Lease Transition – Compliance Checklist

This check list is to guide or assist you during the process and should not replace your company/NAA/local requirements.

	Green reverse coloured cells are Manufacturer (OEM) certificates/records

Aircraft Certificates

Reference	Item	Accepted/Rejected	Comments	Document Reference / DFP
ACE001	Certificate of Aircraft Registration			
ACE002	Certificate of Aircraft De-Registration			
ACE003	Type Certificate Data Sheet for Aircraft and Engine			
ACE004	Certificate of Airworthiness			
ACE005	Certificate of Airworthiness for Export			
ACE006	Certificate of Airworthiness / Airworthiness Review Certificate			
ACE007	Certificate of Insurance (required for any ferry flight)			
ACE008	Noise Certificate (EASA) / equivalent if not applicable			
ACE009	Certificate of Sanitary Construction (if applicable)			
ACE010	Radio License – if changing AOC ensure applied for			
ACE011	Burns Certificates – ➢ Captains seat ➢ First Officer seat ➢ Observers seats ➢ Flight attendants/supernumerary seats ➢ Passenger seats ➢ Carpets ➢ Curtains ➢ Interior surfaces ➢ Galley floor material ➢ Cargo bay liners			
ACE012	Aircraft Operators Certificate			

Lease Transition – Compliance Checklist

Aircraft Certificates				
Reference	Item	Accepted/Rejected	Comments	Document Reference / DFP
ACE013	ATC & ELT Status			
ACE014	SELCAL Code (ARINC)			
ACE015	Mode S Transponder Address Code			
ACE016	Final Inspection Report*			
ACE017	Certificate of Conformance*/**			
ACE018	Production Flight Certificate*			

*Denotes these items are applicable for Embraer and **ATR Aircraft type only*

Lease Transition – Compliance Checklist

Aircraft Statements				
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AST001	NIAS Non-Incident or Accident Statement Stating Aircraft & MSN along with Engines (propellers if applicable) for period of the lease			
AST002	Compliance Reports for the AC additional capabilities as required such as: ➢ RVSM capability ➢ Certified MNPS standard ➢ certified ADS-B capability ➢ RNP for aircraft ➢ Autoland status and capability ➢ ETOPS Statement ➢ FANS if applicable capability ➢ VHF immunity statement ➢ 8.33kHz Spacing statement ➢ TCAS Status			
AST003	Concessions and Deviations from Manufacture noting any ICA/EICA			
AST004	Ground Tests report from manufacturer			
AST005	Flight Test report from manufacture			
AST006	Software Specifications for the aircraft noting the PN of the LRU and revision data. Note software required is that which controls or operates the aircraft.			

Lease Transition – Compliance Checklist

	Aircraft Statements			
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AST007	Certified Material Specification Statement including engines & APU (fluids/oils etc.)			
AST008	Certified Total Hours and Total Cycles Statement			
AST009	Aircraft Utilisation Certified Statement showing flight times / utilisation.			
AST010	PMA status and usage for the aircraft. No critical parts are PMA manufactured under FAA approval. Critical Parts are as defined by the Design Approval Holder for the product type.			
AST011	Certified FDR Flight Data Recorder Parameters and check within limits – required parameters available. Should be after the last commercial flight prior to redelivery			
AST012	Certified CVR Cockpit Voice Recorder intelligibility report following last commercial flight – ensure required parameters within limits.			
AST013	Certified Dent and Buckle including mapping. Details of all damages internal and external forming a structural Report including the reference, time limits and any ICA if applicable			
AST014	Certified list of Airframe Maintenance Checks / Inspection History			
AST015	Certified status list of AD's and method of compliance detailing: ➢ Effectivity ➢ Method of Compliance including AMOC ➢ AD Status (modified, repaired, inspected etc) ➢ AD Revision ➢ Repeat Inspection			

Lease Transition – Compliance Checklist

Aircraft Statements				
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AST016	Certified status list of SB's and method of compliance detailing: ➢ Effectivity ➢ Method of Compliance including AMOC ➢ SB Status ➢ SB Revision ➢ Repeat Inspection			
AST017	Certified STC Embodiment Report for Airframe / Engines / APU / Landing Gear / Systems and Equipment (May be included with AST018)			
AST018	Certified MOD Embodiment Report for Airframe / Engines / APU / Landing Gear / Systems and Equipment			
AST019	LDND Last Done Next Due Listing certified by the previous operator against the approved AMP currently noting: ➢ Operator Specific Maintenance Tasks ➢ System Maintenance Tasks ➢ Zonal Maintenance Tasks ➢ Structure Maintenance Tasks ➢ Certification Maintenance Requirements ➢ Soft Life Items List Important are repeat inspections on Repairs (which can also be included in LDND)			
AST020	Certified OOPS – Out of Phase listing / SRT (Single Running Tasks) status and records. May be incorporated in the LDND report ref to AST019			
AST021	A certified status list for the SSI items where applicable. (ALS "Airworthiness Limitation Section" on Airbus). This may be incorporated in the LDND ref to AST019			

Lease Transition – Compliance Checklist

Aircraft Statements				
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AST022	Certification Maintenance Requirements (CMR). Compliance statement that the mandated maintenance actions defined in the TCDS are completed. Threshold and subsequent intervals to be checked – This may be incorporated in the LDND ref to AST019			
AST023	Certified Compliance program CPCP/ISIP/SIP. This may be incorporated in the LDND ref to AST019			
AST024	Additional Deferred Defects or Hold Item List Status certified from operator – if applicable			
AST025	Certified status list of Installed safe life item (SLI) commonly known as LLP (life limited part) Components			
AST026	Certified status list of Installed HT Components detailing hours/cycles/time remaining.			
AST027	OCCM Items certified status list – where available showing TSN/CSN/TSO/CSO			
AST028	Compliance Statement for: CS26 – Compliance statement for Additional Specifications Part CAT Subpart D IDE (Instruments, Data and Equipment) (could be for FAA or EASA depending on lease return condition)			

Lease Transition – Compliance Checklist

Aircraft Maintenance Records				
Reference	Item	Accepted/Rejected	Comments	Document Reference / DFP
AMR001	Previous History of Aircraft Inventory Listing and Records if applicable			
AMR002	Last Full A Check Cycle and ensure within the TAC/TAH and calendar thresholds			
AMR003	Last Full C Check Cycle including CRS and ensure within the TAC/TAH and calendar thresholds			
AMR004	Last Full D Check cycle and CRS and ensure within the TAC/TAH and calendar thresholds if applicable and not covered in C Check cycle. (type dependant)			
AMR005	Technical Logbook History 36 Months Minimum of as defined in lease			
AMR006	Certified list of Service Instructions (if any) These are optional and may not exist.			
AMR007	Certified list of Maintenance Variations & Details from the last check cycle.			

Lease Transition – Compliance Checklist

Aircraft Maintenance Records				
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AMR008	Logbooks: ➢ Aircraft Logbook ➢ Engine Logbooks (Each Engine will possess its own) ➢ APU Logbook ➢ Aircraft Technical Logbooks (multiple as previous books will be required for consideration) ➢ Cabin Logbook (If Cabin Installed) ➢ Modification Logbook (if applicable) ➢ Battery Logbooks (where applicable) ➢ ELT (Emergency Location Transmitter) Logbook ➢ ACT (Additional Centre Tank(s)) Logbook where fitted (each tank will possess own) ➢ Any additional or significant component may also possess logbook dependent on the aircraft purpose/modifications			
AMR009	AD DFP Folder containing DFP for all AD's embodied including copy of the AD, SB and certified maintenance task card associated			
AMR010	SB Folder Containing DFP's for all SB's embodied including copy of the SB and certified maintenance task card			

Lease Transition – Compliance Checklist

Aircraft Maintenance Records				
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AMR011	For each STC incorporated: ➢ STC Approval # Ensuring EASA Approval (Regulatory Approval) ➢ STC Right to Use RTU letter ➢ STC ICA/EICA (RTU letter ensures STC holder issues ICA/EICA's) ➢ ICA/EICA carried out initially and ICA/EICA into AMP – check thresholds and records if applicable (Check LDND if applicable) ➢ STC MDL – Master Data List / Drawing List (All listed documents are required) ➢ STC Wiring List(s) ➢ STC Installation Instructions ➢ STC Manuals ➢ STC Effectivity for AC ➢ STC DFP for all STC's ➢ Part and or Kit certification EASA Form 1/FAA 8130			

Lease Transition – Compliance Checklist

Aircraft Maintenance Records				
Reference	➤ **Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AMR012 AMR012	For each Modification incorporated: ➤ MOD Approval # Ensuring EASA Approval (Regulatory Approval) ➤ MOD design requires Part 21J for FAA equivalent approval – establish ➤ MOD Right to Use RTU letter ➤ MOD ICA/EICA (RTU letter ensures MOD STC holder issues ICA/EICA 's) ➤ MOD MDL – Master Data List / Drawing List (All listed documents are required) ➤ MOD Wiring List(s) ➤ MOD Installation Instructions ➤ MOD Effectivity for AC ➤ MOD ICA/EICA carried out initially and ICA/EICA into AMP – check thresholds and records (Check LDND if applicable) ➤ MOD Supplements into Manuals ➤ MOD DFP for all MOD's ➤ Part and or Kit certification EASA Form 1/FAA 8130			
AMR013	Weight and Balance ➤ Certified Aircraft Weight Report ➤ Certified Weight and Balance Schedule ➤ Certified Flight Control Balance Data if applicable ➤ Weight and Balance Manual ➤ Weight Variant Compliant with TCDS or Modification MOD and or STC weight and Balance Change's – Check the cumulative changes and verify.			

Lease Transition – Compliance Checklist

Aircraft Maintenance Records				
Reference	➢ **Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AMR014	DFP Folder for all repairs / damage assessments and determine repair per SRM or Non SRM SRM repair includes: ➢ SRM Reference ➢ Damage location and dimensions ➢ Stated Acceptable/Out of Limits ➢ Materials used parts and batch # ➢ Additional ICA required ➢ Evidence for initial and subsequent ICA inspections NON-SRM Repair includes: ➢ Compliant to EASA Part 21J/M as required ➢ Copy of approved data and limits ➢ TC holder approval for non SRM repair ➢ Repair Scheme and records ➢ Repair material and batch # ➢ Additional ICA required ➢ Evidence for initial and subsequent ICA inspections ➢ Ownership of the Repair need to be established for ICA support going forward			

Lease Transition – Compliance Checklist

Aircraft Maintenance Records				
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AMR015	CMR (Certificate of Maintenance Requirements) Certified Maintenance Task Cards for those tasks listed as CMR's			
AMR016	CPCP/ISIP Task Cards – including findings, corrosion level and rectification of defect. Note these may be within the 'A' check's, 'C' check's or major structural check work packages.			
AMR017	Certified Compass report (deviation) & supporting certified maintenance task card			
AMR018	SSI (Supplemental Structural Items) Certified Maintenance Task Cards if applicable to aircraft			
AMR019	Latest Flight Test report & technical log page associated			
AMR020	AD's incorporated at manufacture*			
AMR021	SB's incorporated at manufacture*			
AMR022	MOD's incorporated at manufacture*			
AMR023	Component list installed at manufacture* (i.e. AIR/ARL)			
AMR024	Repair / Deviation report from manufacture*			
AMR025	Manufacture report for installed Landing gear noting PN & SN detailing LLP's*			
AMR026	Manufacture Delivery Inspection Report (Embraer) or service difficulties (where applicable) *			
AMR027	Additional aircraft historical log's / miscellaneous logs*			
AMR038	Manufacturer Flight Log Details (Hours / Cycles) *			
AMR029	Certified AC Weight at Manufacture*			
AMR030	Operational Capabilities Certified Maintenance Task Cards (as applicable)			

* Denotes manufacturer records where applicable

Lease Transition – Compliance Checklist

Aircraft Components HT/LLP/OCCM				
Reference	Item	Accepted/Rejected	Comments	Document Reference / DFP
ACO001	For the installed HT components, you need evidence of the Certificate of Release for each component as detailed in the lease agreement			
ACO002	For the installed safe life item (SLI) commonly known as LLP (life limited part) components you need evidence of the certificate of Release and detail full BTB history for the part on the airframe components.			
ACO003	OCCM Items need history (for last 36 months minimum is common) detailing certificate of release certificates or as per lease agreement. Lease dependant you may require Form1 or release certificate for OCCM items installed or from only the last 3 years although check your conditions for return.			

Lease Transition – Compliance Checklist

Aircraft Manuals				
Reference	**Item**	**Accepted/Rejected**	**Comments**	**Document Reference / DFP**
AMA001	AMM & supplements/STC/MOD data			
AMA002	IPC & supplements/STC/MOD data			
AMA003	WDM & supplements/STC/MOD data			
AMA004	Wire Lists & Hook Up Manual / Drawings			
AMA005	SRM & STC/SFM supplements			
AMA006	AFM and supplements/STC data			
AMA007	AOM and supplements STC/AFM data			
AMA008	QRH Manual			
AMA009	System Schematics Manual (where applicable)			
AMA010	CCOM Cabin Crew Operations Manual (ATR>Jan 2012)			
AMA011	Weight & Balance Manual			
AMA012	PPBU			
AMA013	Engine AMM/IPC including STC/MOD data			
AMA014	Current MEL&MMEL including STC/MOD data			
AMA015	MPD including supplements and STC data			
AMA016	Interior Specification if applicable			
AMA017	DDG/CDL including supplements/STC/MOD data			
AMA018	Galley Manuals (CMM/IPC)			
AMA019	Seat Manuals (CMM/IPC)			

Lease Transition – Compliance Checklist

Aircraft Layout				
Reference	Item	Accepted/Rejected	Comments	Document Reference / DFP
ALA001	Ensure copy of current LOPA is correct and compliant with TCDS. Should include seat part numbers			
ALA002	Ensure EEL listing Drawing detailing PN's, description and ensure all are installed & correct			
ALA003	PSU - Ensure Oxygen Mapping & Dates compliant. PSU layout as per TCDS or EASA cabin MOD			
ALA004	Ensure Life Vest Mapping & Dates			
ALA005	Galley Drawings			
ALA006	Safety Equipment LLP configuration statement review and ensure compliance			
ALA007	Ensure Avionic LRU details recorded – PN and SN for all Radio and Navigational Equipment noting the location also and the SB status.			
ALA008	Ensure photographic records of aircraft exist: ➢ Flight Deck seating including observer & supernumerary, instrumentation ➢ Exterior (Paint & Logo) ➢ EE Compartment Showing LRU Data Plate ➢ Interior (seats, dividers, PSU's, cabin crew seats) ➢ Galley and Vestibules ➢ OH Bins noting load placards compliant with TCDS ➢ FWD and AFT Cargo load limits and Height Limit IAW TCDS ➢ Cargo Nets as per TCDS ➢ Discrepancies – Significant damage and repair areas			

Lease Transition – Compliance Checklist

Aircraft Layout				
Reference	Item	Accepted/Rejected	Comments	Document Reference / DFP
ALA009	Aircraft Physical Survey completed findings and corrective actions			
ALA010	Loose Item List including galley items / equipment			
ALA011	ELA including supplement and STC/MOD data			

Lease Transition – Compliance Checklist

Notes:

Note I

NIAS Non-Incident or Accident Status shall include a reference to the definition of Incident or Accident as per ICAO annex 13.For reference this is currently defined as: "Annex 13 — Aircraft Accident and Incident Investigation to the Convention defines an accident as an occurrence associated with the operation of an aircraft in which a person is fatally or seriously injured, or in which an aircraft sustains damage or structural failure that adversely affects the structural strength, performance or flight characteristics of the aircraft and would normally require major repair or replacement of the affected component, or in which an aircraft is considered to be missing or is completely inaccessible."

Note II

ALS 2 also includes dependant on aircraft the following: SL ALI (Safe Life Airworthiness Limitation Items) CMR (Certification Maintenance Requirements) ASM (Ageing Systems Maintenance)

Note III

The MOD/STC Review for engines/APU and Landing Gear needs to reflect the same as for the airframe and refer to the section "Aircraft Modifications & Supplemental Type Certificates" for these criteria

Lease Transition – Compliance Checklist

Documents requiring previous operator signatures by CAMO department or approved member of the Quality Team (in some cases there may be an approved method for alternative signatories within the previous operators' procedures)

All the below documents must be signed – Note that the Aircraft Dent and Buckle if reviewed by an MRO can be certified in this case by the MRO with appropriate certification. If the work scope does not include any scope of review, then the Dent and Buckle document must be signed by the previous operator CAMO like the rest.

Document
- Last Done Next Due (LDND) Status
  - Modification (MOD) Status
- Supplemental Type Cert (STC) Status
  - Service Bulletin (SB) Status
- Hard Time (HT) Component Status
  - Avionic Listing
- On Condition/Condition Monitored (OCCM) Status

Document
- Dent and Buckle (D+B) Details and Mapping
  - Airworthiness Directives (AD) Status
  - Check Cycle History
  - Life Limited Parts (LLP)
  - Software Listing
- Oxygen & Life Vest Mapping

Note that these documents will require signing for each list, as an example the LLP status will require signing for the MLG/NLG/ENG etc.