CPH CHECK-IN CAPACITY

T-slot Process for Airlines

What a T-slot means, how to respond, and how it is converted to a confirmed K-slot.

Key message
A T-slot is a conditional slot. The airline must complete the required actions and contact CPH before the condition can be cleared and the slot can be converted to K.

1. Why does CPH use T-slots?

Copenhagen Airport uses a conditional slot process to manage check-in capacity when available capacity is constrained.

To support efficient use of the check-in infrastructure, airlines are expected to use Self-Service Bag Drop (SSBD) and Common-Use check-in. New Airlines, new routes and time changes that do not yet meet these requirements may receive a slot with action code T rather than a confirmed K-slot, if the demand for dedicated check-in infrastructure exceeds the available capacity.

2. What does a T-slot mean?

When a T-slot is issued due to check-in capacity requirements, the airline receives the following SI message:

SI message
“Slot is allocated subject to use of Self-Service Bag-Drop and Common-Use Check-In. Contact the airport at ci-capacity@cph.dk for advice.”

This means that the airline must meet the SSBD and Common-Use check-in requirements before CPH can confirm that the condition has been fulfilled.

3. What does the airline need to do?

STEP	ACTION	WHAT THIS MEANS
1	**Receive the T-slot**	The airline receives a slot with action code T because the SSBD/Common-Use condition has not yet been confirmed.
2	**Ensure operational readiness**	Ensure that the airline is enabled for Self-Service Bag Drop (SSBD) and is part of a Common-Use check-in area.
3	**Inform CPH**	Once both requirements are in place, contact

STEP	ACTION	WHAT THIS MEANS
		ci-capacity@cph.dk and confirm that the airline is ready.
4	CPH verification	CPH verifies that the airline is enabled for SSBD and is part of a Common-Use check-in area.
5	Conversion from T to K	Following confirmation of the conditions, Airport Coordination Denmark (ACD) can update the slot from T to K.

4. Process at a glance

Slot request

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T-slot issued
Subject to SSBD + Common-Use

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Airline ensures readiness

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Airline contacts CPH
ci-capacity@cph.dk

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CPH verifies requirements

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ACD converts T → K

5. Important information

- Receiving a T-slot is not the end of the process. The airline must complete the required actions and contact CPH before the condition can be cleared.
- Meeting the SSBD and Common-Use requirements does not override other applicable capacity constraints. The requested time must still be operationally available.
- A T-slot held at the Historic Baseline Date may still qualify for historic status if it is subsequently converted to K.

Contact
For confirmation of SSBD and Common-Use readiness, contact: ci-capacity@cph.dk