

Schedule Coordination Guidelines for Hong Kong International Airport (HKIA)

Introduction

Since July 2008, Civil Aviation Department (CAD) has assumed the role of the Coordinator for HKIA and Hong Kong Schedule Coordination Office (HKSCO) under the Air Services and Safety Management Division (ASMD) of CAD performs the Coordinator's functions.

2. HKSCO adopts and maintains a neutral, transparent and non-discriminatory slot allocation mechanism in line with the IATA Worldwide Slot Guidelines (WSG) and the guidelines in this document.
3. The purpose of this document is to give a detailed outline of the slot allocation procedures applicable to HKIA. Airlines/aircraft operators are advised to read this document in conjunction with the prevailing IATA WSG.
4. Given that HKIA is a Level 3 airport, all airlines/aircraft operators must obtain a slot from HKSCO for each aircraft movement (arrival and departure) before operating at HKIA, except for the types of operation listed in Annex 1.
5. The allocation of slots is independent from the assignment of traffic rights under bilateral air services agreements. Airlines/aircraft operators should note that they would need both in order to carry out scheduled commercial operations. For charter operations, a charter permit would be applicable.

Scheduling Advisory Committee (SAC)

6. The SAC, chaired by Deputy Director-General of Civil Aviation, has been set up to oversee slot coordination matters. Members include HKSCO, Air Traffic Management Division (ATMD) and Airport Standards Division (APSD) of CAD, Airport Authority Hong Kong (AA), member of the IATA Joint Slot Advisory Group and airlines representatives nominated by the Board of Airline Representatives (BAR) of Hong Kong. SAC meets twice yearly and its Terms of Reference are as follows:
 - 6.1 To provide a forum for discussion between CAD, AA and airline representatives on all matters relating to airport capacity constraints and slot coordination at HKIA.

- 6.2 To consider and establish the coordination parameters applicable at HKIA for slot coordination purpose.
- 6.3 To consider and endorse local guidelines for HKIA taking into account the prevailing IATA WSG.
- 6.4 To review and monitor the efficient utilisation of slots and airport infrastructure.
- 6.5 To consider any matters relating to airlines' time keeping performance and actual slot utilisation.
- 6.6 To handle complaints from airlines about slot requests for seasonal scheduled services.

Coordination Parameters

- 7. Constraints for airport capacity are declared as coordination parameters which are the operational limits of all technical, operational and environmental factors at the airport. Slots are allocated on the basis of the applicable coordination parameters.
- 8. The coordination parameters currently applicable at HKIA include the following capacity constraints as declared by the relevant stakeholders:
 - 8.1 The airport average daily movement limit jointly determined by CAD and AA;
 - 8.2 Runway hourly capacity by ATMD of CAD;
 - 8.3 Aircraft parking capacity and restrictions by AA;
 - 8.4 Terminal/passenger flow capacity by AA;
 - 8.5 The night restriction by AA according to its [Noise Quota Count Pilot Scheme](#); (“Day” is from 2300 to 1359 UTC and “Night” is from 1400 to 2259 UTC.); and
 - 8.6 Termination of Allocation of Slots to “Marginally Compliant Chapter 3” (MCC3) Aircraft Operating to/from Hong Kong.

9. Subject to review and finalization by SAC which is the overseeing coordination committee, HKSCO will inform airlines/aircraft operators of the declared coordination parameters and details of available airport capacity at least 7 days before the Initial Submission Deadline (for each scheduling season).

Principles, Priority and Criteria for Slot Allocation

10. Regarding slot allocation principles, priority and criteria, HKSCO follows Part 2 of the IATA WSG and the guidelines in this document. In the event of conflicts arising between the interests of different aircraft operation categories, HKSCO will allocate slots based on the following broad priority order:

10.1 A series of scheduled services;

10.2 Ad hoc services;

10.3 Other operations.

11. Besides the criteria as stated in the IATA WSG, HKSCO also considers the two additional criteria, as detailed in Annex 2, when developing a plan for initial slot allocation for HKIA.

12. The process of slot allocation also depends on other critical operational constraints or factors. The following Aeronautical Information Circulars (AICs), available at www.ais.gov.hk and www.hkgslot.gov.hk, give detailed accounts of these constraints/factors and the requirements to be met and/or procedures to be followed by airlines/aircraft operators:

12.1 [AIC03/17 - Application Procedures for Test, Training and Demonstration Flights;](#)

12.2 [AIC02/18 - Application Procedures for Local Helicopter Operations for Maintenance, Commercial and Airport Tenant Flights at Hong Kong International Airport;](#)

12.3 [AIC11/14 - Callsign Confusion; and](#)

12.4 [AIC18/18 - Termination of Allocation of Slots to Non-Chapter 4 Equivalent](#)

The Slot Coordination Process

13. Please see the full details in Part 3 of the IATA WSG.
14. Requests for ad hoc slots:
 - i. For commercial airlines – email to hkgslot@cad.gov.hk. Such application(s) should reach the HKSCO at least three working days before the planned operation date.
 - ii. For General Aviation/Business Aviation (GA/BA) operators – the [Online Coordination System \(OCS\)](#)
15. OCS is an internet portal through which authorized users can conduct real-time checking of slot availability at HKIA and apply/cancel slot(s) online. Presently the OCS is available for use by registered GA/BA users only. Registration should be done at www.online-coordination.com. Any GA/BA operator who does not have OCS membership may engage its own agents to act on its behalf. Please refer to the Guidelines on Slot Application for GA/BA at HKIA at http://www.hkgslot.gov.hk/Useful_Info.html.
16. Exemption of relatively quieter aircraft types from environmental restrictions – Based on the aircraft noise database adopted in the Federal Aviation Administration Integrated Noise Model tool, a list of aircraft types with departure and arrival noise level¹ below 84EPNdB which have negligible impact on the Noise Exposure Forecast 25 noise contour when operated in night period (from 1400 to 2259 UTC) has been identified by AA's consultant and they are shown in the two tables in Annex 3 (for arrivals and departures respectively). To optimize utilisation of the runway capacity under the two-runway system, CAD had since 12 September 2016 temporarily provided a number of slots² per night for application for use by the aircraft types listed in Annex 3. While those aircraft types would be exempted from the environmental restrictions, they would still be required to comply with other scheduling parameters/capacity constraints as published by the HKSCO. CAD and AA will continue to monitor the noise impact

¹ Arrival = Effective Perceived Noise Level (EPNL measured in EPNdB) at "Approach" measurement point minus 9 EPNdB (to put on equivalent basis to departure reference point

Departure = (EPNL at "Sideline" measurement point + EPNL at "Flyover" measurement point) / 2

² With effect from 0000 UTC on 25 August 2017, the number of slots made available per night is 9.

closely, and may review and adjust this trial arrangement in due course.

17. The service hours of HKSCO are from 0900-1745L (0100-0945 UTC) daily except Saturdays, Sundays and gazetted public holidays. Please visit website www.ais.gov.hk for the AIC regarding the gazetted public holidays in Hong Kong. As H24 service is not provided, the HKSCO can only try to process those genuine urgent requests outside office hours in good faith.

18. As the HKSCO scheduling software can only process correctly formatted messages, all scheduling-related messages emailed to HKSCO, such as Slot Clearance Request (SCR) for requesting new slots or revisions to existing slot clearances, must be in compliance with the message formats as per Chapter 6 of the IATA Standard Schedules Information Manual (SSIM). File attachments or special characters should not be included in these standard-format messages.

19. HKSCO is not equipped to receive SITA messages. Requests via fax or telephone will only be accepted in the event of unforeseen failure of the email facilities. The contact details of HKSCO are as follows:

Civil Aviation Department Headquarters,
1 Tung Fai Road,
Hong Kong International Airport,
Lantau, Hong Kong
Fax: (852) 2910 6894
Email: hkgslot@cad.gov.hk

For the attention of the following HKSCO officers:

Senior Operations Officer (Schedule Coordination)
Tel: (852) 2910 6898; or

Operations Officers (Schedule Coordination)
Tel: (852) 2910 6896 / (852) 2910 6987 / (852) 2910 6263

On-the-day Schedule Changes

20. Given that slots are allocated for planning purposes, in the event of planning a short-notice or on-the-day service/operation, e.g. a positioning flight for recovering an

aircraft-on-ground situation, slot clearance must be obtained from HKSCO before commencing such an operation to/from HKIA.

21. Notwithstanding paragraph 20 above, airlines/aircraft operators are not required to notify HKSCO for on-the-day equipment changes and/or operational variations (e.g. delayed flights, weather disruptions, etc) to their allocated slots, unless the flight operations fall into another date where new slot(s) will be required.

22. Should an airline/operator no longer require a slot that it is holding, the HKSCO should be notified by SCR as soon as practicable prior to the relevant slot times in order that HKSCO may in good time re-allocate the slot to another interested party.

Transparency of Slot Data

23. Slot data of the current and next scheduling seasons, updated on a weekly basis, are available on [HKSCO's secured website](#) which only allows access by airlines operating at HKIA. Slot data of past seasons are available on [HKSCO's public website](#).

On-time Performance (OTP)

24. As the airport approaches capacity limit, operator OTP is utmost important as it affects the overall operational efficiency of the HKIA. The off-schedule operations into night period (1400 to 2259 UTC) will even have an adverse impact on the noise contour of the airport. In view of the above, explanations from operators will be sought for possible reasons of poor OTP.

25. According to IATA WSG, operating at a time significantly different from the allocated slot without strong reason may be considered as slot misuse. Operators that do so on a regular basis and cannot provide satisfactory explanations will not be entitled to historic precedence. In addition, the HKSCO may refuse to process new slot requests or consider full or partial confiscation of the slots of operators if intentional slot misuse is proven.

26. For proven intentional off-schedule operation of daytime flights within the night period, concerned operator may be required to forfeit one or more of its night slot flights at the later part of the season if it has such slots. If the operator does not comply with this new requirement or does not have a night slot, confiscation of its daytime slot for the remaining period of the same season will be considered.

Slot Compliance at HKIA

27. To ensure the most efficient use of congested airport infrastructure, for maximising benefits to the greatest number of airport users and to avoid wastage of scarce and valuable airport capacity, all operators should operate flights in/out HKIA in compliance with the slot clearances granted by HKSCO. For full details of CAD's policy on slot compliance at HKIA, please refer to Annex 4.

Slot Transfer

28. Slots at HKIA may be transferred:

- i. By an airline from one route (or type of service) to another route (or type of service) operated by that same airline. HKSCO has over the years confirmed numerous slot transfer requests in this category given that they simply involve an airline juggling slots within its own portfolio.
- ii. Between parent and subsidiary companies.
- iii. Between subsidiaries of the same parent company.

Activation of the Flight Rescheduling Control System

29. Following a prolonged disruption to airport operations such as flow control, typhoon or closure of runway, the Flight Rescheduling Control System (FRCS) will be activated by AA with a view to resuming normal airport operations in an orderly manner. During the activation of the FRCS, slot clearance requests for all flights to be operated during the recovery period will be handled by AA. Airlines/aircraft operators and/or their handling agents should be conversant with the relevant procedures stipulated in the HKIA Emergency Procedures Manual.

Handling of Complaints

30. Airlines/aircraft operators should understand that slots at HKIA, a Level 3 airport, may not be available at peak times due to saturation. It is essential that

airlines/aircraft operators operating or planning to operate at HKIA develop an alternative plan if they are unable to acquire their desired slots. Requesting new or changing slots after the IATA 'Historics Baseline Date', i.e. 31 August for Winter scheduling season and 31 January for Summer scheduling season, will usually have lesser chance to succeed. Experience has shown that such undesirable situations are usually due to airlines/aircraft operators' inadequacy in their planning resulting in late request/change of slots. Airlines/aircraft operators should try to adhere to the IATA submission deadline to avoid disappointment. Although HKSCO will try to offer the most suitable alternative slots, it may still not meet the plan of the airlines/aircraft operators. If the matter cannot be resolved between the airlines/aircraft operators and HKSCO in a mutually acceptable way, a complaint may be lodged according to the procedures stated below:

- 30.1 Complaints about ad hoc slot requests should be addressed to the Assistant Director-General of Civil Aviation (Air Services and Safety Management) via fax to (852) 2326 3654 or by email to: adg-asm@cad.gov.hk.
- 30.2 Complaints about seasonal slot requests should first be addressed to SAC. The complaint handling procedures are stated in Annex 5. If SAC cannot resolve the matter, the complainant may bring the matter further to the Committee on Slot Complaints chaired by the Transport and Housing Bureau (THB). The Terms of Reference of the Committee on Slot Complaints are appended at Annex 6.

Update/Revision

31. This document, including Annexes 1 – 6 thereto, is subject to regular review and will be updated or revised where necessary for the purpose of compliance with the prevailing IATA WSG, other sound international slot coordination practices and/or these guidelines.

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Types of Operations Exempted from Obtaining Slot Clearances

Due to their special nature, the following types of operations may operate at HKIA without a slot allocated by HKSCO:

- a) Emergency Situation – including diversions and the subsequent departure flight or quick returns after takeoff
- b) State Aircraft – including Heads of State flights, flights carrying Government Ministers, or flights carrying visiting dignitaries from abroad on an official visit
- c) Military Flights – including military flights carrying supplies or on mission
- d) Humanitarian Flights – including Medical Emergencies, Donor Flights, Search and Rescue, Air Ambulance flights and Hong Kong Government Flying Service flights
- e) Technical Flights – including Radar and ILS calibration flights, aerial survey flights, RFI and NAVAID check flights

- END -

Additional Criteria for Slot Allocation at HKIA

1. Introduction

- 1.1 In face of the imminent capacity saturation of HKIA, SAC at its 35th meeting endorsed the adoption of two additional slot allocation with a view to enhance the passenger throughput at HKIA and also to minimize the impact of aircraft noise on local communities.
- 1.2 The two additional criteria supplement the Additional Criteria for Initial Slot Allocation stated under paragraph 8.4 in the IATA WSG. They are as follows.
 - 1.2.1 Priority will be given to a slot application involving the use of an aircraft type of higher seating capacity.
 - 1.2.2 Should the aircraft seating capacities be equal, priority will be given to a slot application involving the use of an aircraft type of lower certificated noise levels or, where noise certificates are not issued, the equivalent noise data stated in the approved Aircraft Flight Manual (AFM).

2 Implementation Arrangements

- 2.1 The two additional criteria are only applicable to new slot applications for operating passenger services with effect from Winter Season 2015. They do not affect the IATA WSG primary criteria of according the highest priority to historic slots or higher priority to slot requests for extending an existing service to operate on a year-round basis.
- 2.2 The two additional criteria should serve as a secondary means to help resolve a situation where two or more contending slot applications have been assessed as equal in all respects under the IATA WSG criteria.
- 2.3 The seating capacity under consideration is that declared in the slot application. To cater for airlines' operational need for flexibility in seating configuration, a tolerance margin of 25% reduction in seating capacity will be allowed in

subsequent planned or actual operations.

2.4 In the event that the aircraft seating capacities are found equal, contending applicants will be requested to submit the documentary proof of representative certificated noise levels, as shown in the noise certificates or in the approved AFM, at the three reference noise measurement points, namely, Lateral Full Power, Approach and Flyover, specified in Volume I of Annex 16 to the Convention on International Civil Aviation (abbreviated as the ICAO Annex 16, Vol I) for the aircraft types concerned. The CAD Environmental Management Office (EMO) will make an assessment to determine which aircraft will prevail. Generally, an aircraft which possesses a higher class of noise certificate will be regarded to have better noise performance. For example, an aircraft with a Chapter 4 noise certificate will prevail over an aircraft with a Chapter 3 noise certificate. Should the contending aircraft bear the same class of noise certificates, the differences between the ICAO Annex 16 Vol I limits at Lateral Full Power, Approach and Flyover and the contending aircraft's certificated or AFM noise levels at the corresponding measurement points will be assessed. The sum of the differences at all 3 measurement points is the cumulative margin. Priority will be given to the application using an aircraft type that will yield the higher cumulative margin. For details regarding the methodology of assessment, which is similar to that being used for assessment of compliance with Marginally Compliant Chapter 3 (MCC3) aircraft, please refer to [Aeronautical Information Circular AIC16/14](#).

2.5 When HKSCO has to apply the new additional criterion of giving priority to higher aircraft seating capacity, the SAL (Slot Initial Allocation List) message will include IMPORTANT NOTES under Supplementary Information (SI) as per paragraph 2.5.1 below.

2.5.1 SI – IMPORTANT NOTES:

Note 1:

The above series of slots is offered for your acceptance on the basis of the aircraft seating capacity of XXX declared in your slot application. Unless you have obtained prior approval from HKSCO or you can provide HKSCO with an acceptable reason to justify that the non-compliance has occurred outside of your reasonable control, you may not operate the above series of slots with an aggregate aircraft seating capacity, calculated by day of week on a seasonal basis, reduced by more than 25% of the declared value.

Note 2:

A non-compliance event without prior approval or without acceptable reason(s), if proven, will be treated as intentional slot misuse. Please refer to Annex 4 for details on compliance requirements and administrative sanctions in the event of proven repeated and intentional slot misuse.

2.6 When HKSCO has to apply the new additional criterion of giving priority to lower certificated noise levels or the equivalent noise data in the approved Aircraft Flight Manual, the SAL (Slot Initial Allocation List) message will include IMPORTANT NOTES under Supplementary Information (SI) as per paragraph 2.6.1 below

2.6.1 SI – IMPORTANT NOTES:

Note 1:

The above series of slots is offered for your acceptance on the basis of the aircraft seating capacity of XXX declared in your slot application. Unless you have obtained prior approval from HKSCO or you can provide HKSCO with an acceptable reason to justify that the non-compliance has occurred outside of your reasonable control, you may not operate the above series of slots with an aggregate aircraft seating capacity, calculated by day of week on a seasonal basis, reduced by more than 25% of the declared value.

Note 2:

The above series of slots is offered for your acceptance on the basis of the representative certificated noise levels or the equivalent noise data stated in the approved Aircraft Flight Manual (AFM) submitted in your application. Unless you have obtained prior approval from HKSCO or you can provide HKSCO with an acceptable reason to justify that the non-compliance has occurred outside of your reasonable control, you may not operate the above series of slots with aircraft of certificated/AFM noise levels, when calculated as an aggregate value by day of week on a seasonal basis, exceeding the representative certificated/AFM noise levels submitted in your application.

Note 3:

A non-compliance event without prior approval or without acceptable reason(s), if proven, will be treated as intentional slot misuse. Please refer to

Annex 4 for details on compliance requirements and administrative sanctions in the event of proven repeated and intentional slot misuse.

- 2.7 For a series of slots newly allocated on the basis of higher seating capacity, the IATA WSG regarding slot exchanges will apply subject to paragraphs 2.7.1 and 2.9 below being met.
 - 2.7.1 HKSCO is satisfied that the exchange will not involve the use of aircraft of seating capacity lower than the value declared by the slot-holding airline in its original slot application.
- 2.8 For a series of slots newly allocated on the basis of lower certificated/AFM noise levels, the IATA WSG regarding slot exchanges will apply subject to paragraphs 2.8.1 and 2.9 below being met.
 - 2.8.1 HKSCO is satisfied that the exchange will not involve the use of an aircraft type or types of certificated/AFM noise levels higher than those submitted by the slot-holding airline in its original slot application.
- 2.9 The airline engaging in a slot exchange with the slot-holding airline must have given HKSCO a written confirmation that, should the requested slot exchange be confirmed/approved by HKSCO, it will abide by the compliance requirements and administrative sanctions in the event of proven repeated and intentional slot misuse stated in Annex 4.
- 2.10 For a series of slots allocated on the basis of higher seating capacity or lower certificated/AFM noise levels, the slot-holding airline may not request for approval to transfer these slots to another airline unless HKSCO is satisfied that the slot-holding airline has operated these slots in a manner rendering them eligible for historic precedence for at least two consecutive equivalent seasons. This is to prevent airlines from obtaining the slots by taking advantage of the enhanced priority granted under the application of the two new criteria and then simply transferring them to another airline. Though airlines are in general encouraged to return unwanted slots to HKSCO for re-allocation to other waitlisted parties, all requests for slot transfer will be addressed under CAD's prevailing policy.

3. Compliance Monitoring

- 3.1 For a series of slots allocated on the basis of higher seating capacity, the slot-holding airline is required to provide HKSCO with the registration mark and seating capacity for each aircraft to be used to operate the slots concerned prior to commencement of service. HKSCO monitors compliance by comparing actual operational data (as provided by Airport Authority Hong Kong) with allocated slot data on its database. Among other things shown in the actual operational data, the aircraft registration marks will be checked against the aircraft list provided by the airline. Based on the seating capacity of each listed aircraft, the actual aggregate seating capacity by day of week on a seasonal basis will be calculated by HKSCO. If the actual operational data indicate that the airline has operated outside of the 25% tolerance for aggregate seating capacity reduction without HKSCO's prior approval, HKSCO will follow up with the airline. Actual operations for which the airline cannot provide an acceptable reason to justify non-compliance will be treated as intentional slot misuse. HKSCO will notify the airline of the applicable sanctions under paragraph 4 below.
- 3.2 For a series of slots allocated on the basis of lower certificated or AFM noise levels, in addition to monitoring compliance with the 25% tolerance for aggregate seating capacity reduction as per paragraph 3.1 above, HKSCO will follow up with the airline should the actual operational data indicate the use of an unlisted aircraft or a different aircraft type and a possibility that the aggregate certificated/AFM noise levels, calculated by day of week on a seasonal basis, might have exceeded the representative certificated/AFM noise levels submitted in the application. The airline will be required to contact CAD EMO for a noise levels assessment of the unlisted aircraft or the different aircraft type. Actual operations for which the airline cannot provide an acceptable reason to justify non-compliance will be treated as intentional slot misuse. HKSCO will notify the airline of the applicable sanctions under paragraph 4 below.

4. Administrative Sanctions

- 4.1 Actual operations proven to be intentional slot misuse will not be counted for the 80% utilization required for gaining historic status in the next equivalent season.
- 4.2 Higher priority will not be granted to a request for using the same series of slots to extend to year round service in the following season.
- 4.3 Higher priority will not be granted on the basis of higher aircraft seating capacity

or lower certificated or AFM noise levels for the next two consecutive seasons.

5. Policy Review

- 5.1 Policy review will be carried out after one year of implementation or sooner if so requested by airlines.

– END –

List of Relatively Quieter Aircraft Types
Exempted from the Environmental Restrictions

DEPARTURES

ICAO Type	Aircraft Description
AC90	Gulfstream Aerospace / Rockwell Turbo Commander 840/900
B350	Beechcraft / Raytheon Super King Air 350
BE9L	Beechcraft / Raytheon King Air 90
C510	Cessna Citation Mustang / Cessna 510 Citation Mustang
C560	Cessna Citation 5/Ultra/Encore / Cessna 560 Citation 5/Ultra/Encore/Encore
C56X	Cessna Citation XLS/Excel / Cessna 560XL Citation XLS/Excel
C680	Cessna Citation Sovereign / Cessna 680 Citation Sovereign
C750	Cessna Citation 10 / Cessna 750 Citation 10
CL30	Bombardier Challenger 300 / Bombardier BD-100 Challenger 300
CL60	Canadair CL-600 Challenger 600/601/604/605/650
CRJ1	Canadair Regional Jet RJ-100/CRJ-100
CRJ2	Canadair Regional Jet RJ-200/CRJ-200/CRJ-440 / CL-600 Challenger 800/850
D328	Dornier 328 / Dornier C-146
E135	Embraer EMB-135 (all types) / Embraer VC-99C / Embraer ERJ-140
E145	Embraer EMB-145 (all types) / Embraer C-99/R-99
E35L	Embraer EMB-135BJ Legacy 600/650 / Harbin Legacy 650 / Harbin EMB-135BJ Legacy 650
E550	Embraer EBM-550 Legacy 500
E55P	Embraer Phenom 300 / Embraer 505 Phenom 300
F2TH	Dassault Falcon 2000
FA20	Dassault Falcon 20/200
G280	IAI Gulfstream G280
GALX	IAI Gulfstream G200/Galaxy
GLF4	Gulfstream 4/4SP/G300/G350/G400/G450 / Gulfstream SRA-4
HA4T	Hawker Beechcraft 4000 / Raytheon Hawker 4000 Horizon
JS41	BAe Jetstream 41 / BAe-4100 Jetstream 41
LJ60	Learjet 60
NOMA	GAF N22/N24 Nomad
Y12	Harbin Y-12 Harbinger

Updated in July 2016

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ARRIVALS

ICAO Type	Aircraft Description
AC90	Gulfstream Aerospace / Rockwell Turbo Commander 840/900
ASTR	Gulfstream G100 / IAI-1125 Astra
BE40	Beech 400 Beechjet / Beech Jayhawk / Raytheon Hawker 400/Beechjet/Jayhawk
BE58	Beechcraft Baron/58 Baron
BE9L	Beechcraft / Raytheon King Air 90
C25A	Cessna Citation CJ2 / Cessna 525A Citation CJ2
C25B	Cessna Citation CJ3 / Cessna 525B Citation CJ3
C25C	Cessna Citation CJ4 / Cessna 525C Citation CJ4
C501	Cessna Citation 1SP / Cessna 501 Citation 1SP
C510	Cessna Citation Mustang / Cessna 510 Citation Mustang
C550	Cessna Citation 2/S2 / Cessna 550 Citation 2 / Cessna S550 Citation S2
C560	Cessna Citation 5/Ultra/Encore / Cessna 560 Citation 5/Ultra/Encore/Encore
C56X	Cessna Citation XLS/Excel / Cessna 560XL Citation XLS/Excel
C680	Cessna Citation Sovereign / Cessna 680 Citation Sovereign
CL30	Bombardier Challenger 300 / Bombardier BD-100 Challenger 300
CL60	Canadair CL-600 Challenger 600/601/604/605/650
CRJ1	Canadair Regional Jet RJ-100/CRJ-100
CRJ2	Canadair Regional Jet RJ-200/CRJ-200/CRJ-440 / CL-600 Challenger 800/850
DA42	Diamond DA-42 Twin Turbo/Guardian
E135	Embraer EMB-135 (all types) / Embraer VC-99C / Embraer ERJ-140
E145	Embraer EMB-145 (all types) / Embraer C-99/R-99
E35L	Embraer EMB-135BJ Legacy 600/650 / Harbin Legacy 650 / Harbin EMB-135BJ Legacy 650
E550	Embraer EBM-550 Legacy 500
E55P	Embraer Phenom 300 / Embraer 505 Phenom 300
F2TH	Dassault Falcon 2000
FA20	Dassault Falcon 20/200
FA7X	Dassault Falcon 7X
G150	Gulfstream G150
G280	IAI Gulfstream G280
GALX	IAI Gulfstream G200/Galaxy
GL5T	Bombardier BD-700 Global 5000
GLEX	Bombardier BD-700 Global Express / Bombardier E-11/Sentinel / Raytheon Sentinel
GLF4	Gulfstream 4/4SP/G300/G350/G400/G450 / Gulfstream SRA-4
GLF5	Gulfstream 5/5SP/G500/G550 / Gulfstream Eitam / Gulfstream Shavit

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GLF6	Gulfstream G650
H25B	BAe BAe-125-800/C-29/U-125 / Beechcraft Hawker 750/800/850/900 / Hawker Siddeley HS-125-700 / Raytheon U-125 / Raytheon Hawker 800/850
H25C	BAe BAe-125-1000 / Raytheon Hawker 1000
HA4T	Hawker Beechcraft 4000 / Raytheon Hawker 4000 Horizon
JS41	BAe Jetstream 41 / BAe-4100 Jetstream 41
LJ35	Learjet 35 / 36 / C-21 / U-36 / UC-35 / UC-36 / RC-35 / RC-36 / VU-35
LJ45	Learjet 45
LJ55	Learjet 55 / Learjet VU-55
LJ60	Learjet 60
LJ75	Learjet 75
NOMA	GAF N22/N24 Nomad
P180	Piaggio P-180 Avanti
P68	Partenavia P-68
PRM1	Beechcraft Hawker 200 / Beechcraft Premier 1 / Raytheon Premier 1
WW24	IAI Westwind 1/2 / IAI-1124 Westwind 1/2 / IAI-1124 Sea Scan
Y12	Harbin Y-12 Harbinger

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Remark:

Since the 9 slots available are not restricted to certain hour within the night period, the OCS would display the number "9" in every cell of the hours in the night period. When one slot within the night period is allocated, the numbers in all the cells within night period would become "8". In other words, there are 9 slots available for the whole 9 hours in the night period, but **not** 9 slots every hour.

– END –

Slot Compliance at HKIA

1. Introduction

- 1.1 This serves to remind airlines and other aircraft operators (including GA/BA aircraft operators) that, HKIA is approaching its practical maximum capacity, to ensure the most efficient use of congested airport infrastructure and to avoid wastage of valuable airport capacity, it is of paramount importance that they conduct operations at HKIA in compliance with the slot clearances granted by HKSCO of CAD.

2. Compliance with Slot Clearances

- 2.1 An airline/operator must have a slot or slots allocated by HKSCO before commencing operations to/from HKIA, except for those types of operation as listed at Annex 1 to the Schedule Coordination Guidelines for HKIA. **Failure to do so may result in non-acceptance of the relevant flight plans.**
- 2.2 Airlines/operators should refer to the Schedule Coordination Guidelines for HKIA for procedures to request for slots.
- 2.3 Slot times are based on the planned on-block (arrival) and off-block (departure) times, not the landing or take-off times.
- 2.4 Airlines/operators must adhere to the allocated slot times.
- 2.5 Airlines/operators must not intentionally operate or plan to operate at a time different from the allocated slot time - the time on the passenger ticket and/or the initial flight plan should match the allocated slot time.
- 2.6 Airlines/operators must not intentionally use slots in a significantly different way from that indicated at the time of allocation.

3. Intentional Misuse of Slots

- 3.1 Airlines'/operators' intentional off-slot operations may upset air traffic control's plan for managing peak-hour movements and may impose a significant cost on

airlines/operators (increased holding and delay), passengers (delayed arrival and departure), airport operator (inefficient use of airport infrastructure) and the community (unnecessary increase in fuel burn and emissions).

3.2 Intentional misuse of slots at HKIA, if proven, will lead the airline/operator concerned to be assigned lower priority in its future slot requests and, where applicable, may adversely impact its eligibility for historic precedence in the following scheduling season. Repeated slot misusers will not be entitled to historic precedence for a specified period of time.

3.3 The following is a list of common types of slot misuse:

- a. Operation of an air service without an allocated slot.
- b. Operation of a series of air services at times significantly different from the allocated slots.
- c. Operation of an ad hoc air service at times significantly different from the allocated slots.
- d. The use of a slot in a significantly different way from that indicated at the time of allocation where such use causes prejudice to airport or air traffic operations.
- e. The failure to operate an allocated slot without cancelling it in advance, where the non-operation is not the result of factors beyond the airlines'/operators' reasonable control, and thereby causing prejudice to airport or air traffic operations.

3.4 The following actions also constitute slot misuse:

- a. Holding slots that the airline/operator does not intend to operate, transfer, exchange, or use in a shared operation.
- b. Holding slots for an operation planned for the purpose of denying another airline/operator access to the otherwise available airport capacity.
- c. Requesting new slots that the airline/operator does not intend to operate.
- d. Requesting slots for an operation other than that indicated, with the intention of gaining improved priority.
- e. Non-compliance of conditions as stipulated by HKSCO.

3.5 The lists of possible slot misuse given in paragraph 3.3 and 3.4 above are not exhaustive. Other forms of slot misuse which become identified over time will also be addressed by HKSCO.

4. Slot Monitoring

4.1 To promote compliance with allocated slots and to combat intentional misuse, HKSCO conducts routine slot monitoring which involves discrepancy checks both in advance of the allocated slot times of operations and retrospective conformity checks of the actual times of operations against the most recent allocated slots data held by HKSCO.

4.2 HKSCO also takes into account information obtained from the following sources:

- a. Ticket information published on airlines'/operators' websites or other common forms of advertisements.
- b. Air Services and Safety Management Division of CAD regarding flight applications filed by airlines/operators for the purpose of obtaining traffic rights or charter permits.
- c. Ground handling agents.
- d. Air Traffic Management Division of CAD regarding any delay within Hong Kong airspace that may have occurred beyond the reasonable control of airlines/operators, e.g. flow control imposed by another air traffic control unit.

4.3 Any off-slot operations outside a tolerance of 15 minutes of the allocated slot times will trigger HKSCO to analyse potential slot misuse. HKSCO will contact the airline/operator concerned to seek an explanation and to establish if the discrepancies have occurred as a result of factors beyond its reasonable control. Should evidence and findings in slot monitoring confirm intentional misuse of slots, disciplinary actions against the airline/operator concerned as per paragraph 3.2 above will be taken for the purpose of securing compliance with allocated slots. Silent confession will be assumed if no response is received within the time limit specified by HKSCO. To enhance the transparency of its slot monitoring regime, HKSCO may consider publishing the results of slot usage by airlines/aircraft operators at HKIA.

- 4.4 The following circumstances will not be accepted as factors beyond the reasonable control of an airline/operator:
- a. Operational issues known to the airline/operator before commencement of an operation.
 - b. Incorrect block times.
 - c. Late arrival of flight crew members or GA/BA passengers unless due to exceptional circumstances, e.g. an unplanned closure of the motorway or suspension of rail services.

– END –

Scheduling Advisory Committee
Slot Complaints Handling Procedures

Procedures

1. If an airline/aircraft operator is not satisfied with the slots allocated for its seasonal services, the airline/aircraft operator concerned should first approach HKSCO to try to resolve the problem.
2. HKSCO and airline/aircraft operator should both make their best endeavours to try to resolve the problem. If this fails, the airline/aircraft operator may write to the Scheduling Advisory Committee (SAC) to lodge a complaint (“slot complaint”).
3. When writing to SAC, the airline/aircraft operator (“the complainant”) should provide -
 - (a) copies of the correspondence with HKSCO; and
 - (b) an explanation for not accepting HKSCO’s response if one has been made.
4. Upon receipt of the slot complaint and all the information referred to in paragraph 3 above, SAC should arrange, by giving its members a 2-week notice, for a special meeting to be conducted to consider the matter.
5. The complainant may request or be invited to attend and address the SAC special meeting.
6. SAC would try to resolve the problem taking into account the prevailing IATA WSG and these guidelines.
7. If the complaint cannot be resolved by SAC, the complainant may refer the matter to the Committee on Slot Complaints.
8. Secretariat support to the SAC special meeting on any slot complaint should be provided by officers who are not currently involved in the schedule coordination duties. Whilst HKSCO or any other member of HKSCO may provide information at the request of SAC, he/she should not participate in the deliberation about the complaint.

– END –

Committee on Slot Complaints (“Committee”)

Terms of Reference

To consider complaints made by airline/aircraft operators aggrieved by the decisions of the Coordinator concerning the allocation of slots for the airlines’/aircraft operators’ seasonal services (“Slot Complaints”), with a view to giving advice on such Slot Complaints to the complainants and the Coordinator/the Scheduling Advisory Committee (SAC) as appropriate.

Membership

Permanent Secretary for Transport and Housing (Transport) with (Chairman)
Deputy Secretary for Transport and Housing (Transport) as his
alternate

Two lay members (with no direct connection with any airline
operating at the Hong Kong International Airport)

Assistant Secretary for Transport and Housing (Transport) (Secretary)

Procedures

1. Any airline/aircraft operator with a Slot Complaint (“the complainant”) may write to the Committee provided that:
 - (a) the Slot Complaint has been considered by SAC in accordance with the procedures set out in Annex 5; and
 - (b) the complainant does not accept SAC’s response.
2. When writing to the Committee, the complainant should provide:
 - (a) copies of its correspondence with SAC; and
 - (b) an explanation for not accepting SAC’s response.

3. The Committee may conduct its business in any way that it thinks fair, reasonable and efficient. In considering Slot Complaints, the Committee will make reference to the IATA Worldwide Slot Guidelines and these guidelines. The Committee may ask the complainant and the Coordinator to attend the meeting and provide additional information, and may invite members of SAC to attend and share their views. At a meeting to consider a Slot Complaint, both the complainant and the Coordinator shall be entitled to address the meeting.

4. When giving advice on Slot Complaints, the Committee shall ensure that the advice sets out a fair summary of the views expressed at the meeting.

5. The Secretary of the Committee will notify the complainant and the Coordinator/the SAC as appropriate in writing of the Committee's advice on his Slot Complaint.

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