



Implementation Agency for Crime and Security



Joint Regional Communications Centre

JOINT REGIONAL COMMUNICATIONS CENTRE

MANUAL

FOR USE OF

SPREADSHEET FORM

AVIATION

ADVANCE PASSENGER INFORMATION

PO Box 1320 Bridgetown, Barbados
Tel: (246) 435-4659/429-7931
Fax: (246) 228-4040
Email: aviation.compliance@impacsjrcc.org



The screenshot shows the 'Electronic Advanced Passenger Information System (e-APIS)' form in Microsoft Excel. The form is divided into several sections:

- Header:** Contains the IMPACS and Joint Regional Communications Centre logos and the title 'Electronic Advanced Passenger Information System (e-APIS)'.
- General Information:** A table with columns for 'Reg # or Tail #', 'Company Name', 'Number of Passengers', 'Number of Crew Members', 'Telephone', and 'Fax'. Callouts 1 through 7 point to these fields.
- Departure Information:** A table with columns for 'Departure Date (yyyy/mm/dd)', 'Departure Time (hh:mm)', and 'Departure Port'. Callouts 8, 9, and 10 point to these fields.
- Arrival Information:** A table with columns for 'Arrival Date (yyyy/mm/dd)', 'Arrival Time (hh:mm)', and 'Arrival Port'. Callouts 11, 12, and 13 point to these fields.
- Form Metadata:** A table with 'Form version' (6) and 'Last update' (2007/11/12).
- Navigation:** A tabbed interface at the bottom with 'General Information', 'Crew List', and 'Passenger List' tabs. Callout 14 points to the 'General Information' tab.

* Note all fields on this sheet are mandatory.



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|---------------------------|--|
| 1 -Flight ID | Enter the Aircraft Registration Number or Registration Number. (Do Not Include Spaces) |
| 2 -Aircraft Name | Enter Owner or Company Name |
| 3 -Number of Passengers | Enter Total Number of Passengers (Use the Numbers Only) |
| 4 -Number of Crew Members | Enter the Total Number of Crew Members (Use the Numbers Only) |
| 5 -Name | Enter the name of the individual filling out the Spreadsheet |
| 6 - Telephone | Enter Contact Number of Reporting Party (Include Area Code) |
| 7 - Fax | Enter Fax Number for reporting Party (Include Area Code) |
| 8 - Departure Date | Enter The Date the Flight is Actually Scheduled for. (Use the year- month Date format using slants (/) to separate them.) |
| 9 -Departure Time | Enter the time the aircraft is scheduled to depart. (Use 24 Hour Date Format with the colon (:) separating Hours from Minutes) |
| 10 -Departure Port | Enter the Airport the Aircraft will be departing from. (Use the Three (3) Letter IATA Airport Codes) |
| 11- Arrival Date | Enter the Date the aircraft is scheduled to arrive. (Use the year-month Date format using slants (/) to separate them.) |
| 12 - Arrival Time | Enter the time the aircraft is scheduled to arrive. (Use 24 Hour Date Format with the colon (:) separating Hours from Minutes) |
| 13 - Arrival Port | Enter the Airport the Aircraft will be arriving to. (Use the Three (3) Letter IATA Airport Codes) |
| 14 - Detail Tabs | Click on the Crew List tab to Enter Crew Details and Passenger List tab to enter Passenger Details. |

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Microsoft Excel window: eapisformFlightsV7 [Compatibility Mode] - Microsoft Excel

Worksheet: G10, Company Name

Electronic Advanced Passenger Information System (e-APIS)

Reg # or Tail #		Company Name		Depart. Date & Time		Dep. Port		Arrival Date & Time		Arrival Port	

Sr/No	Personal Information					Passport Information				Travel Information		
	Last Name	First Name	Middle Name	Nationality	Sex	Date of Birth (yyyy/mm/dd)	Passport Number	Country of Issue	Date of Expiry (yyyy/mm/dd)	Port of Embarkation	Port of Debarcation	Port of Clearance
1	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑		
2	1	2	3	4		6	7	8	9		11	
3												
4												
5												
6												
7												

Navigation tabs: General Information, Crew List, Passenger List

Taskbar: start, Inboxes, aviation manuals, Portal Manual Aviati..., Microsoft Excel - eapi..., 4:37 PM

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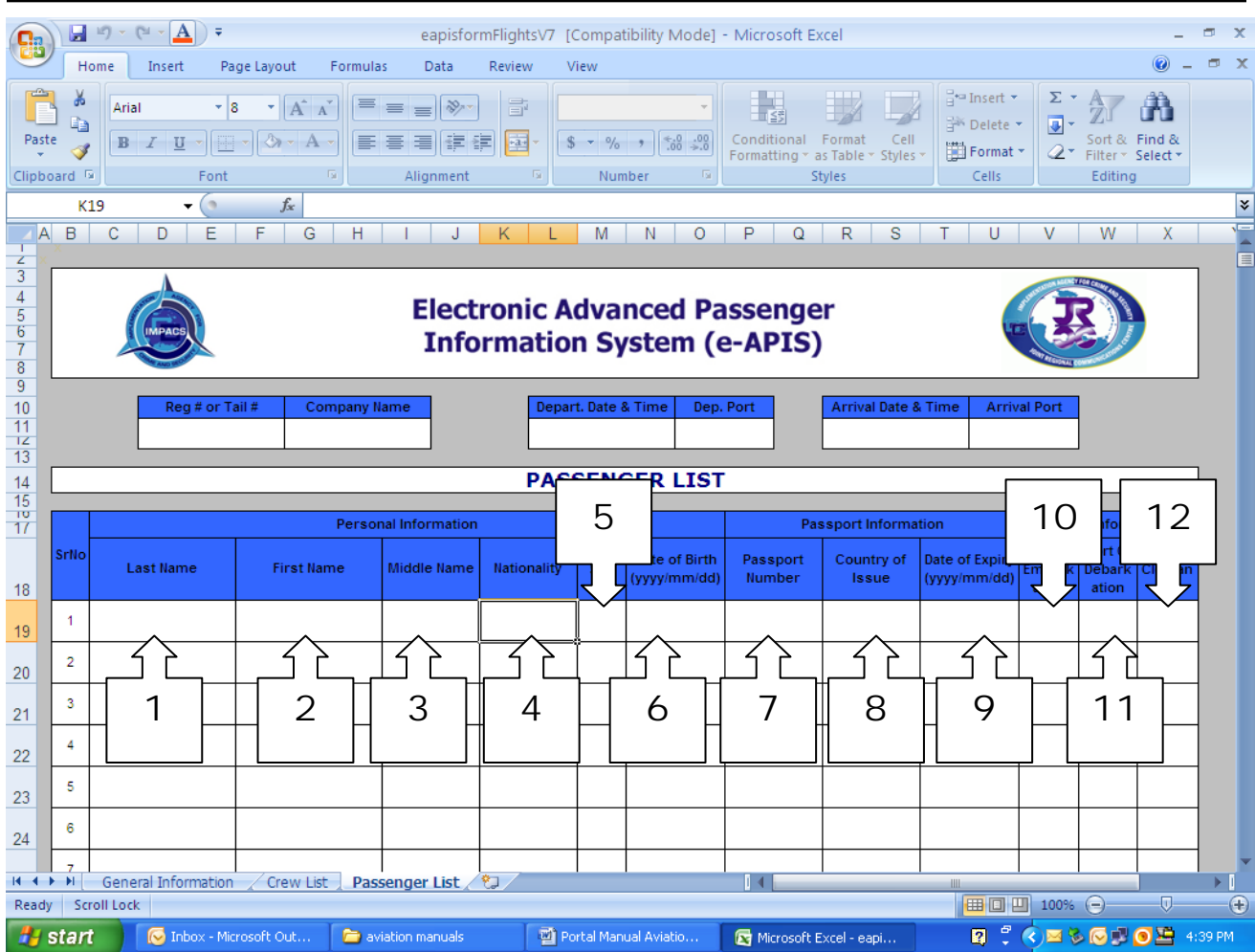


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|--------------------------|---|
| 1 – Last Name | Enter the Crew Member Surname or Family Name. |
| 2 – First Name | Enter the Crew Member First Name. |
| 3 – Middle Name | Enter the Crew Member Middle Name * Not a mandatory Field |
| 4 – Nationality | Enter the Crew Member Nationality as stated in their Passport. (Use the International Three (3) Letter Country - ISO 3166 in this field) |
| 5 – Sex | Choose either (M) for Male or (F) for Female |
| 6 – Date of Birth | Enter the Crew Member Date of Birth as stated in their Passport. (Use the year-month Date format using slants (/) to separate them.) |
| 7 – Passport Number | Enter the Crew Member Passport Number in this field. |
| 8 – Country of Issue | Enter the Country the passport the Crew Member is traveling with was issued. (Use the International Three (3) Letter Country - ISO 3166 in this field) |
| 9 – Date of Expiry | Enter the Expiry date that is in the Passenger Passport. (Use the year-month Date format using slants (/) to separate them.) |
| 10 – Port of Embarkation | Airport the Crew Member boarded the Aircraft. (Use the IATA Three (3) letter Airport code in this field) |
| 11- Port of Debarkation | Airport the Crew Member Disembarked the Aircraft. * Not a mandatory Field |
| 12 – Port of Clearance | Airport the Crew Member cleared with Customs and Immigration. * Not a mandatory Field |



- 1 – Last Name Enter the Passenger **Surname or Family Name**.
- 2 – First Name Enter the Passenger First Name.
- 3 – Middle Name Enter the Passenger Middle Name *** Not a mandatory Field**
- 4 – Nationality Enter the Passenger Nationality as stated in their Passport. **(Use the International Three (3) Letter Country - ISO 3166 in this field)**
- 5 – Sex Choose either **(M) for Male** or **(F) for Female**



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|--------------------------|---|
| 6 – Date of Birth | Enter the Passenger Date of Birth as stated in their Passport. (Use the year-month Date format using slants (/) to separate them.) |
| 7 – Passport Number | Enter the Passenger Passport Number in this field. |
| 8 – Country of Issue | Enter the Country the passport the Passenger is traveling with was issued. (Use the International Three (3) Letter Country - ISO 3166 in this field) |
| 9 – Date of Expiry | Enter the Expiry date that is in the Passenger Passport. (Use the year-month Date format using slants (/) to separate them.) |
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| 11- Port of Debarkation | Airport the Passenger Disembarked the Aircraft. |
| 12 – Port of Clearance | Airport the Passenger cleared with Customs and Immigration.
* Not a mandatory Field |