

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

Special Direction

(Issued under Sections 98, 99 & 121 of the Civil Aviation Act No. 14 of 2010 & Regulation 119 of the Air Navigation Regulations of 1955)

Title: Submission of Statistical Returns to the CAASL within the specified timeframe

Special Direction Reference Code: SP-SD-2023-001

Issue Date: 22.08.2023

Pursuant to Section 121 of the Civil Aviation Act No.14 of 2010 which is hereinafter referred to as the CA Act, Director General of Civil Aviation (which is hereinafter referred to as the DGCA) shall have the power to issue, to all operators and licence holders providing aeronautical services, any Special or General Directions in regard to any matter connected with or relating to the maintenance of public safety and welfare of the citizens of Sri Lanka.

Accordingly, I, being the DGCA do hereby issue this Special Direction on Submission of Statistical Returns to the CAASL within the specified timeframe.

This Special Direction shall be applicable to all airline license holders operating within, into and out of Sri Lanka & foreign airline license holders and all license holders providing aeronautical services. This Special Direction shall come into force with immediate effect and remain in force unless revised/revoked.

This Special Direction is issued by virtue of powers vested in the DGCA in terms of Sections 99 & 121 read with Section 98 of the CA Act No. 14 of 2010 and Regulation 119 of the Air Navigation Regulations of 1955.


Attention is also drawn to section 103 of the CA Act, which states interalia that failure to comply with a Special Direction is an offence. Further, if any Special Direction stipulated in this Special Direction is not complied with or violated, an appropriate enforcement action will be taken as per the Aviation Enforcement Policy and Procedures Manual, SLCAP 0005 by the DGCA under Section 102 of the CA Act No.14 of 2010.

Civil Aviation Authority of Sri Lanka
No.152/1, Minuwangoda Road,
Katunayake,
Sri Lanka.

P.A. Jayakantha
Director General of Civil Aviation and
Chief Executive Officer

No	Subheading	Requirement
1	Legal Reference	This Special Direction is issued by virtue of powers vested in the DGCA in terms of Sections 99 & 121 read with Section 98 of the CA Act No. 14 of 2010 and Regulation 119 of the Air Navigation Regulations of 1955.
2	Applicability	All airline license holders operating within, into and out of Sri Lanka & foreign airline license holders and all license holders providing aeronautical services.
3	<p>Submission manner of Statistical Returns</p> <p>1.1 Monthly statistical reports by All Airline License holders operating into & out of Sri Lanka & Foreign Airline License holders</p> <p>1.2 Monthly statistical reports by All Airline License holders operating within Sri Lanka</p> <p>1.3 Monthly statistical reports by Aeronautical Service providers at any International Aerodrome in Sri Lanka</p> <p>1.4 ICAO reporting forms by All Airline License holders operating into & out of Sri Lanka & Aeronautical Service providers at any International Aerodrome in Sri Lanka</p>	<p>In compliance with Form 14 (see Annex I), All Airline License holders operating into & out of Sri Lanka and Foreign Airline License holders shall submit their monthly statistics to the CAASL. It is mandatory for the Airline License holders and Foreign Airline License holders to submit the preceding month's statistics reports to the CAASL on or before the 25th day of the following month.</p> <p>In accordance with the annexed format (see Annex II), All Airline License holders operating within Sri Lanka shall submit their monthly statistics to the CAASL. It is mandatory for the Airline License holders to submit the preceding month's statistics reports to the CAASL on or before the 25th day of the following month.</p> <p>Aeronautical Service providers at any International Aerodrome in Sri Lanka shall submit their monthly statistics to the CAASL according to the given format (see Annex III). It is mandatory for the Aeronautical Service providers to submit the preceding month's statistics reports to the CAASL on or before the 25th day of the following month.</p> <p>All Airline License holders operating into & out of Sri Lanka shall submit filled Forms A, A-S, B, C, D, EF, M, and "Cost and Revenue" to CAASL, while Aeronautical Service providers at any International Aerodrome in Sri Lanka shall submit filled Forms I, I-S, J, K, and L forms to CAASL. It is important for both to adhere to the specified periodicity (see Annex IV) when submitting their respective forms.</p>
4	On time submission & Accuracy of data	The reports/forms shall be produced on a regular basis (e.g., monthly, quarterly, annually) and be made available in the abovementioned timely manner. The submission of statistical returns to the CAASL on time is an important

		<p>requirement for aviation stakeholders in Sri Lanka and it is a critical aspect of maintaining safe and efficient aviation operations in Sri Lanka. Hence, aviation stakeholders should prioritize this task accordingly.</p> <p>To ensure timely submission of statistical returns, aviation stakeholders should have a well-established system in place for collecting and organizing data. They should also have dedicated staff responsible for compiling and submitting the required returns to the CAASL within the specified timeframes.</p> <p>The data presented in each statistical reports/forms should be accurate and reliable. This can be achieved by ensuring that the data is collected and recorded consistently and that any errors or discrepancies are promptly identified and corrected.</p>
5	Confidentiality and Accessibility to data	<p>All statistical data provided will be treated with the utmost confidentiality and used solely for statistical analysis and regulatory purposes. Due to the privacy and confidentiality regulations, the CAASL assures that the airline-wise data will not be shared with any third parties without the airlines' consent. However, city-pair wise data are disseminated to external parties and there may be a service fee involved in providing data for the required city-pairs.</p> <p>The fees for the provision of air transport statistics shall be as specified in the Civil Aviation Authority fees & charges Regulation No. 01 of 2014 published in the Gazette Extraordinary No. 1869/32 dated 2nd July 2014.</p>
6	Enforcement Actions	<p>Noncompliance of this Special Direction shall be an offence under Section 103 of the Civil Aviation Act No. 14 of 2010. Further, if this Special Direction is not complied with or violated, an appropriate enforcement action will be taken as per the Aviation Enforcement Policy and Procedure Manual, SLCAP 0005 by the Director General of Civil Aviation under Section 102 of the Civil Aviation Act No. 14 of 2010.</p>
7	Compliance	<p>All applicable stakeholders are required to strictly comply with the instructions contained in this Special Direction and extend their unstinted co-operation to this office. If there is any matter, which needs further clarification, please free to contact the undersigned.</p>
8	Validity	<p>This Special Direction shall come into force with immediate effect and remain in force unless revised/revoked.</p>

		Civil Aviation Authority of Sri Lanka						CAA/AT/ST/014							
Monthly Return of Aviation Statistic															
Statistics of Passenger, Cargo & Mail Uplifted & Discharged at International Airports															
Airline :						Routes :									
Year :															
Month :						Frequency :									
Date	Flight No	Flight Time		Time Diff: of Sch. & Act:	Type of Aircraft	Destinations		Capacity available		Revenue Passenger			Non Rev. Pass. Staff	Cargo (tn)	Mail (tn)
		Sch. Time Arr/Dep	Actu. Time Arr/Dep			Uplift	Discharge	Number of Seats	Total Payload (Tns)	Adult	Infant	Transit			

Summary

Uplift	Discharge	Seats	Adults	Infant	Transit	Staff	Cargo (tn)	Mail (tn)

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Date

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Prepared by

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Accountable Manager's Signature



CIVIL AVIATION AUTHORITY OF SRI LANKA
MONTHLY RETURN OF AVIATION STATISTICS
 Statistics of Passenger, Cargo & Mail Uplifted and Discharged

Operator
 Year
 Month

Aircraft Type
 Seat Capacity

Flight Date	Flight Route	Pax Travel Route	Total Flight KM	Frequency (No of Flights)	No of Pax	Pax Travelled KM	Pax KM Flown	Cargo (MT)
		TOTAL	0	0	0	0	0	0

Name:

Designation:

Signature:

ICAO Statistics Programme and Reporting Requirements

Form	Form Type	Periodicity	When (due date)	For Whom
A	Commercial air carrier traffic	Monthly	One month	Airline License holders operating into & out of Sri Lanka
A-S	Commercial air carrier traffic	Annually	6 months	Do
B	On-Flight Origin and Destination (OFOD)	Quarterly	2 months	Do
C	Traffic by Flight Stage (TFS)	Annually	2 months	Do
D	Fleet and Personnel	Annually	4 months	Do
EF	Financial data	Annually	Preliminary - 4 months Final - 6 months	Do
Cost & Revenue	Survey on financial parameters	Annually	2 months	Do
M	Aircraft fuel consumption and traffic	Annually	2 months	Do
I	Airport traffic by individual airport	Monthly	2 months	Statutory Service provider at any International Aerodrome in Sri Lanka
IS	Annual airport traffic by individual airport	Annually	6 months	Do
J	Airport financial data	Annually	6 months	Do
K	Air navigation services financial data	Annually	6 months	Do
L	En-Route facility traffic	Annually	4 months	Do