

LAYMAN'S GUIDE TO USING SSIM

1. Introduction

This guide has been compiled to give the first-time user a broad outline on how to compose a slot clearance message for any of the airports, for which Airport Coordination Limited is responsible. This guide will enable you to request a slot clearance at any coordinated airport world-wide. However, it is recommended that new users of SSIM should obtain a copy of the Standard Schedules Information Manual from IATA.

There are two standard SITA message associated with Airport Clearance Requests.

SCR Schedules Clearance Request is used for Fully Coordinated Airports.

SMA Schedule Movement Advice is used for slot requests at Coordinated Airports only.

There are two standard SITA messages for Slot/Schedule Information Requests,

SIR Slot/Schedule Informational Request/Reply, to clarify slots held by the Coordinator or to enquire about slots held at a specified airport.

SAQ Slot/Schedule Availability Query, to enquiry for availability of slots, but where slots are not confirmed / offered by the Coordinator.

2. Composition

The message consists of

- a) The normal telegraph message address.
- b) The message heading – Message type; an optional creator's reference; IATA scheduling season code; date of sending; Clearance Airport.
- c) One or more clearance requests or replies that always include the Action Code (see section 3, Airport Action Codes) and flight number.
- d) Additional Schedule Information Line – optional or conditional information related to the individual clearance request lines.
- d) Optional Supplementary Information (SI) applicable to the whole message.
- e) General Information (GI) for greetings and non scheduling information.
- f) The normal telegraph end of message.

For reply telexes from Coordinators there may be a line beginning REYT - Regarding Your Telex - followed by either the creator's reference or the date/time group of the operator's message. The REYT line is found after the clearance airport and before the clearance replies.

3. Airport Action Codes and Additional Schedule Information Tags.

Clearance codes are used in conjunction with airport clearance requests to indicate the type of request or response being made. The Additional Schedule Information Tags are information related to the clearance request.

3.1 Action codes used by the Carrier requesting an Airport Clearance

- N New schedules clearance requests (SCR/SMA).
- C The schedule to be changed.
- R Revised schedule (Offer Acceptable), for which clearance is requested, and an offer of times other than time currently held is acceptable. R lines must be preceded by C lines.
- L Revised schedule (Offer NOT Acceptable), for which clearance is requested, but an offer of times other than time currently held is NOT acceptable. L lines must be preceded by C lines.
- D Delete existing schedule clearance.
- E Eliminate schedule - mass delete.
- A Acceptance of a clearance offer made by Airport Coordinator, with no further improvement required.
- P Acceptance of a clearance offer made by Airport Coordinator, but requested time to be kept on waitlist for improvement.
- Z Decline of a clearance offer made by Airport Coordinator, original time to be restored.
- F Historic schedule, used for initial submission to Airport Coordinator only.
- Y New schedule (continued from previous adjacent season).
- I Revised schedule (continuation from previous adjacent season), Used with action code C, to align a schedule at the same time as an adjacent season.
- Q Request for schedule Information.

3.2 Action codes used by an Airport Coordinator responding to Airport Clearance Request

- K Confirmation that an airport clearance is OK.
- U Refusal an airport clearance request.
- O Offer an alternative clearance to that requested used in conjunction with U code.
- H Holding, notification of airport clearance already held; can be used on its own or in conjunction with U code.
- X Cancellation of airport clearance.
- I Availability Information (SAQ).

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- P An airport clearance request is pending.
- T Allocated subject to conditions
- W Unable to reconcile flight information; may be followed by H record to show records held.

Action Code Summary

SCR		SMA	
Operator	Coordinator	Operator	Coordinator
N New schedule	K Confirmation	N New schedule	H Holding
C Schedule to be changed	O Offer	D Delete schedule	K Confirmation
R Revised schedule (Offer Acceptable)	U Refusal	E Eliminate schedule	O Offer – voluntary reschedule request
L Revised schedule (Offer Not Acceptable)	X Cancellation	A Acceptance of an offer – no further improvement required.	U Not confirmed
D Delete schedule	P Pending	P Acceptance of an offer – improvement desired.	X Cancellation
E Eliminate schedule	H Holding	Z Decline an offer	W Unable to reconcile flight Information
A Acceptance of an offer (remove from waitlist)	W Unable to reconcile flight Information	C Schedule to be changed	
P Acceptance of an offer (remain on waitlist)	T Allocated subject to conditions.	R Revised schedule	
Z Decline offer			
F Historic schedule			
Y New schedule (continuing from previous adjacent season)			
B New entrant			
T Allocated subject to conditions			
V –New entrant with year round continuation status.			
I Revised schedule (continuing from previous adjacent season)			

SIR	
Operator	Coordinator
Q Request for schedule information	H Holding O Offer P Pending T Allocated subject to conditions

SAQ	
Operator	Coordinator
N New schedule C Schedule to be changed R Revised Schedule V –New entrant with year round continuation status. B New entrant	I Availability information

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3.3 Additional Schedule Information Tags

The Additional Schedule Information starts and ends with a slash.

Coordinator Reason Tags

The reason why a clearance can not be granted at the time requested. The tags are CA. for arrival flight and CD. for a departure flight.

Requested Timings

Used on SIR messages to indicate the operator's requested time. The tags are RA. for arrival flight and RD. for the departure flight.

Timing Flexibility Indicator

Used by the operator to identify the range of times within which an offer would be acceptable. The tags are FA. for the arrival flight and FD. for the departure flight. The time range is indicated by an eight figure group - the first four figures being the earliest time, and the second the latest time an offer would be acceptable.

4. SCR

4.1 New Schedule - Transit/Turnaround Flights

A typical SCR for a transit or turnaround flight by an Operator may appear as follows;

```
SCR
/REF AF1/01JUL
S06
01JUL
LHR
NAF700 AF701 01AUG28OCT 1234500 150320 MRSCDG2000 06151CDGMRS JJ
/ FA.18302120 FD.06000700/
SI NEW SERVICE
GI BRGDS
```

Breaking the signal into to its individual elements we have the following;

SCR	Schedules Clearance Request
/REF AF1/01JUL	Creators reference
S06	IATA scheduling season
01JUL	Date of sending
LHR	Airport for clearance request

The clearance line is as follows;

N	Clearance code (as per section 3)
AF700	Arrival flight
_AF701	Departure flight
01AUG28OCT	Period of Operation (01AUG99 to 30OCT99). If flight is single date only the one date need be shown. i.e. 01AUG.
1234500	Days of Operation, DOOP, (0 show days flight does not operate). If flight is single date only, a DOOP need not be given.
150320	Number of seats fitted and aircraft type (150 seats, 320 aircraft)
MRSCDG2000	Origin station; MRS, last station (If different to origin); CDG, STA; 2000 UTC.
06151CDGMRS	STD; 0615 UTC, Overnight Indicator; 1 (this is left blank if 0), Next station (if different to Final Destination); CDG, Final Destination; MRS.
JJ	Service codes or arriving and departing flights (J = Scheduled passenger, C = Charter passenger, F = Cargo, P = Positioning)

/FA.18302120 FD.06000700/

The operator is able to accept offers on the arrival between 1830 UTC and 2120 UTC. For the departure the operator can accept offers between 0600 UTC and 0700 UTC.

Notes: If the flight on a frequency other than weekly the Frequency Rate is given after the service type. i.e. every 2 weeks in the case above would be JJ2.

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To distinguish between arrivals and departures a space must be left between the action code and departing flight number, if a departure is requested on its own.

e.g. N AF700P 31JUL 000320 2000MRS P

Coordinators reply could be either confirmation or a refusal and offer.

4.1a Confirmation (code K)

SCR
/
S06
01JUL
LHR
REYT
KAF700 AF701 01AUG28OCT 1234500 150320 MRSCDG2000 06151CDGMRS JJ
GI BRGDS

4.1b Refusal and offer (codes U and O)

SCR
/
S06
01JUL
LHR
REYT
UAF700 AF701 01AUG28OCT 1234500 150320 MRSCDG2000 06151CDGMRS JJ
/ CA.R060 CD.R015/
OAF700 AF701 01AUG28OCT 1234500 150320 MRSCDG1955 05551CDGMRS JJ
/ CA.R060 CD.R015/
SI 0555 BEST DEPARTURE AVAILABLE
GI BRGDS

The Coordinator uses Coordinator reason codes of R060 on the arrival moving the flight from the 2000 hour to 1955 due to an 60 minute runway restriction. The departure is moved due to a 15 minute runway restriction.

4.2 Change to Existing Schedule (Offer Acceptable) - Arrival Flight

SCR
/LH/01JUL
S06
01JUL
LHR
CLH900 01AUG28OCT 0000060 250AB6 FRA1205 J
RLH900 01AUG28OCT 0000060 250AB6 FRA1130 J
SI CHANGE TO SERVICE
GI BRGDS

4.2b Reply by Coordinator - to confirm, no reply by Operator is required.

SCR
/LH/01JUL
S06
01JUL
LHR
XLH900 01AUG28OCT 0000060 250AB6 FRA1205 J
KLH900 01AUG28OCT 0000060 250AB6 FRA1130 J
GI BRGDS

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4.2c Reply by Coordinator - to offer a different slot

```
SCR
/LH/01JUL
S06
01JUL
LHR
HLH900 01AUG28OCT 0000060 250AB6 FRA1205 J
ULH900 01AUG28OCT 0000060 250AB6 FRA1130 J / CA.R60/
OLH900 01AUG28OCT 0000060 250AB6 FRA1110 J / CA.R60/
GI BRGDS
```

Here the slot time offered is 1110, but Coordinator still holds original time. So the Operator must accept or decline the offer.

4.2d Acceptance of offer - either code A to accept, or P to accept and pend for 1130. By accepting or pending the slot the operator is authorising the Coordinator to delete the original slot from their database.

```
SCR
/LH/01JUL
S06
01JUL
LHR
ALH900 01AUG28OCT 0000060 250AB6 FRA1110 J
GI BRGDS
```

4.2e Coordinator replies:

```
SCR
/LH/01JUL
S06
01JUL
LHR
KLH900 01AUG28OCT 0000060 250AB6 FRA1110 J
GI BRGDS
```

4.2f If Operator rejects the offer (4.2c) using code Z it is assumed original times will be held. The Coordinator is not required to respond to this message.

```
SCR
/LH/01JUL
S06
01JUL
LHR
ZLH900 01AUG28OCT 0000060 250AB6 FRA1110 J
GI BRGDS
```

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4.3 Change to Existing Schedule (Offer Not Acceptable) - Arrival Flight

SCR
/REF LH/01JUL
S06
01JUL
LHR
CLH900 01AUG28OCT 0000007 250AB6 FRA1205 J
LLH900 01AUG28OCT 0000007 250AB6 FRA1130 J
SI CHANGE TO SERVICE
GI BRGDS

- 4.3a Reply by Coordinator - to refuse change of schedule - as no offer can be made and the required time is not available the original time is held and the revised changed is refused.

SCR
/REF LH/01JUL
S06
01JUL
LHR
HLH900 01AUG28OCT 0000007 250AB6 FRA1205 J
ULH900 01AUG28OCT 0000007 250AB6 FRA1130 J / CA.R60/
GI BRGDS

4.4 Deletion of existing Schedule - Departure Flight

SCR
/REF BD590/31AUG
S06
01JUL
LHR
D BD590 31AUG 147734 1545MAN J
GI BRGDS

4.4a Reply by Coordinator

SCR
/REF BD590/31AUG
S06
01JUL
LHR
X BD590 31AUG 147734 1545MAN J
GI BRGDS

5 SMA

The formats for SMA messages are identical to SCR.

6 SIR

This messages type is used to query slots held by a given operator, at a given airport, e.g.

```
SIR
/
S06
31MAR
LHR
QAZ AZ
```

This requires message requests a list of all AZ flights at LHR for S06.

```
SIR
/
S06
31MAR
LHR
QQQQ QQQ 26MAR28OCT 0004000 0800 1000
```

This message requests a list of all flights holding slots for the whole season on day 4 between 0800 and 1000UTC.

```
SIR
/
S06
31MAR
LHR
QAA AA
QUA UA
```

This message requests all slots held by AA and UA at LHR for S06.

7 SAQ

An SAQ is a request for slot availability. The format of an SAQ is the same as SCR using codes N, C and R. However the reply from the Coordinator will use code I to indicate data is Informational only. An SCR would be required by the Coordinator in order to clear the request.

8 Pre-IATA Conference

Before the IATA Scheduling Coordination Conference (SCC), airlines will receive a SHL - Slot Historical and Non-Historical Listing. Flight records are listed in SSIM format; H denotes a flight that is eligible to historical rights, and U denotes those that are not eligible for historic rights.

Before the Submission Deadline for the SCC Airlines will send an SCR to the relevant Coordinator and are encouraged to use codes F, C, L, R, Y, I to highlight flights that have historical precedence, or entitled to year round status, and N for new schedules only.

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At the SCC airlines will receive a SAL - Slot Preliminary Allocation List. Flight records are listed in SSIM format using the following codes: K to confirm slots, H denotes a return to Historic timing, O an offer. T indicates that a slot is cleared on a temporary basis only; P denotes the slot is pending and U denotes no slot is available.