

Guyana Civil Aviation Authority

ATR Form I 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 I: Airport Traffic

Statistics to Be Reported

This form will be used to record monthly traffic data and international aircraft movement, passengers, freight and mail for each airport that is open to international commercial traffic. Form I comprises two parts: **Part I** and **Part II**.

Filing Schedule

Part I

Form I Part I should be completed on a monthly basis and filed with GCAA within one month of the reporting period to which it refers.

Part II

Form I Part II should be completed on a monthly basis. It must be filed with GCAA within one month of the reporting period to which it refers.

Where possible, two separate reporting forms should be submitted, one for international scheduled services and international non-scheduled operations for Part II of Form I. This should be indicated in the appropriate space provided (i.e. checked by an 'X').

Electronic Filing

Airports 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 conventions to be followed are: FormIAirportNameyyyyymm and

- Where:
- i) AirportName is the reporting airport's name in Camel Case format (words are written without spaces, and the first letter of each word is capitalized)
 - ii) yyyyymm is the reporting period (y=year and m=month)

Part I: Instructions for Completion of Form

Columns

The Form is partitioned into four main categories:

- i. Aircraft Movements Total (Column b)
- ii. Passengers (Column c, Column d, Column e, Column f)
- iii. Freight (tonnes) (Column g, Column h, Column i)
- iv. Mail (tonnes) (Column j, Column k, Column l)

Aircraft Movements Total (Column b)

Record the total number of aircraft movements made at the airport. An aircraft movement refers to the take-off or landing of an aircraft at an airport. Hence, an arrival will be counted as one movement and a departure will be counted as another.

Passengers (Column c, Column d, Column e, Column f)

Record all passenger related data. This section is subdivided into four areas:

- i. Embarked (Column c)
- ii. Disembarked (Column d)
- iii. Total (Column e)
- iv. Direct Transit (Column f)

Embarked (Column c)

Enter the number of revenue and non-revenue passengers whose air journey begins at the reporting airport(s). This includes indirect transit and stop-over passengers.

Disembarked (Column d)

Record the number of passengers whose air journey terminates at the reporting airport(s). This includes indirect transit and stop-over passengers.

Total (Column e)

Enter the sum of the embarked and disembarked passengers.

Direct Transit (Column f)

Report the number of direct transit passengers at the reporting airport(s). These direct transit passengers should only be counted once.

Freight (tonnes) (Column g, Column h, Column i)

All freight related data should be recorded within this section. It is subdivided into the following three columns:

- i. Loaded (Column g)
- ii. Unloaded (Column h)
- iii. Total (Column i)

Loaded (Column g)

Enter the number of freight tonnes (metric tons) whose air journey begins at the reporting airport (loaded onto an aircraft). This should include express and diplomatic bags but not passenger baggage. This also includes transfer freight.

Unloaded (Column h)

Report the number of freight tonnes (measured in metric tonnes) whose air journey terminates at the reporting airport (unloaded off of an aircraft). This also should include express and diplomatic bags but not passenger baggage. This also includes transfer freight.

Total (Column i)

Enter the sum of the loaded and unloaded freight tonnes into this column.

Mail (tonnes) (Column j, Column k, Column l)

Record all mail related data within this section. The amount of mail will be measured in tonnes (i.e. metric tons). This section is subdivided into the following columns:

- i. Loaded (Column j)
- ii. Unloaded (Column k)
- iii. Total (Column l)

(The information to be entered into the above columns are identical to that which should be entered into Columns g, h and i, the only difference is that it will be mail related).

Rows

The following rows represent the type of data that will be entered across all of the aforementioned columns.

**A. Commercial Air Transport
International Scheduled (Item 1)**

Enter international scheduled traffic services data only into this row across the respective columns. These values should also include all-freight services.

International non-scheduled (Item 2)

Enter international non-scheduled traffic services data only into this row across the respective columns. These data values should also include air taxi operations, and commercial business flights, blocked off charters and inclusive tours other than those which are reported under scheduled services. These values should also include all-freight services.

Total international (Item 3)

Report under this item those cases where an airport has both scheduled international traffic and non-scheduled traffic that cannot be reported separately under Items 1 and 2. These values should also include all-freight services.

Domestic scheduled and non-scheduled (Item 4)

Enter both scheduled and non-scheduled domestic services traffic data (only) into this row across the respective columns. This is inclusive of air taxi operations and commercial business flights. These values should also include all-freight services.

Total commercial air transport (Item 5)

Report the sum of the international scheduled and non-scheduled and domestic scheduled and non-scheduled services traffic data in this row, across the respective columns. These values should also include all-freight services.

All-freight/mail services (Item 6)

Report all-freight/mail services traffic data only within this row, across the respective columns. Exclude all flights carrying one or more revenue passengers as well as those listed in schedules as passenger services.

Air taxi and commercial business flights (Item 7)

Submit data values which pertain to air taxi and commercial business flights services only in this row. *States are only required to report the number of aircraft movements associated with these flights, however, if available, they can also include the number of passengers and freight carried.*

B. All Other Movements

Report data values which relate to commercial activities such as crop dusting, aerial photography, pilot training, etc., as well as non-commercial business and pleasure flying and movements of military aircraft in this row across the respective columns. States are only obligated to report the number of aircraft movements associated with these types of flights, the other categories are optional.

Part II: Instructions for Completion of Form

Note: 1) Place an X in the appropriate box (scheduled or non-scheduled) to identify the nature of the traffic reported.

2) Place an X in the set of boxes which correspond to the 'Traffic reported by first/last stage' O-D type.

Columns

The Form is subdivided into two categories:

- i. City-pair (Column a, Column b)
- ii. Airport origin and destination traffic (Column c, Column d, Column e)

City-pair (Column a, Column b)

A city-pair refers to two cities between which travel is authorized by a passenger ticket or part of a ticket (a flight coupon) or between which shipments are made in accordance with a shipping document or a part of it (freight bill or mail delivery bill).

However, rather than the point of embarkation and disembarkation of the traffic, report the origin city and destination city of the flight stage arriving at or departing from the reporting airport; that is, the last airport it departed from for an inbound flight (origin) or the first airport it lands for an outbound flight (destination). Technical stops must be ignored.

For outbound flights, the city shown in **Column a** must correspond to that where the reporting airport is located. For inbound flights, the city of the reporting airport must appear in **Column b**.

Where possible, the cities shown in Columns a and b should be identified using the IATA Location Identifier. Alternatively, the ICAO Location Indicators may be used. Where there is any doubt about the correct city code to be used, the name of the city should be given instead.

Hence:

- a) Record the city-pairs served by commercial air services from and to the city of the reporting airport during the reporting month in alphabetical order.
- b) Each city-pair has to be listed twice. That is:
 - a. First in one direction – from the city of the reporting airport, and
 - b. Then in the reverse direction – to the city of the reporting airport.

Data are to be reported for all air carriers offering services between the city-pairs concerned in an aggregated manner.

Airport origin and destination traffic (Item c, Item d, Item e)

Airport origin and destination traffic will be reported according to the following subcategories:

- i. Passengers (number) (Item c)
- ii. Freight (tonnes) (Item d)
- iii. Mail (tonnes) (Item e)

Passengers (number) (Item c)

Record the total number of revenue and non-revenue passengers which were onboard an aircraft arriving at or departing from the reporting airport corresponding to each city-pair.

Freight (tonnes) (Item d)

Report the amount of revenue and non-revenue freight, on-board an aircraft, either arriving to or departing from the reporting airport corresponding to each city-pair. The amount of freight will be measured in tonnes (metric ton) and should include express and diplomatic bags but not passengers' checked baggage.

Mail (tonnes) (Item e)

Report all revenue and non-revenue mail on-board an aircraft, arriving to or departing from the reporting airport. The amount of mail will be measured in tonnes (i.e. metric tons).

The statistics reported for non-scheduled (revenue) services should exclude air taxi, commercial business aviation or other on demand revenue flights.

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.