



## EVENT APPROVAL CHECKLIST

When Hands is contracted to produce a fireworks display they work closely with the local authorities to ensure a safe and worry free event. The information listed below is provided to the Authority Having Jurisdiction (AHJ) when the application to purchase is submitted for approval.

- Fireworks Supervisor's name, address and contact numbers
- Fireworks Supervisor's ERD certificate number, level and expiration date
- Copy of ERD Supervisor's certificate
- Copy of Dangerous Goods Shipping and Handling certificate
- Acknowledgement that only authorized fireworks product will be used in the fireworks display  
Indication of high-level, mid level, low level or all three types of fireworks to be used.  
Approximate heights are to be included.
- Date and time of the fireworks display
- Location of the fireworks display
- Proof of notification of the display date and shell heights to N.A.V. Canada. NAVCAN will inform any airports of the time and location of the display.
- Comprehensive site plan that includes all relevant distances required by the AHJ.
- Safety equipment – the required number of fire extinguishers and regulation First Aid Kit(s) to be on site
- List of crew – if required
- Description of the safety precautions to be taken
- Proof of \$5,000,000.00 liability insurance – The certificate will be faxed/e-mailed to our client before the event. This will include Insurer's Name, Policy Number & Certificate Number. The insurance is only for coverage of the actual fireworks display
- Traffic control plan - if required
- Emergency response procedures
- Crowd control measures - if required
- Clean-up procedure – Hands responsible for site clean-up