

Guidelines on Slot Application for General Aviation/Business Aviation at the Hong Kong International Airport

1. Introduction

- 1.1 Slots are allocated to GA/BA aircraft operators based on genuine demand. Operators must have confirmed runway slot(s) and parking stand booking with confirmed ground handling services before commencing operations to/from HKIA.
- 1.2 It is the sole responsibility of GA/BA operators to ensure that the parking stand booking and ground handling services are consistent with the runway slots cleared by Hong Kong Schedule Coordination Office (HKSCO). Therefore, runway slots will only be confirmed when booking for related facilities have also been confirmed. **Failure to secure confirmed runway slots will result in non-acceptance of the relevant flight plans.**
- 1.3 This document outlines the application procedures for runway slots, parking stand booking, ground handling services and the penalty scheme for misuse of these resources.

2. Application Procedures

- 2.1 GA/BA operators shall apply for runway slots, except for maintenance, test or training flights, from the Online Coordination System (OCS) managed by the Civil Aviation Department (CAD). They shall apply for parking stand booking on the Business Aviation Parking Management System (BAPS) managed by the Airport Authority Hong Kong (AA). For booking for ground handling services, operators shall contact the Hong Kong Business Aviation Centre (HKBAC) at hkbac@hkbac.com.
- 2.2 For Maintenance, Test or Training Flights, OCS users can apply for runway slots by sending GCR to hkgslot@cad.gov.hk no earlier than 30 calendar days prior to planned date of operations. Once a slot is allocated, users will not be able to view or edit it on OCS.
- 2.3 GA/BA operators may apply for OCS accounts online at www.online-coordination.com and request for access to view and request for runway slots in Hong Kong (HKG). OCS users can apply for runway slots within 14 calendar days from the day of application. Upon runway slot request, OCS will respond with either action code 'T' meaning "runway slot application conditionally approved", or action code 'U' meaning "runway slot application unsuccessful". In the former case, the user should make application within 24 hours from the conditional approval of slot on BAPS for parking stand booking and arrange with HKBAC for related ground handling services, failing which the relevant runway slot will be released for re-allocation. GA/BA operators should take into consideration of an up to 15-minute information flow time required between OCS and BAPS. As a runway slot with action code 'T' is not a confirmed slot, users will not be able to view or edit it on OCS.

- 2.4 GA/BA operators who are OCS users with access to view and request for runway slots in Hong Kong may apply for BAPS accounts by submitting the completed form at Appendix 1 to bjetslot@hkairport.com. BAPS shows GA/BA parking stand availability up to 14 calendar days (including current day). Maximum duration for parking stand booking is 14 calendar days. Applicants should indicate extension application under the Revise Booking Info function by adjusting the Revised Departure Time. One time extension request up to 14 calendar days without a valid departure UID will be facilitated. For subsequent parking extension(s), a valid departure UID will be required. Extension approval is subjected to stand availability. AA will evaluate the extension request based on the actual GA/BA stand availability at HKIA on a first come, first served basis.
- 2.5 In general, GA/BA designated apron area is designed to accommodate aircraft of size up to Code C of length up to B737-900 (42.11m). In the event of an aircraft exceeding the above parameters, application for parking stand booking will only be processed for quick turnaround (ground time less than 6 hours) supported by valid arrival and departure runway slots. Approval is subject to the availability of parking stands. Together with BAPS application, additional email to bjetslot@hkairport.com is required for approval.
- 2.6 Requests for parking stand booking through BAPS are processed as per following schedule:

BAPS applications submitted (UTC)	BAPS applications responded by (UTC)
On or before 0400Z	0500Z
On or before 0700Z	0800Z
On or before 1200Z	1400Z
After 1200Z and before 0100Z next day	0200Z next day

- 2.7 When runway slot, parking stand booking and ground handling services are confirmed, an OCS message with action code 'K' will be sent to the OCS user's registered email address. If an OCS user cancels the confirmed slot, an OCS message with action code 'X' will be sent. OCS users should note that the functions of 'linked format' and 'pending' on OCS are not applicable to Hong Kong. OCS users can only apply for up to 2 runway slots in one go. To ensure successful interface with BAPS and facilitate slot monitoring, OCS users are advised not to input any operator code or flight number when requesting for runway slots on OCS.
- 2.8 Runway slots and parking stand booking applications are aircraft registration specific. For revision of schedule, OCS users are required to apply for new runway slots and cancel the unwanted runway slots, and subsequently submit the related BAPS application. In case of aircraft change due to technical issues, OCS users should clearly indicate in item 18 of the flight plan the registration marks of the original and the replacement aircraft. Under the said circumstance, OCS users are reminded to maintain records of aircraft malfunctions and provide justifications as listed in paragraph 4.6.2b below.

- 2.9 To maximize runway slot utilization, any confirmed runway slot or parking stand booking not to be used must be cancelled at least 2 days in advance of the aircraft's confirmed runway slot times so that they may be reallocated to other potential users. Non-compliance with this rule will lead to relevant penalty as listed in paragraph 4 of this document. However, runway slots or parking stand booking confirmed within 2 days of intended operations are exempted from this rule. In both cases, users are obliged to return any unwanted runway slots and parking resources as soon as possible.

3. OCS and BAPS Account Management

- 3.1 Requests for OCS accounts with access to view and request for runway slots in Hong Kong are to be approved by the HKSCO. Subsequent to the approval, users may fill out Appendix 1 in this document for BAPS account application to AA. Each GA/BA operator (company) is allowed to hold a maximum of 4 accounts at OCS and BAPS respectively. At least 3 working days is required for the first-time registration and creation of an account and password for both systems.
- 3.2 To safeguard the access to precious resources, **accounts of OCS and BAPS users which are found to have abusive or spamming behaviour will be terminated without prior notice.**

4. Penalty Scheme on Slots Misuses

- 4.1 Wastage of runway slots and parking stand booking due to misuse will adversely impact airport efficiency and utilization of public resources. HKSCO and AA jointly conduct slot monitoring activities to ensure gainful utilization of such scarce resources. Aircraft identified to have misused runway / parking stand slots under circumstances listed in the table in paragraph 4.2 below will incur corresponding penalty points as tabled therein.

4.2 Misuse types and corresponding penalty points

Misuse	Penalty Point(s)
a. Operation without confirmed runway slot or parking stand booking.	10
b. Failure to operate without cancelling the confirmed runway slot or parking stand booking.	5
c. Operation at a time significantly different* from the confirmed runway slot.	1
d. Cancellation of confirmed runway slot or parking stand booking less than 2 days in advance of the aircraft confirmed slot time.	1
e. Aircraft overstaying.	1

Note:	
*Deviation of more than 2 hours between actual on-block / off-block time and the confirmed runway slot time is considered to be significantly different. The 2 hours allowance is subject to regular review.	

4.3 Calculation of Penalty Points and Penalty Threshold

4.3.1 The penalty points accrued by each aircraft will be an indication of the aircraft's performance. Upon identification of any misuse listed in paragraph 4.2 above, the corresponding penalty points will be recorded in the aircraft's performance register for a period of 12 calendar months. Penalty points that are more than 12 calendar months old will be removed from the register.

4.3.2 An aircraft will be subject to the penalty as detailed in paragraph 4.5 below when the cumulative penalty points in its performance register reach 20 or above. The cumulative penalty points on the register will be reduced by 20 after the penalty is imposed.

4.4 Performance Monitoring

4.4.1 OCS user(s) who have obtained slot(s) for a particular operation of an aircraft will normally receive notification of any misuse related to that operation at their OCS registered email addresses no later than 10 working days after the operation.

4.4.2 The performance register of any aircraft that has operated into Hong Kong in a particular month will be published on www.hkgslot.gov.hk no later than the last working day of the following month (e.g. performance record of September to be published no later than the last working day of October). It is the OCS Users' responsibility to notify aircraft owners of the misuse and penalty points accrued accordingly.

4.5 Penalty

4.5.1 When a penalty is imposed, the booking window of an aircraft will be shortened from 14 days to 10 days for one calendar month. On completion of the one calendar month penalty, 20 penalty points will be removed from the register and the booking window will be restored to 14 days unless the cumulative penalty points on the register remain at 20 or above. Under such circumstance, the penalty of shortening the booking window from 14 days to 10 days will be extended by another calendar month.

4.6 Appeal

4.6.1 OCS user who wishes to appeal for any case of identified misuse shall provide justifications to slotcomp@cad.gov.hk within 14 calendar days (1559 UTC) upon receipt of the notification mentioned in paragraph 4.4.1 above. Late submission shall not be processed.

4.6.2 For consideration of appeal, normally, only the following circumstances will be considered as justifications of "unintentional" misuse:

- a. Interruption of air services due to unforeseeable and unavoidable causes, for example closure of an airport or airspace or severe weather, or
 - b. Notified aircraft malfunctions.
- 4.6.3 All requests for appeal shall be written and submitted together with documentary proofs where applicable, e.g. Hong Kong ATC flow control email issued by CAD, log or certification on aircraft malfunctions signed by certified aircraft engineers. Result of the appeal is once and final.

– END –

OCS/ BAPS Accounts Alignment Form

Company Name (User): _____
 Office Address: _____

Contact Person Details:

Name in full (First, Last name): _____
 Position: _____
 E-mail Address: _____
 Contact Telephone Number:
 (Office) _____ (Mobile) _____

*BAPS password and all notifications will be emailed to the above email address in due course.

	OCS Accounts	Registered Email Address (One email address applies to all accounts)
1		
2		
3		
4		

Terms and Conditions:

By signing this document, we declare that the given accounts are acting on behalf of our Company and that the slot utilization performance of our Company may be revealed by Hong Kong Civil Aviation Department in review meetings, statistics or reports. The above contact information will be used for notification of warning and/or penalty, if required.

 Company Chop

 Main Contact Person's Name in Full & Signature

 Date

Please submit this form to bjetslot@hkairport.com