# GA / BA
# Rules & Guidelines

**Edition 5**

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## 1. DEFINITIONS

- _**AIP**_: Aeronautical Information Publication.
- _**Airport Operator:**_ the organization responsible for the management of an airport.
- _**AMP-OOH:**_ Automatic Message Processing – Out Of Office.
- _**Coordinated Airport:**_ An airport where it is necessary for an air carrier or other aircraft operator to obtain a slot by the coordinator prior to an operation.
- _**Coordinator:**_ The Hellenic Slot Coordination Authority.
- _**FPL:**_ Flight Plan.
- _**GA/BA:**_ General and Business Aviation.
- _**GCR:**_ General aviation slot Clearance Request/Response message.
- _**GIR:**_ General aviation Information Request/Response message.
- _**HCAA:**_ Hellenic Civil Aviation Authority.
- _**HASP:**_ Hellenic Aviation Service Provider.
- _**IFR:**_ Instrument Flight Rules.
- _**NAC:**_ Notice of Airport Capacity.
- _**NMOC:**_ Eurocontrol's Network Manager Operations Centre.
- _**OCS:**_ Online Coordination System.
- _**PPR:**_ Prior Permission Request for apron clearance.
- _**Representative:**_ An entity authorized to submit slot requests on behalf of air carriers or other aircraft operators.
- _**SSIM:**_ Standard Schedules Information Manual.
- _**VFR:**_ Visual Flight Rules.
- _**SPC:**_ Slot Performance Committee.

## 2. DOCUMENTATION

- EC Regulation No 95/93 as amended.
- Hellenic Law 4233/2014 Constitution of Authority for Slot Coordination at Greek airports and other provisions.
- Ministerial Decision regarding penalties and relevant sanctions (GG/B/2631/07-12-2015)
- Ministerial Decision regarding Basic Ground Handling Regulation (GG 1138/B//03-06-2011)
- AIP Greece latest edition.
- IATA Worldwide Airport Slot Guidelines (WASG) latest edition
- Standard Schedules Information Manual (SSIM) latest edition

## 3. COORDINATED AIRPORTS (IATA LEVEL 3)

| | |
|---|---|
| Araxos (GPA/LGRX) | Mykonos (JMK/LGMK) |
| Chania (CHQ/LGSA) | N. Anchialos (VOL/LGBL) |
| Chios (JKH/LGHI) | Paros (PAS/LGPA) |
| Heraklion (HER/LGIR) | Rhodes (RHO/LGRP) |
| Kalamata (KLX/LGKL) | Santorini (JTR/LGSR) |
| Karpathos (AOK/LGKP) | Sitia (JSH/LGST) |
| Kefallinia (EFL/LGKF) | Zakynthos (ZTH/LGZA) |
| Kerkyra (CFU/LGKR) | |
| Kos (KGS/LGKO) | |
| Kythira (KIT/LGKC) | |

## 4. GA/BA SLOTS ALLOCATION PROCEDURE

All IFR flights (including flights that operate a portion under VFR) must obtain an airport slot before operating at any Coordinated (IATA Level 3) Greek airport.

### 4.1. EXEMPTED FLIGHT TYPES FROM SLOT ALLOCATION PROCESS

- Military flights
- Ambulance flights
- State flights
- Emergency/Diversion flights
- Search and Rescue flights
- Humanitarian flights
- Training flights (Touch and Go only)
- Flights operating solely under VFR

### 4.2. GA/BA SERVICE TYPES

The following service types can be used for GA/BA slot clearance requests:

- **D:** General Aviation, non-commercial and empty flights.
- **N:** Business Aviation and Air Taxi

### 4.3. RULES AND PROCEDURES

**4.3.1.** GA/BA slot allocation follows the principles described in IATA's SSIM Appendix K.

**4.3.2.** Any request for new or editing/cancelling existing slots must be communicated prior to the operation, retrospective requests will not be processed.

**4.3.3.** Aircraft registration changes are prohibited unless slots are requested and allocated with an operator code.

**4.3.4.** Slot swaps or transfers are not permitted.

**4.3.5.** Aircraft registration is mandatory and must be included in all GA/BA slot requests.

**4.3.6.** An air carrier or representative must obtain a PPR from the airport operator prior to applying for an airport slot (please consult Appendix B for further information on PPR local rules).

**4.3.7.** The PPR must be included in the Supplementary Information (SI) part of the GCR message. Slots allocated without or with invalid PPR are subject to revocation from the coordinator. The validity of the PPR is the responsibility of the air carrier or representative that submitted the request.

**4.3.8.** Minimum allowed turnaround time is twenty (20) minutes.

## 4.4 CORRESPONDENCE WITH THE COORDINATOR

**4.4.1.** GA/BA slots requests can be submitted:

- Via email at slot@hsca.gr to be handled manually by the coordinator between 0800-1600 LT on business days  or automatically by AMP-OOH up to (and including) the next business day.

or

- via the OCS portal at www.online-coordination.com (Paid account required at third party service, please refer to Ch. 5 for more information).

**4.4.2.** Requests with an operator code must be submitted by the air carrier or a representative. It is strongly advised that slots are obtained with a flight number where applicable.

**4.4.3.** Flights operating with aircraft registration only, must obtain slots via a representative, following the /FLT message format (please refer to Appendix C for more information).

**4.4.4.** All requests will be handled no earlier than fourteen (14) days prior to the operation.

**4.4.5.** All requests must be submitted in linked format unless the aircraft stay exceeds nine (9) days, where the arrival and departure slot requests must be submitted in unlinked format.

**4.4.6.** A unique 3 letter permission code is assigned to each representative for requesting slots with aircraft registration, preventing cases of editing slots obtained by another user. Please refer to **Appendix C** for more information.

**4.4.7.** There may be cases where a requested aircraft type or airport is not in HSCA's database. In such cases, please follow the below guidelines:

- Placeholder airport: ZZZZ
- Placeholder aircraft: ZZZZ

The airport and/or aircraft ICAO code must be included in the SI part of the message, otherwise slots will be withdrawn.

## 5. ONLINE COORDINATION AND AUTOMATION

Pursuant to article 4.5 of EC Regulation No 95/93 as amended, the coordinator shall make provisions that slots can be allocated out of office hours.

### 5.1. ONLINE COORDINATION SYSTEM

The Online Coordination System platform provides online access to live airport slots databases and allows users to edit their slots online. Access rights to airports are granted by the coordinators and are separate from other administration services provided by third parties (e.g. account creation).
More information and registration instructions can be found on:
www.online-coordination.com

Processing of requests through OCS is **automated** and subject to coordination parameters and rules governing the slot allocation process for GA/BA flights, as described in this document. All processed requests are monitored by the coordinator regarding compliance to these rules and guidelines. Misuse or abuse of automation and procedures may result In suspension of access through the OCS platform.

For access and assistance at Greek airports please contact us at ocs@hsca.gr. HSCA is not liable for unprocessed correspondence regarding OCS accessibility or support for Greek airports at different email addresses.

### 5.2. AUTOMATED MESSAGE PROCESSING – OUT OF OFFICE

Automated Message Processing – Out of Office is enabled for HSCA's out-of-office hours and will process requests via email at slot@hsca.gr, that concern operations up to (and including) the next business day.
AMP – OOH will only handle messages from authorized contacts with the relevant access rights, using the same pool of allowed operator codes as OCS. Otherwise, such messages will remain in the inbox to be examined manually by a coordinator.

## 6. MONITORING AND SANCTIONS

### 6.1. MISUSE/ABUSE BY AIRLINE/AIRCRAFT OPERATOR

**6.1.1.** Slot monitoring rules apply to General and Business Aviation operations and include but are not limited to:
  i)     Operating at a coordinated airport without an allocated slot.
  ii)    Intentionally scheduling and operating at a time different than the allocated slot.
  iii)   Intentionally failing to respect ground time restrictions where applicable.
  iv)    Requesting slots for any reason, other than an intended flight operation.
  v)     Holding slots for any other reason than an intended flight operation.
  vi)    Failing to cancel slots in advance, which will not be used.
  vii)   Obtaining slots without PPR (where PPR is mandatory).
  viii)  Obtaining slots with false/fraudulent PPR.

Any other case that may cause prejudice in the efficient use of airport capacity or the procedure of GA/BA slot allocation.

**6.1.2.** Intentional and/or repeated slot misuse will result in sanctions that may include and are not limited to:

    i)    Suspension of the submitted flight plan.
    ii)   Monetary penalties.
    iii)  Referral to the SPC.
    iv)  Referral to the Coordination Committee.
    v)   Reduction of the available horizon for slot requests through OCS.
    vi)  Revocation of access rights to coordinated Greek airports from OCS for an appropriate amount of time*.

*In such case, messages will only be processed manually via email in SSIM Appendix K format by the coordinator or automatically through AMP-OOH, during out of office hours.

IFR flight plans (including those operating a portion under VFR) with an initial estimated time of arrival that are inconsistent by more than 15 minutes from the allocated slots, are subject to suspension by the competent Air Traffic Control Authorities. Changes on the day of operation of more than 15 minutes must be cleared by the coordinator prior to the operation.

## 6.2. MISUSE/ABUSE BY REPRESENTATIVES

**6.2.1.** Misusing or abusing the capabilities of automated means as well as slot coordination rules and procedures as set out in this document will include and are not limited to:

    i)     Requesting slots for any other reason than an intended flight operation.
    ii)    Holding slots for any reason, other than an intended flight operation.
    iii)   Failing to cancel slots in advance, which will not be used.
    iv)   Editing slots obtained by a different user.
    v)    Obtaining slots without PPR (where PPR is mandatory).
    vi)   Obtaining slots with false or fraudulent PPR.

Any other case that may cause prejudice in the efficient use of airport capacity or theprocedure of GA/BA slot allocation.

The coordinator may contact the representative as well as the airport operator with a view of exchanging information. The SPC may request a representative to attend the committee when abuse is observed, to discuss corrective actions.

**6.2.2.** In accordance with the provisions of article 6.2.1, relevant sanctions may apply such as:

    i)     Reduction of the available horizon for slot requests through OCS.
    ii)    Suspension of access to Greek airports via the OCS portal for an appropriate amount of time*.
    iii)   Referral to the SPC.
    iv)   Referral to the Coordination Committee.

Any other appropriate enforcement action that may be deemed necessary on a case-by-case basis.

*In such case, messages will only be processed manually via email in SSIM Appendix K format by the coordinator or automatically through AMP-OOH, during out of office hours.

## APPENDIX A – GCR GUIDELINES

The basic principle of a GCR is the use of **ICAO Airport** and **ICAO A/C type** codes instead of IATA codes for SCR messages.

The GCR message is composed of 3 parts:

- Header
- Data Line(s)
- Footer
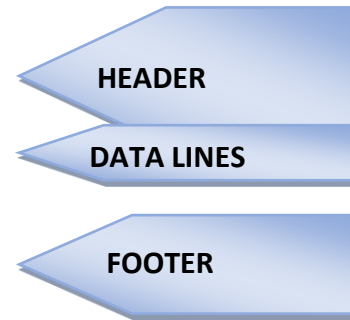
**GCR**
**/FLT** (slots requested with a flight number)
LGMK

NXXX123 XXX456 28MAY 012G200 LGAV1600 1700LGAV DD

SI PPR LGMK00012505/28051600/28051700
SI Representative XXXXXX
GI BRGDS

HEADER

DATA LINES

FOOTER

## Header

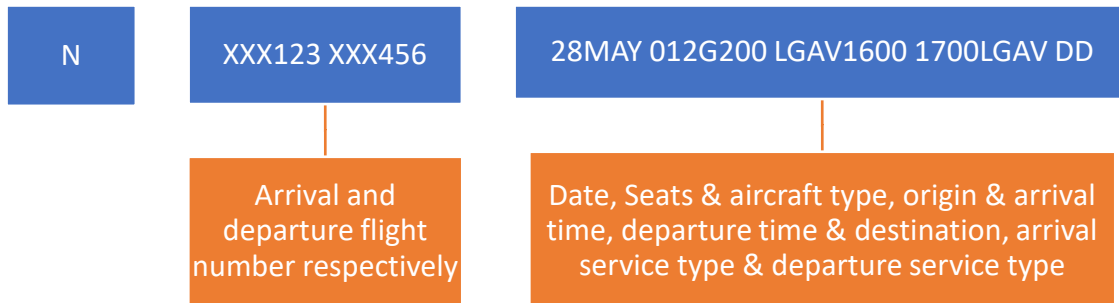| GCR | • General Aviation Slot Clearance Request |
|---|---|
| /FLT | • Flight Number Message Identifier |
| LGMK | • ICAO code of airport where slots are requested |

## Data lines

Requests with flight number (/FLT)

| N | XXX123 XXX456 | 28MAY 012G200 LGAV1600 1700LGAV DD |
|---|---|---|

Arrival and departure flight number respectively

Date, Seats & aircraft type, origin & arrival time, departure time & destination, arrival service type & departure service type

## Footer

**SI PPR LGMK00012505/28051600/28051700**
**SI Representative XXXXXX**
**GI (optional) Greeting, name**

In the **SI (Supplementary Information)** part of the message, additional information can be entered as free text. The PPR must be included in this field.

The **GI (General information)** part of the message is optional and is commonly used for greeting and name of the message originator. It is strongly encouraged that the name and telephone number of the originator of the message are included in this field.

## APPENDIX B – PPR INFORMATION AND PROCEDURE

### B.1. HASP ADMINISTRATED AIRPORTS

| |
|---|
| **Araxos (GPA/LGRX)** |
| **Chios (JKH/LGHI)** |
| **Heraklion (HER/LGIR)** |
| **Kalamata (KLX/LGKL)** |
| **Karpathos (AOK/LGKP)** |
| **Kythira (KIT/LGKC)** |
| **N. Anchialos (VOL/LGBL)** |
| **Paros (PAS/LGPA)** |
| **Sitia (JSH/LGST)** |

1.1. For a slot allocation to be considered valid, the following criteria must be met:
   a. Slot arrival and departure times are within 20 minutes of obtained PPR arrival and departure times or,
   b. Allocated slots ground time is a subset of the obtained PPR ground time. The party that obtained the slots is responsible for informing the airport managing body accordingly.

1.2. Slots allocated more than 20 minutes before the requested arrival and/or after the requested departure due to lack of availability, are considered **"confirmed under conditions" until PPR is updated** with airport operator. PPR updates sent to the Coordinator via GCR message should use action code "A".

1.3. For HER/LGIR, a PPR is not mandatory if required ground time is equal to or less than 120 minutes.

| |
|---|
| **Chania (CHQ/LGSA)** |
| **Kefallinia (EFL/LGKF)** |
| **Mykonos (JMK/LGMK)** |
| **Rhodes (RHO/LGRP)** |
| **Santorini (JTR/LGSR)** |
| **Zakynthos (ZTH/LGZA)** |
| **Kerkyra (CFU/LGKR)** |
| **Kos (KGS/LGKO)** |

2.1. For a slot allocation to be considered valid the following criteria must be met:
   a. Slot arrival and departure times **are exactly the same** with obtained PPR or,
   b. Allocated slots ground time is a subset of the obtained PPR ground time. The party that obtained the slots is responsible for informing the airport managing body accordingly.

2.2. Slots allocated with different arrival and/or departure time than requested and outside of the PPR time margins, due to lack of availability, will be considered **"confirmed under conditions" until PPR is updated** with airport operator. PPR updates sent to the Coordinator via GCR message should use action code "A".

## *Fraport-Greece PPR Procedure and Guidelines*
**https://www.fraport-greece.com/eng/our-expertise-and-services/aviation/ppr-procedure-and-guidelines**

## APPENDIX C – HOW TO REQUEST SLOTS

### A. AIRCRAFT REGISTRATION

A unique 3-letter code has been assigned to each representative which will be used for slots requested with an aircraft registration.

Message identifier /REG is not accepted, and all messages should be identified as /FLT.

Following this procedure, all messages are essentially flight number requests, where the representative assigned 3-letter code is used as the operator code.

The representative uses a flight number of their choice which can consist of a minimum of 3 and up to 4 number digits. Leading zeroes can be used to fill in the flight number.

The same flight number cannot exist within the same calendar date, separately for arrivals and departures. Two arrivals **cannot have** the same flight number in the same date, two departures **cannot have** the same flight number in the same date, but an arrival and a departure **can**.

Kindly note that **all rules governing aircraft registration requests still apply** (i.e., transfer to another registration)

**If you have not been assigned a 3-letter code, please contact us at [ocs@hsca.gr](mailto:ocs@hsca.gr) to apply.**

### B. OPERATOR CODE

Requests can be submitted by a representative or by the operator using a flight number with relevant operator code, under the /FLT identifier.

### C.1. ONLINE COORDINATION SYSTEM

In OCS GABA pages, the representative/operator must fill in the operator code fields the appropriate designator, depending on the type of request, as well as the flight information.

If the request can be confirmed, the resulting message confirmation sent by the system will look like this:

GCR
/FLT
LGMK
KXXX001 XXX002 06JUL 010CL30 LGAV1000 1100LGAV ND
/ IDA.LGMKAXXX000100 IDD.LGBLDXXX000200 RE.XXXXX/
GI Automatic reply
SI Copy of message sent from OCS:
GCR
/FLT
LGMK
NXXX001 XXX002 06JUL 010CL30 LGAV1000 1100LGAV ND /RA.1000 RD.1100 RE.XXXXX/
SI PPR………………………….

If the request cannot be directly confirmed, the portal will guide the user through the closest available slots, resulting in the same confirmation message archetype.

The registration must always be included in the additional information line, seen as RE.XXXXX in the above example.

The aircraft registration is mandatory for all requests and if left blank, the request will be declined with the following information message from the portal:



## C.2. AMP - OUT OF OFFICE (MANUAL MESSAGES)

AMP-OOH will function in a similar way. The user will use SSIM message syntax as described in SSIM Appendix K and communicate their request via email.

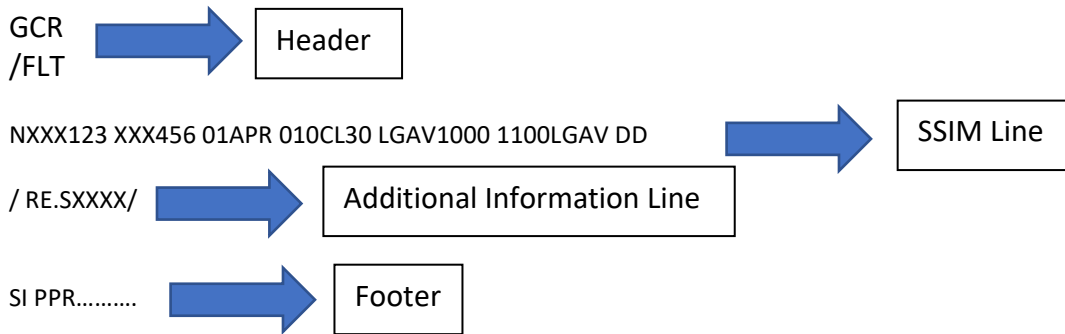Messages with /REG identifier will be rejected.

Only messages with /FLT identifier will be processed.

For example:

GCR
/FLT
LGBL
NXXX123 XXX456 01APR 010CL30 LGAV1000 1100LGAV DD
/ RE.SXXXX/
SI PPR……….

The flight number must consist of the 3-letter code assigned to the representative or the air carrier's ICAO code, followed by the flight number.

The registration tag (RE.xxxxx) is **mandatory.** If the registration tag is missing from manual requests, they will be rejected. The syntax is very important and should be followed closely to avoid rejected messages.

GCR
/FLT → **Header**

NXXX123 XXX456 01APR 010CL30 LGAV1000 1100LGAV DD → **SSIM Line**

/ RE.SXXXX/ → **Additional Information Line**

SI PPR.......... → **Footer**

Time change or other requests follow the C/R principles described in IATA's SSIM Appendix K.

The additional information line is mandatory in manual messages. The syntax that should be followed is also very specific:

/ RE.xxxxx/ → **Slash ( / )**

**Registration**

**RE. identifier**

**Slash ( / )**
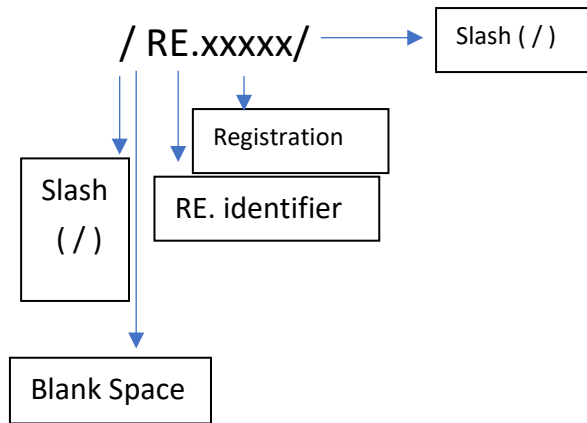
**Blank Space**

If the above syntax is not followed, messages will be rejected. The **blank space** as well as the identifier followed by a **dot (.)** are the easiest to miss.