



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
National Policy

**ORDER**  
**8260.60**

Effective Date:  
02/13/2013

**SUBJ:** Special Instrument Procedures

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This order provides the policy, guidance, and standardization for initiating, developing, processing, and managing Special [non-Title 14 Code of Federal Regulations (14 CFR) Part 97] Instrument Procedures. This guidance formerly resided in Order 8260.19, Flight Procedures and Airspace. Special instrument flight procedures authorized for use only by air carriers or some other segment of the aviation industry are not published in the Federal Register and are identified as "Special Procedures." Special Procedures may be developed for public and private use based on aircraft performance, aircraft equipment, or crew training, and may also require the use of landing aids, communications, or weather services not available for public use.

A handwritten signature in blue ink that reads "John M. Allen".

John M. Allen  
Director, Flight Standards Service

## Chapter 1. General Information

### Section 1-1.

**1-1-1. Purpose of This Order.** This order provides definition, policy, guidance, and standardization for initiating, developing, processing, maintaining, and managing Special (non-14 CFR Part 97) Instrument Procedures.

**1-1-2. Audience.** The primary audience for this order is Aviation Safety Flight Standards Service (AFS), the Air Traffic Organization (ATO) and non-FAA developers who have the responsibility to develop, amend, and/or maintain Special Instrument approach procedures.

**1-1-3. Where You Can Find This Order.** You can find this order on the Federal Aviation Administration's (FAA) Web site at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).

## Chapter 2. Special Instrument Procedures Requests/Processing

### Section 2-1.

**2-1-1. Non-14 CFR Part 97 Procedures.** Some circumstances prevent certain instrument procedures from being published in accordance with 14 CFR Part 97. These procedures are referred to as “Special Instrument Procedures” and require specific AFS approval for use. Special Instrument Procedures are frequently dependent on the ability of the operator to meet certain requirements which may include, but are not limited to, aircraft performance, aircraft equipage, airport facility equipment, crew training, etc. Due to the requirement to have AFS approval and the possibility of additional procedural requirements, Special Instrument Procedures are not published in the Federal Register. Special Instrument Procedures may be developed by government and non-government sources.

**a. Special Instrument Procedures that serve the public interest** may be funded by the FAA. Order 8260.43, Flight Procedures Management Program, requires specific approval of the appropriate Regional Airspace Procedures Team (RAPT) before a FAA-funded Special will be developed. The core members of the RAPT should coordinate with the appropriate offices within their line of business prior to approving the development of a FAA funded Special Procedure.

**b. Special Instrument Procedures that have singular or limited users** into public or private use airports/heliports generally require non-government funding for development and maintenance.

**2-1-2. Initiating a Request for Special Instrument Procedures.** To request a Special Instrument Procedure, the proponent/operator has the option of selecting a service provider which includes contracting with the FAA, developing their own (as a service provider) or with an AFS-approved Instrument Flight Procedures (IFP) service provider. If the proponent contracts with the FAA, the FAA Aeronautical Navigation Products Office (AeroNav Products), AJV-3, will process the request. If the proponent/operator elects to utilize a non-FAA service provider, the service provider will assemble the procedure request information in accordance with applicable FAA directives and submit the package to their applicable Flight Standards Division Office/Certificate Management Office/ Principal Operations Inspector (FSDO/CMO/POI) which in turn submits to the Regional NextGen Branch (RNGB). The RNGB, after reviewing the information, will forward the request to the applicable ATO Service Area Operations Support Group, Flight Procedures Team (OSG-FPT) for review at the monthly RAPT meeting.

**a. Proponents/operators that would like the FAA to develop a Special Instrument Procedure** may initiate requests at <http://aeronav.faa.gov/index.asp?xml=aeronav/PIT/ifpform> or contact the OSG-FPT.

**b. Proponents, service providers hired by the proponent, or operators that plan on developing their own Special Instrument Procedures (as a service provider)** should submit their proposal through their applicable FSDO or CMO. The FSDO/CMO will forward the proposal to the RNGB for submission to the RAPT. Service providers must pre-coordinate the proposed procedure with affected Air Traffic Control (ATC) facilities prior to submission. See figure 2-1-1

for procedure processing flow diagram and paragraph 2-1-4 for procedure package content requirements.

**Note 1:** Proposals submitted under paragraph 2-1-1.b above may require Flight Technologies and Procedures Division (AFS-400) approval to develop/maintain Special Instrument Procedures (see paragraph 2-1-6).

**Note 2:** Responsibilities of the RAPT are identified in Order 8260.43 Program.

**Note 3:** See Order 8260.31, Foreign Terminal Instrument Procedures (FTIPs), for processing Special FTIPs.

### **2-1-3. Processing Requests.**

#### **a. FSDO/CMO.**

(1) Perform a preliminary assessment on the proposal as to the operational acceptability (aircraft type/performance/avionics/training) of the procedure and make recommendations to the RAPT through the RNGB.

(2) Forward the proposal along with any recommendations to the RNGB.

(3) Participate in RAPT meetings at the request of the RAPT chairman.

(4) After receipt of the AFS-400 approved procedure, validate the operator's documentation for requirements or limitations listed on the FAA Form 8260-7B, Special Instrument Approach Procedure Authorization, (see Order 8260.19, appendix I), or for any special or unique normal, abnormal, training or emergency procedures needed to accommodate any unique, local operating environmental concerns as required by the issuing RNGB.

(5) With RNGB's approval, issue approved procedures under Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 4, chapter 2, section 10.

(6) Forward a copy of procedure chart to the RNGB. The FSDO/CMO must not authorize operational implementation of the procedure until the chart is received by the RNGB.

(7) Obtain approval to use the procedure from the RNGB before authorizing any additional aircraft type and/or any aircraft that has modified its avionics package.

(8) Rescind authorization for use of a Special Instrument Procedure immediately after notification from the RNGB.

**Note:** It is imperative that the above actions be accomplished without delay. Failure to do so will result in delayed implementation. Additionally, periodic procedure reviews and periodic flight inspection/validation of Special Instrument Procedures will only be considered for the approved procedure (including graphic) on file with Flight Procedure Implementation and Oversight Branch (AFS-460). Any changes that are not on file will not be considered and may

result in the suspension/cancellation of the procedure. All changes (amendments) must be processed in accordance with paragraph 2-1-5.

**b. Regional NextGen Branch (RNGB).**

(1) Participate as a Core RAPT member. (Core members are permanently assigned members of the RAPT).

(2) Complete the “Special Instrument Procedure Checklist” (see figure 2-1-2) prior to submitting the procedure to the Service Area OSG-FPT.

**Note:** The RNGB may provide the checklist to the service provider to have them ensure all the items have been completed prior to submission.

(3) Ensure all applicable coordination with the responsible ATC facilities and other Air Traffic Organization (ATO) offices and/or FSDO has been completed in accordance with RAPT procedures.

(4) Participate as a member of the AFS-400 Procedure Review Board (PRB) to assist in the development of FAA Form 8260-7B. Recommend to AFS Flight Operations Branch and/or AFS Performance Based Flight Systems Branch (AFS-410/AFS-470), when an operator should meet specific normal, abnormal, or emergency operational requirements relative to any unique, local environmental conditions prior to issuance of a Special Instrument Procedure by the POI; e.g., proof of one engine inoperative (OEI) capability, etc.

(5) Establish an effective date of all Special Instrument Procedures (including cancellations) on the appropriate FAA 8260-series forms within 224 days of AFS-400 approval. The effective date must coincide with Aeronautical Information Regulation and Control (AIRAC) cycle dates and meet the appropriate AIRAC cutoff dates. If a procedure cannot be implemented within this time, the RNGB will notify AFS-400 through AFS-460 for determination.

(6) The RNGB must notify AFS-400 thru AFS-460, the service provider and maintenance provider (if different from service provider), Flight Inspection as appropriate, ATC, and FSDO/CMO of the actual effective date of all Special Instrument Procedure actions. Forward copies of the appropriate FAA 8260-series forms with effective dates to the appropriate maintenance provider and AFS-460.

(7) Provide oversight and tracking for issuance/suspension/revocation of Special Instrument Procedures and maintain current copies of all Special procedures within the region.

(8) Coordinate with POI concerning the operator meeting specific normal, abnormal, or emergency operational requirements in the operations manual and training program relative to any unique, local environmental conditions prior to authorizing POI’s issuance of a Special Instrument Procedure (e.g., proof of OEI capability for missed approach, etc). Authorization may be via e-mail or memorandum. The RNGB must maintain a copy of the proof of operator’s capability relative to the procedure and e-mail/memorandum authorizing the POI issuance to the operator.

(9) Authorize issuance of approved Special Instrument Procedures to additional requesters through the FSDO/CMO/POI. Specifically identified procedures are those for which AFS-400 has developed aircraft equipment and performance requirements, and/or specific operations requirements, including dispatch and pilot training requirements. FAA Form 8260-7B may be used to authorize additional users for a procedure that has been documented on a previous edition of FAA Form 8260-7, Special Instrument Approach Procedure [i.e., a new FAA Form 8260-7A, Special Instrument Approach Procedure, (see Order 8260.19, appendix I), does not have to be generated in order to use FAA Form 8260-7B for authorization].

(10) Maintain a list by location, procedure (including procedure chart), and operator(s), of all Special Instrument Procedures issued within the jurisdiction of the region and provide that information to AFS-460.

(11) Notify AFS-460 of all actions regarding Special Instrument Procedures including issuance/suspension/revocations or the transfer of maintenance responsibilities.

(12) Distribute the approved procedure as noted in paragraph 2-1-10. [Distribution to Air Line Pilots Association (ALPA) and Allied Pilots Association (APA) applies for air carrier Specials.]

(13) When notified by a service provider that responsibility of a procedure is being transferred to another service provider, the procedure authorization (i.e., Form 8260-7B) must be reviewed to determine if the authorization to use the procedure must be canceled and reissued to all users (see paragraph 2-1-7).

(14) The RNGB has the authority to rescind the issuing authorization from the POI if the operator deviates from the "Operations and Training Requirements" for the procedure or when the RNGB becomes aware of any additional operational/training requirements or other factors that effect the safe operation of the Special Instrument Procedure.

(15) The RNGB must provide a copy of the charted procedure to the controlling ATC facilities as well as the parent Air Route Traffic Control Center (ARTCC) and AFS-460 prior to the effective date of the procedure.

**Note:** It is imperative that this action be accomplished without delay. Failure to do so will result in delayed implementation. Additionally, periodic procedure reviews and periodic flight inspection/validation of Special procedures will only be considered for the approved procedure (including graphic) on file with AFS-460. Any changes that are not on file will not be considered and may result in the suspension/cancellation of the procedure.

(16) When a service provider notifies the RNGB that a Special Instrument Procedure has not been or can no longer be maintained in accordance with the provisions of this order and Order 8260.19, the RNGB will initiate Notice to Airmen (NOTAM) action to deny the use of the procedure., and notify the FSDO/CMO/POI and AeroNav Products if appropriate. See Order 8260.19, FDC NOTAMs for Special Instrument Procedures. If maintenance cannot be restored within 60 calendar days, a complete procedure review must be conducted before the procedure is

reinstated or the procedure must be canceled (see paragraph 2-1-8) The RNGB will notify AFS-460 of all action taken/pending.

**c. Air Traffic Organization (ATO), Mission Support Services (AJV) Action.**

**Note:** The following items apply only to those Special Instrument Procedures developed by and/or under agreement with AeroNav Products.

(1) OSG-FPT.

(a) The OSG – FPT must ensure the “Special Instrument Procedure Checklist” (figure 2-1-2) has been completed prior to submitting a Special Instrument Procedure to AeroNav Products for development, quality assurance (QA) review or flight validation/check. If the checklist is not complete, return the package to the RNGB for action.

(2) AeroNav Products (AJV).

(a) AeroNav Products must forward requests for revised or new criteria to Flight Procedure Standards Branch (AFS-420) for criteria development and processing.

(b) AeroNav Products must develop waiver request(s) in coordination with the proponent/service provider and the FSD/FSDO/CMO and forward to AFS-460 for further action.

(c) AeroNav Products must perform QA review of Special Instrument Procedures prior to submission for approval.

(d) AeroNav Products must coordinate flight inspection of the procedures and provide the flight inspection comments to AFS-460.

(e) AeroNav Products must forward a complete procedure package to AFS-460 for approval coordination. The Special Instrument Procedure checklist (Figure 2-1-2) must be submitted as part of the completed package (see paragraph 2-1-4 for package content). When forwarding packages that contain amendments to existing procedures, the cover letter must include a brief description of the changes. When forwarding a new procedure, the cover letter must state the reason/justification that the procedure needs to be a Special and include the date that the initial request was made by the proponent.

(f) AeroNav Products must maintain a complete procedure package file for each Special Instrument Procedure developed and/or maintained. Contents of this file, as a minimum, must contain all applicable FAA 8260-series forms, maps, and all correspondence relating to the procedure (see paragraph 2-1-4).

(g) AeroNav Products must perform periodic reviews (see Order 8260.19, chapter 2, section 8), obstacle evaluations (OE), routine maintenance, and NOTAM action to ensure the safety, currency, and validity of the procedure(s) for which they have development/maintenance responsibilities.

(h) When AeroNav Products will no longer maintain a Special Instrument Procedure, and the procedure will not be transferred to another service provider, notify the RNGB, AFS-460, initiate NOTAM as appropriate, and initiate cancellation of the procedure (see paragraph 2-1-8 and Note below).

**Note:** If a proponent notifies AeroNav Products that the reimbursable agreement will not be renewed or that a Special Instrument Procedure maintained by AeroNav Products is no longer required, AeroNav will notify the appropriate RNGB and continue to maintain the procedure until cancelled by the RNGB. The procedure may be removed from service by NOTAM with concurrence of the RNGB.

**d. Flight Inspection Services (AJW-3) Action.**

- (1) Coordinate, document and perform, when applicable, Flight Inspection/Validation.
- (2) Provide flight inspection results and archived reports upon request.

**e. Flight Technologies and Procedures Division (AFS-400) Action.**

- (1) Provide signature-approving authority for Special procedures.
- (2) Approve development of standards and criteria to support requests for Special Instrument Procedures where no criteria exist.

**f. Air Transportation Division (AFS-200) and/or General Aviation and Commercial Division (AFS-800) Action.**

- (1) Participate in PRB as deemed necessary.
- (2) When requested, assist AFS-410/470 in evaluating procedure packages from an operational standpoint to determine actions required where special training or aircraft equipment and/or performance may exist.

**Note:** Include evaluation of the procedures flyability, regulatory compliance, complexity, specific crew qualifications, equipment and/or demonstrated performance requirements, recommendations for training, or other special operating requirements or considerations necessary to execute the procedure.

**g. Flight Operations Branch (AFS-410) and/or Performance Based Flight Systems Branch (AFS-470) Action.**

- (1) When necessary, conduct detailed operational evaluations using aircraft and/or flight simulator.

**Note:** Per Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS), Volume 1, chapter 2, all criteria are predicated on normal aircraft operations for considering obstacle clearance requirements. Normal aircraft operation means all aircraft systems are functioning normally, all required navigational aids (NAVAIDs) are performing within flight



inspection parameters, and the pilot is conducting instrument operations utilizing instrument procedures based on the TERPS standard to provide Required Obstruction Clearance (ROC).

(2) With AFS-460 and RNGB, develop and enter special authorization determination on FAA Form 8260-7B and permanently attach to original package of all Special procedures prior to approval signature.

(3) For Special Instrument Procedures based on standard published criteria, participate as a member of the PRB.

(4) For Special Instrument Procedures requiring waiver of standard criteria or development of new criteria.

(a) Participate as a member of the Procedure Review Board/Technical Review Board (TRB).

(b) Develop Flight Standards Information Bulletins as required.

(c) Develop special authorization requirements with AFS-200/800, RNGB, FSD/FSDO, and AFS-400 branches, where special training or aircraft equipment and/or performance requirements may exist.

(d) Enter special authorization determination on FAA Form 8260-7B and permanently attach to original package prior to approval signature.

#### **h. Flight Procedure Implementation and Oversight Branch (AFS-460) Action.**

(1) Conduct detailed technical procedural evaluation, as required, using aircraft and/or flight simulator evaluation. When necessary, request assistance from Flight Operations Simulation and Analysis Branch (AFS-440) and/or Flight Systems Laboratory (AFS-450) to conduct risk modeling and Airspace Simulation and Analysis Tool (ASAT).

(2) Special Instrument Procedures based on standard published criteria.

(a) Provide a copy of procedures for PRB review to AFS-410, AFS-420, AFS-470, and RNGB prior to a PRB meeting.

(b) Facilitate the PRB.

(c) Ensure the Safety Risk Management (SRM) process has been applied to Special Instrument Procedures under the same Safety Management System (SMS) Doctrine applied to instrument procedure waivers. See Order 8260.19, chapter 2.

(d) Coordinate AFS-400 signature/approval of procedure (FAA Form 8260-7A) and authorization determination (FAA Form 8260-7B).

(e) Maintain a complete procedure package of all approved Special Instrument Procedures including the approved procedure chart (see paragraph 2-1-4).

- (f) Distribute the approved procedure as noted in paragraph 2-1-10.
- (3) For Special Instrument Procedures requiring waiver of standard criteria.
  - (a) Provide a copy of procedures for PRB review to AFS-420, AFS-410/470, and RNGB prior to the PRB meeting.
  - (b) Facilitate the PRB.
  - (c) Ensure the SRM process has been applied to Special Instrument Procedures with waivers under the same SMS Doctrine applied to instrument procedure waivers. See Order 8260.19, chapter 2.
  - (d) Evaluate the scope and validity of the waiver request.
  - (e) Review the waiver request for adequate documentation.
  - (f) In coordination with AFS-420, evaluate waiver “Equivalent Level of Safety” to determine if alternatives to criteria meet or exceed the level of safety provided by standard criteria.
  - (g) Assist AFS-440/450 as required when a detailed technical procedure evaluation or analysis is required, using aircraft and/or flight simulator evaluation, risk modeling, and ASAT.
  - (h) Assist AFS-410/470, as requested, in evaluating procedure packages where special training or aircraft equipment and/or performance requirements may exist, providing interpretation of design criteria as relates to waiver requirements.
  - (i) Coordinate AFS-400 approval/signature of the waiver package.
  - (j) Distribute the approved procedure as noted in paragraph 2-1-10.
- (4) For Special Instrument Procedures requiring development of criteria.
  - (a) Coordinate with AFS-420 to develop procedural design standards for criteria based on operational and equipment requirements when requested and a proven need exists.
  - (b) Coordinate with AFS-420 to draft criteria from standards provided from within Flight Standards Service.
  - (c) Coordinate with the RNGB regarding implementation of new criteria to assess the Air Traffic Organization or Airport issues.
  - (d) In collaboration with AFS-420, process criteria for Flight Standards Service (AFS-1) or AFS-400 signature, as appropriate, and distribute to AeroNav Products or proponent for use in design/re-design of proposed procedure.
  - (e) Provide a copy of procedures for PRB review to AFS-420, AFS-410/470, and RNGB prior to the PRB meeting.

(f) Facilitate PRB to evaluate the final procedure.

(g) Assist in evaluating the procedure packages where special training or aircraft equipment and/or performance requirements may exist.

(h) Enter “Special Authorization Required” in AFS-400 endorsement block on original FAA Form 8260-1, Flight Procedure Standards Waiver, (if required).

(i) Include a copy of new criteria in procedure package and copy of the AFS-400 approval to use.

(j) Coordinate AFS-400 approval/signature of the procedure.

(k) Distribute the approved procedure as noted in paragraph 2-1-10.

(5) Determine action taken when notified by the RNGB that a Special Instrument Procedure (new/amended/canceled) has not been implemented within 224 days of the original PRB approval.

(6) Coordinate NOTAM authority and access to the NOTAM Entry System (NES) for nongovernment service providers with ATO Mission Support Services, Aeronautical Information Management (AIM) Office, AJV-2.

#### **2-1-4. Special Instrument Procedure Package Content.**

**Note:** Each submitted procedure package must be a single “stand-alone” package containing only one Special Instrument Procedure. Approach and departure procedure packages may not be combined.

**a. All Special Instrument Procedure packages submitted to AFS for approval** (original and amendments) must contain the following (see paragraph 2-1-5.c for abbreviated amendments).

(1) Applicable FAA 8260-series forms (see Order 8260.19) including supporting documentation for waiver requests, if any.

(2) Maps with identifying scale, graphically depicting obstacles in relation to the obstacle evaluation areas (OEA). Each obstacle will be identified by a number that corresponds with the submitted FAA Form 8260-9, Standard Instrument Approach Procedure Record, for the procedure.

(3) An approved, environmental Categorical Exclusion (CATEX) document.

(4) Documentation indicating coordination was effected with the appropriate ATC facilities to ensure ATC acceptance of the procedure.

(5) A letter indicating airport/heliport management/owner acceptance of the Special instrument procedure.

- (6) Name, office routing, and phone numbers of POI or appropriate FSDO inspector.
- (7) Identify user(s) of the procedure, to include points of contact.
- (8) Signed RAPT Consensus form.
- (9) Provide a graphic portrayal of the procedure.

(10) A letter indicating appropriate airspace requirements have been/will be met in accordance with Order 8260.19, chapter 5.

**Note 1:** Additionally, see Order 8200.1, United States Standard Flight Inspection Manual, chapter 6, for additional flight inspection requirements.

**Note 2:** Except for those procedures certified by FAA Flight Inspection in accordance with Order 8200.1, area navigation (RNAV) Special Instrument Procedure packages submitted to AFS-400 (AFS-460) for processing also require Flight Validation (FV) and documentation per Order 8900.1, Flight Standards Information Management System (FSIMS), and/or subsequent FV criteria, policy, or requirements.

**Note 3:** Approach procedures into locations that do not have an approved (Special/public) departure procedure must be submitted with a departure package [see Order 8260.46, Departure Procedure (DP) Program].

**Note 4:** AeroNav Products (AJV) are exempt from above items (4), (5), (6), (7), and (10).

**b. Special Instrument Procedures packages** must include a copy of the Special Instrument Procedure Checklist (see figure 2-1-2).

**c. Accountability.** The developer's signature (required) on the procedural documentation (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).

**d. Any package submitted without the required information** as listed above, may be returned to the submitter along with the reason it was returned, with no action taken.

**Note:** Due to the unique nature of Special Instrument Procedures, the service provider may be required upon request from the FAA to provide additional information or data not listed in this order prior to processing/approving a Special use request.

**2-1-5. Amendments of Special Instrument Procedures.** Amendments and abbreviated amendments are made in accordance with Order 8260.19, chapter 8.

**a. When forwarding packages** that contain amendments to existing procedures, the cover letter must include a brief description of the changes.

**b. Amendments require** the same documentation as an original procedure and require flight validation. See Order 8260.19, chapter 8 to determine when a full amendment maybe required.

**c. Abbreviated amendments** (minor change) may be made by processing an abbreviated FAA Form 8260-7A. If there is uncertainty regarding whether an amendment qualifies for an abbreviated amendment, contact AFS-460 for a determination.

(1) Where circumstances require immediate NOTAM action at locations that are covered by the United States NOTAM system, a FDC T-NOTAM must be used to initiate the change. An abbreviated FAA Form 8260-7A amendment must be submitted within 224-days (notify AFS-460 of the NOTAM). See Order 8260.19, chapter 2, section 6.

(2) If a location is not covered by the United States NOTAM system, notify the users (as described in the NOTAM plan for the procedure) of the applicable changes, notify AFS-460 and process an abbreviated FAA Form 8260-7A amendment.

**d. When processing an abbreviated** FAA Form 8260-7A, in addition to complying with Order 8260.19, chapters 4 and 8, submit to AFS-460 for processing. AFS-460 will determine what coordination/review action is necessary based on the nature of the change(s).

#### **2-1-6. Service Provider Requirements (Procedure Maintenance Plan).**

**a. In addition to the completion** of applicable FAA 8260-series forms (see paragraph 2-1-4), certain levels of coordination, maintenance, protection, and periodic review are required.

**b. The service provider is responsible** for providing to AFS-460 through the RAPT the following actions and plans for the procedure [AeroNav Services are exempt from plans (1) through (5)].

(1) The service provider must identify a procedure maintenance specialist as the focal point for the organization's maintenance activities. AFS-460 will determine whether the applicant possesses the knowledge and qualifications to conduct procedure maintenance.

(2) The service provider will document a method for conducting periodic reviews. Method must comply with the requirements in Order 8260.19, chapter 2, section 8 to include a process for ensuring that a review is conducted within allotted timeframe and action taken (NOTAM, amendments) to correct safety/criteria compliance issues. Submit a statement of completion (to include no action required) to AFS-460 (include the reviewed chart).

(3) The service provider will develop an OE Study Plan. Document a process for receiving notification and conducting an evaluation on all OE studies in a time sensitive manner [e.g., Obstruction Evaluation/Airport Airspace Analysis (OE/AAA)]. 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.

(4) Service provider will develop a NOTAM Plan. The Flight Data Center (FDC) NOTAM process is used to disseminate NOTAMs on Special Instrument Procedures when all system requirements (e.g., location identifier) are in place. Locations that are not in the NOTAM database are incapable of FDC NOTAM service. Provide information on methods used to notify users of issues affecting the procedure. See Order 8260.19, chapter 2.

(5) Flight Inspection/Validation Plan. Provide a process to comply with periodic flight validation requirements as specified in Orders 8200.1 and 8900.1 (Volume 11, chapter 12, section 1). Include a method for ensuring that validation is conducted within allotted timeframe. Who to contact/what to do if periodic dates are not met (notify AFS-460, NOTAM). Providing documentation (FAA Form 8260-30B, Obstacle Assessment Checklist) for the completed validation to AFS-460 (see Order 8900.1).

(6) When a Special Instrument Procedure has not been or can no longer be maintained in accordance with the provisions of this order and Order 8260.19, the service provider will notify the issuing RRGB and immediately discontinue use (NOTAM may be required). If maintenance cannot be restored within 60 calendar days, a complete procedure review must be conducted before reissue, or the procedure must be canceled (see paragraph 2-1-8).

**Note:** Due to the unique nature of Special Instrument Procedures, the service provider may be required, upon request from the FAA, to provide additional information or data not listed in this order prior to processing/approving a Special use request.

**2-1-7. Transferring Special Instrument Procedure Maintenance Responsibilities.** Special Instrument Procedures may be transferred from one service provider to another for maintenance after the following requirements have been met:

**a. The receiving service provider submits a written request** to AFS-400 to seek approval to assume maintenance responsibilities from the current service provider. This request must indicate how the requirements specified in paragraphs 2-1-6.b(1) through 2-1-6.b(5) will be met. Service providers that have an approved maintenance plan on file with AFS-400 may be exempt from this requirement by request.

**Note:** AeroNav Services are exempt from the requirements of paragraph 2-1-7a and will notify AFS-400 when assuming responsibility for procedures developed by another service provider.

**b. If the transfer is approved,** the service providers address the following:

- (1) Establish transfer date as agreed to by all parties and notify AFS-460.
- (2) Notify the RRGB [see paragraph 2-1-3.b(10)].
- (3) Coordinate transfer of documentation files to include all applicable FAA 8260-series forms (see paragraph 2-1-4.a/b/c for procedure file contents) and general correspondence

that pertains to the procedure(s). This includes documentation on periodic reviews, NOTAMs, OE studies, and periodic flight inspection/validation as applicable.

**Note:** Include points-of-contact.

(4) It is the receiving service provider's responsibility to ensure transferred procedures are current and acceptable. Once procedures are accepted by the receiving service provider, they become that service provider's responsibility.

#### **2-1-8. Cancellation of Special Instrument Procedures/Authorizations.**

**a. When a Special Instrument Procedure** will no longer be maintained and responsibility for the procedure will not be transferred, or the procedure is no longer required, the procedure must be canceled [see paragraph 2-1-6.b(6) and note].

(1) The RNGB notifies the service provider that is maintaining the procedure, that the procedure is no longer required (include the reason for cancellation) and should be canceled.

(2) The service provider maintaining the procedure notifies the RNGB that a procedure is no longer required (include reason for cancellation) and should be canceled. The service provider prepares an original FAA 8260-series form per Order 8260.19, chapter 8 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 the RNGB for processing and distribution. Include any FAA Form 8260-2, Radio Fix and Holding Data Record (Fix Data).

**Note:** The service provider will continue to maintain the procedure until canceled by the RNGB. The procedure may be removed from service by NOTAM with concurrence of the appropriate RNGB.

**b. The RNGB** will establish the effective date of the cancellation on the submitted FAA Form 8260-7A (cancellation) submitted by the service provider. The form is then sent to AFS-460 for processing and distribution.

**c. AFS-460** processes the cancellation through the PRB and forwards to AFS-400 for signature. The signed FAA Form 8260-7A (original) is returned to AFS-460 for filing. A copy will be distributed in accordance with paragraph 2-1-10.

**d. Cancellation of an operator authorization** (i.e., FAA Form 8260-7B) 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, and AFS-460.

#### **2-1-9. Release of Special Instrument Procedure Information.**

**a. Special Instrument Procedures** will only be issued in accordance with the provisions of this order.

**b. Requests for any information** relating to the development of Special Instrument Procedures, or the approved procedures, made in accordance with the provisions of the Freedom of Information Act (FOIA), 5 U.S.C. 552, will be handled separately in accordance with the FOIA and Order 1270.1, Freedom of Information Act Program. Responses to such requests will be coordinated through AFS-400 and release determination will be made on a case-by-case basis.

**2-1-10. Distribution.** Responsible offices distribute forms as follows:

**AFS-460**

Original to: File  
Copies to: Service Provider  
NFDC  
RNGB

**RNGB**

Copies to: FSDO/CMO/POI for the proponent  
AFS-460  
FSDO for the airport  
Airport Manager  
Applicable Service Area FPT  
ARTCC (as appropriate)  
ATCT (as appropriate)  
Other distribution (as required)

**FSDO/CMO/POI**

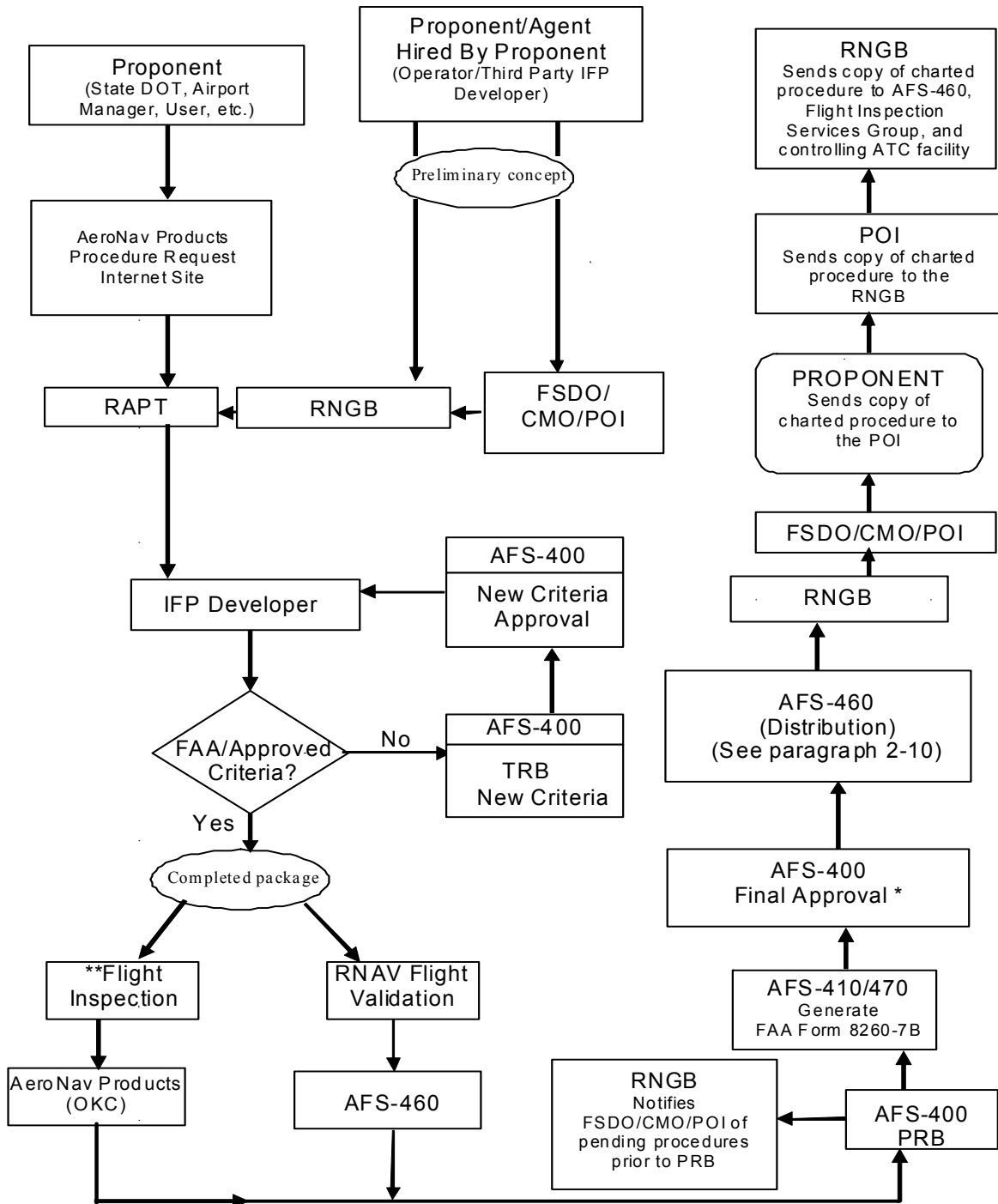
Copy to: Proponent(s) and other approved operators

**Proponent**

Copies to: Applicable Cartographic Companies  
POI (Graphic)



Figure 2-1-1. Specials Instrument Procedure 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.

**Figure 2-1-2. Special Instrument Procedure Checklist**

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

## Chapter 3. Administrative Information

### Section 3-1.

**3-1-1. Distribution.** This order is distributed in Washington headquarters to the Group and Team level in the Air Traffic Organization (Safety, En Route and Oceanic Services, Terminal Services, System Operations Services, Technical Operations Services, and Mission Support Services); to the Branch level in the Flight Standards Service; to the National Flight Data Center (NFDC), AJV-21, to the National Aeronautical Navigation Products Office (AeroNav Products), AJV3, and to the Regulatory Standards Division, AMA-200, at the Mike Monroney Aeronautical Center; to the branch level in the regional Flight Standards Divisions; to the Team level in the ATO Service Area Operational Support Groups; Special mailing list ZVN-826; and Special Military and Public Addressees.

**3-1-2. Background.** Historically, Special Instrument Procedures were limited in both quantity and use and were typically developed and maintained by the FAA (AeroNav Products). Improvements in navigation methods, aircraft performance systems and a growth in private aviation have increased the need for Special Instrument Procedures that are tailored to a specific user(s). This has led to the creation of commercial or non-government organizations that develop Special Instrument Procedures tailored to locations, performance characteristics, and specific users to achieve a host of benefits that include time/fuel savings, increased instrument flight rules (IFR) capabilities, and a reduction in emissions. As such, guidance for the development and approval of Special use procedures formally residing in FAA Order 8260.19 and directed primarily to a small, limited audience required updating and clarification to serve a broader and more commercial audience and to ensure the safety and quality of Special Instrument Procedures.

#### 3-1-3. Definitions.

**a. AeroNav Products.** The FAA office that develops/maintains Public/Special Instrument Procedures.

**b. Operators.** Individuals or companies (including airlines) that own/operate aircraft. These entities may develop (as a service provider) or contract to develop Special Instrument Procedures.

**c. Proponent.** A company, organization, or person requesting a Special Instrument Procedure.

**d. Service Provider.** Any organization, company, or person who develops Special Instrument Procedures.

**e. Maintenance Provider.** Any organization, company, or person who maintains Special Instrument Procedures. May also be the service provider.

#### 3-1-4. Related Publications.

- a. **FAA Order 1270.1**, Freedom of Information Act Program.
- b. **FAA Order 8200.1**, United States Standard Flight Inspection Manual.
- c. **FAA Order 8260.3**, United States Standard for Terminal Instrument Procedures.
- d. **FAA Order 8260.19**, Flight Procedures and Airspace.
- e. **FAA Order 8260.31**, Foreign Terminal Instrument Procedures (FTIPs).
- f. **FAA Order 8260.42**, United States Standard for Helicopter Area Navigation (RNAV)
- g. **FAA Order 8260.43**, Flight Procedures Management Program.
- h. **FAA Order 8260.46**, Departure Procedure (DP) Program.
- i. **FAA Order 8260.58**, United States Standard for Performance Based Navigation (PBN) Instrument Procedure Design.
- j. **FAA Order 8900.1**, Flight Standards Information Management System (FSIMS).

### **3-1-5. Forms and Reports.**

- a. **FAA Form 8260-1**, Flight Procedures Standards Waiver.
- b. **FAA Form 8260-2**, Radio Fix and Holding Data Record.
- c. **FAA Form 8260-7A**, Special Instrument Approach Procedure.
- d. **FAA Form 8260-7B**, Special Instrument Approach Procedure Authorization.
- e. **FAA Form 8260-9**, Standard Instrument Approach Procedure Record.
- f. **FAA Form 8260-10**, Standard Instrument Approach Procedure (Continuation Sheet).
- g. **FAA Form 8260-30B**, Obstacle Assessment Checklist.

**3-1-6. Information Update.** For your convenience, FAA Form 1320-19, Directive Feedback Information, is included at the end of this revision to note any deficiencies found, clarification needed, or suggested improvements regarding the contents of this revision. When forwarding your comments to the originating office for consideration, please provide a complete explanation of why the suggested change is necessary.