

Airport Coordination for General/Business Aviation (GA/BA) Guidelines to formatting GCR

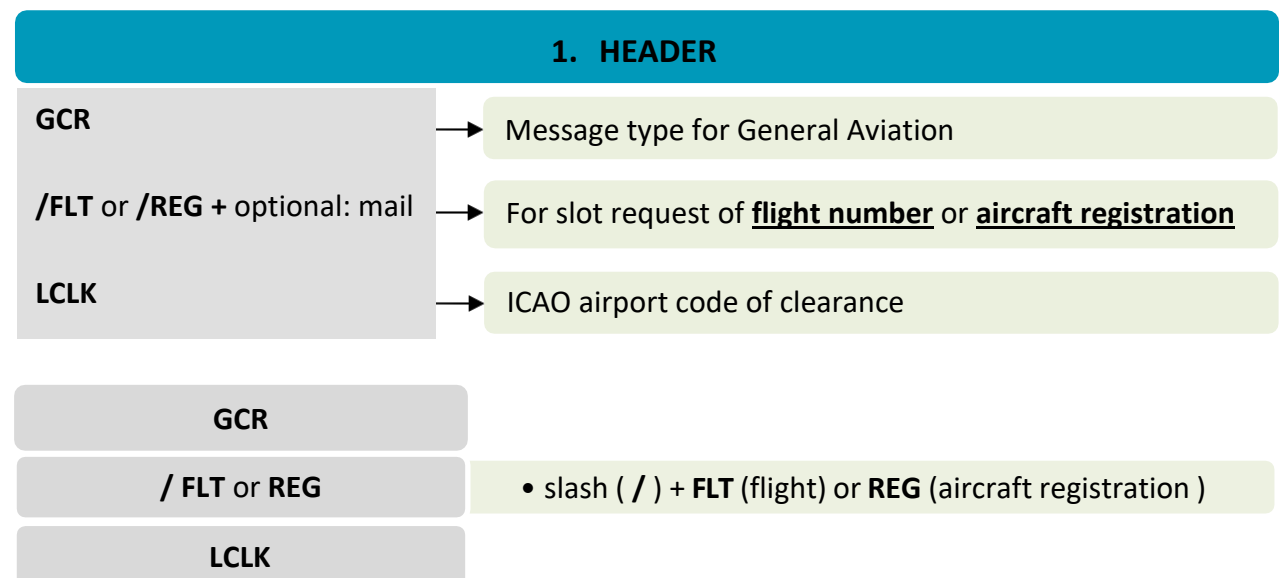
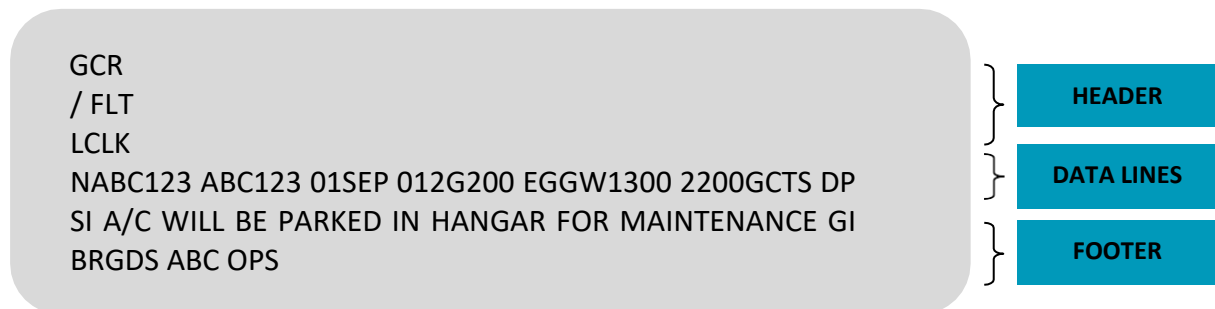
To accommodate GA/BA schedules, an internationally valid format, the GCR (General aviation Clearance Request) has been developed. The guidelines given below for formatting a GCR have been compiled based on Appendix K of the IATA SSIM Manual, chapter 6.

The basic principle of a GCR is the use of ICAO codes instead of IATA codes due to the nature of these flights.

How to request a GA/BA slot

The GCR message is composed of 3 parts:

1. HEADER
2. DATA LINE(S)
3. FOOTER



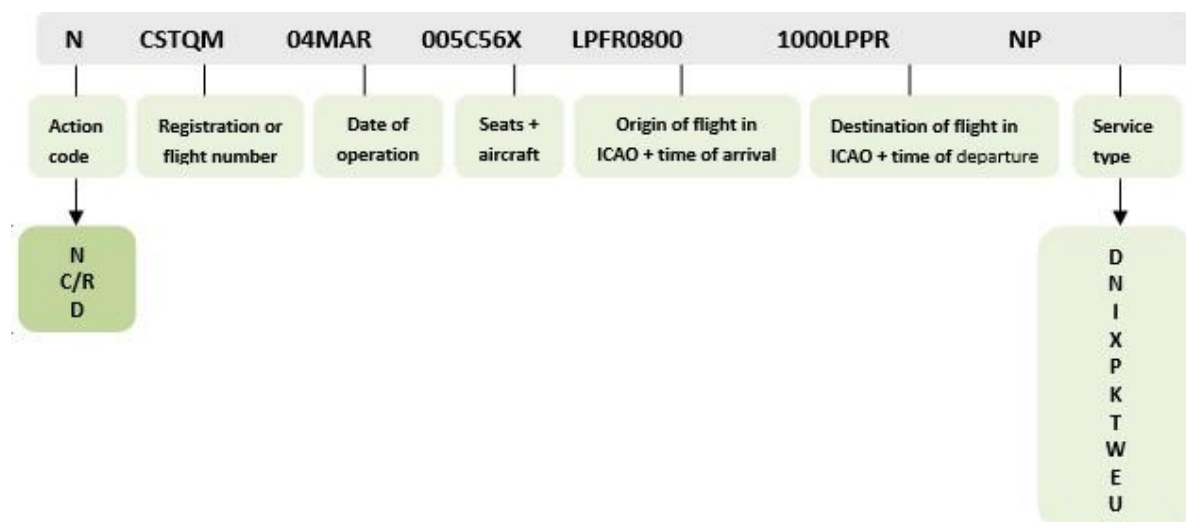
data lines (flight number)

NABC123 ABC123 30JUL 012G200 EGGW1300 2200GCTS DD

data lines (registration)

NCSTMQ 30JUL 012G200 EGGW1300 2200GCTS DD

2. DATA LINE(S)



The data line begins with an action code and ends with the service type (or registration)

Action codes

To be used by the OPERATOR:

N	New flight
C	Flight data to be changed (followed by R line)
R	Revised flight data (after C line)
D	Flight cancelled

To be used by the COORDINATOR:

K	Confirmed flight
H	Holding flight
U	Unable to allocate request
X	Flight cancelled
W	Unable to conciliate information
T	Allocated subject to conditions

Aircraft Registration or Flight number

An operator can use an aircraft registration or a flight number.

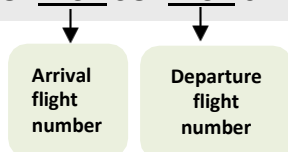
- Aircraft registration: complete registration shall be used only once (for both arrivals and departures)

NCSTQM 04MAR 005C56X LPFR0800 1000LPPR NP

- Flight number is placed without spaces and consists of:
 - The ICAO Airline designator (3 letter code) +
 - Flight number (3 or 4 numerics) +
 - An operational suffix, if applicable

Turnaround flights are mandatory and must include both arrival and departure flight numbers:

NSOX123A SOX123B 07APR 015F900 EHEH1200 1530EHEH NN



Date of operation

- Date and times of operation will be in UTC.
- A single date format will be used (day of operation will not be used, e.g. 0004000, Wednesday)

NSOX123A SOX123B 07SEP 015F900 EHEH1200 1530EHEH NN

Single date
format

Time of arrival at the
clearance airport

Time of departure from the
clearance airport

Equipment (seats + aircraft)

Placed with no spaces and consist of:

- Number of seats – 3 numerics, including zero (0)
- Aircraft type in ICAO code - 3 or 4 alphanumerics

NSOX123A SOX123B 07APR 015F900 EHEH1200 1530EHEH NN

Number
of seats

Aircraft
type

Routing and time of flight

Routing + time of flight for arrival/departure are placed together with no spaces and consist of:

- Routing: flight origin or flight destination at the clearance airport
 - Previous and next station are omitted
 - A blank space separates arrival from departure

NSOX123A SOX123B 07APR 015F900 EHEH1200 1530EHEH NN

Origin
of flight

Arrival
time

Departure
time

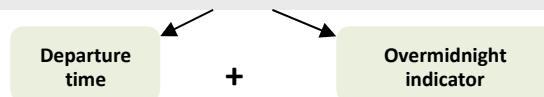
Destination
of flight

- Time of flight: schedule time of arrival or departure at the clearance airport
 - Overmidnight indicator - placed immediately after departure time indicates the number of nights the aircraft layover at the airport of clearance, e.g., 15001 means 1-night stop, 15002 means 2 nights stop.
 - Changes to a slot with an overmidnight indicator must always be in turnaround format.
 - Overmidnight indicators over 9 are not allowed, in this case flights must not be linked in turnaround, e.g. arrivals separated from departures.

Examples:

- Arrival on 07OCT and departure on 08OCT

NSOX123A SOX123B 07OCT 015F900 EHEH1200 15301EHEH NN



- Arrival on 01SEP and departure on 11SEP on separate lines (when aircraft stays on ground over 9 nights)

NEDC895 01SEP 015F900 LXBG1200 N
N EDC896 11SEP 07APR 015F900 1530LXGB N

Service types

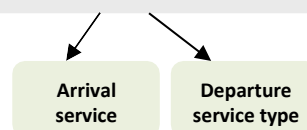
Define the type of service provided by an aircraft.

The service type must be specified both for the arrival and for the departure.

D*	General aviation (NON COMMERCIAL)
N*	Business aviation / Air taxi (COMMERCIAL)
I	State / Diplomatic
X	Technical stop
P	Non-revenue (Positioning/Ferry/Delivery/Demo)
K	Training
T	Technical test
W	Military
E	Special (FAA/Government)
U	Air Ambulance / Humanitarian

* use service type D for non-commercial flights and service type N for commercial flights.

NSOX123A SOX123B 07APR 015F900 EHEH1200 1530EHEH NP



3.FOOTER (SI/GI)

Any plain text that an operator finds relevant to include in the GCR must be placed after the data lines and always be preceded by a SI or GI

SI (Supplementary Information), e.g, A/C will be parked in TAP hangar for maintenance

GI (General Information), e.g, BRGDS

NABC123 ABC123 07SEP 015F900 EHEH1200 15302EHEH PP

SI A/C WILL BE PARKED IN HANGAR FOR MAINTENANCE

GI BRGDS ABC OPS

EXAMPLES

NEW SLOT REQUEST

With flight number:

GCR

/FLT

LCLK

NHEA0491 HEA0307 01SEP 014F900 LFMN1600 1900FNLU NN



New request (code N)

- Coordinator's replies:

- Slot confirmed as requested:

GCR

/FLT

LCLK

KHEA0491 HEA0307 01SEP 014F900 LFMN1600 1900FNLU NN



Allocated schedule (code K)

- When requested slot not available, the nearest slot available will be allocated

GCR

/FLT

LCLK

UHEA0491 HEA0307 01SEP 014F900 LFMN1600 1900FNLU NN

KHEA0491 HEA0307 01SEP 014F900 LFMN1630 1930FNLU NN



Schedules revised (new schedules)

With registration:

```
GCR
/REG
LCLK
NN753BP 14AUG 008LJ60 GCLP1 1145CYYT XX
```

- Coordinator's reply
 - a. Slot confirmed as requested:

```
GCR
/REG
LCLK
KN753BP 14AUG 008LJ60 GCLP1115 1145CYYT XX / RE.N753BP/
```

- b. When requested slot not available, the nearest available will be allocated

```
GCR
/REG
LCLK
UN753BP14AUG008LJ60GCLP11151145CYYTXX/RE.N753BP/
KN753BP14AUG008LJ60GCLP11201150CYYTXX/RE.N753BP/
```

CHANGE OF AN ALLOCATED SLOT

Change of schedule (combination C/R)

Please notice that the 'C' line must be correspondent to the allocated slots

```
GCR
/FLT
LCPH
CEJM0051 EJM0051 27AUG 016GLF5 LPPR0830 0930LFMN PN
REJM0051 EJM0051 27AUG 016GLF5 LPPR0645 0830LFMN PN
```

→ Schedules initially allocated

↓
Schedule to be changed (line R)

- Coordinator's replies :
 - a. Slot confirmed as requested:

```
GCR
/FLT
LCPH
XEJM0051 EJM0051 27AUG 016GLF5 LPPR0830 0930LFMN PN
KEJM0051 EJM0051 27AUG 016GLF5 LPPR0645 0830LFMN PN
```

→ Previous schedules cancelled

↓
Schedule changed
(line K)

- b. When requested slot is not available the nearest slot will be allocated

GCR
/FLT
LCPH
XEJM0051 EJM0051 27AUG 016GLF5 LPPR0830 0930LFMN PN UEJM0051
EJM0051 27AUG 016GLF5 LPPR0640 0830LFMN PN
/ CA.R015 CD.R060
KEJM0051 EJM0051 27AUG 016GLF5 LPPR0625 0900LFMN PN
/ RA.0640 RD.0830 CA.R015 CD.R060/

- c. When requested slot is not available and no changes are possible the operator will maintain the initial slots (code H)

GCR
/FLT
LCPH
HEJM0051 EJM0051 27AUG 016GLF5 LPPR0830 0930LFMN PN
UEJM0051 EJM0051 27AUG 016GLF5 LPPR0640 0830LFMN PN
/ CA.R015 CD.R060/

→ Holding slots (code H)

→ Reason why requested slot was not allocated

Besides the schedule, other data may be changed on the C/R line:

- Flight number
- Data of operation
- Origin and destination
- Service types
- Aircraft type

CANCELLATION OF AN ALLOCATED SLOT

Please notice that the 'D' line must be correspondent to the allocated slots

GCR
/FLT
LCLK
DLMJ834 LMJ834 28AUG 008LJ45 EGLL1440 06401LIRN NP

→ To cancel a slot (code D)

- Coordinator's replies :

GCR
/FLT
LCLK
XLMJ834 LMJ834 28AUG 008LJ45 EGLL1440 06401LIRN NP

→ Slot cancelled (code X)

When it is not possible to handle a message due to errors existing in the GCR message the coordinator will reply with a W code. It is applicable to all codes.

Examples:

a. Operator's request

```
GCR
/REG
LCLK
DPRPMV 05SEP 008F900 SBRF2145 22452SBRF PP
```

• Coordinator's reply:

```
GCR
/FLT
LCLK
WPRPMV 05SEP 008F900 SBRF2145 22452SBRF PP SI
PLS CHECK
SI NO CONFIRMED DATA CORRESPONDING TO REQUEST
```

Request not matched with the coordinator's database (code W)

b. Operator's request

```
GCR
/FLT
LCLK
DGN1600 GN1600 27JAN 007CJ3 LPPR0045 03003LPCS/RE.GCOBM SI PLS
CHECK SLOTS COORDINATED
```

• Coordinator's reply:

```
GCR
/FLT
LCLK
WGN1600 GN1600 27JAN 007CJ3 LPPR0045 03003LPCS/RE.GCOBM
HGN1600 GN1600 27JAN 007CJ3 LPPR0045 06004LPFR/ RE.GCOBM SI PLS
CHECK SLOTS COORDINATED
```

Request not matched with the coordinator's database (code W)

Coordinated slots at the coordinator's database are different from the operator's request (Code H)

- Operator's request

GCR
/FLT
LCLK
NAJU901 AJU902 23AUG 009H25B LPCS0700 0800LPPS NP

- Coordinator's reply:

GCR
/FLT
LCLK
WAJU901 AJU902 23AUG 009H25B LPCS0700 0800LPPS NP H
HJU901 AJU902 23AUG 009H25B LPCS0900 0930LPPS NP SI PLS
CHECK SLOTS ALREADY ALLOCATED.

Impossible to allocate due to
duplicated flight number (code W)

Existing slots allocated on the
coordinator's database (code H)