

# Airline Quarterly Hours and Flights Guidance Notes



CAA Business Intelligence

## General Instructions

This form is to be completed by AOC holders and PAOC holders that:

- ) do not operate aircraft that exceed 40 tonnes MTOW (maximum take-off weight); and hold a Type B Operating Licence, or
- ) hold a A-B (full or restricted) AOC but do not hold an Operating Licence.

Data is due 21 calendar days following the quarter end. Quarter ends are March, June, September and December.

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

AOC HOLDERS	
INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> <li>) Public transport flights</li> <li>) Sub charter flights for another operator</li> <li>) Positioning flights (including empty sectors which form part of a revenue service)</li> <li>) A-A flights (e.g. aerial surveys/ photography)</li> </ul>	<ul style="list-style-type: none"> <li>) Training flights</li> <li>) Flights purely for the carriage of your own personnel</li> <li>) Flights reported on the Airline Sector form</li> </ul>

PAOC HOLDERS	
INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> <li>) All flights operated in the course of police duties</li> </ul>	<ul style="list-style-type: none"> <li>) Training flights</li> </ul>

## File Naming Instructions

	Instruction
File Naming Convention	<p>For Excel or Comma Separated Value (CSV) files name as:</p> <p><b>AirlineQuarterlyHoursFlightsnnnnnyyyymm</b></p> <p>nnnnn is the reporting operator's 5 digit CAA code number (with leading zeroes)</p> <p>yyymm is the reporting period (where y=year and m=month 03, 06, 09 or 12)</p>

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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 Start Date (DD/MM/YYYY)	Enter a start date only if it is different from the quarter start date, e.g. if the AOC/PAOC was granted mid quarter, otherwise leave this blank.
C Stop Date (DD/MM/YYYY)	Enter a stop date only if it is different from the quarter end date, e.g. if the AOC/PAOC was suspended mid quarter or if an acquisition of aircraft over 40t MTOW mid quarter results in a change of reporting status to monthly, otherwise leave this blank.
D Aircraft Code Type (ICAO)	Enter ICAO (in upper case)
E Aircraft Type	<p>Enter the code for the aircraft type (in upper case). Use the ICAO code as indicated in Column D. E.g. A Cessna 525/525A would be reported as C525.</p> <p>Report one aircraft type per data line. Separate lines should be used to record aircraft types you operate and those you have wet-leased in.</p> <p>NOTE: CAA and IATA aircraft codes will not be accepted.</p>
F Charge Code (1/3/5)	<p>Enter 1 for either your own aircraft or aircraft dry leased in and operated under your AOC.</p> <p>Enter 3 for aircraft wet-leased in from another UK operator.</p> <p>Enter 5 for aircraft wet-leased in from a foreign operator.</p> <p>NOTE: If Charge Code 3 or 5 is reported then Columns I and J must be completed.</p>

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Form Column	Instruction
<p style="text-align: center;"><b>G</b> Aircraft Hours (1dp of an hour)</p>	<p>Enter the number of revenue aircraft hours flown (in Block Hours), to one decimal place, performed by each aircraft type in the quarter. If entering more than one flight in Column H, ensure that the total number of aircraft hours flown is calculated before rounding to one decimal place.</p> <p>E.g. 1 flight of 3 hours and 42 minutes should be entered as 3.7. 2 flights of 3 hours and 42 minutes and 3 hours and 35 minutes should be entered as 7.3.</p> <p>If an aircraft type has not been used in the quarter enter '0'.</p>
<p style="text-align: center;"><b>H</b> Number of Flights</p>	<p>Enter the number of revenue flights operated by each aircraft type in the quarter.</p> <p>Each consecutive take-off and landing constitutes one flight, any revenue 'touch and go' flights constitute two flights. Include stages flown in the course of positioning flights.</p> <p>If an aircraft type has not been used in the quarter enter '0'.</p>
<p style="text-align: center;"><b>I</b> Leased In From Code Type (ICAO/AOC Number/IATA/CAA Code)</p>	<p>Specify the type code to identify the operator from whom the aircraft was wet-leased in to be reported in Column J (Leased In From). This will be ICAO, AOC Number, IATA, or CAA.</p> <p>Leave blank if not applicable.</p>
<p style="text-align: center;"><b>J</b> Leased In From</p>	<p>Enter the operator code (UK or foreign) from whom the aircraft was wet-leased in. Use the ICAO, AOC Number, IATA or CAA (5 digit code) as indicated in Column I.</p> <p>NOTE: When using the CAA 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.</p> <p>If from a UK operator, Column F must have Charge Code 3 entered. If from a foreign operator, Column F must have Charge Code 5 entered.</p> <p>Leave blank if not applicable.</p>

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Form Column	Instruction
<p>K Leased Out To Code Type (ICAO/AOC Number/IATA/CAA Code)</p>	<p>Specify the type code to identify the operator for whom you are flying to be reported in Column L (Leased Out To). This will be ICAO, AOC Number, IATA or CAA.</p> <p>Leave blank if not applicable.</p>
<p>L Leased Out To</p>	<p>Enter the operator code (UK or foreign) for whom you are flying. Use the ICAO, AOC Number, IATA or CAA (5 digit code) as indicated in Column K.</p> <p>NOTE: When using the CAA 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.</p> <p>Column F must have Charge Code 1 entered.</p> <p>Leave blank if not applicable.</p>