

International Council of Air Shows, Inc.

**Canadian Air Boss
Recognition Program
(CABRP)**

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Revised: 25 April 2020

CABRP TABLE OF CONTENTS

| | |
|---|-------|
| ICAS SAFETY CREED | 3 |
| AIR BOSS STANDARDS AND CODE OF ETHICS | 4 |
| DEFINITIONS | 5 |
| <i>Chapter 1</i> | 12 |
| PROGRAM OVERVIEW | 12 |
| <i>Chapter 2</i> | 15 |
| PROGRAM REQUIREMENTS & PROCEDURES | 15 |
| <i>Chapter 3</i> | 17 |
| BASIC AIR BOSS REQUIREMENTS & PROCEDURES | 17 |
| <i>Chapter 4</i> | 19 |
| STANDARD AIR BOSS | 19 |
| <i>Chapter 4A</i> | 21 |
| RCAF STANDARD AIR BOSS REQUIREMENTS & PROCEDURES | 21 |
| <i>Chapter 5</i> | 22 |
| RECOGNIZED AIR BOSS (SINGLE VENUE) REQUIREMENTS & PROCEDURES | 22 |
| <i>Chapter 6</i> | 25 |
| RECOGNIZED AIR BOSS (MULTIPLE VENUES) REQUIREMENTS & PROCEDURES | 25 |
| <i>Chapter 7</i> | 27 |
| AIR BOSS EVALUATOR | 27 |
| <i>Chapter 8</i> | 30 |
| ICAS CANADIAN AIR BOSS COMMITTEE (ICABC) | 30 |
| <i>Chapter 9</i> | 33 |
| ADMINISTRATION | 33 |
| ANNEX A: APPLICATION | A-1/2 |
| ANNEX B: EVALUATION (EVAL) FORMS, CHECKLIST AND INSTRUCTIONS ... | B-1/7 |

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; and
- 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 CABRP) 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 CABRP 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

Canadian Air Boss Recognition Program

The Canadian Air Boss Recognition Program (CABRP) is an ICAS program that qualifies prospective Air Bosses to receive a recommendation from ICAS, to be certified by Transport Canada Civil Aviation (TCCA) to conduct Air Boss duties at public aviation events in Canada.

International Council of Air Shows Canadian Air Boss Committee

The International Council of Air Shows (ICAS) Canadian Air Boss Committee (ICABC) is a subcommittee of the ICAS Safety and Operations Committee (ICAS-SOC) that oversees and manages the CABRP.

Air Boss

The Air Boss is also known as the “Flight Operations Director” as per the CAR 623 “the flight operations director is responsible for the conduct of the flight operations at the air show,” including 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”.

Within the broad context of “Air Boss”, this document recognizes specific types of Air Bosses within the Air Boss Recognition Program:

Basic Air Boss (BAB)

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 as defined in this document.

The BAB designation is made based on a) a successful completion of the basic experience/air show education data sheet, b) completion (with a score of 75% or better and no mandatory questions incorrect) of the multiple-choice Air Boss test.

A BAB may only provide Air Boss services at a Basic Air Show.

Standard Air Boss (SAB)

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 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, and no mandatory questions incorrect) of the multiple-choice Air Boss test.

The SAB may provide Air Boss services at any event that is not a Complex Air Show.

RCAF Standard Air Boss (RSAB)

An RCAF Standard Air Boss is an individual who has met the requirements described and itemized in Chapter 4A of this document to serve as an Air Boss at an air show with Military participants only as defined below.

The RCAF Standard Air Boss designation is granted based on successful completion of the ICABC RCAF College.

The RSAB may provide Air Boss services at any event that has military participants only.

Recognized Air Boss/Single Venue (RAB-SV)

A Recognized Air Boss/Single Venue 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 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, and no mandatory questions incorrect) of the multiple choice Air Boss test, c) the submission and approval of a written Air Boss training program for that single venue and either the successful completion of an evaluation conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document OR a successful completion of a safety and situational interview by an Air Boss Evaluator.

The RAB-SV may provide Air Boss services at any:

- a) Standard or Basic Air Show; and
- b) Complex Air Show at a specified venue.

Recognized Air Boss/Multiple Venue (RAB-MV)

A recognized Air Boss/Multiple Venues 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 RAB-MV designation is made based on a) successful completion of basic experience/air show education data sheet, b) completion with a score of 85% or better (and no mandatory question incorrect) 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 this document.

The RAB-MV designation, unless specifically noted otherwise, permits an RAB-MV to provide Air Boss services at any Basic, Standard 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.

Air Show

An air show is defined by the CAR (Canadian Aviation Regulations) 623 as “an aerial display or demonstration before an invited assembly of persons by one or more aircraft.”

For purposes of documenting experience, an “air show” is intended to mean all 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 recognizes four specific types of air shows within the Air Boss Recognition Program:

Basic Air Show

For purposes related to the CABRP, 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 may perform formation maneuvers as an act at a Basic Air Show.
- b) No aircraft circling parachutists;
- c) No sanctioned military aerial demonstration teams (single ship tactical demonstration or multi ship team, Canadian or International): however, a military flyby may be a 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; and
 - A single pilot flying a second performance is considered a second act.

- 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. (it is expected that these unscheduled aircraft movements will be allowed on an infrequent and exceptional basis);
- g) No air carrier operations or passenger rider programs (media, sponsor, Living History Flight Exemption, helicopter etc.) in the Air Show Demonstration Area during the display; 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 shall not provide Air Boss services to that air show.

Standard Air Show

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

- a) (Reserved);
- e) May include airborne or ground-based pyrotechnics;
- f) May included night flying or twilight flying components if the pilot participants have the required and current endorsements on their Statement of Aerobatic Competency LoAs;
- g) May include flying demonstrations that are conducted over water or at a remote location away from the airport from which participating aircraft are operating;
- h) May include any number of participating aircraft;
- i) Includes no restriction on the number of aircraft flying in the Air Show Demonstration Area at any one time;
- j) May include ground or water-based vehicles participating in races or simulated races with participating aircraft;

- k) Shall not include the participation of U.S. Department of Defence (DoD) or Canadian Department of National Defence (DND) sanctioned military demonstration teams (US Navy Blue Angels, US Air Force Thunderbirds or Royal Canadian Air Force Snowbirds);
- l) Shall not include the participation of U.S. DoD or Canadian DND sanctioned single-ship military tactical demonstrations;
- m) Shall not include the participation of any non-North American military formation or single-ship demonstration team;
- n) Shall not include a demonstration involving multiple aircraft in the flying display area at the same time with ground-based personnel;
- o) Shall not include air carrier operations or passenger ride programs (media, sponsor, warbird rides, helicopter etc.) in the Air Show Demonstration Area during the display; and
- p) Shall 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 during the display.

(Note: Flybys 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 CABRP, 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 Defence (DOD) or Canadian Department of National Defence (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 by any non-North American military formation or single-ship demonstration team;
- d) Aircraft operations on an additional active runway not dedicated to air show operations at the airport at which the air show is being held during the display

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

- e) Any flying performance specifically excluded in previous categories.

Air Show Demonstration Area

The total airspace (lateral and vertical limits) identified by the Special Flight Operations Certificate, and/or the Restricted Airspace NOTAM issued for the air show.

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 all participants receive a briefing which meets the requirements specified by the CAR and RCAF flying orders.

Aviation Events

Aviation events include air show, aerobatic competitions, closed course air races, cross country air races, parachute demonstrations, balloon events, flyovers and fly-ins conducted before an invited assembly of guests.

Evaluations

An objective assessment conducted by an ICAS designated Air Boss Evaluator (ABE) that is required for applicants seeking accreditation (Letter of Authorization; LoA) at the levels where required. A Canadian Air Boss Recognition Program evaluation is detailed in Annex B.

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 ICABC.

Letter of Authorization (LoA)

The term LoA references a letter issued by Transport Canada authorizing an individual who has met an equivalent level of safety and qualification. NOTE – As this program gains acceptance this term may be changed.

Safety and Operations Committee

The ICAS Safety and Operations Committee (ICAS-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, when required, is conducted using a checklist of safety, operational, regulatory and administrative issues related to Air Bosses and air show safety. Safety and situational 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 (ie. 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 evening show on a single calendar day, this constitutes one (1) show day.

Venue

A venue is an air show site where an assembly of people has been invited to observe or participate in an aviation event.

Chapter 1

PROGRAM OVERVIEW

The Canadian Air Boss Recognition Program (CABRP) 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 CABRP has been developed and managed by ICAS to qualify applicants to conduct Air Boss duties at air shows in Canada. This document explains the process by which prospective Air Bosses will make application to be considered as a Basic Air Boss (BAB), Standard Air Boss (SAB), RCAF-Standard Air Boss (RCAF-SAB), Recognized Air Boss/Single Venue (RAB-SV), and Recognized Air Boss, Multiple Venue (RAB-MV). It also explains the standards, rules and procedures to be used by Air Boss Examiners (ABE) in conducting Air Boss evaluations.

1.1 Intent/Purposes

The intent and purpose of the ICAS CABRP is:

- 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 Canada has been evaluated and found to have met that minimum standard;
- 1.1.3 To identify and recognize those persons who meet the Basic Air Boss (BAB) program requirements and, once those requirements have been met, to recommend them to the RCAF and TCCA as an Air Boss for Air Boss services for Basic Air Shows;
- 1.1.4 To identify and recognize those persons who meet Standard Air Boss (SAB) program requirements and, once those requirements are met, to recommend them to the RCAF and TCCA as an Air Boss for Air Boss services at Basic and Standard Air Show;
- 1.1.5 To identify and recognize those persons who meet the requirements to attain a RAB-SV and RAB-MV level, and to recommend them to the RCAF and TCCA as an Air Boss services at Basic, Standard and Complex Air Shows;
- 1.1.6 To identify and recognize those persons who meet the RCAF Standard Air Boss (RCAF-SAB) program requirements and, once those requirements are met, to recommend them to the RCAF as an Air Boss for Air Boss services at air shows with Military only participation; and

1.1.7 *Note: The recommendation by ICAS of an Air Boss at the BAB, SAB, RCAF-SAB, RAB-SV, RAB-MV level only indicates that they have met the minimum requirements of the levels at the time of examination/interview/evaluation.*

1.2 Multiple Levels of Recognition

The ICAS CABRP consists of multiple levels of recognition (Basic Air Boss, Standard Air Boss, and 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 service at air shows that they are capable of working safely.

1.3 ICAS Administration

The intent of this document is to create and administer a program that will be authorized by the Royal Canadian Air Force and Transport Canada Civil Aviation. This document establishes the processes, evaluation procedures and administrative infrastructure to identify qualified Air Bosses at multiple levels and subsequently recommend those Air Bosses to air show producers.

Air Boss Category Quick Reference Chart

| | Basic Air Boss (BAB; see Chapter 3 for details) | Standard Air Boss (SAB; see Chapter 4 for details) | RCAF Standard Air Boss (RSAB; see Chap 4A for details) | Recognized Air Boss-Single Venue (RAB-SV; see Chapter 5 for details) | Recognized Air Boss-Multiple Venues (RAB-MV; see Chapter 6 for details) |
|--|---|---|--|--|--|
| Types of shows for which Air Boss is authorized to provide Air Boss services. | Basic Air Shows only | Basic Air Shows and Standard Air Shows only | Any Air Shows with military participants only | The Complex Air Show(s) specified on LoA and any Basic or Standard Air Shows | Any Basic, Standard or Complex Air Shows |
| Validation period. | Five (5) years | Five (5) years | Two (2) years | Five (5) years | Five (5) years |
| Initial Application Requirements | | | | | |
| Multiple-choice Air Boss Exam? | Yes (to 75%) | Yes (to 75%) | No | Yes (to 75%) | Yes (to 85%) |
| Experience requirements? (ie. # of previous shows at which applicant must have been the Air Boss?) | Nil | Four (4) Standard Air Shows during preceding two (2) years | Nil requirement for previous Air Boss experience | Provide documentation of experience, knowledge and training (for single site in particular) to ICAS | Any Complex Air Show in preceding two (2) years, <u>or</u> any eight (8) Standard or Basic Air Show days in the past three (3) years |
| Requirement to attend ICAS and/or a Regional Conference? | ICAS <u>or</u> one (1) regional conf. in the past three (3) years | ICAS <u>and</u> one (1) regional conf. in the past three (3) years | (TBD by RCAF) | ICAS <u>and</u> one (1) regional conf. in the past three (3) years | ICAS <u>and</u> one (1) regional conf. in the past three (3) years |
| Latest completion of ICABC College? | Within the past two (2) years | Within the past two (2) years | ICABC RCAF College (2 yrs) | Within the past two (2) years | Within the past two (2) years |
| On-site Evaluation by Air Boss Evaluator? <u>OR</u> A Safety/ Situational Awareness Interview? | Yes (<u>OR</u> below Interview) | Yes (<u>OR</u> below Interview) | No | Yes (<u>OR</u> below Interview) | Yes (Exception- current FAA RAB-MV LoA holder) |
| | Yes (<u>OR</u> eval as above) | Yes (<u>OR</u> eval as above) | No | Yes (<u>OR</u> eval as above) | No (Exception- current FAA RAB-MV LoA holder) |
| Renewal Requirements | | | | | |
| Application for renewal due? | Not less than 120 days prior to expiry | Not less than 120 days prior to expiry | Through RCAF & ICABC | Not less than 120 days prior to expiry | Not less than 120 days prior to expiry |
| Air Boss Exam? | Yes (to 75%) | Yes (to 75%) | no | Yes (to 75%) | Yes (to 85%) |
| Experience requirements? | None | Air Boss for not less than four (4) Std Air Shows in the past two (2) years | No | RAB-SV for any Complex Air Show in past two (2) years <u>or</u> Air Boss for any eight (8) Std Shows in past three (3) years | RAB-MV for any Complex Air Show in past two (2) years <u>or</u> Air Boss for any eight (8) Std Shows in past three (3) years |
| Requirement to attend ICAS and/or a Regional Conference? | ICAS <u>or</u> one (1) regional conf. in the past three (3) years | ICAS <u>and</u> one (1) regional conf. in the past three (3) years | (TBD by RCAF) | ICAS <u>and</u> one (1) regional conf. in the past three (3) years | ICAS <u>and</u> one (1) regional conf. in the past three (3) years |
| Latest completion of ICABC College? | Within the past 2 years | Within the past 2 years | ICABC RCAF College (2 yrs) | Within the past 2 years | Within the past 2 years |
| On-site Evaluation by Air Boss Evaluator? <u>OR</u> A Safety/ Situational Awareness Interview? | Yes (<u>OR</u> Interview below) | Yes (<u>OR</u> Interview below) | No | Yes (Or Interview below) | Yes |
| | Yes (<u>OR</u> eval as above) | Yes (<u>OR</u> eval as above) | No | Yes (<u>OR</u> eval as above) | No (part of the evaluation) |

Chapter 2

PROGRAM REQUIREMENTS & PROCEDURES

2.1 APPLICATION PROCESS

This section details the process by which an applicant may apply to the ICAS CABRP 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 CABRP at any level, program applicants are required to complete the basic experience/air show education data sheet by going to the ICAS website and clicking on the “Canadian Air Boss Recognition Program Application” link. An applicant’s background/experience shall be assessed using information on this application;
- 2.1.2 All individuals applying to participate in the CABRP shall take and must receive a “Satisfactory” score on a multiple-choice test. A “Satisfactory” score will not be less than 75% with no mandatory questions incorrect for any level EXCEPT RAB-MV. RAB-MV requires a minimum of 85%, with no mandatory questions incorrect. In any category an 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, air space and tower protocols;
 - 2.1.2.6 Basic air show layout requirements;
 - 2.1.2.7 Applicable portions of Canadian Aviation Regulations (CAR); and
 - 2.1.2.8 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 to work as a Basic Air Boss (BAB), Standard Air Boss (SAB), RCAF Standard Air Boss (RCAF-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; and

2.1.4 All documentation shall be retained by ICAS.

2.2 Evaluation Process

Each level of recognition requires a different type and number items, 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.

2.3 Fees

At this time ICAS does not charge a fee for evaluations and administration in Canada. However, ICAS reserves the right to charge reasonable administration fees in future. It is the responsibility of the Air Boss applicant that's being evaluated, to cover the travel and accommodation expenses of the Evaluator (ABE).

2.4 Conflict of Interest

ICAS expects that Evaluators and potential Air Bosses will avoid conflict of interest, or PERCIEVED conflict of interest when evaluating or being evaluated. Ensure that applicant is not a family member, business associate, employee, employer, student or individual involved in a financial relationship with the person conducting the evaluation.

Chapter 3

BASIC AIR BOSS REQUIREMENTS & PROCEDURES

3.1 Program Description

The Basic Air Boss (BAB) 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 achieve a passing grade of 75%, without getting mandatory questions incorrect, on the multiple-choice Air Boss test;

3.2.3 The applicants shall have either an evaluation or a safety and situational awareness interview (in person, or via electronic video conferencing). Either of these will be conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document. The purpose of this interview or evaluation 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;

3.2.4 Applicants shall have attended ICAS or one (1) regional conference in the past three (3) years **AND** have successfully completed the ICABC Air Boss college in the past 2 years; and

3.2.5 With the successful completion of the application and testing process and the interview/evaluation described in this chapter, ICABC will review the candidate's application. If the candidate satisfactorily meets all the requirements, ICAS will recommend the candidate to the RCAF and TCCA as a qualified Air Boss detailing the level to which ICAS is recommending the individual.

3.2.6 Expiry is five (5) years after the date of recommendation to the Basic Air Boss level.

3.3 (Reserved).

3.4 Privileges

A holder of an LoA for Basic Air Boss level may provide Air Boss services at any Basic Air Show.

3.5 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 indicates:

- 3.5.1 (Reserved);
- 3.5.2 (Reserved);
- 3.5.3 Has attended ICAS or one (1) regional conference in the past three (3) years AND has successfully completed the ICABC Air Boss college in the past 2 years; and
- 3.5.4 All applicants for renewal must achieve a passing grade of 75% or greater, with no mandatory questions incorrect, on the multiple-choice Air Boss test;
- 3.5.5 The applicants shall have either an evaluation or a safety and situational awareness interview (in person, or via electronic video conferencing). Either of these will be conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document;
- 3.5.6 The ICABC shall review all requests for BAB renewal.

Chapter 4

STANDARD AIR BOSS

A Standard Air Boss (SAB) recommendation 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.

4.1 Application

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

4.1.2 All applicants must take and receive a passing grade of 75% or greater, with no mandatory questions incorrect, on the multiple-choice Air Boss test; and

4.1.3 All applicants must provide documentation showing that they have:

4.1.3.1 Served as Air Boss on not less than four (4) Standard Air Shows in the past two (2) 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 Certificate period; and

(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 **and** one (1) regional conference **AND** has successfully completed the ICABC Air Boss college in the past 2 years.

4.1.4 The applicants shall have either an evaluation or a safety and situational awareness interview (in person, or via electronic video conferencing). Either of these will be conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document. The purpose of this interview or evaluation 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;

4.1.5 With the successful completion of the application and testing process and the interview/evaluation described in this chapter, ICABC will review the candidate's application. If the candidate satisfactorily meets all the requirements, ICAS will recommend the candidate to the RCAF and TCCA as a qualified Air Boss detailing the level to which ICAS is recommending the individual.

4.1.6 Expiry is five (5) years after the date of recommendation to the Standard Air Boss level.

4.2 Privileges

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

4.3 Renewal

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

- 4.3.1 Documentation that he/she has worked as a SAB for a minimum of four (4) standard Air Shows in the past two (2) years;
- 4.3.2 (Reserved);
- 4.3.3 Has attended ICAS and one (1) regional conference in the past three (3) years and has successfully completed the ICABC Air Boss college in the past 2 years; and
- 4.3.4 All applicants for renewal must achieve a passing grade of 75% or greater, with no mandatory questions incorrect, on the multiple-choice Air Boss test;
- 4.3.5 The applicants shall have either an evaluation or a safety and situational awareness interview (in person, or via electronic video conferencing). Either of these will be conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document;
- 4.3.6 The ICABC shall review all requests for RAB-SV renewal.

Chapter 4A

RCAF STANDARD AIR BOSS REQUIREMENTS & PROCEDURES

An RCAF Standard Air Boss (RSAB) recommendation is provided to an RCAF member who has demonstrated the basic skills needed to manage an air show that has military participants only.

4A.1 Qualification

Successful completion of the ICABC RCAF College in the last 2 years.

4A.2 Privileges

An individual qualified as an RCAF SAB may provide Air Boss services at any air show with military participants only.

4A.3 Expiry

Expiry is two (2) years after the date of recommendation to the RCAF Standard Air Boss level.

Chapter 5

RECOGNIZED AIR BOSS (SINGLE VENUE) REQUIREMENTS & PROCEDURES

A Recognized Air Boss - Single Venue (RAB-SV) 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 recommended at 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 LoA at that same site.

5.1 Application

5.1.1 All applicants to the RAB-SV program must complete the application process outlined in 2.1 of this document;

5.1.2 All applicants must take and receive a passing grade of 75% or greater, with no mandatory questions incorrect, on the multiple-choice Air Boss test; and

5.1.3 All applicants must provide documentation showing that they have:

5.1.3.1 Served as Air Boss on not less than four (4) Standard Air Shows in the past two (2) 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 Certificate period; and

(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.)

5.1.3.2 Attended one of the following programs within the preceding three (3) years: ICAS **and** one (1) regional conference **AND** has successfully completed the ICABC Air Boss college in the past 2 years.

5.1.4 The applicants shall have either an evaluation OR a safety and situational awareness interview (in person, or via electronic video conferencing). In addition to the interview (if the applicant chooses that option) applicants must provide 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. Either of these will be conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document. The

purpose of this interview or evaluation 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;

5.1.4.1 Written, in-house training program

The interview option requires that the applicant provide a written training program that will be reviewed by ICABC to ensure that there is a structured, comprehensive program that the venue uses to train its new air bosses to an objective, specific standard.

5.1.5 With the successful completion of the application and testing process, the submission of recommendation, and the interview/evaluation described in this chapter, ICABC will review the candidate's application. If the candidate satisfactorily meets all the requirements, ICAS will recommend the candidate to the RCAF and TCCA as a qualified Air Boss detailing the level to which ICAS is recommending the individual.

5.1.6 Expiry is five (5) years after the date of recommendation to the Recognized Air Boss, Single Venue level.

5.2 Privileges

An individual holding an RAB-SV LoA may exercise those privileges at the complex Air Show venue specified on their LoA and may also provide Air Boss services at any Basic Air Show or Standard Air Show.

5.3 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:

5.3.1 Documentation that he/she has worked as an RAB-SV for any Complex Air Show in the past two (2) years or provided Air Boss services for any eight (8) Standard air Shows in the past three (3) years;

5.3.2 (Reserved);

5.3.3 Has attended ICAS and one (1) regional conference in the past three (3) years and has successfully completed the ICABC Air Boss college in the past 2 years; and

5.3.4 All applicants for renewal must achieve a passing grade of 75% or greater, with no mandatory questions incorrect, on the multiple-choice Air Boss test;

5.3.5 The applicants shall have either an evaluation OR a safety and situational awareness interview (in person, or via electronic video conferencing). In addition to the interview (if the applicant chooses that option) applicants must provide 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. Either of these will be conducted by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document.

5.3.6 The ICABC shall review all requests for RAB-SV renewal.

Chapter 6

RECOGNIZED AIR BOSS (MULTIPLE VENUES) REQUIREMENTS & PROCEDURES

The Recognized Air Boss- Multiple Venue (RAB-MV) is the most experienced Air Boss. The experience and variety of venues required to achieve the RAB-MV 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 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 Application

6.1.1 All applicants to the RAB-MV program must complete the application process outlined in Paragraph 2.1 of this document;

6.1.2 All applicants must achieve a passing grade of 85% or greater, with no mandatory questions incorrect, on the multiple-choice Air Boss test; and

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

6.1.3.1 Served as Air Boss on a Complex Air Show in the past 2 years **OR** served as Air Boss for eight (8) show days on a Standard or Basic Air Show in the past three (3) years including development and conduct of the daily Participant Safety Briefing at each of these shows; and

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

6.1.3.2 Has attended ICAS and one (1) regional conference in the past three (3) years AND has successfully completed the ICABC Air Boss College in the past 2 years.

6.1.4 Evaluation

Once an RAB-MV 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 shall be evaluated by an ICAS recognized Air Boss Evaluator (ABE) as specified in this

document. The purpose of this evaluation will be to demonstrate that the applicant possesses the personality, skills, experience and demeanor necessary to serve as an Air Boss in the complex air show environment.

6.1.4.1 EXCEPTION. If the applicant possesses a current FAA LoA at the USABRP RAB-MV level, the applicant must complete all requirements in section 6 however the Evaluation may be replaced by a safety and situational awareness interview (in person, or via electronic video conferencing) with an Air Boss Evaluator (ABE).

6.1.4.2 For a detailed description of the evaluation process, see Annex B.

6.2 Privileges

The RAB-MV LoA entitles the holder to perform the duties of air boss any air show, at any venue in Canada

6.3 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:

6.3.1 Documentation that he/she has worked as an RAB-MV for any Complex Air Show in the past two (2) years or provided Air Boss services for any eight (8) Standard air Shows in the past three (3) years;

6.3.2 (Reserved);

6.3.3 Has attended ICAS and one (1) regional conference in the past three (3) years AND has successfully completed the ICABC Air Boss college in the past 2 years; and

6.3.4 Once the ICAS Vice President of Safety and Operations has determined that the applicant has met the minimum application requirements for renewal of the RAB-MV program the applicant shall be evaluated by an ICAS recognized Air Boss Evaluator (ABE) as specified in this document.

6.3.4.1 EXCEPTION. If the applicant possesses a current FAA LOA at the USABRP RAB-MV level, the applicant must complete all requirements in section 6 for renewal however the Evaluation may be replaced by a safety and situational awareness interview (in person, or via electronic video conferencing) with an Air Boss Evaluator (ABE).

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 ICAS;
- 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 shall not conduct their evaluations;
- 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;
- 7.1.7 Shall conduct all evaluations in a manner that that reflects credit upon the air show industry;
- 7.1.8 Shall maintain the respect and confidence of their peers, Transport Canada, NAV CANADA and the RCAF;
- 7.1.9 Shall bring any unsafe act or practice to the attention of the individual/individuals involved, the ICAS Vice President of Safety and Operations, the ICABC, the ICAS-SOC or any other appropriate official; and
- 7.1.10 Any violation of the above shall be brought to the attention of the ICABC, 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 ICAS;
- 7.2.2 Remain familiar with the contents of this manual and ICAS and ICABC documents;
- 7.2.3 Conduct evaluations in accordance with the ICABC Manual standards; and

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; and

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 ICABC Manual. Each applicant should understand and be prepared to abide by the ICABC CABRP and the ICAS 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 ICABC 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, ICAS-SOC and ICABC.

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 the minimum requirements of an RAB-MV. This requirement shall 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 ICABC; and

7.3.1.4 With the concurrence of the ICAS-SOC, any of the qualification criteria may be waived by the ICABC.

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 this document;

7.3.2.3 Provide written synopsis of depth and range of Air Boss experience; and

7.3.2.4 Provide any additional. Information requested by ICABC 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 ICABC at each meeting;
- 7.3.3.3 The ICABC shall approve, disapprove, or request additional information;
- 7.3.3.4 ABE designation will be renewed every five (5) years thereafter using a process developed by the ICABC and approved by the ICAS-SOC; and
- 7.3.3.5 If an ABE is not approved in any given year, he/she may reapply the next calendar year.

7.4 ABE Renewal

Every ABE is required to have his/her ABE designation reviewed and renewed five (5) years after the initial approval and every five (5) years thereafter. The initial ABE designation shall expire on December 31 of the fifth calendar year. The ICABC is responsible for conducting the review for renewal and recommendations of all ABEs. Following the review, the ICABC will make direct contact with those ABEs it wishes to renew for a subsequent five 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; and
- 7.4.2 The ICABC 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 ABEs will be listed on the ICAS website.

Chapter 8

ICAS CANADIAN AIR BOSS COMMITTEE (ICABC)

8.1 Organization

ICAS Canadian Air Boss Committee (ICABC) is a three (3) or more member subcommittee of the ICAS Safety and Operations Committee (ICAS-SOC) established and funded by the ICAS. Members are selected by the ICAS-SOC upon recommendation of the ICABC. The selections of the ICAS-SOC must be approved by the ICAS Board.

8.2 Mission

The ICABC is charged with the management and leadership of all aspects of the Canadian Air Boss Recognition Program (CABRP). The ICABC is responsible for directing and administering the ICAS CABRP as outlined in this manual under the direction of the ICAS-SOC. The ICABC will place air show industry safety above all other considerations.

8.3 Chair

With the concurrence of the ICAS Board of Directors, an ICABC Chair shall be appointed by the Chairman of the ICAS-SOC to a five (5) year term to represent the ICABC. The ICABC Chair is responsible for guiding the ICABC to fulfil its charter and responsibilities. He/she must be a current RAB-MV, shall be a sitting member of the ICAS-SOC, and may assist in the selection of the ICABC members.

8.4 Meetings

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

8.5 Exceptions

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

8.5.1 Request for exception to any facet of this guideline may be made in writing to 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 ICABC shall act upon exception requests within ten (10) working days of receipt and forward the committee’s finding to the Chairman of the ICAS-SOC;
- 8.5.4 The ICAS-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 above, an emergency exemption may be approved 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 a qualified Air Boss or if a substitute Air Boss is unavailable to replace the scheduled and confirmed Air Boss, the show may designate a person to fill in this role. This must be approved by the Chair or Deputy Chair of the ICABC. Notice will immediately be sent to the ICAS-SOC;

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 SFOC application;
- 8.5.5.2 If the replacement Air Boss is a RAB-MV or RAB-SV, no further restrictions are required. However, if the replacement Air Boss is a qualified BAB, SAB or not a certified Air Boss, the restrictions in 8.5.5.3 will apply;
- 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.

- 8.5.5.4 (Reserved);
- 8.5.5.5 (Reserved); and
- 8.5.5.6 Prior to the Air Show Participant Safety Briefing on each day that the replacement Air Boss provides Air Boss services to the air show, all military and civilian pilots participating in the air show must acknowledge in writing that they are aware that the original Air Boss will not be providing Air Boss services and identify the individual who has agreed to provide Air Boss services 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. This section is also not intended to allow the last-minute replacement of an Air Boss due to a disagreement between the Producer and Air Boss.

8.6 Air Boss Unsatisfactory/Inadequate/Unsafe Performance Report

- 8.6.1 Should ICAS headquarters, the ICAS-SOC or the ICABC receive a report of unsatisfactory/inadequate performance of an Air Boss, or a report of questionable or unsafe practices, or incidents or acts occurring under control of an Air Boss, 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 Safety and Operations determines sufficient information has been presented to warrant an official inquiry, he/she shall initiate an Incident Response Investigation. As per ICAS policy. In accordance with the ICAS Incident Response Investigation process, the disposition of an investigation could include a finding that no safety hazard occurred, recommendations for remedial action or retraining, temporary or permanent revocation of Air Boss recognition, or any action the ICAS-SOC deems appropriate; and
- 8.6.3 If any designation of an Air Boss is revoked as a result of a safety or administrative issues, the Air Boss will have the ability to re-apply under conditions established by the ICABC and shared with the applicant.

Chapter 9

ADMINISTRATION

9.1 Records and Information

ICAS will be the primary source of history, data and information on the CABRP. ICAS is responsible for answering all inquiries related to the CABRP, 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. 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;
- 9.1.2 ABE listing with addresses, contact information, and expiration dates;
- 9.1.3 CABRP LoA holders listing with addresses, contact information, and expiration dates;
- 9.1.4 ICABC proceedings and meeting minutes;
- 9.1.5 Recommendations on issuance /suspension/revocation;
- 9.1.6 Investigatory proceedings and conclusions;
- 9.1.7 Pilot and ABE reports and/or grievances; and
- 9.1.8 Any other data pertinent to the administration of the CABRP.

9.2 Process vs Decision Making

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

9.3 List of BABs, SABs and RABS

ICAS will maintain a list of BABs, SABs and RABS on its website in a prominent location as a reference for event organizers, regulators and other interested parties. Air Shows employing air boss' should verify the authorization with both the Air Boss and ICAS.

9.4 Appeals

- 9.4.1 Appeals of Evaluator Decisions

An appeal by an applicant of an Air Boss Evaluator's decision will be considered by the ICABC. In most circumstances, the committee will base its decision on whether or not the Evaluator 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 Evaluator's decision on subjective issues related to an evaluation of an Air Boss; and

9.4.2 Appeals of ICABC Decisions

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

9.5 Fees

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

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

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

9.6 Funding

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

9.6.1 Records maintenance;

9.6.2 Annual ICABC 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 Evaluator liability insurance.

9.7 CABRP Manual Changes/Updates

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

9.7.1 Amendment Proposals

- 9.7.1.1 Amendment proposals may be submitted at any time for consideration by the ICABC 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 (Reserved); and
- 9.7.1.5 (Reserved).

9.7.2 Amendment consideration

- 9.7.2.1 Proposed amendments shall be reviewed by the ICABC within 30 days of receipt;
- 9.7.2.2 The ICABC shall make its recommendations for changes to the CABRP 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 ICABC;
- 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 ICAS-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 ICABC 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 CABRP Manual for comments/approval of the proposed change(s);
- 9.7.2.7 Proposed changes to the CABRP manual must be approved by a two-thirds majority of the ICABC before proposed changes shall be forwarded to the ICAS-SOC for its consideration;

- 9.7.2.8 The ICAS-SOC shall submit a final draft and recommendation of the proposed amendment on behalf of the ICABC 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 relevant regulatory agencies for their acceptance and recognition. It is the responsibility of the ICAS staff to communicate the acknowledgment of governmental action 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; and
- 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, the proposed amendment shall be given an implementation date by the ICABC;
- 9.7.3.2 The implementation date will account for adequate distribution through appropriate communications from ICAS and incorporation of the amendment into the CABRP; and
- 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 that the individual’s LoA 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 ICABC; and
- 9.8.1.3 The ICABC 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 CABRP shall be investigated by ICAS Vice President of Safety and Operations with a summation presented to the ICAS-SOC. With a recorded majority vote of the ICAS-SOC, dispositions may be assessed based on the severity of the violation. Such dispositions may include, but are not limited to, the following;

- 9.8.2.1 Formal recommendation 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; and
- 9.8.2.3 Formal documentation maintained in the individuals ICAS historical records of the violation and the actions taken by the ICAS and/or other regulatory agencies.

Annex A

To Canadian Air Boss Recognition Program (CABRP)

Dated ?? Month 2020

APPLICATION

International Council of Air Shows, Inc.

CANADIAN AIR BOSS RECOGNITION PROGRAM APPLICATION

APPLICANT INFORMATION

Name:

Email:

Website: