GUIDELINE ON AIRPORT SLOT COORDINATION

AT

INNSBRUCK AIRPORT (in winter seasons on days 6 and 7, as well as January 2nd and 9th)

and
VIENNA AIRPORT (anytime)

1.   Introduction:

This document aims to provide guidance about the requirements for requesting airport slots for flights to/from Innsbruck Airport (INN/LOWI) and Vienna Airport (VIE/LOWW).

References:

EU Regulation 95/93 as amended
- Art 2 (a) – definition of "slot"
- Art 2 (g) – definition of "coordinated airport"
- Art 4 (5) – coordinator's responsibility for slot allocation
- Art 7 (1) – submitting all relevant information

Aviation Law of the Federal Republic of Austria (consolidated)
- Art 142 – Facilitator and Coordinator

Regulation 155/2008 of the competent authority of the Republic of Austria.

IATA WASG – used as a reference for international standards and recommendations.

The night flight regulation at Vienna Airport remains unchanged and is unaffected by this guideline.

2. What is an airport slot?

An airport slot is a permission to operate at a coordinated airport on a **specific date and at a specific time** as allocated by the coordinator.

Aircraft operators must not **intentionally** operate (or plan to operate) at a time different from the allocated slot time – the time on the passenger ticket and/or the flight plan must match the allocated slot time.

Airport slot times are **on/off block times**, not landing or take off times.

3. Who needs an airport slot?

Every IFR ("Instrument Flight Rules") flight to/from INN/LOWI and VIE/LOWW must have an airport slot allocated by the coordinator (SCA Schedule Coordination Austria) **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.

	Operator to send SCR / GCR before operation	Action of Coordinator
Commercial flight	Yes	coordinate
Positioning flight	yes	coordinate
General / Business aviation flight	yes	coordinate
Recovery flight (departure after emergency landing)	yes	coordinate, overbooking allowed
Training flight / technical test	yes	coordinate
Government flight State flight	yes	confirm slot as requested
Humanitarian flight Rescue flight Ambulance flight	yes	confirm slot as requested
Military flight	yes	confirm slot as requested
Technical stop	yes	coordinate
*) Exempted flights	see Paragraph 8	

4. How to request an airport slot

IATA SSIM Chapter 6 format is mandatory to request an airport slot.

Slot requests should be made in good time before planned operation.

Airport slots can be requested

- via OCS (Online Coordination System, https://www.online-coordination.com) or

- E-Mail – commercial flights: viecpxh@slots-austria.com or

- E-Mail – GA/BA flights LOWI: slot.gac@innsbruck-airport.com or

- E-Mail – GA/BA flights LOWW: slot.gac@viennaairport.com.

The request must be made **before** an ATC flight plan is filed.

On-the-day and out-of-hours slot requests should be kept to an absolute minimum.

5. Re-Clearing airport slots

SCA expects all operators to plan to operate exactly to their assigned slot times. Intentional off slot operations will be considered misuse and can lead to losing historic rights.

Airport Slots must be re-cleared in case of **planned** time changes.

However, please see below how **operational delays within 24 hours** of the planned slot time should be handled:

Flight type		Action
Commercial flights e.g. Passenger flights / Freight / Mail / Positioning flights (regularly scheduled)	On-the-day operational delay	**MUST NOT** re-clear slot
Ad hoc flights e.g. GA/BA flights Positioning flights	On-the-day operational delay of **more than 3 hours (VIE/LOWW) 5 hours (INN/LOWI)**	Re-clear slot allowed, but not encouraged

All Commercial Flight Services (Passenger, cargo, mail, positioning flights, etc., scheduled or charter) **must not re-clear slots** following on-the-day-operational delays. SCA's slot data updates the airport's flight information displays and operational systems. Rescheduling a delayed passenger service will cause confusion as the new slot time will not match the displayed time at the airports.

Carriers are encouraged to advise SCA of delays into the next day to avoid unnecessary slot monitoring enquiries.

Ad hoc services (positioning, training, GA/BA, etc.) **might** re-clear airport slots with the coordinator following operational delays of more than 5 hours [INN/LOWI] or 3 hours [VIE/LOWW] respectively.

Early operations

Operators wishing to advance the **planned** time of a flight must re-clear their airport slot.

Early arrivals for operational reasons, e.g. due to unexpected winds do not need to re-clear slots.

However, this does not mean that flights may intentionally operate at a time different from the allocated airport slot time!

6. Aircraft changes

SCA's slot data is used to update the airport's operational systems!

INN / LOWI:

Aircraft types and seat capacity are an important capacity parameter at Innsbruck Airport.

VIE / LOWW:

Aircraft types and seat capacity 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.

Therefore, all aircraft operators should notify the coordinator of any aircraft type change as soon as possible (best before 48 hours before operations).

7.   Cancellations

All aircraft operators must notify the coordinator as early as possible of any cancellation including **on the day-of-operation cancellations** so that the airport slot can be reallocated to other operators.

Not cancelling unneeded airport slots will be considered misuse and might lead to an infringement procedure in accordance with Article 14(5) of the EU Regulation 95/93.

8.   Exemptions from airport slot coordination

✓   Emergency Landings

✓   Diversions

✓   Re-landings, meaning quick returns after take-off with an allocated slot

✓   Radar and ILS calibration flights

✓   Police flights

✓   VFR flights – however PPR procedure published in AIP Austria must be respected

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