



EOL/Transition Records Review Module

Record review for End of Lease / Transition of Aircraft at the end of a
lease term



Module Review

- Introduction
- Aircraft Maintenance Records
- Module Contents
- Aircraft Components
- Recording your audit
- Aircraft Manuals & Configuration
- Aircraft Certification
- Appendices:
 - i. Lease Review
 - ii. Lessee Statements and Status Expectations
 - iii. How to find manufacturer MPD Example
- Aircraft Statements / Reports
- Airworthiness Directives (AD's)
- Service Bulletins (SB's)
- Aircraft Modifications /STC's
- Conclusion
- Aircraft Status Reports



Introduction

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- Welcome and thank you for choosing to complete this module looking at the end of lease transition (EOL)
 - Here we will be covering the records review that is typically carried out at the end of the lease term covering the handback of an aircraft to a lessor and subsequently preparing the aircraft for a new lease.
 - We will go through how to manage and complete a checklist





Introduction

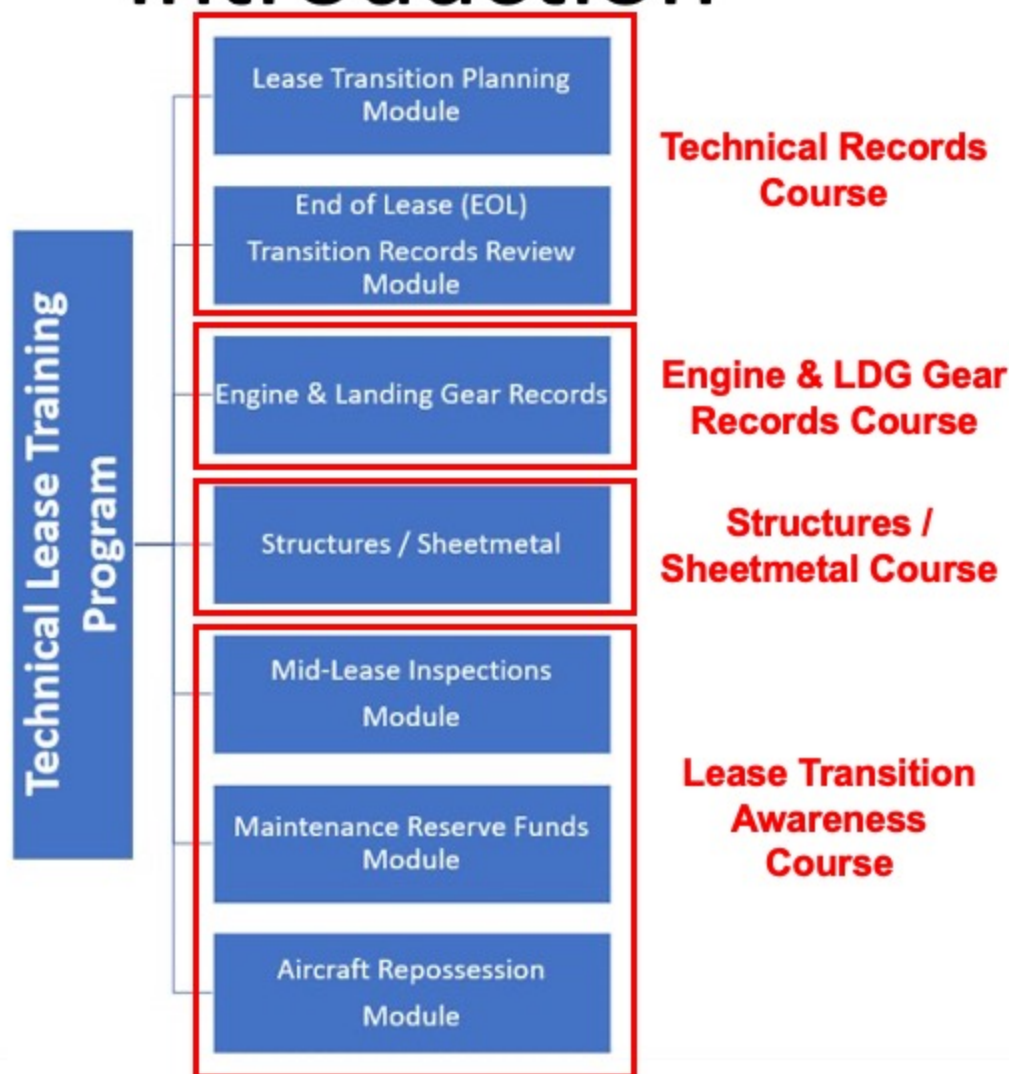
- Before we begin

- This module aim's to enable you in performing the role of a lease transition consultant in practice; not just understand the theory and then be unable to apply that theory. We believe that there is no point holding a piece of paper that says 100% pass if you can not then use that theory and so our aim is to provide training in a practical manner
- This module covers the record review process itself as recognised by best industry practice and touches upon some regulatory area's.





Introduction



Technical Lease Training Program

This part of the program is called “End of Lease (EOL) Transition Records Review Module” and is part of a Technical Records Course. The program consists of four courses in total and are indicated by the red boxes.

Each course is considered to form part of the overall Aircraft Technical Lease Training and allows you to complete them at your own pace depending on your scope or personal development plans.

You may wish to complete several courses to encompass more areas of the Technical Lease process as you progress your learning.



Introduction

Technical Lease Training Program

The different courses form the platform for your knowledge and through completing the different courses you achieve the overall knowledge required to appreciate the Technical Lease Training Program





Introduction

Lease Transition Planning
Module

End of Lease (EOL)
Transition Records Review
Module

End of Lease (EOL) Transition Records Review Module - 11 Elements

- Introduction and Recording your Audit (Element 1)
- Aircraft Certification (Element 2)
- Aircraft Statements / Reports (Element 3)
- Airworthiness Directives (AD's) (Element 4)
- Service Bulletins (SB's) (Element 5)
- Aircraft Modifications / STC's (Element 6)
- Aircraft Status Report (Element 7)
- Aircraft Maintenance Records (Element 8)
- Aircraft Components (Element 9)
- Aircraft Configuration and Manuals (Element 10)
- Appendices (Element 11)



Introduction

- So how does this work?
- We will begin by making sure that you have what we need for the module:
 - The “Open Item List” spreadsheet
 - The Transition Review Checklist for the Airframe
 - Access to this presentation
- These can all be downloaded from your course selection’s page
- Once you have these we can begin.
- The module works using the checklist as the main focus and you can then use the training course material as much or as little as you need based on your previous knowledge.





Introduction



- If you have a role already in aviation then you may find that elements of the material are familiar.
- There is not any requirement to read material that you are already familiar with and if required you can simply take the exam for that section and move on.
- You can return to any section at any time regardless of if you have completed the material or taken the exam. After you buy the course you have continued access for 1 year at any time to help you on your way.



Introduction

- We will move through the checklist and at the end of a section there will be a few questions based on the covered content.
- These questions form an overall exam which when passed gives you access to the certificate.
- As mentioned you can return to the material at any time. When you return to the material you do not need to repeat any passed examinations.
- We will start by looking at a few terms that will be commonly used throughout the course.





Introduction Common Terms

- Throughout the course we will use some terms which may seem a little unfamiliar, but as they are common throughout the industry we will look to define them and use the phrases throughout so that you become used to the terminology.
- DFP's or Dirty Finger Prints – Basically act as a “who did it” trace. If I ask for the DFP then I am asking for the technical log page, work order, task card or paperwork where the task was carried out and certified. The DFP should clearly identify your aircraft or leave an easy trace so you can identify the aircraft subsequently. The work order is completed by an approved MRO (Maintenance repair organisation) and will result from a specific task they were instructed to carry out from the aircraft CAMO (Continued Airworthiness Management Organisation) responsible for that particular aircraft.
- Lessee and Lessor – The easiest way to think about this is like a rental agreement on a house. The Landlord is the “Lessor” in our case they are responsible for the aircraft. The tenant then forms the “Lessee”, which in our case pay rent to use the aircraft.





Introduction – “Lease protection”

- For awareness at this stage because most aircraft will be “used” so when you are performing a record review it is worth noting the following points:
- Just as the lessor wishes to protect their asset, the lessee who has leased the aircraft will also wish to do the same and, on that note, you may see in lease agreement notes on records prior to that lease period relating to aircraft records.
- A lessee may only be required to “store” prior records and not remain responsible for queries contained within those records. While they have the aircraft and hold the records, they would be sealed away and basically archived until lease return.
- This could mean that the current lessee who is coming to the end of the lease would have no obligation to remedy any discrepancy in these prior records found during the lessor's redelivery technical acceptance process or in any way reconstruct any missing records. This is an important point to note in the review of any lease as working on behalf of the lessor for example it could create additional workload and expense if faults are highlighted in the record history prior to the lease being returned.
- It is an important point to note both in workload and expectations if your lease agreement affords the lessee this protection.





Introduction – How this Module works

- This Module will be used with or alongside your checklist; the file you can download called “Lease_Checklist_Airframe.docx”
- You may be familiar with some sections and may want to proceed to those where you do not have as much experience so feel free to use the course as best fits your requirements.
- In order to make this process a little easier for you and the course a little easier to navigate depending on how you wish to learn you will note that each item has a “Reference”

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 –			

- Reviewing the “Accepted/Rejected” column is very important and we will review this line by line.
- All columns will need to be accepted or a solution sought to create a solution where an item is initially rejected.



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