

Guide to Filing for Ad-hoc Operations at DOH & DIA

version 4.0

Qatar Slot Coordination
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Table of Contents

1. DOH/DIA: Ad-hoc Schedule Approval Process2

2. Applying for an SMA/SCR Clearance.....2

3. SMA/SCR Format Standards3

4. GCR Format Standards.....7

5. Landing/Traffic Rights Clearance8

6. Exclusion from the Schedule Facilitation Process8

1. DOH/DIA: Ad-hoc Schedule Approval Process

All operators planning to operate through DOH/OTHH and DIA/OTDB need to follow the process that is described in the eAIP Qatar GEN 1.2, which is uploaded in the QSC website (<http://qatarcoordination.com.qa/downloads.html>).

Step	Organization	Email	Minimum Information required
1. Slot Clearance	Qatar Slot Coordination	TO: slots@qatarcoordination.com.qa CC: doha.comm@caa.gov.qa. Airlines.Affairs@caa.gov.qa rakesh.attavar@caa.gov.qa, schedules@caa.gov.qa, generalaviation@qataraviation.com	For DOH/OTHH and DIA/OTBD - SCR/SMA/GCR format request.
2. Landing permission/traffic rights clearance	Civil Aviation Authority	TO: doha.comm@caa.gov.qa. Airlines.Affairs@caa.gov.qa rakesh.attavar@caa.gov.qa, schedules@caa.gov.qa, CC: slots@qatarcoordination.com.qa generalaviation@qataraviation.com	As per QCAA requirements

2. Applying for an SMA/SCR Clearance

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

- DOH/OTHH is a Level 2 - schedule facilitated airport where all operations require prior schedule approval from the Facilitator, Qatar Slot Coordination.
- DIA/OTBD is a Level 1 non-coordinated airport, and all requests must be submitted to Qatar Slot Coordination.
- The application format for all ad-hoc flights must follow IATA's SSIM formats (SCR/SMA/GCR).
- Requests that do not follow the formats won't be handled and will be returned for correction
- SMA: Schedule Movement Advice and SCR: Slot Clearance Request follow the same formats.
- The purpose of operation must be stated clearly in the SI Line
- New requests and changes to the approved schedule on the day of operation will not be managed through slot approval process. Such requests will be handled directly by Airport Operations Control Center and free text communication is acceptable.

3. SMA/SCR Format Standards

SMA/SCR standards refer to standardized IATA SSIM (Standard Schedules Information Manual) message formats used in airport slot coordination and scheduling. An SMA (Schedule Movement Advice) message is used by airlines and schedule facilitators for managing authorized schedules at schedule-facilitated airports, while an SCR (Slot Clearance Request) message is used by airlines and slot coordinators to manage slot requests at coordinated airports. These messages are vital for the quick and efficient processing of airport slot requests and schedule changes.

3.1 Message elements

Following are the message elements for all SMA applications.

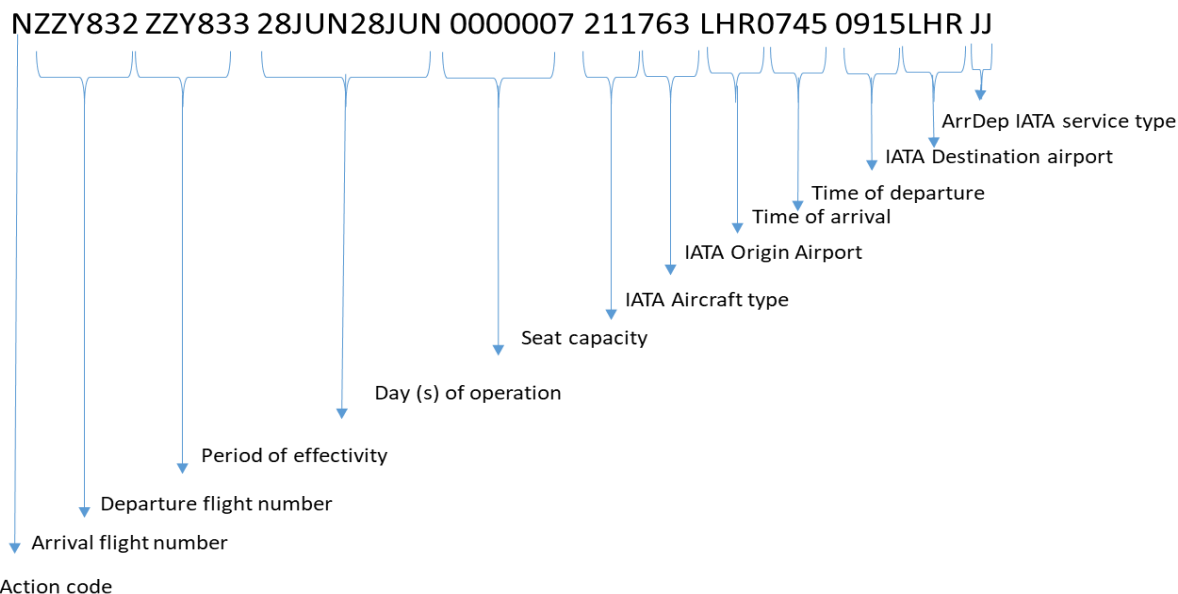
Line	Element	Mandatory	Message example:
1	SCR – Slot Clearance Request SMA - Schedule Movement Advice	YES	SCR
2	Email address for the operator	NO	/Steve@123airline.com
3	Season applied for	YES	W22
4	Date of message	YES	10JUN
5	Airport at which slots are being requested	YES	DOH
6	Schedule data line	YES	NZZY832 ZZY833 28JUN28JUN 0000007 211763 LHR0745 0915LHR JJ
7	Supplementary Information that is relevant to the schedule data lines	NO	SI "Purpose of the Flight"
8	General Information	YES	GI RGDS

3.1.1 Lines 1 to 5 – Header of the Message

These elements provide basic information for message handling.

3.1.2 Line 6 – Schedule Data Line Breakdown

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



3.1.3 Line 6 – Action Codes

Action codes must be placed at the beginning of each schedule data line to indicate the action required or taken by the message sender. The following action codes are the available:

Action Codes to be used by the Operator	Action Codes to be used 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
A - Acceptance of an offer (remove from waitlist)	H - Holding
P - Acceptance of an offer (remain on waitlist)	W - Unable to reconcile flight information
Z - Decline offer	

3.1.4 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:

Service Types of IATA
IATA Service Type

A	Additional flight - Cargo and/or Mail	M	Scheduled - Mail only
B	Additional flight - Pax Shuttle Mode	N	Business Aviation/Air Taxi
C	Charter - Pax Only	O	Charter requiring special handling
D	General Aviation	P	Non-revenue (Positioning/Ferry/Delivery/Demo)
E	FAA/Government	Q	Scheduled - Pax/Cargo in Cabin (mixed config. aircraft)
F	Scheduled - Cargo and/or Mail	R	Additional - Pax/Cargo in Cabin (mixed config. aircraft)
G	Additional flight - Pax Normal Service	S	Scheduled - Pax Shuttle Mode
H	Charter - Cargo and/or Mail	T	Technical Test
I	State/Police/Fire/Diplomatic	U	Service Operated by Surface Vehicle (Pax)
J	Scheduled - Pax Normal Service	V	Service Operated by Surface Vehicle (Cargo/Mail)
K	Training (other than GABA operators)	W	Military
L	Charter - Pax and Cargo and/or Mail	X	Technical Stop

3.1.5 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	In the SI field add any info or request relevant to the schedule/slot. Purpose of the flight or Nature of Cargo.
GI	In the GI field add a general greeting, or other information irrelevant to the request.

3.2 Message Samples

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 PURPOSE: TRANSFER FOOTBALL TEAM (AL AHLI SC)
 GI BRGDS CHRIS

Sample 2: “NEW” single day cargo operation, from/to DOH.

SCR
 W22
 21JUN
 DOH
 NZZ001 ZZ002 23JUN23JUN 0200000 050A4F AMD0800 1000KWI HP
SI NATURE OF CARGO: 4 CIVIL AIRCRAFT ENGINES
 GI BRGDS CHRIS

Sample 3: Change request for equipment and time.

SCR
W22
21JUN
DOH
CZZ001 ZZZ002 23JUN23JUN 0200000 050320 FRA0800 1000IKA CC
RZZ001 ZZZ002 23JUN23JUN 0200000 050778 FRA0900 1050IKA CC
SI AIRCRAFT TYPE 778
SI CHANGE DUE TO AIRCRAFT AOG IN FRA
GI BRGDS CHRIS

Sample 4: Change request for destination with overnight indicator.

SCR
W22
21JUN
DOH
CZZ001 ZZZ002 23JUN23JUN 0200000 050320 FRA0800 10001IKA CC
RZZ001 ZZZ002 23JUN23JUN 0200000 050778 FRA0900 10501IST CC
SI AIRCRAFT TYPE 778
SI LONG STAY DUE TO CREW REST
GI BRGDS CHRIS

Sample 5: Deletion of the requested slot.

SCR
W22
21JUN
DOH
DZZ001 ZZ002 23JUN23JUN 0200000 050100 FRALCA0800 1000IKA CC
SI DELETION DUE TO WEATHER IN FRA
SI NOTE ADDITIONAL INFO
GI BRGDS CHRIS

4. GCR Format Standards

The GCR (General Aviation Clearance Request) format Annexure K is a standardized format used for requesting airport slots for general aviation (GA) and business aviation (BA) operations, with its structure detailed in the IATA Standard Schedules Information Manual (SSIM), Appendix K.

4.1 GCR Message Elements

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

a. Header

GCR - Standard Message Identifier

/REG – Creator's Reference. It 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 Purpose of the flight or Nature of Cargo.
GI	In the GI field add a general greeting, or other information irrelevant to the request.

4.2 General Aviation Slot Clearance Request Samples

Message type for Operation – Operators with ICAO Code

GCR
/REG
EDDF
NHBIEV 08JUN 010G159 XYZA0800 0900LSZH CP
SI PURPOSE: THE CHAIRPERSON OF BMW
GI B. REGARDS JOHN

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

GCR
/FLT
EDDF
DHBIEV HBIEV 08JUN 010G159 XYZA0820 0910VOHS DD
SI DUE TO WEATHER
GI B. REGARDS JOHN

4.3 GCR Message Principles

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

Note: Unlike SCR/SMA 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

As per QCAA requirements. Please refer to e-AIP Qatar GEN 1.2-3.

6. Exclusion from the Schedule Facilitation Process

Following flights are excluded from the above processes.

1. Military flights
2. State flights
3. Search and Rescue
4. Emergency flights