

LOCAL RULE EPPO-3

Procedures for Night Operations for Poznań Ławica Airport

(Outside of Coordinator's Working Hours)

I. Introduction

1. This document sets out the procedures for controlling night movements at Poznań Ławica Airport.
2. The objective is to reliably manage and make full use of available capacity of Poznań Ławica Airport for the benefit of all types of traffic in accordance with prevailing rules and regulations. It is designed to ensure that night operations are administered outside the Coordinator's working hours in a neutral, non-discriminatory and transparent way.
3. Airport Coordination Limited (ACL), as a Coordinator duly appointed by the Civil Aviation Office, is responsible for slot approval of all operations at Poznań Ławica Airport during the whole calendar year, between the hours of 22.00 to 06.00 local time, from starting date 31st of March 2019.
4. Outside of the Coordinated Period ACL will provide Level 1 Data Collection service to Poznań Ławica Airport in order to manage flights operationally delayed from the day into the night Coordinated Period.
5. All operators wishing to perform a flight to or from the Poznań Ławica Airport in the Coordinated Period are obliged to obtain a slot from Airport Coordination Ltd (ACL), prior to operation taking place and in accordance with the EU Slot Regulation 95/93 of 18 January 1993 on common rules for the allocation of slots at Community Airports (as amended).
6. Outside ACL's office hours, Poznań Ławica Airport Duty Manager (see Annex 1: Contact Details) will assist in processing through OCS requests for new slots for ad hoc operations or on the day ad hoc schedule changes for carriers without access to OCS. Such requests will be considered in accordance with the *Out Of Hours Procedure* (see point V). All other slot requests must be submitted to ACL during working hours.

II. Definitions

In these procedures the following words shall have the following meanings:

- a) **ACL** – *Airport Coordination Limited*, the Coordinator.
- b) **Airport Duty Manager** – Poznań Ławica Airport Duty Manager assisting in processing applications for *new/ change* of ad hoc slots outside of ACL's working hours through OCS application, for carriers without access to OCS
- c) **Ad Hoc Operation** – any operation that is not part of a series of slots.
- d) **Coordinated Period** – period where level 3 coordination is introduced between the hours 2200 – 0600 local time.
- e) **General/Business Aviation** – any air traffic not falling into one of the following categories: scheduled air services; State Flights; humanitarian flights; positioning flights; training flights;
- f) **Emergency Landing** – any landing of aircraft due to unforeseen emergency circumstances
- g) **Time Critical Flight** – positioning flight made to resume scheduled commercial passenger service, disrupted by unforeseen or emergency technical or weather circumstances
- h) **State Flight (STATE status)** - flight of state owned aircraft or civil aircraft in military, police, customs and border guards missions.
- i) **HEAD Flight** – flight of polish aircraft assigned by the Head of the Government Protection Bureau, as well as flight exclusively for the purpose of transporting on official mission, a reigning Monarch and his immediate family, the head of state, President of the Parliament or its chamber, the head of government, or a person occupying an equivalent position.
- j) **HOSP Flight** – flight performed for the purpose of providing medical assistance applied for by the medical entities
- k) **SAR Flight** – flight performed for the purpose of search and rescue
- l) **HUM Flight** – flight of an aircraft involved in humanitarian action
- m) **GARDA Flight** – flight for the purpose of performing tasks related to common safety, public order and border protection
- n) **Series of slots** – at least five slots required in a scheduling season at the same time on the same day of the week and allocated in that way, or if it is not possible allocated at a similar time
- o) **Slot** – air operator's permission issued by the Coordinator to use all the resources of the airport's infrastructure necessary to perform flight operation of take-off or landing at a coordinated airport at specific date and time
- p) **SSIM** – *Standard Schedules Information Manual*, an IATA document defining in Chapter 6 the SCR message format, used for new slot or slot change requests.
- q) **System OCS** – Online Coordination System.

III. Night Movement Allocation

1. The environmental limitation on number of operations during the night is imposed between the hours of 22.00 – 06.00 local time during Coordinated Period.
2. The limit available for slot distribution in each IATA scheduling season is a coordination parameter declared by the Poznań Ławica Airport Operator.
3. The initial (primary) night slot allocation for each scheduling season is conducted according to the rules and deadlines described in the EU Slot Regulation 95/93 of 18 January 1993 on common rules for the allocation of slots at Community Airports (as amended) and the IATA *Worldwide Slot Guidelines*.
4. Any remaining available night slots for a particular night shall be distributed in line with demand; based on a 'first come-first served' basis.

IV. Exempt Flights

1. The following flights – according to EU Slot Regulation 95/93 of 18 January 1993 on common rules for the allocation of slots at Community Airports (as amended) - are exempt from the schedule slot coordination process:
 - State flights (STATE,HEAD,GARDA)
 - Emergency landings,
 - Humanitarian flights (HUM,HOSP,SAR)
2. Operators performing state and humanitarian flights during the Coordinated Period are obliged to inform the Coordinator about such planned operations. Emergency landings must be reported to ACL as soon as possible for monitoring purposes.

V. Delayed Operations Tolerance and Out Of Hours Procedure

1. Station Manager, authorized local representative or handling agent of an air carrier must obtain a night slot in order to perform operationally delayed flight from the day into the night Coordinated Period. Night slot request must be submitted in writing to the Airport Duty Manager (see Annex 1: Contact Details) using the *Night Slot Form* attached. The Airport Duty Manager will return the form, approving or declining the slot.
2. General and Business Aviation must contact the handling agent in order to make slot arrangements.
3. The Environmental Night Restriction Period (2200-0600 local time) is based on runway take off and landing times. Schedules are based on on/off block times. Taking into account standard taxi times, the approved night slots are as follows:
 - Summer scheduling season:
 - Arrivals: 2000 to 0405 UTC inclusive;
 - Departures: 1950 to 0355 UTC inclusive.
 - Winter scheduling season:
 - Arrivals: 2100 to 0505 UTC inclusive;
 - Departures: 2050 to 0455 UTC inclusive.
4. All delayed flights into the night Coordinated Period are subjected to slot monitoring in line with the EU Slot Regulation 95/93 of 18 January 1993 on common rules for the allocation of slots at Community Airports (with future amendments).

Annex 1: Contact Details

➤ Airport Coordination Limited

Email: slots@acl-international.com (slot requests in SCR format)
Email: poland@acl-international.com (general queries)
Tel.: +44 208 564 0622
Fax: +44 208 564 0691
SITA: LONACXH

Website: www.online-coordination.com (slot availability/requests)
www.acl-international.com (general information)

Office Hours: Monday-Friday (excl. UK Bank Holidays)
Winter: 0900 – 1700 UTC
Summer: 0800 – 1600 UTC

➤ Airport Duty Manager

Email: slot@airport-poznan.com.pl
Tel.: +48 61 849 22 53

For Night Slot clearance of operationally delayed flights into the Environmental Restriction Night Period and Out Of Hours cover regarding slot requests for carriers without access to Online Coordination System OCS

➤ Handling Agents

- Welcome Airport Services - ga.poz@welcome-as.pl Tel.: +48 603 650 747

For General and Business Aviation slot requests

Poznań Ławica – Late Running Night Slot Request

FROM:

TO/FROM: AIRPORT DUTY MANAGER

EMAIL: slot@airport-poznan.com.pl

FAX NO:

TEL: +48 61 849 22 53

TEL NO:

COPY TO: AIRPORT COORDINATION LTD

EMAIL: poland@acl-international.com

FAX: +44 20 8564 0691

TEL: +44 20 8564 0622

ALL TIMES UTC

	ARRIVAL	DEPARTURE	REMARKS	AERODROME DM USE ONLY
Flight Number	<input type="text"/>	<input type="text"/>		<p>Actioned by:</p> <p>Name:</p> <p>Date:</p> <p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> NOT APPROVED</p> <p>Replied to Operator: Yes/No</p> <p>Copied to ACL: Yes/No</p>
A/C Registration	<input type="text"/>			
Date	<input type="text"/>	<input type="text"/>		
Slot Time	<input type="text"/>	<input type="text"/>		
Delayed Time (est.)	<input type="text"/>	<input type="text"/>		
Aircraft Type	<input type="text"/>			
No of Seats	<input type="text"/>	Enter 0 if no pax		
Origin / Dest.	<input type="text"/>	<input type="text"/>		
Service Type	<input type="text"/>	<input type="text"/>		
Previous Slot	<input type="text"/>	<input type="text"/>		