

REQUEST FOR FLIGHT IN GFS AIRCRAFT

Department Name Post

Email Tel. Fax

PURPOSE OF FLIGHT

FLIGHT DETAILS

Date	Time	From	Route	To	No. of PAX	Cargo/DG ^{Notes3}

Remark:

Flight booking procedure:

1. Applicant should complete this flight request form and send it to flightbooking@gfs.gov.hk no earlier than 3 months of the flight. An acknowledgement email will be returned to the applicant by GFS.
2. GFS will inform the applicant the status of the application no later than 28 days before the flight.
3. If the application is accepted, a soft copy of the GFS form OM 288 (application for flight in a GFS aircraft) will be sent to the applicant. The applicant should complete the form, duly signed by the authorizing person, and forward the form to GFS by fax or mail at least three working days prior to the date of the flight.

Notes:

1. Routine flights may be cancelled or postponed if higher priority flights require redeployment of GFS aircraft or crew.
2. In case of a delayed arrival of aircraft or passengers, or changes of flight details on the day of flight, please call GFS Air Command and Control Centre (ACCC) at 2769 4451 as soon as possible.
3. When Typhoon Signal No.3 or above is hoisted or when Red or Black Rainstorm Warning is issued by the Hong Kong Observatory, routine flights **may be cancelled** by GFS, you may check with GFS Operations on 2769 4451. You should call the Tasking Cell at 2305 8333 for re-booking of flights.
4. Please declare with full details (with additional sheet if required) the baggage, cargo & equipment to be brought onto the aircraft so that the flights can be carried out in accordance with the regulations, especially the one on the **carriage of dangerous goods (DG)**. It is Booking Department's ultimate responsibility to ensure all passengers are briefed on the information. Non-compliance with the above may result in passenger and/or cargo be offloaded from the aircraft for flight safety reasons. Please **READ Part E – Item 1 “Dangerous Articles in Baggage”** or enquire GFS Tasking Cell should assistance is needed.
5. Flight routes should be submitted with request forms for photo tasks. Changes of the routing after approval by GFS should be explained.
6. Please ensure that your department has sufficient flying hours allocated before making a flight request.

Notice to Applicants and Passengers

1. Dangerous Articles in Baggage:

For safety reasons, carriage of dangerous articles such as those listed below, must be declared in Part A (see column for “Cargo/DG” under FLIGHT DETAILS) of this form and confirmed with the crew before flight:

<p>爆炸品 Explosive</p>		<p>腐蝕性物質 Corrosives</p>	
<p>壓縮氣體 Compressed Gases</p>		<p>磁性物質 Magnetized Materials</p>	
<p>易燃液體和固體 Flammable Liquids and Solids</p>		<p>其他危險品 Other Dangerous Goods</p>	
<p>氧化劑 Oxidizers</p>		<p>彈藥及武器 Ammunition & Weapons</p>	
<p>毒藥 Poisons</p>		<p>利器 Bladed Instruments</p>	
<p>傳染性物質 Infectious Substances</p>		<p>小刀 Small Knives</p>	
<p>放射性物質 Radioactive Materials</p>		<p>鈍器 Blunt Instruments</p>	

注意：請與飛行服務隊查詢詳情
Note : Please ask GFS flight booking for details

2. Proper Dress Code:

The Captain reserves the right to refuse the boarding of any passengers who are not properly dressed. **Minimum Acceptable Dress Code:** Short-sleeved shirt, long pants and shoes. No stiletto heels please.