financial relationship as defined elsewhere in the ABRP Manual;
- Bring any unsafe act or practice to the attention of the individual(s) involved, the ICAS Vice President of Safety and Operations, the ICAS Safety Committee, the Air Boss Recognition Program Review Committee, and/or any other appropriate official;
- Conduct himself/herself in a manner that reflects credit upon the air show industry; and
- Maintain the respect and confidence of their peers and the Federal Aviation Administration.

DEFINITIONS

Air Boss

The air boss (as defined by the Federal Aviation Administration Order 8900.1, Change 87, Volume 3, Chapter 6 Paragraph 3-143 A. 3) is: “The individual who has the primary responsibility for air show operations on the active taxiways, runways, and the surrounding air show demonstration area.”

To that, the International Council of Air Shows (ICAS) has added the requirements that an air boss must be able to prepare and present a quality daily Air Show Participant Safety Briefing; possess a strong working knowledge of applicable regulations, policy and forms; and have a command and control “presence.”

Thus, ICAS defines the air boss as that individual who, under operational authority delegated to him/her by the event organizer/responsible person and with a mastery of air show regulations, guidance and documents, prepares and presents a daily Air Show Participant Safety Briefing such that his/her primary responsibility for control of air show operations on the active taxiways, runways, and the surrounding air show demonstration area will be conducted in a safe manner.

Within the broad context of “Air Boss,” this document and related FAA documents recognize four specific types of air bosses within the Air Boss Recognition Program:

Basic Air Boss

A Basic Air Boss is an individual who has met the requirements described and itemized in Chapter 3 of this document to serve as an air boss at a Basic Air Show elsewhere in this document.

The Basic Air Boss (BAB) designation is made based on a) successful completion of the basic experience/air show education data sheet, b) completion (with a score of 75% or better) of the multiple-choice Air Boss test, and c) the recommendations of the applicant’s peers and/or performers.

The Basic Air Boss designation is documented in the form of a Basic Air Boss (BAB) Letter of Authorization (LoA) issued by the Federal Aviation Administration on the recommendation of ICAS. Unless specifically noted otherwise on the BAB LoA, a BAB may only provide air boss services at a Basic Air Show.

Standard Air Boss

A Standard Air Boss is an individual who has met the requirements described and itemized in Chapter 4 of this document to serve as an air boss at a Standard Air Show as defined below.

The Standard Air Boss (SAB) designation is made based on a) successful completion of the basic experience/air show education data sheet, b) completion (with a score of 75% or better) of the multiple-choice Air Boss test, and c) the recommendations of the applicant’s peers and/or performers as detailed in Chapter 4 of this document.

The Standard Air Boss designation is documented in the form of a Standard Air Boss (SAB) Letter of Authorization (LoA) issued by the Federal Aviation Administration on the recommendation of ICAS. Unless specifically noted otherwise on the SAB LoA, an SAB may provide air boss services at any venue that is not a Complex Air Show.

Recognized Air Boss/Single Venue

A Recognized Air Boss/Single Venue (RAB/SV) is an individual who has met the requirements described and itemized in Chapter 5 of this document to serve as an air boss at a Complex Air Show at one, specific venue as defined above and under the limitations and conditions set forth here and in Chapter 5 of this document.

The Recognized Air Boss/Single Venue (RAB/SV) designation is made based on a) successful completion of the basic experience/air show education data sheet, b) completion (with a score of 75% or better) of the multiple-choice Air Boss test, c) the submission and approval by the Air Boss Recognition Review Committee of formal,

written air boss training program for that single venue, and d) EITHER the recommendations of the applicant's peers and/or performers as detailed in Chapter 5 of this document OR successful completion of an evaluation conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in Chapter 5 of this document.

The Recognized Air Boss/Single Venue designation is documented in the form of a Recognized Air Boss/Single Venue (RAB/SV) Letter of Authorization (LoA) issued by the Federal Aviation Administration on the recommendation of ICAS. Unless specifically noted otherwise on the RAB/SV LoA, an RAB/SV may provide air boss services at any Standard or Basic Air Show, as well as a Complex Air Show conducted at the venue specified on the RAB/SV's LoA.

Recognized Air Boss/Multiple Venues

A Recognized Air Boss/Multiple Venues (RAB/MV) is an individual who has met the requirements described and itemized in Chapter 6 of this document to serve as an air boss at a Complex Air Show as defined above and under the limitations and conditions set forth here and in Chapter 6 of this document.

The Recognized Air Boss/Multiple Venue (MAB/SV) designation is made based on a) successful completion of the basic experience/air show education data sheet, b) completion (with a score of 75% or better) of the multiple-choice Air Boss test, and c) the successful completion of an evaluation conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in Chapter 6 of this document.

The Recognized Air Boss/Multiple Venue designation is documented in the form of a Recognized Air Boss/Multiple Venue (RAB/MV) Letter of Authorization (LoA) issued by the Federal Aviation Administration on the recommendation of ICAS. Unless specifically noted otherwise on the RAB/MV LoA, an RAB/MV may provide air boss services at any Standard, Basic Air Show or Complex Air Show.

Air Boss Evaluator

An Air Boss Evaluator (ABE) is a Recognized Air Boss (RAB) who has been designated by ICAS to evaluate applicants in the Air Boss Recognition Program (ABRP).

Air Boss Recognition Program

The Air Boss Recognition Program (ABRP) is an ICAS program that qualifies prospective air bosses to receive ICAS recommendation to the FAA for a Letter of Authorization (LoA) to conduct air boss duties at public aviation events in the United States.

Air Boss Recognition Program Review Committee

The Air Boss Recognition Program Review Committee (ABRPRC) is a subcommittee of the ICAS Safety & Operations Committee (SOC) that oversees and manages the ABRP.

Air Show

An air show is defined by the FAA (Order 8900.1, Change 87, Volume 3, Chapter 6, Paragraph 3-143 A. (5) as, "An aviation event defined as an aerial demonstration by one or more aircraft, Unmanned Aerial Systems (UAS), rocket, parachutist or ultralight vehicle before an invited assembly of persons. A rocket launch, parachute or UAS (civil or public) demonstration held in conjunction with an air show must be issued a Certificate of Waiver."

For purposes of documenting experience, an "air show" is intended to mean all of those shows conducted on consecutive days at a single location. For instance, an air show that begins with a rehearsal show on Friday and continues with full air shows on Saturday and Sunday is considered to be one air show. A one-day Saturday show that includes no rehearsal show on Friday and no show on Sunday is also one air show.

Within the broad context of "air show," this document and related FAA documents recognize four specific types of air shows within the Air Boss Recognition Program:

Basic Air Show

For purposes related to the Air Boss Recognition Program, a Basic Air Show is defined as any air show that includes:

- a) No more than one aircraft in the air within the Air Show Demonstration Area at one time except as follows:
 - A formation act in which all participants hold a current Statement of Aerobatic Competency for flying formation aerobatics or dynamic maneuvering formation maneuvers may perform as an act at a Basic Air Show;
 - A formation fly-by by a team consisting of FAST or FFI credential holders may perform as an act performing standard maneuvers at a Basic Air Show, but must be in formation at all times during their performance;
- b) No aircraft circling parachutists;
- c) No sanctioned military aerial demonstration teams (single ship team or multi-ship team, U.S. or international: however, a military fly-by or single-aircraft military demonstration may be part of a Basic Air Show);
- d) No more than five (5) aerial acts;
 - Non-flying, ground-based acts are not considered an aerial act.
 - A single pilot flying a second performance is considered a second act.
 - The Air Show Demonstration Area at a Basic Air Show may be remotely located with participating aircraft traveling to the location from a nearby airport.
- e) No ground- or water-based vehicles vs. aircraft races or simulated races;
- f) No non-participating aircraft movements on the ground or in the Air Show Demonstration area unless a specific system has been developed and coordinated with the jurisdictional air traffic control facility and the Inspector in Charge (It is expected that these unscheduled aircraft movements will be allowed on an infrequent and exceptional basis);
- g) No air carrier operations or passenger ride programs (media, sponsor, Living History Flight Exemption, helicopter, etc.) in the Air Show Demonstration Area during the air show waiver; and
- h) No ground-based pyrotechnic displays.
 - Airborne pyrotechnics are permitted if the performing pilot possesses the required endorsement as part of the ACE program.

If an air show includes any of those items listed in items a-h above, that air show is – by definition – either a standard air show or a complex air show, and a basic air boss may not provide air boss services to that air show.

Remote Air Show

For purposes of the administration of the ABRP, a remote air show is any air show where 80 percent or more of the show's aerial acts are launched and recovered from a remote airport or airstrip and the acts themselves are conducted at a location other than the airport from which the aircraft are launched and recovered. In the context of this program, a remote show specifically does not include an air show where the bulk of the acts are launched and recovered from an airstrip at which the air show is being held, but military aircraft are launched and recovered from a different airport.

Standard Air Show

For purposes related to the Air Boss Recognition Program, a Standard Air Show:

- a) May be held with a Temporary Flight Restriction in effect;
- b) May include airborne or ground-based pyrotechnics;
- c) May include night flying or twilight flying components if the pilot participants have the required and current endorsements on their Statement of Aerobatic Competency LoAs;
- d) May include flying demonstrations that are conducted over water or at a remote location away from the airport from which participating aircraft are operating.
- e) May include any number of participating aircraft;
- f) Includes no restriction on the number of aircraft flying in the Air Show Demonstration Area at any one time;
- g) May include ground- or water-based vehicles participating in races or simulated races with participating aircraft;
- h) May not include the participation of U.S. Department of Defense (DoD) or Canadian Department of National Defense (DND) sanctioned military demonstration teams (U.S. Navy Blue Angels, U.S. Air Force Thunderbirds or Royal Canadian Air Force Snowbirds);
- i) May not include the participation of U.S. DoD or Canadian DND sanctioned single-ship military tactical demonstrations;
- j) May not include the participation of any non-North American military formation or single-ship demonstration team;
- k) May not include a military CAPEX, MAGTF or similar simulated military exercise demonstration involving multiple aircraft in the flying display area at the same time with either contemporary military personnel or civilian re-enactors;
- l) May not include air carrier operations or passenger ride programs (media, sponsor, Living History Flight Exemption, helicopter, etc.) in the Air Show Demonstration Area during the air show waiver;
- m) May not include aircraft operations on an additional active runway not dedicated to air show operations at the airport at which the air show is being held;

(Note: Fly-bys by contemporary military aircraft and single-aircraft military demonstrations do not, by themselves, make an air show complex.)

Complex Air Show

For purposes related to the Air Boss Recognition Program, a Complex Air Show is defined as any air show that has one or more of the following elements:

- a) participation of U.S. Department of Defense (DoD) or Canadian Department of National Defense (DND) sanctioned military demonstration teams (U.S. Navy Blue Angels, U.S. Air Force Thunderbirds or Royal Canadian Air Force Snowbirds);
- b) participation of U.S. DoD or Canadian DND sanctioned single-ship military tactical demonstrations;
- c) participation of any non-North American military formation or single-ship demonstration team;
- d) a military CAPEX, MAGTF or similar simulated military exercise demonstration involving multiple aircraft in the flying display area at the same time with either contemporary military personnel or civilian re-enactors;

- e) aircraft operations on an additional active runway not dedicated to air show operations at the airport at which the air show is being held;

(Note: Fly-bys by contemporary military aircraft and single-aircraft military demonstrations do not, by themselves, make an air show complex.)

Air Show Demonstration Area

The total airspace (lateral and vertical limits) identified by the Certificate of Waiver, temporary flight restriction (TFR), or the Class D Notice to Airmen (NOTAM) issued for an air show (sometimes referred to as the waived airspace).

Air Show Participant Safety Briefing

The Air Show Participant Safety Briefing is a meeting of all air show participants during which all aspects of the flying, ground and emergency procedures of the air show are reviewed and discussed. The briefing will be held in such a manner that all performing pilots and other non-flying air show personnel in charge of air, ground, safety and emergency response operations leave the briefing with a clear understanding of their responsibilities and procedures to be followed in normal and emergency situations that may occur during the course of the air show. The individual conducting the briefing need not be the air boss, but the air boss is responsible for ensuring that a briefing is held each day and that all participants – including the air boss – participate in those Air Show Participant Safety Briefings.

Aviation Events

Aviation events include air shows, aerobatic competitions, closed-course air races, cross-country air races, parachute demonstrations, balloon events, flyovers, and fly-ins conducted before an assembly of persons, for which the FAA issues a Certificate of Waiver or Certificate of Authorization.

Certificate of Authorization (CoA)

An official document issued by the FAA to permit certain activities that require FAA approval, but that does not waive any regulations, for example, parachuting/sky diving demonstrations.

Certificate of Waiver (CoW)

An official documents issued by the FAA that authorized certain operations of aircraft to deviate from a regulation, but under conditions that ensure an equivalent level of safety.

Evaluation

An objective assessment conducted by an ICAS-designated Air Boss Evaluator (ABE) that is required for applicants seeking the Recognized Air Boss (Multiple Venue) accreditation and one of two options for applicants seeking the Recognized Air Boss (Single Venue) accreditation. An Air Boss Recognition Program evaluation begins with the Air Show Participant Safety Briefing for the morning of the air show rehearsal and concludes when the last plane has landed on the final day of the show. During that entire time, the performance, knowledge and demeanor of the applicant will be evaluated by the ABE.

Exception

An exception is permission for an individual to do or not do something that is otherwise required. Each of the requirements in this program is subject to request for exception by an individual or organization from the ABRPRC.

Letter of Authorization

A Letter of Authorization (LoA) is a document issued by the FAA authorizing an individual who has met an equivalent level of safety or qualification.

Safety and Operations Committee

The Safety and Operations Committee (SOC) is a standing committee of ICAS that oversees the association's safety and operations functions through the committee and its various sub-committees.

Safety and Situational Awareness Interview

The personal interview portion of the application process for Standard Air Boss and Recognized Air Boss applicants that is conducted using a checklist of safety, operational, regulatory and administrative issues related to air bosses and air show safety. Safety and Situational Awareness Interviews are conducted by Air Boss Evaluators.

Shadowing

When a prospective air boss observes a recognized/standard air boss for the purpose of learning how to become an air boss himself/herself, he/she is said to be “shadowing” that air boss.

Show Day

A show day is a single calendar day in which an individual served as the air boss (i.e. briefing and controlling air show aircraft) at a specific venue. A typical venue with Friday, Saturday and Sunday shows counts as three (3) show days. Should an air boss work a day show and an evening show on a single calendar day, this constitutes one (1) show day.

Venue

A venue is an air show site that has been issued a Certificate of Waiver (FAA Form 7711-2). The same location in a different year or with a different orientation or set-up of the aerobatic box is NOT a different venue.

Chapter 1

PROGRAM OVERVIEW

The Air Boss Recognition Program (ABRP) has been developed for the purpose of improving safety in the air show environment by developing and using a process that helps to ensure that air bosses working at air shows have met an objective minimum standard, and that they are qualified to provide air boss services at an air show.

The ABRP has been developed and managed by ICAS and accepted, in accordance with Federal Aviation Administration (FAA) Order 8900.1, to qualify applicants to conduct air boss duties at air shows in the United States. This document explains the process by which prospective air bosses will make application to be considered as a Basic Air Boss, Standard Air Boss (SAB), Recognized Air Boss/Single Venue (RAB/SV), and Recognized Air Boss, Multiple Venues (RAB/MV). It also explains the standards, rules and procedures to be used by Air Boss Examiners (ABE) in conducting air boss evaluations.

Air Boss Recognition Program

	Basic Air Boss <i>(See Chapter 3 for add'l details)</i>	Standard Air Boss <i>(See Chapter 4 for additional details)</i>	Recognized Air Boss/Single Venue <i>(see Chapter 5 for additional details)</i>	Recognized Air Boss/Multiple Venues <i>(See Chapter 6 for add'l details)</i>
Types of shows for which air boss is authorized to provide air boss services	Basic Air Show only	Basic Air Shows and Standard Air Shows only	The one Complex air show venue specified on LoA, all Basic Air Shows and all Standard Air Shows	Any Complex, Standard or Basic Air Show
Multiple-Choice Air Boss Exam?	Yes	Yes	Yes	Yes
Number of shows at which applicant must have previously offered air boss services?	No requirement for previous air boss experience	Six (6) show days during preceding four (4) years	Eight (8) show days during preceding eight (8) years, with three (3) days at venue for which LoA is requested and one (1) day with sanctioned U.S. military team	Fifteen (15) show days during preceding six (6) years
Number of recommendations required	Two (2)	Three (3)	Evaluation option: Three (3) Recommendation option: Six (6) including at least one from a Recognized Air Boss (single venue or multi-venue) familiar with the applicant's work as an air boss	Four (4)
Training program requirement during previous three years?	No	Yes	Yes	Yes
Is a Safety/Situational Awareness interview required?	No	Yes, via Skype, FaceTime, etc.	Evaluation Option: Yes, as part of the on-site evaluation Recommendation Option: Yes, via phone Skype, FaceTime, etc.	Yes, as part of the on-site evaluation
On-Site Evaluation By Air Boss Evaluator Required?	No	No	Evaluation Option: Yes Recommendation Option: No	Yes
Other Requirements	None	None	Yes, applicants applying via recommendation process must submit written air boss training program for review/approval by ABRPRC. Written training program not required for those using evaluation option	No
How long is initial Letter of Authorization valid?	Three (3) years	Three (3) years	Three (3) years	Three (3) years
Renewal Required?	Yes, every three years	Yes, every three years	Yes, every three years	Yes, every three years

1.1 Intent/Purposes

The intent and purposes of the ICAS ABRP are:

- 1.1.1 To ensure that inexperienced and unqualified individuals are not permitted to provide air boss services in an environment that jeopardizes the safety of air show performers and the general public;
- 1.1.2 To improve safety in the air show environment by developing an objective minimum standard for air boss experience/ training, and implementing a process that ensures that every individual providing air boss services at an air show in the United States has been evaluated and found to have met that minimum standard;
- 1.1.3 To identify and recognize those persons who meet Basic Air Boss (BAB) program requirements and, once those requirements have been met, to recommend to the FAA issuance of a Basic Air Boss Letter of Authorization (BAB LoA) to the individual who has met the requirements for that designation;
- 1.1.4 To identify and recognize those persons who meet Standard Air Boss (SAB) program requirements and, once those requirements have been met, to recommend to the FAA issuance of a Standard Air Boss Letter of Authorization (SAB LoA) to the individual who has met the requirements for that designation; and
- 1.1.5 To identify and recognize those persons who meet the requirements to successfully complete an RAB/SV and RAB/MV LoA evaluation by an ABE and, once those requirements have been met, to recommend to the FAA that an RAB LoA be issued to those persons.
- 1.1.6 *Note: The recommendation to the FAA that it issue an SAB or RAB LoA to a specific individual shall attest that, on the day(s) of the evaluation, the applicant met the minimum requirements of the ABRP program.*

1.2 Multiple Levels of Recognition

The ICAS ABRP consists of multiple levels of recognition (Basic Air Boss, Standard Air Boss, Recognized Air Boss) because the air show environment has multiple levels of event complexity and because ICAS is eager to improve safety without needlessly restricting individuals from providing air boss services at shows that they are capable of working safely.

1.3 ICAS Administration/FAA Authorization

The intent of this document is to create and administer a program that is authorized by the Federal Aviation Administration (FAA). This document establishes the processes, evaluation procedures, and administrative infrastructure to identify qualified air bosses at multiple levels and subsequently recommend to the FAA that it issue a Letter of Authorization (LoA) to those qualified air bosses. The FAA will review the ICAS ABRP program and accept it in accordance with FAA Order 8900.1, Volume 5, Chapter 9, Section 6 (Issue/Renew/Reevaluate/Rescind an Air Boss Letter of Authorization.)

The FAA will issue its own policy/guidance (FAA Order 8900.1, Volume 5, Chapter 9, Section 6) that establishes how the FAA interacts with ICAS (a recognized industry organization or RIO) with an FAA accepted ABRP. The FAA will monitor the ICAS ABRP to ensure individuals are properly evaluated and recommended to the FAA. After review, the FAA will issue the appropriate air boss LoA that allows the successful applicant to serve as an air boss at an air show in the United States.

Chapter 2

OVERVIEW OF PROGRAM REQUIREMENTS & PROCEDURES

2.1 Application Process

This section details the process by which an applicant may apply to the ICAS ABRP at the entry level (Basic Air Boss), the intermediate level (Standard Air Boss), or the advanced single-venue Recognized Air Boss level or the multiple-venue Recognized Air Boss level.

2.1.1 To participate in the ABRP at any level, program applicants are required to complete the basic experience/air show education data sheet (Appendix A) by going to the ICAS website and clicking on the “Air Boss Recognition Program Application” link. An applicant’s background/experience shall be assessed using information contained on this application.

2.1.2 All individuals applying to participate in the ABRP shall take and must receive a “Satisfactory” score on a multiple-choice test. A “Satisfactory” score will be not less than 75% and the evaluator will be responsible for reviewing and discussing all incorrect responses with the applicant. The test will be written to demonstrate the applicant’s knowledge and familiarity with:

2.1.2.1 The language of aviation and phonetic alphabet

2.1.2.2 Key acronyms

2.1.2.3 Radio procedures and basic phraseology

2.1.2.4 Basic airport venue terminology and protocols

2.1.2.5 Air traffic and air space and tower protocols

2.1.2.6 Basic air show layout requirements

2.1.2.7 Applicable portions of the Federal Aviation Regulations

2.1.2.8 FAA Order 8900.1 pertaining to aviation events

2.1.2.9 Basic safety principals

2.1.3 By successfully completing the application and test portions of the program, applicants will document and demonstrate command of the basic subject matter of the air show/airport/aviation environment; the applicant’s aviation experience; the applicant’s basic aviation knowledge and awareness via an objective, multiple-choice test; and ensure the candidate has the fundamental functional knowledge necessary to work as a Basic Air Boss (BAB), Standard Air Boss (SAB), Recognized Air Boss/Single Venue (RAB/SV) or Recognized Air Boss/Multiple Venue (RAB/MV). The application will also help ICAS determine relevant and applicable experience and training (e.g. commercial pilot, air traffic control training/experience, military aviation, etc.). Moving from one level to the next (BAB to SAB or SAB to RAB) may require additional experience and/or training.

2.1.4 All documentation shall be retained by ICAS.

2.2 Recommendation/Evaluation Process

Each level of recognition requires a different type and number of recommendations and evaluations, ranging from relatively modest requirements for Basic Air Bosses to extensive requirements for RAB/MV. The specific requirements for each of these levels are detailed in subsequent chapters of this document. Recommendations

received and submitted for meeting the requirements of one level of air boss recognition may not be used to satisfy the requirements of a subsequent level of recognition. That is, if an individual uses a particular air show in September of 2017 to qualify for the Standard Air Boss designation, that applicant may not use that same show to later qualify for the Recognized Air Boss designation. Likewise, if an applicant requests, receives and submits a letter of recommendation for a particular individual to meet the requirements of applying to become a Standard Air Boss, he/she may not use the same letter to fulfill the requirements of becoming a Recognized Air Boss. But it is permissible for applicants to get new letters from the same individuals who wrote letters in support of earlier applications.

2.3 Fees

2.3.1 To help fund the administration of the ABRP (including insurance) and to compensate Air Boss Evaluators (ABEs) for the time they take to conduct evaluations and Safety and Situational Awareness Interviews, ICAS will charge fees to all air bosses participating in the ABRP.

2.3.1.1 All fees are payable to ICAS via credit card when the applicant submits his application.

2.3.1.2 ICAS will not process any application until the requisite fees have been paid.

2.3.1.3 Although ICAS expects individual ABEs to make arrangements for reimbursement of travel expenses with applicants that require on-site evaluations, no ABE will charge an additional fee beyond the fees listed in the fee schedule below and paid to ICAS at the time that the applicant submits his/her application

2.3.2 Fee Schedule

2.3.2.1 Basic Air Boss: Initial application \$95, Renewal \$95

2.3.2.2 Standard Air Boss: Initial application \$295, Renewal \$95

2.3.2.3 Recognized Air Boss/Single Venue

2.3.2.3.1 Recommendation option: Initial application \$295, Renewal \$95

2.3.2.3.2 Evaluation option: Initial application \$995, Renewal \$95

2.3.2.4 Recognized Air Boss/Multiple Venue: Initial application \$995, Renewal \$95

2.3.3 Fees related to the ABRP may change without notice with a recommendation from ICAS staff and/or the Air Boss Recognition Program Review Committee and require a simple majority vote of the ICAS Board of Directors.

2.4 Conflict of Interest

To avoid an actual or perceived conflict of interest, applicants and those making recommendations will take the following steps when considering or making a recommendation for an ABRP applicant:

2.4.1 Ensure that applicant is not a family member, business associate, employee, employer, student or individual involved in a financial relationship with the person making the recommendation.

2.4.2 Applicants who may have shadowed or been otherwise mentored by a current SAB or RAB may receive a recommendation from that SAB or RAB.

2.4.3 Although applicants and the individuals making recommendations are authorized to make these determinations, ICAS urges applicants and those making recommendations to err on the side of not receiving/making recommendations if there may be an appearance of conflict of interest. If an applicant

or person asked to make a recommendation believes a conflict of interest may exist, that person is encouraged to contact ICAS headquarters.

- 2.4.4 If an individual submitting a recommendation on behalf of an applicant has been in a business or financial relationship with the applicant or has conducted training for the applicant within the last three (3) years, the applicant will include an explanation of that relationship to the ABRPRC with that recommendation.
- 2.4.5 The ABRPRC reserves the right to disallow recommendations that might present the appearance of a possible conflict of interest. When assessing possible conflicts of interest, the ABRPRC will be directed to err on the side of avoiding even the perception of a possible conflict of interest.

Chapter 3

BASIC AIR BOSS REQUIREMENTS & PROCEDURES

3.1 Program Description

The Basic Air Boss program is for individuals intending to provide air boss services for air shows identified as Basic Air Shows

3.2 Application Process

- 3.2.1 All applicants to the Basic Air Boss program must complete the program application outlined in paragraph 2.1 of this document
- 3.2.2 All applicants must take and receive a passing grade of 75% or greater on the multiple-choice air boss test.
- 3.2.3 All applicants must submit not less than two (2) dated, signed letters of recommendation from persons who know and can attest to the applicant's ability to conduct a Air Show Participant Safety Briefing and administer appropriate control of the event in his/her capacity as Basic Air Boss.
 - 3.2.3.1 These two letters must be submitted by:
 - * a current ICAS Aerobatic Competency Evaluator (ACE);
 - * Level One or Level Two Statement of Aerobatic Competency LoA holder;
 - * a current Standard Air Boss; and/or
 - * a current Recognized Air Boss (multiple venue or single venue).
 - 3.2.3.2 Each recommendation shall include specific details on why the letter writer believes that the applicant has the skill set, experience, situational awareness and command authority to provide air boss services at Basic Air Shows. If the applicant is new to the air show business, then the letters of recommendation must explain how other experience or training provides an equivalent level of safety to applicants with more direct air show experience. Failure to provide this kind of specific information may be grounds for not approving the BAB application.

3.3 Basic Air Boss Letter of Authorization

Upon successful completion of the application process described above and following review and approval of the application by the ABRPRC, ICAS will recommend to the FAA that successful applicants be issued a three (3) year Basic Air Boss Letter of Authorization (LoA). This LoA documents that the applicant has successfully completed and passed the basic knowledge test, submitted an application, including documentation on experience and training, and received the required letters of recommendation. Documentation of previous

experience as an air boss is helpful in determining qualifications to be designated as a Basic Air Boss, but is not required.

The card shall expire on December 31 three years after the card is issued. For example, a card issued in February of 2017 shall expire on December 31, 2020. A card issued in September of 2017 shall also expire on December 31, 2020.

3.4 Privileges

An individual issued a BAB LoA may exercise the privileges of that LoA and provide air boss services at any Basic Air Show. A BAB LoA holder may not provide air boss services at any show that is not a Basic Air Show.

3.5 Renewal

- 3.5.1 Not less than 120 days prior to the expiration of the BAB LoA, the BAB must submit a renewal application to the ICAS Vice President of Safety and Operations that includes documentation that the applicant has solicited and received not less than two (2) additional signed recommendations from two (2) different individuals as outlined in Paragraph 3.2.3 (see above).
- 3.5.2 When the renewal application is approved by the ABRPRC, ICAS will recommend to the FAA that it issue the applicant a three (3) year ICAS Basic Air Boss Letter of Authorization (BAB LoA) that expires on the last day of December three years after it is issued. (For example, a letter issued in February of 2017 will expire on December 31, 2020. A letter issued in October, 2017 will also expire on December 31, 2020.)

Chapter 4

STANDARD AIR BOSS REQUIREMENTS & PROCEDURES

A Standard Air Boss Letter of Authorization (SAB LoA) is provided to an air boss who has demonstrated the basic skills needed to manage an air show that is a Basic Air Show or a Standard Air Show. An SAB is authorized to provide air boss services at multiple venues, so long as none of those venues are hosting either Basic Air Shows or Standard Air Shows. The issuance of SAB recognition is based on recommendations of the air boss's peers and performers with whom he/she has worked, and a safety and situational awareness interview conducted by an ABE.

4.1 Application

4.1.1. All applicants to the SAB program must complete the application process outlined in paragraph 2.1 of this document.

4.1.2. All applicants must take and receive a passing grade of 75% or greater on the multiple-choice air boss test

4.1.3. All applicants must provide documentation on his/her application that he/she has:

4.1.3.1 Served as air boss on not less than six (6) show days during the preceding four (4) years, including development and conduct of the daily Air Show Participant Safety Briefing and serving as the principal communications interface with the performing pilots throughout the waiver period.

(Note: In the event that somebody other than the applicant conducted the Air Show Participant Safety Briefing, the applicant must have been present for the Air Show Participant Safety Briefing.)

4.1.3.2 Attended one of the following programs within the preceding three (3) years: ICAS Air Boss 201 Training Seminar; ICAS Air Boss Academy program; ICAS Air Boss Safety Stand Down at the ICAS Convention; or an equivalent training program developed by ICAS or another organization that is certified by the Air Boss Recognition Program Review Committee to meet the needs for periodic updates and retraining.

4.2 Recommendations

The applicant must submit a minimum of three (3) dated, signed recommendations from persons who witnessed and can attest to the applicant conducting an Air Show Participant Safety Briefing and administering appropriate control of the event in his/her capacity as air boss.

4.2.1. These documents must be submitted by:

- * RAB (multiple venue or single venue);
- * ICAS Aerobatic Competency Evaluator (ACE) or
- * Level One/Surface level Statement of Aerobatic Competency Letter of Authorization holder who also holds a current FAA Certified Flight Instructor (CFI) certificate.

4.2.2. No individual can submit more than one (1) letter of recommendation.

4.2.3. Each recommendation shall include the name and location of the venue, the date of the event, a brief summary of weather conditions and a summary of the air boss's participation in the events, including any pertinent observations on the Air Show Participant Safety Briefing and applicant's performance as air boss. The air show at which the applicant is observed may be a Basic Air Show or Standard Air Show

and need not include jet team, single-ship military demo or parachute demonstration team. Failure to provide this kind of specific information may be grounds for not approving the SAB application.

4.2.3 The recommendation must attest to the fact that the applicant himself/herself was acting in the capacity as the primary air boss for the entirety of that show day to include conducting the Air Show Participant Safety Briefing and serving as the principal communications interface with the performing pilots throughout the waiver period.

4.3 The applicant shall have a safety and situational awareness interview (in person or via Skype or some other video conferencing technique) with an ABE assigned by ABRPRC. The purpose of this interview will be to demonstrate that the applicant possesses the personality, skills, experience and demeanor necessary to serve as an air boss in the air show environment.

4.4 With the successful completion of the application and testing process identified in Paragraph 4.1, the submission of recommendations outlined in Paragraph 4.2, and the interview process described in Paragraph 4.3, the ABRPRC shall review the candidate's application.

If the applicant satisfactorily meets all the requirements, the ABRPRC will recommend to the FAA that it issue the applicant a three (3) year ICAS Standard Air Boss Letter of Authorization (SAB LoA). (For example, a letter issued in February of 2017 will expire on December 31, 2020. A letter issued in October, 2017 will also expire on December 31, 2020.)

4.5 Privileges

An individual issued an SAB LoA may exercise the privileges of that LoA and provide air boss services at any non-complex air show, including any Basic Air Show or Standard Air Show.

4.6 Renewal

Not less than 120 days prior to the expiration of the BAB LoA, the BAB must submit a renewal application to the ICAS Vice President of Safety and Operations that includes all appropriate documentation requesting that the ABRPRC issue a continuing SAB LoA for an additional three (3) years. The request letter shall document:

4.6.1 That the applicant has served as air boss on a total of six (6) show days during the previous three (3) years;

4.6.2 That the applicant has solicited and received not less than three (3) additional signed recommendations with no one individual submitting more than one (1) recommendations outlined in Paragraph 4.2 (see above); and

4.6.3 Attendance at either an ICAS Air Boss Academy program, the Air Boss 201 Workshop at the ICAS Convention or an equivalent training program developed by ICAS or another organization that is certified by the Air Boss Recognition Program Review Committee to meet the needs for periodic updates and retraining.

Chapter 5

RECOGNIZED AIR BOSS (SINGLE VENUE) REQUIREMENTS & PROCEDURES

An RAB working at a single venue is an experienced and knowledgeable air boss who is qualified and prepared to provide air boss services to a Complex Air Show at that particular venue. He/she is issued a “single venue” designation because:

- All or the vast majority of the applicant’s air show air boss experience has been acquired at one particular air show venue; and
- The applicant intends to exercise the privileges of his Recognized Air Boss/Single Venue Letter of Authorization at that same site.

5.1 The RAB/SV may act as an air boss at a Complex Air Show conducted at the specific venue specified on his/her RAB/SV Letter of Authorization.

5.2 The RAB/SV LoA recommended by ICAS and issued by the FAA to an air boss applying for the single venue LoA shall include the name and location of the venue for which that LoA is issued. The holder of an RAB/SV LoA shall not execute the privileges of that RAB LoA at any other venue other than that which is specified on the LoA.

5.3 Application

5.3.1 All applicants to the RAB/SV program must complete the application process as outlined in Paragraph 2.1 of this document.

5.3.2 All applicants must take and receive a passing grade of 75% or greater on the multiple-choice air boss test

5.3.3 All applicants for RAB/SV must provide documentation on his/her application that he/she has:

5.3.3.1 Served as air boss on not less than eight (8) show days during the preceding eight (8) years, including development and conduct of the daily Air Show Participant Safety Briefing at each of those shows.

(Note: In the event that somebody other than the applicant conducted the Air Show Participant Safety Briefing, the applicant must have been present for the briefing.)

5.3.3.2 Served as air boss at not less than three (3) show days at the venue for which the applicant is requesting the RAB/SV LoA. (These three show days may also be used to reach the eight show-day requirement specified in Paragraph 5.3.2.1.)

5.3.3.3 Served as air boss on at least one (1) show day for a show that included at least one sanctioned U.S. DoD or Canadian DND military demonstration team or U.S. DoD or Canadian DND single-ship demonstration team.

(Note: Because an SAB may not serve as air boss at a complex show, applicants may use air shows at which they were shadowing or assisting another air boss to meet this requirement if they receive a written recommendation from a Recognized Air Boss providing air boss services at that show that attests to the fact that the applicant was present and observed operations related to providing air boss services for a single-ship military demonstration)

5.3.3.4 Attended either an ICAS Air Boss Academy program, the Air Boss 201 education program at the ICAS Convention or an equivalent training program developed by ICAS or another organization

that is certified by the Air Boss Recognition Program Review Committee to meet the needs for periodic updates and retraining within the past three (3) years.

5.4 Evaluation/Recommendations

Once an RAB/SV applicant has completed the application process and the ICAS Vice President of Safety and Operations has determined that the applicant has met the minimum application requirements of the RAB/SV program, the applicant must either be evaluated by an ABE and submit recommendations (as explained in Paragraph 5.4.1 below) or submit several additional recommendations beyond those required for the evaluation option (as explained in Paragraph 5.4.2 below).

5.4.1 Evaluation Option

5.4.1.1 Evaluation Preparation/Logistics

5.4.1.1.1 If the RAB/SV applicant opts for the evaluation option, he/she shall indicate his/her preference for an ABE on his/her application.

When the ICAS Vice President of Safety and Operations has confirmed that the applicant has met the minimum requirements of the RAB/SA program, ICAS headquarters will send a notification to both the applicant and the selected ABE confirming the applicant's intent to be evaluated. This notification will include the information submitted by the applicant as part of the application process (see Paragraph 2.1.1. above) and the results of his/her multiple-choice test (see Paragraph 2.1.2 above).

5.4.1.1.2 The evaluation process requires that the evaluation of an applicant by an ABE be conducted at an air show that has been issued a Certificate of Waiver (CoW). This shall be a show at which the applicant has already been engaged to serve as the air boss. When the applicant is being evaluated at an air show at which he/she would not normally be qualified to provide air boss services, both the applicant and the Air Boss Evaluator (ABE) must be listed on the Certificate of Waiver as the air bosses for that show.

5.4.1.1.3 Several weeks prior to the event, the applicant shall request written permission from the event organizer to be evaluated at the event organizer's show along with requisite admission tickets, parking passes, lodging, entry passes and rental car for the ABE. The applicant must take responsibility for securing permission, passes, hotel rooms, etc. It is expected that both the applicant and the ABE shall take all steps necessary to avoid becoming a burden or distraction to the event organizer.

5.4.1.1.4 Once permission has been received from the event organizer, the applicant shall confirm with the ABE and provide the ABE with any terms, limitations or requirements required or requested by the event organizer.

5.4.1.1.5 Once the ABE confirms that he/she will conduct the evaluation and the logistical terms of that evaluation have been agreed on, the ABE shall send a confirming email to the applicant stating: date(s), time(s) and location of evaluation, written confirmation that the event organizer has allowed the ABE to conduct the evaluation of the applicant at the show, travel expense reimbursement terms, and confirmation of any other logistical details.

- 5.4.1.1.6 The applicant shall be listed on the CoW as the air boss. If the applicant being evaluated would not normally be qualified to provide air boss services at the show where the evaluation is being conducted, both the applicant and the ABE must be listed on the Certificate of Waiver as the air bosses for that show.

5.4.1.2 Recommendations

- 5.4.1.2.1 The RAB/SV applicant who selects the evaluation option must submit a minimum of three (3) dated, signed recommendations from persons who witnessed and can attest to the applicant conducting an Air Show Participant Safety Briefing and administering appropriate control of the event in his/her capacity as air boss. Failure to provide this kind of specific information may be grounds for not approving the SAB application.
- 5.4.1.2.2 These documents must be submitted by Recognized Air Bosses (multiple venue or single venue); ICAS Aerobatic Competency Evaluators (ACEs), or Level One or Level Two Statement of Aerobatic Competency Letter of Authorization holders who also hold a current FAA Certified Flight Instructor (CFI) certificate.
- 5.4.1.2.3 No individual can submit more than one (1) letter of recommendation.
- 5.4.1.2.4 Each recommendation shall include the name and location of the venue, the date of the event, a brief summary of weather conditions and a summary of the air boss's participation in the events, including any pertinent observations on the Air Show Participant Safety Briefing and applicant's performance as air boss. The air show at which the applicant is observed may be a Basic Air Show or Standard Air Show and need not include jet team, single-ship military demo or parachute demonstration team. Failure to provide this kind of specific information may be grounds for not approving the RAB/MV application.
- 5.4.1.2.5 The air show at which the RAB applicant is observed may be an event at which the applicant is working under the supervision of an RAB or some other more experienced air boss, but the recommendation must attest to the fact that the applicant himself/herself was acting in the capacity as the primary air boss on that day to include conducting the Air Show Participant Safety Briefing and serving as the principal communications interface with the performing pilots throughout the CoW period.

5.4.1.3 Evaluation

The evaluation option requires an ABE to travel to a show at which the applicant has been contracted or approved to provide air boss services. The ABE will conduct his/her evaluation of the applicant during the course of the entire show, typically beginning with a Friday practice/rehearsal show and continuing with air shows on Saturday and Sunday.

- 5.4.1.3.1 During a safety and situational awareness interview of the applicant by the ABE and using a standard checklist developed as part of the ABRP and supplied to all applicants and ABEs, the applicant shall satisfactorily demonstrate experience and familiarity with a wide range of air boss-related administrative, regulatory, operational and safety issues.
 - 5.4.1.3.1.1 Because an RAB/SV is also eligible to provide air boss services at basic air shows and standard air shows other than the venue at

which he/she is approved to provide air boss services for a complex show, the ABE must also include a discussion on the limitations that an RAB/SV has when providing BAB or SAB services at a different venue as part of the safety and situational awareness interview. The ABE must also discuss the specific challenges faced by an RAB/SV might face when providing air boss services at a venue other than the one at which he/she is approved to provide air boss services for complex shows.

- 5.4.1.3.2 During the evaluation, the ABE shall:
 - 5.4.1.3.2.1 observe and evaluate any pre-event activities involving the air boss;
 - 5.4.1.3.2.2 attend daily Air Show Participant Safety Briefing(s) and evaluate the quality and thoroughness of the applicant's briefing; and
 - 5.4.1.3.2.3 attend all air show activities on all air show days, including rehearsal air shows , any two (2) of which must be full flying days at which the applicant performs the duties of an air boss.
- 5.4.1.3.3 During the evaluation, the ABE shall observe and evaluate all of those activities, conversations, radio communications, and documents distributed by the applicant. The ABE shall use the ICAS Air Boss Evaluation Form (See Appendix B to see a sample ICAS Air Boss Evaluation Form) to track and document his/her observations and assessments of the applicant.
- 5.4.1.3.4 The ABE shall have the ability to monitor all transmissions and be in the immediate vicinity of the applicant at all times to ensure that the evaluation is an accurate and comprehensive assessment of all issues related to the applicant's actions and activities as air boss. The ABE shall always be in position to intercede if the actions taken or direction given by the applicant are deemed by the ABE to be unclear or unsafe.
- 5.4.1.3.5 The ABE shall complete one (1) ICAS Air Boss Evaluation Form on each day that he/she evaluates and documents the performance of the applicant.
- 5.4.1.3.6 At the conclusion of the show on each day, the ABE shall verbally review each day's evaluation with the applicant.
- 5.4.1.3.7 The ABE shall ensure that all areas of strength and weakness are discussed with the applicant and that the applicant fully understands any concerns presented by the ABE.
- 5.4.1.3.8 In addition to the debriefs on each day of the show (see Paragraph 5.4.1.3.7), at the conclusion of the final act on the final day of the show, the ABE shall compile the evaluations from the previous days and formally debrief the applicant on the applicant's performance.

5.4.1.4 Evaluation Follow-Up

- 5.4.1.4.1 At the conclusion of the observation, the ABE shall give the applicant either a "Satisfactory" or "Unsatisfactory" evaluation and advise the applicant and ICAS of the outcome.

- 5.4.1.4.2 Regardless of the outcome, the ABE shall submit all evaluation documents to ICAS. Upon receipt, ICAS will acknowledge the result of the evaluation and confirm with both the applicant and the ABE the result of the evaluation.
- 5.4.1.4.3 Should the applicant receive a “Satisfactory” grade on the evaluation, ICAS will recommend that the FAA issue a three (3) year RAB/SV LoA. For example, a card issued in February of 2017 will expire on December 31, 2020. A card issued in October, 2017 will expire on December 31, 2020.)

5.4.2 Recommendation Option

5.4.2.1 Although most of the rest of the requirements are the same as the evaluation option, RAB/S applicants who opt to use the recommendation option for applying for an RAB/SV LoA are relieved of the requirement to schedule an on-site evaluation by an ABE, but must meet two other requirements not made of those RAB/SV applicants who opt for the evaluation option: they must submit a written, in-house training program that details how air bosses are trained to become air bosses at the venue where they are applying for RAB/SV status and they must participate in a Safety and Situational Awareness Interview with an ABE via Skype, FaceTime or some other video conferencing platform:

5.4.2.1.1 Written, in-house training program

To ensure that RAB/SV applicants who use the recommendation option provide an equivalent level of safety to those RAB/SV applicants who use the evaluation option, the recommendation option requires that the applicant provide a written training program that will be reviewed by the Air Boss Recognition Program Review Committee (ABRPRC) to ensure that there is a structured, comprehensive program that the venue uses to train its new air bosses to an objective, specific standard.

5.4.2.1.2 Safety and Situational Awareness Interview

Applicants who use the recommendation option for applying to become a RAB/SV shall begin the process by arranging a live video (Skype, FaceTime) or in-person safety and situational awareness interview with an ABE.

5.4.2.1.2.1 The purpose of this interview will be to demonstrate that the applicant possesses the personality, skills, experience and demeanor necessary to serve as an air boss in the air show environment.

5.4.2.1.2.2 The interview shall be conducted using a standard checklist developed as part of the ABRP and supplied to all applicants and ABEs.

5.4.2.1.2.3 The interview shall address a wide range of air boss-related administrative, regulatory, operational and safety issues.

5.4.2.1.2.4 Because an RAB/SV is also eligible to provide air boss services at basic air shows and standard air shows other than the venue at which he/she is approved to provide air boss services for a complex show, the ABE must also include a discussion on the limitations that an RAB/SV has when providing BAB or SAB services at a different venue as part of the safety and situational

awareness interview. The ABE must also discuss the specific challenges faced by an RAB/SV might face when providing air boss services at a venue other than the one at which he/she is approved to provide air boss services for complex shows.

5.4.2.2 Recommendations

The applicant shall submit not less than six (6) dated , signed recommendations attesting to the fact that the individuals submitting the recommendations had witnessed the applicant conduct an Air Show Participant Safety Briefing and provide appropriate control of the event in his/her capacity as air boss. The recommendations must include the date and location of the air show at which the applicant provided air boss services to an air show.

- 5.4.2.2.1 These recommendations must be submitted by Recognized Air Bosses (multiple venue or single venue); ICAS Aerobatic Competency Evaluators (ACEs) or Level One or Level Two Statement of Aerobatic Competency Letter of Authorization holders who also hold a current FAA Certified Flight Instructor (CFI) certificate.
- 5.4.2.2.2 For RAB/SV applicants using the “Recommendation Option” detailed in 5.4.2, at least one of the six letters of recommendation submitted must come from an RAB/SV or an RAB/MV.
- 5.4.2.2.3 No individual may submit more than one (1) letter of recommendation.
- 5.4.2.2.4 Each recommendation shall include the name and location of the venue, the date of the event, a brief summary of weather conditions and a summary of the air boss’s participation in the events, including any pertinent observations on the Air Show Participant Safety Briefing and applicant’s performance as air boss. The air show at which the applicant is observed may be a regular, non-complex air show and need not include jet team, single-ship military demo or parachute demonstration team. Failure to provide this kind of specific information may be grounds for not approving the RAB/MV application.
- 5.4.2.2.5 The air show at which the RAB/SV applicant is observed may be an event at which the applicant is working under the supervision of an RAB or some other more experienced air boss, but the recommendation must attest to the fact that the applicant himself/herself was acting in the capacity as the air boss on that day to include conducting the Air Show Participant Safety Briefing and serving as the principal communications interface with the performing pilots throughout the waiver period.
- 5.4.2.2.6 Recommendations submitted in fulfillment of the requirements for a Standard Air Boss endorsement may NOT be used to fulfill the requirements for an RAB/SV endorsement.

5.5 Results

5.5.1 Satisfactory

5.5.1.1 Air Boss Recognition Program Review Committee Review

With the successful completion of the application and testing process identified in Paragraph 5.3, and either the evaluation process identified in Paragraph 5.4.1 or the recommendation process identified in Paragraph 5.4.2, the ABRPRC will review the candidate’s application.

5.5.1.2 ICAS Recommendation to FAA

If the applicant satisfactorily meets all the requirements, the ABRPRC will recommend to the FAA that it issue the applicant a three (3) year ICAS RAB/SV LoA. (For example, a RAB/SV LoA issued in February of 2017 will expire on December 31, 2020. An LoA issued in October, 2017 will also expire on December 31, 2020.)

5.5.1.2.1 The RAB/SV LoA will include the name of the one venue at which the LoA holder is authorized to serve as air boss.

5.5.2 Unsatisfactory

Should the applicant receive an “Unsatisfactory” grade on the evaluation, he/she may re-initiate the application process at any time by visiting the ICAS website and selecting a different ABE.

5.5.2.1 In the event that applicant receives an “Unsatisfactory” grade on his/her first evaluation, he/she may immediately reinitiate the application process.

5.5.2.2 The ABE selected to conduct the second evaluation must contact the original ABE that recorded the 'unsatisfactory' prior to the next evaluation. Failure of the applicant to disclose to the second ABE that the applicant had received an earlier “Unsatisfactory” grade from a different ABE may result in termination of the evaluation process.

5.5.2.3 The ABE who conducted the initial “Unsatisfactory” evaluation shall provide details on those aspects of the applicant’s first evaluation that were considered unsatisfactory.

5.5.2.4 If the applicant receives an “Unsatisfactory” grade on that second evaluation, he/she shall not be permitted to be evaluated again until he/she receives additional training in the areas in which the applicant failed and a period six (6) months has elapsed since the second evaluation on which he/she received an “Unsatisfactory” grade.

5.6 Privileges

An individual issued a RAB/SV LoA may exercise the privileges of that LoA and provide air boss services at the Complex Air Show specified on the LoA. An RAB/SV may also provide air boss services at any Basic Air Show or Standard Air Show.

5.7 Renewal

Not less than 120 days prior to the expiration of the RAB/SV LoA, the RAB/SV must submit a renewal application to the ICAS Vice President of Safety and Operations that includes:

5.7.1 Documentation that he/she has worked as an RAB/SV for not less than four (4) show days during the previous four (4) years;

5.7.2 Not less than three (3) recommendations from other RABs (Single Venue or Multiple Venues), ACEs, or Level One or Level Two SAC LoA holders with a current CFI who have first-hand experience working with the renewal applicant during the previous three years (these recommendations may not be the same recommendations submitted in fulfillment of either the SAB designation or earlier RAB application requirements);

5.7.3 Documentation of attendance at not less than one (1) ICAS Air Boss Academy program, ICAS Air Boss 201 Workshop or an equivalent training program developed by ICAS or another organization that is certified by the Air Boss Recognition Program Review Committee to meet the needs for periodic updates and retraining during the previous three (3) years .

5.7.4 The ABRPRC shall review all requests for RAB/SV LoA renewal. Renewal applications approved by the ABRPRC shall be sent to the FAA with a recommendation that the card be renewed for a period of three (3) years.

Chapter 6

RECOGNIZED AIR BOSS (MULTIPLE VENUES) REQUIREMENTS & PROCEDURES

The RAB/MV is the most experienced type of air boss. The experience and variety of venues required for the RAB/MV LoA are more extensive because it is expected that the RAB/MV will provide air boss services more often and in a wider variety of environments.

(Note: RAB/MV LoA holders must always recognize that certain shows or situations may not necessarily be appropriate for that air boss. Every air boss is expected to analyze and understand each air show situation well enough to make a case-by-case assessment of whether his/her experience and skills are suitable for each individual situation.)

6.1 The RAB/MV LoA holder may act as an air boss at a Complex Air Show in any location.

6.2 Application

6.2.1 All applicants to the RAB/MV program must complete the application process as outlined in Paragraph 2.1 of this document.

6.2.2 All applicants must take and receive a passing grade of 75% or greater on the multiple-choice air boss test.

6.2.3 All applicants for RAB/MV LoA must provide documentation on his/her application that he/she has:

6.2.3.1 Served as air boss on not less than fifteen (15) show days at not less than four (4) different venues during the preceding six (6) years, including development and conduct of the Air Show Participant Safety Briefing at each of those shows.

(Note: Show days on which the RAB/MV applicant has worked may be events at which the applicant was working under the supervision of an RAB or some other more experienced air boss, but the recommendation must attest to the fact that the applicant himself/herself was acting in the capacity as the air boss on that day to include conducting the Air Show Participant Safety Briefing and serving as the principal communications interface with the performing pilots throughout the waiver period.)

6.2.3.2 Served as air boss for a show that included one (1) DoD- or DND-sanctioned North American military jet team or one (1) North American single-ship military demonstration (U.S. Air Force, U.S. Navy, U.S. Marine Corps, Royal Canadian Air Force or Heritage Flight meets this requirement). (Applicants may also use air shows at which they were NOT serving as the air boss to meet this requirement, if they receive a written recommendation from a Recognized Air Boss who provided air boss services at that show that attests to the fact that the applicant was present and observed operations related to providing air boss services for a military jet team or single-ship military demonstration);

6.2.3.3 Attended either an ICAS Air Boss Academy program, the Air Boss 201 education program at the ICAS Convention or an equivalent training program developed by ICAS or another organization that is certified by the Air Boss Recognition Program Review Committee to meet the needs for periodic updates and retraining within the past three (3) years.

6.3 Recommendations

The applicant shall submit not less than four (4) dated , signed recommendations attesting to the fact that the individuals submitting the recommendations had witnessed the applicant conduct an Air Show Participant Safety Briefing and conduct appropriate control of the event in his/her capacity as air boss. The recommendations

must include the date and location of the air show at which the applicant provided air boss services to an air show.

- 6.3.1 These four (4) recommendations must be submitted by Recognized Air Boss (multiple venue or single venue); ICAS Aerobatic Competency Evaluators (ACEs) or Level One/Level Two Statement of Aerobatic Competency Letter of Authorization holder who also holds a current FAA Certified Flight Instructor (CFI) certificate;
- 6.3.2 No individual may submit more than one (1) letter of recommendation.
- 6.3.3 Each recommendation shall include the name and location of the venue, the date of the event, a brief summary of weather conditions and a summary of the air boss's participation in the events, including any pertinent observations on the Air Show Participant Safety Briefing and applicant's performance as air boss. The air show at which the applicant is observed may be a regular, non-complex air show and need not include jet team, single-ship military demo or parachute demonstration team. Failure to provide this kind of specific information may be grounds for not approving the RAB/MV application.
- 6.3.4 The air show at which the RAB/MV applicant is observed may be an event at which the applicant is working under the supervision of an RAB, but the recommendation must attest to the fact that the applicant himself/herself was acting in the capacity as the primary air boss on that day to include conducting the Air Show Participant Safety Briefing and serving as the principal communications interface with the performing pilots throughout the waiver period.

6.4 Evaluation

Once an RAV/MV LoA applicant has completed the application process and the ICAS Vice President of Safety and Operations has determined that the applicant has met the minimum application requirements of the RAB/MV program, the applicant must be evaluated by an ABE as described below.

6.4.1 Evaluation Preparation/Logistics

The RAB/MV LoA applicant shall indicate his/her preference for an ABE on his/her application. ICAS headquarters will send a notification to both the applicant and the selected ABE confirming the applicant's intent to be evaluated. This notification shall include the information submitted by the applicant as part of the application process (see Paragraph 2.1.1. above) and the results of his/her multiple-choice test (see Paragraph 2.1.2 above).

- 6.4.1.1 The evaluation process requires that the evaluation of an applicant by an ABE be conducted at an air show that has been issued a CoW. This will be a show at which the applicant has already been engaged to serve as the air boss. If the applicant is not otherwise authorized to provide air boss services for the show at which the evaluation is being conducted, the ABE will also be listed on the CoW as one of two air bosses providing air boss services for the air show.
- 6.4.1.2 Several weeks prior to the event, the applicant shall request written permission from the event organizer to be evaluated at the event organizer's show along with requisite admission tickets, parking passes, lodging, entry passes and rental car for the ABE. It is expected that both the applicant and the ABE shall take all steps necessary to avoid becoming a burden or distraction to the event organizer.
- 6.4.1.3 Once permission has been received from the event organizer, the applicant shall confirm with the ABE and provide the ABE with any terms, limitations or requirements required or requested by the event organizer.

6.4.1.4 Once the ABE confirms that he/she shall conduct the evaluation and the logistical terms of that evaluation have been agreed on, the ABE shall send a confirming email to the applicant stating: date(s), time(s) and location of evaluation, written confirmation that the event organizer has allowed the ABE to conduct the evaluation of the applicant at the show, travel expense reimbursement terms, fees charged by the ABE to the applicant, and confirmation of any other logistical details.

6.4.1.5 The applicant shall be listed on the CoW as the air boss. If the applicant is not otherwise authorized to provide air boss services for the show at which the evaluation is being conducted, the ABE will also be listed on the CoW as one of two air bosses providing air boss services for the air show.

6.4.2 Evaluation

The evaluation option requires an ABE to travel to a show at which the applicant has been contracted to provide air boss services. The ABE shall conduct his/her evaluation of the applicant during the course of the entire show, typically beginning with a Friday practice/rehearsal show and continuing with public shows on Saturday and Sunday.

6.4.2.1 During a safety and situational awareness interview of the applicant by the ABE and using a standard checklist developed as part of the ABRP and supplied to all applicants and ABEs, the applicant shall satisfactorily demonstrate experience and familiarity with a wide range of air boss-related administrative, regulatory, operational and safety issues.

6.4.2.2 If the applicant is also applying for additional endorsements (see Paragraph 6.3.2.6 below), the safety and situational awareness interview shall also include questions and discussion on the additional endorsements that the applicant wishes to have added to his RAB/MV LoA.

6.4.2.3 During the evaluation, the ABE shall:

6.4.2.3.1 Observe and evaluate any pre-event activities involving the air boss;

6.4.2.3.2 Attend the daily Air Show Participant Safety Briefing(s); and

6.4.2.3.3 Attend all air show activities on all air show days, any two (2) of which must be full flying days at which the applicant performs the duties of an air boss.

6.4.2.4 During the evaluation, the ABE shall observe and evaluate all of those activities, conversations, radio communications, and documents distributed by the applicant. The ABE shall use the ICAS Air Boss Evaluation Form to track and document his/her observations and assessments of the applicant.

6.4.2.5 The ABE shall have the ability to monitor all transmissions and be in the immediate vicinity of the applicant at all times to ensure that the evaluation is an accurate and comprehensive assessment of all issues related to the applicant's actions and activities as air boss. The ABE shall always be in position to intercede if the actions taken or direction given by the applicant are deemed by the ABE to be unclear or unsafe.

6.4.2.6 The ABE shall complete one (1) ICAS Air Boss Evaluation Form on each day that he/she evaluates and documents the performance of the applicant.

6.4.2.7 At the conclusion of the show on each day, the ABE shall verbally review each day's evaluation with the applicant.

6.4.2.8 The ABE shall ensure that all areas of strength and weakness are discussed with the applicant and that the applicant fully understands any concerns presented by the ABE.

6.4.2.9 In addition to the debriefs on each day of the show (see Paragraph 6.3.2.8), at the conclusion of the final act on the final day of the show, the ABE shall compile the evaluations from the previous days and formally debrief the applicant on the applicant's performance.

6.4.3 Evaluation Follow-Up

6.4.3.1 At the conclusion of the observation, the ABE shall give the applicant either a "Satisfactory" or "Unsatisfactory" evaluation and advise both the applicant and ICAS of the outcome.

6.4.3.2 Regardless of the outcome, the ABE shall submit all evaluation documents to ICAS. Upon receipt, ICAS will acknowledge the result of the evaluation and confirm with both the applicant and the ABE the result of the evaluation.

6.4.3.3 Should the applicant receive a "Satisfactory" grade on the evaluation, ICAS will recommend that the FAA issue a three (3) year RAB/MV LoA. For example, a card issued in February of 2017 will expire on December 31, 2020. A card issued in October, 2017 will also expire on December 31, 2020.)

6.5 Results

6.5.1 Satisfactory

6.5.1.1 Air Boss Recognition Program Review Committee Review

With the successful completion of the application and testing process identified in Paragraph 6.2, the recommendation process explained in Paragraph 6.3, and the evaluation process identified in Paragraph 6.4, the ABRPRC shall review the candidate's application.

6.5.1.2 ICAS Recommendation to FAA

If the applicant satisfactorily meets all the requirements, the ABRPRC shall recommend to the FAA that it issue the applicant a three (3) year ICAS RAB/MV LoA. (For example, a RAB/MV LoA issued in February of 2017 will expire on December 31, 2020. An LoA issued in October, 2017 will also expire on December 31, 2020.)

6.5.2 Unsatisfactory

Should the applicant receive an "Unsatisfactory" grade on the evaluation, he/she may re-initiate the application process at any time by visiting the ICAS website and selecting a different ABE.

6.5.2.1 In the event that an applicant receives an "Unsatisfactory" grade on his/her first evaluation, he/she may immediately reinitiate the application process.

6.5.2.2 The ABE selected to conduct the second evaluation must contact the ABE that conducted the first evaluation and gave the applicant an "Unsatisfactory" grade prior to the second evaluation. Failure of the applicant to disclose to the second ABE that the applicant had received an earlier "Unsatisfactory" grade from a different ABE may result in termination of the evaluation process.

6.5.2.3 The ABE who conducted the initial "Unsatisfactory" evaluation shall provide details on those aspects of the applicant's first evaluation that were considered unsatisfactory.

6.5.2.4 If the applicant receives an "Unsatisfactory" grade on that second evaluation, he/she shall not be permitted to be evaluated again until he/she receives additional training in the areas in

which the applicant failed and a period of twelve (12) months has elapsed since the second evaluation on which he/she received an “Unsatisfactory” grade.

6.6 Renewal

Not less than 120 days prior to the expiration of the RAB/MV LoA, the RAB/MV must submit a renewal application to the ICAS Vice President of Safety and Operations that includes:

- 6.6.1 Documentation that he/she has worked as an RAB/MV on not less than eight (8) shows during the previous three (3) years;
- 6.6.2 Not less than four (4) recommendations from other RAB (Single Venue or Multiple Venues), ACEs, or Level One/Level Two SAC LoA holders with current CFI rating who have first-hand experience working with the renewal applicant during the previous three years;
- 6.6.3 Documentation of attendance at not less than one (1) ICAS Air Boss Academy program, or ICAS Air Boss 201 Workshop or an equivalent training program developed by ICAS or another organization that is certified by the Air Boss Recognition Program Review Committee to meet the needs for periodic updates and retraining during the previous three (3) years
- 6.6.4 The ABRPRC shall review all requests for RAB renewal. Renewal applications approved by the ABRPRC shall be sent to the FAA with a recommendation that the card be renewed for a period of three (3) years.

Chapter 7

AIR BOSS EVALUATOR

7.1 Air Boss Evaluator Standards and Code of Ethics

All ABEs will be held to the highest level of professionalism with respect to integrity and safety. At a minimum, every ABE will comply with the following:

- 7.1.1 Shall abide by all terms and conditions of the ABRP.
- 7.1.2 Shall conduct all evaluations in a professional, fair, reasonable, and equitable manner.
- 7.1.3 Shall conduct all evaluations at a predetermined date, time, and location.
- 7.1.4 Shall conduct all evaluations without any “conflict of interest,” perceived or actual. ABEs having family, business, training or financial relationship with an applicant may not conduct evaluations for RAB recommendation.
- 7.1.5 Shall not permit past or future competition with an applicant to influence his/her evaluation of that applicant in any way.
- 7.1.6 Shall conduct all evaluations in accordance with the standards and guidelines set forth in this manual.
- 7.1.6 Shall conduct all evaluations in a manner that reflects credit upon the air show industry.
- 7.1.7 Shall maintain the respect and confidence of their peers and the FAA.
- 7.1.8 Shall bring any unsafe act or practice to the attention of the individual/individuals involved, the ICAS Vice President of Safety and Operations, the ABRPRC, the SOC or any other appropriate official.

7.1.9 Any violation of the above shall be brought to the attention of the ABRPRC, which will, in turn, review the situation. If determined appropriate, an ABE qualification may be suspended or revoked.

7.2 ABE Responsibilities

7.2.1 Abide by the Standards and Code of Ethics of the ABRP Manual.

7.2.2 Remain familiar with the contents of this manual and ABRP documents.

7.2.3 Conduct evaluations in accordance with the ABRP Manual standards.

7.2.4 Take the following actions after observing an actual or potentially unsafe event/incident:

7.2.4.1 Contact the ICAS Vice President of Safety and Operations to initiate an incident response investigation in accordance with the ICAS Safety Incident Procedures program.

7.2.4.2 Comply with the requirements of the ICAS Safety Incident Procedures.

7.3 ABE Applications and Requirements

Before applying to become an ABE, an applicant should review and be familiar with the entire contents of the ABRP Manual. Each applicant should understand and be prepared to abide by the ABRP Manual Standards and Code of Ethics. The applicant is also responsible for knowing and complying with the ABE application process outlined in this section. It is not the intention of ICAS, the ICAS Board of Directors, the ICAS SOC or the ICAS ABRPRC that all individuals who meet the qualifications to become an ABE shall be given that designation. Examiners will be added and removed to meet the needs of the program at the discretion of the ICAS Board, SOC and ABRPRC.

7.3.1 ABE Qualifications

7.3.1.1 Current RAB/MV with not less than five (5) years of experience as an active air boss. (Every ABE will be expected to have met all of the minimum requirements of an RAB/MV. This requirement may not be waived.)

7.3.1.2 Written recommendation from a current ABE;

7.3.1.3 Meet geographical needs and staffing levels as determined by the ABRPRC; and

7.3.1.4 With the concurrence of the SOC, any of the qualification criteria may be waived by the ABRPRC.

7.3.2 Applicant Documentation Requirements

7.3.2.1 Provide written letter of intent/desire for ABE selection.

7.3.2.2 Provide documentation satisfying all qualifications outlined in 4.3.1.

7.3.2.3 Provide written synopsis of depth and range of air boss experience.

7.3.2.4 Provide any additional information requested by the ABRPRC within 30 days.

7.3.3 Selection Process

7.3.3.1 ABE applications may be submitted once each calendar year.

7.3.3.2 ABE applications shall be reviewed by the ABRPRC at each meeting.

7.3.3.3 The ABRPRC shall approve, disapprove, or request additional information.

7.3.3.4 ABE designation will be renewed every three years thereafter using a process developed by the ABRPRC and approved by the SOC

7.3.3.5 If an ABE is not approved in any given year, he/she may re-apply the next calendar year.

7.4 ABE Renewal

Every ABE is required to have his/her ABE designation reviewed and renewed three (3) years after the initial approval and every three (3) years thereafter. The initial ABE designation shall expire on December 31 of the third calendar year. The ABRPRC is responsible for conducting the review for renewal and recommendations of all ABEs. Following the triennial review, the ABRPRC will make direct contact with those ABEs it wishes to renew for a subsequent three years.

7.4.1 It is the responsibility of each ABE to request re-designation as an ABE not later than 15 September of the year in which his/her ABE designation expires.

7.4.2 The ABRPRC shall use the following criteria when recommending renewal of ABEs:

7.4.2.1 The written request for renewal from the ABE.

7.4.2.2 Number, quality and thoroughness of evaluation reports submitted.

7.4.2.3 Safety record of RABs to whom the ABE granted recommendations.

7.4.2.4 Any grievances concerning the ABE.

7.4.2.5 Geographic need of the industry.

7.4.3 Each year the new list of qualified ABE will be sent to the FAA and the list on the ICAS website will be updated to reflect the current list of ABE for that calendar year.

7.4.4 An ABE who is not renewed shall not be permitted to conduct subsequent evaluations

Chapter 8

AIR BOSS RECOGNITION PROGRAM REVIEW COMMITTEE

8.1 Organization

The Air Boss Recognition Program Review Committee (ABRPRC) is a five (5) member subcommittee of the ICAS SOC established and funded by the ICAS. Members serve staggered three (3) year terms and are selected by the SOC upon recommendation of the ABRPRC. The selections of the SOC must be approved by the ICAS Board.

8.2 Mission

The ABRPRC is charged with the management and leadership of all aspects of the ABRP. The ABRPRC is responsible for directing and administering the ICAS ABE Program as outlined in this manual under the direction of the SOC. The ABRPRC will place air show industry safety above all other considerations.

8.3 Chair

With concurrence of the ICAS Board of Directors, an ABRPRC Chair shall be appointed by the Chairman of the SOC to a two (2) year term to represent the ABRPRC. The ABRPRC Chair is responsible for guiding the ABRPRC to fulfill its charter and responsibilities. He/she must be a current RAB, shall be named a sitting member of the SOC, and may assist in the selection of ABRPRC members.

8.4 Meetings

The ABRPRC may operate by email or telephone conference call. A majority vote is required to recommend issuance or re-issuance of an RAB LoA by the FAA. Any issues with the ABRPRC's decisions shall be resolved by the SOC. Should conditions warrant, a majority vote of the Board of Directors or SOC, or a unanimous vote of the ABRPRC, may result in the immediate recommendation of suspension or revocation of RAB privileges or a change in recognition level.

8.5 Exceptions

An exception is permission to do or not to do something that others are obliged to do. Any individual or organization may request an exception from the ABRPRC for any of the requirements of the ABRP.

8.5.1 Requests for exception to any facet of this guideline may be made in writing to the ABRPRC through the ICAS Vice President of Safety and Operations, who shall immediately advise the appropriate individuals/committees and ensure timely consideration of the request.

8.5.2 The request for exception shall be specific as to the exception requested; include a full and detailed justification for the proposed exception; provide evidence that – under the terms of the exception request -- an equivalent level of safety will be provided; and contain all supporting documentation the applicant wishes to present. Letters requesting an exception to the guidelines will not be considered if they are not specific, if they do not provide evidence that an equivalent level of safety will be provided, or if they provide no documentation.

8.5.3 The ABRPRC shall act upon exception requests within thirty (30) working days of receipt and forward the committee's finding to the Chairman of the SOC.

8.5.4 The SOC shall have fourteen (14) calendar days to develop a finding and notify the result to the petitioner and ICAS. Further appeals are not available.

8.5.5 In addition to the exception process described in items 8.5.1 through 8.5.4, an air show may be approved by local FAA officials for an emergency exception if an air boss scheduled and confirmed to

provide air boss services at an air show becomes ill or is otherwise incapacitated and unable to provide air boss services for that show. In that event and if the show does not have time to find an air boss or if a substitute air boss is unavailable to replace the scheduled and confirmed air boss, the show may designate one of its air show performers to provide air boss services.

To be eligible for this emergency exception, the circumstances must meet the following criteria:

- 8.5.5.1 An air boss must have previously committed to working at the air show and be listed on the waiver application.
- 8.5.5.2 A local FAA official must be informed of the emergency circumstances and agree in writing that he/she agrees that the situation requires the use of this emergency exception process.
- 8.5.5.3 The show must be restructured to ensure that:
 - 8.5.5.3.1 No more than one airplane (other than a formation team) is in the air show demonstration area at the same time.
 - 8.5.5.3.2 No aircraft circling parachutists
 - 8.5.5.3.3 No ground- or water-based vehicles vs. aircraft races or simulated races; and
 - 8.5.5.3.4 No non-participating aircraft movements on the ground or in the Air Show Demonstration Area unless a specific system has been developed and coordinated with the jurisdictional air traffic control facility and local FAA officials.
- 8.5.5.4 The pilot who has agreed to provide air boss services in this situation must hold a current Statement of Aerobatic Competency.
- 8.5.5.5 The pilot who has agreed to provide air boss services in this situation must also agree not participate in the air show as a performer and/or pilot.
- 8.5.5.6 Prior to the Air Show Participant Safety Briefing on each day that the pilot provides air boss services to the air show, all military and civilian pilots participating in the air show must acknowledge in writing that they recognize that the original air boss will not be providing air boss services and that the air boss will be an air show pilot who has agreed to provide air boss services for the show on that day.

The intent of this rule is to ensure that, in an emergency situation, a scheduled air show is able to proceed if the scheduled and confirmed air boss becomes incapacitated or becomes otherwise unavailable. This exception is not intended to provide relief to any air show that failed to make arrangements for a qualified individual to provide air boss services at the air show.

8.6 SAB/RAB/ABE Unsatisfactory/Inadequate/Unsafe Performance Report

- 8.6.1 Should ICAS headquarters, the SOC or the ABRPRC receive a report of unsatisfactory/inadequate performance by an SAB, RAB or ABE, or a report of questionable or unsafe practices, or incidents or acts occurring under control of an SAB/RAB/ABE, it shall be referred to the ICAS Vice President of Safety and Operations for review and determination if a formal inquiry is warranted.

- 8.6.2 If the ICAS Vice President of Operations determines sufficient information has been presented to warrant an official inquiry, he shall initiate an Incident Response Investigation, as per ICAS policy. In accordance with the ICAS Incident Response Investigation process, the results of an investigation range from a finding that no safety hazard occurred to recommendations for remedial action or retraining to temporary or permanent revocation of air boss recognition.
- 8.6.3 If the SAB or RAB designation of an air boss is revoked as a result of a safety or administrative issues, the SAB/RAB will have the ability to re-apply under conditions established by the ABRPRC and shared with the applicant after receiving concurrence from the FAA's National Aviation Event Specialist.

Chapter 9

ADMINISTRATION

9.1 Records and Information

ICAS will be the primary source of history, data, and information on the ABRP. ICAS is responsible for answering all inquiries related to the ABRP, its charter, structure, activities and day-to-day operations. ICAS will maintain the program's records on an internal database located at the address provided on page 1 of this manual for a period of not less than five (5) years. Upon request of the FAA, ICAS will make any of its records available for inspection. ICAS is responsible for maintaining all records pertinent to the program, including, but not limited to, the following:

- 9.1.1 Applicant files, including application information on each applicant and RAB;
- 9.1.2 ABE listing with addresses, contact information, and expiration dates;
- 9.1.3 RAB listing with addresses, contact information, and expiration dates;
- 9.1.4 SAB listing with addresses, contact information, and expiration dates;
- 9.1.5 ABRPRC proceedings and meeting minutes;
- 9.1.6 Recommendations on the issuance/suspension/revocation of an FAA authorization;
- 9.1.7 Investigatory proceedings and conclusions;
- 9.1.8 Pilot and ABE reports and/or grievances;
- 9.1.9 Any other data pertinent to the administration of the ABRP.

9.2 Process vs. Decision Making

As a general rule and unless specified otherwise, the ICAS Vice President of Safety and Operations will have primary responsibility for the processes related to the ABRP and the ABRPRC and/or SOC will have primary responsibility for decisions related to the ABRP.

9.3 List of SABL and RAB LoA Holders

ICAS will maintain a list of SABs and on its website in a prominent location as a reference for event organizers, regulators and other interested parties. Air shows employing RABs should verify the authorization with both the air boss and the regulating body that issued the LoA.

9.4 Appeals

9.4.1 Appeals of ABE Decisions

An appeal by an applicant of an ABE's decision will be considered by the ABRPRC. In most circumstances, the Committee will base its decision on whether or not the ABE followed documented protocol. The Committee may also consider whether or not an applicant has met experience requirements and other objective pre-requisites. The Committee will not become involved in questioning an ABE's decision on subjective issues related to an evaluation of an air boss.

9.4.2 Appeals of ABRPRC Decisions

An appeal of a decision by the ABRPRC will be heard by the SOC. The SOC will only consider appeals of ABRPRC decisions that are procedural in nature. A decision by the SOC on an appeal of an ABRPRC is final.

9.5 Fees

The ICAS Board of Directors shall set and may adjust processing fees for ABRP applicant applications and processing.

9.5.1 The ICAS Board of Directors may set or adjust fees related to the processing of ABRP applications. The fees collected for this program shall be used to offset program expenses, including liability insurance, administrative time, software/hardware expenses, etc

9.5.2 See Chapter 2, Overview of Program Requirements and Procedures, Paragraph 2.3 for additional information on fees related to the ABRP program.

9.6 Funding

The ICAS Board of Directors is responsible for establishing and providing necessary funds to support the ABRP. As a minimum, funding use will include, but not be limited to, the following:

9.6.1 Records maintenance;

9.6.2 Annual ABRPRC meetings;

9.6.3 Administrative items such as mailing, documents, forms, supplies, etc.;

9.6.4 Computer software and hardware requirements of the program; and

9.6.5 ABE liability insurance policy.

9.7 ABRP Manual Changes/Updates

The ABRPRC is responsible for maintaining and updating the ABRP Manual. Proposed changes may be submitted directly to ICAS or through the ICAS Confidential Reporting System (ICARUS) located at www.icarusreports.com.

9.7.1 Amendment proposals

9.7.1.1 Amendment proposals may be submitted at any time for consideration by the ABRPRC by any qualified individual.

9.7.1.2 Proposals must include a summation, objective of the change, and justification.

9.7.1.3 Proposals must include suggested language to meet the objective of the change.

9.7.1.4 Proposals must have the written endorsement of at least one current ABE.

9.7.1.5 Proposals from government agencies do not require ABE endorsement.

9.7.2 Amendment consideration

9.7.2.1 Proposed amendments shall be reviewed by the entire ABRPRC within 30 days of receipt.

9.7.2.2 The ABRPCC shall make its recommendations for changes to the ABRP Manual to the ICAS SOC which will approve or disapprove the proposed changes by a majority vote within thirty (30) days of receiving the proposed changes from the ABRPRC.

- 9.7.2.3 Receipt of proposed amendments shall be acknowledged in writing within fourteen (14) calendar days of receipt at ICAS headquarters.
- 9.7.2.4 Proposed amendments shall have a 30-day comment period once posted for review. This comment period may be waived by the SOC for the purpose of immediate action items, administrative issues, and/or other simple, required corrective actions. ICAS staff shall be charged with assuring that proposed amendments are communicated to the ICAS membership.
- 9.7.2.5 At the end of the 30-day comment period, the ABRPRC shall consider all comments made during the comment period.
- 9.7.2.6 The ICAS staff will consult with all appropriate government agencies that accept the ABRP Manual for comments/approval of the proposed change(s).
- 9.7.2.7 Proposed changes to the ABRP Manual must be approved by a two-thirds majority of the ABRPRC before proposed changes shall be forwarded to the SOC for its consideration.
- 9.7.2.8 The SOC shall submit a final draft and recommendation of the proposed amendment on behalf of the ABRPRC to the ICAS Board of Directors within 60 days of the initial proposed amendment status for approval or disapproval.
- 9.7.2.9 If approved, the ICAS staff will then submit the recommended proposed amendment to the FAA and other relevant regulatory agencies for their acceptance and recognition. It is the responsibility of the ICAS staff to communicate the acknowledgement of governmental actions to the appropriate committees.
- 9.7.2.10 Within twenty (20) days of a final decision on the proposed amendment, the individual/organization who/that submitted the proposed amendment will be informed in writing about the final disposition of the proposed amendment.
- 9.7.2.11 Exceptions to these timelines may be approved by the ICAS Board of Directors or the Executive Committee of the Board of Directors.

9.7.3 Amendment implementation

- 9.7.3.1 With concurrence of the ICAS Board of Directors, all other affected committees and acceptance by the FAA, the proposed amendment shall be given an implementation date by the ABRPRC.
- 9.7.3.2 The implementation date will account for adequate distribution through appropriate communications from ICAS and appropriate incorporation of the amendment into the ABRP Manual.
- 9.7.3.3 Once implemented, the amendment is to be considered “effective” in accordance with the implementation date.

9.8 Non-Compliance Process

9.8.1 Falsification

- 9.8.1.1 Evidence of falsification by either an applicant or an evaluator shall be cause for immediate recommendation to the FAA and other regulatory agencies that the individual’s air boss letter of endorsement be revoked.
- 9.8.1.2 Falsification incidents shall be investigated by the ICAS Vice President of Safety and Operations and those findings will be reported to the ARBPRC.

9.8.1.3 The ARBPRC may file an ethics violation with the ICAS Ethics Committee for any falsification uncovered in the investigation.

9.8.2 Non-Compliance

Allegations of non-compliance with the specific provisions and overall intent of the ABRP shall be investigated by ICAS Vice President of Safety and Operations with a summation presented to the SOC. With a recorded majority vote of the full SOC, penalties may be assessed based on the severity of the violation. Such penalties may include, but are not limited to, the following:

9.8.2.1 Formal recommendation to the FAA that the individual's LoA be suspended or revoked.

9.8.2.2 Formal recommendation to the ICAS Board of Directors that the individual's membership in ICAS be suspended or revoked.

9.8.2.3 Formal documentation maintained in the individual's ICAS historical records of the violation and the actions taken by ICAS and/or the FAA or other regulatory agencies.

International Council of Air Shows, Inc. AIR BOSS RECOGNITION PROGRAM APPLICATION	
Site:	Date:
Site:	Date:
Site:	Date:
Site:	Date:
Site:	Date:

Appendix B

EVALUATION FORM

AIR BOSS RECOGNITION PROGRAM Letter of Authorization Evaluator Report							
1. Applicant:			2. Date		3. Site:		
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> N/A <input type="checkbox"/>		5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy <input type="checkbox"/> N/A		6. Complexity <input type="checkbox"/> Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult <input type="checkbox"/> N/A		7. Hours Observed this day	
						8. Total Hours Observed This Site:	
9. Purpose <input type="checkbox"/> On-Site Evaluation <input type="checkbox"/> Safety and Situational Awareness Interview <input type="checkbox"/> Skype/Video Conferencing <input type="checkbox"/> Telephone						10. Evaluator	
11.	Job Task	Job Subtask	Observed	Comment	Satisfactory	Unsatisfactory	Notes:
A. Pre- Planning		1. Co-ordination with airport management and ATC					
		2. Co-ordination with CFR and law enforcement personnel					
		3. Knowledge of disaster plan requirements and associated contingency planning					
		4. FAA 7711-2 properly completed					
		5. Request for TFR properly completed					
		6. Request for frequency properly completed					
		7. Request for FCC License properly completed					
		8. Knowledge of schedule building and maintaining techniques					
		9. Displays and instills confidence					
B. Briefing		10 Briefing presentation techniques					
		11. Ensures necessary coordination between pilots					
		12. Displays and instills confidence					
		13. Communication is clear and concise					
		14. Ensure specialty briefings are conducted..i.e circle jump					
C. Air Operations		15. Situation awareness is maintained at all times					
		16. Priority of duties is understood.					

	17. Positive control of show is provided.							
	18. Communication is clear and concise							
	20. Good judgment is applied.							
	21. Effective show flow is maintained.							
	22. Aircraft identity is maintained.							
	23. Safety alerts are provided							
	24. Displays and instills confidence							
	25. Effectively manages emergency or potential emergency situations							
	26. Air show best practices are adhered to							
	27. Scans entire flying display area							
	28. Schedule adjustments are timely and properly disseminated							
	29. Knowledge of aircraft types, flying characteristics, and air show categories.							
D. Venue/Act (If not included in the show, must be discussed during Safety & Situational Awareness Interview. Applicant must demonstrate a comprehensive understanding of the	30. Properly brief and manage issues related to jump team(s).							
	31. Properly brief and manage issues related to pyrotechnics.							
	32. Properly brief and manage issues related to conducting air show operations at remote location.							
	33. Properly brief and manage issues related to twilight/night air show operations.							
	34. Properly brief and manage issues related to conducting air show operations over water.							
E. Working Flexibility	35. Responsiveness to changes in schedule/weather/ performers							
	36. Maintains awareness of changing weather conditions							
	37. Provides wind/ceiling updates to pilots; adjusts runways when necessary							
	38. Ability to react to cancelled act or mechanical delay							
	39. Maintains control/situational awareness of ground activity in/near aerobatic box (i.e. fuel truck, photographers, etc.)							
	40. Keeps event organizer advised of changes/needs							
	41. Demonstrates contingency for poor radio/no reception							
	42. Adjusts subsequent schedule to reflect previous performance							
	43. Keeps necessary people apprised of changes to schedule							
	44. Communicates appropriately with IIC							
F. Knowledge	45. Knowledge of federal regulations and air show guidance							
	46. Knowledge and understanding of national airspace							
	47. Knowledge of aircraft types, their flying characteristics, and their air show category							
	48. Knowledge of briefing techniques, necessary components							
	49. Knowledge of ground operations, aircraft arrival/departure techniques							
	50. Experience providing air boss services with commercial aircraft operations during air show							
G. Communication	51. Uses clear and appropriate phraseology.							
	52. Communication is clear, concise.							
	53. Makes only necessary, appropriate radio transmissions.							
	54. Maintains integrity of the Air Boss Frequency							

	55. Briefing checklist Items are completed (see attached)						
H. Other	56. Any other relevant experience, certification, qualification						
	57. Applicants for RAB/SV must be informed that they will have the capacity to provide air boss services at basic air shows and standard air shows, but that their authorization to provide air boss services at venues other than the single venue at which they are approved to provide complex air show services will be limited to those of a standard air boss. RAB/SV applicants must also be reminded that the challenges and safety hazards at a venue other than that which they are familiar must be understood and taken into consideration when providing basic or standard air boss services at unfamiliar venues						

