

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

Discipline: Slot Allocation
 Airport(s): Amsterdam Schiphol (AMS), Eindhoven (EIN), Rotterdam The Hague Airport (RTM)
 Seasons(s): As from IATA season Summer 2023 onwards, until further notice
 Version: 1.8
 Date: 11 April 2023

1. References

European Council Regulation 95/93, as amended, and the Worldwide Airport Slot Guidelines (WASG), latest and current edition, are the basis for slot allocation within the limits of the capacity declaration AMS, EIN and RTM (applicable season as published on www.slotcoordination.nl).

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 must act in conformity with Table 1:

Type of aviation	Description	STC code(s) required	Message format required	Applicable for airport		
				AMS	EIN	RTM
Commercial aviation	Scheduled flights	J, S, F, V, M, Q	SCR	√	√	√
	Additional flights	G, B, A, R	SCR	√	√	√
	Charter	C, O, H, L	SCR	√	√	√
	Positioning flights in support of scheduled or charter flights	P	SCR	√	√	√
General aviation	Positioning flights not in support of scheduled or charter flights	D	GCR	√	- ¹	√
	General aviation, business aviation	D, N	GCR	√	- ¹	√
Others	Technical test flights	T	SCR	√	√	√
	Training flights	K	SCR	√	-	√
	Special (Government)	E	SCR	√	√	√
	Military	W	SCR	√	√	√
	Humanitarian	U	SCR	√	√	√
	Technical stops	X	SCR	√	√	√
	State/diplomatic	I	GCR	√	- ¹	√

¹ For General Aviation slots, allocation at EIN is not performed by ACNL.

3. Final provisions

3.1. ACNL may amend this working procedure if deemed necessary.

4. 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 www.slotcoordination.nl .
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 - Amended art. 1.4 with SCR/GCR e-mail address. - Added art. 1.5 & 1.6 (coordination of GCR through e-Airportslots).
v1.6	May 18, 2022	-	- Document simplified, no content change
v1.7	January 24, 2023	-	- Update of STC code for General Aviation positioning flights, according IATA SSIM and AMS LR1
v1.8	April 11, 2023	-	- Document made applicable for the coordinated airports of AMS/EIN/RTM.