



Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: <http://www.dca.com.na>

## AIRCRAFT LEASE/INTERCHANGE AGREEMENT CHECKLIST

The purpose of the Aircraft Lease/Interchange Agreement Checklist is to assist owners / operators with a view to ensuring that agreement submitted to the NCAA for acceptance are standardised and include all items that are required by Namibia CAR Parts 121, 127, 133, 135 and other NCAA additional requirements.

This checklist, when completed, should be submitted with the Aircraft Lease/Interchange Agreement.

**In all cases the checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section.**

**AOC Number:** \_\_\_\_\_ **Operator's Name:** \_\_\_\_\_

**MCM Ref:** \_\_\_\_\_ **Amendment Status:** \_\_\_\_\_

| REQUIREMENTS                  |  | COMPLIANCE               |                          | NOTES          | NCAA REMARKS             |                          |
|-------------------------------|--|--------------------------|--------------------------|----------------|--------------------------|--------------------------|
|                               |  | YES                      | NO                       |                | SAT                      | UNSAT                    |
| <b>1. GENERAL INFORMATION</b> |  |                          |                          |                |                          |                          |
| 1.1.                          | Is Aircraft Type and Serial Number identified?   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2.                          | Name and Address of Registered Owner/Lessor  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3.                          | State of Registry and Registration Marks identified  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4.                          | Certificate of Airworthiness and statement that aircraft fully complies the State of Registry Airworthiness Requirements | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5.                          | Name and Address of Lessee   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6.                          | Duration of Lease/interchange identified   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7.                          | Type of Lease identified   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8.                          | Effective date of the Lease/interchange identified   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9.                          | Operational control is specifically designated   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10.                         | Responsibilities for performing maintenance are specifically designated  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11.                         | Responsibilities for keeping aircraft maintenance records are specifically designated                                    | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |

| REQUIREMENTS |  | COMPLIANCE               |                          | NOTES                   | NCAA REMARKS             |                          |
|--------------|--|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|
|              |  | YES                      | NO                       |                         | SAT                      | UNSAT                    |
| 1.12.        | Maintenance programs (lessee's or lessor's) that will be utilized are designated   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13.        | All strikeovers, erasures, and corrections are initialed by both parties to the lease/interchange agreement  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14.        | The interchange agreement or memorandum provides for all differences in aircraft configuration due to the operating or maintenance requirements of both operators. | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2.</b>    | <b>RESPONSIBILITY OF THE PARTIES UNDER THE AGREEMENT IDENTIFIED AS PER:</b>  |                          |                          |                         |                          |                          |
| 2.1.         | Flight crew member certification and training;   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2.         | Crew member training;  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3.         | Airworthiness of the aircraft and performance of maintenance;  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4.         | dispatch or flight following;  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
|              | - scheduling of flight crew and crew members; and  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
|              | - signing the maintenance release.   | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
|              | - AD compliance  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |
|              | - Maintenance Programme task completion  | <input type="checkbox"/> | <input type="checkbox"/> | .....<br>.....<br>..... | <input type="checkbox"/> | <input type="checkbox"/> |

### 3. REFERENCES

#### 3.1. DRY LEASE OF A LARGE AEROPLANE

- 121.01.12** (1) A Namibian operator who intends to dry lease a foreign registered large aeroplane for operations under this Part, shall –
- (a) ensure that the aeroplane can be operated and is operated in accordance with the requirements prescribed in this Part;
  - (b) obtain prior approval from the Executive Director to operate such aeroplane.
- (2) The approval referred to in subregulation (1)(b) shall, subject to such conditions as the Executive Director may determine, be granted if such aeroplane is –
- (c) type certificated in accordance with the requirements prescribed in Part 21;
  - (d) maintained in accordance with the operator's maintenance system referred to in regulation 121.10.2;
  - (e) operated under the air operator certificate held by the operator referred to in subregulation (1).

#### 3.2. DRY LEASE OF A LARGE AEROPLANE

- 121.01.13** (1) A Namibian operator who intends to wet lease a foreign registered large aeroplane for operations under this Part, shall obtain prior approval from the Executive Director to operate such aeroplane.
- (2) The approval referred to in subregulation (1) shall, subject to such conditions as the Executive Director may determine, be granted if such aeroplane –
- (a) is wet leased from an operator who is the holder of an air operator certificate or equivalent authorisation issued by an appropriate authority;
  - (b) has been type certificated by the appropriate authority;
  - (c) holds a valid certificate of airworthiness or similar document issued by such appropriate authority;
  - (d) is maintained and operated in accordance with safety standards at least equivalent to the safety standards prescribed in this Part; and
  - (e) will be operated in terms of the air operator certificate held by the operator referred to in subregulation (1).

**NCAA USE ONLY**

The above agreement have been evaluated and is hereby recommended/not recommended for acceptance (reasons for not recommending should be stated on a separate sheet)

|                          |   |                        |
|--------------------------|---|------------------------|
| <b>Signed:</b><br>:..... | <b>for: NCAA(Name of the Inspector) :</b><br>:..... | <b>Date:</b><br>:..... |
|--------------------------|---|------------------------|

**COMPANY SECRETARY/LEGAL ADVISER REMARKS:**

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**Name / Signature / Date:**.....

**CHIEF AIRWORTHINESS SUB-DIVISION REMARKS:**

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**Name / Signature / Date:**.....