

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)
Seasons(s): As from date of publication onwards, until further notice
Version: 1.93
Date: 11 March 2026

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/EHAM, EIN/EHEH and RTM/EHRD (applicable season as published on 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 exempt from slot coordination.
- 2.3. For General Aviation (GA), no waitlist is maintained. GA slots are allocated on ad-hoc basis according to the principle of “first come first serve”. If a slot request is rejected, interested parties can check on regular basis if slots have become available on shorter notice prior intended day of operations.
- 2.4. For further details on slot coordination in The Netherlands, please check 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
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 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
Others	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, determine for each specific type of operation the corresponding STC.

3.4. Slots can be requested, updated and cancelled in the two different message formats mentioned above, SCR and GCR, as well as via the online portal OCS. For all detailed instructions, please visit the section ‘How to request a slot’ at www.slotcoordination.nl.

3.5. GA slots at EIN/EHEH cannot be requested earlier than 15 days prior day of operation.

4. Traffic for which a slot allocation procedure at ACNL is not required

4.1. 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. This saves unnecessary administrative actions. 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. 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 <45.000 kg and ≤ 19 seats

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

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 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.
V1.9	January 17, 2024	-	- Document adjusted to introduction of flowchart slot requests by Ministry of Infrastructure and Water Management
V1.91	February 12, 2025		- 4.1 b) b. MTOW aligned to 'Omzettingsregeling' (transposition regulation)
V1.92	September 12, 2025		- Document adjusted to actual conditions at EIN
V1.93	March 11, 2026		- Document adjusted to current practice (2.3 & 3.4) and actual conditions at EIN/EHEH (3.5), replacing the separate WP for GA EIN.