Guyana Civil Aviation Authority

ATR Form A 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 A: Traffic – Commercial Air Carriers

Statistics to Be Reported

Form A measures aircraft operations and passenger, freight and mail traffic by type and nature of service. It is intended for each of a State's commercial air carriers which operates scheduled and/or non-scheduled flights. Air taxi, commercial business aviation or other on-demand revenue flights should also be included in the statistics entered in this form.

All operational and traffic items in Form A should be reported for the operating carrier. This includes: code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services.

Filing Schedule

Form A should be completed on a monthly basis. Form A is required to be submitted no later than one month of end of the reporting period to which it refers to the GCAA.

Electronic Filing

Carriers 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: FormACarrierNameyyyymm

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

        ii) yyyymm is the reporting period (y=year and m=month)

Instructions for Completion of Form

Columns

Form A is divided into four sections:

i.   Description (Column a)

ii.   Unit (Column b)

iii.   Total All Services (Column c, Column d)

iv.   All-Freight Services Only (Column e, Column f)

Description (Column a) This column is further subdivided into four sections:

i.   **Scheduled Revenue Flights**: Data concerning scheduled revenue flights shall be reported under this heading.

ii.   **Non-Scheduled Revenue Flights**: Data for non-scheduled revenue flights shall be reported under this heading.

iii.   **Air Taxi Revenue Flights**: Data concerning on-demand, non-scheduled flights shall be reported under this heading.

iv.   **Non-Revenue Flights**: Data related to flights for which no revenue is received shall be reported under this section.

Unit (Column b)

This column specifies the units/types of measurements which will be used.

Total All Services (passenger, mail and freight including all-freight) (Column c, Column d)

Enter data relating to all air services, inclusive of all-freight services, performed by the air carrier in this section. The statistics entered within this section will be classified as either international or domestic, according to the nature of the flight stage, flown by the aircraft, to which they belong.

Hence, data entered under the **International** column will be computed from all international flight stages performed and data entered under the **Domestic** column will be computed from all domestic flight stages performed during the reported period. *Any surface transportation of passengers and freight arranged by an air carrier in connection with an air journey should not be included in the data.*

All-Freight Services Only (freight, unaccompanied baggage and mail) (Column e, Column f)
This section is intended for completion by all air carriers which operate all-freight services; that is, flights performed by aircraft carrying loads other than passengers: freight, mail and unaccompanied baggage. Data reported under this section must also be included as part of the 'Total All Services' figures in the previous column. All flights carrying one or more revenue passengers, and flights listed in schedules as providing any passenger service should be excluded.

The statistics entered within this section will be classified as either international or domestic, according to the nature of the flight stage, flown by the aircraft, to which they belong. Hence, data entered under the **International** column will be computed from all international flight stages performed and data entered under the **Domestic** column will be computed from all domestic flight stages performed during the reported period.

Rows
The following items represent the kind of data which will be entered across the defined columns:

   i. Aircraft kilometres (Item 1)

  ii. Aircraft departures (Item 2)

 iii. Aircraft hours (Item 3)

  iv. Passengers carried (Item 4)

   v. Freight tonnes carried (Item 5)

  vi. Passenger-kilometres performed (Item 6)

 vii. Seat-kilometres available (Item 7)

viii. Passenger load factor (Item 8)

  ix. Passenger tonne-kilometres performed (Item 9a)

   x. Freight tonne-kilometres performed (Item 9b)

  xi. Mail tonne-kilometres performed (Item 9c)

 xii. Total tonne-kilometres performed (Item 9d)

xiii. Tonne-kilometres available (Item 10)

 xiv. Weight load factor (Item 11)

Aircraft kilometres (Item 1): Enter the number of aircraft kilometres flown in this row across the respective columns.

Aircraft departures (Item 2): Enter the number of aircraft departures made in this row across the respective columns.

Aircraft hours (Item 3): Enter the number of aircraft hours flown to the nearest hour, across the respective columns.

Passengers carried (Item 4): Enter the number of revenue passengers carried in this row, across the respective columns. Non-revenue passengers should be excluded.

Freight tonnes carried (Item 5): Enter the number of revenue freight tonnes carried, across the respective columns.

Passenger-kilometres performed (Item 6): Enter the number of passenger-kilometres performed in this row, across the respective columns.

Seat-kilometres available (Item 7): Enter the amount of seat-kilometers available in this row, across the respective columns.

Passenger load factor (Item 8): Enter the passenger load factor quantity in this row, across the respective columns.

Passenger tonne-kilometres performed (Item 9a): Enter the amount of passenger tonne-kilometres performed in this row, across the respective columns.

Freight tonne-kilometres performed (Item 9b): Enter the total amount of freight tonne-kilometres performed in this row, across the respective columns.

Mail tonne-kilometres performed (Item 9c): Enter the total amount of mail tonne-kilometres performed in this row, across the respective columns.

Total tonne-kilometres performed (Item 9d): Enter the total tonne-kilometres performed in this row, across the respective columns.

Tonne-kilometres available (Item 10): Enter the total tonne-kilometres available in this row, across the respective columns.

Weight load factor (Item 11): Enter the weight load factor quantity in this row, across the respective columns.

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.