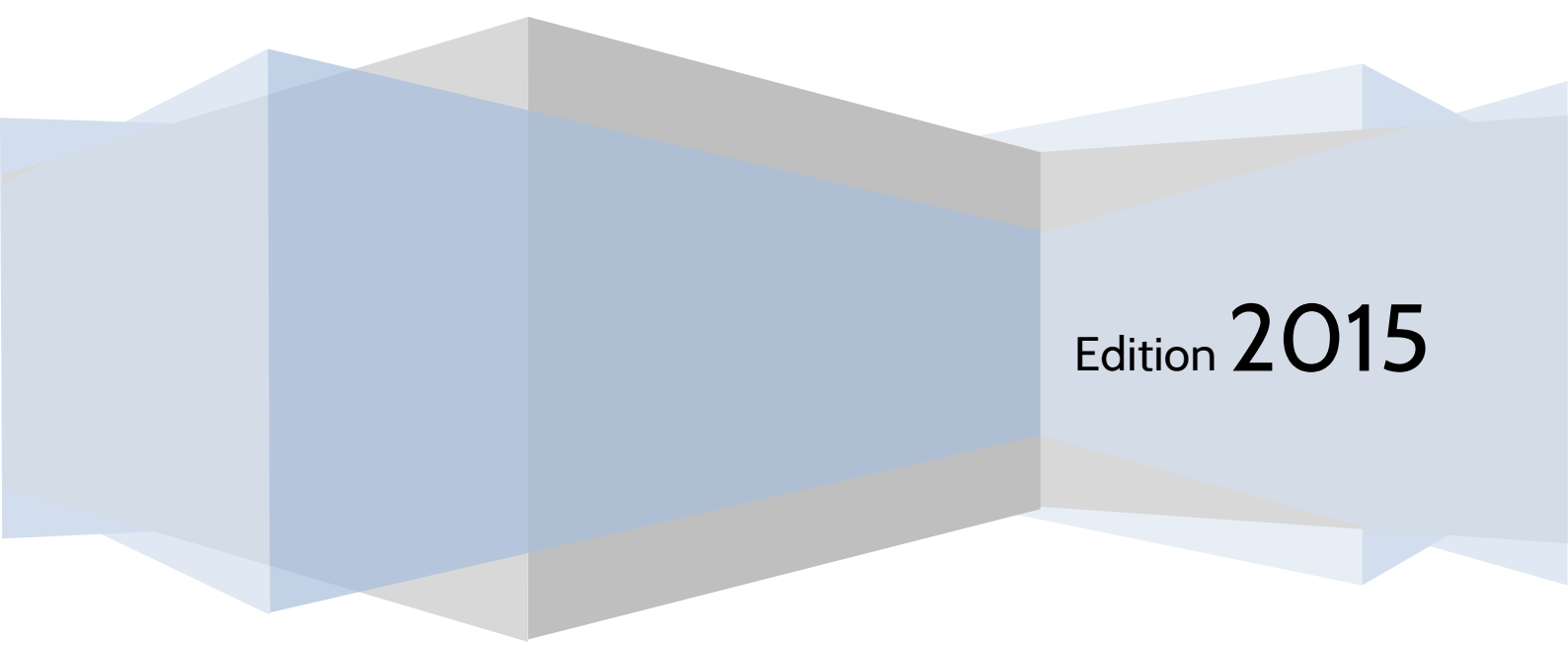


SCR CRASH COURSE

Basic Extracts from IATA SSIM Manual Chapter 6

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Introduction

Slot Coordination Switzerland does provide in this document some basic information and examples for customers who are new to the airport coordination business, not familiar how to deal with coordinated (level 3) airports, or have to send an SCR only once in a while. For full and detailed information we kindly ask you to 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.). These are defined standard telegraph message formats used to obtain clearance for, or provide information of, arrival and departure times at coordinated airports. The chapter includes the principles for information exchange, technical specification, and examples. Please visit [IATA's website](http://www.iata.org/publications/Pages/default.aspx) to learn more about this manual, and how to order it.

The following information does focus on the airline's view and on the basic SCR (Slot Clearance Request/Reply) message since this is the main communication for slot allocation between airlines and coordinators.

Main Principles and Rules (extract from SSIM chapter 6.2)

- Airport slots shall be requested at least 3 business days in advance.
- All dates, days and times are in UTC.
- For a given flight designator and date at a specific station, there can only be **one** scheduled arrival and/or one scheduled departure time cleared.
- Coordinators will respond to slot allocation requests within a period of 3 business days. Clearance offers from coordinators to the airlines are valid for 3 business days only.
- When a coordinator requires fillings as turnarounds or when airlines elect to file flights as turnarounds (i.e. arrival and departure in a single data record), any modifications pertaining to either the arrival or departure require all unchanged elements to be repeated in order to maintain the turnaround link. (...) If flights are originally filed using an over-midnight indicator, any subsequent change should again be filed using the turnaround format.
- Where apron occupancy and/or terminal capacity are coordinated, the aircraft type code must be specified and transit/turnaround format shall be used.
- The SSIM chapter 6 formatted messages must be **plain text** placed directly in the email body. There should be no non-standard text before the information in the body of the message. The email body must start with the standard format header and must be according to the standard format. No attachments, signatures with 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).

Please observe that coordinators may not accept requests sent from free email accounts!

Edition 2015: termination of SITA messages, SIR message format adjusted.

Message Standards

The SCR message consists of 3 parts:
message header, information data line(s) and the message footer.

1. Message Header

SCR	-> message type: SCR = Slot Clearance Request
/	-> creator reference and/or email originator
S12	-> IATA schedules season concerned see appendix
22APR	-> date of message
ZRH	-> clearance airport concerned

2. Information Data Line(s)

NXY023 XY024 01JUL30SEP 1234500 120319 CDG0700 0750CDG JJ
1 2 ^3 ^4 5 ^6 ^7 8 ^9 10 ^11 12 ^13/14

1	action code	see appendix
2	arrival flight designator, number (suffix possible) <i>flight number must consist of min. 3 digits</i>	
3	departure flight designator, number (suffix possible) <i>flight number must consist of min. 3 digits</i>	
4	start of period or single day	
5	end of period or single day	
6	weekday(s) of operation	see appendix
7	number of seats fitted (3 digits)	
8	IATA aircraft subtype (3 alphanumeric)	
9	origin/previous station (arriving from)	
10	required arrival time in UTC	
11	required departure time in UTC	
12	next/destination station (departure to)	
13	arrival service type	see appendix
14	departure service type	see appendix

Important: please mind the mandatory space character between the data blocks (see also message examples)

3. Message Footer

SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE
GI BRGDS

SI= supplementary information (in connection with content of SCR message)

GI=general information (e.g. greeting)

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

About replies sent by the coordinator:

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

Message Examples

SCR (Slot Clearance Request)

NEW REQUEST IN TRANSIT/TURNAROUND FORMAT, FOR WEEKDAYS 1-5 FROM JULY 1 UNTIL SEPTEMBER 30
(previous example)

SCR
/slots@airline.com
S12
22APR
ZRH
NXY023 XY024 01JUL30SEP 1234500 120319 CDG0700 0750CDG JJ
SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE
GI BRGDS

NEW REQUEST FOR AN AD-HOC FLIGHT

SCR
/slots@airline.com
S12
22APR
GVA
NBA998 BA997 18OCT18OCT 1000000 14573G MAN1125 1215MAN CC
GI BRGDS

NEW REQUESTS FOR MULTIPLE FLIGHTS (at same airport)

SCR
/slots@airline.com
S12
22APR
GVA
NBA998 BA997 18OCT18OCT 1000000 14573G MAN1125 1215MAN CC
NBA996 BA995 19OCT19OCT 0200000 200752 LGW1525 1615MAN CC
NBA990 BA991 20OCT20OCT 0030000 14573G EDI0800 0850GLA CP
GI BRGDS

AIRCRAFT EQUIPMENT CHANGE ONLY

SCR
/slots@airline.com
S12
22APR
ZRH
CMH010 MH011 25APR25APR 0000007 282772 KUL0420 1135KUL JJ
RMH010 MH011 25APR25APR 0000007 **398744** KUL0420 1135KUL JJ
SI AIRCRAFT CHANGE ONLY - NO TIME CHANGE
GI BRGDS

*A change of an existing cleared slot always consists of 2 lines (C-line and R/L-line)! The **C-line** ("to be **changed**") must show the information held by the coordinator, the **R-** or **L-line** the new **revised** schedule information. This well established procedure guarantees that both, airline and coordinator do change the flights intended only.*

AIRCRAFT EQUIPMENT CHANGE AND RETIMING (no offers acceptable)

SCR
/LH ZRH AF/FRAL2LH@SERVICES.DLH.DE
S12
22APR
ZRH
CLH4123 LH4876 01JUL30JUL 0034507 120319 HAM0700 0750FRA JJ
LLH4123 LH4876 01JUL30JUL 0034507 **16873G** HAM**0730 0820**FRA JJ
GI BRGDS

***No offers are given;** the schedule to be revised will only be confirmed if respective capacity is available. We only recommend using "CL" if you have absolutely no flexibility in your operation!*

RETIMING WHICH CAUSES OVERNIGHT STAY

Correct message:

SCR
/slots@airline.com
S12
22APR
GVA
CJP306 JP307 01AUG01AUG 0000060 048CR1 LJU1910 1950LJU CC
RJP306 JP307 01AUG01AUG 0000060 048CR1 LJU1910 0500**1**LJU CC
GI BRGDS

*A next day departure requires the **"over-midnight indicator"** which is placed between the departure time and the next/destination station. The figure **1** does indicate that the departure takes place +1 day after the arrival date. Please mind that the start/end period (date) and the day(s) of operation always **correspond** to the **arrival flight**!*

Wrong message:

SCR
/slots@airline.com
S12
22APR
GVA
CJP306 JP307 01AUG01AUG 0000060 048CR1 LJU1910 1950LJU CC
RJP306 JP307 01AUG**02AUG** 000006**7** 048CR1 LJU1910 0500**1**LJU CC
GI BRGDS

*This is a common mistake when using the over-midnight indicator as also the departure date is included and with above example an **additional** flight would be requested to arrive on 02AUG and to depart on 03AUG!*

FLIGHT NUMBER CHANGE, CHANGED ROUTING AND SERVICE TYPE CHANGE

SCR
/slots@airline.com
S12
22APR
ZRH
CCX500 CX501 08SEP08SEP 0030000 402744 HKG0420 1050HKG JJ
RCX**3600** CX**3601** 08SEP08SEP 0030000 402744 **MNL**HKG0420 1050**FRA**HKG **CC**
GI BRGDS

DELETION OF A SINGLE DAY FLIGHT

SCR
/slots@airline.com
S12
22APR
GVA
DAF123 AF124 22MAY22MAY 0000060 100142 CDG1520 1600CDG JJ
GI BRGDS

NEW REQUEST WITH 3LETTER ICAO CODE, FLIGHT NUMBER SUFFIX AND MIXED SERVICE TYPES

SCR
/slots@airline.com
S12
23APR
ZRH
NWLC611B WLC612B 10MAY10MAY 1000000 031D38 INN0440 0600FMO **PC**
NWLC623B WLC624B 11MAY11MAY 0200000 031D38 FM01535 1630INN **CP**
SI BRGDS WLC OPS/ALEXANDRA

We usually clear the airline under its 2letter IATA code. If no IATA code is available or on special request, the flights may be cleared under the 3letter ICAO code.

ACCEPTANCE OF AN OFFER (no further improvement desired)

SCR
/slots@airline.com
S12
22APR
GVA
ASN015 SN016 22MAY22MAY 0000060 148733 BRU1520 1600BRU JJ
GI BRGDS

*We appreciate if you reply to an offer in a **separate** single SCR message!*

ACCEPTANCE OF AN OFFER (maintain on waitlist)

SCR
/slots@airline.com
S12
22APR
GVA
PSN015 SN016 01MAY30OCT 1234500 148733 BRU1520 1600BRU JJ
GI BRGDS

DECLINE OFFER

SCR
/slots@airline.com
S12
22APR
ZRH
ZLX5000 25APR25APR 0000007 230332 CHR1700 K
GI BRGDS

If you decline an offer originating from a new request, you will not hold any slot for this flight! We therefore recommend to always accept our offers (closest available times given) and to revert later again for a possible improvement.

ZRH SPECIAL - FLIGHTS INTO/OUT OF SR TECHNICS MAINTENANCE

SCR
/slots@airline.com
S12
21APR
ZRH
NDK9997 02MAY02MAY 0000007 407333 OSL0555 **T**
NDK9998 10MAY10MAY 1000000 407333 1215GOT **T**
SI FOR MAINTENANCE

Flights into/out of SR Technics for maintenance purpose must request slots as single flights (not in transit/turnaround format) using the service type code -T-.

*A **space character after the action code** denotes a **departure flight**.*

SIR (Slot Information Request)

With a SIR message you can request at any time your slots held by the coordinator. This is helpful if you do not know if slots have already been cleared or which data is held by the coordinator.

A SIR shall contain your email address stated on the **2nd line starting with a "/"**. This email address must be identical to the originators one. Only such formatted SIR messages received by email are processed **automatically** by our system!

SIR FOR A SPECIFIC PERIOD FOR FLIGHTS CLEARED IN TURNAROUND FORMAT

SIR
/slots@airline.com
S14
22APR
GVA
QSN SN 01AUG05AUG
SI

Action code to be used is "Q" (query), the reply sent by the coordinator will show all respective flights with code "H" (hold), "O" (pending offer) or "U" (no slot allocated). Please always add an SI at the end of your message.
Attention: If you skip the dates you will receive **ALL** flights for the whole season! Such volume might be unwanted...

SIR FOR FLIGHTS IN UNLINKED FORMAT (to be used for base carriers only!)

	Arrivals only:	Departures only:
SIR	SIR	SIR
S14	S14	S14
22APR	22APR	22APR
GVA	GVA	GVA
QLX 01AUG05AUG	QEZS 01AUG05AUG	QF7 01AUG05AUG
Q LX 01AUG05AUG	SI	SI
SI		

The first Q-line will generate arrivals, the second Q-line departures. Omitting one of the 2 Q-lines will result in either arrivals or departures only.

SIR FOR A SPECIFIC FLIGHT AND SINGLE DATE

SIR
/slots@airline.com
S14
22APR
GVA
QSN1234 SN1235 01AUG
SI

Coordinator SCR Replies**CONFIRMED REPLY FOR NEW REQUEST**

SCR
S12
22APR
GVA
KBA998 BA997 18OCT18OCT 1000000 14573G MAN1125 1215MAN CC
GI BRGDS SLOT COORDINATION SWITZERLAND

DELETION REPLY

SCR
S12
22APR
GVA
XAF123 AF124 22MAY22MAY 0000060 100142 CDG1520 1600CDG JJ
GI BRGDS SLOT COORDINATION SWITZERLAND

STANDARD REPLY FOR CHANGED DATA

SCR
S12
22APR
ZRH
XLH4123 LH4876 01JUL30JUL 0034507 120319 HAM0700 0750FRA JJ
KLH4123 LH4876 01JUL30JUL 0034507 16873G HAM0730 0820FRA JJ
GI BRGDS SLOT COORDINATION SWITZERLAND

OFFER REPLY FOR NEW REQUEST

SCR
S12
22APR
GVA
USN015 SN016 01MAY20OCT 1234500 148733 BRU1520 1600BRU JJ
OSN015 SN016 01MAY20OCT 1234500 148733 BRU1540 1620BRU JJ
/ RA.1520 CA.R10 RD.1600 CD.R05/
SI **SLOT CONGESTION** / CLOSEST AVAILABLE OFFERS
PLS REPLY TO OFFERS WITHIN 3 BUSINESS DAYS OTHERWISE WILL CANCEL
GI BRGDS SLOT COORDINATION SWITZERLAND

OFFER REPLY FOR DATA HELD TO BE CHANGED

SCR
S12
22APR
ZRH
HCX500 CX501 08SEP08SEP 0030000 402744 HKG0520 1200HKG JJ
UCX3600 CX3601 08SEP08SEP 0030000 402744 MNLHKG0420 1050FRAHKG CC
OCX3600 CX3601 08SEP08SEP 0030000 402744 MNLHKG0505 1100FRAHKG CC
/ RA.0420 CA.R60 RD.1050 CD.R60/
SI **SLOT CONGESTION** / CLOSEST AVAILABLE OFFERS
PLS REPLY TO OFFERS WITHIN 3 BUSINESS DAYS OTHERWISE WILL CANCEL
GI BRGDS SLOT COORDINATION SWITZERLAND

REFUSAL REPLY (no slots allocated)

SCR
S12
22APR
GVA
UXY095 XY096 01AUG01AUG 0200000 000IL7 RUH1500 1700SAH HH
SI CURFEW ICAO NOISE CHAPTER 2 - NOT POSSIBLE TO OPERATE THIS ACFT
GI BRGDS SLOT COORDINATION SWITZERLAND

REPLY IN CASE DATA HELD DOES NOT MATCH REQUEST

SCR
S12
22APR
ZRH
WLH4122 LH4875 01JUL30JUL 0034507 120319 HAM0700 0750FRA JJ
HLH4123 LH4876 01JUL30JUL 0034507 120319 HAM0700 0750FRA JJ
SI PLS CLARIFY FLIGHT NUMBERS AS NOT HOLDING OURS...
GI BRGDS SLOT COORDINATION SWITZERLAND

REPLY IN CASE REQUEST IS UNCLEAR OR FAULTY

SCR
S12
22APR
GVA
PSN015 SN016 20OCT20OCT 0000500 148733 BRU1020 1100BRU CC
SI PLS CLARIFY REQUEST AS DATE AND WEEKDAY DO NOT MATCH...
GI BRGDS SLOT COORDINATION SWITZERLAND

Appendix

IATA Schedules Seasons

The season code is a combination of either summer or winter season and the year:

S = summer season

W = winter season

the year shows the last 2 digits (12=2012).

The IATA schedule **summer** season lasts from each **last Sunday in March** until each **last Saturday in October**, the **winter** season from each **last Sunday in October** until each **last Saturday in March**. The calendar year is only fully reflected for each summer season, where as for each winter season the year indicated reflects only the calendar year in which the season started (e.g. W11 did last from October 30, 2011 until March 24, 2012).

Important: On January 1 the winter season **does not change** from e.g. W12 to W13!

Action Codes to be used

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

Note: 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.

Day(s) of Operation

Day(s) of operation are indicated with the numbers 1 through 7 in the applicable position for each day of the week with Monday being day 1. Non-operational days are indicated by a 0 (zero) in the applicable position(s) between 1 and 7

Main Service Types

J - Scheduled passenger - normal service

F - Scheduled cargo/mail

G - Additional passenger - normal service

C - Charter passenger

H - Charter cargo/mail

P - Positioning, ferry flight

T - Technical test (at ZRH: T is used for flights into/out of SR Technics Maintenance)

K - Training

X - Technical stop (e.g. fuel stop)