

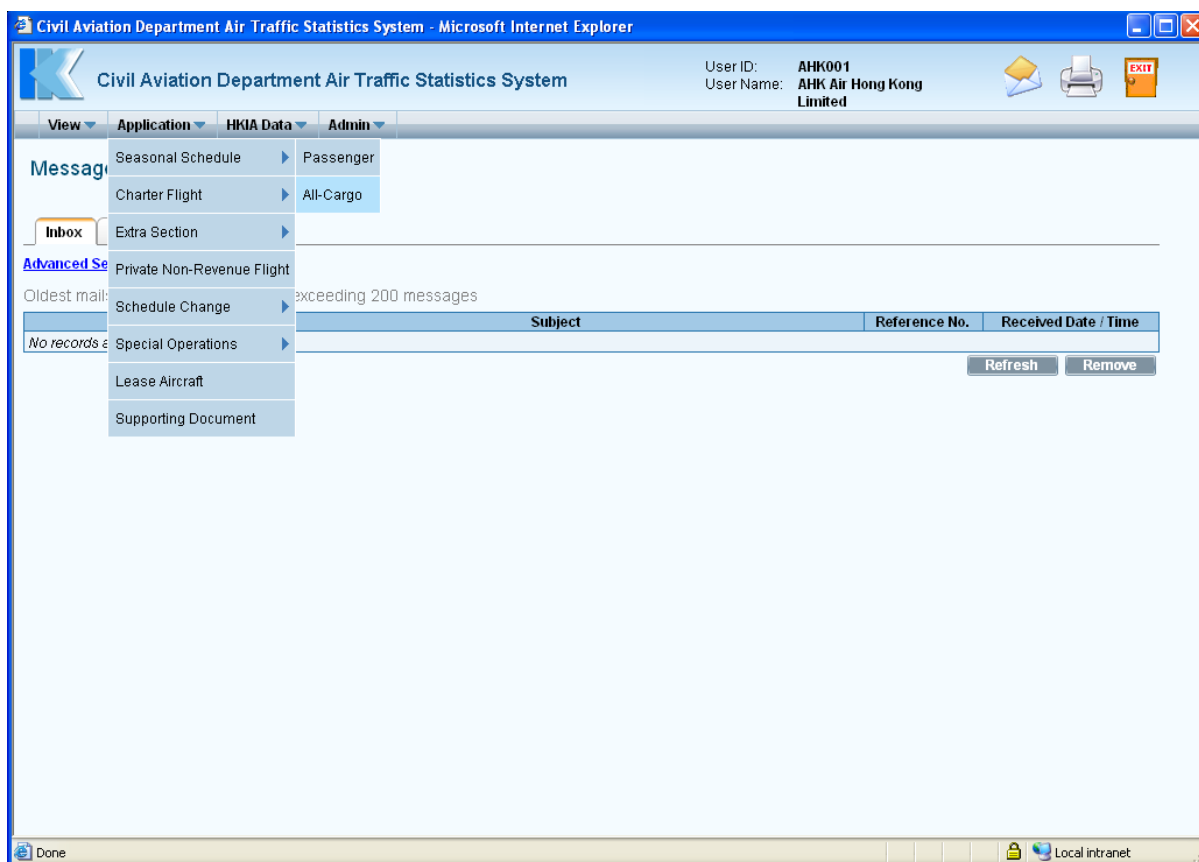
## 1.1 SEASONAL SCHEDULED ALL-CARGO FLIGHT APPLICATION

### 1.1.1 Introduction

This section contains procedures for users to apply for operation of Seasonal Scheduled Cargo Flights to/from Hong Kong through the E-filing System.

### 1.1.2 Create Seasonal Scheduled Cargo Flight Application

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



Main Menu

**Create Seasonal Schedule Application**

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

- a. **Season** – Choose the current IATA season or the IATA next season. Summer season means the days between the last Sunday of March up to the last Saturday of October of current year. Winter season means the days between the last Sunday of October of current year up to the last Saturday of March of next year.
- b. **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.
- c. **Operator Name** – The name of the Operator will be displayed according to the selected 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 Air Operator’s Certificate.

1.1.2.3 Fill in the flight schedules as shown below. Users should enter related inbound and outbound flights in pair (i.e. two consecutive rows). For single inbound/outbound flights, please skip one row.

Flight No.	Effective Period (dd/mm/yyyy)		DOP							Aircraft Type	Cargo Capacity (kg)	Route (indicate "" in port for Ferry / Technical Stop to / from HKG) e.g. SIN'-HKG-ANC'-LAX	Local Time (HH:MM)		Next Date
	From	To	1	2	3	4	5	6	7				STA	STD	
AHK001	26/10/2008	26/10/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B747	100000	HKG-PEN		1100	
AHK002	26/10/2008	26/10/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B747	100000	PEN-HKG	2200		
			<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

- a. **Flight No.** - The format should consist of two parts namely - 3-letter ICAO Operator code and 3 to 5 numerals (e.g. AHK001).
- b. **Effective Period From/To** - Use *date picker* to specify the **Effective Period** of the flight schedules or input manually in *dd/mm/yyyy format*.
- c. **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)
- d. **Aircraft Type** - Click **Aircraft Type search** to choose the suitable aircraft type from the list or input the aircraft type manually in 3-letter IATA aircraft code format. The text should be limited to 4 characters.

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

List of Aircraft Types  
 (Search tips: Case insensitive, "%" wildcard character)

English Description:   
 Aircraft Type (IATA):   
 Aircraft Type (ICAO):

Reset Search

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

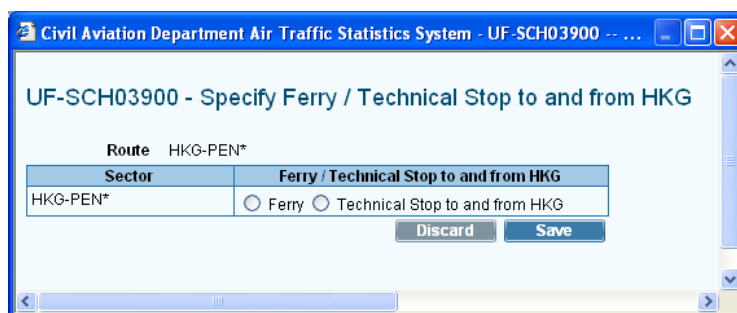
- e. **Cargo Capacity** - Enter the cargo capacity of the specified aircraft type in kg. The number should not exceed 6 numerals.

- f. **Route** - Notes for entering routes:
- Click **Port Search** to choose the suitable ports
  - or input it manually in IATA 3-letter port code format.
  - Ports must be separated by "-" (dash).
  - One of the ports on the route must be Hong Kong (HKG).



List of Port

To mark technical stop or ferry sectors, place an asterisk (\*) after the corresponding port and click **Ferry/Technical Stop** to indicate ferry or technical stop.



Ferry/Technical Stop

- 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).
- i. **Next Date** - Use the **Next Date pull down menu** to indicate that the arrival day is different from the departure day at HKG

1.1.2.4 Click **Add** to add rows to input more flight schedules.

Flight Schedules														Back to Top	
Flight No.	Effective Period (dd/mm/yyyy)		DOP							Aircraft Type	Cargo Capacity (kg)	Route (indicate "*" in port for Ferry / Technical Stop to / from HKG) e.g. SIN*-HKG-ANC*-LAX	Local Time (HH24:MM)		Next Date
	From	To	1	2	3	4	5	6	7				STA	STD	
<input type="checkbox"/> AHK001	26/10/2008	26/10/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B747	100000	HKG-PEN		1100	
<input type="checkbox"/> AHK002	26/10/2008	26/10/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B747	100000	PEN-HKG	2200		
<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="checkbox"/>			<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<input type="checkbox"/>						

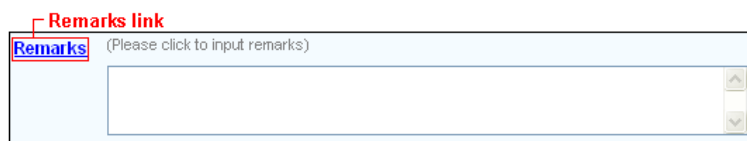
Remarks (Please click to input remarks)

**Remove** **Add**

Seasonal Scheduled All-Cargo Flight Schedules grid

1.1.2.5 To remove some of the entered flight schedules, tick the corresponding checkbox of the paired flight and click **Remove**. More than one pair of flight schedules can be deleted at one time.




1.1.2.6 To input further information related to this application, click the Remarks link to display the input box.

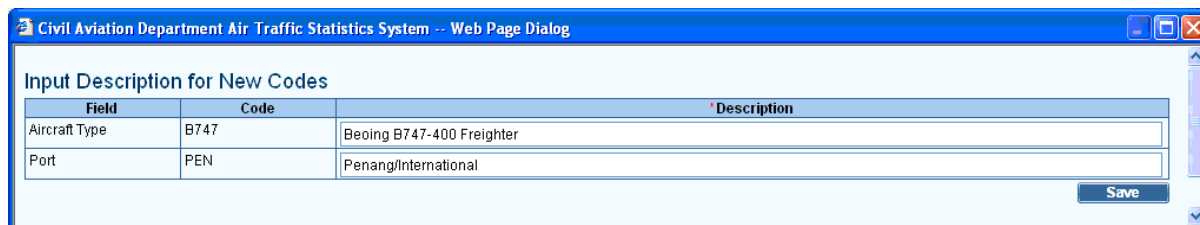


1.1.2.7 Review / Modify the application before submission:

- 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 sections 1.1.3 **Preview Seasonal Scheduled All-Cargo Flight Application** and 1.1.4 **Submit Seasonal Scheduled 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 indicating the application is successfully saved will be displayed. Click **OK** and exit the E-filing System. Please refer to section 1.1.5 **Update Seasonal Scheduled All-Cargo Flight Application** and continue the application procedures at a later time.



1.1.2.8 If users have manually entered codes not selected from the pull down menu  or search screen  users will be prompted to provide further information through the **Input Description for New Codes** screen when saving the application. If information is not available, click  to save the application as a draft and exit E-filing System. Please refer to section 1.1.5 **Update Seasonal Scheduled All-cargo Flight Application** and continue the application procedures at a later time



Description for New Codes

### 1.1.3 Preview Seasonal Scheduled All-Cargo Flight Application

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

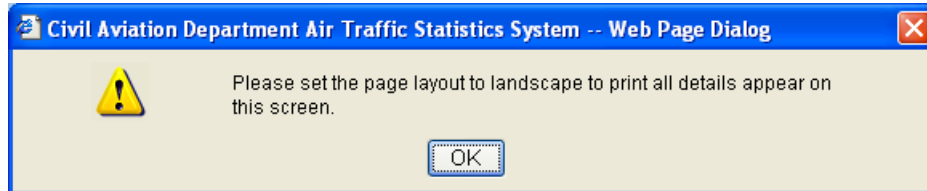
- a. **Reference No.** of the application is blank as the application has not been saved or submitted yet.
- b. If users view the saved application from **Update Seasonal Schedule Application** screen (details provided under section 1.1.5), **Reference No.** is generated by the system when the application is saved.
- c. **Code Description** grid / **Remarks** are displayed with information, if any.



Preview Seasonal Schedule Application

1.1.3.2 Click  to modify the flight details after previewing the application. For details, please refer to section 1.1.5 **Update Seasonal Schedule Application**.

1.1.3.3 If application is ready for submission, click  to print the application for own record before submission. Users are reminded to set the page orientation to landscape. Click  to print.



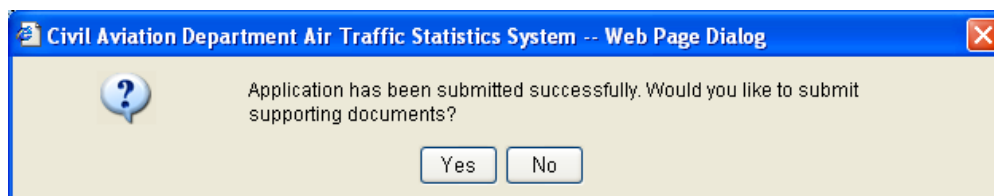
### 1.1.4 Submit Seasonal Scheduled All-Cargo Flight Application

1.1.4.1 Click .



**Preview Seasonal Schedule Application**

1.1.4.2 A message indicating that the application is submitted successfully will be displayed. Users will be prompted to submit supporting documents or applications for lease aircraft / special operation, if required.



1.1.4.3 Click  to submit the following supporting documents. Refer to **Submit Supporting Document** details on:

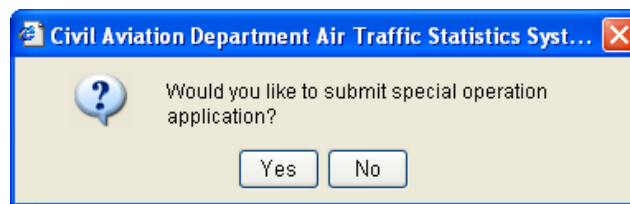
- a. Aerodrome Operating Minima
- b. Air Operator Certificate
- c. Certificate of Airworthiness
- d. Insurance Certificate
- e. Noise Certificate
- f. Operation Specification
- g. Pilots' Airport and Routes Qualification
- h. TCASII (Version 7)
- i. Certificate of Registration
- j. Designation Note
-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



1.1.4.4 Click  if submission of supporting documents is not required. Users will be prompted to submit lease aircraft application.

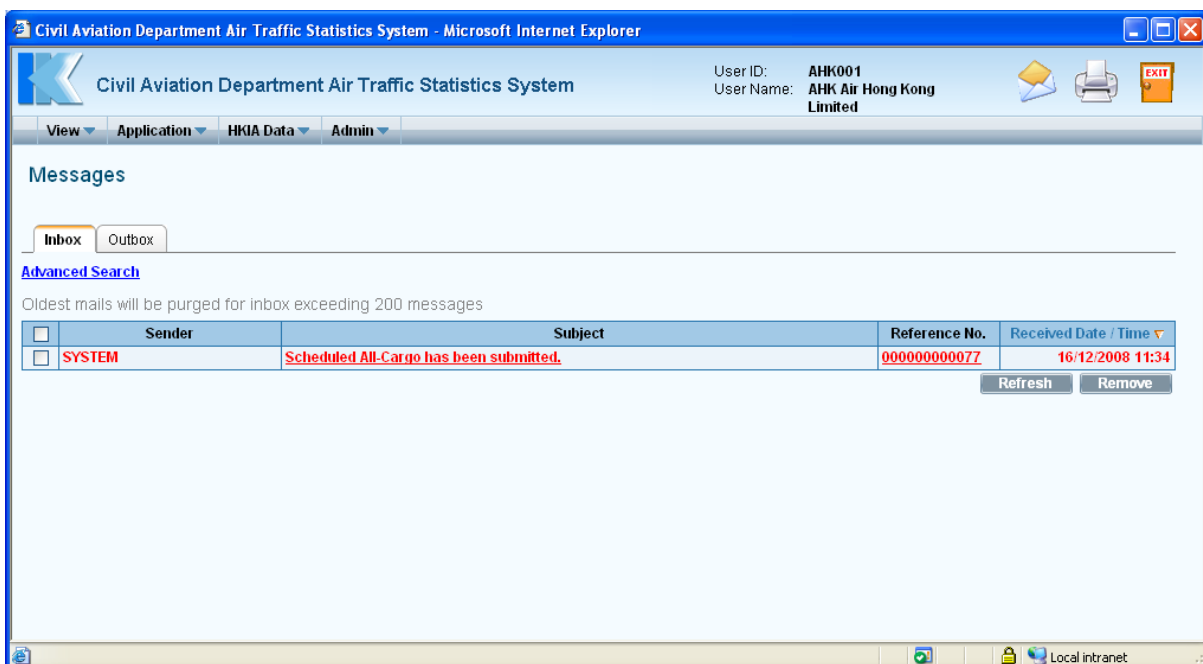


1.1.4.5 Click  to submit related lease aircraft application, refer to **Submit Lease Aircraft Application** for details. Click  if lease aircraft application is not required. Users will be prompted to submit applications special operations e.g. code sharing.



1.1.4.6 Click  to submit related special operation application, refer to details on **Submit Special Operation Application**. Click  if special operation application is not required.

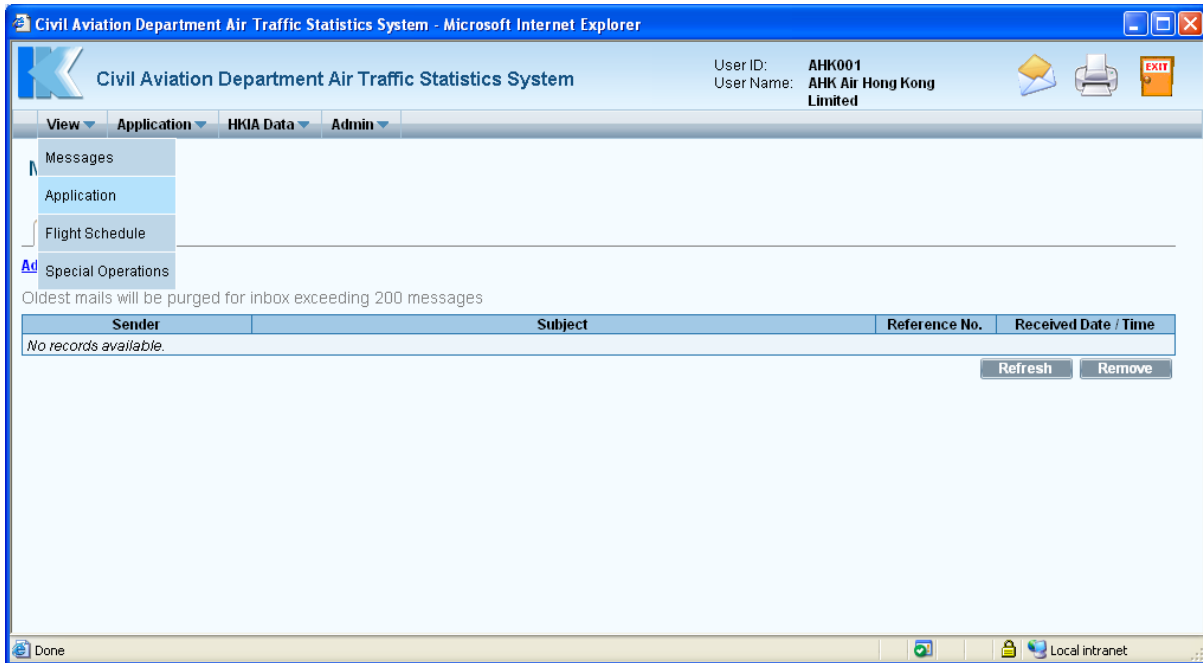
1.1.4.7 A system generated message will be sent to the user's inbox confirming that the application has been submitted to CAD for processing. An email will be sent to the email address of the Responsible Person of this account to remind users to check inbox message.



Messages

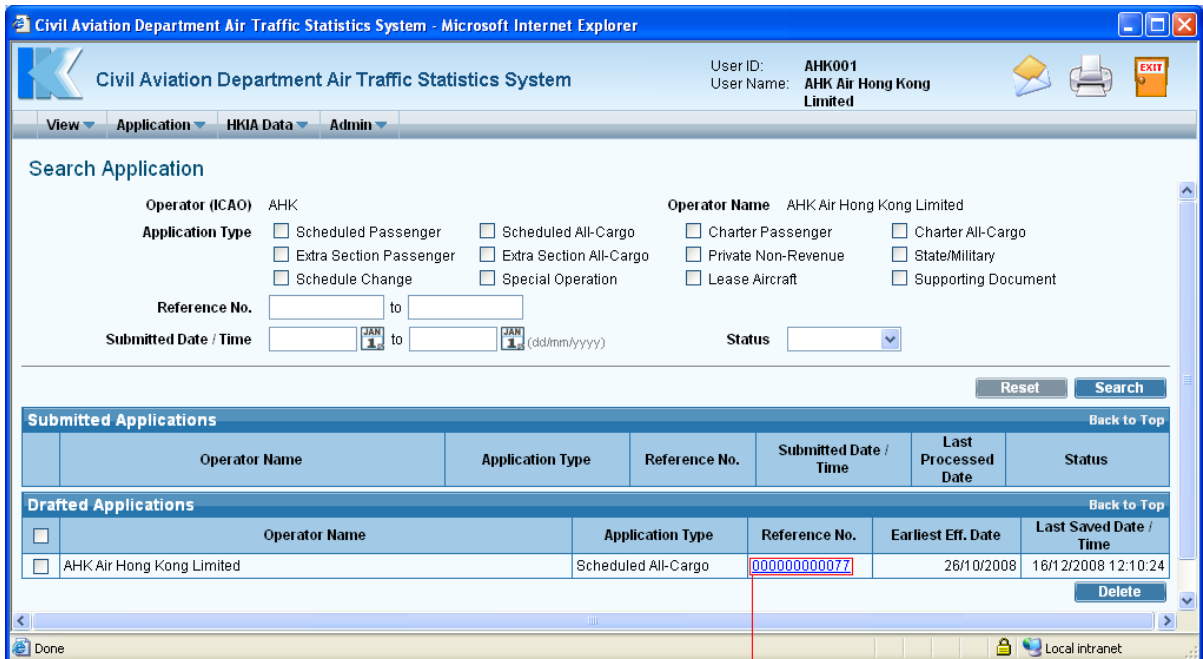
### 1.1.5 Update Seasonal Scheduled All-Cargo Flight Application

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 previously saved applications.



Main Menu

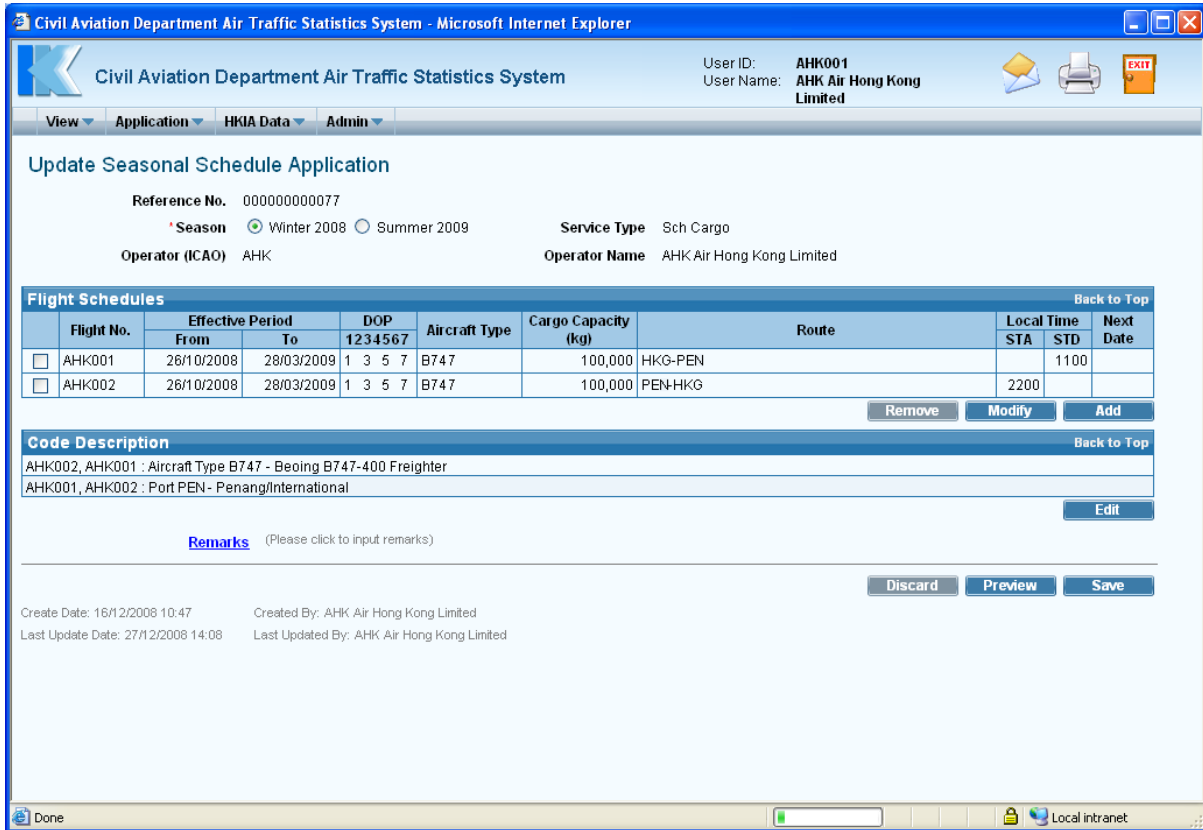
From the list of draft applications, click Reference No. link to open the application.



Reference No. link

Search Application

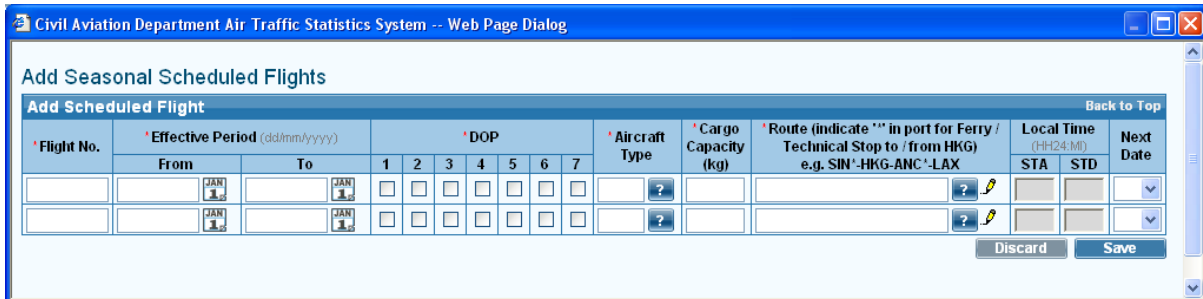
1.1.5.2 Update Seasonal Schedule Application screen is displayed.



Update Seasonal Schedule Application

1.1.5.3 To add a flight schedule,

- a. Click **Add** under *Flight Schedules* grid. **Add Seasonal Scheduled Flights** screen is displayed.



Add Seasonal Scheduled Flights

- b. Enter either a pair of flight schedules or a single inbound/outbound flight at one time.

**Add Seasonal Scheduled Flights**

- c. Click **Save** to save the new flight schedule(s). A message indicating that the flight schedule is saved successfully will be displayed.



- d. Click **OK**. **Update Seasonal Schedule Application** screen is displayed with updated information in the *Flight Schedules* grid.

Flight Schedules										Back to Top
Flight No.	Effective Period		DOP 1234567	Aircraft Type	Cargo Capacity (kg)	Route	Local Time		Next Date	
	From	To					STA	STD		
<input type="checkbox"/> AHK001	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-PEN		1100		
<input type="checkbox"/> AHK002	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	PEN-HKG	2200			
<input checked="" type="checkbox"/> AHK003	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-MNL		0900		

*newly added flight schedule*

**Seasonal Scheduled All-Cargo Application Flight Schedules grid (with newly added flight schedule)**

- e. Repeat steps a to d above to add another flight schedule or click **Discard** to discard entered details and return to **Update Seasonal Schedule Application** screen.

1.1.5.4 To modify a seasonal scheduled all-cargo flight schedule,

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

Flight Schedules										Back to Top
Flight No.	Effective Period		DOP 1234567	Aircraft Type	Cargo Capacity (kg)	Route	Local Time		Next Date	
	From	To					STA	STD		
<input type="checkbox"/> AHK001	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-PEN		1100		
<input type="checkbox"/> AHK002	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	PEN-HKG	2200			
<input checked="" type="checkbox"/> AHK003	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-MNL		0900		

*tick this checkbox to select a flight*

- b. Click **Modify**. **Update Seasonal Scheduled Flight** screen is displayed.

**Update Seasonal Scheduled Flight**

- c. Modify the selected seasonal scheduled all-cargo flight schedule. For example, modify the *Scheduled Time of Departure (STD)* to "1100".

- d. Click **Save** to save the changes or click **Discard** to discard the changes. A message indicating that the flight schedule is saved successfully will be displayed.



- e. Click **OK**. **Update Seasonal Schedule Application** screen is displayed with changed information.

Flight Schedules										Back to Top
	Flight No.	Effective Period		DOP	Aircraft Type	Cargo Capacity (kg)	Route	Local Time		Next Date
		From	To					STA	STD	
<input type="checkbox"/>	AHK001	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-PEN		1100	
<input type="checkbox"/>	AHK002	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	PEN-HKG	2200		
<input type="checkbox"/>	AHK003	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-MNL		1100	

changed information

**Seasonal Scheduled All-Cargo Application Flight Schedules grid (with updated flight schedules)**

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

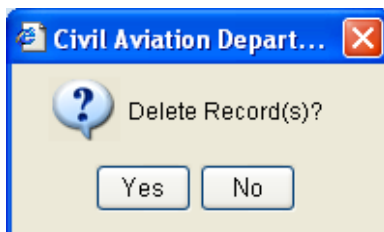
1.1.5.5 To delete a seasonal scheduled all-cargo flight,

- a. Select the flight by ticking the checkbox beside the flight to be deleted. Only one flight schedule can be deleted at a time. If the selected flight is in a pair, the corresponding pair flight will also be deleted. Click **Remove** under *Flight Schedules* grid to delete the selected flight.

Flight Schedules										Back to Top
	Flight No.	Effective Period		DOP 1234567	Aircraft Type	Cargo Capacity (kg)	Route	Local Time		Next Date
		From	To					STA	STD	
<input type="checkbox"/>	AHK001	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-PEN		1100	
<input type="checkbox"/>	AHK002	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	PEN-HKG	2200		
<input checked="" type="checkbox"/>	AHK003	26/10/2008	28/03/2009	1 3 5 7	B747	100,000	HKG-MNL		1100	

tick this checkbox to select a flight

b. A message will be prompted to confirm deletion.



c. Click  to proceed with deletion or click  to cancel deletion and return to **Update Seasonal Schedule Application** screen.

d. Repeat steps a to c above to remove another flight schedule.

1.1.5.6 To update the new codes description,

Click  from the *Code Description grid*. **Input Description for New Codes** screen will be displayed. Modify the information.

Click  to save the changes.

Field	Code	Description
Aircraft Type	B747	Beoing B747-400 Freighter
Port	PEN	Penang/International

Description for New Codes

1.1.5.7 After updating the application, click  to preview / submit the application. For details, please refer to sections 1.1.3 and 1.1.4.