

Airline Quarterly Fleet Guidance Notes



CAA Business Intelligence

General Instructions

This form is to be completed 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 quarter end. Quarter ends are March, June, September and December.

All aircraft operated under your Air Operator's Certificate should be included, and recorded by type of aircraft. This means that data for each make and model of aircraft should be reported on one line of the form.

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.

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	<p>For Excel or Comma Separated Value (CSV) files name as:</p> <p>AirlineQuarterlyFleetnnnnnyyyymm</p> <p>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 03, 06, 09 or 12)</p> <p>This file naming convention must be used or the file will be returned.</p>

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 Aircraft Code Type (ICAO)	Enter ICAO.

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Form Column	Instruction
<p style="text-align: center;">C Aircraft Type</p>	<p>Enter the code for the aircraft type. Use the ICAO code as indicated in Column B. E.g. a Boeing B747-436 would be reported as B744.</p> <p>NOTE: CAA and IATA aircraft codes will not be accepted.</p>
<p style="text-align: center;">D Service Type (Cargo Only / Passenger Cargo Mix / Passenger)</p>	<p>This refers to the air transport uses for which each aircraft make and model is built. Report one of these codes:</p> <p>Cargo Only – Aircraft built to carry freight loads only.</p> <p>Passenger Cargo Mix – Aircraft readily convertible to carry all-freight loads or regular passenger loads on the main deck.</p> <p>Passenger – Aircraft built primarily for passenger transport.</p> <p>NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.</p>
<p style="text-align: center;">E Number In Fleet At Beginning Of Quarter</p>	<p>Enter the number of aircraft in the fleet at the beginning of the quarter.</p> <p>NOTE: this must equal the number of aircraft reported in Column H in the previous quarter's form.</p>
<p style="text-align: center;">F Number Acquired During Quarter</p>	<p>Enter the number of aircraft acquired during the quarter.</p>
<p style="text-align: center;">G Number Disposed Of During Quarter</p>	<p>Enter the number of aircraft disposed of during the quarter.</p>
<p style="text-align: center;">H Number In Fleet At End Of Quarter</p>	<p>Enter the number of aircraft in the fleet at the end of the quarter.</p> <p>This must equal the number reported in Column E plus Column F minus Column G.</p>
<p style="text-align: center;">I Number Of Installed Passenger Seats (Minimum)</p>	<p>Enter the minimum number of installed passenger seats for each type of aircraft.</p>

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Form Column	Instruction
<p style="text-align: center;">J Number Of Installed Passenger Seats (Maximum)</p>	<p>Enter the maximum number of installed passenger seats for each type of aircraft.</p>
<p style="text-align: center;">K Average Maximum Take- off Weight In Tonnes (to 1dp)</p>	<p>Enter the average maximum take-off weight for each type of aircraft according to the Certificate of Airworthiness. Aircraft weight should be reported in metric tonnes to one decimal place.</p>
<p style="text-align: center;">L Aircraft Days Available</p>	<p>For each data line report the sum of individual aircraft availability during the quarter. E.g. if there were 92 days in the quarter the “days available” for 4 aircraft could be: 2 aircraft available for 92 days, 1 aircraft available for 50 days, 1 aircraft available for 60 days equalling a total of 294 aircraft days available.</p> <p>The following days should be excluded from “days available”:</p> <ul style="list-style-type: none">) Damp or wet-leased in aircraft.) Dry leased out.) Days between date of acquisition and the date actually placed in service.) Days after last revenue flight prior to disposal.) Days out of service due to a major accident or conversion.) Days when an aircraft is in the possession of others or not available because of government action such as grounding by government regulatory agencies. <p>All other days (including days required for maintenance or overhaul) should be included as “days available”.</p>
<p style="text-align: center;">M Remarks</p>	<p>Record any relevant remarks. For example record the dates a particular aircraft (identified by its registration) was acquired or disposed of.</p>