



สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

Requirements for Coordination and Facilitation Guidance Material

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Approval by

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0. Introduction

0.1 Background

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

0.2 Purpose

This Guidance provides Airport Coordinators/Facilitators, Airport, Airlines and Air operators guidance on how to conduct coordination and facilitation on the day of operation.

0.3 Applicability

This Guidance is subjected to all relevant parties as follows:

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

0.4 Effective Date

1 January 2021

0.5 Reference

The Guidance is referred to:

- Rules of the Civil Aviation Authority of Thailand on Criteria for Slot Allocation for Airport Arrival and Departure of Aircraft B.E. 2562 (2019) Part 4 Requirements on Facilitation and Coordination
- Worldwide Airport Slot Guidelines
 - Section 1.7.1 – 1.7.2 The key principles of slot allocation at a level 2 airport and at a level 3 airport.
 - Section 10.18.1 – 10.18.5 Changes on the day of operation
- EUACA Recommended Practice Coordination and Facilitation on the Day of Operation.

1. Recommendations

1.1 General

- Aircraft operators must not intentionally operate (or plan to operate) at a time which is different from the allocated slot time – the time on the initial flight plan should match the allocated slot time and the published timings.
- Airports slot times are the on/off block times, not the landing or take off times.
- The coordinator shall provide for an out-of-office hours' coverage which at least deals with short term ad hoc schedule changes, new ad hoc requests and cancellations.

1.2 Procedure for Slot Requests

1.2.1 An airport slots should be obtained before filling a flight plan.

1.2.2 Coordination on the day of operation can be done by either the coordinator's office, online coordination tool or the out-off-office agency.

1.2.3 On-the-day of the operation and Out-of-office hours slot request should be kept to a minimum.

1.2.4 Flights exempted from Coordination should declare their flight intention prior to operation.

Note: The operator can refer to **Appendix A** for a Flowchart of Procedure for Slot Requests.

1.3 Requirements for Coordination/Facilitation or Re-clearance

Purpose of Flights	Operator to send slot requests before operation	Action of Coordinator	Additional Information
Planned time changes	Yes	Coordinate	
On the day operational delay			
-Airlines	No		
-GA/BA	Yes	Coordinate	

Purpose of Flights	Operator to send slot requests before operation	Action of Coordinator	Additional Information
On the day ATC delay			
-Airlines	No		
-GA/BA	No		
Next day operational delay	Yes	Coordinate	
Exempted flights (i.e. Humanitarian flights and State flights)	Yes	Confirm Slot as requested	Overbook if capacity not available and airport policy permits
Emergency Landings	No		Inform as soon as possible for monitoring purposes
Departure after emergency landing (with or without passengers)	Yes	Coordinate	
Calibration flights (first arrival and final departure)	Yes	Confirm Slot as requested	Overbook if capacity not available and airport policy permits
Flight training	Yes	Coordinate	
Positioning to/from maintenance	Yes	Coordinate	
Other planned positioning	Yes	Coordinate	
Ad hoc positioning to recover passenger flight (AOG)	Yes	Coordinate	Coordinator may overbook
Planned aircraft changes (where capacity relevant)	Yes	Coordinate	
Cancellations	Yes	Coordinate	

Remark: If on the day operational delay is **later than 1700 UTC (00.00 Local time in Thailand)**,

operators must revise the requests or submit new requests which will be considered as additional slots.

Appendix A

Procedure for Slot Requests – Flowchart

