

How to request a SCR?

Principles and rules:

- All data in UTC, unless otherwise agreed in LT
- All data in CAPITAL letters
- No double spaces, all in English
- Coordinators respond within 3 business days
- Only one scheduled arrival and/or departure
- Filings as turnarounds should be repeated as turnaround

SCR Format

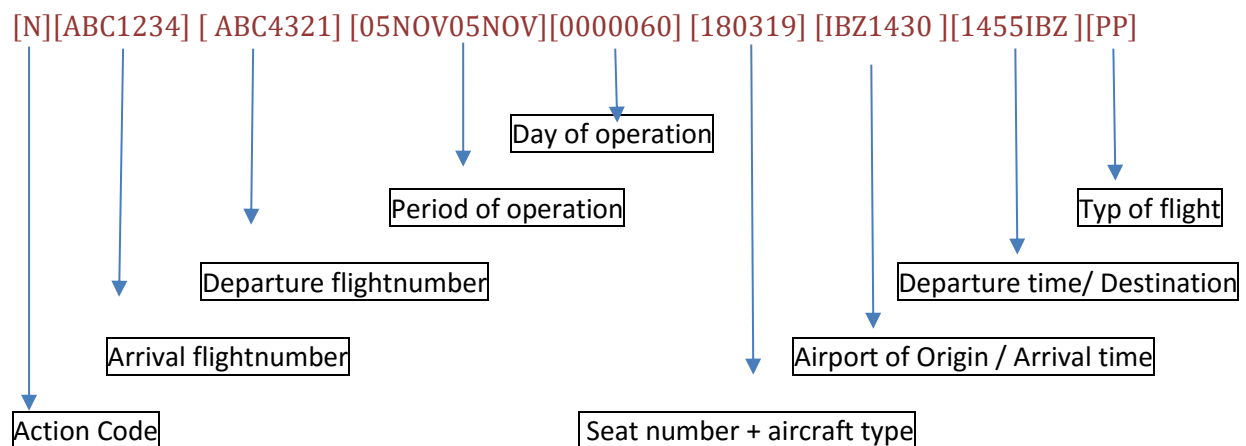
The SCR message consist of three components

```
SCR
W16
02NOV
AMS
NABC1234 ABC4321 05NOV05NOV 0000060 180319 IBZ1430 1455IBZ PP
SI free text
GI free text
```

1. The header:

| | |
|-------|--|
| SCR | Name of the message |
| / | Creator Reference |
| W16 | Indication of season IATA SEASON W16 – Winter 2016 / S17 – Summer 2017 |
| 10JAN | Date of message |
| AMS | Airport of clearance |

2. Schedule Information Data Line



3. The footer:

It is mandatory that any free text following the data line(s) always starts with 'SI' or 'GI'

SI - Supplementary Information / Information directly related to the data

GI - General Information (GI) This is especially important if the email system adds non-standard text.

Additional information

Action Code

The action code defines the exact intention of the SCR sender and is always at the beginning of the line. Depending on the sender, following codes are possible in the SCR format.

SCR Action Codes:

| Used by the airline | Used by the coordinator |
|--|--|
| N New schedule | K Allocated slot |
| D Delete schedule | T Allocated slot subject to conditions |
| C Schedule to be changed | X Cancellation |
| R Revised schedule | H Holding |
| A Accept an offer | U Refusal / Unable |
| P Accept offer with pending request time | O Slot offer |
| Z Decline an offer | W Wrong |

Flight number

- Only flight number is possible.
- A flight number combines a maximum of 7 letters and digits (2-3 letters followed by 1-4 digits with an optional letter as a suffix).

Period of operation / Day of operation

- The date of operation refers to the scheduled UTC departure and arrival times at the airport to be coordinated only.
- Date and day of operation have to be separated by a space.

Aircraft Type

Information referring to the type of aircraft being used consists of:

- Number of seats (3 digits, leading 0)
- Aircraft type in IATA format (3 digits)
- Number of seats and aircraft type have to be entered without a blank in between.

Routing And Time of flight

- Routing information consists of the origin or destination airport (IATA Code, 3 letters) in regard to the airport being coordinated.
- The requested arrival or departure time at the airport being coordinated, is stated in UTC.
- Routing information and the requested timing are not separated by a blank.

Type of flight

The following service type codes can be used to define the flight:

| Service Types | |
|---------------|---|
| A | Additional Cargo/Mail |
| C | Charter Passenger only |
| E | Special VIP Flight (FAA/Government) |
| F | Scheduled – Cargo and/or |
| G | Additional Flights – Passenger |
| H | Charter – Cargo and/or |
| I | Ambulance Flight |
| J | Scheduled – Passenger Normal |
| K | Training Flights |
| M | Mail Service |
| O | Charter requiring special handling |
| P | Positioning Flights – Non Revenue (ferry/delivery/demo) |
| T | Technical Test |
| W | Military |
| X | Technical Stop |