

# TIME LINE AND ADMINISTRATIVE REQUIREMENTS FOR SPECIAL AIR EVENTS

# 1

**160 DAYS**

Confirm event dates and availability of ATC,s

**150 DAYS**

Special Air Event Application form - Form RA\_SAE

Municipal, Property owner and/or land owner's signed permission letter

A copy the SAPS SASREA Event risk categorisation document.

**120 DAYS**

The organiser shall appoint a FDD and at least one FDSO .

# 2

**90 DAYS**

Deadline for applications for events other than airshows and not requiring controlled airspace.

**60 DAYS**

Signed **Airside** Emergency response plan .

Signed Disaster Management and Evacuation Plan

Emergency Services contact list.

Pre Event Audit performed by an approved FDSO or FDD.

Copy of the insurance schedule including RAASA as co-insured.

A letter confirming that all aircraft owners/pilots carries the mandatory public liability insurance as required in the Civil Aviation Act.

A detailed airside operational plan from FDD / FDSO.

Proof of payment of the applicable fee for the Special Air Event.

# 3

**30 DAYS**

Provisional flying display program.

A list of all pilots names, display routines and aircraft types that will be participating or to be validated.

Copy of full pilots briefing and safety minima's.

All names, contact details and duties of the FCC.

A signed letter of confirmation from the organizer that all emergency services have been alerted and will be available.

A final written and detailed airside operations plan if changes have been made (FDD & FDSO).

**RAASA may at any time request confirmation of, or any additional information.**

# 4

**14 DAYS**

Final written confirmation that all safety standards are finalized.

Signed confirmation and acceptance forms returned to RAASA (Organiser).

Signed copies of all indemnity forms for airside participants and display pilots.

Copy of signed RAASA Indemnity document.

**POST EVENT**

The FDD, FDSO and FCC as well as other event officials shall perform a debrief within 7 days after the event. It is the responsibility of the FDD and organiser to arrange for this debrief.

Once the debrief is completed the FDD and FDSO shall each compile a post event report and submit this directly to RAASA no later than 14 days after completion of the event.

Special Air Event Organisers, when making application for a Permit to hold a Special Air Event, are required to confirm that the organisation and conduct of the Special Air Event will be in accordance with the provisions of the SAE Manual, Civil Aviation Regulations and applicable Acts.

This Time line brochure is an outline of the documents to reach the RAASA office in the required time-frame, it remains the responsibility of the event applicant/organiser to familiarise themselves with the Special Air event MOP which sets out the requirements and principles regarding the management of these events, including flight operations and demonstrations which may take place on any part of the runways or any portion of the airfield on the demarcated airside.

An organiser/applicant must be mindful of the effect and the importance of scheduling the intended event date, special consideration must be given to the availability of display pilots and other participants, i.e. FDD's ATC's, and any other service providers as it may apply.

Alternate dates should be considered in the case of conflicting or unavailable dates.

**The Special Air Event application forms or information can be obtained on the RAASA website.**

**Where documents or administrative requirements cannot be supplied or adhered to in time, for any reason, the organiser shall provide RAASA with a written statement prior to the required time-frame, outlining what the cause for the delay may be and how the matter has been addressed and is in the process of finalisation.**

**RAASA in turn will acknowledge the written statement and may produce an alternate date.**

**Failing adherence to the time-frame will adversely affect the application.**

**PLEASE NOTE: NO FORMAL APPLICATION IS REQUIRED TO HOST A FLY-IN ONLY.**