

LOCAL RULE EPWA-1

**PROCEDURES FOR OBTAINING (ALLOCATING) SLOTS FOR
OPERATIONS PLANNED FOR NIGHT TIME, DELAYED, AHEAD
OF SCHEDULE AND OUT OF HOURS**

1. INTRODUCTION	3
2. ALLOCATION OF SLOTS FOR NIGHT TIME OPERATIONS	3
3. ALLOCATING QC POINTS TO AIRCRAFT	4
4. QC POINT LIMIT FOR NIGHT TIME	7
5. DELAYED FLIGHTS	7
6. AHEAD OF SCHEDULE OPERATIONS	9
7. SLOT MANAGEMENT PROCEDURE OUTSIDE THE COORDINATOR'S OFFICE HOURS (OUT OF HOURS)	10
8. THE "CORE NIGHT" RULE	11
9. RULES OF HELICOPTER OPERATIONS	11
10. EXTRAORDINARY CIRCUMSTANCES	12
11. PROCEDURE CONCERNING OPERATION OF AIRCRAFT WITH A HIGHER CODE THAN THE AERODROME REFERENCE CODE	12
12. CONTACT DETAILS	13
13. DEFINITIONS AND ABBREVIATIONS	14

1. INTRODUCTION

- 1.1 This document sets out the procedures for slot management at Warsaw Chopin Airport for air operations:
 - a) planned for night time,
 - b) delayed,
 - c) ahead of schedule.Moreover, the document describes the management of slots outside the office hours of the Flight Schedule Coordinator (out of hours).
- 1.2 The main objective of this document is to ensure effective slot management and full and equal use of available environmental capacity limits at Warsaw Chopin Airport by all airport users, in accordance with applicable rules and regulations. The document also seeks to prevent air traffic congestion and ensure the efficient operation of Warsaw Chopin Airport. These procedures are to ensure a neutral, non-discriminatory and transparent way of allocating night time slots and managing slots outside the Coordinator's office hours.
- 1.3 Airport Coordination Limited (ACL), a company appointed as the Flight Schedule Coordinator (hereinafter "the Coordinator") by the Civil Aviation Office, is responsible for slot allocation for operations at Warsaw Chopin Airport.
- 1.4 All operations to or from Chopin Airport must have a slot from the Coordinator (ACL) in accordance with the EU Slot Regulation.

2. ALLOCATION OF SLOTS FOR NIGHT TIME OPERATIONS

- 2.1 Environmental constraints regarding night movements are set to fulfil the permissible aviation noise levels in the environment outside the restricted use area established for Chopin Airport.
- 2.2 To meet the aforementioned requirements, a Quota Count (QC) System is applied in coordination. According to the Quota Count method for night operations, quota points are allocated to night operations as part of an assumed overall QC Point Limit. Quota point values represent the noise level generated by given aircraft. All night operations must be performed within the QC Point Limit.
- 2.3 The night QC Point Limit available for the distribution of slots in each IATA scheduling season is declared as a coordination parameter by the Warsaw Chopin Airport Operator.
- 2.4 The initial allocation of night time slots for each scheduling season is conducted in accordance with the rules and timelines set out in the EU Slot Regulation and the IATA Worldwide Slot Guidelines.

- 2.5 Any remaining slots for night time operations, available within the coordination parameter, are distributed according to demand on the 'first come-first served' basis.
- 2.6 The Quota Count System implemented for the purpose of night time operations management is also described on the Warsaw Chopin Airport website.
- 2.7 The environmental night time curfew is based on the runway take-off and landing times and times of flying over areas surrounding Chopin Airport between 22:00÷05:59 local time. Slot times are on/off block times. Taking into account the above and standard taxi times at Chopin Airport, the slots allocated in the following night times use up the overall QC Point Limit for a given night:

Table 1: Schedule times in night time and day time.

		SUMMER Schedule Season	WINTER Schedule Season
Night time	Arrival	from 19:55 to 04:15 UTC	from 20:55 to 05:15 UTC
	Departure	from 19:45 to 03:50 UTC	from 20:45 to 04:50 UTC
Day time	Arrival	from 04:20 to 19:50 UTC	from 05:20 to 20:50 UTC
	Departure	from 03:55 to 19:40 UTC	from 04:55 to 20:40 UTC

3. Allocating QC points to aircraft

3.1 The following classification of aircraft in the Quota Count System has been assumed for Chopin Airport

< 84 EPNdB	0,13 pt.
84 – 84.9 EPNdB	0.25 pt.
85 – 85.9 EPNdB	0.30 pt.
86 – 86.9 EPNdB	0.40 pt.
87 – 87.9 EPNdB	0.50 pt.
88 – 88.9 EPNdB	0.65 pt.
89 – 89.9 EPNdB	0.80 pt.
90 – 90.9 EPNdB	1.00 pt.
91 – 91.9 EPNdB	1.25 pt.
92 – 92.9 EPNdB	1.60 pt.
93 – 93.9 EPNdB	2.00 pt.
94 – 94.9 EPNdB	2.50 pt.
95 – 95.9 EPNdB	3.18 pt.
96 – 96.9 EPNdB	4.00 pt.

97 – 97.9 EPNdB	5.00 pt.
98 – 98.9 EPNdB	6.35 pt.
99 – 99.9 EPNdB	8.00 pt.
100 – 100.9 EPNdB	10.10 pt.
101 – 101.9 EPNdB	12.70 pt.
> 101.9 EPNdB	16.00 pt.

- 3.2 Aircraft are classified into different classes based on separate calculations for take-offs and landings, in accordance with measurement data included in noise certificates as per below:

take-offs = [EPNdB(lateral) + EPNdB (flyover)] / 2

landings = EPNdB (approach) – 9

- 3.3 To allocate QC points the Airport Operator uses aircraft noise certificates submitted by carriers.
- 3.4 Based on results of calculations described in point 3.2 and aircraft classification as per point 3.1, a QC points table is prepared by the Airport Operator for aircraft operating from Chopin Airport. The Table includes data on QC points assigned to each type of aircraft operated by a given carrier. The Table is kept by the Aerodrome operator and the Coordinator and can be provided on request to carriers operating to Chopin Airport. Requests can be submitted to:
- the Airport Operator at monitoringhalasu@polish-airports.com;
 - the Coordinator at poland@acl-international.com.
- 3.5 The QC Table, containing general data on points assigned to each type of aircraft, without identifying their operator, is published on Chopin Airport's website at <https://www.lotnisko-chopina.pl/en/quota-count-system.html> and the Coordinator's website at <http://www.acl-international.com/default.aspx?id=152>.
- 3.6 If the carrier intends to operate an aircraft which has not been included in the table referred to in point 3.4, this carrier is required to apply for allocation of QC points. The request must be accompanied with noise certificates for all aircraft (registration) of a given type operated by the carrier. Once the QC points are determined, the Airport Operator (PPL's Environmental Division) notifies the applicant and the Coordinator about the allocated QC points and updates the table. The requests should be submitted to:
- the Airport Operator at monitoringhalasu@polish-airports.com;
 - cc to the Coordinator at poland@acl-international.com.
- 3.7 Carriers immediately notify the Aerodrome operator about:

- a) a change of acoustic parameters of specific aircraft (registration) of a given type included in the QC table referred to in point 3.4,
- b) introduction into use of new aircraft (registration) of a given type included in the QC table referred to in point 3.4,
- c) withdrawal from use of specific aircraft (registration) of a given type of aircraft included in the QC table referred to in point 3.4,

Based on above information, the Aerodrome operator verified the QC points assigned to a given type of aircraft, specified in the QC table referred to in point 3.4, and notifies the carrier and the Coordinator about the results. Any changes to the existing QC points will be introduced into the coordination system two times a year, before preliminary coordination of each season, as per the status on the day on which coordination parameters are announced.

The above mentioned information should be submitted to the Aerodrome operator at: monitoringhalasu@polish-airports.com for the attention of the coordinator (at poland@acl-international.com). In cases described in points a) and b) above, relevant aircraft noise certificates should be attached.

- 3.8 A carrier who would like to apply for a change in QC points for aircraft operating from Chopin Airport should file a request. The request should be accompanied by relevant noise certificates. Once the QC points are determined, the Airport Operator (PPL's Environmental Division) notifies the applicant and the Coordinator about the allocated QC points and updates the table if needed. The requests should be submitted to:
- a) the Airport Operator at monitoringhalasu@polish-airports.com;
 - b) CC to the Coordinator at poland@acl-international.com.
- 3.9 If after calculations and classification referred to in p. 3.2 different aircraft has different QC point values within a given aircraft type used by the carrier (depending on the noise certificate data), the highest value is assumed for coordination purposes.
- 3.10 In case of ad hoc night operations and operations requested outside of the Airport Operator's office hours, with an aircraft type not included in the table referred to in point 3.4, the value assumed by the OCS system will be 1QC point. Additionally, the carrier should submit a noise certificate to:
- a) the Airport Operator at monitoringhalasu@polish-airports.com;
 - b) CC to the Coordinator at poland@acl-international.com.

Based on the noise certificate provided by the carrier, QC points are allocated for the aircraft and the QC table is updated.

- 3.11 Requests for change in QC points and allocation of points to aircraft not included in the table will be processed Monday to Friday (except for holidays) between 08:00÷16:00 LT.

4. QC Point Limit for night time

- 4.1 The sum of QC points for all operations planned for each night may not exceed the QC Point Limit determined for a given schedule season.
- 4.2 In order to determine the QC Point Limit, noise levels for given aircraft types are assumed, calculated as logarithmic mean.
- 4.3 The QC Point Limit value is annually verified by PPL's Environmental Division after the end of the winter season, based on summer and winter fleet structure data, current QC points for aircraft and results of noise monitoring in the environment.
- 4.4 Regardless of the periodical verification, the QC Point Limit value may be changed for a given scheduling season depending on the noise monitoring results, as well as obligations imposed on the Airport Operator by legal acts or administrative decisions.

5. DELAYED FLIGHTS

- 5.1 Air operations forming a part of a series of slots may operate without requesting a new slot in case of delays (unplanned, beyond the carrier's control) which do not result in delaying the time of operation beyond 0600 hrs LT on the following day (with respect to the planned date of operation specified in the allocated slot). Otherwise, the Station Manager, an authorised local representative or GHA is required to obtain a new slot for the delayed operation prior to operating.
- 5.2 Ad hoc and GA operations must obtain a new slot following delays of more than 2 hours.
- 5.3 Carriers with access to OCS are required to modify allocated slots on their own.
- 5.4 Carriers without access to OCS are required to apply for allocation, change or cancellation of a slot in writing (in the form of IATA SCR – SSIM Chapter 6 messages), submitting the request to the relevant e-mail address:
 - a) slots@acl-international.com – during ACL office hours;
 - b) waw-schedule@polish-airports.com – outside ACL office hours, with the copy to ACL;
 - c) In case of a GA operation, to the address of a relevant GHA (see item 12.3.).
- 5.5 All delayed operations and any slot discrepancies are subject to slot monitoring in accordance with the EU Slot Regulation.
- 5.6 Operations intentionally delayed or performed with slot violation cannot be operated and are subject to financial sanctions. The sanctioning process is initiated by the Coordinator as per Article 14(5) of EU Slot Regulation and Polish Action Guidelines in case of suspected breach mentioned in art. 14(5) of Council Regulation (EEC) No. 95/93', hereinafter referred to as the Guidelines In case of planned/intentional delays of air operations (not for reasons beyond the control

of the carrier), the Station Manager, an authorised local representative or GHA is required to request a change of slot.

6. AHEAD OF SCHEDULE OPERATIONS

- 6.1 Carriers should do everything possible to avoid arriving early but especially so when an early arrival will utilise QC points that have not been allocated. Carriers should where possible for example hold at the origin to avoid arriving early if flight times are expected to lead to an early arrival.
- 6.2 In exceptional circumstances air operations forming a part of a series of slots may operate without requesting a new slot if the operation was moved to an earlier time for unplanned reasons beyond the control of the carrier. Otherwise, the Station Manager, an authorised local representative or GHA is required to obtain a new slot for the early operation prior to operating.
- 6.3 Morning operations planned for day time may not be intentionally performed ahead of schedule, if, as a result, the take-off or landing would take place in the night time. A new slot with changed time must be obtained for operations scheduled for day time to be performed in night time.
- 6.4 Departure operations can not be planned to perform earlier than the allocated slot (SOBT), it means EOBT can not be earlier than SOBT.
- 6.5 Carriers with access to OCS are required to modify allocated slots on their own.
- 6.6 Carriers without access to OCS are required to apply for allocation, change or cancellation of a slot in writing (in the form of IATA SCR – SSIM Chapter 6 messages), submitting the request to the relevant e-mail address:
 - a) slots@acl-international.com – during ACL office hours;
 - b) waw-schedule@polish-airports.com – outside ACL office hours, with a copy to ACL;
 - c) in case of a GA operation, to the address of a relevant GHA (see item 12.3.).
- 6.7 All operations performed ahead of schedule and any slot discrepancies are subject to slot monitoring in accordance with the EU Slot Regulation.
- 6.8 Operations intentionally moved ahead of schedule or performed with slot violation cannot be operated and are subject to sanctions in accordance with the Guidelines. If the operation is intentionally moved ahead of schedule, a slot modification or new slot must be first obtained in each case.

7. SLOT MANAGEMENT PROCEDURE OUTSIDE THE COORDINATOR'S OFFICE HOURS (OUT OF HOURS)

- 7.1 All slot requests should be submitted (in the form of IATA SCR – SSIM Chapter 6 messages) during the Coordinator's office hours to the Coordinator (ACL) only.
- 7.2 Outside the Coordinator's (ACL's) office hours, WAW Ops (Warsaw Chopin Airport Operations Bureau) is responsible for handling slot requests. WAW Ops assists in the allocation of slots by processing slot requests through the Online Coordination System (OCS) for carriers without access to the OCS and only in case of requests for cancellation or modification of a slot or allocation of a new slot for an ad hoc operation or sudden schedule changes for the current day. All other slot requests must be submitted to ACL during the Coordinator's office hours.
- 7.3 Requests should be made as much in advance as possible and should be kept to a minimum.
- 7.4 Carriers with access to the Online Coordination System (OCS) should apply for a new slot or cancellation or modification of a slot via the OCS.
- 7.5 Carriers without access to OCS are required to apply for allocation, change or cancellation of a slot in writing (in the form of IATA SCR – SSIM Chapter 6 messages), submitting the request to the relevant e-mail address:
 - a) waw-schedule@polish-airports.com – with a copy to ACL; reply generated by the OCS is sent to the carrier to the e-mail address from which the request was received;
 - b) in case of a GA operation, to the address of a relevant GHA (see item 12.3.).
- 7.6 Carriers are responsible for ensuring that the requested slots or changes thereto are allocated. In case no confirmation is received, the slot remains unauthorised and the carrier without access to OCS should contact WAW Ops by all means available to ensure proper slot allocation.

8. THE “CORE NIGHT” RULE

- 8.1 Operations which are to be performed during the Night Quota Period must not be scheduled to operate during the Core Night Period.
- 8.2 In the Core Night Period operations listed in point 10.1 and operations forming part of a series which are operationally delayed (beyond their reasonable control) as well as diverted inbound flights are permitted to operate in the Core Night.
- 8.3 Positioning and ad-hoc operations are not permitted in the Core Night Period.
- 8.4 Slots held historically in the Core Night should be retimed. Any retimes outside of the Night Quota Period will no longer hold historic QC allocation.
- 8.5 The QC Points Limit for night time remains in force.
- 8.6 Intentional and repeated violation of the Core Night rule may result in the removal of the carrier's historic rights to the slot as per Article 14(3) and (4) of the EU Slot Regulation.

9. Rules of helicopter operations

- 9.1. The Airport Operator permits helicopter operations solely from dawn until dusk, with parking on the HELI apron. Sunrise and sunset hours for Warsaw can be found in GEN 2.7 AIP POLSKA.
- 9.2. The Airport Operator provides parking only for helicopters with a maximum rotor diameter of 10.06m. and a total length (helicopter with rotating helicopter and tail rotors) up to 11.66m. (equivalent to a Robinson R44/R66 helicopter).
- 9.3. Helicopters with dimensions exceeding the ones stipulated in cl. 9.2 can be allocated to parking aprons not managed by the airport Operator, i.e., MILITARY APRON (required parking arrangements with the Flight Traffic Coordinator of the 1st Air Transport Base) or APRON11 (required parking arrangements with JetStory tel. +48 225009929).
- 9.4. After agreeing the parking, the operator or the ground handling agent acting on the operator's behalf is required to request a slot, providing in the SI part of the SCR message relevant information: MILITARY APRON or APRON 11. The Operator is obliged to provide the IATA code of the helicopter in each SCR message. When performing these activities the Operator is obliged to observe the coordinator's office hours as per point 7.1 and 7.2.

10. EXTRAORDINARY CIRCUMSTANCES

- 10.1 According to EU Slot Regulation, the following operations are exempt from the slot coordination process:
- a) State flights (STATE, HEAD, GARDA),
 - b) Emergency landings,
 - c) Humanitarian flights (HUM, HOSP, SAR).
- 10.2 Operations specified in item 10.1 use up airport capacity, therefore carriers performing state and humanitarian flights are required to inform the Coordinator about such operations in advance.
- 10.3 Emergency landings must be reported to ACL as soon as possible after the operation has taken place.
- 10.4 The above mentioned operations use up the QC Point Limit for the night in which the operation is performed.
- 10.5 The above is done for monitoring purposes.

11. PROCEDURE CONCERNING OPERATION OF AIRCRAFT WITH A HIGHER CODE THAN THE AERODROME REFERENCE CODE

- 11.1 Warsaw Chopin Airport may be used by aircraft with higher reference code than the aerodrome reference code for performing commercial flights, subject to consent of the Aerodrome operator, or as an alternate aerodrome.
- 11.2 The procedure is applicable to air operations performed by the following aircraft:

No	Typ SP	Code
1.	Airbus 380-800	4F
2.	Antonov AN-124-100	4F
3.	Boeing 747-8	4F
4.	Lockheed C5A/B Galaxy	4F

- 11.3 In the above cases the coordinator contacts the Airports Duty Officer each time before allocating a slot at +48 22 650 15 55 or +48 22 846 11 00 / Fax: +48 22 650 22 55 / E-mail: dpwaw@polish-airports.com AFS: EPWAYDYX to obtain the consent.
- 11.4 ACL informs the carrier.

12. CONTACT DETAILS

12.1 Airport Coordination Limited

Email:	Slot requests in SCR format: slots@acl-international.com
	General queries: poland@acl-international.com
	Technical support from ACL: help@acl-uk.org
Tel.:	+44 208 564 0622
Fax:	+44 208 564 0691
Website:	Slot availability: www.online-coordination.com
	General information: www.acl-international.com
	Alternative access to OCS (in the event of failure of the main system): https://acl-ocs.co.uk/Default.aspx
Office hours:	Monday - Friday (except for UK holidays). Winter: 0900 – 1700 UTC, Summer: 0800 – 1600 UTC

12.2 Warsaw F. Chopin Airport Operations Bureau

Email	waw-schedule@polish-airports.com
Tel.:	+48 22 650 4393

Note: Contact WAW Ops for new/slot change/slot cancellation requests outside ACL office hours for ad hoc operations when the Coordinator is not available (e.g. weekends, including operations on first working day after the out-of-hours period before the time the Coordinator starts work).

12.3 Ground Handling Agents

Baltic Ground Services	
Email:	ops.waw@bgs.aero
Tel.:	+48 22 650 2800
Excel Handling Ltd	
Email:	polandops@excel-handling.com
Tel.:	+48 22 650 3394
LS Airport Services	
Email:	eaops@lsas.aero
Tel.:	+48 22 650 4309
Welcome Airport Services	
Email:	ga2@welcome-as.pl
Tel.:	+48 22 650 1525

Note: Contact GHA for new/slot change/slot cancellation requests for GA operations.

13. DEFINITIONS AND ABBREVIATIONS

ACL	Airport Coordination Limited – Flight Schedule Coordinator.		
Ad hoc operation	Any operation that is not part of a series of slots.		
Airport Operator	Warsaw Chopin Airport (Lotnisko im. Chopina w Warszawie)		
Core Night Period	23:30 – 05:30 LT.		
EEC	European Economic Community		
Emergency landing	Any landing of aircraft due to unforeseen emergency circumstances.		
EU Slot Regulation	Regulation (EC) No 793/2004 amending Council Regulation (EEC) No 95/93 on common rules for the allocation of slots at Community airports		
FIDS	Flight Information Display System		
GARDA flight	A flight for the purpose of performing tasks related to public safety, public order and the protection of a state border.		
General Aviation	Any air traffic not falling into one of the following categories: air carrier operations, state flights, humanitarian flights, test flights and positioning flights		
GHA	Relevant Ground Handling Agent		
Guidelines	Polish Action Guidelines in case of suspected breach mentioned in art. 14(5) of Council Regulation (EEC) No. 95/93		
HEAD flight	Operation of Polish aircraft assigned by the Head of the Government Protection Bureau, as well as an operation exclusively for the purpose of transporting, on an official mission, a reigning Monarch and his/her immediate family, a head of state, President of the Parliament or its chamber, a head of government, or a person occupying an equivalent position.		
HOSP flight	A flight performed for the purpose of providing medical assistance applied for by the medical entities.		
HUM flight	A flight of an aircraft involved in a humanitarian action.		
IATA	International Air Transport Association		
Night Quota	QC points available or allocated.		
Night Quota Period			SUMMER Scheduling Season
	Night time	Arrival	from 19:55 to 04:15 UTC
		Departure	from 19:45 to 03:50 UTC
	Day time	Arrival	from 04:20 to 19:50 UTC
Departure		from 03:55 to 19:40 UTC	
OCS	Online Coordination System		
Operations Bureau (WAW Ops)	Warsaw Chopin Airport Operations Bureau acting as an intermediary assisting in the allocation of slots by processing slot requests through the OCS for carriers without access to the OCS with respect to ad hoc slot allocation/modification/cancellation requests outside the Coordinator's office hours.		

PZL	Państwowe Zakłady Lotnicze Warszawa Okęcie- State Aviation Works
QC	Quota Count, a points rating assigned to the arrival or departure of an aircraft type based on its noise.
QC Point Limit	The total limit of QC points as declared by the Airport Operator allocated to operations at WAW Airport.
Regular Carrier	An air carrier operating a series of slots at Warsaw F. Chopin Airport.
RUA	Restricted Use Area
SAL	Slot Allocation List, distributed after Initial Coordination.
SAR flight	A flight performed for the purpose of a search and rescue action
SCR	A message modifying the flight schedule – correspondence between an air carrier and a flight schedule facilitator/coordinator at a given airport (Slot Clearance Request/Reply).
Series of slots	At least five slots allocated in a given scheduling season in such a way as to enable the regular performance of operations at the same time on the same day of the week, or, if it is not possible, allocated at a similar time.
Slot	Permission issued by the Coordinator to an air carrier for him to use all the resources of the airport's infrastructure necessary to perform an air operation of take-off or landing at a coordinated airport at a specific date and time.
SSIM	Standard Schedules Information Manual, an IATA document defining guidelines for common standards and procedures regarding the flight schedule.
State flight (STATE status)	Flight of a state owned aircraft or a civil aircraft on military, police, customs and border guards' missions.