



SSIM FORMAT GUIDANCE

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Approved By

Chula Sukmanop

Director General

The Civil Aviation Authority of Thailand

ISSUE APPROVAL

This Guidance provides guideline to Airport Coordinators/Facilitators, Airport, Airlines and Air operators to learn how to communicate Slot Request and Reply in message procedures or in specific format, SSIM Format (Standard Schedules Information Manual), the purpose is used to minimize process of message handling and mutual understanding between coordinator and air operator.

SSIM Format is an international standard format formulated by IATA (International Air Transport Association) which all of relevant parties are eligible to comply as the common use when operating at Airport Level 2 and 3.

Amendments to this guidance book will be notified through <http://www.caat.or.th>

A handwritten signature in blue ink, appearing to read 'Chula Sukmanop', with a long horizontal stroke extending to the right.

(Chula Sukmanop)

Director General

The Civil Aviation Authority of Thailand

PART 0. ADMINISTRATION

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0.1 LIST OF EFFECTIVE PAGES

The effective pages of this manual are listed in the table below.

Each time a manual is revised; the List of Effective Pages is revised and sent with the new revision.

Part 0

Page	Rev	Date
0-1	00	11/Feb/2019
0-2	00	11/Feb/2019
0-3	00	11/Feb/2019
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0-5	00	11/Feb/2019
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0-8	00	11/Feb/2019
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Part 1

Page	Rev	Date
1-1	00	11/Feb/2019
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1-15	00	11/Feb/2019
1-16	00	11/Feb/2019
1-17	00	11/Feb/2019

Part 2

Page	Rev	Date
2-1	00	11/Feb/2019
2-2	00	11/Feb/2019
2-3	00	11/Feb/2019

Page	Rev	Date

Part 3

Page	Rev	Date
3-1	00	11/Feb/2019
3-2	00	11/Feb/2019
3-3	00	11/Feb/2019

Page	Rev	Date

Part 4

Page	Rev	Date
4-1	00	11/Feb/2019
4-2	00	11/Feb/2019
4-3	00	11/Feb/2019
4-4	00	11/Feb/2019
4-5	00	11/Feb/2019
4-6	00	11/Feb/2019
4-7	00	11/Feb/2019

Page	Rev	Date

0.2 RECORD OF REVISION

The valid pages of this Manual are listed in the List of Effective Pages distributed with every revision.

The table below describes the dates and reason for the different revisions of the current issue of this manual.

Rev	Date	Rev by	Reason
0	11/02/19	Sirima	Initial Issue

0.3 AMENDMENT TRANSMITTAL PAGE

To: All holders of Name of the Guidance
 Subject: Guidance Transmission

The table below lists pages to insert and remove from the previous version of the Guidance. When doing so, users should ensure not to throw away pages that have not been replaced. Using the List of Effective Pages can help determine the correct content of the manual.

Pages to be inserted	Pages to be removed	Pages to be inserted	Pages to be removed

I attest that the Hard copy in my possession has been updated according to the instructions above

Name:	Hard Copy N°:	Signature:

This page shall be returned signed to Airport Slot Allocation Group



Head of Airport Slot Allocation Group

0.4 DISTRIBUTION LIST

N°	Holder	Type
Original	DGCA	Hard Copy
01	SAG	Hard Copy
N/A	CAAT Staff	Electronic copy at www.caat.or.th
N/A	Operator	Electronic copy at www.caat.or.th

Table 1 Distribution List

0.5 GENERAL

Guidance is issued by the Civil Aviation Authority of Thailand and contain information about standards, practices and procedures acceptable to the Authority.

0.6 PURPOSE

This Guidance provides Airport Coordinators/Facilitators, Airport, Airlines and Air operators guidance on the method of Slot Request and Reply communication in message procedures or in specific format.

0.7 APPLICABILITY

This Guidance applies to all relevant parties as follows:

- Airport Coordinators/Facilitators
- Airlines/Air operators
- Airport

0.8 REFERENCE

The Format is referred to IATA Standard Scheduled Information Manual (SSIM).

0.9 INTRODUCTION

This Guidance provided for guideline and method through message formats for communications at Level 2 and 3 Airports. It is also demonstrate the scenario of procedures of slot requested by Airlines/Air Operator and slot replied by Airport Coordinator/Facilitator.

0.10 PRINCIPLES AND RULES

- a. Channel using email for messages
- b. Generic email address should be one email address
- c. All Data in UTC
- d. All Data in CAPITAL letters
- e. No double spaces in format (Due to fixed range)
- f. All in English
- g. Aircraft Type Codes with specific series

0.11 DEFINITIONS & ACRONYMS

Definitions

- Coordinator:** The organization or individual responsible for slot allocation at a Level 3 airport.
- Facilitator :** The organization or individual responsible for collecting data on planned operations at a Level 2 airport, and recommending voluntary schedule adjustments as necessary.
- Historic :** A series of slots that were operated at least 80% of the time during the period allocated in the previous equivalent season which airlines are entitled.
- Ad hoc slot:** an allocated slot which is not eligible for historic precedence.
- UTC :** Universal Time Coordinated also referred to as Z or GMT.

0.12 ABBREVIATIONS AND ACRONYMS

Abbreviation or Acronym	Meaning
SSIM (Standard Schedules Information Manual)	contains Industry Standards for Airport Coordination (Slots) and Airport Facilitation (Schedule Movements) communications.
SHL (Slot Historical and Non-Historical Allocation List)	this is the message used by Coordinators to inform airlines of the slots that have been granted historic rights and those which have not for equivalent following season.
SCR (Slot Clearance Request/Reply)	this is the message used by airlines and Coordinators to manage slot requests at Coordinated airports. Only during a specific phase of each season do the Coordinators use a different message known as SAL.
SMA (Schedule Movement Advice)	this is the message used by airlines and Schedule Facilitators for managing authorized schedules. During a specific phase of each season the Schedule Facilitators use a different message known as SAL.
SAL (Slot Allocation Advice List)	this is the message the Coordinators or Schedule Facilitator uses to inform airlines of results of the initial allocation of slots for a given season. from that time on, any changes to the schedule of an airline will be managed using the SCR or SMA messages.
SIR (Slot Information Request/Reply)	this is message used by airlines and Coordinators/ Schedule Facilitators to exchange information on the allocated slots or authorized schedules at an airport.
SAQ (Slot Availability Query)	this is message used by airlines and Coordinators/ Schedule Facilitators to request/give information on the time periods in which it is possible to allocate a slot or authorize a schedule at an airport.
WCR (Waitlist Change Request/Reply)	this is the message used by airlines and coordinators to manage changes to the list of slots pending improvement.

WIR (Waitlist Information Request/Reply)	this is the message used by airlines and coordinators to exchange information on the content of list of slots pending improvement.
GCR (General Aviation Slot Clearance Request)	this is the message used by airlines and coordinators to manage slots for general aviation and business aviation.

PART 1. SCR Message

1. SCR MESSAGE

1.1 SCR Message Parts:

a) Message header

This consists of a minimum of four lines and a maximum of six, depending on whether or not the optional lines are used. The meaning if these can be seen in the following example, followed by an explanation.

```
SCR
/PDM001
S19
22APR
BKK
```

SCR	Message Type
/PDM001	Optional Reference code for identifying the message
S19	Season for which the slots are requested. Consists of three characters: The first: S (Summer) for Summer seasons or W (Winter) for Winter seasons. The second and third are the last two digits of the year in which the season in question begins.
04APR	Date on which the message is sent. Consists of five characters The first two are the day of the month. Shown as 01,02,.....30,31 The last three are the first three letters of the name of the month in English: JAN, FEB.....,NOV,DEC
BKK	IATA code for the airport for which the request is made

b) Detail of the request

This is the part of the message which is made up of one or a number of lines, subject to a specific format, through which the airlines and the coordinators specify the exact details of the slot request reply respectively.

Example

NXX1001 XX1002 01MAY31AUG 1234567 068AT7 SINHKT0300 01001CNX JJ

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

1. Action Code	Indicate the type of operation or transaction you wish to make with the details referred to below Airlines and Coordinators use different action codes. The most frequently used action codes are described further on in the document.
2. Arriving Flight ID	This could consist of the detail of the aircraft registration mark (in the of general aviation or business flights) case, it will be composed of: or the flight number (in the case of commercial flights) latter case, it will be composed of: 2.1 the airline's IATA or ICAO code 2.2 3 or 4 digit number 2.3 Suffix (optional) consisting of a letter
3. Departing Flight ID	Same as above for the departure operation.
4. Operation Start Time	First day referred to in request. This is given in the way described above for the message sent date.
5. Operation End Time	Last day referred to in request. This is optional if there is only one operation date (it is same as the Start Date)
6. Operating Days	7 digits sequence which represents the days of the week for which the request made. Monday is indicated by 1, Tuesday by 2, etc. The days on which there is no operation are represented by a 0 in the corresponding position within the sequence This field is optional if the operation is only taking place on one day.
7. Seating	A 3 digits number which represents the seating layout of the aircraft with the airline plans to undertake the operation.

8. Type of aircraft	IATA aircraft subtype code.
9. Origin airport	IATA code for the origin airport of the operation.
10. Previous stopover airport	IATA code for the previous airport at which the flight made a stopover. Optional if this is the same as the origin airport.
11. Arrival time	Schedule arrival time (UTC). This is represented by 4 digits in 24 hours format (0000 to 2359). Usually minutes have to be expressed in digits ending in 0 or 5
12. Departure time	Scheduled departure time (UTC).
13. Overnight indicator	Number expressing the number of days after the arrival that the departure flight will take place. Only the value 1 and 2 are accepted. If the departure is on the same day as the arrival, this omitted.
14. Destination Airport	IATA code for the destination airport of operation
15. Service codes	These indicate the reason for the arrival and departure operations. The service codes indicated by IATA are the following table.

Service Type Code	Application	Type of Operation	Service Type Description
J	Scheduled	Passenger	Normal Service
S	Scheduled	Passenger	Shuffle Mode
U	Scheduled	Passenger Non specific	Service operation by Surface Vehicle/Air Ambulance /Humanitarian
F	Scheduled	Cargo/Mail	Loose Loaded cargo and/or preboded devices
V	Scheduled	Cargo/Mail	Service operated by Surface Vehicle
M	Scheduled	Cargo/Mail	Mail only
Q	Scheduled	Passenger/Cargo	Passenger/Cargo in Cabin (mixed configuration aircraft)
G	Additional Flights	Passenger	Normal Service
B	Additional Flights	Passenger	Suffle 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	Non-revenue (Positioning/Ferry/Delivery/Demo)
T	Others	Not specific	Technical Test
K	Others	Not specific	Crew training (other than GABA operation)
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 (e.g. refueling)
I	Others	Not specific	State/Diplomatic
N	Business Aviation	Not specific	Business Aviation/Air Taxi

Reference: APPENDIX C SERVICE TYPES, IATA Standard Schedules Information Manual

Remark: It is presumed that limited amounts of cargo/mail may be accommodated on all passenger services.

The codes Y and Z are for special internal company purpose, but they may later be assigned for specific purpose.

c) Message footer (optional)

This include any additional information, written in free text form, that the airline or coordinator wish to add as part of the message. There are two types of additional information which can be included:

- Supplementary information: this refers to specific information on the data line, such as a clarification. This must be preceded by the characters SI ALL TIMES IN UTC

- General information: Any other information not strictly related to the data line, such as a greeting, indication of the end of message, etc. This must be preceded by the characters GI THANK YOU / BRGDS

1.2 Action Codes

1.2.1 Used by Airlines

a) New slot requests

N: used to ask the coordinator for a new slot.

N – New schedule

NYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code N is used:

- when an entirely new clearance is requested
- during the entire Airport Coordination/Advice process
- may not be used to reclaim historic

Y: used to ask the coordinator for a new slot with year-round priority (continuation of an operation from the previous adjoining season to produce a year-round scheduled operation).

Y - New flight with year round status

YYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code Y is used:

- Clearance request for services already started in previous adjacent season

B: used to ask the coordinator for a new slot with new entrant priority.

B - New Entrant

BYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code B is used:

- New Clearance with new entrant status

V: used to ask the coordinator for a new slot with new entrant priority and year-round priority at the same time.

V - New Entrant with year round status

VYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code V is used:

- Clearance with new entrant status, services already started in previous adjacent season

b) Changing allocated slots

C: used to show the slot which the change is requested (operational change).

Must be used in combination with the codes R, L or I

R: used to show the change in the slot requested through the revision of the slot indicated on line C or M. Code R is used to inform the coordinator that, if the required slot is not available, the airline will accept a different offer from the once requested if this leads to an improvement in their current situation.

C - Schedule to be changed for operational reasons or to improve Initial request times.

CYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

RYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0900 1040CNX JJ

Code C is used:

- To change the schedule on hold
- During the entire Airport Coordination/Advice process
- In conjunction with one or several R, L and/or I data lines

L: The only difference between code L and code R is that code L is used by airline to inform the coordinator that they are not willing to accept offers other than the requested change.

L - Revised Schedule - no offer acceptable

CYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

LYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0900 1040CNX JJ

Code L is used:

- When Schedule on hold is to be revised as requested in the L data line
- When no offers are acceptable
- All C data lines within a transaction must be started first

c) Cancelling allocated slots

D: used to indicate the slot the airlines wishes to cancel from their schedule.

D - Delete Schedule

Deletion of entire season

DYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0900 1015CNX JJ

Deletion of part of the season

DYO1150 YO1151 01MAY15MAY 1234567 188321 HKT0900 1015CNX JJ

Deletion of a single day

DYO1150 YO1151 01JUL 188321 HKT0900 1015CNX JJ

d) Offers accepted/rejected

A: used to accept an offer made by coordinator, removing slot from the list of slots pending improvement.

A - Accept offer

AYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code A is used:

- No further improvement desired.

P: used to accept an offer made by the coordinator whilst still keeping the original request on a list of slots pending. improvement.

P - Accept offer

PYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code P is used :

- Maintain as outstanding request.

Z: used to decline an offer made by the coordinator.

Z - Decline offer

ZYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code Z is used:

- When any offer is not acceptable.
- Code to be used against all data lines with Action Code O.
- The expected Coordinator reply would be Action Code K against the accepted offer.

1.2.2 Used by Coordinator

X: used to inform the airlines that indicated slot has been cancelled and as a reply to a code D request.

X - Cancellation

XYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code X is used:

- To notify the Operator that a deletion (Action code C, D has been carried out)

K: used to inform the airlines that they have been allocated the indicated slot and as a reply to a new slot request N/B/Y/V a change request C-R/L/I or acceptance of offer A/P.

K - Confirmation

KYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code K is used:

- To notify the operator the request is confirmed.

H: used to indicate the slot currently allocated to the airline, normally whilst awaiting a decision from the airlines in an offer issued by the coordinator for the corresponding flight.

H - Holding (no action taken)

HYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code H is used:

- In conjunction with U in response to C/R , C/L and C/I
- To notify the present schedule is still retained
- By the coordinator to inform operator that he/she did not receive an acceptable to an offer within 3 business days (offer deleted code X, present clearance maintained)

U: used to let the airline know the requested slot is not available and it will be added to the list of slot pending improvement.

U - Refusal / No slot allocated

UYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code U is used:

- combination with O reflects the data line originally requested.

O: used to indicate the slot offered as an alternative to the original slot requested by the airlines if the original is unavailable and cannot be allocated.

O - Offer (SCR/SAL)

OYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1055CNX JJ

Code O is used:

- In SCR: To offer nearest alternative available
- In SAL: To confirm a slot allocated at a different time from the request.

W: used to indicate the line of detail of the request from the airline that is not recognized by the coordinator (generally because some of the details do not match the information stored in the coordinator's database).

W - Unable to reconcile flight information (SCR)

WYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

Code W is used:

- To notify the operator the coordinator cannot execute the request because he cannot reconcile the data

1.2.3 SCR Action Codes Summary

SCR	
Operator	Coordinator
N New schedule	K Confirmation
C Schedule to be changed	O Offer
R Revised schedule (Offer Acceptable)	U Refusal
L Revised schedule (Offer Not Acceptable)	X Cancellation
D Delete schedule	P Pending
E Eliminate schedule	H Holding
A Acceptance of an offer (remove from waitlist)	W Unable to reconcile flight information
P Acceptance of an offer (remain on waitlist)	T Allocated subject to conditions
Z Decline offer	
F Historic schedule	
Y New schedule (continuing from previous adjacent season)	
B New entrant	
T Allocated subject to conditions	
V New entrant with year-round continuation status	
I Revised schedule (continuing from previous adjacent season)	

1.3 Reason Code

Reason Code	Explanation
OK	Slot cleared OK
R60	Runway 60 mins. limitation
R15	Runway 15 mins. limitation
R05	Runway 05 mins. limitation
T60	Terminal congestion 60 mins
TA	Terminal congestion
AA	Apron congestion
UA	unable to allocate slot for misc. reason
GRD	Ground time
GA	Gate Capacity
CF	Curfew
AB	ATC restriction
PA	Post SC coordination for adhoc
WA	Request put on waitinglist

1.4 Scenario

a) New flight request in turnaround format

- Request from the airline (N)

SCR

S19

13DEC

BKK

NYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

SI TIME IN UTC

GI BRGDS

Coordinator responses options

Confirmation from the coordinator (K)

SCR

S19

13DEC

BKK

KYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

SI TIME IN UTC

GI BRGDS

OR

Request rejected with offer from the coordinator (U/O)

SCR

S19

13DEC

BKK

UYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

/CA. R05 CD. R60/

OYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

SI TIME IN UTC

GI BRGDS

Airlines/Operators response options

Acceptance of the offer by airline indicating that their original request should not be included in the list of slots pending improvement (A)

SCR

S19

13DEC

BKK

AYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

SI TIME IN UTC

GI THANK YOU

Coordinator responses options

Confirmation of the slot from the coordinator (K)

SCR

S19

13DEC

BKK

KYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

SI TIME IN UTC

GI BRGDS

b) Request to change an allocated slots

- Request from the airline (C/R)

SCR

S19

13DEC

BKK

CYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

RYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

SI TIME IN UTC

GI BRGDS

Coordinator responses options

Confirmation of the slot from the Coordinator (X/K)

SCR

S19

13DEC

BKK

XYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

KYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

SI TIME IN UTC

GI KIND REGARDS

OR Request rejected with offer from the coordinator (H/U/O)

SCR

S19

13DEC

BKK

HYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

UYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

OYO1150 YO1151 31MAR26OCT 1234567 188321 HKT1000 1100CNX JJ

SI TIME IN UTC

GI KIND REGARDS

Airlines/Operators response options

Acceptance of the offer by the airline indicating that their original request should be included in a list of slots pending improvement (P)

SCR

S19

13DEC

BKK

PY01150 YO1151 31MAR26OCT 1234567 188321 HKT1000 1100CNX JJ

SI TIME IN UTC

GI BRGDS

OR Acceptance of the offer no improvement required (A)

SCR

S19

13DEC

BKK

AY01150 YO1151 31MAR26OCT 1234567 188321 HKT1000 1100CNX JJ

SI TIME IN UTC

GI BRGDS

OR Decline offer (Z)

SCR

S19

13DEC

BKK

ZY01150 YO1151 31MAR26OCT 1234567 188321 HKT1000 1100CNX JJ

SI TIME IN UTC

GI BRGDS

Coordinator responses options

Confirmation of the slot from the Coordinator (X/K)

SCR

S19

13DEC

BKK

XYO1150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

KYO1150 YO1151 31MAR26OCT 1234567 188321 HKT1000 1100CNX JJ

SI TIME IN UTC

GI KIND REGARDS

c) Request to cancel an allocated slots

- Request from the airline (D)

SCR

S19

13DEC

BKK

DYO1150 YO1151 31MAR30APR 1234567 188321 HKT1000 1100CNX JJ

DYO1150 YO1151 01SEP26OCT 1234567 188321 HKT1000 1100CNX JJ

SI FLIGHT OPR ONLY MAY TIL AUG

GI BRGDS

Coordinator response options

Confirmation of cancellation from the coordinator (X)

SCR

S19

13DEC

BKK

XYO1150 YO1151 31MAR30APR 1234567 188321 HKT1000 1100CNX JJ

XYO1150 YO1151 01SEP26OCT 1234567 188321 HKT1000 1100CNX JJ

SI FLIGHT OPR ONLY MAY TIL AUG

GI KIND REGARD

PART 2. SIR Message

2. SIR MESSAGE

The structure of these message is identical to the SCR/SMA message: a header, the main purpose of which is to indicate the type of message, the season and the airport to which the request refers, some lines of data with the requested information and a footer (optional) for adding additional information.

2.1 Request for information on the complete schedule of an airline at an airport.

```
SIR  
S19  
13DEC  
HKT  
QYO YO
```

2.2 Request for information on the complete schedule of an airport, for a specific day of the week, within a determined time period and only for departure flights.

```
SIR  
S19  
13DEC  
HKT  
Q QQQ 01APR31MAY 0030507 0800 1100
```

2.3 Request for information on the allocated slot of a specific flight of given airline.

```
SIR  
S19  
13DEC  
CEI  
QYO111 31MAY
```

The response from the coordinator to this type of schedule query message from airlines consists of another type of SIR message which includes the complete list of all authorized slots that meet the conditions referred to in the request, preceded by the action code H to indicate that they are confirmed slots.

2.4 SIR Action Codes Summary

SIR	
Operator	Coordinator
Q Request for schedule information	H Holding O Offer P Pending T Allocated subject to conditions U No slot allocated

2.5 Scenario

a) Request for information on the complete schedule of an airline at an airport

- Request from the airline (Q)

SIR

W18

13DEC

CNX

QAA AA

Coordinator response options

Coordinator provide information with airlines holding slots (H)

SIR

W18

26DEC

CNX

HAA4205 7C4206 19DEC30MAR 0234567 189738 ICN1530 1630ICN JJ

HAA4205 7C4206 24DEC24DEC 1000000 189738 ICN1530 1630ICN JJ

HAA4205 7C4206 07JAN25MAR 1000000 189738 ICN1530 1630ICN JJ

SI TIME IN UTC

GI BRGDS

PART 3. SAQ Message

3. SAQ MESSAGE

3.1 The structure of SAQ message is identical to that of the SCR/SMA message: a header, the main purpose of which is to indicate the type of message, the season and airport to which the request refers, some lines of data with the requested information and a footer (optional) for adding additional information.

3.2 An SAQ message is identical to an SCR, with the only difference being that, because it is an availability query, the response from the coordinator does not involve any changes to the company's confirmed schedule. Instead it simply lets the airline know if the requested slots are available and, if not what are closet alternative. For these slots to be allocated, the airline must send the corresponding SCR.

3.3 The action codes the airline will use in an SAQ are the same as those for an SCR (typically N and C/R) Coordinator will use the following action codes in his response

H to indicate the airline's confirmed slots

U to indicate if the requested slot is not available and code

I with the same meaning as code O in SCR message.

Note – The code I is used to inform airlines/operators of future possibilities.

This is NOT a confirmation nor offer.

3.4 SAQ Action Codes Summary

SAQ	
Operator	Coordinator
N New schedule	I Available information
C Schedule to be changed	H Holding
R Revised schedule (Offer Acceptable)	O Offer
V New entrant with year-round continuation status	U Refusal
B New entrant	

3.5 Scenario

a) Query to change an allocated arrival slot

- Request from the airline (C/R)

SAQ

S19

16DEC

BKK

CY01150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

RY01150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

SI TIME IN UTC

GI BRGDS

Coordinator response options

Coordinator provide information on available offers (H/U/I)

SAQ

S19

16DEC

BKK

HY01150 YO1151 31MAR26OCT 1234567 188321 HKT0910 1050CNX JJ

UY01150 YO1151 31MAR26OCT 1234567 188321 HKT0945 1100CNX JJ

IY01150 YO1151 31MAR26OCT 1234567 188321 HKT0955 1115CNX JJ

SI TIME IN UTC

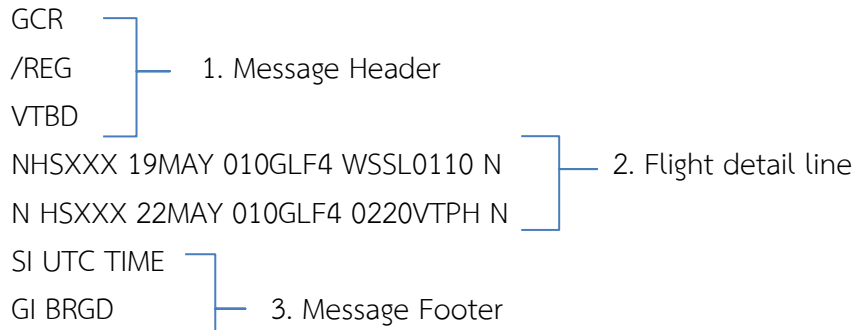
GI KIND REGARDS

PART 4. GCR Message

4. GCR MESSAGE

Slot request for GA/BA flight

4.1 GCR Standard Format



a) Message Header

- GCR → Type of request: GCR – General aviation clearance request
- /REG → Message type for operation using the aircraft registration
- VTBD → Airport at which slots are being requested: ICAO code

b) Flight detail line

The flight detail lines contain all of the necessary schedule information needed to request an airport slot. The following examples show the different format required to request either an arrival or departure slot.

- Arrival slot format

```

NHSXXX 19MAY 010GLF4 WSSL0110 N
 1   2   3   4   5   6   7   8
  
```

1. Action code
2. Aircraft Registration
3. Date of operation
4. Number of Seat
5. Aircraft type (ICAO)
6. Airport of Origin (ICAO)
7. Schedule time of arrival (UTC)
8. Type of flight

For an arrival, there is No Blank between action code and aircraft registration
 The scheduled time of arrival (STA) is stated without a blank after the airport of origin.

- Departure slot format

N_HSXXX 22MAY 010GLF4 0220VTPH N
 1 2 3 4 5 6 7 8

1. Action code
2. Aircraft Registration
3. Date of operation
4. Number of Seat
5. Aircraft type (ICAO)
6. Schedule time of departure (UTC)
7. Airport of Destination (ICAO)
8. Type of flight

For a departure slot, there is a blank between the action code and aircraft registration. The destination airport is stated without a blank after the scheduled time of departure (STD).

1. Action Code	Indicate the type of operation or transaction you wish to make with the details referred to below Airlines and Coordinators use different action codes. The most frequently used action codes are described further on in the document.
2. Aircraft Registration	This could consist of the detail of the aircraft registration mark or the flight number.
3. Date of Operation	This is only one operation date.
4. Number of Seat	A 3 digits number which represents the seating layout of the aircraft with the airline plans to undertake the operation.
5. Aircraft Type	ICAO aircraft subtype code.
6. Airport of Origin (arrival slot format) 6. Schedule time of departure (departure slot format)	ICAO code for the origin airport of the operation. Scheduled departure time (UTC).

7. Schedule time of arrival (UTC) (arrival slot format)	Schedule arrival time (UTC).
7. Airport of Destination (departure slot format)	ICAO code for the destination airport of operation.

8. Type of flight	These indicate the reason for the arrival and departure operations. The most frequently used are the following table.
-------------------	-----------------------------------------------------------------------------------------------------------------------

Type of flights	Service Type Description
N	Business Aviation / Air Taxi
D	General Aviation (Private flight)
E	State Flight (VIP / Government)
I	Ambulance flights (defined in SI)
P	Positioning flight, Ferry flight, Delivery flight
T	Technical Test flight

c) Message Footer

SI - Special Information (eg. Ambulance flight)

GI - General Information (eg. BRGDS)

4.2 GCR Action Codes Summary

The action code defines the exact intention of GCR sender and is always at the beginning of the line. Depending on the sender, following codes are possible in the GCR format.

GCR Action code	
Operator	Coordinator
N New schedule	K Available information
C Schedule to be changed	X Holding
R Revised schedule	U Refusal
D Delete schedule	

4.3 Scenario

a) New flight request arrival and departure time (Action code N)

GCR

/REG

VTBD

NHSYYO 19MAY 010GLF4 WSSL0110 N

N HSYYO 22MAY 010GLF4 0220VTPH N

SI UTC TIME

GI BRGD

Possible replies from coordinator: (Action code K)

GCR

/REG

VTBD

KHSYYO 19MAY 010GLF4 WSSL0110 N

K HSYYO 22MAY 010GLF4 0220VTPH N

SI UTC TIME

GI BRGD

If slot not available (Action code U)

The nearest available slots have been allocated.

GCR
/REG
VTBD
UHSY YO 19MAY 010GLF4 WSSL0110 N
KHSY YO 19MAY 010GLF4 WSSL0330 N /RA.0110 CA.R60/
U HSY YO 22MAY 010GLF4 0220VTPH N
K HSY YO 22MAY 010GLF4 0430VTPH N /RD.0220 CD.R60/
SI UTC TIME
GI BRGD

b) Cancellation Slot (Action code D)

GCR
/REG
VTBD
DHSY YO 19MAY 010GLF4 WSSL03300 N
D HSY YO 22MAY 010GLF4 0430VTPH N
SI UTC TIME
GI BRGD

Possible reply from the coordinator (Action code X)

GCR
/REG
VTBD
XHSY YO 19MAY 010GLF4 WSSL0330 N
X HSY YO 22MAY 010GLF4 0430VTPH N
SI UTC TIME
GI BRGD

c) Changing slot (Action code C and R)

Flight detail can be changed by using a combination of the action codes C and R

C line defines the existing slot clearance originally allocated by coordinator

R line defines the new slots details requiring slot clearance

It is important to make sure that the flight details in the C line are identical with the originally allocated and confirmed slot.

GCR

/REG

VTBD

CHSYO 19MAY 010GLF4 WSSL0110 N

RHSYO 19MAY 010GLF4 WSSL0200N

C HSYO 22MAY 010GLF4 0220VTPH N

R HSYO 22MAY 010GLF4 0300VTPH N

SI UTC TIME

GI BRGD

Possible reply from the coordinator (Action code X and K)

GCR

/REG

VTBD

XHSYO 19MAY 010GLF4 WSSL0110 N

KHSYO 19MAY 010GLF4 WSSL0200 N

X HSYO 22MAY 010GLF4 0220VTPH N

K HSYO 22MAY 010GLF4 0300VTPH N

SI UTC TIME

GI BRGD