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

version 3.0

Qatar Slot Coordination Organization
Valid as of 31-Mar-2024

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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 QCAA Circular AT/CIRC/0947/2016. Further details on the process can be found in the eAIP Qatar GEN 1.2, which is also 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	For DOH/OTHH - SCR/SMA/GCR format request. For DIA/OTBD - Plain Text.
2. Landing permission/traffic rights clearance	Civil Aviation Authority	**TO:** doha.comm@caa.gov.qa; Airlines.Affairs@caa.gov.qa **CC:** slots@qatarcoordination.com.qa	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 designated Level 2 - schedule facilitated airport that requires a schedule to be approved by the Facilitator, Qatar Slot Coordination.
➢ DIA/OTBD is a designated Level 1 - non-coordinated airport and requests should be sent in a plain text.
➢ The format in applying for an ad-hoc, or a series of flights, is through following IATA's SSIM formats – SCR/SMA/GCR.
➢ Using the formats only provides a quicker processing of the message but does not guarantee that the requested slot will be cleared.
➢ Requests that do not follow the formats won't be accepted.
➢ SMA (Schedule Movement Advice) and SCR (Slot Clearance Request) follow the same formats.

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3. SMA/SCR Format Standards

3.1 Message elements

Following are the message elements for all SMA applications.

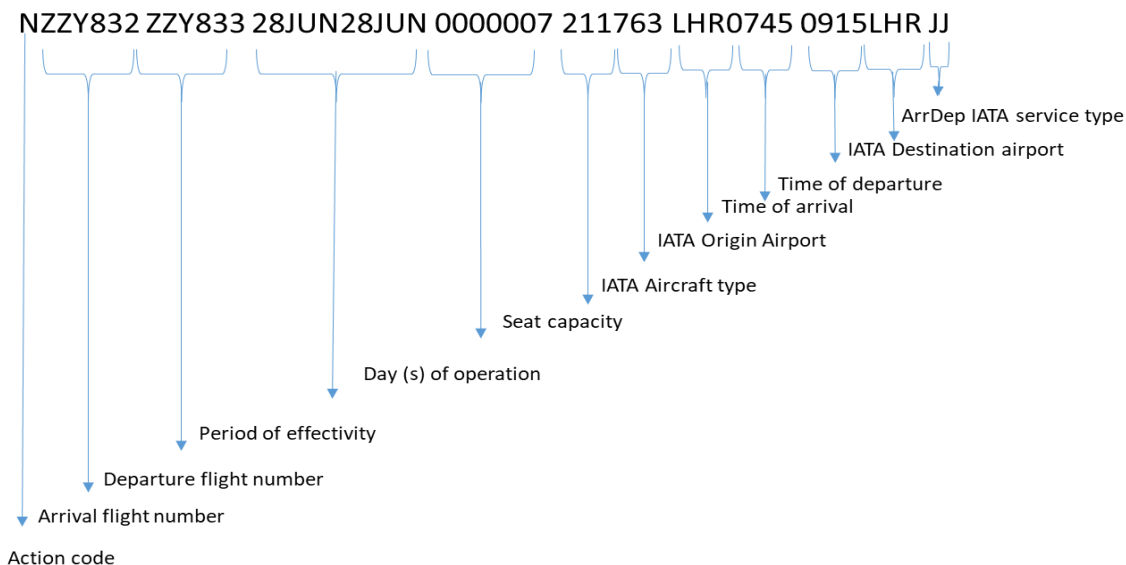| Line	Element	Mandatory	Message example:
1	SCR – Slot Clearance Request SMA – Schedule Movement Advice	YES	SCR
2	Email address for the operator	NO	/Steve@123airline.com
3	Season applied for	YES	W22
4	Date of message	YES	10JUN
5	Airport at which slots are being requested	YES	DOH
6	Schedule data line	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 the basic information for the message handling.

3.1.2 Line 6 – Schedule Data Line Breakdown

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

NZZY832 ZZY833 28JUN28JUN 0000007 211763 LHR0745 0915LHR JJ

- ArrDep IATA service type
- IATA Destination airport
- Time of departure
- Time of arrival
- IATA Origin Airport
- IATA Aircraft type
- Seat capacity
- Day (s) of operation
- Period of effectivity
- Departure flight number
- Arrival flight number
- Action code

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3.1.3 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/SMA/GCR Action Codes to be used by the Operator	SCR/SMA/GCR 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
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	

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

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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

It is mandatory for operators to mention purpose of the flight in SI column. Below are examples of the correct format.

Sample 1: "NEW" single day charter operation, with passenger traffic from/to DOH.

> SCR
> W22
> 21JUN
> DOH
> **N**ZZ001 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
> **N**ZZ001 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

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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 basic principle of a GCR is the use of ICAO codes or Aircraft registration instead of IATA codes due to the nature of these flights, AD HOC. 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.

4.1 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

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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

It is mandatory for operators to mention purpose of the flight in SI column. Below are examples of the correct format.

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 use 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 has to 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 eAIP Qatar GEN 1.2-3.

6. Exclusion from the Schedule Facilitation Process

Following flights are excluded from the above processes.

1. Seasonal schedule/shuttle flights for Passenger, or Cargo traffic
2. Military flights
3. State flights
4. Search and Rescue
5. Emergency flights

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