

FILING OF MONTHLY AIR TRANSPORT STATISTICS

1.0 PURPOSE

The purpose of this advisory circular is to provide information and guidance for submission of air transport statistics in accordance with the regulatory requirements.

2.0 REFERENCES

The Civil Aviation Act,
The Civil Aviation (Licensing of Air Services) Regulations.

3.0 GENERAL

- 3.1 This Advisory Circular applies to holders of operating authorization and air service licence appropriately certificated to carry out air operations.
- 3.2 It is a regulatory requirement that the holder of an air service licence or operating authorization submits duly filled forms as appropriate.
- 3.3 Forms for submission of air transport statistics are provided in MS Excel format and are available for download on the Authority's website.
- 3.4 Operators should submit the completed forms in MS Excel format to the email: atstatistics@kcaa.or.ke.
- 3.5 Statistics shall be submitted monthly.

4.0 AIR TRANSPORT DATA REPORTING FORMS

- 4.1 Forms to facilitate data reporting by a holder of air service licence or operating authorisation are categorized as follows:
 - (i) International and / or domestic scheduled air services - CAA FM-ATD140;
 - (ii) International and / or domestic non-scheduled /Inclusive Tour Charters/emergency medical air services - KCAA Form CAA-FM-ATD141
 - (iii) International and / or domestic aerial work services – CAA-FM-ATD142
 - (iv) Instructional flying - KCAA Form CAA-FM-ATD143.



- 4.2 The holder of a licence or operating authorization is required to note the requirement on submission of a copy of:
- (i) Current tariffs or schedule of charges for each type of air service rendered to the public
 - (ii) Current flight timetable.
- 4.3 The holder of a licence or operating authorization with cargo operations is required to note the requirement overleaf the forms on description of all cargo carried by flight stage as appropriate.

5.0 SUBMISSION OF AIR TRANSPORT DATA

- 5.1 The holder of a licence or operating authorization will submit air transport statistics to the Authority monthly
- 5.2 The holder of a licence or operating authorization will ensure that all entries in the form are provided as appropriate before submission.
- 5.3 The holder of a licence or operating authorization are informed that statistics submitted in the following format will not be accepted:
- (i) Missing data
 - (ii) Inconsistent entries
 - (iii) False data



Civil Aviation Authority