

Guyana Civil Aviation Authority

ATR Form H Instructions



Submission of ATR Forms

The ATR Forms were developed in MS Excel so as to be used to submit data electronically. Completed electronic ATR Forms are to be submitted to GCAA by email to statistics@gcaa-gy.org.

The following points are to be noted and observed when entering data on the electronic Forms:

- Do not attempt any modifications to the structure of the Forms by inserting or deleting columns or rows;
- Use only the GCAA-supplied forms when submitting data;
- Enter numerical values as numbers, not text;
- Do not use 1000 separator when entering numerical values;
- Use either the decimal point or comma to enter decimals, depending on convention.

Form H: Civil Aircraft On Register

Statistics to Be Reported

Form H should be used to report the number of all civil aircraft on national register at December 31 of each year.

The form consists two parts: **Part I** and **Part II**. **Part I** requires the number of aircraft on register to be reported in terms of aircraft category and mass; and, **Part II** should be completed only for aircraft of a maximum certificated take-off mass of 9000kg (20000 lbs) and over.

The following aircraft are to be included in the statistics:

- All civil aircraft on the national register holding a valid certificate of airworthiness on 31 December of the year being reported.

Aircraft to be excluded from the statistics are:

- All aircraft on the national register not holding a valid certificate of airworthiness on 31 December of the year being reported.
- All registered vehicles lighter than air, experimental aircraft, home built aircraft, gliders with auxiliary motors intended for sport or training purposes, ultra lights and gyrocopters.

Filing Schedule

Form H is required to be completed on a yearly basis and is to be filed with GCAA within one month of the end of the reporting period, and with ICAO within two months of the end of the reporting period to which it refers.

Electronic Filing

The entity should submit the requested data in electronic format, by email via the Internet to statistics@gcaa-gy.org. An electronic copy of the form can be obtained from the GCAA website at <http://www.gcaa-gy.org> or by contacting the Air Transport Management Directorate of the GCAA directly.

File Naming Convention

The file naming convention to be followed is: FormHStateNameyyyy

Where: i) StateName is the reporting State's name in Camel Case format (words are written without spaces, and the first letter of each word is capitalized)

ii) yyyy is the reporting period (y=year)

Instructions for Completion of Form

Part I: Summary of All Aircraft On Register

Columns

Part I is divided into two categories, namely:

- i. Aircraft Category (Column a)
- ii. Total Number Of Aircraft (Column b, Column c)

Aircraft Category (Column a)

This column lists the categories for which the total number of aircraft on register, for those which are operated by commercial and non-commercial air transport operators, will be reported.

Total Number of Aircraft (Column b, Column c)

Report the total number of aircraft on national register, for aircraft operated by air transport operators of all types. These will be entered opposite the relevant category and according to the type of propulsion and the number of engines. The number of aircraft will be reported according to size:

- i. 9,000 kg (20,000 lbs) and over (Column b)
- ii. Under 9,000 kg (20,000 lbs) (Column c)

Part II: Number of Large Aircraft By Type

Part II of form H is divided into two categories which are represented by columns. These columns are headed by:

- i. Type of aircraft (Column a)
- ii. Total number of aircraft (Column b)

Type of aircraft (Column a)

List the type of aircraft (manufacturer and model) on register with a maximum certificated take-off mass of 9,000kg (or 20,000 lb) and over. If possible, the names used to identify the aircraft should follow the taxonomy adopted by CAST/ICAO.

Total number of aircraft (Column b)

Report the total number of each type of aircraft identified.

Appendix A

Conversion Factors

I — From the imperial system to metric system

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes

1 statute mile (5 280 feet) = 1.6093 kilometres

1 nautical mile (6 080 feet) = 1.8531 kilometres

1 ton-mile (short tons and statute miles) = 1.4600 tonne-kilometres

1 ton-mile (long tons and statute miles) = 1.6352 tonne-kilometres.

1 kg = 0.001 tonnes

Note. — “Tonne” denotes metric and “ton” the imperial system of measurement.

II — Default mass/densities values

Air carriers are encouraged to use the values which best correspond to their operations, however if no other values are available, it is recommended the following factors be used:

Passenger mass including checked baggage: 100 kg

Freight density: 161 kg/cubic metre

Baggage density: 161 kg/cubic metre

Jet fuel density: 0.8 kg/litre

Appendix B

Symbols

The following symbols are to be used in the completion of the ATR Forms:

*	estimated data (asterisk immediately following the estimated figure)
(blank)	category not applicable
na	data not available.