



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

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

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Initiated By: AFS-400

This Advisory Circular (AC) provides guidance for the submission and approval of special instrument flight procedures developed by non-FAA service providers 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.

The primary audience for this AC is Aviation Safety Flight Standards Service (AFS), the Air Traffic Organization (ATO) and non-FAA service providers who have the responsibility to develop, amend, and/or maintain special instrument approach procedures.

Historically, FAA has developed special instrument procedures 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 for the aviation community.

A handwritten signature in blue ink that reads "John S. Duncan".

John S. Duncan
Director, Flight Standards Service

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CHAPTER 1. SPECIAL INSTRUMENT PROCEDURES REQUESTS/PROCESSING**1.1 Responsibilities.**

FAA Order 8260.60, Special Instrument Procedures, chapter 2 contains a detailed explanation of organizational responsibilities relative to the instrument procedures program. The primary FAA entities associated with procedure development and approvals are:

- 1.1.1 The Flight Standards Service (AFS-1) provides policy and oversight of the instrument procedures program.
 - 1.1.2 The Flight Technologies and Procedures Division (AFS-400) is the approval authority for special instrument procedures.
 - 1.1.3 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).
 - 1.1.4 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, the FSDO will issue the special procedure.
- 1.1.5 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. The RAPT provides the single, complete FAA response to customer requests and needs related to instrument flight procedures. See FAA Order 8260.43, Flight Procedures Management Program, for a complete description of the core membership, duties and responsibilities of the RAPT.

1.2 Policy and Objectives.

- 1.2.1 Special instrument procedures. The proponent/operator to whom the procedure will be issued must initiate all special procedures. A proponent may use a non-FAA service provider to develop the procedure; however, the proponent is responsible for ensuring compliance with applicable standards, quality and integrity of procedure, 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.
- 1.2.2 Issuance of special instrument procedures. After submitting a special procedure for review and the quality control process successfully completed, AFS-400 will consider

the procedure for approval as specified in FAA Order 8260.60 figure 2-1-1, “Special Instrument Procedure Processing Flow Diagram.”

1.3 **Procedures Development and Submission Process.**

1.3.1 Submission and review. The proponent/operator or agent of the proponent/operator develops proposed special instrument procedures and submits 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 8260.60. At this point in the process, it is not necessary for the proposed procedure package to contain all applicable FAA 8260-series forms. Completion of the FAA Order 8260.60 figure 2-1-2 “Special Instrument Procedure Checklist” is required. The proponent/operator is responsible for providing to the RAPT the following actions and plans for the procedure:

- 1.3.1.1 **Obstruction evaluation (OE) study plan.** An ongoing plan must be in place to accommodate OE proposals. Document a process for receiving notification and conducting an evaluation on all OE studies in a time sensitive manner. Provide information to show that a method is in place to identify OE cases that may have an aeronautical effect due to their height and proximity to the instrument procedure(s) and a specific process for taking appropriate action.
- 1.3.1.2 **Notices to Airmen (NOTAM) plan.** Establish a NOTAM plan 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 FAA Order 8260.19, section 2-6].
- 1.3.1.3 **Procedure review plan.** A plan must be in place for the review and amendment process of the procedure as required by FAA Order 8260.60. The plan must identify who will be responsible for routine procedure maintenance and completing/documenting the (periodic) review [see FAA Order 8260.19, section 2-8].
- 1.3.1.4 **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 [see chapter 2]. Additionally, a plan must be in place so that after completing the initial flight inspection/validation of the procedure, periodic flight inspections/validations are accomplished as specified in FAA Order 8200.1, United States Standard Flight Inspection Manual, and FAA Order 8900.1, Flight Standards Information Management System (FSIMS).

- 1.3.1.5 **Environmental plan.** Conduct all appropriate environmental studies in accordance with the FAA Order 1050.1, Environmental Impacts: Policies and Procedures, and FAA Order 7400.2, Procedures for Handling Airspace Matters.
- 1.3.1.6 **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 8260.60.
- 1.3.1.7 **Airport/Heliport acceptance.** Appropriate documentation indicating airport/heliport management acceptance of the special instrument procedure.
- 1.3.1.8 **Principal Operations Inspector or Flight Standards District Office.** Name, office routing symbol, and phone number of the POI or appropriate FSDO inspector.
- 1.3.1.9 **User(s).** Identify operator(s) who will use the special instrument procedure, to include points of contact, name, address, and phone number.
- 1.3.1.10 **Special criteria.** If the procedure is based on special criteria, submit the criteria as part of the procedure package (unless previously approved). The FAA will evaluate the criteria as part of the procedure approval process. AFS-460 will maintain a copy of special criteria.

Note 1: 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 2: Memorandum submitted requesting permission to omit these plans must contain justification to do so.

- 1.3.1.11 **Graphic Portrayal.** Provide a graphic portrayal of the procedure if applicable.
- 1.3.2 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 RRGB 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 FAA Order 8260.60, figure 2-1-1 “Specials Instrument Procedure Processing Flow Diagram.”
- 1.3.2.1 All special procedures submitted for approval must contain the following: applicable 8260-series forms, maps graphically depicting obstacles in

relation to obstacle evaluation areas (OEA), and graphic depiction of the procedure if applicable.

- 1.3.2.2 Special procedures packages must include a copy of the “Special Instrument Procedure Checklist” [see FAA Order 8260.60, figure 2-1-2] that will normally be completed by the RRGB [see FAA Order 8260.60]. The RRGB may direct the proponent to complete this checklist to ensure all information and required items have been accomplished before submission.
- 1.3.2.3 Performance based navigation (PBN) flight inspection/validation. Flight inspection/validation will follow the requirements contained in FAA Orders 8200.1 and/or 8900.1, as applicable.
- 1.3.2.4 A package without the required information listed above will be returned without action.

1.4 **Development Requirements.**

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

- 1.4.1.1 The procedure was correctly developed and documented using applicable criteria, standards, and policy.
- 1.4.1.2 Geodetic computations are compliant with North American Datum of 1983 (NAD83) or World Geodetic System of 1984 (WGS84).
- 1.4.1.3 All required surveys meet AC 150/5300-18, General Guidance and Specifications for Submission of Aeronautical Surveys to National Geodetic Survey (NGS): Field Data Collection and Geographic Information System (GIS) Standards, or equivalent standards.

1.4.2 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.

1.4.3 Documentation. Document the procedure in accordance with FAA Order 8260.60 and any supplemental requirements provided by AFS-400.

1.5 **Revisions of Special Procedures.**

Revisions or changes to special instrument procedures may be made by processing an abbreviated FAA Form 8260-7A, Special Instrument Approach Procedure, amendment. See FAA Order 8260.19, chapter 8, section 8-3, for guidelines on what changes can be accomplished using an “abbreviated” amendment process. If there is uncertainty regarding whether a change qualifies for an abbreviated amendment, contact AFS-460

for a determination. When processing an abbreviated FAA Form 8260-7A, apply the following:

- 1.5.1 Increment the amendment number using an alphanumeric format; e.g., AMDT 3B.
- 1.5.2 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 feet, and enter the reason in the “Reasons” block, e.g., “New obstacle found in final segment.”
- 1.6 **Cancellation of Special Procedures/Authorizations.**
 - 1.6.1 The RNGB notifies the service provider maintaining the procedure, to cancel the procedure, because it is no longer required (include the reason for cancellation). The RNGB will establish the effective date of the cancellation.
 - 1.6.2 The service provider organization maintaining the procedure, prepares an original FAA Form 8260-7A per FAA Order 8260.60, 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.
 - 1.6.3 AFS-460 processes the cancellation and forwards to AFS-400 for signature. AFS-460 files the signed FAA Form 8260-7A (original), and forwards a copy to the applicable RNGB.
 - 1.6.4 The RNGB cancels an operator authorization (i.e., FAA Form 8260-7B, Special Instrument Approach Procedure Authorization) by memorandum to the operator, stating they are no longer authorized to use the procedure. Normally the FSDO/CMO/POI or the proponent/operator requests the cancellation. Provide a copy of -the cancellation memorandum to the FSDO/CMO/POI, as applicable.

CHAPTER 2. ADMINISTRATIVE INFORMATION**2.1 Definitions.**

- 2.1.1 Airport. Any airport, heliport, helistop, vertiport, seaplane base or other suitable aircraft takeoff and landing area.
- 2.1.2 Developer. The individual organization that develops the special instrument flight procedure for submission to the FAA for approval in accordance with FAA Order 8260.60. The developer may be:
- 2.1.2.1 The proponent (air carrier, hospital, private airport, etc.).
 - 2.1.2.2 An agent of the proponent (i.e., FAA or non-FAA service provider).
 - 2.1.2.3 Other FAA-approved service provider.
- 2.1.3 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.
- 2.1.4 Operator. A person who, with respect to aircraft, uses, causes to use or authorizes to use aircraft, for the purpose of navigation including the piloting of the aircraft, with or without the right of legal control.
- 2.1.5 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, NOTAMs, and procedure amendments.
- 2.1.6 Proponent. Any individual or organization requesting the development and approval of a special instrument procedure.
- 2.1.7 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 8260.60.
- 2.1.8 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.

2.2 Related Publications.

- 2.2.1 Regulations. Title 14, Code of Federal Regulations (14 CFR) Parts:

- Part 77, Objects Affecting Navigable Airspace.
- Part 91, General Operating and Flight Rules.
- Part 95, IFR Altitudes.
- Part 97, Standard Instrument Approach Procedures.
- Part 157, Notice of Construction, Alteration, Activation, and Deactivation of Airports.

2.2.2 Reading material (current editions). The following are the most commonly referenced publications.

- FAA Order 1050.1, Environmental Impacts: Policies and Procedures.
- FAA Order 7400.2, Procedures for Handling Airspace Matters.
- FAA Order 8200.1, United States Standard Flight Inspection Manual.
- FAA Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS).
- FAA Order 8260.19, Flight Procedures and Airspace.
- FAA Order 8260.42, United States Standard for Helicopter Area Navigation (RNAV).
- FAA Order 8260.43, Flight Procedures Management Program.
- FAA Order 8260.46, Departure Procedure (DP) Program.
- FAA Order 8260.53, Standard Instrument Departures That Use RADAR Vectors To Join RNAV Routes.
- FAA Order 8260.58, United States Standard for Performance Based Navigation (PBN) Instrument Procedure Design.
- FAA Order 8260.60, Special Instrument Procedures.
- FAA Order 8900.1, Flight Standards Information Management System (FSIMS).
- FAA AC 90-110, Authorization Guidance for Development of Required Navigation Performance Procedures with Authorization Required by Third Party Instrument Flight Procedure Service Providers.
- FAA AC 90-113, Instrument Flight Procedure Validation (IFPV) of Satellite Based Instrument Flight Procedures (IFP).
- FAA AC 150/5300-13, Airport Design.
- FAA AC 150/5300-18, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards.
- FAA AC 150/5390-2, Heliport Design.

2.3 **Forms.**

The following form was referred within the document and is available in electronic form for use: FAA Form 8260-7A, Special Instrument Approach Procedure.

Advisory Circular Feedback

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by emailing this form to FAA's Flight Procedure Implementation and Oversight Branch, AFS-460.

Subject: Advisory Circular 90-112A, Development and Submission of Special Instrument Procedures to the FAA

Please check all appropriate line items:

- An error (procedural or typographical) has been noted in paragraph Click here to enter text. on page __.
- Recommend paragraph Click here to enter text. on page __ be changed as follows:
- In a future change to this AC, please cover the following subject:
(Briefly describe what you want added.)
- Other comments:
- I would like to discuss the above. Please contact me.

Submitted by: _____

Date: _____