

VCP FACILITATION RULES

Facilitated Airport / Level 2 IATA Interest

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1. INTRODUCTION

This document establishes the rules and guidelines for the slot facilitation process at Viracopos International Airport (VCP), classified as an Airport of Interest (Level 2 – IATA), pursuant to Ordinance No. 648/SAS, dated March 18, 2016.

The facilitation process at Viracopos follows the international standards defined by IATA, including the guidelines of the Worldwide Airport Slot Guidelines (WASG) and the messaging standards established in the SSIM (Standard Schedules Information Manual).

1.1 Scope and Applicability

This document applies to all air operators, airlines, and other entities involved in the request, allocation, and operation of flight slots at Viracopos International Airport, regardless of the nature of the operation (scheduled or non-scheduled, passenger or cargo).

1.2 Role of Entities

The coordination of the slot facilitation process is carried out by Stratus Airports, acting as the designated coordinator.

Aeroportos Brasil Viracopos, as the airport concessionaire, retains responsibility for the management of airport infrastructure and the definition of operational restrictions, when applicable.

Decisions related to slot allocation are made in a coordinated manner between the parties, respecting the principles of operational efficiency, transparency, and equal treatment.

1.3 Regulatory Framework

This manual was prepared based on the following regulations and references:

- ANAC Resolution No. 682, dated June 07, 2022
- Ordinance No. 8,449/SAS, dated June 30, 2022
- Ordinance No. 9,054/SAS, dated September 02, 2022
- ANAC Resolution No. 440, dated August 09, 2017
- Worldwide Airport Slot Guidelines (WASG) – IATA

1.4 Document Updates

This document may be updated whenever necessary, upon operational or regulatory justification.

Updates will be published on the official slot coordination website, with minimum advance notice prior to implementation, except in exceptional situations requiring immediate application.

2. FACILITATION PROCESS

2.1 Communication

All communications related to the request, modification, and cancellation of slots must be made in accordance with the standard established in Chapter 6 of the IATA Standard Schedules Information Manual (SSIM), sent electronically in the body of the e-mail to the official address: slots@stratusairports.com.br

Messages sent as attachments will not be accepted.

The minimum lead time for submitting requests is 1 (one) business day prior to the scheduled date of the operation.

The slot coordination office hours are Monday through Friday, from 08:00 to 17:00 (Brasília time), except on national and local holidays.

Emergency requests outside of office hours must be directed to the Viracopos Airport Operations Center (COA), which will act as the operational point of contact for urgent matters.

Slots should preferably be requested in local time (LT), but may alternatively be submitted in UTC.

Airlines must observe operational restrictions published in NOTAMs, available through official DECEA channels (<https://aisweb.decea.mil.br/>), bem como as informações divulgadas pela equipe de coordenação de slots da Stratus (<https://www.stratusairports.com.br/coordenacao-de-slots>).

2.2 Slot Allocation Process

The slot coordination at Viracopos International Airport follows the international calendar established by IATA, with the allocation process for commercial flights (domestic and international, passenger and cargo) conducted in accordance with the steps described below, always respecting the declared airport capacity.

2.2.1 Capacity Declaration Publication

The slot coordination will publish the Capacity Declaration for Viracopos Airport on its official website, containing the operational parameters that will guide the allocation process.

2.2.2 Slot History List (SHL)

Not applicable to Viracopos Airport, as provided for in Ordinance No. 8,449/SAS, dated June 30, 2022, which exempts operators of airports classified as Level 2 (facilitated) from carrying out this step.

2.2.3 Slot History Validation (AHD)

Not applicable to Viracopos Airport, as provided for in Ordinance No. 8,449/SAS, dated June 30, 2022.

2.2.4 Initial Submission (ISD)

Airlines must submit their initial requests in a standardized format (SSIM), and may use UTC or local time (LT).

Requests must cover complete series for the entire season, without fragmentation of periods or changes in aircraft type throughout the series.

Coordination responses will be issued in local time (LT).

2.2.5 Initial Allocation Publication (SAL)

The slot coordination will carry out the initial allocation considering all requests received, fully respecting the declared airport capacity.

The distribution of slots will follow the prioritization criteria defined in this document.

Airlines will be duly informed of the allocated slots and any adjustments made.

2.2.6 International Slot Conference (SC)

During the International Slot Conference, airlines operating international flights may discuss adjustments to allocated slots, negotiate exchanges among themselves, and reassess previously unfulfilled requests.

2.2.7 Slot Returns (SRD)

In accordance with the facilitation calendar, airlines must return to the slot coordination all slots that will not be used during the season, enabling the efficient redistribution of available capacity.

2.2.8 National Slot Conference (SCB)

During the National Slot Conference, airlines may review unfulfilled requests, negotiate slot exchanges, and request new adjustments within the available capacity.

2.2.9 Reference Baseline Publication (BDR)

The Reference Baseline, resulting from the previous steps, will be published to airlines and will constitute the official basis for slot management throughout the season.

2.2.10 Season Period

During the season, flights listed in the Reference Baseline, as well as any operational adjustments, will be monitored by the slot coordination.

After the publication of the Reference Baseline, requests for modification, addition, or return of slots may be submitted, provided that airport capacity is respected.

Such adjustments will not be incorporated into the Reference Baseline and will be treated as operational changes throughout the season.

3. SLOT ALLOCATION PRIORITIZATION CRITERIA

Slot allocation at Viracopos International Airport will be conducted based on the principles of operational efficiency, optimized use of airport infrastructure, transparency, and equal treatment among air operators.

3.1 Initial Allocation (SAL)

The initial allocation will follow the order of priority below:

- I. Eligible slot history, considering flight series operated in the equivalent previous season, provided that compatible operational characteristics are maintained;
- II. Requests for modification of historical slots;
- III. New slot requests.

3.2 Tiebreaker Criteria

In cases where demand exceeds the declared airport capacity, additional criteria will be applied to determine allocation, in the following order:

I. Scheduled passenger air services

- a) Maintenance of historical series, preserving operational characteristics from the equivalent previous season, including cases of seasonal operational variations;
- b) Operational efficiency index in the equivalent previous season, considering regularity (80%) and punctuality (75%) parameters;
- c) Largest series of slots requested;
- d) Aircraft with the highest seat capacity, when applicable;
- e) Genuinely new flights, with no operational history at the requested time.

II. Scheduled cargo air service

- a) Operational efficiency index in the equivalent previous season, considering regularity (80%) and punctuality (75%) parameters;
- b) Largest series of slots requested;
- c) Aircraft with the highest cargo capacity, when applicable.

III. Other operations

Other operations will be assessed considering capacity availability and operational impacts at the airport.

3.3 Post-Initial Allocation

After the initial allocation, additional requests, modifications, and slot returns will be handled in order of receipt, respecting available capacity and the criteria established in this document.

4. OPERATIONAL GUIDELINES

4.1 Local Rules

1. For operational planning purposes, only messages in SMA and/or SCR format containing paired flights (arrival and departure) will be accepted, including, when applicable, the indication of overnight stay, as provided for in the SSIM. For airlines based at Viracopos Airport, requests with unpaired flights may be accepted.
2. All official communications related to slot facilitation must be made through the institutional e-mail address previously registered with the slot coordination and must be sent to the official channel: slots@stratusairports.com.br
3. Requests for flights, scheduled or non-scheduled, must comply with the minimum lead time of 1 (one) day prior to the scheduled date of the operation.
4. Requests made on the day of the operation (D-0) must be handled directly with the Airport Operations Center (COA) of Viracopos Airport (operacoes.coa@viracopos.com), which will act as the operational focal point. Such requests will be considered for regularity and punctuality monitoring purposes based on the originally allocated time.
5. Operations with a delay of more than 24 (twenty-four) hours will be considered cancelled, requiring a new slot request with the slot coordination.

6. For airlines not based at Viracopos Airport, the maximum ground time will be up to 6 (six) hours, with exceptions subject to evaluation by the slot coordination based on operational availability.
7. In order to optimize the use of airport infrastructure, operations with aircraft classified in categories **A and B will not be authorized** for landing during the following time windows (LT):
 - 07:00 to 07:59
 - 12:00 to 12:59
 - 16:00 to 17:59
 - 20:00 to 21:59
8. The airport may, at any time, establish additional operational restrictions or revise the rules set forth in this document, upon technical justification and prior publication through official channels.

4.2 Prerequisites for Approval of Flights Originating from Haiti

Operations originating from Haiti will be subject to specific requirements, in accordance with guidelines established by Viracopos International Airport and the Federal Police.

The following conditions apply:

1. Prior Approval

All requests must be previously submitted to the Airport Operations Center (COA), which will consult the Federal Police for validation of the operation.

2. Operational Frequency

A maximum of 01 (one) operation per week will be authorized, preferably scheduled on Mondays or, exceptionally, on Tuesdays.

3. Operation Window

Landing and disembarkation must take place between 09:30 and 12:30 (local time).

5. Ground Stay

The aircraft must remain on the ground until the completion of immigration procedures, including the possible re-boarding of passengers not admitted to the country.

6. Conflict with Scheduled Flights

Overlapping with scheduled international operations during the same period will not be permitted.

7. Prior Submission of Passenger List (D-5)

At least 5 (five) days before the operation, the passenger list must be submitted to the Federal Police via e-mail assessoria.numig.cas.sp@pf.gov.br, with a copy to operacoes.coa@viracopos.com.

The list must be submitted in Excel format, following the naming convention: **“Passenger List Operation DD_MMM_YYYY”**

8. Passenger List Update (D-1)

Resubmission of the passenger list is mandatory at least 24 hours before landing, highlighting any changes from the previous version.

Submission must follow the same channel and format, using the naming convention: **“Passenger List Operation DD_MMM_YYYY_latest version”**

If there is a change of more than 10% compared to the previously submitted list (D-5), the minimum lead time of 5 (five) days will be reinstated for a new review, which may render the operation unfeasible on the originally planned date.

9. Non-Compliance

Failure to comply with any of the above requirements, as well as the established deadlines, will result in the non-authorization of the operation.

4.3 General Rules

Operation Authorization (Flight Registration)

Slot allocation does not, in itself, constitute authorization to perform air services.

After confirming the slot with the airport, the airline must obtain the necessary authorizations from the relevant authorities, including ANAC and DECEA, through the Flight Registration process.

Failure to obtain the required authorizations renders the operation unfeasible, and the airline must notify the airport as soon as possible.

5. SLOT USAGE MONITORING

5.1 Operational Monitoring

Slot usage monitoring aims to ensure the efficient use of airport capacity, contributing to the continuous improvement of regularity and punctuality levels of operations.

The slot coordination will monitor operations based on allocated slots, engaging with airlines whenever a significant deviation is identified, with the aim of promoting adjustments and optimizing the use of available infrastructure.

5.2 Punctuality Criteria

For monitoring purposes, the following operations will be considered on-time:

Domestic Flights

- **Arrival:** when the aircraft blocks-in up to 15 (fifteen) minutes before or up to 15 (fifteen) minutes after the scheduled time;
- **Departure:** when the aircraft blocks-off up to 15 (fifteen) minutes before or up to 15 (fifteen) minutes after the scheduled time.

International Flights

- **Arrival:** when the aircraft blocks-in up to 30 (thirty) minutes before or up to 30 (thirty) minutes after the scheduled time;
- **Departure:** when the aircraft blocks-off up to 30 (thirty) minutes before or up to 30 (thirty) minutes after the scheduled time.

6. FINAL PROVISIONS

This document establishes the guidelines applicable to the slot facilitation process at Viracopos International Airport and must be observed by all air operators that perform or intend to perform operations at the airport.

Slot coordination will be conducted in accordance with the declared capacity and the criteria established in this document, ensuring the adequate use of airport infrastructure.

Any situations not covered by this manual will be analyzed by the slot coordination, in conjunction with the airport operator, when applicable, taking into account the principles of operational efficiency and operational feasibility.

This document may be updated as required by operational or regulatory needs, with current versions made available on the official channels of the slot coordination.

7. ACTIVITY CALENDAR

The slot facilitation process at Viracopos International Airport follows the official activity calendar established by the National Civil Aviation Agency (ANAC), aligned with IATA international guidelines.

Airlines must observe the deadlines and steps defined in this calendar for the submission, adjustment, and return of slot requests, as described in the allocation process presented in this document.

The current activity calendar is available at the following official website:

<https://www.gov.br/anac/pt-br/assuntos/regulados/empresas-aereas/slot/calendario-de-atividades>