



U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

SUBJECT: Development and Submission of
Special Instrument Procedures to the FAA

Date: 09/27/11

Initiated by: AFS-460

AC No:
90-112

1. Purpose. This Advisory Circular (AC) provides guidance for the submission and approval of special instrument flight procedures that are developed by non-government proponents and submitted to the Federal Aviation Administration (FAA) for review and approval. Special instrument procedures are those procedures developed for specific users and are not processed under Title 14, Code of Federal Regulations (14 CFR), Part 97. Occasionally, the word “must” or similar language is used within this AC where the desired action is deemed critical. The use of such language is not intended to add to, interpret, or relieve a duty imposed by 14 CFR.

2. Related Title 14, Code of Federal Regulations Parts.

- a. **Part 77**, Objects Affecting Navigable Airspace.
- b. **Part 91**, General Operating and Flight Rules.
- c. **Part 95**, IFR Altitudes.
- d. **Part 97**, Standard Instrument Approach Procedures.
- e. **Part 157**, Notice of Construction, Alteration, Activation, and Deactivation of Airports.
- f. **Part 171**, Non-Federal Navigation Facilities.

3. Related Publications (All references to Orders apply to the current edition). FAA Order 8260.19, Flight Procedures and Airspace, appendix B, provides a comprehensive list of publications for use by proponents. The following are the most commonly referenced publications:

- a. **Order 1050.1**, Policies and Procedures for Considering Environmental Impacts.
- b. **Order 7400.2**, Procedures for Handling Airspace Matters.
- c. **Order 8200.1**, United States Standard Flight Inspection Manual.
- d. **Order 8260.3**, United States Standard for Terminal Instrument Procedures (TERPS).
- e. **Order 8260.19**, Flight Procedures and Airspace.

- f. Order 8260.43**, Flight Procedures Management Program.
- g. Order 8260.44**, Civil Utilization of Area Navigation (RNAV) Departure Procedures.
- h. Order 8260.46**, Departure Procedure (DP) Program.
- i. Order 8260.52**, United States Standard for Required Navigation Performance (RNP) Approach Procedures with Special Aircraft and Aircrew Authorization Required (SAAAR).
- j. Order 8260.53**, Standard Instrument Departures That Use RADAR Vectors To Join RNAV Routes.
- k. Order 8260.54**, The United States Standard for Area Navigation (RNAV).
- l. Order 8900.1**, Flight Standards Information Management System (FSIMS).
- m. AC 70-2**, Airspace Utilization Considerations in the Proposed Construction, Alteration, Activation, and Deactivation of Airports.
- n. AC 150/5300-13**, Airport Design.
- o. AC 150/5300-18**, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards.
- p. AC 150/5390-2**, Heliport Design.

4. Definitions.

a. Airport. Any airport, heliport, helistop, vertiport, seaplane base or other suitable aircraft takeoff and landing area.

b. Developer. The individual organization that develops the special instrument flight procedure for submission to the FAA for approval in accordance with FAA Order 8260.19. The developer may be:

- (1) The proponent (air carrier, hospital, private airport, etc.).
- (2) An agent of the proponent.
- (3) Other FAA approved Service Provider.

c. Obstacle Departure Procedure (ODP). A preplanned instrument flight rule (IFR) departure procedure printed for pilot use in textual or graphic form to provide obstruction clearance via the least onerous route from the terminal area to the appropriate en route structure.

d. Operator. A person who operates a civil or public-use aircraft under FAA authority and who holds an air carrier certificate or operating certificate under Part 119 or a private operator that conducts flights under Part 91.

e. Procedure Maintenance. The ongoing process for the review or revision of an approved instrument flight procedure to ensure safety, utility, or adherence to current policy standards and criteria. Revisions may require immediate action, including directly notifying users of changes, Notices to Airmen (NOTAMs), and procedure amendments.

f. Proponent. Any individual or organization requesting the development and approval of a special instrument procedure.

g. Public Instrument Procedure. An instrument flight procedure approved by the FAA for publication and use by the general flying public.

h. Service Provider. An organization providing development and/or flight inspection/validation of special instrument flight procedures. Additionally, they are responsible for ensuring the standardization, quality control, and environmental impacts of the procedure are coordinated with appropriate agencies in accordance with FAA Order 8260.19.

j. Special Instrument Procedure (Special). An IFP approved by the FAA in accordance with specific guidelines but not published for general public use.

k. Standard Instrument Approach Procedure (SIAP). An instrument approach procedure approved by the FAA as prescribed under 14 CFR Part 97 for the use by the general public.

5. Background. Historically, special instrument procedures have been developed for one of two reasons; either the procedure was intended for private use or the procedure required special conditions, equipment, limitations, training, etc. Advancement of satellite navigation and other emerging technologies has created an increased demand for instrument procedures to meet the needs of the aviation community.

6. Responsibilities. A detailed explanation of organizational responsibilities relative to the instrument procedures program is contained in Order 8260.19, chapter 1. The primary FAA entities associated with procedure development and approvals are:

a. The Flight Standards Service (AFS-1) provides policy and oversight of the instrument procedures program.

b. The Flight Technologies and Procedures Division (AFS-400) is the approval authority for special instrument procedures.

c. Regional Flight Standards Divisions (RFSD) provides a focal point for coordination and distribution of special instrument procedures to the proponent by the Regional NextGen Branch (RNGB) through the appropriate Certificate Management Office (CMO) or Flight Standards District Office (FSDO).

d. The FSDO or CMO, issues the special instrument procedure to the proponent through the principal operations inspector (POI).

Note: In the case of private entities, FSDO will issue the special procedure.

e. Regional Airspace and Procedures Team (RAPT) is the FAA's regional point of contact responsible for coordinating, prioritizing, evaluating, approving, and/or denying requests for establishment, amendment, and cancellation of instrument flight procedures within the regional boundaries. It is intended that the RAPT provide the single, complete FAA response to customer requests, and needs related to instrument flight procedures. See Order 8260.43 for a complete description of the core membership, duties, and responsibilities of the RAPT.

7. Policy and Objectives.

a. Special Instrument Procedures. The proponent/operator to whom the procedure will be issued must initiate all special procedures. A proponent may use an outside agency to develop the procedure; however, the proponent is responsible for ensuring compliance with applicable standards, procedure quality and integrity, and the validity of all data submitted. The approval of the procedure is contingent upon the proponent providing a valid instrument procedure meeting the requirements of current policy and directives. The FAA will review all proponent-developed procedures to assure quality control and standard application of criteria in compliance with current policy and directives.

b. Issuance of Special Instrument Procedures. After a special procedure has been submitted for review and the quality control process successfully completed, AFS-400 will consider the procedure for approval as specified in Order 8260.19. See appendix A for a Specials Processing Flow Diagram.

8. Procedures Development and Submission Process.

a. Submission and Review. Proposed special instrument procedures must be developed by the proponent/operator or agent of the P/O and submitted to their POI or FSDO prior to it being submitted to their RRGB for submission to the RAPT and processed per FAA Orders 8260.43 and 8260.19. At this point in the process, it is not necessary for the proposed procedure package to contain all applicable 8260-series forms. Completion of the 8260.19 Special Procedure Checklist is required. The proponent/operator is responsible for providing to the RAPT the following actions and plans for the procedure:

(1) Obstruction Evaluation (OE) Study Plan. A plan in place to accommodate OE proposals. An assessment for aeronautical effect on the special instrument procedure will be conducted and appropriate action taken as necessary.

(2) NOTAM Plan. A NOTAM plan must be established and in place for notification of, and compliance with safety of flight changes to procedure courses, fixes, altitudes, or minimums that are necessary. The Flight Data Center (FDC) NOTAM process may be used to disseminate NOTAMs on Special instrument procedures when all system requirements (e.g., location

identifier assigned and in the NOTAM database, etc.) are in place. Locations that are not in the NOTAM database are incapable of FDC NOTAMs. See Order 8260.19, chapter 2, section 6.

(3) Procedure Review Plan. A plan must be in place for the review and amendment process of the procedure as required by Order 8260.19. The plan must identify who will be responsible for routine procedure maintenance and completing/documenting the (biennial) review.

(4) Flight Inspection/Validation Plan. The initial flight inspection/validation of the special instrument procedure must be accomplished by the Service Provider in accordance with applicable FAA orders. Additionally, a plan must be in place so that after the initial flight inspection/validation of the procedure has been completed, periodic flight inspections/validations are accomplished as specified in FAA Orders 8200.1 and 8900.1.

(5) Environmental Plan. All appropriate environmental studies must be conducted and appropriate checklist completed in accordance with the FAA Orders 1050.1 and 7400.2.

(6) Air Traffic and Airspace. Appropriate documentation indicating coordination was affected with the appropriate Air Traffic control facility to ensure acceptance of the developed procedure and appropriate airspace requirements have been met in accordance with FAA Order 8260.19.

(7) Airport/Heliport Acceptance. Appropriate documentation indicating airport/heliport management acceptance of the special instrument procedure.

(8) Principal Operations Inspector or Flight Standards District Office. Name, office routing symbol, and phone number of the POI or appropriate FSDO inspector.

(9) User(s). Identify operators(s) who will use the special instrument procedure, to include points of contact, name, address, and phone number.

(10) Special Criteria. If the procedure is based on special criteria, the criteria will be submitted as part of the procedure package (unless previously approved). The criteria will be evaluated by the FAA as part of the procedure approval process. AFS-460 will maintain a copy of special criteria.

(11) Plans (1) through (5) may be omitted from submitted packages as agreed to and individually specified in a memorandum submitted to and approved by AFS-460. This normally occurs when these responsibilities will be assumed by the FAA. This information would be spelled out in a formal agreement.

Note: Memorandum submitted requesting permission to omit these plans must contain justification to do so.

(12) Provide a graphic portrayal of the procedure if applicable.

b. Approval Process. After successful completion of quality control and flight inspection/validation, the special instrument procedure will be submitted to AFS-400 through AFS-460 for approval. Procedures approved by AFS-400 are forwarded by AFS-460 to the RNGB for issuance. Once approved by AFS-400, a special instrument procedure is not authorized for use until it is issued to the operator by the FSDO/CMO/POI in the respective region. See appendix A for a Specials Processing Flow Diagram.

(1) All Special procedures submitted for approval must contain the following: applicable 8260-series forms, maps graphically depicting obstacles in relation to obstacle evaluation areas (OEAs), and graphic depiction of the procedure if applicable.

(2) Special procedures packages must include a copy of the Special Procedure Checklist (see appendix B) that will normally be completed by the RNGB (see Order 8260.19). The RNGB may direct the proponent to complete this checklist to ensure all information and required items have been accomplished before submission.

(3) Performance Based Navigation (PBN) Flight Inspection/Validation. Flight Inspection/Validation will follow the requirements contained in FAA Order 8200.1 and/or 8900.1, as applicable.

(4) A package without the required information listed above will be returned without action.

9. Development Requirements.

a. Accountability. A developer's signature on the procedural documentation (applicable FAA 8260-series forms), attests:

(1) The procedure was correctly developed and documented using applicable criteria, standards, and policy.

(2) Geodetic computations are compliant with North American Datum of 1983 (NAD-83) or World Geodetic System of 1984 (WGS-84).

(3) All required surveys meet AC 150/5300-18 or equivalent standards.

b. Guidance. The RAPT is the focal point for forwarding questions concerning instrument procedures, policy, and standardization. Additionally, the RAPT will provide a regular means of communication with the proponent/developer via electronic mail and/or other suitable means.

c. Documentation. The procedure must be documented in accordance with Order 8260.19 and any supplemental requirements provided by AFS-400.

10. Minor Revisions of Special Procedures. Minor changes to special instrument procedures may be made by processing an abbreviated Form 8260-7A, Special Instrument Approach Procedure, amendment. If there is uncertainty regarding whether a revision is considered "minor" and qualifies for an abbreviated amendment, contact AFS-460 for a determination. When processing an abbreviated Form 8260-7A, apply the following:

- a. Increment the amendment number** using an alphanumeric format; e.g., AMDT 3B.
- b. Complete the "Changes" block** on the reverse side of the form indicating the changes. Be specific in indicating the changes, e.g., MDA changed from 820 to 880 ft, and enter the reason in the "Reasons" block, e.g., "New obstacle found in final segment."

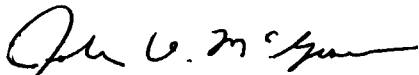
11. Cancellation of Special Procedures/Authorizations.

a. The RNGB notifies Service Provider that is maintaining the procedure, that the procedure is no longer required (include the reason for cancellation) and should be canceled. The RNGB will establish the effective date of the cancellation.

b. The Service Provider organization that is maintaining the procedure, prepares an original Form 8260-7A per Order 8260.19, completing only the type of procedure and the City, State line, entering the required notation on the front of the form, leaving the "effective date" blank. Additionally, on the front of the form in the "Notes" section, state the reason for cancellation. The form is then sent to AFS-460 for processing and distribution.

c. AFS-460 processes the cancellation and forwards to AFS-400 for signature. Signed Form 8260-7A (original) is returned to AFS-460 for filing. A copy will be forwarded to the applicable RNGB.

d. Cancellation of an operator authorization (i.e., Form 8260-7B, Special Instrument Approach Procedure Authorization) must be done by memorandum to the operator, stating they are no longer authorized to use the procedure. This cancellation is done by the RNGB, normally at the request of the FSDO/CMO/POI or the proponent/operator. A copy of this cancellation memorandum must be provided to the FSDO/CMO/POI, as applicable.

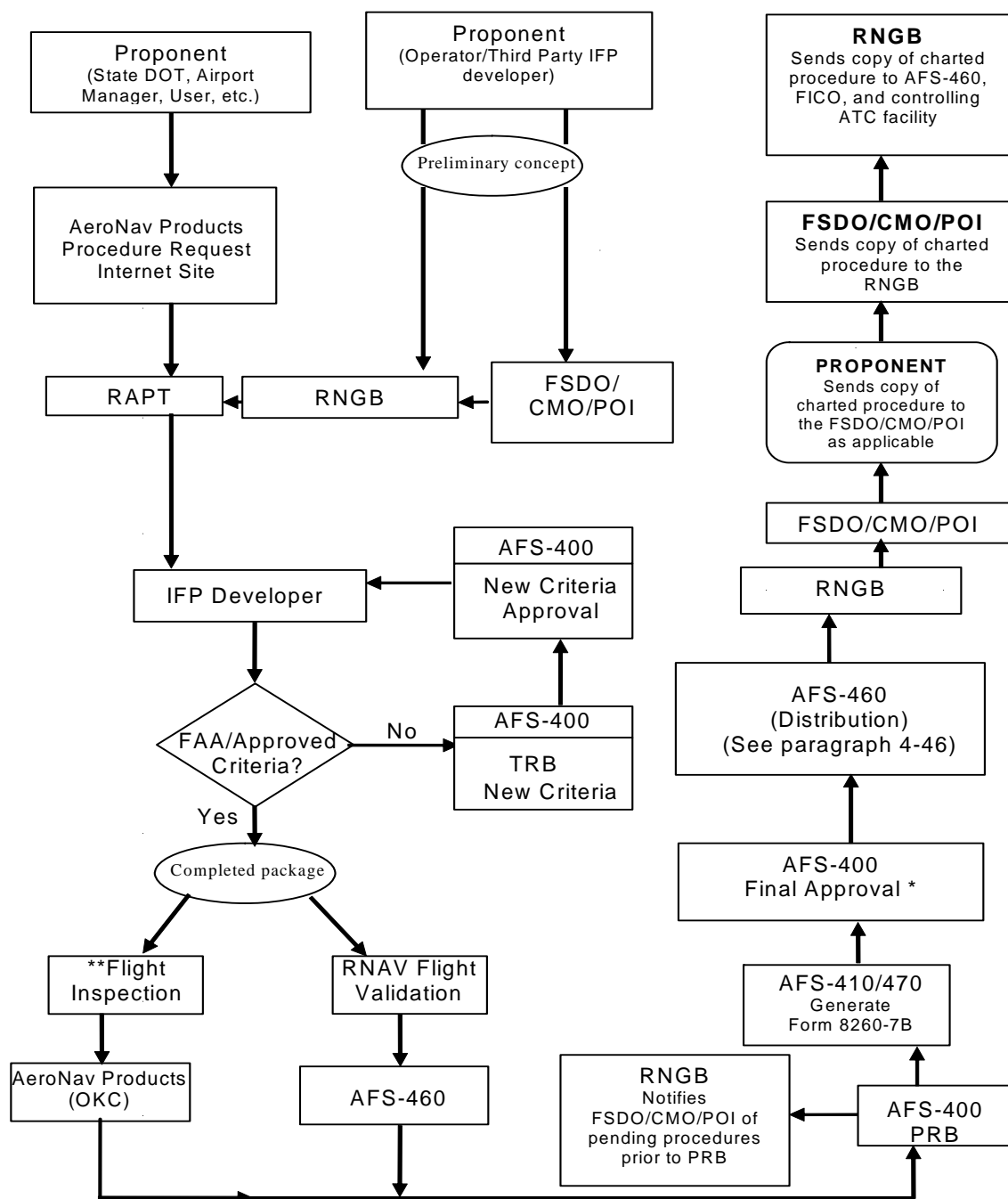


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Appendix A. Specials Processing Flow Diagram



*Waiver approval, when required, is conducted simultaneously with procedure approval.

**Third party developed procedures requiring FAA Flight Inspection/Validation under a reimbursable agreement will be processed through AeroNav Products prior to submission to the Flight Inspection office.

Appendix B. Special Procedure Checklist

Special Procedure Checklist		
Location:	ID/Region:	Type of Procedure/Name:
RAPT Priority:	Type Aircraft expected to use procedure:	RNGB:
Special Procedure Information Required		
Why is this a Special?	<i>(Example: Private airport; Nonstandard criteria; etc.)</i>	
Is there a similar Public Procedure?	<i>(Example: No/Yes – {Name of procedure})</i>	
Is procedure use limited?	<i>(Example: No/Yes – Limited to B-737 aircraft only; Limited to Part 121/135 Operations only; etc.)</i>	
Is the procedure developed using non-standard criteria?	<i>(Example: No/Yes – {attach copy of criteria used})</i>	
Is a waiver and/or Flight Standards approval letter required?	<i>(Example: No/Yes – FAA Form 8260-1/Flight Standards approval letter attached)</i>	
Obstruction Evaluation (OE) Study Plan *	<i>(Example: "Attached" or "Conducted by AeroNav Products")</i>	
NOTAM Plan *	<i>(Action: Attach method to be used for notifying user)</i>	
Periodic Review Plan *	<i>(Example: "Attached" or "Conducted by AeroNav Products")</i>	
Flight Inspection/Validation Plan*	<i>(Example: "Attached" or "Conducted by the FIOG")</i>	
Environmental Assessment*	<i>(Example: "Attached" or "Conducted by AeroNav Products")</i>	
ATC and Airspace Coordination Completed*	<i>(Action: Attach coordination documentation.)</i>	
Airport/Heliport Management Coordination Complete*	<i>(Action: Attach coordination documentation.)</i>	
POI or FSDO Name and Contact Information*	<i>(Example: {Name}, {Office symbol}, {Phone/e-mail contact})</i>	
Proponent/User(s)*	<i>(Example: {Name}, {Address}, {Phone/e-mail contact})</i>	