




Business Continuity Manual

Business Continuity Plan: H1

HKIA Post Incident Recovery Checklist

		Signature	Revision	Effective Date
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BCP – H1. HKIA Post – Incident Recovery Checklist

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A. POST INCIDENT RECOVERY CHECKLIST

1.0 Introduction

From time to time, the daily operation of HKIA may be disrupted by incidents due to various reasons e.g. inclement weather, system failure etc. After the incident is over and HKIA is returning to normal operation, the HKIA Recovery Checklist will be used to ensure all operations are restoring to normal in a systematic and efficient manner.

B. HKIA RECOVERY CHECKLIST

1.0 Terminal Operations Department

Critical Functions and Operational Areas		Status
1. Landside	a. Level 7 check in area	
	b. Up-ramp to Level 7	
	c. L6 transition deck	
	d. Toilet	
	e. Landside Trolley	
	f. Amenities	
	g. Catering and retail outlets	
2. Airside (including Sky Bridge)	a. L6 Departure gates	
	b. L6 Airline Services Desk	
	c. Level 5 Arrival Level	
	d. Transfer Area E1, E2, W1	
	e. Sky Bridge Departures Level	
	f. Sky Bridge Arrivals Level	
	g. Toilet	

	h. Airside Trolley	
	i. Amenities	
	j. Catering and retail outlets	
3. T1 Satellite Concourse & T1 Midfield Concourse	a. Departure & Arrival gates	
	b. Airline Services Desk	
	c. Toilet	
	d. Airside Trolley	
	e. Amenities	
	f. Catering and retail outlets	
4. FIDS Operations	a. Flight information availability	

2.0 Landside Department

Critical Functions and Operational Areas		Status
1. Land Transport	a. AEL	
	b. MTR	
	c. Buses	
	d. Taxi	
	e. Cross-boundary coaches/limo	
	f. Hotel coaches	
	g. Crew Transport	
	h. Residents' Coach	
	i. Roads	
	j. Carpark	
2. SkyPier Terminal	a. Pontoon	
	b. Crane	
	c. Container Handling System	

	d. CUTE	
	e. Security screening machines	
	f. Bonded Road	
	g. ATS/ATB access gate	
	h. ATS/ATB ticketing counters at T1 E2	
	i. ATS/ATB boarding equipment	
	j. Berthing Control Equipment	
	k. Check-in counters	
	l. Toilets	
	m. BBMS	
	n. Bonded Vehicular Bridge	
	o. AA Booth	
	p. Drop-arm	
	q. Electricity Charging Facilities	

3.0 Airfield Department

Critical Functions and Operational Areas		Status
1. North Runway & Associated Taxiways	a. Inspection conducted at _____	
	b. AGL meeting ICAO requirement	
	c. Pavement serviceable	
2. South Runway & Associated Taxiways	a. Inspection conducted at _____	
	b. AGL meeting ICAO requirement	
	c. Pavement serviceable	
3. Flight Rescheduling Control System	a. Requirement of flight rescheduling control activation	
4. Stand Allocation	a. Passenger stand availability	

	b. Cargo stand availability	
	c. Contingency parking activated	
5. Airside Buses	a. Buses availability	
	b. Drivers availability	
6. Apron Operations	a. Airfield vehicles availability	
	b. Airbridge availability	
	c. Aviation fuel supply	
	d. Dollies circulation and availability	
7. Operators Status	a. Ramp handling operators	
	b. Line maintenance operators	
	c. Refuellers	
	d. Caterers	
	e. Cargo terminal operators	
8. Worksite	a. Inspections completed at _____	

4.0 APM and Baggage Department

Critical Functions and Operational Areas		Status
1.T1 Baggage Handling System	a. Level 7 Collector lines	
	b. Level 6 Delivery lines	
	c. Direct Feed lines	
	d. X-ray Machines	
	e. Transfer Feed lines	
	f. Primary Sorters	
	g. Secondary Sorters	
	h. Early Bag Storage area	
	i. T1A Early Bag Storage rack	
	j. Make-up Laterals	

	k. Departure Carousels	
	l. Late and Problem Area	
	m. Arrival Reclaim Belts	
	n. Arrival Reclaim Carousels	
	o. Cristplant Sorter Controller (CSC)	
	p. Supervisor Control And Data Acquisition System (SCADA)	
	q. Management Information Control System (MICS)	
	r. Sort Allocation Computer (SAC)	
	s. Reclaim Belt Allocation System (RBAS)	
	t. Bag Manager System (BMS)	
	u. Automated Arrival Bags Delivery (AABD)	
	v. Baggage Base Information Technology (BBIT)	
	w. AET and Tractor Operation	
	x. Building Management	
2. T1 Midfield Concourse	a. T1 Midfield Baggage Transfer Facilities	
	b. Building Management	
3. Remote Transfer Facility	a. Baggage Transfer Facilities	
	b. Building Management	
4. SkyPier Terminal	a. Baggage Handling System	
	b. AET and Tractor Operation	
	c. Electronic Common Baggage Clearance Platform (eCBCP)	
5. APM	a. Terminal 1 Line	
	b. SkyPier Line	
	c. Route Recovery Line	

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