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UNITED KINGDOM



NATS Services
UK Aeronautical Information Services
Heathrow House
Bath Road, Cranford
Middlesex, TW5 9AT
ais.supervisor@nats.co.uk
<http://www.ais.org.uk>
020-7453 6553 (Content - SARG/Airspace Regulation)
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Notes

- (a) All times are UTC.
- (b) References are to the UK AIP.
- (c) Information, where applicable, should also be used to amend appropriate charts.



SLOT COORDINATION PROCEDURES FOR UK COORDINATED AIRPORTS

Flight Plan and Airport Slot Matching process for UK airports: London Heathrow, London Gatwick, Manchester, London Stansted, London Luton and London City.

1 Introduction

- 1.1 The requirement under European Council Regulation 793/2004 updating Council Regulation 95/93, Article 14.1 states that an air carriers flight plan may be rejected, if the air carrier intends to land or take off at a coordinated airport, without having a slot allocated by the coordinator.
- 1.2 The suspension process will be enforced for all General / Business Aviation flights.
- 1.3 Flight plan and slot matching will occur for all IFR flight plans.
- 1.4 All airport slots are on/off block times **not** airborne/landing times.
- 1.5 To avoid the possibility of significant delays, the compliance of air carriers to airport slots allocated is paramount. To aid in the management of this, flight plans will be matched to airport slots.
- 1.6 Discrepancies in the form of a no slot, significant off slot or error in formatting will be highlighted to the originator of the flight plan asking for rectification of the discrepancy and action to be taken.
- 1.7 **Failure to rectify the discrepancy will ultimately result in the suspension of the flight plan or a heavy fine of up to 20 000 pounds sterling.**
- 1.8 In order for the flight matching system to work effectively it is essential that Aircraft Operators, Handling Agents and Airports recognise their responsibilities to ensure that the information held in the ACL online coordination system and in the flight plan is accurate.
- 1.9 All General / Business aviation will be given a unique airport Slot ID (SlotId) from 30 March 2014. The airport SlotId will be a mandatory entry into field 18 of the flight plan from 30 March 2014 0001Z.

2 Slot booking instructions for Operators (To be followed BEFORE filing a flight plan)

- 2.1 Review slot availability of the airport online at www.online-coordination.com
- 2.2 Contact the Handling Agent or Airport as appropriate, to check for parking and handling availability.
- 2.3 Request the Handling Agent or Airport to book slot/s.
- 2.4 Handling Agent or Airport uses www.online-coordination.com website to obtain slots.
- 2.5 **For General / Business Aviation flights only** the Handling Agent or Airport receive back a unique airport slot ID for use with confirmed slots.
- 2.6 The Handling Agent or Airport must communicate (via email or telephone) the SlotId to the operator.
- 2.7 The airport SlotId is entered by the operator in field 18 of the flight plan, with the prefix of **RMK/ASL: i.e. RMK/ASLGBXXAPVT554300.**
- 2.8 **Without the use of RMK/ASL the flight plan matching system will be unable to make a successful match and will flag the discrepancy for correction. This may ultimately result in a Flight Plan Suspension (FLS) or a heavy fine of up to 20 000 pounds sterling.**

3 Aircraft Operators' Responsibility

- 3.1 All requests to obtain slots must contain the most accurate information. Changes to flight details such as aircraft type, registration, origin/destination must be communicated to the Airport/Handling Agent, as appropriate, to allow for the most accurate flight plan matching possible.
- 3.2 Filing of a flight plan prior to obtaining an airport slot will result in a warning message being sent. All operators are advised to obtain an airport slot ID **before** filing a flight plan.

4 Airports' Responsibility

- 4.1 On receiving updated information from an Aircraft Operator, the flight details in the online coordination system must be updated, to allow for the most accurate flight plan matching possible.

5 Flight Plan Matching/Suspension Process – Flight Plan filed GREATER than minus 2 hours 55 minutes to IOBT

- 5.1 The Rules are implemented and applied to all General / Business aviation flights arriving or departing from the Network Manager Operations Centre (NMOC) area of responsibility.
- 5.2 The system will attempt its first match at minus 4 hours to the Initial Off Blocks Time (IOBT). If a discrepancy is found in either no airport slot present, a significant off slot or format error, the originator of the flight plan will be sent the appropriate automatic message advising of the discrepancy, the course of action required to correct it, and the outcome if no corrective action is taken.
- 5.3 ACL will monitor all discrepancies highlighted by the system, and where appropriate contact the operator for a possible resolution. For this reason it is imperative that a **contact telephone number** is submitted in field 18.
- 5.4 At minus 2 hours 25 minutes to IOBT if no corrective action has been taken by the operator, ACL will email the NMOC advising of the flight details of the flight plan to be manually suspended.
- 5.5 At minus 2 hours 15 minutes to IOBT the NMOC will manually send the originator of the flight plan a flight suspension message. The message will contain the contact details for ACL, to allow for a possible final resolution.

6 Flight Plan Matching/Emergency Suspension Process – Flight Plan filed LESS than minus 2 hours 55 minutes to IOBT

- 6.1 The Rules are implemented and applied to all General / Business aviation flights arriving or departing from the NMOC area of responsibility.
- 6.2 Inside minus 2 hours 55 minutes to IOBT the system will attempt a match instantly. Any discrepancies detected will result in the appropriate warning message being sent to the originator of the flight plan, advising of the discrepancy, the course of action required to correct it and the outcome if no corrective action is taken.
- 6.3 Given the close proximity to a possible regulation message being sent at minus 2 hours to IOBT, if it is deemed that a filed flight presents a clear threat to increasing existing ATFM measures, or to jeopardising the planned operations at the airport/s filed in the flight plan. ACL will contact the NMOC on a dedicated number advising them of the flight plan details, for the NMOC to manually suspend the flight plan.
- 6.4 NMOC will manually send the originator of the flight plan a flight suspension message. The message will contain contact details for ACL, to allow for a possible final resolution.

7 De-Suspension Process – Successful Resolution of Discrepancy

- 7.1 Following successful resolution of a discrepancy from the call made by the operator to ACL on the dedicated telephone number shown on the flight suspension message, ACL will telephone the NMOC on a dedicated telephone number requesting that a flight de-suspension message is sent to the originator.
- 7.2 NMOC will manually send the originator of the flight plan a de-suspension message.

8 Emergency Flights

- 8.1 Emergency flights, such as those on urgent medical flights can by their very nature be requested at very short notice, these may include flights for the carriage of patients with threat of loss of limb, transfer of human organs or the transportation of medical teams. For this reason ACL will where flights are highlighted by the system, be proactive in making sure that flights which **qualify** for slot exemption under the airports own Exempt Flight Rules, are not taken any further. It is imperative that where time permits, that requests for airport slots are made as early as possible. Where no slots exist at the required time, review of the Airports Exempt Flight Rules, and for Medical flights, the National Advisory Committee for Aeronautics (NACA) scale, will be used by ACL to determine the need for exemption from obtaining an available airport slot. It should be noted by all users that any flight that is granted an exemption by ACL for an hour which is already full, may well cause disruption to the airport or air traffic operations, which the allocation process is intended to protect. To aid ACL it is imperative that an appropriate **contact telephone number** is submitted in field 18 of the flight plan.

The use of STS/ATFMX or any 'STS' Status in field 18 of the flight plan will not prevent a warning message being sent if NO airport slot exists. Where time permits an airport slot should be requested prior to the flight plan being filed to prevent a warning message being sent within 4 hours of the IOBT.