

TO WHOM IT MAY CONCERN

Date: October 2015

Subject: Changes in Amsterdam Airport Schiphol Night Slot monitoring by Airport Coordination Netherlands per W15.

L.S.,

Airport Coordination Netherlands (ACN) will change the slot monitoring procedures with regard to unplanned night movements at Amsterdam Airport Schiphol (AMS) per W15. Reason for changing this process is, among others, that a more efficient monitoring system process is required because of the increasing number of unplanned night movements. Moreover it aims to improve overview for both airlines as well as ACN.

This letter informs you on the upcoming changes. ACN strongly recommends all airlines to read this letter carefully and act accordingly.

Introduction AMS night regime

Operations during the night period without a night slot will automatically be considered as a formal violation of the night regime, unless the airline can proof that the unplanned night movement was due to unforeseeable and unavoidable causes outside the carrier's control (i.e. Force Majeure). The below table indicates the definition of night movements and night slots in local time (LT):

	Time	From (LT)	To (LT)
Night movement (night period)	Runway times	23:00	06:59
Night departure slot	Block times	22:40	06:59
Night arrival slot	Block times	23:00	07:19

If airlines have operated during the night period without a night slot repeatedly and intentionally the matter will be handled in accordance to the rules of the Inspectorate of Infrastructure and the Environment¹.

¹ These rules can be found on our website: <http://www.slotcoordination.nl/slot-monitoring.asp>.

Changes per W15

Effectively as of start of W15 ACN will follow the following procedures with regard to unplanned night movements at AMS:

1. Airlines should not pro-actively send explanation or SCR messages regarding unplanned night movements after operations. Airlines have to await the official monitoring report of ACN for the affected flights and should only reply to that message.
2. Monitoring will be done by ACN on a daily basis. The airlines concerned will receive a **weekly report** on their unplanned night movements.
3. Unplanned night movements as identified during the monitoring process automatically get the status of **formal violation**, unless ACN considers the reason for the unplanned night movement to be Force Majeure (FM) based on the explanation of the carrier. Airlines can retrieve more information on the reasons of FM on the website of ACN. Explanations should be sufficiently justified with factual data such as but not limited to delay reports and ATC delay codes.
4. Airlines are requested to explain each unplanned night movement in the monitoring report as mentioned under (2) **within 5 business days**. When no reply is received the affected unplanned night movements will remain formal violations.
5. Airlines have a single possibility to respond to and explain the unplanned night movements. Based on this explanation ACN will make a decision on whether the flight will be considered as FM or will remain a formal violation. In case ACN cannot make a proper judgement based on the information provided, the affected flight will remain a formal violation.
6. Explanations of unplanned night movements must be sent to the dedicated email address monitoring@slotcoordination.nl. Please note that messages sent to other email addresses (scr@slotcoordination.nl and info@slotcoordination.nl) are not accepted anymore. Supporting reports or attachments may be added.
7. Confirmation by email whether flights will be considered FM or formal violations will be sent to airlines. If no replies are received from the airline, confirmation by email will be sent indicating that no explanation has been received and the flight will remain considered as formal violation.

More information

This monitoring procedure, including other relevant information, is also published at our website www.slotcoordination.nl.

Airport Coordination Netherlands