Guide to Slot Clearance Request/Reply - SCR
(Extracted from IATA SSIM Chapter 6)

Introduction

This Guide provides some basic information and examples on SCR (Slot Clearance Request/Reply) message to airlines that are not familiar with the procedures to apply and receive slot clearances at Hong Kong International Airport (HKIA). Information in this Guide is extracted from Chapter 6 of the IATA SSIM (Standard Schedules Information Manual) which should always be referred for complete and detailed information. Please visit IATA's website at www.iata.org to learn more about SSIM and how to order a copy.

Principles and Rules

2.   Information in this Guide focuses only on the basic SCR message since this is the main communication for slot application/clearance between airlines and Hong Kong Schedule Coordination Office (HKSCO). Airlines are strongly recommended to adhere to the rules as contained in IATA SSIM Chapter 6.2 for the construction of standard SCR message. Some of the major rules that are applicable at HKIA are:

- All dates, days and times are in UTC.

- HKSCO will respond to slot clearance requests within a period of three working days. Unless stated otherwise, clearance offers from HKSCO are valid for three working days only. HKSCO will cancel the offer if it is not accepted within this time limit.

- As apron and terminal capacity are coordinated, the aircraft type code must be specified and transit/turnaround format (i.e. arrival and departure in a single data record) must be used.

- For a given flight designator (airline designator + flight number) and date at HKIA, there can only be one scheduled arrival and/or one scheduled departure time cleared. To avoid ambiguity arising from different systems converting schedules between UTC and LT, airlines should, for regular schedules or on an ad-hoc basis:

  ➢ use a different flight designator if it occurs in LT mode only;
  ➢ add the operational suffix "Z" if it occurs in UTC mode only.

- When airlines file flights as turnarounds, 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. Flights that are not turnaround (e.g. positioning to hangar and then repositioning later to a gate) or flights for which no dedicated link can be given (e.g. flights of home-based carriers) should be filed using separate arrival and departure formats.

- The SCR should be in strict SSIM Chapter 6 format that plain text should be placed directly in the email body and must not contain any special formatting information. No attachments, signatures with logos or special characters should be used.

SCR Message Standards

3. A SCR message consists of four major components: message header, schedule information data line(s), additional schedule information line(s) and message footer.

SCR
/
S20
06JUL
HKG
NXY023 XY024 03AUG30SEP 1234500 120319 BKK0700 0750BKK JJ
/FA.06300730 FD.07200820/
SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE
GI BRGDS

(a) <u>Message Header</u>

    SCR   ->   Standard Message Identifier - must be included as the **first** line of the standard message where SCR = Slot Clearance Request/Reply

    /   ->   Creator Reference (optional)

    S20   ->   Applicable IATA Scheduling Season (See Appendix)

    06JUL   ->   Date of Message in DDMMM format

    HKG   ->   Clearance Airport in IATA 3-letter airport code

(b) <u>Schedule Information Data Line(s)</u>

<u>NXY023</u> <u>XY024</u> <u>03AUG30SEP</u> <u>1234500</u> <u>120319</u> <u>BKK0700</u> <u>0750BKK</u> <u>JJ</u>
1 2   ^3   ^4   5   ^6   ^7 8 ^9   10   ^11   12   ^13/14

Note: please mind the mandatory space character ^ between the data blocks. A space between the Action Code and the Flight Information signifies that the information relates to a departure flight.

	Values/Examples	**Data Element**
1	N	action code (See Appendix)
2	XY023	arrival flight designator, number (one suffix possible) *flight number must consist of min. 3 digits & max. 4 digits*
3	XY024	departure flight designator, number (one suffix possible) *flight number must consist of min. 3 digits & max. 4 digits*
4	03AUG	start of period or single day
5	30SEP	end of period or single day
6	1234500	weekday(s) of operation (See Appendix)
7	120	number of seats fitted (3 digits)
8	319	IATA aircraft type code (3 alphanumeric)
9	BKK	origin/previous station (arriving from)
10	0700	required arrival time in UTC
11	0750	required departure time in UTC
12	BKK	next/destination station (departure to)
13	J	arrival service type (See Appendix)
14	J	departure service type(See Appendix)

(c) Additional Schedule Information Line(s)

This contains optional or conditional information, generally starts on a new line and begins and ends with a "/". Information such as cleared times, coordinator reason, minimum ground time, timing flexibility indicator (as in the above message example) may be included.

(d) 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)

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

SCR Message Examples

4. The following are examples of typical SCR messages:

(a) New Request for Seasonal or Periodic Schedules
SCR
W20
09SEP
HKG
NXY126 XY127 29OCT27MAR 0204507 247763 NAN0750 0910NAN JJ
SI ALL TIMES UTC
GI IF NOT AVBL PLS OFFER NEAREST POSSIBLE

(b) New Request for an Ad-hoc Flight - Same DayTurnaround
SCR
S20
02JUL
HKG
NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY0215 0315XIY GG
SI ALL TIMES UTC

(c) New Request for an Ad-Hoc Flight - Overnight

SCR
S20
02JUL
HKG
NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1400 01551XIY GG
SI ALL TIMES UTC

Note: An overnight indicator "1" should be placed between the departure slot & the next/destination station to indicate that the flight departs the next day. Please be reminded that the start/end period (date) and the day(s) of operation always correspond to the arrival flight. Overnight indicator shall not be greater than "6", otherwise please split the inbound and outbound flights into two single leg lines.

(d) New Request for Multiple Ad-Hoc Flights

SCR
S20
02JUL
HKG
NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY0215 0315XIY GG
NXY2057 XY2058 06SEP06SEP 0000007 154M90 HFE0350 0450HFE GG
NXY2051 XY2052 07SEP07SEP 1000000 156320 YNZ0200 0300YNZ GG
SI ALL TIMES UTC

(e) Aircraft Equipment Change Only

SCR
S20
27JUL
HKG
CXY384 XY385 17AUG17AUG 1000000 144734 KCHBKI0630 0730BKIKCH JJ
RXY384 XY385 17AUG17AUG 1000000 **272772** KCHBKI0630 0730BKIKCH JJ
SI AIRCRAFT CHANGE ONLY – NO TIME CHANGE

*Note: A change of a cleared slot should consist of at least 2 lines (**C**-line and **R/L**-line(s)). The **C**-line ('to be **changed**') must show the information held by HKSCO, the **R**- or **L**-line contains the new **revised** schedule information.*

(f) <u>Timing Change</u>

SCR

S20

27JUL

HKG

CXY637 XY638 02SEP23OCT 0030507 127319 SHE1000 1100SHE JJ

RXY637 XY638 02SEP23OCT 0030507 127319 SHE**0900 1000**SHE JJ

SI ALL TIMES UTC

(g) <u>Flight Number, Routing and Service Type Change</u>

SCR

S20

27JUL

HKG

CXY6780 XY6779 05SEP12SEP 0000060 00077X CDGGYD2150 2350CDG FF

RXY**1823** XY**1824** 05SEP12SEP 0000060 00077X CDGGYD2150 2350**DXB**CDG **HH**

SI ALL TIMES UTC

(h) <u>Deletion of a Single Day Flight</u>

SCR

S20

27JUL

HKG

DXY357 XY356 17AUG17AUG 1000000 127319 INCCAN1225 1350CAN JJ

SI ALL TIMES UTC

(i) <u>Acceptance of an Offer (No Further Improvement Required)</u>

SCR

S20

02JUL

HKG

AXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1505 01551XIY GG

SI ALL TIMES UTC

(j)   Acceptance of an Offer (Maintain on Waitlist)

SCR

S20

02JUL

HKG

PXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1505 01551XIY GG

SI ALL TIMES UTC

(k)   Decline Offer

SCR

S20

02JUL

HKG

ZXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1505 01551XIY GG

SI ALL TIMES UTC

(l)   Special Flight out of HKG after Maintenance

SCR

S20

27JUL

HKG

N XY9123 28AUG28AUG 0000500 00074Y 0130ANC P

SI AC POSITION OUT AFTER MAINTENANCE

Note: A space should be added after "N" for single leg departure flight.

(m)   New Requests with 3-letter ICAO Airline Code (no IATAcode)

SCR

S20

27JUL

HKG

NXYZ370 XYZ371 29AUG29AUG 0000060 00074F ALAFRU1500 1800ALA PA

SI ALL TIMES UTC

Note: HKSCO usually clear slots with airline's IATA 2-letter code. If no IATA code is available or on special request, the flight may be cleared under ICAO 3-letter code.

SIR (Slot Information Request) Examples

5.   The following are examples of typical SIR messages:

    (a)   <u>SIR for a Full List of the Whole Season</u>

        SIR

        S20

        27JUL

        HKG

        QXY

    (b)   <u>SIR for a Specific Period for Flights Cleared in Turnaround Format</u>

        SIR

        S20

        27JUL

        HKG

        QXY XY 01SEP30SEP

    (c)   <u>SIR for Flights in Unlinked Format (to be used for home-based carriers only)</u>

        SIR

        S20

        27JUL

        HKG

        QCX 01SEP04SEP

        Q CX 01SEP04SEP

        Arrivals only:

        SIR

        S20

        27JUL

        HKG

        QUO 01SEP04SEP

Departures only:

SIR

S20

27JUL

HKG

Q UO 01SEP04SEP

(d) <u>SIR for a Specific Arrival Flight and Single Date</u>

SIR

S20

27JUL

HKG

QXY2935 02AUG

(e) <u>SIR for a Specific Departure Flight and Single Date</u>

SIR

S20

27JUL

HKG

Q XY234 02AUG

SAQ (Slot/Schedule Availability Query)

6.　　Airlines can submit a SAQ message to HKSCO regarding the possibility of new slot or slot changes. Format would be same as SCR except the Standard Message Identifier header "SCR" is replaced by "SAQ".

HKSCO SCR Replies

7.　　The following are examples of typical SCR reply messages from HKSCO:

(a) <u>Confirmation Reply for a New Request</u>

SCR

W20

10SEP

HKG

KXY126 XY127 29OCT27MAR 0204507 247763 NAN0750 0910NAN JJ

SI ALL TIMES UTC

(b)   Reply to a Deletion of Allocated Slot

SCR

S20

27JUL

HKG

XXY357 XY356 17AUG17AUG 1000000 127319 INCCAN1225 1350CAN JJ

SI ALL TIMES UTC

(c)   Standard Reply for Changed Data

SCR

S20

27JUL

HKG

XXY6780 XY6779 05SEP12SEP 0000060 00077X CDGGYD2150 2350CDG FF

KXY1823 XY1824 05SEP12SEP 0000060 00077X CDGGYD2150 2350DXBCDG HH

SI ALL TIMES UTC

(d)   Offer Reply for a New Request

SCR

S20

02JUL

HKG

UXY2057 XY2058 06SEP06SEP 0000007 154M90 HFE0350 0450HFE GG

OXY2057 XY2058 06SEP06SEP 0000007 154M90 HFE0310 0410HFE GG

SI ALL TIMES UTC

(e)   Offer Reply for a Data Held to be Changed

SCR

S20

27JUL

HKG

HXY384 XY385 17AUG17AUG 1000000 144734 KCHBKI0630 0730BKIKCH JJ

UXY384 XY385 17AUG17AUG 1000000 272772 KCHBKI0630 0730BKIKCH JJ

OXY384 XY385 17AUG17AUG 0000500 272772 KCHBKI0705 0805BKIKCH JJ

SI ALL TIMES UTC

(f) Reply in case Data Held does not Match with Request

SCR

S20

27FEB

HKG

WXY921 XY921 29MAR18OCT 0000007 313333 TPE1255 1355TPE JJ

HXY921 XY920 29MAR18OCT 0000007 313333 TPE1255 1355TPE JJ

SI PLS CLARIFIES DEP FLT NO. AS NOT SAME AS IN OUR RECORD

Common Mistakes

8.   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:

SCR

02JUL

S20

HKG

NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1400 01551XIY GG

SI ALL TIMES UTC

Correct:

SCR

S20

02JUL

HKG

NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1400 01551XIY GG

SI ALL TIMES UTC

Note: the header lines must be in the exact sequence as above, special line can be added in between SCR & season code (S20) with a "/" as below:

SCR

/Attn Eric

S20

02JUL

HKG

NXY2073 XY2074 05SEP 156320 XIY1400 01551XIY GG

SL ALL TIMES UTC

(b) Do not omit the "day of week" information or the end date when the request is a single day operation:

Wrong:
NXY2073 XY2074 05SEP05SEP 156320 XIY1400 01551XIY GG
or NXY2073 XY2074 05SEP 0000060 156320 XIY1400 01551XIY GG

Correct:
NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1400 01551XIY GG
or NXY2073 XY2074 05SEP 156320 XIY1400 01551XIY GG

(c) Overnight indicator – do not leave a space after the departure time or put a "0" in same day turnaround flight:

Wrong:
NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY0215 0315 XIY
or NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY0215 03150XIY GG

Correct:
NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY0215 0315XIY GG

Wrong:
SCR

S20

02JUL

HKG

NXY2073 XY2074 05SEP06SEP 0000067 156320 XIY1400 01551XIY GG

SI ALL TIMES UTC

Note: This is a common mistake when using the overnight indicator by including the departure date in both the "dates" & "day of operation" column. When reading this message, the system will treat this as 2 flight requests, i.e. 2 arrivals on 05 & 06Sep and 2 departures on 06 & 07Sep.

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

Wrong:
NXYZ370 XYZ371 29AUG29AUG 0000060 00074F ALAFRU1502 1803ALA PA

Correct:
NXYZ370 XYZ371 29AUG29AUG 0000060 00074F ALAFRU1500 1800ALA PA

(e) Action code for slot cancellation is "D" but not "X" as "X" is the code used by HKSCO:

Wrong:
XXY357 XY356 17AUG17AUG 1000000 127319 INCCAN1225 1350CAN JJ

Correct:
DXY357 XY356 17AUG17AUG 1000000 127319 INCCAN1225 1350CAN JJ

(f) 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.

(g) Do not put unnecessary space.

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

(i) One additional email address can be added in the second line after "/", and the reply message will automatically copy to this address. See below example:

SCR
/**xxxyyy@xyairlines.com**
S20
17JUL
HKG
N XY3258 04SEP04SEP 0000500 00074Y 1930PVG A
NXY3259 05SEP05SEP 0000060 00074Y PVG0250 A
SI ALL TIMES UTC

IATA Scheduling Seasons

The season code is a combination of either "S" for the Northern Summer or "W" for Northern Winter season plus 2-digits of the year (e.g. S20 = Summer 2020).

The IATA Summer season lasts from the last Sunday in March until the last Saturday in October of the same year. The IATA Winter season lasts from the last Sunday in October until the last Saturday in March of the next year. The calendar year is only fully reflected for each summer season, whereas for each winter season, the year indicated reflects only the calendar year in which the season started (e.g. W20 last from 25th October 2020 until 27th March 2021).

Note: On 1st January 2021, the winter season does not change from W20 to W21.

Major Action Codes to be used

By airlines to request for slot clearance	
A	**A**cceptance of an offer (no further improvement is required and can be removed from waitlist)
C	Schedule to be **C**hanged
D	**D**elete existing schedule clearance
L	Revised schedule (no offer acceptable), for which clearance is requested but an offer of times other than time currently held is not acceptable. L line(s) must be preceded by C line(s)
N	**N**ew schedule clearance request
P	Acceptance of an offer but requested time to be kept on waitlist for improvement
R	**R**evised schedule (offer acceptable), for which clearance is requested and an offer of times other than the currently held is acceptable. R line(s) must be preceded by C line(s)
Z	Decline offer, original time to be restored

	By HKSCO to respond to slot clearance request
H	**H**olding – notification of slot clearance already held (can be used in its own or in conjunction with U line)
K	Confirmation – slot clearance request is granted
O	**O**ffer – an alternate clearance to that requested used in conjunction with U line
P	**P**ending
T	Allocated subject to conditions
U	**U**nable (refusal)
W	Unable to reconcile flight information - data provided on a C or D line is not held or not corresponding to those data as held by HKSCO. It may be followed by H-line to show records held
X	Cancellation of slot clearance

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
Q   - Scheduled passenger/cargo - Passenger/Cargo in Cabin (mixed configuration aircraft)
G   - Additional passenger - normal service
A   - Additional cargo/mail
R   - Additional passenger/cargo - Passenger/Cargo in Cabin (mixed configuration aircraft)
C   - Charter passenger
H   - Charter cargo/mail
L   - Charter passenger/cargo/mail
P   - Non-revenue (Positioning/Ferry/Delivery/Demo)
T   - Technical test
K   - Training
X   - Technical stop (e.g. fuel stop)
Y   - Reserved for specific purposes
Z   - Reserved for specific purposes