



ANNEX 4 – STANDARD CLEARANCE/ADVICE FORM (SCR)

Please note Annex 4 – Standard Clearance/Advice Form is to be used as a Conference document only. Details of the codes to be used on the SCR are contained in Chapter 6 of the SSIM manual.

STANDARD CLEARANCE/ADVICE FORM

TELEGRAPH OPERATORS INSTRUCTIONS: IATA STANDARD END OF MESSAGE LEAVE NO BLANKS ON TEXT LINES SPACE SHOULD ONLY BE TRANSMITTED WHERE SHOWN

FORM OF SUBMISSION (Delete as applicable)

1 FOR COMPUTER PROCESSING/HARDCOPY

2 FOR TELEGRAPH TRANSMISSION

MESSAGE PREFIX AND ADDRESSEES
 ORIGINATOR DATE/TIME TRANSMIT

SCR*
 SMA*
 SIR*
 SIE*
 SAQ*

CREATOR'S REFERENCE

INCOMING MESSAGE REFERENCE

AIRLINE: _____ STA ADDRESS: _____ PAGE NO.: _____ OF: _____

DATE OF MESSAGE
 AIR-PORT

*Delete as appropriate

Action Code	ARRIVAL FLIGHT		DEPARTURE FLIGHT		PERIOD OF OPERATION		DAY(S) OF OPERATION (UTC)		Number Aircraft of Type SSIM		ARRIVAL FROM		TIMINGS (UTC)		DEPARTURE TO:		Service		Passenger Terminal Identifier (Arrival)	Passenger Terminal Identifier (Departure)	Historic Coordinator's Reason (Arrival)	Historic Coordinator's Reason (Departure)	Arrival Flight Flexibility	Departure Flight Flexibility	
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18							F19
1																									

PLEASE SEND TO:

Note: 1 Do not fill in H1-H2 for a single date. Additional single dates may be added on additional lines in H1-H2. In messages they shall be separated by a slash (/) on the same line.

Explanation of Comments:

SIGNATURE OF AIRLINE OFFICIAL