

## SLOT REQUEST FOR GENERAL AVIATION (GCR)

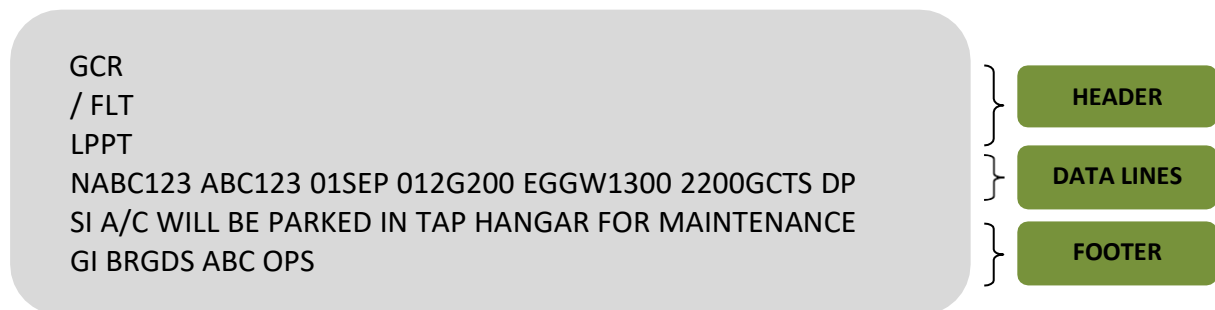
In order to help with the submission of slots for General and Business Aviation, we compiled these guidelines from Appendix K of the IATA SSIM Manual, chapter 6.

The basic principle of a GCR is the use of ICAO codes instead of IATA codes due to the nature of these flights, AD HOC, therefore we will not coordinate slot requests before the 31st January for the IATA Summer season nor before 31st August for the IATA Winter season.

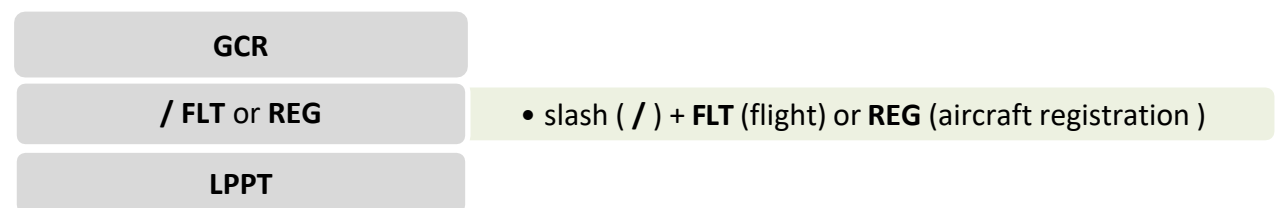
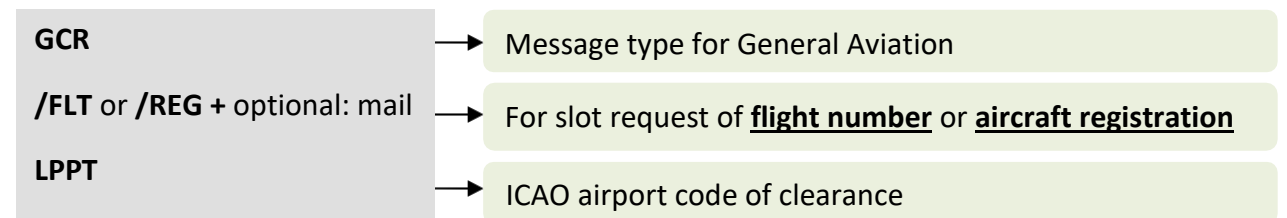
### How to request a GA/BA slot

The GCR message is composed of 3 parts:

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



### HEADER



*data lines (flight number)*

**NABC123 ABC123 30JUL 012G200 EGGW1300 2200GCTS DD**

*data lines (registration)*

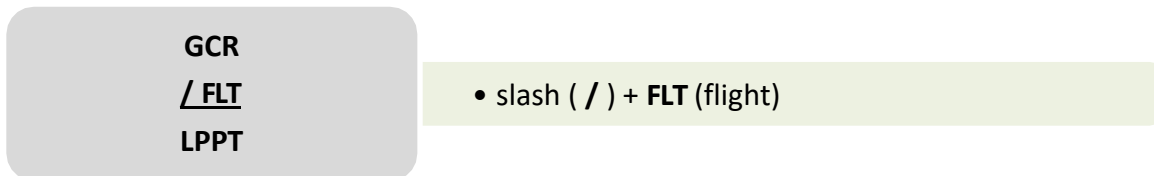
**NCSTMQ 30JUL 012G200 EGGW1300 2200GCTS DD**

- Once that all flights must be linked in turnaround format, both arrival and departure must be specified.
- All data must be submitted in English only

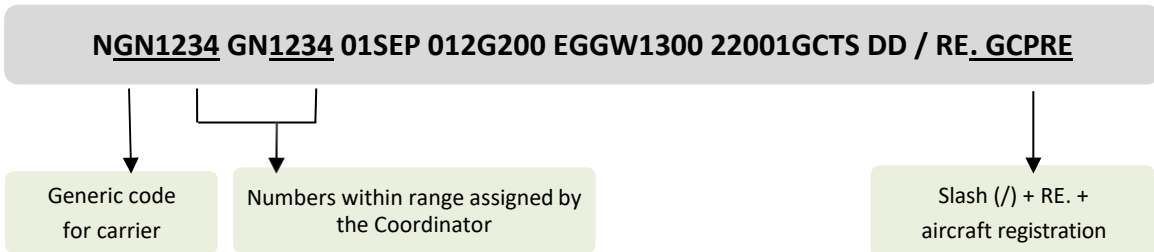
**Portuguese Handling Agents**

Requests must have :

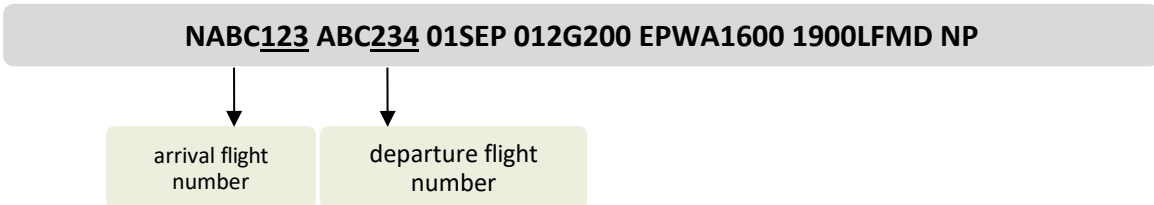
- Creator’s reference: always filled as **/FLT** ( both for flight and registration)
- Data lines :
  - With registration: filled according to a range of numbers (e.g.call sign GN+ 1234) assigned by the Coordinator.
  - with flight number : filled for both arrival and departure
- Registration: mandatory on the data line, after the service type ( Slash (/) + Re. + registration)



*data lines with registration:*



*data lines with flight number:*



## Other Operators/Aircraft

### Range numbers for Portuguese Handling Agents

Please find below the range numbers associated to the Portuguese Handling Agents for the slot requests.

LISTA DE GN POR AGENTE DE HANDLING		
1100	1199	Groundforce FAO
1200	1299	OMNI handling LIS
1300	1399	OMNI handling FAO
1400	1499	OMNI handling OPO
1500	1599	Groundforce FNC
1600	1699	JetBase FNC/PDL
1700	1799	Portway LIS
1800	1899	Portway OPO
1900	1999	Portway FAO
2000	2099	Groundforce (OCS-clearances)
2100	2199	Portway FNC
2200	2299	PTS LIS
2300	2399	PTS FAO
2400	2499	PTS OPO
2500	2599	Safeport
2600	2699	Equitecna LIS
2700	2799	Equitecna OPO
2800	2899	Equitecna FAO
2900	2999	Prime Slot
3200	3299	WXJ Aviation Support & Concierge (LIS, FAO, PDL)
3300	3399	JetBase FAO
3400	3499	JetBase OPO
3500	3599	JetBase LIS
3600	3699	LH LGSP OPO
3700	3799	Elitesky FAO
4000	4099	NJE internacional

## Other Operators/Aircraft

Requests must have:

- Creator’s reference: filled as **/FLT** or **/REG**
- Data lines filled with registration or flight number

**GCR**  
**/REG**  
**LPPT**

• slash ( / ) + REG

*data lines with registration:*

**NFHDAG 01SEP 012G200 EGGW1300 22001GCTS DD**

↓  
Used only  
once

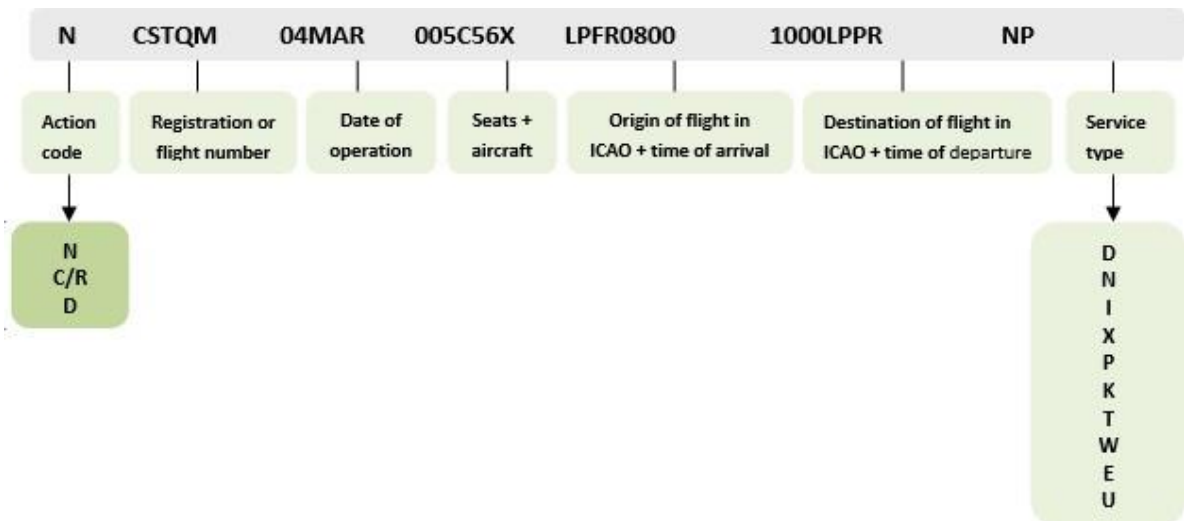
*data lines with flight number:*

**NABC123 ABC123 01SEP 012G200 EPWA1600 1900LFMD NP**

↓  
Arrival flight  
number

↓  
Departure  
flight number

## 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:

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

To be used by the COORDINATOR:

<b>K</b>	Confirmed flight
<b>H</b>	Holding flight
<b>U</b>	Unable to allocate request
<b>X</b>	Flight cancelled
<b>W</b>	Unable to conciliate information

## Aircraft Registration or Flight number

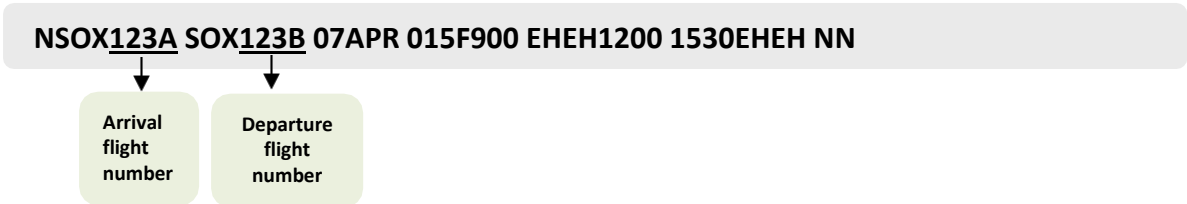
An operator can use an aircraft registration or a flight number.

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

**NCSTQM 04MAR 005C56X LPFR0800 1000LPPR NP**

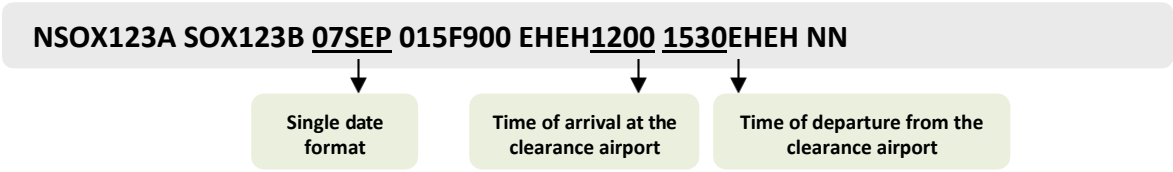
- Flight number is placed without spaces and consists of :
  - The ICAO Airline designator ( 3 letter code) +
  - Flight number ( 3 or 4 numerics) +
  - An operational suffix, if applicable

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



## Date of operation

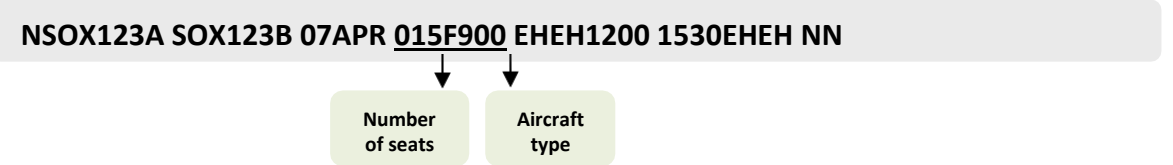
- Date and times of operation will be in UTC.
- A single date format will be used ( day of operation will not be used, e.g. 0004000, Wednesday)



## Equipment (seats + aircraft)

Placed with no spaces and consist of:

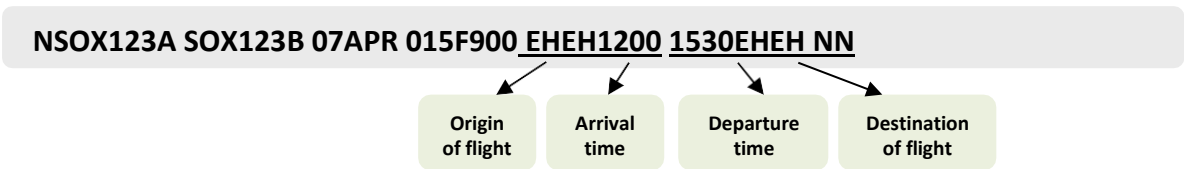
- Number of seats - 3 numerics, including zero (0)
- Aircraft type in ICAO code - 3 or 4 alphanumeric



## 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

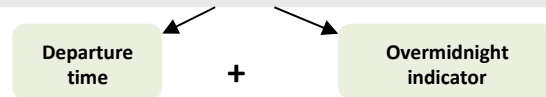


- Time of flight: schedule time of arrival or departure at the clearance airport
  - Overmidnight indicator - placed immediately after departure time indicates the number of nights the aircraft layover at the airport of clearance, e.g., 15001 means 1 night stop, 15002 means 2 nights stop.
  - Changes 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**

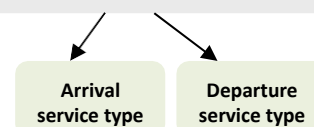
Define the type of service provided by an aircraft.

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

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

\*We will use the service type D for non commercial flights and service type N for commercial flights .

**NSOX123A SOX123B 07APR 015F900 EHEH1200 1530EHEH NP**



**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 TAP HANGAR FOR MAINTENANCE
  GI BRGDS ABC OPS
```

**EXAMPLES**

**NEW SLOT REQUEST**

With flight number:

```
GCR
/FLT
LPPT
NHEA0491 HEA0307 01SEP 014F900 LFMN1600 1900FNLU NN
```

↓  
New request (code N)

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

```
GCR
/FLT
LPPT
KHEA0491 HEA0307 01SEP 014F900 LFMN1600 1900FNLU NN
```

↓  
Allocated schedule (code K)

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

```
GCR
/FLT
LPPT
UHEA0491 HEA0307 01SEP 014F900 LFMN1600 1900FNLU NN
KHEA0491 HEA0307 01SEP 014F900 LFMN1630 1930FNLU NN → Schedules revised ( new schedules)
```



With registration:

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

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

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

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

```
GCR
/REG
LPPR
UN753BP 14AUG 008LJ60 GCLP1115 1145CYYT XX / RE.N753BP/
KN753BP 14AUG 008LJ60 GCLP1120 1150CYYT XX / 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
LPPT
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
LPPT
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
LPPT
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
LPPT
HEJM0051 EJM0051 27AUG 016GLF5 LPPR0830 0930LFMN PN → Holding slots ( code H)
UEJM0051 EJM0051 27AUG 016GLF5 LPPR0640 0830LFMN PN
/ CA.R015 CD.R060/ → 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
LPFR
DLMJ834 LMJ834 28AUG 008LJ45 EGLL1440 06401LIRN NP → To cancel a slot ( code D)
```

- Coordinator's replies :

```
GCR
/FLT
LPFR
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
LPFR
DPRPMV 05SEP 008F900 SBRF2145 22452SBRF PP
```

• Coordinator's reply:

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

• Coordinator's reply:

```
GCR
/FLT
LPFR
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  
LPPT  
LPMA  
NAJU901 AJU902 23AUG 009H25B LPCS0700 0800LPPS NP

- Coordinator's reply:

GCR  
/FLT  
LPFR  
WAJU901 AJU902 23AUG 009H25B LPCS0700 0800LPPS NP  
H AJU901 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)