

# **GUIDELINES FOR SLOT BOOKING FORM**

1. THE SLOT BOOKING FORM IS ESTABLISHED IN ACCORDANCE WITH AIP AD 2.29 TO FACILITATE AND COORDINATE IFR TRAINING SLOTS AT FYWH.
2. THE SLOT BOOKING SYSTEM IS MANAGED BY AIS AND ENFORCED BY ATC. YOU ARE STILL OBLIGATED TO FILE A FLIGHT PLAN FOR YOUR TRAINING FLIGHT.
3. THIS FORM SHOULD NOT BE USED FOR ANY OTHER PURPOSE EXCEPT INSTRUMENT APPROACHES AT WHV. NO CROSS COUNTRY FLIGHTS OR TOUCH AND GO'S.
4. THE SLOTS ARE BASED ON ACTUAL ARRIVAL AND DEPARTURE TIMES OF SCHEDULED COMMERCIAL FLIGHTS AT FYWH. HOWEVER, BEAR IN MIND THAT HOSEA KUTAKO INTERNATIONAL HANDLES A SIGNIFICANT AMOUNT OF UNSCHEDULED IFR AND VFR FLIGHTS AS WELL. THERE MAY BE DELAYS.
5. ONE SLOT IS 30 MINUTES LONG. YOU ARE ALLOWED TO BOOK 2 SLOTS AT A TIME. THIS GIVES EVERYONE A FAIR CHANCE TO DO TRAINING AS ONLY ONE AIRCRAFT IS ALLOWED TO TRAIN AT WHV AT ANY ONE TIME.
6. A SPECIAL REMINDER THAT ALL TIMES ARE IN UTC AND INDICATIVE OF SLOT COMMENCEMENT TIME. THIS MEANS IN ORDER TO POSITION YOUR AIRCRAFT AT OR ABEAM "WHV" AT THE COMMENCEMENT OF THE SLOT, YOU SHOULD HAVE STARTED ENGINE/S, TAXIIED AND DEPARTED UP TO 10-15 MINUTES BEFORE THE SLOT TIME.
7. EXERCISE AIRMANSHIP AND PATIENCE WITH ATC. BE WARNED THAT INSTRUMENT APPROACHES MAY CONFLICT WITH THE ACTIVE RUNWAY/S AT FYWH. THEREFORE, ATC WILL NOT ALLOW ANY MANUEVERS WHICH WILL COMPROMISE SAFETY. DUE TO TRAFFIC THERE MAY BE SMALL OR SIGNIFICANT DELAYS. IF YOU ARE IN DOUBT, ALWAYS ASK. BE OPEN AND TRANSPARTENT ABOUT YOUR INTENTIONS. ATC IS THERE TO HELP.
8. FOR MORE INFORMATION EMAIL [safeskies@dca.com.na](mailto:safeskies@dca.com.na).