STANDARD OPERATING PROCEDURE (SOP)
DOCUMENT NUMBER: HKVACC-SOP001-ANNEX-I
DATE ISSUED: 23 APR 2024
REVISION: 1

SUBJECT: Hong Kong FIR Aerodrome Standard Operating Procedures Annex I

EFFECTIVE DATE: 23 APR 2024

SCOPE: Outlines standard techniques for online ATC service at aerodromes within the Hong Kong FIR on VATSIM.

1. PURPOSE

1.1. This Standard Operating Procedure (SOP) sets forth the procedures for all controllers providing aerodrome air traffic control service at aerodromes within the Hong Kong FIR to improve communication, techniques, and to distinguish procedures that are specific to the online environment.

2. ROLES AND RESPONSIBILITIES

2.1 The Office of Primary Responsibility (OPR) for this SOP is the team under the supervision of the Facilities Director. This SOP shall be maintained, revised, updated or cancelled by the Facilities Director. Any suggestions for modification / amendment to this SOP should be sent to the Facilities Director for review.

3. DISTRIBUTION

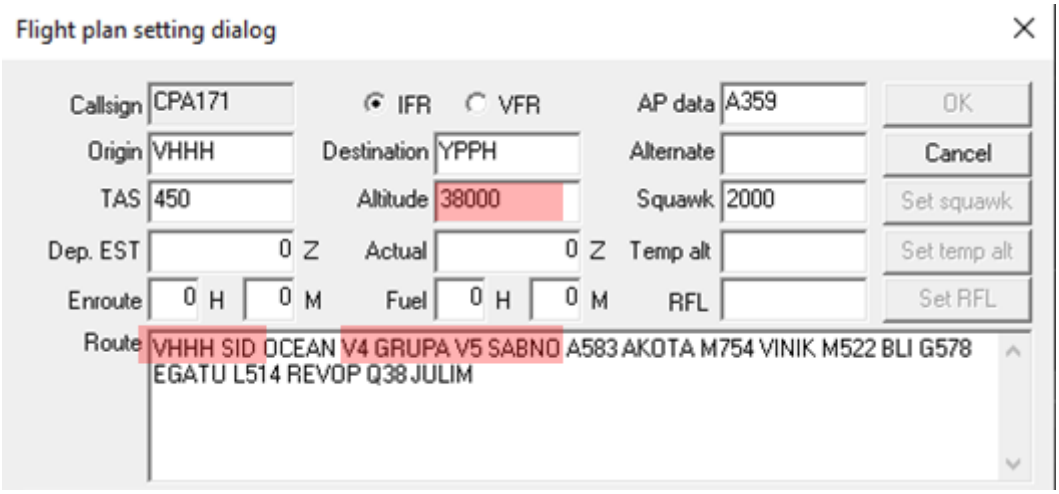
3.1 This SOP is intended for controllers staffing aerodrome ATC positions within Hong Kong FIR and other controllers who interface with those aerodrome controllers.

4. BACKGROUND

4.1 Due to the vast number of situations a controller may encounter when issuing IFR clearances, this document has been created to support HKVACC-SOP001, HKVACC-SOP002 and HKVACC-SOP003 providing examples on how to issue IFR clearances in a variety of examples. The goal is to standardise the procedures on amending flight plans for IFR clearances.

5. EXAMPLES OF FLIGHT PLAN INSPECTION

5.1. The following flight plan is submitted by a pilot. Assume Runway 07s are in use and the time is 1200Z (noise abatement procedures are **not** in effect).



This flight plan requires the following amendments:

- The beginning of the route does not match the requirement in SOP001 Section 8.2. It should be amended to begin with a SID rather than the departure airfield (VHHH) or the text "SID".
- The route contains multiple transition airways, which can be shortened (OCEAN V4 GRUPA V5 SABNO is equivalent to OCEAN V5 SABNO).
- The requested cruising altitude FL380 is not an approved altitude according to the Letter of Agreement with Manila FIR and Hong Kong vACC Cue Card.
    - The Delivery controller shall ask whether the pilot can accept the two closest altitudes, which are FL370 and FL410, and amend the flight plan to reflect the new cruising altitude.

Phraseology:
VHHH_DEL: CATHAY 171, FL380 IS NOT AVAILABLE. ARE YOU ABLE TO ACCEPT FL370 OR FL410?
CPA171: AFFIRM, WE CAN ACCEPT FL370, CATHAY 171.
VHHH_DEL: CATHAY 171, EXPECT FL370.

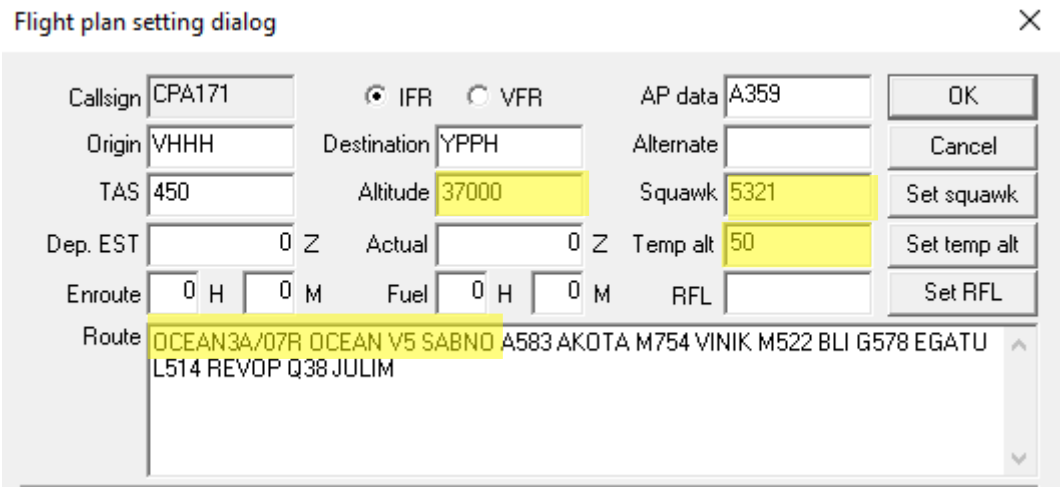
- If the pilot cannot accept any available altitude, close coordination shall be performed with the relevant Area Radar controller (in this case HKG_S_CTR, or HKG_W_CTR if HKG_S_CTR is offline) for a cruising altitude acceptable to the pilot.

Phraseology:
VHHH_DEL: CATHAY 171, FL380 IS NOT AVAILABLE, ARE YOU ABLE TO ACCEPT FL370 OR FL410?
CPA171: NEGATIVE, MAXIMUM FLIGHT LEVEL WE CAN ACCEPT IS FL270, CATHAY 171.
VHHH_DEL: CATHAY 171, ROGER, STANDBY.

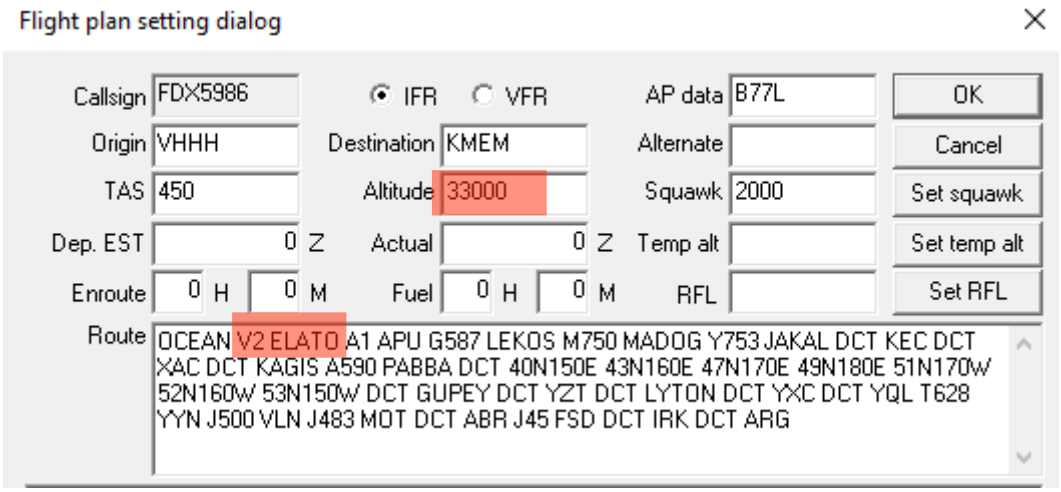
After approval is obtained from the relevant CTR controller (Refer to SOP011 for coordination procedures)

VHHH_DEL: CATHAY 171, HONG KONG DELIVERY.
CPA171: GO AHEAD, CATHAY 171.
VHHH_DEL: CATHAY 171, EXPECT FL270.

After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude), then give the IFR clearance. The completed flight plan becomes:

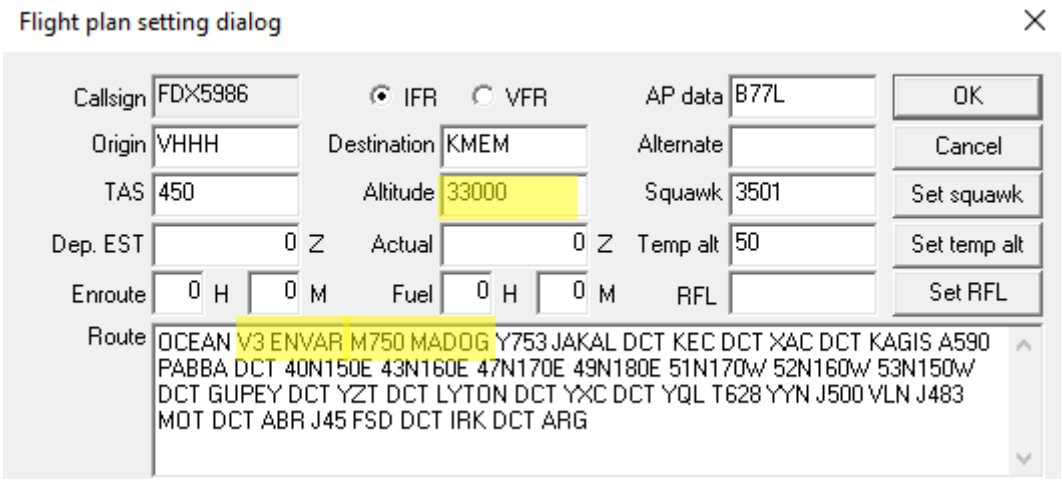


5.2. The following flight plan is submitted by a pilot. Assume that the aircraft is not able to accept a lower cruising altitude, Runway 07s are in use and the time is 1200Z (noise abatement procedures are **not** in effect).



- The pilot has filed FL330 on the V2 transition via ELATO, which is not acceptable according to the Letter of Agreement with Taipei FIR.
- The V3 transition via ENVAR is also available towards Taipei FIR.
- The Delivery controller shall advise the pilot of the error by using the .route alias and reroute the aircraft.

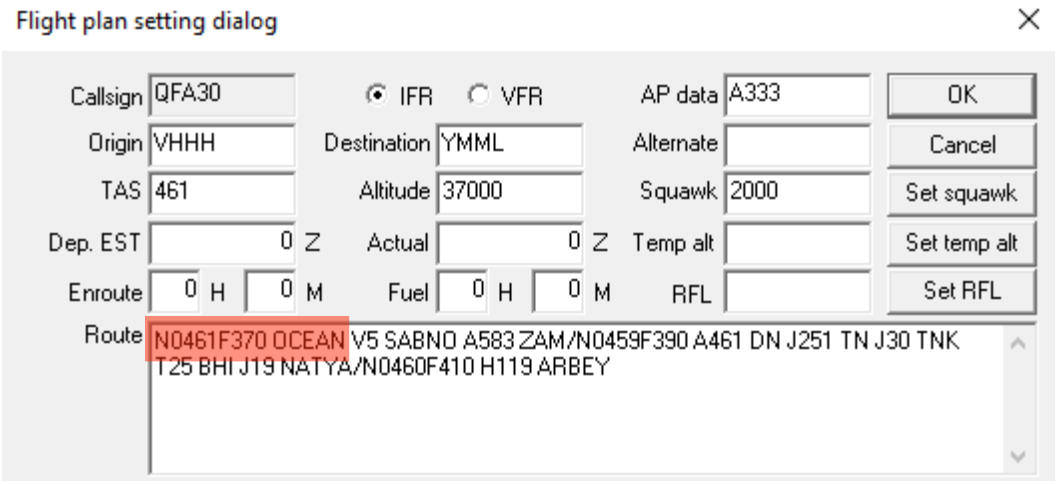
After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude), then give the IFR clearance. The completed flight plan becomes:



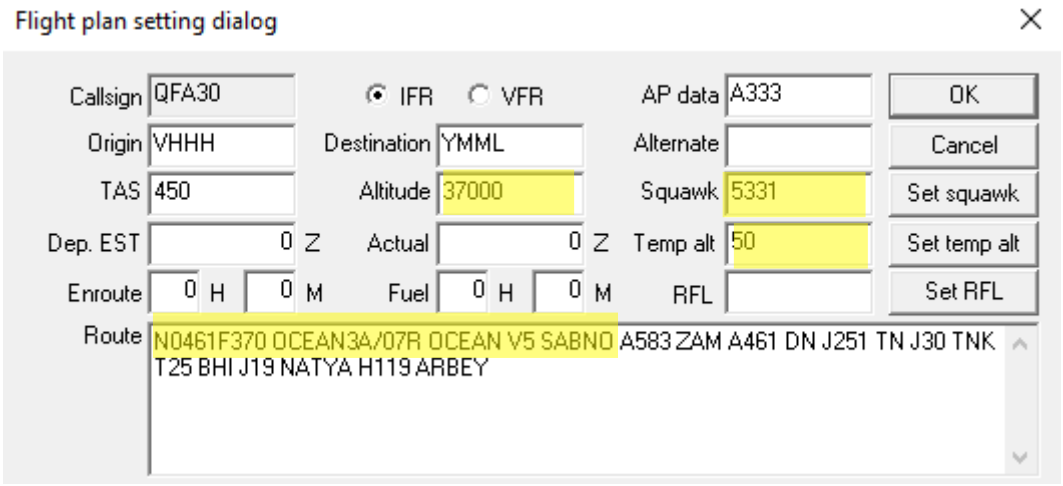
Example:
VHHH_DEL: Your filed route is invalid. Are you able to accept the following reroute: OCEAN V3 ENVAR M750 MADOG, then flight plan route. Once accepted, call on frequency as normal for clearance.
FDX5986: Roger, standby, we will advise on frequency when ready. (or any other form of acknowledgement)

(On frequency)
FDX5986: HONG KONG DELIVERY, FEDEX 5986, READY TO COPY CLEARANCE.
VHHH_DEL: FEDEX 5986, CLEARED TO MEMPHIS, OCEAN3A DEPARTURE, SQUAWK 3501, DEPARTURE INFORMATION BRAVO CURRENT.
FDX5986: CLEARED TO MEMPHIS, OCEAN3A DEPARTURE, SQUAWK 3501, INFORMATION BRAVO, FEDEX 5986.
VHHH_DEL: FEDEX 5986, READBACK CORRECT.

5.3. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use, and the time is 1200Z (noise abatement procedures are **not** in effect).

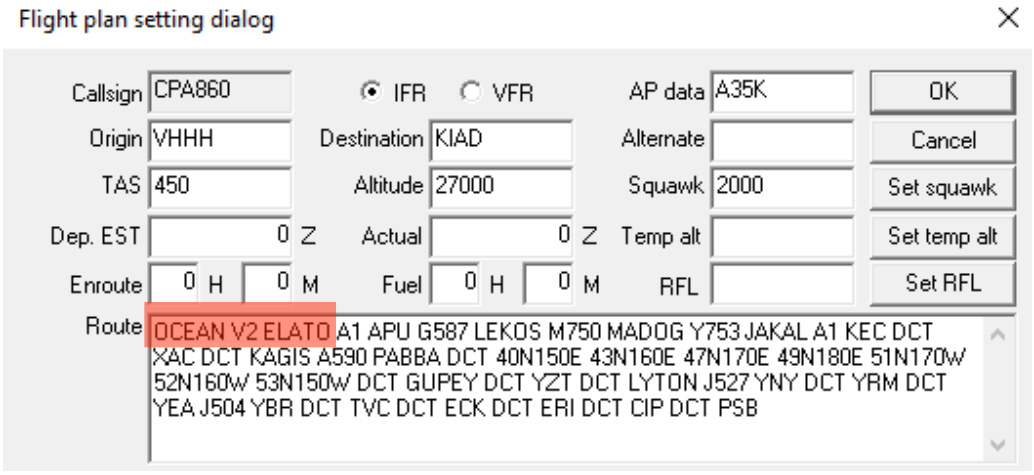


- The flight plan starts with "N0461F370", which equates to a TAS of 461 and a cruising altitude of FL370.
- In this case, the SID and runway shall be added after the TAS and cruising altitude, which will become:

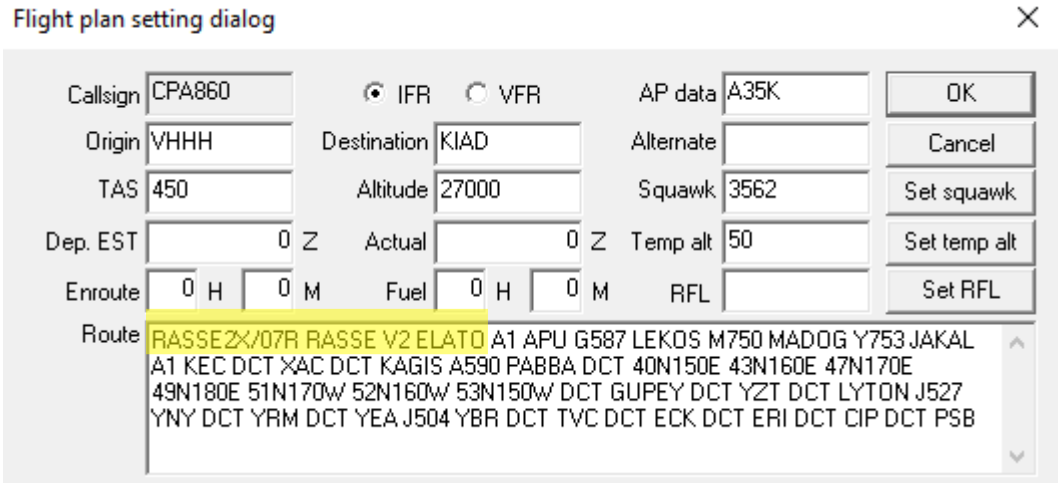


After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude), then give the IFR clearance.

5.4. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use, and the time is 2000Z (noise abatement procedures are currently in effect).

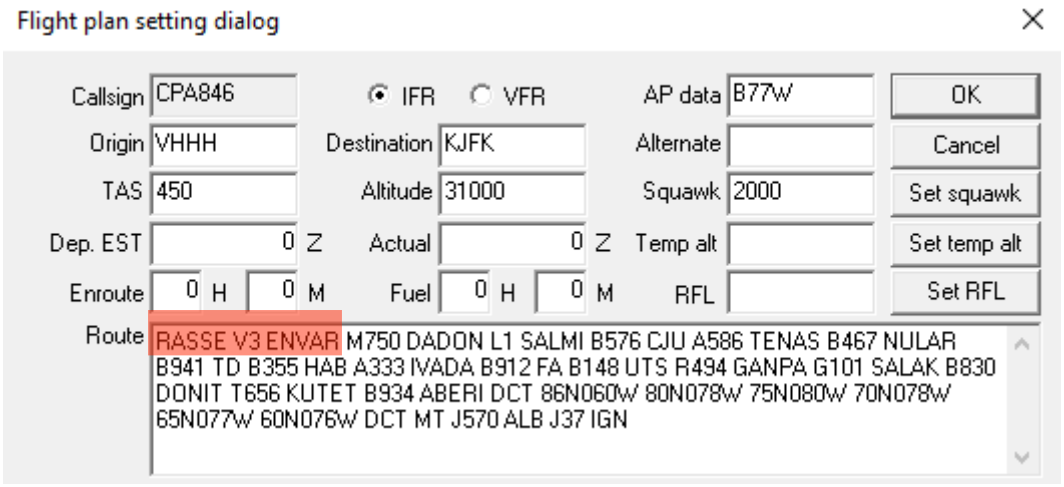


- The route needs to be amended to RASSE V2 ELATO.
- They shall also be assigned a noise abatement SID (e.g. RASSE1X).



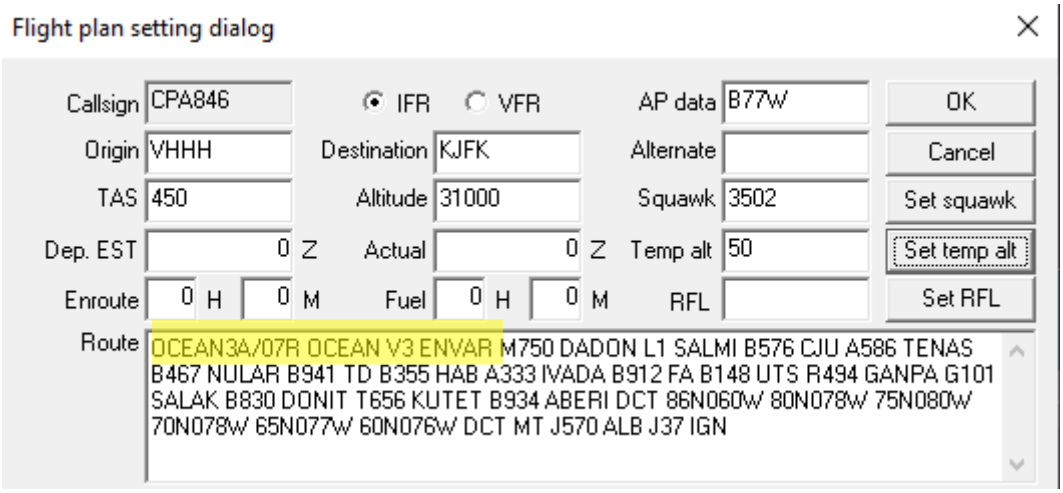
After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude), then give the IFR clearance.

5.5. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use, and the time is 1200Z (noise abatement procedures are **not** in effect).



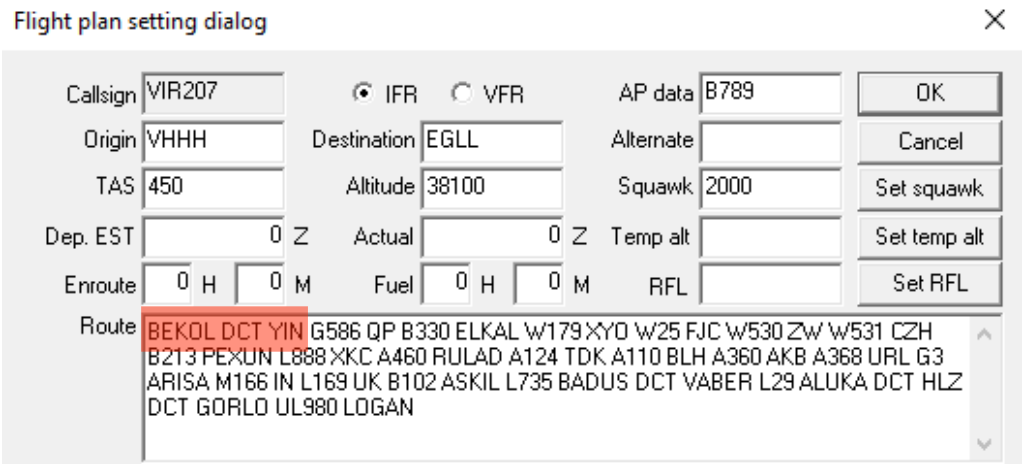
- The route needs to be amended to OCEAN V3 ENVAR.
- They shall also be assigned the regular SID (e.g. OCEAN3A).
- The Delivery controller shall also advise the pilot in their clearance that their route has been changed to OCEAN V3 ENVAR, as changing RASSE to OCEAN would lead to a discontinuity within their route.

  After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude), then give the IFR clearance.



Example:
VHHH_DEL: CATHAY 846, HONG KONG DELIVERY, CLEARANCE READY, ADVISE READY TO COPY.
CPA846: GO AHEAD, CATHAY 846.
VHHH_DEL: CATHAY 846, CLEARED TO NEW YORK-JFK, OCEAN3A DEPARTURE, FROM OCEAN TRACK V3 TO ENVAR, FLIGHT PLAN ROUTE, SQUAWK 3502, DEPARTURE INFORMATION ALPHA CURRENT.
CPA846: CLEARED TO NEW YORK-JFK, OCEAN3A DEPARTURE, FROM OCEAN TRACK V3 TO ENVAR, FLIGHT PLAN ROUTE, SQUAWK 3502, INFORMATION ALPHA, CATHAY 846.
VHHH_DEL: CATHAY 846, READBACK CORRECT.

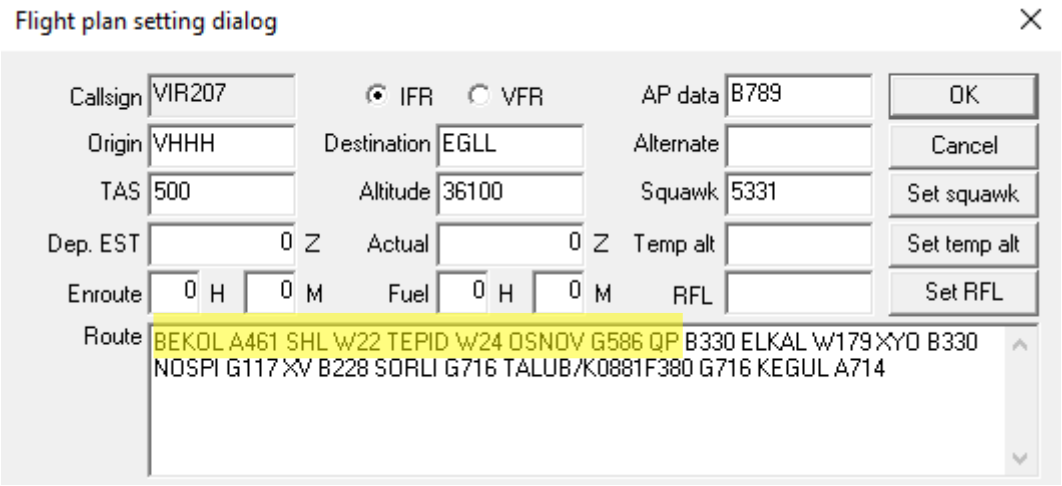
5.6. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use, and the time is 1200Z (noise abatement procedures are **not** in effect).



- The filed route in this flight plan is "BEKOL DCT YIN G586 QP B330 ELKAL…", which is in violation of the VATPRC Letter of Agreement, which stipulates that routes shall not contain any directs within PRC airspace.
- In this case, the Delivery controller shall advise the pilot of the error via PMs by utilising the .route alias, after which they can issue the clearance.

- The Hong Kong vACC Cue Card and VATPRC Letter of Agreement both contain reroutes for the most common invalid routes filed by pilots.
  - The Delivery controller may refer to these two documents for the valid routes.
  - In cases where a valid route is not available within these two documents, the Delivery controller shall advise the pilot of the error **without** using the .route alias and ask them to file a new flight plan.

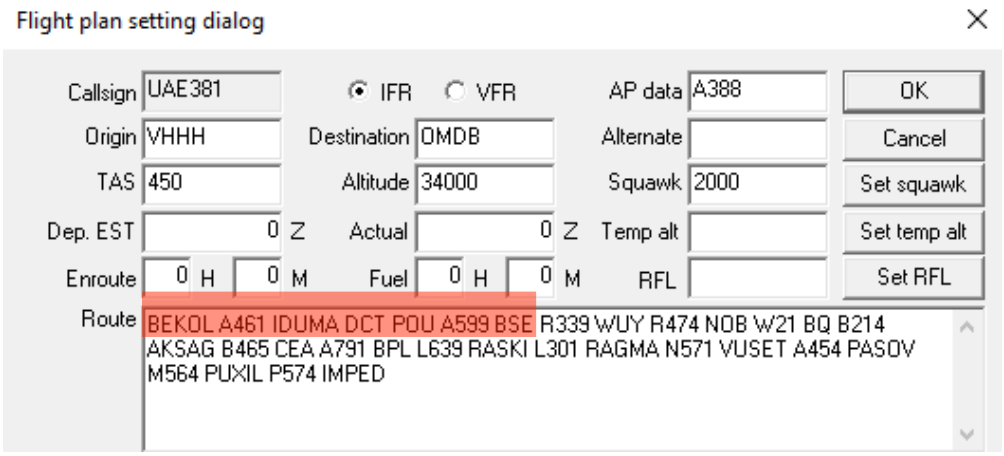
After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude), then give the IFR clearance.



Example:
(In private messages)
VHHH_DEL: Your filed route is invalid. Are you able to accept the following reroute: BEKOL A461 SHL W22 TEPID W24 OSNOV G586 QP B330 ELKAL, then flight plan route. Once accepted, call on frequency as normal for clearance.
VIR207: Roger, standby, we will advise on frequency when ready. (or any other form of acknowledgement)

(On frequency)
VIR207: HONG KONG DELIVERY, VIRGIN 207, READY TO COPY CLEARANCE.
VHHH_DEL: VIRGIN 207, CLEARED TO LONDON HEATHROW, BEKOL4A DEPARTURE, SQUAWK 5331, DEPARTURE INFORMATION BRAVO CURRENT.
VIR207: CLEARED TO LONDON HEATHROW, BEKOL4A DEPARTURE, SQUAWK 5331, INFORMATION BRAVO, VIRGIN 207.
VHHH_DEL: VIRGIN 207, READBACK CORRECT.

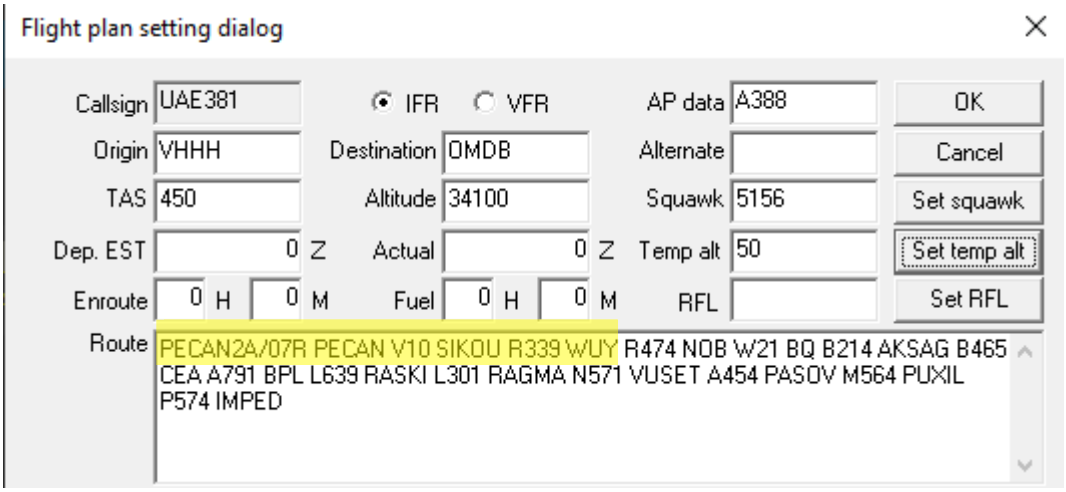
5.7. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use, and the time is 1200Z (noise abatement procedures are **not** in effect).



- This aircraft has filed a direct to POU, then they will join the A599 airway to BSE. However, the A599 airway is actually an eastbound only airway up to BSE, so this needs to be changed.
- They have also filed a cruising altitude of FL340, which is not a valid altitude. The closest altitude is FL341 (10400m).
- Since the difference here is only by 100 feet, the Delivery controller shall amend the altitude on the flight plan and advise the pilot of the change within their IFR clearance, instead of asking them if they can accept a different altitude.

- First, the Delivery controller shall re-route the aircraft using the .route alias.

After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude), then give the IFR clearance.



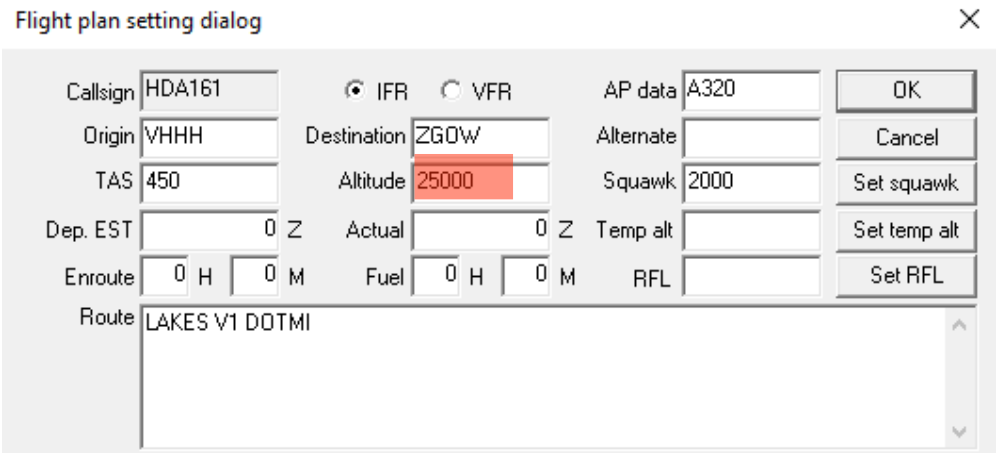
Example:
(In private messages)

VHHH_DEL: Your filed route is invalid. Are you able to accept the following reroute: PECAN V10 SIKOU R339 BSE, then flight plan route. Once accepted, call on frequency as normal for clearance.
UAE381: Standby, will call you back for clearance. (or any other form of acknowledgement)

(On frequency)

UAE381: HONG KONG DELIVERY, EMIRATES 381, REQUEST CLEARANCE TO DUBAI INTERNATIONAL.
VHHH_DEL: EMIRATES 381, CLEARED TO DUBAI INTERNATIONAL, PECAN2A DEPARTURE, EXPECT CRUISING ALTITUDE FL 10400 METRES, SQUAWK 5156, DEPARTURE INFORMATION CHARLIE CURRENT.
UAE381: CLEARED TO DUBAI INTERNATIONAL, PECAN2A DEPARTURE, EXPECT FLIGHT LEVEL 10400 METRES, SQUAWK 5156, INFORMATION CHARLIE, EMIRATES 381.
VHHH_DEL: EMIRATES 381, READBACK CORRECT.

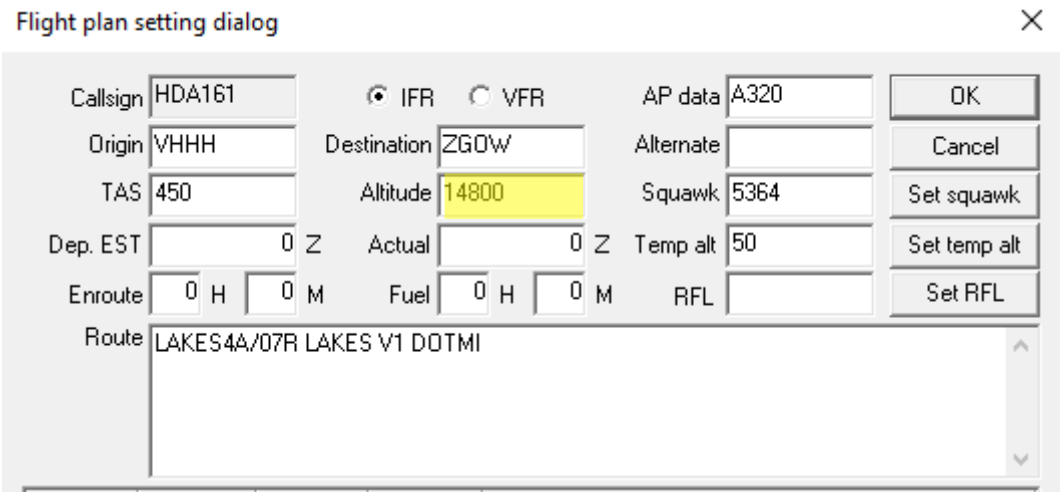
5.8. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use and the time is 1200Z (noise abatement procedures are **not** in effect).



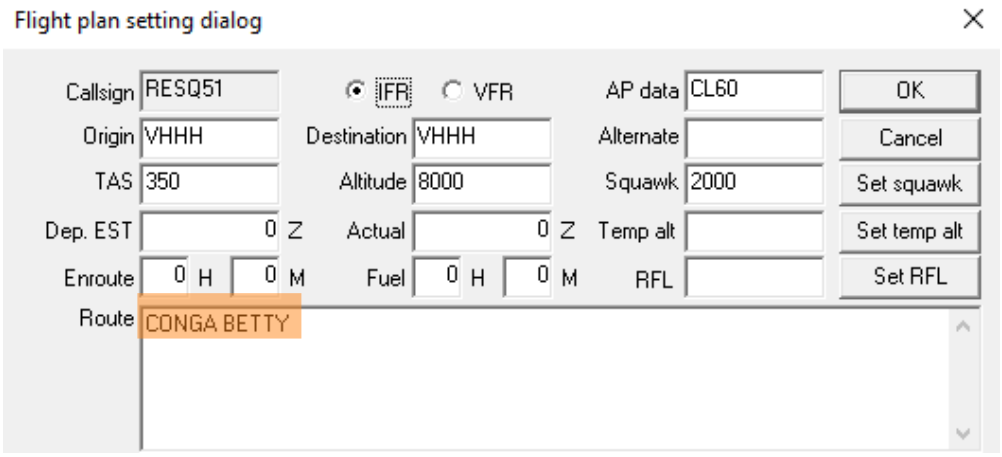
- Their filed cruising altitude is incorrect. In this case, the closest available altitude is FL 4500 metres (FL148).
- The Delivery controller shall ask the pilot if they are able to accept this altitude.

> Example:
> VHHH_DEL: DRAGON 161, FL250 IS NOT AVAILABLE, ARE YOU ABLE TO ACCEPT FL 4500 METRES?
> HDA161: AFFIRM, WE CAN ACCEPT FL 4500 METRES, DRAGON 161.
> VHHH_DEL: DRAGON 161, EXPECT FL 4500 METRES.

After amendment, the delivery controller shall continue with regular procedures (assigning squawk, SID, initial altitude). The completed flight plan becomes:



5.9. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use and the time is 1200Z (noise abatement procedures are **not** in effect).

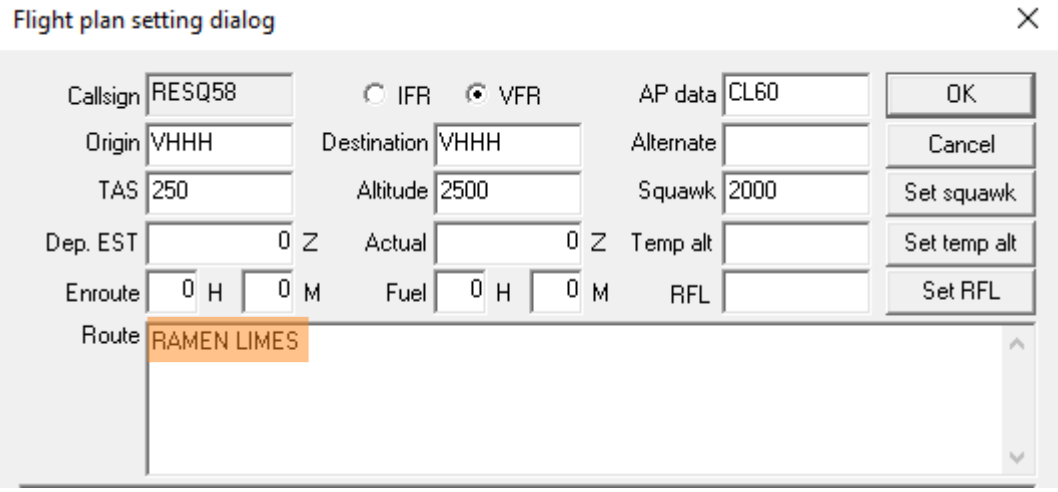


- The filed route for this aircraft is CONGA DCT BETTY, which does not connect to any SID out of Hong Kong International Airport.
- As this is an aircraft requesting local IFR flight, the Delivery controller shall coordinate with Hong Kong Radar (as CONGA and BETTY are situated outside Approach/Departure airspace) and Hong Kong Departure (as the aircraft will require radar vectors departure).

- After coordination has been performed (see SOP011 for details), the Delivery controller may issue IFR clearance as normal.

Example:
VHHH_DEL: RESCUE 51, HONG KONG DELIVERY, CLEARANCE READY, ADVISE READY TO COPY.
REU51: GO AHEAD, RESCUE 51.
VHHH_DEL: RESCUE 51, CLEARED TO HONG KONG VIA RADAR VECTORS DEPARTURE, RUNWAY 07R, INITIAL CLIMB TO 5000 FEET, SQUAWK 5201, DEPARTURE INFORMATION DELTA CURRENT.
REU51: CLEARED TO HONG KONG VIA RADAR VECTORS DEPARTURE, RUNWAY 07R, INITIAL CLIMB TO 5000 FEET, SQUAWK 5201, INFORMATION DELTA, RESCUE 51.
VHHH_DEL: RESCUE 51, READBACK CORRECT.

5.10. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use and the time is 1200Z (noise abatement procedures are **not** in effect).

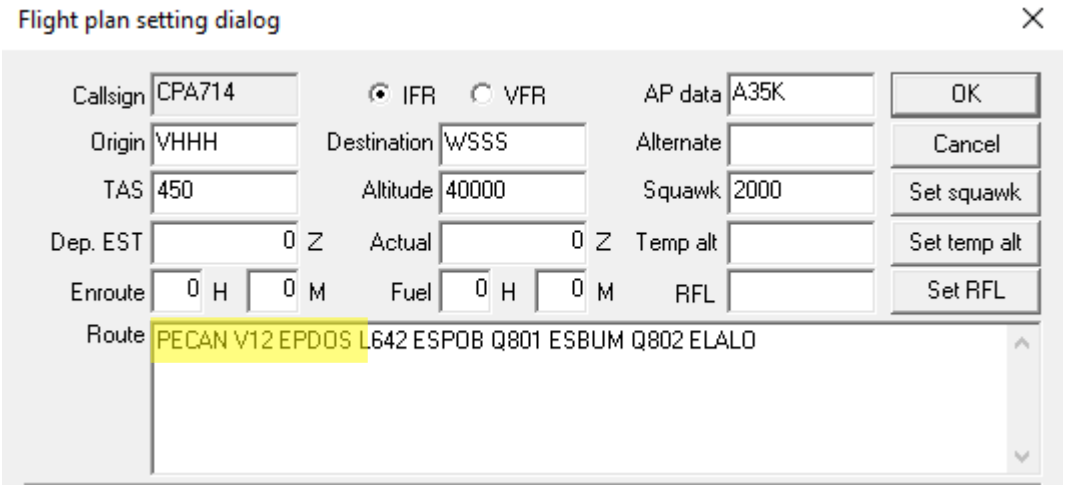


- This is a local IFR flight starting at RAMEN.
- Therefore, the RAMEN contingency SIDs may be issued subject to coordination with Hong Kong Departure.

- Once coordination has been performed with Hong Kong Departure, the clearance may be issued.

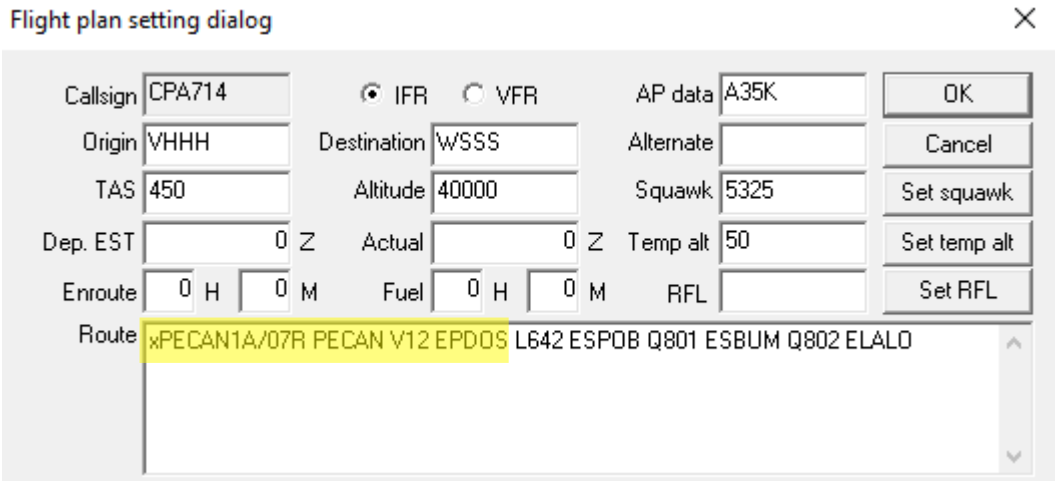
Example:
VHHH_DEL: RESCUE 58, HONG KONG DELIVERY, CLEARANCE READY, ADVISE READY TO COPY.
REU58: GO AHEAD, RESCUE 58.
VHHH_DEL: RESCUE 58, CLEARED TO HONG KONG VIA RAMEN1A DEPARTURE, SQUAWK 5202, DEPARTURE INFORMATION BRAVO CURRENT.
REU58: CLEARED TO HONG KONG VIA RAMEN1A DEPARTURE, SQUAWK 5202, INFORMATION BRAVO, RESCUE 58.
VHHH_DEL: RESCUE 58, READBACK CORRECT.

5.11. The following flight plan is submitted by a pilot. Assume that Runway 07s are in use and the time is 1200Z (noise abatement procedures are **not** in effect). The pilot has advised that they do not have the PECAN2A departure.



- Since the pilot does not have the latest SID, they may be issued with the old SID (PECAN1A).
- These two SIDs are functionally the same, so no coordination with Hong Kong Departure is required.
- The old SID shall be selected within EuroScope. The SID is prepended with an "x" to indicate its outdated nature.

After amendment, the clearance may be issued. The completed flight plan becomes:



RECORD OF REVISION

DATE	REV.	REVISION CONTENT	APPROVAL
01 MAR 2024	0	Initial Release	T. SIU
23 APR 2024	1	Updated SIDs within each example to match AIRAC 2404 Added Section 5.11 for guidance on old VHHH 07R SIDs	T. SIU