Airport Monthly Summary Part 1 Guidance Notes

CAA Business Intelligence

General Instructions

This form is to be completed monthly by Airports with an annual volume of more than 15,000 terminal passengers and/or more than 3 million kilograms of cargo and by Airports completing details of Air Transport Movements on Airport Monthly Summary Part 2.

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.

File Naming Instructions

	Instruction
File Naming Convention	For Excel or Comma Separated Value (CSV) files name as: **AirportSAMPart1nnnnnyyyymm** 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, Line Numbers and Descriptions and the Worksheet Tab.

Form Column	Instruction
A Line Number	Enter the sequential number of the submission line 1, 2, 3 etc in the CSV file. This is pre-filled in the Excel file.
B Service Type Category	Enter either Commercial or Non-Commercial in the CSV file. This is pre-filled in the Excel file.

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Form Column	Instruction
C Service Type	The Commercial categories are: Air Transport Movement (Other than Air Taxi) - touchdowns or take-offs of aircraft for the commercial transport of passengers, freight or mail. All scheduled movements, including those operated empty, charter movements with a load on board and Air Taxi movements are included (provided the aircraft has a MTOW (maximum take-off weight) of at least 15,000kg <u>or</u> the aircraft is going to/from an Oil Rig / Gas Platform). NOTE: Cancelled flights should be excluded from this submission. These should only be reported on the Monthly Air Transport Movements file. Air Taxi flights (Domestic Origin/Destination) - on-demand, non-scheduled flights flown entirely within the United Kingdom, Isle of Man and Channel Islands for the commercial carriage of passengers, freight or mail, performed with aircraft with a MTOW of less than 15,000kg including helicopters (apart from those going to/from an Oil Rig / Gas Platform). Private Air Medical Ambulance flights are also to be included under this category. Air Taxi flights (International Origin/Destination) - as above but for flights with an origin or destination outside of the United Kingdom, Isle of Man or Channel Islands. Positioning flights - movements by aircraft getting into position for scheduled or charter transport flights, or returning to base after such flights, including positioning Air Taxi movements. Local flights - commercial flights undertaken for press, survey, agricultural and fisheries flying, public entertainment purposes (where the aircraft takes off and touches down at the same airport) e.g. star-gazing flights, enthusiast flights, fear of flying flights, 'Father Christmas' flights and flights performed under a Police Air Operator's Certificate. The Non-Commercial categories are: Test and Training flights - movements for the purpose of testing aircraft or for training flight crew or ground personnel. Also included in this category are demonstration flights by makers or sellers of aircraft and aviation equipment. Aero Club instructional flights are not included in this category. Touch and go operations are counted as two movements. NOTE: (for the csv format) 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
C Service Type (continued)	The Non-Commercial categories are (continued): Other Non-Commercial Flights by Air Transport Operators - non-revenue earning movements by air transport operators or manufacturers for the sole purpose of moving their own personnel or stores from one place to another for delivery, refuelling or maintenance of empty aircraft. Air transport flights forced to return to base by bad weather, engine failure or other causes are also to be included. Aero Club flights - movements operated by aero club members for instruction or pleasure. Touch and go operations are counted as two movements. Business Aviation flights (Domestic Origin/Destination) - the operation or use of aircraft owned by companies conducting their own business (e.g. aircraft owned and operated by Shell or Ford) flown entirely within the United Kingdom, Isle of Man and Channel Islands. These flights are not for public hire. Business Aviation flights (International Origin/Destination) – as above but for flights with an origin or destination outside of the United Kingdom, Isle of Man or Channel Islands. Other Non-Commercial flights by Private Operators - movements for purely non-commercial purposes by private owners or other private aircraft operators, excluding Aero Club movements. Official and Diplomatic flights - movements for official purposes (excluding Air Transport Movements) by British or foreign civil Government Departments such as NHS Air Ambulance and movements by aircraft of the Civil Aviation Authority's Flight Calibration Services. Military flights - movements exclusively for military purposes using military aircraft. Military movements at military airfields are not included in these statistics.
D Arrivals	Enter the total number of Arrivals for the data month against each of the Commercial and Non-Commercial categories in Column C.
E Departures	Enter the total number of Departures for the data month against each of the Commercial and Non-Commercial categories in Column C.