Airline Monthly Point to Point Guidance Notes

CAA Business Intelligence

General Instructions

This form is to be completed monthly by holders of a Type A Operating Licence, Air Transport Licence and holders of a Type B Operating Licence when at least one aircraft in the fleet is above 40 tonnes MTOW (maximum take-off weight).

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:

FLIGHT TYPES	
INCLUSIONS	EXCLUSIONS
ʃ Multi-sector operations (including operations with a technical stop en-route).	ʃ Single sector operations; ʃ Non-scheduled operations using aircraft under 40 tonnes MTOW when the operation is sole use/exempt; ʃ Positioning flights; ʃ A to A, staff ferry or training flights; ʃ Sub charter flights performed for another operator.

PASSENGER TYPES (SEE COLUMN O)	
INCLUSIONS	EXCLUSIONS
All passengers for whose transportation an air carrier receives commercial remuneration, for example: ʃ Passengers travelling under publicly available promotional offers (for example, "two-for-one") or loyalty programmes such as frequent-flyer; ʃ Passengers travelling as compensation for denied boarding; ʃ Passengers travelling on corporate discounts; ʃ Passengers travelling on preferential fares (government, seamen, military, youth, student, etc.).	ʃ Passengers travelling free; ʃ Passengers travelling at a fare or discount available only to employees of an operator or their agents; ʃ Passengers travelling on business for an operator; ʃ Infants who do not occupy a seat (less than 2 years of age).

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File Naming Instructions

	Instruction
File Naming Convention	For Excel or Comma Separated Value (CSV) files name as: **AirlinePTPnnnnnyyyymm** nnnnn is the reporting operator'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.

Form Column	Instruction
A Line Number	Enter the sequential number of the submission line 1, 2, 3 etc.
B Origin Airport Code Type (IATA/ICAO/CAA)	Specify the type code for the airport to be reported in Column C (Origin Airport). This will be IATA, ICAO or CAA.
C Origin Airport	Enter the airport of intended origin. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column B. 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; Paris (Charles de Gaulle) could be reported as IATA: CDG, ICAO: LFPG or CAA: 21036.
D Destination Airport Code Type (IATA/ICAO/CAA)	Specify the type code for the airport to be reported in Column E (Destination Airport). This will be IATA, ICAO or CAA.

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Form Column	Instruction
E Destination Airport	Enter the airport of intended destination. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column D.
F Aircraft Code Type (ICAO)	Enter ICAO.
G Aircraft Type	Enter the code for the aircraft type that operated the route. Use the ICAO code as indicated in Column F. E.g. a Boeing B747-436 would be reported as B744. NOTE: CAA and IATA aircraft codes will not be accepted.
H Charge Code (1/3/5)	Enter 1 for either your own aircraft or aircraft dry-leased in and operated under your AOC. Enter 3 for aircraft wet-leased in from another UK operator. Enter 5 for aircraft wet-leased in from a foreign operator.
I Operation Type (Scheduled/ Charter/ Government Charter)	Enter either Scheduled, Charter 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.
J Service Type (Cargo Only/Passenger)	Enter Cargo Only if the service was for the carriage of freight and/or mail only. Enter Passenger if the service was for the carriage of passengers with or without freight and/or mail. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
K Licence Type (A/B/ATL)	Enter A on each line of data if you have a Type A Operating Licence. Enter B on each line of data if you have a Type B Operating Licence. Enter ATL if you are registered in the Channel Islands or Isle Of Man. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.

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Form Column	Instruction
L Route Identifier	Enter up to 11 alphabetic and/or numeric characters by which your airline can uniquely identify a particular route. The choice of Route Identifier is left to the airline (could be the flight number). Ensure that the Route Identifier reported on the Point to Point matches the corresponding Route Identifier reported on the Sector file.
M Revenue Freight Tonnes (to 1dp)	Enter the total revenue freight load (excluding any pallets used) in tonnes to one decimal place. NOTE: Passengers' baggage is not counted as freight. Leave blank if not applicable.
N Revenue Mail Tonnes (to 1dp)	Enter the total revenue mail load in tonnes to one decimal place. Leave blank if not applicable.
O Number of Revenue Passengers Carried	Enter the total number of revenue passengers carried. (See the list of passenger types for inclusions/exclusions on page 1 of the guidance notes) NOTE: There must be at least one value in Column M, N or O for each line of data. Leave blank if not applicable.

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APPENDIX 1

Use of Intended fields:
For flights that did not operate the planned route (for example because of a diversion for weather, passenger medical emergency, airport closure etc) you should record the actual sectors operated (in Columns B-E) as well as the intended route (in Columns F-I). For flights that operate the planned route Columns F-I should be left blank.

To assist correct matching if the flight was single sector but did not operate between the intended airports (see example 1) or the flight was part of a multi-sector and a diversion was involved (see example 2) you should change the route identifier (in Column Y) by adding an alpha character at the end.

NOTE – The worked examples below are not exact replicas of the forms and only show the relevant fields for the given examples:

1) Single sector operations – the planned route for all 3 lines was BHX – LCY but only line 2 operated between the intended airports:

Sector example:

A	B	C	D	E	F	G	H	I	Y
Line Number	Sector From Airport Code Type (IATA / ICAO / CAA)	Sector From	Sector To Airport Code Type (IATA / ICAO / CAA)	Sector To	Intended From Airport Code Type (IATA / ICAO / CAA)	Intended From	Intended To Airport Code Type (IATA / ICAO / CAA)	Intended To	Route Identifier
1	IATA	BHX	IATA	LGW			IATA	LCY	CAA001A
2	IATA	BHX	IATA	LCY					CAA001
3	IATA	EMA	IATA	LCY	IATA	BHX			CAA001B

Point to point is not required for example 1.

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2) Multi-sector route with diversion. Planned route LHR – FCO – BAH – SYD but operated LHR – LIN – BAH – SYD.

Sector example:

A	B	C	D	E	F	G	H	I	Y	AD
Line Number	Sector From Airport Code Type (IATA / ICAO / CAA)	Sector From	Sector To Airport Code Type (IATA / ICAO / CAA)	Sector To	Intended From Airport Code Type (IATA / ICAO / CAA)	Intended From	Intended To Airport Code Type (IATA / ICAO / CAA)	Intended To	Route Identifier	Number of Revenue Passengers Carried
1	IATA	LHR	IATA	LIN			IATA	FCO	CAA123	100
2	IATA	LIN	IATA	BAH	IATA	FCO			CAA123	150
3	IATA	BAH	IATA	SYD					CAA123	170

Point to point example:

A	B	C	D	E	L	O
Line Number	Origin Airport Code Type (IATA / ICAO / CAA)	Origin Airport	Destination Airport Code Type (IATA / ICAO / CAA)	Destination Airport	Route Identifier	Number of Revenue Passengers Carried
1	IATA	LHR	IATA	SYD	CAA123	100
2	IATA	FCO	IATA	SYD	CAA123	50
3	IATA	BAH	IATA	SYD	CAA123	20

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3) You do not need to use the intended fields in the following type of example. All of the passengers on board were ticketed between the planned points LHR – BAH but a technical stop en-route was necessary. Both sectors operated must be reported as well as a point to point record as this did not operate as a single sector flight. To assist with matching the sector and point to point data it would be helpful to record an additional alpha to the Route Identifier in these instances.

Sector example:

A	B	C	D	E	F	G	H	I	Y	AD
Line Number	Sector From Airport Code Type (IATA / ICAO / CAA)	Sector From	Sector To Airport Code Type (IATA / ICAO / CAA)	Sector To	Intended From Airport Code Type (IATA / ICAO / CAA)	Intended From	Intended To Airport Code Type (IATA / ICAO / CAA)	Intended To	Route Identifier	Number of Revenue Passengers Carried
1	IATA	LHR	IATA	DOH					CAA123A	50
2	IATA	DOH	IATA	BAH					CAA123A	50

Point to point example:

A	B	C	D	E	L	O
Line Number	Origin Airport Code Type (IATA / ICAO / CAA)	Origin Airport	Destination Airport Code Type (IATA / ICAO / CAA)	Destination Airport	Route Identifier	Number of Revenue Passengers Carried
1	IATA	LHR	IATA	BAH	CAA123A	50

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Multi-sector service with both domestic and international ticketed passengers carried on the domestic sector.

The following example shows an operation routing LGW-MAN-YYC. The passengers were ticketed:

- 〕 LGW – MAN 50 passengers
- 〕 LGW – YYC 107 passengers
- 〕 MAN – YYC 77 passengers

To avoid duplication of Number of Flights, Aircraft Hours Flown and Available Capacity (Total Payload & Seats) enter 0 (zero) against these columns on the domestic line of data (Sector form only).

NOTE – The worked examples below are not exact replicas of the forms and only show the relevant fields for the given examples.

Sector example:

A	B	C	D	E	J	K	O	P	Q	R	Y	Z	AA	AD
Line Number	Sector From Airport Code Type (IATA / ICAO / CAA)	Sector From	Sector To Airport Code Type (IATA / ICAO / CAA)	Sector To	Aircraft Code Type (ICAO)	Aircraft Type	Number of Flights	Aircraft Hours Flown (to 1dp)	Total Payload Available in Tonnes (to 1dp)	Seats Available	Route Identifier	International / Domestic (I/D)	Total Revenue Weight (Sum of Passengers, Freight and Mail weight) Tonnes (to 1dp)	Number of Revenue Passengers Carried
1	IATA	LGW	IATA	MAN	ICAO	A320	1	0.8	16.5	297	CAA1234	I	9.1	107
2	IATA	LGW	IATA	MAN	ICAO	A320	0	0	0.0	0	CAA1234	D	4.3	50
3	IATA	MAN	IATA	YYC	ICAO	A320	1	9.5	16.5	297	CAA1234	I	15.6	184

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Point to point example:

A	B	C	D	E	F	G	L	O
Line Number	Origin Airport Code Type (IATA / ICAO / CAA)	Origin Airport	Destination Airport Code Type (IATA / ICAO / CAA)	Destination Airport	Aircraft Code Type (ICAO)	Aircraft Type	Route Identifier	Number of Revenue Passengers Carried
1	IATA	LGW	IATA	MAN	ICAO	A320	CAA1234	50
2	IATA	LGW	IATA	YYC	ICAO	A320	CAA1234	107
3	IATA	MAN	IATA	YYC	ICAO	A320	CAA1234	77