

Guidelines for filling slot requests at DOH & DIA for operations between 30 Oct – 25 Dec 2022

version 1.0

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1. DOH/DIA: Slot approval process

This brief is addressed to all operators intending to operate at DOH/DIA from 30th October to 25th December 2022 as a guiding material on the slot approval process. This should be read along with the "MATAR FWC2022 Slot Coordination Local Rules" that can be found at: <https://www.aim.gov.qa/eaip/2022-04-21-AIRAC/html/eSUP/eSUP-2022-12-en-GB.html?s=0C9C7ED44D010B0AFE5DD1DC3F080FD726243F1C>

Operators that plan to operate through DOH/OTHH and DIA/OTDB need to follow the process as described in QCAA Circular AT/CIRC/0947/2016. All slot requests for the above mentioned period without historic precedence (additional schedule services, charter, GA/BA and any ad-hoc traffic) will be accepted and handled after the Series return deadline (15th August 2022) for W22.

Office Hours Coordination

Qatar Slot Coordination will be extending operational hours for the World Cup period. The coordination team may be contacted as follows:

- Telephone - +974 4010 3976 / 3945 – Available (04H00 to 19H00 UTC)
- E-mail – slots@qatarcoordination.com.qa

Step	Organization	Email	Minimum Information required
1. Slot Booking Deposit Number	MATAR AIPORT/Finance Management	To: financeslotbooking@hamadairport.com.qa CC: generalaviation@qataraviation.com slots@qatarcoordination.com.qa	Operator's Schedule.
2. Ground Handling Clearance Number	QAS General Aviation	TO: generalaviation@qataraviation.com	Operators schedule; nature of operation; aircraft information; other as required by GH.
3. Slot Clearance	Qatar Slot Coordination	TO: slots@qatarcoordination.com.qa CC: doha.comm@caa.gov.qa; doha.ais@caa.gov.qa; schedules@caa.gov.qa; Rakesh.Attavar@caa.gov.qa	SCR/GCR format request; Slot Booking Deposit Number; Ground handling clearance number; Purpose of flight.
4. Landing/traffic rights clearance	Civil Aviation Authority	TO: doha.comm@caa.gov.qa; doha.ais@caa.gov.qa; schedules@caa.gov.qa; Rakesh.Attavar@caa.gov.qa CC: slots@qatarcoordination.com.qa generalaviation@qataraviation.com	Operators schedule; nature of operation; aircraft information; other as required by CAA; Slot/schedule clearance; Ground handling clearance.

Table 1 - Slot Booking Process

2. Slot Booking Deposit per flight

- Operators must fill the respective form to apply for the slot Booking Deposit that can be found at: <http://www.qatarcoordination.com.qa/downloads.html> and address it to mail financeslotbooking@hamadairport.com.qa with cc to mail generalaviation@qataraviation.com & slots@qatarcoordination.com.qa
- Operators must provide the amount of 5,000 USD per flight rotation (one arrival and one departure) as a slot-booking Deposit. This amount will be deducted from the final airport charges invoice or will be released to the operator in case of flight cancelation as per the current set of rules.
SBDN should be referred as SI information while applying for the slot clearance. i.e. SI SBDN 9999/19-JUN-2020
- Slot Booking Deposit must be arranged in advance with MATAR finance.

3. Ground Handling Clearance Number per flight

- All operators must include a unique per flight (one arrival and one departure) GHCN (Ground Handling Confirmation Number) at the SI of their SCR/GCR messages. Operators may get the GHCN after contacting their GHA (Ground Handling Agent) at generalaviation@qataraviation.com. In order to get the GHCN, operators must have and share with their GHA the following:
 - Confirmed representation services agreement (to be shared with their GHA).
 - Confirmed maintenance support agreement (to be shared with their GHA).
 - GHCN should be referred as SI information while applying for the slot clearance.
i.e. SI GHCN 9999/19-JUN-2020
- A confirmed SBDN is a prerequisite to obtain the GHCN.

4. Applying for Slot Clearance

Following principles are to be considered when applying to operate through DOH/DIA.

- DOH/OTHH and DIA/OTBD will be both designated as Slot Coordinated/L3 airports for the period between 30th Oct 2022 and 25th Dec 2022.
- Slot requests must follow the standard IATA's SSIM formats for SCR/GCR.
- Using the formats only provides a quicker process of the request however does not guarantee the slot approval.

- All operations slot requests must be submitted in turnaround format.
- Requests that do not follow the mentioned SCR/GCR format will not be handled and will be automatically discarded from the que.
- All request must include in the SI section the Slot Booking Deposit Number, the Ground handling Confirmation Number and the purpose of the flight. i.e. SI GHCN 9999/19-JUN-2020, SI SBDN 9999/19-JUN-2020, SI FIFAWC22 FANS ENGLAND.

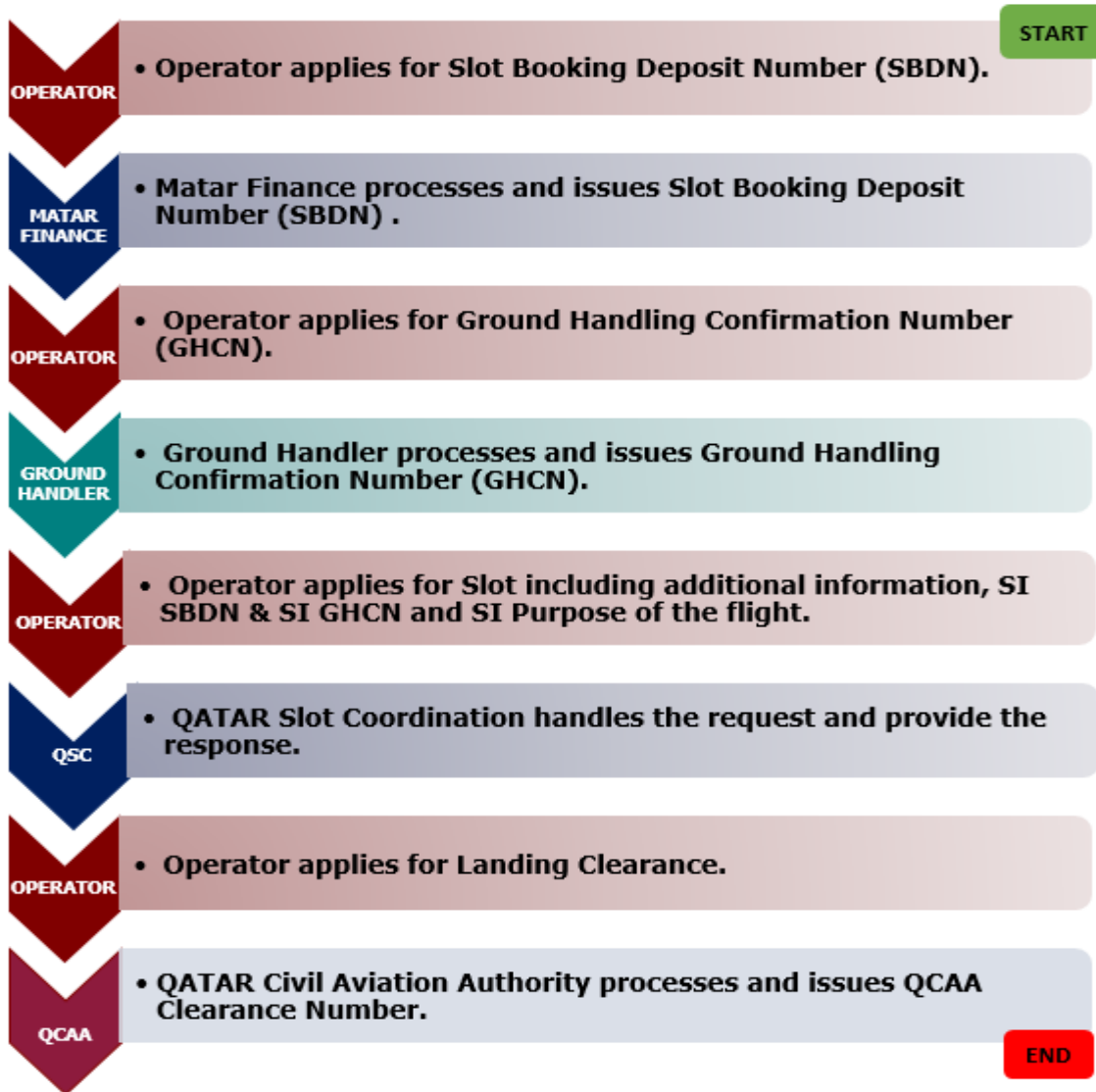


Figure 1 - Slot Booking Process

4.1 SCR format standards

4.1.1 Message elements

Following are the message elements for All SCR applications.

21JUN

DOH

NZZ001 ZZ002 23JUN23JUN 0200000 050100 FRALCA0800 1000IKA CC

SI GHCN 9999/19-JUN-2020.

SI SBDN 2323 /19-JUN-2020.

SI **FIFAWC22 TEAM**

GI BRGDS CHRIS

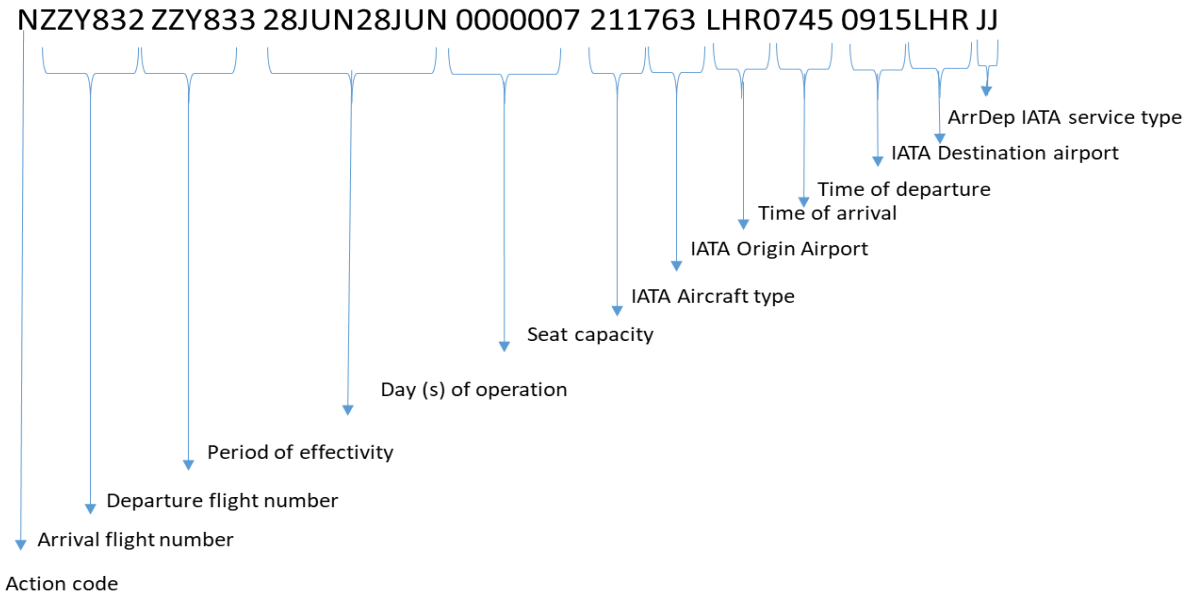
Line	Element	Mandatory	Message example:
1	SCR – Slot Clearance Request	YES	SCR
2	Email address for the operator	NO	/Steve@123airline.com
3	Season applied for	YES	W22
4	Date of the message	YES	10JUN
5	Airport at which slots are being requested	YES	DOH
6	Schedule data line	YES	NZZY832 ZZY833 28JUN28JUN 0000007 211763 LHR0745 0915LHR JJ
7	Supplementary Information with Ground Handling Confirmation number	YES	SI SBDN 9999/19-JUN-2020
8	Supplementary Information with Ground Handling Confirmation number	YES	SI GHCN 9999/19-JUN-2020
9	Supplementary Text on purpose of the flight	YES	SI FIFAWC22 FANS SOUTH AFRICA
10	General Information	YES	GI RGDS

4.1.1.1 Lines 1 to 5 – Header of the message

These elements provide the basic information for the message handling.

4.1.1.2 Line 6 – Schedule data line breakdown

Below is an example of a decomposed data line for a slot request.



4.1.1.3 Line 6 – Action Codes

Action codes have to be at the beginning of each schedule data line to identify what is the message action required/taken by the message sender. Following are the available action codes:

SCR Action Codes used by the Operator	SCR used Action by the Coordinator/Facilitator
N - New schedule	K - Confirmation
C - Schedule to be changed for operational reason	O - Offer
R - Revised schedule (Offer Acceptable)	U - Refusal
L - Revised schedule (Offer Not Acceptable)	T - Cleared on conditional basis
D - Delete schedule	X - Cancellation
E - Eliminate schedule	H - Holding
A - Acceptance of an offer (remove from waitlist)	W - Unable to reconcile flight information
P - Acceptance of an offer (remain on waitlist)	
Z - Decline offer	
F - Historic schedule	
Y - New schedule (continuing from previous adjacent season)	
V - New entrant with Year round status	
B - New entrant	
V - New entrant with year round continuation status	
I - Revised schedule (continuing from previous adjacent season)	

4.1.1.5 Line 6 – IATA service types

The service types should be mentioned at the end of the data line to identify the nature of the operation. Following table shows the available service type and the respective codes:

IATA Service Type			
A	Add. flight Cargo/Mail	M	Scheduled Mail only
B	Add. flight pax-Shuttle mode	N	Business Aviation/Air Taxi
C	Charter- Passenger charter flight	O	Charter with special handling
D	General Aviation	P	Non-revenue> Positioning/Ferry/Delivery/Demo
E	FAA/Government	Q	Scheduled Pax/Cargo in cabin (pax cum freighter)
F	Scheduled Cargo	R	Add. Flt pax-Pax/Cargo in cabin (pax cum freighter)
G	Add. flt pax-Normal service	S	Scheduled Pax- Shuttle mode
H	Charter-Cargo and/or Mail	T	Technical Test
I	State/police/Fire/Diplomatic	U	Serv. oper. by surface vehicle
J	Scheduled Pax- Normal service	V	Cargo-Serv. oper. by surf.veh.
K	Training >School/Crew check	W	Military
L	Charter-Pax and Cargo/Mail	X	Technical Stop

4.1.1.6 Line 7 to 8 – Footnote of the message

The segment refers to the Supplementary and General information parts of the message. Below table shows some basic information.

Footnote	
SI	Slot Booking Deposit Number, Ground Handling Confirmation Number and Purpose of the flight are mandatory and need to be included in this field.
GI	In the GI field add a general greeting, or other information irrelevant to the request.

4.1.2 Message Samples - Only for operators with IATA Code

Sample 1. "New" single day Charter operation, with passenger traffic from/to DOH.

SCR
W22
21JUN
DOH
NZZ001 ZZ002 23JUN23JUN 0200000 050100 FRALCA0800 1000IKA **CC**
SI GHCN 9999/19-JUN-2020.
SI SBDN 2323 /19-JUN-2020
SI FIFAWC22 TEAM BRAZIL
SI AIRCRAFT TYPE FOKKER 100 SI NOTE ADDITIONAL INFO
GI BRGDS CHRIS

Sample 2. Change request for Equipment and Time

SCR
W22
21JUN
DOH
CZZ001 ZZZ002 23JUN23JUN 0200000 050320 FRA0800 1000 IKA CC
RZZ001 ZZZ002 23JUN23JUN 0200000 050778 FRA0900 1050 IKA CC
SI GHCN 9999/19-JUN-2020.
SI SBDN 2323 /19-JUN-2020
SI FIFAWC22 FANS GHANA
SI AIRCRAFT TYPE FOKKER 100 SI NOTE ADDITIONAL INFO
GI BRGDS CHRIS

Sample 3. Change request for destination with overnight indicator

SCR
W22
21JUN
DOH
CZZ001 ZZZ002 23JUN23JUN 0200000 050320 FRA0800 1000 IKA CC
RZZ001 ZZZ002 23JUN23JUN 0200000 050778 FRA0900 1050 IST CC
SI GHCN 9999/19-JUN-2020.
SI SBDN 2323 /19-JUN-2020
SI FIFAWC22 FANS GHANA
SI AIRCRAFT TYPE FOKKER 100 SI NOTE ADDITIONAL INFO
GI BRGDS CHRIS

Sample 4. Deletion of the requested slot

SCR
W22
21JUN
DOH
DZZ001 ZZ002 23JUN23JUN 0200000 050100 FRALCA0800 1000 IKA CC
SI GHCN 9999/19-JUN-2020.
SI SBDN 2323 /19-JUN-2020
SI AIRCRAFT TYPE FOKKER 100 SI NOTE ADDITIONAL INFO
GI BRGDS CHRIS

Sample 5. WCR (Waitlist Change Request)

Deletion of Waitlist Time

WCR

/schedule@carrier.com

S21

01APR

DOH

Z4Z101 4Z102 15JUN20AUG 0234500 189738 AGP1000 1055BCN JJ

GI BEST REGARDS

NB: Deletion of waitlist time, line starts with a Z and must contain the correct slot information required for deletion

4.2 GCR format standards

The basic principle of a GCR is the use of ICAO codes or Aircraft registration instead of IATA codes General Aviation and Business Aviation should submit their Slot application in General (Aviation) Clearance Request. Operators without ICAO code should use registration for all slot requests.

4.2.1 GCR Message elements

Format consist of three parts: Header, Schedule information and footer:

a) Header

GCR - Standard Message Identifier

/REG – Creator’s Reference. Can be either REG or FLT depending on the message. REG (TVTVN) and FLT (DBN001)

b) Schedule Information Data Line

NDBN001 31JUL 018CRJ2 FAOR1920 D

c) Message Footer

Footnote	
SI	In the SI field add any info or request relevant to the schedule/slot request and the Ground Handling Confirmation (GHCN) and Slot Booking Deposit Number (SBDN).
GI	In the GI field add a general greeting, or other information irrelevant to the request.

4.2.2 General Aviation Slot Clearance Request samples

Message type for operation – Operators with ICAO Code

GCR
/REG
EDDF
NHBIEV 08JUN 010G159 XYZA0800 0900LSZH CC
SI GHCN 9999/19-JUN-2020.
SI SBDN 2323 /19-JUN-2020
SI FIFAWC22 FANS GHANA
GI B. Regards John

Message type for operation using registration – Operators without both ICAO and IATA Code

GCR
/FLT
EDDF
SI GHCN 9999/19-JUN-2020.
SI SBDN 2323 /19-JUN-2020
SI FIFAWC22 FANS EGYPT

GI B. Regards John

4.2.3 GCR Message Principles

- The GCR message does not have a season indicator in the header.
- The GCR message only uses ICAO codes for aircraft and airports.
- The GCR message does not contain a frequency rate (day of the week) indicator.
- The GCR message creators reference use REG or FLT to indicate use of registration or a flight number.
- The GCR message is only to be used after the relevant SRD (Slot Return Deadline)–see the IATA website.
- The GCR message uses action codes on 3.13 as described in Chapter 6 of SSIM.
- The GCR message is in UTC.
- The GCR message is in single day format only (Periods of operation may be allowed on bilateral agreement).
- The GCR has to be in turnaround format.

Note: Unlike SCR Message there is no action code "O" offer in GCR. The next available time will be confirmed by QATAR Slot Coordinators.

5. Landing/traffic rights clearance

- Operators must submit request for Landing/traffic rights clearance to QATAR Civil Aviation Authority at mail : doha.comm@caa.gov.qa; doha.ais@caa.gov.qa; schedules@caa.gov.qa; Rakesh.Attavar@caa.gov.qa and cc to mail slots@qatarcoordination.com.qa and generalaviation@qataraviation.com
- Operators are required to submit their requests for nonscheduled flights at least seventy-two (72) hours before the intended flight takes place.

6. Flight Plans

Operators must file flight plans matching the slot approved as per below:

FIELD 18 - RMK/ASLOTHHASKV013000

ASL = Airport Slot

OTHH = Airport concerned

A = Arrival (D for Dep)

SKV0130 = Flight number or Slot ID

7. Exclusion from the process

Following flights are excluded from the above processes.

1. Seasonal schedule with historical precedence
2. Military flights
3. State flights (Head of States and State Representatives)
4. VVIP (Any person invited by the State of QATAR)
5. Search and Rescue
6. Emergency flights