Guidelines to formatting SCRs, SMAs

Based on IATA SSIM Manual Chapter 6

Content

Introduction

This document provides basic information and examples for air carriers who are unfamiliar to the airport coordination process and wish to apply for schedules clearance . For full and detailed information please refer to chapter 6 of the IATA SSIM (Standard Schedules Information Manual). Chapter 6 describes the procedures for using a variety of airport clearance messages (SCR, SMA, SIR, SAQ, WIR etc.). These are defined standard telegraph message formats used to obtain clearance for, or provide information of, arrival and departure times at coordinated/schedules facilitated airports. The chapter includes the principles for information exchange, technical specification, and examples. Please visit IATA's website to learn more about this manual, and how to order it.

Main Principles and Rules (extract from SSIM chapter 6.2)

- Requests should be submitted at least 3 business days in advance.
- All dates, days and times are in UTC.
- For a given flight designator and date at a specific station, there can only be **one** scheduled arrival and/or one scheduled departure time cleared.
- Coordinators/Facilitators will respond to requests within a period of 3 business days. Clearance offers from Coordinators/facilitators to the airlines are valid for 3 business days only.
- When a Coordinator/Facilitator requires fillings as turnarounds or when airlines elect to file flights as turnarounds (i.e. arrival and departure in a single data record), 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.
- Where apron occupancy and/or terminal capacity are coordinated, the aircraft type code must be specified and transit/turnaround format shall be used.
- The SSIM chapter 6 formatted messages must be **plain text** placed directly in the email body. There should be no non-standard text before the information in the body of the message. The email body must start with the standard format header and must be according to the standard format. No attachments, signatures with logos or special characters should be used. Any wrongly formatted filings are automatically rejected and not processed.

Message Standards

The SCR/SMA message consists of 3 parts:
message header, information data line(s) and the message footer.

1. Message Header

SCR	-> message type: SCR = Slot Clearance Request	**OR** **SMA**	-> message type: SMA = Schedule Message Advice
/	-> creator reference (optional), special handling		
S22	-> IATA schedules season concerned	see appendix	
22APR	-> date of message		
LCA	-> clearance airport concerned		

2. Information Data Line(s)

NXY023 XY024 06JUL25EP 1234500 120319 CDG0700 0750CDG JJ

1 2   ^3   ^4   5   ^6   ^7   8 ^9   10 ^11   12 ^13/14

^	start of new data block	
1	action code	see appendix
2	arrival flight designator, number (suffix possible) *flight number must consist of min. 3 digits*	
3	departure flight designator, number (suffix possible) *flight number must consist of min. 3 digits*	
4	start of period or single day	
5	end of period or single day	
6	weekday(s) of operation	see appendix
7	number of seats fitted (3 digits)	
8	IATA aircraft **subtype** (3 alphanumeric)	
9	origin/previous station (arriving from)	
10	required arrival time in UTC	
11	required departure time in UTC	
12	next/destination station (departure to)	
13	arrival service type	see appendix
14	departure service type	see appendix

Important: please mind the mandatory space character between the data blocks (see also message examples)

3. 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)

*It is compulsory that any additional text following the data lines starts either with "**SI**" or with "**GI**"! Both, "SI" and "GI", must be followed by a space character!*

About replies sent by the coordinator:
We usually reply to your request as soon as possible but latest within 3 business days. Should we require any special clarification we will inform you accordingly. Should your required time not be available we will provide you with the closest available slot. We appreciate if you reply to our offer within 3 working days. On our offer reply you will find an additional data line indicating the so-called reason code (CA, CD), which will inform you about the main constraint which caused the non-availability of your request. The decoding of these reason codes can be found in the SSIM manual.

Message Examples

SCR (Slot Clearance Request) OR SMA (Schedule Movement Advice)

NEW REQUEST IN TRANSIT/TURNAROUND FORMAT, FOR WEEKDAYS 1-5 FROM JULY 3 UNTIL SEPTEMBER 29
(previous example)

```
SCR
/
S22
22APR
LCA
NXY023 XY024 06JUL25SEP 1234500 120319 CDG0700 0750CDG JJ
SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE
GI BRGDS
```

NEW REQUEST FOR AN AD-HOC FLIGHT

```
SCR
/
S22
22APR
PFO
NBA998 BA997 19OCT19OCT 1000000 168320 MAN1125 1215MAN CC
GI BRGDS
```

NEW REQUESTS FOR MULTIPLE FLIGHTS (at same airport)

```
SMA
/
S22
22APR
LCA
NBA998 BA997 19OCT19OCT 1000000 168320  MAN1125 1215MAN CC
NBA996 BA995 20OCT20OCT 0200000 259763  LGW1525 1615MAN CC
NBA990 BA991 21OCT21OCT 0030000 168320  EDI0800 0850GLA CP
GI BRGDS
```

AIRCRAFT EQUIPMENT CHANGE ONLY

```
SMA
/
S22
22APR
PFO
CMH010 MH011 26APR26APR 0000007 282772 KUL0420 1135KUL JJ
RMH010 MH011 26APR26APR 0000007 286359 KUL0420 1135KUL JJ
SI AIRCRAFT CHANGE ONLY – NO TIME CHANGE
GI BRGDS
```

> *A change of an existing cleared slot always consists of 2 lines (C-line and R/L-line)! The **C**-line ("to be **changed**") must show the information held by the coordinator, the **R**- or L-line the new **revised** schedule information. This well established procedure guarantees that both, airline and coordinator do change the flights intended only.*

AIRCRAFT EQUIPMENT CHANGE AND RETIMING (no offers acceptable)

```
SCR
/LH ZRH AF/FRAL2LH@SERVICES.DLH.DE
S22
22APR
LCA
CLH4123 LH4876 01JUL26JUL 0034507 120319 HAM0700 0750FRA JJ
LLH4123 LH4876 01JUL26JUL 0034507 159320 HAM0730 0820FRA JJ
GI BRGDS
```

> *No offers are given; the schedule to be revised will only be confirmed if respective capacity is available. We only recommend using "CL" if you have absolutely no flexibility in your operation!*

RETIMING WHICH CAUSES OVERNIGHT STAY

Correct message:

```
SMA
/
S22
22APR
LCA
CJP306 JP307 08AUG08AUG 0000060 048CR1 LJU1910 1950LJU CC
RJP306 JP307 08AUG08AUG 0000060 048CR1 LJU1910 05001LJU CC
GI BRGDS
```

> *A next day departure requires the **"over-midnight indicator"** which is placed between the departure time and the next/destination station. The figure **1** does indicate that the departure takes place +1 day after the arrival date. Please mind that the start/end period (date) and the day(s) of operation always **correspond** to the **arrival** flight!*

Wrong message:

```
SCR
/
S22
22APR
PFO
CJP306 JP307 08AUG08AUG 0000060 048CR1 LJU1910 1950LJU CC
RJP306 JP307 08AUG09AUG 0000067 048CR1 LJU1910 05001LJU CC
GI BRGDS
```

> *This is a common mistake when using the over-midnight indicator as also the departure date is included and with above example an **additional** flight would be requested to arrive on 02AUG and to depart on 03AUG!*

FLIGHT NUMBER CHANGE, CHANGED ROUTING AND SERVICE TYPE CHANGE

```
SMA
/
S22
22APR
PFO
CCX500 CX501 09SEP09SEP 0030000 27577W HKG0420 1050HKG JJ
RCX3600 CX3601 09SEP09SEP 0030000 27577W MNLHKG0420 1050FRAHKG CC
GI BRGDS
```

DELETION OF A SINGLE DAY FLIGHT

```
SCR
/
S22
22APR
LCA
DAF123 AF124 23MAY23MAY 0000060 131318 CDG1520 1600CDG JJ
GI BRGDS
```

NEW REQUEST WITH 3LETTER ICAO CODE, FLIGHT NUMBER SUFFIX AND MIXED SERVICE TYPES

```
SCR
/
S22
23APR
PFO
NWLC611B WLC612B 11MAY11MAY 1000000 031D38 INN0440 0600FMO PC
NWLC623B WLC624B 12MAY12MAY 0200000 031D38 FMO1535 1630INN CP
SI BRGDS WLC OPS
```

We usually clear the airline under its 2letter IATA code. If no IATA code is available or on special request, the flights may be cleared under the 3letter ICAO code.

ACCEPTANCE OF AN OFFER (no further improvement desired)

```
SMA
/
S22
22APR
LCA
ASN015 SN016 23MAY23MAY 0000060 141319 BRU1520 1600BRU JJ
GI BRGDS
```

*We appreciate if you reply to an offer in a **separate** single SCR message!*

ACCEPTANCE OF AN OFFER (maintain on waitlist)

```
SMA
/
S22
22APR
PFO
PSN015 SN016 04MAY23OCT 1234500 141319 BRU1520 1600BRU JJ
GI BRGDS
```

DECLINE OFFER

```
SCR
/
S22
22APR
LCA
ZLX5000 26APR26APR 0000007 236333 CHR1700 K
GI BRGDS
```

If you decline an offer originating from a new request, you will not hold any slot for this flight! We therefore recommend to always accept our offers (closest available times given) and to revert later again for a possible improvement.

```
SCR

S22
```

SIR (Slot Information Request)

With a SIR message you can request at any time your slots held by the coordinator. This is helpful if you do not know if slots have already been cleared or which data is held by the coordinator.

> *An SIR shall contain your email address stated on the **2nd line starting with a "/"**. This email address must be identical to the originators one. Only such formatted SIR messages received by email are processed **automatically** by our system!*

SIR FOR A SPECIFIC PERIOD FOR FLIGHTS CLEARED IN TURNAROUND FORMAT

```
SIR
/slots@airline.com
S22
22APR
LCA
QSN SN 01AUG05AUG
SI
```

> *Action code to be used is "**Q**" (query), the reply sent by the coordinator will show all respective flights with code "**H**" (hold), "**O**" (pending offer) or "**U**" (no slot allocated). Please always add an SI at the end of your SIR message.*
> *Attention: If you skip the dates you will receive **ALL** flights for the whole season! Such volume might be unwanted…*

SIR FOR FLIGHTS IN UNLINKED FORMAT (to be used for base carriers only!)

	Arrivals only:	*Departures only:*
`SIR`	`SIR`	`SIR`
`S22`	`S22`	`S22`
`22APR`	`22APR`	`22APR`
`LCA`	`PFO`	`PFO`
`QLX 01AUG05AUG`	`QEZS 01AUG05AUG`	`Q 2L 01AUG05AUG`
`Q LX 01AUG05AUG`	`SI`	`SI`
`SI`		

> *The first Q-line will generate arrivals, the second Q-line departures. Omitting one of the 2 Q-lines will result in either arrivals or departures only.*

SIR FOR A SPECIFIC FLIGHT AND SINGLE DATE

```
SIR
/slots@airline.com
S20
22APR
LCA
QSN1234 SN1235 01AUG
SI
```

Coordinator/Facilitator SCR/SMA Replies

CONFIRMED REPLY FOR NEW REQUEST

```
SCR
S22
22APR
LCA
KBA998 BA997 19OCT19OCT 1000000 168320 MAN1125 1215MAN CC
GI BRGDS CYPRUS AIRPORT COORDINATION
```

DELETION REPLY

```
SMA
S22
22APR
LCA
XAF123 AF124 23MAY23MAY 0000060 131318 CDG1520 1600CDG JJ
GI BRGDS CYPRUS AIRPORT COORDINATION
```

STANDARD REPLY FOR CHANGED DATA

```
SCR
S22
22APR
PFO
XLH4123 LH4876 01JUL26JUL 0034507 120319 HAM0700 0750FRA JJ
KLH4123 LH4876 01JUL26JUL 0034507 159320 HAM0730 0820FRA JJ
GI BRGDS CYPRUS AIRPORT COORDINATION
```

OFFER REPLY FOR NEW REQUEST

```
SMA
S22
14FEB
PFO
USN015 SN016 04MAY23OCT 1234500 141319 BRU1520 1600BRU JJ
OSN015 SN016 04MAY23OCT 1234500 141319 BRU1540 1620BRU JJ
/ RA.1520 CA.R10 RD.1600 CD.R05/
SI **CONGESTION** / CLOSEST AVAILABLE OFFERS
PLS REPLY TO OFFERS WITHIN 3 BUSINESS DAYS OTHERWISE WILL CANCEL
GI BRGDS CYPRUS AIRPORT COORDINATION
```

OFFER REPLY FOR DATA HELD TO BE CHANGED

```
SCR
S22
22JUL
LCA
HCX500 CX501 09SEP09SEP 0030000 27577W HKG0520 1200HKG JJ
UCX3600 CX3601 09SEP09SEP 0030000 27577W MNLHKG0420 1050FRAHKG CC
OCX3600 CX3601 09SEP09SEP 0030000 27577W MNLHKG0505 1100FRAHKG CC
/ RA.0420 CA.R60 RD.1050 CD.R60/
SI **CONGESTION** / CLOSEST AVAILABLE OFFERS
PLS REPLY TO OFFERS WITHIN 3 BUSINESS DAYS OTHERWISE WILL CANCEL
GI BRGDS CYPRUS AIRPORT COORDINATION
```

REFUSAL REPLY (no slots allocated)

```
SCR
S22
22JUL
PFO
UXY095 XY096 04AUG04AUG 0200000 000IL7 RUH1500 1700SAH HH
SI CURFEW ICAO NOISE CHAPTER 2 – NOT POSSIBLE TO OPERATE THIS ACFT
GI BRGDS CYPRUS AIRPORT COORDINATION
```

REPLY IN CASE DATA HELD DOES NOT MATCH REQUEST

```
SCR
S22
14FEB
LCA
WLH4122 LH4875 01JUL26JUL 0034507 120319 HAM0700 0750FRA JJ
HLH4123 LH4876 01JUL26JUL 0034507 120319 HAM0700 0750FRA JJ
SI PLS CLARIFY FLIGHT NUMBERS AS NOT HOLDING OURS...
GI BRGDS CYPRUS AIRPORT COORDINATION
```

REPLY IN CASE REQUEST IS UNCLEAR OR FAULTY

```
SMA
S20
22APR
PFO
PSN015 SN016 23OCT23OCT 0000500 141319 BRU1020 1100BRU CC
SI PLS CLARIFY REQUEST AS DATE AND WEEKDAY DO NOT MATCH...
GI BRGDS CYPRUS AIRPORT COORDINATION
```

Appendix

IATA Schedules Seasons

The season code is a combination of either summer or winter season and the year:
 S = summer season
 W = winter season
 the year shows the last 2 digits (20=2020).

The IATA schedule **summer** season lasts from each Sunday of the last weekend in March until each Saturday of the last weekend in October, the **winter** season from each last Sunday in October until each last Saturday in March. 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. W**19** did last from October 27, **2019** until March 28, 2020).
Important: On January 1 the winter season **does not change** from e.g. W19 to W20!

Action Codes to be used

	Airline		Coordinator
A	acceptance of an offer - no further improvement desired	**H**	holding
C	schedule to be changed	**K**	confirmation
D	delete schedule	**O**	offer
L	revised schedule - no offer acceptable	**P**	pending (action or advice)
N	new schedule	**U**	unable (refusal)
P	acceptance of an offer - maintain on waitlist	**W**	unable to reconcile flight information
R	revised schedule (offer acceptable)	**X**	cancellation
Z	decline offer		

*Note: coordinator's reply code -**W**- does indicate that the data provided on a C- or D-line is not held by the coordinator or not as such corresponding to the data held by the coordinator.*

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
H - Charter cargo/mail
P - Positioning, ferry flight
T - Technical test (at ZRH: T is used for flights into/out of SR Technics Maintenance)
K - Training
X - Technical stop (e.g. fuel stop)