Airport Monthly Summary Part 2 Guidance Notes

CAA Business Intelligence

General Instructions

This form is to be completed monthly by Airports with an annual volume of less than 15,000 terminal passengers and/or less than 3 million kilograms of cargo.

Data is due 21 calendar days following the data month end.

If you need any additional guidance please contact a member of the CAA Business Intelligence team by calling 0207 453 6400 or via email us at AvStatsSupplierEnquiry@caa.co.uk.

Please be aware that the ICAO and IATA codes in our reference lists may not always correspond to those published in other sources. It is important that you use the codes published on our website as they will be the ones that AvStats will accept.

File Naming Instructions

	Instruction
File Naming Convention	For Excel or Comma Separated Value (CSV) files name as: **AirportSAMPart2nnnnnyyyymm** nnnnn is the reporting airport's 5 digit CAA code number (with leading zeroes) yyyymm is the reporting period (where y=year and m=month) This file naming convention must be used or the file will be returned.

TIPS:
1. If reporting in Excel, after opening the spreadsheet for the first time, highlight all of 'Row 1' and apply filters so you are able to select certain rows at a time in order to make it easier to complete.

2. We recommend that 'Region' (Column A) is selected first and then all the sub-sets of each are completed (Columns B – E). E.g. Select 'Domestic', complete all of the relevant columns relating to that (Charter, Scheduled, UK Operator, Arrival, Cargo Only etc) before moving onto the other 'Region' options - 'International Outside EU' and 'International Within EU'.
3. Once all data is completed remove the filters before saving and submitting.

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Completion Instructions

NOTE: Do not move, insert, delete or amend any of the following parts of the file format or the file will be returned: Column Headers, Line Numbers and Descriptions and the Worksheet Tab.

Form Column	Instruction
A Region	Select Domestic, International Outside EU or International Within EU for the region of the flights. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
B Operation Type	Select Charter or Scheduled for the type of operation the flights performed. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
C Operator Type	Select Other EU, Other Foreign or UK Operator to report where in the world the Operator is based. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
D Direction Type	Select either Arrival or Departure. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
E Service Type	Select Cargo Only, Transit Cargo, or Passenger in order to show the type of service being reported. Select Cargo Only if the movement was carrying terminal cargo only or terminal and transiting cargo. Select Transit Cargo if the movement was carrying transiting cargo only. Select Passenger if the movement was a passenger service with or without cargo. NOTE: It is very important to enter the word as shown above in the correct case – i.e. not all in upper case.
F Aircraft Movements	Enter the total number of aircraft movements for each of the relevant columns above (Columns A – E).
G Passengers Set Down/Picked Up	Enter the total number of passengers either set down or picked up (Arrivals = Set down and Departures = Picked Up) for each of the relevant columns (Columns A – E).

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Form Column	Instruction
H Transit Passengers	Enter the number of transit passengers carried for each of the relevant columns (Columns A – E). Transit passengers are defined as those arriving and departing on the same aircraft registration and flight number.
I Freight in Tonnes (to 1dp)	Enter the amount of terminal freight in tonnes to one decimal place carried on the reported flights. NOTE: If 'Cargo Only' has been selected in Column E then there must be a value in this field or in 'Mail in Tonnes (to 1dp)' (Column K)'.
J Transit Freight in Tonnes (to 1dp)	Enter the amount of freight in tonnes to one decimal place transiting in/out of the airport on the reported flights. Transit freight is defined as freight arriving and departing on the same aircraft registration and flight number. NOTE: If 'Transit Cargo' has been selected in Column E then there must be a value in this field or in 'Transit Mail in Tonnes (to 1 dp)' (Column L).
K Mail in Tonnes (to 1dp)	Enter the amount of terminal mail in tonnes to one decimal place carried on the reported flights. NOTE: If 'Cargo Only' has been selected in Column E then there must be a value in this field or in 'Freight in Tonnes (to 1dp)' (Column I).
L Transit Mail in Tonnes (to 1dp)	Enter the amount of mail in tonnes to one decimal place transiting in/out of the airport on the reported flights. Transit mail is defined as mail arriving and departing on the same aircraft registration and flight number. NOTE: If 'Transit Cargo' has been selected in Column E then there must be a value in this field or in 'Transit Freight in Tonnes (to 1 dp)' (Column J).