Guyana Civil Aviation Authority

ATR Form D 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 D: Fleet and Personnel – Commercial Air Carriers

Statistics to Be Reported

Form D covers the fleet and personnel data of commercial scheduled and/or non-scheduled carriers. The data will report on the types and number of aircraft operated, their capacity, utilization, number of airline personnel classified by job category and annual expenditures on same.

The form is divided into two sections. **Part I** covers fleet data; and, **Part II** covers personnel data.

Filing Schedule

Form D should be completed on an annual basis, i.e. the calendar year January to December. However, this form may be completed based on the carrier's fiscal year instead, if the former proves to be too impractical.

Form D must be filed with GCAA within two months of the end of the reporting period to which it refers.

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: FormDCarrierNameyyyy

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) yyyy is the reporting period (y=year)

Instructions for Completion of Form

Part I – Fleet

Report data for the total fleet operated by the air carrier, irrespective of whether the aircraft are operated on international, domestic, scheduled or non-scheduled services on this form. The statistics are to be reported separately for each type of aircraft in the fleet whether these are owned, leased or chartered by the air carrier.

Data for each type of aircraft acquired by an air carrier from another company for a limited time during the reporting period should be reported separately and so identified under "Remarks". Aircraft owned by an air carrier but also utilized by other companies should also be identified under "Remarks".

Columns

Part I is divided into four main categories:

i. Aircraft in Fleet by Type (Column a, Column b)
ii. Number of Aircraft of each type (Column c, Column d, Column e, Column f)
iii. Size of Aircraft (Column g, Column h, Column i)
iv. Utilization of Aircraft during the year (Column j, Column k, Column l, Column m, Column o, Column p, Column q, Column r, Column s)

Aircraft in Fleet by Type (Column a, Column b)

This column is further subdivided into two sections:

i. Manufacturer and model (Column a)
ii. Use/Version code (Column b)

Manufacturer and model (Column a)

Report the aircraft's complete model designation (for example, Boeing 747-400). If it is possible, the names used to identify the reported aircraft should follow the taxonomy which was adopted by CAST/ICAO. Separate entries are to be made for each type.

Use/Version code (Column b)

Enter the version of the aircraft models used. These are to be represented by one-letter codes. The following presents the list of codes and the aircraft version which they are representative of:

i. P: Passenger aircraft
ii. F: Freighter aircraft

iii. M: Combination aircraft
iv. O: Aircraft used for Other purposes

Of these four codes, "P", "F" and "M" should be applied to aircraft used for commercial transport only, whereas "O" should be placed there in the case of aircraft which are **not** used for commercial air transport.

Number of Aircraft of each type (Column c, Column d, Column e, Column f)
Record the number of each type of aircraft in the fleet of the air carrier. The column is further subdivided into four segments and they appear as follows:

i. **At the beginning of the year (Column c):** the air carrier should indicate the number of each particular type of aircraft that is within the fleet upon the commencement of the reporting year.

ii. **Changes during the year (Column d, Column d):** this subsection records the amount (of each type) of aircraft which were acquired (Column d) and those which were disposed of during the reporting year (Column e).

iii. **At the end of the year (Column f):** this subsection records the number of aircraft (of each type) in the fleet of the air carrier at the end of the reporting year.

Size of Aircraft (Column g, Column h, Column i)
Record the capacity of each of the types of aircraft within the air carrier's fleet within this portion. It is subdivided into three areas, namely:

i. Number of passenger seats installed (Column g)
ii. Average payload capacity (tonnes) (Column h)
iii. Average MCTOM (tonnes) (Column i)

Number of passenger seats installed (Column g)
Report the air carrier the number of passenger seats with which the aircraft is equipped for each type of aircraft.

Average payload capacity (tonnes) (Column h)
For each type of aircraft within the air carrier's fleet, report the average total payload capacity that is available during the year for the carriage of revenue load (i.e. passengers, baggage, freight and mail), above and below deck, measured in metric tonnes to the nearest tenth of a tonne. This would take into account any applicable payload and operational restrictions on the supply of capacity.

The average payload capacity is obtained by dividing the total tonne-kilometres available for the year by the corresponding number of aircraft kilometres flown for each type of aircraft.

Average MCTOM (tonnes) (Column i)
Enter the average Maximum Certificated Take Off Mass (MCTOM) for each type of aircraft of the air carrier, in metric tonnes to the nearest tenth of a tonne. This figure should be according to the certificate of airworthiness. However, where an air carrier is using a Maximum Declared Take Off Mass (MDTOM) instead, this may be used instead.

Utilization of Aircraft during the year (Column j, Column k, Column l, Column m, Column o, Column p, Column q, Column r, Column s)
All operational items are to be reported for the operating carrier, including data for code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services.

This section is split into four subsections, namely:

i. Number of aircraft departures (Column j, Column k, Column l)
ii. Aircraft hours flown (Column m, Column n, Column o)
iii. Aircraft kilometres flown (Column p, Column q, Column r)
iv. Total aircraft days available (Column s)

Number of aircraft departures (Column j, Column k, Column l)
Report the number of aircraft departures made during the year for each aircraft type within the air carrier's fleet. This will be classified according to:

i. **Revenue flights**: the number of departures made for revenue flights will be reported for **Scheduled flights (Column j)** and **Non-scheduled flights (Column k)** respectively in the spaces allocated. The statistics reported for non-scheduled flights should exclude on-demand revenue flights.

ii. **All flights (total) (Column l):** report the number of aircraft departures made for all flights, for each aircraft type. This includes scheduled and non-scheduled revenue flights, on-demand revenue flights, and non-revenue flights such as for testing and training.

Aircraft hours flown (Column m, Column n, Column o)
Record the number of aircraft hours flown during the reporting period for each aircraft within the air carrier's fleet in this section. The hours should be reported to the nearest hour and based on block-to-block time.

This will be classified according to:

i. **Revenue flights:** the number of aircraft hours flown for revenue flights will be reported for both **Scheduled flights (Column m)** and **Non-scheduled flights (Column n)** in the allocated spaces. The statistics reported for non-scheduled flights should exclude on-demand flights.

ii. **All flights (total) (Column o):** report the number of aircraft hours flown for all flights, for each aircraft type, here. This includes scheduled and non-scheduled revenue flights, on-demand revenue flights and non-revenue flights such as for testing and training.

Aircraft kilometres flown (Column p, Column q, Column r)
Record the number of aircraft kilometres flown during the reporting period for each aircraft type within the air carrier's fleet. The number of kilometres flown can be obtained by finding the sum of the products obtained after multiplying the number of flight stages flown by the corresponding flight stage distance for each aircraft type.

This will be classified according to:

i. **Revenue flights:** the number of aircraft kilometres flown for revenue flights will be reported for both **Scheduled flights (Column p)** and **Non-scheduled flights (Column q)** in the allocated spaces. The statistics reported for non-scheduled flights should exclude on-demand revenue flights.

ii. **All flights (total) (Column r):** report the number of aircraft kilometres flown for all flights, for each aircraft type here. This includes scheduled and non-scheduled revenue flights, on-demand revenue flights and non-revenue flights such as for testing and training.

Total aircraft days available (Column s)
Record the sum of the number of days each aircraft within the air carrier's fleet was available for use during the reporting period. This is inclusive of the number of days which are required for maintenance or overhaul. The following days should be excluded from the statistics reported in this section:

- the days between the date of purchase of an aircraft and the date it is actually placed into service;
- the days subsequent to an aircraft's last revenue flight and prior to its disposal;
- the days that an aircraft is out of service due to major accidents or conversion;

- the days that an aircraft is not available because of government action such as grounding by government regulatory agencies.

Part II – Personnel

This section requests data on the number of personnel employed by the air carrier during the reporting period according to specified categories.

Part II is grouped into three main categories:

i. Category of personnel (Column a)
ii. Number of personnel (Column b, Column c)
iii. Total annual expenditures for each category (Column d)

Category of personnel (Column a)

This section specifies the categories of personnel for which data will be reported. The categories are as follows:

i. Pilots and co-pilots;
ii. Other flight crew: flight engineers should be included here;
iii. Cabin crew;
iv. Maintenance and overhaul personnel: ground personnel, including supervisory, planning and inspection personnel at maintenance and overhaul shops, should be reported. Stores and supplies personnel, timekeepers and accounting personnel at overhaul and maintenance shops should also be included. The two subsequent categories will be reported separately:
    a. Licensed aircraft maintenance engineers;
    b. Other maintenance and overhaul personnel;
v. Ticketing and sales personnel: *personnel engaged in ticketing, sales and promotional activities.*
vi. All other personnel: personnel not included in any of the above five categories, such as administrative personnel at headquarters.

NB: the terms mechanic or technician may sometimes be used instead of engineer with regard to maintenance for licensing purposes.

Number of personnel (Column b, Column c)

Report the number of all personnel which are on the payroll of the air carrier, for the period of the reporting year. The number of personnel will be inclusive of permanent, temporary, full-time and part-time personnel. Part-time staff should be included in the 'Total' row and they should be prorated to the amount of time worked when compared

with the time worked by the full-time personnel (i.e. two part-time staff working half-time are equivalent to one full-time staff).

However, smaller air carriers need only report personnel data in the following categories: i) pilots and co-pilots, ii) cabin crew, and iii) all other personnel. Smaller air carriers may include maintenance, overhaul, ticketing and sales personnel in "All other personnel".

Total annual expenditures for each category (Column d)

Report the total annual expenditures for the salaries and allowances of all employees of the specified categories. All annual expenditures which cover staff costs (such as gross salaries, pension contributions, overtime pay, etc.), as seen from the air carrier's point of view will be included; hence, expenditures are not limited solely to the annual income received by the staff. Expenses such as for travelling, training, uniforms etc. should not be included in these figures.

Indicate on the Form when staff numbers may appear unusually low for the size of the air carrier concerned because most of an activity (e.g. aircraft maintenance) or several activities have been contracted out to third parties. Similarly, indicate activities being carried out for third parties which require employing additional staff to satisfy the demand for the activities being contracted in.

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.