

## Working procedure: Slot requests for Commercial and General Aviation

Discipline: Slot Allocation  
Airport(s): Amsterdam Schiphol (AMS/EHAM), Eindhoven (EIN/EHEH), Rotterdam The Hague Airport (RTM/EHRD)  
Season(s): As from date of publication onwards, until further notice  
Version: 1.10  
Date: 15 April 2024

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### 1. References

- 1.1 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](http://www.slotcoordination.nl)).

### 2. Slot allocation

- 2.1. All types of aviation are subject to slot coordination for both VFR and IFR traffic.
- 2.2. According to European Council Regulation 95/93 Article 2(g) State flights, emergency landings and humanitarian flights are excepted from slot coordination.
- 2.3 For further details on slot coordination in The Netherlands, please check [www.slotcoordination.nl](http://www.slotcoordination.nl).

### 3. Instructions for requesting slots

- 3.1. 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).
- 3.2. When applying for slots, airlines must act in conformity with Table 1:

Table 1

Type of aviation	Description	STC code(s) required	Message format required	Applicable for airport		
				AMS	EIN	RTM
<b>Commercial aviation</b>	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	√	√	√
<b>General aviation</b>	Positioning flights in support of GA flights	D	GCR	√	See 4.1	See 4.1
	General aviation (such as business aviation)	D, N	GCR	√	See 4.1	See 4.1
<b>Others</b>	Technical test flights	T	SCR	√	√	√
	Training flights	K	SCR	√	-	√
	Special (Government)	E	SCR	√	√	√
	Military	W	SCR	√	√	√
	Humanitarian	U	SCR	√	√	√
	Technical stops & Positioning flights not in support of scheduled or charter flights	X	SCR	√	√	√
	State/diplomatic	I	SCR	√	√	√

- 3.3 The Ministry of Infrastructure and Water Management published two ‘flowcharts slot requests’: one for ‘normal operation’ and one for ‘abnormal operation’. The flowcharts, published at [www.slotcoordination.nl](http://www.slotcoordination.nl), determine for each specific type of operation the corresponding STC.
- 3.4 General Aviation handlers are allowed to request slots for their customers subject to Annex 1.
- 3.5 At AMS/EHAM, the night period is closed for General Aviation. For certain night operations at AMS/EHAM, the special procedure ‘Event Driven Night slots Request for General Aviation’ applies as published at [www.slotcoordination.nl](http://www.slotcoordination.nl).
- 3.6 Ad-hoc slots for General Aviation will be allocated after 31 January for the upcoming Summer season and 31 August for the upcoming Winter season (Historic Baseline Date) on the principle of “first come first serve”. For General Aviation, no waitlist is maintained.

#### 4. Traffic for which a slot allocation procedure at ACNL is not required until further notice

4.1 At AMS, all traffic is obliged to obtain an airport slot, following the runway coordination parameter.

4.2 At EIN and RTM, the current practice until further notice is that traffic which is not affected by any coordination parameter as declared by the airport, has not to request an airport slot at ACNL although formally not excepted from slot coordination. Registration with the airport authority and/or air traffic control is considered as allocation of an airport slot. This only applies to:

a) EIN:

- a. General Aviation. Please be aware that a PPR at the Airport Authority is required (see: <https://www.eindhovenairport.nl/nl/general-aviation-business-aviation>).
- b. Movements of the Eindhovense Aero Club by decree of Ministry of Defense (<https://zoek.officielebekendmakingen.nl/stcrt-2021-42883.html>).

b) RTM:

- a. Movements handled by the Vliegclub Rotterdam (recreational general aviation only, see AIS AIP EHRD AD 2.20) and training flights (PRR required with Airport Authority).
- b. Flights with MTOW <34.000 kg and <19 seats.

#### 5. Final provisions

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

#### 6. 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 Article 2.5 from earlier communication on <a href="http://www.slotcoordination.nl">www.slotcoordination.nl</a>
v1.2	April 4, 2017	-	- Removal Article 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 Article 1.4 with SCR/GCR e-mail address. - Added Article 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
V1.9	January 17, 2024	-	- Document adjusted to introduction of flowchart slot requests by Ministry of Infrastructure and Water Management
V1.10	15 April 2024	-	- Added 3.4-3.6 (on GA specifics) & Annex 1 (Slot Requests General Aviation by Handlers on behalf of Operators)

## **Annex 1:**

### SLOT REQUESTS GENERAL AVIATION BY HANDLERS ON BEHALF OF OPERATORS

#### **1. Slot Application:**

##### 1.1 Authorization:

By means of this document, ACNL grants permission to the Handler for General Aviation to apply for slots on behalf of an aircraft operator (Operator) as an exception to Worldwide Airport Slot Guidelines (WASG) paragraph 1.7.2.(b).

##### 1.2 Responsibilities:

The Handler, upon slot application, shall be the primary point of contact for ACNL concerning the respective slot.

The Handler must be well-versed in the international and national laws, slot regulations, policies, and procedures applicable at Dutch coordinated airports.

##### 1.3 Operator Awareness:

The Operator, for whom the Handler applies for a slot, must be informed actively by the Handler about the relevant international and national laws, slot regulations, policies, and procedures applicable at Dutch coordinated airports.

##### 1.4 Intent for Slot Application:

The Handler shall only apply for a slot with a concrete intention for flight execution. Possessing a slot without an intention for flight execution constitutes slot misuse under WASG 9.2.2.(f). All forms of slot misuse related to the application are the responsibility of the Handler.

#### **2. Slot Monitoring:**

##### 2.1 Primary Contact:

In the case of a slot application by the Handler, the Handler shall be the primary point of contact for ACNL regarding monitoring matters.

##### 2.2 Information Provision:

When requested by ACNL, both the Handler and the Operator must provide the requested information. The Handler shall provide ACNL with the Operator's contact details.

### 2.3 Operator Responsibility:

The Operator is responsible for slot misuse related to the flight execution. Specific instances of slot misuse shall be outlined.

### 2.4 Cooperation in Sanctions:

The Handler must cooperate in any sanctions imposed against the Operator.