

CHAPTER 52. ISSUE A CERTIFICATE OF WAIVER FOR MOTION PICTURE AND TELEVISION FILMING

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1230

3. OBJECTIVE. The objective of this task is to determine if an aircraft operator has developed an acceptable flight operations manual for use in motion picture and television filming production, and if the aircraft operator has developed safe operating procedures, guidelines, and criteria, if necessary, to operate below the altitudes required in Federal Aviation Regulations (FAR) § 91.119(b) for aerobatic flight. Successful completion of this task results in the acceptance or non-acceptance of a flight operations manual, the issuance of a certificate of waiver, or the disapproval of an application.

5. GENERAL

A. Purpose. Filming of motion pictures and/or television series may require aircraft to be used as camera platforms or stunt vehicles. A waiver of the requirements of FAR 91.119(b) and (c) is necessary when aircraft must be flown closer than 1,000 and/or 500 feet from persons or property. If filming sequences require an aircraft to be flown in aerobatic flight below 1500 above ground level (AGL) or over a congested area or in controlled airspace, a waiver of FAR 91.303 may also be required.

B. Forms Used. Federal Aviation Administration (FAA) Form 7711-2, Application for a Certificate of Waiver or Authorization (figure 52-1), is a multipurpose form used to apply for FAA Form 7711-1, Certificate of Waiver or Authorization (figure 52-2). All items on the form may not be applicable to the application request.

C. Submission. FAA Form 7711-2, including a proposed Motion Picture and Television Flight Operations Manual, should be submitted at least 45 days before actual filming begins. The completion and submission of FAA Form 7711-2 and a proposed flight operations manual is the sole responsibility of the applicant.

D. Approval or Disapproval. Applications for filming motion pictures and television series are processed at the local Flight Standards District Office (FSDO). Within 30 days of receipt of the FAA Form 7711-2, an approved FAA Form 7711-1 or disapproval of the application must be issued by the district office. Upon approval, FAA Form 7711-2 and the acceptable flight operations manual become part of FAA Form 7711-1. The district office manager, or designated representative, shall sign the waiver upon approval.

E. Expiration Date. An FAA Form 7711-1 shall expire 24 calendar months from the date of issuance. A certificate of waiver may be reissued by submission of a properly prepared FAA Form 7711-2 and the applicant's previously accepted flight operations manual, if appropriate.

F. Motion Picture and Television Flight Operations Manual. Operating and safety procedures must be incorporated in a Motion Picture and Television Flight Operations Manual. The flight operations manual, once accepted, becomes a part of the special provisions. The flight operations manual is the standard by which a certificate holder must conduct all operations pursuant to the certificate of waiver. The controls, procedures, and conditions set forth in the flight operations manual are the primary assurance that persons on the surface will not be jeopardized. This will be the basis for the issuance of the waiver. Therefore, failure to comply with the provisions of the flight operations manual shall be considered a violation of the terms of the waiver and may constitute justification for cancellation of the waiver.

G. Flight Operations Manual Revisions. Inspectors should encourage operators to discuss manual revisions before they are submitted for acceptance. Revisions should not be distributed by the operator until acceptance by the FAA and returned to the operator with an indication of acceptance. If the revisions are not accepted, inspectors must notify the operator in writing within 10 days of receipt of the proposed revisions.

H. Special Provisions.

(1) The following statement must appear as a special provision: "The certificate holder must adhere to the Motion Picture and Television Flight Operations Manual."

(2) Additional provisions deemed appropriate to ensure safety of the operation should be prescribed by the FSDO.

I. Restricted and Experimental Category Aircraft.

(1) Serving as a camera platform for motion picture and television filming is not one of the purposes for which FAA issues a restricted category airworthiness certificate. Therefore, restricted category aircraft cannot be used as the filming "vehicle" in motion picture and television filming.

(2) In order to be used in motion picture and television filming operations, aircraft in the experimental category must have an airworthiness certificate issued for the purpose of exhibition.

J. Helicopters. Although helicopter operations are generally conducted under FAR § 91.119(d), which allow operations at less than the minimums prescribed in FAR § 91.119(b) and (c), the Flight Standards Service has determined that low-level movie-making helicopter operations may create a hazard to persons or property on the surface. Therefore, a certificate of waiver must be obtained for movie-making helicopter operations. If helicopters are to be used for aerobatic purposes under the provisions of this waiver, refer to chapter 49, section 1, paragraph 17B.

7. CONTENTS OF THE FLIGHT OPERATIONS MANUAL. The applicant must submit an original and one copy of the Motion Picture and Television Filming Flight Operations Manual. The manual must include at the least the following:

A. Company Organization.

(1) Business name, address, and telephone number of applicant.

(2) List of pilots to be used during the filming, including their pilot certificate numbers, grade, and class and date of medical.

(3) List of aircraft by make and model.

B. Distribution and Revision. This section should contain procedures for revising the flight operations manual to ensure that all manuals are kept current. Revisions for the accepted flight operations manual should be forwarded to the FSDO at least 15 days before the proposed effective date.

C. Persons Authorized. FAR § 91.119(c) is waived only with respect to those persons, vehicles, and structures directly involved in the performance of the actual filming. The certificate holder's manual shall include procedures to ensure that no persons are allowed within 500 feet of the area except those consenting to be involved and necessary for the filming production.

D. Area of Operations. There will be a variety of operational needs, depending upon the activities of the applicant. Certain companies may confine their activities to a local area, while other operators may conduct activities throughout the entire United States. The manual shall define the area authorized by the certificate of waiver.

E. Plan of Activities. The manual must include procedures for the operator to submit, within 3 days of scheduled filming, a written plan of activities to the local FSDO having jurisdiction over an area of proposed filming. The plan of activities must include at least the following:

(1) dates and times for all flights;

(2) name and phone number of person responsible for the filming production event;

(3) make and model of aircraft to be used and type of airworthiness certificate, including category;

(4) name of pilots involved in the filming production event;

(5) a statement that the waiver holder has obtained permission from property owners and/or local officials to conduct the filming production event;

(6) signature of waiver holder or representative; and

(7) a general outline, or summary, of the production schedule, to include maps or diagrams of the specific filming location, if necessary.

F. Permission to Operate. The flight operations manual shall specify requirements and procedures for the applicant to obtain permission from property owners and/or local officials (e.g., police, sheriff, fire departments, etc.) as appropriate for the conduct of all operations when using the waiver.

G. Security. The applicant shall specify the method of security that will be provided to exclude all persons from the location not directly involved with the operation. Provision shall be made to stop activities when unauthorized persons, vehicles, or aircraft enter the operations area, or for any other reason, in the interest of safety.

H. Briefing of Pilot/Production Personnel. Procedures shall be included to brief personnel of the risks involved, emergency procedures, and safeguards to be followed during the filming production event. Personnel will also be briefed on any additional provisions that may be issued by the local FSDO, including the location of boundaries or any other time limits.

I. Certification/Airworthiness. The aircraft may be certificated in any category, including experimental, provided the requirements of FAR § 91.7 and 91.203 are met. Procedures shall be included to ensure that aircraft inspections will be in accordance with FAR Parts 43 and 91.

J. Pilot Personnel - Minimum Requirements. The operator shall establish and specify the minimum pilot requirements. Minimum requirements should meet or exceed the following:

(1) a current U.S. commercial pilot certificate with ratings appropriate to the category and class aircraft to be used under the terms of the waiver;

(2) at least 500 hours as pilot-in-command (PIC) logged;

(3) a minimum of 100 hours in the category and class of aircraft to be used;

(4) a minimum of 5 hours in the make and model aircraft to be used under the waiver; and

(5) in the event that the 1500-foot minimum standard contained in FAR § 91.303(d) is to be waived, the pilot performing aerobatic maneuvers must hold an FAA Form 8710-7, Statement of Acrobatic Competency, for the operations to be performed.

K. Communications. The flight operations manual must contain procedures to provide communications capability with all participants during the actual operation and filming. The applicant can use oral, visual, or radio communications as long as it keeps the participants continuously apprised of the current status of the operation.

L. Accident Notification. The flight operations manual must contain procedures for notification and reporting of accidents.

9. REVIEW FAA FORM 7711-2. Pertinent items are discussed below for purposes of clarity and uniformity. The application should be reviewed upon receipt for obvious discrepancies. The information submitted by the applicant on FAA Form 7711-2 MUST NOT be altered by the issuing office.

A. Items 1 and 2. If the applicant is a representative of an organization, the organization's name should appear in item 1. The name of the individual

and his or her position or authority to represent the organization (e.g., the "responsible person") should appear in item 2. If the applicant is not representing others, the term "N/A" should be entered in item 1 and the applicant's name entered in item 2.

B. Item 4. In many instances the applicant does not know or is not sure which sections of the FAR are involved. A conference with the applicant before acceptance of the application may be necessary. (For example, after August 31, 1990, applicants must use the new codification of FAR Part 91, and there is likely to be some confusion on the part of both inspectors and applicants.)

C. Item 5. It is sufficient for the applicant to use the term "motion picture and/or television filming" to describe the type of operation.

D. Item 6. A detailed description of any city, town, county, and/or state over filming production event operations will be conducted and the minimum altitudes essential to accomplish the operation should be included in this item.

E. Item 7. The applicant should list the beginning date and hour and ending date and hour for the operation in this item. The dates requested must not exceed 24 calendar months. In cases involving one-time operations where an alternate date has not been indicated, the inspector should advise the applicant to request an alternate date in order to save time and unnecessary paperwork.

F. Item 8. At the time the application for a waiver is submitted, the applicant may not know the names of the pilots or the aircraft to be used in a particular operation. The application may be accepted with a notation in item 8 that a list will be provided at a later, specified date.

G. Item 9.

(1) The FAA's concern is not whom the sponsors are but what measures need to be taken to guarantee that it will be a safe operation. Members of the nonparticipating public must be protected from undue hazard.

(2) While the applicant assumes responsibility for the terms of the waiver, he or she may be inexperienced and not have the operational expertise to ensure compliance with the specified conditions of the waiver. Under these circumstances, the applicant should be advised that as a condition for the issuance of the waiver, a qualified person with the necessary background and experience must be designated by the sponsoring organization or individual to ensure operational safety for the filming production event.

H. Item 11. There is no specific requirement for the use of uniformed police or security guards. The need for special policing depends upon several factors.

(1) If fencing is used for crowd control, there may be little need for special crowd-control personnel. On the other hand, if the sponsor intends merely to cordon off the designated areas with rope, it might be necessary to have special crowd control personnel.

(2) With respect to crowd control, it must be remembered that it is not the FAA's responsibility to control the crowd nor to decide who can serve to police the filming production event.

(3) In every case, the applicant should be advised that it is his or her responsibility to ensure that all reasonable efforts are made to confine spectators to designated areas. If reasonable efforts have been taken and unauthorized persons or vehicles enter the airspace where maneuvers are being performed during the filming production event, efforts must be made to remove them. All parties involved in the production and the inspector shall use good judgement when determining whether it is necessary to halt a filming production event to protect persons on the ground.

I. Item 12. Emergency facilities have also caused problems for production companies. As discussed previously, the application form serves as an all-purpose form, and therefore, contains items that may or may not be appropriate to emergency facilities. Some applications have been denied because the boxes for physician, ambulance, and fire truck were not filled in. Every filming production event sponsor should be encouraged to provide emergency medical service even though this service is not normally necessary. A physician or a rescue squad, paramedics, or emergency medical technicians may be sufficient. Normally, the following rules of thumb are adequate.

(1) *Physician:* Except for events that are a great distance (in a ground vehicle) from a hospital or medical clinic, an emergency rescue squad, paramedics, emergency medical technicians, or a first-aid station can be substituted for a physician.

(2) *Ambulance:* If an emergency rescue squad is provided, an ambulance should also be provided. If there is a physician in attendance, any vehicle acceptable to the physician for emergency transportation is sufficient. In fact, many communities rely on a sheriff's or local law enforcement officer's vehicle as their only means of ambulance service. It

would be improper to prohibit use of a similar vehicle to serve as an ambulance for the event.

(3) *Fire Truck:* For the most part, the only reason for having a fire truck at a filming production event is for the performers' benefit, not the spectators'. If the performers are willing to accept a pickup truck with hand-held fire extinguishers, the FAA should not demand that the sponsor provide a bona fide fire truck with trained firemen.

(4) *Crash Wagon:* Many locations where events are conducted do not have crash wagons available. If they are not available, the FAA should not require a sponsor to obtain one from a facility that might be hundreds of miles away. Again, crash wagons serve the performers, not the public.

(5) *Other:* A sponsor seldom needs to fill in this block. The following is an example of how the "OTHER" block might prove useful. In one filming production event, the sponsor had a helicopter and pilot continually ready for emergency transportation of spectators or performers who might be injured or who become ill during the filming production event. Additionally, a military-trained firefighter and medic was standing by the helicopter with extinguishers in case one of the aircraft had an accident anywhere in the operating area. In this particular case, by describing this "OTHER" emergency facility, the applicant could have been relieved of having to show anything in the preceding blocks.

J. Item 13. Air traffic control for filming production events can be handled in many ways. Naturally, if the airport is served by a control tower, communications problems may be negligible. Radio communications or prearranged ground-to-air signals can handle traffic control.

(1) Even if every aircraft in the event is equipped with a two-way radio, a ground-to-air recall signal provision should be provided and described in the application.

(2) If an airport, that is the site of a filming production event, is served by a scheduled air carrier, arrangements must be made for the arrival and departure of such aircraft. Generally, it is adequate to schedule a break in the activities to allow for scheduled arrivals and departures.

K. Item 14. The FAA must see a schedule of events in order to evaluate the application. For the purpose of reviewing the application, the schedule does not need to be detailed. It should contain at least a general description of the types of events for the

filming production event and their sequence during the filming production event.

(1) The applicant must specify a date before the filming production event when he or she will provide a schedule of events. The schedule of events must list the identification of the aircraft and the performers in the sequence of their appearance. This list becomes a part of the official waiver package. At the filming

production event the scheduled order of events on the waiver may change because of weather, mechanical problems, etc. Such changes must be coordinated with the FAA inspector-in-charge.

(2) Any maneuvers added to the schedule of events will require FAA approval and should be submitted to the FAA at the earliest opportunity. Cancellation of events does not require advance notice.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task required knowledge of the regulatory requirements of FAR Part 91 and FAA policies and qualification as an aviation safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit within the district office, appropriate air traffic facilities, and the regional office.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Part 1
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 7711-1, Certificate of Waiver or Authorization (figure 52-2)
- FAA Form 7711-2, Application for a Certificate of Waiver or Authorization (figure 52-1)
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Determine if an FAA Form 7711-2 is Required.
(Refer to section 1, paragraph 5A of this chapter.)

(1) If an FAA Form 7711-1 is not required, terminate the task.

(2) If an FAA Form 7711-1 is required:

(a) Provide the applicant with a copy of FAA Form 7711-2 (figure 52-1), Instructions for Completion of FAA Form 7711-2 (figure 52-3), and FAR Part 91 Motion Picture and Television Flight Operations Manual Development Guide (figure 52-4).

(b) Advise the applicant to complete items 1 through 8 and 15 on FAA Form 7711-2.

(c) Advise the applicant that the application must be submitted in duplicate (the original and one copy) to the FSDO at least 45 days before the filming production event.

(3) If an FAA Form 7711-1 is required and the applicant is applying for a waiver of FAR § 91.303:

(a) Advise the applicant that items 1 through 15 on FAA Form 7711-2 must be completed.

(b) Advise the applicant that the application must be submitted in duplicate (the original and one copy) to the FSDO at least 45 days before the filming production event.

(c) Advise the applicant that a Motion Picture and Television Flight Operations Manual must be prepared and submitted in duplicate (the original and one copy) to the FSDO for review at least 45 days before the planned filming production event.

B. Open PTRS. Make appropriate PTRS entries.

C. Receipt of FAA Form 7711-2 and Flight Operations Manual, if appropriate. Using the information provided by the applicant and the background in section 1 of this chapter, review FAA Form 7711-2 for all pertinent information for the proposed filming production event. Accept strikeovers that are minor in nature and initialed by the applicant. Items 9 through 14 apply if the applicant has requested a waiver of FAR § 91.303, and to airshow and air race waiver requests only.

(1) *Items 1 and 2, Name of Organization/Name of Responsible Person.* Ensure that the applicant has indicated the name of the organization or individual applying and the name of a person responsible for matters concerning the application.

(2) *Item 3, Permanent Mailing Address.* Ensure that the applicant has indicated the permanent mailing address of the organization or individual named in Item 1.

(3) *Item 4, FAR Sections to be Waived.* Ensure that the applicant has listed all sections of the FAR that need to be waived with regard to the filming production event.

(4) *Item 5, Description of Operations.* Ensure that the applicant has indicated the type of motion picture and/or television filming production event to be conducted.

(5) *Item 6, Area of Operations.*

(a) Ensure that the applicant has listed the specific locations and altitudes of the proposed filming production event.

(b) Ensure that the area of operation is within the jurisdiction of the district office.

(6) *Item 7, Time Period.*

(a) Ensure that a beginning date and hour and an ending date and hour for the filming production event has been indicated.

(b) Ensure that the time period indicated does not exceed 24 calendar months.

(7) *Item 8, Aircraft and Pilots.* Check for aircraft make and model, pilot names, certificate numbers and ratings, and full home addresses. Item 8 may be accepted with a statement, "A list containing aircraft and pilot information will be furnished on [applicant enters a specific date]."

(8) *Items 9 and 10, Sponsorship.* Ensure that the applicant has indicated the sponsor (organization or individual) of the filming production event and the sponsor's address.

(9) *Item 11, Policing.* Ensure that the applicant has described provisions for policing the filming production event.

(10) *Item 12, Emergency Facilities.* Ensure that the applicant marked all items that will be available at the time and place of the event.

(11) *Item 13, Air Traffic Control.* Ensure that the applicant has described the method of controlling air traffic, including the arrival and departure of aircraft.

(12) *Item 14, Schedule of Events.* Ensure that the applicant has listed the dates and times of all scheduled filming events.

(13) *Item 15, Certification.* Ensure that the applicant has signed and dated FAA Form 7711-2 and each page of the application.

(14) If FAA Form 7711-2 has not been completed:

(a) List the reasons for disapproval in the "Remarks" section of FAA Form 7711-2.

(b) Prepare a letter of disapproval of application (figure 52-5) with a suspense date for submission of a corrected FAA Form 7711-2.

(c) Retain a copy of the application for future comparison.

(d) Return the application, flight operations manual, if appropriate, and the letter of disapproval to the applicant.

(e) Make appropriate PTRS entries.

(5) If FAA Form 7711-2 has been completed:

(a) Prepare FAA Form 7711-1 if a flight operations manual is not required.

(b) If a flight operations manual is required and has been submitted, review the flight operations manual.

D. Review Flight Operations Manual. Ensure that the flight operations manual contains the items discussed in section 1, paragraph 7 of this chapter.

E. Unsatisfactory Flight Operations Manual. If the manual is unsatisfactory:

(1) Contact the applicant and explain areas of the flight operations manual that need to be corrected.

(2) Prepare a letter of nonacceptance of the manual (figure 52-6) with a suspense date for submission of the corrected flight operations manual.

(3) Mark the "Disapproved" block of FAA Form 7711-2, list reasons for the disapproval in the "Remarks" section of FAA Form 7711-2, and sign and date in the action block of FAA Form 7711-2.

(4) Retain a copy of the flight operations manual for future comparison.

(5) Return the application, the flight operations manual, and the letter of nonacceptance to the applicant.

F. Satisfactory Flight Operations Manual. If the manual is satisfactory:

(1) Mark the "Approved" block on FAA Form 7711-2, and sign and date in the action block of FAA Form 7711-2.

(2) Prepare a letter of acceptance of a flight operations manual (figure 52-7).

(3) Continue with the task.

G. Prepare FAA Form 7711-1.

(1) Fill in the inspector portion of FAA Form 7711-1.

(2) Develop any special provisions that are not covered in the applicant's flight operations manual.

(3) If FAR § 91.303 is to be waived, refer to chapter 49, section 1, paragraph 17 and paragraphs 19A through D for additional provisions that may be required.

(4) Submit FAA Form 7711-1 to the district office manager, or designated representative, for his or her signature. The designated representative may be no lower than the operations unit supervisor.

(5) Prepare a letter of reminder (figure 52-7) to the waiver holder reminding him or her that a plan of activities must be submitted before each filming production event.

H. District Office File.

(1) Prepare a district office file on the applicant that includes, but is not limited to, a copy of the following documents:

(a) FAA Form 7711-1 and the special provisions;

(b) FAA Form 7711-2;

(c) flight operations manual;

(d) letter of disapproval of application (FAA Form 7711-2);

(e) letter of nonacceptance of the flight operations manual;

(f) letter of acceptance of the flight operations manual;

(g) letter of reminder; and

(h) any other documents of correspondence.

(2) Send the original of the following documents to the applicant:

(a) FAA Form 7711-1;

(b) FAA Form 7711-2;

(c) accepted Motion Picture and Television Flight Operations Manual;

(d) letter of acceptance of the flight operations manual; and

(e) letter of reminder.

I. Close PTRS. Make appropriate PTRS entries.

J. Vital Information Subsystem (VIS). Establish a FAR Part 91 operator VIS record, if appropriate.

7. TASK OUTCOMES. Completion of this task results in one or more of the following:

A. Issuance of a certificate of waiver

B. Disapproval of an application

C. A letter of nonacceptance of the flight operations manual

D. An accepted flight operations manual

E. Letter of acceptance of the flight operations manual

F. Letter of reminder to submit a plan of activities

G. FAR Part 91 VIS record

9. FUTURE ACTIVITIES.

A. Reissue a certificate of waiver

B. Cancellation of a certificate of waiver

C. Review proposed revisions to the flight operations manual

D. Review the operator's plan of activities

E. Surveillance of any operations approved by the certificate of waiver

F. Possible enforcement investigation

**FIGURE 52-1
FAA FORM 7711-2, APPLICATION FOR A CERTIFICATE OF WAIVER OR AUTHORIZATION**

No certificate may be issued unless a completed application form has been received (14 C.F.R. 91, 101, and 105).

 <p>U.S. Department of Transportation Federal Aviation Administration</p> <p>APPLICATION FOR CERTIFICATE OF WAIVER OR AUTHORIZATION</p>		<p><i>Form Approved: O.M.B. No. 2120-0027</i></p>			
		<p>APPLICANTS — DO NOT USE THESE SPACES</p>			
		Region		Date	
		Action <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved — Explain under "Remarks" Signature of authorized FAA representative			
<p>INSTRUCTIONS</p>					
Submit this application in triplicate (3) to any FAA Flight Standards district office.			fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.		
Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire			Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 8 only and the certification, item 15, on the reverse.		
1. Name of organization Universal Studios, Inc.			2. Name of responsible person Louis B. Mayer III		
3. Permanent mailing	House number and street or route number	City	State and ZIP code	Telephone No.	
	1 Universal Way	Hollywood	CA 91111	(917) 555-4321	
4. FAR section and number to be waived (List all FAR to be waived for the filming production event.)					
5. Detailed description of proposed operation (Attach supplement if needed) (The applicant must describe the filming event in as much detail as possible. The applicant may attach separate sheets if necessary.)					
6. Area of operation (Location, altitudes, etc.) (The applicant must indicate the specific locations, altitudes, etc. The applicant may attach a map, chart, or other depiction.)					
7a. Beginning (Date and hour)			7b. Ending (Date and hour)		
(Self-explanatory)			(Self-explanatory)		
8. Aircraft make and model (a)	Pilot's Name (b)	Certificate number and rating (c)	Home address (Street, City, State) (d)		
(The applicant may submit this information at a later date if unknown at the time of application; however, the inspector cannot approve the application until receiving the information.)					

FIGURE 52-1—Continued
FAA FORM 7711-2, APPLICATION FOR A CERTIFICATE OF WAIVER OR AUTHORIZATION

ITEMS 9 THROUGH 14 TO BE FILLED OUT FOR AIR SHOW/AIR RACE WAIVER REQUESTS ONLY.				
9. The air event will be sponsored by: (Self-explanatory)				
10. Permanent mailing address	House number and street or route number (Self-explanatory)	City	State and ZIP code	Telephone No.
11. Policing (Describe provisions to be made for policing the event.) (The applicant must furnish a detailed description of how the area will be policed for expected and unexpected crowds.)				
12. Emergency facilities (Mark all that will be available at time and place of air event.) <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Physician <input type="checkbox"/> Fire truck <input type="checkbox"/> Ambulance <input type="checkbox"/> Crash wagon </div> <div style="width: 35%; text-align: right;"> (The applicant must check <input type="checkbox"/> Other — Specify _____ all that apply.) </div> </div>				
13. Air Traffic control (Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.) (The applicant must describe the methods of radio communication, if required, and/or any prearranged ground-to-air signals. If used, the applicant must describe the recall signal.)				
14. Schedule of Events (include arrival and departure of scheduled aircraft and other periods the airport may be open.)				
Hour (a)	Date (b)	Event (c)		
(The applicant should list the flight operation activities in the sequence in which they will occur during filming.)				
If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.				
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">Please Read</div> <div> The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation. </div> </div>				
15. Certification — I CERTIFY that the foregoing statements are true.				
Date	Signature of applicant (The applicant must date and sign the application.)			
Remarks				

FIGURE 52-2
FAA FORM 7711-1, CERTIFICATE OF WAIVER OR AUTHORIZATION

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION	
CERTIFICATE OF WAIVER OR AUTHORIZATION	
ISSUED TO	Universal Studios, Inc.
ADDRESS	1 Universal Way, Hollywood, CA
This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.	
OPERATIONS AUTHORIZED	(Indicate in detail all the flight operations authorized for the filming production event. Attach on a separate sheet of paper if necessary.)
LIST OF WAIVED REGULATIONS BY SECTION AND TITLE	(List all FAR sections that were waived.)
STANDARD PROVISIONS	
<ol style="list-style-type: none"> 1. A copy of the application made for this certificate shall be attached to and become a part hereof. 2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations. 3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein. 4. This certificate is nontransferable. 	
<p>NOTE.—This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance</p>	
SPECIAL PROVISIONS	
Special Provisions Nos. <u> 1 </u> to <u> 23 </u> , inclusive, are set forth on the reverse side hereof.	
<p>This certificate is effective from <u>(Beginning date/time)</u> to <u>(Ending date/time)</u>, inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.</p>	
BY DIRECTION OF THE ADMINISTRATOR	
<u>(Self-explanatory)</u> <small>(Region)</small>	Signed by the district office manager <small>(Signature)</small>
	but can be delegated no lower than
<u>(Enter the date the waiver was signed.)</u> <small>(Date)</small>	<u>the operations unit supervisor.</u> <small>(Title)</small>

FIGURE 52-3
INSTRUCTIONS FOR COMPLETION OF FAA FORM 7711-2

1. PREPARING FAA FORM 7711-2. Items from FAA Form 7711-2 are discussed below for purposes of clarity and uniformity of its use.

a. Items 1 and 2, Name of Organization/Name of Responsible Person. If you are a representative of an organization, then the organization's name should appear in Item 1. Your name and title or position, as the organization's representative, for application purposes should appear in Item 2. If you are not representing an organization, the term "N/A" should be entered in Item 1 and your name in Item 2.

b. Item 3, Permanent Mailing Address. Self-explanatory.

c. Item 4, FAR Section and Number to be Waived. If you are unsure which sections of the FAR need to be waived, contact the FSDO for guidance.

d. Item 5, Detailed Description of Proposed Operations. It is sufficient to use the term "motion picture and/or television filming" to describe the type of operation. Additional detailed information on the type of operation to be conducted should be included.

e. Item 6, Area of Operation. A detailed description of any city, town, county, and/or state over which filming operations will be conducted and the minimum altitudes essential to accomplish the operation should be included in this item.

f. Item 7, Time Period. List the beginning dates and hours and ending dates and hours for the proposed filming operation. The maximum time period for operations is 24 calendar months (i.e., June 12, 1994 to June 30, 1996.) The application should be submitted to the FSDO at least 5 days before the beginning date of the operation. For a one-time operation, consideration should be given to alternate dates. A request for alternate dates may prevent a delay and/or unnecessary paperwork. These alternate dates should be included in this item.

g. Item 8, Aircraft Make and Model. List the names of all pilots, their certificate numbers and ratings, and their full home address and all aircraft by make and model to be used in the operation. If the type of aircraft and/or the names of the pilots are not known at the time the application is submitted, the FAA will accept the application with the statement, "A list containing aircraft and/or pilot information will be furnished on [insert date.]"

h. Item 9, Sponsorship. Self-explanatory.

i. Item 10, Permanent Mailing Address of Sponsor. Self-explanatory.

j. Item 11, Policing. Furnish a detailed explanation of how crowd control will be handled.

k. Item 12, Emergency Facilities. Place an "X" in the appropriate boxes. (If there are any questions concerning this item, please contact the FSDO.)

l. Item 13, Air Traffic Control. Describe the method or methods of radio communication frequencies and/or the prearranged ground-to-air signals to be used during the flight operations. A description of the ground-to-air recall signal must also be included.

m. Item 14, Schedule of Events. List all flight activities planned during the course of the operation in the sequence of occurrence.

n. Item 15, Certification. As the applicant or an organization's representative, you must sign in this block and on each page of the application.

FIGURE 52-4
FAR PART 91 MOTION PICTURE AND TELEVISION FLIGHT OPERATIONS MANUAL
DEVELOPMENT GUIDE

Each Motion Picture and Television Flight Operations Manual must contain at least the following items, although it is not restricted to these items.

1. Company Organization.

- (a) Business name, address, and telephone number of applicant.
- (b) List of pilots to be used during the filming, including their pilot certificate numbers, grade, and class and date of medical.
- (c) List of aircraft by make and model.

2. Distribution and Revision.

- (a) Procedures for revising the Motion Picture and Flight Operations Manual to ensure that all manuals are kept current.
- (b) Revisions for the accepted Motion Picture and Television Flight Operations Manual should be forwarded to the FSDO at least 15 days before the proposed effective date.

3. Persons Authorized. The Motion Picture and Television Flight Operations Manual must include procedures to ensure that no persons, except those persons consenting to be involved and necessary for the filming production, are allowed within 500 feet of the filming production area.

4. Area of Operations. The Motion Picture and Television Flight Operations Manual must define the area (city, state or states, etc.) that will be used during the term of the waiver.

5. Plan of Activities. The Motion Picture and Television Flight Operations Manual must include procedures for the submission, within 3 days of scheduled filming, a written plan of activities to the local FSDO having jurisdiction over an area of proposed filming. The plan of activities must include at least the following:

- (a) Dates and times for all flights
- (b) Name and phone number of person responsible for the filming production event
- (c) Make and model of aircraft to be used and type of airworthiness certificate, including category
- (d) Name of pilots involved in the filming production event
- (e) A statement that permission has been obtained from property owners and/or local officials to conduct the filming production event
- (f) Signature of waiver holder or a designated representative
- (g) A general outline, or summary, of the production schedule, to include maps or diagrams of the specific filming location, if necessary

6. Permission to Operate. The Motion Picture and Television Flight Operations Manual shall specify requirements and procedures that the waiver holder will use to obtain permission from property owners and/or local officials (e.g., police, sheriff, fire departments, etc.) as appropriate for the conduct of all filming operations when using the waiver.

7. Security. The manual must specify the method of security that will be used to exclude all persons not directly involved with the operation from the location. This should also include the provision that will be used to stop activities when unauthorized persons, vehicles, or aircraft enter the operations area, or for any other reason, in the interest of safety.

FIGURE 52-4—CONTINUED
FAR PART 91 MOTION PICTURE AND TELEVISION FLIGHT OPERATIONS MANUAL
DEVELOPMENT GUIDE

8. Briefing of Pilot/Production Personnel. Procedures must be included to brief personnel of the risks involved, emergency procedures, and safeguards to be followed during the filming production event. Personnel will also be briefed on any additional provisions that may be issued by the local FSDO, including the location of boundaries or any other time limits.

9. Certification/Airworthiness. Procedures must be included to ensure that inspections will be in accordance with FAR Parts 43 and 91. The aircraft to be used may be certificated in any category, including experimental, provided the requirements of FAR 91.7 and 91.9 are met.

10. Pilot Personnel - Minimum Requirements. The operator must establish and specify the minimum pilot requirements. Minimum requirements should meet or exceed the following:

(a) A current U.S. commercial pilot certificate with ratings appropriate to the category and class aircraft to be used under the terms of the waiver

(b) At least 500 hours as PIC logged

(c) A minimum of 100 hours in the category and class of aircraft to be used

(d) A minimum of 5 hours in the make and model aircraft to be used under the waiver

(e) In the event that the 1500-foot minimum standard contained in FAR § 91.303(d) is to be waived, the pilot performing aerobatic maneuvers must hold an FAA Form 8710-7, Statement of Acrobatic Competency, for the operations to be performed.

11. Communications. The Motion Picture and Television Flight Operations Manual must contain procedures to provide communications capability with all participants during the actual operation and filming. The applicant can use oral, visual, or radio communications as long as it keeps the participants continuously apprised of the current status of the operation

12. Accident Notification. The Motion Picture and Television Flight Operations Manual must contain procedures for notification and reporting of accidents.

FIGURE 52-5
SAMPLE LETTER OF DISAPPROVAL OF AN APPLICATION

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

This letter is to inform you that the application you submitted on [*indicate date*] has been disapproved for the reasons listed in the "Remarks" section of FAA Form 7711-2.

Please make the corrections noted and return to this office within 15 days of receipt of this letter.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

FIGURE 52-6
SAMPLE LETTER OF NONACCEPTANCE OF A FLIGHT OPERATIONS MANUAL

FAA Letterhead

[*date*]

[*operator's name and address*]

Dear [*operator name*]:

This is to inform you that the Motion Picture and Television Flight Operations Manual submitted on [*indicate date*] has been determined unacceptable for the following reasons:

[*list all reasons for nonacceptance*]

Please make the corrections noted, and resubmit to this office within 15 days of receipt of this letter.

If you have any questions please feel free to contact this office during regular business hours at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

FIGURE 52-7
SAMPLE LETTER OF ACCEPTANCE OF A FLIGHT OPERATIONS MANUAL

FAA Letterhead

[*date*]

[*operator's name and address*]

Dear [*operator's name*]

This is to inform you that the Motion Picture and Television Flight Operations Manual submitted on [*indicate date*] has been accepted.

If you have any questions please feel free to contact this office during regular business hours at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

FIGURE 52-8
SAMPLE LETTER OF REMINDER

FAA Letterhead

[*date*]

[*operator's name and address*]

Dear [*operator's name*]:

This letter is a reminder that a plan of activities must be submitted, as outlined in your accepted Motion Picture and Television Flight Operations Manual, to the local Flight Standards District Office (FSDO) having jurisdiction over the area of proposed filming.

The plan of activities must be submitted at least 3 days before actual filming begins.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

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