CL O-OPS047: AIRCRAFT LEASE ARRANGEMENT CHECKLIST

Record ID:	Protocol #	Tracking #	Activity #
Date Accomplished	Action Taken	Inspector	Type of Operation:
Air Operator/Organization	Aircraft Make/Mode:	Location #	
Type of Lease Arrangement:			

Instructions for Use:

1. Check **`S**' column if you reviewed the record, procedure or event and it is **`Satisfactory'**.
2. Check **`U**' column if you reviewed the record, procedure or event and it is **`Unsatisfactory'**.
3. Check **NS** (**not seen**) column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA** (**not applicable**) column, if the line item is not required in this situation.
5. 'Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

To be evaluated by Operations and Airworthiness Inspectors.
Refer to TGM Vol.3 Chapter 44 for detailed Aircraft Lease Arrangements Procedures.

A	DOCUMENTATION SUBMITTED TO NCAA	S	U	NS	NA
1.	A complete copy of the leasing agreement was provided?				
2.	An operator analysis was provided detailing how the leasing arrangements, particularly those between two operators, will be in conformance with the Regulations?				
3.	For foreign air operators: A copy of the applicable AOC and operations specifications was provided?				
4.	For foreign air operators: A copy of the Nigeria economic authorization allowing commercial air transport operations to and from Nigeria was provided?				
5.	Copies of the licenses and other required documents for the crew members to be used were provided?				
6.	A copy of the crew training and qualification records was provided?				
7.	Copies of each required aircraft document (C of R, C of A, Noise Certificate, Radio License and Insurance Certificate) are available?				
8.	A copy of the aircraft maintenance records is available?				
9.	A copy of the approved Minimum Equipment List was provided?				
10.	A copy of the approved Maintenance Program (and bridging documents, if applicable) for the aircraft was provided?				
11.	A copy of the applicable Maintenance Control Manual for the aircraft was provided?				
12.	A copy of the documents showing the aircraft's conformity with applicable airworthiness requirements for the aircraft involved was provided?				
13.	An operator-generated assessment of aircraft differences (variances) from the current fleet is provided?				
14.	The necessary documentation authorizing the NCAA Inspectors worldwide access for inspection to the aircraft and crews involved is provided?				
B	**CONTENTS OF THE LEASING AGREEMENT**	**S**	**U**	**NS**	**NA**
15.	The official names of the parties are included?				
16.	The official addresses of the parties are included?				
17.	The duration of the agreement is included with specific start and expiration dates?				
18.	The make, model, series and registration numbers of each aircraft involved in the agreement are included?				

19.	An explanation of the type of operations that will be conducted by the lessee are included?				
20.	The interchange points are included?				
21.	The specifications regarding which party has responsibility and authority for operational control are included?				
22.	The specifications regarding which party has the responsibility and authority for provision of aeronautical data, weather and flight planning and release are included?				
23.	The specifications regarding which party has the responsibility and authority for provision of aircraft loading, computation of mass and balance and performance associated with each flight of the aircraft are included?				
24.	The specifications regarding which party has responsibility and authority for crew scheduling are included?				
25.	The specifications regarding which party has responsibility and authority for maintaining crew training, proficiency and line checks, and currency requirements are included?				
26.	The specifications regarding which party has responsibility and authority for maintenance control are included?				
27.	The specifications regarding which party has responsibility and authority for arranging maintenance for the aircraft are included?				
28.	The specifications regarding which party has responsibility and authority for maintaining the maintenance records for the aircraft current form are included?				
29.	All other items, conditions or limitations specified by the NCAA Guidance Materials as necessary for this particular agreement included?				
30.	The Lease Agreement has been reviewed by the Authority's Legal Directorate and found acceptable/Satisfactory?				
C	**KEY AOC-RELATED RESPONSIBILITIES**	**S**	**U**	**NS**	**NA**
	For the purposes of aircraft leasing arrangements, the key AOC-related responsibilities and implementation of procedures that must be verified are:				
31.	Operational control to make the final decisions related to route of flight, actual departure times and need for and implementation of necessary diversions and those functions associated with flight locating, flight following and/or flight watch?				
32.	Flight preparation requirements, including flight planning; operational flight plan and minimum fuel loading, calculations of mass and balance and performance; provision of adequate flight documentation?				
33.	Maintenance control, including planning, deferring and performing of maintenance and Aircraft specific MEL availability? (Verify coordination on airworthiness related aspects).				
34.	Crew scheduling, including responsibility for crew duty, flight time, flight duty periods and rest periods?				
35.	Crew qualification, including responsibility for training, proficiency and currency requirements. Pilot-in-command area, route and aerodrome qualifications?				
36.	Ground handling responsibilities, ensuring the proper loading, fuelling and servicing of the aircraft?				
37.	The method for establishing minimum flight altitudes and method of determining aerodrome operating minima?				
38.	Special operations including EDTO procedures and authorisations, Performance based navigation, RVSM operations, etc.?				
39.	Procedures for electronic navigation data management?				
40.	Training in the transport of dangerous goods?				
41.	Use of flight simulation training devices?				
D	**TRAINING REQUIREMENTS**	**S**	**U**	**NS**	**NA**
	For all lease arrangements, the following training must be ensured towards the proper execution of the lease agreement:				
42.	Flight crew training ensured?				
43.	Cabin crew training ensured?				
44.	Route familiarization ensured?				
45.	Maintenance training ensured				
46.	Fight Dispatchers / Operational Control / Flight Watch / Load Controllers / Dangerous Goods Training ensured?				
47.	The peculiarities of the entire operations and special operations aspects addressed in the training curriculum?				

RECOMMEND ACCEPTANCE: ☐ YES ☐ NO (Reasons cited below)

_____ _____

OPERATIONS INSPECTOR NAME: **AIRWORTHINESS INSPECTOR NAME**:

REMARKS & OBSERVATIONS

_____ _____

OPERATIONS INSPECTOR SIGNATURE **AIRWORTHINESS INSPECTOR SIGNATURE**

Additional comments attached ☐ =>