



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

Air Traffic Organization Policy
Aviation System Standards

**ORDER
JW-3
8200.6B**

Effective Date:
5/22/09

SUBJ: Coordination of Flight Inspection Procedure Packages

1. Purpose of This Order. This order establishes policy and assigns responsibility for coordinating Instrument Flight Procedure (IFP) packages between the National Flight Procedures Office (NFPO) and the Flight Inspection Operations Group (FIOG). Once the IFP package is designated for flight inspection, it is referred to as a flight inspection procedure package.

2. Audience. All Aviation System Standards (AVN) employees and managers who prepare or process flight inspection procedure packages.

3. Where Can I Find This Order? You can find this order on the AVN website:
<http://www.avn.faa.gov/index.asp?xml=fioo/info>

4. What This Order Cancels. This order cancels Order VN 8200.6A, dated April 15, 2005.

5. Explanation of Policy Changes. This order redefines the responsibilities of NFPO and FIOG for preparing and processing flight inspection procedure packages. It introduces a new form, the Flight Inspection Procedure Control Form (FIPC), VN 8200-6-1, which captures inspection data in a more standardized format, in order to improve product quality and processing time. The current Flight Procedure Tracking Form (PC), VN 8200-6 is streamlined as a result of new form VN 8200-6-1.

6. NFPO Responsibilities for Package Contents. The NFPO will prepare a flight inspection procedure package for all original or amended IFP(s), prior to publication. The NFPO may approve exceptions for amended procedures that have only minor editorial changes. The NFPO also processes procedures packages from Air Traffic (AT), U.S. Army, and other external sources; these are coordinated using other applicable directives and, to the extent possible, this order. NFPO personnel will assemble the following documents that comprise each individual flight inspection procedure package:

a. Flight Procedure Tracking Form (PC), VN 8200-6. A PC is required for each primary Procedure, Airway, Fix, Expanded Service Volume (ESV) request, and Night Evaluation request submitted for Flight Inspection review. Fixes and ESV(s) that are part of a procedure may be included in the procedure package instead of being submitted separately. The "Procedure Comments" block of each PC must contain:

(1) A list of all forms and documents in the package, including new or revised ESV(s) and waivers.

(2) A requested/ proposed publication date to coincide with the AVN production schedule, and additional information as needed.

- (3) A comment indicating if flight inspection is required by a certain date.
- (4) A prominently located, stamped or printed remark indicating the status of the procedure (see Paragraph 7): "New Flight Check (NEW FLTCK)", "Resubmitted", or "Replacement".
- (5) A prominently located, stamped or printed remark indicating "LP", "LPV", "MagVar", or "DME/ DME", for those types of procedures.
- (6) Special comments, such as:
 - (a) New equipment, airport or runway construction, or establishing procedures at airports with no prior IFR service.
 - (b) Area Navigation (RNAV) procedures that replace an existing Global Positioning System (GPS) procedure include the statement, "THIS REPLACES GPS RWY XX".
 - (c) RNAV or GPS Standard Instrument Approach Procedures (SIAP(s)) that require a conventional fix to be established in the Federal Airway System, include the fix name followed by the type of supporting navigational aid (NAVAID) (e.g., "JOGMO – VOR/DME"). This alerts the Flight Inspector to determine if there is a need for more than just an RNAV evaluation.
- (7) Phone numbers of the applicable NFPO Lead and Specialist.
- (8) For *resubmitted* packages, the reason(s) why it is resubmitted (see Paragraph 7).
- (9) For a group of packages, a numbering system to indicate which number that PC represents within the total number in the group (e.g., "1 of 23", "2 of 23", etc.).
- (10) For RNAV procedures that use fix(es) located in the conventional National Airspace System (NAS), a list of associated ground-based facilities.

b. Flight Inspection Graphic (FIG). The package should contain a FIG for each procedure, except Airport Surveillance Radar (ASR), Precision Approach Radar (PAR), textual Departure Procedures (DP(s)), Diverse Vector Areas (DVA(s)), and Fixes. Procedure packages without FIG(s) will be coordinated between NFPO and FICO personnel on a case-by-case basis. A FIG may be a computer-generated graphic produced by a NFPO Procedure Specialist or by the National Aeronautical Charting Office (NACO), but it must emulate a final published chart as much as practical. Sketches or hand-drawn FIG(s) are not acceptable. NFPO personnel will ensure each FIG meets the following requirements:

- (1) It is prominently marked, "PROTOTYPE, NOT FOR NAVIGATION".
- (2) Background and supporting features do not interfere with chart legibility.
- (3) For amendments, a legible, unedited copy of the existing procedure is included for comparison purposes. This is annotated with "Old" or "Existing" to differentiate it from the proposed procedure. Nothing should be highlighted on either copy.
- (4) The Final Approach Segment (FAS) controlling obstacle is depicted by the appropriate symbol, a one or two-word description, coordinates to one hundredth of a minute, and elevation to the nearest foot.

(5) Radials, bearings, headings, magnetic (MAG) and true courses are depicted to the nearest whole degree.

(6) DME and waypoint mileage values are depicted to the nearest tenth of a nautical mile (nm).

(7) For RNAV FIG(s), including standard terminal arrival routes (STAR(s)), standard instrument departures (SID(s)) and departure procedures (DP(s)):

(a) TRUE courses are depicted to the nearest whole degree, in parentheses, for each segment or leg.

(b) All the procedure waypoints are listed on the plan view (where space is available) in alphabetical order, with their coordinates to the nearest thousandth of a minute.

(c) Special requirements are included, as required (e.g., grid information).

(8) Any materials supplied with SID(s), STAR(s), and charted visuals that have been submitted to NACO for charting are included in the package.

(9) For SID(s) and STAR(s) that will cancel a current procedure, a copy of the current published SID/ STAR graphic must be included and prominently marked, "Cancel" or "CNX".

c. Extended Service Volume (ESV) Requests. ESV(s) must have Frequency Management Office (FMO) approval before flight inspection. Each ESV request will be on a completed one-page form, and will include the Form 8260-2 for each fix ESV. Requested altitudes, distances, facility names and components, and all other supporting data listed on the ESV form must accurately reflect the data from the appropriate 8260 series forms and data sheets, as well as any other supporting documents in the package.

d. Maps. Color copies of maps will clearly depict the obstruction areas and controlling obstacles. Procedural segments must be easily distinguished from the background and other features. Each controlling obstacle will be clearly marked and numbered to match the obstacles listed on the corresponding FAA form. The following items will be included:

(1) A 1:24,000 scale map depicts each final trapezoid ("trap") and its associated controlling obstacle. For example, although LP, LPV, LNAV/ VNAV, LNAV minimums may all be included in one SIAP proposal, each type of final trap may have differing dimensions and different controlling obstacles, requiring separate maps for each type of minimum.

(2) A 1:100,000 scale map depicts each final segment, i.e., Instrument Landing System (ILS) and Localizer (LOC), circling and as much of the missed approach as possible, or the first portion of a departure procedure (DP).

(3) A 1:500,000 scale map depicts all procedure segments. More than one map of this scale may be included if all procedure segments cannot be clearly depicted on a single map.

(4) For airways, applicable portions of the en route low/ high altitude instrument and sectional aeronautical charts are acceptable.

(5) For STAR(s) and charted visual approaches, only those items provided by Air Traffic (AT) are included.

e. Other Documents. All other miscellaneous forms and documents included in the package must be listed in the PC's "Procedure Comments" block. Except for FIG(s), maps and supplemental information, copies of FAA forms should be two-sided, when feasible.

f. Changes and Revisions. For every change or revision, the appropriate blocks of the submitted forms will include detailed, accurate information. Flight inspectors use this information to determine what portions of a procedure require airborne inspection. Changes or revisions involving distances, altitudes, bearings, and courses must be accurately annotated. Generalized terms such as "updated" or "revised" must be supported with details.

g. Flight Inspection Package Stacking Order. NFPO personnel will assemble all applicable documents for the flight inspection package in the following order (item (1) on top):

- (1) PC (Form VN 8200-6). For a group of packages, a numbering system indicates which number that PC is within the total number of packages in the group (e.g., "1 of 23", "2 of 23", etc.).
- (2) New FIG (see Paragraph 6b).
- (3) Old FIG (see Paragraph 6b).
- (4) ESV requests (see Paragraph 6c).
- (5) Maps (see Paragraph 6d).
- (6) FAA Forms (8260 & 7100 series), except for 8260-2 forms.
- (7) FAA Forms 8260-2 (alphabetical, regardless of their status, such as "Info Only").
- (8) All other pertinent information.

7. NFPO Responsibilities for Package Processing. After the package is assembled, NFPO personnel will stamp or print on each PC (Form VN 8200-6) one of the three procedure status' below (see Paragraph 6a(4)). The NFPO will provide the FICO with one paper copy of each flight inspection package and one additional copy of the PC.

a. New Flight Check (NEW FLTCK). Original, changed or amended procedures.

b. Resubmitted. Resubmitted packages are procedures that are changed by the NFPO after flight inspection, or returned to the NFPO with a "REJECT", "SAT W/ CHANGES" or "UNSAT" status. A Flight Inspector must review, give a satisfactory ("SAT") status, and sign for all "Resubmitted" packages before they are published.

(1) "REJECT" packages are returned to NFPO before they were flown. If a NFPO Specialist is able to resubmit a correction to the FICO within 24 hours, the package correction will be routed back to the Flight Inspector who rejected it. If a NFPO Specialist is unable to submit a

correction within 24 hours, the FICO will cancel the original flight inspection request and return the flight inspection package to the NFPO.

(2) "UNSAT" or "SAT W/ CHANGES" are returned to the NFPO after flight inspection. The NFPO Liaison will place a copy of the original FIPC (Form VN 8200-6-1) on top of the resubmitted flight inspection package for reprocessing. The original FIPC describes why the flight inspection package was returned.

(3) For procedures that the NFPO changes, NFPO will provide an explanation of changes in the "Procedure Comments" block of the PC, as well as on the appropriate forms in the package.

c. Replacement. A replacement package is one that is replaced because of NFPO requirements. NFPO will provide an explanation of why the package is being replaced in the PC "Procedure Comments" block. If necessary, NFPO will provide a list of other procedures affected.

8. FIOG Responsibilities for Package Processing. The FICO is the FIOG's Office of Primary Responsibility (OPR) for flight inspection procedure packages. Within the FICO, Flight Inspection Operations Specialists (FIOS) are responsible for all procedure package processing and coordination between the NFPO and the FIOG aircrews.

a. Flight Inspection Operations Specialist (FIOS). After receiving a flight inspection procedure package, a FIOS assigns a FICO special control number and, if applicable, obtains a reimbursable number. The FIOS enters the procedure(s) into a FICO database, fills out and prints an FPC, and finally adds a paper copy of the FPC to the top of each respective procedure package. The FIOS retains one FPC copy for FICO records and sends the package to the appropriate field office. DME/ DME, LPV, and Helicopter procedures require additional actions prior to distribution:

(1) DME/ DME Procedures. FIOS obtains DME/ DME procedural data from the RNP Program Office and loads it into the appropriate database and/or electronic folder for use by flight inspection aircrews.

(2) LPV Procedures. FIOS saves the final approach segment (FAS) data into an electronic folder and loads it into the appropriate database for use by flight inspection aircrews.

(3) Helicopter Procedures. FIOS accesses the appropriate electronic database, extracts the applicable procedural information, creates (if necessary) an ARINC number, and saves the procedural data with the ARINC number into the appropriate database for use by flight inspection aircrews.

b. Packages Returned Prior to Flight. Packages that are reviewed and assigned a status other than "Flight Check Required" will be returned (with attachments, if necessary) to the FIOS for processing, according to the status assigned by the Flight Inspector who reviewed it:

- (1) No Flight Check Required prior to flight ("NFCR" is marked on FPC). The FIOS will:
- (a) Ensure the FPC and ESV(s), if applicable, are signed and dated by a Flight Inspector.
 - (b) Process FOMS entry to clear the electronic procedure record.

(c) Electronically distribute copies of the FPC(s) and ESV(s) to the appropriate branches and teams (provide paper copies if requested).

(d) File paper copy(ies) of the FPC(s) and coordinate the flight inspection approval of ESV(s) into the designated ESV database (currently ESVMS) for FICO records.

(2) Rejected prior to flight ("REJECT" is marked on FPC). The Flight Inspector signs the preflight "Reviewer" block, includes the reason(s) why the procedure was rejected, and sends the package to issuing FIOS. The FIOS returns the package to the NFPO Liaison. If the NFPO Liaison is able to resubmit the corrected package to the FIOS within 24 hours, the FIOS will route the package back to the Flight Inspector for continued processing. If the NFPO is unable to submit a corrected package within 24 hours, the FIOS will cancel the flight inspection request and return the flight inspection procedure package to the NFPO.

c. Packages with Changes or found Unsat. If the Flight Inspector marks "SAT W/ CHANGES" or "UNSAT", they notify and send the package to the FIOS, who returns it to the NFPO Liaison. Corrected or changed packages are resubmitted by the NFPO according to Paragraph 7b. Prior to publication, the NFPO will attempt to coordinate with the originating Flight Inspector in order to make the necessary changes that will satisfy flight inspection requirements. The NFPO will electronically document this coordination.

d. Satisfactory As Submitted (SAT). When a flight inspection is complete and the procedure is satisfactory as submitted, the Flight Inspector completes the FPC "POSTFLIGHT" section and returns the package to the appropriate FIOS.

9. Special Category (Private) Procedures.

a. No-Waiver Special Category. Special category instrument flight procedures developed by the NFPO and not requiring waivers or special certification must meet the same requirements as public procedures. The Flight Inspector will assign a status to the procedure, sign the FPC, and electronically transmit it to the FICO as soon as practical after the inspection.

b. AFS-Approved Procedures. Special category instrument flight procedures such as third party, special aircraft & aircrew requirements (SAAR), etc., require AFS-400 final approval.

(1) If the IFP is "SAT" or "SAT W/CHANGES", the Status and Signature blocks on the FPC are left blank. The parts of the procedure that were flight checked to completion are listed in the Flight Inspector Remarks block. Include the remark, "Requires final approval by AFS-400". Electronically transmit the FPC electronically to the FICO within 24 hours.

(2) IF the IFP is other than "SAT" or "SAT W/ CHANGES", mark the appropriate Status blocks on the FPC and provide an explanation in the Flight Inspector Remarks block. Leave the Signature block blank. Include the remark, "Requires final approval by AFS-400".

/s/

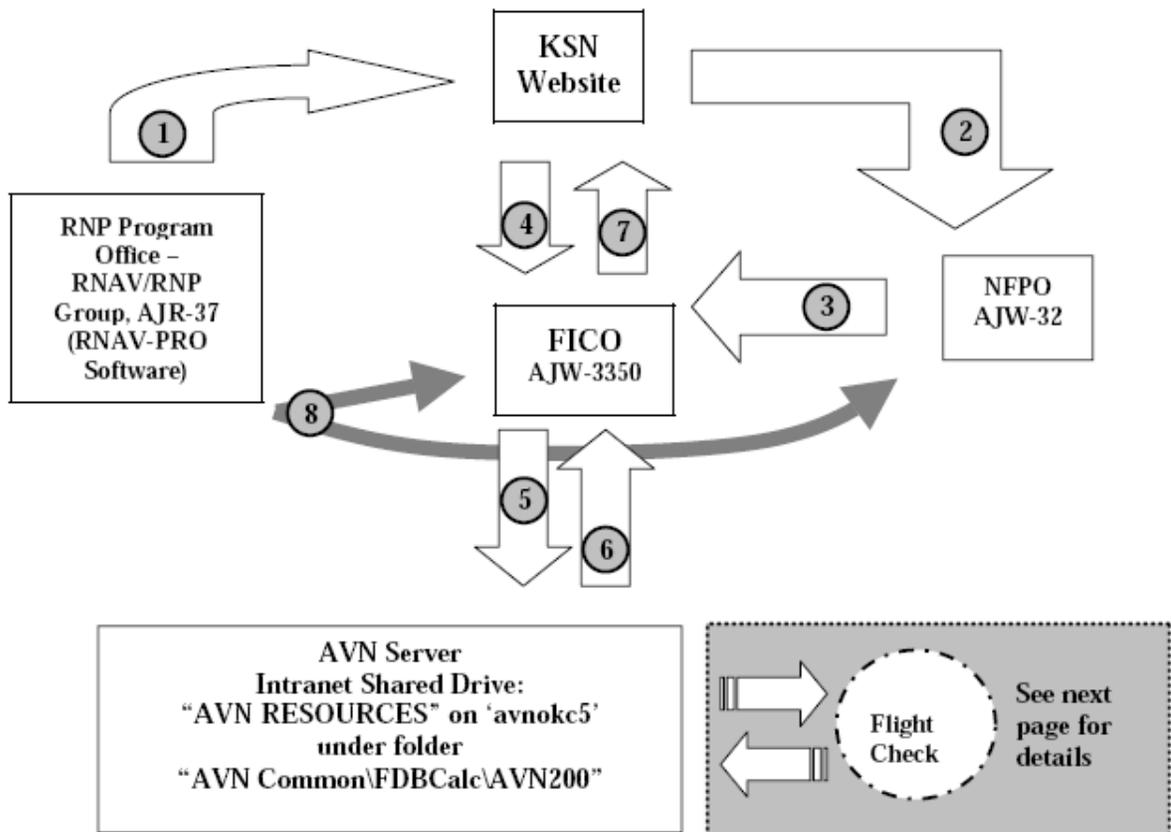
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Appendix A. DME/ DME Inspections

RNAV flight inspection packages with DME/ DME require additional data provided by the RNP Program Office. The NFPO and FIOG will coordinate on DME/ DME using the process below.

DME/ DME RNAV Procedure Process

Diagram of how DME/ DME RNAV Procedure Information is Processed for Flight Inspection



Process Steps:

1. AJR-37 Posts a RNAV-PRO, DME/DME Analysis "flight plan" (a PDF file) and associated AFIS data files (EXCEL CSV files) on KSN site (aka RNP Office Procedures Site).
2. NFPO downloads DME/DME Analysis "flight plan."
3. NFPO groups the DME/DME Analysis "flight plan" with the DME/DME Procedure Package and forwards it to the FICO.
4. FICO downloads AFIS data files from KSN site.
5. FICO posts the files on the AVN Server (AVN RESOURCES on 'avnokc5' in a folder located under: AVNCommon\FDBC\AVN200).
6. FICO, triggered by DFL, retrieves AFIS data file from AVN Server.
7. FICO sends AFIS data file to RNAV-PRO Group (AJR-37) for post processing, and sends signed PC to NFPO.
8. Email from RNAV-PRO Group (AJR-37) to FICO and NFPO provides official notification of RNAV PRO post evaluation results.
9. If Satisfactory, NFPO processes for publication. When found Unsatisfactory, FICO and NFPO will determine next course action. NFPO communicates plan for redesigning procedure to RNAV-PRO Group.

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Appendix B. Terms and Definitions

- 1. Flight Procedure Control Form (FPC), VN 8200-6-1.** A form established to replace the existing Form VN 8200-6 used by the National Flight Procedures Office (NFPO). It provides a means of tracking the progress of a procedure submitted for flight inspection and replaces the existing PC for signature purposes.
- 2. Flight Procedure Tracking Form (PC), VN 8200-6.** The current form used by the NFPO and FICO to track the progress of a procedure.
- 3. Diverse Vector Area (DVA):** An area in which a prescribed departure route is not required. Radar vectors may be issued below the minimum vectoring or minimum instrument flight rule (IFR) altitude. It can be established for diverse departure, departure sectors, and/or video map radar areas portraying obstacles and terrain (Order 8260.3B, Volume 4, Paragraph 1.1.9).
- 4. Flight Inspection Publication (FLIP) Chart.** Instrument approach procedure, standard terminal arrival route (STAR), and departure procedure (DP) charts published by the National Aeronautical Charting Office (NACO).
- 5. Instrument Flight Procedure:** IFR procedures that encompass en route and terminal operations.
- 6. Obstacle Departure Procedure (ODP).** A preplanned IFR DP printed for pilot use in textual or graphic form (AIM).

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Appendix C. Forms

Flight Procedure Tracking Form (PC), VN 8200-6

Flight Procedure Tracking Form		Action	Task Type	Date Open	Task #	Request #
Procedure:		AirportID	Airport:			Reimbursable #
City:	ST:	GPS #				
Fec ID:	Fec. Type:	Specialist:				
Procedure Review						
	Rec'd	Ret'd	Initials	Comments		
Lead:						
QA:						
Liaison:						
Procedure Comments:				Remark Type:		

VN 8200-6 (12/2008)

Flight Inspection Procedure Control Form (FIPC), VN 8200-6-1

FLIGHT PROCEDURE CONTROL FORM															
PROCEDURE:		AIRPORT NAME:		AIRPORT ID:		SPCL CONT NO:									
CITY:		DFL TYPE:		THIRD PARTY		ST:		EST. CHART DATE:							
FAC ID:		EST. TIME ON SITE:		REIMB. NUMBER:		FLT CK REQ		NFCR		REJECT					
PREFLIGHT NOTES															
REVIEWER:						DATE:									
COMMENTS:						ASSOCIATED FACILITIES:									
						VIDEO MAP REQUIRED						YES		NO	
						ESV(S) ATTACHED						YES		NO	
						GROUND MAINTENANCE						YES		NO	
POST FLIGHT															
INSPECTION DATE		CREW #		N #		SAT		SAT W/CHANGES		SAT / GOLD		UNSAT		NOTAM ISSUED?	
FLIGHT INSPECTOR SIGNATURE:												PRINT NAME:			
FLIGHT INSPECTOR REMARKS:															