Guyana Civil Aviation Authority

ATR Form N 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 N: Aviation Personnel Licensing and Training

Statistics to Be Reported

Form N should be used to submit data on aviation personnel licensing, training and training capacity. It should contain aggregated data for the twelve months of the reporting period.

Form N is composed of two parts:
Part I: Aviation Personnel Qualifications
Part II: Aviation Personnel Future Training Capacities

Filing Schedule

Form N must be filed with GCAA within one month 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: FormNStateNameyyyy
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: Aviation Personnel Qualifications

Part I is concerned with the current status of personnel licensed for civil aviation. The data requested under this section cover: a) licences/ratings/authorizations issued by the reporting State during the twelve-month reporting period and in total; and b) conversions or validations of qualifications issued by another State, issued by the reporting State during the reporting period and in total.

Part I is divided into the following categories:

    i.   Qualification category (Column a)
    ii.   Qualifications issued (annual) (Column b)
    iii.   Total active qualifications (Column c)
    iv.   Annual validations/conversions (Column d)
    v.   Total validations/conversions (Column e)
    vi.   Retirement age (Column f)

Qualification category (Column a)

This column lists the different categories of aviation personnel licences/ratings for which data shall be reported. The following presents a list of the different categories:

    i.   ATPL: Airline transport pilot licence (Item 1)
    ii.   CPL: Commercial pilot licence (Item 2)
    iii.   MPL: Multi-crew pilot licence (Item 3)
    iv.   PPL: Private pilot licence (Item 4)
    v.   Flight instructor ratings (Item 5)
    vi.   Specific authorizations (Item 6)
    vii.   Aircraft maintenance licences (Item 7)
    viii.   ATC licences (Item 8)

For categories 1 to 6, only those qualifications related to fixed-wing aircraft must be reported, therefore exclude rotary-wing aircraft, or helicopters, as well as airships and free balloon. The definitions may be obtained from the Convention on International Civil Aviation, Annex I – Personnel Licensing.

Only active licences must be reported. A licence is considered as "active" when its holder meets applicable medical fitness requirements.

Qualifications issued (annual) (Column b)
Report the number of initial qualifications issued (not the renewal of same) during the annual reporting period by the State for each of the defined qualification categories.

Total active qualifications (Column c)
Enter the total number of initial qualifications issued (not the renewal of same) by the State as of December 31st of the annual reporting period, for each of the defined categories.

The data to be entered are the cumulative number of qualifications which were issued (this does not include renewals).

Annual validations/conversions (Column d)
Record the number of validations and conversions issued by the State, for each of the qualification categories, during the twelve-month reporting period.

Total validations/conversions (Column e)
Record the total number of validations and conversions issued by the State, for each of the qualification categories, as of December 31st of the twelve-month reporting period. The data to be entered are the cumulative number of validations and conversions that were issued.

Retirement age (Column f)
The mandatory age of retirement, if applicable, should be reported for each of the qualification categories in force as of December 31st of the reporting period.

Part II: Aviation Personnel Training Capacities
The data required under this section cover: a) number of civil aviation training organizations in the reporting State (existing at the end of the reporting period and as forecast in five years hence); and b) annual training capacities of the reporting State (as forecast in five years). This component of Form N is divided into four categories.

Part II is divided into the following categories:

   i.   Licence category (Column g)
  ii.   Training organizations (current) (Column h)
 iii.   Training organizations (5-year) (Column i)
  iv.   Training capacity (5-year) (Column j)

Licence category (Column g)
The data to be reported relates to training organizations providing training for the following licence categories:

  i.   Pilots (PPL/CPL/ATPL)
 ii.   Pilots (MPL)
iii.   Aircraft maintenance (technician/engineer/mechanic) licences; and
 iv.   ATC licences

Training organizations (current) (Column h)
Report the number of training organizations operating within the reporting State as of the end of the twelve-month reporting period.

Training organizations (5-year) (Column i)
Report the number of training organizations forecast to operate within the State at the end of a five-year period following the end of the reporting period, for each of the licence categories listed in Column g.

Training capacity (5-year) (Column j)
Report the number of licences forecast to be issued (initial issue, not renewal) within the State, excluding conversions/validations, at the end of a five-year period following the end of the annual reporting period, for each of the licence categories listed in Column g.

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.