

International Council of Air Shows

International Council of Air Shows, Inc. Air Boss Recommendation Program [ABRP]

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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.

DEFINITIONS

AIR BOSS

The air boss (is defined by the Federal Aviation Administration (FAA) [8900.1 Ch86 Vol3 Chapter6 Para3-143 A. 3]) as: “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 ICAS-recommended air boss must be able to prepare and present a quality comprehensive air show safety and sequence briefing, demonstrate a mastery of FAA form 7711-2 as well as other FAA required paperwork, and have a command and control “presence”.

Thus ICAS defines the air boss as that individual who prepares and presents a daily 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.

AIR BOSS EVALUATOR (ABE)

An air boss evaluator (ABE) is an air boss who holds a letter of authorization (LoA) and has been selected by ICAS to evaluate applicants in the Air Boss Recommendation Program (ABRP).

AIR BOSS RECOMMENDATION PROGRAM (ABRP)

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

AIR BOSS RECOMMENDATION COMMITTEE (ABRC)

The Air Boss Recommendation Committee (ABRC) is a sub-committee of the ICAS Safety & Operations Committee (SOC) that oversees and manages the ABRP.

AIR SHOW

An air show is defined by the FAA [8900.1 Ch86 Vol3 Chapter6 Para3-143 A. 4]) as “An aviation event defined as an aerial demonstration by one or more aircraft before an invited assembly of persons.”

EXCEPTION

An exception is permission to do or not to do something that others are obliged to do. Each of the requirements in this program are subject to request for exception by an individual or organization to the ABRC.

LETTER OF AUTHORIZATION

A letter of authorization (LoA) is a document issued by the FAA accrediting an individual to do something.

MINI BOSS

A mini boss is an individual who has demonstrated his/her basic knowledge of the airport/aviation/air show environment, but has not yet demonstrated the experience level, qualifications or demeanor to manage the briefing/air show flying operations.

RECOGNIZED AIR BOSS

A recognized air boss (RAB) is an air boss who has been recommended by ICAS in accordance with the ABRP and has received his/her Letter of Authorization from the FAA.

SAFETY AND OPERATIONS COMMITTEE (SOC)

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.

SHADOWING

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

SHOW DAY

A show day is a single calendar day in which an individual served as the principal 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, only one (1) show day is counted.

SINGLE SITE LETTER OF AUTHORIZATION

A single site letter of authorization applies to a specific, single show site or venue.

VENUE

A venue is a waived air show site. 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 Recommendation Program (ABRP) is a program developed and managed by the International Council of Air Shows (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 and its appendices contain the standards, rules and procedures to be used by Air Boss Examiners (ABE) in conducting air boss evaluations in Phases I, II, III. Further, it establishes the process for making recommendations regarding ABRP Letters of Authorization (LoA) to the FAA.

IMPLEMENTATION

Implementation of the ABRP will be a three (3) phase process starting in December 2015 with full implementation of the program in place for the 2017 air show season.

This initial ICAS ABRP Manual addresses the industry's concerted effort to identify the skills and knowledge required to be recommended under the ICAS ABRP to be an FAA authorized air boss at the most complex venues (Phase I). After this first-of-its-kind program has been operating for a year, ICAS/FAA will identify the strengths and weaknesses of the ABRP. They will identify a methodology required to be recommended under the ICAS ABRP to be an FAA-authorized air boss for less complex venues (Phase II) utilizing data that has been collected and the necessary adjustments to the original program have been made.

Phase I [December '15 – May '16]: An initial cadre of ten (10) individuals, selected by the ICAS Air Boss Recommendation Committee (ABRC) and approved by the ICAS Air Show Safety & Operations Committee (SOC)/ICAS Board of Directors, will be announced at the 2015 ICAS Convention. The initial cadre will be selected based on depth and breadth of experience, variety of venues, standing within the industry, FAA and the military; geographic location, and needs of the industry. The initial cadre must meet the prerequisites of the ABRP LoA and Air Boss Examiner (ABE) programs. ICAS will recommend the initial cadre each be issued a three (3) year unrestricted air boss ABRP LoAs with ABE privileges by FAA, and are referred herein as RAB (recognized air boss).

During Phase 1, air shows will not be required to use an RAB. Air bosses desiring to attain ABRP LoA status may make application for an ABRP LoA observation. ABRP LoA observations may take place during Phase I.

During Phase 1, ICAS will work with Transport Canada to begin the process of developing and implementing the ABRP process of a derivative of it in Canada.

Phase II [June '16 – December '16]: During Phase II, ABRP LoA observations continue. ICAS may consider adding ABEs should industry require them. ICAS will continue developing training materials for the annual air boss continuing education program. Air shows may begin requesting RABs from a list maintained by ICAS should they wish to.

Not later than 1 October 2016, the FAA/ICAS/DoD shall develop and publish the criteria to designate air shows or events as "complex" and require an RAB. Concurrently, FAA/ICAS/DoD shall develop and publish a set of criteria that qualifies venues as a "small non-complex" at which a RAB need not be used.

During preliminary discussions regarding the development of an air boss recommendation program, the DoD/USAF/USN expressed great support for the program's concepts. ICAS anticipates that they will develop criteria that specifies when it expects an air show to use an RAB based on the assets that the U.S.

military is committing to that event (military jet team vs. single ship demo vs. military flyover vs. static display aircraft, etc). Target date for the completion of these criteria will be 1 October 2016.

Phase III Full Implementation [December '16 – December'17]: During Phase III, recommendation observations will continue. ICAS may consider adding ABEs should industry require them. FAA/DoD/RCAF will require all air shows to use RABs. Beginning on 1 December 2016, FAA will not accept 7711-2 Request for Waiver without an RAB identified in the air traffic control section (block 15) unless the non-military shows meet the small show exception standard and an exception has been published by the ABRC. The day following the 2016 ICAS convention the ABRC/FAA/ICAS/DoD shall hold a summit meeting to assess the implementation and update the program to its final form.

All prospective air bosses, ABRP LoA applicants and ABEs shall thoroughly familiarize themselves with the contents of this document, review them frequently, and have all appropriate documents on hand when being evaluated or conducting an observation.

Chapter 2

PROGRAM OBJECTIVES

Program Purpose

The purpose of the ICAS Air Boss Recommendation Program (ABRP) is to identify and acknowledge those persons that meet the requirements set forth within this document and the successful completion of an evaluation by an ABE. On successful completion of these requirements, an applicant will be recommended by ICAS to the FAA to be an authorized air boss capable of safely conducting the required duties of an air boss at an air show. The ICAS recommendation to the FAA for issuance of the LoA will attest that, on the day of the evaluation, the applicant met the minimum requirements of the ABRP program.

Documentation

An air boss LoA applicant shall be required to exhibit the skills and subject matter mastery of the entire air show genre. To request/schedule an evaluation, the applicant shall document:

- A. A portfolio of fifteen (15) air shows, at no less than five (5) different venues, over the past three (3) years at which the applicant conducted the daily safety/sequence briefing and was the principal air show air boss controlling aircraft;
 - 1. Air boss operations at three (3) venues with a military demonstration team;
 - 2. Air boss operations at three (3) venues with a single-ship military demonstration (Heritage Flight applies);
 - 3. Air boss operations at three (3) venues with a qualified parachute team;
 - 4. Air boss operations at one (1) or more 14 CFR part 139 airports;
 - 5. Air boss operations one (1) or more military bases;
 - 6. Air boss operations at one (1) or more venues with pyrotechnics;
 - 7. Air boss operations at one (1) or more venue with night operations (if night authorization endorsement is desired);
 - 8. Air boss operations at one (1) or more over water demonstration venues (if over water authorization endorsement is desired); and
 - 9. Air boss operations at a remote venue.
- B. Attendance at the ICAS Air Shows 101 course within the past three years;
- C. Attendance at the ICAS Air Boss 201 course within the past three years;
- D. Attendance at the ICAS Air Boss Safety Stand Down within the past three years;
- E. Through oral examination, satisfactorily demonstrate experience and familiarity with 7711-2 request for waiver and required supporting documents;
- F. Through oral examination, satisfactorily demonstrate experience and familiarity with Temporary Flight Restriction (TFR) requests using the appropriate forms and contacts; and
- G. Through oral examination, satisfactorily demonstrate experience and familiarity with DD 2535s.

Note: For an applicant who meets the requirements for a single venue LoA, the numbers required in 1-9 above, are reduced as appropriate to a single venue LoA.

Chapter 3

PROGRAM PROCESS

Evaluation for Recommendation

This section details the process by which an applicant may be recommended to the FAA by ICAS. The list of Air Boss Examiners (ABE) will be available on the ICAS website for reference and inquiries.

An applicant will initiate an application for an LoA Recommendation Evaluation (RE) by going to the ICAS website and clicking on the “Air Boss Application” link. The applicant shall be familiar with the entirety of this document; Volume 3 Chapter 6 section 1 of 8900.1; Air Shows 101; Air Shows 201; FAA Form 7711-2. Links to these documents are also available on the ICAS website.

Application Process

Application process:

- A. Applicant initiates application on the ICAS website.
- B. Applicant completes Form A online. (For a hard copy sample of Form A, see Appendix A in this manual.
- C. The applicant will select an ABE to conduct the evaluation from a list provided by ICAS [see 6.1 D].
- D. Once an initial review of the application has been completed and it is determined that the applicant meets the minimum requirements to make application, ICAS 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 required by item B above).
- E. The evaluation and examination process requires that the evaluation of an applicant by an ABE be conducted at an actual waived air show. It is expected that the applicant will 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. Once permission has been received, the applicant will confirm with the ABE and provide the ABE with any terms, limitations or requirements required or requested by the event organizer.
- F. Once the ABE confirms that he/she will conduct the evaluation and the logistical terms of that evaluation have been agreed on, the ABE will 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
- G. The ABE will: review and evaluate any pre-event activities involving the air boss; attend the daily pre-show safety and sequence briefing; attend the air show on no less than three (3) days, any two (2) of which must be full flying days at which the applicant performs the duties of an air boss. The ABE should have the ability to monitor all transmissions and be in the immediate vicinity of the applicant at all times to ensure the highest level of accuracy on all evaluation items. The applicant will be listed on the Certificate of Waiver as the air boss.

- H. The ABE will complete one (1) ICAS Air Boss Evaluation Form each day to evaluate and document the performance of the applicant and review each day's grading with the applicant.
- I. At the conclusion of the final act on the final day of the show, the ABE will compile the evaluations from the previous days and formally debrief the applicant on the applicant's performance. The ABE should ensure that all areas of strength and weakness are addressed and that the applicant fully understands any concerns presented by the ABE. The ABE will evaluate his/her observations and review each day's Evaluation Form. The ABE will give the applicant either a pass or a fail evaluation at the conclusion of the observation. If the applicant receives "satisfactory" ratings on 75% or higher of the individual evaluation areas in all sections (i.e. Pre-Planning, Air Operations, Knowledge, Communications, Other), the ABE will indicate to the applicant and in his/her online report to ICAS headquarters that the applicant received a passing grade on the evaluation.
 - 1. If the applicant passes the evaluation, the applicant will be recommended by ICAS to the FAA for an air boss LoA.
 - 2. Should the applicant not pass the evaluation, the applicant will be given one opportunity to redress the evaluation with a different ABE. In this case, the ABE who will conduct the follow-up evaluation must contact the ABE that did not pass the applicant prior to the date of the evaluation. The ABE who conducted the initial evaluation shall provide details on the applicant's shortcomings identified in that initial evaluation. In the event that an applicant wishes to redress the evaluation given by the ABE, the applicant must reinitiate the application process located in Chapter 3.
 - 3. Regardless of the outcome, the ABE will 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. Should the applicant pass the evaluation, ICAS will recommend to the FAA that the applicant be issued an air boss Letter of Authorization [LoA] and add that individual to the RAB list. Should a non-passing score be given to an applicant, the applicant may proceed at any time to the ICAS website to re-initiate the evaluation procedures.
 - 4. Once ICAS headquarters has confirmed that an applicant has received a non-passing grade/score, the applicant will be permitted to initiate a second evaluation with a different ABE immediately. If the applicant receives a non-passing grade on that second evaluation, he/she will 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.
- J. A list of LoA qualified air bosses, aka RABs, will be maintained on the ICAS website as a reference for event organizers, regulators and members. Air shows employing RABs should verify the authorization with both the air boss and the regulating body that issued the LoA.
- K. A list of ABEs will be maintained on ICAS' website as a reference for use by LoA applicants.
- L. An applicant recommended by ICAS to FAA for an air boss LoA shall be considered current for three (3) calendar years from the date of the issuance.

- M. Air shows that are held over water or have night operations require an endorsement to the LoA specifying “over water” or “night operations.” These endorsements must be applied for in the initial request for observation.
1. “Over water” endorsement: All levels of LoAs shall be issued with a “no over water” annotation that shall remain on the LoA until the holder has worked in association with an over-water endorsed LoA holder at an over water show for not less than three days at least one over water venue and receives a letter of recommendation from that LoA holder.
 2. “Night operations” endorsement: All levels of LoAs shall be issued with a “no night events” annotation that shall remain on the LoA until the holder has worked in association with a night operations endorsed LoA holder at a night event for not less than two days at least one night venue and receives a letter of recommendation from that LoA holder.
- N. Single show LoA: If an air show venue has a written in-house air boss training program (SOC approved), and if an applicant has successfully completed said program, and after three (3) years as primary air boss the applicant has controlled only that single air show venue, an applicant may be considered for evaluation without the 15 venue requirement. After a full observation by an ABE, an applicant may be recommended with a single show annotation; e.g. NAS Homer JRB ONLY. A single show LOA permits the holder to serve as an RAB only at the show site specified on the LoA.

LoA RENEWAL

To retain the LoA certification, one must:

- A. Document LoA briefing and control of at least five (5) air shows annually- any two (2) of which must have had a military single ship or military demonstration team -for each of the previous three (3) years.
- B. Document attendance at the ICAS convention Air Boss Safety Stand down Workshop triennially.
- C. Resolve any incidents, issues or unfavorable comments to the satisfaction of the Air Boss Recommendation Committee [ABRC].
- D. Make a written continuation request to the ABRC via the ICAS Director of Operations with all appropriate documentation.
- E. During the final year of one's LoA, apply for and receive an observation by a current LoA ABE.
- F. Document 1-5 to the ICAS Director of Operations.

Chapter 4

AIR BOSS RECOMMENDATION COMMITTEE

Organization

The Air Boss Recommendation Committee (ABRC) is a five (5) member sub-committee of the ICAS Safety and Operations Committee (SOC) established and funded by the International Council of Air Shows (ICAS). Members serve staggered terms [2 + 2 + 1], and are selected for a three (3) year term by the SOC upon recommendation of the ABRC. The selections of the SOC must be approved by the ICAS Board.

Mission

The ABRC is charged with the management and leadership of all aspects of the Air Boss Recommendation Program (ABRP). The ABRC is responsible for directing and administering the ICAS ABE Program as outlined in the ABRC Manual under the direction of the SOC. The ABRC will place air show industry safety above all other considerations.

Chair

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

Chapter 5

ADMINISTRATION

Records and Information

ICAS will be the primary source of 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 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:

- A. Applicant files, including contact and application information on each applicant and RAB;
- B. Pilot and ABE report and/or grievances;
- C. ABE listing;
- D. ABE addresses and contact information;
- E. ABE expiration dates;
- F. Air Boss Review Committee [ABRC] proceedings and meeting minutes;
- G. Recommendations on the issuance/suspension/revocation of an authorization to the FAA, and;
- H. Any other data pertinent to the administration of the ABRP Program.

Fees

- A. ICAS Fees: The ICAS Board of Directors shall set and may adjust processing fees for air boss applicant applications.
- B. ABE Fees: Over and above the fee charged by ICAS, an ABE may charge a fee for conducting an evaluation. If there is a fee, it must be agreed upon by the applicant before initiating the evaluation. The fee should be reasonable and determined based on time, expenses, and geographically accepted rates. In addition to any fee charged by the ABE, it is expected that, with prior arrangement, the applicant will reimburse the ABE for all reasonable travel and accommodations expenses associated with the evaluation.

Funding

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

- A. Records maintenance;
- B. Annual Air Boss Review Committee [ABRC] meetings;
- C. Administrative items such as mailing, documents, forms, supplies, etc.;

- D. ABE liability insurance policy.

ABRP Manual Changes/Updates

The Air Boss Recommendation Committee (ABRC) is responsible for maintaining and updating the ABRP/ABE Program Manual. Proposed changes may be submitted directly to ICAS or through the ICAS Confidential Reporting System (ICARUS) located at www.icarusreports.com.

A. Amendment criteria

1. Amendment proposals may be submitted at any time for consideration by the ABRC by any qualified individual.
2. Proposals must include a summation, objective of the change, and justification.
3. Proposals must have the written endorsement of at least one current ABE.
4. Proposals from government agencies do not require ABE endorsement.

B. Amendment consideration

1. Proposed amendments shall be reviewed by the entire ABRC within 30 days of receipt.
2. The ABRC will make its recommendations for changes to the ABRP Manual to the SOC which will approve or disapprove the proposed changes by a majority vote within thirty (30) days of receiving the proposed changes from the ABRC.
 - a. Receipt of proposed amendments will be acknowledged in writing within ten (10) business days of receipt at ICAS Headquarters.
 - b. Proposed amendments will 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 will be charged with assuring that proposed amendments are communicated to the ICAS membership.
 - c. At the end of the 30-day comment period, the ABRC will consider all comments made during the comment period.
 - d. The ICAS staff will consult with all appropriate government agencies that accept the ABRP Manual for comments/approval of the proposed change(s).
 - e. Proposed changes to the ABRP Manual must be approved by a two-thirds majority of the ABRC before proposed changes will be forwarded to the ICAS Safety and Operations Committee (SOC) for its consideration.
3. The Safety and Operations Committee will submit a final draft and recommendation of the proposed amendment on behalf of the ABRC to the ICAS Board of Directors within 60 days of the initial proposed amendment status for approval or disapproval. If approved, the ICAS staff will then submit the recommended proposed amendment to the FAA for their acceptance and recognition. It is the responsibility of the ICAS

Staff to communicate the acknowledgement of governmental actions to the appropriate committees.

4. 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.
5. Exceptions to these timelines may be approved by the ICAS Board of Directors or the Executive Committee of the Board of Directors.

C. Amendment implementation:

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

EXCEPTIONS

- A. Requests for exception to any facet of this guideline may be made in writing to the ABRC through the ICAS Director of Operations who shall immediately advise the appropriate individuals/committees and ensure timely consideration of the request.
- B. The request for exception shall be specific as to the exception requested; include a full and detailed justification for the proposed exception; provide evidence of an equivalent level of safety; 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.
- C. The ABRC will act upon exception requests within thirty (30) working days of receipt and forward the committee’s finding to the Chairman of the Safety and Operations Committee.
- D. The Safety and Operations Committee will have ten (10) working days to develop a finding and notify the result to the petitioner, ICAS HQ and the Chairman of the Board. Further appeals are not available.

Chapter 6

AIR BOSS EVALUATOR

ABE 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:

- A. Shall abide by all terms and conditions of the ABE Program.
- B. Shall conduct all evaluations in a professional, fair, reasonable, and equitable manner.
- C. Shall conduct all evaluations at a predetermined date, time, and location.
- D. Shall conduct all evaluations without any, or any perceived, “conflict of interest.” ABEs having family, business, training or financial relationship with an applicant may not conduct evaluations for recommendation.
- E. Shall conduct all evaluations in accordance with the standards and guidelines set forth in this manual.
- F. Shall conduct all evaluations in a manner that reflects great credit upon the air show industry.
- G. Shall maintain the respect and confidence of their peers and the FAA.
- H. Shall bring any unsafe act or practice to the attention of the individual/individuals involved, the ICAS Director of Operations, the ABRC, and any other appropriate official.

Any violation of the above will be brought to the attention of the Air Boss Review Committee, which will, in turn, review the situation. If determined appropriate, an ABE qualification may be revoked.

ABE Responsibilities

- A. Abide by the Standards and Code of Ethics of the ABE Manual.
- B. Remain familiar with the contents of this manual and all Air Boss Recommendation Program (ABRP) documents.
- C. Conduct evaluations in accordance with the ABRP Manual standards.
- D. Take the following actions when observing a “questionable” event:
 - 1. Contact the ICAS Director of Operations to initiate an incident response investigation in accordance with the ICAS Safety Incident Procedures program.
 - 2. Comply with the requirements of the ICAS Safety Incident Procedures.

Air Boss Evaluator Applications and Requirements

Before applying to become an Air Boss Evaluator (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 Safety and Operations Committee or the ICAS Air Boss Recommendation

Committee that all individuals who meet the qualifications to become an Air Boss Examiner will be given that designation. Examiners will be designated to meet the needs of the program at the discretion of the ICAS Board, Safety and Operations Committee and ABRC.

A. Qualifications:

1. Application and written recommendation from a current ABE.
2. Meet geographical needs and staffing levels as determined by the ABRC.

B. Exceptions:

1. With the concurrence of the SOC, any of the qualification criteria may be waived by the ABRC (see 5.5).

C. Applicants:

1. Provide written letter of intent/desire for ABE selection.
2. Provide documentation for satisfying all qualifications outlined in this manual.
3. Provide synopsis of air boss experience.
4. Provide any additional information requested by the ABRC.

D. Selection:

1. ABE applications may be submitted once each calendar year.
2. ABE applications will be reviewed by the ABRC at each meeting.
3. The ABRC will approve, disapprove, or request additional information.
4. Upon request, the ABE applicant will provide additional information within 30 days.
5. Upon first approval, initial ABE designation will expire at the end of the second calendar year.
6. Upon subsequent approvals, if requested and at the discretion of the ABRC and with the concurrence of the SOC, ABE designation may be designated for up to five (5) calendar years.
7. Upon disapproval, the ABE applicant may re-apply the next calendar year if desired.

ABE Renewal

Every ABE is required to have his/her ABE designation reviewed and renewed two (2) years after the initial approval and as appropriate thereafter. The initial ABE designation will expire on December 31 of the second calendar year. All subsequent designations will expire on 31 December to the appropriate year. The ABRC is responsible for conducting the review for renewal and recommending to the SOC renewal or decline prior to November 1st of the appropriate year.

A. The ABRC will use the following criteria when recommending re-designation of ABEs:

1. ABE's written request for re-designation.

2. Quality and thoroughness of evaluation reports submitted by the ABE.
 3. Safety record of air bosses to whom the ABE granted recommendations.
 4. Any grievances concerning the ABE.
 5. Geographic need as determined by the ABE Committee.
- B. Individuals will be notified by 15 November, if they are not selected for ABE status, and that notification will terminate their evaluation privileges.

ABE Revocation

The ABRC may recommend revocation of an individual's ABE or AB/LoA status to the ABRC. Any ABE may recommend an ABE or AB/LOA revocation in writing to the ABRC. The ABRC is responsible for conducting a review for revocation.

- A. The ABRC will use the following criteria when considering ABE or AB/LoA revocation:
1. Self-initiated request for revocation.
 2. Incomplete or Poor quality evaluation reports submitted by the ABE or AB/LoA.
 3. Unsatisfactory Safety record of air bosses the ABE recommended.
 4. Any grievances concerning the ABE or AB/LoA.
 5. Lack of completed continuation training as required by the ABRP Manual.
 6. Failure to abide by the ABE or AB/LoA Standards and Code of Ethics in the ABRP Manual.
- B. Once initiated, the ABRC has thirty (30) days to complete the review.
1. The ABE will be notified of the nature of the review.
 2. The ABE may submit written statement(s).
 3. The ABE will not conduct any ABE responsibilities or activities during the review.
 4. A two-thirds majority vote by the full ABRC is required to recommend the revocation of an ABE status.
- C. At the conclusion of the review, the ABRC will provide a written statement to the SOC and to the ABE in question outlining the status of the ABE.

Appendix A

Application

International Council of Air Shows, Inc.		
AIR BOSS RECOMMENDATION APPLICATION		
APPLICANT INFORMATION		
Name:		
Email:	Website:	Phone:
Current address:		
City:	State:	ZIP Code:
EXPERIENCE		
Number of years the applicant has worked as the primary air boss:		
Number of civilian sites and show days worked as the primary air boss in the last three (3) years:		
Number of military sites and show days worked as the primary air boss in the last three (3) years:		
Number of sites and show days worked as the primary air boss with a military jet team (Thunderbirds, Blue Angels and Snowbirds) in the last three (3) years:		
Number of sites and show days worked as the primary air boss with a military single ship demonstration team or military parachute team in the last three (3) years:		
Number of sites and show days worked as the primary air boss with a military fly-by in the last three (3) years:		
Number of sites and show days worked as the primary air boss for a night show in the last three (3) years:		
Have you ever worked as a FAA/NAV Canada/military control tower operator? Yes No		
Pilot ratings (if applicable):		
Have you ever been the PIC or SIC at an air show?		
Have you attended ICAS Air Shows 101 in the past three (3) years? Yes No		
Have you attended ICAS Air Shows 201 in the past three (3) years? Yes No		
List of contact information for air bosses, SAC card holders, ABEs or event organizers who would vouch for the applicant's competence as an air boss:		
Name:	Contact information:	
Name:	Contact information:	
Name:	Contact information:	
Name:	Contact information:	
Name:	Contact information:	
List of sites (up to 15) during the past three (3) years where the applicant acted as the primary air boss		
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	
Site:	Date:	

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