

Airline Monthly Sector 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 (SEE COLUMN O)	
INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none">) Public transport flights;) Sub charter flights for another operator;) Flights with a technical stop en-route.) Positioning flights (including empty sectors which form part of a revenue service). 	<ul style="list-style-type: none">) Training flights;) Staff Ferry flights;) If operated with individual paying passengers on board but airline have operated flight 'as donation';) If A - A because flight had to return to base for technical reasons;) Flights where the aircraft takes off and lands at the same airport for the following types: Northern Lights, Fear of Flying, Father Christmas etc;) Flights reported on the Quarterly Airline Hours and Flights Form.

PASSENGER TYPES (SEE COLUMN AD)	
INCLUSIONS	EXCLUSIONS
<p>All passengers for whose transportation an air carrier receives commercial remuneration, for example:</p> <ul style="list-style-type: none">) Passengers travelling under publicly available promotional offers (for example, "two-for-one") or loyalty programmes such as frequent-flyer;) Passengers travelling as compensation for denied boarding;) Passengers travelling on corporate discounts; 	<ul style="list-style-type: none">) Passengers travelling free;) Passengers travelling at a fare or discount available only to employees of an operator or their agents;) Passengers travelling on business for an operator;) Infants who do not occupy a seat (less than 2 years of age).

Airline Monthly Sector Guidance Notes



CAA Business Intelligence

) Passengers travelling on preferential fares (government, seamen, military, youth, student, etc.).	
---	--

File Naming Instructions

	Instruction
File Naming Convention	<p>For Excel or Comma Separated Value (CSV) files name as:</p> <p>AirlineSectornnnnnyyyymm</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)</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 Sector From Code Type (IATA/ICAO/CAA)	Specify the type code for the airport to be reported in Column C (Sector From). This will be IATA, ICAO or CAA.
C Sector From	<p>Enter the airport code from which the aircraft departed. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column B.</p> <p>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.</p> <p>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.</p> <p>In the case of a diversion, report the actual airport of operation.</p>

Airline Monthly Sector Guidance Notes



CAA Business Intelligence

Form Column	Instruction
D Sector To Code Type (IATA/ICAO/CAA)	Specify the type code for the airport to be reported in Column E (Sector To). This will be IATA, ICAO or CAA.
E Sector To	Enter the airport code where the aircraft completed the sector. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column D. In the case of a diversion, report the actual airport of operation.
F Intended From Code Type (IATA/ICAO/CAA)	In the case of a diversion, specify the type code for the airport to be reported in Column G (Intended From). This will be IATA, ICAO or CAA. If there has been no diversion, leave this blank.
G Intended From	In the case of a diversion, enter the intended departure airport. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column F. If there has been no diversion, leave this blank. For examples of the correct use of this column see Appendix 1.
H Intended To Code Type (IATA/ICAO/CAA)	In the case of a diversion, specify the type code for the airport to be reported in Column I (Intended To). This will be IATA, ICAO or CAA. If there has been no diversion, leave this blank.
I Intended To	In the case of a diversion, enter the intended arrival airport. Use the IATA, ICAO or CAA (5 digit) code as indicated in Column H. If there has been no diversion, leave this blank. For examples of the correct use of this column see Appendix 1.
J Aircraft Code Type (ICAO)	Enter ICAO.
K Aircraft Type	Enter the code for the aircraft type that operated the sector. Use the ICAO code as indicated in Column J. E.g. a Boeing B747-436 would be reported as B744. NOTE: CAA and IATA aircraft codes will not be accepted.

Airline Monthly Sector Guidance Notes



CAA Business Intelligence

Form Column	Instruction
<p>L Charge Code (1/3/5)</p>	<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>It is important to select the correct Charge Code for the operation as this affects the variable charges.</p> <p>NOTE: If Charge Code 3 or 5 is reported then Columns S and T must be completed.</p>
<p>M Operation Type (Scheduled/ Charter/ Government Charter)</p>	<p>Enter either Scheduled, Charter or Government Charter.</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>N Service Type (Cargo Only/Passenger)</p>	<p>Enter Cargo Only if the service was for the carriage of freight and/or mail only.</p> <p>Enter Passenger if the service was for the carriage of passengers with or without freight and/or mail.</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>O Number of Flights</p>	<p>For Scheduled operations enter the number of flights for the sector reported. Include in the same line any related empty Scheduled sectors.</p> <p>For Charter and Government Charter operations enter the number of revenue flights on which passengers, freight or mail were carried.</p> <p>NOTE: Enter on a separate line any Charter or Government Charter positioning flights.</p> <p>See the list of flight types for inclusions/exclusions on page 1 of the guidance notes.</p>

Airline Monthly Sector Guidance Notes



CAA Business Intelligence

Form Column	Instruction
<p>P Aircraft Hours Flown (to 1dp)</p>	<p>Enter the number of revenue aircraft hours flown (in Block Hours), to one decimal place. If entering more than one flight in Column O, 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, the total hours flown of 7 hours and 17 minutes should be entered as 7.3.</p>
<p>Q Total Payload Available in Tonnes (to 1dp)</p>	<p>Enter the total number of tonnes available, to one decimal place, for the carriage of passengers (including baggage), freight and mail. This also applies to positioning flights (including empty sectors which form part of a revenue service).</p> <p>If entering more than one flight in Column O, ensure that the total amount of payload is calculated before rounding to one decimal place.</p> <p>E.g. 1 flight with 13080kg payload available should be entered as 13.1 tonnes. 30 flights with 13080kg payload available per flight should be entered as 392.4 tonnes.</p>
<p>R Seats Available</p>	<p>Enter the total number of passenger seats available for sale. This also applies to positioning flights (including empty sectors which form part of a revenue service).</p> <p>If the sector was a 'Cargo Only' operation leave this blank.</p>
<p>S Leased In From Code Type (IATA/ICAO/CAA/AOC Number)</p>	<p>Specify the type code for the operator from whom the aircraft was wet-leased in to be reported in Column T (Leased In From). This will be IATA, ICAO, CAA or AOC Number.</p> <p>Leave blank if not applicable.</p>

Airline Monthly Sector Guidance Notes



CAA Business Intelligence

Form Column	Instruction
<p>T Leased In From</p>	<p>Enter the operator code (UK or foreign) from whom the aircraft was wet-leased in. Use the IATA, ICAO, CAA (5 digit) code or AOC Number as indicated in Column S.</p> <p>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. Thomas Cook Airlines would be reported as 446, Air France would be reported as 21000.</p> <p>If from a UK operator, Column L must have Charge Code 3 entered. If from a foreign operator, Column L must have Charge Code 5 entered.</p> <p>Leave blank if not applicable.</p>
<p>U Leased Out To Code Type (IATA/ICAO/CAA/ AOC Number)</p>	<p>Specify the type code of the operator for whom you are flying to be reported in Column V (Leased Out To). This will be IATA, ICAO, CAA or AOC Number.</p> <p>Leave blank if not applicable.</p>
<p>V Leased Out To</p>	<p>Enter the operator code (UK or foreign) for whom you are flying. Use the IATA, ICAO, CAA (5 digit) code or AOC Number as indicated in Column U.</p> <p>NOTE: Column L must have Charge Code 1 entered.</p> <p>Leave blank if not applicable.</p>
<p>W Chartering Body</p>	<p>This field is used to identify sole use/exempt flights. These are operations paid for by a single entity or organisation. For passenger flights no individual fares have been paid.</p> <p>Enter the name of the person or organisation responsible for payment. For commercial confidentiality 'VIP' or 'Private' is acceptable.</p> <p>Government Charters paid for directly by a government organisation should be reported e.g. MOD (Ministry of Defence)</p> <p>'Mail only' services are regarded as sole use/exempt and so the Chartering Body should be completed.</p> <p>NOTE: Operations arranged through a broker or tour operators are not exempt from the Operating / Air Transport licensing charge and should therefore be reported with the Chartering Body left blank.</p> <p>Leave blank if not applicable.</p>

Airline Monthly Sector Guidance Notes



CAA Business Intelligence

Form Column	Instruction
<p>X Licence Type (A/B/ATL)</p>	<p>Enter A on each line of data if you have a Type A Operating Licence.</p> <p>Enter B on each line of data if you have a Type B Operating Licence.</p> <p>Enter ATL if you are registered in the Channel Islands or Isle Of Man.</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>Y Route Identifier</p>	<p>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).</p> <p>For single sector operations ensure that each Route Identifier is unique.</p> <p>For multi-sector operations (including flights with a technical stop en-route) ensure that the Route Identifier is the same for all lines reported for that route. Also ensure that the same Route Identifier is used on the corresponding point to point data.</p>
<p>Z International / Domestic (I/D)</p>	<p>Enter 'I' where one or both airport codes (reported in Columns C/E/G/I) are outside United Kingdom, Channel Islands and/or Isle of Man.</p> <p>Where the entire load is international carried over a domestic sector it should be identified as 'I'.</p> <p>Enter 'D' for sectors where both airport codes (reported in Columns C/E/G/I) are within United Kingdom, Channel Islands and/or Isle of Man.</p> <p>Where there is both a domestic and international load on a domestic sector, the loads need to be identified on two lines of data – an example of how to report this is in Appendix 2.</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>AA Total Revenue Weight (Sum of Passengers, Freight and Mail Weight) Tonnes (to 1dp)</p>	<p>Enter the total revenue weight in tonnes to one decimal place. This is the sum of the total passenger weight (including baggage) plus any freight and mail carried. The total revenue weight cannot exceed the 'total payload available' in Column Q.</p> <p>To calculate the 'total passenger weight' airlines may use their own weight calculation or use an average passenger weight of 85kg.</p> <p>For 'Cargo Only' operations enter the total weight of any freight and/or mail carried.</p>

Airline Monthly Sector Guidance Notes



CAA Business Intelligence

	Leave blank for positioning flights.
--	--------------------------------------

Form Column	Instruction
AB 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 nothing was carried.
AC Revenue Mail Tonnes (to 1dp)	Enter the total revenue mail load in tonnes to one decimal place. Leave blank if nothing was carried.
AD 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). The 'total number of revenue passengers carried cannot exceed 'seats available' in Column R. Leave blank if no passengers were carried.

Monthly Airline Sector Guidance Notes



CAA Business Intelligence

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.

Monthly Airline Sector Guidance Notes



CAA Business Intelligence

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

Monthly Airline Sector Guidance Notes



CAA Business Intelligence

- 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

Monthly Airline Sector Guidance Notes



CAA Business Intelligence

APPENDIX 2

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

Monthly Airline Sector Guidance Notes

CAA Business Intelligence



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