

**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.

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