



# TECHNICAL GUIDANCE MATERIAL

## for an

# Airshow Approval

**SUBJECT:** TECHNICAL GUIDANCE MATERIAL FOR AN AIRSHOW APPROVAL

**EFFECTIVE DATE:** 24 February 2021

### APPLICABILITY

This Technical guidance material is applicable to the airshow applicant intending to apply to SACAA for an Airshow in terms of the South African Special Air Events Handbook.

### PURPOSE

This document provides direction and guidance on applying for an Airshow Approval. This process, if followed, will lead to successful compliance with the AIC 19.1 and Special Air Events Handbook.

### REQUIREMENTS

The CAA recognizes the responsibility of Airshows to provide entertainment with the highest degree of safety possible in the interest of the public. The approval process is designed to ensure that the airshow applicant understands and is capable of fulfilling this duty.

Under no circumstances will an applicant be approved, until the South Africa Civil Aviation Authority has verified that the applicant has met the requirements as prescribed in the SAE Handbook and not in contravention with the SACAR, SACATS and any other applicable legislation.

#### 1. REFERENCE:

- i. Civil Aviation Act
- ii. Disaster Management Act
- iii. Safety at Sports and Recreation Events Act
- iv. Civil Aviation Regulations
- v. Civil Aviation Technical Standards
- vi. AIC 19.1
- vii. Special Air Events Manual of Procedure
- viii. Display Performer Accreditation

#### 2. TERMS AND ABBREVIATIONS:

TERM	DEFINITION
Airside Marshall	A person or persons as part of the FCC assisting with any matter required by the FDD such as crowd control on the ground and on the airside of a SAE

TERM	DEFINITION
Advisory Flight Information Service	<p>The person or persons approved to conduct a flight information service, and to advise on any conditions relevant to arriving and departing aircraft.</p> <p>Also, to advise all pilots on any restrictions, heights or distances as per the FDD's instructions as determined or deemed necessary during the pre-event audit and safety briefing by the safety officer or at any other time during an event.</p>
Air Traffic Control	<p>The person or persons appointed by an approved ATS to control aircraft arrivals, start clearances, departures and to maintain safe separations.</p> <p>Also, to maintain any restrictions, heights or distances, as per the FDD's instructions as determined or deemed necessary during the event audit and safety briefing by the FDD/FDSO or at any other time during an event.</p>
Crowd Line	<p>The forward edge of the areas intended for spectators or car parks to which the public has access during a Flying Display.</p>
Display Authorisation	<p>A SCAA issued document detailing the types or groups of aircraft in which a pilot is authorized to display, together with any limitations or specific endorsements.</p>
Display Line	<p>A line defining the closest a display aircraft may fly parallel to or approach the Crowd Line.</p>
Event Organiser or Applicant	<p>a. The Organiser of an event.</p> <p>b. The organiser remains the applicant, even if the application is submitted by an agent or nominated persons other than the organiser.</p> <p>The event organiser remains the accountable person responsible for all matters related to the event, legal and regulatory compliance, safety and risk to participants, officials and members of the public be they spectators or otherwise.</p>
Flying Control Committee	<p>A committee or group reporting to the FDD to advise and assist with the management, observe and communicate all flying display and airside safety matters to the FDD during the event.</p>
Flight Display Director (Airside Flying Safety Director)	<p>A person accredited by ASSA and appointed by the organiser, responsible to manage, implement and oversee all airside aviation activities, displays and safety standards at a special air event, in cooperation with the FCC which includes but is not limited to the FDSO, ATC, EMS, Fire, Airside Marshalls, program director, ramp controller etc.</p>
Flight Display Safety Officer	<p>A person accredited by ASSA appointed by the FDD and responsible for observing all active flying displays and communicating applicable matters to the flying display pilots once the display box has been handed over to the FDSO, as part of the FCC and reporting to the FDD</p>
Flying Display	<p>Any flying activity deliberately performed for the purpose of providing an exhibition or entertainment, at an airfield open to the public, irrespective whether there is a gate charge or not.</p>
Flight Line Aircraft Parking Area Hard Deck	<p>A park for aircraft to which the public has no access.</p> <p>The minimum height determined by the FDD, that any pilot of a display aircraft may fly during and event or display, i.e. All pilots incl zero ft rated pilots will deem the hard deck as zero ft and adjust their approved display heights accordingly</p>
Pleasure Flights	<p>Any passenger flight starting from, or arriving at, the display site purely for the purpose of a Pleasure Flying.</p>
Program Director	<p>A person as part of the FCC reporting to the FDD to manage, monitor and adjust the aviation display program to ensure the efficient and timely continuation of the flying displays,</p>
Ramp Controller	<p>The person as part of the FCC reporting to the Program Director to manage and communicate all matters, including changes, advancements, delays, cancelations and the continuous progress of the flying display program to ensure the timely and correct standby, strap-in and display time slots for all flying display pilots.</p>

TERM	DEFINITION
Skills Levels for Authorisation of Aerobatic Displays	The skill levels are as defined by the Sport Aerobatic Club of SA, or by an approved ATO or the South African Air Force.  The skill levels used on Display Authorisations, are:  Sportsman, Intermediate, Advanced, Unlimited
Spectator	Note: Included are categories for vintage, military, fast jet and aerobatic aircraft. Any person attending a Flying Display and remaining in the areas set aside for the public
Static Aircraft Park	Park for aircraft to which the public has access, where there will be no aircraft movements or engines running for the duration of the event.

ABBREVIATION	DESCRIPTION
AFIS	Advisory Flight Information Service
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AIRAC	Aeronautical Information Regulation and Control
ASSA	Air Show South Africa
ATC	Air Traffic Control
ATNS	Air Traffic and Navigation Services
CAMU	Central Airspace Management Unit
CAR	Civil Aviation Regulations
CATS	Civil Aviation Technical Standard
DA	Display Authorisation
DCA	Director of Civil Aviation
E: ASO	Executive: Aviation Safety Operations
EO	Event Organiser
FCC	Flying Control Committee
FDD	Flight Display Director
FDSO	Flight Display Safety Officer
FUA	Flexible Use of Airspace
GAD	General Aviation Department
GAI	General Aviation Inspector
JOC	Joint Operations Command
M: GA	Manager: General Aviation
MSA	Motorsport South Africa
PD	Program Director
SACAA	South African Civil Aviation Authority
SAE	Special Air Event
SAE HANDBOOK	Special Air Event Handbook
SAPS	South African Police Service
SASREA	Safety at Sports and Recreational Events Act
SM: GA	Senior Manager: General Aviation
TGM	Technical Guidance Material
VOC	Venue Operations Command

### 3. GENERAL

#### 3.1. APPROVAL OF AN AIRSHOW

Applicants requesting approval to hold an Airshow in terms of the SAE Handbook will be requiring an Airshow permit from SACAA. The approval process described in this TGM is for an applicant seeking an Airshow permit in terms of the South African SAE Handbook.

#### 3.2. TIMELINE AND ADMINISTRATIVE REQUIREMENTS FOR SPECIAL AIR EVENTS

There are timeline deadlines for documents to reach SACAA offices in the airshow approval process. Each deadline is described in sufficient detail to provide a general understanding of the entire approval process in this TGM. The timeline deadlines are as follows:

- 1) 160-day deadline
- 2) 150-day deadline
- 3) 120-day deadline
- 4) 90-day deadline
- 5) 60-day deadline
- 6) 30-day deadline
- 7) 14-day deadline

In some cases, the guidance and suggested sequence of events may not be entirely possible. In such situations, the SACAA and the applicant should proceed in a manner that considers existing conditions and circumstances.

#### 4. No later than 160 day prior to airshow

##### 4.1. Confirmation of proposed date

Due to industry limited resources (display pilots, safety officers etc.), it is advisable to enquire about that the proposed date for the airshow to ensure that it does not conflict with any other airshow.

##### 4.2. Flexible use of airspace

Upon confirmation of the date, the applicant is required to apply for flexible use of airspace from the Central Airspace Management Unit (CAMU). The application to CAMU should be made within the AIRAC Cycle (refer to SACAA website for AIRAC cycle calendar <http://www.caa.co.za/Pages/Aeronautical%20Information/AIRAC-dates.aspx> ). This is required to change airspace and to have the airshow published on an AIP Supplement.

The applicant may apply for FUA on the ATNS website: <https://www.atns.co.za/fua.php> or alternatively contact CAMU for assistance on: 011 928 6433.

**Note:** The applicant must submit the CAMU response and AIP Supplement/NOTAM to SACAA as soon as they receive it.

##### 4.3. Confirmation of ATC

The applicant should make arrangements with ATNS directly for their services at the airshow.

- a. The applicant may contact ATNS Special Air Events ATC coordinator on: [MareliseS@atns.co.za](mailto:MareliseS@atns.co.za)

#### 5. The following documents are required no later than 150 days prior to Airshow

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**5.1. Submission of application**

5.1.1. Application is made to SACAA on form CA183-334.

5.1.2. Application should be completed in full.

**5.2. Landowner permission**

5.2.1. Permission letter should be submitted to SACAA

5.2.2. Permission should be granted by owner of the airfield (i.e. if it is owned by the municipality, permission should be granted by the municipality).

**5.3. Permission should:**

5.3.1. Clearly stipulate the date for which permission is granted

5.3.2. Clearly grant permission for the airshow to take place

**5.4. SASREA Response**

5.4.1. All Airshows are required to comply with SASREA

5.4.2. Applicants are required to apply to SAPS for event categorisation. Applicants may use the following link to assist: [https://www.saps.gov.za/services/risk\\_cat.php](https://www.saps.gov.za/services/risk_cat.php) or contact their local SAPS directly.

5.4.3. The applicant is required to submit the Event Categorisation application form to SACAA as evidence that they have applied for risk categorisation.

5.4.4. If the applicant has already received the final response from SAPS, they should submit the final response.

**Note:** No event may be approved without the final SAPS risk categorisation.

**6. The following documents should be submitted no later than 120 days prior to Airshow**

**6.1. Appointment of Flight Display Director**

6.1.1. Every airshow requires an FDD

6.1.2. It is required that the applicant has finalised the appointment of the FDD at this point. This will allow the FDD to have sufficient time to perform their tasks.

6.1.3. The FDD should be accredited with ASSA

6.1.4. The applicant should submit a formal signed letter of appointment and acceptance by the FDD to SACAA.

6.1.5. The FDD will be responsible for appointing their support staff i.e. FDSO, PD, ramp controller etc.

**7. The following documents should be submitted no later than 90 days prior to Airshow**

The FDD should submit signed letters of appointment and acceptance of airside support staff i.e. FDSO, PD, ramp controller etc.

**8. The following documents should be submitted no later than 60 days prior to Airshow**

**8.1. Pre-event audit**

8.1.1. The pre-event audit should be conducted in the prescribed checklist (Appendix A), and should cover at least:

- 8.1.2. General condition of the airfield
- 8.1.3. Airside area
- 8.1.4. Airfield security
- 8.1.5. Fuel
- 8.1.6. Airfield support
- 8.1.7. ATC requirements
- 8.1.8. Emergency response plan
- 8.1.9. Disaster Management Plan
  - a. Emergency evacuation plan
- 8.1.10. SAE Handbook chapter 5 requirements
- 8.1.11. The audit should have a complete risk assessment matrix
- 8.1.12. The audit should be carried out by an ASSA accredited FDD or FDSO
- 8.1.13. The audit should be signed off by the appointed FDD of the Airshow.

**8.2. Insurance schedule for airshow**

- 8.2.1. The applicant is required to have public liability insurance for the airshow as required by SASREA and the SAE Handbook.
- 8.2.2. A copy of the insurance policy should be sent to SACAA
- 8.2.3. The insurance policy document should:
- 8.2.4. Clearly state that it covers the airshow
- 8.2.5. Indicate SACAA as co-insured
- 8.2.6. Indicate the FDD, FDSO and all airside officials as co-insured

**8.3. Letter confirming aircraft insurance**

- 8.3.1. The applicant should send a letter to SACAA whereby they confirm that all participating aircraft for the airshow will have the required mandatory 3rd party insurance
- 8.3.2. The applicant is responsible of making sure all participants have the aircraft insurance

**8.4. Signed emergency plan**

- 8.4.1. Emergency response plan airside (Approved and signed by a Senior person qualified to develop and approve disaster management, emergency response and evacuation plans, and submitted to the organiser)
- 8.4.2. Event (Public side) Disaster Management and Evacuation Plan, (Approved and signed by a Senior person qualified to develop and approve disaster management, emergency response and evacuation plans, and submitted to the organiser)
- 8.4.3. All names and contact details of emergency services personnel, JOC; VOC, Fire, Ambulance, SAPS, Traffic, Security, Hospital and other respective safety personnel.

**8.5. Airfield layout and Operational Plan**

- 8.5.1. The plan should be in accordance with the SAE Handbook chapter 5
- 8.5.2. The plan should consist of at least the following:
- 8.5.3. The names of all airside operational personnel, with their respective duties and reporting structures

- 8.5.4. A detailed chronology of all airside personnel and display related functions, duties, activities, checks, inspections, briefings, prior to, during and after the event including the practice, rehearsal, and validation days
- 8.5.5. The site plan and layout for the event, indicating the position and distances for the airside vs. public side with demarcated crowd line, flight lines for the respective types, size, speed and complexity of the displays and aircraft and detailing the method of indicating these flight lines on the ground to the display pilots
- 8.5.6. First responder/emergency vehicles parking positions and response routes
- 8.5.7. Airside Safety Tower, housing the ATC, FDD, FDSO, FCC
- 8.5.8. Public commentator stand/tower if different from the airside safety tower, emergency exits
- 8.5.9. Display aircraft parking, arriving aircraft parking etc.

**9. The following documents should be submitted no later than 30 days prior to Airshow**

**9.1. Preliminary program**

- 9.1.1. A list of temporary validations to be conducted should be sent to SACAA
- 9.1.2. A draft program indicating all displays with time slots should be submitted to SACAA
- 9.1.3. The AOC display approval from the CAA (Flight Operations Department). As per the SAE Handbook chapter 5.17.
- 9.1.4. SACAA does not approve any car acts and the car portion of a display should be approved by Motorsport South Africa (MSA) (SAE Handbook chapter 5.28).
- 9.1.5. Skydiving displays require a separate approval, demonstration jump approval required.

**9.2. Pilot briefing notes**

- 9.2.1. It is advisable to include the following details:
- 9.2.2. Briefing particulars (date, time, venue etc.)
- 9.2.3. Names of Airside safety personnel
- 9.2.4. Airport layout (runway characteristics, display lines, crowd lines, etc.)
- 9.2.5. Weather information considerations
- 9.2.6. General rules (Aircraft airworthiness requirements, FDD authority etc.)
- 9.2.7. Aircraft Display (hard deck, limitations etc.)
- 9.2.8. Flying program
- 9.2.9. Radio communication
- 9.2.10. Emergency situations
- 9.2.11. Safety
- 9.2.12. Identification of hazards
- 9.2.13. Non-compliances
- 9.2.14. Any other safety related information

**9.3. Signed indemnity**

Organiser must complete and sign form CA 183-350

**9.4. Proof of payment**



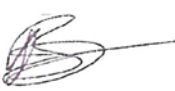
Proof of payment to be submitted to SACAA

**9.5. Final confirmation letter**

The organiser should send a letter to SACAA whereby they confirm that all municipal and private emergency services, Fire department, Ambulance, Hospitals, SAPS and Traffic etc, have been alerted and will be available in accordance with the emergency response and evacuation plans, and that all necessary approvals or permits have been obtained in writing. Including adherence to all applicable legislation, laws, regulations and Municipal by laws.

#### 10. DOCUMENT AUTHORISATION

Once SACAA has reviewed all the documents submitted and is satisfied that the requirements as set out in the SAE Handbook have been met, SACAA will issue the Airshow permit indicating dates of validity.

<b>DEVELOPED BY:</b>		
	Pierre Laubscher	24 February 2021
<b>SIGNATURE OF M: GA</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>REVIEWED &amp; VALIDATED BY:</b>		
	Neil De Lange	24 February 2021
<b>SIGNATURE OF SM: GA</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>APPROVED BY:</b>		
	Simon Segwabe	24 February 2021
<b>SIGNATURE OF E: ASO</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>

END