

Airline Quarterly Personnel Guidance Notes



CAA Business Intelligence

General Instructions

This form is to be completed by holders of a Type A Operating Licence, Air Transport Licence and holders of a Type B Operating Licence when at least one aircraft in the fleet is above 40 tonnes MTOW (maximum take-off weight).

Operators who perform only “sole-use/exempt” operations are not required to complete this form.

Data is due 21 calendar days following the quarter end. Quarter ends are March, June, September and December.

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.

File Naming Instructions

	Instruction
File Naming Convention	<p>For Excel files name as:</p> <p>AirlinePersonnelnnnnnyyyymm</p> <p>nnnnn is the reporting operator’s 5 digit CAA code number (with leading zeroes) yyyyymm is the reporting period (where y=year and m=month 03, 06, 09 or 12)</p> <p>This file naming convention must be used or the file will be returned.</p>

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.

PART 1 – EMPLOYED IN THE UNITED KINGDOM AND OVERSEAS

Form Column	Instruction
A Line Number	Pre-filled.
B Category of Personnel	1a. Pilots and Co-Pilots. 1b. Other Cockpit Personnel. This should include flight engineers, radio operators and navigators. 1c. Cabin Attendants. All cabin attendants including pursers, stewards and flight attendants. 1d. Maintenance and Overhaul Personnel. Ground personnel, including supervising, planning and inspection personnel at Maintenance

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Form Column	Instruction
<p>B Category of Personnel (continued)</p>	<p>1e. Ticketing and Sales Personnel. Personnel engaged in ticketing, sales and promotional activities. 1f. All Other Personnel. Personnel on the payroll not included in Categories 1a – 1e above. 1g. Total Personnel (Home and Abroad). Auto-sum of Categories 1a – 1f.</p>
<p>C Total Male Personnel</p>	<p>Enter the total number of male personnel, whether temporary or permanent, on the payroll of the airline at the end of the quarter against each category in Column B.</p> <p>Ensure that the number entered against 1g equals the sum of 1a – 1f.</p>
<p>D Total Female Personnel</p>	<p>Enter the total number of female personnel, whether temporary or permanent, on the payroll of the airline at the end of the quarter against each category in Column B.</p> <p>Ensure that the number entered against 1g equals the sum of 1a – 1f.</p>
<p>E Total Expenditure (£000)</p>	<p>Enter the total expenditure for the quarter for the salaries and allowances of all employees in each of the six categories 1a – 1f. Ensure that the number entered against 1g equals the sum of 1a – 1f. The figure entered must be rounded to the nearest thousand (£000).</p> <p>Include:</p> <ul style="list-style-type: none"> • 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 allowances, station and overseas allowances); • Sales commissions; • All crew hourly flight allowances (i.e. those in excess of travel and incidental expenses). <p>Exclude:</p> <ul style="list-style-type: none"> • Expenses for travelling, moving, training, uniforms etc; • Employer's National Insurance contributions; • All payroll-based employer costs such as life and permanent health insurance; • Agency staff not on the payroll.
<p>F</p>	<p>Intentionally blank.</p>
<p>G Remarks</p>	<p>Record any relevant remarks.</p>

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PART 2 – EMPLOYED IN GREAT BRITAIN ONLY

The figures shown in this part should relate solely to those personnel based in Great Britain. The difference, between the totals of **Part 1** and **Part 2** should correspond to the numbers of personnel employed in Northern Ireland, the Channel Islands, the Isle of Man and personnel employed abroad.

Form Column	Instruction
A Line Number	Pre-filled.
B Category of Personnel	<p>Standard Regions for Statistical Purposes:</p> <p>2a. North East (Northumberland, County Durham, Tyne and Wear).</p> <p>2b. North West (Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside).</p> <p>2c. Yorkshire and the Humber (South Yorkshire, West Yorkshire, East Riding of Yorkshire, Lincolnshire County).</p> <p>2d. East Midlands (Nottinghamshire, Derbyshire, Leicestershire, Rutland, Northamptonshire and most of Lincolnshire).</p> <p>2e. West Midlands (Herefordshire, Shropshire, Staffordshire, West Midlands, Worcestershire, Warwickshire).</p> <p>2f. East of England (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk).</p> <p>2g. South East (Berkshire, Buckinghamshire, East Sussex, Hampshire, the Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex, Greater London).</p> <p>2h. South West (Gloucestershire, Bristol, Wiltshire, Somerset, Dorset, Devon, Cornwall).</p> <p>2i. Wales.</p> <p>2j. Scotland.</p> <p>2k. Total Personnel (Great Britain only) Sum of Categories 2a – 2j.</p>
C Total Male Personnel	<p>Enter the total number of male personnel, whether temporary or permanent, on the payroll of the airline at the end of the quarter against each category in Column B.</p> <p>Ensure that the number entered against 2k equals the sum of 2a – 2j.</p>
D Total Female Personnel	<p>Enter the total number of female personnel, whether temporary or permanent, on the payroll of the airline at the end of the quarter against each category in Column B.</p> <p>Ensure that the number entered against 2k equals the sum of 2a – 2j.</p>

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Form Column	Instruction
E Of which, Part-time Male Personnel	<p>Enter the total number of part-time male personnel, whether temporary or permanent, on the payroll of the airline at the end of the quarter against each category in Column B.</p> <p>The number entered here should be included in, but cannot exceed, the number entered in Column C.</p> <p>NOTE: part-time employment is defined as being not more than 30 hours a week.</p>
F Of which, Part-time Female Personnel	<p>Enter the total number of part-time female personnel, whether temporary or permanent, on the payroll of the airline at the end of the quarter against each category in Column B.</p> <p>The number entered here should be included in, but cannot exceed, the number entered in Column D.</p> <p>NOTE: part-time employment is defined as being not more than 30 hours a week.</p>
G Remarks	Record any relevant remarks.