

Guyana Civil Aviation Authority

ATR Form M 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 M: Fuel Consumption and Traffic – International and Total Services, Commercial Air Carriers

Statistics to Be Reported

This form should be used to report the fuel consumption and traffic data of the commercial air carriers that operate scheduled and non-scheduled flights within an ICAO Member State. These data are reported by aircraft type.

All fuel consumption and traffic items should be reported for the operating carrier, including code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased services. In case the operating carrier is different from that whose flight number is being used for air traffic purposes, these items shall be reported for the actual operating carrier. Any deviations must be so identified under “Remarks”.

Filing Schedule

Form M must be completed on a monthly basis and should be filed with GCAA within one 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: FormMCarrierNameeyyyymm

- 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

The form is separated into six main categories:

- i. Aircraft in fleet by type (Column a, Column b)
- ii. International scheduled services (Column c, Column d, Column e)
- iii. International non-scheduled services (Column f, Column g, Column h)
- iv. International total (scheduled and non-scheduled, including on-demand flights) (Column i, Column j, Column k)
- v. Total services (international and domestic, scheduled and non-scheduled, including on-demand flights) (Column l, Column m, Column n)
- vi. Percent of biofuels (Column o)

Aircraft in fleet by type (Column a, Column b)

This column is split into two subsections:

- i. Manufacturer, model and series (Column a)
- ii. Version code (Column b)

Manufacturer, model and series (Column a)

Report each aircraft's complete model designation; a separate entry should be made for each type of aircraft in the air carrier's fleet. The names used to identify the reported aircraft should follow the taxonomy which was adopted by CAST/ICAO.

Version code (Column b)

Enter the version of the aircraft models used so as to aid in the identification of the cabin layout of the aircraft. 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

International scheduled services (Column c, Column d, Column e)

Record the statistics relating to international scheduled flight stages; as well as extra section flights occasioned by overflow traffic from scheduled flights. Data for this section are to be computed from all international flight stages performed during the reporting period.

This section is broken down into three parts, namely:

- i. Fuel consumed (tonnes) (Column c)
- ii. Tonne-kilometres performed (thousands) (Column d)
- iii. Tonne-kilometres available (thousands) (Column e)

Fuel consumed (tonnes) (Column c)

Report the fuel mass uplifted for all the aircraft in each aircraft type within the carrier's fleet. No distinctions should be made with regards to fuel type and the data entered must also include fuel consumed by the auxiliary power units.

This fuel uplift data can be determined based on the measurement by the fuel supplier as documented in the fuel delivery note or invoices. Also, fuel uplift can be established by using aircraft onboard measurement systems. Data within this section will be reported in terms of tonnes (metric ton).

If the fuel uplift is determined in units of volume (e.g. litres, cubic metres, etc.), this amount should be converted to mass, measured in metric tonnes, using actual density values. These density values are expressed as kg/litre and are *determined for the applicable temperature for a specific measurement*.

A standard density factor of **0.8 kg/litre** may be applied only in cases where the actual density information cannot be obtained from: (i) onboard measurement systems, (ii) fuel supplier or (iii) the temperature of the fuel during the uplift (provided by the fuel supplier or specified by the aerodrome where the fuel uplift takes place) using standard density-temperature correlation tables.

The conversion formula, from volume to mass, is as follows:

$$\text{Mass} = \text{volume} \times \text{density factor}$$

Tonne-kilometres performed (thousands) (Column d)

Enter the total tonne-kilometres performed for all aircraft in each aircraft type in this section. As stated previously, tonne-kilometres performed is a measure of the overall traffic (passengers, freight and mail) carried by an air carrier.

As a reminder, total tonne-kilometres is the summation of the products obtained by multiplying the total tonnes of revenue load (passengers, freight and mail) carried on each flight stage by the distance. See previous section for more detailed notes on calculation of tonne-kilometres performed.

Tonne-kilometres available (thousands) (Column e)

Enter the total tonne-kilometres available for all aircraft in each aircraft type within this section. As previously stated, tonne-kilometres available is a measure of the total capacity available for a flight.

International non-scheduled services (Column f, Column g, Column h)

Report statistics relating to international non-scheduled services only within this section. These include flights other than that which were reported under international scheduled services for remuneration. This is also inclusive of empty flights, inclusive tours and blocked-off charters. On-demand flight-related statistics such as air taxi flights, commercial business aviation or other on demand revenue flights should be included in this section.

Data for these columns are to be computed from all international flight stages performed during the reporting period.

As is the case with the international scheduled services, data will be entered in relation to the following three areas:

- i. Fuel consumed (Column f)
- ii. Tonne-kilometres performed (Column g)
- iii. Tonne-kilometres available (Column h)

The requirements for the data to be entered here are exactly the same as described previously; however, they would apply to international non-scheduled services in this instance.

International total (scheduled and non-scheduled, including on-demand flights) (Column i, Column j, Column k)

The statistics recorded here are to be the sum of international scheduled and international non-scheduled services. These are to include on-demand flights.

The data will be entered in relation to the following three areas:

- i. Fuel consumed (Column i)
- ii. Tonne-kilometres performed (Column j)
- iii. Tonne-kilometres available (Column k)

The values entered here will be the summation of the two aforementioned sections, i.e. international scheduled and international non-scheduled services.

Total services (international and domestic, scheduled and non-scheduled, including on-demand flights) (Column l, Column m, Column n)

Report the sum of international scheduled and non-scheduled services plus domestic scheduled and non-scheduled services; on-demand flight data should be included in this section as per previous sections.

The data entered here will be in relation to the following areas:

- i. Fuel consumed (Column l)
- ii. Tonne-kilometres performed (Column m)
- iii. Tonne-kilometres available (Column n)

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.

Percent of biofuels (Column o)

Record the share of biofuels (in percentage form) in total fuel uplift, for total services (international and domestic, scheduled and non-scheduled services), here with regard to all aircraft for each aircraft type within the carrier's fleet. It can be calculated from the fuel purchase records which should indicate the biomass fraction and net caloric value of the fuel.

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.