

Date: April 20th, 2016
Ref: SCA/WG/BH/048

**GUIDANCE ON AIRPORT SLOT ALLOCATION FOR
VIENNA AIRPORT**

Applicable as of April 20th, 2016

Changes: Clarification Art. 5.3

1. Introduction:

- ✚ This document describes the requirements for requesting airport slots for flights to/from Vienna Airport (VIE/LOWW).
- ✚ The legal backgrounds for this document are
 - Article 7 (1) and Article 7 (2) of the Regulation 95/93 of the European Union "on allocation of slots at Community airports";
 - Article 142 of the Aviation Law of the Federal Republic of Austria (98/2005);
 - Regulation 155/2008 of the Austrian Federal Ministry for Transport, Innovation and Technology ("Slotkoordinierungsverordnung").
- ✚ IATA WSG is used as reference for international standards and recommendations.
- ✚ The night flight regulation in force for Vienna Airport remains unchanged and is unaffected by this guideline.

2. Definition of an airport slot:

In accordance with Regulation 95/93 of the European Union, an airport slot *"shall mean the permission given by a coordinator (...) to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off..."*

Airport slot times are the block-on/block-off times in UTC, taken at the parking position.

3. Who needs an airport slot:

- ✚ All aircraft operators intending to operate a flight in accordance with the "Instrument Flight Rules" (IFR) to/from VIE/LOWW must have an airport slot allocated by the coordinator (SCA Schedule Coordination Austria GesmbH) **before** an ATC flight plan is filed with the respective authorities.
- ✚ Flights changing their status (IFR to VFR or vice versa) during the flight also need an airport slot.

4. Procedure for slot requests

4.1. General remarks

- ✚ Airport slots have to be requested in good time prior to the intended operation in writing, using the standard IATA SSIM Chapter 6 format (Standard Schedules Information Manual).
- ✚ Airport slots should be requested using the Online Coordination website (OCS), SITA or E-mail with SCA-Schedule Coordination Austria and have to be made **before an ATC Flight Plan is filed**.
- ✚ Airport slot requests for flights "on-the-day of operation" or during "out-of-office hours" should be kept to an absolute minimum.

4.2. Arrivals

- ✚ Arrival airport slots must be secured **prior** to the departure of the flight at the point of origin.

5. Re-Clearing Airport Slots:

5.1. General remarks

- ✚ All IFR – flights with a delay **up to 3 hours** caused by operational reasons may operate **without re-clearing their airport slots**.
- ✚ All IFR - flights have to **re-clear their allocated airport slot** with the coordinator, if the operational delay is expected to be **more than 3 hours on the same day**. Otherwise operators may risk, that the flight may not be acknowledged as operated during the monitoring process.
- ✚ If the operational delay is expected to **exceed 3 hours and/or the date line** a new slot request has to be filed with the coordinator.

5.2. Pre-Scheduled Operations

- ✚ A **pre-scheduled operation** is any flight intended to operate earlier than the allocated slot and affecting the capacity parameters.
- ✚ Operators wishing to advance the planned time of a flight (Arrivals and/or Departures) must re-clear airport slots.
- ✚ Early arrivals caused by operational circumstances, e.g. due to unexpected winds, do not need to re-clear airport slots.

However this does **not** mean that flights may **intentionally** operate at a time different from the allocated airport slot-time.

5.3. Aircraft changes

- ✚ **Aircraft types** are not a capacity parameter at Vienna Airport. However, different aircraft types require different sequencing or some might not be suitable for operation to/from Vienna. **As of 48 hours before an operation all aircraft operators should notify the coordinator of any aircraft type change.**
- ✚ SCA is considering the different aircraft subtypes of the A-320 aircraft family (A319 / A320 / A321 / with different cabin configuration) as one group with the group code 32S.

5.4. On-the-day cancellations

- ✚ All aircraft operators should notify the coordinator of **on-the-day cancellations** so that the airport slot can be reallocated to other operators.
- ✚ Allocated airport slots which will not be used should be returned to the Coordinator as soon as possible for reallocation to avoid any slot misuse and an infringement procedure in accordance with Article 14(5) of the Regulation 95/93.

6. Special Operations:

6.1. For the following types of operation operators **must apply for a slot in advance**, the coordinator will allocate an airport slot but will not check timings against the coordination parameters in force:

- ✚ Governmental flights (service type "E")
- ✚ Ambulance -, rescue – or humanitarian flights (service type "I")
- ✚ Military flights (service type "W")

6.2. For the following types of operation operators must apply for a slot in advance, the coordinator may “overbook” the normal coordination parameters having taken into account the congestion likely to occur and the overall capacity situation:

- ✚ **“Recovery Flights”** - Departures to continue a planned commercial service on the same day following a Diversion or Quick Return.
- ✚ **“Positioning flights”** – to replace an unserviceable aircraft or other unforeseeable schedule disruption (e.g. severe weather) and resume a planned commercial passenger service, limited to the following circumstances:
 - Inbound positioning to recover a planned departure service
 - Outbound positioning to recover a based-carrier’s own service
 - The return of a based carrier’s recovery aircraft to resume planned operations

7. Exemptions from airport slot coordination:

The following flights **are exempted** from airport slot allocation:

- ✚ Emergency Landings
- ✚ Diversions
- ✚ Quick Returns after take-off, meaning emergency landings or re-landing within 90 minutes after departure from Vienna with an allocated slot
- ✚ Radar and ILS calibration flights
- ✚ Police flights
- ✚ VFR flights – however PPR procedure published in AIP Austria has to be respected.

8. Exemption will not be considered in circumstances such as:

- ✚ Outbound positioning to recover another air carrier’s service, e.g. a sub-charter
- ✚ Positioning flight to replace an aircraft undergoing planned maintenance, including instances of a maintenance overrun
- ✚ Any planned positioning of an aircraft

Handwritten signature and date: 19.04.2016

Information:

SCA Schedule Coordination Austria will apply this “Guidance on Airport Slot Allocation for Vienna Airport” as of the date mentioned on the front page.

SCA Schedule Coordination Austria reserves the right to change this Guidance without further notice at any time in accordance with the Directive 793/2004 of the European Union and the “Slotkoordinierungsverordnung 2008” 155/2008 of the Federal Ministry for Transport, Technology and Innovation of the Republic of Austria.