PART D – SECTION 3
AIRCRAFT PARKING AND ARRIVAL PROCEDURES

1. Overview

All aircraft stands at the Hong Kong International Airport are configured for nose-in parking. Most of the frontal and remote stands at the Passenger Aprons are equipped with Aircraft Docking Guidance System. Operation Officer, Airfields of Airport Authority (AA) will perform aircraft pre-arrival inspections and operate the aircraft docking guidance system for aircraft parking. For those stands without Aircraft Docking Guidance System, pre-arrival inspections and marshalling service are conducted by the Operation Officers, Airfield.

2. Aircraft Pre-arrival Inspection

2.1 The Operation Officer, Airfield will inspect the parking stand 8 minutes prior to use by aircraft.

2.2 The pre-arrival inspection will ensure that:

(a) the pavement surface is clean and free from foreign objects. If the parking stand is found to be unclean, the Apron Control Centre (ACC) should be notified to arrange AA cleaning contractor to rectify if required;

(b) the airbridges are attended and the vestibules are at the retracted position in frontal stands;

(c) aircraft service equipment and vehicles in the stand are positioned inside the equipment holding area. A typical layout of which is shown on Plan 23 in Part L;

(d) docking of the airbridge will not be obstructed by nearby vehicles or equipment; and

(e) the ground engineers/mechanics with aircraft chocks are standing by.

2.3 During the inspection, any irregularities noticed, and any faults or defects found in the parking stand will be reported to IAC-ACC. Should aircraft safety be affected, the parking stand for the incoming flight may be changed, and IAC-ACC will notify the Fault Response Team Management Office (FRTMO) for immediate repair.

3.1 Full description of the Aircraft Docking Guidance System is provided in Part E, Section 1. The Operation Officers, Airfield perform the ground operator’s role of the docking system during aircraft parking from the Control Panel at the marshalling platform or the gantry of the docking guidance system on the frontal stands, installed adjacent to the starboard side floodlight at the NSC frontal stands, and at the gantry of the docking guidance system on the remote stands. The system performs self-diagnosis of its functions upon activation, which continues throughout the entire process of aircraft docking.

3.2 If a fault develops in the aircraft docking function or a hazardous situation arises, such as a moving obstacle appears in the stand, the Operation Officer, Airfield shall activate the "EMERGENCY STOP" push button to display “STOP” signal on the LED board to stop the aircraft. The Operation Officer, Airfield shall report to the ACC immediately and then provide marshalling signals to direct docking of the aircraft after instruction to the pilot by Air Traffic Control (ATC).

3.3 **Operation Routine**

(a) Activate the system by selecting the aircraft type on the operator control panel.

(b) If system calibration fails, an “ERROR” signal will be displayed on both the operator control panel and the LED board. The Operation Officer, Airfield will immediately inform the ACC to make the following arrangements:

- advise Ground Movement Control (GMC) that the docking system is not available and marshalling service will be provided instead; or
- re-assign another parking stand to the approaching aircraft.

(c) On successful calibration of the system functions, cross-check that the correct aircraft type is shown on the LED board for pilot guidance, together with the azimuth guidance of “floating” arrow heads and the “T” centreline symbol. The control panel will display “ACTIVE”.

(d) Check the progress of the aircraft docking and monitor from the control panel display with information changes from “ACTIVE” to “IDENTIFIED” and further to “TRACKING”, which indicates the following functions of the system:

- **ACTIVE** – system is calibrated for aircraft docking
• **IDENTIFIED** – aircraft type of the arriving aircraft is identified with the pre-selected information

• **TRACKING** – the arriving aircraft is captured and the lateral positioning information is being displayed.

(e) Check that the aircraft is being aligned on the stand centreline by following the guidance information on the LED board. If the aircraft position is grossly out of alignment, activate the “EMERGENCY STOP” button and inform the ACC to arrange for towing of the aircraft.

(f) Monitor the distance-to-go information and gradual shortening of the closing rate indicators when the aircraft nose wheel passes 9 metres before the stop position. If the approach rate of the aircraft is excessively high and a hazard may arise, activate the “EMERGENCY STOP” button and inform the ACC to arrange for the towing of aircraft.

(g) Verify the aircraft has stopped accurately on the stop bar position. “STOP” with the red bar will be shown on the LED board and “DOCKING OK” will be shown on the control panel display.

(h) In the event that the aircraft over-shoots the stop bar position, consult the airline, the line maintenance franchisee and the refuelling franchisee to determine whether the stop position of the aircraft will affect aircraft fuelling. If necessary, arrange for repositioning the aircraft by tractor.

(i) The Operation Officer, Airfield to monitor and report any irregularities immediately to Apron Control Centre until aircraft has properly parked and the airbridges properly served to the aircraft.

4. **Aircraft Wheel Chocking Procedure**

4.1 Whenever an aircraft is positioned in a parking stand, the aircraft must be secured by chocks at wheel positions in accordance with the landing gear configuration of the aircraft type. Details of the mandatory and recommended aircraft chocking requirements are shown in Appendix 3 of this Part.

4.2 Wheel chocks should not be inserted until the aircraft has completely stopped.

4.3 Wheel chocks should be placed snugly and squarely against the tire tread area except during airplane loading/refueling.
4.4 Under strong wind or adverse weather conditions, additional chocks are to be placed to enhance the securing of aircraft on ground. In addition, setting the parking brake with a fully charged hydraulic system is recommended.

4.5 Emergency situations, such as dangerously hot or failed brakes, will need to be dealt with according to company procedures.

4.6 When not in use, chocks should be properly stowed at the designated area and not to be left on the aircraft stands.

5. **Aircraft Parking on Parking Stands with Aircraft Docking Guidance System**

5.1 When the aircraft is docking into the parking stand, no movement of vehicles, mobile equipment or personnel (other than line maintenance personnel) is allowed in the aircraft stand during aircraft docking, until the chocks are positioned, aircraft engines shut down and a thumb-up signal are given by the head-set man of the line maintenance franchisee.

5.2 While exercising due caution, the line maintenance franchisee shall position chocks after the aircraft has come to a complete stop at a proper position. Pilot shall not set the park brake to off until the line maintenance franchisee inform the pilot through the aircraft intercom chocks are in position and to shut down the aircraft engines.

5.3 In the event of late arrival of the line maintenance franchisee, the Operation Officer, Airfield who is responsible for monitoring the aircraft parking shall immediately push the emergency button of the Aircraft Docking Guidance System (i.e. which will show “STOP” on the display panel), and then give and hold the marshalling signal of “STOP” by crossing the marshalling pads/wands when the aircraft has completely stopped at the designated stopbar under the docking guidance. The Operation Officer, Airfield will report to the IAC-ACC to convey the message to the pilot via ATC not to set the park brake to off until the line maintenance franchisee inform the pilot through the aircraft intercom chock are in position and to shut down the aircraft engines.

5.4 A thumb-up signal should then be given by the head-set man of the line maintenance franchisee to other ramp operators for clearance to serve the aircraft.

6. **Aircraft Parking on Parking Stands without the Aircraft Docking Guidance System**
6.1 Marshalling service is provided by Operation Officers, Airfield of the Airport Authority for aircraft parking stands on the Cargo Apron, Maintenance and Long Term Parking Apron, Temporary Parking Area and the Passenger Apron when or where the aircraft docking system is unavailable, in particular the frontal stands equipped with the auxiliary centreline for narrow-bodied aircraft and the remote stands designed for direct taxi-in/out operations.

6.2 The marshalling signals shall conform with the ICAO Annex 2, AN(HK)O, as attached in Appendix 1 of this Part.

6.3 Marshalls and personnel from line maintenance franchisee must ensure the stand is free of foreign object damage hazard and clear of fixed and mobile obstructions.

6.4 When directing the movement of an aircraft, the marshaller must assume a position from which visual contact between himself and the pilot can be maintained at all times.

6.5 Marshalls must be easily identified by wearing a waistcoat in day-glow yellow colour.

6.6 No movement of vehicles, mobile equipment or personnel (other than line maintenance personnel) in the aircraft stand during the aircraft docking is allowed, until the chocks are positioned.

6.7 No person should guide an aircraft unless trained, qualified and approved by AA to carry out the function of a marshaller.

6.8 In the event that an aircraft deviates significantly from the ground markings during its manoeuvre into a parking stand, action must be taken by the marshaller to stop the aircraft. The marshaller will then inform ATC via IAC-ACC of the temporary obstruction caused by the aircraft on taxilane, and to instruct the pilot to shut down the aircraft engines. Arrangement shall be made by IAC-ACC with the airlines and the line maintenance franchisee for the positioning of the aircraft by tractor.

6.9 While exercising due caution, the line maintenance franchisee shall position chocks after the aircraft has come to a complete stop at the proper position. Pilot shall not set the park brake to off until the line maintenance franchisee inform the pilot through the aircraft intercom chocks are in position and to shut down the aircraft engines.

6.10 In the event of late arrival of the line maintenance franchisee, the Operation Officer, Airfield who is responsible for providing marshalling service monitoring to the aircraft shall give and hold the marshalling signal of “STOP” by crossing the marshalling pads/wands when the aircraft has completely stopped at the designated stopbar. The
Operation Officer, Airfield will report to the IAC-ACC to convey the message to the pilot via ATC not to set the park brake to off until the line maintenance franchisee inform the pilot through the aircraft intercom chocks are in position and to shut down the aircraft engines.

6.11 Marshaller should report any irregularities immediately to Apron Control Centre during the docking of the aircraft into the parking stand.

7. **FOLLOW ME Service**

7.1 FOLLOW ME service is provided by AA to guide aircraft when the pilot has difficulty in following the taxi routing; or under special weather conditions, such as extremely low visibility. Low visibility procedures are described in Part F.

7.2 Prior coordination will be established between ATC and ACC for the FOLLOW ME Service. Aircraft will be guided by ATC to a hand-over point from where a FOLLOW ME vehicle will lead the aircraft along the ATC assigned route to the parking stand.

7.3 When active aircraft is assigned to park at the temporary parking stands L411 to L416 and L421 to L426 under contingency situation, FOLLOW ME service on corresponding taxilane (i.e. Taxilane P) will be provided.