Civil Aviation Authority
Aviation Statistics (AvStats)
User Guide

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CAA AVIATION STATISTICS

Useful Contacts

CAA Portal account	Name Flight Data	Tel 020 7453 6400	Email AvStatsSupplierEnquiry@caa.co.uk
Submission schedule queries			
XML templates			
Data issues			
Guides and Submission templates	http://www.caa.co.uk/Data-and-analysis/UK-aviation-market/AvStats-project/Guides-and-submissions/		

Accessing AvStats

CAA Portal

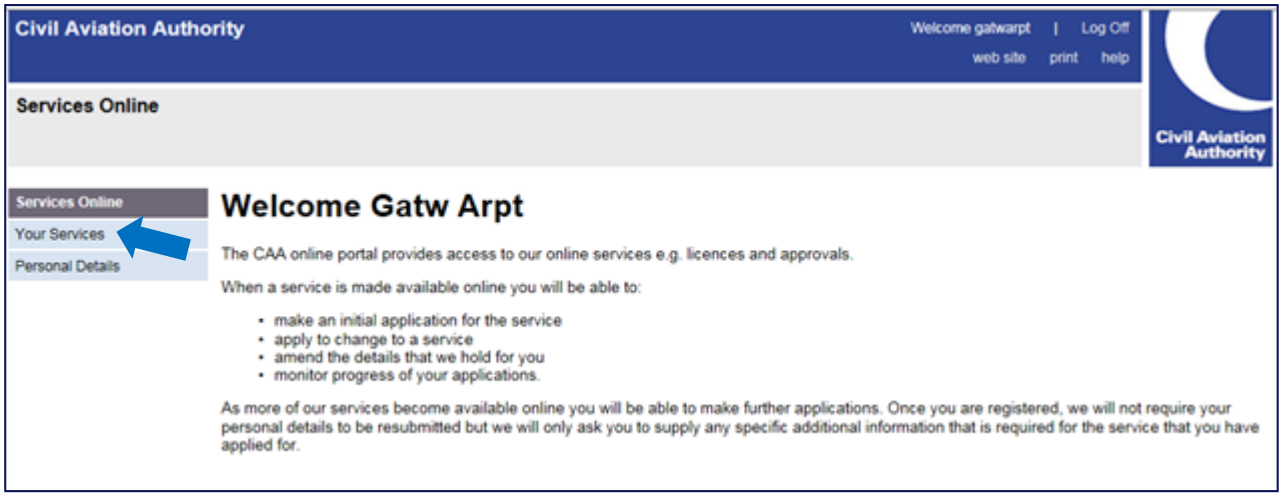
1 The Aviation Statistics (AvStats) system is accessed via the CAA Portal at https://portal.caa.co.uk/.

2 Please Note: You may not have been granted permission to use all the services available via the CAA Portal.

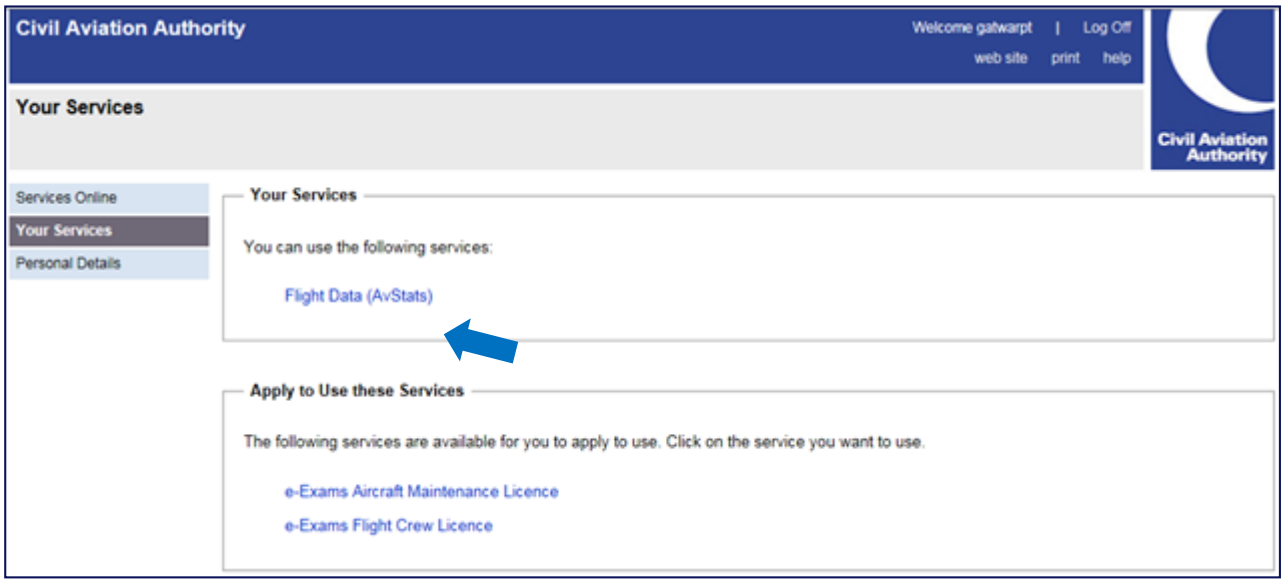
3 If you do not have a Portal account you should contact a member of the flight data team.

4 Once you have entered your log-in details, click 'Sign In'

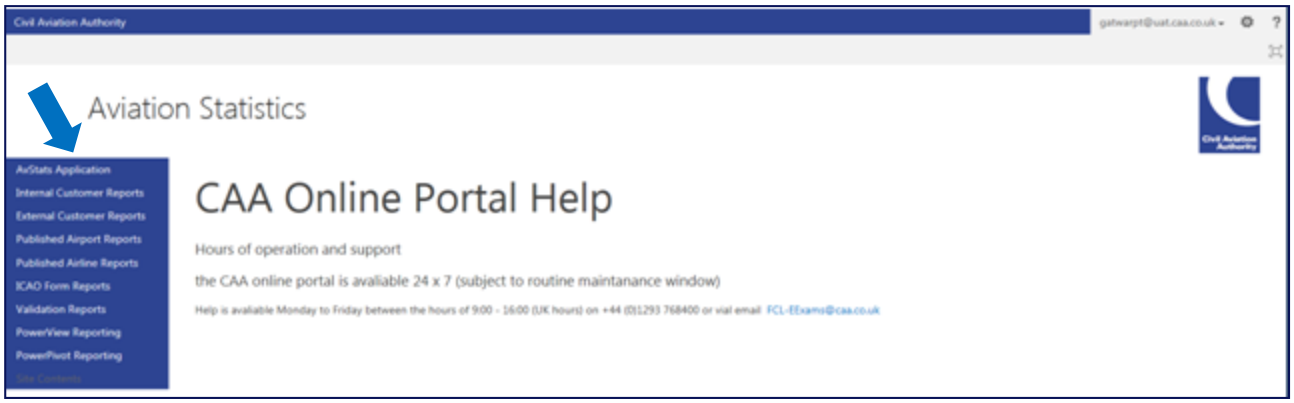
'Your Services'



‘Flight Data (AvStats)’

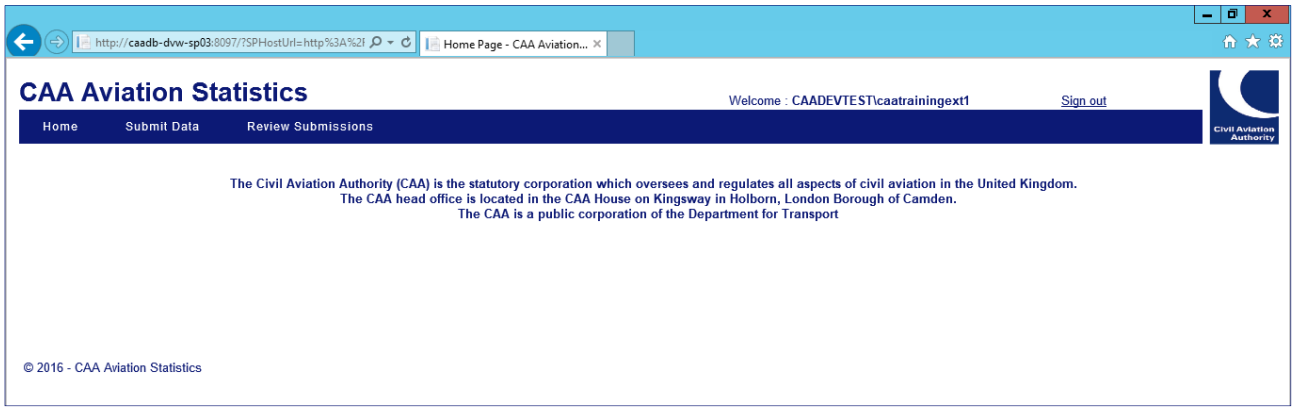


‘AvStats Application’



Aviation Statistics Home Page

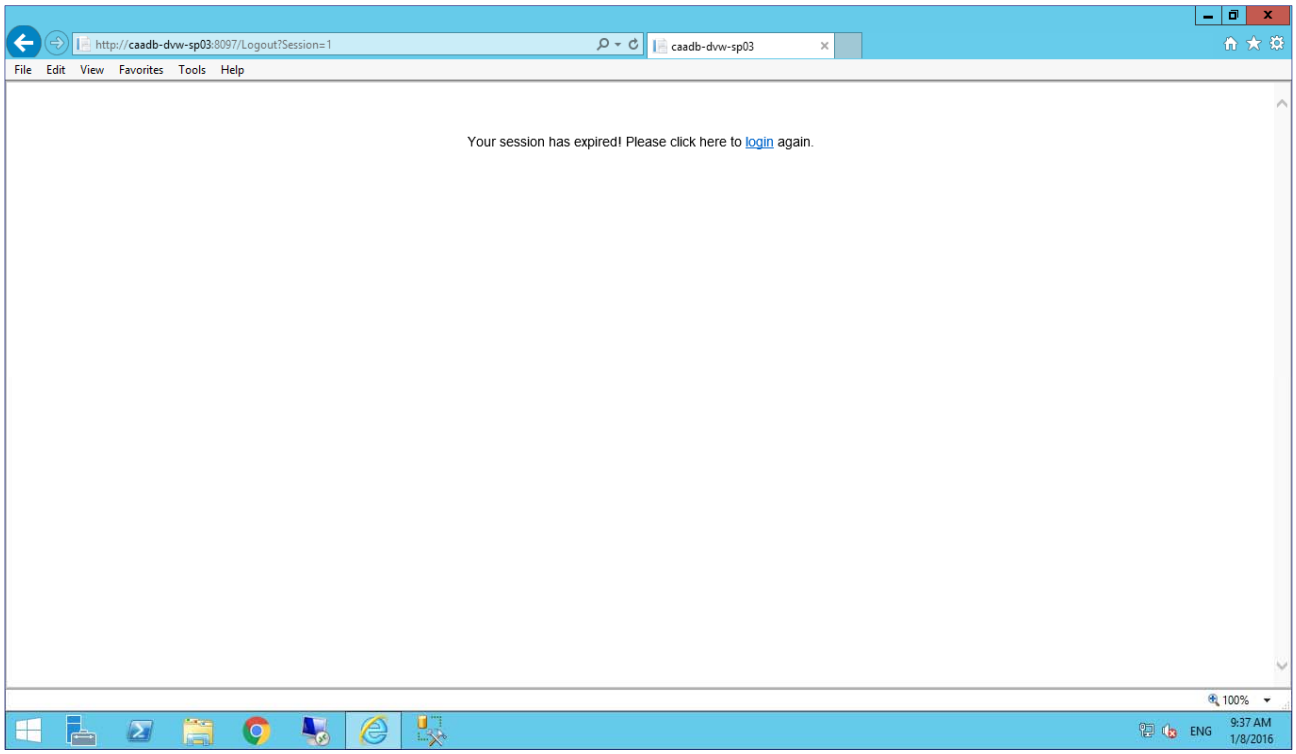
5 This is the home screen for the AvStats system. To return to this screen at any time press the ‘Home’ button.



6 The ‘Submit Data’ button is used to submit your submissons.

7 The ‘Review Submissions’ button allows you to review the status of your submissions.

8 To log out at any time click the ‘Sign out’ link. The screen below will be displayed. This screen is also displayed after a loing period of inactivity.

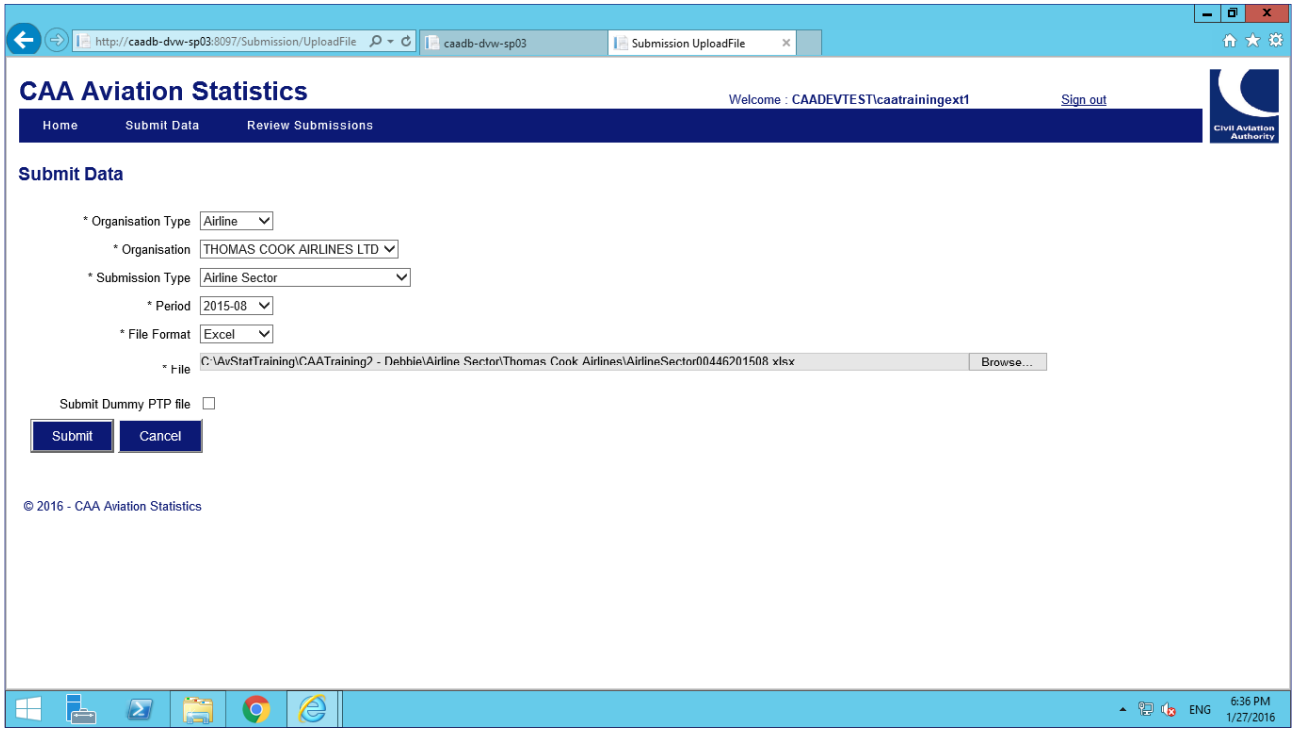


Submissions

Submitting Data

9 To submit data, click ‘Submit Data’.

10 Then select the relevant options.



11 Please Note: The drop down menus will be tailored to you and your particular organisation(s) based on your log-on account details and a ‘Submission Schedule’ created by the CAA. Data cannot be submitted unless it has been included in the ‘Submission Schedule’. If you believe your ‘Submission Schedule’ is wrong you should contact a member of the Flight Data Team.

12 The fields are:

Organisation Type: The options are ‘Airline’ and ‘Airport’. If you are submitting on behalf of an airline only, then ‘Airline’ will be the only option available in the drop down menu.

Organisation: The drop down menu will only show the organisation(s) you are responsible for. For most people there will only be one organisation listed.

Submission Type: The drop down menu will only show the type of submissions expected from the organisation selected in the previous field. .

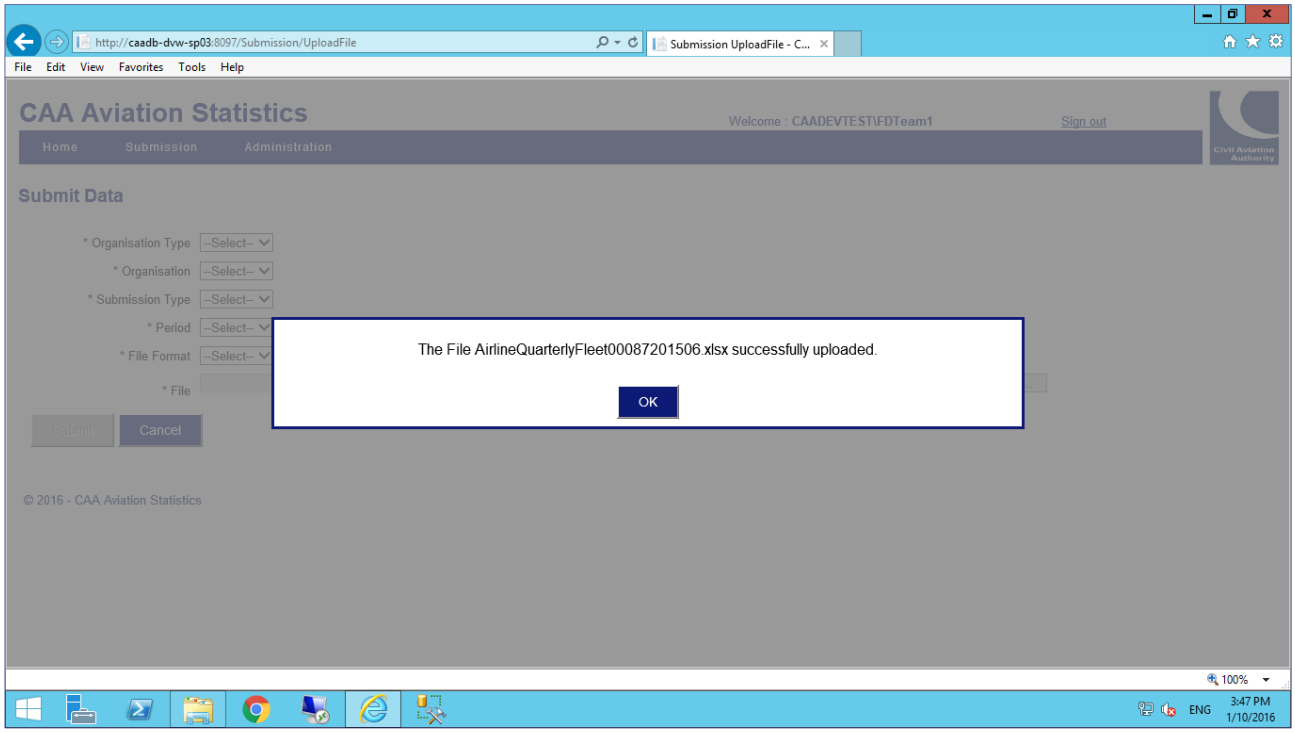
Period: Only those submissions which are outstanding will be displayed as options.

File Format: This can be .csv or .xls only. Some submissions can be accepted in XML (.xsd) but specific templates must be used.

File: To attach the submission file, click the 'browse' button and navigate to the relevant folder.

13 Then click the 'Submit' button. The 'Submit' button will be greyed out until a file is attached.

14 If the details selected from the drop down menus and the file attachment match then you will get a message that the file has been uploaded:



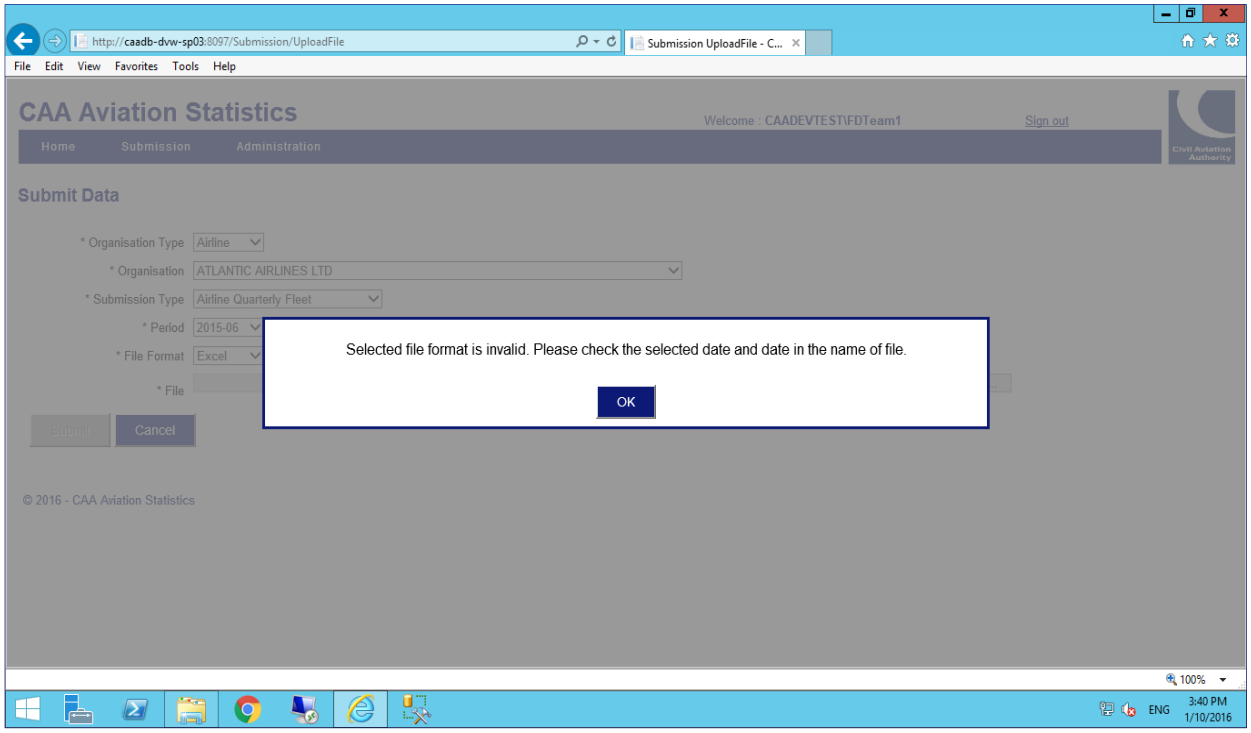
15 It is important to remember:

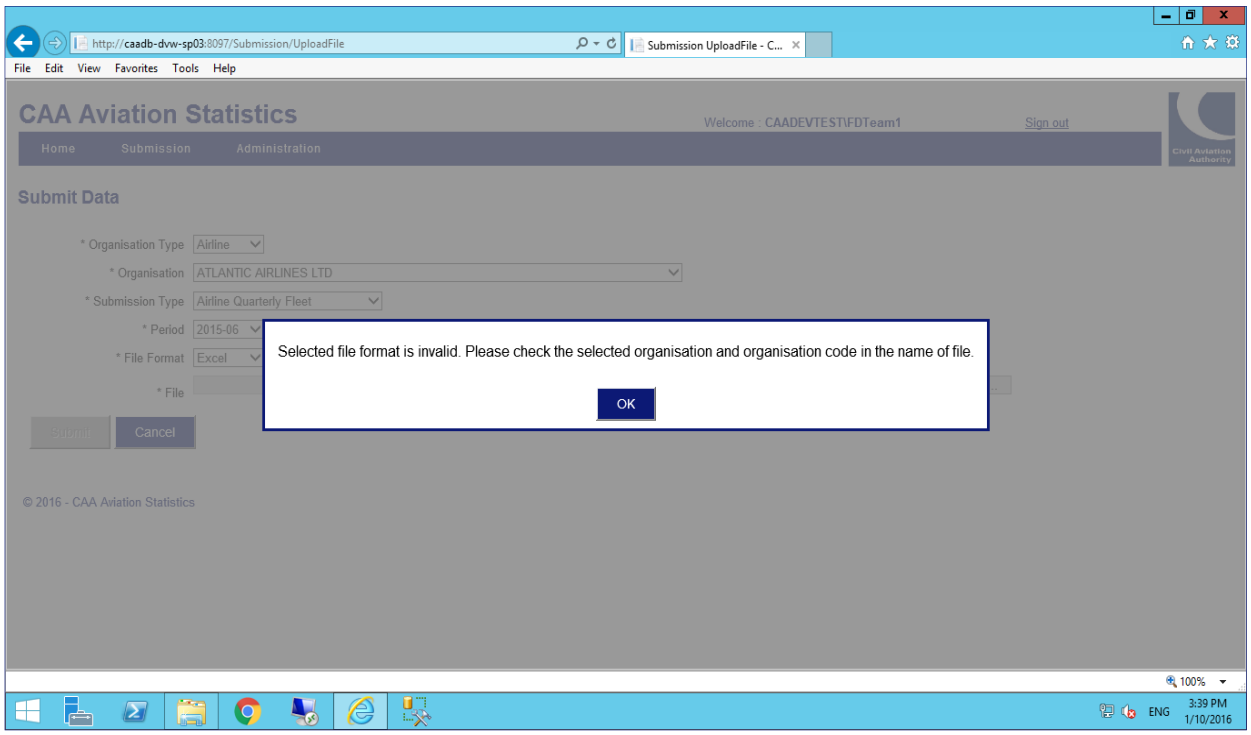
a) The file naming convention must be in the correct format. For more details on this visit the CAA website.

For example, the file name for Atlantic Airlines' Quarterly Fleet submission for the June 2015 quarter will be "AirlineQuarterlyFleet00087201506" where 00087 is the CAA code for Atlantic Airlines and 201506 is the submission period.

b) The File Format must match the extension of the file you are submitting.

16 If any of the details don't match, or are wrong, the file will not be uploaded and a message will be displayed pointing you to the error that needs correcting. A few examples are shown below.


http://caadb-dvw-sp03:8097/Submission/UploadFile
Submission UploadFile - C...
File Edit View Favorites Tools Help
CAA Aviation Statistics
Welcome : CAADEVTEST\FDTeam1
Sign out
Home
Submission
Administration
Submit Data
* Organisation Type
Airline
* Organisation
ATLANTIC AIRLINES LTD
* Submission Type
Airline Quarterly Fleet
* Period
2015-06
* File Format
Excel
* File
Submit
Cancel
© 2016 - CAA Aviation Statistics
Selected file format is invalid. Please check the selected date and date in the name of file.
OK
100%
ENG
3:40 PM
1/10/2016


http://caadb-dvw-sp03:8097/Submission/UploadFile
Submission UploadFile - C...
File Edit View Favorites Tools Help
CAA Aviation Statistics
Welcome : CAADEVTEST\FDTeam1
Sign out
Home
Submission
Administration
Submit Data
* Organisation Type
Airline
* Organisation
ATLANTIC AIRLINES LTD
* Submission Type
Airline Quarterly Fleet
* Period
2015-06
* File Format
Excel
* File
Submit
Cancel
© 2016 - CAA Aviation Statistics
Selected file format is invalid. Please check the selected organisation and organisation code in the name of file.
OK
100%
ENG
3:39 PM
1/10/2016

Data validation

17 Once the file has been uploaded the system will carry out some validation of the data focusing on:

- very basic rules e.g. are all the mandatory fields completed, is the data in the alpha/numeric format expected;
- reference data checking e.g. does the airport/operator/aircraft code you have used exist; and
- the application of straightforward business rules e.g. do the number of passengers carried exceed the seats available, do the number and type of aircraft match what is on the operator's AOC, if a movement is intra UK/IoM/CI then it must be a Domestic flight.

18 If any records fail validation, the whole submission will be rejected. Go to Point 26 for more information.

19 If a file passes validation, the system will then apply complex logic which may lead to records being flagged for investigation by the CAA. For example a warning might be raised if there was a substantial increase/decrease in traffic compared to the previous month/year.

20 At this stage the CAA may:

- over-ride the warning;
- amend the data, liaising with you as necessary; or
- reject the whole submission back to you for correction.

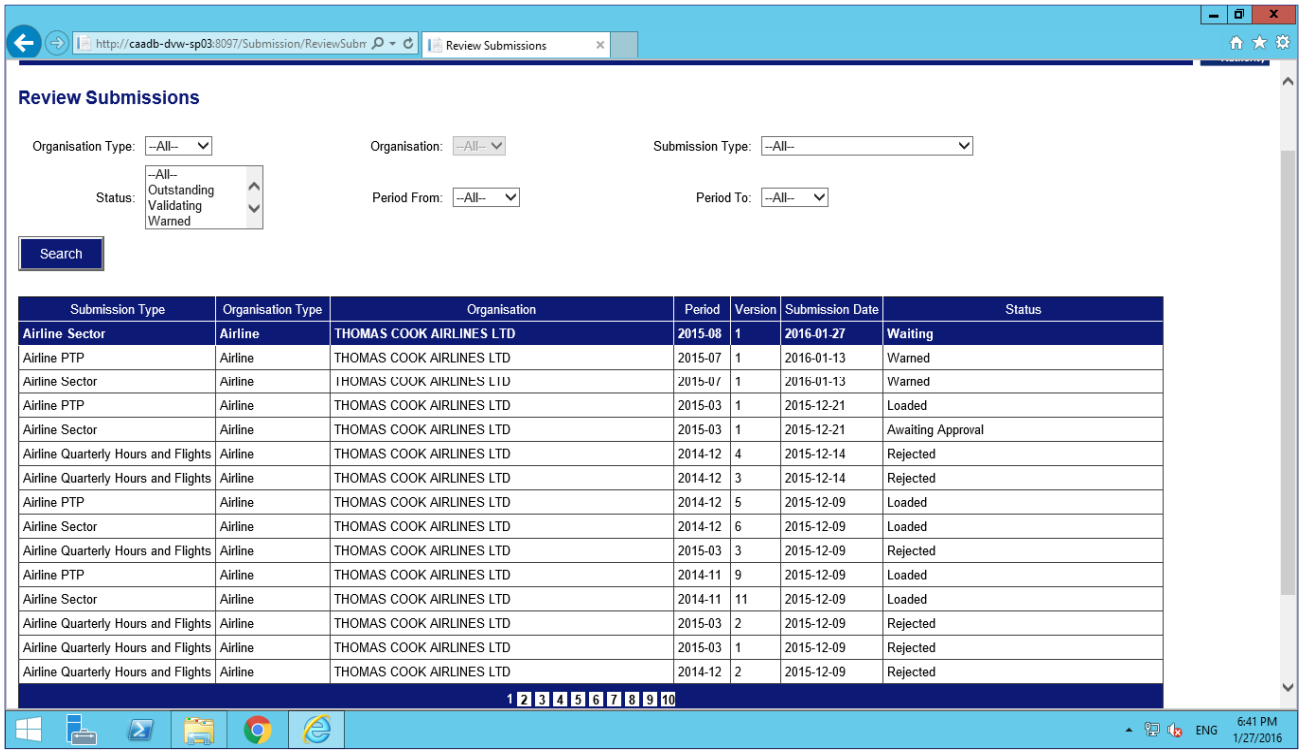
Reviewing Submissions

21 You will need to review your submission(s) if, for example, you have received an email to say the submission has been rejected.

22 Once you have clicked on the ‘Review Submissions’ button, a list of all the submissions you have made will be displayed.

23 The submissions can then be filtered using the ‘Submission type’, ‘Status’ or ‘Period From/To’ drop down menus.

24 Submissions can also be sorted by ascending/descending order by clicking on the small triangle at the side of the column headers.



25 The ‘Status’ options are:

Outstanding – All submissions that have not been successfully uploaded. The ‘View Message’ button is not available.

Validating – When a file is successfully uploaded it is initially set to ‘Validating’. Depending on the file size and system traffic, this process might take in excess of an hour. The ‘View Message’ button is not available.

Warned – When records within a file are flagged for the CAA to investigate potential issues. You cannot view these ‘warnings’ however if the whole submission is rejected and sent back to you for correction the reason for the rejection will be made clear.

Rejected - If a submission fails the mandatory field checks, reference data checks, straightforward business rules or a CAA review. The 'View Message' button will be available.

Accepted – When a submission passes all the checks and is ready to pass into the 'Data Warehouse' from which Reports and Queries are run. The uploading to the Data Warehouse is an automated process that occurs (at least) twice a day. The 'View Message' button is not available.

Loaded - When a submission is loaded into the Data Warehouse and the data can be included in Reports and Queries. The 'View Message' button is not available.

Awaiting Approval – The CAA has the ability to remove a Submission from the Data Warehouse but it would not expect to do this unless there were exceptional circumstances. The 'View Message' button is not available.

Waiting – This is only applicable to Sector and Point-to-Point submissions as they must be uploaded to the Data Warehouse at the same time. So if only one of the submissions has been successfully uploaded and passed the automated checks it is set to 'Waiting'. Once the other submission reaches the same stage the cross-validation process can then be completed before both submissions are uploaded into the Data Warehouse.

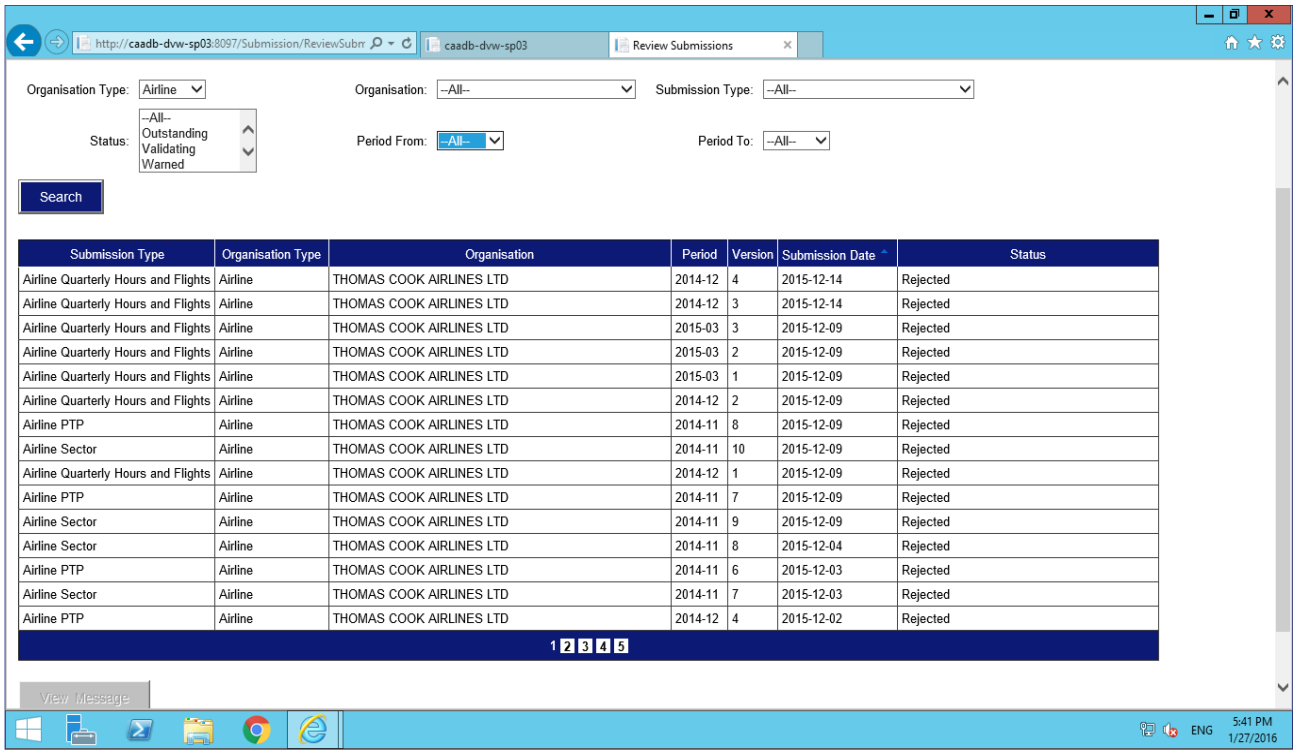
Viewing rejected submissions

26 A submission will be automatically rejected if the mandatory fields are not filled in, if reference data is not correct or if business rules are not met. A submission may also be rejected manually by the CAA after the application of complex logic checks. Any rejection of a submission will trigger an automated email message. This will tell you what submission form this relates to and what period it is for.

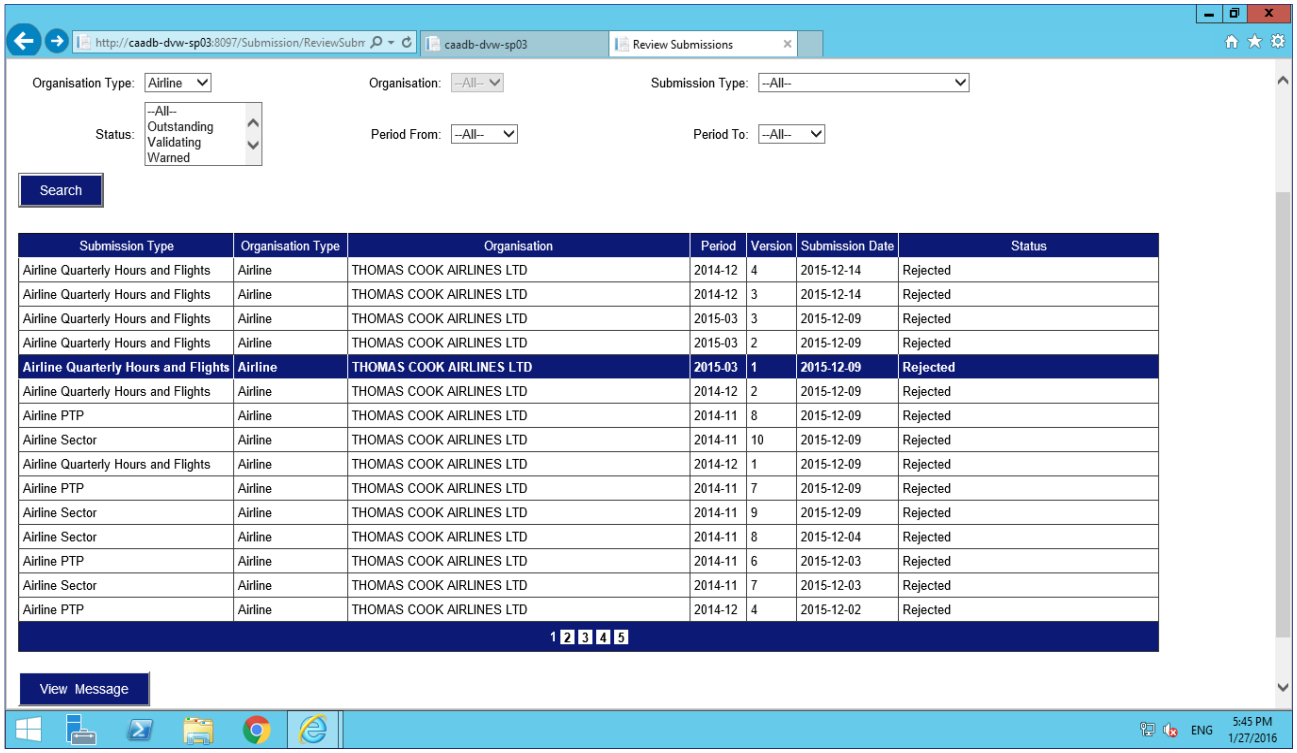
27 To review why a submission has been rejected you will need to be logged into the AvStats system (via the CAA Portal).

28 After clicking on the 'Review submission' button, you can use the 'Status' drop down menu to filter to 'Rejected' submissions.

29 The screen below shows rejected submissions for THOMAS COOK AIRLINES LTD (Please note this is for illustrative purposes only and the submission types below are not necessarily representative of this Operator.



30 Once you have clicked on the submission you want to review, the line will go dark blue and the 'View Message' button will be accessible.



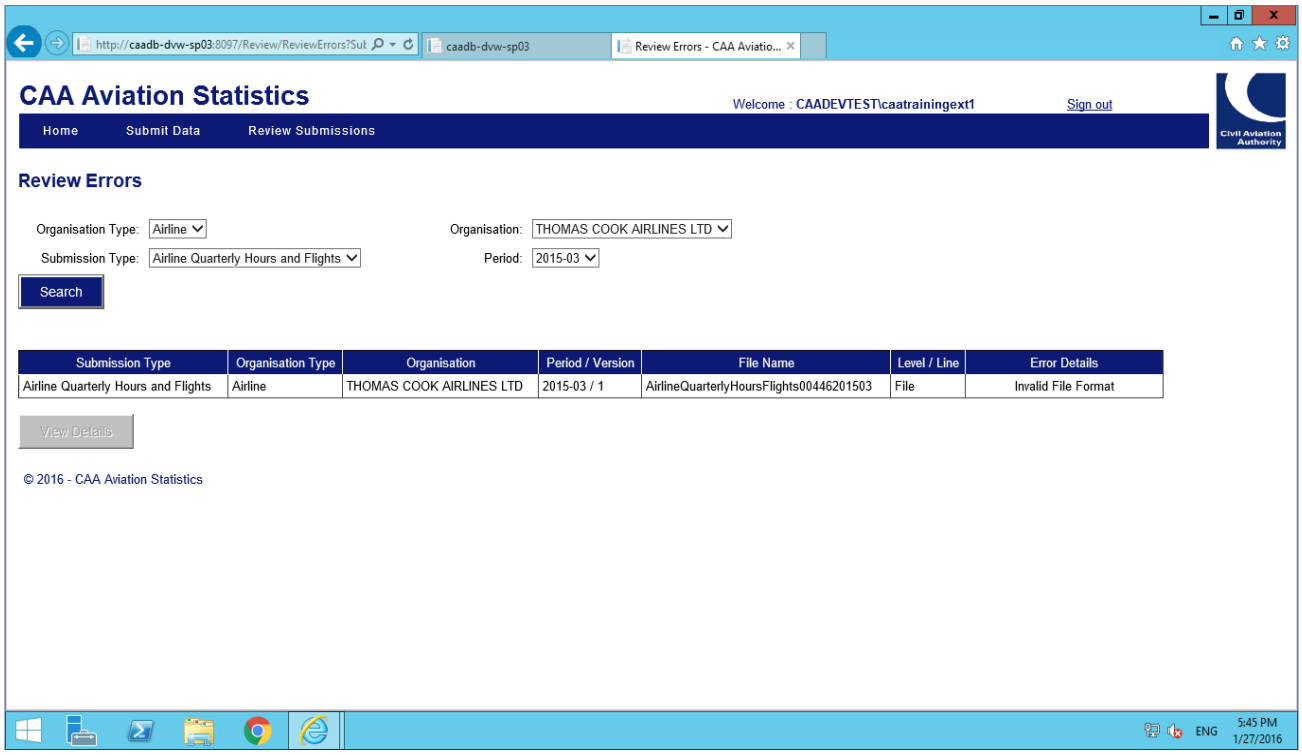
31 Clicking on the ‘View Message’ button will open the ‘Review Errors’ page.

Reviewing errors

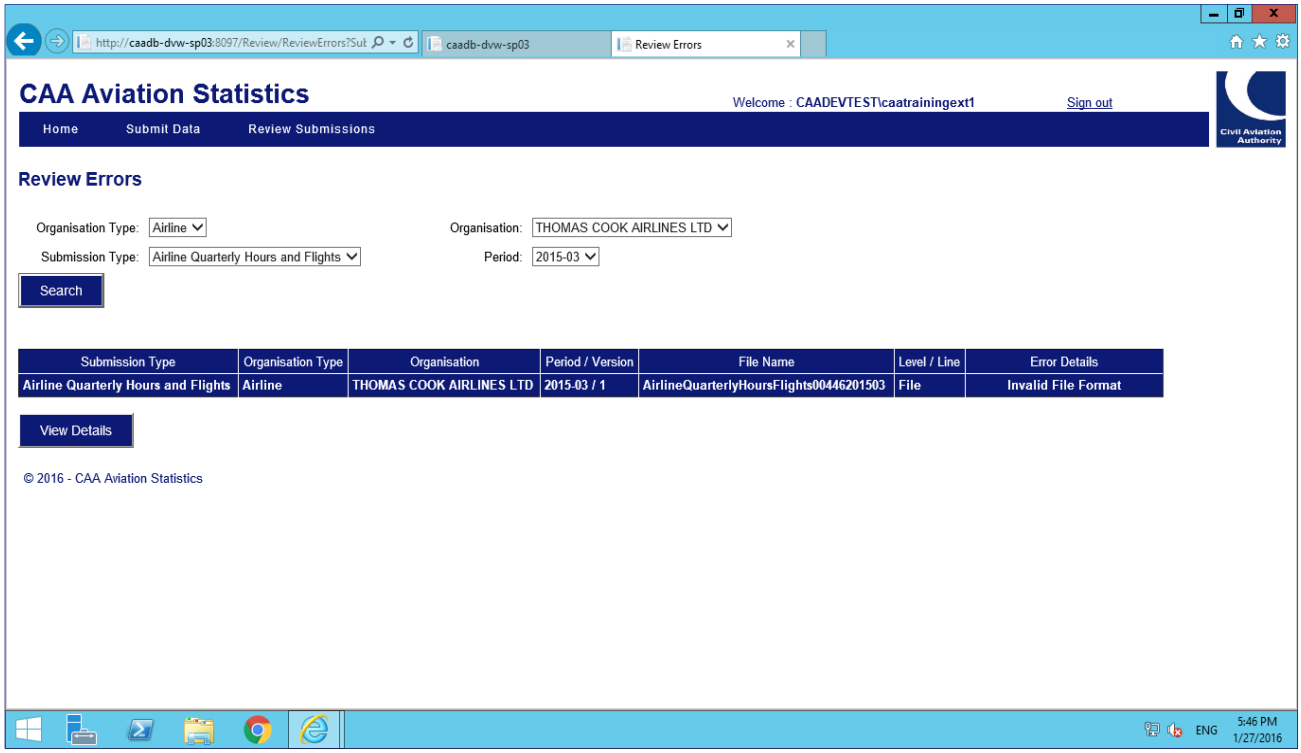
32 Errors are listed against the specific line of data within a submission; and identified by the Record number.

33 Some errors are applicable to the whole file e.g. If there are mandatory fields missing or a field is in the incorrect format.

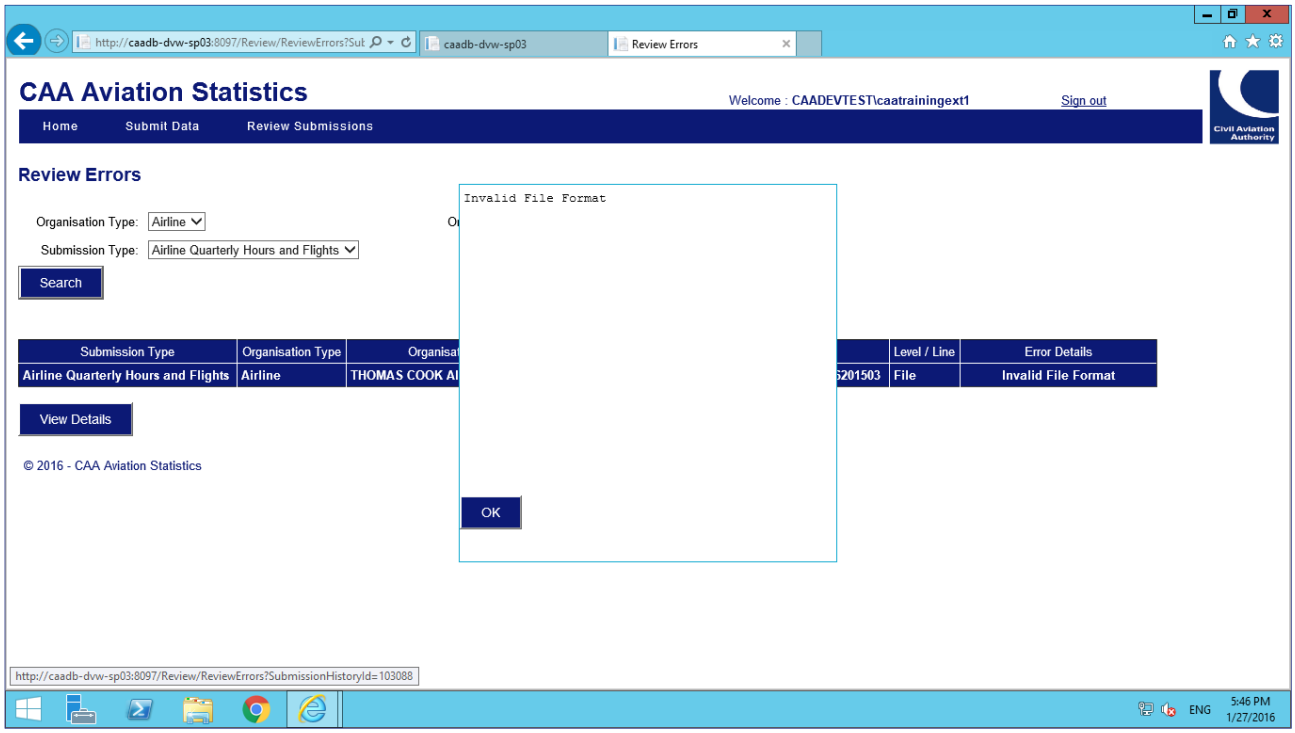
34 If there are multiple errors within a single line of data they will all be included against the same Record number.



35 To get more information about the error(s), click on the relevant line (it will go dark blue) and then the ‘View Details’ button (which is now active).



36 The error(s) will be displayed in a ‘message’ box.



37 Using this information you should correct your copy of the submission. As the submission has been rejected the CAA will not hold a copy of it.

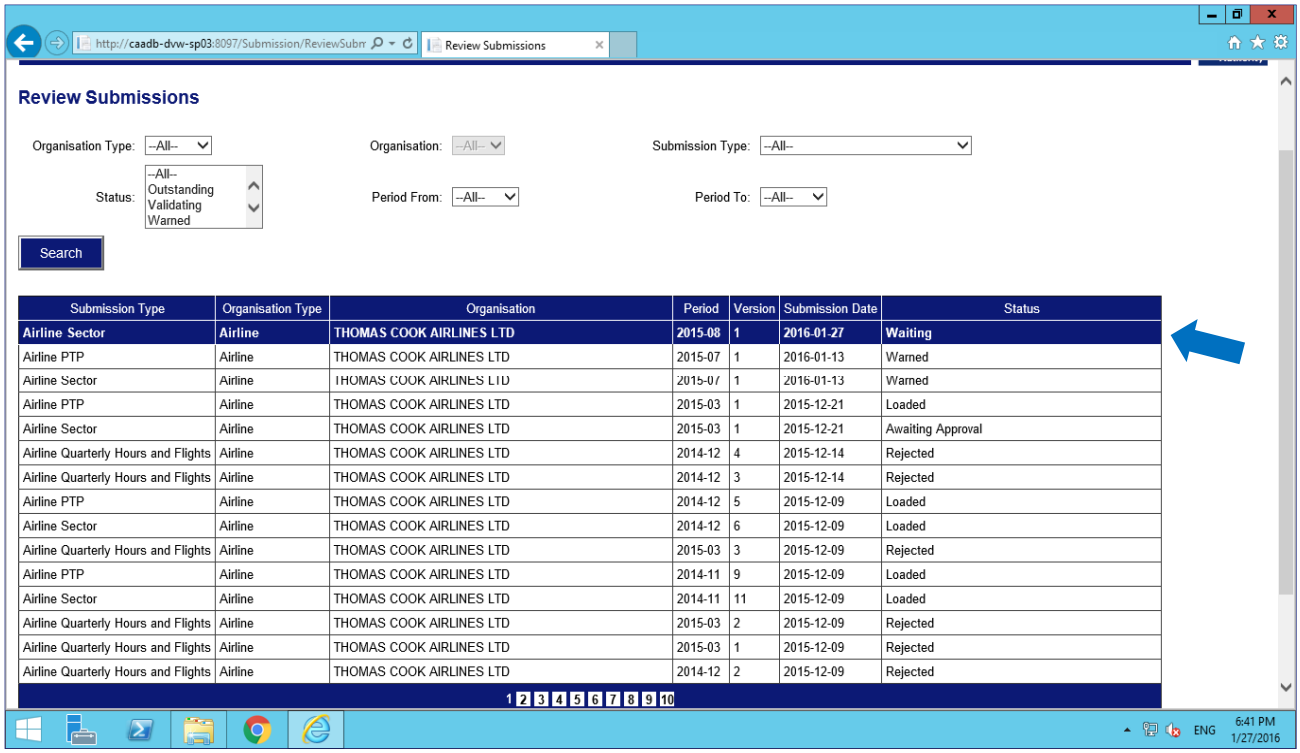
38 Once you have corrected all the errors in the submission it should be resubmitted. The system will record this by allocating version numbers to the submission.

39 There is no limit to the amount of times a submission can be submitted and then rejected. But until such time as a submission has been successfully uploaded the system will record the information as outstanding and you will receive Reminders/Chasers for it.

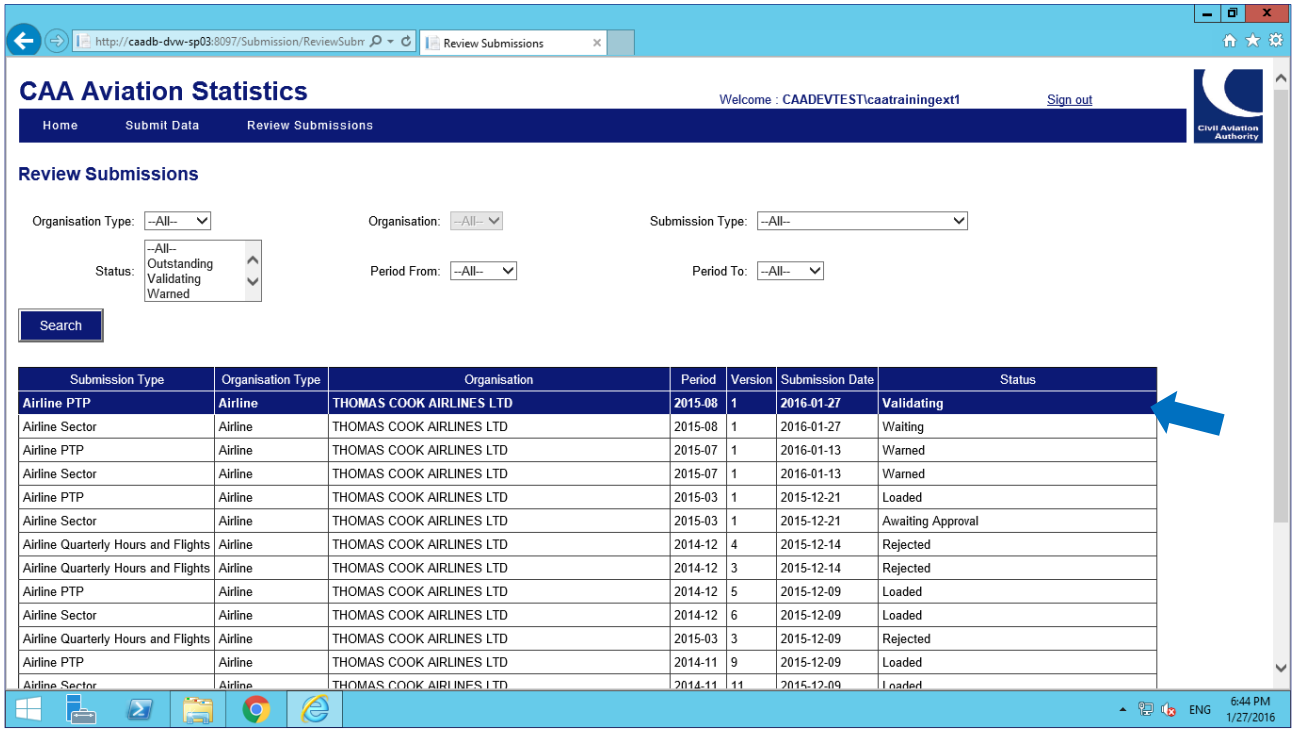
Reviewing a Airline Sector and Airline PTP submission

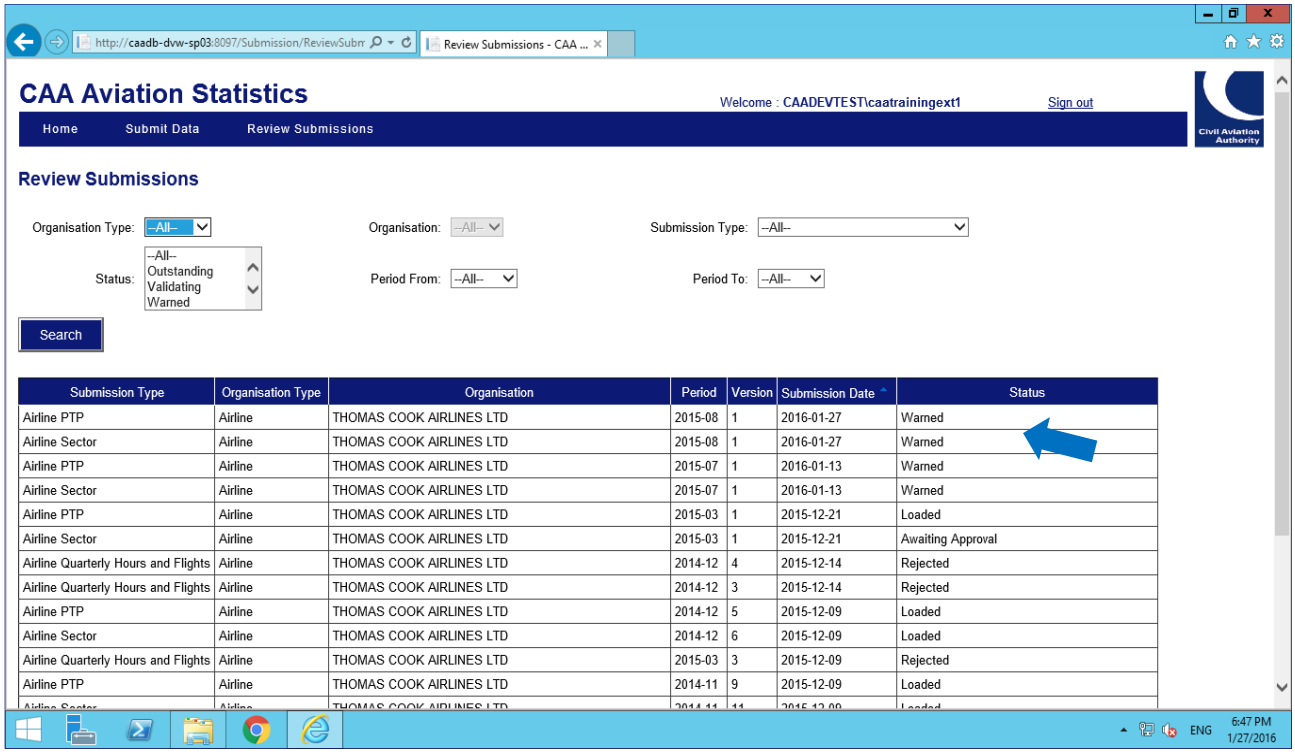
The screen shot below shows the Airline Sector submission that was submitted for 201508.

NOTE: The submission is 'Waiting'. This is because stage 1 and 2 validation checks have been carried out, but the submission will not proceed to stage 3 until the PTP has been successfully submitted.



This screenshot shows the 'Airline PTP' has now been submitted for the same period as the 'Airline Sector'. The 'Airline Sector' is still 'Waiting' and the 'Airline PTP' is 'Validating'.



This screen shot shows that stage 3 validation checks have been carried out on both submissions, however both the ‘Airline PTP’ and the ‘Airline Sector’ have failed at stage 3 and have ‘Warned’.

NOTE: If one of the submissions had been ‘Rejected’ at stage 2 or ‘Warned’ at stage 3 and the other was still at ‘Waiting’, the one at ‘Waiting’ would not change status until the other had been successfully resubmitted and passed stage 2 and 3 checks. The one at ‘Waiting’ cannot be amended.