

# HONG KONG AIR CADET CORPS

## Headquarters

### MEMO

**From :** CSO  
**Ref :** GR10\_010  
**Tel :** 2712 8900  
**Fax :** 2715 6944

**To :** OC Units  
**c.c :** Major Unit Commanders  
**Date:** 1 December 2010

---

### **[REVISED] New Guidelines of Using HQ Workshop**

Please be advised that the following procedure and guideline for using the HQ Workshop will take immediate effect.

1. Complete the “Reservation of HQ Facilities” Form which is available on website, indicate your wish to reserve the use of workshop by marking “Other (please specify): HQ Workshop” on the form as well as other necessary details.
2. Completed form should be sent to HQ by email at [hq@aircadets.org.hk](mailto:hq@aircadets.org.hk) . Confirmation will be made by HQ staff by returning email if the booking is successful. We appreciate if your room booking form could be sent **at least one week in advance** for HQ to process.
3. On receipt of an application for use of the HQ Workshop from a unit other than TOS Wg, HQ Staff will notify OC TOS Wg (or a senior member designated by him) via email to confirm whether TOS Wg has any objection to the proposed reservation. TOS Wg should respond in writing within 24 hours from the issue of the HQ email and any objection must be supported by valid reasons. Should no response is heard from TOS Wg, HQ Staff will assume that there is no objection. With regard to urgent bookings of a justifiable nature with advance notice of less than 24 hours, notifications to OC TOS Wg (or the designated senior member) can be made by phone. Should there be no response from TOS Wg, AO will exercise her discretion in approving/disapproving/re-scheduling the proposed reservation.
4. The procedures contained herein are also applicable to TOS Wg for use of the HQ Workshop for purposes other than routine maintenance of aeromodelling equipment and training (i.e. reservations have to be made via HQ for organization of scheduled training courses and meetings).
5. After confirmation email is sent out by HQ office to successful applicants, they will be **issued a KEY to open the metal door**, plus the passwords of the 2 password doors so that the room users can access the workshop during non-office hours. The metal door to the workshop shall be kept in a LOCKED position at all times so room users are required to collect the key in person during HQ office hour or from a pigeon hole after office hour and return the key to HQ office / pigeon hole immediately after use. The metal door should be locked up by the room users before they leave the workshop. Apart from OC TOS Wg (and his designated members), all members / room users are not allowed to duplicate the key in all circumstances.
6. One **A4 size Calendar** has been posted on the Workshop door to mark **all official bookings** confirmed by HQ for that particular month. Remember to check that your booking is clearly marked on the calendar before you start using the room.

7. Please note that **only HQ staff are eligible** to do the hand-marking and alter any information on the calendar. For other members, please follow the aforementioned proper procedure (point 1-2) for reserving the use of HQ Workshop.
8. Please find a **Log Book** at the entrance area of the HQ Workshop and mark your information whenever you are going to use the room and facilities. Information like name, unit, rank, purpose, log in/out time and signature will be required.
9. Computers at HQ Workshop could only be accessed by OC TOS Wg or his delegates for the use of flight simulation training. Please do not try to use them without authorization from HQ.
10. Please keep the HQ Workshop clean and tidy. Remember to bring all your belongings with you when you leave the room. HQ Workshop is a facility shared by all members so please be considerate to other members and users.

Please strictly follow the above procedures and guidelines issued in this circular. HQ staff reserve the right to ask unauthorized members to leave the HQ Workshop anytime if necessary. In case of questions, please feel free to contact us at 2712 8900.

Wilson CHAN  
Chief Staff Officer

1 December 2010