

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
AIR TRANSPORT REPORTING FORM  
TRAFFIC - COMMERCIAL AIR CARRIERS**

**Contact person:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**State:** \_\_\_\_\_  
**Air carrier:** \_\_\_\_\_  
**Month (s) :** \_\_\_\_\_  
**Year:** \_\_\_\_\_

| ICAO code | Description                          | Unit   | TOTAL ALL SERVICES<br>(passenger, mail and freight including all-freight) |          | ALL-FREIGHT SERVICES ONLY<br>(included in columns c and d data) |          |
|-----------|--------------------------------------|--------|---|----------|---|----------|
|           |                                      |        | Classified by flight stage  |          | Classified by flight stage                                      |          |
|           |                                      |        | International   | Domestic | International   | Domestic |
|           | a                                    | b      | c   | d        | e   | f        |
|           | <b>SCHEDULED REVENUE FLIGHTS</b>     |        |   |          |   |          |
| 1010      | 1. Aircraft kilometres               | 000    | _____   | _____    | _____   | _____    |
| 1020      | 2. Aircraft departures               | number | _____   | _____    | _____   | _____    |
| 1030      | 3. Aircraft hours                    | number | _____   | _____    | _____   | _____    |
| 1040      | 4. Passengers carried                | number | _____   | _____    | --  | --       |
| 1050      | 5. Freight tonnes carried            | number | _____   | _____    | _____   | _____    |
| 1060      | 6. Passenger-kilometres performed    | 000    | _____   | _____    | --  | --       |
| 1070      | 7. Seat-kilometres available         | 000    | _____   | _____    | --  | --       |
| 1080      | 8. Passenger load factor             | %      | _____   | _____    | --  | --       |
|           | 9. Tonne-kilometres performed        |        | _____   | _____    | _____   | _____    |
| 1091      | a) passengers (incl. baggage)        | 000    | _____   | _____    | --  | --       |
| 1092      | b) freight (incl. express)           | 000    | _____   | _____    | _____   | _____    |
| 1093      | c) mail                              | 000    | _____   | _____    | _____   | _____    |
| 1094      | d) total (9a to 9c)                  | 000    | _____   | _____    | _____   | _____    |
| 1100      | 10. Tonne-kilometres available       | 000    | _____   | _____    | _____   | _____    |
| 1110      | 11. Weight load factor               | %      | _____   | _____    | _____   | _____    |
|           | <b>NON-SCHEDULED REVENUE FLIGHTS</b> |        |   |          |   |          |
| 2010      | 12. Aircraft kilometres              | 000    | _____   | _____    | _____   | _____    |
| 2020      | 13. Aircraft departures              | number | _____   | _____    | _____   | _____    |
| 2030      | 14. Aircraft hours                   | number | _____   | _____    | _____   | _____    |
| 2040      | 15. Passengers carried               | number | _____   | _____    | --  | --       |
| 2050      | 16. Freight tonnes carried           | number | _____   | _____    | _____   | _____    |
| 2060      | 17. Passenger-kilometres performed   | 000    | _____   | _____    | --  | --       |
| 2070      | 18. Seat-kilometres available        | 000    | _____   | _____    | --  | --       |
|           | 19. Tonne-kilometres performed       |        | _____   | _____    | _____   | _____    |
| 2091      | a) passengers (incl. baggage)        | 000    | _____   | _____    | --  | --       |
| 2092      | b) freight (incl. express)           | 000    | _____   | _____    | _____   | _____    |
| 2093      | c) mail                              | 000    | _____   | _____    | _____   | _____    |
| 2094      | d) total (19a to 19c)                | 000    | _____   | _____    | _____   | _____    |
| 2100      | 20. Tonne-kilometres available       | 000    | _____   | _____    | _____   | _____    |
|           | <b>NON REVENUE FLIGHTS</b>           |        |   |          |   |          |
| 2330      | 21. Aircraft hours                   | number | _____   | _____    | _____   | _____    |

Remarks (including a description of any unavoidable deviation (s) from reporting instructions):

\_\_\_\_\_

**FORM A**  
**TRAFFIC — COMMERCIAL AIR CARRIERS**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report traffic statistics for each of their commercial air carriers that operates scheduled and/or non-scheduled flights. The statistics to be reported on this form should exclude air taxi, commercial business aviation or other on-demand revenue flights.

A separate summary form (Form A-S) is to be used by States on an annual basis to report the total sum of the capacity and traffic figures for all of their commercial air carriers, including the air carriers reported on Form A.

**Filing schedule**

Form A should be completed on either a monthly or an annual basis as follows:

*Monthly.* Form A is to be completed on a monthly basis for the following carriers:

- a) each of a State's carriers having combined traffic (international plus domestic, scheduled plus non-scheduled) of at least 90 per cent of the total tonne-kilometres (scheduled and non-scheduled) performed by the air carriers of that State; and
- b) each of a State's carriers having a total traffic of at least 100 million total tonne-kilometres performed per year (based on the previous year's data).

Member States will endeavour to file Form A on a monthly basis within one month of the end of the reporting month to which it refers. In the event this is not practicable, a Member State should submit Form A data no later than two months of the end of the reporting month to which it refers.

*Annually.* Form A is to be completed on an annual basis (calendar year = January to December) for each of the State's remaining air carriers as well as those small air carriers whose fleets are less than 200 tonnes aggregate maximum take-off mass. This form should be filed with ICAO within two months of the end of the annual reporting period.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet ([sta@icao.int](mailto:sta@icao.int)) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site <http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**STATISTICS TO BE REPORTED**

For the purpose of reporting air carrier statistics to ICAO, all operational and traffic items should be reported for the operating carrier, including code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services (see definitions below). In this context the term operating carrier refers to that carrier whose flight number is being used for air traffic control purposes.

## Columns

**Description (Column a).** Column a is divided into three sections as follows:

*Scheduled revenue flights.* Report under this heading data concerning flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

*Non-scheduled revenue flights (excluding on-demand flights).* Report under this heading data for charter flights and special flights performed for remuneration other than those reported under scheduled flights. Any items related to blocked-off charters should also be included here. The statistics to be reported under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

*Non-revenue flights.* Report under this heading aircraft hours flown on non-commercial business aviation, test flights, training and all other flights for which no revenue is received.

**Columns c through f.** The statistics to be reported in Columns c through f are classified as either international or domestic in accordance with the flight stage category (see definitions below). The classification of traffic (passengers, freight, mail), irrespective of its nature, shall be identical to the classification of the flight stage flown by the aircraft.

*International (Columns c and e).* Data for these columns are to be computed from all international flight stages performed during the reporting period.

*Domestic (Columns d and f).* Data for these columns are to be computed from all domestic flight stages performed during the period.

**Total all services (Columns c and d).** All air services performed by an air carrier are to be reported in these columns, including all-freight services. Any surface transportation of passengers and freight arranged by an air carrier in connection with an air journey should not be included in the data.

**All-freight services only (Columns e and f).** These columns are to be completed for all air carriers that operate all-freight services. Report under this heading data concerning scheduled and non-scheduled flights performed by aircraft carrying loads other than passengers, i.e. freight, unaccompanied baggage, mail. Exclude all flights carrying one or more revenue passengers, and flights listed in schedules as providing any passenger service. Data reported for “All-freight services only” must also be included as part of the “Total all services” figures in Columns c and d.

## Rows

**Aircraft kilometres (Items 1, 12).** Enter the sum of the products obtained by multiplying the number of revenue flight stages flown by the corresponding stage distance.

**Aircraft departures (Items 2, 13).** Enter the number of landings made or flight stages flown.

**Aircraft hours (Items 3, 14, 21).** Aircraft hours are to be reported to the nearest hour and to be based on “block-to-block” time (i.e. from the moment the aircraft is pushed back from the gate or starts taxiing from its parking stand for take-off to the moment it comes to a final stop at a gate or parking stand after landing). If a different basis is used, indicate this under “Remarks.”

**Passengers carried (Items 4, 15).** The number of revenue passengers carried (see definition below) should be obtained by counting each passenger on a particular flight (one that has the same flight number throughout the journey of the passenger) only once and not at each individual stage of that flight, with the single exception that a passenger flying on both the international and domestic stages of the same flight should be counted as both a domestic and an international passenger. Non-revenue passengers should be excluded.

**Freight tonnes carried (Items 5, 16).** The number of revenue freight tonnes carried should be obtained by counting each tonne of freight on a particular flight (one that has the same flight number throughout the trip of the shipment) only once and not at each individual stage of that flight, with the single exception that freight flown on both the international and domestic stages of the same flight should be counted as both a domestic and an international shipment.

**Passenger-kilometres performed (Items 6, 17).** Enter the sum of the products obtained by multiplying the number of revenue passengers (see definition below) carried on each flight stage by the corresponding stage distance. The resultant figure is equal to the number of kilometres travelled by all passengers.

**Seat-kilometres available (Items 7, 18).** Enter the sum of the products obtained by multiplying the number of passenger-seats available for sale on each flight stage by the corresponding stage distance. Seats not actually available for the carriage of passengers because of higher amount of fuel required or other payload/operational restrictions should be excluded from the calculations.

**Passenger load factor (Item 8).** Enter the passenger-kilometres (Item 6) expressed as a percentage of seat-kilometres available (Item 7). Report the passenger load factor to one decimal (i.e. the nearest tenth of a percentage point).

**Tonne-kilometres performed (Items 9, 19).** Enter the sum of the products obtained by multiplying the number of tonnes of revenue load (i.e. one for which remuneration is received) carried on each flight stage by the corresponding stage distance. Separate calculations should be made for:

*Passengers (Items 9 a), 19 a)).* Normal baggage allowance and excess baggage should be included here. To convert aircraft passenger loads into weight loads, the number of passengers carried is multiplied by a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage. This conversion factor is left to the discretion of the operator. However, where an air carrier does not have a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage to convert them into a mass, it is recommended that 100 kilograms be used.

*Freight (Item 9 b), 19 b).* Express and diplomatic bags should be included under this heading.

*Mail (Item 9 c), 19c).* All correspondence and other objects tendered by and intended for delivery to postal administrations should be included under this heading.

The factor to convert freight and mail loads from volume into mass is left to the discretion of the carrier. However, if no conversion factor is available, it is recommended that 161 kilograms per cubic meter be used.

**Tonne-kilometres available (Items 10, 20).** Enter the sum of the products obtained by multiplying the number of tonnes of payload capacity available above and below the deck for the carriage of revenue load (passengers, freight and mail), taking into account payload and operational restrictions on the supply of capacity where applicable, on each flight stage by the corresponding stage distance.

**Weight load factor (Item 11).** Enter the total tonne-kilometres performed (Item 9 d) expressed as a percentage of tonne-kilometres available (Item 10). Report the weight load factor to one decimal (i.e. the nearest tenth of a percentage point).

### DEFINITIONS OF TERMS USED

**Air taxi and commercial business flights.** Air taxi revenue flights. On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

**Blocked-off charters.** The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

**Blocked-space arrangements.** A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

**Code sharing.** The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

**Distances.** Aerodrome-to-aerodrome great circle distances should be used in all items involving distance computations (Items 1, 6, 7, 9, 10, 12, 17, 18, 19 and 20). Distances can be calculated using the Great Circle Distance which is defined as the shortest distance between any two points on the surface of the Earth which should be approximated using the Vincenty distance formula associated with the World Geodesic System – 1984 (WGS 84) adopted by ICAO and referred to in Annex 15 to the Chicago Convention. The latitude and longitude of aerodromes can be taken either from aerodrome data published in Aeronautical Information Publication (AIP).

**Flight.** The operation of an aircraft on a flight stage or number of flight stages with the same flight number.

**Flight stage.** A flight stage is the operation of an aircraft from take-off to its next landing. A flight stage is classified as either international or domestic based on the following definitions:

*International.* A flight stage with one or both terminals in the territory of a State, other than the State in which the air carrier has its principal place of business.

*Domestic.* A flight stage not classifiable as international. Domestic flight stages include all flight stages flown between points within the domestic boundaries of a State by an air carrier whose principal place of business is in that State. Flight stages between a State and territories belonging to it, as well as any flight stages between two such territories, should be classified as domestic. This applies even though a stage may cross international waters or over the territory of another State.

#### NOTES:

1. In the case of multinational air carriers owned by partner States, traffic within each partner State should be reported separately as domestic and all other traffic as international.

2. “Foreign” cabotage traffic (i.e. traffic carried between city-pairs in a State other than the one where the reporting carrier has its principal place of business) should be reported as international traffic.
3. A technical stop should not result in any flight stage being classified differently than would have been the case had the technical stop not been made.

**Franchising.** The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

**Joint service flight.** A flight identified by the designator codes of two air carriers that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

**Leased aircraft.** An aircraft used under a contractual leasing arrangement to increase an air carrier fleet capacity.

**Pooling arrangements.** An air carrier commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

**Revenue passengers.** A passenger for whose transportation an air carrier receives commercial remuneration.

*NOTES:*

1. This definition includes, for example, a) passengers travelling under publicly available promotional offers (for example, “two-for-one”) or loyalty programmes (for example, redemption of frequent-flyer points); b) passengers travelling as compensation for denied boarding; c) passengers travelling on corporate discounts; d) passengers travelling on preferential fares (government, seamen, military, youth, student, etc.).
2. This definition excludes, for example, a) persons travelling free; b) persons travelling at a fare or discount available only to employees of air carriers or their agents or only for travel on business for the carriers; c) infants who do not occupy a seat.

### UNITS OF MEASUREMENT

Report all distance and weight items according to the metric system using the following conversion factors (foot/pound system to metric system):

|   |                            |
|---|----------------------------|
| 1 short ton (2 000 lb)                    | = 0.9072 tonnes            |
| 1 long ton (2 240 lb)                     | = 1.0160 tonnes            |
| 1 statute mile (5 280 feet)               | = 1.6093 kilometres        |
| 1 nautical mile (6 080 feet)              | = 1.8531 kilometres        |
| 1 ton-mile (short tons and statute miles) | = 1.4600 tonne-kilometres  |
| 1 ton-mile (long tons and statute miles)  | = 1.6352 tonne-kilometres. |

*Note.— “Tonne” denotes metric and “ton” the pound system of measurement.*

**SYMBOLS**

Please use the following symbols as necessary in completing this form:

- \* estimated data (asterisk immediately following the estimated figure)
- (blank) category not applicable
- na data not available.

— END —

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
AIR TRANSPORT REPORTING FORM  
TRAFFIC - COMMERCIAL AIR CARRIERS**

Contact person: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

State: \_\_\_\_\_

Year: \_\_\_\_\_

| ICAO code | Description  | Unit   | TOTAL ALL SERVICES<br>(passenger, mail and freight including all-freight) |          | ALL-FREIGHT SERVICES ONLY<br>(included in columns c and d data) |          |
|-----------|--|--------|---|----------|---|----------|
|           |  |        | Classified by flight stage  |          | Classified by flight stage                                      |          |
|           |  |        | International   | Domestic | International   | Domestic |
|           | a  | b      | c   | d        | e   | f        |
|           | <b>SCHEDULED REVENUE FLIGHTS</b>                               |        |   |          |   |          |
| 1010      | 1. Aircraft kilometres   | 000    |   |          |   |          |
| 1020      | 2. Aircraft departures   | number |   |          |   |          |
| 1030      | 3. Aircraft hours  | number |   |          |   |          |
| 1040      | 4. Passengers carried  | number |   |          |   |          |
| 1050      | 5. Freight tonnes carried                                      | number |   |          |   |          |
| 1060      | 6. Passenger-kilometres performed                              | 000    |   |          |   |          |
| 1070      | 7. Seat-kilometres available                                   | 000    |   |          |   |          |
| 1080      | 8. Passenger load factor                                       | %      |   |          |   |          |
| 1091      | 9. Tonne-kilometres performed<br>a) passenger (incl. baggage)  | 000    |   |          |   |          |
| 1092      | b) freight (incl. express)                                     | 000    |   |          |   |          |
| 1093      | c) mail  | 000    |   |          |   |          |
| 1094      | d) total (9a to 9c)  | 000    |   |          |   |          |
| 1100      | 10. Tonne-kilometres available                                 | 000    |   |          |   |          |
| 1110      | 11. Weight load factor   | %      |   |          |   |          |
|           | <b>NON-SCHEDULED REVENUE FLIGHTS</b>                           |        |   |          |   |          |
| 2010      | 12. Aircraft kilometres  | 000    |   |          |   |          |
| 2020      | 13. Aircraft departures  | number |   |          |   |          |
| 2030      | 14. Aircraft hours   | number |   |          |   |          |
| 2040      | 15. Passengers carried   | number |   |          |   |          |
| 2050      | 16. Freight tonnes carried                                     | number |   |          |   |          |
| 2060      | 17. Passenger-kilometres performed                             | 000    |   |          |   |          |
| 2070      | 18. Seat-kilometres available                                  | 000    |   |          |   |          |
| 2091      | 19. Tonne-kilometres performed<br>a) passenger (incl. baggage) | 000    |   |          |   |          |
| 2092      | b) freight (incl. express)                                     | 000    |   |          |   |          |
| 2093      | c) mail  | 000    |   |          |   |          |
| 2094      | d) total (19a + 19c)   | 000    |   |          |   |          |
| 2100      | 20. Tonne-kilometres available                                 | 000    |   |          |   |          |
|           | <b>AIR TAXI REVENUE FLIGHTS</b>                                |        |   |          |   |          |
| 3020      | 21. Aircraft departures  | number |   |          |   |          |
| 3030      | 22. Aircraft hours   | number |   |          |   |          |
|           | <b>NON REVENUE FLIGHTS</b>                                     |        |   |          |   |          |
| 2330      | 23. Aircraft hours   | number |   |          |   |          |

Remarks (including a description of any unavoidable deviation (s) from reporting instructions):

**FORM A - S**  
**TRAFFIC — COMMERCIAL AIR CARRIERS**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States on an annual basis to report the total capacity and traffic statistics for all commercial air carriers with principal place of business in the territory of the reporting State, including air carriers individually reported on Form A, as well as, where possible, air taxi, commercial business aviation and other on-demand revenue flights. In a separate attachment, States should report the names of all the carriers for which data have been included in this form, broken down into scheduled airlines and non-scheduled operators.

**Filing schedule**

This form should be filed with ICAO within six months of the end of the annual reporting period.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**STATISTICS TO BE REPORTED**

For the purpose of reporting air carrier statistics to ICAO, all operational and traffic items should be reported for the operating carrier, including code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services (see definitions below). In this context the term operating carrier refers to that carrier whose flight number is being used for air traffic control purposes.

**Columns**

**Description (Column a).** Column a is divided into four sections as follows:

*Scheduled revenue flights.* Report under this heading data concerning flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

*Non-scheduled revenue flights (excluding on-demand flights).* Report under this heading data for charter flights and special flights performed for remuneration other than those reported under scheduled flights. Any items related to blocked-off charters should also be included here. The statistics to be reported under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

*Air taxi revenue flights.* Report under this heading data concerning on-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

*Non-revenue flights.* Report under this heading aircraft hours flown on test flights, training and all other flights for which no revenue is received.

**Columns c through f.** The statistics to be reported in Columns c through f are classified as either international or domestic in accordance with the flight stage category (see definitions below). The classification of traffic (passengers, freight, mail), irrespective of its nature, shall be identical to the classification of the flight stage flown by the aircraft.

*International (Columns c and e).* Data for these columns are to be computed from all international flight stages performed during the reporting period.

*Domestic (Columns d and f).* Data for these columns are to be computed from all domestic flight stages performed during the period.

**Total all services (Columns c and d).** All air services performed by an air carrier are to be reported in these columns, including all-freight services. Any surface transportation of passengers and freight arranged by an air carrier in connection with an air journey should not be included in the data.

**All-freight services only (Columns e and f).** These columns are to be completed for all air carriers that operate all-freight services. Report under this heading data concerning scheduled and non-scheduled flights performed by aircraft carrying loads other than passengers, i.e. freight, unaccompanied baggage, mail. Exclude all flights carrying one or more revenue passengers, and flights listed in schedules as providing any passenger service. Data reported for “All-freight services only” must also be included as part of the “Total all services” figures in Columns c and d.

### Rows

**Aircraft kilometres (Items 1, 12).** Enter the sum of the products obtained by multiplying the number of revenue flight stages flown by the corresponding stage distance.

**Aircraft departures (Items 2, 13, 21).** Enter the number of landings made or flight stages flown.

**Aircraft hours (Items 3, 14, 22, 23).** Aircraft hours are to be reported to the nearest hour and to be based on “block-to-block” time (i.e. from the moment the aircraft is pushed back from the gate or starts taxiing from its parking stand for take-off to the moment it comes to a final stop at a gate or parking stand after landing). If a different basis is used, indicate this under “Remarks.”

**Passengers carried (Items 4, 15).** The number of revenue passengers carried (see definition below) should be obtained by counting each passenger on a particular flight (one that has the same flight number throughout the journey of the passenger) only once and not at each individual stage of that flight, with the single exception that a passenger flying on both the international and domestic stages of the same flight should be counted as both a domestic and an international passenger. Non-revenue passengers should be excluded.

**Freight tonnes carried (Items 5, 16).** The number of revenue freight tonnes carried should be obtained by counting each tonne of freight on a particular flight (one that has the same flight number throughout the trip of the shipment) only once and not at each individual stage of that flight, with the single exception that freight flown on both the international and domestic stages of the same flight should be counted as both a domestic and an international shipment.

**Passenger-kilometres performed (Items 6, 17).** Enter the sum of the products obtained by multiplying the number of revenue passengers carried on each flight stage by the corresponding stage distance. The resultant figure is equal to the number of kilometres travelled by all passengers.

**Seat-kilometres available (Items 7, 18).** Enter the sum of the products obtained by multiplying the number of passenger-seats available for sale on each flight stage by the corresponding stage distance. Seats not actually available for the carriage of passengers because of the weight of fuel or other load should be excluded from the calculations.

**Passenger load factor (Item 8).** Enter the passenger-kilometres (Item 6) expressed as a percentage of seat-kilometres available (Item 7). Report the passenger load factor to one decimal (i.e. the nearest tenth of a percentage point).

**Tonne-kilometres performed (Items 9, 19).** Enter the sum of the products obtained by multiplying the number of tonnes of revenue load (i.e. one for which remuneration is received) carried on each flight stage by the corresponding stage distance. Separate calculations should be made for:

*Passengers (Items 9 a), 19 a)).* Normal baggage allowance and excess baggage should be included here. To convert aircraft passenger loads into weight loads, the number of passengers carried is multiplied by a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage. However, where an air carrier does not have a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage to convert them into a mass, it is recommended that 100 kilograms be used.

*Freight (Item 9 b), 19b)).* Express and diplomatic bags should be included under this heading.

*Mail (Item 9 c), 19c)).* All correspondence and other objects tendered by and intended for delivery to postal administrations should be included under this heading.

**Tonne-kilometres available (Items 10, 20).** Enter the sum of the products obtained by multiplying the number of tonnes available for the carriage of revenue load (passengers, freight and mail) on each flight stage by the corresponding stage distance.

**Weight load factor (Item 11).** Enter the total tonne-kilometres performed (Item 9 d)) expressed as a percentage of tonne-kilometres available (Item 10). Report the weight load factor to one decimal (i.e. the nearest tenth of a percentage point).

#### DEFINITIONS OF TERMS USED

**Blocked-off charters.** The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

**Blocked-space arrangements.** A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

**Code sharing.** The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

**Distances.** Aerodrome-to-aerodrome great circle distances should be used in all items involving distance computations (Items 1, 6, 7, 9, 10, 12, 17, 18, 19 and 20). Distances can be calculated using the Great Circle Distance which is defined as the shortest distance between any two points on the surface of the Earth which should be approximated using the Vincenty distance formula associated with the World Geodesic System – 1984 (WGS 84) adopted by ICAO and referred to in Annex 15 to the Chicago Convention. The latitude and longitude of aerodromes can be taken either from aerodrome data published in Aeronautical Information Publication (AIP).”

**Flight stage.** A flight stage is the operation of an aircraft from take-off to its next landing. A flight stage is classified as either international or domestic based on the following definitions:

*International.* A flight stage with one or both terminals in the territory of a State, other than the State in which the air carrier has its principal place of business.

*Domestic.* A flight stage not classifiable as international. Domestic flight stages include all flight stages flown between points within the domestic boundaries of a State by an air carrier whose principal place of business is in that State. Flight stages between a State and territories belonging to it, as well as any flight stages between two such territories, should be classified as domestic. This applies even though a stage may cross international waters or over the territory of another State.

*NOTES:*

1. In the case of multinational air carriers owned by partner States, traffic within each partner State should be reported separately as domestic and all other traffic as international.
2. “Foreign” cabotage traffic (i.e. traffic carried between city-pairs in a State other than the one where the reporting carrier has its principal place of business) should be reported as international traffic.
3. A technical stop should not result in any flight stage being classified differently than would have been the case had the technical stop not been made.

**Franchising.** The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

**Joint service flight.** A flight identified by the designator codes of two air carriers that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

**Leased aircraft.** An aircraft used under a contractual leasing arrangement to increase an air carrier fleet capacity.

**Pooling arrangements.** An air carrier commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

**Revenue passengers.** A passenger for whose transportation an air carrier receives commercial remuneration.

*NOTES:*

1. This definition includes, for example, a) passengers travelling under publicly available promotional offers (for example, “two-for-one”) or loyalty programmes (for example, redemption of frequent-flyer points); b) passengers travelling as compensation for denied boarding; c) passengers travelling on corporate discounts; d) passengers travelling on preferential fares (government, seamen, military, youth, student, etc.).
2. This definition excludes, for example, a) persons travelling free; b) persons travelling at a fare or discount available only to employees of air carriers or their agents or only for travel on business for the carriers; c) infants who do not occupy a seat.

**UNITS OF MEASUREMENT**

Report all distance and weight items according to the metric system using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes

1 statute mile (5 280 feet) = 1.6093 kilometres

1 nautical mile (6 080 feet) = 1.8531 kilometres

1 ton-mile (short tons and statute miles) = 1.4600 tonne-kilometres

1 ton-mile (long tons and statute miles) = 1.6352 tonne-kilometres.

*Note.*— “Tonne” denotes metric and “ton” the pound system of measurement.

**SYMBOLS**

Please use the following symbols as necessary in completing this form:

\* estimated data (asterisk immediately following the estimated figure)

(blank) category not applicable

na data not available.

— END —



**FORM B**  
**ON-FLIGHT ORIGIN AND DESTINATION**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report on-flight origin and destination statistics for each of their air carriers that provides international scheduled and/or non-scheduled air services. The statistics to be reported under this heading exclude air taxi, commercial business aviation or other on-demand revenue flights. Each form should include aggregated data for the three months of a quarter.

States should report these statistics to ICAO using one of the following two alternatives:

- a) States should use a separate form to report the data for each of their air carriers that operates international scheduled and/or non-scheduled services (see Example A at the end of the reporting instructions); or
- b) if necessary, States may report the combined international traffic of several of their air carriers on this form.

**Filing schedule**

This form should be completed on a quarterly basis and filed with ICAO within two months of the end of the period to which it refers.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet ([sta@icao.int](mailto:sta@icao.int)) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site <http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**Confidentiality**

Upon reception, data provided in the report will be treated as confidential and will be published not earlier than six months after the end of the quarterly reporting period concerned.

**STATISTICS TO BE REPORTED**

Use this form to report the revenue traffic (passengers, freight, and mail) carried between all international city-pairs connected by the scheduled and non-scheduled revenue services of the air carriers that have their principal place of business-in the reporting State. Revenue traffic carried between domestic city-pairs need not be reported, except when it involves "foreign" cabotage traffic (i.e. traffic carried between city-pairs in a State other than the one where the reporting carrier has its principal place of business) in which case the revenue traffic between these city-pairs should be reported on this form.

For the purpose of reporting on-flight origin and destination statistics to ICAO, all revenue traffic should be reported for the operating carrier, including traffic carried under code-shared, franchised, pooled, blocked-off charters, blocked-space arrangements, joint services and leased aircraft services (see definitions below). In this context the term operating carrier refers to that carrier whose flight number is being used for air traffic control purposes.

### Columns

#### City-pair (Columns a and b)

- a) List in alphabetical order all of the city-pairs served by the air carrier during the quarter for which actual revenue traffic (passengers, freight and/or mail) have been recorded (see example below).
- b) List each city-pair twice: first in one direction and then in the reverse direction (see example below).
- c) Data on traffic carried between identical city-pairs by two or more flights can be consolidated so that a one-line entry on the form covers all the traffic carried by the air carrier between identical city-pairs during the quarter under consideration.
- d) Where States can clearly distinguish between scheduled and non scheduled operations, OFOD data should be reported using two separate Forms clearly identifying the nature of the traffic by placing an X in the appropriate box. Those States which were unable to do so could report aggregate data by clearly indicating so in the reporting form.

Whenever possible, IATA location identifiers (three-letter codes listed in the IATA *Airline Coding Directory* or in the *Official Airline Guide*) rather than city names should be used to identify cities.

#### Revenue traffic (Columns c, d and e)

*Note.— The term revenue refers to loads for which remuneration is received.*

*Passengers (number) (Column c).* Include in this column all passengers for whose transportation an air carrier receives commercial remuneration. Include, for example, a) passengers travelling under publicly available promotional offers (for example, “two-for-one”) or loyalty programmes (for example, redemption of frequent-flyer points); b) passengers travelling as compensation for denied boarding; c) passengers travelling on corporate discounts; d) passengers travelling on preferential fares (government, seamen, military, youth, student, etc.). Exclude, for example, a) persons travelling free; b) persons travelling at a fare or discount available only to employees of air carriers or their agents or only for travel on business for the carriers; c) infants who do not occupy a seat.

*Freight (tonnes) (Column d).* The term freight includes express and diplomatic bags but not a passenger’s checked baggage.

*Mail (tonnes) (Column e).* The terms mail refers to correspondence and other objects tendered by and intended for delivery to postal administrations.

Air carriers *included\* (by code) (Column f)*. This column should only be used by States updating aggregate traffic data for several air carriers. Against each city-pair, States have to identify the air carriers participating in the traffic reported in columns a to c using the two character codes published by IATA in their Airline Coding Directory or by the Official Airline Guide. Air carrier codes should be separated by comma (see Example B at the end of the reporting instructions).

### DEFINITIONS OF TERMS USED

**Air taxi revenue flights.** On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

**Blocked-off charters.** The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

**Blocked-space arrangements.** A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

**City-pair.** Two cities between which travel is authorized by a passenger ticket or part of a ticket (a flight coupon) or between which shipments are made in accordance with a shipment document or a part of it (freight bill or mail delivery bill).

**Code sharing.** The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

**Flight.** The operation of an aircraft on a flight stage or number of flight stages with the same flight number.

**Flight coupon.** Each component part of a ticket containing separate travel authority for subdivisions of the total travel covered by the passenger ticket.

**Flight stage.** The operation of an aircraft from take-off to its next landing.

**Franchising.** The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

**Joint service flight.** A flight identified by the designator codes of two air carriers that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

**Leased aircraft.** An aircraft used under a contractual leasing arrangement to increase an air carrier's fleet capacity.

**On-flight origin and destination traffic.** The revenue traffic carried on an air service identified by a flight number, subdivided into the city-pairs served by that flight on the basis of the point of embarkation and point of disembarkation. In the case of passengers, the city-pair concerned is determined by the points of embarkation and disembarkation covered by one flight coupon.

**Pooling arrangements.** An air carrier commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

**Scheduled services (revenue).** Scheduled services (revenue) are flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

**Non-Scheduled services (revenue).** Non-Scheduled services (revenue) are charter flights and special flights performed for remuneration other than those reported under scheduled flights. Any items related to blocked-off charters should also be included here. The statistics to be reported under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

#### UNITS OF MEASUREMENT

Data for freight (Column c) and mail (Column d) should be reported in metric tonnes to three decimal places using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes  
 1 long ton (2 240 lb) = 1.0160 tonnes.

*Note.— “Tonne” denotes metric and “ton” the pound system of measurement.*

#### SYMBOLS

Please use the following symbols as necessary in completing this form:

\* estimated data (asterisk immediately following estimated figure)  
 (blank) category not applicable  
 na data not available.

#### EXAMPLES

Please refer to Examples A and B overleaf.

— END —



# FORM C TRAFFIC BY FLIGHT STAGE

## Reporting Instructions

### FILING REQUIREMENTS

#### General

This form is to be used by ICAO Member States to report traffic statistics for each of their airlines that provides international scheduled air services. This form should include aggregated data for the twelve months of the calendar year.

#### Filing schedule

This form should be completed on an annual basis and filed with ICAO within two months of the end of the year to which it refers.

#### Electronic filing

States should submit the requested data in electronic format, either by e-mail via the Internet ([sta@icao.int](mailto:sta@icao.int)) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

### STATISTICS TO BE REPORTED

Use this form to report data concerning all the international flight stages of revenue scheduled services for each airline whose principal place of business is in the reporting State. Domestic flight stages should not normally be reported, but if they form an integral part of an international air service they may also be included.

Report all capacity and revenue traffic figures for the operating carrier, including traffic carried under code-shared, franchised, pooled, blocked-space arrangements, joint services and leased aircraft services. In this context the term operating carrier refers to that carrier whose flight number is being used for air traffic control purposes

Statistics related to blocked-off charters (see definition below) are considered to be non-scheduled and should therefore be excluded from this form.

#### Columns

**Stations (Columns a and b).** List in the following manner all traffic and technical stops between which flights were operated during the year:

- a) List the individual stages of the itinerary, first in one direction and then in the reverse direction (see the example below). In the event that more than one flight number is used for the same itinerary, the data may either be reported by flight number or consolidated by itinerary.
- b) Report all-freight services separately; do not consolidate them with passenger or combined (passenger/freight) services. All-freight services are flights performed by aircraft carrying loads other than passengers, i.e. freight, unaccompanied baggage, mail. Exclude all flights carrying one or more revenue passengers, and flights listed in schedules as providing any passenger service.

- c) Whenever possible, IATA location identifiers (three-letter codes listed in the IATA *Airline Coding Directory* or in the *Official Airline Guide*) rather than station names should be used to identify stations.

**Type of aircraft (Column c).** Enter the code (e.g. 747, M11, 340, AT4, etc.) for the type of aircraft used between each pair of stations. These codes can be obtained from the IATA *Airline Coding Directory* or the *Official Airline Guide*. When more than one aircraft type has been used on the same flight stage, enter each aircraft type (identified by its code) and the corresponding traffic and capacity data in a separate row under the flight stage identifier. See the example at the end of the reporting instructions.

**Number of flights (Column d).** Enter the number of flight stages flown during the year between each pair of stations listed in Columns a and b.

**Capacity available (Columns e and f)**

*Passenger seats (number) (Column e).* Enter the total number of passenger seats available for sale during the year between each pair of stations listed in Columns a and b. Exclude those seats not actually available for the carriage of passengers because of payload limitations caused by the higher amount of fuel required or other payload/operational restrictions.

*Total payload capacity (tonnes) (Column f).* Enter the total payload capacity (in metric tonnes) available during the year, above and below the deck, for the carriage of revenue load (passengers, baggage, freight and mail) taking into account payload restrictions, where applicable, and operational restrictions on the supply of capacity between each pair of stations listed in Columns a and b.

**Revenue traffic (Columns g, h and i).** Enter the total revenue load, in terms of passenger numbers and freight and mail tonnes, on-board the aircraft for each stage of a flight regardless of the origin or destination of the traffic.

*Passengers (number) (Column g).* Include in this column all passengers for whose transportation an air carrier receives commercial remuneration. Include, for example, a) passengers travelling under publicly available promotional offers (for example, “two-for-one”) or loyalty programmes (for example, redemption of frequent-flyer points); b) passengers travelling as compensation for denied boarding; c) passengers travelling on corporate discounts; d) passengers travelling on preferential fares (government, seamen, military, youth, student, etc.). Exclude, for example, a) persons travelling free; b) persons travelling at a fare or discount available only to employees of air carriers or their agents or only for travel on business for the carriers; c) infants who do not occupy a seat. Non-revenue passengers should be excluded.

*Freight (tonnes) (Column h).* The term freight includes express and diplomatic bags but not a passenger’s checked baggage.

*Mail (tonnes) (Column i).* The terms mail refers to correspondence and other objects tendered by and intended for delivery to postal administrations.

**DEFINITION OF TERMS USED**

**Blocked-off charters.** The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

**Blocked-space arrangements.** A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

**Code sharing.** The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

**Flight.** The operation of an aircraft on a flight stage or number of flight stages with the same flight number.

**Flight stage.** A flight stage is the operation of an aircraft from take-off to its next landing. A flight stage is classified as either international or domestic based on the following definitions:

*International.* A flight stage with one or both terminals in the territory of a State, other than the State in which the air carrier has its principal place of business.

*Domestic.* A flight stage not classifiable as international. Domestic flight stages include all flight stages flown between points within the domestic boundaries of a State by an air carrier whose principal place of business is in that State. Flight stages between a State and territories belonging to it, as well as any flight stages between two such territories, should be classified as domestic. This applies even though a stage may cross international waters or over the territory of another State.

*NOTES:*

1. In the case of multinational air carriers owned by partner States, traffic within each partner State should be reported separately as domestic and all other traffic as international.
2. "Foreign" cabotage traffic (i.e. traffic carried between city-pairs in a State other than the one where the reporting carrier has its principal place of business) should be reported as international traffic.
3. A technical stop should not result in any flight stage being classified differently than would have been the case had the technical stop not been made.

**Franchising.** The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

**Joint service flight.** A flight identified by the designator codes of two airlines that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

**Leased aircraft.** An aircraft used under a contractual leasing arrangement to increase an air carrier's fleet capacity.

**On-flight origin and destination traffic.** The revenue traffic carried on an air service identified by a flight number, subdivided into the city-pairs served by that flight on the basis of the point of embarkation and point of disembarkation. In the case of passengers, the city-pair concerned is determined by the points of embarkation and disembarkation covered by one flight coupon.

**Pooling arrangements.** An air carrier commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

**Scheduled services (revenue).** Scheduled services (revenue) are flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

### UNITS OF MEASUREMENT

Report all weight items according to the metric system using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes.

In Columns f, h and i, tonnes should be rounded to the nearest whole number.

*Note.— “Tonne” denotes metric and “ton” the pound system of measurement.*

### SYMBOLS

Please use the following symbols as necessary in completing this form:

\* estimated data (asterisk immediately following estimated figure)

(blank) category not applicable

na data not available.

### EXAMPLE

Please refer to the example overleaf.

— END —



**Part II - PERSONNEL**

| Category of personnel <sup>2</sup>          | Number of personnel |          | Total annual expenditures<br>for each category<br>Currency: |
|---|---------------------|----------|---|
|   | Mid-year            | Year-end |   |
| a   | b                   | c        | d   |
| Pilots and co -pilots                       |                     |          |   |
| Other flight crew                           |                     |          |   |
| Cabin crew                                  |                     |          |   |
| Maintenance and overhaul personnel          |                     |          |   |
| a) Licensed aircraft maintenance engineers  |                     |          |   |
| b) Other maintenance and overhaul personnel |                     |          |   |
| Ticketing and sales personnel               |                     |          |   |
| All other personnel                         |                     |          |   |
| TOTAL                                       |                     |          |   |

*1 Use/Version Codes*

*Report one of the following codes in column b for each aircraft entry in column a.*

*Version codes for aircraft used by operator for commercial air transport:*

*P - Passenger version of aircraft.*

*F - Freighter version of aircraft, no provision for passengers.*

*M - Combination ("Combi") version of aircraft I.e aircraft capable of carrying both*

*Code for aircraft not used by operator for commercial air transport:*

*O - Aircraft used for other purposes, such as training, aerial work, etc.*

*2 Small carriers (see the reporting instructions) may include maintenance,*

*overhaul, ticketing and sales personnel in " all other personnel".*

**Remarks (including mention of any unavoidable deviation from the instructions):**

**FORM D**  
**FLEET AND PERSONNEL — COMMERCIAL AIR CARRIERS**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report aircraft fleet and personnel statistics for each of their air carriers that operates commercial scheduled and/or non-scheduled air services.

All aircraft and all personnel of each commercial air carrier should be reported. However, for smaller air carriers (i.e. those reporting only annual traffic data on Form A personnel need only be reported in three categories: a) pilots and co-pilots, b) cabin crew, and c) all other personnel.

This report should cover the calendar year January to December. However, if this is not practical, reports may cover the air carrier's fiscal year.

**Filing schedule**

This form should be completed on an annual basis and filed with ICAO within four months of the end of the reporting period to which it refers.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**STATISTICS TO BE REPORTED**

**PART I — FLEET**

Report data for the total fleet operated by the air carrier, irrespective of whether the aircraft are operated on international, domestic, scheduled or non-scheduled services. Additional copies of Form D should be used if more space is required.

Data for each type of aircraft acquired by an air carrier from another company for a limited time during the reporting period should be reported separately and so identified under "Remarks". Aircraft owned by an air carrier but utilized by other companies should also be identified under "Remarks".

**Aircraft in fleet by type (Columns a and b)**

*Manufacturer and model (Column a).* Report each aircraft by its complete model designation (e.g. Boeing 747-400, Airbus 340-300, ATR 72, etc.). A separate entry should be made for each type of aircraft in the air carrier fleet.

*Use/version code (Column b).* Of the four one-letter codes given in Note 1 on the form, the codes “P”, “F” and “M” should be applied to aircraft used for commercial air transport. These codes refer to the version of the aircraft used (e.g. passenger, freighter or combination — see definitions below). For aircraft not used for commercial air transport, such as aircraft used for pilot training, an “O” should be placed in Column b.

### **Size of aircraft (Columns g, h and i)**

*Number of installed passenger seats (Column g).* For each type of aircraft, report the number of passenger seats with which the aircraft is equipped. Where aircraft of the same type have different numbers of installed passenger seats, e.g. 80-seater, 90-seater and 100-seater, the range may be reported thus: 80/90/100.

*Average payload capacity (tonnes) (Column h).* For each type of aircraft, report the average total payload capacity available during the year, above and below deck, for the carriage of revenue load (passengers, baggage, freight and mail) taking into account payload restrictions, where applicable, and operational restrictions on the supply of capacity. The average payload capacity (expressed in metric tonnes to the nearest tenth of a tonne) is calculated by dividing the total tonne-kilometres available for the year for each aircraft type by the corresponding number of aircraft kilometres flown.

*Average MCTOM (tonnes) (Column i).* For each type of aircraft, report the average maximum certificated take-off mass (MCTOM) (in metric tonnes) according to the certificate of airworthiness, the flight manual or other official documents. Aircraft mass should be reported in metric tonnes to the nearest tenth of a tonne.

### **Utilization of aircraft during the year (Columns j to s)**

For the purposes of reporting air carrier fleet utilization statistics to ICAO, all operational items are to be reported for the operating carrier, including data for code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services (see definitions below). In this context the term operating carrier refers to that carrier whose flight number is being used for air traffic control purposes.

Statistics on the number of aircraft departures, aircraft hours flown and aircraft kilometres flown are to be reported under the categories shown below. If the exact data are not available, provide estimates if possible, and place an asterisk (\*) immediately following the estimated figure.

#### ***Revenue flights***

*Scheduled.* Flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

*Non-scheduled (excluding on-demand flights).* Flights, other than those reported under scheduled flights, that are performed on an irregular basis for remuneration including empty flights related thereto, inclusive tours, and blocked-off charters. The statistics to be reported under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

#### ***All flights (total)***

All flights, including both revenue and non-revenue flights. These should include scheduled and non-scheduled flights as defined above, plus air taxis, commercial business aviation and other on-demand

revenue flights, as well as non-commercial business aviation, testing, training and other flights for which no revenue is received.

**Number of aircraft departures (Columns j, k and l).** In Columns j and k, report the number of departures for scheduled and non-scheduled revenue flights, respectively. In Column l, report the total number of aircraft departures (equivalent to the number of flight stages flown) for both revenue and non-revenue flights.

**Aircraft hours flown (Columns m, n and o).** In Columns m and n, report the number of hours flown for scheduled and non-scheduled revenue flights, respectively. In Column o, report the total number of hours flown for both revenue and non-revenue flights. Aircraft hours should be reported to the nearest hour based on “block-to-block” time (i.e. from the moment the aircraft is pushed back from the gate or starts taxiing from its parking stand for take-off to the moment it comes to a final stop at a gate or parking stand after landing). If a different basis is used, indicate that under “Remarks”.

**Aircraft kilometres flown (Columns p, q and r).** In Columns p and q, report the number of kilometres flown (i.e. the sum of the products obtained by multiplying the number of flight stages flown by the corresponding stage distance) for scheduled and non-scheduled revenue flights, respectively. In column r, report the total aircraft kilometres flown, both revenue and non-revenue, for all flight stages flown.

**Total aircraft days available (Column s).** Aircraft days available is the sum of the number of days each aircraft is available for use during the period in question. The following days should be excluded from the days available:

- the days between the date of purchase of an aircraft and the date it is actually placed in service;
- the days subsequent to an aircraft’s last revenue flight and prior to its disposal;
- the days that an aircraft is out of service due to major accidents or conversion;
- the days that an aircraft is in the possession of others; and
- the days that an aircraft is not available because of government action such as grounding by government regulatory agencies.

All other days must be considered as days available, even days required for maintenance or overhaul.

## PART II — PERSONNEL

### Categories of personnel (Column a)

*Pilots and co-pilots.* Self-explanatory.

*Other flight crew.* Flight engineers should be included here.

*Cabin crew.* Self-explanatory.

*Maintenance and overhaul personnel.* Ground personnel, including supervisory, planning and inspection personnel at maintenance and overhaul shops, should be reported. Stores and supplies personnel, timekeepers and accounting personnel at overhaul and maintenance shops should also be included. Report separately:

- a) licensed aircraft maintenance engineers; and
- b) other maintenance and overhaul personnel.

Note that for licensing purposes some States use the terms mechanic or technician instead of the term engineer with regard to maintenance.

*Ticketing and sales personnel.* Report under this heading personnel engaged in ticketing, sales and promotional activities.

*All other personnel.* Report under this heading personnel not included in any of the above five categories, such as administrative personnel at headquarters.

**Number of personnel (Columns b and c).** Report data concerning all personnel, temporary or permanent, on the payroll of the air carrier at the middle and end of the year being reported. Part-time staff should be included in the total, prorated to the amount of time worked when compared with the time worked by full-time personnel (i.e. two part-time staff working half-time are equivalent to one full-time staff).

**Total annual expenditures for each category of personnel (Column d).** Report the total annual expenditures for the salaries and allowances of all employees in each of the six categories. Gross salary (before deduction of income tax, pension, social welfare and voluntary payments), overtime pay, flying pay, and subsistence allowances, such as cost-of-living, station and overseas allowances should be included. Expenses for travelling, moving, training, uniforms, etc., should not be included. Please report the currency in which the figures have been given.

### DEFINITION OF TERMS USED

**Air taxi revenue flights.** On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

**Blocked-off charters.** The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

**Blocked-space arrangements.** A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

**Code sharing.** The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

**Combination “combi” aircraft (Code M).** A transport aircraft capable of carrying both passengers and cargo on the main deck, often in varied configurations.

**Flight stage.** A flight stage is the operation of an aircraft from take-off to its next landing.

**Franchising.** The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

**Freighter aircraft (Code F).** A freighter or all-cargo aircraft is an aircraft configured for the carriage of freight only (although persons who accompany certain kinds of cargo, such as livestock, may also be carried).

**Joint service flight.** A flight identified by the designator codes of two air carriers that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

**Leased aircraft.** An aircraft used under a contractual leasing arrangement to increase an air carrier fleet capacity.

**Passenger aircraft (Code P).** An aircraft primarily designed and configured for the transport of persons and their accompanying baggage. Any freight is generally carried in cargo holds in the belly of the aircraft.

**Pooling arrangements.** An air carrier commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

### UNITS OF MEASUREMENT

Report all distance and weight items according to the metric system using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes  
1 long ton (2 240 lb) = 1.0160 tonnes  
1 statute mile (5 280 feet) = 1.6093 kilometres  
1 nautical mile (6 080 feet)= 1.8531 kilometres

*Note.— “Tonne” denotes metric and “ton” the pound system of measurement.*

### SYMBOLS

Please use the following symbols as necessary in completing this form:

\* estimated data (asterisk immediately following the estimated figure)  
(blank) category not applicable  
na data not available.

— END —

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
AIR TRANSPORT REPORTING FORM  
FINANCIAL DATA - COMMERCIAL AIR CARRIERS**

The published Annual Report of the Airline should be forwarded, if possible, with this form.

**Contact person:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**State:** \_\_\_\_\_  
**Air Carrier:** \_\_\_\_\_  
**Year ended:** \_\_\_\_\_  
**Currency:** \_\_\_\_\_  
**Units:** \_\_\_\_\_

**PART 1 -- PROFIT AND LOSS STATEMENT**

|   | DESCRIPTION  | AMOUNTS      |                           |
|---|--|--------------|---------------------------|
|   |  | SUB-ACCOUNTS | MAIN ACCOUNTS AND RESULTS |
| <b>R E V E N U E S</b>  | 1. Scheduled services (total).....                                     |              |                           |
|   | 1.1 Passenger .....  |              |                           |
|   | 1.2 Excess baggage.....  |              |                           |
|   | 1.3 Freight, express, and diplomatic bags.....                         |              |                           |
|   | 1.4 Mail.....  |              |                           |
| <b>E V E N U E S</b>  | 2. Non-scheduled operations (total).....                               |              |                           |
|   | 2.1 Passenger and excess baggage.....                                  |              |                           |
|   | 2.2 Freight (including express and diplomatic bags) and mail.....      |              |                           |
| <b>R E V E N U E S</b>  | 3. Other operating revenues (total).....                               |              |                           |
|   | 3.1 Incidental transport related revenues.....                         |              |                           |
|   | 3.2 Miscellaneous operating revenues.....                              |              |                           |
|   | 4. TOTAL OPERATING REVENUES (sum of lines 1, 2 and 3)                  |              |                           |
| <b>E X P E N S E S</b>  | 5. Flight operations (total).....                                      |              |                           |
|   | 5.1 Flight crew salaries and expenses.....                             |              |                           |
|   | 5.2 Aircraft fuel and oil.....   |              |                           |
|   | 5.3 Flight equipment insurance.....                                    |              |                           |
|   | 5.4 Flight equipment rentals.....                                      |              |                           |
|   | 5.5 Other expenses.....  |              |                           |
|   | 6. Flight equipment maintenance and overhaul.....                      |              |                           |
|   | 7. Depreciation and amortization (total).....                          |              |                           |
|   | 7.1 Depreciation - flight equipment.....                               |              |                           |
|   | 7.2 Amortization of capital leases - flight equipment.....             |              |                           |
|   | 7.3 Depreciation and amortization - ground property and equipment..... |              |                           |
|   | 7.4 Other.....   |              |                           |
|   | 8. User charges (total).....   |              |                           |
|   | 8.1 Landing and associated airport charges.....                        |              |                           |
| 8.2 Air navigation charges.....                                     |  |              |                           |
| 9. Station expenses.....  |  |              |                           |
| 10. Passenger services (total).....                                 |  |              |                           |
| 10.1 Cabin crew salaries and expenses.....                          |  |              |                           |
| 10.2 Other expenses.....  |  |              |                           |
| 11. Ticketing, sales, and promotion (total).....                    |  |              |                           |
| 11.1 Commission expenses.....                                       |  |              |                           |
| 11.2 Other expenses.....  |  |              |                           |
| 12. General and administrative.....                                 |  |              |                           |
| 13. Other operating expenses (total).....                           |  |              |                           |
| 13.1 Incidental transport related expenses.....                     |  |              |                           |
| 13.2 Miscellaneous operating expenses.....                          |  |              |                           |
| 14. TOTAL OPERATING EXPENSES (sum of lines 5 through 13 above)..... |  |              |                           |
| 15. OPERATING PROFIT OR (LOSS) (line 4 less line 14).....           |  |              |                           |

|  |   |   |  |  |
|--|---|---|--|--|
| NON-OPERATING ITEMS  | 16. Interest expense (total).....   |   |  |  |
|  | 16.1 Interest on debt.....  |   |  |  |
|  | 16.2 Interest on capital leases.....  |   |  |  |
|  | 17. Capital gain or (loss) on retirement of equipment and other assets..... |   |  |  |
|  | 18. Payments from public funds.....   |   |  |  |
|  | 19. Affiliated companies.....   |   |  |  |
|  | 20. Other non-operating items.....  |   |  |  |
|  | 21. NON-OPERATING ITEMS (sum of items 16 through 20 above).....             |   |  |  |
|  | PROFIT / LOSS   | 22. PROFIT OR (LOSS ) BEFORE INCOME TAXES (sum of lines 15 and 21).....   |  |  |
|  |   | 23. Income taxes.....   |  |  |
|  |   | 24. PROFIT OR (LOSS) AFTER INCOME TAXES (sum of line 22 and line 23)..... |  |  |
| 25. Extraordinary items.....   |   |   |  |  |
| 26. PROFIT OR (LOSS) AFTER extraordinary items (sum of line 24 and line 25).....                   |   |   |  |  |
| Remarks, Part 1 (including description of any unavoidable deviations from reporting instructions): |   |   |  |  |

PART 2 - BALANCE SHEET

| ASSETS   | AMOUNTS      |                          |
|--|--------------|--------------------------|
|  | SUB-ACCOUNTS | MAIN ACCOUNTS AND TOTALS |
| 1. Current assets (total).....   |              |                          |
| 1.1 Cash, bank balances , and short-term investments.....  |              |                          |
| 1.2 Current accounts and notes receivable.....   |              |                          |
| 1.3 Other Current assets.....  |              |                          |
| 2. Special funds (total).....  |              |                          |
| 2.1 Investments in affiliated companies.....   |              |                          |
| 2.2 Equipment purchase funds.....  |              |                          |
| 2.3 Other special funds.....   |              |                          |
| 3. Operating property and equipment (total).....   |              |                          |
| 3.1 Flight equipment - owned   |              |                          |
| 3.1.1 Less - flight equipment - reserve for depreciation   |              |                          |
| 3.2 Ground property and equipment - owned  |              |                          |
| 3.2.1 Less - ground property and equipment - reserve for depreciation  |              |                          |
| 3.3 Flight equipment under capital leases  |              |                          |
| 3.3.1 Less - flight equipment - accumulated amortization   |              |                          |
| 3.4 Ground property and equipment under capital leases   |              |                          |
| 3.4.1 Less - ground property and equipment - accumulated amortization  |              |                          |
| 3.5 Land   |              |                          |
| 4. Non-operating property and equipment (total).....   |              |                          |
| 4.1 Non-operating property and equipment.....  |              |                          |
| 4.1.1 Less - allowance for depreciation and amortization.....  |              |                          |
| 5. Other assets (total).....   |              |                          |
| 5.1 Deferred charges.....  |              |                          |
| 5.2 Intangible assets.....   |              |                          |
| 5.3 Investments in associated companies.....   |              |                          |
| 5.4 Other assets.....  |              |                          |
| 6. TOTAL ASSETS (sum of lines 1 through 5 and equal to line 11 below ).....                                  |              |                          |
| <b>LIABILITIES</b>   |              |                          |
| 7. Current liabilities (total).....  |              |                          |
| 7.1 Accounts, traffic balances, and notes payable.....   |              |                          |
| 7.2 Air traffic liability.....   |              |                          |
| 7.3 Other current liabilities.....   |              |                          |
| 8. Non-Current liabilities (total).....  |              |                          |
| 8.1 Long-term debt.....  |              |                          |
| 8.2 Long-term obligations under capital leases.....  |              |                          |
| 8.3 Advances from affiliated companies.....  |              |                          |
| 8.4 Reserves.....  |              |                          |
| 8.5 Other non-current obligations.....   |              |                          |
| 9. Deferred credits.....   |              |                          |
| 10. Stockholder's equity (total).....  |              |                          |
| 10.1 Capital stock.....  |              |                          |
| 10.2 Capital surplus.....  |              |                          |
| 10.3 Retained earnings (Equal to line 5 of Part 3 below).....  |              |                          |
| 11. TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY (sum of lines 7 through10,<br>and equal to line 6 above)..... |              |                          |

**PART 3 - STATEMENT OF RETAINED EARNINGS**

| DESCRIPTION  | SUB-ACCOUNTS | MAIN ACCOUNTS AND RESULTS |
|--|--------------|---------------------------|
| 1. Net balance of unappropriated retained earnings for previous years, as shown in item 5 of last year's Statement of Retained Earnings..... |              |                           |
| 2. Profit or (loss) after extraordinary items for this year (item 26 of Part 1).....   |              |                           |
| 3. Adjustments (total).....  |              |                           |
| 3.1 Transfer to reserves.....  |              |                           |
| 3.2 Amount paid as bonus, dividends, etc.....  |              |                           |
| 3.3 Other (Specify: _____).....  |              |                           |
| 4. Appropriations.....   |              |                           |
| 5. Net balance of unappropriated retained earnings for the current year, (equal to line 10.3 of Part 2).....                                 |              |                           |
| Remarks, Parts 2 and 3 (include description of any unavoidable deviations from reporting instructions):                                      |              |                           |

**PART 4 - TRAFFIC AND CAPACITY DATA**

| DESCRIPTION   | UNIT | TOTAL ALL REVENUE SERVICES |                            |                        |
|---|------|----------------------------|----------------------------|------------------------|
|   |      | SCHEDULED FLIGHTS<br>a     | NON-SCHEDULED FLIGHTS<br>b | OVER-ALL TOTALS<br>a+b |
| 1. Passenger-kilometres performed   | 000  |                            |                            |                        |
| 2. Seat-kilometres available  | 000  |                            |                            |                        |
| 3. Tonne-kilometres performed   |      |                            |                            |                        |
| 3.1 passenger (incl. baggage)   | 000  |                            |                            |                        |
| 3.2 freight (incl. express)   | 000  |                            |                            |                        |
| 3.3 mail  | 000  |                            |                            |                        |
| 3.4 total (sum of lines 3.1, 3.2 and 3.3)   | 000  |                            |                            |                        |
| 4. Tonne-kilometres available   | 000  |                            |                            |                        |
| Remarks, Part 4 (including a description of any deviation(s) from the reporting instructions or differences with the data reported on Form A, Traffic - commercial air carriers): |      |                            |                            |                        |

**FORM EF**  
**FINANCIAL DATA — COMMERCIAL AIR CARRIERS**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report financial data and related traffic and capacity statistics for each of their commercial air carriers that operates scheduled and/or non-scheduled flights and for which they are required to submit a monthly Air Transport Reporting Form A — Traffic — Commercial Air Carriers. These include:

- a) each of a State's carriers having combined traffic (international plus domestic, scheduled plus non-scheduled) of at least 90 per cent of the total tonne-kilometres (scheduled and non-scheduled) performed by the air carriers of that State; and
- b) each of a State's carriers having a total traffic of at least 100 million total tonne-kilometres performed per year (based on the previous year's data).

**Filing Schedule**

The preliminary Form EF Part 1 – Profit and Loss Statement should be filed within four months of the end of the reporting period and the final completed Form EF (all parts) no later than six months after the end of the reporting period to which it refers. This report should cover the calendar year January to December. However, if this is not practical, reports may cover a different annual period (e.g. the air carrier's fiscal year). If possible, the published annual report of the air carrier concerned should also be forwarded to ICAO.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**STATISTICS TO BE REPORTED**

For the purpose of reporting air carrier statistics to ICAO, all financial data and operational and traffic items are to be reported for the operating carrier, including code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services (see definitions below). In this context the term operating carrier refers to that carrier whose flight number is being used for air traffic control purposes. Any deviations from these or other instructions should be noted under "Remarks".

The data collected under this programme are intended to reflect the financial situation of the air carrier and should include all revenues and expenses and assets and liabilities of the air carrier. If the air carrier is part of a group of companies encompassing other related activities, such as aircraft maintenance, catering, and reservation systems, only the activities pertaining to the air carrier should be reported here. However if some of the financial data, such as the balance sheet, cannot be reported separately for the air carrier entity, only the operating data (revenues and expenses) shown in the Profit and Loss Statement (Part 1) need refer to the air carrier activities. The non-operating items as well as the other financial data shown in the Balance Sheet (Part 2) and in the Statement of Retained Earnings (Part 3) could be reported for the

group as a whole. In Part 4, States are requested to report the traffic and capacity data that relate to the operating revenues and expenses reported in Part 1.

The reporting currency and the units (i.e. thousands, millions, etc.) should be clearly stated in the space provided at the top of the reporting form.

### **PART 1- PROFIT AND LOSS STATEMENT**

This part concerns the revenues, expenses and financial results of the air carrier for the year as a whole. This statement should be prepared on an accrual basis rather than on a cash-realized basis wherever it is convenient to do so.

Operating revenues and expenses are those arising from the operation of air transport services and any services incidental thereto. Reporting instructions related to operations carried out under certain commercial agreements, such as code shares, franchises, pooled, blocked-off charters, blocked-space arrangements, joint services and leased aircraft services are provided below.

Operating revenue and expenses are to be reported as gross amounts unless otherwise indicated in the reporting instructions.

#### **Operating Revenues (Items 1 to 4)**

**Scheduled services (total) (Item 1).** Report under this heading all revenues earned performing scheduled services.

*Passenger (Item 1.1).* Include all revenues earned from the transportation of passengers on scheduled flights, after the deduction of applicable discounts and rebates and interline prorated through-tariffs. In the case of promotional offers (i.e. "two-for-one"), the gross passenger revenue for both tickets is to be charged with the applicable discount so as to reflect the net revenue of the value of one ticket. For passengers travelling on tickets issued in exchange for frequent-flyer points, nil revenue is to be entered. Also include monies collected from air passengers on surcharges of fuel and other surcharges that result in revenues retained by the air carrier i.e. where the carrier does not have the obligation to pass on the amounts so collected to the government or any other entity.

Exclude:

- a) the value of passenger tickets sold in advance; the value of such tickets shall be carried forward until such time as the flight takes place or the value is refunded or until the value of the unredeemed tickets is written back to revenues;
- b) taxes on the sale of passenger transportation; cancellation fees; revenues from the sale of food and drinks not included in the price of the ticket; revenues from nominal service charges for persons travelling on a non-revenue basis (such as staff members), which are all to be reported under Item 3;
- c) payments made for ground transportation, commission on sales, or other expenses connected with passenger handling or interrupted flights. Such expenses shall be charged to appropriate expenditure accounts.

*Excess baggage (Item 1.2).* Include all revenues arising from the transportation of passenger baggage in excess of the free baggage allowance.

*Freight (including express and diplomatic bags) (Item 1.3).* Include revenues for the carriage of freight, after deduction of applicable discounts and rebates, and interline prorated through-tariffs. Include express revenue and revenue from the carriage of diplomatic bags. Where the air carrier's staff has the privilege of sending personal consignments at reduced rates, such revenue shall be

considered as normal freight revenue.

*Mail (Item 1.4).* Include all payments received from the carriage of all domestic and foreign mail at prevailing rates, irrespective of the fact that such rates may be fixed in advance or in arrears.

**Non-scheduled operations (total) (Item 2).** Include revenues derived from all flights performed for remuneration, including empty flights related thereto, other than those on scheduled services. Include revenues from sales of the whole capacity of an aircraft (as in charter sales) when the responsibility for the performance of transportation is that of the reporting carrier.

In the case of inclusive tour revenues for non-scheduled services, the total revenues should be allocated to "air transport service" or "other" (e.g. revenues for hotel accommodation, land transport, etc.) if possible. The air transport service portion should be included under this item while the other revenues portion should be included under Item 3.1. If this cannot be done and a significant portion of non-scheduled flight revenues include total receipts for inclusive tours, this should be noted under "Remarks". Report the gross revenues related to non-scheduled operations, as defined above, subdivided as follows:

*Passenger and excess baggage (Item 2.1).* Include gross revenues derived from the air transportation of passengers and excess baggage on non-scheduled flights. Also include monies collected from air passengers on surcharges of fuel and other surcharges that result in revenues retained by the air carrier i.e. where the carrier does not have the obligation to pass on the amounts so collected to the government or any other entity.

*Freight (including express and diplomatic bags) and mail (Item 2.2).* Include gross revenues derived from the air transportation of freight, including express and diplomatic bags, and mail.

### **Other operating revenues (total) (Item 3)**

*Incidental transport-related revenues (Item 3.1).* Include revenues from a carrier's non-core transport-related activities. Gross revenues for all such activities not included under Items 1 and 2 above are to be reported here. Examples of incidental transport-related revenues are: revenues from the provision of aircraft to other carriers or parties from operations under their control, such as in chartering, interchange or operating lease agreements; revenues from capacity-equalization payments arising from pooled services; revenues received by the marketing carrier under code-shared, blocked-seat or joint services arrangements; and any other revenues not classified under Items 1 or 2 and related to the air transport activities of the reporting carrier.

*Miscellaneous operating revenues (Item 3.2).* Include net revenues (i.e. gross revenues less related expenses) from sources such as handling services for third parties, service and maintenance sales, surface transportation, catering services, properties, and sources other than air transport when these activities are performed by the air carrier entity of a group.

**Total operating revenues (Item 4).** Enter the sum of Items 1, 2 and 3.

### **Operating expenses (Items 5 to 14)**

#### **Flight operations (total) (Item 5)**

*Flight crew salaries and expenses (Item 5.1).* Include pay and allowances, pensions, insurance, travelling and other similar expenses (uniforms, etc.) of flight crews. Pay, allowances and other related expenses of cabin crews and passenger service personnel shall not be charged under this account but shall be included in the appropriate sub-item under Item 10. Include the training costs of flight crew (whether amortized or not).

*Aircraft fuel and oil (Item 5.2).* Include throughput charges, non-refundable duties and taxes.

*Flight equipment insurance (Item 5.3).* Include insurance against accidental damage to flight equipment while in flight and on the ground; insurance against liability occurring from operation of aircraft or, in the case of non-insurance, the resulting expenses for which the air carrier is liable. Premiums for passenger liability insurance and passenger accident insurance paid by the air carrier are to be reported under Item 10.2.

*Flight equipment rentals (Item 5.4).* Include expenses incurred for the rental of aircraft and crews from other carriers, such as in chartering, interchange and operating or short-term lease agreements.

*Other expenses (Item 5.5).* Include those expenses pertaining to in-flight operation and related standby time of aircraft which are not classifiable under Items 5.1 to 5.4 inclusive.

**Flight equipment maintenance and overhaul (Item 6).** Include the cost of keeping aircraft, engines, components and spares in an operative condition, the cost of repair and overhaul and the certificate of airworthiness overhaul carried out under mandatory government requirements. Also include the pay, allowances and related expenses of all staff engaged in flight equipment maintenance as well as the cost of repair, overhaul and maintenance of flight equipment by outside contractors and manufacturers.

The direct and related indirect maintenance cost of ground facilities should normally be included under Item 9. However, if that cost cannot be segregated, it should be included here with a note to that effect. If reserves are created for the maintenance and overhaul of flight and ground equipment, these reserves shall be charged to maintenance and overhaul each year in proportion to the use made of the equipment.

**Depreciation and amortization (total) (Item 7).** Include the depreciation and amortization charged to the current financial year (see also Part 2, Items 3.1.1, 3.2.1, 3.3.1, 3.4.1 and 5.1). The amounts charged under this general heading are subdivided into:

*Depreciation - flight equipment (Item 7.1).* The normal annual depreciation of assets included under Part 2, Item 3.1.

*Amortization of capital leases - flight equipment (Item 7.2).* The amortization of capital leases pertaining to assets included under Part 2, Item 3.3.

*Depreciation and amortization - ground property and equipment (Item 7.3).* The depreciation and amortization of assets included under Part 2, Items 3.2 and 3.4.

*Other (Item 7.4).* Charges for the amortization of capitalized development and pre-operating costs and other intangible assets applicable to the performance of air transportation included under Part 2, Item 5.1.

#### **User charges (total) (Item 8)**

*Landing and associated airport charges (Item 8.1).* Include all charges and fees related to air traffic operations that are levied against the air carrier for services provided at the airport. These include landing charges; passenger and cargo fees; security, parking and hangar charges and related traffic operation charges, excluding fuel and oil throughput charges.

*Air navigation charges (Item 8.2).* Include fees levied against the air carrier for the provision of en-route facilities and services, including approach and aerodrome control charges. Where a single charge is levied for both airport and air navigation services, the amount should be reported under Item 8.1, with a note to that effect.

**Station expenses (Item 9).** Include such items as: pay, allowances and expenses of all station staff engaged in handling and servicing aircraft and load, including flight supervisors, dispatchers and ground radio operators; station accommodation costs; maintenance and insurance of airport facilities, where separately assessed; representation and traffic handling fees charged by third parties for handling the air

services of the air carrier; station store charges, including local duties on equipment, transportation, packing and materials, rental of stores, storekeepers' pay, allowance and expenses, etc. When the maintenance expenditures for flight equipment at outstations cannot be segregated for reporting under Item 6, they should be reported here with a note to that effect.

**Passenger services (total) (Item 10)**

*Cabin crew salaries and expenses (Item 10.1).* Include pay and allowances, pensions, insurance, travelling and other similar expenses (uniforms, etc.) of cabin crew. Training costs of cabin crew (whether amortized or not) are also to be included under this item.

*Other expenses (Item 10.2).* Include the premiums for passenger liability insurance and passenger accident insurance paid by the air carrier; meals and accommodation, including the cost of supplies and personal services furnished to passengers; the expense of handling passengers incurred because of interrupted flights, including hotels, meals, taxi fares and other expense items; the cost of other services provided to passengers, such as pay, allowances and expenses of passenger service personnel, and all other services provided for the comfort of passengers in transit.

**Ticketing, sales and promotion (total) (Item 11)**

*Commission expenses (Item 11.1).* Include the net commission payable to others for the sale of transportation on the reporting carrier's service less the commission receivable from the reporting carrier's sale of transportation on other air carriers' services.

*Other expenses (Item 11.2).* Include pay, allowances and related expenses of all staff engaged in reservations, ticketing, sales and promotion activities; accommodation costs; agency fees for outside services; advertising and publicity through various media, and expenses related thereto.

**General and administrative (Item 12).** Include expenses incurred in performing the general and administrative functions of the air carrier and those expenses relating to matters of a general corporate nature, whether separately assessed or apportioned in conformity with the air carrier's accounting practices. Overhead costs directly related to Items 5, 6, 9, 10 and 11 should be included under the expense items to which they are related and not under this item.

**Other operating expenses (total) (Item 13)**

*Incidental transport-related expenses (Item 13.1).* Include operating expenses that cannot be assigned to Items 5 through 12 and those expenses associated with the revenues received and reported under Item 3.1. Payments made for capacity equalization arising from pooled services are to be included here.

*Miscellaneous operating expenses (Item 13.2).* Include all other operating expenses not covered under Items 5 to 12 and 13.1 above. The nature of such expenses should be shown under "Remarks".

**Total operating expenses (Item 14).** Enter the sum of Items 5 through 13.

**Operating profit or (loss) (Item 15).** Enter the difference between Item 4 and Item 14.

**Non-operating Revenues and Expenses (Items 16 to 21).** Some of the items identified below can represent a gain (revenue) or a loss (cost) for the air carrier concerned. Please make sure to indicate with a negative (-) sign any items that will reduce the profit or increase the loss of the reporting carrier.

**Interest expense (total) (Item 16)**

*Interest on debt (Item 16.1).* Include the interest cost on debt capital, including the balance of receipts and payments (or accruals) on account of interest on long- and short-term notes (receivable or payable), amortization of debt discount and expenses, and amortization of premium on debt.

*Interest on capital leases (Item 16.2).* Include the interest element of capital leases paid during the year.

**Capital gain or (loss) on retirement of equipment and other assets (Item 17).** Include the balance of gains and losses realized on sales, exchanges or retirement (resulting from obsolescence, accident, etc.) of flight equipment and other assets. Gain or loss on retirement is defined as the difference between the depreciated book value of the equipment at the date of retirement and the value realized.

**Payments from public funds (Item 18).** Include direct subsidies and other payments made by government bodies, not accounted for elsewhere.

**Affiliated companies (Item 19).** Include the balance of all income from affiliated companies and the losses of affiliated companies reimbursed in cash or recorded as a reserve against the investments (Part 2, Item 5.3).

**Other non-operating items (Item 20).** Include the balance of dividend income, except from affiliated companies (Item 19); profits and losses from non-operating property and equipment, from sales of securities owned, from foreign exchange transactions, from resale of long-term notes receivable, held in the air carrier's treasury; and other income and expenditures of a non-operating nature.

**Non-operating items (total) (Item 21).** Enter the sum of Items 16 through 20.

**Profit or Loss (Items 22 to 26)**

**Profit or (loss) before income taxes (Item 22).** Enter the sum of Item 15 and Item 21.

**Income taxes (Item 23).** Include central or other governmental taxes, excess profits taxes, taxes on undistributed surplus, and other taxes imposed on net income after netting off any refunds, or recoveries of taxes. If the net amount results in a payout, then the amount indicated for this item should be shown with a negative (-) sign.

**Profit or (loss) after income taxes (Item 24).** Enter the sum of Item 22 and Item 23.

**Extraordinary items (Item 25).** Enter the total figure for extraordinary items, and under "Remarks" indicate the nature of these items. Extraordinary items include income or expenses that arise from events or transactions which are clearly distinct from the ordinary activities of the enterprise and therefore are not expected to recur frequently or regularly. Whether an event or transaction is clearly distinct from the ordinary activities of the enterprise is determined by the nature of the event or transaction in relation to the business ordinarily carried on by the enterprise rather than by the frequency with which such events are expected to occur. Examples of such items maybe losses suffered due to attachment of property of the air carrier, losses due to natural calamities, accounting changes (income or loss), legislative changes having retrospective effect, etc. If the extraordinary items reduce the profit or increase the loss for the reporting carrier, then the amount indicated for this item should be shown with a negative (-) sign.

**Profit or (loss) after extraordinary items (Item 26).** Enter the sum of Item 24 and Item 25.

#### **REPORTING OF DATA FOR OPERATIONS CONDUCTED UNDER CERTAIN COMMERCIAL AGREEMENTS BETWEEN TWO OR MORE AIR CARRIERS**

**Pooled services.** Each air carrier participating in pooled service agreements should report the total revenues of the traffic it carried on its services under the pool under the appropriate revenue items, broken down by type of traffic (Items 1.1 to 1.4), and the expenses it incurred for its own operations under the pool under the appropriate expense items (Items 5 to 12). Revenues from capacity equalization payments should be included under Item 3.1. Payments made for capacity equalization of pooled services should be entered under Item 13.1.

**Code-shared, blocked-space and joint services agreements.** In the case of operations conducted under code-shared, blocked-space or joint services agreements, the operating carrier should report the gross revenue from the transportation of its own traffic, plus any additional revenue gained through the sale of aircraft space under these agreements. The total of these revenues should be broken down by type of traffic (Items 1.1 to 1.4). The relevant operating expenses are to be reported under the individual expense

items identified under Items 5 through 12.

The *marketing carrier* is to report, under Item 3.1, net revenues generated under code-shared, blocked-space or joint services agreements, i.e. revenues from the sale capacity on the operating carrier's aircraft less the costs incurred for the purchase of that capacity. Alternatively, the gross revenue may be reported under Item 3.1 and the related expenses, i.e. the costs incurred for the purchase of capacity from the operating carrier, may be reported under Item 13.1.

All traffic and capacity data for these services are to be reported by the operating carrier under Part 4. The marketing carrier is not to report any traffic or capacity data for these services.

**Franchises.** The carrier that is granting the franchise should report under Item 3.1 revenues net of expenses incurred in promoting the franchise as per the agreement. Alternatively, the gross revenue may be reported separately under Item 3.1. Any expenses incurred and attributable to promoting the franchise can be reported separately under Item 13.1.

The franchisee (the operating carrier) should report the revenues, broken down by type of traffic (Items 1.1 to 1.4), and the related operating expenses under the relevant expense items (Items 5 to 12). The franchisee should also include under Part 4 all the traffic and capacity data for these services.

**Leased, chartered and interchanged aircraft.** Revenues from aircraft chartered, interchanged or leased under an operating or short-term lease to another air carrier not operated under the control of the reporting carrier should be reported under Item 3.1.

Revenues from the charter sale of the whole capacity of an aircraft to other parties when the transportation responsibility is that of the reporting carrier should be reported under Item 2. All the traffic and capacity data for these operations shall be included under Part 4.

## PART 2 - BALANCE SHEET

Report the assets and liabilities as at the end of the reported year (calendar or fiscal).

### Assets (Items 1 to 6)

#### Current assets (total) (Item 1)

*Cash, bank balances and short-term investments (Item 1.1).* Include cash and bank balances, including working funds, deposits in transit, special deposits for the payment of debts, dividends and interest, etc., and short-term investments due within one year from the date of the balance sheet.

*Current accounts and notes receivable (Item 1.2).* Include current accounts and traffic balances receivable, including net balances, subject to current settlement, receivable from affiliated companies; and notes receivable, due on demand or within one year of the date of the balance sheet, etc., less reserves provided for doubtful accounts.

*Other current assets (Item 1.3).* Include items not reported under Items 1.1 and 1.2, such as charges to subscribers on transportation contracts; interest and dividends receivable; the cost of materials, store stock and uncompleted work on store stock; supplies on hand (such as fuels and oils); shop material; expendable tools; stationery and office supplies; passenger service supplies; and restaurant and food service supplies; the amount expended on uncompleted work for others and also prepayments of rent, insurance, taxes, etc. Do not include spare parts, instruments and accessories which are to be included under Item 3.

#### Special funds (total) (Item 2)

*Investments in affiliated companies (Item 2.1).* Include investments in stocks, bonds and long-term notes, and advances to affiliated companies.

*Equipment purchase funds (Item 2.2).* Include funds set aside solely for the purchase of equipment.

*Other special funds (Item 2.3).* Include funds set aside for such special purposes as contractual deposits, deposits in court, pension funds, self-insurance funds, etc.

Investment in securities shall be recorded at cost; permanent impairment in value of such securities shall be written off and included under Item 3 of Part 3. Also, this item shall not include funds in which the air carrier has no beneficial interest and which it holds purely as a trustee.

**Operating property and equipment (total) (Item 3).** Include the cost to the reporting air carrier of assets used in transportation and incidental services. When such assets are disposed of by sale, retirement, abandonment, dismantling, etc., the cost thereof shall be credited to these accounts, and the reserve for depreciation shall be debited for the amount accrued therein applicable to the retired asset. When the renewal to be made to an important structure or to an item of equipment will constitute the major portion of its value when renewed, the property to which such renewals will apply shall be considered as retired property. The renewal shall be considered as a new unit and the cost thereof, together with the appraised value of the reused material, shall be recorded under the relevant heading in Item 3. These items shall not include the cost of patents, copyrights or other intangibles, which shall be charged to Item 5.2.

*Flight equipment - owned (Item 3.1).* Include the cost of aircraft, engines, components and spare parts that have been purchased outright by the reporting air carrier.

*Ground property and equipment - owned (Item 3.2).* Include the cost of passenger service equipment; hotel, restaurant and food service equipment; station communications equipment; meteorological equipment; hangar, shop and ramp equipment; floats, barges and equipment; motorized vehicles and equipment; motorized marine equipment; furniture, fixtures and office equipment; medical equipment; engineering equipment; airport and airway lighting equipment; storage and distribution equipment; miscellaneous ground equipment; the initial cost of and improvements to leased property; construction work in progress; buildings and the value of land which cannot be segregated there from; and improvements to land not owned. Do not include improvements to land owned, such as the initial cost of clearing timber and brush, draining, filling, levelling, grading, etc., which shall be included under Item 3.5.

*Flight equipment under capital leases (Item 3.3).* Include the cost of flight equipment acquired by the reporting air carrier under a capital or finance lease, i.e. a lease for a period considered to be the whole or nearly the whole life of the aircraft. Such an aircraft is to be reported in the same manner as if it had been purchased outright, the cost being generally determined as equal to the aggregate value of the capital element of the lease payments, i.e. the total payment over the lease minus the specified or implicit interest element. The interest element paid each year is to be reported under Part 1, Item 16.2. Do not include flight equipment acquired under an operating or short-term lease, i.e. a lease for a period which is substantially less than the normal life of the aircraft (the cost of such lease arrangements is to be reported under Part 1, Item 5.4, nor flight equipment that is the property of the reporting air carrier but which is leased out under a capital lease arrangement.

*Ground property and equipment under capital leases (Item 3.4).* Include the cost of ground property acquired by the reporting air carrier under a capital or finance lease, i.e. a lease for a period considered to be the whole or nearly the whole life of the equipment. Such equipment is to be reported in the same manner as if it had been purchased outright, the cost being generally determined as equal to the aggregate value of the capital element of the lease payments, i.e. the total payment over the lease minus the specified or implicit interest element. The interest element paid each year is to be reported under Part 1, Item 16.2.

*Reserve for depreciation (Items 3.1.1 and 3.2.1) and accumulated amortization (Items 3.3.1 and 3.4.1).* Include accrued charges representing losses, not replaced by current repairs, occurring in physical property and suffered through current lessening of service value due to wear and tear from use and the action of time and the elements; and losses occurring through obsolescence, supersession, new technological developments, changes in popular demand, and the requirements of public authority.

Depreciation of flight equipment, ground property and equipment acquired under a capital lease arrangement should be charged in the same manner as if the said items were actually purchased. In some instances the amount of depreciation charged against such items will equal the annual capital repayment, but in other instances the depreciation period may not be the same as the period of the lease.

In determining depreciation rates applicable to buildings and improvements on property not owned by the air carrier, consideration shall be given to the terms of the agreement under which the property is occupied. Depreciation shall not be accrued on expenditures on uncompleted units of property and equipment during the process of manufacture or construction; small units of property subject to constant renewal; and any other physical property which from the nature of its construction or its inherent characteristics is not depreciable.

When changing conditions require revision in rates of depreciation, the new rates shall be applied to the revised estimated life of the equipment, and they shall not be made applicable retroactively to previous periods.

Reserve for depreciation is a reserve account and is shown on the debit side of the balance sheet to facilitate comparison with the historical cost of assets. This reserve item is built up from the amounts shown under Part 1, Items 7.1, 7.2 and 7.3 and from Part 3, Item 4.

*Land (Item 3.5).* Include the cost of land (including land acquired with buildings) used in air transportation service; amounts expended for improvements to land owned, such as the initial cost of clearing timber and brush, draining, filling, levelling and grading. The value of land which cannot be segregated from the value of buildings may be included under Items 3.2 or 3.4.

#### **Non-operating property and equipment (total) (Item 4)**

*Non-operating property and equipment (Item 4.1).* Include the cost of all non-operating property and equipment.

*Less - allowance for depreciation and amortization (Item 4.1.1).* Include the accumulated depreciation and amortization of the non-operating property and equipment.

#### **Other Assets (total) (Item 5)**

*Deferred charges (Item 5.1).* Include expenses pertaining to extension and development projects, the cost of extraordinary training, and other expenditures the disposition of which has been deferred beyond a period of one year, less the proportion that has been amortized or otherwise disposed of; unamortized discounts and expenses on the issue of long-term debt securities by the air carrier; and unadjusted accounts which cannot be cleared as at the date of the balance sheet.

*Intangible assets (Item 5.2).* Include goodwill, i.e. the excess of the consideration paid on the acquisition of a business over the net value of the assets received; any payments made for patents, copyrights, etc.

*Investments in associated companies (Item 5.3).* Include investments in stocks, bonds and long-term notes and advances to associated companies.

*Other assets (Item 5.4).* Include all assets not otherwise reported. Total assets (Item 6). Enter the sum of Items 1 through 5, which should be equal to Item 11.

**Total Assets (Item 6).** Enter the sum of Items 1 through 5, which should be equal to Item 11 below.

#### **Liabilities (Items 7 to 11)**

##### **Current liabilities (total) (Item 7)**

*Accounts, traffic balances and notes payable (Item 7.1).* Include the current accounts and traffic balances payable, including balances subject to current settlement and payable to affiliated

companies, and notes payable on demand or within one year from the date of the balance sheet.

*Air traffic liability (Item 7.2).* Include the value of passenger tickets sold for transportation by the air carrier but which have not been used or refunded as of the date of the balance sheet, and pre-paid amounts for the transportation of baggage, freight and mail the transportation of which has not been effected as of the date of the balance sheet. Depending on national accounting standards, also include the nominal value of unredeemed air journeys earned through frequent-flyer programmes.

*Other current liabilities (Item 7.3).* Include salaries and wages accrued and unpaid, interest and dividends accrued and unpaid, taxes accrued and unpaid, deposits by subscribers on transportation contracts, and other current and accrued liabilities.

**Non-current liabilities (total) (Item 8).** Include all liabilities that are not current but are material enough to be classified separately.

*Long-term debt (Item 8.1).* Include the face value (excluding accrued interest) of mortgages, bonds, trust certificates, debentures, receivers' certificates, notes and other long-term debt issued or assumed by the air carrier and in the hands of others. Any profit or loss realized on the resale of long-term debt securities held in the air carrier's treasury shall be recorded in Part 1.

*Long-term obligations under capital leases (Item 8.2).* Include the present value of unexpired contracts for the acquisition of aircraft under such lease arrangements.

*Advances from affiliated companies (Item 8.3).* Include advances, secured or otherwise, from affiliated companies and not subject to current settlement.

*Reserves (Item 8.4).* Include operating reserves, such as for overhaul of flight equipment; self-insurance reserves; pension reserves and any other reserves not otherwise provided for. These reserves should be separately identified, to the extent possible, by a note in the "Remarks" section.

*Other non-current obligations (Item 8.5).* Include liabilities not otherwise provided for.

**Deferred credits (total) (Item 9).** Include unamortized premiums on all classes of long-term debt, securities issued or assumed by the air carrier, and other unadjusted accounts that cannot be cleared as at the date of the balance sheet.

**Stockholder's equity (total) (Item 10)**

*Capital stock (Item 10.1).* Include the consideration actually received, not in excess of the par or stated value, for all types of stock outstanding in the hands of the public. Indicate in the "Remarks" section whether the values reported are based on par value, stated value or otherwise. Any premium received over and above the par value, or in the case of no par value stocks, over the stated value, shall be reported under Item 10.2.

*Capital surplus (Item 10.2).* Include the excess of the asset value of property acquired over the cost to the air carrier; the excess of book value over the cost of shares of affiliated companies; profits or losses on resale of the air carrier's own stock held in its treasury; surplus resulting from reorganization or recapitalization; premiums received over the par value in the initial sale of capital stock, or in the case of no par value stock, over the stated value; and donations by stockholders.

*Retained earnings (Item 10.3).* The final balance in Part 3, Item 5 for the current and previous years after all appropriations and dividends have been taken into account.

**Total liabilities and stockholder's equity (Item 11).** Enter the sum of Items 7 through 10, which should be equal to Item 6 above.

### PART 3 - STATEMENT OF RETAINED EARNINGS

**Net balance of unappropriated retained earnings for previous years, as shown in Item 5 of last year's statement of retained earnings (Item 1).** Self-explanatory; it is the opening balance of the statement of retained earnings.

**Profit or (loss) after extraordinary items for this year (Item 26 of Part I) (Item 2).** Self-explanatory.

**Adjustments (total) (Item 3).** Include the adjustments specified under Items 3.1 and 3.2, and any others (such as tax adjustments for previous years and adjustments for revaluation of securities), which should be specified and reported under Item 3.3.

**Appropriations (total) (Item 4).** Include such items as appropriations from profits to provide for special contingencies, to create or maintain reserves, etc.

**Net balance of unappropriated retained earnings for the current (equal to Item 10.3 of Part 2) (Item 5).** This is the closing balance of this year's statement of retained earnings and the opening balance of next year's statement.

### PART 4 - TRAFFIC AND CAPACITY DATA

Report the air carriers' total traffic and capacity statistics for international and domestic operations on scheduled and non-scheduled services corresponding to the operating revenues and expenses identified in Part 1. Should the traffic and capacity data reported not be consistent with that reported in Air Transport Reporting Form A - Traffic - Commercial Air Carriers, the reasons for the difference should be noted under "Remarks".

**Passenger-kilometres performed (Item 1).** Enter the sum of the products obtained by multiplying the number of revenue passengers carried (see definition below) on each flight stage by the stage distance. The resultant figure is equal to the number of kilometres travelled by all passengers.

**Seat-kilometres available (Item 2).** Enter the sum of the products obtained by multiplying the number of passenger-seats available for sale on each flight stage by the corresponding stage distance. Seats not actually available for the carriage of passengers because of higher amount of fuel required or other payload/operational restrictions should be excluded from the calculations.

**Tonne-kilometres performed (Items 3.1 to 3.4).** Enter the sum of the products obtained by multiplying the number of tonnes of revenue load (i.e. one for which remuneration is received) carried on each flight stage by the corresponding stage distance.

*Passengers (including baggage) (Item 3.1).* Normal baggage allowance and excess baggage should be included here. To convert aircraft passenger loads into weight loads, the number of passengers carried is multiplied by a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage. This conversion factor is left to the discretion of the operator. However, where an air carrier does not have a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage to convert them into a mass, it is recommended that 100 kilograms be used.

*Freight (including express) (Item 3.2).* Express and diplomatic bags should be included under this item.

*Mail (Item 3.3).* All correspondence and other objects tendered by and intended for delivery to the postal administrators should be included under this item.

*Total (Item 3.4).* Enter the sum of Items 3.1 to 3.3 above.

The factor to convert freight and mail loads from volume into mass is left to the discretion of the carrier. However, if no conversion factor is available, it is recommended that 161 kilograms per cubic meter be used.

**Tonne-kilometres available (Item 4).** Enter the sum of the products obtained by multiplying the number of tonnes of payload capacity available above and below the deck for the carriage of revenue load (passengers, freight and mail), taking into account payload and operational restrictions on the supply of capacity where applicable, on each flight stage by the corresponding stage distance.

### DEFINITIONS OF TERMS USED

**Affiliated companies.** Companies controlled by the reporting air carrier.

**Associated companies.** Companies in which the reporting air carrier holds stock without exercising effective control.

**Blocked-off charters.** The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

**Blocked-space arrangements.** A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

**Code sharing.** The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

**Cost.** For balance sheet purposes, cost is defined as the amount of money actually expended; the money value at the date of acquisition of any consideration, other than money actually paid; or the liability incurred by the air carrier in the acquisition by purchase, lease or construction, and in the original installation of property, buildings, equipment, materials, and services. It includes transportation charges paid to other carriers, customs duties, excise, sales, use and other taxes, etc., but does not include discounts allowed.

**Franchising.** The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

**Joint service flight.** A flight identified by the designator codes of two airlines that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

**Leased aircraft.** An aircraft used under a contractual leasing arrangement to increase an air carrier fleet capacity.

**Non-scheduled revenue flights (excluding on-demand flights).** Charter flights and special flights performed for remuneration other than those reported under scheduled flights. Any items related to blocked-off charters should also be included here. The statistics to be reported under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

**Pooling arrangements.** An airline commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

**Revenue passengers.** A passenger for whose transportation an air carrier receives commercial remuneration.

#### NOTES:

1. This definition includes, for example, a) passengers travelling under publicly available promotional offers (for example, “two-for-one”) or loyalty programmes (for example, redemption of frequent-flyer points); b) passengers travelling as compensation for denied boarding; c)

passengers travelling on corporate discounts; d) passengers travelling on preferential fares (government, seamen, military, youth, student, etc.).

2. This definition excludes, for example, a) persons travelling free; b) persons travelling at a fare or discount available only to employees of air carriers or their agents or only for travel on business for the carriers; c) infants who do not occupy a seat.

**Scheduled revenue flights.** Flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

— END —

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
AIR TRANSPORT REPORTING FORM  
AIRPORT TRAFFIC**

Contact person: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Tel.: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

State: \_\_\_\_\_  
 Name of Airport: \_\_\_\_\_  
 City name: \_\_\_\_\_  
 Calendar year: \_\_\_\_\_  
 Month: \_\_\_\_\_

| Description<br>a   | Aircraft Movements<br>Total<br>b | Passengers    |                  |                      |                           | Freight (tonnes) |               |                      | Mail (tonnes)     |               |                            |
|--|----------------------------------|---------------|------------------|----------------------|---------------------------|------------------|---------------|----------------------|-------------------|---------------|----------------------------|
|  |                                  | Embarked<br>c | Disembarked<br>d | Total<br>c + d)<br>e | (Col. Direct transit<br>f | Loaded<br>g      | Unloaded<br>h | Total<br>g + h)<br>i | (Col. Loaded<br>j | Unloaded<br>k | Total<br>(Col. j + k)<br>l |
| A. Commercial air transport  |                                  |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| 1. International scheduled   | x                                | x             | x                |                      |                           |                  |               |                      |                   |               |                            |
| 2. International non-scheduled   | x                                |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| 3. Total international (1+2)   | x                                |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| 4. Domestic scheduled and non-scheduled  | x                                |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| 5. Total commercial air transport (1+2+4)  | x                                |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| 6. All-freight/mail services <sup>1</sup>  |                                  |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| 7. Air taxi and commercial business flights <sup>2</sup>   |                                  |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| B. All other movements   |                                  |               |                  |                      |                           |                  |               |                      |                   |               |                            |
| Remarks (including a description of any unavoidable deviation(s) from the reporting instructions): |                                  |               |                  |                      |                           |                  |               |                      |                   |               |                            |

<sup>1</sup>This traffic is to be included also under items 1 to 5 (see the reporting instructions).

<sup>2</sup>This traffic is to be included also under items 2 to 5 (see the reporting instructions).

*Please use the additional sheets as required.*



**FORM I**  
**PART I — AIRPORT TRAFFIC**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report monthly traffic statistics (Part I) and Origin and Destination traffic data (Part II) for each of their airports that is open to international commercial traffic. A separate Form I is to be filed regularly for:

- a) each of a State's principal airports having combined traffic of at least 90 per cent of the total international commercial traffic units (scheduled and non-scheduled) of all airports of the State; or
- b) each of a State's airports having no less than 1 000 international traffic units in a year, whichever is less restrictive.

**In addition**, a separate Form I (Parts I and II) should also be filed with regard to each principal airport to a State having combined traffic of at least 80 per cent of the total commercial traffic units (scheduled and non-scheduled) of all airports of the State which were not selected under the criteria for international airports above.

A traffic unit is equivalent to 1 000 passengers or 100 tonnes of freight or mail; direct transit traffic shall not be taken into account for this purpose. These criteria should be applied separately by a State to each of its overseas territories.

A separate summary form (Form I-S) is to be used by States on an annual basis to report the total sum of the commercial air transport traffic figures for all of their airports (including the airports reported on Form I).

**Filing schedule**

**Part I**

Airport traffic should be filed with ICAO on a monthly basis within two months of the end of the reporting period. However, if a State has problems in meeting this deadline, they can file the monthly traffic data at the end of each quarter (for example, at the end of the first quarter, a State can file the individual traffic data for January, February and March).

**Part II**

The Origin and Destination (O-D) traffic data should be completed on a monthly basis and filed with ICAO within two months of the end of the period to which it refers. However, if a State has problems in meeting this deadline, they can file the monthly traffic data at the end of each quarter (for example, at the end of the first quarter, a State can file the individual traffic data for January, February and March. States should report on two separate forms; one for scheduled services and another for non-scheduled operations. When replying, please place an X in the appropriate box to identify the nature of the traffic being reported.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

## PART I – MONTHLY AIRPORT TRAFFIC STATISTICS

### STATISTICS TO BE REPORTED

#### Columns

**Description (Column a).** An explanation of the statistical data categories contained in Column a is provided below under “Rows”.

**Aircraft movements — total (Column b).** Arrivals and departures shall be counted separately, i.e. one arrival and one departure shall be counted as two movements. Local aircraft movements, i.e. movements of aircraft which take off and land at the same airport within a short period of time, may be excluded, in which case this should be noted on the form.

#### **Passengers (Columns c to f)**

*Embarked (Column c).* Enter the number of revenue and non-revenue air carrier passengers whose air journey begins at the reporting airport, including the number of disembarked passengers, other than those reported under Column f, who are continuing their air journey.

*Disembarked (Column d).* Enter the number of passengers whose air journey terminates at the reporting airport, including the number of passengers, other than those passengers reported under Column f, who will continue their air journey.

*Total (Column e).* Enter the sum of passengers embarked plus disembarked (Column c plus Column d).

*Direct transit (Column f).* Enter the number of passengers who continue their journey on a flight having the same flight number as the flight on which they arrived. Passengers in direct transit should thus be counted only once. Other transit passengers and stop-over passengers will be counted twice: once as embarked passengers and once as disembarked passengers.

**Freight and mail (tonnes) (Columns g to I).** The number of freight tonnes includes express and diplomatic bags but not passenger baggage. The number of mail tonnes includes all correspondence and other objects tendered by and intended for delivery to postal administrations.

*Loaded and unloaded.* These terms as applied to freight and mail have meanings similar to “embarked” and “disembarked” above.

#### Rows

*Note.—The term “loads” as used below refers to the passengers, freight and mail carried by an aircraft.*

#### **A. Commercial air transport**

**International scheduled (Item 1).** Report under this item the aircraft movements (and loads) of international services provided by flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

**International non-scheduled (Item 2).** Report under this item the aircraft movements (and loads) of international charter and special and inclusive tour flights other than those reported under scheduled flights, performed for remuneration on an irregular basis including empty flights related thereto, air taxi operations and commercial business flights, and blocked-off charters.

**Total international (Item 3).** Report under this item those cases where an airport has both international scheduled traffic and international non-scheduled traffic that cannot be reported separately under Items 1 and 2 above.

**Domestic scheduled and non-scheduled (Item 4).** Report under this item both the scheduled and non-scheduled services of commercial air transport operators only, including air taxi operations and commercial business flights.

**Total commercial air transport (Item 5).** Report under this item international and domestic air transport services, both scheduled and non-scheduled, which are available to the public for the transportation of passengers, mail and/or freight for remuneration.

**All-freight/mail services (Item 6).** Report under this item data concerning flights performed by aircraft carrying loads other than passengers, i.e. freight, mail and unaccompanied baggage. Exclude all flights carrying one or more revenue passengers as well as those listed in schedules as passenger service. All-freight/mail services traffic should also be included in the data on aircraft movements, freight and mail tonnage reported under Items 1 to 5.

**Air taxi and commercial business flights (Item 7).** These flights, reported separately under this new item 7, should also be included under Items 2 to 5. States are only required to report the number of aircraft movements associated with these flights, however, if available, they can also include the number of passengers and freight carried.

**B. All other movements.**

Report here all aircraft movements, other than those of commercial air transport. Include commercial activities such as crop dusting, aerial photography, pilot training (at training schools), as well as non-commercial business, pleasure flying and the movements of military aircraft. Although not required, States may report the number of passengers, embarked and disembarked, who are associated with "other movements".

## **PART II — AIRPORT ORIGIN AND DESTINATION (O-D) TRAFFIC**

### **Reporting Instructions**

#### **STATISTICS TO BE REPORTED**

Part II of Form I to report the traffic (passengers, freight or mail) carried between all international city-pairs on scheduled and non-scheduled from and to the city of the reporting airport. Data are to be reported for all air carriers offering services between the city-pairs concerned in an aggregate manner for each month.

States which are unable to report the O – D traffic data should at least report the origin and destination of the traffic for the *flight stage* arriving or departing from the reporting airport; i.e. the last airport it departed from for an inbound flight (origin) or the first airport it lands for an outbound flight (destination), ignoring intermediate technical stops.

Please indicate under which of the two options indicated above you are submitting the O -D traffic data by checking (X) the appropriate box in the upper left hand side of the Form, (where P = passengers, F = freight and M = mail).

#### **Columns**

##### **City-pair (columns a and b)**

- a) List in alphabetical order all of the city-pairs served by commercial air services from/to the city of the reporting airport during the month for which airport traffic (passengers, freight and/or mail) is being reported.
- b) List each city-pair twice: first in one direction (from the city of the reporting airport) and then in the reverse direction (to the city of the reporting airport).

Whenever possible, IATA location identifiers (three-letter codes listed in their *Airline Coding Directory* or the four-letter codes listed in ICAO's *Location Indicators* (Doc 7910)) should be used to identify cities. If neither code is available, please write clearly the name of the city concerned.

##### **Airport O-D traffic (columns c, d and e)**

*Passengers (number) (column c)*. The term covers all revenue and non-revenue passengers on-board an aircraft arriving to or departing from the reporting airport.

*Freight (tonnes) (column d)*. The term freight includes express and diplomatic bags but not a passenger's checked baggage. It covers all revenue and non-revenue freight on-board an aircraft arriving to or departing from the reporting airport.

*Mail (tonnes) (column e)*. The terms mail refers to correspondence and other objects tendered by and intended for delivery to postal administrations. It covers all revenue and non-revenue mail on-board an aircraft arriving to or departing from the reporting airport.

**DEFINITIONS OF TERMS USED**  
**(Covers both Parts I and II)**

**Air taxi flights.** On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

**Aircraft movements**

*International.* All flights of national or foreign aircraft whose origin or destination is located in the territory of a State other than that in which the airport being reported on is located.

*Domestic.* All flights of national or foreign aircraft in which all the airports are located in the territory of the same State.

*Note.*—In both cases a flight is defined as the operation of an aircraft on a stage or number of stages with an *unchanging* flight numb; technical stops are not taken into account.

**City-pair.** It refers to two cities linked through a non-stop flight stage where the city of the reporting airport represents either the origin (column a) and the destination (column b) of the traffic or flight stage concerned.

**Commercial business flights.** The commercial operation or use of aircraft by companies for the carriage of passenger or goods as an aid to the conduct of their business and the availability of the aircraft for whole aircraft charter, flown by a professional pilot(s) employed to fly the aircraft.

**Non-commercial business flights.** These operations cover corporate and owner operated business flights.

*Corporate business flights.* The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot(s) employed to fly the aircraft.

*Owner operated business flights.* The non-commercial operation or use of aircraft by an individual for the carriage of passengers or goods as an aid to the conduct of his/her business.

**Passenger, freight and mail**

*International.* Applies to passengers, freight and mail disembarked at an airport located in a State other than that of the airport of embarkation, or vice versa.

*Domestic.* Applies to passengers, freight and mail disembarked at an airport located in the State of the airport of embarkation or vice versa.

**Scheduled services (revenue).** Scheduled services (revenue) are flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

**Non-Scheduled services (revenue).** Non-Scheduled services (revenue) are charter flights and special and inclusive tour flights performed for remuneration other than those reported under scheduled flights. Any items related to blocked-off charters should also be included here. The statistics to be reported for Part II under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

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**UNITS OF MEASUREMENT**

Data for freight and mail should be reported in metric tonnes to three decimal places using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes.

**SYMBOLS**

Please use the following symbols as necessary in completing this form:

\* estimated data (asterisk immediately following estimated figure)  
(blank) category not applicable  
na data not available.

— END —

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
AIR TRANSPORT REPORTING FORM  
AIRPORT TRAFFIC**

**Contact person:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Calendar year:** \_\_\_\_\_

| Description<br>a   | Aircraft<br>Movements<br>Total<br>b | Passengers    |                  |                         |                     | Freight (tonnes) |               |                      | Mail (tonnes) |               |                         |
|--|-------------------------------------|---------------|------------------|-------------------------|---------------------|------------------|---------------|----------------------|---------------|---------------|-------------------------|
|  |                                     | Embarked<br>c | Disembarked<br>d | Total<br>(Col.c+d)<br>e | Direct transit<br>f | Loaded<br>g      | Unloaded<br>h | Total (Col.g+h)<br>i | Loaded<br>j   | Unloaded<br>k | Total<br>(Col.j+k)<br>l |
| A. Commercial air transport                                    |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| 1. International scheduled.....                                |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| 2. International non-scheduled.....                            |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| 3. Total international (1+2).....                              |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| 4. Domestic scheduled and non scheduled.....                   |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| 5. Total commercial air transport (1+2+4).....                 |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| 6. All-freight/mail services <sup>1</sup> .....                |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| 7. Air taxi and commercial business flights <sup>2</sup> ..... |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |
| B. All other movements.....                                    |                                     |               |                  |                         |                     |                  |               |                      |               |               |                         |

Below, or in a separate attachment, please enter the names of all the airports for which data have been included above. The data shown above should include those airports reported separately in Form I.

Name of city/airport: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Remarks (including a description of any unavoidable deviation(s) from the reporting instructions):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>1</sup>This traffic is to be included also in rows 1 to 5 (see the reporting instructions).  
<sup>2</sup>This traffic is to be included also in rows 2 to 5 (see the reporting instructions).

*Please use the additional sheets as required.*

**FORM I-S**  
**AIRPORT TRAFFIC**  
**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report the total commercial air transport traffic figures for all of their airports. A separate form should be filed for each overseas territory which is located in a different geographical region than that of the reporting State. The names of all of the airports for which data have been reported on this form should also be provided.

**Filing schedule**

This form should be completed on an annual basis and filed with ICAO within six months of the end of the reporting period to which it refers.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**STATISTICS TO BE REPORTED**

**Columns**

**Description (Column a).** An explanation of the statistical data categories contained in Column a is provided below under "Rows".

**Aircraft movements — total (Column b).** Arrivals and departures shall be counted separately, i.e. one arrival and one departure shall be counted as two movements. Local aircraft movements, i.e. movements of aircraft which take off and land at the same airport within a short period of time, may be excluded, in which case this should be noted on the form.

**Passengers (Columns c to f)**

*Embarked (Column c).* Enter the number of revenue and non-revenue passengers whose air journey begins at the reporting airport, including the number of disembarked passengers, other than those reported under Column f, who are continuing their air journey.

*Disembarked (Column d).* Enter the number of passengers whose air journey terminates at the reporting airport, including the number of passengers, other than those passengers reported under Column f, who will continue their air journey.

*Total (Column e).* Enter the sum of passengers embarked plus disembarked (Column c plus Column d).

*Direct transit (Column f).* Enter the number of passengers who continue their journey on a flight having the same flight number as the flight on which they arrived. Passengers in direct transit should thus be counted only once. Other transit passengers and stop-over passengers will be counted twice: once as embarked passengers and once as disembarked passengers.

**Freight and mail (tonnes) (Columns g to I).** The number of freight tonnes includes express and diplomatic bags but not passenger baggage. The number of mail tonnes includes all correspondence and other objects tendered by and intended for delivery to postal administrations.

*Loaded and unloaded.* These terms as applied to freight and mail have meanings similar to “embarked” and “disembarked” above.

### Rows

*Note.— The term “loads” as used below refers to the passengers, freight and mail carried by the aircraft.*

#### A. Commercial air transport

*International scheduled (Item 1).* Report under this item the aircraft movements (and loads) of international services provided by flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

*International non-scheduled (Item 2).* Report under this item the aircraft movements (and loads) of international charter and special flights other than those reported under scheduled flights, performed for remuneration on an irregular basis including empty flights related thereto, air taxi operations and commercial business flights, inclusive tours other than those reported under scheduled services, and blocked-off charters.

*Total international (Item 3).* Report under this item those cases where an airport has both international scheduled traffic and international non-scheduled traffic that cannot be reported separately under Items 1 and 2 above.

*Domestic scheduled and non-scheduled (Item 4).* Report under this item both the scheduled and non-scheduled services of commercial air transport operators only, including air taxi operations and commercial business flights.

*Total commercial air transport (Item 5).* Report under this item international and domestic air transport services, both scheduled and non-scheduled, which are available to the public for the transportation of passengers, mail and/or freight for remuneration.

*All-freight/mail services (Item 6).* Report under this item data concerning flights performed by aircraft carrying loads other than passengers, i.e. freight, mail and unaccompanied baggage. Exclude all flights carrying one or more revenue passengers as well as those listed in schedules as passenger service. All-freight/mail services traffic should also be included in the data on aircraft movements, freight and mail tonnage reported under Items 1 to 5.

*Air taxi and commercial business flights (Item 7).* These flights, reported separately under this new item 7, should also be included under Items 2 to 5. States are only required to report the number of aircraft movements associated with these flights, however, if available, they can also include the number of passengers and freight carried.

#### B. All other movements

Report here all aircraft movements, other than those of commercial air transport. Include commercial activities such as crop dusting, aerial photography, pilot training (at training schools), as well as non-commercial business and pleasure flying and the movements of military aircraft. Although not required, States may report the number of passengers, embarked and disembarked, who are associated with “other movements”.

## DEFINITIONS OF TERMS USED

**Air taxi flights.** On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

### Aircraft movements

*International.* All flights of national or foreign aircraft whose origin or destination is located in the territory of a State other than that in which the airport being reported on is located.

*Domestic.* All flights of national or foreign aircraft in which all the airports are located in the territory of the same State. In both cases the flight shall be considered as consisting of the total of its flight stages (i.e. from takeoff to its next landing); technical stops are not taken into account.

**Commercial business flights.** The commercial operation or use of aircraft by companies for the carriage of passenger or goods as an aid to the conduct of their business and the availability of the aircraft for whole aircraft charter, flown by a professional pilot(s) employed to fly the aircraft.

**Non-commercial business flights.** These operations cover corporate and owner operated business flights.

*Corporate business flights.* The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot(s) employed to fly the aircraft.

*Owner operated business flights.* The non-commercial operation or use of aircraft by an individual for the carriage of passengers or goods as an aid to the conduct of his/her business.

### Passenger, freight and mail

*International.* Applies to passengers, freight and mail disembarked at an airport located in a State other than that of the airport of embarkation, or vice versa.

*Domestic.* Applies to passengers, freight and mail disembarked at an airport located in the State of the airport of embarkation or vice versa.

## UNITS OF MEASUREMENT

Report metric tonnes to the nearest tenth of a tonne. Use the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes.

*Note.*— “Tonne” denotes metric and “ton” the pound system of measurement.

## SYMBOLS

Please use the following symbols as necessary in completing this form:

|         |  |
|---------|--|
| *       | estimated data (asterisk immediately following the estimated figure) |
| (blank) | category not applicable  |
| na      | data not available.  |

— END —

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
AIR TRANSPORT REPORTING FORM  
AIRPORT FINANCIAL AND EMPLOYMENT DATA**

Contact person: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

State: \_\_\_\_\_  
 Airport: \_\_\_\_\_  
 Year ended: \_\_\_\_\_  
 Currency: \_\_\_\_\_

Estimated data, identified by an asterisk (\*), may be used if exact data are not available

|  | DESCRIPTION  | SUB-TOTAL | TOTAL            |
|--|--|-----------|------------------|
|  | <i>Income by function and item</i>   | Amount    |                  |
| I<br>N<br>C<br>O<br>M<br>E   | 1. Air traffic operations .....  |           |                  |
|  | 1.1 Aircraft related charges .....   |           |                  |
|  | 1.2 Passenger related charges .....  |           |                  |
|  | 1.3 Other charges on air traffic operations .....                              |           |                  |
|  | 2. Ground handling charges .....   |           |                  |
|  | 3. Concessions .....   |           |                  |
|  | 3.1 Fuel and oil .....   |           |                  |
|  | 3.2 Restaurants, bars, cafeterias and catering services .....                  |           |                  |
| 3.3 Duty-free shops .....  |  |           |                  |
| 3.4 Automobile parking .....   |  |           |                  |
| 3.5 Other concessions .....  |  |           |                  |
| 4. Rentals .....   |  |           |                  |
| 5. Other revenues .....  |  |           |                  |
| 6. Total revenues ( <i>sum of items 1 through 5</i> ) .....                                |  |           |                  |
| 7. Operating subsidies .....   |  |           |                  |
| 8. TOTAL INCOME ( <i>sum of items 6 and 7</i> ) .....                                      |  |           |                  |
| E<br>X<br>P<br>E<br>N<br>S<br>E<br>S   | <i>A. Expenses by cost item</i>  |           | Amount           |
|  | 9. Operations and maintenance (including labour) .....                         |           |                  |
|  | 9.1 Personnel costs .....  |           |                  |
|  | 9.2 Supplies .....   |           |                  |
|  | 9.3 Services - contracted .....  |           |                  |
|  | 10. Administrative overheads .....   |           |                  |
|  | 11. Other non-capital costs .....  |           |                  |
|  | 12. Capital costs .....  |           |                  |
|  | 12.1 Depreciation and/or amortization .....                                    |           |                  |
|  | 12.2 Interest .....  |           |                  |
|  | 12.3 Other capital costs .....   |           |                  |
|  | 13. TOTAL EXPENSES ( <i>sum of items 9 through 12</i> ) .....                  |           |                  |
|  | <i>B. Allocation of total expenses by function</i>                             |           | Amount           |
| 13.1 Aircraft movement areas and their associated lighting .....                           |  |           |                  |
| 13.2 Passengers and cargo terminal facilities .....  |  |           |                  |
| 13.3 Hangar and maintenance areas .....  |  |           |                  |
| 13.4 Approach and aerodrome control (incl. communication, navigation & surveillance) ..... |  |           |                  |
| 13.5 Meteorological services .....   |  |           |                  |
| 13.6 Security .....  |  |           |                  |
| 13.7 Crash, firefighting & rescue services .....   |  |           |                  |
| 13.8 Other (specify) .....   |  |           |                  |
| I<br>N<br>V<br>E<br>S<br>T<br>M<br>E<br>N<br>T<br>S  | <i>Gross capital investments by function</i>                                   |           | Amount           |
|  | 14.1 Aircraft movement areas .....   |           |                  |
|  | 14.2 Terminal buildings (owned by airport) .....                               |           |                  |
|  | 14.3 Equipment and vehicles .....  |           |                  |
|  | 14.4 Other facilities .....  |           |                  |
|  | 14.5 Land .....  |           |                  |
| 14. TOTAL GROSS CAPITAL INVESTMENTS .....  |  |           |                  |
| E<br>M<br>P<br>L<br>O<br>Y<br>M<br>E<br>N<br>T   | <i>Employment by function</i>  |           | No. of employees |
|  | 15. Personnel of airport operator (in full-time equivalents) .....             |           |                  |
|  | 15.1 Aeronautical activities .....   |           |                  |
|  | 15.2 Non-aeronautical activities .....   |           |                  |
|  | 16. Personnel of other airport-based entities (in full-time equivalents) ..... |           |                  |
|  | 16.1 Aeronautical activities (e.g. air carriers, sub-contractors) .....        |           |                  |
| 16.2 Non-aeronautical activities .....   |  |           |                  |
| 17. TOTAL AIRPORT-BASED PERSONNEL (sum of 15 + 16 in full-time equivalents) .....          |  |           |                  |

REMARKS (including a description of any major deviation(s) from the reporting instructions):

**FORM J**  
**AIRPORT FINANCIAL DATA**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report financial data for each of their airports that is open to international commercial traffic. A separate Form J is to be filed regularly for:

- a) each of the principal airports having a combined traffic of at least 90 per cent of the total international commercial traffic units (scheduled and non-scheduled) of all airports of the State; or
- b) each of the airports having no less than 1 000 international traffic units, whichever is less restrictive.

A traffic unit is equivalent to 1 000 passengers or 100 tonnes of freight or mail; direct-transit traffic shall not be taken into account for this purpose. These criteria should be applied separately by a State to each one of its overseas territories. The data reported should cover the calendar year January to December. However, if this is not practical, the report may cover a different twelve-month period (e.g. the airport's financial year).

**Filing schedule**

This form should be completed on an annual basis and filed with ICAO within six months of the end of the reporting period to which it refers.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**DATA TO BE REPORTED**

The data reported should reflect the financial situation of the airport, including major facilities and services required by its aeronautical users. If an entity (or entities) other than the airport itself provides a major airport facility or service (e.g. air traffic control) for which it is not reimbursed by the airport, the relevant financial data for each such entity should be reported on a separate Form J.

General guidance on airport services cost accounting and cost allocation can be found in the *Airport Economics Manual* (Doc 9562) Report all amounts in the currency in which the airport financial accounts are maintained, and indicate that currency in the appropriate place at the top of the form. In cases where the same entity provides financial data for both this form and Form K (Air Navigation Services Financial Data), it is essential that any revenues, expenses or investments which are reported on both forms be clearly identified and the amounts involved shown in the "Remarks" section.

**Income by function and item**

**Air traffic operations (Item 1)**

*Aircraft-related charges (Item 1.1).* Include income from charges levied and fees collected for the use

of runways, taxiways and ramp areas, including associated lighting. Also include income from charges levied on aircraft operators for both the parking of aircraft and the housing of aircraft in airport-owned hangars, including any rentals from the leasing of such hangars to aircraft operators. Towing charges, if imposed, should also be included under this heading.

*Passenger-related charges (Item 1.2).* Include income from charges levied and fees collected for the use of the air terminal and other passenger-processing facilities (e.g. for passengers embarked or disembarked).

*Other charges on air traffic operations (Item 1.3).* Include income from all other charges levied on and fees collected from aircraft operators for facilities and services provided at the airport for the operation of the aircraft, including income from charges levied in respect of cargo for the use of the airport's freight-processing facilities and areas, but excluding income from charges levied by commercial enterprises providing services independently of the airport. Exclude fuel throughput charges; these are covered under Item 3.

**Ground handling charges (Item 2).** Include income from charges levied on and fees collected from aircraft operators for the use of facilities and services provided at the airport for the handling of aircraft, except income from charges levied by commercial enterprises providing services independently of the airport (e.g. charges levied by one airline on another or by a separate enterprise for aircraft handling services).

**Concessions (Item 3).** Include fees payable by commercial enterprises for the right to sell goods and services at the airport.

*Fuel and oil (Item 3.1).* Include all concession fees, including any throughput charges, payable by oil companies for the right to sell aviation fuel and lubricants at the airport.

*Restaurants, bars, cafeterias and catering services (Item 3.2).* Include fees and charges payable by commercial enterprises or other entities for the right to operate restaurants, bars, cafeterias, and catering services at the airport, including aircraft catering. Also include any revenues derived from such facilities when operated by the airport itself.

*Duty-free shops (Item 3.3).* Include the fees and charges payable by commercial enterprises or other entities for the right to operate duty-free shop(s) at the airport, and for off-airport duty-free shops to deliver goods sold at the airport. Also include any revenues derived from such facilities when operated by the airport itself.

*Automobile parking (Item 3.4).* Include fees and charges payable by commercial enterprises or other entities for the right to operate automobile parking facilities at the airport. Also include any revenues derived from such facilities when operated by the airport itself.

*Other concessions (Item 3.5).* Include any concession fees or charges, other than those mentioned above, payable by commercial enterprises or other entities for the right to sell goods and services at the airport.

**Rentals (Item 4).** Include rentals payable by commercial enterprises and other entities for the use of airport-owned building space, land or equipment. Such rentals should include those payable by aircraft operators for airport-owned premises and facilities (e.g. check-in and sales counters and administrative offices) other than those already covered under Item 1.

**Other revenues (Item 5).** Include any revenues not already included under Items 1 through 4, such as revenue from air navigation services charges used to offset the cost to the airport for the provision of facilities and services but excluding operating subsidies, which are covered under Item 7.

**Total revenues (Item 6).** Enter the sum of Items 1 through 5.

**Operating subsidies (Item 7).** Include any payments received and set against regular airport annual expenses or other expenses to be incurred, except for capital investments and those requiring the provision of services in return.

**Total income (Item 8).** Enter the sum of Items 6 and 7.

### Expenses by cost item

Include in this part all expenses incurred by the airport for the provision of facilities and services. Where facilities and services are provided to the airport by another agency, only reimbursements made to that agency should be reported.

### Operation and maintenance (including labour) (Item 9)

*Personnel costs (Item 9.1).* Include direct remuneration to personnel, as well as expenses for social and medical insurance, pensions, remuneration in kind (e.g. board and accommodation), travel subsistence allowances, employee training and other such costs that may be associated with employee compensation or development.

*Supplies (Item 9.2).* Include the cost of spare parts and consumable materials that the airport actually incorporates or expends in providing facilities or services without the assistance of agencies or enterprises outside the airport authority (see Item 9.3). Such costs should include the operation and maintenance of fixed assets (e.g. vehicles, machinery, furniture and fixtures) provided such items are not also listed as depreciable assets. Also include the cost of services and supplies, such as heating, air conditioning, lighting, water, cleaning, laundry, sanitation, stationery and postage.

*Services – Contracted (Item 9.3).* Include payments made to others for the provision of airport facilities and services.

**Administrative overhead (Item 10).** To the extent it has not been reported under Item 9, include the cost of common administrative services, such as overall management, economic planning, etc.

**Other non-capital costs (Item 11).** Include non-capital costs not reported under Items 9 or 10. Include such costs as national and other governmental taxes (e.g. property and income taxes) payable by the airport as a taxable entity. Exclude any sales or other taxes collected from third parties on behalf of government taxing authorities (e.g. sales tax on goods and services sold in airport-operated shops, and income tax deductions from staff salaries).

### Capital costs (Item 12)

*Depreciation and/or amortization (Item 12.1).* Enter the amount by which the value of the assets has decreased during the year due to physical deterioration, obsolescence and other such factors that limit their productive life. Also include the amount by which intangible assets (e.g. developmental and training costs) have been written off during the year.

*Interest (Item 12.2).* Include the interest paid or payable on debts during the year as well as any interest computed on capital assets.

*Other capital costs (Item 12.3).* Include long-term leases and capital repayments if an airport applies cash accounting instead of depreciation.

**Total expenses (Item 13).** Enter the sum of Items 9 through 12.

### Allocation of total expenses by function

**For each function listed (Items 13.1 through 13.8).** Report the amount of expenses incurred during the year. Aircraft movement areas (Item 13.1) include parts of an aerodrome used for take-off, landing and taxiing (manoeuvring areas) and apron(s).

---

**Gross capital investments by function**

**For each function listed (Items 14 through 14.5).** Report the value of gross capital investments carried out during the year. When an asset, such as a terminal building, is being completed gradually over a period of years, the capital expenditure incurred during the year should be reported rather than the accumulated total once the asset is put into commission. Aircraft movement areas (Item 14.1) include parts of an aerodrome used for take-off, landing and taxiing (manoeuvring areas) and apron(s).

**Employment by function****Personnel of airport operator (in full-time equivalents) (Item 15).**

*Aeronautical activities (Item 15.1).* Report the number of employees of the airport operator involved in aeronautical activities.

*Non-aeronautical activities (Item 15.2).* Report the number of employees of the airport operator involved in non-aeronautical activities.

In cases where an employee performs tasks related to both aeronautical and non-aeronautical activities, the employee should be reported in the category of his/her main duties.

**Personnel of other airport-based entities (in full-time equivalents) (Item 16).**

*Aeronautical activities (Item 16.1).* Report the number of employees of other airport-based entities involved in aeronautical activities. If actual figures are not available, please report the best estimate.

*Non-aeronautical activities (Item 16.2).* Report the number of employees of other airport-based entities involved in non-aeronautical activities.

Personnel numbers should be reported as “full-time equivalent” (FTE), i.e. the equivalent of a single person carrying out a particular job or activity working on a full-time basis during a year. A part-time employee working half time would be counted as a 0.5 FTE. In cases where an employee performs tasks related to both aeronautical and non-aeronautical activities, the employee should be reported in the category of his/her main duties.

**SYMBOLS**

Please use the following symbols as necessary in completing this form:

- \* estimated data (asterisk immediately following the estimated figure)
- (blank) category not applicable
- na data not available.

— END —

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
AIR TRANSPORT REPORTING FORM  
AIRPORT FINANCIAL AND EMPLOYMENT DATA**

Contact person: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

State: \_\_\_\_\_  
 Airport: \_\_\_\_\_  
 Year ended: \_\_\_\_\_  
 Currency: \_\_\_\_\_

Estimated data, identified by an asterisk (\*), may be used if exact data are not available

|  | DESCRIPTION  | SUB-TOTAL | TOTAL            |
|--|--|-----------|------------------|
|  | <i>Income by function and item</i>   | Amount    |                  |
| I<br>N<br>C<br>O<br>M<br>E   | 1. Air traffic operations .....  |           |                  |
|  | 1.1 Aircraft related charges .....   |           |                  |
|  | 1.2 Passenger related charges .....  |           |                  |
|  | 1.3 Other charges on air traffic operations .....                              |           |                  |
|  | 2. Ground handling charges .....   |           |                  |
|  | 3. Concessions .....   |           |                  |
|  | 3.1 Fuel and oil .....   |           |                  |
|  | 3.2 Restaurants, bars, cafeterias and catering services .....                  |           |                  |
| 3.3 Duty-free shops .....  |  |           |                  |
| 3.4 Automobile parking .....   |  |           |                  |
| 3.5 Other concessions .....  |  |           |                  |
| 4. Rentals .....   |  |           |                  |
| 5. Other revenues .....  |  |           |                  |
| 6. Total revenues ( <i>sum of items 1 through 5</i> ) .....                                |  |           |                  |
| 7. Operating subsidies .....   |  |           |                  |
| 8. TOTAL INCOME ( <i>sum of items 6 and 7</i> ) .....                                      |  |           |                  |
| E<br>X<br>P<br>E<br>N<br>S<br>E<br>S   | <i>A. Expenses by cost item</i>  |           | Amount           |
|  | 9. Operations and maintenance (including labour) .....                         |           |                  |
|  | 9.1 Personnel costs .....  |           |                  |
|  | 9.2 Supplies .....   |           |                  |
|  | 9.3 Services - contracted .....  |           |                  |
|  | 10. Administrative overheads .....   |           |                  |
|  | 11. Other non-capital costs .....  |           |                  |
|  | 12. Capital costs .....  |           |                  |
|  | 12.1 Depreciation and/or amortization .....                                    |           |                  |
|  | 12.2 Interest .....  |           |                  |
|  | 12.3 Other capital costs .....   |           |                  |
|  | 13. TOTAL EXPENSES ( <i>sum of items 9 through 12</i> ) .....                  |           |                  |
|  | <i>B. Allocation of total expenses by function</i>                             |           | Amount           |
| 13.1 Aircraft movement areas and their associated lighting .....                           |  |           |                  |
| 13.2 Passengers and cargo terminal facilities .....  |  |           |                  |
| 13.3 Hangar and maintenance areas .....  |  |           |                  |
| 13.4 Approach and aerodrome control (incl. communication, navigation & surveillance) ..... |  |           |                  |
| 13.5 Meteorological services .....   |  |           |                  |
| 13.6 Security .....  |  |           |                  |
| 13.7 Crash, firefighting & rescue services .....   |  |           |                  |
| 13.8 Other (specify) .....   |  |           |                  |
| I<br>N<br>V<br>E<br>S<br>T<br>M<br>E<br>N<br>T<br>S  | <i>Gross capital investments by function</i>                                   |           | Amount           |
|  | 14.1 Aircraft movement areas .....   |           |                  |
|  | 14.2 Terminal buildings (owned by airport) .....                               |           |                  |
|  | 14.3 Equipment and vehicles .....  |           |                  |
|  | 14.4 Other facilities .....  |           |                  |
|  | 14.5 Land .....  |           |                  |
| 14. TOTAL GROSS CAPITAL INVESTMENTS .....  |  |           |                  |
| E<br>M<br>P<br>L<br>O<br>Y<br>M<br>E<br>N<br>T   | <i>Employment by function</i>  |           | No. of employees |
|  | 15. Personnel of airport operator (in full-time equivalents) .....             |           |                  |
|  | 15.1 Aeronautical activities .....   |           |                  |
|  | 15.2 Non-aeronautical activities .....   |           |                  |
|  | 16. Personnel of other airport-based entities (in full-time equivalents) ..... |           |                  |
|  | 16.1 Aeronautical activities (e.g. air carriers, sub-contractors) .....        |           |                  |
| 16.2 Non-aeronautical activities .....   |  |           |                  |
| 17. TOTAL AIRPORT-BASED PERSONNEL ( <i>sum of 15 + 16 in full-time equivalents</i> ) ..... |  |           |                  |

REMARKS (including a description of any major deviation(s) from the reporting instructions):

**FORM J**  
**AIRPORT FINANCIAL DATA**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report financial data for each of their airports that is open to international commercial traffic. A separate Form J is to be filed regularly for:

- a) each of the principal airports having a combined traffic of at least 90 per cent of the total international commercial traffic units (scheduled and non-scheduled) of all airports of the State; or
- b) each of the airports having no less than 1 000 international traffic units, whichever is less restrictive.

A traffic unit is equivalent to 1 000 passengers or 100 tonnes of freight or mail; direct-transit traffic shall not be taken into account for this purpose. These criteria should be applied separately by a State to each one of its overseas territories. The data reported should cover the calendar year January to December. However, if this is not practical, the report may cover a different twelve-month period (e.g. the airport's financial year).

**Filing schedule**

This form should be completed on an annual basis and filed with ICAO within six months of the end of the reporting period to which it refers.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**DATA TO BE REPORTED**

The data reported should reflect the financial situation of the airport, including major facilities and services required by its aeronautical users. If an entity (or entities) other than the airport itself provides a major airport facility or service (e.g. air traffic control) for which it is not reimbursed by the airport, the relevant financial data for each such entity should be reported on a separate Form J.

General guidance on airport services cost accounting and cost allocation can be found in the *Airport Economics Manual* (Doc 9562) Report all amounts in the currency in which the airport financial accounts are maintained, and indicate that currency in the appropriate place at the top of the form. In cases where the same entity provides financial data for both this form and Form K (Air Navigation Services Financial Data), it is essential that any revenues, expenses or investments which are reported on both forms be clearly identified and the amounts involved shown in the "Remarks" section.

**Income by function and item**

**Air traffic operations (Item 1)**

*Aircraft-related charges (Item 1.1).* Include income from charges levied and fees collected for the use

of runways, taxiways and ramp areas, including associated lighting. Also include income from charges levied on aircraft operators for both the parking of aircraft and the housing of aircraft in airport-owned hangars, including any rentals from the leasing of such hangars to aircraft operators. Towing charges, if imposed, should also be included under this heading.

*Passenger-related charges (Item 1.2).* Include income from charges levied and fees collected for the use of the air terminal and other passenger-processing facilities (e.g. for passengers embarked or disembarked).

*Other charges on air traffic operations (Item 1.3).* Include income from all other charges levied on and fees collected from aircraft operators for facilities and services provided at the airport for the operation of the aircraft, including income from charges levied in respect of cargo for the use of the airport's freight-processing facilities and areas, but excluding income from charges levied by commercial enterprises providing services independently of the airport. Exclude fuel throughput charges; these are covered under Item 3.

**Ground handling charges (Item 2).** Include income from charges levied on and fees collected from aircraft operators for the use of facilities and services provided at the airport for the handling of aircraft, except income from charges levied by commercial enterprises providing services independently of the airport (e.g. charges levied by one airline on another or by a separate enterprise for aircraft handling services).

**Concessions (Item 3).** Include fees payable by commercial enterprises for the right to sell goods and services at the airport.

*Fuel and oil (Item 3.1).* Include all concession fees, including any throughput charges, payable by oil companies for the right to sell aviation fuel and lubricants at the airport.

*Restaurants, bars, cafeterias and catering services (Item 3.2).* Include fees and charges payable by commercial enterprises or other entities for the right to operate restaurants, bars, cafeterias, and catering services at the airport, including aircraft catering. Also include any revenues derived from such facilities when operated by the airport itself.

*Duty-free shops (Item 3.3).* Include the fees and charges payable by commercial enterprises or other entities for the right to operate duty-free shop(s) at the airport, and for off-airport duty-free shops to deliver goods sold at the airport. Also include any revenues derived from such facilities when operated by the airport itself.

*Automobile parking (Item 3.4).* Include fees and charges payable by commercial enterprises or other entities for the right to operate automobile parking facilities at the airport. Also include any revenues derived from such facilities when operated by the airport itself.

*Other concessions (Item 3.5).* Include any concession fees or charges, other than those mentioned above, payable by commercial enterprises or other entities for the right to sell goods and services at the airport.

**Rentals (Item 4).** Include rentals payable by commercial enterprises and other entities for the use of airport-owned building space, land or equipment. Such rentals should include those payable by aircraft operators for airport-owned premises and facilities (e.g. check-in and sales counters and administrative offices) other than those already covered under Item 1.

**Other revenues (Item 5).** Include any revenues not already included under Items 1 through 4, such as revenue from air navigation services charges used to offset the cost to the airport for the provision of facilities and services but excluding operating subsidies, which are covered under Item 7.

**Total revenues (Item 6).** Enter the sum of Items 1 through 5.

**Operating subsidies (Item 7).** Include any payments received and set against regular airport annual expenses or other expenses to be incurred, except for capital investments and those requiring the provision of services in return.

**Total income (Item 8).** Enter the sum of Items 6 and 7.

### Expenses by cost item

Include in this part all expenses incurred by the airport for the provision of facilities and services. Where facilities and services are provided to the airport by another agency, only reimbursements made to that agency should be reported.

### Operation and maintenance (including labour) (Item 9)

*Personnel costs (Item 9.1).* Include direct remuneration to personnel, as well as expenses for social and medical insurance, pensions, remuneration in kind (e.g. board and accommodation), travel subsistence allowances, employee training and other such costs that may be associated with employee compensation or development.

*Supplies (Item 9.2).* Include the cost of spare parts and consumable materials that the airport actually incorporates or expends in providing facilities or services without the assistance of agencies or enterprises outside the airport authority (see Item 9.3). Such costs should include the operation and maintenance of fixed assets (e.g. vehicles, machinery, furniture and fixtures) provided such items are not also listed as depreciable assets. Also include the cost of services and supplies, such as heating, air conditioning, lighting, water, cleaning, laundry, sanitation, stationery and postage.

*Services – Contracted (Item 9.3).* Include payments made to others for the provision of airport facilities and services.

**Administrative overhead (Item 10).** To the extent it has not been reported under Item 9, include the cost of common administrative services, such as overall management, economic planning, etc.

**Other non-capital costs (Item 11).** Include non-capital costs not reported under Items 9 or 10. Include such costs as national and other governmental taxes (e.g. property and income taxes) payable by the airport as a taxable entity. Exclude any sales or other taxes collected from third parties on behalf of government taxing authorities (e.g. sales tax on goods and services sold in airport-operated shops, and income tax deductions from staff salaries).

### Capital costs (Item 12)

*Depreciation and/or amortization (Item 12.1).* Enter the amount by which the value of the assets has decreased during the year due to physical deterioration, obsolescence and other such factors that limit their productive life. Also include the amount by which intangible assets (e.g. developmental and training costs) have been written off during the year.

*Interest (Item 12.2).* Include the interest paid or payable on debts during the year as well as any interest computed on capital assets.

*Other capital costs (Item 12.3).* Include long-term leases and capital repayments if an airport applies cash accounting instead of depreciation.

**Total expenses (Item 13).** Enter the sum of Items 9 through 12.

### Allocation of total expenses by function

**For each function listed (Items 13.1 through 13.8).** Report the amount of expenses incurred during the year. Aircraft movement areas (Item 13.1) include parts of an aerodrome used for take-off, landing and taxiing (manoeuvring areas) and apron(s).

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### Gross capital investments by function

**For each function listed (Items 14 through 14.5).** Report the value of gross capital investments carried out during the year. When an asset, such as a terminal building, is being completed gradually over a period of years, the capital expenditure incurred during the year should be reported rather than the accumulated total once the asset is put into commission. Aircraft movement areas (Item 14.1) include parts of an aerodrome used for take-off, landing and taxiing (manoeuvring areas) and apron(s).

### Employment by function

#### Personnel of airport operator (in full-time equivalents) (Item 15).

*Aeronautical activities (Item 15.1).* Report the number of employees of the airport operator involved in aeronautical activities.

*Non-aeronautical activities (Item 15.2).* Report the number of employees of the airport operator involved in non-aeronautical activities.

In cases where an employee performs tasks related to both aeronautical and non-aeronautical activities, the employee should be reported in the category of his/her main duties.

#### Personnel of other airport-based entities (in full-time equivalents) (Item 16).

*Aeronautical activities (Item 16.1).* Report the number of employees of other airport-based entities involved in aeronautical activities. If actual figures are not available, please report the best estimate.

*Non-aeronautical activities (Item 16.2).* Report the number of employees of other airport-based entities involved in non-aeronautical activities.

Personnel numbers should be reported as “full-time equivalent” (FTE), i.e. the equivalent of a single person carrying out a particular job or activity working on a full-time basis during a year. A part-time employee working half time would be counted as a 0.5 FTE. In cases where an employee performs tasks related to both aeronautical and non-aeronautical activities, the employee should be reported in the category of his/her main duties.

### SYMBOLS

Please use the following symbols as necessary in completing this form:

- \* estimated data (asterisk immediately following the estimated figure)
- (blank) category not applicable
- na data not available.

— END —

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**AIR TRANSPORT REPORTING FORM**  
**AIR NAVIGATION SERVICES FINANCIAL DATA**

Contact person: \_\_\_\_\_ State: \_\_\_\_\_  
 Organization: \_\_\_\_\_ FIR/UIR(s) covered: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Estimated data, identified by an (\*), may be used if exact data are not available

Year Ended: \_\_\_\_\_ Currency: \_\_\_\_\_

**PART I - REVENUES**

| Revenue by function and item   | Amounts  |       |
|--|----------|-------|
|  | Subtotal | Total |
| 1. En-route services.....  |          |       |
| 1.1 Revenues from route charges.....   |          |       |
| 1.2 Other revenues (e.g. from airport and approach and aerodrome control charges)..... |          |       |
| 2. Approach and aerodrome control services.....  |          |       |
| 2.1 Revenue from approach and aerodrome control charges.....                           |          |       |
| 2.2 Other revenues (e.g. from airport and route charges).....                          |          |       |
| 3. Grants and subsidies.....   |          |       |
| 4. Other revenues.....   |          |       |
| 5. TOTAL REVENUES.....   |          |       |

**PART II - EXPENSES**

| Expenses by item  | Amounts |
|---|---------|
| 1. Operation and maintenance ( e.g. staff, supplies, services, etc).....  |         |
| 2. Administrative overhead.....   |         |
| 3. Depreciation and/or amortization.....                                  |         |
| 4. Interest.....  |         |
| 5. Other expenses.....  |         |
| 6. TOTAL EXPENSES.....  |         |
| Expense allocation by function (amounts or percentages of total expenses) |         |
| 6.1 En-route services.....  |         |
| 6.2 Approach and aerodrome control services.....                          |         |
| 6.3 Other ANS.....  |         |
| 6.4 Non-aeronautical activities.....                                      |         |

**PART III - GROSS CAPITAL INVESTMENTS DURING THE YEAR BY SERVICE**

| Services  | Gross capital investments |
|---|---------------------------|
| 1. ATM - Air traffic management.....                      |                           |
| 2. CNS - Communications, navigation and surveillance..... |                           |
| 3. MET - Meteorological services.....                     |                           |
| 4. SAR - Search and rescue services.....                  |                           |
| 5. AIS - Aeronautical information services.....           |                           |
| 6. TOTAL.....   |                           |

**PART IV - EMPLOYMENT**

| STAFF BY SERVICE AND CATEGORY | En route + terminal ANS |     |     |     |     |       | Total en route & terminal ANS | Other ANS | Total ANS |
|-------------------------------|-------------------------|-----|-----|-----|-----|-------|-------------------------------|-----------|-----------|
|                               | ATM                     | CNS | MET | AIS | SAR | Joint |                               |           |           |
| ATCO OPS                      |                         |     |     |     |     |       |                               |           |           |
| ATCO other duties             |                         |     |     |     |     |       |                               |           |           |
| OPS support (non-ATCO)        |                         |     |     |     |     |       |                               |           |           |
| Technical support             |                         |     |     |     |     |       |                               |           |           |
| Administration                |                         |     |     |     |     |       |                               |           |           |
| Ancillary services            |                         |     |     |     |     |       |                               |           |           |
| Other                         |                         |     |     |     |     |       |                               |           |           |
| <b>TOTAL STAFF (FTE)</b>      |                         |     |     |     |     |       |                               |           |           |

Remarks (including a description of any unavoidable deviation(s) from the reporting instructions):

**FORM K**  
**AIR NAVIGATION SERVICES FINANCIAL DATA**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report financial data for each of their entities that provides air navigation services for international civil aviation, within their territory, over another State, over the high seas, or in an air space of undetermined sovereignty (in accordance with the provisions of ICAO Annex 11 – *Air Traffic Services* to the *Convention on International Civil Aviation*).

The data reported should cover the calendar year January to December. However, if this is not practical, the report may cover a different twelve-month period (e.g. the entity's financial year). In cases where more than one entity provides major air navigation services (ATM, CNS, MET, SAR and AIS), the financial data related to all such entities should, as far as possible, be combined and reported on a single Form K. Please submit any relevant data available, even if the form can only be partially completed.

**Filing schedule**

This form should be completed on an annual basis and filed with ICAO within six months of the end of the reporting period to which it refers..

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**DATA TO BE REPORTED**

In cases where the same entity provides financial data for both this form and Form J (Airport Financial Data), it is essential that any revenues, expenses or investments which are reported on both forms be clearly identified and the amounts involved shown in the "Remarks" section.

General guidance on air navigation services cost accounting and cost allocation can be found in the *Manual on Air Navigation Services Economics* (Doc 9161). Report all amounts in the currency in which the air navigation services financial accounts are maintained, and indicate that currency in the appropriate place at the top of the form.

**PART I – REVENUES**

**En-route services (Item 1).** Enter the sum of Items 1.1 and 1.2.

*Revenue from route charges (Item 1.1).* Include any revenue from charges levied and fees collected specifically for the provision of en-route services.

*Other revenues (Item 1.2).* Include any other revenues collected for en-route facilities and services, including revenue from airport charges and from approach and aerodrome control charges allocated to en-route services.

**Approach and aerodrome control services (Item 2).** Enter the sum of Items 2.1 and 2.2.

*Revenue from approach and aerodrome control charges (Item 2.1).* Include any revenue from charges levied and fees collected specifically for the provision of approach and aerodrome control services.

*Other revenues (Item 2.2).* Include any other revenues collected for the provision of approach and aerodrome control services, including revenue from airport charges and from route charges allocated to approach and aerodrome control services.

**Grants and subsidies (Item 3).** Include any payments received to defray the cost of providing air navigation services and not requiring the transfer of assets or the provision of services in return.

**Other revenues (Item 4).** Include any revenues not already reported under Items 1 to 3 above, including, for example, revenue from consultancy, rentals, and bank and cash management.

## PART II – EXPENSES

Report the expenses contained in the accounting system plus any additional costs that are included in the cost basis for air navigation services charging purposes.

### Expenses by item

**Operation and maintenance (staff, supplies, services, etc.) (Item 1).** Include the cost of employing operating and maintenance personnel (i.e. direct remuneration, social and medical insurance, pensions, remuneration in kind, travel subsistence allowances, employee training, etc.); the cost of supplying power for operating and maintenance purposes; the cost of spare parts and materials incorporated or expended in maintaining equipment and buildings; rentals paid for premises and equipment, and charges for the operating and maintenance services provided by others. Also include the cost of services and supplies, such as heating, air conditioning, lighting, water, cleaning, laundry, sanitation, stationery and postage.

**Administrative overhead (Item 2).** Include the cost of common administrative services not already included under Item 1, such as overall management economic planning, etc.

**Depreciation and/or amortization (Item 3).** Enter the amount by which the value of the assets has decreased during the year due to physical deterioration, obsolescence and other such factors that limit their productive life. Also include the amount by which intangible assets (e.g. investments in experimental research and training projects) have been written off during the year.

**Interest (Item 4).** Include interest paid or payable during the year on debts as well as any interest computed on capital assets.

**Other expenses (Item 5).** Report any expenses not already included under Items 1 to 4 above.

**Expense allocation by function (amounts or percentages of total expenses).** When reporting the allocation of total expenses for en-route services, approach and aerodrome control services, other ANS and non-aeronautical activities, approximate amounts or percentages may be given if the actual amounts are not available.

## PART III – GROSS CAPITAL INVESTMENTS DURING THE YEAR BY SERVICE

The value of any fixed assets acquired during the year for each of the services provided should be reported under Items 1 to 6. Enter the sum of Items 1 to 6 under Item 7.

## PART IV – EMPLOYMENT

The number of employees, for each of the categories of personnel defined, and in total, should be reported for each of the services described. The number of staff reported should be the full time equivalent (FTE). Where breakdowns of staff by activity are difficult to provide, the “joint” column should be used and difficulties explained in the “Remarks” box below.

---

## DEFINITION OF TERMS USED

**Administration.** Personnel employed in administrative work. If administrative staff are dedicated to a particular service, they should be reported in the column relating to that service. General administrative staff, not attributable to an individual service, should be reported in the “joint” column.

**AIS (aeronautical information services).** Personnel and facilities employed to provide information pertaining to the availability of air navigation services and their associated procedures necessary for the safety, regularity and efficiency of air navigation (i.e. AIP, AIC, NOTAM, etc.).

**Ancillary Services.** Personnel and facilities dedicated to services such as MET (under the “MET” column), AIS (under the “AIS” column) and SAR (under the “SAR” column).

**ANS (air navigation services).** Personnel and facilities employed in air traffic management, communication, navigation and surveillance systems, meteorological services for air navigation, search and rescue and aeronautical information services. These services are provided to air traffic during all phases of operations (approach, aerodrome control and en-route). Staff employed in ANS services, which are not attributable to en-route or terminal air navigation services, should be reported in the “Other ANS” column.

**ATCO.** The holder of a valid air traffic controller licence which permits the individual to control traffic at a specific operational unit.

**ATCO OPS.** An ATCO who is participating in an activity that is either directly related to the control of traffic or is a necessary requirement for an ATCO to be able to control traffic (OPS).

**ATCO other duties.** An ATCO who is participating in an activity outside OPS, such as special projects, teaching at a training academy, providing instruction in a simulator, working in a full-time management position, etc.

**ATM (air traffic management).** Personnel and facilities employed to provide air traffic services (ATS), air traffic flow management and airspace management. ATS comprises air traffic control service (area control service, approach control service, or aerodrome control service), flight information service (including air traffic advisory service) and alerting service.

**CNS (communications, navigation and surveillance).** CNS includes communication facilities, navigation services and surveillance systems. Communication facilities may be broadly classified under two main categories: aeronautical fixed service and aeronautical mobile service.

*Aeronautical fixed service (AFS).* All facilities and personnel employed to provide telecommunication services between fixed points, such as AFTN/ATS, the ground part of ATN and ATS direct speech and data circuits.

*Aeronautical mobile service (AMS).* All ground-based facilities and personnel engaged in air-ground communications and radiotelephony broadcasts such as ATIS and VOLMET (i.e. VHF and HF transmitting and receiving stations). Implementation of AMSS, as well as other ATS air-ground links and other communications sub networks of the future ATN, will add satellites or satellite transponders and associated ground earth stations.

**Navigation services comprise ground-based radio navigation equipment (e.g. VOR, DME and NDB) and precision approach and landing aids (e.g. ILS equipment).** Implementation of GNSS will add the satellite constellations providing the standard signal positioning service and the associated augmentation systems required, i.e. satellite-based (wide-area) and ground-based (local area) augmentations. Surveillance systems comprise primary surveillance radar (PSR), secondary surveillance radar (SSR), including SSR Mode S, surface movement radar (SMR) as well as automatic dependent surveillance (ADS), including the supporting network and maintenance personnel.

**FIRIUIR.** Flight information region/upper flight information region.

**Fixed assets.** All of the physical property that is of a lasting nature, such as land and improvements thereto, buildings and durable equipment (machinery, vehicles, furniture and fixtures, tools, etc.). When an asset, such as a building, is being completed gradually over a period of years, the capital expenditure incurred during the year should be reported rather than the accumulate total once the asset is put into commission.

**MET (meteorological services).** Meteorological services comprise those facilities and services that provide aviation with meteorological forecasts, briefs and observations as well as SIGMET information, VOLMET broadcasting material and any other meteorological data provided by States for aeronautical use.

**FTE (full time equivalent).** The equivalent of a single person carrying out a particular job or activity working on a full time basis during a year. A part time employee working half time would be counted as a 0.5 FTE.

**OPS support (non-ATCOs).** Personnel which fulfil the requirements of the operational air traffic management without being either administrative or technical support.

**SAR (search and rescue services).** Any permanent civil establishment of equipment and personnel maintained for the purposes of providing search and rescue services.

**Technical Support.** Personnel employed either in maintenance, monitoring and control work for on-going operational activity, or in work intended to improve safety, capacity, efficiency or quality of service in the future.

#### **SYMBOLS**

Please use the following symbols as necessary in completing this form:

- \* estimated data (asterisk immediately following the estimated figure)
- (blank) category not applicable
- na data not available.

— END —



**FORM M**  
**AIRCRAFT FUEL CONSUMPTION AND TRAFFIC —**  
**COMMERCIAL AIR CARRIERS**

**Reporting Instructions**

**FILING REQUIREMENTS**

**General**

This form is to be used by ICAO Member States to report fuel consumption and traffic statistics by aircraft type for each of their commercial air carriers that operates scheduled and/or non-scheduled flights.

This report should cover the calendar year January to December.

**Filing schedule**

This form should be completed on an annual basis and filed with ICAO within two months of the end of the reporting period to which it refers.

**Electronic filing**

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

**Confidentiality**

Data provided in the report will be treated as confidential and will not be made public in such a way as to permit identification of individual carriers.

**STATISTICS TO BE REPORTED**

For the purpose of reporting air carrier statistics to ICAO, all fuel consumption and traffic items should be reported for the operating carrier, including code-shared, franchised, pooled, blocked-off charter, blocked-space arrangements, joint services and leased aircraft services (see definitions below). In this context the term operating carrier normally refers to that carrier whose ICAO designator is being used for air traffic control purposes (the ICAO designator in box 7 of the flight plan). In case the operating carrier is different from that whose flight number is being used for air traffic control purposes (e.g. in some kinds of leased aircraft services), these items shall be reported for the actual operating carrier. Any deviations should be so identified under "Remarks".

Data should be reported for the total fleet operated by the air carrier for commercial air transport broken down by aircraft type. Additional copies of Form M should be used if more space is required.

**Aircraft in fleet by type (Columns a and b).**

*Manufacturer, model and series (Column a).* Each aircraft by its complete model designation (e.g. Boeing 747-400, Airbus 340-300, etc.) shall be entered. A separate entry shall be made for each type of aircraft in the air carrier fleet.

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*Version code (Column b).* The three one-letter codes given in Note on the form refer to the version of the aircraft used (i.e. passenger, freighter or combination).

**Fuel consumed (Columns c, f, i and l).** The mass of fuel uplifted in metric tonnes for all aircraft in each aircraft type (columns a and b refer) in air carrier's fleet should be reported. There should not be distinction given between fuel types. Fuel uplift can be determined based on the measurement by the fuel supplier, as documented in the fuel delivery notes or invoices. Alternatively, fuel uplift can also be established using aircraft onboard measurement systems.

The data shall also include fuel consumed by the auxiliary power units.

If the fuel uplift is determined in units of volume (e.g. litres, gallons, cubic metres), this amount should be converted to mass by using actual density values, expressed as kg/litre and determined for the applicable temperature for a specific measurement. If on-board measurement systems cannot be used, the actual density shall be the one measured by the fuel supplier at fuel uplift and recorded on the fuel invoice or delivery note. If such information is not available, the actual density shall be determined from the temperature of the fuel during the uplift provided by the fuel supplier or specified for the aerodrome where the fuel uplift takes place, using standard density – temperature correlation tables. If any of that information is not available, only then a standard density factor of 0.8 kg/litre shall be applied. The method of the conversion shall be indicated in the "Remarks"

**Tonne-kilometres performed (Columns d, g, j and m).** For all aircraft in each aircraft type the sum of the products obtained by multiplying the number of tonnes of revenue load (i.e. one for which remuneration is received) carried on each flight stage by the corresponding stage distance shall be entered.

To convert aircraft passenger loads into weight loads, the number of revenue passengers carried is multiplied by a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage. This conversion factor is left to the discretion of the carrier. However, if no conversion factor is available, it is recommended that 100 kilograms be used.

Freight shall include express and diplomatic bags.

Mail shall include all correspondence and other objects tendered by and intended for delivery to postal administrations shall be included under this heading.

The factor to convert freight and mail loads from volume into mass is left to the discretion of the carrier. However, if no conversion factor is available, it is recommended that 161 kilograms per cubic meter be used.

The sums of tonne-kilometres performed (columns d, g, j and m) for all aircraft types for a specific year should be equal to the corresponding numbers reported in Form A for that year.

**Tonne-kilometres available (Columns e, h, k and n).** The sum of the products obtained by multiplying the number of tonnes of payload capacity available on each deck (including the aircraft belly for freight and mail carriage) for the carriage of revenue load (passengers, freight and mail), taking into account payload and operational restrictions on the supply of capacity where applicable, on each flight stage by the corresponding stage distance shall be entered. The method of conversion of passenger, freight and mail capacity into tonnes available should be indicated in the *Remarks*.

The sums of tonne-kilometres available (columns e, h, k and n) for all aircraft types for a specific year should be equal to the corresponding numbers reported in Form A for that year.

The above three data items (i.e. fuel consumed, tonne-kilometres performed and tonne-kilometres available) shall be calculated and reported separately for all aircraft in each aircraft type for:

**International scheduled services**, which include revenue flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights. Data for these columns are to be computed from all international flight stages performed during the reporting period.

**International non-scheduled services (excluding on-demand flights)**, which include flights other than reported under international scheduled services performed on an irregular basis for remuneration, including empty flights related thereto, inclusive tours and blocked-off charters. Air taxi flights, commercial business aviation or other on demand revenue flights should be excluded.

Data for these columns are to be computed from all international flight stages performed during the reporting period.

**International total (scheduled and non-scheduled, excluding on-demand flights)**. The sum of International scheduled and international non-scheduled services (excluding on-demand flights).

**Total services (international and domestic scheduled and non-scheduled, excluding on-demand flights)**, which include international total and domestic total services. Domestic services include domestic flight stages performed on scheduled and non-scheduled services.

Should there be a problem of data availability for total services (international and domestic scheduled and non-scheduled, excluding on-demand flights), reporting on data items in this section is not obligatory. Any surface transportation of passengers and freight arranged by an air carrier in connection with an air journey should not be included in the data.

**Per cent of biofuels (total services) (Column o)**. The share of biofuels in total fuel uplift should be given for total services (international and domestic, scheduled and non-scheduled excluding on-demand flights). It can be calculated, for instance, from the fuel purchase records, which indicate the biomass fraction and net caloric value of the fuel.

#### DEFINITIONS OF TERMS USED

**Air taxi revenue flights**. On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

**Biofuels**. Products refer to non-fossil energy sources which are made from living organisms or from biogenic feedstocks (plant oils or animal fats). In order to be considered as biofuel, the fuel must contain over 80 percent renewable materials.

**Blocked-off charters.** The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

**Blocked-space arrangements.** A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

**Code sharing.** The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

**Distances.** Aerodrome-to-aerodrome great circle distances should be used in all items involving distance computations (Items 1, 6, 7, 9, 10, 12, 17, 18, 19 and 20). Distances can be calculated using the Great Circle Distance which is defined as the shortest distance between any two points on the surface of the Earth which should be approximated using the Vincenty distance formula associated with the World Geodesic System – 1984 (WGS 84) adopted by ICAO and referred to in Annex 15 to the Chicago Convention. The latitude and longitude of aerodromes can be taken either from aerodrome data published in Aeronautical Information Publication (AIP).

**Flight stage.** A flight stage is the operation of an aircraft from take-off to its next landing. A flight stage is classified as either international or domestic based on the following definitions:

***International.*** A flight stage with one or both terminals in the territory of a State, other than the State in which the air carrier has its principal place of business.

***Domestic.*** A flight stage not classifiable as international. Domestic flight stages include all flight stages flown between points within the domestic boundaries of a State by an air carrier whose principal place of business is in that State. Flight stages between a State and territories belonging to it, as well as any flight stages between two such territories, should be classified as domestic. This applies even though a stage may cross international waters or over the territory of another State.

**NOTES:**

1. In the case of multinational air carriers owned by partner States, traffic within each partner State should be reported separately as domestic and all other traffic as international.
2. “Foreign” cabotage traffic (i.e. traffic carried between city-pairs in a State other than the one where the reporting carrier has its principal place of business) should be reported as international traffic.
3. A technical stop should not result in any flight stage being classified differently than would have been the case had the technical stop not been made.

**Franchising.** The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

**Joint service flight.** A flight identified by the designator codes of two air carriers that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

**Leased aircraft.** An aircraft used under a contractual leasing arrangement to increase an air carrier fleet capacity.

**Pooling arrangements.** An air carrier commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

**Revenue passengers.** A passenger for whose transportation an air carrier receives commercial remuneration.

*NOTES:*

1. This definition includes, for example, a) passengers travelling under publicly available promotional offers (for example, “two-for-one”) or loyalty programmes (for example, redemption of frequent-flyer points); b) passengers travelling as compensation for denied boarding; c) passengers travelling on corporate discounts; d) passengers travelling on preferential fares (government, seamen, military, youth, student, etc.).
2. This definition excludes, for example, a) persons travelling free; b) persons travelling at a fare or discount available only to employees of air carriers or their agents or only for travel on business for the carriers; c) infants who do not occupy a seat.

### UNITS OF MEASUREMENT

Report all distance and weight items according to the metric system using the following conversion factors (foot/pound system to metric system):

|   |                           |
|---|---------------------------|
| 1 short ton (2 000 lb)                    | = 0.9072 tonnes           |
| 1 long ton (2 240 lb)                     | = 1.0160 tonnes           |
| 1 statute mile (5 280 feet)               | = 1.6093 kilometres       |
| 1 nautical mile (6 080 feet)              | = 1.8531 kilometres       |
| 1 ton-mile (short tons and statute miles) | = 1.4600 tonne-kilometres |
| 1 ton-mile (long tons and statute miles)  | = 1.6352 tonne-kilometres |
| 1 Imperial gallon                         | = 4.54609 litres          |
| 1 US gallon                               | = 3.78541 litres          |

*Note.— “Tonne” denotes metric and “ton” the pound system of measurement.*

### SYMBOLS

Please use the following symbols as necessary in completing this form:

|         |  |
|---------|--|
| *       | estimated data (asterisk immediately following the estimated figure) |
| (blank) | category not applicable  |
| na      | data not available.  |

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