

Guyana Civil Aviation Authority

ATR Form C 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 C: Traffic by Flight Stage

Statistics to Be Reported

Form C will be utilized to report traffic statistics for individual commercial air carriers that provide international scheduled air services. Revenue traffic and capacity data are to be reported on this form according to the flight stages for the international scheduled services of the commercial air carriers whose principal place of business is in the reporting State.

The data identifies traffic on board an aircraft during each flight stage. Foreign cabotage traffic related data should also be included in the form. Non-scheduled services data should be excluded from Form C.

All revenue and capacity statistics shall be reported for the operating carrier, which includes traffic carried under code-shared, franchised, pooled, blocked-space arrangements, joint services and leased aircraft services. Statistics related to blocked-off charters are considered to be non-scheduled and shall therefore be excluded from the form.

Filing Schedule

Form C must be completed on a monthly basis which would include aggregated data for the reporting period. The form should be submitted to GCAA within one month 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: FormCCarrierNameyyyymm

- 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 data to be entered into the form will be classified as follows:

- i. Stations (Column a, Column b)
- ii. Type of aircraft (Column c)
- iii. Number of flights (Column d)
- iv. Capacity available (Column e, Column f)
- v. Revenue traffic (Column g, Column h, Column i)

Stations (Column a, Column b)

Enter all traffic and technical stops between which flights were operated during the year here in their respective spaces; that is, their departure and landing stations respectively. Revenue traffic data reported here represents the traffic on board the aircraft on each flight stage (regardless of the on-flight origin and destination of the traffic).

The stations, i.e. cities, shown in columns **a** and **b** of the reporting form should be identified using IATA Location Identifiers. Alternatively, the ICAO Location Indicators may be used.

Stages where one of the stations is a stop required for technical reasons are to be treated as any other flight stage and included in the form.

The following conventions must be met when listing the traffic stages:

- *The individual flight stages of the itinerary should be listed, first in one direction and then in the reverse direction. In the case that one flight number is used for the same itinerary, the data may either be reported by flight number or consolidated by itinerary.*
- *Report all-freight services separately; they are not to be consolidated with passenger or combined services.*
- *IATA location identifiers should be used whenever possible to identify stations rather than station names*

Type of aircraft (Column c)

Enter the code for the type of aircraft used between each corresponding pair of stations (cities) here. When more than one aircraft type has been used on the same flight stage, enter each aircraft type and the corresponding traffic and capacity data in a separate row under the flight stage identifier.

The CAST/ICAO classification scheme may be used to identify aircraft types instead of the IATA/OAG coding system.

Number of flights (Column d)

Enter the number of flight stages flown between each pair of the stations listed here. The number of flights entered should be equivalent to the number of departures per aircraft type during the reporting period for the corresponding stage identified.

Capacity available (Column e, Column f)

This column has two subsections:

- i. Passenger seats (Column e)
- ii. Total payload capacity (Column f)

Passenger seats (Column e)

Record the total number of passenger seats which are available for sale during the reporting period for each station pair here. Exclude those seats which are not actually available for the carriage of passengers because of payload and/or operational limitations and restrictions.

Total payload capacity (Column f)

Enter the total payload capacity, above and below deck, which was available during the reporting year (measured in metric tonnes) for the carriage of revenue load (i.e. passengers, baggage, freight and mail) between each station pair here. This should take into account payload and/or operational restrictions and limitations.

Revenue traffic (Column g, Column h, Column i)

Record the total revenue load carried on board the aircraft for each station pair in this section. The figures entered should represent the traffic on board the aircraft for each flight stage regardless of the point of embarkation and disembarkation of the traffic concerned and will be done according to the following subcategories:

- i. **Passengers (number) (Column g):** enter the number of revenue passengers on board the aircraft for each station pair in this subsection.
- ii. **Freight (tonnes) (Column h):** enter the number of freight tonnes carried on board the aircraft for each station pair here, this should also be inclusive of express and diplomatic bags – not passengers' checked baggage however.
- iii. **Mail (tonnes) (Column i):** enter the number of mail tonnes carried on board the aircraft for each station pair here.

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.

Appendix C

Calculation of Payload Capacity Available for an Aircraft

Information Required:

- Number of passenger seats
- Maximum cargo volume available (m³)
- Average passenger mass plus checked baggage (kg)
- Average checked baggage mass (kg)
- Checked baggage density (kg/m³)
- Freight density (kg/m³)

Steps:

Volume required for the checked baggage = $\frac{\text{Average Checked baggage mass (kg)} \times \text{Number of passenger seats}}{\text{Checked baggage density (kg/m}^3\text{)}}$

Volume available for freight = $\text{Max. cargo volume available (m}^3\text{)} - \text{Volume required for checked baggage}$

Payload available for passengers + checked baggage = $\text{Number of passenger seats} \times \text{Average passenger mass + checked baggage (kg)}$

Payload available for freight = $\text{Volume available for freight} \times \text{Freight density (kg/m}^3\text{)}$

Total Payload Available = $\text{Payload available for passengers + checked baggage} + \text{Payload available for freight}$