



CHECKLIST OF DOCUMENTS REQUIRED FOR THE ADDTION OF AN AIRCRAFT TO AN AOC

Instructions for Use:

1. Check **YES** column if you reviewed the record, procedure or event and have no comment.
2. Check **NO** column if you reviewed the record, procedure or event and have a comment.
3. Check **COMMENT** column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter “**N/A**” in the **COMMENT** column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a NO answer for transfer to the Safety Issues Resolution Report.
6. For later reference, proceed any notes with the appropriate question number.

	Yes	No	Comments
Is the Lease Agreement correct and in place			
Is the Operator named on the insurance cover			
Can the aircraft be added to the Operator's AOC			

RECOMMENDATION

SIGNATURE OF AIRWORTHINESS INSPECTOR	NAME IN BLOCK LETTERS	DATE	
AIRWORTHINESS CHECK			
	Yes	No	Comments
Is the Airworthiness Certificate valid?			
Is the Certificate of Registration correct?			
Is the Certificate of Release valid?			
Is the Radio License valid?			
Is the maintenance Control Manual submitted / Amended?			
Is the maintenance contract valid and appropriate for the aircraft type?			
Aircraft conformity inspection?			
Is the licenses of Maintenance Engineers valid and			

