

## 1.1 FLIGHT SCHEDULE CHANGE APPLICATION

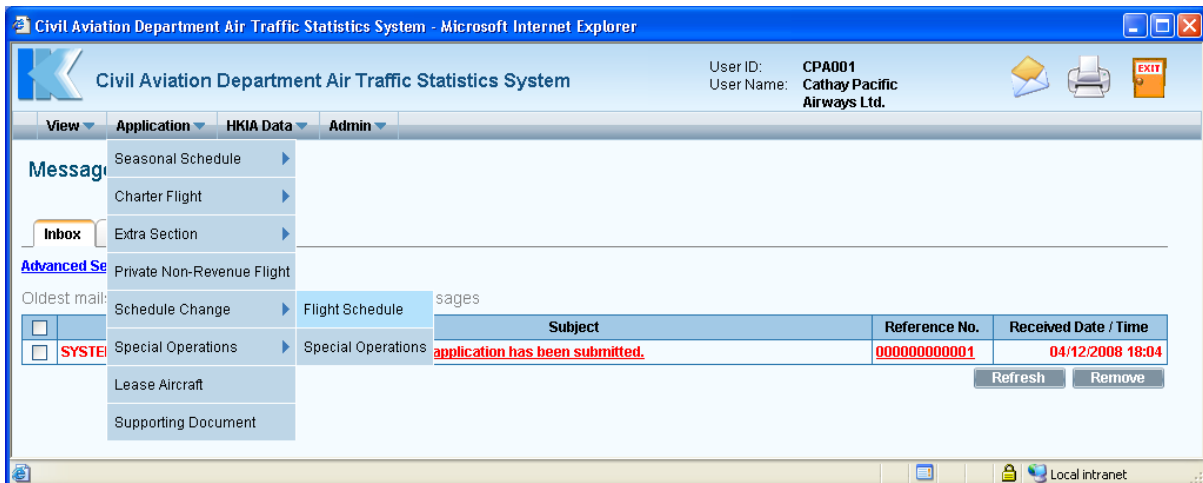
### 1.1.1 Introduction

This section contains procedures for submission of applications for schedule change or flight cancellation.

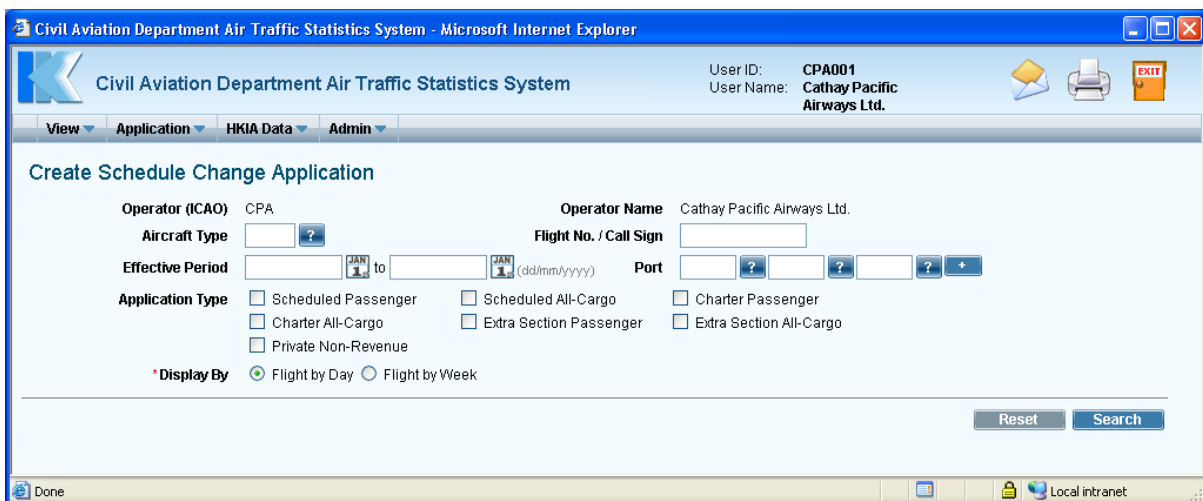
### 1.1.2 Create Flight Schedule Change Application

1.1.2.1 There are two ways to select particular approved flight schedules:

- a. From the **View Flight Schedules** screen - after performing a search in **Search Flight Schedules** screen, select the approved flights for schedule change and tick the checkbox beside the flight(s). Click **Schedule Change**. **Create Schedule Change Application** screen is displayed.
- b. From the **Main menu**, click **Application** → click **Schedule Change** → click **Flight Schedule**. The **Create Schedule Change Application** screen will be displayed.



Main Menu

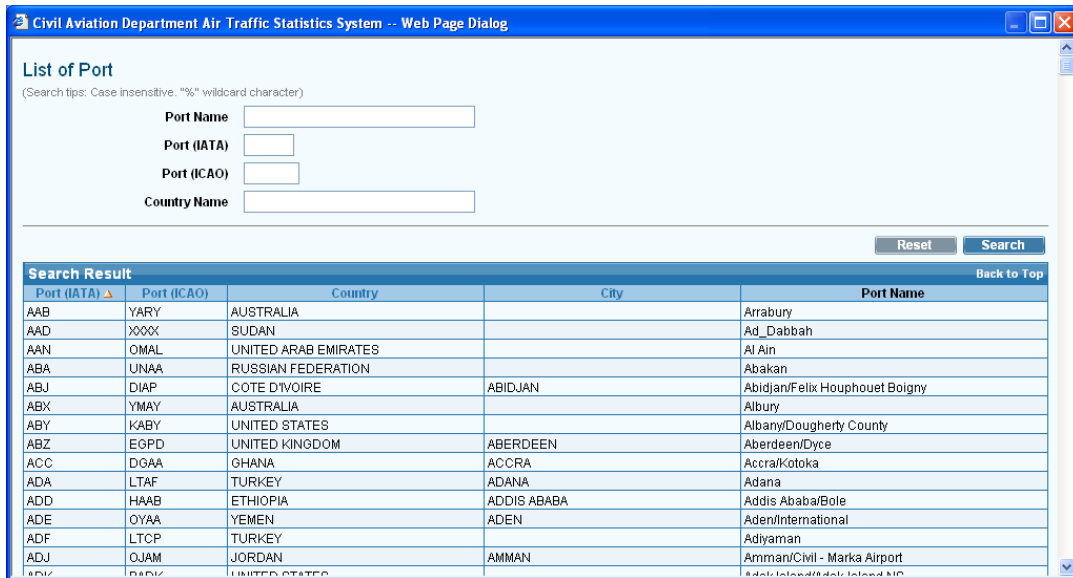


Create Schedule Change Application



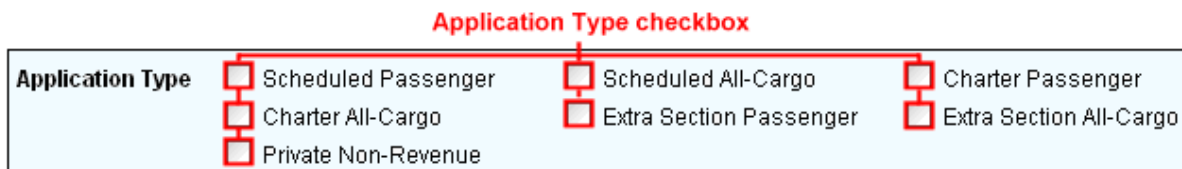


- h. **Port** –Click **Port (IATA) search**, the **List of Port** screen will be displayed. Select the suitable port from the list. If suitable code is not available, input the 3-letter (IATA) port code manually. Click **+** to input more port codes.



List of Port

- i. **Application Type** – Tick **Application Type checkbox** to indicate the type of application to be searched.



- j. **Display By** –Tick **Flight By Day radio button** to display the flight schedules on daily basis, i.e. one flight schedule per day on each row. Only approved flight schedules will be displayed on daily basis. Tick **Flight By Week radio button** to display flight schedules in a weekly operating pattern.

1.1.2.3 Click **Search** to display the search result on the **Flight Schedules** table. Only approved flights will be retrieved.

1.1.2.4 Click **Reset** to clear all the input search criteria.

1.1.2.5 To select a flight record for schedule change, tick its checkbox and then click **Select**. Only one flight can be selected at one time. **Create Schedule Change Details** screen will be displayed.

Flight Schedules													Back to Top	
	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
<input type="checkbox"/>	Ech Pax	CPA001	28/10/2008	28/03/2009	1234567	A3E0	760				HKG-NRT		1030	
<input checked="" type="checkbox"/>	Charter Cargo	CPA001	09/12/2008	09/01/2009	1 3 5 7	342			2,000		HKG-MNL		0900	
<input type="checkbox"/>	Ech Pax	CPA002	28/10/2008	01/11/2008	1234567	A3E0	760				NRT-HKG	0800		+1
<input type="checkbox"/>	Ech Pax	CPA002	02/11/2008	02/11/2008		A3E0	760				NRT-HKG	0900		+1
<input type="checkbox"/>	Ech Pax	CPA002	03/11/2008	06/11/2008	1234567	A3E0	760				NRT-HKG	0800		+1
<input type="checkbox"/>	Ech Pax	CPA002	07/11/2008	07/11/2008	5	A3E0	760				NRT-HKG	0815		+1
<input type="checkbox"/>	Ech Pax	CPA002	08/11/2008	28/03/2009	1234567	A3E0	760				NRT-HKG	0800		+1
<input type="checkbox"/>	Tech Stbp	CPA1001	09/12/2008	09/12/2008	2	333		25			MLA-HKG	0600		
<input type="checkbox"/>	Ech Pax	CPA18518	09/01/2009	31/01/2009	3	747	150				HKG-SAT		1100	
<input type="checkbox"/>	Ech Pax	CPA6562	09/01/2009	31/01/2009	2	747	4,984				SAT-HKG		1500	

Click this checkbox to select a flight

**Create Schedule Change Details**

Flight Schedules

Service Type	Flight No. / Call Sign	Effective Period	DOP	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time	Next Date
		From To	1234567							STA STD	
Charter Cargo	CPA0011	09/12/2008 09/01/2009	1 3 5 7	342				2,000	HKG-MNL		0900

Cancel Revise

Flight Schedules Selected for Schedule Change

Type of Change	Service Type	Flight No. / Call Sign	Effective Period (dd/mm/yyyy)	DOP	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route (use (F)/(TS) in port for Ferry/Technical Stop to/from HKG) e.g. SIN(F)-HKG-ANC(TS)-LAX	Local Time (HH:MM)	Next Date
			From To	1 2 3 4 5 6 7							STA STD	

Remove Copy Add

Discard Save

Create Schedule Change Details

1.1.2.6 To revise flight schedules,

- a. Click **Revise**. The flight schedule will be copied to the *Flight Schedules Selected for Schedule Change* grid. The **Type of Change** is set to "Revise". All flights details are editable.

**Create Schedule Change Details**

Flight Schedules

Service Type	Flight No. / Call Sign	Effective Period	DOP	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time	Next Date
		From To	1234567							STA STD	
Charter Cargo	CPA0011	09/12/2008 09/01/2009	1 3 5 7	342				2,000	HKG-MNL		0900

Cancel Revise

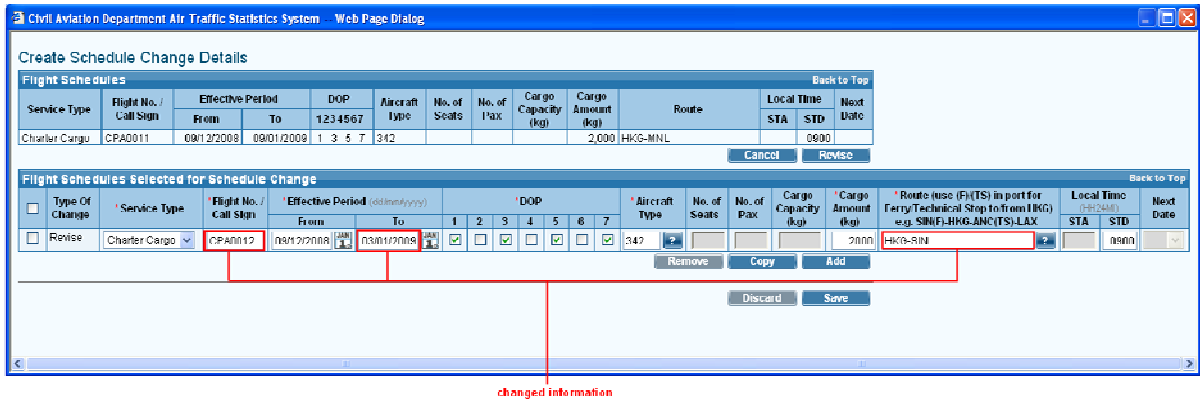
Flight Schedules Selected for Schedule Change

Type of Change	Service Type	Flight No. / Call Sign	Effective Period (dd/mm/yyyy)	DOP	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route (use (F)/(TS) in port for Ferry/Technical Stop to/from HKG) e.g. SIN(F)-HKG-ANC(TS)-LAX	Local Time (HH:MM)	Next Date
			From To	1 2 3 4 5 6 7							STA STD	
Revise	Charter Cargo	CPA0011	09/12/2008 09/01/2009	1 3 5 7	342				2,000	HKG-MNL		0900

Remove Copy Add

Discard Save

- b. Modify flight details as needed. In this example, modify the **Flight No. / Call Sign** to "CPA0012", **Effective Period To** as "03/01/2009" and Route to "HKG-SIN" respectively.

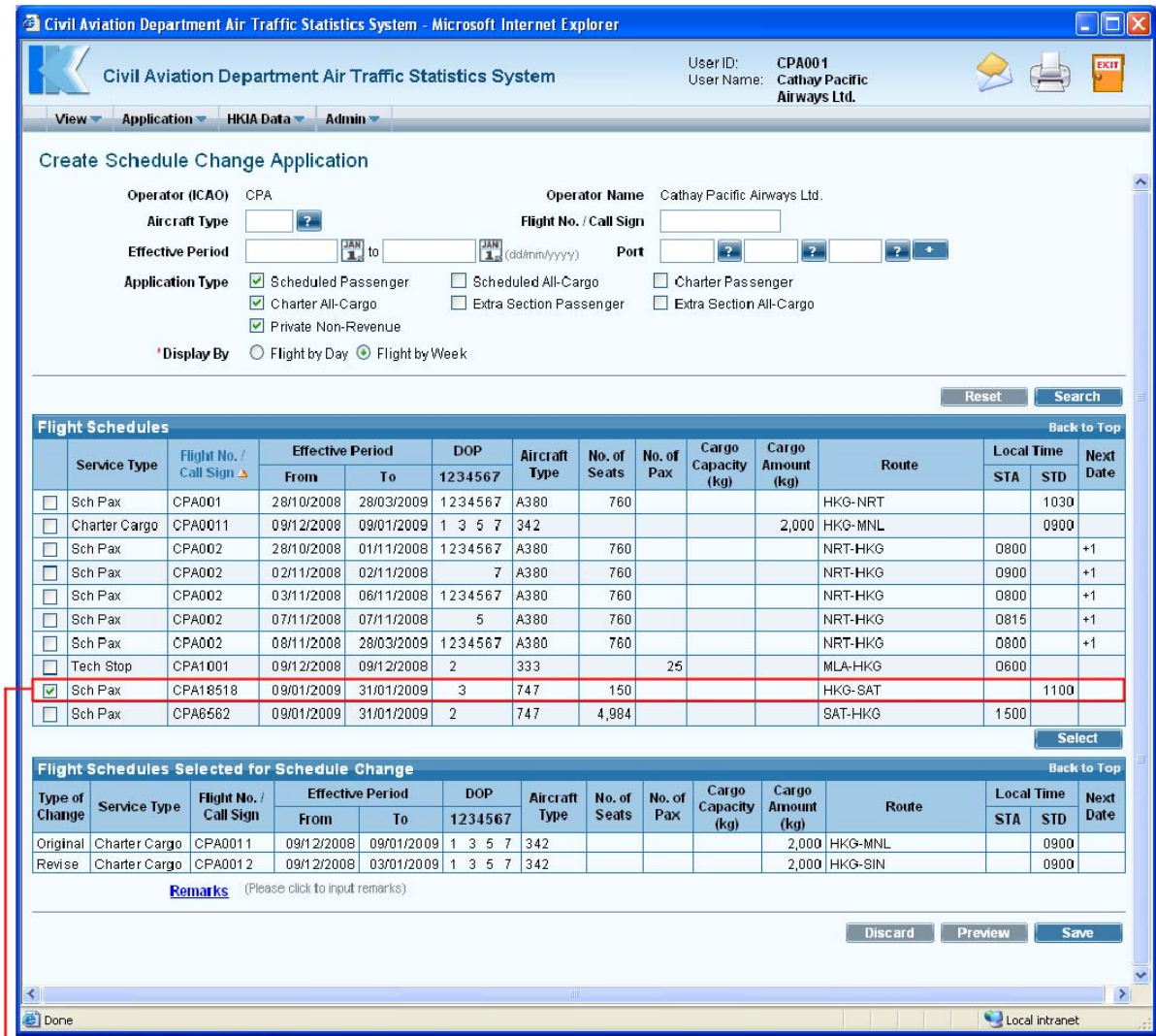


changed information

- c. Click **Save** to save the made changes. **Create Schedule Change Details** screen will be closed. The revised flights will be displayed in the *Flight Schedules Selected for Schedule Change* grid.

Flight Schedules Selected for Schedule Change													Back to Top	
Type of Change	Service Type	Flight No. / Call Sign	Effective Period		DOP	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
Original	Charter Cargo	CPA0011	09/01/2008	09/01/2009	1 3 5 7	342			2,000		HKG-MNL		0900	
Revised flights	Charter Cargo	CPA0012	09/01/2008	03/01/2009	1 3 5 7	342			2,000		HKG-SIN		0900	

- d. Repeat steps 1.1.2.6 to select second flight schedule for amendments.



tick this checkbox to select a flight

1.1.2.7 To cancel flight schedules,

- a. Click **Cancel** to copy the flight record to the *Flight Schedules Selected for Schedule Change* grid. The **Type of Change** is set as "Cancel".



- b. Click **Save** to save the made changes. **Create Schedule Change Application** screen will be displayed with the original and revised information in *Flight Schedules Selected for Schedule Change* grid.

Flight Schedules Selected for Schedule Change													Back to Top	
Type of Change	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
Original	Charter Cargo	CPA0011	09/12/2008	09/01/2009	1 3 5 7	342			2,000	HKG-MNL		0900		
Revise	Charter Cargo	CPA0012	09/12/2008	03/01/2009	1 3 5 7	342			2,000	HKG-SIN		0900		
Original	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100		
Cancel	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100		

Cancelled flights

1.1.2.8 Users can input other search criteria and select **Display By "Flights By Day"**, each flight records will be broken down by day in the search result.

Flight Schedules													Back to Top	
	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
<input type="checkbox"/>	Sch Pax	CPA001	28/10/2008	28/10/2008	2	A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	29/10/2008	29/10/2008	3	A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	30/10/2000	30/10/2000	4	A300	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	31/10/2008	31/10/2008	5	A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	01/11/2008	01/11/2008	6	A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	02/11/2008	02/11/2008	7	A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	03/11/2008	03/11/2008		A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	04/11/2008	04/11/2008	2	A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	05/11/2008	05/11/2008	3	A380	760			HKG-NRT		030		
<input type="checkbox"/>	Sch Pax	CPA001	06/11/2008	06/11/2008	4	A380	760			HKG-NRT		030		

Flights are broken down by day.

1.1.2.9 Repeat steps 1.1.2.5 to 1.1.2.7 above to select other flight schedules for schedule change.

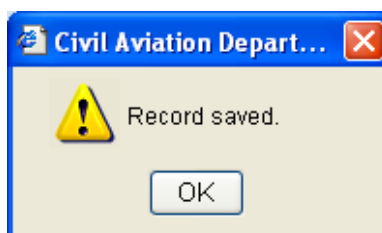
1.1.2.10 To input information related to this application, click the **Remarks** link to display input box.

Remarks link

**Remarks** (Please click to input remarks)

1.1.2.11 Review / Modify the Application before submission:

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



1.1.2.12 Click  and exit E-filing System. Refer to section 1.1.5 **Update Schedule Change Application** to continue the application procedures at a later time.

1.1.2.13 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 provide additional information through the **Input Description for New Codes** screen when saving the application. If information is not available, users can click  to save the application as a draft and exit the E-filing System. Refer to section 1.1.5 **Update Schedule Change Application** to continue the application procedures at a later time.

### 1.1.3 Preview Flight Schedule Change Application

1.1.3.1 Click , **Preview Schedule Change Application** screen is displayed.

- If user previews the application from **Create Schedule Change Application** screen, *Reference No.* of the application is blank because the application has not been saved or submitted yet.
- If user previews the application from **Update Schedule Change Application** screen (details provided in section 1.1.5), *Reference No.* of the application is generated by the system when the application is saved.
- Code Description grid / Remarks* is displayed with the description entered previously, if any.

**Preview Schedule Change Application**

Reference No. 000000000113  
 Operator (ICAO) CPA Operator Name Cathay Pacific Airways Ltd.

Flight Schedules Selected for Schedule Change												Back to Top		
Type of Change	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
Original	Charter Cargo	CPA0011	09/12/2008	09/01/2009	1 3 5 7	342			2000		HKG-MNL		0900	
Revise	Charter Cargo	CPA0012	09/12/2008	03/01/2009	1 3 5 7	342			2000		HKG-SIN		0900	
Original	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150				HKG-SAT		1100	
Cancel	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150				HKG-SAT		1100	

**Code Description** Back to Top  
 No records available.

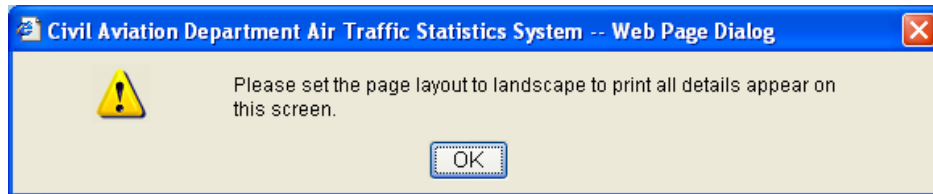
**Remarks** -

**Preview Schedule Change Application**




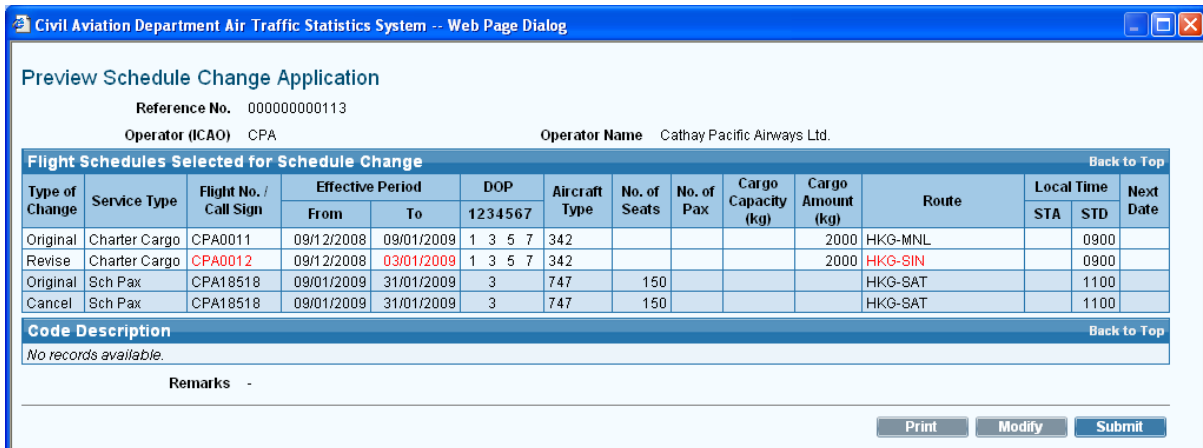
1.1.3.2 Click  to modify the flight details, if required **Update Schedule Change Application** screen is displayed. For details, please refer to section 1.1.5.

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



### 1.1.4 Submit Flight Schedule Change Application

1.1.4.1 Click  to proceed with the submission of application.



**Preview Schedule Change Application**

Reference No. 00000000113  
 Operator (ICAO) CPA Operator Name Cathay Pacific Airways Ltd.

Type of Change	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
Original	Charter Cargo	CPA0011	09/12/2008	09/01/2009	1 3 5 7	342				2000	HKG-MNL		0900	
Revise	Charter Cargo	CPA0012	09/12/2008	03/01/2009	1 3 5 7	342				2000	HKG-SIN		0900	
Original	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150				HKG-SAT		1100	
Cancel	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150				HKG-SAT		1100	

**Code Description**  
 No records available.


Remarks -

Print Modify Submit

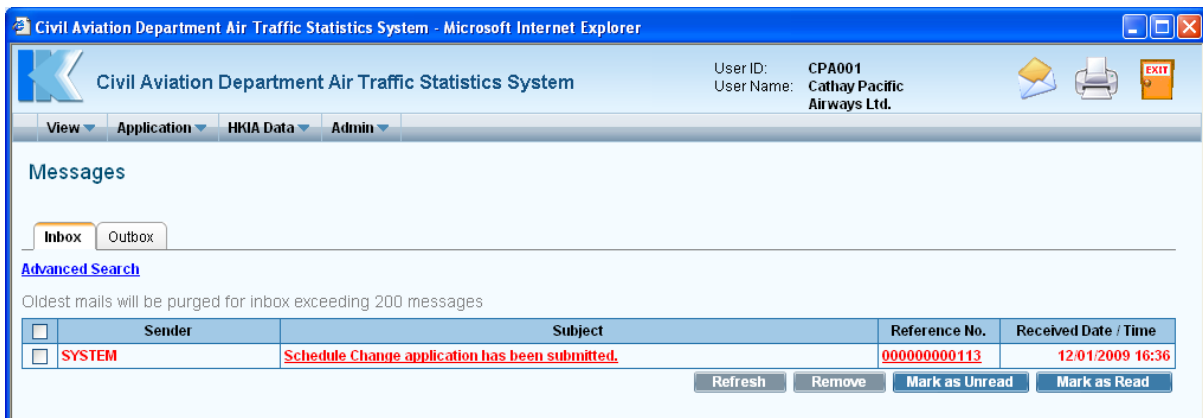
#### Preview Schedule Change Application

1.1.4.2 A message indicating that the application is submitted successfully will be displayed.



1.1.4.3 Click . **Search Application** screen is displayed for users to view the submitted application.

1.1.4.4 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.



Civil Aviation Department Air Traffic Statistics System - Microsoft Internet Explorer

User ID: CPA001  
 User Name: Cathay Pacific Airways Ltd.

View Application HKIA Data Admin

**Messages**

Inbox Outbox

Advanced Search

Oldest mails will be purged for inbox exceeding 200 messages

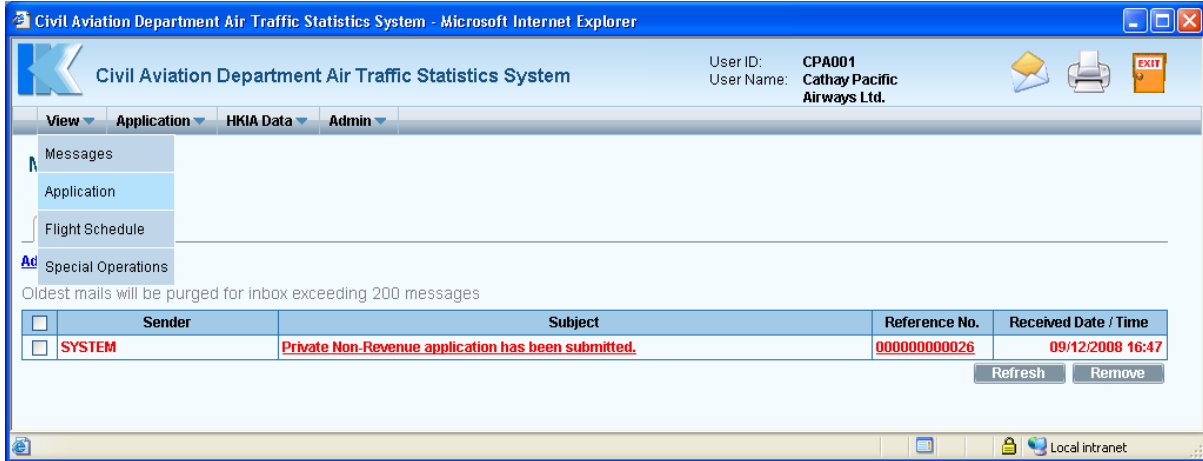
	Sender	Subject	Reference No.	Received Date / Time
<input type="checkbox"/>	SYSTEM	Schedule Change application has been submitted.	00000000113	12/01/2009 16:36

Refresh Remove Mark as Unread Mark as Read

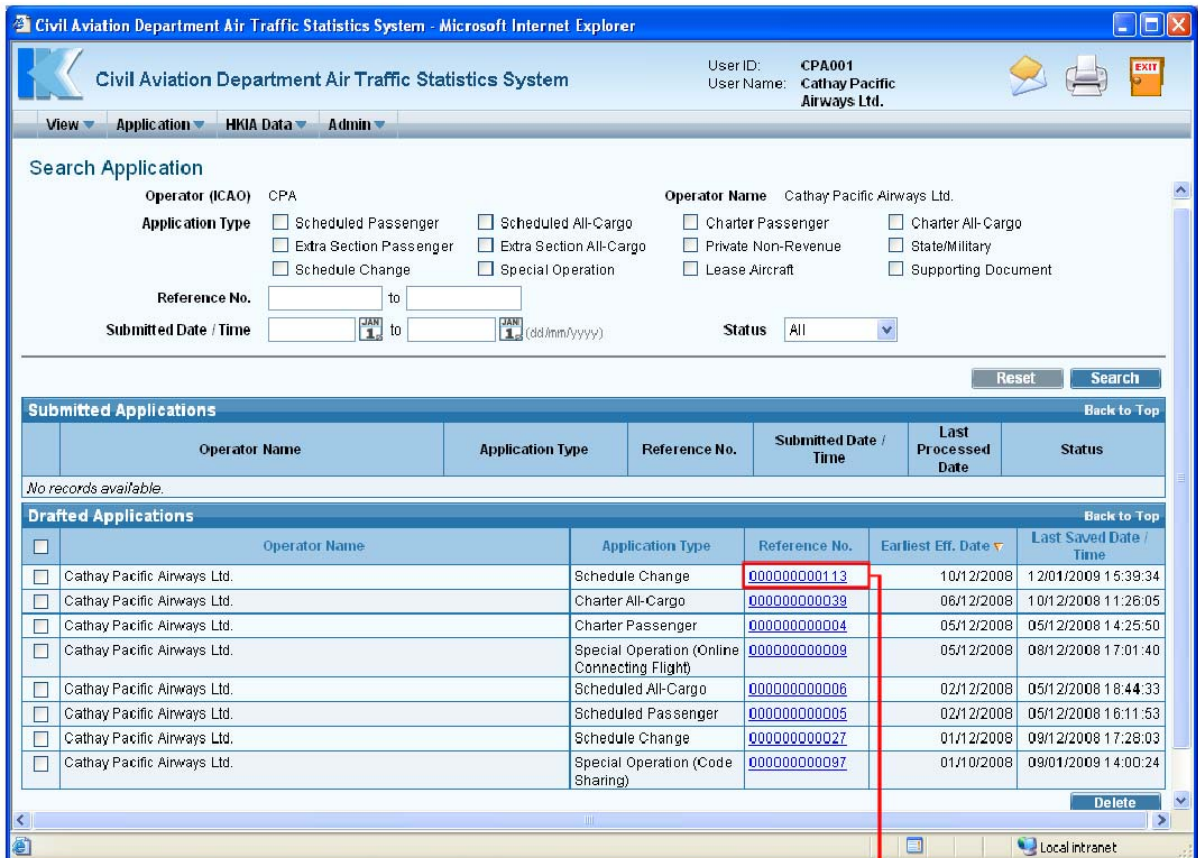
#### Messages

### 1.1.5 Update Flight Schedule Change 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.



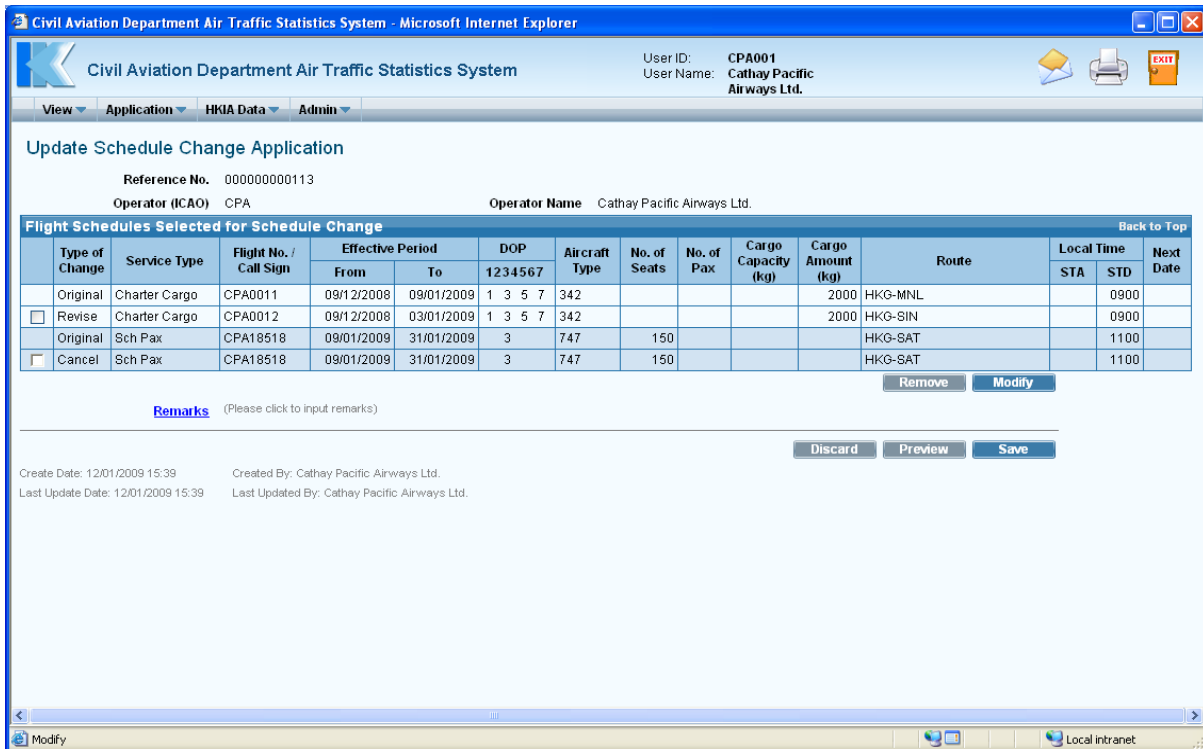
Main Menu



Reference No. link

Search Application

1.1.5.2 Click Reference No. link to open the draft application. **Update Schedule Change Application** screen is displayed.



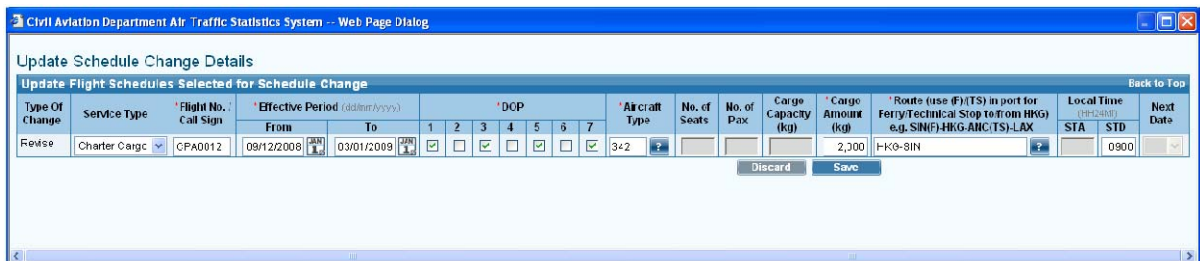
Update Schedule Change Application

1.1.5.3 To modify a flight schedule change schedule,

- a. Select the flight by ticking checkbox beside the flight. Only one flight schedule can be selected at one time.
- b. Click **Modify**. **Update Schedule Change Application** screen is displayed.

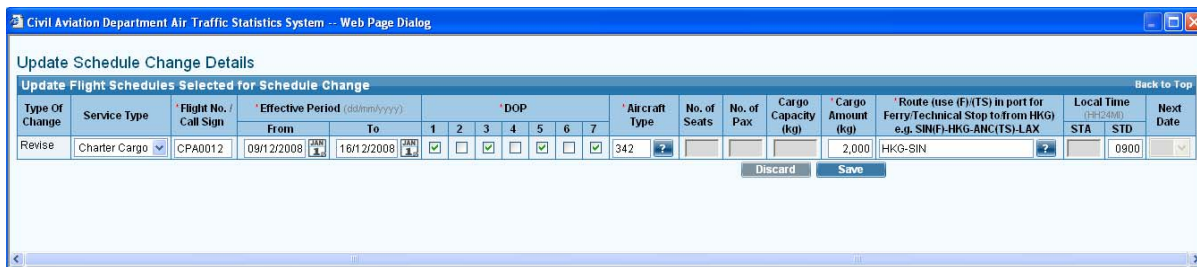
Type of Change	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
<input type="checkbox"/>	Original	Charter Cargo	CPA0011	09/12/2008	09/01/2009	1 3 5 7	342			2000	HKG-MNL		0900	
<input checked="" type="checkbox"/>	Revise	Charter Cargo	CPA0012	09/12/2008	03/01/2009	1 3 5 7	342			2000	HKG-SIN		0900	
<input type="checkbox"/>	Original	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100	
<input type="checkbox"/>	Cancel	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100	

tick this checkbox to select a flight



Update Schedule Change Details

- c. Modify the Schedule Change Details as needed. For example, modify the *Effective Period To* to "16/12/2008".



d. Click  to save the changes



e. Click . **Update Schedule Change Application** screen is displayed with updated information in the *Flight Schedules Selected for Schedule Change* grid.

Flight Schedules Selected for Schedule Change														Back to Top
Type of Change	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
<input type="checkbox"/>	Original	Charter Cargo	CPA0011	09/12/2008	09/01/2009	1 3 5 7	342			2000	HKC-MNL		0930	
<input type="checkbox"/>	Revise	Charter Cargo	CPA0012	09/12/2008	16/12/2008	1 3 5 7	342			2000	HKG-SIN		0930	
<input type="checkbox"/>	Original	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100	
<input type="checkbox"/>	Cancel	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100	

changed information

Updated Flight Schedules Selected for Schedule Change grid

f. Repeat steps a to e above to update another flight schedule.

1.1.5.4 To delete a flight schedule change,

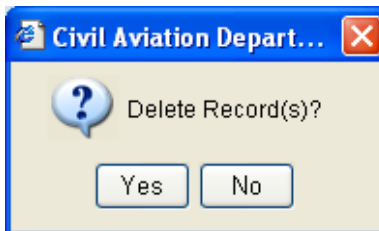
a. Select the flight by ticking the checkbox beside the flight to be deleted. Only one flight schedule can be deleted at one time.

b. Click  under *Flight Schedules Selected for Schedule Change* grid.

Flight Schedules Selected for Schedule Change														Back to Top
Type of Change	Service Type	Flight No. / Call Sign	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	No. of Pax	Cargo Capacity (kg)	Cargo Amount (kg)	Route	Local Time		Next Date
			From	To								STA	STD	
<input type="checkbox"/>	Original	Charter Cargo	CPA0011	09/12/2008	09/01/2009	1 3 5 7	342			2000	HKG-MNL		0900	
<input checked="" type="checkbox"/>	Revise	Charter Cargo	CPA0012	09/12/2008	16/12/2008	1 3 5 7	342			2000	HKG-SIN		0900	
<input type="checkbox"/>	Original	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100	
<input type="checkbox"/>	Cancel	Sch Pax	CPA18518	09/01/2009	31/01/2009	3	747	150			HKG-SAT		1100	

tick this checkbox to select a flight

c. A message will be prompted to confirm deletion.



- d. Click  to proceed with the deletion. Or click  to cancel deletion and return to **Update Schedule Change Application** screen.
  - e. Repeat steps a to d above to remove another flight schedule change.
- 1.1.5.5 After updating the application, click  on the **Update Schedule Change Application** screen to preview / submit the application. For details, please refer to sections 1.1.3 and 1.1.4.