Airport Monthly Air Transport Movements Guidance Notes

CAA Business Intelligence

General Instructions

This form is to be completed monthly by Airports with an annual volume of more than 150,000 terminal passengers and/or more than 30 million kilograms of cargo.

Data is due 21 calendar days following the data month end.

If you need any additional guidance please contact a member of the CAA Business Intelligence team by calling 0207 453 6400 or via email at AvStatsSupplierEnquiry@caa.co.uk.

Please be aware that the ICAO and IATA codes in our reference lists may not always correspond to those published in other sources. It is important that you use the codes published on our website as they will be the ones that AvStats will accept.

Please note the following inclusions and exclusions to the data required:

INCLUSIONS	EXCLUSIONS
∫ All Scheduled flights (including empty Scheduled flights) regardless of aircraft weight; ∫ All Charter or Government Charter flights on aircraft above 15t maximum take-off weight; ∫ Operations going to/from an Oil Rig/Gas Platform; ∫ Cancelled Flights.	∫ Empty Charter (positioning) flights; ∫ Any Charter or Government Charter flights on aircraft below 15t maximum take-off weight; ∫ Local flights or A-A flights; ∫ All Non-Commercial flights; ∫ All of the above should be reported under the appropriate category on the Airport Monthly Summary Part 1 form.

File Naming Instructions

	Instruction
File Naming Convention	For Excel or Comma Separated Value (CSV) files name as: **AirportATMnnnnnyyyymm** nnnnn is the reporting airport's 5 digit CAA code number (with leading zeroes) yyyymm is the reporting period (where y=year and m=month) This file naming convention must be used or the file will be returned.

Completion Instructions

NOTE: Do not move, insert, delete or amend any of the following parts of the file format or the file will be returned: Column Headers and the Worksheet Tab.

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Form Column	Instruction
A Row Type (Arrival / Departure / Uplift)	Enter Arrival, Departure or Uplift. 'Uplift' is <u>only</u> to be used when the flight is part of a multi-sector flight and some passengers disembark/board the aircraft whilst some remain on board. For 'Uplift' rows the enclosed table below indicates how each column is to be completed. Appendix 1 includes an example on how to report these. <table><tr><th>Form Column</th><th>Instruction</th></tr><tr><td>A, B, AB, AC, AD</td><td>Follow the general Completion Instructions</td></tr><tr><td>F, H, I, J, K, M, N, Q, R, S, T, W, X, Y, Z, AA</td><td>Enter the same data as in the Arrival or Departure row that it relates to</td></tr><tr><td>AE</td><td>Enter 0 (zero)</td></tr><tr><td>C, D, E, G, L, O, P, U, V, AF, AG, AH, AI, AJ, AK, AL, AM</td><td>Leave blank</td></tr></table>
B Line Number	Enter the sequential number of the submission line 1, 2, 3 etc.
C Planned Date (DD/MM/YYYY)	Enter the planned date of operation. Use the format DD/MM/YYYY (where D=Date, M=Month and Y=Year).
D Planned Gate Time 24Hr GMT (HH:MM)	Enter the time the aircraft planned to park or commence push-back using the 24 hour clock (HH:MM). NOTE: The time reported must always be in GMT.
E Planned Runway Time 24Hr GMT (HH:MM)	Enter the planned time of touchdown or take-off using the 24 hour clock (HH:MM). NOTE: The time reported must always be in GMT.
F Actual Date (DD/MM/YYYY)	Enter the actual date of operation. Use the format DD/MM/YYYY (where D=Date, M=Month and Y=Year).

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Form Column	Instruction
G Actual Gate Time 24Hr GMT (HH:MM)	Enter the actual time the aircraft parked at the stand or commenced push-back using the 24 hour clock (HH:MM). NOTE: The time reported must always be in GMT.
H Actual Runway Time 24Hr GMT (HH:MM)	Enter the actual time the aircraft touched down or took off using the 24 hour clock (HH:MM). NOTE: The time reported must always be in GMT.
I Aircraft Registration	Enter the registration mark of the aircraft that performed the movement with hyphens where present. The Aircraft Registration field is a mandatory field, however we are aware that for cancelled flights this will not necessarily be known. In these circumstances Suppliers should leave this field blank, but ensure a 'Y' is reported in Column AM (Was the movement cancelled?).
J Aircraft Code Type (ICAO)	Enter ICAO.
K Aircraft Type	Enter the ICAO code for the aircraft type that performed the movement. E.g. a Boeing B747-436 would be reported as B744. NOTE: CAA and IATA aircraft codes will not be accepted.
L Available Seats	Enter the maximum number of seats available for the flight. NOTE: This cannot exceed the maximum number of seats available for the aircraft type. Leave blank if not known or for Cargo Only or Transit Cargo flights.

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Form Column	Instruction
M Operator Code Type (CAA/AOC Number/ICAO/ IATA)	Specify the type code for the operator to be reported in Column N (Operator). This will be CAA, AOC Number, ICAO or IATA.
N Operator	Enter the code of the operator that performed the movement. Use the CAA (5 digit) code, AOC Number, ICAO or IATA code as indicated in Column M. NOTE: When using the CAA (5 digit) code enter the data as a simple number, without any leading zeroes, the data does not necessarily need to be 5 characters long. E.g. Thomas Cook Airlines would be reported as 446, Air France would be reported as 21000.
O Leased In From Code Type (CAA/AOC Number/ICAO/ IATA)	Specify the type code for the operator from whom the aircraft was wet-leased to be reported in Column P (Leased In From). This will be CAA, AOC Number, ICAO or IATA. Leave blank if not applicable.
P Leased In From	Enter the code of the operator (whether UK or foreign) from whom the aircraft was wet-leased. Use the CAA (5 digit) code, AOC Number, ICAO or IATA code as indicated in Column O. Leave blank if not applicable.
Q Flight Number Prefix	Enter the Flight Number Prefix of the aircraft movement. NOTE: This is not the 'Callsign'.
R Flight Number	Enter the Flight Number of the aircraft movement. Exclude the Flight Number Prefix. NOTE: This is not the 'Callsign'.

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Form Column	Instruction
S Operation Type (Charter / Scheduled / Government Charter)	Enter either Charter, Scheduled, or Government Charter. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
T Service Type (Cargo Only/Transit Cargo/Passenger)	Enter Cargo Only if the movement was carrying terminal cargo only or terminal and transiting cargo. Enter Transit Cargo if the movement was carrying transiting cargo only. Enter Passenger if the movement was a passenger service with or without cargo. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
U Intended Airport Code Type (IATA/ICAO/CAA Code)	In the case of a diversion, specify the type code for the airport to be reported in Column V (Intended Origin/Destination). This will be IATA, ICAO or CAA. If there has been no diversion, leave this blank.
V Intended Origin/Destination	If there has been no diversion or the aircraft has continued to its intended origin/destination leave this blank. In the case of a diversion that has not continued to its intended UK origin or destination airport, enter the intended origin or destination airport. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column U. NOTE: When using the CAA (5 digit) code enter the data as a simple number, without any leading zeroes, the data does not necessarily need to be 5 characters long. E.g. Manchester could be reported as IATA: MAN, ICAO: EGCC or CAA: 8.
W Actual Airport Code Type (IATA/ICAO/CAA Code)	Specify the type code for the airport to be reported in Column X (Actual Origin/Destination). This will be IATA, ICAO or CAA.

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Form Column	Instruction
X Actual Origin/Destination	Enter the actual airport the aircraft arrived at or departed from. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column W.
Y Terminal Name/Number	Enter the terminal number that the aircraft arrived at or departed from. For London Gatwick enter North or South.
Z Last/Next Airport Code Type (IATA/ICAO/CAA Code)	Specify the code for the airport to be reported in Column AA (Last/Next Stop). This will be IATA, ICAO or CAA.
AA Last/Next Stop	Enter the airport where the aircraft last stopped for Arrivals or its next stop for Departures. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column Z. For single sector flights enter the same airport as in Column X (Actual Origin/Destination).
AB Point to Point Airport Code Type (IATA/ICAO/CAA Code)	Specify the type code for the airport to be reported in Column AC (Point to Point Airport). This will be IATA, ICAO or CAA.
AC Point to Point Airport	Enter the airport where the passengers were due to disembark or boarded. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column AB. E.g. If the aircraft operated a multi-sector route e.g. SYD-MEL-BAH-LHR these would be listed on separate rows. (See Appendix 1 below for a detailed explanation on how to report this).
AD Point to Point Passengers	Enter the total number of passengers that disembarked or boarded at the airport reported in Column AC. (See Appendix 1 below for a detailed explanation on how to report this).
AE Number of Stops	If the aircraft operated a multi-sector route, enter the total number of stops the aircraft makes on the flight. (See Appendix 1 below for a detailed explanation on how to report this).

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Form Column	Instruction
AF Domestic Passengers	Enter the number of domestic passengers (flown entirely within the UK, Channel Islands or Isle of Man). Count all passengers on board (including infants). Staff on board (not as part of the flight crew) should be included but the flight crew should be excluded. Leave blank if no domestic passengers were carried.
AG International Passengers	Enter the number of international passengers. Count all passengers on board (including infants). Staff on board (not as part of the flight crew) should be included but the flight crew should be excluded. NOTE: Passengers to/from Oil Rig Platforms / Gas Platforms are to be reported as International. Leave blank if no international passengers were carried.
AH Transit Passengers	Enter the number of passengers transiting. Count all passengers on board (including infants). Staff on board (not as part of the flight crew) should be included but the flight crew should be excluded. Transit passengers are defined as those arriving at and departing from the UK reporting airport on the same aircraft registration and/or flight number. E.g. 100 passengers boarded at ISC to go to EXT. En-route the aircraft stops at NQY. Those 100 passengers should be reported as transit passengers for both the arrival and the departure at NQY. Leave blank if no transit passengers were carried.
AI Freight (Kgs)	Enter the amount of terminal freight carried (rounded to the nearest Kg). Leave blank if no freight was carried.
AJ Transit Freight (Kgs)	Enter the amount of freight transiting (rounded to the nearest Kg). Count all transit freight on board. Transit freight is defined as freight arriving at and departing from the UK reporting airport on the same aircraft registration and/or flight number. Leave blank if no transit freight was carried.
AK Mail (Kgs)	Enter the amount of terminal mail carried (rounded to the nearest Kg). Leave blank if no mail was carried.

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Form Column	Instruction
AL Transit Mail (Kgs)	Enter the amount of mail transiting (rounded to the nearest Kg). Count all transit mail on board. Transit mail is defined as mail arriving at and departing from the UK reporting airport on the same aircraft registration and/or flight number. Leave blank if no transit mail was carried.
AM Was the movement cancelled? (Y or blank)	Enter 'Y' if the flight was cancelled. (See Appendix 2 below for an example of how to report a cancelled movement.) Leave blank if the flight operated as planned.

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APPENDIX 1 – Example of how to report a multi-sector flight using 'Uplift' rows

A Boeing B747-4Q8, registration G-GCAA operated the route of SYD-MEL-BAH-LHR on flight number CAA1234. The reporting airport (LHR) should report where each passenger commenced their journey in the passenger split.

This example shows 100 international passengers arriving into LHR with the following breakdown:
- 50 passengers from SYD
- 40 passengers from MEL
- 10 passengers BAH

In instances where a passenger split by airport pair is not available all passengers should be recorded to/from the Origin/Destination Airport – in this example SYD.

NOTE – The worked example below is not an exact replica of the form and only shows the relevant fields for the given example. Columns S, T and Y have been omitted in this example but must be reported on an 'Uplift' row:

A	B	F	H	I	J	K	M	N	Q	R	W	X	Z	AA	AB	AC	AD	AE	AF	AG
Row Type (Arr / Dep / Uplift)	Line No.	Actual Date (DD/MM/YYYY)	Actual Runway Time 24Hr GMT (HH:MM)	Aircraft Reg	Aircraft Code Type (ICAO)	Aircraft Type	Operator Code Type (CAA/ AOC No/ICAO/IATA)	Operator	Flight No. Prefix	Flight No.	Actual Airport Code Type (IATA / ICAO / CAA)	Actual Origin / Destinat'n	Last / Next Airport Code Type (IATA / ICAO / CAA)	Last /Next Stop	Point to Point Airport Code Type (IATA / ICAO / CAA)	Point to Point Airport	Point to Point Pax	No. of Stops	Dom Pax	Int Pax
Arrival	1	28/05/2015	16:30	G-GCAA	ICAO	B744	ICAO	BAW	CAA	1234	IATA	SYD	IATA	BAH	IATA	SYD	50	3	0	100
Uplift	2	28/05/2015	16:30	G-GCAA	ICAO	B744	ICAO	BAW	CAA	1234	IATA	SYD	IATA	BAH	IATA	MEL	40	0		
Uplift	3	28/05/2015	16:30	G-GCAA	ICAO	B744	ICAO	BAW	CAA	1234	IATA	SYD	IATA	BAH	IATA	BAH	10	0		

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APPENDIX 2 – Example of how to report a cancelled movement

A flight was planned to depart to MXP on 30/05/2015 at 17:15 and another at 22:15. A technical problem with the aircraft resulted in the flights being cancelled. To report the cancelled flights all mandatory columns must be completed – use the same data as the planned flights but enter the Actual Runway Time (Column H) as '00:00' and enter a 'Y' into 'Was the movement cancelled? (Y or blank)' (Column AM). If the Aircraft Registration was not known this can be left blank. If more than one flight was cancelled on the same day report as above but increment the Actual Runway Time (Column H) but 1 minute per flight i.e. '00:01'.

NOTE – The worked example below is not an exact replica of the form and only shows the relevant fields for the given example.

A	B	F	H	I	J	K	M	N	Q	R	W	X	Z	AA	AE	AF	AG	AM
Row Type (Arr / Dep / Uplift)	Line No.	Actual Date (DD/MM/YYYY)	Actual Runway Time 24Hr GMT (HH:MM)	Aircraft Reg	Aircraft Code Type (ICAO)	Aircraft Type	Operator Code Type (CAA/ AOC No/ICAO/IATA)	Operator	Flight No. Prefix	Flight No.	Actual Airport Code Type (IATA / ICAO / CAA)	Actual Origin / Destinat'n	Last / Next Airport Code Type (IATA / ICAO / CAA)	Last /Next Stop	No. of Stops	Dom Pax	Int Pax	Was the movement cancelled? (Y or blank)
Departure	1	30/05/2015	00:00		ICAO	B744	ICAO	BAW	CAA	1234	IATA	MXP	IATA	MXP	1	0	0	Y
Departure	2	30/05/2015	00:01		ICAO	B744	ICAO	BAW	CAA	5678	IATA	MXP	IATA	MXP	1	0	0	Y