

## SLOT CLEARANCE REQUEST (SCR)

**SCR (Slot Clearance Request/Reply)** main tool for communication between airlines and coordinators.

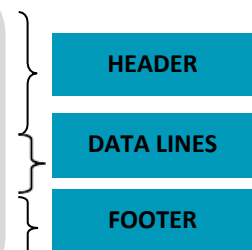
- Only 1 IATA Season
- UTC time
- Only one message per Airport
- All SCR messages in turnaround format (except for based airlines)
- Necessary to use aircraft subtypes only (e.g. 73G or 738 instead of 737).
- Offers are valid for 3 business days and will be cancelled if no reply is received.
- Incorrectly formatted SCR messages are rejected.
- Retrospective changes not accepted.

### How to request a slot

The SCR message is composed of 3 parts:

1. **HEADER**
2. **DATA LINE(S)**
3. **FOOTER**

```
SCR
W10
12DEC
LIS
NAF456 AF457 01JAN19MAR 1234500 097100 CDGNCE1200 1300NCECDG CC
SI
GI BRGDS ...
```



### 1. HEADER

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

## 2. DATA LINE(S)

ZXXXXX XXXXX AAAAAAAAAA 1234567 BBBCCC DDDEEEE FFFGGG HH

### Z: ACTION CODE

#### Action Code for operators

- N - for new flights
- C - for flights I want to change (data to be changed) always followed by a new line starting with R
- R - new data line
- D - for flights to be cancelled
- A - acceptance of an offer
- P - pending of an offer (keeping the initial required times in waitlist for future improvement)
- Z - declining offer

#### Action Code for coordinators

- K - confirmed flight
- U - unable to allocate requested time
- O - offer for closest time available
- X - flight cancelled

### XXXXX: FLIGHT NUMBER

For operators having flight numbers the first digits represent the IATA or ICAO code followed by 3 or 4, numeric as the flight number

### AAAAAAAAAA: PERIOD OF OPERATION

Date and month, for example a single date, 03MAY or for a period, 03MAY28JUN

### 1234567 : DAY(s) OF OPERATION

1 to 7 is Monday to Sunday, for example a Monday operation, 1000000, or a weekend operation, 0000067

### BBB : NUMBER OF SEATS

Number of seats in the aircraft for example 048. For cargo or positioning flights use 000

### CCC : AIRCRAFT TYPE

IATA aircraft subtype code 3 digits. When there is no IATA code please use code XXX and mentioned in SI the ICAO code 4 digits, for example PRM1

### DDD : AIRPORT OF ORIGIN

IATA airport code 3 digits. When there is no IATA code please use code XXX and mentioned in SI the ICAO code 4 digits, for example LPCS

### EEEE / FFFF: TIME OF ARRIVAL / TIME OF DEPARTURE

Arrival / Departure time scheduled is always in UTC

#### For LIS, OPO, FNC and FAO

Winter: Local Time = UTC / Summer: Local Time = UTC + 1

#### For PDL

Winter: Local Time = UTC- 1 / Summer: Local Time = UTC

### GGG : AIRPORT OF DESTINATION

IATA airport code 3 digits. When there is no IATA code please use code XXX and mentioned in SI the ICAO code 4 digits, for example LPCS

### H: TYPE OF SERVICE

**J** = Schedule passenger  
**C** = Charter passenger  
**H** = Charter cargo  
**F** = Schedule cargo  
**P** = Positioning  
**K** = Training  
**W** = Military  
**E** = Special Government  
**I** = State/Diplomatic/Air-ambulance  
**T** = Technical Test

### SI/GI : SUPPLEMENTARY/GENERAL INFORMATION

It is mandatory that any free text following the data line(s) always starts with 'SI' or 'GI'

## Examples

#### a) New turnaround flight arriving and departing same day

SCR  
 W10  
 12DEC  
 LIS  
 NAF456 AF457 01JAN19MAR 1234500 097100 CDGNCE1200 1300NCECDG CC

#### **Reply from Coordinator confirming the slot**

SCR  
 W10  
 12DEC  
 LIS  
 KAF456 AF457 01JAN19MAR 1234500 097100 CDGNCE1200 1300NCECDG CC  
 GI BRGDS SLOT COORD PORTUGAL ....

#### **Or reply from Coordinator with an offer**

SCR  
 W10  
 12DEC  
 LIS  
 OAF456 AF457 01JAN19MAR 1234500 097100 CDGNCE1230 1330NCECDG CC  
 GI BRGDS SLOT COORD PORTUGAL ....

**If the offer is declined, with action code Z, no slot will be hold for the flight. So is always recommend that offers are accepted, action code A or pending, action code P**

SCR  
 W10  
 12DEC  
 LIS  
 PAF456 AF457 01JAN19MAR 1234500 097100 CDGNCE1230 1330NCECDG CC  
 SI we would like to be on waitlist  
 GI BRGDS ....

**b) Change of aircraft type and time**

SCR

W10

12DEC

LIS

CTP456 TP457 01JAN19MAR 1234500 097100 CDGNCE1200 1300NCECDG CC

RTP456 TP457 01JAN19MAR 1234500 049ER4 CDGNCE1300 1400NCECDG CC

**Reply from the coordinator confirming the slot**

SCR

W10

12DEC

LIS

XTP456 TP457 01JAN19MAR 1234500 097100 CDGNCE1200 1300NCECDG CC

KTP456 TP457 01JAN19MAR 1234500 049ER4 CDGNCE1300 1400NCECDG CC

GI BRGDS SLOT COORD PORTUGAL ...

**c) Cancellation of an existing flight**

SCR

W10

12DEC

OPO

DLH234 LH235 01JAN 139320 FRA1230 1330FRA JJ

SI due to WX

GI BRGDS ...

**Reply from the coordinator confirming the withdraw of the slot**

SCR

W10

12DEC

OPO

XLH234 LH235 01JAN 139320 FRA1230 1330FRA JJ

GI BRGDS SLOT COORD PORTUGAL ....