

## CHAPTER 2 LAYOUT AND FORMAT

### 2.1 GENERAL

The Terminal Procedures Publication (TPP) shall be published as volumes, by geographical areas, in both bound and loose-leaf formats. The Change Notice (CN) volume shall be published in bound format only.

Each item of information carried has its own basic layout and format as described in the references cited in [Appendix 1](#).

Pages shall be printed back to back, head to toe.

The publication shall be printed in black and brown ink.

These specifications address the terminal product for the U.S., Puerto Rico, and Virgin Islands.

### 2.2 SIZE AND DIMENSIONS

The size and dimensions of the publication shall be as indicated in [Appendix 1](#) for the TPP and [Appendix 15](#) for the CN.

### 2.3 COVERS (TPP)

#### 2.3.1 Outside Front Cover

Font, style, size, shade and position shall be as indicated in [Appendix 1](#). The front cover shall contain the following information, positioned as illustrated on [Appendix 1](#).

The publishing agency and seal shall be shown in white type on a blue background strip located at the top of the cover.

The title shall be identified according to the volume, e.g.,

**Example:** U.S. Terminal Procedures  
Publication  
Northeast (NE) Vol 3 of 4

The dates on the cover shall reflect the effective Z (Zulu) time and date, and the expiration Z time and date of the aeronautical data. Dates shown shall consist of the day, month, and year; e.g. 00 JUL 0000. Names of the months shall be abbreviated to the first three letters as appropriate.

The “Consult Change Notice” note shall be shown below the effective dates. This note shall not be included on the cover of the Alaska Terminal Procedures Publication.

The area of coverage applicable to each volume shall be shown in blue, with boundaries and identification text in white.

The “Consult NOTAMs for the latest information” note shall be shown below the State(s) graphic.

The “Consult/Subscribe to FAA Safety Alerts and Charting Notices at (URL to current Safety Alerts and Charting Notices website here)” note shall be shown below the “Consult NOTAMs” note.

The IACC credit note “Published from digital files compiled in accordance with Interagency Air Cartographic Committee specifications and agreements approved by Department of Defense and the Federal Aviation Administration” shall be shown following the Safety Alerts note.

References:

[Appendix 1](#) - Outside Front Cover

### 2.3.2 **Backbone Identification**

The backbone of each bound volume shall show the volume identification, e.g. VOL NE-3, the area of coverage (states or areas abbreviated), the current date and the next issue date (abbreviated). Dates shall be separated by the word “TO”, e.g. 00 JUN 00 to 00 AUG 00.

References:

[Appendix 1](#) - Outside Front Cover

### 2.3.3 **Inside Front Cover**

The Inside Front Cover shall contain the “Table of Contents”, the “CORRECTIONS, COMMENTS, AND/OR PROCUREMENT” information.

References:

[Appendix 2](#) - Inside Front Cover

### 2.3.4 **Outside Back Cover**

The Outside Back Cover shall provide an “AREA OF COVERAGE” chart showing the boundaries of each volume. State coverage that has been split into more than one volume will be depicted by a degree of latitude and/or longitude. For reference, some city names will be added with reference points.

A QR Code shall be provided.

References:

[Appendix 3](#) - Outside Back Cover (U.S.)

[Appendix 4](#) - Outside Back Cover (Alaska)

### 2.3.5 **Inside Back Cover**

A “RATE OF CLIMB/DESCENT TABLE” in feet per minute shall be provided using the content and format indicated.

References:

[Appendix 14](#) - Rate of Climb/Descent Table

## 2.4 ARRANGEMENT (TPP)

### 2.4.1 General

The content shall be arranged as specified below.

**Table 2.1 TPP Arrangement**

Inside Front Cover	Table of Contents, Contact, & Published by Information
A1	Inoperative Components or Visual Aids Table
B1	Explanation of Terms / Landing Minima Data
C1	General Information
D1	Abbreviations
E1	Legend - IAP Planview
F1	Legend - IAP Profile
G1	Legend - Departure Procedures and Standard Terminal Arrival Charts
H1	Legend - Airport Diagrams / Sketches
I1	Legend - Approach Lighting Systems
J1	Frequency Pairing
K1	Index of Terminal Charts and Minimums
L1	IFR Takeoff Minimums, (Obstacle) Departure Procedures, and Diverse Vector Area (Radar Vectors)
M1	IFR Alternate Airport Minimums
N1	Radar Minimums
O1	Land and Hold Short Operations (LAHSO)
P1	Hot Spots
Z1	Standard Terminal Arrival Charts
Page 1	Terminal Charts
Inside Back Cover	Rate of Climb/Descent Table
Outside Back Cover	Area of Coverage

References:

[Appendix 2](#) - Inside Front Cover

### **2.4.2 Page Numbering**

All pages shall be numbered at the unpunched or unbound end only, with the page numbers centered at the top or bottom of the chart as appropriate.

The inside front and back cover shall not be numbered.

The supplemental pages, including STARs, shall be lettered and numbered, using 9 point Arabic type. Within the volumes the supplemental pages will be subdivided by Section and each Section shall be lettered and numbered, e.g., "TERMS/LANDING MINIMA DATA" will be page B1 through B3. Page numbers shall be centered .20" above or below the neatline of the top or bottom of the page as appropriate.

Chart pages shall be numbered using 7 point type.

### **2.4.3 Blank Pages**

Pages left blank shall be labeled "INTENTIONALLY LEFT BLANK" using 18 point type. The words "INTENTIONALLY LEFT BLANK" shall be shown, using three lines, and shall be centered in the upper portion of the page so that the word "BLANK" will be at the center of the page.

The .010" neatline shall be shown.

The "INTENTIONALLY LEFT BLANK" pages shall not be identified in the Table of Contents.

Blank pages required to complete a signature, and included after the last numbered chart page, shall not be numbered or identified.

### **2.4.4 Supplemental Pages**

Supplemental Pages shall be identified at the top and bottom of each page in accordance with the format and point type shown in [Appendix 22](#).

### **2.4.5 Takeoff, Alternate, and Radar Minimums**

Civil Takeoff, Alternate and Radar Minimums shall be arranged in alphabetical order by city and airport name. Military Takeoff and Radar Minimums shall be arranged in alphabetical order by airport and city name.

### **2.4.6 Land and Hold Short Operations (LAHSO)**

LASHO entries shall be arranged by city and airport name.

### **2.4.7 Hot Spots**

Hot Spot entries shall be arranged by city and airport name.

### **2.4.8 STAR Charts**

Star Charts shall be arranged in alphabetical order by procedure name.

### **2.4.9 Date of Last Revision**

The latest revision date (Julian) shall be shown on all pages other than the outside covers, using 7 point type, e.g., 99014, as shown in the Appendices. This date reflects the latest revision of any type made to that page.

#### **2.4.10 Date of Last Procedural Revision**

The AIRAC date of the last procedural (upnumber or upletter) revision applied to the chart, shall be shown using 7 point type, e.g., 25JUN15 as shown in the Appendices on Instrument Approach Procedure Charts, Takeoff Minimum and (Obstacle) Departure Procedures, Diverse Vector Area (Radar Vectors), RADAR Minimums, Graphic Instrument Departure Procedures, Standard Terminal Arrival charts, and Charted Visual Flight Procedure charts.

### **2.5 CONTENT (TPP)**

#### **2.5.1 Table of Contents**

The Table of Contents shall be located on the inside front cover.

#### **2.5.2 Inoperative Components or Visual Aids Table**

The Inoperative Components or Visual Aids Table shall be formatted as indicated in [Appendix 5](#)

#### **2.5.3 Explanation of Terms/Landing Minima Data**

These pages shall contain “IFR LANDING MINIMA”, “LANDING MINIMA FORMAT”, “COP-TER MINIMA”, “RNAV (GPS) MINIMA”, “CIRCLING APPROACH PROTECTED AIR-SPACE”, “AIRCRAFT APPROACH CATEGORIES”, “MANUEVERING TABLE”, “COMPARABLE VALUES OF RVR AND VISABILITY”, “RADAR MINIMA” information, and other related terms and information as necessary.

References:

[Appendix 6](#) - Explanation of Terms/Landing Minima Data

#### **2.5.4 General Information**

The General Information pages shall contain the information positioned as illustrated in [Appendix 7](#).

#### **2.5.5 Abbreviations**

A listing of abbreviations shall appear in accordance with [Appendix 8](#).

#### **2.5.6 Legends**

All terminal procedures symbology shall be depicted and identified in legends arranged in the following sequence (content and arrangement will be in accordance with the indicated IACC specification):

- Instrument Approach Procedures Planview Symbols (IACC 4).
- Instrument Approach Procedures Profile (IACC 4)
- Standard Terminal Arrivals (IACC 14) and Graphic Instrument Departures (IACC 7)
- Airport Diagram/Airport Sketch (IACC 4)
- Approach Lighting Systems (IACC 4)

#### **2.5.7 Frequency Pairing Table**

Content and format shall be as indicated in [Appendix 9](#).

### 2.5.8 Index of Terminal Charts and Minimums

An index shall be prepared for each geographical area and shall be current with each issue of charts.

References:

**Appendix 10** - Index of Terminal Charts and Minimums

**Appendix 11** - Index of Terminal Charts and Minimums - Complex

#### 2.5.8.1 **Index Make-up**

The index shall be a columnized listing of charts, takeoffs, alternates, radar minima, LASHO and Hot Spots arranged in alphabetical order by the city associated with the FAA assigned number and by the airport name. Military airports are listed alphabetically by the airport name followed by the associated city.

When there is more than one airport associated with a city, the airports will be arranged under the city name in alphabetical order by the first word in the official name. Abbreviations will be alphabetized as complete names; e.g. St. Louis as Saint Louis. Fort, Mount, Point and Port will always be spelled out.

Airport names will be charted as specified on the source document. Municipal, International, Regional, Saint, Sainte, and Incorporated shall be abbreviated as Muni, Intl, Rgnl, St, Ste, and Inc respectively.

The airport identifier will be placed in parenthesis after the airport name (FAA designator for civil airports, ICAO designator for military airports). Airports outside the contiguous United States will be shown with both the FAA designated identifier in parenthesis followed by the ICAO location indicator in parenthesis.

The index shall be a columnized listing (2 columns per page) of charts and their page numbers contained in the publication arranged in accordance with the Table of Contents.

In the case of military airports, the abbreviated letters, AFB, NAS, NAF, AAF, AHP, etc., will be placed at the end of the name.

In the case of federal airports, the letters NASA, etc., shall be included in the airport name.

#### 2.5.8.2 **Cross References**

Cross references within the index will be provided as follows:

- Airport names will be cross-referenced to the city.
- Military airports will be cross-referenced from the city and installation name as appropriate.
- Civil Airports commonly associated with a city listed in another volume shall be cross-referenced; e.g.,

CINCINNATI, OH  
GREATER CINCINNATI INTL-SEE COVINGTON, KY  
VOL SE-1

Continuation pages will not be listed in the index.

### 2.5.8.3 Format/Index Entries

The basic format is shown in [Appendix 10](#) and [Appendix 11](#). DoD High/Low Altitude procedures shall be included in the appropriate volume. DoD High Altitude procedures shall precede Low Altitude procedures. Each entry in the index will include the following information where applicable in the indicated order:

**Table 2.2 Order of Index Entries**

Takeoff Minimums	
Diverse Vector Area (Radar Vectors)	
Alternate Airport Minimums	
Radar Minimums	
LAHSO	
Hot Spots	
STAR Charts	
IAPs	
	ILS or LOC
	ILS
	ILS (SA CAT I)
	ILS (SA CAT I & II)
	ILS (CAT II)
	ILS (CAT II & III)
	ILS (SA CAT II)
	ILS/DME
	ILS V (CONVERGING)
	GLS
	RNAV (RNP)
	RNAV (GPS)
	RNAV (VOR/DME)
	GPS
	LOC/DME
	LOC
	LOC/BC
	LDA
	SDF
	VOR/DME
	VOR/DME RNAV
	VOR/DME OR TACAN
	VOR

**Table 2.2 Order of Index Entries (Continued)**

	VOR or TACAN
	TACAN
	NDB/DME
	NDB
	COPTER ILS OR LOC
	COPTER ILS
	COPTER LOC/DME
	COPTER LOC
	COPTER LDA
	COPTER RNAV
	COPTER VOR/DME
	COPTER VOR
	COPTER TACAN
	COPTER NDB
	LORAN-C
	PRM AAUP
	ILS PRM
	ILS PRM (SA CAT I)
	ILS PRM (SA CAT I & II)
	ILS PRM (CAT II)
	ILS PRM (CAT II & III)
	ILS PRM (SA CAT II)
	GLS PRM
	RNAV (RNP) PRM
	RNAV (GPS) PRM
	LDA PRM
CVFP	
	CHARTED VISUAL
AIRPORT DIAGRAM	
DPS	
	RNAV DEPARTURE AAUP
	DEPARTURE (OBSTACLE)
	DEPARTURE

**2.5.9 IFR Takeoff Minimums, (Obstacle) Departure Procedures, and Diverse Vector Area (Radar Vectors)**

Refer to IACC 4 for content and format.

**2.5.10 IFR Alternate Airport Minimums**

Refer to IACC 4 for content and format.

**2.5.11 Radar Minimums**

Refer to IACC 4 for content and format.

**2.5.12 Land and Hold Short Operations (LAHSO)**

Content and format shall be as indicated in [Appendix 12](#).

**2.5.13 Hot Spots**

Hot Spot content and format shall be as indicated in [Appendix 13](#).

**2.5.14 Standard Terminal Arrival Charts**

STARs will be in the front of each volume in alphabetical order by procedure name. Refer to IACC 14 for content and format.

**2.5.15 Terminal Charts**

Refer to IACC 4 for content and format of IAPs, CVFPs and Airport Diagrams.

Refer to IACC 7 for content and format of Graphic Departures.

**2.5.16 Rate of Climb/Descent Table**

A Rate of Climb/Descent Table shall be provided on the Inside Back Cover using the content and format as indicated in [Appendix 14](#).

**2.6 AMENDMENTS - TPP (COUNTERMINOUS U.S. ONLY) CHANGE NOTICE (CN)****2.6.1 General**

A Change Notice (CN) will be produced for issue effective 28 days following the effective date of the volumes.

The CN will be a single-volume publication containing revised, amended, and original charts, and supplemental data changes affecting any volume. These changes will be effective on the CN effective date and will remain in effect for the next 28 days.

Except in extreme circumstances when safety of flight dictates, Airport Diagrams, Standard terminal Arrivals, Standard Instrument Departures and Graphic Departure Procedures will not be included in the Chart Notice.

In the event it is necessary to promulgate important graphic or textual data that cannot be adequately disseminated through the FAA Notice to Airmen (NOTAM) system, a SPECIAL NOTICE accompanied by charts and/or page (s) of supplemental data may be issued off-cycle.

Canceled charts and supplemental data shall be listed in the index.

## 2.6.2 CN Cover Format

### 2.6.2.1 Outside Front Cover

Refer to [Appendix 15](#) for content and format of CN Outside Front Cover.

### 2.6.2.2 Inside Front Cover

General information and instructions concerning the use of the CN will be printed on the inside of the front cover. Refer to [Appendix 16](#) for content and format.

### 2.6.2.3 Inside Back Cover

The inside of the back cover shall remain blank.

### 2.6.2.4 Outside Back Cover

The outside back cover will show the Area of Coverage in accordance with [Appendix 3](#).

## 2.6.3 CN Content

Supplemental data and charts will be printed back to back, head to toe.

The first chart will be a facing page. If there is a blank page preceding the first chart, it will be identified as “Intentionally Left Blank”.

Supplemental Data, i.e., Takeoff, Alternate, and Radar minimums will be arranged by volume with the civil entries listed alphabetically by city, and airport name. Military entries will be listed alphabetically by airport name and city. These pages will be lettered and numbered using 7 pt type.

The charts included in the single-volume CN will be arranged as a composite of all volumes, with airports listed alphabetically by city, and airport name. Military entries will be listed alphabetically by airport name and city. If the airport name differs from the city it serves, an appropriate cross reference will be included in the “INDEX OF TERMINAL CHARTS AND MINIMUMS”. See [Appendix 17](#) for content and format.

Textual information and charts shall be printed in black, using solid and screened color as indicated within these specifications.

IFR Takeoff Minimums and (Obstacle) Departure Procedures. See [Appendix 18](#) for layout and format.

IFR Alternate Airport Minimums. See [Appendix 19](#) for layout and format.

Radar Instrument Approach Minimums. See [Appendix 20](#) for layout and format.

## 2.7 AMENDMENTS - CHANGE NOTICE (CN) (ALASKA)

A CN may be issued at the midpoint of the normal revision cycle of the volume when safety considerations of a hazardous nature require the issuance of an amended and/or an original procedure.

A CN shall consist of a single page (s) issuance of the appropriate and applicable procedure(s).

CNs shall be annotated with the following note (replacing the page number) centered across the top margin of the page, utilizing negative type. e.g. ALASKA TRERMINAL CHANGE (See [Appendix 21](#)).

The page number at the bottom of the page shall be shown also using negative type; e.g.;

REPLACED PAGE 00  
or  
NEW PAGE 00a

Procedures issued to replace an existing procedure within the volume shall be printed on gum-backed paper.

CNs shall normally be printed on one side only. Procedures shall be printed, backed-up, head-to-toe, only when appropriate to the layout, format, and arrangement of the publication.

Procedures issued as an additional page to the volume shall be printed on plain paper.

The effective date of the CN shall be positioned below the procedure title in the lower left corner.

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