

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

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AIR TRAFFIC MANAGEMENT DIVISION
CIVIL AVIATION DEPARTMENT
HONG KONG INTERNATIONAL AIRPORT

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Processing of Air Services Matters Outside Office Hours

1. Introduction

- 1.1 All applications relating to air services matters, i.e. traffic 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 traffic application procedures are published in the Hong Kong AIP, Section GEN 1.2 “Entry, Transit and Departure of Aircraft”. The slot clearance procedures are contained in the Schedule Coordination Guidelines for Hong Kong International Airport available at [<http://www.cad.gov.hk>] or [<http://www.hkgslot.gov.hk>] (*this is a newly revised URL*).
- 1.2 Traffic applications **and** slot clearance requests for normal/non-urgent operations should reach ASD and HKSCO respectively at least **3 working days** in advance of the proposed operating date.
- 1.2.1 Traffic applications should be filed to ASD during its office hours at 0830-1730L (0030-0930UTC) daily except Saturdays, Sundays and gazetted public holidays (please refer to the relevant AIC posted on [<http://www.hkac.gov.hk>] for the gazetted public holidays in Hong Kong).
- 1.2.2 Slot clearance requests should be made by email to HKSCO [email:hkgslot@cad.gov.hk] during its office hours at 0900-1800L (0100-1000UTC) daily except Saturdays, Sundays and gazetted public holidays.
- 1.3 Paragraphs 2 and 3 below outline the urgent traffic/slot application procedures **outside** the office hours of ASD and HKSCO with effect from 19 November 2008.

2. Urgent Traffic/Slot Application Arrangements Outside Office Hours

2.1 Non-Hong Kong Operators

- 2.1.1 For medical evacuation flights operated by CAD approved operators, the operator should contact the Air Traffic Control Watch Manager on telephone +852 2910 6821.
- 2.1.2 For commercial flights for the purposes of life saving, search & rescue, handling major accidents or medical evacuation by non-approved operators, the operator should complete a Declaration of Compliance for Flights Operated for Hire or Reward - Form A (sample attached, a copy can be downloaded at [<http://www.cad.gov.hk/english/faq.html#pf>] under FAQ titled “Applying for Urgent Flights to/from Hong Kong outside office hours”) and fax to +852 2910 1180 and +852 2877 8542. The operator should call +852 2910 6173 to ascertain receipt of this Form. The flight will be approved upon confirmation of Form A being received. Slot clearance is exempted due to the urgent nature of the flight.
- 2.1.3 For other urgent commercial flights, the operators should contact the ASD Duty Officer on telephone +852 2867 4262 for further assistance. On failing the above number, then the following numbers in order: +852 9026 4767, +852 9155 2363 or +852 9093 8153.

- 2.1.4 For urgent non-commercial flights (i.e. general aviation flights not operated for hire or reward):
- 2.1.4.1 Operators should first check the slot availability at [<http://www.hkgslot.gov.hk>] and schedule their flight(s) at times where slot(s) is/are available. If they still have difficulty in taking any of the available slots, the operator could contact HKSCO on telephone +852 2182 1243 for alternative solution.
- 2.1.4.2 Operators should then complete a Declaration of Compliance for Flights NOT Operated for Hire or Reward – Form B (sample attached, a copy can be downloaded at [<http://www.cad.gov.hk/english/faq.html#pf>] under FAQ titled “Applying for Urgent Flights to/from Hong Kong outside office hours”) and submit it together with the application to fax +852 2910 1180 and +852 2877 8542. The operator should call +852 2910 6173 to ascertain receipt of both the application and Declaration of Compliance Form before filing the ICAO flight plan via AFTN.

2.2 Hong Kong Operators

- 2.2.1 For Hong Kong operators, they should first check the slot availability at [<http://www.hkgslot.gov.hk>] and schedule their flight(s) at times where slot(s) is/are available before submitting the flight plan to AIC. If they still have difficulty in taking any of the available slots, the operator could contact HKSCO on telephone +852 2182 1243 for alternative solution.

3. Other Urgent Flight Alteration/Slot Arrangements Outside Office Hours

- 3.1 For flights that have to be rescheduled to operate within 24 hours from the cleared slot, operators do not need to re-apply to HKSCO for new slots. For other operational variations (e.g. change of call-sign, aircraft type, route, origin/destination, etc), operators should contact the Air Traffic Control Watch Manager on telephone +852 2910 6821.
- 3.2 For significant delay of more than 24 hours from the cleared slot, operators should contact HKSCO on the next working day for new slots. If it is within weekend/long public holidays, they should check the slot availability at website [<http://www.hkgslot.gov.hk>] and re-schedule their flight(s) at times where slot(s) is/are available. If they still have difficulty in taking any of the available slots, the operator could contact HKSCO on telephone +852 2182 1243 for alternative solution.
- 3.3 During/after major air traffic disruption at HKIA due to typhoon passage affecting Hong Kong, there is a need to ensure the orderly flow of back-log traffic. Special flight re-scheduling procedures will be invoked for a certain period and this will be promulgated by CAD via AFTN and email to all operators. Operators are reminded to follow these special procedures to secure their slots during the affected period.

4. Post Application Procedure

- 4.1 Operators are reminded that they should re-submit the urgent application details, or notify the changes that had taken place, to ASD at fax: +852 2877 8542 and HKSCO at fax: +852 2182 1209 on the next working day with the necessary documentation.
- 4.2 The urgent application procedures depicted in this AIC can only be used in unexpected situations on an incidental basis but cannot be allowed on a regular basis. The submitted information would be used for record and monitoring purposes. Any abuse of these procedures may result in penalty actions taken by ASD and/or HKSCO.

5. AIC No. 19/08 is hereby replaced.