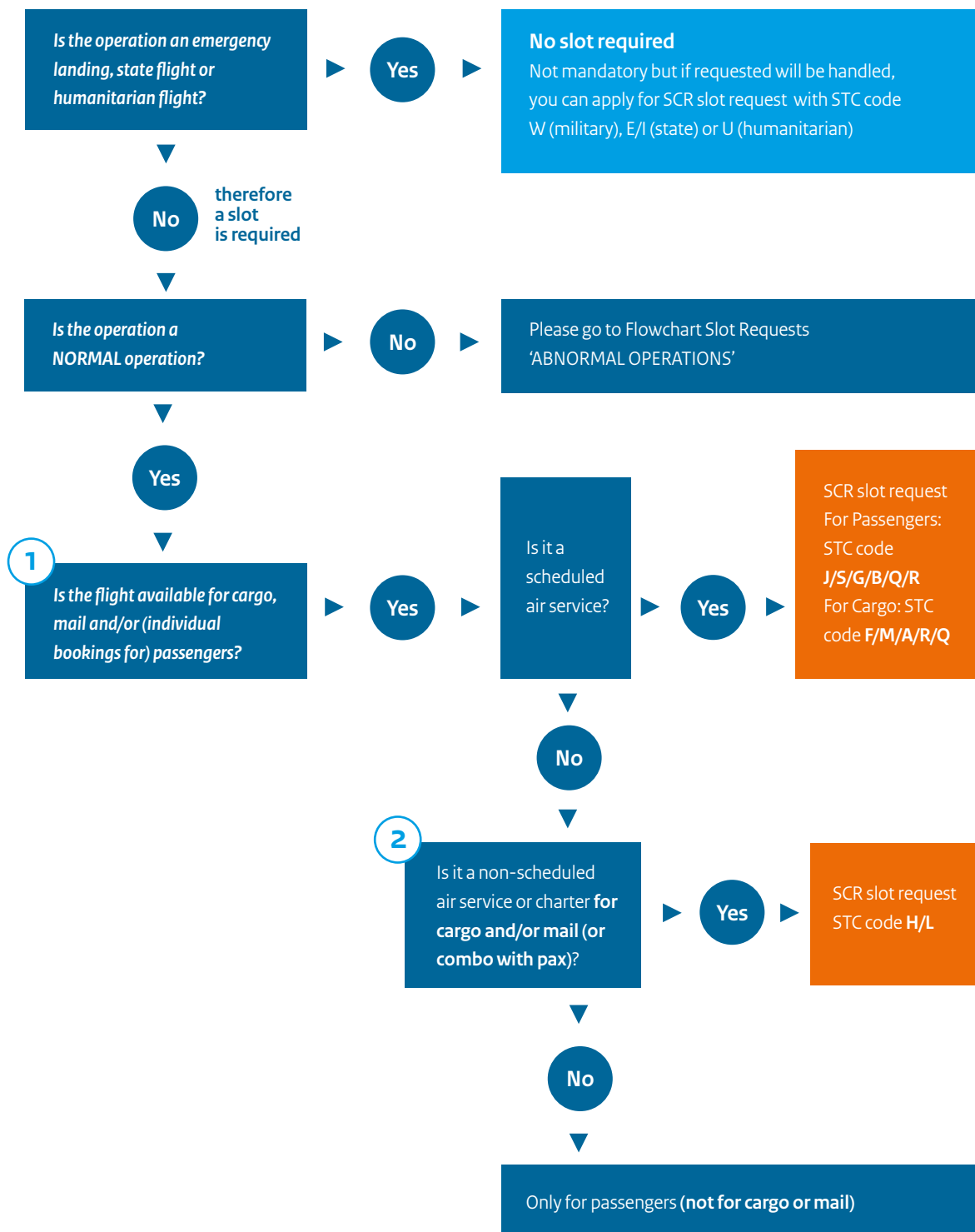


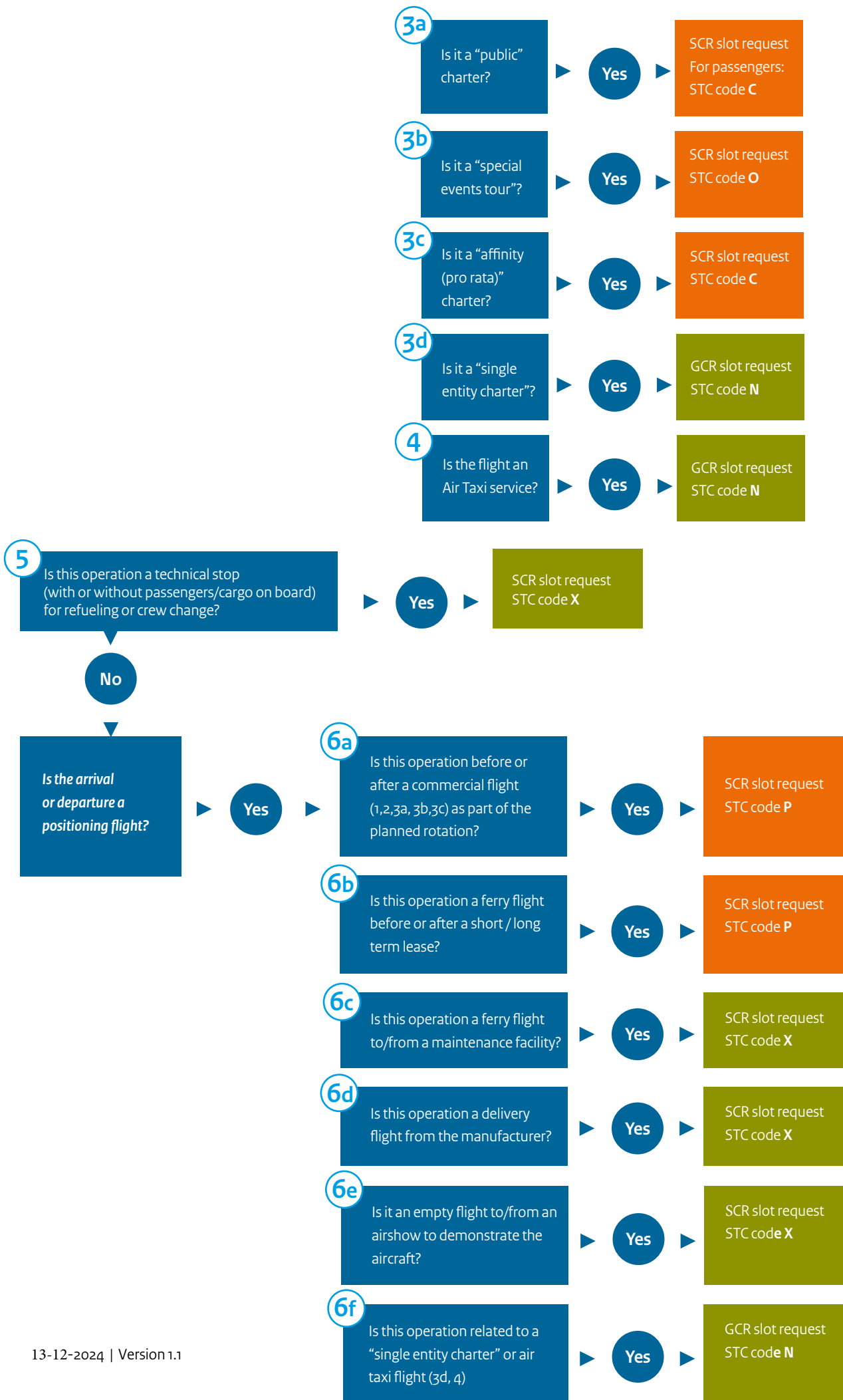


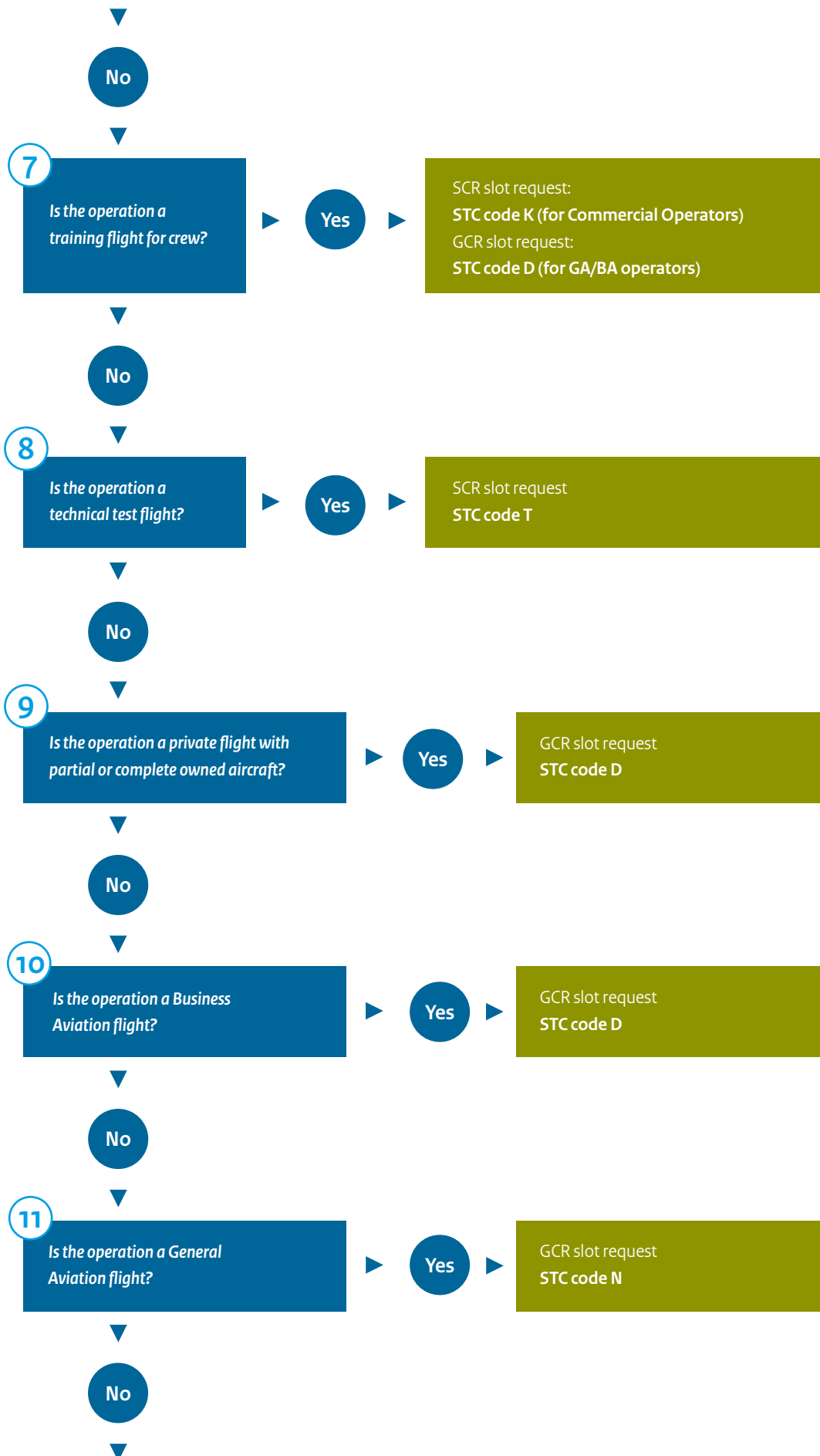
## Flowchart Slot requests for **NORMAL OPERATIONS** for the coordinated airports in the Netherlands

The orange columns in the flow chart count for the commercial quota.

Below described situations are applicable for the arrival or departure slot requests for the concerning airport.







Your scenario is not defined in the above flow chart.  
Please consult ACNL for further options at [info@slotcoordination.nl](mailto:info@slotcoordination.nl).

# Definitions

## **Abnormal operations**

Operations (mainly changes on the day of operation) which are not part of the original scheduled/non-scheduled operation, like (medical) diversions / airborne returns / AOG situations etc.

## **Affinity (pro rata) charter (for passengers)**

If the flight has been arranged by a club or other organization for its members, it may be what is called an “affinity” charter flight. Affinity charters are charter flights where all passengers are members of a specific group or organization and pay for their own airfare individually.

## **Air Taxi Service**

Is a small commercial aircraft operating non-scheduled flights on demand on short notice.

## **Business Aviation**

This shall mean that sector of general aviation which concerns the operation or use of aircraft by companies for the carriage of passengers or goods as an aid to the conduct of their business, where the aircraft are flown for purposes generally considered not for public hire and are piloted by individuals having, at a minimum, a valid commercial pilot license with an instrument rating.

## **Emergency landing (including medical diversions)**

An emergency landing occurs after a critical situation arises aboard an aircraft in flight. The pilot declares an emergency by making a radiotelephony (RTF) call beginning with the words “Mayday, mayday, mayday” or “Pan pan, pan pan, pan pan”. The term “mayday” is used in the case of an urgent, life-endangering situation requiring immediate assistance. “Pan pan” indicates a serious situation in which the safety of the aircraft, another vehicle, someone on board or someone in view is in danger, but with no immediate threat to life or need for assistance.

## **Flights that count for commercial quota**

Flights performed by an air carrier which are open for individual bookings for passengers and/or freight and/or mail, and which concern: scheduled flights, being regular service or commercial flights operated on a fixed route according to a published timetable, and non-scheduled flights, being charter flights in passenger and/or cargo transport or commercial ad hoc flights. This includes positioning flights: flights in support of scheduled or charter flights.

## **Government / State flights**

Flights performed solely by or on behalf of the government (including military flights) for official tasks for example the transport of government officials or visiting Heads of State or dignitaries from abroad on an official visit. Also “public services flights” of the fire brigade, police, ambulance, or coast guard can be regarded as state flights because they carry out a public task.

## **Humanitarian flights**

Humanitarian flights are flights for purely humanitarian purposes, such as providing or facilitating the delivery of aid, including medicines, medical supplies or food, transport of humanitarian workers and evacuations, including medical evacuations and ambulance flights. Humanitarian flights may also include “relief flights”. “Relief flights” are flights for humanitarian purposes which carry relief personnel and relief supplies such as food, clothing, shelter, medical and other items during or after an emergency and/or disaster and/or are used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven in the same State or another State willing to receive such persons.

### Medical diversion

The medical situation aboard an aircraft in flight which requires immediate medical attention on ground (*part of emergency landing*).

### Normal operations

This means the operation of a scheduled or non-scheduled activity without significant changes that would impair its ability to meet its objectives (with flight plan, allocated slots etc.)

### Public charter (for passengers)

A public charter exists when a person or company contracts for the operation of an aircraft to and from a destination and then advertises and sells seats to members of the public, either directly or through a travel agent. The company may be an airline or other entity such as a tour or vacation package company. Some public charters operate only seasonally and are often sold as part of a vacation package deal.

### Single Entity charter (for passengers)

A single entity charter exists when an individual or company contracts and pays for the operation of an entire airplane (as opposed to one or two seats, or a group of seats, on an airplane). Individual passengers on single entity charters do not pay their own airfare. The individual or company that contracted for the operation of the airplane must bear the entire cost of travel and cannot sell individual seats on the aircraft. For example, when a professional soccer team charters an entire aircraft to fly the soccer team and accompanying staff to games, the soccer players and accompanying staff do not pay for their individual seats on the aircraft.

### Special events tour (for passengers)

A special event tour is a type of public charter that is organized for the purpose of attending a sporting, social, religious, educational, cultural, political, or other event of a special nature and limited duration, which exists for reasons separate from the air transportation itself – for example, a tour operator who sells admission to college and/or professional sporting events, the Olympics, concerts, or other events along with air transportation to the event.

### Technical stop

A stop for non-traffic purposes, such as refueling or maintenance activities.

### Technical test flight

Flights performed for testing of the technical parts of the aircraft or airport facilities (calibration flights).

### Training flight for crew

Flights performed for training crew only.

### Revisions in flowchart normal operations

Version 1.0	Version 1.1
Not in 1.0	Under the title, the following sentence is added: Below described situations are applicable for the arrival or departure slot requests for the concerning airport.
Definitions not alphabetized	Definitions alphabetized
Point 5e: Is the operation a technical stop?	Moved to be new point 5, resulting in renumbering of steps 5a-e to steps 6a-e
Not in 1.0	Added point 6e and renumbered point 6f: Is it an empty flight to/from an airshow to demonstrate the aircraft?
Old definition of special events tour	New definition of special events tour

# IATA Service Type Codes

Service Type Code	Application	Type of Operation Service	Type Description
J	Scheduled	Passenger	Normal Service
S	Scheduled	Passenger	Shuttle Mode
U	Scheduled	Passenger Non Specific	Service operated by Surface Vehicle Non specific Chapter 6 only–Air Ambulance/ Humanitarian
F	Scheduled	Cargo/Mail	Loose Loaded cargo and/or preloaded Devices
V	Scheduled	Cargo/Mail	Service operated by Surface Vehicle
M	Scheduled	Cargo/Mail	Mail only
Q	Scheduled	Passenger/ Cargo	
G	Additional Flights	Passenger	Normal Service
B	Additional Flights	Passenger	Shuttle Mode
A	Additional Flights	Cargo/Mail	Cargo/Mail
R	Additional Flights	Passenger/ Cargo	Passenger/Cargo in Cabin (mixed configuration aircraft)
C	Charter	Passenger	Passenger Only
O	Charter	Special Handling	Charter requiring special handling (e.g. Migrants/immigrant Flights)
H	Charter	Cargo/Mail	Cargo and/or Mail
L	Charter	Passenger/ Cargo/ Mail	Passenger and Cargo and/or Mail
P	Others	Not specific	(Positioning/Ferry/Delivery/Demo)
T	Others	Not specific	Technical test
K	Others	Not specific	Crew training (other than GABA operators)
D	General Aviation	Not specific	General Aviation, non-commercial (e.g. school training) and empty flights
E	Others	Not specific	Special (FAA/Government)
W	Others	Not specific	Military
X	Others	Not specific	Technical Stop (for Chapter 6 applications only)
I	Others	Not specific	State/ Diplomatic (Chapter 6 only)
N	Business Aviation	Not specific	Business Aviation/ Air Taxi