

**HONG KONG SPECIAL ADMINISTRATIVE REGION  
PEOPLE'S REPUBLIC OF CHINA  
AERONAUTICAL INFORMATION SERVICE**

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**(ISO 9001 CERTIFIED)**  
AIR TRAFFIC MANAGEMENT DIVISION  
CIVIL AVIATION DEPARTMENT  
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 runway slot(s) from the Hong Kong Schedule Coordination Office (HKSCO) before conducting test, training and demonstration flights at Hong Kong International Airport (HKIA). Runway slot availability for these flights is subject to overall capacity planning and operational considerations.
- 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), approval of such requests are subject to prevailing operational conditions. (See also para. 4 below)
- 1.3. Since test, training and demonstration flights are accommodated alongside scheduled and ad hoc services, they may be subject to delay. Requests involving special manoeuvres may be subject to operational review, with clearance dependent on real-time conditions.

**2. Slot Application Procedure**

- 2.1. As part of the overall traffic management process at HKIA, HKSCO allocates each flight with a runway slot based on a number of considerations, including the available runway capacity.
- 2.2. Runway slot(s) applications should be submitted in SCR (Slot Clearance Request) format via **email** to HKSCO at **hkgslot@cad.gov.hk**.
- 2.3. As these flights are normally pre-planned activities, applications should be made at least **3 working days** prior to the proposed operating date.

### 3. ATC Notification Procedures

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

- 3.1.1. For flights that involve manoeuvres such as touch-and-goes, missed approaches or rejected take-offs, which occupy multiple runway slots, such requests will be **assessed individually** based on operational impact.
- 3.1.2. After runway slots are obtained, the flight details shall be submitted to the ATS Watch Manager via fax +852 2910 1177 or email 'atmdwsu@cad.gov.hk' **at least 24 hours in advance**. The submission shall include all relevant details of the required manoeuvres at HKIA. Insufficient submission lead-time may result in a delay of, or affect the ability to proceed with, the flight as planned.
- 3.1.3. The operator shall then file the standard ICAO Flight Plan no later than 3 hours before the EOBT of the intended flight.

#### 3.2. TEST, TRAINING OR DEMONSTRATION FLIGHTS IN HONG KONG FIR

- 3.2.1. For flights that involve various manoeuvres outside the Control Zones, **only one flight** would be accommodated within the Hong Kong FIR **at any one time**.
- 3.2.2. Depending on the intended runway utilization at HKIA, runway slots at HKIA shall be obtained as appropriate.
- 3.2.3. After runway slots are obtained, the flight details shall be submitted to the ATS Watch Manager via fax +852 2910 1177 or email to 'atmdwsu@cad.gov.hk' **at least 24 hours in advance**. The submission shall include all relevant details of the flight in Hong Kong FIR (e.g. altitudes, routes and manoeuvres). Insufficient submission lead-time may result in a delay of, or affect the ability to proceed with, the flight as planned.
- 3.2.4. The operator shall then file the standard ICAO Flight Plan no later than 3 hours before the EOBT of the intended flight.

#### 3.3. TRAINING FLIGHTS FROM HKIA TO OTHER AIRPORTS

- 3.3.1. Flights that depart from HKIA for training at other airports (e.g. Macao, Zhuhai or Shimojishima) only require a departure slot, and an arrival slot if returning to HKIA.
- 3.3.2. These flights will be treated as normal departure/arrival traffic at HKIA and no prior notification to the ATS Watch Manager is required.

3.4. Training flights at HKIA are normally NOT approved.

**4. Final Briefing and Approval Procedures**

4.1. Notwithstanding that runway slots have been allocated by HKSCO and any previous permission given, the duty ATS Watch Manager shall have the final decision to approve or disapprove the flight, and to adjust the flight time of the proposed operation, subject to prevailing airspace availability, traffic conditions and/or weather considerations.

4.2. Operators or pilots of flights in those categories listed in paras. 3.1 and 3.2 above shall contact the duty ATS 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.

**5. AIC 03/17 is hereby superseded.**