

**HONG KONG SPECIAL ADMINISTRATIVE REGION
PEOPLE'S REPUBLIC OF CHINA
AERONAUTICAL INFORMATION SERVICE
(ISO 9001 CERTIFIED)**

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AIR TRAFFIC MANAGEMENT DIVISION
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HONG KONG INTERNATIONAL AIRPORT

AIC
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Processing of Air Services Matters Outside Office Hours

1. Introduction

- 1.1 All applications relating to air services matters for flights operating at Hong Kong International Airport (HKIA), i.e. flight applications and slot clearance requests, are handled by the Air Services Division (ASD) and the Hong Kong Schedule Coordination Office (HKSCO) of Hong Kong Civil Aviation Department (CAD) respectively. The flight application procedures are published in the Hong Kong AIP, Section GEN 1.2 "Entry, Transit and Departure of Aircraft". The slot clearance procedures are stipulated in the latest "Schedule Coordination Guidelines for Hong Kong International Airport", available at website <http://www.hkgslot.gov.hk>.
- 1.2 Flight applications **and** slot clearance requests for normal operations should reach ASD and HKSCO respectively at least **3 working days** in advance of the proposed operating date. The office hours of ASD and HKSCO are 0900 to 1800L (0100 to 1000 UTC) daily except Saturdays, Sundays and gazetted public holidays. (Refer to the latest AIC available at website <http://www.hkac.gov.hk> for the gazetted public holidays in Hong Kong)
- 1.3 Respective procedures for urgent slot requests and urgent requests for on-the-day schedule changes **outside of office hours of HKSCO** are detailed in paragraphs 2 and 3 below. The flight application process and procedures for urgent changes to a callsign of an approved flight **outside of office hours of ASD** are detailed in paragraphs 4 and 5 below.

Note that these procedures are not applicable to helicopter operations. Regulations for helicopter operations are published in AIP Hong Kong, Section AD2.20, paragraph 2.

2. Urgent Slot Requests Outside Office Hours of HKSCO

- 2.1 Certain types of operations (such as humanitarian flights and state aircraft) may operate at HKIA without a slot allocated by HKSCO. For details, please refer to the latest Schedule Coordination Guidelines for Hong Kong International Airport (Annex 1) available at website <http://www.hkgslot.gov.hk>.
- 2.2 In the event of planning an urgent on-the-day operation, the operator may email the slot request (in the form of an SCR or GCR) to HKSCO at hkgslot@cad.gov.hk after ascertaining the slot availability at website <http://www.hkgslot.gov.hk> and referencing the following Aeronautical Information Circulars (AICs):

- a) AIC 38/12 – Apron Parking Congestion at Hong Kong International Airport; and
- b) AIC 39/12 – Parking Stand Booking System for General Aviation/ Business Aviation Aircraft at Hong Kong International Airport.

3. Urgent Requests for on-the-day Schedule Changes Outside Office Hours

- 3.1 Operators are not required to notify HKSCO for on-the-day equipment changes and/or operational variations involving a delay of less than 24 hours from the allocated slot.
- 3.2 For operations delayed more than 24 hours from the slot clearance, operators must submit a new slot request via email to HKSCO at hkgslot@cad.gov.hk.
- 3.3 Following a prolonged air traffic disruption at HKIA caused by major irregularities such as typhoon passage, the Airport Authority Hong Kong (AAHK) may activate special flight re-scheduling procedures for a specified period in order to resume normal airport operations in an orderly manner. During the affected period, all slot requests will be handled by AAHK. The activation of such special procedures will be promulgated by CAD via AFTN and/or email to all operators. Operators are reminded that they should follow the relevant procedures stipulated in the HKIA Emergency Procedures Manual.

4. Urgent Flight Application Outside Office Hours of ASD

- 4.1 **Medical evacuation flights or urgent commercial flights for the purpose of life saving, search and rescue, handling major accidents or incidents**
 - a) Operators *shall* complete a Declaration of Compliance for Flights Operated for Hire or Reward - Form A, and fax it to +852 2910 1180 and +852 2877 8542.
- 4.2 **Other urgent commercial flights by scheduled or non-scheduled operators**
 - a) Non Hong Kong based non-scheduled operators *shall* contact the ASD Duty Officer (tel.no. +852 9101 6329) for approval. If the ASD Duty Officer cannot be contacted, the following telephone numbers may be called +852 9026 4767.
 - b) All other operators *shall* complete a Declaration of Compliance for Flights Operated for Hire or Reward – Form A, and fax it to +852 2910 1180 and +852 2877 8542.
- 4.3 **General aviation flights operated for hire or reward**
 - a) Operators *shall* complete a Declaration of Compliance for Flights Operated for Hire or Reward – Form A, and fax it to +852 2910 1180 and +852 2877 8542.
- 4.4 **Other urgent non-scheduled and general aviation flights not operated for hire or reward (e.g. private business flights, ferry flights, etc.)**
 - a) Operators *shall* complete a Declaration of Compliance for Flights not Operated for Hire or Reward – Form B, and fax it to +852 2910 1180 and +852 2877 8542.
- 4.5 Samples of Form A and Form B are attached to this AIC. They can be downloaded at website <http://www.cad.gov.hk> under FAQ ‘Applying for Urgent Flights to/from Hong Kong outside office hours’ or at <http://www.cad.gov.hk/application/aic/AIC10-11A.pdf> and <http://www.cad.gov.hk/application/aic/AIC10-11B.pdf>.

5. Urgent Change to Callsign Outside Office Hours of ASD

- 5.1 For change or alteration of callsign to an approved flight, operators shall contact the Aeronautical Information Centre (tel. no. +852 2910 6174).

6. Approval/Acceptance Procedures

- 6.1 On completion of the appropriate procedures in paragraph 2 or paragraph 4 above, operators shall call the Aeronautical Information Centre (tel. no. +852 2910 6174) to confirm receipt of the necessary fax message(s). When confirmation is received, the operator may file the flight plan.

7. Post Application Procedure

- 7.1 Operators shall re-submit their urgent application details, or notify the changes they have requested, to HKSCO at fax +852 2910 6894 and ASD at fax +852 2877 8542, on the next working day with the necessary documentation.

8. Record of Use

- 8.1 The urgent application procedures detailed in this AIC can only be used in unexpected situations on an incidental basis and will not be permitted on a regular basis. The submitted information will be used for record and monitoring purposes. Any abuse of these procedures may result in penalty actions being taken by ASD and/or HKSCO.

9. AIC 11/12 is hereby superseded.

This Circular is issued for information, guidance and necessary action
By direction of the Director-General of Civil Aviation
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