

## TO WHOM IT MAY CONCERN

Date: January 31, 2017

Our reference: ACN17-034

Subject: Amsterdam Airport Schiphol Night Slot Monitoring procedure

L.S.,

This document describes the applicable slot monitoring procedure for unplanned night movements at Amsterdam Airport Schiphol (AMS).

### Introduction AMS night regime

According to Article 4.6 of Council Regulation (EEC) 95/93 ACN is monitoring the conformity of air carriers' operations with the slots allocated to them. In addition the Inspectorate of Infrastructure and the Environment may impose sanctions in case of unplanned night movements.

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 prove 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)
<b>Night movement (night period)</b>	Runway times	23:00	06:59
<b>Night departure slot</b>	Block times	22:40	06:59
<b>Night arrival slot</b>	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 Environment<sup>1</sup>.

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<sup>1</sup> These rules can be found on our website: <http://www.slotcoordination.nl>.

### Monitoring procedure unplanned night movements

ACN will apply 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 supporting/proving possible reasons of force majeure must be provided in English and should be sufficiently justified with factual data such as but not limited to delay reports and ATC delay codes. All information received will be processed confidentially and will be solely used for monitoring purposes.
4. Airlines are required to explain each unplanned night movement in the monitoring report as mentioned under par. 2 **within 5 business days**. When no reply is received the unplanned night movements concerned will remain formal violations.
5. Airlines have only one 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 judgment based on the information provided, the flight concerned will remain a formal violation.
6. Explanations of unplanned night movements must be sent to the dedicated email address [monitoring@slotcoordination.nl](mailto:monitoring@slotcoordination.nl). Please note that messages sent to other email addresses ([scr@slotcoordination.nl](mailto:scr@slotcoordination.nl) and [info@slotcoordination.nl](mailto:info@slotcoordination.nl)) are not accepted and will not be processed. Supporting reports or other attachments as meant in par. 3 may be added up to a maximum of 10MB per message.
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](http://www.slotcoordination.nl).

Airport Coordination Netherlands

## Document revisions

Version	Date	Reference	Changes w.r.t to previous version
v1	October 2015	ACN15-033	- First publication
v2	November 2016	ACN16-153	- Removed references to W15 season. - Added English language as requirement for explanation. - Added prove attachment limit of 10MB per message.
v3	January 31, 2017	ACN17-034	- Added confidential note on received information. - Textual updates.