

**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 —