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**(ISO 9001 CERTIFIED)**  
AIR TRAFFIC MANAGEMENT DIVISION  
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HONG KONG INTERNATIONAL AIRPORT

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**APPLICATION PROCEDURES FOR TEST, TRAINING  
AND DEMONSTRATION FLIGHTS**

**1. Introduction**

- 1.1 All aircraft operators must obtain slot(s) from Hong Kong Schedule Coordination Office (HKSCO) before conducting test, training and demonstration flights at Hong Kong International Airport (HKIA). As HKIA almost reaches its maximum practical capacity, the number of slots available for these flights is limited.
- 1.2 Whilst every effort is made to accommodate requests for test, training and demonstration flights, due to operational considerations, e.g. daily peak traffic periods, flight calibration periods (normally in May and November) or holiday periods (Christmas, Lunar New Year and Easter), such requests may not be approved. (See also para.6 below)
- 1.3 Since test, training and demonstration flights are accorded a lower priority than other scheduled and ad hoc services, they may be subject to delay and requests for special manoeuvres may not be approved.

**2. Slot Application Procedure**

- 2.1 As part of the overall traffic management process at HKIA, HKSCO allocates each flight with an arrival or departure slot as appropriate, based on a number of considerations, including the appropriate runway capacity.
- 2.2 Operators should apply for slot(s) from the HKSCO **by email only, 'hkgslot@cad.gov.hk'**.
- 2.3 As these flights are normally pre-planned activities, applications should be made at least **3 working days in advance** of the proposed operating date.

### **3. Categories of Flights**

#### **3.1 TEST OR DEMONSTRATION FLIGHTS AT HKIA**

- 3.1.1 Flights that involve manoeuvres such as touch-and-goes, missed approaches or rejected take-offs, which occupy multiple slots.
- 3.1.2 Normally these manoeuvres will only be approved between **0700 and 0800 LT** (2300-0000 UTC) daily.

#### **3.2 TEST, TRAINING OR DEMONSTRATION FLIGHTS IN HK FIR**

- 3.2.1 Flights that involve various manoeuvres outside the Control Zone and require only a single arrival and departure slot at HKIA. (Due to regulatory and operational requirements, test flights are normally conducted during daylight hours and they may need a long period of time to complete all the test manoeuvres.)
- 3.2.2 These flights should preferably depart before **0800 LT** (0000 UTC) or after **1430 LT** (0630 UTC) daily.

#### **3.3 TEST, TRAINING OR DEMONSTRATION FLIGHTS IN HK FIR FROM OTHER AIRPORTS**

- 3.3.1 Flights that depart from other airports for test, training or demonstration flight manoeuvres in HK FIR without making an approach or landing at HKIA, do not require a slot.
- 3.3.2 These flights should preferably operate before **1000 LT** (0200 UTC) or after **1430 LT** (0630 UTC) daily.

#### **3.4 TRAINING FLIGHTS FROM HKIA TO OTHER AIRPORTS**

- 3.4.1 Flights that depart from HKIA for training at other airports (e.g. Macao, Shenzhen or Zhuhai) and require only single departure and arrival slots at HKIA.
- 3.4.2 These flights are not normally restricted to a set time period and are only required to obtain a departure and arrival slot from HKSCO.

### **4. Training flights at HKIA are normally NOT approved.**

## 5. ATC Notification Procedures

### 5.1 TEST OR DEMONSTRATION FLIGHTS AT HKIA

5.1.1 After slots are obtained, the flights details shall be submitted to the ATC Watch Manager via fax +852 2910 1177 or email 'atmdwsu@cad.gov.hk', **at least 24 hours in advance** for notification purposes. The submission shall include all the relevant details of the required manoeuvres at HKIA. Insufficient lead-time of a submission may result in a delay or disapproval of the flight.

5.1.2 The operator shall then file the standard ICAO Flight Plan not less than 3 hours before the EOBT of the intended flight.

### 5.2 TEST, TRAINING OR DEMONSTRATION FLIGHTS IN HK FIR

5.2.1 After slots are obtained, the flights details shall be submitted to the ATC Watch Manager via fax +852 2910 1177 or email to 'atmdwsu@cad.gov.hk' **at least 24 hours in advance** for notification purposes. The submission shall include all the relevant details of the flight in HK FIR (e.g. altitudes, routes and manoeuvres). Insufficient lead-time of a submission may result in a delay or disapproval of the flight.

5.2.2 The operator shall then file the standard ICAO Flight Plan not less than 3 hours before the EOBT of the intended flight.

### 5.3 TEST, TRAINING OR DEMONSTRATION FLIGHTS IN HK FIR FROM OTHER AIRPORTS

5.3.1 The flights details shall be submitted to the ATC Watch Manager via fax +852 2910 1177 or email to 'atmdwsu@cad.gov.hk' **at least 24 hours in advance** for notification purposes. The submission shall include all the relevant details of the flight in HK FIR (e.g. manoeuvres, altitudes and routes). Insufficient lead-time of a submission may result in a delay or disapproval of the flight.

5.3.2 The operator shall then file the standard ICAO Flight Plan not less than 3 hours before the EOBT of the intended flight.

### 5.4 TRAINING FLIGHTS FROM HKIA TO OTHER AIRPORTS

5.4.1 After slots are obtained for these flights they will be treated as normal departure/arrival traffic at HKIA and there is no requirement for prior notification to the ATC Watch Manager.

5.4.2 The operator shall file the standard ICAO Flight Plan not less than 1 hour before the EOBT of the intended flight.

## **6. Final Briefing and Approval Procedures**

6.1 Notwithstanding that slots have been allocated by the HKSCO and any previous permission given, the duty ATC Watch Manager shall have the **final decision** to approve or disapprove the flight, and to extend or shorten the flight time of the proposed operation, subject to prevailing traffic conditions and/or weather considerations. Operators or pilots of flights in those categories listed in paras. 3.1, 3.2 or 3.3 above shall contact the duty ATC Watch Manager [Tel. +852 2910 6821] **between one and three hours prior to the EOBT of the proposed flight to obtain final approval and briefing.**

**7. AIC 08/11 is hereby superseded.**

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