



Guide to General Aviation Slot Clearance Request/Reply - GCR

(Extracted from IATA SSIM Appendix K)

Introduction

To facilitate the slot clearance process for General Aviation (GA) & Business Aviation (BA) operations at Hong Kong International Airport (HKIA), GA & BA operators should submit their slot applications to Hong Kong Schedule Coordination Office (HKSCO) in strict IATA General (Aviation) Clearance Request (GCR) format. Information in this Guide is extracted from Appendix K of the IATA SSIM (Standard Schedules Information Manual) which should always be referred for complete and detailed information.

Principles and Rules

2. The GCR message format is different from the SCR (Slot Clearance Request/Reply) message format with the following principles:

- The GCR message does not have a season indicator in the header;
- The GCR message only uses ICAO codes for aircraft & airports;
- The GCR message does not contain a frequency rate (day of week) indicator;
- The GCR message creators reference use REG or FLT to indicate use of registration or a flight number. An additional email address can be added to facilitate automatic response from HKSCO's system;
- The GCR message should be in UTC time; and
- The GCR message uses the following action codes:

Operator	HKSCO
C - Schedule to be changed	H - Holding
D - Delete schedule	K - Confirmation
N - New schedule	U - Refusal
R - Revised schedule	W - Unable to reconcile flight information
	X - Cancellation

Note: Unlike SCR, there is no action code "O" (Offer) in GCR. The nearest available slot will be confirmed by HKSCO using the action code "K".



3. A standard GCR message contains three parts: header, schedule information and footer. The first three header lines are fixed for automatic system handling.

(a) Message Header

GCR -> Standard Message Identifier - stands for General (Aviation) Clearance Request/Reply
/REG -> Creators Reference - can type in any reference after REG or FLT e.g. /REG VHLEE or /FLT DER351 or one copy email address e.g. /FLT/flight@deerjetga.com
VHHH -> Clearance Airport - the ICAO airport code for HKIA

(b) Schedule Information Data Line(s)

NVHLEE 31JUL 018CRJ2 YPDN1920 D

(c) Message Footer

Any non-standard format text must be put in the footer preceded by a “SI” or “GI”.

SI - stands for special information at end of message.

GI - stands for general information at end of message.

4. The following are examples of typical GCR message/flows:

(a) New Slot Request

Message type for operation under Registration:

GCR

/REG

VHHH

NVHLEE 31JUL 018CRJ2 YPDN1920 D

N VHLEE 04AUG 018CRJ2 1100RCTP D

SI ALL TIME UTC

Message type for operation under Flight Designator plus Flight Number:

GCR
/FLT
VHHH
NDER351 01SEP 012GRJ ZBAA0300 P
N DER352 01SEP 012GRJ 1500YBCS D
SI ALL TIMES UTC

HKSCO's reply

GCR
/REG
VHHH
KVHLEE 31JUL 018CRJ2 YPDN1920 D
U VHLEE 04AUG 018CRJ2 1100RCTP D
K VHLEE 04AUG 018CRJ2 1115RCTP D
SI ALL TIME UTC

(b) Delete an Allocated Slot

GCR
/REG
VHHH
DVHLEE 31JUL 018CRJ2 YPDN1920 D
D VHLEE 04AUG 018CRJ2 1115RCTP D
SI ALL TIMES UTC

HKSCO's confirmation

GCR
/REG
VHHH
XVHLEE 31JUL 018CRJ2 YPDN1920 D
X VHLEE 04AUG 018CRJ2 1115RCTP D
SI ALL TIMES UTC

(c) Change an Allocated Slot

GCR
/REG
VHHH
CN829HK 01AUG 018GLF5 ZBAA0550 D
RN829HK 02AUG 018GLF5 ZSPD0300 D
SI ALL TIMES UTC

HKSCO's confirmation

GCR
/REG
VHHH
XN829HK 01AUG 018GLF5 ZBAA0550 D
KN829HK 02AUG 018GLF5 ZSPD0300 D
SI ALL TIMES UTC

Common Mistakes

5. The following common mistakes should be avoided to allow smooth processing of requests without the need to manually correct the message format:

(a) Wrong position of header lines:

Wrong: GCR
VHHH
/FLT
NDER351 01SEP 012GRJ ZBAA0300 P
N DER352 01SEP 012GRJ 1500YBCS D
SI ALL TIMES UTC

Correct: GCR
/FLT
VHHH
NDER351 01SEP 012GRJ ZBAA0300 P
N DER352 01SEP 012GRJ 1500YBCS D
SI ALL TIMES UTC

Note: The three header lines must be in the exact sequence as above.

(b) There is no need to specify season code or date as in SCR:

Wrong: GCR

/FLT

S20

27JUL

VHHH

NDER351 01SEP 012GRJ ZBAA0300 P

N DER352 01SEP 012GRJ 1500YBCS D

SI ALL TIMES UTC

Correct: GCR

/FLT

VHHH

NDER351 01SEP 012GRJ ZBAA0300 D

N DER352 01SEP 012GRJ 1500YBCS D

SI ALL TIMES UTC

(c) Overnight indicator:

- i. Do not leave a space after the departure time or put a "0" for same day turnaround flight.

Wrong: NVHABC 05SEP 015GLF5 ZBAA0700 0800 WSSS DD

or NVHABC 05SEP 015GLF5 ZBAA0700 0800 WSSS DD

Correct: NVHABC 05SEP 015GLF5 ZBAA0700 0800WSSS DD

- ii. Please split into 2 single leg lines if the flight stays overnight for more than 6 nights.

Wrong: NVHABC 05SEP 015GLF5 ZBAA0700 08007WSSS DD

Correct: NVHABC 05SEP 015GLF5 ZBAA0700 D

N VHABC 12SEP 015GLF5 0800WSSS D

(d) All airport codes should be in 4-letter ICAO codes, not 3-letter IATA codes.

(e) Slot request must be in 5-minute interval but not by every minute:

Wrong: NDER351 01SEP 012GRJ ZBAA0304 P

Correct: NDER351 01SEP 012GRJ ZBAA0305 P

(f) Seat number must be in 3-digit but not 2-digit:

Wrong: N DER351 01SEP 12GRJ ZBAA0304 D

Correct: N DER351 01SEP 012GRJ ZBAA0304 D

(g) Action code for slot cancellation is “D” but not “X” as “X” is the code used by HKSCO:

Wrong: XDER351 01SEP 012GRJ ZBAA0305 D

Correct: DDER351 01SEP 012GRJ ZBAA0305 D

(h) Omission of “SI” or “GI”:

This must be typed in after the last schedule line no matter if there is additional information or not due to coordination system requirement.

(i) Do not put unnecessary space.

(j) No attachment, signatures with logos or special characters should be included in the message.