

**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.

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