

**Aviation Event FSDO Checklist** (ver. 10042018)

Aviation Event ( <i>Add Name Type e.g., Hillsboro Air Show, ABQ Balloon Event, Parachute Demo, etc.</i> ):		
FSDO Name:		
Inspector in Charge (IIC):		
Date(s) of Aviation Event:	Location:	
Event Organizer Name:		
Date ( <i>CoW/A Received</i> ):	Date ( <i>CoW/A Issued</i> ):	Date ( <i>Checklist Complete</i> ):
<p>1. Upon receipt of application for the issuance of the Certificate of Waiver or Authorization (CoW/A) (FAA Form 7711-2) create appropriate PTRS records. Monitor timelines for review and issuance of CoW/A.</p> <ul style="list-style-type: none"> <li>Document the issuance of a Certificate of Authorization (CoA) (FAA Form 7711-1) by using activity code 1220. In the “National Use” field of the PTRS record, enter “PA” for parachute demo and “RL” for rocket launch.</li> <li>Document the issuance of a Certificate of Waiver (CoW) (FAA Form 7711-1) for a balloon event, air race, or air show by using activity code 1230. In the “National Use” field of the PTRS record, enter “BE” for balloon event, “AS” for air show, “AR-XC” or “AR-CC” for a cross-country or closed-course air race, “UAS” for Unmanned Aircraft Systems demonstrations, “FO-M” for flyover military.</li> <li>Document the issuance of a CoW (FAA Form 7711-1) for an Aerobatic Practice Area (APA) using activity code 1232. In the “National Use” field of the PTRS record, enter the following: “APA-ST”/“APA-LT” for short-term or long-term.</li> <li>Document the issuance of a CoW (FAA Form 7711-1) for an Aerobatic Contest Box (ACB) using activity code 1233. In the “National Use” field of the PTRS record, enter “ACB IAC” if an IAC-sanctioned event.</li> <li>A copy of the FAA Form 7711-1 and FAA Form 7711-2 and all associated attachments is completed and added to the FSDO file, sent to the event organizer and ATO. A copy is sent to the assigned AES for an air show, air race (closed course), or balloon event.</li> <li>A copy of the completed/approved/disapproved FAA Form 7711-2 with the supporting documents submitted by the event organizer (now part of the 7711-1 if approved) is retained in the FSDO file.</li> <li>Record of meetings and telephone conversations regarding the aviation event or ACB/APA is retained in the FSDO file.</li> <li>Record of coordination with ATO, ARP Division, AUS, AST, AFS-830 (Environmental, if applicable) is retained in the FSDO file.</li> <li>Record of coordination of Environmental Information Document (EID) with AFS-830 for an LT APA CoW (more than 30 days). A copy of the EID is retained in the FSDO file with the LT APA CoW.</li> </ul>		

<p>2. If the aviation event included military participation (vehicle and static displays, military flight demonstrations (e.g., aerobatic/nonaerobatic, flybys, and reenactments) and flyovers, etc.) a DD Form 2535 must have previously been submitted to the military by the event organizer and the FSDO provided a recommendation for approval.</p>
<ul style="list-style-type: none"> <li>• Complete the appropriate FAA blocks (Section IV) of a DD Form 2535 (submitted by the event organizer), and sign the form. The results of the site feasibility conducted by the FSDO is “unsatisfactory,” “satisfactory,” or “conditional satisfactory.”</li> </ul> <p><i>Note: Include a copy with the issued CoW or CoA. The completed form must be retained in the FSDO file and is sent to the assigned AES.</i></p>
<ul style="list-style-type: none"> <li>• Open PTRS, using activity code 1231, with “CoW/AI” for CoW/A issued or “NCoW/A” for no CoW/A issued, entered into the “National Use” field, and note in comments if “unsatisfactory,” “satisfactory,” or “conditional satisfactory,” as appropriate.</li> </ul> <p><i>Note: Military flyovers may not require a CoW or CoA, but the form must be completed, retained in a FSDO file, and PTRS entered.</i></p>
<ul style="list-style-type: none"> <li>• FSDO must participate in all preseason and arrival meetings (onsite or teleconference) with organizers anticipating participation by military jet demonstration teams (Blue Angels, Thunderbirds, Snowbirds), including discussion of site feasibility determination (to include FSDO approval/disapproval of lower altitudes for ingress/egress) and document participation in PTRS.</li> </ul>
<p>3. For events in which no FAA-approved military jet team is performing, ensure the IIC assigned to process the application or perform surveillance for the aviation event completed the appropriate OJT for air show surveillance, including performing surveillance of at least three air shows as a trainee (with a qualified IIC) before being assigned as IIC.</p>
<p>4. For events in which an FAA-approved military jet team is performing, ensure the IIC satisfactorily completed OJT for a military aviation event, including participation in a site feasibility determination (to include FSDO approval of lower altitudes for ingress/egress), a preseason evaluation meeting, CoW preparation for a military jet team, and surveillance of two air shows in which an FAA-approved military jet team performed, and pre-arrival briefings before being assigned as IIC.</p>
<p>5. FSDO manager coordinates with the assigned AES any aviation event (air show, balloon event, or air race (closed course)) not monitored by an IIC or if qualified IIC is not available.</p>
<ul style="list-style-type: none"> <li>• Document the outcome of the coordination in the open PTRS record for the aviation event that a CoW or CoA is being prepared for.             <ul style="list-style-type: none"> <li>○ If the FSDO did not have a qualified inspector to be the IIC and outside resources were utilized, PTRS record must be made documenting the need/use, with “IIC Qual” entered into the “National Use” field.</li> <li>○ If the FSDO did not have resources due to personnel or funding constraints, a risk assessment and memo coordinated with the assigned AES must be done, and a PTRS record must be made documenting the outcome, with “IIC Resources” entered into the “National Use” field.</li> </ul> </li> </ul>

<p>6. IIC must conduct a Pre-Surveillance Team Meeting to discuss roles, responsibilities, CoW/A, emergency response, ethics, required equipment, weather, communication, risks, and unique site feasibility considerations.</p>
<p>7. IIC sends event organizer the Participant/Performer and Aircraft Checklist to be completed by each performer listed on the Schedule of Events. The event organizer requests performers return an electronic copy of records and checklist to the responsible person and copy the IIC at least 30 days prior to event.</p>
<p>8. Conduct surveillance.</p> <ul style="list-style-type: none"><li>• Attend preshow safety briefing. Ensure all required items on checklist are addressed.<ul style="list-style-type: none"><li>○ IIC must attend pre-arrival briefing with military jet teams.</li><li>○ Attend remote pilot briefings and specialty briefings (e.g., circle jumpers, flyby/flyover (formation/in-trail), pyro, etc.)</li></ul></li><li>• Collect copy of Participant(s) Briefing Signature Sheet (daily, remote, and specialty). Verify only performers briefed perform.</li><li>• Complete review of performers and aircraft paperwork. Verify event organizer has ensured only performers/aircraft qualified and current perform.</li><li>• Any areas of noncompliance, incidents, or accidents must be coordinated immediately with the assigned AES and briefing paper submitted to the NAES.</li><li>• Team members must elevate any safety concerns to IIC, who will coordinate with event organizer/responsible person and resolve immediately or suspend/terminate CoW/A until safety concern is resolved.</li></ul>
<p>9. Daily Debrief—A daily log should be maintained by the IIC and after the day’s events, IIC will discuss the event with the event organizer/responsible person, and if necessary, jointly with a performer(s)/participant(s). Review the following:</p> <ul style="list-style-type: none"><li>• Areas of noncompliance.</li><li>• Safety-related problems. Violations, incidents, accidents.</li><li>• Aerobatic competency/competency of nonaerobatic participant.</li><li>• Opportunities for improvement.</li><li>• If no problems encountered, apprise the event organizer/responsible person that the event went well.</li><li>• Any incidents or accidents must be coordinated and debriefed with AES/NAES. Initiate any actions.</li></ul> <p><i>Note: Military jet teams require an individual daily debrief, requiring the IIC to communicate directly with the team’s Operations Officer at the end of each performance/day. The event organizer/responsible person should be present or previously briefed on anything discussed.</i></p>

<p>10. After-action meeting (if necessary). After conclusion of the aviation event (usually a week later) in the After-action meeting with the event organizer, discuss:</p> <ul style="list-style-type: none"><li>• Successes.</li><li>• Opportunities for improvement.</li><li>• Areas of noncompliance.</li><li>• Safety-related problems. Violations, incidents, accidents.</li><li>• Aerobatic competency/competency of nonaerobatic participant.</li><li>• Any incidents or accidents must be coordinated and debriefed with AES/NAES. Initiate any actions.</li><li>• If a similar event is planned for next year, follow up with a letter outlining areas that need improvement.</li></ul>
<p>11. Complete office file consisting of the following:</p> <ul style="list-style-type: none"><li>• FAA Forms 7711-1 and 7711-2 (and all attachments).</li><li>• Record of meetings and telephone conversations (including record of After-action meeting with the event organizer).</li><li>• Performer sign-in sheet.</li><li>• Performer/Aircraft Job Aid.</li><li>• Safety briefing checklist.</li><li>• Record of coordination with ATO, ARP Division, AUS, AFS-830 (Environmental, if applicable), or AST (as required).</li><li>• Record of any areas of noncompliance, incidents, or accidents and briefing paper.</li><li>• Copy of EID for an APA CoW (more than 30 days).</li></ul>
<p>12. Make appropriate PTRS entry for surveillance and close out any open PTRS for Issuance of a CoW/A.</p> <ul style="list-style-type: none"><li>• Surveillance PTRS Codes: <b>Air Race:</b> 1685 / 3685 / 5685; <b>Air Show:</b> 1686 / 3684 / 5684; <b>Parachute Demonstrations:</b> 1696 / 3688 / 5688; <b>Balloon Events:</b> 1697 / 3688 / 5688; <b>Aerobatic Competitions:</b> 1698 / 3688 / 5688; <b>Unmanned Aircraft Systems Aerial Demonstrations:</b> 3688 / 5688; <b>Fly-In:</b> 1686 / 3684 / 5684; <b>Flyover:</b> 1686 / 3684 / 5684; <b>Aerobatic Practice Area:</b> 1698 / 3688 / 5688.</li><li>• In the “National Use” field of the PTRS record, enter the following, as applicable: “PA” for parachute demo, “RL” for rocket launch, “BE” for balloon event, “AS” for air show, “FO-M” for flyover military, “AR-XC” or “AR-CC” for a cross-country or closed-course air race, “UAS” for Unmanned Aircraft Systems demonstrations, “APA-ST”/“APA-LT” for APA short-term or long-term, “FlyIn” for a fly-in or “FlyInNW/A” for those surveilled and no CoW/A issued.</li></ul>
<p>13. Signature IIC:</p>
<p>14. Date:</p>