

**Guyana Civil Aviation Authority**

# **ATR Form L Instructions**

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## 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](mailto: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 L: En-route Services Traffic Statistics

### Statistics to Be Reported

This form shall be used by States to report the number of flights moving through Flight Information Regions/Upper Information Regions (FIRs/UIRs) within their territory, over another State, over the high seas, or in an airspace of undetermined sovereignty for which the reporting State provides area control or flight information services. Form L should include aggregated data for the reporting period.

Only IFR flights and flights for which flight plans have been filed with the respective area control centre(s) or flight information centre(s) should be reported. Flights should be counted separately for each FIR/UIR through which they move.

### Filing Schedule

Form L should be completed on a monthly basis and should be submitted to GCAA within one month of the end of the reporting period to which it refers.

### Electronic Filing

Entities should submit the requested data in electronic format, by email via the Internet to [statistics@gcaa-gy.org](mailto: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: FormLAnspNameyyyymm

Where: i) AnspName is the reporting air navigation service provider'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

The form is divided into two main sections:

- i. Name of FIR/UIR (Column a)
- ii. Number of flights (Column b, Column c, Column d, Column e)

### Name of FIR/UIR (Column a)

Enter the name(s) of the FIR/UIR for which the reporting State provides area control services or flight information services into this column.

### Number of flights (Column b, Column c, Column d, Column e)

For the purposes of this form, a flight is defined as the movement of an aircraft during its en-route phase through the airspace of an FIR/UIR. Each such movement following a landing within the FIR/UIR is to be counted as a separate flight. Hence, the number of flights which enters each corresponding FIR/UIR will be reported herein. The number of flights entered will be classified according to four different categories. These are as follows:

- i. International civil flights (Column b)
- ii. Domestic civil flights (Column c)
- iii. Other flights (Column d)
- iv. Total flights (Column e)

### International civil flights (Column b)

Report the number of all international civil air transport flights, inclusive of general aviation flights for each corresponding FIR/UIR.

### Domestic civil flights (Column c)

Report all domestic civil flights, inclusive of general aviation flights except flights by State aircraft for other than civil purposes, wholly within the territory of the State within this subsection.

An international flight is one which has a flight stage with one or both terminals in the territory of a State, other than the State in which the air carrier has its principle place of business. A domestic flight is one which is not classifiable as international.

### Other flights (Column d)

Report all flights not reported in columns b and c here. This includes flights by State aircraft for other than civil purposes.

**Total flights (Column e)**

Record the total number of flights which enter each FIR/UIR here.

Should an area control centre/upper area control centre cover the same airspace as a flight information centre/upper flight information centre, only one of those centres should report. Also, each flight should only be reported once by each reporting centre, i.e. a flight entering different sectors of the same FIR/UIR should be reported once as a single flight.

The data required are the totals at the foot of columns b through e; the breakdown by FIR/UIR is optional.

## 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.