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CIVIL AVIATION AUTHORITY OF SINGAPORE
SINGAPORE CHANGI AIRPORT
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SLOT APPLICATION REQUIREMENTS FOR ALL NON-SCHEDULED, COMMERCIAL AND NON-COMMERCIAL, FLIGHT OPERATIONS AT SINGAPORE CHANGI AIRPORT

1 INTRODUCTION

- 1.1 Singapore Changi Airport is a slot coordinated airport. Slots are coordinated by the Changi Slot Coordinator. To ensure efficiency of aircraft operations and optimisation of airport resources, all operators of non-scheduled, commercial and non-commercial, flights must obtain slots from the Changi Slot Coordinator prior to the operation of such flights.
- 1.2 This circular provides information on the new arrangement and guidance for the application for slots with the Changi Slot Coordinator via a Slot Clearance Request (SCR) or, for operators without a 2-letter IATA airline code, a General (Aviation) Clearance Request (GCR). Non-scheduled operators should adhere to the IATA World Slot Guidelines. A copy of this document can be obtained from www.iata.org/wsg.

2 GENERAL GUIDELINES FOR NON-SCHEDULED, COMMERCIAL AND NON-COMMERCIAL, FLIGHT OPERATIONS AT SINGAPORE CHANGI AIRPORT

- 2.1 All operators of non-scheduled, commercial and non-commercial, flights are strongly advised to schedule both arrivals and departures of such flights at Singapore Changi Airport **outside the following periods**:

UTC 2300 to 0200 (LT 0700 to 1000); and
UTC 0800 to 1100 (LT 1600 to 1900).
- 2.2 In line with the existing restrictions on the operation of propeller aircraft at Singapore Changi Airport, slots will not be allocated for non-scheduled, commercial and non-commercial, flights operated by propeller aircraft, pending the Civil Aviation Authority of Singapore (CAAS)'s review of its policy for propeller aircraft operations at Singapore Changi Airport.
- 2.3 For other ground operational matters, operators shall continue to liaise with the Airside Operations Section of the Changi Airport Group (CAG).

3 APPLICATION FOR SLOTS

- 3.1 To apply for slots for access to Singapore Changi Airport, all operators or agents of non-scheduled, commercial and non-commercial, flights shall submit application for slots via either an SCR to the Changi Slot Coordinator, or for operators without a 2-letter IATA airline code, a GCR through the Online Coordination System (at www.online-coordination.com). For full technical guidance on the application of slots, please refer to the “Guide to Slot Clearance Request/Reply (SCR)” and “Guide to General Aviation Slot Clearance Request/Reply (GCR)” found in the **Annexes A and B** respectively.
- 3.2 Operators or agents of non-scheduled, commercial and non-commercial, flights shall submit their slot requests to the Changi Slot Coordinator **no earlier than 7 calendar days and but no later than 24 hours** prior to the operation of the flight, for which the slot will be utilised.
- 3.3 To facilitate the optimisation of aircraft parking resources at Singapore Changi Airport, operators or agents of non-scheduled, commercial and non-commercial, flights are strongly advised to limit their ground time to no more than 48 hours from the arrival slot timing.

4 APPLICATION FOR SLOTS FOR URGENT OPERATIONS (LESS THAN 24 HOURS FROM PROPOSED OPERATIONS)

- 4.1 For urgent non-scheduled, commercial and non-commercial, flight operations that are **less than 24 hours** from the proposed date of operation, in addition to submitting the SCR/GCR as mentioned in paragraph 3.1, operators/agents **must** also inform the Airside Operations Section of the CAG (Airside Management Centre) at +65 6603 4906 / +65 6541 2275 / +65 6541 2273.

5 EXEMPT FLIGHTS

- 5.1 Notwithstanding paragraphs 1 and 2, the following types of flights may operate to/from Singapore Changi Airport without obtaining slots from the Changi Slot Coordinator:
- Emergency landings, e.g. diversions or quick returns after takeoff, oil spill response operations
 - Flights operating under diplomatic cover
 - Flights operated by the military, including those carrying supplies but excluding those chartered on a commercial basis by the military
 - Humanitarian flights including those responding to medical emergencies where the safety of human life is concerned or involved in search & rescue operations
 - Technical flights including radar and NAVAID calibration/check flights

6 ASSISTANCE

6.1 Please contact the Changi Slot Coordinator for assistance on the application of slots at:

Changi Slot Coordinator
c/o Changi Airport Group (Singapore) Pte Ltd
Singapore Changi Airport
P.O. Box 168
Singapore 918146
Email: csc@changiairport.com
Tel: +65 6541 2378 or +65 6541 3064

7 CANCELLATION

7.1 This AIC supersedes AIC 10/11 “Slot Application for Non-Scheduled (Both Commercial and Non-Commercial) Flight Operations at Singapore Changi Airport” dated 20 December 2011.

**GUIDE TO SLOT CLEARANCE REQUEST/REPLY (SCR)
(Extracted from IATA Standard Schedules Information Manual Chapter 6)**

Introduction

This guide provides basic information on Slot Clearance Request/Reply (SCR) messages to be used in applying for and receiving slot clearances for operations at Changi Airport. SCR messages are the main communication mode for slot application/clearance between operators and the Changi Slot Coordinator. Information in this Guide is extracted from Chapter 6 of the IATA Standard Schedules Information Manual (SSIM) and operators may visit IATA's website at www.iata.org for more information on the SSIM.

Principles and Rules

2 Operators should adhere to the rules for the construction of SCR messages. Some common rules applicable at Changi Airport include:

- All dates, days and times are in UTC.
- The Changi Slot Coordinator will respond to slot clearance requests within 3 working days. Unless stated otherwise, clearance offers from the Changi Slot Coordinator are valid for 3 working days, after which the offer will be withdrawn by the Changi Slot Coordinator.
- All SCR should be sent via e-mail to the Changi Slot Coordinator at nonscheduledops@changiairport.com. Similarly, the Changi Slot Coordinator will respond to all slot clearance requests via E-mail.

Message Standards

3 Each functional SCR message consists of three major components:

- a) Message Header including the Standard Message Identifier (SMI);
- b) Schedule Information Lines (or basic data lines);
- c) Message Footer

Example of a SCR message

```
SCR  
S11  
01OCT  
SIN  
NAB123 AB345 01OCT01OCT 0000060 180320 NRTBKK0800 0900BKKNRT CC  
SI ALL TIMES UTC }
```

} (a) Message Header

} (b) Schedule Information Line

} (c) Message Footer

a) Message Header

A message header is composed of the following elements – Standard Message Identifier (SMI), Creator Reference Line, Applicable IATA Scheduling Season, Date of Message (in DDMMM format) and Clearance Airport Concerned.

Example:

SCR Standard Message Identifier (SMI) – must be included as the first line of the standard message where SCR = Slot Clearance Request/Reply

S11 Applicable IATA Scheduling Season

01OCT Date of Message in DDMMM format

SIN Clearance Airport in IATA 3-letter airport code

b) Schedule Information Lines (or Basic Data Lines)

The Schedule Information Line consists of mandatory and conditional data elements applicable to the message function. The Line always begins with an “Action Code” and usually will end with the Service Type

Example:

NAB123 AB345 01OCT01OCT 0000060 180320 NRTBKK0800 0900BKKNRT CC

Values/Examples	Data Element
N	Action Code (refer to Action Code on next page)
AB123	Arrival Flight Designator + Flight number
AB345	Departure Flight Designator + Flight number
01OCT	Start of Period or Single Day
01OCT	End of Period or Single Day
0000060	Day(s) of Operation
180	Number of Seats Fitted
320	Aircraft Type
NRT	Origin
BKK	Previous Station
0800	STA
0900	STD
BKK	Next Station
NRT	Destination
C	Arrival Service Type (refer to Main Service Types below)
C	Departure Service Type (refer to Main Service Types below)

A space between the Action Code and the Flight Information signifies that the information relates to a departure flight.

Schedule Information Line - Action Codes

Action codes are used to indicate the precise function of the message. Examples of major action codes are shown in the table below.

SCR Message			
Used by Operator		Used by Coordinator	
A	Acceptance of an offer	K	Confirmation
C	Schedule to be changed	O	Offer
D	Delete schedule	T	Allocated subject to conditions
L	Revised schedule (no offer acceptable)	U	Refusal
N	New schedule	X	Cancellation of slot clearance
R	Revised schedule (offer acceptable)		
Z	Decline offer		

Schedule Information Line - Day(s) of Operation

Day(s) of operation are indicated with the numbers 1 through 7. Non-operational days are indicated by a 0 in the applicable position(s) between 1 and 7.

Example:

0034007 denotes operation on Wednesday, Thursday and Sunday

Schedule Information Line - Main Service Types

Charter	
C	Passenger Only
H	Cargo and/or Mail
L	Passenger and Cargo and/or Mail
Others	
P	Non-revenue (Positioning, Ferry, Delivery, Demo)
T	Technical Test
K	Training (School, Crew Check)
D	General Aviation
E	Government Charter
W	Military
I	State, Diplomatic, Air Ambulance
N	Business Aviation, Air Taxi

c) Message Footer

The Message Footer may be composed of “Supplementary Information (SI)” or “General Information (GI)”.

Example:

SI ALL TIMES IN UTC

SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE

GI BRGDS

Where

SI = Supplementary Information

GI = General Information

Examples of SCR Messages

4 The following are examples of commonly used SCR messages pertaining to new slot requests, timing changes, flight number and routing changes and deletions of slot requests.

Note: Should your carrier not have a 2-letter IATA code, please note that 3-letter ICAO codes could be used as instead.

New Request for Single Flight

SCR
W11
01NOV
SIN
NAB999 AB998 08NOV08NOV 0200000 118319 KUL0200 0245KUL CC
SI ALL TIMES UTC

New Request for Multiple Flights

SCR
W11
01NOV
SIN
NAB999 AB998 08NOV08NOV 0200000 118319 KUL0200 0245KUL CC
NAB222 AB223 10NOV10NOV 0004000 144320 HKG0010 0145HKG CC
NAB111 AB112 22NOV22NOV 0200000 118319 KUL0200 0245KUL CC
SI ALL TIMES UTC

Request for Timing Change

SCR
W11
01NOV
SIN
CAB999 AB998 08NOV08NOV 0200000 118319 KUL0200 0245KUL CC
RAB999 AB998 08NOV08NOV 0200000 118319 KUL**0245 0345**KUL CC
SI ALL TIMES UTC

Request for Flight Number and Routing Change

SCR
W11
01NOV
SIN
CAB999 AB998 08NOV08NOV 0200000 118319 KUL0200 0245KUL CC
RAB**224** AB**225** 08NOV08NOV 0200000 118319 KUL0200 0245**PEN** CC
SI ALL TIMES UTC

Request for Deletion of a Single Day Flight

SCR
W11
01NOV
SIN
DAB111 AB112 22NOV22NOV 0200000 118319 KUL0200 0245KUL CC
SI ALL TIMES UTC

**GUIDE TO GENERAL AVIATION SLOT CLEARANCE REQUEST/REPLY (GCR)
(Extracted from IATA Standard Schedules Information Manual Appendix K)**

Introduction

This guide provides basic information on General Aviation Slot Clearance Request/Reply (GCR) messages, which General Aviation and Business Aviation operators could use in applying for and receiving slot clearances for operations at Changi Airport. Information in this Guide is extracted from Appendix K of the IATA Standard Schedules Information Manual (SSIM) and operators may visit IATA’s website at www.iata.org for more information on the SSIM.

GCR Message Principles

2 All GCR messages should be in UTC. The GCR message format is different from the SCR (Slot Clearance Request/Reply) message format:

- The GCR message does not contain a scheduling season indicator in the header;
- The GCR message only uses ICAO codes for aircraft operators & airports;
- The GCR message does not contain a frequency rate (day of week) indicator;
- REG or FLT is used to indicate the use of registration or a flight number; and
- The GCR message uses the following action codes:

Used by Operator		Used by Coordinator	
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: There is no action code “O” (Offer) in GCR. The nearest available slot will be confirmed by the Changi Airport Slot Coordinator using the action code “K”.

- All GCR messages should be sent through the Online Coordination System (at www.online-coordination.com).

Message Standards

3 Each functional GCR message consists of three major components:
 a) Message Header including the Standard Message Identifier (SMI);
 b) Schedule Information Line; and
 c) Message Footer.

Example of a GCR message

```

GCR
/REG
WSSS
N VHLEE 01OCT 010G159 0900VHHH D
SI ALL TIMES UTC
    
```

} (a) Message Header

} (b) Schedule Information Line

} (c) Message Footer

a) Message Header

A message header is composed of the following elements – Standard Message Identifier (SMI), Creator Reference Line and Clearance Airport (ICAO code).

Example:

GCR Standard Message Identifier (SMI) – must be included as the first line of the standard message where GCR = General (Aviation) Clearance Request/Reply
/REG Creator Reference – can type in any reference after REG or FLT (e.g. /REG VHLEE or /FLT DER351)
WSSS Clearance Airport – the ICAO airport code for Changi Airport

b) Schedule Information Lines (or Basic Data Lines)

The Schedule Information Line consists of mandatory and conditional data elements applicable to the message function.

Example:

N VHLEE 01OCT 040CRJ2 0900VHHH D

Values/Examples	Data Element
N	Action Code – New Schedule
VHLEE	Aircraft Registration
01OCT	Date of Operation
040 CRJ2	Number of Seats Aircraft Type (either IATA or ICAO code)
0900 VHHH	STD Next Station
D	Service Type – General Aviation

A space between the Action Code “N” and the Aircraft Registration “VHLEE” signifies that the information relates to a departure flight.

Schedule Information Line - Main Service Types

Others	
P	Non-revenue (Positioning, Ferry, Delivery, Demo)
T	Technical Test
K	Training (School, Crew Check)
D	General Aviation
E	Government Charter
W	Military
I	State, Diplomatic, Air Ambulance
N	Business Aviation, Air Taxi

c) Message Footer

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

Example:

SI ALL TIMES UTC

GI BRGDS

Where

SI = Special Information at end of message

GI = General Information at end of message

Examples of GCR Messages

4 The following are examples of commonly used GCR messages pertaining to new slot requests, change of allocated slots and deletion of allocated slots.

New Slot Request (Operation under Registration)

GCR
/REG
WSSS
NVHLEE 31JUL 020CRJ2 WMSA0800 D
N VHLEE 02AUG 020CRJ2 0200WMSA D
SI ALL TIMES UTC

New Slot Request (Operation under Flight Designator and Flight Number)

GCR
/FLT
WSSS
NDER123 31JUL 020CRJ2 WMSA0800 D
N DER124 02AUG 020CRJ2 0200WMSA D
SI ALL TIMES UTC

Request for Deletion of Allocated Slot

GCR
/REG
WSSS
DVHLEE 31JUL 020CRJ2 WMSA0800 D
D VHLEE 02AUG 020CRJ2 0200WMSA D
SI ALL TIMES UTC

Request for Change of Allocated Slot

GCR
/REG
WSSS
CVHLEE 31JUL 020CRJ2 WMSA0800 D
RVHLEE 01AUG 020CRJ2 WMSA0900 D
SI ALL TIMES UTC