

Slot Coordination Czech Republic

# SCR Manual

Basic principles – extracts from IATA SSIM – Chapter 6

## Introduction

Slot Coordination Czech Republic describes in this document some basic information and examples for customers who are new to the airport coordination, not familiar how to treat the slots at **coordinated (level 3) airports**, or rarely send an SCR (once in a long period of time). For full and detailed information please visit and carefully study **chapter 6 of the IATA SSIM** (Standard Schedules Information Manual). Chapter 6 describes the procedures for using a variety of airport clearance messages (SCR, SIR, SAQ, WIR etc.).

The following information concentrates on the basic **SCR** (Slot Clearance Request/Reply) message as this is the main tool for communication between airlines and coordinators.

### General Information:

- We only accept SCR formatted messages (Slot Clearance Request) to request, change or delete airport slots.
- Please do not call or send any ASM, SSM or free-text messages
- We kindly ask you to follow IATA SSIM chapter 6.
- All SCR messages in linked (turn-around format) using aircraft subtypes only (e.g. 73G or 738 instead of 737).
- Offers are valid for 3 business days and will be cancelled if no reply is received.
- Incorrectly formatted SCR messages are rejected.
- Retrospective changes not accepted.
- The SSIM chapter 6 formatted message must be plain text (not HTML) placed directly in the email body. No attachments, logos or special characters should be used. The senders email address has to be repeated on the second line of the message header (IATA SSIM chapter 6.2.1).

## Message Standards

The SCR message consists of 3 parts:

- **message header**
- **information data line(s)**
- **message footer**

**SCR**  
**/**  
**S18**  
**01APR**  
**PRG**  
**NXY0832\*XY0833\*26MAR28OCT\*1030507\*211763\*MANLHR0745\*09301LHRMAN\*JJ2**  
**SI IF NOT AVAILABLE PLEASE GIVE THE NEAREST POSSIBLE**  
**GI BRGDS XY SCHEDULING OFFICE**

### Message Header:

- SCR** -> message type: SCR = Slot Clearance Request
- /** -> creator's reference and/or email originator
- S18** -> IATA season concerned – **S**(ummer) or **W**(inter) plus two numerics for the year
- 01JUN** -> date of message - DDMMM format
- PRG** -> clearance airport concerned – IATA 3 letter airport code

## Message Data line:

**NXY0832\*XY0833\*25MAR27OCT\*1030507\*211763\*MANLHR0745\*09301LHRMAN\*JJ2**  
 1 2 3 4 5 6 7 8 9 10 11

### \* mandatory blank spaces (gaps)

contains mandatory and conditional data elements

always starts with an Action Code

always ends with the Service Type or with the Frequency Rate indicator if applicable

<b>1.</b>	<b>Action code (see appendix)</b>	Defines the exact function of the data line
<b>2.</b>	<b>Arrival Flight information</b>	Airline Designator (2- <b>IATA</b> or 3- <b>ICAO</b> characters code) Flight Number (min 3 numeric and max 4 numeric) Operational suffix if applicable – only one character (ex. XY0832 <b>A</b> )
<b>3.</b>	<b>Departure Flight information</b>	Airline Designator (2- <b>IATA</b> or 3- <b>ICAO</b> characters code) Flight Number (min 3 numeric and max 4 numeric) Operational suffix if applicable – only one character (ex. XY0833 <b>B</b> )
<b>4.</b>	<b>Period</b>	Period of Operation or Arrival Date or Departure Date Date format is 2 numerics for the day of the month plus 3 letters for the month
<b>5.</b>	<b>Day(s) of operation</b>	Day(s) of Operation indicated with numbers 1 through 7 (1 = Monday, ..., 7 = Sunday) Non-operational days are indicated by a 0 (zero)
<b>6.</b>	<b>Number of seats</b>	Format is 3 numerics for passenger flights Format is 000 for cargo flights
<b>7.</b>	<b>Aircraft type</b>	Format is 3 alphanumeric characters Applicable codes according to IATA Aircraft Type directory
<b>8.</b>	<b>Inbound flight / routing and time information</b>	Origin station and previous station Scheduled time of arrival
<b>9.</b>	<b>Outbound flight / routing and time information</b>	Scheduled time of departure Overmidnight indicator -when aircraft makes an overnight stop, passing midnight UTC (number from 1 to 9) Next station and destination station
<b>10.</b>	<b>Service type code (see appendix)</b>	Indicates main reason for operating flight Inbound =first code, outbound = second code
<b>11.</b>	<b>Frequency rate indicator</b>	Used when operating at fortnightly intervals (every 2 weeks) Period of operation is first and last date flight operates Weekly operations is blank value

### Message Footer:

- SI**= supplementary information (in connection with content of SCR message)  
SI AMBULANCE, STATE FLT or IF NOT AVBL PLS GIVE NEAREST POSSIBLE, etc.
- GI**= general information (e.g. greeting)  
GI BRGDS.....

It is mandatory that any text following the data lines starts either with "SI" or with "GI" !

## SCR Examples

### Airline (request) to Coordinator:

#### NEW REQUEST FOR AN AD-HOC FLIGHT (single date)

Action code - **N**

```
SCR
/slots@xyairline.com
S18
20APR
PRG
NXY010 XY011 01MAY01MAY 020000 168320 MANLHR1125 1215LHRMAN CC
GI BRGDS
```

#### NEW REQUEST IN TURNAROUND FORMAT, FOR WEEKDAYS 1-7 FROM 01 JUNE TILL 31 AUGUST

Action Code - **N**

```
SCR
/slots@xyrline.com
S18
20APR
PRG
NXY020 XY021 01JUN31AUG 1234567 120319 CDG0900 0950CDG JJ
SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE
GI BRGDS
```

**AIRCRAFT EQUIPMENT, DESTINATION CHANGE AND RETIMING, FOR WEEKDAYS 1-7, FROM 05JUNE TILL 30JUNE**

**Action codes - C/R**

```
SCR
/ slots@xyrline.com
S18
20APR
PRG
CXY123 XY124 05JUN30JUN 1234567 120319 FRA0700 0750FRA JJ
RXY123 XY124 05JUN30JUN 1234567 159320 MUC0730 0820MUC JJ
GI BRGDS
```

**Important:**

A change of an existing cleared slot always consists of 2 lines (C-line and R-line)! The C-line (to be **changed**) must show the information held by the coordinator, the R- line (the new **revised**) schedule information.

**DELETION OF THE FLIGHT, EVERY SATURDAY IN PERIOD FROM 02JUN TILL23JUN**

**Action Code - D**

```
SCR
/slots@xyairline.com
S18
20APR
PRG
DXY123 XY124 02JUN23JUN 0000060 184321 CDG1020 1115CDG JJ
GI BRGDS
```

**Acceptance, pending or decline of the offer given by the Coordinator to the Airline:**

**ACCEPTANCE OF AN OFFER (no further improvement requested)**

**Action Code - A**

```
SCR
/slots@xyarline.com
S18
20APR
PRG
AXY010 XY011 01MAY01MAY 0200000 168320 MAN1130 1220MAN CC
GI BRGDS
```

**PENDING OF AN OFFER (maintain on waitlist, further improvement intended)**

**Action Code - P**

```
SCR
/slots@xyairline.com
S18
20APR
PRG
PXY020 XY021 01JUN31AUG 1234567 120319 CDG0910 1000CDG JJ
GI BRGDS
```

**DECLINE OFFER**

```
SCR
/slots@xyairline.com
S18
20APR
PRG
ZXY020 XY021 01JUN31AUG 1234567 120319 CDG0910 1000CDG JJ
GI BRGDS
```

**Important:**

If the offer (originating from a new request) is declined by the airline, then the airline will not hold any slots for this flight! We therefore recommend to always accept or pend our offers (closest available times given) and try to apply for a possible improvement later on.

**Coordinator (reply) to Airline:**

**Replies sent by the coordinator:**

We usually reply to the airline request as soon as possible but latest within 3 business days. Should we need any special clarification we will inform you accordingly. In case of your required time is not be available we will offer or automatically allocate you with the closest available slot. On our offer reply you will find an additional data line indicating the so-called reason code (CA, CD, etc.), which will inform you about the main constraint which caused the non-availability of the time you requested. The decoding of these reason codes can be found in the SSIM manual.

**CONFIRMED (slots) REPLY FOR NEW REQUEST**

**Action Code - K**

```
SCR
S18
20APR
PRG
KXY010 XY011 01MAY01MAY 0200000 168320 MAN1125 1215MAN CC
GI BRGDS SLOT COORD CZECH REPUBLIC
```

**DELETION REPLY (slots cancellation)**

**Action Code - X**

```
SCR
S18
20APR
PRG
XY020 XY021 01JUN31AUG 1234567 120319 CDG0900 0950CDG JJ
SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE
GI BRGDS SLOT COORD CZECH REPUBLIC
```

**STANDARD REPLY FOR CHANGED DATA (SLOTS CHANGE)**

**Action Codes – X/K**

```
SCR
S18
20APR
PRG
XY123 XY124 05JUN30JUN 1234567 120319 FRA0700 0750FRA JJ
KXY123 XY124 05JUN30JUN 1234567 159320 MUC0730 0820MUC JJ
GI BRGDS SLOT COORD CZECH REPUBLIC
```

**OFFER REPLY FOR NEW REQUEST (automatically the closest offer is given)**

**Action Codes – U/O**

```
SCR
S18
20APR
PRG
UXY020 XY021 01JUN31AUG 1234567 120319 CDG0900 0950CDG JJ
OXY020 XY021 01JUN31AUG 1234567 120319 CDG0910 1000CDG JJ
/ RA.0900 CA.R10 RD.0950 CD.R10/
SI REPLY TO OFFER WITHIN 3 BUSINESS OTHERWISE IT WILL BE
CANCELLED. NO SLOTS AT PRG THEN.
GI BRGDS SLOT COORD CZECH REPUBLIC
```



**OFFER REPLY FOR DATA HELD TO BE CHANGED**

**Action Codes – H/U/O**

SCR  
S18  
20APR  
PRG  
HXY123 XY124 05JUN30JUN 1234567 120319 FRA0700 0750FRA JJ  
UXY123 XY124 05JUN30JUN 1234567 159320 MUC0730 0820MUC JJ  
OXY123 XY124 05JUN30JUN 1234567 159320 MUC0720 0810MUC JJ  
/ RA.0730 CA.R10 RD.0820 CD.R10/  
SI REPLY TO OFFER WITHIN 3 BUSINESS OTHERWISE WE WILL HOLD  
THE ORIGINAL SCHEDULE AND THE OFFER WILL BE CANCELLED.  
GI BRGDS SLOT COORD CZECH REPUBLIC

**REFUSAL REPLY (no slots allocated)**

**Action Code - U**

SCR  
S18  
20APR  
PRG  
UXY098 XY099 01MAY01MAY 0200000 000TU5 MOW2200 2300MOW HH  
SI PROHIBITED OPERATION FOR TU5 – NIGHT CURFEW.  
GI BRGDS SLOT COORD CZECH REPUBLIC

**REPLY IN CASE CONFIRMED SLOTS DOES NOT MATCH REQUEST FROM AIRLINE**

**Action Code – W/H**

SCR  
S18  
20APR  
PRG  
WXY128 XY129 05JUN05JUN 0200000 615388 MUC0700 0750MUC JJ  
HXY123 XY124 05JUN05JUN 0200000 159320 MUC0730 0820MUC JJ  
SI PLS CLARIFY FLT NUMBER XY128/129 AND A/C TYPE 388 AS  
BOTH DO NOT MATCH OUR RECORDS. WE CURRENTLY HOLD XY123/124.  
GI BRGDS SLOT COORD CZECH REPUBLIC

**Important:**

Coordinator's reply code -W- does indicate that the data provided on a C- or D-line is not held by the coordinator or not as such corresponding to the data held by the coordinator.

## Appendix

### IATA Schedules Seasons

The IATA schedule **Summer** season from last Sunday in March until last Saturday in October, the **Winter** season from last Sunday in October until last Saturday in March. The calendar year is fully reflected for each **Summer** season. For each **Winter** season the year indicated reflects only the calendar year in which the season started (e.g. **W17** did last from October 29, **2017** until March 24, 2018).

**Important: On January 1 the winter season does not change from e.g. W17 to W18!**

### Action Codes to be used

AIRLINE		COORDINATOR	
<b>A</b>	acceptance of an offer - no further improvement desired	<b>H</b>	holding
<b>C</b>	schedule to be changed	<b>K</b>	confirmation
<b>D</b>	delete schedule	<b>O</b>	offer
<b>L</b>	revised schedule - no offer acceptable	<b>P</b>	pending (action or advice)
<b>N</b>	new schedule	<b>U</b>	unable (refusal)
<b>P</b>	acceptance of an offer - maintain on waitlist	<b>W</b>	unable to reconcile the flight information
<b>R</b>	revised schedule (offer acceptable)	<b>X</b>	cancellation
<b>Z</b>	decline offer		

### Main Service type codes:

<b>J</b>	Scheduled passenger
<b>F</b>	Scheduled cargo/mail
<b>G</b>	Additional passenger - normal service
<b>C</b>	Charter passenger
<b>H</b>	Charter cargo/mail
<b>P</b>	Positioning, ferry flight
<b>K</b>	Training
<b>X</b>	Technical stop (e.g. fuel stop)
<b>T</b>	Technical test (e.g. maintenance)