



Civil Aviation Authority of Sri Lanka

AVIATION SAFETY NOTICE

ASN 029

Ref. No: ASN/OPS/2003/01

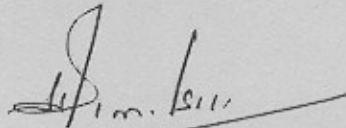
To: Applicants for a Licence for Aerial Work Operations – Special Aviation Events-Balloon Festival. Holders of a Licence for Aerial Work Operations who applies for conduct of a Special Aviation Event – Balloon Festival under the existing Licence, Subscribers

1. Subject: Requirements to be Satisfied by applicants seeking authorization from Director-General of Civil Aviation for Aerial Work Operations – Special Aviation Events – Balloon Festival.
2. Nature: Advisory
3. Issue No: 01
4. Status: New
5. Effective Date: With immediate effect
6. Validity: Perpetual or until superseded by an amendment
7. Contact Person: Capt W.P.A.Jayasinghe, Flight Operations Inspector, Civil Aviation Authority, No 64, Galle Road, Colombo 03. Phone 075357657
8. Availability: All the ASN issued by this office are available at the Library of the Civil Aviation Authority for reference. (e-mail caasl@sri.lanka.net).
9. Applicability: All applicants seeking a Licence for Aerial Work Operations – Special Aviation Events – Balloon Festival or all applicants seeking authorization to conduct a Special Aviation Event – Balloon Festival under an existing Aerial Work Operations Licence, under Chapter XIII of the Air Navigation Regulations of 1955.
10. Comments: Comments (if any) on the contents of this ASN may be forwarded to the Contact Office. However the ASN will come into effect on the date shown in the ASN notwithstanding any objection or comment made by any party unless and until an amending ASN is issued afresh by this office.
11. Notice: Requirements to be Satisfied by applicants seeking authorization from Director-General of Civil Aviation for Aerial Work Operations – Special

Aviation Events – Balloon Festival are published hereby as an Appendix to ASN 029. Any applicant seeking such authority from the Director-General of Civil Aviation shall comply with the Requirements contained therein.

12. Action required: For compliance by the applicants seeking authorization from Director-General of Civil Aviation for Aerial Work Operations – Special Aviation Events – Balloon Festival. This ASN shall be read and complied with in conjunction with ASN027, Ref. No: ASN/GEN/2002/13 on the subject 'Manned Hot Air Balloons'.

13 Checklist: Not Applicable



H.M.C. Nimal Siri,
Director – General of Civil Aviation.

Civil Aviation Authority of Sri Lanka, (P. O. Box 535), No. 64, Galle Road, Colombo 03.



Requirements to be satisfied by applicants seeking authorizations from Director-General of Civil Aviation for Aerial Work Operations – Special Aviation Events – Balloon Festival.

These Special Flight Operations Standards and Procedures - Special Aviation Events - Balloon Festivals are the standards and procedures which are hereinafter referred to as "Requirements" that must be complied with for the issue and continuing validity of authorizations granted under a Licence for Aerial Work Operations, to be issued by the Director-General of Civil Aviation for applicants seeking operations for Special Aviation Events - Balloon Festival.

1. Interpretation

In these Requirements,

"air show" means an aerial display or demonstration before an assembly of invited persons by one or more balloon.

"balloon festival" means an event where one or more manned balloons will launch from or fly in, into an area before an invited assembly of persons.

"designated landing area" means any area identified by a Sponsor or an Organizer where balloons participating in a Balloon Festival will land, that:

- (a) lies within a built-up area; or
- (b) at which an invited assembly of persons is present.

"designated launch area" means any area identified by a Sponsor or an Organizer from which balloons participating in a Balloon Festival will launch, that:

- (a) lies within a built-up area; or
- (b) at which an invited assembly of persons is present.

"designated target area" means any area identified by a Sponsor or an Organizer into which balloons participating in a Balloon Festival will fly as part of a pre-determined task, that:

- (a) lies within a built-up area; or
- (b) at which an invited assembly of persons is present.

"invited assembly of persons" means any number of persons who have been invited by any means of solicitation, to view a Special Aviation Event but does not include competition judges, event organizers or members of a participants' support team.

"participant" means the balloonists (balloon pilots), the balloon ground/chase crews, balloon task judges, and where other balloon demonstrations are taking place in conjunction with the balloon launches, the balloon flight crews, flight crew support staff, parachutists, or other essential personnel.



"special aviation event" means an air show, a low-level air race, an aerobatic competition, or a balloon festival.

"Sponsor or Organizer" means the person or agency responsible for the organization and conduct of a special aviation event under an authorization issued by the Director General of Civil Aviation.

Information Note:

The Civil Aviation Authority recognizes that the sport of ballooning will have the potential of attracting public attention significantly in the years to come. These festivals may be fun events where the public is invited to watch the inflation and launches of balloons, fun events where the balloons attempt to fly into the festival site or they could be sanctioned balloon competitions for national or international honours in the ballooning community. Therefore the Civil Aviation Authority has a primary responsibility for ensuring the safety and security of the public during such events.

2. Issuance of an authorization granted under Aerial Work Operations Licence - Special Aviation Events - Balloon Festival

2.1 An application to conduct a Special Aviation Event - Balloon Festival shall include:

- a. the name, location and date or dates of the event;
- b. the expected number of spectators;
- c. the name, address, telephone and facsimile numbers of the Sponsor or the Organizer of the event;
- d. Balloon Festival Operations Manual for the festival.

2.2 The Operations Manual shall contain as a minimum, the following information:

- a. the names, addresses, telephone and facsimile numbers of the key management personnel in the festival management organization (e.g. Sponsor or the Organizer, Event Manager, Safety Manager etc.);
- b. the duties and responsibilities of each position identified in the festival management organization;
- c. copies of landowner permission and letters of non-objection from appropriate State and Local Government Authorities for the use of all proposed designated launch areas and sites to be designated as target or landing areas;



- d. a copy of the festival site diagram;
 - e. a list of all the proposed balloon events, tasks, races, etc. to take place during the festival;
 - f. a copy of the procedures to be used to control the flight operations of the balloons including during launches, fly-in tasks landings, flight over built-up areas, etc.;
 - g. a copy of the crowd control procedures to be used to ensure the safety and security of spectators at designated launch areas, designated target areas or designated landing areas. This shall include the method of separating the spectators from the balloons, which shall be at reasonable safe distances outside the well-demarcated boundary of the designated launch and landing areas, which are acceptable to the Civil Aviation Authority and as specified in these Requirements.
 - h. for information purposes, a copy of the event's proposed Emergency and Search and Rescue Procedures developed to cover the entire event proposed;
 - i. arrangements in place for provision of security for the balloon or balloons including the security of balloonists, ground crews, spectators and representatives of the State and Local Government Agencies who would be present.
 - j. arrangements in place to cover liabilities arising out of the proposed event including the balloon or balloons, balloonists, ground crews, invited assembly of persons, spectators, representatives of the State and Local Government Agencies who would be present for regulatory functions and members of the public.
 - k. any other information pertinent to the safe conduct of the event as deemed necessary by the Director-General of Civil Aviation.
- 2.3 The festival site diagram shall be a 1:50,000 topographical chart or similar scale aerial photograph and shall clearly indicate, as a minimum, the following:
- a. location and marking of all designated launch areas and all designated target and landing areas;
 - b. location and method of separating spectators from designated launch, landing and target areas, including roping and gates;
 - c. location of emergency vehicles;
 - d. location of medical facilities;



- e. location of emergency access routes to and from the event sites;
 - f. festival control centre;
 - g. propane re-fuelling area (when located on site);
 - h. locations of other flight operations taking place at the festival (e.g. helipads, aerodromes etc).
 - i. location of the security command post, if applicable.
- 2.4 The application shall be submitted to the Civil Aviation Authority sixty (60) days prior to the proposed date of the event, or on a date mutually agreed upon between the Civil Aviation Authority and the Sponsor or the Organizer.

Information Note:

Failure to meet the 60 day or agreed upon date could result in the non-issue of the required authorizations for the event.

- 2.5 The following information and/or documentation shall form part of an application and, unless mutually agreed upon between the Sponsor or the Organizer and the Civil Aviation Authority, shall be submitted in support of the application to conduct a Special Aviation Event - Balloon Festival, no later than ten (10) working days prior to the date of the proposed event:
- a. a completed Special Aviation Event Flight Program as specified in the Attachment – 1 identifying all participants including a list of names of the balloonists together with their nationality, passport number, permanent address and contact details and details about the balloon licences held.
 - b. details of each balloon including the Certificate of Registration and Certificate of Airworthiness.
 - c. for foreign pilots, legible copies of pilot's licences and, where applicable, medical certificates and flying logbooks;
 - d. for foreign registered balloons, a Sri Lanka Validation or Flight Permit issued by the Civil Aviation Authority for operation within Sri Lanka.

3. Event Management

Information Note:

It is most important that the Sponsor or the Organizer is aware that, since the authorizations granted under Aerial Work Operations Licence for Special Aviation Events – Balloon Festival is issued to him or her by the Director-General of Civil Aviation, it is his or her responsibility to ensure that the event is conducted in such a way that the safety and security of persons and property on the ground is not jeopardized.



3.1 Management Organization

- a. The Sponsor or the Organizer of a Special Aviation Event – Balloon Festival shall be an individual or an organization incorporated under the laws of Sri Lanka.
- b. The Sponsor or the Organizer of a Special Aviation Event - Balloon Festival has the overall responsibility for the conduct of the event in a safe manner and in accordance with the conditions contained in the authorizations granted under Aerial Work Operations Licence for Special Aviation Events - Balloon Festival.
- c. The Sponsor or the Organizer may delegate to other persons, the authority to organize and control particular aspects of the Balloon Festival on his or her behalf, subject to approval of the Director-General of Civil Aviation.
- d. The Sponsor or the Organizer shall have a management organization capable of supervising and maintaining operational control over the Balloon Festival. While other position titles are acceptable, the management team shall collectively assume all of the responsibilities listed for the following sample positions:
 1. The Sponsor or an Organizer is responsible for:
 - (i) appointing the management organization for the Balloon Festival to co-ordinate the various air, ground, safety, security and administrative activities at the Balloon Festival;
 - (ii) establishing liaison with airport management, security agencies and other concerned local agencies;
 - (iii) preparing a draft plan for the safe handling of spectators and the safe handling of balloons, automobiles and other vehicles;
 - (iv) making application to the Civil Aviation Authority for authorizations to be granted under Aerial Work Operations Licence for Special Aviation Events - Balloon Festival;
 - (v) An Event Manager who shall be responsible for the overall co-ordination of activities at the Balloon Festival including:
 1. ensuring that all staff members are properly informed of their duties and responsibilities in detail;
 2. cancelling or postponing the balloon launches in the event of an accident, bad weather, or any other circumstances relating to the safety and security of the spectators or participants;



3. the conduct of the flight operations at the Balloon Festival including:
 - a. ensuring all balloonists are in possession of the appropriate pilot licences which are current, medical certificates and balloon documentation;
 - b. ensuring balloonists are qualified, competent and have sufficient knowledge of these Requirements to participate in the Balloon Festival in accordance with the conditions of the authorizations granted under Aerial Work Operations Licence for Special Aviation Events -Balloon Festival;
 - c. ensuring each pilot participant signs the Participant's Statement as specified in the Attachment – 2 of these Requirements and submitting a legible copy of the statement to the Civil Aviation Authority on the first working day following the Balloon Festival;
 - d. providing a briefing and operations area of adequate size to accommodate the persons being briefed in accordance with Attachment-3 of these Requirements;
 - e. conducting a participant's briefing in accordance with Attachment -3 of these Requirements, and ensuring that balloonists who have not been briefed in accordance with that section do not participate in the Balloon Festival on that day.
- e. The Safety Director is responsible for crowd control, security and ground safety at the Balloon Festival.

3.2 Crowd Control

- a. The Sponsor or the Organizer shall, in liaison with the Law Enforcement Authorities ensure that sufficient and clearly identified crowd control personnel are available, briefed on crowd control and emergency procedures and are capable of carrying out the duties assigned to them.
- b. The Sponsor or the Organizer shall ensure that spectators:
 1. are kept at a safe distance from the balloons during inflation and take-off from designated launch areas, as stated in the authorizations granted under the Aerial Work Operations Licence - Special Aviation Events - Balloon Festival; and



Information Note:

This may be done by fencing or roping off the launch area to segregate spectators from the balloons during inflation and take-off. At larger events this may be the only way to provide adequate crowd control to ensure spectator safety. Launch directors may assist in crowd control while supervising inflation and launch. Whatever the method and procedures chosen for crowd control, these must, be clearly described in the Balloon Festival Operations Manual submitted with the application to conduct the event.

2. are separated from designated target and landing areas at the minimum distances as stated in the authorizations granted under the Aerial Work Operations Licence - Special Aviation Events - Balloon Festival.

3.3 Emergency Facilities

- a. The Sponsor or the Organizer shall ensure that procedures, facilities, equipment and personnel are in place to respond to anticipated emergencies, including balloon accident or medical emergency involving the spectators.

Information Note:

Local police and hospitals should be aware of the festival dates and the expected size of the crowd.

The local Fire Department may be willing to provide equipment and personnel. For very small festivals, a jeep or other vehicle carrying fire-fighting equipment may suffice. Appropriate medical facilities and personnel should be provided at all Special Aviation Events. Arrangements should be made to have a local doctor on call. A station wagon, van or light truck, suitably identified, may be used where full ambulance service is not available.

- b. The Sponsor or the Organizer shall ensure that emergency entrances, access lanes and exits are available to and from the festival site and procedures are in place to keep them clear in an emergency situation.
- c. Emergency entrances, access lanes and exits shall be clearly identified on the site diagram submitted in support of the application to conduct the Special Aviation Event.
- d. The Sponsor or the Organizer shall, ensure that there is an adequate Search & Rescue Plan is co-ordinated with the authorities concerned.



- e. The Sponsor or the Organizer shall, ensure that there is an adequate Security Plan in co-ordinated with the local law enforcement authorities concerned

4. Participant and Balloon Eligibility

4.1 Participant Eligibility

- a. To be eligible to operate a balloon as part of a special aviation event, a person shall:
 - 1. hold an appropriate pilot's licence and a medical certificate
 - 2. have a minimum of 50 hours total flying time in untethered balloons;
 - 3. meet the recency requirements of Attachment – 4
 - 4. sign the Participant's Statement as specified in the Attachment-2
 - 5. attend a Participant's Briefing as outlined in Attachment-3 .

Information Note:

No person shall act as a flight crew member or exercise the privileges of a flight crew licence in Sri Lanka in an balloon registered in a contracting state other than Sri Lanka, unless the person holds, and can produce while so acting or while exercising such privileges, a flight crew licence, or a document equivalent to a foreign licence validation certificate, that is issued under the laws of that Contracting State.

Example:

An American pilot wishing to fly a British registered balloon in Sri Lanka would be required to:

- (a) hold a British Balloon Licence which is current; or*
- (b) hold his or her American Balloon Licence validated by the British Civil Aviation Authority;*

4.2 Balloon Eligibility

To be eligible to operate a balloon in a Special Aviation Event – Balloon Festival in Sri Lanka, a balloon shall:

- a. be registered in Sri Lanka or in a Contracting State;
- b. have a flight permit issued by Civil Aviation Authority of Sri Lanka.

Information Note:

This may be in the form of a Certificate of Airworthiness issued in accordance with Annex 8 of the ICAO Convention on International Civil Aviation by the country of registration or a Sri Lanka validation of a foreign non-standard flight permit issued by the country of registration.



Sri Lanka validation may be obtained by providing the following information to Civil Aviation Authority at least 10 working days in advance of the event:

- a. a clear and legible copy of the Balloon's Certificate of Registration;*
- b. a clear and legible copy of the Balloon's flight permit including all operating conditions/ limitations; and*
- c. the planned itinerary for the Balloon while in Sri Lanka, including dates and point of entry and departure from Sri Lanka, if applicable.*

Although the responsibility for applying for a Sri Lanka validation rests with the owner of the foreign Balloon, Sponsor or the Organizer may co-ordinate compliance with this requirement in order to avoid confusion, last minute delays, or possible regulatory compliance action against a pilot who flies such a balloon in Sri Lanka without proper authority.

5. Minimum Safety Distances and altitudes from Spectators, Built-up Areas and Occupied Buildings

5.1 Designated Launch Areas

- a. Designated launch areas shall be under the direct control of the Sponsor or the Organizer.
- b. The Sponsor or the Organizer shall have available at a designated launch area, a public address system or other means of providing directions to spectators and balloonists/ground crews.
- c. Any launching area should be so located, and of such dimensions that under the weather conditions prevailing the time of launch ;
 - 1. there is no structure, building or tree within one balloon envelop-diameter upwind or crosswind of the balloon basket, or where there is no ground wind, within one balloon envelop diameter in any direction
 - 2. Other than fences or soft vegetation there is no structure, building or tree located downwind of the balloon, which cannot be avoided during the launch by at least 30 feet vertically.
 - 3. There is no electric power line within two balloon envelop diameters upwind or crosswind of the balloon or, where there is no ground wind, within two balloon envelope diameters in any direction.
 - 4. There is no electricity power line located downwind of the balloon, which cannot be avoided after launch by at least 100 feet vertically.



5.2 Designated Target Areas

- a. Designated target areas shall be positioned in such a manner that spectators are kept a minimum distance of 200 feet horizontally from the outer boundary of a target area.
- b. The Sponsor or the Organizer shall keep designated target areas clear of all persons except those identified as essential personnel.
- c. the Sponsor or the Organizer shall have available at a designated target area, a public address system or other means of providing directions to spectators and balloonists/ground crews.

5.3 Designated Landing Areas

- a. Spectators shall be kept a minimum of 200 feet horizontally from the outer boundary of any designated landing area.
- b. A designated landing area shall be no closer than 500 feet downwind of any designated target area.
- c. Designated landing areas shall be under the direct and complete control of a Sponsor or an Organizer.
- d. The Sponsor or the Organizer shall have available at a designated landing area a public address system or other means of providing directions to spectators and balloonists.
- e. Designated landing areas shall be kept clear of all persons except those designated as essential personnel by a Sponsor or an Organizer, e.g. balloon recovery crews.
- f. Any landing area including its approach path should be so located and of dimensions that the balloon can be landed and, where applicable, deflated without risk of injury to the occupants of the balloon or members of the public on the ground and without risk of damage to livestock or property. In particular;
 - 1. No electricity transmission cable should exist on the approach (upwind) side of the landing area, which cannot be crossed in level or climbing flight at a safe height having regard to the conditions prevailing at the time and the voltage carried by the cable.
 - 2. No electricity transmission cable should be located within two envelope diameters of the point at which the pilot intends the balloon to be landed.
 - 3. Ground handling lines should not be used within one envelop diameter of electricity transmission cables
 - 4. No obstacles other than fences, small trees or soft vegetation should be located on the approach (upwind) side of the balloon landing site within one balloon envelop diameter of the point at which the pilot intends the balloon to be landed.



5.4 Special Conditions of Balloon Operations

a. Minimum Altitudes and Distances During Flight

The Minimum height for balloon to operate is one 1000 ft. AGL over a built-up area, an occupied building, or over an open air assembly of persons. Elsewhere the balloon may be operated at 200 feet AGL from any person, vessel, vehicle or structure. The Balloon shall be no closer than 200 feet in any direction from any person, vessel or structure.

b. Approaches to Target and Landing Areas

Balloons on approach into an area identified in the Balloon Festival Operations Manual as a designated target area or as a designated landing area, may be authorized in the authorizations granted under the Aerial Work Operations Licence - Special Aviation Events – Balloon Festival to fly over any spectator area to a minimum altitude of 75 feet above the spectators, provided that:

1. the spectator area is under the direct control of the Sponsor or the Organizer; and
2. the balloon has achieved an altitude equilibrium at 75 foot above any spectator prior to reaching the spectator area.
3. where the balloon achieves an equilibrium altitude at more than 75 feet over any spectators, further descent is prohibited.

c. Fuel Reserves

Fuel reserves carried when over flying populous areas should be greater than for areas with a wider choice of landing areas, as a suitable landing area may not be available at the time a pilot has planned to land.

6. Weather Conditions

6.1 Subject to subsection (2), authorizations granted under the Aerial Work Operations Licence - Special Aviation Events – Balloon Festival shall specify a minimum ceiling of 1,000 feet AGL and a minimum ground visibility of 3 miles.

6.2 Authorizations granted under the Aerial Work Licence - Special Aviation Events – Balloon Festival referred to in subsection (1), may specify a higher ceiling minimum and a higher visibility minimum where justified by the presence of surrounding terrain or other local condition.



7. Participant's Briefing

Information Note:

The importance of the Participant's Briefing to the safe and successful conduct of a Special Aviation Event cannot be overemphasized. All aspects of the flying, ground, and emergency procedures of the proposed event should be reviewed. The briefing should be conducted in such a way, that every balloonist and all the event personnel in charge of the air, ground and emergency operations leaves the briefing with a clear understanding of their responsibilities and of procedures to be followed in normal or emergency situations that may occur during the course of the event. It is not sufficient to understand one's own tasks, but also to have a clear picture of how all aspects of the operation complement each other, especially in emergencies.

7.1 General

- a. A participant's briefing shall be conducted prior to the beginning of each balloon launch at a festival, at a time as close to the proposed launch time as practicable.

Information Note:

At events that run for more than one day with early morning and early evening launches each day at the same launching area, it is common to have an in depth "master briefing" prior to the first launch of the festival. This briefing includes all the information outlined in these Requirements. Briefings for subsequent flights are shorter in duration and include the roll call, weather briefing, problem identification and resolution from previous flights, etc. It is important to note that a balloonist that misses a "master briefing" is precluded from participating in subsequent launches until such time as he or she has received a complete briefing from the Event Manager or a person delegated to do so by the Event Manager. If the event is to take place for more than one day and/or at different places, then the "master briefing" shall be conducted before commencement of the event at each such venue.

- b. The briefing shall be carried out in an area as free of noise and other distractions as possible, and attendance shall be limited to flight crews, flight crew support staff, parachutists, and the persons responsible for the air, ground, safety and emergency operations for the event.



- c. Each pilot participant's attendance at the briefing shall be verified by roll call or otherwise and a record retained for submission to Civil Aviation Authority, if requested.
- d. Participants who did not attend a briefing shall not be permitted to participate in the launch associated with the briefing.

7.2 Briefing Contents

The briefing shall cover the following basic actions, as a minimum:

- a. introduction of the key festival personnel and description of the means of communication with them;
- b. provision of a weather briefing covering aspects of weather that are relevant to the conduct of the event, including cloud cover (ceiling), visibility, winds and temperature, density altitude and other current weather data, and forecast for the period of the event;
- c. ensuring that the weather briefing referred to in (b) above is provided by the most qualified person available such as, but not limited to, a meteorologist or an experienced pilot;
- d. description of the aerodrome air traffic zone details, i.e. position, dimensions, height above MSL, the airspace and content of the *NOTAM* issued for the balloon festival, including a description of local obstructions including unmarked electrical power lines, warnings and other pertinent information, such as other nearby aerial activity;
- e. description of the method of co-ordinating air traffic, including type of co-ordination such as positive control or advisory by ATS or other type of co-ordination, as well as, if necessary, a description of radio frequencies used at the festival and assignment of radio call signs;
- f. description of the methods of suspending or cancelling a launch;
- g. description of the event site, designated target and landing areas including the position of the spectators, alternate landing areas, prohibited zones, and other relevant items by using aerial photographs, maps, scale diagrams, and other material;
- h. description of the fire fighting and emergency services equipment available, including their location and the access routes to be kept clear; and
- i. any other basic action deemed necessary.



8. Carriage of Passengers at a Balloon Festival

Passengers shall not be carried on any flight during the Balloon Festival unless otherwise so authorized by Director-General in writing.

A Civil Aviation Inspector shall be carried on any flight at his/her request on production of the credential.

9. Civil Aviation Inspectors of the Authority

- i. Any Civil Aviation Inspector attached to Civil Aviation Authority of Sri Lanka on production of his/her credentials, shall have unrestricted access to any place, balloon, document, equipment, event or briefing connected to the balloon festival.
- ii. Any Civil Aviation Inspectors attached to Civil Aviation Authority of Sri Lanka shall have the Authority to suspend any activity in connection with the Balloon festival, due to safety or security reasons. The Inspector shall exercise this authority in writing.

10. Accident / Incident Reporting

The Sponsor / Organizer and the Event Manager shall notify forthwith to the Director-General of Civil Aviation details about an occurrence of any accident or incident connected to or incidental to the operation of this event. Any injury to any person or any damage to any property shall be notified to Director-General of Civil Aviation in addition to the local police.

11. Dropping Articles

The Sponsor / Organizer shall ensure that nothing is dropped to the ground from a balloon in flight.

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Civil Aviation Authority of Sri Lanka

Participant's Statement

DATE: _____	Page _____ of _____
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This is to certify that I have read and will comply with all the Conditions contained in Aviation Safety Notice 027 and Aviation Safety Notice 029 while participating in the Balloon Festival organized by at on

Participant's Name	Participant's Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Civil Aviation Authority of Sri Lanka

Participant's Briefing

SPECIAL AVIATION EVENT

Information Note:

The importance of the Participant's Briefing to the safe and successful conduct of a Special Aviation Event cannot be emphasized enough. Although titled Participant's Briefing, it is a safety briefing at which all aspects of the flying, ground, and emergency procedures of the proposed event would be reviewed. The briefing should be conducted in such a way, that every performer and event personnel in charge of the air, ground and emergency operations leaves the briefing with a clear understanding of their responsibilities and procedures to be followed in normal or emergency situations that may occur during the course of the event.

The standards for a Participant's Briefing at a Special Aviation Event are as follows:

GENERAL

- (1) A briefing shall be conducted prior to the commencement of any flight program of a special aviation event.
- (2) The briefing shall be carried out in an area free of noise and other distractions as possible and attendance should be limited to flight crews, flight crew support staff, ground performers (eg. pyrotechnic teams, announcers, etc.) and key event personnel. Key event personnel are the persons responsible for the air, ground, safety and emergency operations for the event.
- (3) Each participant's attendance at the briefing shall be verified by roll call or otherwise and a record retained for submission to civil Aviation Authority, if requested.
- (4) Performers who are not briefed shall not be permitted to participate in the flight program on that day.
- (5) For team performances, only the team leader or his/her delegate is required to attend the briefing. A team delegate must be a performing member of the team.
- (6) The briefing shall be conducted at a time as close to the performance time as practicable.

Briefing Content

- (1) The briefing shall cover the following subjects, as a minimum:
 - (a) The key air show personnel shall be introduced and the means of communication with them shall be described;
 - (b) A weather briefing covering aspects of the weather, which are significant to the conduct of the event, shall be given. (i.e. cloud cover (ceiling) visibility,

winds and temperature, density altitude etc., forecast for the period of the event).

The weather briefing should be given by a Meteorologist if one is available, but may be given by an experienced pilot;

(c) The airport air traffic zone details i.e. position, dimensions, height above MSL, and including the airspace in accordance with the *NOTAM* issued for the Special Aviation Event show shall be described. Local obstructions, warnings and other pertinent information such as bird activity and other nearby aerial activity shall be included.

(d) The method of coordinating air traffic, including type of coordination, i.e. positive control or advisory by ATS or other shall be described. This shall include show frequencies and assignment of radio call signs if necessary.

The method(s) of suspending the performance or recalling a performer by both radio and visual signals shall be described.

(e) The event site, including the position of the spectators and if applicable, civilian and military flight lines, direction of entry/exit lanes, holding areas and alternate aerodromes shall be described. This should be done using aerial photographs, maps, scale diagrams, etc.

(f) The performance schedule, including commencement of inflation, show routine and landing timings shall be briefed. Performers shall note "on" and "off" stage for timing purposes and shall be aware of the position of the act they follow.

Other programmed flying events before, during or after the flying display/festival portion (aircraft flybys etc. if applicable), shall be outlined;

(g) Wake turbulence and dangers associated with it shall be discussed. The wake turbulence factor should be considered in preparing the flight programme;

(h) The fire fighting, emergency services equipment and on-scene medical facilities available including their location, number of personnel present and the access routes to be kept clear shall be described;

(i) A time check shall be carried out to ensure all participants are using the same time for event coordination;

(j) The person designated by the sponsor or the organizer who is responsible for flight operations shall ensure each balloonist understands the applicable written authorized limits with respect to individual low level authorizations contained in the Flight Permit issued by the Civil Aviation Authority;

Information Note:

Items in section (j) above, need not be discussed during the participants

briefing, if personally covered by the person designated by the sponsor to brief the participants and the performer earlier at the site.

(k) Any other subjects deemed necessary.

Information Note:

Examples of topics that have been included in briefings are medical factors affecting pilot performance, eg. over the counter medication, pilot fatigue, heat stress and factors affecting orientation of flight over water demonstrations or unusual terrain.

It is suggested that at the briefing on the final day of an event, a "Departure Briefing" be included to advise participant's of ATC procedures, etc. to be followed on leaving the event site.

Pilots should be reminded that their departures are to be normal and that no "ad hoc" demonstrations are to take place during their departures.

Participant's Statement

1) Personnel designated by the sponsor or the organizer shall ensure:

(a) that each participant is given the opportunity to read the Authorizations issued for the special aviation event by the Civil Aviation Authority;

(b) that each participant has signed the Participant's Statement found in Attachment 2 of these Requirements;

(c) balloonists who have not done so shall not be allowed to participate in the air display;

(e) that at the end of a briefing a copy of the Statement is given to the monitoring Civil Aviation Inspector or, if an Inspector is not on site, that a copy of the Statement is forwarded to the Civil Aviation Authority, the first working day following the event.

Civil Aviation Authority of Sri Lanka

Recency Requirements

Special Aviation Events

- (1) A balloon pilot, who is in possession of a current balloon pilot licence issued by a foreign Licensing Authority acceptable to the Civil Aviation Authority, shall have met the Recency requirements specified by the foreign Licensing Authority prior to operating a foreign registered balloon in the Sri Lanka airspace with the approval of the Civil Aviation Authority Sri Lanka.
- (2) A balloon pilot, who is in possession of a current balloon pilot licence issued by a foreign Licensing Authority acceptable to the Civil Aviation Authority, shall have met the Recency requirements specified by the foreign Licensing Authority prior to operating a balloon registered in Sri Lanka in the Sri Lanka airspace, with a validation certificate issued by the Civil Aviation Authority Sri Lanka.
- (3) Notwithstanding any of the above requirements, no holder of a balloon pilot licence, shall exercise the privileges of the licence unless
 - (a) the holder has demonstrated within the preceding twelve months, a satisfactory level of knowledge and ability to perform normal and emergency operating procedures on the specific class of balloon to be operated.
 - (b) Possess a current medical certificate equivalent to that of a ICAO Class 2 medical assessment.
 - (c) has completed, within the six months preceding the flight,
 - (A) five landings in a balloon by day and five take-offs in a balloon by day or night, if the flight is conducted by day, or
 - (B) five landings in a balloon by day and five take-offs in a balloon by night, if the flight is conducted partly by night.
 - (d) have accumulated a minimum of 50 hours flight time in untethered balloons