



## **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](http://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
/
S09
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) Message Header

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

/ -> Creator Reference (optional)

S09 -> Applicable IATA Scheduling Season (See Appendix)

06JUL -> Date of Message in DDMMM format

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

(b) Schedule Information Data Line(s)

NXY023 XY024 03AUG30SEP 1234500 120319 BKK0700 0750BKK JJ  
***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
<b>1</b>	N	action code (See Appendix)
<b>2</b>	XY023	arrival flight designator, number (one suffix possible) <i>flight number must consist of min. 3 digits &amp; max. 4 digits</i>
<b>3</b>	XY024	departure flight designator, number (one suffix possible) <i>flight number must consist of min. 3 digits &amp; max. 4 digits</i>
<b>4</b>	03AUG	start of period or single day
<b>5</b>	30SEP	end of period or single day
<b>6</b>	1234500	weekday(s) of operation (See Appendix)
<b>7</b>	120	number of seats fitted (3 digits)
<b>8</b>	319	IATA aircraft type code (3 alphanumeric)
<b>9</b>	BKK	origin/previous station (arriving from)
<b>10</b>	0700	required arrival time in UTC
<b>11</b>	0750	required departure time in UTC
<b>12</b>	BKK	next/destination station (departure to)
<b>13</b>	J	arrival service type (See Appendix)
<b>14</b>	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  
W09  
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 Day Turnaround

SCR  
S09  
02JUL  
HKG  
NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY0215 0315XIY GG  
SI ALL TIMES UTC



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

SCR

S09

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

S09

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

S09

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) Timing Change

SCR

S09

27JUL

HKG

**CXY637 XY638 02SEP23OCT 0030507 127319 SHE1000 1100SHE JJ**

**RXY637 XY638 02SEP23OCT 0030507 127319 SHE0900 1000SHE JJ**

SI ALL TIMES UTC

(g) Flight Number, Routing and Service Type Change

SCR

S09

27JUL

HKG

**CXY6780 XY6779 05SEP12SEP 0000060 00077X CDGGYD2150 2350CDG FF**

**RXY1823 XY1824 05SEP12SEP 0000060 00077X CDGGYD2150 2350DXBCDG HH**

SI ALL TIMES UTC

(h) Deletion of a Single Day Flight

SCR

S09

27JUL

HKG

**DXY357 XY356 17AUG17AUG 1000000 127319 INCCAN1225 1350CAN JJ**

SI ALL TIMES UTC

(i) Acceptance of an Offer (No Further Improvement Required)

SCR

S09

02JUL

HKG

**AXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1505 01551XIY GG**

SI ALL TIMES UTC



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

SCR

S09

02JUL

HKG

PXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1505 01551XIY GG  
SI ALL TIMES UTC

(k) Decline Offer

SCR

S09

02JUL

HKG

ZXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1505 01551XIY GG  
SI ALL TIMES UTC

(l) Special Flight out of HKG after Maintenance

SCR

S09

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 IATA code)

SCR

S09

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. Carriers can request a list of its flights at HKG for a scheduling season (e.g. S09), or can check the details in “slot listing” from HKSCO website at [www.hkgslot.gov.hk](http://www.hkgslot.gov.hk).

(a) **SIR for a Full List of the Whole Season**

SIR  
S09  
27JUL  
HKG  
QXY

(b) **SIR for a Specific Period for Flights Cleared in Turnaround Format**

SIR  
S09  
27JUL  
HKG  
QXY XY 01SEP30SEP

(c) **SIR for Flights in Unlinked Format (to be used for home-based carriers only)**

SIR  
S09  
27JUL  
HKG  
QCX 01SEP04SEP  
Q CX 01SEP04SEP

**Arrivals only:**

SIR  
S09  
27JUL  
HKG  
QUO 01SEP04SEP





**Departures only:**

SIR

S09

27JUL

HKG

Q UO 01SEP04SEP

(d) SIR for a Specific Arrival Flight and Single Date

SIR

S09

27JUL

HKG

QXY2935 02AUG

(e) SIR for a Specific Departure Flight and Single Date

SIR

S09

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) Confirmation Reply for a New Request

SCR

W09

10SEP

HKG

KXY126 XY127 29OCT27MAR 0204507 247763 NAN0750 0910NAN JJ

SI ALL TIMES UTC



(b) Reply to a Deletion of Allocated Slot

SCR

S09

27JUL

HKG

XXY357 XY356 17AUG17AUG 1000000 127319 INCCAN1225 1350CAN JJ  
SI ALL TIMES UTC

(c) Standard Reply for Changed Data

SCR

S09

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

S09

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

S09

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

S09

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

S09

HKG

NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY1400 01551XIY GG

SI ALL TIMES UTC

**Correct:**

SCR

S09

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 (S09) with a "/" as below:*



SCR

/Attn Eric

S09

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 03150 XIY GG

**Correct:**

NXY2073 XY2074 05SEP05SEP 0000060 156320 XIY0215 0315XIY GG

**Wrong:**

SCR

S09

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

S09

17JUL

HKG

N XY3258 04SEP04SEP 0000500 00074Y 1930PVG A

NXY3259 05SEP05SEP 0000060 00074Y PVG0250 A

SI ALL TIMES UTC



## **Appendix**

### **IATA Scheduling Seasons**

The season code is a combination of either the Northern S(ummer) or W(inter) season plus 2-numeric of the year (e.g. S09 = Summer 2009).

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, where as for each winter season, the year indicated reflects only the calendar year in which the season started (e.g. W09 last from 25<sup>th</sup> October 2009 until 27<sup>th</sup> March 2010).

Note: On 1<sup>st</sup> January 2010, the winter season does not change from W09 to W10.

### **Major Action Codes to be used**

By airlines to request for slot clearance	
<b>A</b>	Acceptance of an offer ( no further improvement is required and can be removed from waitlist)
<b>C</b>	Schedule to be Changed
<b>D</b>	Delete existing schedule clearance
<b>L</b>	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)
<b>N</b>	New schedule clearance request
<b>P</b>	Acceptance of an offer but requested time to be kept on waitlist for improvement
<b>R</b>	Revised 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)
<b>Z</b>	Decline offer, original time to be restored



By HKSCO to respond to slot clearance request	
<b>H</b>	<b>Holding</b> – notification of slot clearance already held (can be used in its own or in conjunction with U line)
<b>K</b>	<b>Confirmation</b> – slot clearance request is granted
<b>O</b>	<b>Offer</b> – an alternate clearance to that requested used in conjunction with U line
<b>P</b>	<b>Pending</b>
<b>T</b>	<b>Allocated</b> subject to conditions
<b>U</b>	<b>Unable</b> (refusal)
<b>W</b>	<b>Unable to reconcile flight information</b> - 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
<b>X</b>	<b>Cancellation of slot clearance</b>

### **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
- A - Additional cargo/mail
- H - Charter cargo/mail
- P - Positioning, ferry flight
- T - Technical test
- K - Training
- X - Technical stop (e.g. fuel stop)