

Instructions for Use:

1. Check **C** column if you determine the document or individual item conforms to requirements.
2. Check **N/C** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Check **N/Ckd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Forward the findings to the Operator and attach a copy to this checklist.
6. For further guidance refer to relevant Volume and Chapters in Inspector Handbook.
7. For further guidance refer to relevant Chapters in Inspector Handbook TGM Volume 2

EVALUATE A LEASE AGREEMENT JOB AID			
Operator File Reference	Inspector's Name	Date Submitted	Date/s of Evaluation
Name of Operator/Applicant	Title and Version	Contact Person and Phone No.	

Part A — General

Applicant:		ARN:	
Aircraft Type and Model:		Registration:	
AOC Reference:			
Lessor of Aircraft:			
Lessee of Aircraft:			
Period of Lease:			

Part B — Namibian Registered Aircraft or Foreign Registered Aircraft

Type of Aircraft Lease:	Dry Lease	Wet Lease
Please choose as appropriate:	Damp Lease	Sub-Lease
Aircraft Lease Reference Information:		
Copy of Lease and assessment on file/ref:	Yes:	No

Part C — Assessment of Lease Conditions – general

S/N		
1.	Aircraft delivery details	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
2.	Title and registration	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
3.	Operation of aircraft – when , where and how	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4.	Limitations, condition and penalties	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
5.	Maintenance, modification and repair of aircraft	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
6.	Procedures for coordination with airworthiness and licensing for related requirements	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
7.	Reporting and inspection	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
8.	Aircraft / engine fit and combination	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
9.	Manufactures' and vendor equipment warranty	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
10.	Any Sub-leasing arrangements – wet and dry	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
11.	Insurance details	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
12.	Processes for return of aircraft	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
13.	Loss, damage and requisition conditions and procedures	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
14.	Consequences of lease default – liabilities	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
15.	CRAF Programme obligations ('N' Registered aircraft only)	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
16.	Any other matter considered relevant from the lease	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

	agreement assessment	
	<i>Remarks</i>	

C.1. Dry Lease – Aircraft General		
S/N		
17.	What are the general terms of the lease and are these satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
18.	Are there any requirements or obligations that have a safety impact or restrict or limit the operation of the aircraft in any way?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
19.	Who will be the Registered Operator? Is this a suitable nomination?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
20.	Who will be responsible for operational control of the aircraft and how will this be achieved?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
21.	Who will be responsible for maintenance control of the aircraft and how will this be achieved?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
22.	Who will be responsible for crew member scheduling and dispatch procedure control for the aircraft and how will this be achieved?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
23.	Who will be responsible for maintenance personnel training for the aircraft and how will this be achieved?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
24.	Who will be responsible for flight crew training for the aircraft and how will this be achieved?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
25.	Who will be responsible for cabin crew training for the aircraft and how will this be achieved?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
26.	Who will be responsible for ensuring dangerous goods procedures and training are compatible and carried out to meet the requirements of the Lessee's dangerous goods policies and procedures?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks</i>	

C.2. Dry Leasing from another Namibian Operator - Shared Transferred Aircraft (sub lease)		
S/N		
27.	What are the general terms of the lease and sub-lease and are these satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
28.	Are there any requirements or obligations in either lease that have a safety impact or restrict or limit the operation of the aircraft in any way?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
29.	Are there any penalties associated with the lease or sub-lease agreements?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
30.	What lines of communication have been formally	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

	established: who will talk to whom – names and positions of relevant people?	
31.	What flight documents – tech-log, defect log, MEL etc. will be used and who will manage/coordinate their use? Are these arrangements satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
32.	What arrangements have been made to familiarise flight crew and maintenance personnel with the flight documents and maintenance programme? Are these satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
33.	What considerations and arrangements have been made to assess the existing maintenance programme as this programme may be based upon a different flight profile and usage than that which may be flown by the second operator? Are these satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
34.	What considerations have been made for life and timed components and systems that have had their maintenance hours extended through fully justified life-extension programmes but which may not apply to an operator with a different operational and flight profile? Are these satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
35.	What will be the fuel policy established for both operations? Are these policies satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
36.	How will defect reporting be undertaken? Is this Satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
37.	Who will be responsible for AD management, coordination and implementation? Is this person suitable for both operators' systems?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
38.	What arrangements have been made for the initial and on-going as required briefing for staff on document usage & control? Are these arrangements Satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
39.	What requirements are there in the contract for reporting matters of any sort to leasing company? Are these Satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
40.	What arrangements and provisions have been put into place for manuals, amendments to manuals & a formal distribution list? Are these Satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
41.	How will maintenance be conducted and defect rectification managed on a daily basis? Is this process Satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
42.	What arrangements have been made for flight crew training and familiarisation relevant to the leased/sub-leased aircraft? Are these Satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
43.	Will there be any interchange of flight or cabin crew and if so what arrangements have been made? Are these arrangements Satisfactory?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks</i>	

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C.3 Wet Leases – Namibian Registered Aircraft

S/N		
44.	Who receives any financial benefit (“hire or reward”) from the use of an aircraft authorised under the AOC?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
45.	Who issues invoices for the use of an applicable aircraft?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
46.	In whose name are these invoices issued?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
47.	Are the AOC authorised operations being conducted under one or more registered business names?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
48.	Who is the registered owner(s) of the business name?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
49.	Who conducts advertising for the AOC authorised operation?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
50.	Is that person (in Q.6) the AOC holder or the AOC holder’s travel agent or leasing agent?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
51.	Is there a business or operator name, logo or other device painted by way of livery on an aircraft authorised under the AOC? If so, what is that name, logo or device and who is the owner of same?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
52.	Who is in actual and legal possession of aircraft authorised under the AOC?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
53.	Who employs the flight and cabin crew?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
54.	Who pays their salary on an ongoing basis?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
55.	Who pays incidental expenses of the business relating to AOC operations such as insurance, fuel, maintenance?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
56.	Who is the person who exercises actual control for initiating, diverting and terminating flights?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
57.	Who makes decisions to assign flight crew members and aircraft?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
58.	To whom do pilots and maintenance personnel work as direct employees or agents?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
59.	Who markets the services provided under the AOC and accepts new work?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
60.	Who owns the bank account into which revenue from the AOC authorised operations is paid?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
61.	Who ensures that only trained and qualified crews are assigned to conduct flights?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
62.	Who ensures that only airworthy aircraft are assigned to AOC authorised operations?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks</i>	

C.4 Aircraft Operations including Flight Crew

S/N		
63.	On which routes or geographic area is the aircraft intended to be operated?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
64.	Verify the lessor and lessee arrangements and operators' procedures and approvals are valid for equivalent:	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
65.	Aerodrome operating minima criteria	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
66.	EDTO	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
67.	RVSM	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
68.	PBN Specific to routes flown	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
69.	Low visibility operations	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
70.	Variations in minimum safe altitudes	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
71.	Methods for electronic data management	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
72.	Load control	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
73.	What arrangements have been made for:	
74.	Crew training and checking	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
75.	Route familiarisation	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
76.	Use of local flight simulation training devices	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
77.	The general integration of flight crews into the host airline – lessee's – systems?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
78.	What arrangements have been made for crew substitution should be required?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
79.	What arrangements have been made to integrate the lease crew/s into the organisation for which they have been contracted to work?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
80.	What arrangements have been made for emergency procedures training and examination for the flight crew/s?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
81.	What arrangements have been made to integrate the lease crew/s into the organisations flight time, flight duty periods and res periods and how are these monitored and managed?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
82.	Does the lessor's operational document suite adequately cover the wet-leasing of an aircraft to another operator?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
83.	How has the leased aircraft been integrated into the operator's airline system so that the aircraft is presented to the passengers as a normal 'airline X' aircraft?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
84.	What arrangements have been put into place to ensure that the wet-leased aircraft enters the lessee's organisation without difficulty and at the end of the lease period is returned to the lessor's organisation?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks</i>	

C.5 Aircraft – Maintenance See FSS-AIR-FORM 073A

S/N		
85.		
86.		
	<i>Remarks</i>	

C.6 Aircraft operations - Cabin Crew

S/N		
87.	What emergency procedures and ongoing training and assessment arrangements have been put into place for cabin crew?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
88.	What arrangements have been made for cabin crew fatigue management and rest periods?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
89.	What arrangements have been made to change or replace cabin crew as may be required?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
90.	What arrangements have been made for the supervision of cabin crew both in flight and as a workgroup?	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks</i>	

AIR INSPECTOR'S REMARKS:

.....

.....
Inspector's Name & ASI #

.....
Signature

.....
Date

OPS INSPECTOR'S REMARKS:

.....

.....
Inspector's Name & ASI #

.....
Signature

.....
Date

Airworthiness Senior Manger Remarks: _____

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The above requirements have been evaluated against the operator submissions and is hereby **approved / not approved**.

Signature / Date:

Flight Operations Senior Manger Remarks:

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The above requirements have been evaluated against the operator submissions and is hereby **approved / not approved**

Signature / Date: