

Schedule Coordination for General Aviation (GA) at Amsterdam Airport Schiphol

Procedures for General Aviation

1. Introduction

- 1.1 According to COUNCIL REGULATION (EEC) No 95/93 as amended, it is necessary for an air carrier or any other aircraft operator, in order to land or take off at a 'coordinated airport', to have been allocated a slot by a coordinator, with the exception of State flights, emergency landings and humanitarian flights.
- 1.2 The objective of the following procedures is to make full use of the available airport capacity for the benefit of all types of traffic in accordance with applicable rules and regulations. It is designed to ensure that GA operations are administered in a neutral, non-discriminatory and transparent manner. It also seeks to prevent GA operations from increasing congestion and impacting upon the efficient operation of the airport.
- 1.3 SACN, as the duly appointed coordinator, is responsible for the approval of all GA operations at Amsterdam Airport Schiphol.

2. Definitions

In these procedures the following words shall have the following meanings:

Ad Hoc Operation: any operation that is not part of a series of slots;

Commercial aviation: flights performed by an air carrier, providing scheduled flights, programmed charters or ad hoc flights which are open for individual bookings for passengers and/or freight and/or mail, including positioning flights which are directly linked to the operation of these flights;

Coordination Committee Netherlands: the Committee of coordinated airports in the Netherlands in accordance with the EU Regulation 95/93 and the Slot Allocation Resolution ("Besluit Slotallocatie", Stb.1997, no.635);

General Aviation: all aviation except commercial aviation. Including but not limited to business aviation, air taxi operations and technical flights;

SACN: Stichting Airport Coordination Netherlands, the Coordinator;

Slot: the permission given by a coordinator in accordance with Council Regulation (EEC) No 95/93 as amended to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off as allocated by a coordinator in accordance with said Regulation;

Series of slots: at least five slots requested for the same time on the same day of the week regularly in a scheduling season;

Technical flights: all positioning and test flights operated for reasons of maintenance, repair and overhaul. Flights carrying passengers, cargo or mail will not be considered technical flights.

SSIM: Schedule Standards Information Manual, an IATA document that defines the schedule coordination request message formats (SSIM Chapter 6);

SSPC: Scheduling and Slot Performance Committee, advisory subcommittee of the Coordination Committee Netherlands;

The Inspectorate of the Ministry of Infrastructure and the Environment: Human Environment and Transport Inspectorate (CAA-NL), responsible for the enforcement of the night regime.

3. Availability

3.1 Remaining capacity from the slot pool is available for all types of aviation.

The allocation of airport slots for GA will not start earlier than after the Historic Baseline Date (i.e. 31 January for IATA Summer season, and 31 August for IATA Winter season).

3.2 General aviation is not allowed to operate during night time (runway time 23.00 – 06.59 LT). Slot times allocated are on/off block times – not runway times. The night time however is based on runway times. See also paragraph 8.2.

In close consultation with the Ministry of Infrastructure and the Environment, SACN may decide to allocate slots, within the available capacity, during the night period for event driven flights with public interest on an incidental basis.

3.3 Actual airport slot availability can be checked on SACN's online portal

<https://e-airportslots.aero>. All operators are encouraged to consult the slot availability prior to making an application and target request at times where slots are available whenever possible. As from the second half of 2014 operators can also request slots directly through e-Airportslots.

4. Force majeure

The following reasons could be considered as being beyond control and unforeseen:

- a) technical failures and aircraft defects at previous stations and no alternative available within reasonable time;
- b) return to airport because of in-flight failure (such as: bird strike) and the subsequent departure on the same day;
- c) local ATC directives severely disturbing 'normal' operations;
- d) unforeseen ATC delays local and/or en-route (strikes, radar failures, political);

- e) severe weather conditions at other stations and/or home stations;
- f) limited runway use for exceptional reasons at departure stations;
- g) political instructions (for instance major events with possible effects on safety, state flights).

5. Exemptions

5.1 A limited set of flight types will be permitted to operate when slots are not available. Details of exempt flight types are provided in Annex 4: Exempt flights.

5.2 With the exception of emergency operations, operators must notify SACN in advance of any exempt flights and provide the information necessary to verify their status. Emergency operations must be notified to SACN as soon as possible for monitoring purposes.

A. Exemptions under COUNCIL REGULATION (EEC) No 95/93 as amended

The following flights are exempted from having a slot in order to land or take off at a coordinated airport:

- a) State flights including aircraft used for public service
- b) Emergency landings
- c) Humanitarian flights (including medical emergencies such as donor flights, flights where safety of life is involved)

B. Exempted VFR flights

Based on the AIS Netherlands/AIP (EHAM AD 2.20) the following VFR flights are exempted from having a slot at Amsterdam Airport Schiphol:

- a) VFR flights by helicopters
- b) VFR flights by propeller driven aircraft with a MTOW < 5700 kg.

6. Requests for GA operations

6.1 All requests for GA operations must be submitted in writing or through the online system. Submissions to SACN should be made as in SSIM-format EMAIL messages. Request for exempt or incidental night operations can only be submitted one working day before the day of operation at the latest.

6.2 Telephone requests will be accepted provided they are followed up in writing for audit purposes. Telephone requests should be limited to urgent situations, e.g., for operations on that day.

6.3 Requests should not be submitted earlier than after the Slot Return Deadline (i.e. 31 January for IATA Summer season, and 31 August for IATA Winter season). Speculative

bidding without a firm intention to operate is considered an abuse of the system (see par.8– Monitoring).

6.4 Only ad hoc slots can be requested, series of slots will not be accepted.

6.5 Requests may be made by the aircraft operator or its authorized handling agent. SACN may limit those operators authorized to make requests directly.

6.6 For details of request data requirements, please see **Annex 2: Request Data Requirements** and **Annex 3: Use of Service Types**.

6.7 Slots that are confirmed but not needed, shall be returned to the slot coordinator immediately. Failure to do so will be considered as slot abuse.

7. Responses to requests

7.1 SACN will reply to requests as soon as possible. It endeavors to respond to most requests within 24 hours and all within **3 business days**. Workload is prioritized for urgent requests, i.e., operations for today or tomorrow.

7.2 Responses will be in writing ONLINE, or by EMAIL. Offers made by telephone will be followed up in writing.

7.3 Operators must accept or decline offers made as soon as possible, and at the latest within 3 business days or the offer will be withdrawn.

8. Monitoring

8.1 SACN regularly monitors the use of slots i.e. punctuality, late hand back or other forms of misuse. All operators are expected to operate as closely as possible to the allocated times to minimize congestion and delays. It is not allowed to operate without an airport slot. **Note: the slot times allocated are on/off block times – not runway times. Enforcement during night time however is based on runway times.**

8.2 The following are examples of potential abuses:

- Flights that have been operated without having cleared airport slots (NOREC), except Emergency Operations
- Flights that have not been operated without having cancelled the airport slots (NOOPS)
- Regularly or intentionally failing to adhere to an allocated slot for reasons that are not beyond an operator's control

- Failure to return unwanted slots where it is practical to do so
- Regularly making speculative requests for ad hoc operations without a firm intention to operate
- Attempts to re-assign slots between operators
- Flights that have been operated during night time, except event driven flights with cleared airport slots for the night period

Due to environmental constraints Amsterdam Airport Schiphol has a limited number of slots for commercial aviation during the night period. Airlines are not allowed to operate between 2300-06.59 LT without a slot applicable to this period. General Aviation is in principle not allowed to operate during the night period.

- 8.3 Instances of potential abuse will be investigated by SACN and the operator and/or handler will be informed in writing of any findings. The operator, its pilot and/or its handler can be requested to present themselves at the offices of SACN in order to render account of the abuse within 5 working days as from the date of postmark of the notification letter. See Annex 5.
- 8.4 In case of continued violations the competent authorities will be forced to take legal measures (see Annex 5).

Contact details

Stichting Airport Coordination Netherlands (SACN)
Evert van de Beekstraat 23
The Base A, 4th floor
1118 CL Schiphol Airport
The Netherlands

www.slotcoordination.nl

<https://e-airportslots.aero> (for slot availability)

- During office hours:
Stichting Airport Coordination Netherlands (SACN)
Email: SCR@slotcoordination.nl
Fax: +31 (0)20 405 9731
Tel: +31 (0)20 405 9730 (for information only)

- Outside office hours and during holidays:

<https://e-airportslots.aero>

Request Data Requirements

Requests for ad hoc operations must include the following data:

Basic Information:

- a) Arrival/Departure Flight Number
- b) Date of operation (arrival if an overnight stay)
- c) Number of seats (use 0 if no passengers on board)
- d) Aircraft type
(Note that the aircraft type should comply with the applicable operating restrictions as mentioned in the Capacity Declaration – see www.slotcoordination.nl)
- e) Origin/Last station
- f) Arrival/Departure time requested
- g) Turnaround days (if the departure is 1 or more days after arrival)
- h) Next station/Destination
- i) Arrival/Departure Service Type

Supplementary Information:

- j) Aircraft Registration – mandatory for non-airline requests
- k) Timing flexibility

Special Supplementary Information:

State flight

- l) Head of State or official personalities aboard

Event Driven Flight

- m) Type of event

Example Ad Hoc Request – SSIM format message (GCR):

1) if the operator uses a flight number

A) New Flight

1) operator's request

GCR

/FLT

EHAM

NDCS621 15MAY 008PL12 EDDF1500 D

N DCS622 15MAY 008PL12 1600EDDF D

GI BRGDS ABELAG

2) coordinator's reply

GCR
/FLT
EHAM
KDCS621 15MAY 008PL12 EDDF1500 D/ID.2709138138/
K DCS622 15MAY 008PL12 1550EDDF D/ID.2709138139/
GI BRGDS AIRPORT COORDINATION NETHERLANDS

B) Change a flight

1) operator's request

GCR
/FLT
EHAM
CDCS621 15MAY 008PL12 EDDF1500 D/ID.2709138138/
RDCS621 15MAY 008PL12 EDDF1510 D/ID.2709138139/
GI BRGDS ABELAG

2) coordinator's reply

GCR
/FLT
EHAM
XDCS621 15MAY 008PL12 EDDF1500 D/ID.2709138138/
KDCS621 15MAY 008PL12 EDDF1510 D/ID.2709138139/
GI BRGDS AIRPORT COORDINATION NETHERLANDS

C) Cancel a flight

1) operator's request

GCR
/FLT
EHAM
DDCS621 15MAY 008PL12 EDDF1510 D/ID.2709138138/
D DCS622 15MAY 008PL12 1600EDDF D/ID.2709138139/
GI BRGDS ABELAG

2) coordinator's reply

GCR
/FLT
EHAM
XDCS621 15MAY 008PL12 EDDF1510 D/ID.2709138138/
X DCS622 15MAY 008PL12 1600EDDF D/ID.2709138139/
GI BRGDS AIRPORT COORDINATION NETHERLANDS

2) if the operator uses a aircraft registration as call sign

A) New Flight

1) operator's request

GCR
/REG
EHAM
NDAEKT 15MAY 008PL12 EDDF1500 D
N DAEKT 15MAY 008PL12 1600EDDF D
GI BRGDS ABELAG

2) coordinator's reply

3)
GCR
/REG
EHAM
KDAEKT 15MAY 008PL12 EDDF1500 D/ID.2709138138/
K DAEKT 15MAY 008PL12 1550EDDF D/ID.2709138139/
GI BRGDS AIRPORT COORDINATION NETHERLANDS

B) Change a flight

1) operator's request

GCR
/REG
EHAM
CDAEKT 15MAY 008PL12 EDDF1500 D/ID.2709138138/
RDAEKT 15MAY 008PL12 EDDF1510 D/ID.2709138139/
GI BRGDS ABELAG

2) coordinator's reply

GCR
/REG
EHAM
XDAEKT 15MAY 008PL12 EDDF1500 D/ID.2709138138/
KDAEKT 15MAY 008PL12 EDDF1510 D/ID.2709138139/
GI BRGDS AIRPORT COORDINATION NETHERLANDS

C) Cancel a flight

1) operator's request

GCR
/REG
EHAM
DDAEKT 15MAY 008PL12 EDDF1510 D/ID.2709138138/
D DAEKT 15MAY 008PL12 1600EDDF D/ID.2709138138/
GI BRGDS ABELAG

2) coordinator's reply

GCR
/REG
EHAM
XDAEKT 15MAY 008PL12 EDDF1510 D/ID.2709138138/
X DAEKT 15MAY 008PL12 1600EDDF D/ID.2709138139/
GI BRGDS AIRPORT COORDINATION NETHERLANDS

For further detailed information on this subject (also regarding domestic flights) please check the IATA SSIM manual.

Annex 3

Use of Service Types

Air Taxi and General Aviation

D General Aviation
N Business Aviation/Air Taxi
T Technical

NB Positioning flights must be requested as D.

E Special (Government)
I State/Diplomatic/Air Ambulance

Exempt flights

Aircraft used for public services

The following categories of operations and services fall under the term aircraft used for public services:

- military;
- police;
- coast guard;
- search and rescue ;
- emergency assistance;
- humanitarian flights;
- calibration flights;
- carriage of heads of states and official personalities (State flights);
- carriage of persons travelling in custody.

Emergency operations

Search and rescue operations

- All emergency operations must be notified to SACN as soon as possible for monitoring purposes.
- Departures to continue the planned service following an emergency operation on the same day do not require prior approval of SACN: departures delayed to the following day require prior approval.

Emergency assistance (Medical emergencies)

Donor flights, flights where safety of life is involved, humanitarian flights

Note – Ambulance flights are not exempted under medical emergencies

Ambulance flights may be exempt where the need to move the patient by air transport is urgent.

A positioning leg associated with an exempt ambulance flight may also be exempt where the medical crew is aboard and are required for other emergency services.

The operator/handling agent is responsible for obtaining information on the patient's condition, use of alternative airfields, and any connecting commercial flights.

The patient's condition should be indicated using the NACA international scoring system to give an overall description of the patient's condition. This is the same system used by CFMU for ATFM slot exemption. The NACA categories are:

- NACA I - minor health disturbance
- NACA II - out-patient check-up needed
- NACA III - hospital treatment needed
- NACA IV - possible health threatening

NACA V - acute critical condition

NACA VI - resuscitation

NACA VII - death

NACA categories V or VI qualify for slot exemption.

The NACA category should be included as SI text in the slot request. For organ donor transports, the word DONOR should be included as SI text.

Sanctions

Notwithstanding the slot monitoring procedure, which has been implemented after approval of the Coordination Committee Netherlands on 11 April 2007 the following procedure applies to the general aviation operators:

- a) NOREC (flights operated without having a cleared airport slot)
- b) NOOPSNOOPS (flights *not* operated without having cancelled the airport slot)
- c) Including operations during the night period

It is the operator's responsibility to monitor its NOREC/NOOPSNOOPS operations and to inform the coordinator.

Within 5 working days after the NOREC/NOOPSNOOPS operation the operator and/or its handler concerned must advise the coordinator about the reason(s) thereof.

Upon receipt of this information the coordinator informs the operator involved and/or its handler within 2 working days whether the NOREC/NOOPSNOOPS operation is to be regarded as 'beyond control and unforeseen'.

If the operator involved and/or its handler fails to report the NOREC/NOOPSNOOPS operation within 5 working days to the coordinator, it will be classified as an abuse.

After 3 formally recorded abuses within 1 (one) operational year (31 October – 1 November) the operator involved will receive a letter from the coordinator confirming the 3 violations, requesting an explanation and measures to prevent future violations. Moreover the operator and/or its handler shall present themselves at the offices of SACN in order to render account of the abuse within 5 working days as from the date of postmark of this letter.

In case of continued violations the Human Environment and Transport Inspectorate (CAA-NL) may undertake legal measures.