

## Working procedure: Instructions for slot requests for Commercial and General Aviation

Discipline: Slot Allocation  
Airport(s): Amsterdam Airport Schiphol  
Seasons(s): As from IATA season Summer 2018 onwards, until further notice  
Version: 1.5  
Date: August 15, 2018

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### 1. References

- 1.1. The Council Regulation (EC) No 95/93, as amended, and the IATA Worldwide Slot Guidelines (WSG), latest and current edition, are the basis for slot allocation within the limits of the capacity declaration Amsterdam Airport Schiphol (applicable season as published on [www.slotcoordination.nl](http://www.slotcoordination.nl)).
- 1.2. The planning limit as defined in the capacity declaration is applicable for commercial aviation only. Nominal operational runway capacity is applicable for both commercial and general aviation.
- 1.3. The Local Rule Schedule Coordination for General Aviation (GA) at Amsterdam Airport Schiphol, latest and current edition as published on [www.slotcoordination.nl](http://www.slotcoordination.nl), is applicable for requesting and allocating slots. The following definitions are important:
  - **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;
  - **General Aviation:** all aviation except commercial aviation. Including but not limited to business aviation, air taxi operations and technical flights.For both types of aviation it is necessary to have been allocated a slot by ACNL, with the exception of State flights, emergency landings and humanitarian flights.
- 1.4. Slots are requested in SCR or GCR (to [scr@slotcoordination.nl](mailto:scr@slotcoordination.nl)) in conformity with the IATA Standard Schedules Information Manual (SSIM), latest and current edition, or – if available for coordination – through [www.e-airportslots.aero](http://www.e-airportslots.aero). This working procedure describes which type of traffic shall be requested in SCR or GCR format. A courtesy instruction for creating SCRs and GCRs can be found on [www.slotcoordination.nl](http://www.slotcoordination.nl). General aviation operators are advised to request slots through their respective handling agent.
- 1.5. Airlines may request access to the GCR coordination module of [www.e-airportslots.aero](http://www.e-airportslots.aero):
  - New users: Use the registration form available on [www.e-airportslots.aero](http://www.e-airportslots.aero).

- Existing users: Send an email to [register@e-airportslots.aero](mailto:register@e-airportslots.aero), clearly indicating the existing username and company details.

1.6. Airlines submitting GCR requests should use the 3-letter airline code (ICAO).

## 2. Instructions for requesting slots

- 2.1. Table 1 defines per type of aviation, traffic type and IATA SSIM Service Type Code (STC) the message format for requesting slots (SCR or GCR).
- 2.2. When applying for slots, airlines act in conformity with Table 1.
- 2.3. It is at the discretion of ACNL to deny the request when it is suspected that the format in which slots are requested or the STC with which slots are requested, deviate from the intended type of operation.
- 2.4. In accordance with Council Regulation (EC) No 95/93, as amended, Article 14, paragraph 4, and the Local Rule Schedule Coordination for General Aviation (GA) at Amsterdam Airport Schiphol, ACNL will monitor the use of slots.

Table 1

| Type of aviation           | Description   | STC code(s) required | Message format required |
|----------------------------|---|----------------------|-------------------------|
| <b>Commercial aviation</b> | Scheduled flights   | J, S, U, F, V, M, Q  | SCR                     |
|                            | Additional flights  | G, B, A, R           | SCR                     |
|                            | Charter   | C, O, H, L           | SCR                     |
|                            | Positioning flights directly linked to the operation of commercial aviation flights           | P                    | SCR                     |
| <b>General aviation</b>    | Positioning/ferry others than directly linked to the operation of commercial aviation flights | P                    | GCR                     |
|                            | Technical test flights  | T                    | SCR                     |
|                            | Training flights  | K                    | SCR                     |
|                            | General aviation, business aviation   | D, N                 | GCR                     |
|                            | Special   | E                    | SCR                     |
|                            | Military  | W                    | SCR                     |
|                            | Technical stops   | X                    | SCR                     |
|                            | State/diplomatic  | I                    | GCR                     |

### 3. Final provisions

- 3.1. ACNL may review this working procedure after each IATA season and in such a case evaluate whether to continue, update or withdraw the procedure, or a part of it.
- 3.2. ACNL may amend this working procedure if deemed necessary.

### 4. Disclaimer

- 4.1. This working procedure has been set up on the basis of the information which is available at the present moment. When information changes, this working procedure may be reviewed or amended. ACNL, with publishing this working procedure working procedure slot requests for commercial and general aviation, acts in a neutral, non-discriminatory and transparent way.

### 5. Revision log

| Version | Date            | Reference | Changes w.r.t to previous version  |
|---------|-----------------|-----------|--|
| v1.0    | March 17, 2017  | -         | - First publication  |
| v1.1    | March 23, 2017  | -         | - Added art. 2.5 from earlier communication on <a href="http://www.slotcoordination.nl">www.slotcoordination.nl</a> .  |
| v1.2    | April 4, 2017   | -         | - Removal art. 2.5 (Until further notice coordination of General Aviation will only be processed 14 days before the flight will take place.)   |
| v1.3    | August 16, 2017 | -         | - Added IATA Winter 2017 as applicable season.   |
| v1.4    | March 8, 2018   | -         | - Added IATA Summer 2018 as applicable season.   |
| v1.5    | August 15, 2018 | -         | - Changed applicable seasons to IATA S18 season onwards, until further notice<br>- Amended art. 1.4 with SCR/GCR e-mail address.<br>- Added art. 1.5 & 1.6 (coordination of GCR through e-Airportslots). |