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8.1 SLOT

8.1.1 Introduction

Aircraft traffic into and out of an airport must be coordinated in sequence in order to minimize congestion. Slot is the period of time available for takeoff or landing at a coordinated airport taking into account of the constraints due to runway, apron or terminal capacity. The responsibility for slot allocation, and, therefore, coordination, is generally assigned to the prominent airline having its main base at the specific airport.

Application for a slot is required when:
- Adding a new service,
- Amending the schedule of a flight,
- Operating a non-schedule flight for extra traffic, ferry, positioning, delivery, training or testing,
- Operating a charter flight, requesting to hold a slot, and Canceling a flight.

Obtaining slot clearance is the first step in the application for permission to operate a flight. See Figure 8-1. Once a slot is allocated, the operator can then submit its application to the airport authority and the civil aviation authority for permissions to takeoff or land an airplane at the specified time.

Figure 8-1 Slot Application Flowchart

8.1.1.1 Notes on Slot Application

1.) We shall apply for slots according to the planned schedule.
2.) Always start a week on Monday (1).
3.) Use correct UTC date and time.
4.) Use correct action codes. Using incorrect action codes or using codes in the incorrect order may lead to rejection or incorrect results.
5.) Calculate the number of aircraft over-night at each station in order not to exceed the number of allocated parking slots.
6.) If a slot application is not approved, we shall request to fit the intended flight in a slot we hold or accept the slot offered by the Slot Coordinator.
### 8.1.2 Standard Clearance / Advice Form

Figure 8-2 shows a sample of the Standard Clearance/Advice Form with its filling instructions.

### Figure 8-2 Standard Clearance / Advice Form

<table>
<thead>
<tr>
<th>COLUMN ENTRIES TO BE MADE BY THE COORDINATOR/OPERATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
</tr>
<tr>
<td><strong>B, C</strong></td>
</tr>
<tr>
<td><strong>D</strong></td>
</tr>
<tr>
<td><strong>E</strong></td>
</tr>
</tbody>
</table>

#### Following codes apply for use by the Operator

- **N**: New schedule (SCR, SIA, SAA)
- **R**: Revised schedule (Offer acceptable) (SCR) or Revised schedule (SAQ, SAA)
- **I**: New entrant and year round status (SCR, SAA)
- **D**: Defects schedule (SCR, SIA)
- **A**: Acceptance of offer — no further improvement desired (SCR)
- **Z**: Decline Offer (SCR)
- **F**: Historic schedule (SCR)
- **Q**: Request for schedule information (SIR, SIE, WVR, WIE)

#### Following codes apply for use by the Coordinator or schedules facilitator

- **K**: Confirmation (SCR, SAI)
- **O**: Offer (SCR, SIR)
- **U**: Rebuff SCR, SIR) or Not eligible for historical precedence (SIR) or No slot available (SAL)
- **C**: Cancellation (SCR)
- **S**: Pending (SCR, SIR)
- **H**: Holding (SCR, SIA, SII, SIE) or Eligible for historical rights (SIR) or Return to Historic (SAL)
- **W**: Unable to reconcile flight information (SCR)
- **T**: Confirmed under temporary status
- **R**: Reply to SIR/SCR
- **I**: Availability Information (SIA)

**F**

Arrival Flight Designator: In column F1 insert LTA Airline Designator. In case of Joint Operation Airline Designators (e.g. LHS) insert only Administrative Carrier. In column F2 insert Flight Number (3 or 4 digits). An alphabetic Operational Suffix can be specified in column F3. Left justified; e.g. LHS12 is number should be in columns 5-7, noln columns 6-8. No Flight Designator duplications per day allowed. DO NOT FILL IN BLOCK IF DEPARTURE ONLY IS REQUESTED/ADVISED.

**G**

Departure (rotating) Flight Designator: See instructions for columns F1/F2/F3 above. Insert data also for same Flight Designator as in F i.e. transiting flight. For clarification see over midday UTC, fill block as well. Day(s) Dates of Operation and Period of Operation reflect arrival day (except for departure clearance/advice). DO NOT FILL IN BLOCK IF ARRIVAL ONLY IS REQUESTED/ADVISED.

**H, I**

Period of Operation (from): Insert Period of Operation according to UTC arrival (or departure for departure clearance/advice) at the applicable Station. Enter date, month length using 3-letter abbreviations for month, i.e. JAN, FEB, MAR, APR etc. DO NOT FILL IN BLOCK WHEN SUBMITTING SIMPLE DATES.

**J**

Day(s) of Operation: Use numerical 1 to 7 in appropriate columns. Zero (0) should be inserted for non-operational days. DO NOT FILL IN BLOCK WHEN SUBMITTING SIMPLE DATES.

**K**

Number of Seats: All classes combined. Insert “00” for all cargo flight.

**L**

Aircraft Type - see Appendix A

**M, N**

Arrival from: M = Origin Station with the same Flight Designator (optional if equal to Previous Station)

- **N**: Previous Station to that for which clearance is being requested or movement being advised.

**O**

Scheduled Time of Arrival (O) and Departure (P) in UTC.

**P**

Oversight Indicator:

- Blank: no oversight
- 1: right (right) over midday UTC
- 2: lefts etc.

**R, S**

Departure to:

- **R**: Next Station for that for which clearance is being requested or movement being advised

**T, U**

Service Type: Use codes listed in Appendix A for arrival and departure. In case of a transmute or movement of movement advice both blocks must be filled in.

**V**

Frequency Rate: Blank = Weekly

- 2: Every 2 weeks
- 3: Every 3 weeks etc.

**W**

DO NOT FILL IN BLOCK WHEN SUBMITTING SIMPLE DATES

**X**

Passenger Terminal Identifier — Arrival: To be filled in for airports requiring coordination by Terminal (see Appendix D for relevant codes). Full stop is inserted in column 73 and the Terminal Identifier in column 74 (if the Terminal Identifier consists of a single character) or columns 74-75 (if the Terminal Identifier consists of two characters).

**Y**

DO NOT FILL IN BLOCK IF DEPARTURE ONLY IS REQUESTED/ADVISED.

**Z**

Passenger Terminal Identifier — Departure: To be filled in for airports requiring coordination by Terminal (see Appendix D for relevant codes). Full stop is inserted in column 77 and the Terminal Identifier in column 78 (if the Terminal Identifier consists of a single character) or columns 78-79 (if the Terminal Identifier consists of two characters).

**AA, BB**

Arrival and Departure Flexibility — Four characters in each block indicates earliest possible time. The last four characters gives the latest possible time. The blocks must be stated for transmute movements. If no flexibility applies, then the block is blank or respectively applied both earliest and latest possible times.
8.1.3 Slot Application - Domestic Flights

There are five coordinated airports in Thailand. They are: Suvarnabhumi (BKK), Don Muang (DMK), Chaing Mai (CNX), Hat Yai (HDY) and Phuket (HKT). Thai International Airways (TG) is the coordinator responsible for slot allocations at these airports.

All other airports in Thailand are non-coordinated airports at which no particular airline has been assigned the responsibility for slot allocation. Applications for slot at non-coordinated airports are, therefore, submitted directly to the airport authority.

In case of joint, code sharing, or any other operations involving voluntary cooperation between airlines, only one of the participating airlines can apply for each required slot. Slots held by an airline may be used by another participating airline for their shared operations, provided that the designator of the airline to whom the slots were originally allocated remains on the shared flight for coordination and monitoring purposes.

8.1.3.1 Procedure for Coordinated Domestic Airports

The assigned staff shall:

1.) Prepare the following information:
   - Operator name (in two letter IATA code),
   - Flight number to be used (three digits for international flight but four digits for domestic flight),
   - Type of aircraft,
   - Purpose of flight (‘J’ for newly scheduled flight; ‘G’ for extra, ferry, positioning, school, delivery or test flight; ‘C’ for charter flight),
     - Time of operation (UTC date and time),
   - The origin and destination (in IATA three-alphabet airport code).

2.) Send an e-mail application to the Slot Coordinator.

3.) Liaise with the Slot Coordinator until a mutual agreement on slots is reached.

4.) Inform Marketing of approved slots for their finalization of flight schedule.

5.) Retain slot approval and related documents for two years and then discard.

8.1.3.2 Letter Application Procedure

Letter application is used:
- To apply for slots at non-coordinated airports; To apply for slots for non-schedule flights; and
- To inform the CAAT and Airport of Thailand (AOT) of changes to scheduled flights.

The letter shall contain the following information and be attached with a TPI:
- The name of the operator;
- The purpose of flight: new schedule, extra, ferry, positioning, school, delivery, test or charter flight
- The day and time of operation with effective date;
- The origin and destination given in IATA3-alphabet airport codes; and
- The arrival and departure time given in Local time.

The following is the definition of various types of flights and their special application requirements, if any.

a) Scheduled flights are flights which are operated regularly at the same time on the same day of the week in the same scheduling period.

b) Extra flights are flights to be operated in addition to the regular scheduled flights in order to meet extra demand.
c) Positioning flight is operated in order to bring an aircraft into position without revenue load. When a positioning flight will operate immediately, apply through AFTN for express approval.

d) Delivery flights are operated for the delivery of a new or leased aircraft.
   In case the aircraft is new to the Company fleet, the aircraft certificate of registration shall be attached with the application.

e) Charter flights are performed to carry load under inclusive charter on behalf of a single entity or multiple entities, pursuant to a charter contract.

f) Ferry flight is operated to bring an aircraft under special technical conditions from a point to a place for repair. If an aircraft is operated without any special technical condition, the flight is deemed a positioning flight.

g) School flights are flown for crew training purpose.

h) Test flights are performed for maintenance purpose such as to verify aircraft system operations.

8.1.4 Slot Application - International Flights

Generally, for scheduled flights, the Line Station will apply locally with the designated Slot Coordinator or the Airport Authority. For charter flights, the Company uses the contract agent in UK to obtain landing and takeoff slots.

Assigned staff is responsible to:
- Inform the Line Station or the UK Contract Agent, as applicable, of the planned schedule;
- Monitor progress and resolve conflicts/issues; and
- Ensure approval is obtained before the scheduled departure.

8.1.5 Slot Application - At Season Schedule Change

For coordination of slots, the year is divided into summer and Winter Seasons. The Summer Season starts from the last Sunday in March and ends on the last Saturday in October. Winter Season begins on the last Sunday in October and ends on the last Saturday in March. All airlines are required to submit their planned flight schedule to the Slot Coordinator for approval.

8.1.5.1 Procedure

45 days before season change, the assigned staff shall:
- Request flight schedule plan from Marketing;
- Check the planned flight schedule for conflict or encroachment at the same time slot,
- Count the number of over-nighting airplanes to ensure the total does not exceed the number of parking bays allocated by the airport authority, and
- Prepare the Traffic Program Information (TPI).

30 days before season change, submit application together with the TPI by e-mail to Slot Coordinator at coordinated airports or by letter application via AFTN telex to non-coordinated airports.

The assigned staff continues to liaise with the Slot Coordinator or the relevant airport authority until an agreement is reached and such slots are confirmed.

After the requested slots are confirmed, the assigned staff:

- Informs Marketing for their finalization of the flight schedule and subsequent dissemination;
- Retain slot application and related approval documents for two years and then discard.
8.1.5.2 Traffic Program Information (TPI)

TPI displays in a table the aircraft type, flight number, days of operation, and arrival and departure time for all the flights operating into and out of each of the airports the Company serves. Figure 8-3 shows a typical TPI table. The purpose of the TPI is to facilitate the coordination of slots as all operators display their flights into and out of the same airport in identical format. The TPI also helps the airport authorities to review aircraft parking requirements by counting how many airplanes are on the ground at the airport at any one time.

In Thailand, domestic flights are grouped into either northern or southern routes.

All time used in the TPI shall be the local time at the airport. The flight number for domestic flights shall be in four digits.

It is important to keep the TPI current. Whenever a change is made, the revised flight must be noted with its effective date via a letter application to the Slot Coordinator or airport authority, as applicable.

8.2 Takeoff, Over-fly and Landing Permits

8.2.1 Purpose

Flights operated in, over or out of a country are controlled by air services agreement between the countries involved. Although the permissions, or rights, to operate air services are called 'Freedom,' they are not automatically granted. An operator must apply for permission in advance to fly in, over or out of a country.

The freedoms to fly are defined as follows:
- First Freedom: The right to fly across another country without landing.
- Second Freedom: The right to land in another country for purposes other than carrying passengers, such as re-fueling or maintenance.
- Third and Fourth Freedom: They stand together as the rights for commercial services to load and unload passengers, mail and cargo in another country.
- Fifth Freedom: Sometimes referred to as "beyond rights" allows airlines to carry passengers to one country, and then fly on to another country (rather than back to their own).
- Sixth Freedom: This refers to a state's right to carry traffic between two other countries via an airport in its own territory.
- Seventh Freedom: The right to operate stand-alone services between two other countries.
- Eighth Freedom: Sometimes also referred as 'cabotage rights' enables the carriage of passengers and cargo within the borders of another country.

8.2.2 Procedure

Note: The assigned staff may delegate his duties to contract handling agents but he is ultimately responsible for obtaining all permits before the scheduled departure of a flight.

The assigned staff shall:
- Obtain slot approval from the Slot Coordinator or Airport Authority as described in 8.1.3 or 8.1.4, as applicable.
- Prepare an application packet containing the following information:
- Name and address of operator;
- Aircraft nationality;
- Aircraft type, call sign, and registration mark;
- Name and nationality of pilot-in-command and other flight crew members;
- Estimated date and time of flying over the entry or exit points, and arrival at or departure from the intended airport;
- Flight route, cruising level, and speed;
- Purpose of flight, number of passengers, amount and nature of cargo;
- Frequencies of radio communication in use and other communication equipment involved in the flight; and TPI for multiple flights, as applicable.
- Collect the following documents for each aircraft to be used:
  - Air Operator Certificate,
  - Certificate of Aircraft Registration, Certificate of Airworthiness,
  - Noise Certificate, and
  - Insurance Certificate.
- Review the country's Aviation Information Publication (AIP) or its civil aviation website for any additional documentary requirements, such as proof of installation of TCAS, EGPWS, or Reinforced Cockpit Door.
- Submit a letter application together with the aircraft documents by facsimile, and back up with an AFTN message. The AFTN address for civil aviation authorities can be found in the Jeppesen Route Manual.
- Monitor feedbacks from the civil aviation authorities and answer all questions or provide additional documents as requested.
- Follow up on progress to ensure that permission will be granted a minimum of two days before the planned flight. Call the authority to discuss progress as deemed necessary.
- When received, attach a copy of the approval telex to the application package and retain both for one year and then discard.

### 8.3 Charter Flight Handling

#### 8.3.1 Purpose
Charter flights are performed to carry load for a special purpose on behalf of a single entity or multiple entities, pursuant to a charter contract. The Company operates charter flights for other airlines, tour operators and the United Nations (UN). Since all charter flights are non-scheduled operations, the Dispatch Supervisor shall designate a staff to plan and organize all arrangements for each charter flight. See Figure 8-4.
8.3.2 Planning for the Flight

Upon notification of the date and time and type of aircraft to use for a charter flight, the assigned staff shall:

1. Obtain from marketing the following information:
   - Name of Charterer;
   - Duration and date and time of operation;
   - Flight number;
   - Transit and destination airports; and
   - Passenger load expected.

2. Note: ICAO and IATA airports codes can be decoded using the links below:
Consult Maintenance which aircraft will be used;
Discuss with the applicable Chief Pilot on route to destination, weather considerations, airport curfew and payload restriction, and procure necessary navigation data, runway analyses, etc., if not available.
Study flight schedule to determine whether crew pre-positioning is required and, if necessary, advise Crew Administration Team and Flight Attendant Crew Center to arrange airline tickets and hotel accommodation.
Contact World Fuel Services (WFS) in Singapore or contract UK Agent to recommend aircraft ground handling agents and catering providers at transit and destination airports, as applicable. It is possible that some locations do not have ground handling agent available.
Confirm with Charterer which party will be responsible for obtaining slots, takeoff, over-fly and landing permits and take actions accordingly.
Verify insurance coverage and, if necessary, request Company Administration Manager to arrange.

**Note:** *No flight shall operate without insurance coverage.*

Check with the Charterer for crew entry visa requirements and advise Crew Administration Team and Flight Attendant Crew Center to arrange accordingly.
Review Customs, Immigration and Quarantine (CIQ) requirements at each stop and make arrangements as deemed necessary. In Thailand, it is necessary to send formal letters to the concerned departments.

### 8.3.3 Flight Preparation

Five days before the scheduled departure of the charter flight, the assigned staff shall:

- Verify all necessary navigation database and Jeppesen trip charts are available or will be received in time before flight.
- Verify with Crew Administration Team and Flight Attendant Crew Center for crew visa, ticket and hotel arrangements, as applicable, and obtain hotel contact details and reservation confirmation numbers.
- Confirm with Maintenance Control Center that Follow-flight Engineers / Mechanics and spare parts have been arranged.
- Advise Catering Team to prepare dry goods suitable for the itinerary and passenger load.
- Advise Load-Ramp Team to prepare cargo containers and pallets as applicable.
- Contact the selected Ground Handling Agent at each stop and advise the services and catering required. Request written acknowledgement from the Ground Handling Agents to assure that they are duly informed and will provide the requested services.
- Compare fuel prices at intended fueling stops and place order (see 8.3.3.1). Careful planning for the location and quantity of fuel uplift is critical because some locations may not have fuel available or have fuel rationing imposed.
- Estimate total expenses required for the trip and advise Finance Team to prepare the necessary fund.
- Prepare a Crew Information Sheet to include:
  - Flight Schedule and passenger load expected on each sector;
  - Over-fly and Landing Permit Numbers for the trip; Fuel arrangements with copies of fuel orders;
  - Ground Handling Agent contact details and services (and prices)
to be provided;

- Crew names and, if applicable, crew rotation; Crew positioning arrangements;
- Hotel arrangements including reservation confirmation number and hotel contact numbers.

### 8.3.3.1 Fuel Supplier Selection

There are two primary suppliers who supply fuel to us: Shell and World Fuel Services. Shell usually takes longer time for fuel quotation because they have to work through their system/channel which operates only during normal working hours. World Fuel takes shorter time for quotation since they work 24/7.

The assigned staff shall give the fuel suppliers as much advance notice as possible for their quotation by informing them:

- Location where the fuel is needed
- Date of flight
- Aircraft Type
- Estimated quantity of fuel required

Note: Quantity of fuel required can be estimated using expected payload to be carried. Convert into US Gallons by dividing pounds with 6 and dividing kilos with 2.72.

Fuel prices are quoted in US Cents per US Gallon. Shell usually quotes with a bench-mark price together with a differential price, throughput fee, local duty fees and airport taxes. On the contrary, World Fuel quotes a price inclusive of their markup, then the throughput fee, and airport taxes and duties. Add all the prices given by each respective supplier and then compare the total prices. Select the supplier who can supply at a lower total price.

Whenever these two fuel suppliers cannot supply fuel at a particular location, the assigned staff shall:

- Immediately inform the charterer to help find a local fuel supplier (which will have to be paid in cash), or
- Decide to tankering fuel through the location, or
- Select another fueling stop.

### 8.3.4 On the Day of Flight

The assigned staff shall:

- Verify all required documents such as Crew General Declaration, Passenger Manifest and Cargo Manifest have been properly prepared with all necessary and required information.
- Verify all catering dry goods, cargo containers and pallets and spare parts are loading onboard the aircraft.
- Re-confirm with Fuel Supplier that all fueling arrangements are available as planned.
- Advice Ground Handling Agents, as applicable, for Ground Electrical Power and Ground Air Unit for engine start if the Auxiliary Power Unit (APU) on the aircraft is inoperative.

### 8.3.4.1 Flight Following

Dispatcher on-duty shall contact the appointed Ground Handling Agent at each stop for arrival and departure time of the flight, and for any irregular events. If the Ground Handling Agent is not available, contact the Follow-flight Engineer for the required information.
Record the arrival and departure time and all irregular events in the Dispatch Log.

8.3.5 Post Flight
The Dispatch Supervisor or his designee shall:
- Conduct a de-briefing with the Cockpit Crew and Cabin Purser at return to the main base.
- Make a copy of the entire Trip Envelope, and the Crew Information Sheet, retain for one year and then discard.
- For UN charters, copy all passenger manifests and the insurance certificate for the flight and send to Finance Team for invoicing of the air transportation provided.

8.4 Record Retention
Annex 4 to Chapter 8 • Composing an AFTN Message

A4.1 Parts in AFTN Messages
An AFTN message is composed of four permanent parts: Address
- Origin
- Text
- Ending

A4.2 Address
The address shall comprise: (a) priority indicator, and (b) addressee indicator(s) and formatted as follows in capital letters.

Two-letter Priority Code, space, four-letter location indication, three-letter organization/function identifier, and one-letter department/division/section code or the letter 'X' with no space in between the groups.

The address shall be restricted to three lines (or not more than 21 addressee indicators) and the Priority Indicator shall be written only once in the first line.

Select the appropriate Priority Indicator according to the urgency of the message.

A4.2.1 Frequently Used Location Indicators

A4.3 Origin
The origin shall comprise:

a) A 6-digit filing time with the first two digits representing the date of the month and the last four digits the hours and minutes in UTC;
b) Our-letter Location Indicator of the originator;
c) Three-letter Organization Designator of the originator; and
d) One-letter Department/Division/Section Code of the originator or the letter ‘X’.
The Originator Indicator shall be separated by a space after the filing time. The Organization Designator for AC Aviation is 'ACJ'. An example follows:

102030 VTBDACJX
102030 = Day 10 of the month at 2030 hour
VTBD = Bangkok
ACJ = AC Aviation Co., Ltd
X = Department Code

A4.4 Text
The text of the message shall be drafted in accordance with the IATA General Requirements for International Aviation Communication. When an originator’s reference is used, it shall appear at the beginning of the text. One line of text including spaces shall not exceed 69 characters. The entire text shall not exceed 20 lines or 1,800 characters in length.

If the text of the message is divided into two or more parts, each part of the message shall have the same addressee and originator identifier. It is not necessary to include the Priority Code preceding the addressee identifier in the second or subsequent parts. Each message must be ended with 'NNNN' in a fresh line as the last line.

The following is an example of a three-part message.

First part:
(Address) VTBAYAYD
(Origin) 102020 VTBDACJX
(Text) Compose message //END PART 01/
(Ending) NNNN

Second part:
(Address) VTBAYAYD
(Origin) 102030 VTBDACJX
(Text) Compose message //END PART 01/
(Ending) NNNN
Text continued. //END PART 02/ NNNN

Third and last part:
(Address) VTBAYAYD
(Origin) 102040 VTBDACJX
(Text) Remainder of text //END PART 03/03/
(Ending) NNNN

For non-schedule flight the text must contain the following particulars:
- Name of operator
- Type, nationality and registration of aircraft
- Route and schedule
- Date and time of arrival and departure at each aerodrome
- Purpose of flight: extra, charter, school, test, positioning, ferry, delivery, etc.