

Facilitation Manual

Zurich Airport Brazil

**Zurich Airport
Brasil**

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1 – Introduction

This document standardizes and makes public knowledge of the rules and procedures for management of slots at Zurich Airport Brasil airports, classified as an airport of interest, with its management direct slots through the facilitation process.

The contents of this manual must be followed by all air operators who wish to use the airport infrastructure and may be modified at any time, if necessary its review by Zurich Airport Brasil, the airport operator. This manual was prepared based on the following publications:

- a) ORDINANCE No. 1183/SRE of May 19, 2015 - ANAC;
- b) RESOLUTION No. 440 of August 9, 2017 - ANAC;
- c) RESOLUTION Nº 682, OF JUNE 7, 2022 – ANAC;
- d) ORDINANCE No. 8,449/SAS, OF JUNE 30, 2022 – ANAC;
- e) IATA (International Air Transport Association) Worldwide Slot Guidelines (WSG).

2 – Declaration of Airport Capacity

Zurich Airport Brasil will determine, through current rules and regulations, its capacity to terminals and aprons. Runway capacity is defined by the Air Navigation Management Center (CGNA). Any capacity changes will be immediately updated in the Statement and published through of the official means of communication of the Airport and competent bodies.

3 – Facilitation Process

The facilitation process will take place in accordance with the guidelines established by the National Agency for Civil Aviation (ANAC), in accordance with international standards established by IATA.

3.1 – Communication

Airport facilitation activities will be led by the Operations Directorate and will be responsible for:

- a) Ricardo Bresolin – Operational Planning Coordinator;
- b) Jorge Roberto Borba Junior – Operational Planning Analyst.

SAL, SAQ, SCR, SHL, SIR, SMA WCR and WIR messages must be sent according to the standard established by IATA, to the email: slots@zurichairportbrasil.com.

3.2 – Official Working Hours

The processing of slot messages will occur under an administrative work regime, between 08:00 and 17:00, according to Brasília Official Time, from Monday to Friday, with a maximum deadline of response within 3 days, except national and local holidays in the city of Florianópolis (SC), and should always be made according to IATA standard and requested via message processing email, previously mentioned.

3.3 – Process

Zurich Airport Brasil will monitor and actively participate in the official seasonal calendar of the National Civil Aviation Agency (ANAC), strictly following the deadlines established for each slot allocation process.

4 – Time Allocation Prioritization Criteria

To standardize the slot allocation process, Zurich Airport Brasil airports, in compliance with international norms and standards, will adopt the criteria described in the topics below.

4.1 – Initial Allocation – SAL

The initial allocation will have the following order of priority:

- a) largest series of slots (operating period);
- b) largest aircraft (number of seats);
- c) highest total operational efficiency index in the previous equivalent season, based on the punctuality of flights in D15 (15 minutes delay or advance, both in boarding and disembarking).

4.2 – Conflicts and Tiebreaker Criteria

In cases of overload, the Airport will follow the following tiebreaker criteria:

1. Scheduled passenger air service:

- a) largest series of slots (operating period);
- b) largest aircraft (number of seats);
- c) higher total operational efficiency index in the previous equivalent season, based on flight punctuality in D15 (15 minutes late or early, both when boarding and disembarking).

2. Regular air cargo service and other operations:

- a) largest series of slots (operating period);
- b) largest aircraft (cargo transported);
- c) higher total operational efficiency index in the previous equivalent season.

3. Additional information:

a) According to ORDINANCE N° 8449/SAS, 06/30/2022 of ANAC, “§ 3º The operator of the facilitated airport (level 2) will be allowed to carry out the activities set out in items “a”, “b”, “e”, “g” and “h” of item III of the caput for the allocation of flight schedules.” Therefore, it is necessary for the companies to send the ISD.

b) If the company does not reach the minimum punctuality rate of (80%) of slots, it will lose preference in the allocation for the next season.

5 – Rules for Facilitation

Below are the rules adopted by this Airport for the slot allocation process.

5.1 – Local Rules

All standard official communication (slot messages) must be made through a single email address. mail, previously registered in the Zurich Airport Brasil database.

• Additional communications will also only be considered if made by people authorized to do so. represent their airline.

• Any addition or adjustment of schedule for the current season must be requested at least 3 business days in advance of the operation, with Zurich Airport Brasil being responsible for the response within this period.

• In case of need for extraordinary requests within a period of less than 3 working days, companies may obtain approval for non-regular operations directly from the Coordination Center Airport (CCA) To do so, the slot request must be sent to the email cca@zurichairportbrasil.com, with a copy to Ricardo.bresolin@zurichairportbrasil.com and Jorge.borba@zurichairportbrasil.com.

• Transactions with a term longer than 3 business days will not be analyzed by this procedure. Each request must refer to a single flight number.

5.2 – General Rules

ÿ All flights that do not constitute a series must be requested and properly allocated after closing of the Reference Base.

ÿ In case of schedule change or cancellation of operations on the following day (D+1), the scheduled time will be maintained. In other words, there will be authorization to execute the operation at the estimated time, however this may result in loss of punctuality or regularity of the flight in question on the day of operation, except in cases where plausible justifications are presented, such as meteorological factors, etc.

ÿ It is the prerogative of this Airport to accept or not any slot request, as long as it is based on principles standardized by the regulatory agency.

ÿ The allocation of a slot does not include air service permission. After confirmation of the slot, the company The airline must seek service authorization from ANAC. If it cannot obtain this authorization, it must automatically communicate with the airport operator and request the deletion of these slots.

ÿ Schedules can be exchanged between airlines (Swap), as long as approved by the Airport. In this case, In this case, the message must be forwarded with a copy to all involved, evidencing awareness of all the parts for the slot exchange.

ÿ Slot allocation times refer to aircraft chocking and unchoking.

6 – Monitoring the use of timetables

All airport operations will be monitored 24 hours a day by the Coordination Center Airport (CCA). Its objective is to support airline operations and avoid underutilization of the airport infrastructure. The following operations will be considered as punctual:

a) domestic and international flights:

ÿ Arrival: when the aircraft stops 15 (fifteen) minutes before or after the allocated time;

ÿ Departure: when the aircraft is unloaded up to 15 (fifteen) minutes before or after the scheduled time. allocated.

7 – Final Considerations

This publication aims to ensure, through the principles of transparency, non-discrimination and impartiality effective slot management with a focus on continuous improvement of infrastructure utilization

airport, which leads to the improvement of the results of the airport's operational indicators and of the airlines that operate here.

Any questions or clarifications on matters not contained in this publication can be sent to the email ricardo.bresolin@zurichairportbrasil.com and Jorge.borba@zurichairportbrasil.com.

It is Zurich Airport Brasil's prerogative to make changes to this document without prior notice or discussion. previous with stakeholders. The update of the manual will be communicated, in a timely manner, to adequacy of actions by all those involved in the Airport facilitation process.