

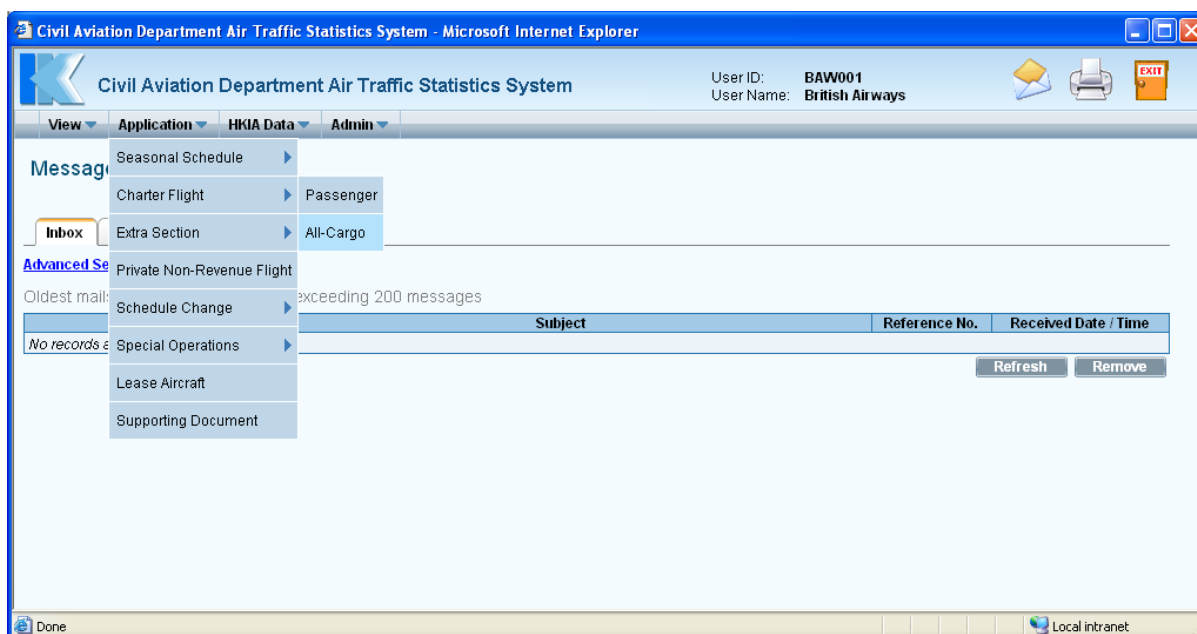
1.1 CHARTER ALL-CARGO FLIGHT APPLICATION

1.1.1 Introduction

This section contains procedures for users to apply for operation of Charter All-Cargo Flights to/from Hong Kong through e-filing System. Charter Flights are defined as non-scheduled flights and the requirements for which can be found in Paragraph 4, GEN 1.2 of AIP Hong Kong. Users should ensure these requirements are complied with when submitting the application to CAD.

1.1.2 Create Charter All-Cargo Flight Application

1.1.2.1 From the Main menu, click *Application* → click *Charter Flight* → click *All-Cargo*. The **Create All-Cargo Passenger Application** screen will be displayed.



Main Menu

Create Charter All-Cargo Application

Operator (ICAO) BAW Operator Nationality UNITED KINGDOM
 Operator Name British Airways
 Registration Mark Lease Aircraft
 * Aircraft Type * Aircraft Nationality
 * Name of Charterer
 * Address of Charterer
 * Local Handling Agent
 * Purpose of Service
 Points of landing en-route, to and from Hong Kong, if any

Service Type	Flight No.	Operation Period (dd/mm/yyyy)		DOP							Cargo Amount (kg)	Port (IATA)		Local Time (HH:MM)		Cargo Description
		From	To	1	2	3	4	5	6	7		From	To	STA	STD	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks (Please click to input remarks)

Conditions

- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.

Buttons: Discard, Preview, Save

Create Charter All-Cargo Application

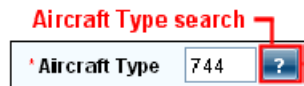
1.1.2.2 Fill in the Charter All-Cargo Flight Application form. Fields marked with * are mandatory (i.e. information must be provided).

- a. **Operator (ICAO)** –For registered operators, their Operator code is displayed automatically. Users can choose a suitable operator code from the **Operator (ICAO) pull down menu**. If the suitable code is not available from the menu, users can input the code manually in 3-letter (ICAO) code format.
- b. **Operator Nationality** –For registered operators, their nationality is displayed automatically. Users can choose a suitable country from the **Operator Nationality pull down menu**. If the suitable country name is not available from the menu, please select "unknown" from the menu and provide information in Remarks. See section 1.1.2.7.

- c. **Operator Name** –The name of the Operator will be displayed according to the selected operator code. If the operator code is not available, users can input the full name of the operator manually. The text should be limited to 100 characters. Please ensure the name should tally with the one appears on the Insurance Certificate or Air Operator’s Certificate.
- d. **Registration Mark** –Enter the aircraft registration mark. The text should be limited to 10 characters.
- e. Tick the **Lease Aircraft checkbox**, lease aircraft will be used. Users may submit Lease Aircraft Operation application after submission of the charter All-Cargo application, if required.



- f. **Aircraft Type** – Use the **Aircraft Type search** to choose a suitable aircraft type or input the aircraft type manually in 3-letter (IATA) aircraft code format. The text should be limited to 4 characters.



Click **Aircraft Type search**, the **List of Aircraft Types** screen will be displayed. Select the suitable aircraft type from the list.

Aircraft Type (IATA)	Aircraft Type (ICAO)	Aircraft Group	English Description
100	F100	100	FOKKER 100
141	B461	146	British Aerospace 146-100 Passenger
143	B463	146	British Aerospace 146-300 Passenger
146	B461	146	British Aerospace 146 Passenger
14F	B462	14F	BRITISH AEROSPACE 146-200 FREIGHTER
310	A310	310	AIRBUS INDUSTRIE A310 PASSENGER
312	A310	310	AIRBUS INDUSTRIE A310-200 PASSENGER
313	A310	310	AIRBUS INDUSTRIE A310-300 PASSENGER
319	A319	32S	AIRBUS INDUSTRIE A319
31F	A310	31F	Airbus Industrie A310 Freighter
31X	A310	31F	Airbus Industrie A310-200 Freighter
31Y	A310	31F	Airbus Industrie A310-300 Freighter
320	A320	32S	AIRBUS INDUSTRIE A320
321	A321	32S	AIRBUS INDUSTRIE A321
330	A332	330	AIRBUS INDUSTRIE A330
332	A332	330	AIRBUS INDUSTRIE A330-200

List of Aircraft Types

- g. **Aircraft Nationality** – Click **Aircraft Nationality pull down menu** to specify the aircraft nationality, i.e. the country at which the aircraft is registered. If the suitable country name is not available from the menu, please select "unknown" from the menu and provide information in Remarks. See section 1.1.2.7.

Aircraft Nationality pull down menu

* Aircraft Nationality UNITEC KINGDOM

- h. **Name of Charterer** – Enter the name of the charterer. The text should be limited to 100 characters.
- i. **Address of Charterer** – Enter the address of the charterer. The text should be limited to 100 characters.
- j. **Local Handling Agent** – Choose a suitable local handling agent at HKIA from the **Local Handling Agent pull down menu**. The full name of the local handling agent will be displayed automatically. If the suitable code is not available from the menu, please provide information in **Remarks**. See section 1.1.2.7.

Local Handling Agent pull down menu

* Local Handling Agent JASL

* Purpose of Service JAL
JAT

Points of landing en-route, to and from Hong Kong, if any

- k. **Purpose of Service** – Input the purpose of the charter All-Cargo flight in free text format (e.g. transport of electronic equipment and computers). The text should be limited to 250 characters.
- l. **Points of landing en-route, to and from Hong Kong, if any** – Input the full routing the proposed flights including points of landing en-route to/from Hong Kong, in free text format. The text should be limited to 100 characters.

1.1.2.3 Fill in the flight schedules with the details below.

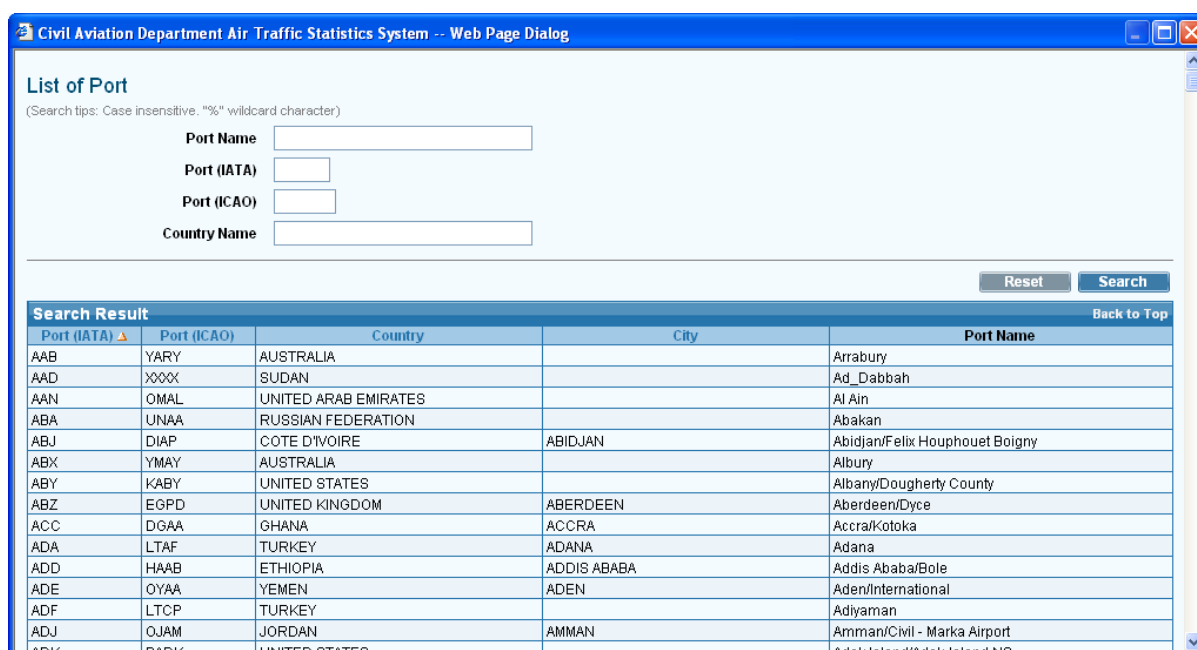
Service Type pull down menu date picker DOP checkbox Port (IATA) search Add Cargo Description icon

Charter All-Cargo Flights													Back to Top			
Service Type	Flight No.	Operation Period (dd/mm/yyyy)		DOP							Cargo Amount (kg)	Port (IATA)		Local Time (HH24MI)		Cargo Description
		From	To	1	2	3	4	5	6	7		From	To	STA	STD	
Ferry	BAW889	01/03/2009	01/03/2009								0	DXB	HKG	0310		ADD
Charter Cargo	BAW889	02/03/2009	02/03/2009								100,000	HKG	EDI	0900		ADD
																ADD
																ADD
																ADD
																ADD
																ADD
																ADD
																ADD

Charter All-Cargo Flights grid

- a. **Service Type** – Specify the suitable service type from the **Service Type pull down menu** e.g. Ferry or Charter Cargo.
- b. **Flight No.** – Input either Flight no. or Call Sign. For Flight No., the format should contain two parts - 3-letter ICAO Operator Code and 3 to 5 numerals (e.g. JAL 001). For Call Sign, it is in free format and up to 8 characters (e.g. BAW889).

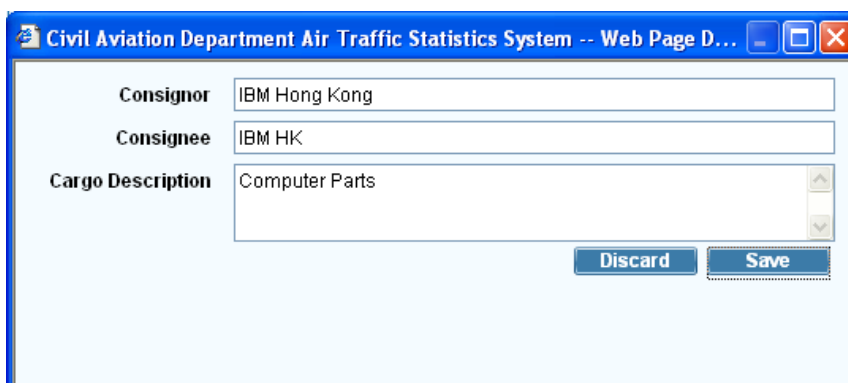
- c. **Operation Period From / To** –Use *date picker* to specify the operation period of the proposed flights or input manually in dd/mm/yyyy format.
- d. **DOP** - Tick the **DOP checkbox** to specify the days of operation. (1-Monday; 2-Tuesday; 3-Wednesday; 4-Thursday; 5-Friday; 6-Saturday; 7-Sunday).
- e. **Cargo Amount (kg)** – Enter the cargo amount (kg) on the flight, if any. The specified value should not exceeding 6 numerals.
- f. **Port (IATA) From/To** –Enter the Points of Cargo Loading / Unloading. Click **Port (IATA) search**, the **List of Port** screen will be displayed. Select the suitable port from the list. If suitable port is not available, input the 3-letter (IATA) port code manually. In each flight, either the **Port (IATA) From** or the **Port (IATA) To** should be Hong Kong (HKG).



List of Port

- g. **Scheduled Time of Arrival (STA)** –The scheduled time of arrival is in local time. The format is HH24MI (e.g. 1300).
- h. **Scheduled Time of Departure (STD)** –The scheduled time of departure is in local time. The format is HH24MI (e.g. 1300).

1.1.2.4 Provide information of cargo description, , click **Cargo Description icon** to open the input box. Fill in the cargo description details and click **Save**. Click **Discard** to discard entered information.



- a. **Consignor** – Enter the Name of cargo consignor. The text should be limited to 100 characters.
- b. **Consignee** –Enter the Name of cargo consignee of the charter all-cargo flight. The text should be limited to 100 characters.
- c. **Cargo Description** – Enter the description / nature of the cargo. The text should be limited to 100 characters.

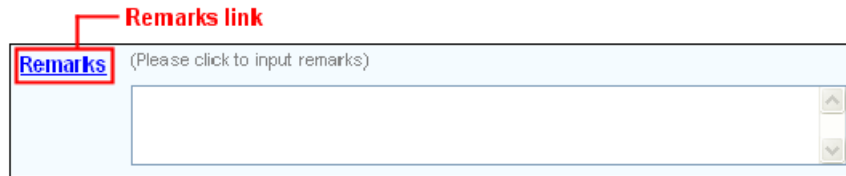
1.1.2.5 To input more than 10 flight schedules, click **Add** to add rows to input more flight schedules.

Charter All-Cargo Flights														Back to Top					
☐	*Service Type	*Flight No.	*Operation Period (dd/mm/yyyy)		*DOP							*Cargo Amount (kg)	*Port (IATA)		Local Time (HH24M)		Cargo Description		
			From	To	1	2	3	4	5	6	7		From	To	STA	STD			
<input type="checkbox"/>	Ferry	BAW889	01/03/2009	01/03/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	DXB	?	HKG	?	0310		<input type="button" value="ADD"/>	
<input type="checkbox"/>	Charter Cargo	BAW889	02/03/2009	02/03/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100,000	HKG	?	EDI	?	0900		<input type="button" value="ADD"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?	?				<input type="button" value="ADD"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?	?				<input type="button" value="ADD"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?	?				<input type="button" value="ADD"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?	?				<input type="button" value="ADD"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?	?				<input type="button" value="ADD"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?	?				<input type="button" value="ADD"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?	?				<input type="button" value="ADD"/>	
														<input type="button" value="Remove"/> <input type="button" value="Add"/>					
<p>Remarks (Please click to input remarks)</p>																			
Conditions														Back to Top					
<ol style="list-style-type: none"> The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard. The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit. The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to. The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator. The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944. The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order. <p><input type="checkbox"/> I confirm that the proposed service(s) is / are in compliance with the above conditions.</p>																			

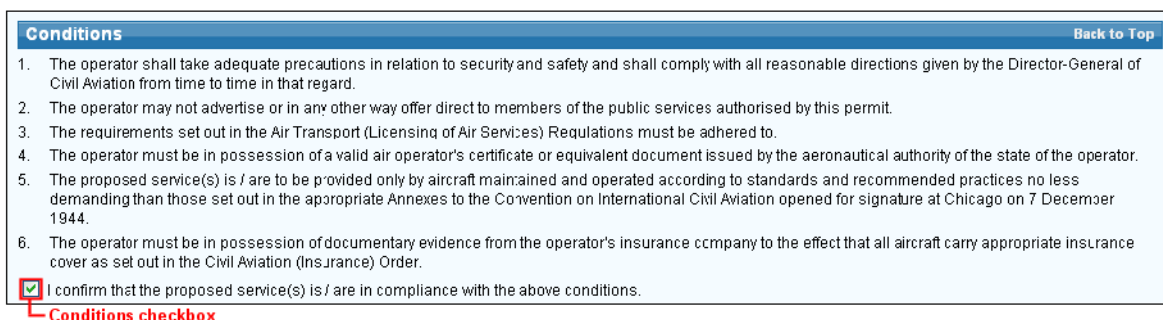
Charter All-Cargo Flights grid

1.1.2.6 To remove some of the entered flight schedules, tick the corresponding checkbox of the flight schedules. Click **Remove**. More than one flight schedules can be deleted at one time.

1.1.2.7 To provide further information related to the application, click Remarks link to display the input box.



1.1.2.8 Tick the **Conditions checkbox** to confirm that the proposed service(s) is / are in compliance with the conditions.





1.1.2.9 Review / Modify the application before submission:

- a. To cease the application, click **Discard** to remove the entered information and exit E-filing System.
- b. To submit the application, click **Preview** and continue the procedures in section 1.1.3 **Preview Charter All-Cargo Flight Application** and 1.1.4. **Submit Charter All-Cargo Flight Application**
- c. To continue the application procedures at a later time, click **Save** to save the application as a draft. A message that the application is successfully saved will be displayed.



1.1.2.10 Click **OK** and exit E-filing System. Refer to section 1.1.5 **Update Charter All-Cargo Application** to continue the application procedures at a later time.

1.1.2.11 If users have manually entered a value in the fields such as **Aircraft Type**, or **Port Code** not selected from the pull down menu  or search screen , the users will be prompted to input additional information through the **Input Description for New**

Codes screen when saving the application. If information is not available, users can click **Save** to save the application as a draft and exit the E-filing System. Refer to section 1.1.5 **Update Charter All-Cargo Application** to continue the application procedures at a later time.



Field	Code	Description
Local Handling Agent	JASL	Jardine Airport Services Limited

Description for New Codes

1.1.3 Preview Charter All-Cargo Flight Application

1.1.3.1 Click **Preview**, **Preview Charter All-Cargo Application** screen is displayed.

- a. **Reference No.** of the application is blank as the application has not been saved or submitted yet.
- b. If users preview the application from **Update Charter All-Cargo Application** screen, **Reference No.** of the application is generated by the system when the application is saved.
- c. **Code Description** and **Remarks** are displayed with the information entered previously, if any.

Civil Aviation Department Air Traffic Statistics System -- Web Page Dialog

Preview Charter All-Cargo Application

Reference No. 00000000081
 Operator (ICAO) BAW Operator Nationality UNITED KINGDOM
 Operator Name British Airways
 Related Application Ref. No. -
 Registration Mark GBAAA Lease Aircraft
If more than 1 aircraft, please specify the aircraft details in the remarks box
 Aircraft Type 744 Aircraft Nationality UNITED KINGDOM
 Name of Charterer ABC Logistics
 Address of Charterer 15 To Kan Wan Road
 Kowloon
 Local Handling Agent JASL
 Purpose of Service Transport of electronic equipments and computers.
 Points of landing en-route, to and from Hong Kong, if any DXB (Ferry)-HKG-DXB (T.S.)-EDI

Charter All-Cargo Flights												
Service Type	Flight No.	Operation Period (dd/mm/yyyy)		DOP	Cargo Amount (kg)	Port (IATA)		Local Time (HH24MI)		Consignor	Consignee	Cargo Description
		From	To			From	To	STA	STD			
Ferry	BAW889	01/03/2009	01/03/2009	7	0	DXB	HKG	0310				
Charter Cargo	BAW889	02/03/2009	02/03/2009	1	100,000	HKG	EDI	0900	IBM Hong Kong	IBM HK	Computer Parts	

Code Description
 Local Handling Agent JASL - Jardine Airport Services Limited

Remarks -

Conditions

- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

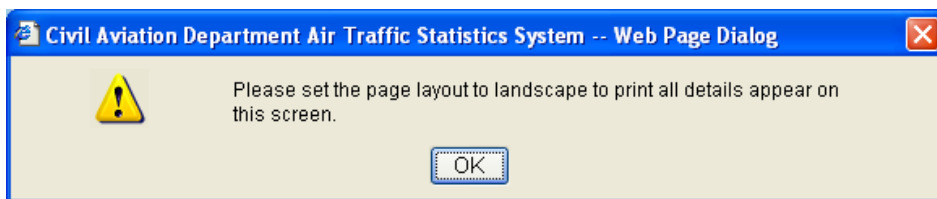
I confirm that the proposed service(s) is / are in compliance with the above conditions.

Print Modify Submit

Preview Charter All-Cargo Application

1.1.3.2 Click **Modify** to modify the flight details, if required. **Update Charter All-Cargo Flight Application** screen will be displayed. For details, please refer to section 1.1.5.

1.1.3.3 If the application is ready for submission, click **Print** to print the application for own record. Set the page orientation to landscape. Click **OK**.



1.1.4 Submit Charter All-Cargo Flight Application

1.1.4.1 Click  to submit application.



Preview Charter All-Cargo Application

Reference No. 00000000081
 Operator (ICAO) BAW Operator Nationality UNITED KINGDOM
 Operator Name British Airways
 Related Application Ref. No. -
 Registration Mark GBAAA Lease Aircraft
If more than 1 aircraft, please specify the aircraft details in the remarks box.
 Aircraft Type 744 Aircraft Nationality UNITED KINGDOM
 Name of Charterer ABC Logistics
 Address of Charterer 15 To Kan Wan Road
 Kowloon
 Local Handling Agent JASL
 Purpose of Service Transport of electronic equipments and computers.
 Points of landing en-route, to and from Hong Kong, if any DXB (Ferry)-HKG-DXB (T.S.)-EDI

Charter All-Cargo Flights												
Service Type	Flight No.	Operation Period (dd/mm/yyyy)		DOP	Cargo Amount (kg)	Port (IATA)		Local Time (HH:MM)		Consignor	Consignee	Cargo Description
		From	To			From	To	STA	STD			
Ferry	BAW889	01/03/2009	01/03/2009	7	0	DXB	HKG	0310				
Charter Cargo	BAW889	02/03/2009	02/03/2009	1	100,000	HKG	EDI		0900	IBM Hong Kong	IBM HK	Computer Parts

Code Description
 Local Handling Agent JASL - Jardine Airport Services Limited

Remarks -

Conditions

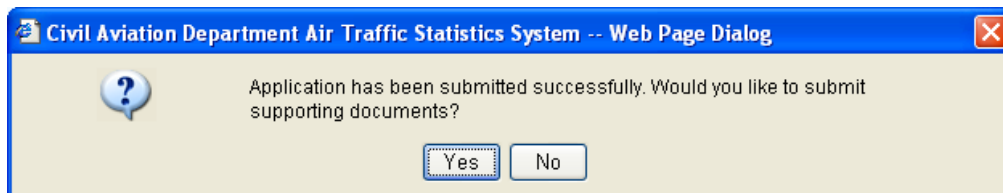
- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.

Print Modify **Submit**

Preview Charter All-Cargo Application

1.1.4.2 A message indicating that the application is submitted successfully will be displayed. Users will be prompted to submit the supporting documents if required.



1.1.4.3 Click to submit the following supporting documents.

- a. Aerodrome Operating Minima
- b. Air Operator Certificate
- c. Certificate of Airworthiness
- d. Certificate of Registration
- e. Insurance Certificate
- f. Justification
- g. Noise Certificate
- h. Operation Specification
- i. Pilots' Airport and Routes Qualification
- j. Reciprocal Statement
- k. TCAS11 (Version 7)
- l. Others

Please refer to section **Submit Supporting Documents** for details.

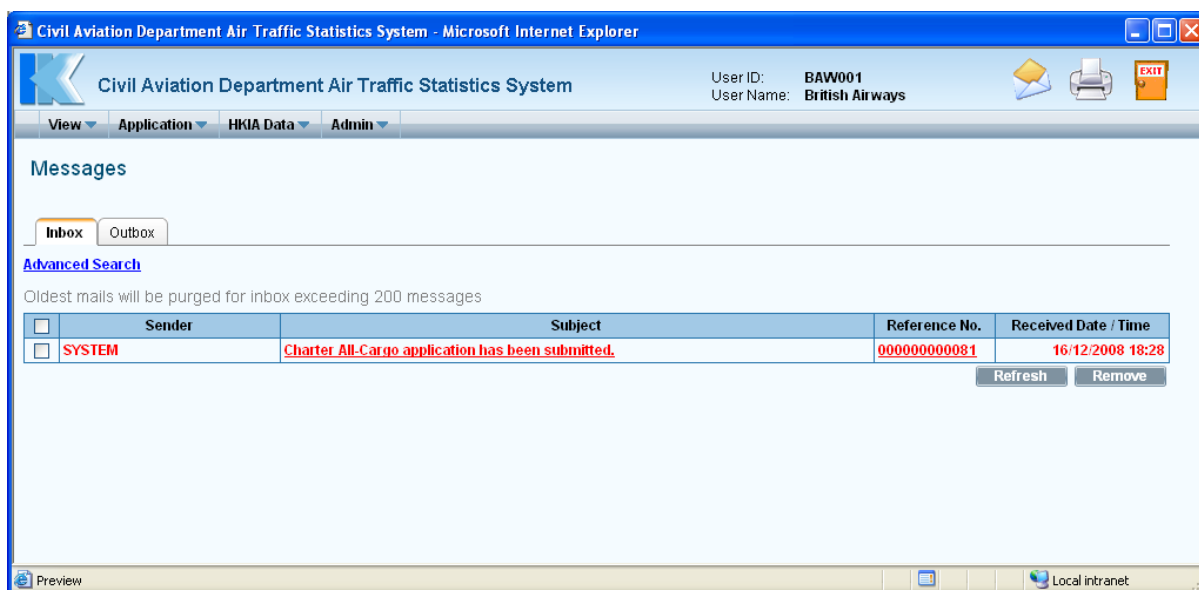
1.1.4.4 Click if submission of supporting documents is not required.

1.1.4.5 Users will be prompted to submit lease aircraft operation application if **Lease Aircraft checkbox** has been ticked. Click to submit a lease aircraft operation application. Please refer to **Lease Aircraft Application**, for details. If submission of lease aircraft application is not required, click and exit E-filing System.



1.1.4.6 After the submission process, **Search Application** screen is displayed for user to view the submitted application.

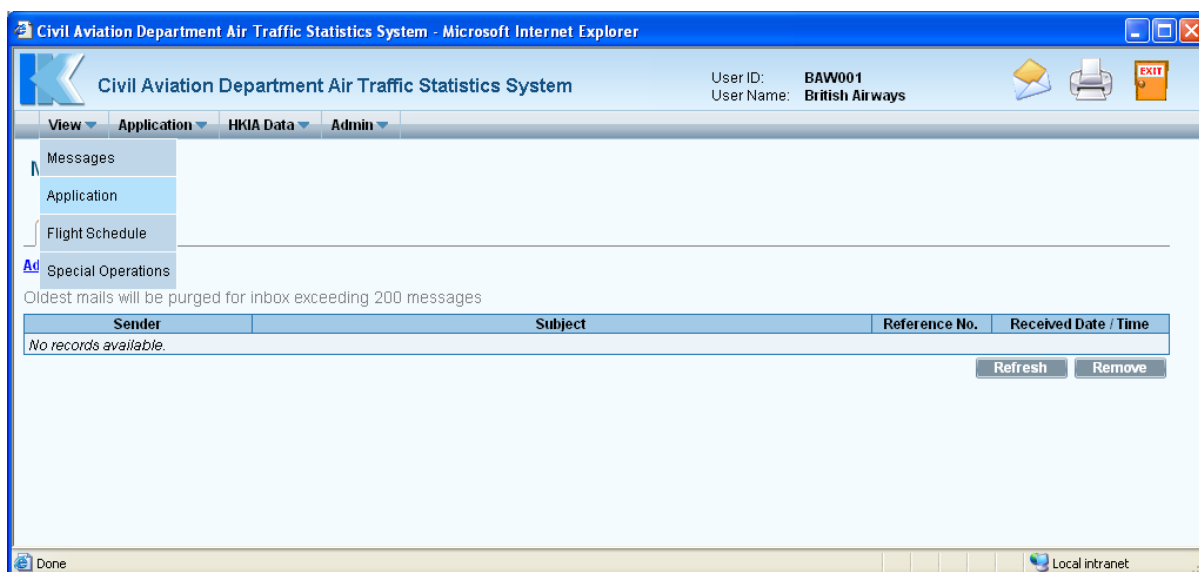
1.1.4.7 A system generated message will be sent to the user's inbox confirming that the application has been submitted to CAD for processing. An email will be sent to the email address of the responsible person of this account to remind users to check inbox message in the E-filing System.



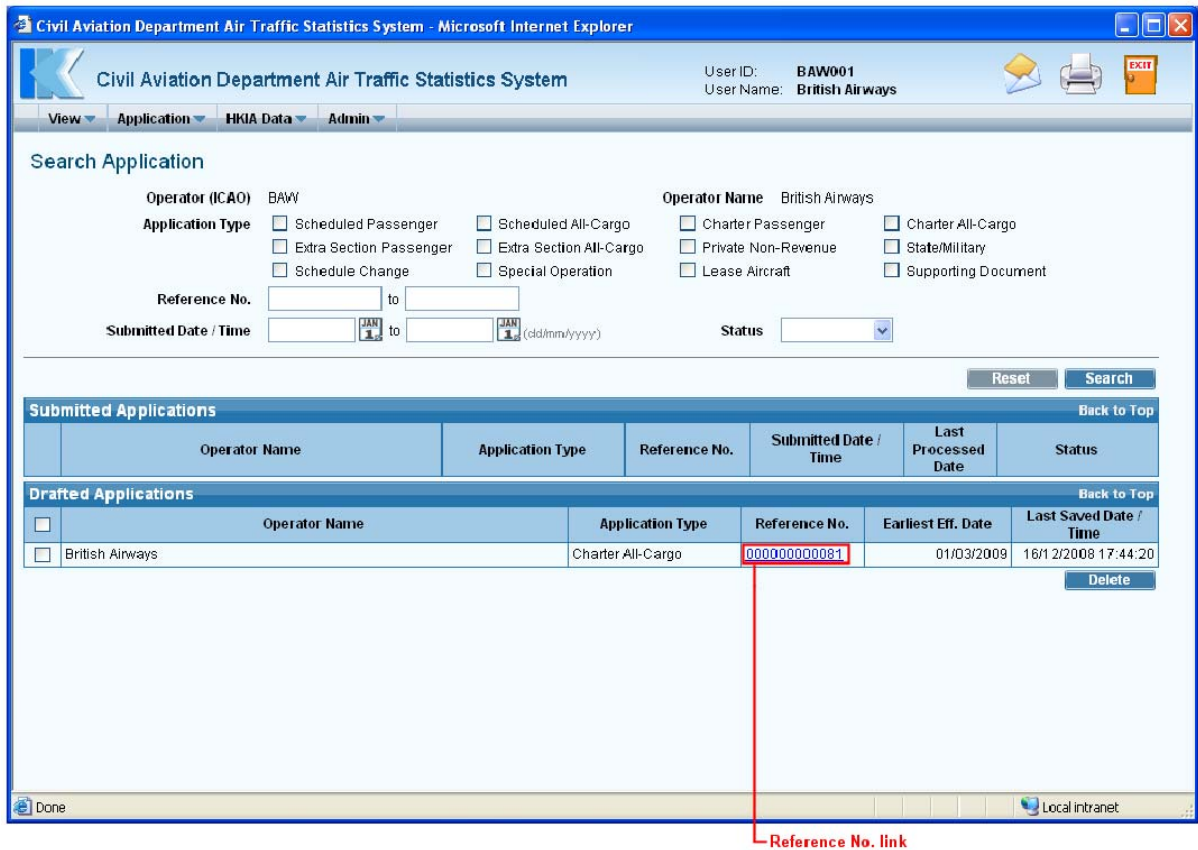
Messages

1.1.5 Update Charter All-Cargo Flight Application

1.1.5.1 From the Main menu, click **View** → click **Application**. The **Search Application** screen will be displayed. Users can add/modify/delete flight schedules in a previously saved draft application.



Main Menu



Search Application

1.1.5.2 Click Reference No. link to open the draft application. **Update Charter All-Cargo Application** screen is displayed.

Civil Aviation Department Air Traffic Statistics System - Microsoft Internet Explorer
Civil Aviation Department Air Traffic Statistics System
User ID: **BAW001**
User Name: **British Airways**

View Application HKIA Data Admin

Update Charter All-Cargo Application

Reference No. 00000000081

Operator (ICAO) BAW Operator Nationality UNITED KINGDOM

Operator Name British Airways

Registration Mark GBAAA Lease Aircraft

If more than 1 aircraft, please specify the aircraft details in the remarks box

* Aircraft Type 744 * Aircraft Nationality UNITED KINGDOM

* Name of Charterer ABC Logistics

* Address of Charterer 15 To Kan Wan Road
Kowloon

Local Handling Agent JASL

* Purpose of Service Transport of electronic equipments and computers.

Points of landing en-route, to and from Hong Kong, if any DXB (Ferry)-HKG-DXB (T.S.)-EDI

Charter All-Cargo Flights

	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP	Cargo Amount (kg)	Port (IATA)		Local Time (HH24MI)		Cargo Description
			From	To			From	To	STA	STD	
<input type="checkbox"/>	Ferry	BAW889	01/03/2009	01/03/2009	7	0	DXB	HKG	0310		
<input type="checkbox"/>	Charter Cargo	BAW889	02/03/2009	02/03/2009	1	100,000	HKG	EDI		0900	

Code Description

Local Handling Agent JASL - Jardine Airport Services Limited

[Remarks](#) (Please click to input remarks)

Conditions

1. The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
2. The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
3. The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
4. The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
5. The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
6. The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.

Create Date: 16/12/2008 17:43 Created By: British Airways

Last Update Date: 06/01/2009 15:00 Last Updated By: British Airways

Preview
Local intranet

Update Charter All-Cargo Application

1.1.5.3 To add a flight schedule,

- a. Click **Add** under *Charter All-Cargo Flights* grid. **Add Charter All-Cargo Flight** screen is displayed.

Add Charter All-Cargo Flight

- b. Enter the flight schedule details. Only one flight schedule can be entered at one time.

- c. Click **Save** to save the new flight schedule or click **Discard** to discontinue and return to **Update Charter All-Cargo Application** screen. A message indicating that the flight schedule is saved successfully will be displayed.



- d. Click **OK**. **Update Charter All-Cargo Application** screen is displayed with updated information in the *Charter All-Cargo Flights* grid.

Charter All-Cargo Flights											Back to Top
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP	Cargo Amount (kg)	Port (IATA)		Local Time (HH24MI)		Cargo Description
			From	To			1234567	From	To	STA	
<input type="checkbox"/>	Charter Cargo	BAW889	03/03/2009	03/03/2009	2	100,000	HKG	EDI		0900	
<input type="checkbox"/>	Charter Cargo	BAW889	02/03/2009	02/03/2009	1	100,000	HKG	EDI		0900	
<input type="checkbox"/>	Ferry	BAW889	01/03/2009	01/03/2009	7	0	DXB	HKG	0310		

↳ newly added flight schedule

Charter All-Cargo Flights grid (with newly added flight schedule)

- e. To add more flight schedule, repeat steps a to d.

1.1.5.4 To modify a Charter All-Cargo flight schedule,

- a. Select the flight by ticking checkbox beside the flight. Only one flight schedule can be selected at a time.
- b. Click **Modify**. **Update Charter All-Cargo Flight** screen is displayed.

Charter All-Cargo Flights											Back to Top
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP 1234567	Cargo Amount (kg)	Port (IATA)		Local Time (HH24MI)		Cargo Description
			From	To			From	To	STA	STD	
<input type="checkbox"/>	Charter Cargo	BAW889	03/03/2009	03/03/2009	2	100,000	HKG	EDI		0900	
<input checked="" type="checkbox"/>	Charter Cargo	BAW889	02/03/2009	02/03/2009	1	100,000	HKG	EDI		0900	
<input type="checkbox"/>	Ferry	BAW889	01/03/2009	01/03/2009	7	0	DXB	HKG	0310		

Tick this checkbox to select a flight.

Civil Aviation Department Air Traffic Statistics System -- Web Page Dialog

Update Charter All-Cargo Flight

*Service Type	*Flight No.	*Operation Period (dd/mm/yyyy)		*DOP							*Cargo Amount (kg)	*Port (IATA)		Local Time (HH24MI)		Cargo Description
		From	To	1	2	3	4	5	6	7		From	To	STA	STD	
Charter Cargo ▼	BAW889	02/03/2009	02/03/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100,000	HKG	EDI		0900	

Discard Save

Update Charter All-Cargo Flight

- c. Modify the Charter All-Cargo Flight schedule as needed. For example, change the *Scheduled Time of Departure (STD)* to "1000".

Civil Aviation Department Air Traffic Statistics System -- Web Page Dialog

Update Charter All-Cargo Flight

*Service Type	*Flight No.	*Operation Period (dd/mm/yyyy)		*DOP							*Cargo Amount (kg)	*Port (IATA)		Local Time (HH24MI)		Cargo Description
		From	To	1	2	3	4	5	6	7		From	To	STA	STD	
Charter Cargo ▼	BAW889	02/03/2009	02/03/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100,000	HKG	EDI		1000	

Discard Save

- d. Click the *Edit Cargo Description icon* to edit the cargo description.

Edit Cargo Description icon

Local Time (HH24MI)		Cargo Description
STA	STD	
	1000	

- e. Click **Save** to save changes. A message indicating that the flight schedule is saved successfully will be displayed.



- f. Click . **Update Charter All-Cargo Application** screen is displayed with updated information in the *Charter All-Cargo Flights* grid.

changed information

Charter All-Cargo Flights											Back to Top
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP 1234567	Cargo Amount (kg)	Port (IATA)		Local Time (HH24MI)		Cargo Description
			From	To			From	To	STA	STD	
<input type="checkbox"/>	Charter Cargo	BAW889	03/03/2009	03/03/2009	2	100,000	HKG	EDI		0900	
<input type="checkbox"/>	Charter Cargo	BAW889	02/03/2009	02/03/2009	1	100,000	HKG	EDI		1000	
<input type="checkbox"/>	Ferry	BAW889	01/03/2009	01/03/2009	7	0	DXB	HKG	0310		

Charter All-Cargo Flights grid (with updated flight schedule)

- g. Repeat steps a to f to update other flight schedules.

1.1.5.5 To delete a charter all-cargo flight schedule,

- a. Select the flight by ticking the checkbox. Only one flight schedule can be deleted at one time. Click under *Charter All-Cargo Flights* grid.

Charter All-Cargo Flights											Back to Top
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP 1234567	Cargo Amount (kg)	Port (IATA)		Local Time (HH24MI)		Cargo Description
			From	To			From	To	STA	STD	
<input checked="" type="checkbox"/>	Charter Cargo	BAW889	03/03/2009	03/03/2009	2	100,000	HKG	EDI		0900	
<input type="checkbox"/>	Charter Cargo	BAW889	02/03/2009	02/03/2009	1	100,000	HKG	EDI		1000	
<input type="checkbox"/>	Ferry	BAW889	01/03/2009	01/03/2009	7	0	DXB	HKG	0310		

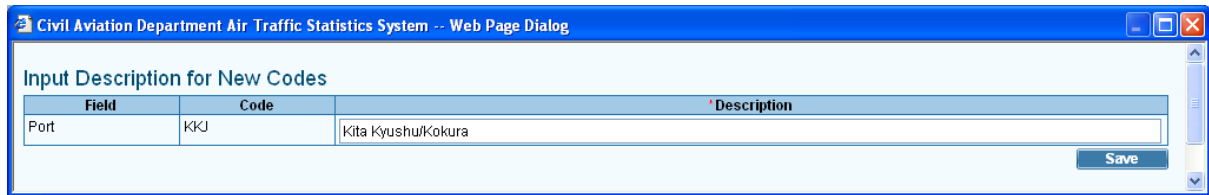
Tick this checkbox to select a flight.

- b. A message will be prompted to confirm deletion.



- c. Click to proceed with the deletion or click to cancel deletion and return to **Update Charter All-Cargo Application** screen.
- d. Repeat steps a to c to remove another flight schedule.

1.1.5.6 To update the new codes description, click **Edit** from the *Code Description grid*. **Input Description for New Codes** screen will be displayed. Modify the information under *Description* as required and click **Save** to save the changes.



Field	Code	Description
Port	KKJ	Kita Kyushu/Kokura

Save

Description for New Codes

1.1.5.7 After updating the application, user can click **Preview** on the **Update Charter All-Cargo Application** screen to preview / submit the application. For details, please refer to sections 1.1.3 and 1.1.4.