

# SCR CRASH COURSE

Basic extracts from IATA SSIM Manual Chapter 6  
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## Content

Introduction.....	2
Main Principles and Rules (extract from SSIM chapter 6.2) .....	2
Message Standards.....	3
1. Message Header .....	3
2. Schedule Information Data Line(s) .....	3
3. Message Footer .....	3
Message Examples .....	4
SCR (Slot Clearance Request) .....	4
SIR (Slot Information Request) .....	8
Coordinator SCR Replies .....	9
Appendix.....	11
IATA Schedules Seasons .....	11
Action Codes to be used .....	11
Day(s) of Operation .....	11
Main Service Types .....	11

## Introduction

Belgium Slot Coordination does provide in this document some basic information and examples for customers who are new to the airport coordination business, not familiar how to deal with coordinated (level 3) airports, or have to send an SCR only once in a while. For full and detailed information we kindly ask you to carefully study chapter 6 of the IATA SSIM (Standard Schedules Information Manual). Chapter 6 describes the procedures for using a variety of airport clearance messages (SCR, SIR, SAQ, WIR etc.). These are defined standard telegraph message formats used to obtain clearance for, or provide information of, arrival and departure times at coordinated airports. The chapter includes the principles for information exchange, technical specification, and examples. Please visit [IATA's website](#) to learn more about this manual, and how to order it.

The following information does focus on the airline's view and on the basic SCR (Slot Clearance Request/Reply) message since this is the main communication for slot allocation between airlines and coordinators.

## Main Principles and Rules (extract from SSIM chapter 6.2)

- Airport slots shall be requested at least 3 business days in advance.
- All dates, days and times are in UTC.
- For a given flight designator and date at a specific station, there can only be **one** scheduled arrival and/or one scheduled departure time cleared.
- Coordinators will respond to slot allocation requests within a period of 3 business days. Clearance offers from coordinators to the airlines are valid for 3 business days only.
- When a coordinator requires fillings as turnarounds or when airlines elect to file flights as turnarounds (i.e. arrival and departure in a single data record), any modifications pertaining to either the arrival or departure require all unchanged elements to be repeated in order to maintain the turnaround link. (...) If flights are originally filed using an over-midnight indicator, any subsequent change should again be filed using the turnaround format.
- Where apron occupancy and/or terminal capacity are coordinated, the aircraft type code must be specified and transit/turnaround format shall be used.
- The SSIM chapter 6 formatted messages must be **plain text** placed directly in the email body. There should be no non-standard text before the information in the body of the message. The email body must start with the standard format header and must be according to the standard format. No attachments, signatures with logos or special characters should be used. The senders email address has to be repeated on the second line of the message header (IATA SSIM chapter 6.2.1).

**Please observe that coordinators may not accept requests sent from free email accounts!**

## Message Standards

The SCR message consists of 3 parts:  
message header, information data line(s) and the message footer.

### 1. Message Header

**SCR** -> message type: SCR = Slot Clearance Request  
**/** -> creator reference and/or email originator  
**S20** -> IATA schedules season concerned [see appendix](#)  
**22APR** -> date of message  
**BRU** -> clearance airport concerned

### 2. Information Data Line(s)

**NXY023 XY024 06JUL25SEP 1234500 120319 FRA0700 0750FRA JJ**  
**1 2 ^3 ^4 5 ^6 ^7 8 ^9 10 ^11 12 ^13/14**

<b>^</b>	start of new data block	
<b>1</b>	action code	<a href="#">see appendix</a>
<b>2</b>	arrival flight designator, number (suffix possible) <i>flight number must consist of min. 3 digits</i>	
<b>3</b>	departure flight designator, number (suffix possible) <i>flight number must consist of min. 3 digits</i>	
<b>4</b>	start of period or single day	
<b>5</b>	end of period or single day	
<b>6</b>	weekday(s) of operation	<a href="#">see appendix</a>
<b>7</b>	number of seats fitted (3 digits)	
<b>8</b>	IATA aircraft <b>subtype</b> (3 alphanumeric)	
<b>9</b>	origin/previous station (arriving from)	
<b>10</b>	required arrival time in UTC	
<b>11</b>	required departure time in UTC	
<b>12</b>	next/destination station (departure to)	
<b>13</b>	arrival service type	<a href="#">see appendix</a>
<b>14</b>	departure service type	<a href="#">see appendix</a>

Important: please mind the mandatory space character between the data blocks (see also message examples)

### 3. Message Footer

**SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE**  
**GI BRGDS . . . . .**

SI= supplementary information (in connection with content of SCR message)  
 GI=general information (e.g. greeting)

*It is compulsory that any additional text following the data lines starts either with "SI" or with "GI"! Both, "SI" and "GI", must be followed by a space character!*

#### About replies sent by the coordinator:

We usually reply to your request as soon as possible but latest within 3 business days. Should we require any special clarification we will inform you accordingly. Should your required time not be available we will provide you with the closest available slot. We appreciate if you reply to our offer within 3 working days. On our offer reply you will find an additional data line indicating the so-called reason code (CA, CD), which will inform you about the main constraint which caused the non-availability of your request. The decoding of these reason codes can be found in the SSIM manual.

## Message Examples

### SCR (Slot Clearance Request)

#### NEW REQUEST IN TRANSIT/TURNAROUND FORMAT, FOR WEEKDAYS 1-5 FROM 6 JULY UNTIL 25 SEPTEMBER (previous example)

```
SCR
/slots@airline.com
S20
22APR
BRU
NXY023 XY024 06JUL25SEP 1234500 120319 FRA0700 0750FRA JJ
SI IF NOT AVBL PLS GIVE NEAREST POSSIBLE
GI BRGDS
```

#### NEW REQUEST FOR AN AD-HOC FLIGHT

```
SCR
/slots@airline.com
S20
22APR
BRU
NLX782 LX783 19OCT19OCT 1000000 145223 ZRH1715 1755ZRH CC
GI BRGDS
```

#### NEW REQUESTS FOR MULTIPLE FLIGHTS (at same airport)

```
SCR
/slots@airline.com
S20
22APR
BRU
N50867 50867 01JUL01JUL 0030000 14973W CDG0730 0815CND CC
N50181 50181 08JUN08JUN 1000000 14973W CDG0800 0845OPO CC
N50181 50181 31AUG31AUG 1000000 14973W CDG0800 0845OPO CC
GI BRGDS
```

#### AIRCRAFT EQUIPMENT CHANGE ONLY

```
SCR
/slots@airline.com
S20
22APR
BRU
CLX782 LX783 19OCT19OCT 1000000 145223 ZRH1715 1755ZRH JJ
RLX782 LX783 19OCT19OCT 1000000 180320 ZRH1715 1755ZRH JJ
SI AIRCRAFT CHANGE ONLY - NO TIME CHANGE
GI BRGDS
```

*A change of an existing cleared slot always consists of 2 lines (C-line and R/L-line)! The C-line ("to be **changed**") must show the information held by the coordinator, the R- or L-line the new **revised** schedule information.*

**AIRCRAFT EQUIPMENT CHANGE AND RETIMING (no offers acceptable)**

SCR  
 /LH ZRH AF/FRAL2LH@SERVICES.DLH.DE  
 S20  
 22APR  
 BRU  
 COU456 OU457 01JUL26JUL 0034507 076DH4 ZAG0745 0930ZAG JJ  
 LOU456 OU457 01JUL26JUL 0034507 **159320** ZAG**0730 0820**ZAG JJ  
 GI BRGDS

*No offers are given; the schedule to be revised will only be confirmed if respective capacity is available. We only recommend using "CL" if you have absolutely no flexibility in your operation!*

**RETIMING WHICH CAUSES OVERNIGHT STAY****Correct message:**

SCR  
 /slots@airline.com  
 S20  
 22APR  
 BRU  
 CJP376 JP377 08AUG08AUG 0000060 090CR9 LJU0750 0835LJU JJ  
 RJP376 JP377 08AUG08AUG 0000060 090CR9 LJU1910 0500**1**LJU JJ  
 GI BRGDS

*A next day departure requires the "over-midnight indicator" which is placed between the departure time and the next/destination station. The figure **1** does indicate that the departure takes place +1 day after the arrival date. Please mind that the start/end period (date) and the day(s) of operation always **correspond** to the **arrival flight!***

**Wrong message:**

SCR  
 /slots@airline.com  
 S20  
 22APR  
 BRU  
 CJP376 JP377 08AUG08AUG 0000060 090CR9 LJU0750 0835LJU JJ  
 RJP376 JP377 08AUG**09AUG** 000006**7** 090CR9 LJU1910 0500**1**LJU JJ  
 GI BRGDS

*This is a common mistake when using the over-midnight indicator as also the departure date is included and with above example an **additional** flight would be requested to arrive on 09AUG and to depart on 10AUG!*

**FLIGHT NUMBER CHANGE, CHANGED ROUTING AND SERVICE TYPE CHANGE**

SCR  
 /slots@airline.com  
 S20  
 22APR  
 BRU  
 CSQ7973 SQ7973 05MAY02JUN 0200000 00074Y LAXLAX0815 1200SINSIN FF  
 RSQ**7974** SQ**7974** 05MAY02JUN 0200000 00074Y LAX**DFW**0420 1050**BOMSIN HH**  
 GI BRGDS

**DELETION OF A SINGLE DAY FLIGHT**

SCR  
 /slots@airline.com  
 S20  
 22APR  
 BRU  
**D**50181 50181 08JUN08JUN 1000000 14973W CDG0800 0845OPO CC  
 GI BRGDS

**NEW REQUEST WITH 3LETTER ICAO CODE, FLIGHT NUMBER SUFFIX AND MIXED SERVICE TYPES**

SCR  
 /slots@airline.com  
 S20  
 23APR  
 BRU  
**N**ATV025**G** **A**TV112**G** 11MAY11MAY 1000000 100100 PAD0440 0600BWE **PC**  
**N**ATV113**G** **A**TV026**G** 12MAY12MAY 0200000 100100 BWE1535 1630PAD **CP**  
 SI BRGDS ATV OPS

*We usually clear the airline under its 2letter IATA code. If no IATA code is available or on special request, the flights may be cleared under the 3letter ICAO code.*

**ACCEPTANCE OF AN OFFER (no further improvement desired)**

SCR  
 /slots@airline.com  
 S20  
 22APR  
 BRU  
**A**SN2324 SN2313 23MAY 141319 GOT0645 0730GOT JJ  
 GI BRGDS

*We appreciate if you reply to an offer in a **separate** single SCR message!*

**ACCEPTANCE OF AN OFFER (maintain on waitlist)**

SCR  
 /slots@airline.com  
 S20  
 22APR  
 BRU  
**P**SN2324 SN2313 23MAY 141319 GOT0645 0730GOT JJ  
 GI BRGDS

**DECLINE OFFER**

SCR  
 /slots@airline.com  
 S20  
 22APR  
 BRU  
 ZSN2324 SN2313 23MAY 141319 GOT0645 0730GOT JJ  
 GI BRGDS

*If you decline an offer originating from a new request, you will not hold any slot for this flight! We therefore recommend to always accept our offers (closest available times given) and to revert later again for a possible improvement.*

**FLIGHTS INTO/OUT OF MAINTENANCE**

SCR  
 /slots@airline.com  
 S20  
 21APR  
 BRU  
 NLH8991 10MAY10MAY 0000007 141319 MUC0555 T  
 NLH8992 18MAY18MAY 1000000 141319 1215MUC T  
 SI FOR MAINTENANCE

*Flights into/out of SR Technics for maintenance purpose must request slots as single flights (not in transit/turnaround format) using the service type code -T-.*

*A **space character after the action code** denotes a **departure flight**.*

### SIR (Slot Information Request)

With a SIR message you can request at any time your slots held by the coordinator. This is helpful if you do not know if slots have already been cleared or which data is held by the coordinator.

A SIR shall contain your email address stated on the **2nd line starting with a "/"**. This email address must be identical to the originators one. Only such formatted SIR messages received by email are processed **automatically** by our system!

### SIR FOR A SPECIFIC PERIOD FOR FLIGHTS CLEARED IN TURNAROUND FORMAT

```
SIR
/slots@airline.com
S20
22APR
BRU
QTB TB 01AUG05AUG
SI
```

Action code to be used is "Q" (query), the reply sent by the coordinator will show all respective flights with code "H" (hold), "O" (pending offer) or "U" (no slot allocated). Please always add an SI at the end of your SIR message.  
Attention: If you skip the dates you will receive **ALL** flights for the whole season! Such volume might be unwanted...

### SIR FOR FLIGHTS IN UNLINKED FORMAT (to be used for base carriers only!)

	<b>Arrivals only:</b>	<b>Departures only:</b>
SIR	SIR	SIR
S20	S20	S20
22APR	22APR	22APR
BRU	BRU	BRU
QTB 01AUG05AUG	<b>QEZS</b> 01AUG05AUG	<b>QFR</b> 01AUG05AUG
Q TB 01AUG05AUG	SI	SI
SI		

The first Q-line will generate arrivals, the second Q-line departures. Omitting one of the 2 Q-lines will result in either arrivals or departures only.

### SIR FOR A SPECIFIC FLIGHT AND SINGLE DATE

```
SIR
/slots@airline.com
S20
22APR
BRU
QTB2102 TB2103 01AUG
SI
```

**Coordinator SCR Replies****CONFIRMED REPLY FOR NEW REQUEST**

SCR  
 S20  
 22APR  
 BRU  
 KLX782 LX783 19OCT19OCT 1000000 145223 ZRH1715 1755ZRH CC  
 GI BRGDS / BELGIUM SLOT COORDINATION

**DELETION REPLY**

SCR  
 S20  
 22APR  
 BRU  
 X50181 50181 08JUN08JUN 1000000 14973W CDG0800 0845OPO CC  
 GI BRGDS / BELGIUM SLOT COORDINATION

**STANDARD REPLY FOR CHANGED DATA**

SCR  
 S20  
 22APR  
 BRU  
 XOU456 OU457 01JUL26JUL 0034507 076DH4 ZAG0745 0930ZAG JJ  
 KOU456 OU457 01JUL26JUL 0034507 159320 ZAG0730 0820ZAG JJ  
 GI BRGDS / BELGIUM SLOT COORDINATION

**OFFER REPLY FOR NEW REQUEST**

SCR  
 S20  
 22APR  
 BRU  
 U50181 50181 31AUG31AUG 1000000 14973W CDG0800 0845OPO CC  
 O50181 50181 31AUG31AUG 1000000 14973W CDG0800 0850OPO CC  
 / RD.0845 CD.R05/  
 SI CLOSEST AVAILABLE OFFERS  
 PLS REPLY TO OFFERS WITHIN 3 BUSINESS DAYS OTHERWISE WILL CANCEL  
 GI BRGDS / BELGIUM SLOT COORDINATION

**OFFER REPLY FOR DATA HELD TO BE CHANGED**

SCR  
 S20  
 22APR  
 BRU  
 HJP376 JP377 08AUG08AUG 0000060 090CR9 LJU0750 0835LJU JJ  
 UJP376 JP377 08AUG08AUG 0000060 090CR9 LJU1910 2000LJU JJ  
 OJP376 JP377 08AUG08AUG 0000060 090CR9 LJU1905 1955LJU JJ  
 / RA.1910 CA.R05 RD.2000 CD.R05/  
 SI \*\*SLOT CONGESTION\*\* / CLOSEST AVAILABLE OFFERS  
 PLS REPLY TO OFFERS WITHIN 3 BUSINESS DAYS OTHERWISE WILL CANCEL  
 GI BRGDS / BELGIUM SLOT COORDINATION

**REFUSAL REPLY (no slots allocated)**

SCR  
S20  
22APR  
BRU  
UK4244 K4244 04AUG04AUG 0200000 00074Y BAH0010 0210LEJ HH  
SI UNABLE TO CONFIRM DUE TO NO NIGHT SLOTS AVAILABLE  
GI BRGDS / BELGIUM SLOT COORDINATION

**REPLY IN CASE DATA HELD DOES NOT MATCH REQUEST**

SCR  
S20  
22APR  
BRU  
WATV112 ATV026 12MAY12MAY 0200000 100100 HAM1500 1630PAD CP  
HATV112 ATV026 12MAY12MAY 0200000 100100 BWE1535 1630PAD CP  
SI PLS CLARIFY FLIGHT NUMBERS AND REPLY ASAP  
GI BRGDS / BELGIUM SLOT COORDINATION

## Appendix

### IATA Schedules Seasons

The season code is a combination of either summer or winter season and the year:

**S** = summer season

**W** = winter season

the year shows the last 2 digits (20=2020).

The IATA schedule **summer** season lasts from each **Sunday of the last weekend in March** until each **Saturday of the last weekend in October**, the **winter** season from each **last Sunday in October** until each **last Saturday in March**. The calendar year is only fully reflected for each summer season, whereas for each winter season the year indicated reflects only the calendar year in which the season started (e.g. **W19** did last from October 27, **2019** until March 28, 2020).

**Important:** On January 1 the winter season **does not change** from e.g. W19 to W20!

### Action Codes to be used

Airline	Coordinator
<b>A</b> acceptance of an offer - no further improvement desired	<b>H</b> holding
<b>C</b> schedule to be changed	<b>K</b> confirmation
<b>D</b> delete schedule	<b>O</b> offer
<b>L</b> revised schedule - no offer acceptable	<b>P</b> pending (action or advice)
<b>N</b> new schedule	<b>U</b> unable (refusal)
<b>P</b> acceptance of an offer - maintain on waitlist	<b>W</b> unable to reconcile flight information
<b>R</b> revised schedule (offer acceptable)	<b>X</b> cancellation
<b>Z</b> decline offer	

*Note: coordinator's reply code -W- does indicate that the data provided on a C- or D-line is not held by the coordinator or not as such corresponding to the data held by the coordinator.*

### Day(s) of Operation

Day(s) of operation are indicated with the numbers 1 through 7 in the applicable position for each day of the week with Monday being day 1. Non-operational days are indicated by a 0 (zero) in the applicable position(s) between 1 and 7

### Main Service Types

**J** - Scheduled passenger - normal service

**F** - Scheduled cargo/mail

**G** - Additional passenger - normal service

**C** - Charter passenger

**H** - Charter cargo/mail

**P** - Positioning, ferry flight

**T** - Technical test (at ZRH: T is used for flights into/out of SR Technics Maintenance)

**K** - Training

**X** - Technical stop (e.g. fuel stop)