

## Notice from Hong Kong Schedule Coordination Office regarding Night and Ad-hoc Slots

1. With a view to optimize utilization of runway capacity with reference to paragraph 16 of the [Schedule Coordination Guidelines for Hong Kong International Airport](#), **six** night slots for operations between 1600-2059 UTC will be made available daily for those aircraft types not currently listed in Annex 3 of Schedule Coordination Guidelines ("The Guidelines").
2. In addition, to further maximize the utilization of last minute cancelled slots outside the night period by commercial services, slot requests for GABA operations may be considered from time to time depending on availability of various capacity constraints.
3. Application procedures for the slots mentioned in paragraphs 1 and 2:
  - a) OCS users may apply for runway slots
    - i) within 14 calendar days from the day of application for night slots mentioned in **paragraph 1**; and
    - ii) within two calendar days from the day of application for slots mentioned in **paragraph 2**via the "Ask Us" function in OCS. Please refer to the attached file, "Ask us.pdf", for instructions to access the "Ask Us" function.
  - b) Consistent with the instant confirmation procedures of slot application via OCS, application via "Ask Us" function are processed principally on a first-come, first-served basis. A General Aviation Clearance Response (GCR) will be issued to the OCS registered email address only when a runway slot is conditionally approved.
  - c) On receipt of the GCR, OCS users should proceed with booking of parking stand and HKBAC ground handling services as per "[Guidelines on Runway Slot / Parking Stand Application for General Aviation / Business Aviation \(GA/BA\) at Hong Kong International Airport](#)" paragraph 2.3. **Failure to do so will result in the runway slot being cancelled.**
  - d) GCR allocated runway slot is not editable in OCS. OCS users are required to cancel any confirmed runway slot and parking stand booking not to be used through the Business Aviation Parking Management System (BAPS) managed by the Airport Authority as soon as possible.
  - e) All submitted runway slot requests without any offer will **expire at 2359UTC every day** and if a slot is still required, a new request should be submitted from 0000UTC the next day.
4. All relevant provisions and the "Penalty Scheme on Slot Misuses" in the "[Guidelines on Runway Slot/ Parking Stand Application for General Aviation / Business Aviation \(GA/BA\) at Hong Kong International Airport](#)" are applicable to GCR allocated slots.
5. To safeguard the system integrity of OCS, accounts of OCS users which are found to have abusive or spamming behaviour will be terminated with prior notice.

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6. The above application procedures are on a trial and temporary basis and are subject to continuous review jointly by AA and HKSCO. The procedures will be effective from 0000 UTC on 08 October 2018 until 2359 UTC on 31 March 2019.

**Special Note:** As many of you are aware, OCS has experienced intermittent service disruptions since 8 September 2017 due system overload. OCS users are advised to ONLY submit slot requests via "Ask Us" for operations as per the provisions in paragraphs 1 and 2 within the timeframe as specified in paragraph 3a) to avoid system overload. Failure to do so may result in further service disruptions on OCS which may affect our ability to continue with the above arrangements.

7. The Notice from Hong Kong Schedule Coordination Office regarding Night Slots issued on 2 May 2017 and Notice from Hong Kong Schedule Coordination Office regarding Night and Ad-hoc Slots (Sep 2017) issued on 13 September 2017 are hereby superseded.

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## “Ask us “ Function on OCS

**Request Response - GA/BA**

Season: 518  Local date/time

	A/P	A/C Reg	AFltNo	DFltNo	Date	StsAft	Orig	ClearTime O	Dest
Ask us	VHHH	TEST			18OCT	12 GLEX		1700	RCTP

Ask us G/518): This block is excluded by the Message Configuration Filter named: OCS night restriction

*SI text*

Once a request has been submitted the response screen displays whether the slot can be conditionally approved.

If the requested slot cannot be conditionally approved and no offer can be made, the request response displays the details, the reason code, SSIM code 'U' and a drop down menu to select "Cancel" or "Ask us". Select "Ask us" and click "Commit" to submit your request to HKSCO for consideration.