

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

PHONE +852 2910 6174
FAX +852 2910 1180
AFS VHHHYOYX
EMAIL aic@cad.gov.hk

AIR TRAFFIC MANAGEMENT DIVISION
CIVIL AVIATION DEPARTMENT
HONG KONG INTERNATIONAL AIRPORT

AIC
17 / 11
01 December 2011

Processing of Air Services Matters Outside Office Hours
(Updated December 2011 – *Revisions in italics*)

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>].
- 1.2 Traffic 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.
- 1.2.1 Traffic applications should be filed with ASD during office hours, 0830-1730L (0030-0930UTC) daily, except Saturdays, Sundays and gazetted public holidays (Refer to the relevant AIC available at [<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**.
- 1.4 *The following procedures are not applicable to helicopter operations. Regulations for helicopters operations are published in AIP Hong Kong, Section AD2-20, para.2.*
- 1.5 *Samples of the relevant forms, Form A and Form B are attached, they can also 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’.*

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** Operators shall 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** 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. The operator *shall* call +852 2910 6174 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 by scheduled or non-scheduled airlines** Operators *shall* contact the ASD Duty Officer on telephone +852 2867 4262 for approval. *If the ASD Duty Officer cannot be connected, the following numbers may be called (in this order): +852 9026 4767 then +852 9093 8536.*
- 2.1.4 ***For urgent general aviation flights operated for hire or reward***
- 2.1.4.1 Operators *shall* first check the slot availability at [<http://www.hkgslot.gov.hk>] and schedule their flight(s) at times when slot(s) is/are available. If they have difficulty in accepting any of the available slots, the operator should contact HKSCO on telephone +852 2182 1243 for an alternative solution.
- 2.1.4.2 Operators *shall* then complete a Declaration of Compliance for Flights Operated for Hire or Reward – Form A, and submit it together with the application to fax +852 2910 1180 and +852 2877 8542. The operator *shall* call +852 2910 6174 to ascertain receipt of both the application and Declaration of Compliance Form before filing the ICAO flight plan.
- 2.1.5 ***For urgent general aviation flights not operated for hire or reward***
- 2.1.5.1 Operators *shall* first check the slot availability at [<http://www.hkgslot.gov.hk>] and schedule their flight(s) at times when slot(s) is/are available. If they have difficulty in accepting any of the available slots, the operator should contact HKSCO on telephone +852 2182 1243 for an alternative solution.
- 2.1.5.2 Operators *shall* then complete a Declaration of Compliance for Flights NOT Operated for Hire or Reward – Form B, and submit it together with the application to fax +852 2910 1180 and +852 2877 8542. The operator *shall* call +852 2910 6174 to ascertain receipt of both the application and Declaration of Compliance Form before filing the ICAO flight plan.
- 2.2 Hong Kong Operators**
- 2.2.1 Hong Kong operators, they *shall* first check the slot availability at [<http://www.hkgslot.gov.hk>] and schedule their flight(s) at times when slot(s) is/are available before submitting the flight plan to AIC. If they still have difficulty in accepting any of the available slots, the operator should contact HKSCO on telephone +852 2182 1243 for an alternative solution.
- 2.2.2 *Operators shall complete a Declaration of Compliance for Flights Operated for Hire or Reward - Form A, or a Declaration of Compliance for Flights NOT Operated for Hire or Reward – Form B, as appropriate, and submit it together with the application to fax +852 2910 1180 and +852 2877 8542.*

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 *shall* contact the Air Traffic Control Watch Manager on telephone +852 2910 6821.
- 3.2 For a significant change of time of more than 24 hours from the cleared slot, operators *shall* contact HKSCO on the next working day for new slots. If it is within a weekend or long public holidays, they should check the slot availability at website [<http://www.hkgslot.gov.hk>] and re-schedule their flight(s) at times when slot(s) is/are available. If they still have difficulty in accepting any of the available slots, the operator should contact HKSCO on telephone +852 2182 1243 for an alternative solution.
- 3.3 During or after major air traffic disruption at HKIA due to typhoon passage affecting Hong Kong, special flight re-scheduling procedures will be implemented for a specified period to ensure the orderly flow of the back-log traffic. This will be promulgated by CAD via AFTN or 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 detailed 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 being taken by ASD and/or HKSCO.

5. AIC No. 10/11 is hereby superseded.

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