



Sydney Slot Manager Guidance to GABA Operators

Nov 2025

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Sydney (Kingsford Smith) Airport IATA Level 3 Slot Coordination Service Guidance to GABA Operators

Introduction

Airport Coordination Limited Asia Pacific (ACL) officially commenced its services at Sydney (Kingsford Smith) Airport on the 1st April 2025 following their appointment as Slot Manager by the Department for Infrastructure, Transport, Regional Development, Communications and the Arts.

This document provides guidance to General Aviation / Business Aviation (GABA) operators on arrangements for how to make slot requests. It supports the “*Sydney Airport Demand Management – Guidance*” document published on the ACL Asia Pacific website.

Which airports are included?

The only airport this applies to is Sydney (Kingsford Smith) Airport (SYD).

Coordination Parameters

ACL has published details of the coordination parameters for NW25 and NS26, together with information related to Sydney Airport, on its dedicated website at the following address:

<https://acl-apac.com.au/airport-information/sydney/>

How to make Slot Requests – ACL v Airservices Australia

1. Same day operations – refer to Airservices Australia by email or phone (not OCS).
2. Following day operations submitted before 16:00 Sydney local time - refer to ACL by OCS or email.
3. Following day operations submitted after 16:00 Sydney local time for the following day - refer to Airservices Australia.
4. Weekends & Public Holidays - after 16:00 Sydney local time on Fridays any requests relating to operations on Saturday, Sunday, or Monday, refer to Airservices Australia. Similar approach is taken ahead of NSW Public Holidays.
5. All other requests – submit to ACL.

For ACL – slot applications should be sent via:

1. **SCR email** in IATA SSIM (Standard Schedule Information Manual) Chapter 6 format (i.e. SCR) to slots@acl-international.com, or
2. **OCS** - requested via Online Coordination System (OCS).

If you'd prefer to use a third party to submit SYD slot requests to ACL in IATA SSIM format, we recommend Aero Adapt. They offer a streamlined service for a modest fee and can be contacted at operations@aeroadapt.com or **(02) 9669 6779**. This option may be particularly useful for operators seeking additional support or efficiency in the coordination process.

[For Airservices Australia](#) – slot applications should be sent via email - atfmu@airservicesaustralia.com - or phone, not via OCS. UTC times are preferred.

Useful links

Here's where you can find more information on how to create and interpret IATA Chapter SSIM formatted messages (i.e. SCRs and SMAs):

- [Guide to SCR GABA SYD – Appendix A \(page 8\)](#)
- [DIY SSIM - SCR request](#)
- [DIY SSIM - help](#)

Online Coordination System (OCS)

OCS is an online web portal, used at 118 airports in 31 countries worldwide. The site features live online access to the coordination database, with instant, real-time slot availability. The system is available to use 24/7 from any computer with an internet connection.

Key features:

- **Efficient** – Operators can self-coordinate their slots within capacity constraints, allowing them to add, edit and delete flights.
- **Quick** – Immediate responses 24/7, with automatic offers.
- **Informative** – Live slot availability displays for runways and terminals.
- **Transparent** – Live access to view and download current schedules for planning purposes.
- **Concise** – Advanced online reporting capabilities for summary data and market analysis.
- **Reliable** – ACL operates a backup OCS site to ensure the highest levels of system availability for its customers.
- **Connected** – OCS can connect directly to scheduling and operational systems to help automate the slot allocation process (via WebConnect).

Those operators that already have access to OCS and have the 'all ACL airports' option enabled have automatically had SYD Airport added to their account. If you have selected specific airports only, then you can request that SYD Airport be added by sending a request including the username to help@online-coordination.com

Operators that do not currently have access to OCS can apply by completing the application form found at the following link: [OCS Application Form](#)

Visit OCS at online-coordination.com

ACL periodically schedules training sessions for the OCS system. Contact the ACL Sydney team to discuss training that we can provide you or your company if required.

IMPORTANT: Please refer to [Appendix B \(page 33\)](#) for instructions regarding pilot information, Contact and Callsign Information Requirements.

ACL Contacts

ACL's office hours are 08:30-17:00 Sydney local time, Monday to Friday.

Email: slots@acl-international.com – for IATA SSIM (Chapter 6 SCR) messages only

Email: syd@acl-international.com - for general enquiries

Phone: **+61 2 9667 9016**

Airservices Australia Contacts

Airservices Australia's NOMC (National Operations Management Centre) contact details for IATA slot requests are as follows:

Email: atfmu@airservicesaustralia.com

Phone: **1800 020 626** (within Australia)

Phone: **+61 3 9235 7517** (outside Australia)

The NOMC provides 24/7 support to the aviation industry, handling various operational matters.

Frequently Asked Questions

Why is ACL the new Slot Manager for Sydney Airport?

The Department for Infrastructure, Transport, Regional Development, Communications and the Arts issued a Request For Proposal in 2024 to which ACL responded. ACL Asia Pacific was successful in meeting the requirements to deliver the service and was selected as the new Slot Manager through a competitive tender process, starting services from 1st April 2025.

Who is ACL?

ACL (Airport Coordination Limited) was formed as an independent coordination company in 1992. It currently serves 78 airports in the UK, Ireland, Poland, Luxembourg, Latvia, Canada, Saudi Arabia, Oman, the United Arab Emirates, New Zealand and now Australia.

About ACL: <https://www.acl-uk.org/about-us/>

About ACL Asia Pacific: <https://acl-apac.com.au/>

What type of operations need to have an approved movement from ACL?

ALL aircraft movements require an IATA slot approval from ACL (or Airservices Australia during the operations window). Refer to “Slot Requests – ACL v Airservices Australia” section above for details.

Airlines should contact ACL directly using IATA SSIM (Chapter 6 SCR/SMA) format or via OCS.

General Aviation/Business Aviation, Diplomatic and Military requests should contact their handling agent who will assist in gaining an approved slot. Alternatively, GABA operators can contact ACL for slot requests directly using OCS or by email using IATA SSIM (Chapter 6 SCR/SMA) format.

What is declared runway capacity at Sydney Airport?

SYD has a declared capacity on the runway for movements which runs in 05 minutes, 15 minute or 60-minute blocks.

This is based on seasonal airport capacity and not related to tactical Air Traffic Control capacity on the day of operation.

You can view this declared capacity on our website www.acl-apac.com.au under airport information (look for Capacity Declaration).

SYD declares a limit for each period (05, 15 or 60) which cannot be exceeded.

If the slots you are requesting are not available due to all the capacity being utilised at that time, the slot manager will allocate the nearest time to that request, be it earlier, or later

(whichever is closest), or you can find the nearest available runway slot using OCS (see page 27 for instructions).

Does ACL provide any support in making slot requests?

As per Section 15 of the Sydney Airport Slot Management Scheme 2025 and Section 4.4 of the ACL Asia Pacific Guidance related to the Scheme, ACL can accept slot requests either directly in IATA SSIM format or via the Online Coordination System (OCS).

A guide to SSIM for SYD GABA is provided as an Appendix A (page 8) to this document and a simple tool to help write SSIM can be found at

<https://www.diyssim.com/?diyssimPage=scrHelp>

ACL requires all operators to make slot requests at SYD Airport using OCS or in IATA SSIM format as it contributes to more efficient and reliable airline and airport operations. Using OCS or the standardised industry format reduces errors and inconsistencies, resulting in accuracy, efficiency and improving overall coordination for all stakeholders involved.

The major advantage of using OCS or IATA SSIM format is that an operator will get immediate responses 24/7 with automatic offers.

Requests can be made in either UTC time (preferred) or Sydney local time.

Please reach out to the Sydney ACL team if you require any support with using OCS and/or making slot requests via email in IATA SSIM format.

Does ACL have an office in SYD?

ACL has a local team based on Level 1 of the Nigel Love Building at Sydney Airport, opposite the International Terminal (Terminal 1). We warmly welcome all stakeholders to visit us to discuss slots and policy.

Who should I contact when the ACL Sydney office is closed?

Urgent requests for same day operations or those submitted after 16:00 Sydney local time for the following day should be referred to Airservices Australia. Refer to contact details above.

Additionally, after 16:00 Sydney local time on Fridays, any requests relating to operations on Saturday, Sunday, or Monday must also be directed to Airservices Australia. Similar approach is taken ahead of NSW Public Holidays.

Any non-urgent requests received outside ACL Sydney's office hours will be responded to by ACL the following business day.

Who will be my main point of contact at ACL for SYD Airport?

Delivery of coordination services for SYD will be managed by Darren Batty (Coordination Manager) who will be based in the ACL Sydney office. Adam Brown (Coordinator) and Ben Sharrock (Coordination Analyst) will support him. Please use syd@acl-international.com or call **+61 2 9667 9016** should you have any questions.

Do I need to re-clear my slot if there is a schedule change or delay in the operations window?

All operators must re-clear all **earlier** slot clearances with ACL or Airservices Australia (if during operational period) before the original scheduled time.

GABA operators only need to re-clear **later** slots with Airservices Australia if the retime is greater than **2 hours**.

Why am I assigned a PVT flight number?

PVT is ACL's generic 'General Aviation' flight designator. ACL's slot system requires the allocation of a 'flight number' in addition to the aircraft registration for GA/BA flights. This flight number is solely for identification purposes and is allocated randomly. Some FBOs and individual operators may be assigned specific flight numbers in the PVT range for their sole use.

Please contact us at syd@acl-international.com to be assigned a flight number range for flights to/from SYD, be it for OCS or SCR format messaging.

What are the charges to use OCS?

Access to OCS costs €450 per year for two user IDs, payable annually after the first 12 months (which are free for new operators applications). Additional user accounts cost €60 each per year, with all charges payable in Euros by credit card and exclusive of applicable taxes.

OCS allows you to view real-time slot availability for Sydney **without** an account. You can check runway availability to help with SCR slot requests, improving your chances of receiving an automatic confirmation quickly.

Appendix A

Slot Clearance Requests (SCR) for Sydney Airport (SYD)

General Aviation & Business Aviation Only

Manual Message Composition Guidelines for Using IATA SSIM

IATA SSIM (Standard Schedules Information Manual) is the official standard for exchanging flight schedule data within the aviation industry. It's a standardised file format used by airlines and aircraft operators to share information on schedules and aircraft types to enable consistent and efficient data communication across the globe.

Using SSIM reduces ambiguity and ensures data consistency, which is critical for the reliable operation of the air transport network.

Message Format Requirements

Message format requirements are broken into 3 sections:

1. Message Header
2. Information Data Line
3. Message Footer

1. Message Header

SCR
/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1 **or:**
//LT/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD

Message Type (fixed for SYD)

If requesting in UTC, only 1 x / followed by required details*

If requesting in Local Time, 2 x //LT/ followed by required details*

IATA Schedule Season, S if summer, W if Winter, followed by year

Sydney IATA 3-letter Code.

*Required details are: 1) Pilot Name, 2) Contact Number (mobile numbers only, 10 digits only^) and 3) Flight Plan Callsign. ^If Australian mobile not available please provide email address.

Local Time Request Message Header:

SCR
//LT/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD

UTC Request Message Header:

SCR
/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD

Airservices will receive these details for upload into Harmony, allowing COBTs to be issued and communicated to pilots/operators.

2. Information Data Line

New Slot Request: Action Code (N)

New Arrival Slot Request

NPVT9998 20NOV 001CCX MEB1000 D / RE.VHTST/

Field	Description
N	Action Code: Can use N (New), D (Delete), C (Change) / R (Revise) – Change and Revise are used jointly
PVT	Flight Designator: This is set as PVT for all GABA flights to/from SYD
9998	Flight Number: All PVT flights must have a flight number up to 4 digits, minimum 3 digits are required (001, 058, 099)
20NOV	Planned Date of Operation (the date the flight is planned to operate at SYD) – in local or UTC – in DDMMM format.
001	Number of seats on the aircraft, 3-digit format – we will accept 001 as standard.
CCX	IATA Aircraft subtype, 3-digit refer to OCS for aircraft codes by clicking here.
MEB	Origin airport in IATA 3-letter format (if an airfield has no IATA code, then please use ZZF).
1000	Arrival time in UTC or Local Time
D	Arrival Service Type (acceptable to use D for all SYD GA/BA flying)
/ RE.VHTST/	Aircraft Registration: must always be / RE.XXXXX/ Do not include any dashes (-)

It is important to leave the exact gaps in the text for messages to be accepted by the slot system:

NPVT9998 20NOV 001CCX MEB1000 D / RE.VHTST/

Notes:

Action code and Flight Designator have no gap for an arrival slot (i.e. NPVT9998)

The arrival time comes after the origin in an arrival slot request: (i.e. arrives from MEB at 1000)

New Departure Slot Request

N PVT9999 20NOV 001CCX 1030MEB D / RE.VHTST/

Field	Description
N	Action Code: Can use N (New), D (Delete), C (Change) / R (Revise) – Change and Revise are used jointly.
PVT	Flight Designator: This is set as PVT for all GABA flights to/from SYD
9999	Flight Number: All PVT flights must have a flight number up to 4 digits, minimum 3 digits are required.
20NOV	Planned Date of Operation (the date the flight is planned to operate at SYD) – in local or UTC – in DDMMM format.
001	Number of seats on the aircraft, 3-digit format – we will accept 001 as standard.
CCX	IATA Aircraft subtype, 3-digit refer to OCS for codes by clicking here.
1030	Departure time in UTC or Local Time
MEB	Destination airport in IATA 3-letter format (if an airfield has no IATA code then please use ZZF)
D	Departure Service Type (acceptable to use D for all SYD GA/BA flying)
/ RE.VHTST/	Aircraft Registration: must always be / RE.XXXXXXXXXX/ Do not include any dashes (-)

It is important to leave gaps in the text for messages to be accepted by the slot system

N PVT9999 20NOV 001CCX 1030MEB D / RE.VHTST/

Notes:

Action code and Flight Designator have a gap for a departure slot (i.e. N PVT9999)

The departure time comes before the destination in a departure slot request: (i.e. departs at 1000 to MEB)

Please note that these times are not runway times, they are on block/off block times.

The Runway time will be the declared taxi time for arrival or departure at SYD.

3. Message Footer

- SI** Supplementary Information (enter free format text here – leave a gap between the SI and the text)
If you have no supplementary information, just enter SI and no additional text.
- GI** General Information, e.g. greeting (not mandatory)

An arrival slot request will look like:

Local Time Request:

SCR
//LT/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD
NPVT9998 20NOV 001CCX MEB1000 D / RE.VHTST/
SI_NEW ARRIVAL SLOT
GI_BEST REGARDS ROGUE ONE OPS

UTC Request:

SCR
/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD
NPVT9998 20NOV 001CCX MEB1000 D / RE.VHTST/
SI_NEW ARRIVAL SLOT
GI_BEST REGARDS ROGUE ONE OPS

A departure slot request will look like:

Local Time Request:

SCR
//LT/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD
N PVT9999 20NOV 001CCX 1030MEB D / RE.VHTST/
SI NEW DEPARTURE SLOT

UTC Request:

SCR
/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD
N PVT9999 20NOV 001CCX 1030MEB D / RE.VHTST/
SI NEW DEPARTURE SLOT

You can also combine both an arrival and departure slot requests in the same SCR request as follows in separate lines:

Local Time Request:

SCR
//LT/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD
NPVT9998 20NOV 001CCX MEB1000 D / RE.VHTST/
N PVT9999 20NOV 001CCX 1030MEB D / RE.VHTST/
SI NEW ARRIVAL AND DEPARTURE SLOT

UTC Request:

SCR

/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1

W25

SYD

NPVT9998 20NOV 001CCX MEB1000 D / RE.VHTST/

N PVT9999 20NOV 001CCX 1030MEB D / RE.VHTST/

SI NEW ARRIVAL AND DEPARTURE SLOT

Once your SCR is ready, send it via email it to:

slots@acl-international.com

This email address sends the SCR directly to ACL's slot system where it is processed versus all the airport capacity parameters. If there are any errors in the format (missing gaps, 4 letter airport code etc.), the system will send back an auto-rejection message, possibly stating the error. Check your SCR, correct it, and re-send again to the same email address.

If all the coding is processed and slots are available at the requested times, you will then receive an automatic message from the slot system that the SCR has been processed.

It will appear like this:

Local Time Confirmation:

SCR

//LT

W25

SYD

REYT BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1

KPVT9998 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/

K PVT9999 20NOV20NOV 0004000 001CCX 1030MEB D / RE.VHTST/

GI AUTOMATICALLY GENERATED MESSAGE FROM ACL

VISIT WWW.ONLINE-COORDINATION.COM FOR LIVE SLOT AVAILABILITY

PLEASE NOTE AIRLINES ARE RESPONSIBLE FOR ARRANGING THEIR OWN HANDLING AGENT AT THE AIRPORT

BRGDS

UTC Confirmation:

SCR

/

W25

SYD

REYT BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1

KPVT9998 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/

K PVT9999 20NOV20NOV 0004000 001CCX 1030MEB D / RE.VHTST/

GI AUTOMATICALLY GENERATED MESSAGE FROM ACL

VISIT WWW.ONLINE-COORDINATION.COM FOR LIVE SLOT AVAILABILITY

PLEASE NOTE AIRLINES ARE RESPONSIBLE FOR ARRANGING THEIR OWN HANDLING AGENT AT THE AIRPORT

BRGDS

In these messages returned by the slot manager you will notice that there are additional fields:

SCR

/

W25

SYD

REYT BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1

KPVT9998 20NOV 20NOV 0004000 001CCX MEB1000 D / RE.VHTST/

K PVT9999 20NOV 20NOV 0004000 001CCX 1030MEB D / RE.VHTST/

GI AUTOMATICALLY GENERATED MESSAGE FROM ACL

VISIT WWW.ONLINE-COORDINATION.COM FOR LIVE SLOT AVAILABILITY

PLEASE NOTE AIRLINES ARE RESPONSIBLE FOR ARRANGING THEIR OWN HANDLING AGENT AT THE AIRPORT

BRGDS

Differences in return message:

20NOV 20NOV

This second date is used by airlines when requesting a from/to date range (say 20NOV12MAR).

For GABA flights both these dates should match as you are requesting a single date slot.

0004000

Weekday of operation: Monday = 1, Tuesday = 2, Friday = 5 to Sunday = 7. This is also a field set used by airlines.

REYT BOB SM...

This is the confirmation for Airservices of Pilot details, contact number and callsign which is required for COBT issuance.

K

'K' is the slot manager response that slots are confirmed as requested.

You may receive, instead of an automatic message, a 'manually' processed message from one of ACL APAC's slot managers, which will look like this:

SCR

/

W25

SYD

REYT BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1

KPVT9999 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/

K PVT9999 20NOV20NOV 0004000 001CCX 1030MEB D / RE.VHTST/

SI NEW SLOTS APPROVED

GI RGDS SYD TEAM

Requesting slots at peak times

At peak times we may not be able to offer you the time you have requested.

The nearest available slot will usually be allocated and cleared with action code **K**

In that instance you will receive a slightly different message as follows:

```
SCR
/
W25
SYD
REYT BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
K PVT9999 20NOV20NOV 0004000 001CCX MEB1005 D
/ RE.VHTST RA.1000 CA.R05 /
K PVT9999 20NOV20NOV 0004000 001CCX 1100 MEB D
/ RE.VHTST RD.1030 CD.R60 /
SI NEAREST TIMES ALLOCATED
GI RGDS SYD TEAM
```

Differences in return message:

1005	This is the arrival slot time that has been <u>cleared</u> by the slot manager based on available runway capacity
1100	This is the departure slot time that has been <u>cleared</u> by the slot manager based on available runway capacity
RA.1000	This is the arrival slot time that was requested by the operator (RA. Runway Arrival Slot)
RD.1030	This is the departure slot time that was requested by the operator (RD. Runway Departure Slot)
CA.R05	This is the reason for Arrival (A) that the manager was unable to allocate the slot as requested (CA. Slot Manager Reason Arrival slot)
CD.R60	This is the reason for Departure (D) that the slot manager was unable to allocate the slot as requested. (CD. Slot Manager Reason Departure slot)

Operators are expected to operate to the slot time cleared by the Slot Manager, and not the required time.

The most common codes that operators will encounter at SYD if we are unable to clear your slots at the times that you require are:

- R05 Runway 05 minute declared capacity limit would be exceeded at the required time
- R15 Runway 15 minute declared capacity limit would be exceeded at the required time
- R60 Runway 60 minute declared capacity limit would be exceeded at the required time

2. Information Data Line

Delete an existing slot - action code 'D'

Once you have a confirmation from the Slot Manager with the new slot details, you are then able to [delete](#) the slot if plans change and it is no longer required. All operators are expected to delete slots and return them to the slot pool prior to the actual date/time of planned operation for reallocation to other operators/carriers. **Retrospective cancellations are not accepted.**

To delete a slot, you can simply copy/paste the existing message received from the Slot Manager and just change the action code, removing some fields:

Message from operator to slot manager:

```
SCR
//LT
W25
SYD
DPVT9999 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/
SI DELETE ARRIVAL SLOT
GI THANK YOU – ROGUE ONE OPS
```

As you are deleting the slot, there is no need to provide Pilot details, contact and callsign. This line can be removed (REYT....)

Once you have checked the format is ok, then email slots@acl-international.com

If all fields are correct and the details in the SCR match those in our slot database, you will then receive a message confirmation.

Message from slot manager to operator:

SCR

//LT

W25

SYD

X PVT9999 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/

GI AUTOMATICALLY GENERATED MESSAGE FROM ACL

VISIT WWW.ONLINE-COORDINATION.COM FOR LIVE SLOT AVAILABILITY

PLEASE NOTE AIRLINES ARE RESPONSIBLE FOR ARRANGING THEIR OWN HANDLING AGENT AT THE AIRPORT
BRGDS

Differences in return message:

X 'X' is the slot manager response that slots have been deleted.

2.Information Data Line

Making a change to an existing slot - action code 'C/R' (Change Existing / Revise with New)

Once you have a confirmation from the slot manager with the new slot details, you are then able to [change](#) the slot (flight number change, date change, aircraft type change, origin or destination change, time change, aircraft registration change).

To change a slot, you can simply copy/paste the existing message for that flight and create 2 separate lines, changing the action code,

Message from operator to slot manager:

```
SCR
//LT/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD
CPVT9999 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/
RPVT9999 20NOV20NOV 0004000 001CCX MEB1045 D / RE.VHTST/
SI TIME CHANGE FOR ARRIVAL SLOT
GI THANK YOU – ROGUE ONE OPS
```

Differences in return message:

C	'C' is the line holding the current confirmed slot details.
R	'R' is the line where you are making changes to the existing slot details
	Note: A 'C' line must be followed by an 'R' line in a message. They cannot be used independently.
BOB SMITH...	For a C/R message you must once again include pilot name, contact details and callsign even if there is no change to this so Airservices remain up to date with all slot information and contact details.

Message from slot manager to operator:

SCR
//LT
W25
SYD
REYT BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
XPVT9999 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/
KPVT9999 20NOV20NOV 0004000 001CCX MEB1045 D / RE.VHTST/
SI TIME CHANGE FOR ARRIVAL SLOT
GI THANK YOU – ROGUE ONE OPS

Differences in return message:

X 'X' confirms the line that was holding the original confirmed slot details is now cancelled
K 'K' confirms the line where you are making changes to the existing slot details is now confirmed.

You can make multiple changes to the R line as required.

Message from operator to slot manager:

SCR
//LT/BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1
W25
SYD
CPVT9999 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/
RPVT9990 22NOV22NOV 0000060 001CJ1 MEL2210 D / RE.VHXYZ/
SI TIME CHANGE FOR ARRIVAL SLOT
GI THANK YOU – ROGUE ONE OPS

Message from slot manager to operator:

SCR

//LT

W25

SYD

REYT /BOB SMITH TEL 0400 123 456 CALLSIGN: RGE1

XPVT9999 20NOV20NOV 0004000 001CCX MEB1000 D / RE.VHTST/

KPVT9990 22NOV22NOV 0000060 001CJ1 MEL2210 D / RE.VHXYZ/

GI AUTOMATICALLY GENERATED MESSAGE FROM ACL

VISIT WWW.ONLINE-COORDINATION.COM FOR LIVE SLOT AVAILABILITY

PLEASE NOTE AIRLINES ARE RESPONSIBLE FOR ARRANGING THEIR OWN HANDLING AGENT AT THE AIRPORT
BRGDS

Action Code Summary

Operator Code

N – New Slot Request

D – Delete Existing Slot

C – Slot to be changed

R – Revised slot time

Slot Manager Code

K – Slot Confirmed

X – Slot Cancelled

U - Refusal

W – Unable to reconcile flight information (information that you state is not held)

Reminder:

A 'C' line must be followed by an 'R' line in an SCR message.

IMPORTANT INFORMATION

Please do not reply to an SCR back to slots@acl-international.com or LONACXH@acl-uk.org in free format text.

The system will not recognise any free format email text, and your message will not get to us.

It will only accept correctly formatted SCR messages.

Ensure the email body starts with SCR.

If you need to contact us regarding your slot(s) then please email us at syd@acl-international.com with your query, or call us.

Useful Links:

IATA Airport Code Database click [here](#)

Airport Code Database click [here](#)

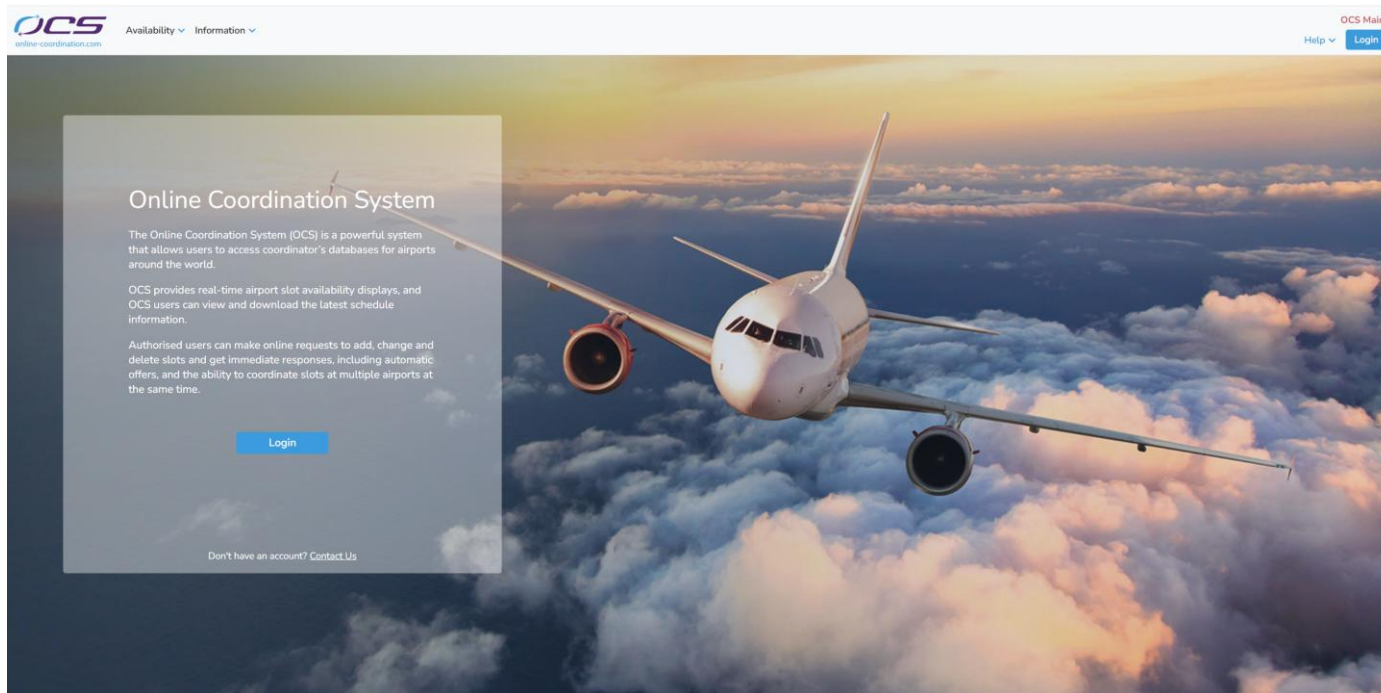
Aircraft Type Codes click [here](#)

Searching for Slot Availability when creating SCRs by email – use OCS for free!

ACL APAC uses the Online Coordination System (OCS). This provides real time slot availability for a variety of airports worldwide, including Sydney SYD. Even if you do not have an OCS account you can still view runway availability which you can use when making all the slot requests above in SCR format. This increases your chances of getting a quick automatic reply.

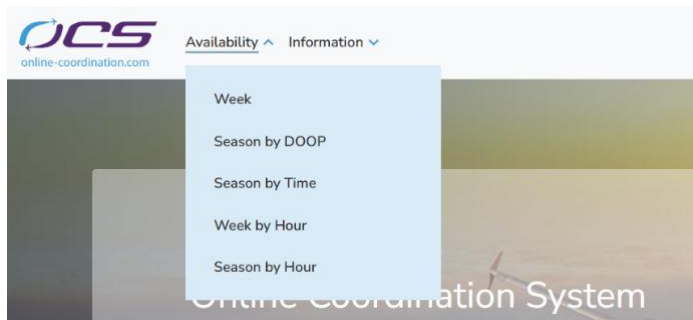
To view runway availability go to www.online-coordination.com

The home page looks like this:



Availability view

To view availability, go to Availability > Week



Select 'Week' - this will take you to a new screen

Week view

Week view

Season: W25 Time: ☒ UTC ☐ Local

Country: Airport: SYD ☒ IATA ☐ ICAO

Constraint: Runway

Value: Availability Schedule: Live

☒ Merge Totals ☐ Overlay Quota Constraints

Week Containing: 11NOV [Peak Week](#)

[Update](#)

Once here, the season will default to the current one, select UTC or local, the country (optional) and the airport (SYD)

Under 'Constraint', ensure that the following are selected:

Constraint: Runway

Value: Availability

Schedule: Live

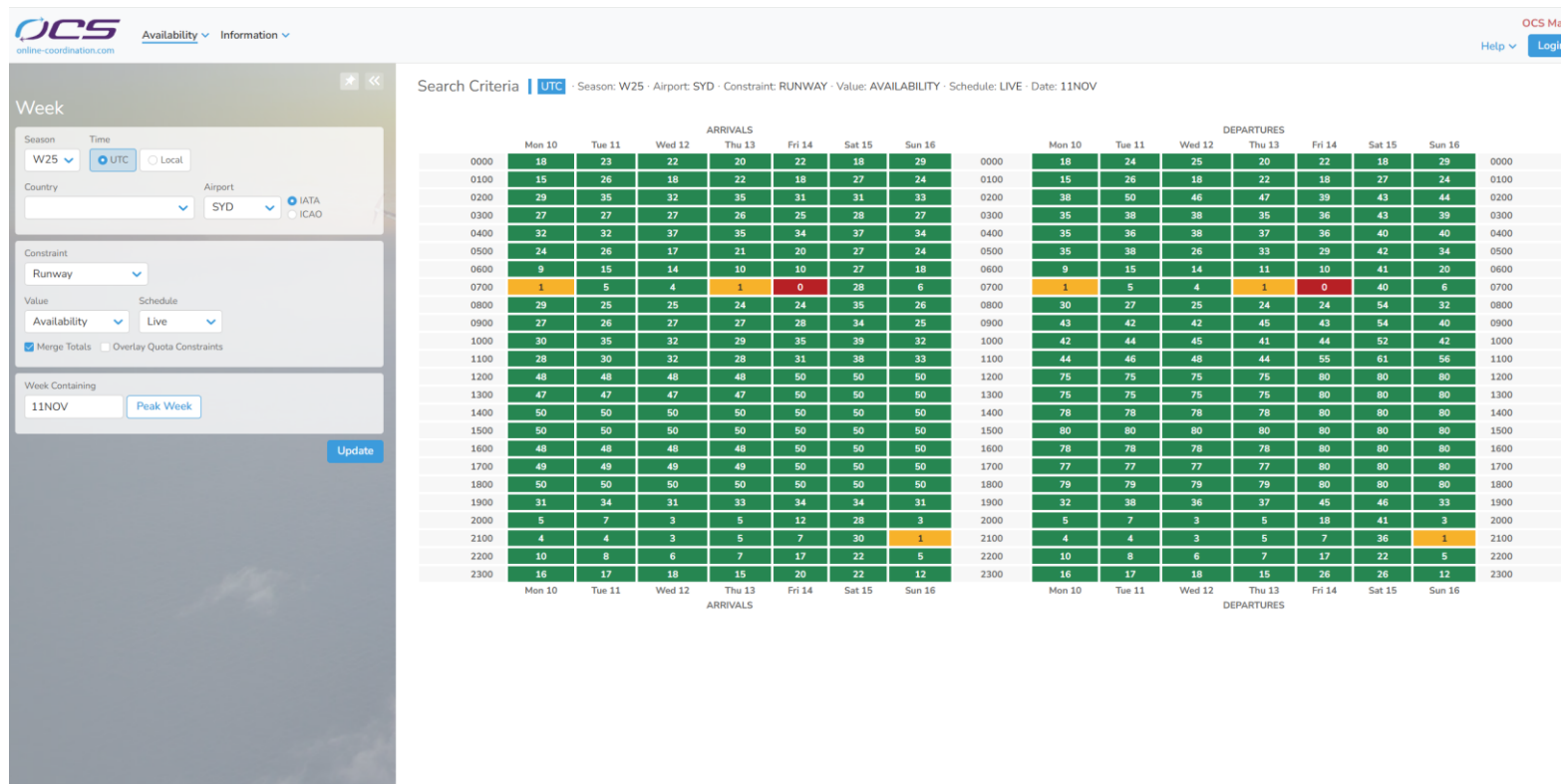
Merge Totals: Ensure the box is ticked

Under 'Week Containing', select the week of operation (this will show slot availability for the entire week - Monday – Sunday).

Once all the details have been selected, click on 'Update'

Availability Matrix Chart: Hourly

You will now get an availability display for arrivals and departures, with the number of slots available in every hour for that week by weekday. The chart works on a traffic light system – Green: plenty of slots available, Amber: limited slots, Red: no slots.



New Slots

Depending on your requirements, select the arrival or departure chart for the date you wish to operate, and for the specific hour.

Are there slots available?

If there are (0) slots in your required hour, look for slots available the hour before or after.

If there are slots available, hover (a little hand should appear) over the date/hour and click to 'drill down' for an 'hourly detail' view. The matrix chart will refresh, and you will get availability for the hour (0700, 0705, 0710.... 0750, 0755) as below. In this example below we are looking for a Tuesday 11 November arrival in the 0700 hour.

Availability Matrix Chart: Hourly Detail View

Search Criteria | **UTC** · Season: W25 · Airport: SYD · Constraint: RUNWAY · Value: AVAILABILITY · Schedule: LIVE · Date: 11NOV · Hour: 07

Go Back								Prev Hour		Next Hour									
ARRIVALS								DEPARTURES											
	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16		Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16				
0700	1	0	2	1	0	5	1	0700	1	0	2	1	0	5	1	0700			
0705	0	0	0	0	0	4	0	0705	0	0	0	0	0	4	0	0705			
0710	1	1	2	1	0	7	1	0710	1	1	2	1	0	7	1	0710			
0715	1	2	1	0	0	4	1	0715	1	2	1	0	0	4	1	0715			
0720	1	3	4	1	0	3	4	0720	1	3	4	1	0	3	4	0720			
0725	1	2	2	1	0	4	2	0725	1	2	2	1	0	4	2	0725			
0730	1	3	1	1	0	6	4	0730	1	3	1	1	0	6	4	0730			
0735	1	1	1	1	0	5	2	0735	1	1	1	1	0	5	2	0735			
0740	1	2	1	1	0	6	1	0740	1	2	1	1	0	6	1	0740			
0745	0	1	1	0	0	5	1	0745	0	1	1	0	0	5	1	0745			
0750	0	1	1	0	0	3	1	0750	0	1	1	0	0	3	1	0750			
0755	0	1	1	0	0	4	1	0755	0	1	1	0	0	4	1	0755			
ARRIVALS								DEPARTURES											
	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16		Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16				

You will now get a detailed breakdown for Tuesday 11 November arrivals 0700-0755 (departures will also show). The chart shows you that arrivals at 0700 and 0705 have zero slots available, so you will not be allocated a slot at that time. Next available time would be 0710 with one slot available. There would then be slot availability between 0710-0755, between 1, 2 and 3 slots available in each 05-minute period. You can then use this information to increase your chances of having the slot approved automatically by the slot system. Do this for new slot requests.

Existing Slots – Time Change Required

If you have an existing slot that you wish to change its time, start by looking at the hourly matrix.

Even if the hourly matrix is showing as zero, because that slot has already been allocated, it is already counting in that hour where the zero is.

Look at the example below: Say you already hold a departure slot on Fri14 in the 0700 hour.

For a new slot, you would not be able to have one allocated as there is no available new capacity.

If you already had an existing departure slot in that 0700 hour that you wished to change, then you can drill down into the 05-minute intervals to see what change you could make.

Search Criteria UTC · Season: W25 · Airport: SYD · Constraint: RUNWAY · Value: AVAILABILITY · Schedule: LIVE · Date: 11NOV

ARRIVALS								DEPARTURES							
	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16		Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
0000	18	23	22	20	22	18	29	0000	18	24	25	20	22	18	29
0100	15	26	18	22	18	27	24	0100	15	26	18	22	18	27	24
0200	29	35	32	35	31	31	33	0200	38	50	46	47	39	43	44
0300	27	27	27	26	25	28	27	0300	35	38	38	35	36	43	39
0400	32	32	37	35	34	37	34	0400	35	36	38	37	36	40	40
0500	24	26	17	21	20	27	24	0500	35	38	26	33	29	42	34
0600	9	15	14	10	10	27	18	0600	9	15	14	11	10	41	20
0700	1	5	4	1	0	28	6	0700	1	5	4	1	0	40	6
0800	29	25	25	24	24	35	26	0800	30	27	25	24	24	54	32
0900	27	26	27	27	28	34	25	0900	43	42	42	45	43	54	40
1000	30	35	32	29	35	39	32	1000	42	44	45	41	44	52	42
1100	28	30	32	28	31	38	33	1100	44	46	48	44	55	61	56
1200	48	48	48	48	50	50	50	1200	75	75	75	75	80	80	80
1300	47	47	47	47	50	50	50	1300	75	75	75	75	80	80	80
1400	50	50	50	50	50	50	50	1400	78	78	78	78	80	80	80
1500	50	50	50	50	50	50	50	1500	80	80	80	80	80	80	80
1600	48	48	48	48	50	50	50	1600	78	78	78	78	80	80	80
1700	49	49	49	49	50	50	50	1700	77	77	77	77	80	80	80
1800	50	50	50	50	50	50	50	1800	79	79	79	79	80	80	80
1900	31	34	31	33	34	34	31	1900	32	38	36	37	45	46	33
2000	5	7	3	5	12	28	3	2000	5	7	3	5	18	41	3
2100	4	4	3	5	7	30	1	2100	4	4	3	5	7	36	1
2200	10	8	6	7	17	22	5	2200	10	8	6	7	17	22	5
2300	16	17	18	15	20	22	12	2300	16	17	18	15	26	26	12
	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16		Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
ARRIVALS								DEPARTURES							

Say you have a slot at 0705 that you wished to delay the departure slot to the latest time available in the hour.
The chart would show you that you would be able to do this – the later time would be 0740.
You could then send a C/R SCR changing from 0705 > 0740

Fri 14

1	0700
0	0705
1	0710
0	0715
1	0720
1	0725
1	0730
1	0735
1	0740
0	0745
0	0750
0	0755

Appendix B

Operators Using OCS for Slot Requests: Pilot information, Contact and Callsign Information Requirements

When a slot is requested using OCS and the operator has confirmation, prior to committing, there is an 'SI Text' box that shows. Pilot name, contact mobile number and aircraft callsign are required to be added in this SI field as shown below. Aircservices will receive these details for upload into Harmony, allowing COBTs to be issued and communicated to pilots/operators.

Initial Response View

Season
W25

Time
Local

✓ Waiting for Initial Response

2 Initial Response

3 Waiting for Final Response

4 Final Response

Cancel

Commit

Action	Airport	Operator	Serv No	Date	Seats	A/C Type	Orig	Clear Time	Dest	STC	Req Time	Reason	A/C Reg
Departure K	ZZZ	PVT	9998	19NOV	0	CJ1		0825	OOL	D	0825	OK	VHTST

SI Text

Another Pilot
Tel 061 456 789
Callsign: Rogue One

Once details are input, click the 'Commit' button on the top right.

Final Response View

Season
W25

Time
Local

✓ Waiting for Initial Response

✓ Initial Response

✓ Waiting for Final Response

4 Final Response

Close

	Airport	Operator	Serv No	Date	Seats	A/C Type	Orig	Clear Time	Dest	STC	Req Time	Reason	A/C Reg
Departure	K	ZZZ	PVT	9998	19NOV	0	CJ1	0825	OOL	D	0825	OK	VHTST

INFO

ACL (ZZZ/W25): Message Id = 2999007479

SI Text

Another Pilot Tel 061 456 789 Callsign: Rogue One

Only when you get to '4 - Final Response' will the slot be confirmed.
This is confirmed by a Message Id number appearing on the screen.
You will then receive an email SCR confirmation as follows:

SCR Confirmation via email

SCR
//LT/LONACXH@ACL-UK.ORG
W25
10NOV
ZZZ
K PVT9998 19NOV19NOV 0030000 000CJ1 0825OOL D
SI ANOTHER PILOT
TEL 061 456 789
CALLSIGN: ROGUE ONE

SI Copy of message sent from OCS:
SCR
//LT
W25
10NOV
ZZZ
N PVT9998 19NOV19NOV 0030000 000CJ1 0825OOL D /RD.0825 RE.VHTST/
SI ANOTHER PILOT
TEL 061 456 789
CALLSIGN: ROGUE ONE

Reply

Forward

Changes to an existing Slot

Change Screen

Season: W25 Time: Local Show Required Fields Only: ☒ Send as Block: ☐ [Deselect All](#) [Send All](#)

	Airport	Operator	Serv No	Date	Seats	A/C Type	Orig	Clear Time	Dest	STC	Req Time	Reason	A/C Reg
Change Departure	ZZZ	PVT	9998	19NOV	000	CJ1		0825	OOL	D	0825	OK	VHTST
	ZZZ	PVT	9998	19NOV	000	CJ1		1030	OOL	D			VHTST

[Deselect](#)

If carrying out any change to the slot, you are required to **re-enter** the pilot, contact and callsign details in the SI field once again. This is required to ensure that Airservices receive the update to the slot, and all details remain linked to this slot. Should you have an aircraft change with a different crew for example then enter the new details here.

Once you have confirmation that the change is possible, re-enter the existing details (or new details) in the SI field. Once this has been carried out, click the 'Commit' button.

Initial Response View

Season
W25
Time
Local

✓ Waiting for Initial Response
2 Initial Response
3 Waiting for Final Response
4 Final Response

Cancel Commit

	Action	Airport	Operator	Serv No	Date	Seats	A/C Type	Orig	Last	Clear Time	O	Next	Dest	STC	Req Time	Reason	A/C Reg	MGT
Departure	X	ZZZ	PVT	9998	19NOV	0	CJ1			0825		OOL	OOL	D	0825	OK	VHTST	
	K	ZZZ	PVT	9998	19NOV	0	CJ1			1030		OOL	OOL	D	1030	OK	VHTST	

SI Text
ANOTHER PILOT
TEL 061 456 789
CALLSIGN: ROGUE ONE

Only when you get to '4 - Final Response' will the slot be confirmed.
This is confirmed by a Message Id number.

Final Response View

Season
W25
Time
Local

✓ Waiting for Initial Response
✓ Initial Response
✓ Waiting for Final Response
4 Final Response

Close

	Action	Airport	Operator	Serv No	Date	Seats	A/C Type	Orig	Last	Clear Time	O	Next	Dest	STC	Req Time	Reason	A/C Reg	MGT
Departure	X	ZZZ	PVT	9998	19NOV	0	CJ1			0825		OOL	OOL	D	0825	OK	VHTST	
	K	ZZZ	PVT	9998	19NOV	0	CJ1			1030		OOL	OOL	D	1030	OK	VHTST	

INFO
ACL (ZZZ/W25): Message Id = 2999008029

SI Text
ANOTHER PILOT TEL 061 456 789 CALLSIGN: ROGUE ONE

You will also receive an email confirmation as follows:
The email SCR confirmation will show the SI information as below:

SCR Confirmation via email

SCR
//LT/LONACXH@ACL-UK.ORG
W25
10NOV
ZZZ
X PVT9998 19NOV19NOV 0030000 000CJ1 0825OOL D
K PVT9998 19NOV19NOV 0030000 000CJ1 1030OOL D
SI ANOTHER PILOT
TEL 061 456 789
CALLSIGN: ROGUE ONE

SI Copy of message sent from OCS:
SCR
//LT
W25
10NOV
ZZZ
C PVT9998 19NOV19NOV 0030000 000CJ1 0825OOL D /RE.VHTST/
R PVT9998 19NOV19NOV 0030000 000CJ1 1030OOL D /RD.1030 CD.OK RE.VHTST/
SI ANOTHER PILOT
TEL 061 456 789
CALLSIGN: ROGUE ONE

 Reply  Forward

End