Airwork

Online Booking System

User Guide

Version 4 released on the 22 May 2020

Contents

1.   Introduction

Users wishing to conduct instrument training or airwork for the ports under control by the Network Coordination Centre (NCC) as specified in ERSA or NOTAM, are required to reserve a time slot for their approach. This ensures Air Traffic Control (ATC) are able to accommodate and sequence the airwork efficiently in between normal traffic.

2.   Access

The online booking system can be found at:
Australian Capital Territory (ACT) airports – https://act.bookawk.com
New South Wales (NSW) airports – https://nsw.bookawk.com
Queensland (QLD) airports – https://qld.bookawk.com
Victoria (VIC) airports – https://vic.bookawk.com

2.1   Requesting Access

The NCC maintains the user database and the overall system. To request user access of the online booking system go to https://bookawk.com. Click on the "Registration" link. Enter your registration details, then click "Register".
You will then receive an email to confirm your registration. Please click on the link to verify your account.

2.2   Password

Passwords have a minimum requirement of 6 characters.
The password can be changed using the following instruction:
1) Go to – https://vic.bookawk.com
2) Click the "Log In" button

3) Enter your username and current password, then click the "Log In" button
4) Click on "User list" link

5) Click on your username

Username	Rights	Email address
asanoctest	user	asa.noc@airservicesaustralia.com
Showing 1 to 1 of 1 entries		

6) Enter your new password in the "Password" fields, then click "Save"

Edit user
Rights: user
Username: asanoctest
Email address: asa.noc@airservicesa

If you wish to change the password, please type the new password twice...

Password:
Password:

Back   Save

3.   Unfair Usage

If a user is found to be using the online booking system in an unfair manner, the NCC will issue the user a single warning. If misuse continues, the NCC will suspend the user account for up to one week. Examples of unfair usage are listed below, but not limited to the following situations:

- Making excessive repetitive bookings
- Not checking NOTAMs for NAVAID outages prior to making a booking
- Not checking NOTAMs for NAVAID outages prior to flight, which affects an existing booking
- Creating bookings with no intention of flying
- Holding bookings when there is no further intention to fly
- Holding phantom booking for the sole purpose of a future slot hold, without confirmation of a training flight.

4.   Flight school accounts

All flight training schools are responsible for bookings of their respective aircraft. If any questionable booking has been made under their aircraft callsign, the NCC will investigate and the school will be notified. As a result, if NCC finds the booking is in accordance with the unfair usage guidelines (above), it will be cancelled immediately.

A warning email will be sent to the school when multiple mismanaged bookings are noticed, and if the unfair usage continues after three days of the warning email, the respective schools account/s will be suspended.

Note: Flight training schools are encouraged to have one account to book all their training flights, as it will become easier to create and maintain bookings. Individual and multiple booking accounts utilising your respective aircrafts callsign are still the training schools' responsibility.
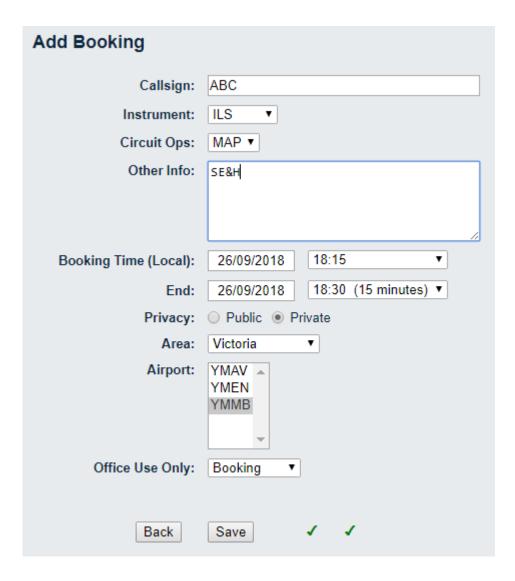
5.   Booking Creation

Each approach requires one slot. This allows ATC to separate an airwork flight from regular traffic. Therefore two slots must be booked if an ILS MAP followed immediately by a VOR MAP is required.

Note: Please refer to Appendix A Approach Types for the acronyms.

1) Access the appropriate booking website and log in.

2) Click on the required time slot for the appropriate airport.

3) On the Add Booking page, enter the following information in their respective fields:

   - Callsign,

   - Instrument (ILS, DGA, VOR, DME, RNAV, etc), and

   - Circuit Ops (CAP, LDG, MAP, TGL) (Circling Approach, Landing, Miss Approach, and Touch and Go Landing respectively)

4) In the "Other Info" section enter any other information about your booking that may be relevant for ATC to know.

5) In the "Booking Time (Local)" field, ensure that this is your runway time and not your approach time.

6) If applicable, in the "Area" field, select the one most appropriate to your requirements.

7) In the "Airport" field, select the appropriate airport.

8) In the "Privacy" field, select "Private" to have the booking details visible only to NCC, ATC and your logon. Or select "Public" to have your booking details (including your name and phone number) visible to everyone.

9) Do not amend the "Office Use Only" fields.

10) Click the "Save" button.

11) An email will be sent to your registered email address confirming your booking. The booking submitted will now show on the relevant booking page.

Add Booking

Callsign:	ABC
Instrument:	ILS ▾
Circuit Ops:	MAP ▾
Other Info:	SE&H
Booking Time (Local):	26/09/2018 18:15 ▾
End:	26/09/2018 18:30 (15 minutes) ▾
Privacy:	○ Public ⦿ Private
Area:	Victoria ▾
Airport:	YMAV ▴ / YMEN / YMMB ▾
Office Use Only:	Booking ▾

Back   Save   ✓   ✓

6.   Booking Changes

To amend an existing booking, follow the steps below:

1) Click on the appropriate booking on the booking page
2) Click "Edit Booking"
3) Amend the booking as required, then click "Save"

7.   Booking Cancellations

To cancel an existing booking, follow the steps below:

1) Click on the appropriate booking on the Booking Page
2) Click "Delete Entry", then click "OK"

8.   NAVAID Outages

The NCC will not advise of NOTAMs regarding NAVAID outages affecting instrument training or airwork. It is the PIC's responsibility to check NOTAMs prior to booking a slot and prior to flight. If

a user is found holding instrument approach bookings, which a NOTAM has been published for its outage, the user will be given a single warning. If this situation re-occurs the user's account may be suspended for up to one week.

9. Blackout Times

Certain airports have blackout periods as specified and/or advised by the Tower or the Traffic Manager. These time periods will be shown as "NAVBL" on the Booking Page and cannot be booked.

The website is updated every 10 seconds however this is dependent on the user's internet browser.

Appendix A   Acronyms

Acronym	Description
CAP	Circling Approach Procedure
CCTS	Circuits
DME	Distance Measuring Equipment
DGA	Distance Measuring Equipment or Global Positioning Satellite System Arrival
FSL	Full Stop Landing
ILS	Instrument Landing System
LDG	Landing
MAP	Missed Approach Procedure
NDB	Non-Directional Beacon
RNAV	Area Navigation
STA	Straight in Approach
TGL	Touch & Go Landing
VOR	Very High Frequency Omnidirectional Range