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| **Procedure Identification** | **Aerodrome Name** |
|   |  |
|  | **Community Name** | **ICAO Identifier** |
|  |  |  |
| **Procedure Sponsor** |
| **Organization’s Name** | **Contact Name and Position** | **Mailing Address** |
|  |  |  |
| **Telephone** | **Facsimile** | **Email** |  |
|  |  |  |  |
| **Procedure Designer** |
| **Organization’s Name** | **Contact Name and Position** | **Mailing Address** |
|  |  |  |
| **Telephone** | **Facsimile** | **Email** |  |
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| **Procedure Maintenance** |
| * The sponsor must ensure a plan is in place for the periodic review and amendment of the instrument procedure to meet TP 308 standards.
* The sponsor must ensure a plan is in place for both the commissioning flight check and periodic flyability flight checks.
* The sponsor must identify the contact person / group responsible for the procedure’s periodic maintenance.
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| **Organization’s Name** | **Contact Name and Position** | **Mailing Address** |
|  |  |  |
| **Telephone** | **Facsimile** | **Email** |  |
|  |  |  |  |
| **Intended User(s)** (If additional space is required, attach separate sheet) |
| **User Company** | **Contact Name and Position** | **Mailing Address** |
|  |  |  |
| **Telephone** | **Facsimile** | **Email** |  |
|  |  |  |  |
| **User Company** | **Contact Name and Position** | **Mailing Address** |
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| **Telephone** | **Facsimile** | **Email** |  |
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| **Disclaimers and Signature** |
| * **Obstruction Evaluation Plan** – The sponsor is responsible to ensure initial assessment of any obstructions that would affect this procedure as well as obstructions resulting from the ongoing land use process.
* **Aerodrome / Airspace Plan** – The procedure must be submitted according to NAV CANADA’s submission criteria. If the procedure has been designed at a site that does not yet reside in the *Canada Air Pilot* (CAP), the site’s applicable coordinates must be provided. The submission must address classification of airspace (controlled / uncontrolled) and include an analysis of impact on currently published instrument procedures at the site or adjacent sites.
* **Environmental** – The sponsor shall ensure the procedure has been designed in accordance with local environmental policies concerning wildlife, noise, and any other applicable criteria.
* **NOTAM Plan** – The sponsor shall develop a NOTAM Plan identifying the contact information for the responsible Flight Information Centre (FIC). Compliance to change data such as fixes, altitudes or minimums via NOTAM action will continue to be the responsibility of the sponsor.
* **Cancellation** – The sponsor must provide 70 days notice to NAV CANADA concerning cancellation of the procedure.

***I have completed this form, read and understood the disclaimers and will include this form in the design submission package.*** |
| **Sponsor’s Representative (print)** | **Signature** | **Date** |
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