GUIDELINES FOR SLOT CLEARANCE AT GÖTEBORG LANDVETTER AIRPORT

In principle every IFR flight must have an airport slot allocated by the coordinator before the operation. Exception: emergency landings.

Aircraft operators must not intentionally operate (or plan to operate) at a time, which is different from the allocated slot time- the time on the passenger ticket and/or the initial flight plan should match the allocated slot time.

Airport slot times are the on/off block times, not the landing or take off times.

ACS (Airport Coordination Sweden) expects all operators to plan to operate exactly to their assigned slot time. Intentional off slot operations will be considered misuse.

The coordinator shall provide for an out-of-office-hours coverage, which will deal with short-term ad-hoc schedule changes, new requests and cancellations.

All coordination activities should ideally be done in the same coordination database, irrespective of who is doing the coordination.

Procedure for slot requests

An airport slot should be obtained before filing a flight plan. Coordination on the day can be done by either the coordinator`s office, online coordination tool or out-off-office agency. On-the-day and out-of-office-hours slot requests should be kept to a minimum.

Passenger services (scheduled or charter) need not re-clear slots following on-the-day operational delays. ACS slot data will be automatically updated into the GOT AODB (Airport Operation Data Base) and airport flight information display system. Rescheduling a delayed passenger service will cause confusion, as the new slot time will not match the ticket times.

Commercial services (passenger or freight) and position flights operated as a regularly scheduled series of slots (not ad-hoc) may operate without re-clearing slots on the same day following operational delays.

Ad hoc non-commercial services (positioning, training, GA/Business Aviation, etc.) should re-clear airport slots with the coordinator following operational delays of more than 2 hours.

Operators wishing to advance the planned time of a flight must re-clear airport slots.

Early arrivals for operational reasons, e.g., due to unexpected winds, shall not need to re-clear slots.

Flights exempted from coordination should declare their flight intention prior to the operation.

Flights that are exempted from coordination according to EU Regulation (EC) No. 793/2004 amending Council Regulation (EEC) No. 95/93:

1. State flights
2. Humanitarian flights i.e. medical emergencies, donor flights, search and rescue operations, and air ambulance flights where the condition of patient is urgent. (The patient`s condition should be indicated using the NACA international scoring system, that is also used by CFMU for ATFM slot exemption. NACA categories V or VI qualify for slot exemption.)
3. Emergency landings

In addition to the types of operations listed in the criteria, there are some types of operations that by their nature are urgent or time critical. All such flights require a slot allocated in advance by the Coordinator. To accommodate these types of operation the coordinator may "overbook" the normal coordination parameters having taken into account the congestion likely to occur and the overall capacity situation. These types of operations are:

1. Technical Flights i.e. radar and ILS calibration flights, air test limited to daylight hours for technical reasons and where to feasible slots are available.
2. Recovery Flights i.e. departure to continue a planned commercial service with passengers aboard on the same day following a Diversion or Quick Return.
3. Positioning flights to replace an unserviceable aircraft or other unforeseeable schedule disruption (e.g. severe weather) and resume a planned commercial passenger service, limited to the following circumstances:
    - Inbound positioning to recover a planned departure service
    - Outbound positioning to recover a based-carrier`s own service
    - The return of a based-carrier`s recovery aircraft to resume planned operations

Overbooking will not be considered in circumstances such as:

1. Outbound positioning to recover another air carrier`s service i.e., a sub charter
2. Positioning to replace an aircraft undergoing planned maintenance including instances of a maintenance overrun
3. Any planned positioning of an aircraft

Where flights are accommodated in accordance with the above procedures, the Coordinator may block a nearby vacant slot, if available, to ensure that airport operations are not prejudiced.

Quick guide for coordination or re-clearance at Göteborg Landvetter Airport

Activity	Operator to send SCR/GCR before operation	Action of Coordinator	Additional information
Planned time changes	Yes	Coordinate	
On the day operational delay			
-Airlines	No		
-GA/BA	Yes	Coordinate	Delays more than 2 hrs.
Next day operational delay	Yes	Coordinate	
Exempt flights	Yes	Confirm slot as requested	Overbook if capacity not available
Emergency landings	No		Inform asap for monitoring purposes
DEP after emergency landing (with or without passengers)	No	Coordinate	Inform asap for monitoring purposes
Recovery Flights	Yes	Coordinate	Overbook if capacity not available.
Calibration flights (first arrival and final departure)	Yes	Confirm slot as requested	Overbook if capacity not available
Flight training	Yes	Coordinate	
Ad hoc positioning to recover passenger flight (AOG)	Yes	Coordinate	Coordinator may overbook
Position flights for recovery of another air carrier's services.	Yes	Coordinate	
All other position flights including planned maintenance	Yes	Coordinate	
Planned aircraft changes	Yes	Coordinate	
Cancellations	Yes	Coordinate	

Source/Reference:

ACL (Airport Coordination Limited) UK:
Guidance on slot allocation and slot monitoring

EUACA (European Airport Coordinators Association):
Coordination and Facilitation on the day of operation.