



# NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters  
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

**CL:O-AWS043**

## AIRCRAFT LEASE/INTERCHANGE AGREEMENT CHECKLIST

<b><i>Evaluate Aircraft Lease/Interchange Agreement</i></b>	
Name of Air Operator	
Physical Address (Location)	
Type of Operation	
Date of Evaluation	
Inspector(s) /	
<b>Assessment Code: YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable</b>	

Item	Assessment			
	YES	NO	N/C	N/A
<b>REVIEW LEASE AGREEMENT</b>				
1. Are the lessor and lessee properly identified on the lease agreement?				
2. Is the lease signed by the appropriate personnel in both the lessor's and the lessee's organizations?				
3. Are all strikeovers, erasures, and corrections are initialed by both the lessor and the lessee?				
4. Is the aircraft subject to the lease agreement are identified by aircraft make and model, registration number, and serial number?				
5. Does the lease agreement specify effective dates and duration of lease?				
6. Is the operational control specifically designated and identified?				
7. Are responsibilities for performing maintenance release are specifically designated				
8. Are responsibilities for performing maintenance and Airworthiness Directives specifically designated?				
9. Are responsibilities for keeping aircraft maintenance records specifically designated?				
10. Is the Maintenance programs (lessee's or lessor's) that will be utilized designated?				

<b>REVIEW LESSEE MANUALS</b>				
Review Lessee's Manual to ensure the following:				
11. Procedures adequate to incorporate the leased aircraft into his operating system (aircraft acceptance checks, etc.)				
12. Provisions in the maintenance training program to account for any differences in the configuration of the leased aircraft from the existing fleet				
13. A program that is adequate to provide for configuration differences if the aircraft is to be maintained under the lessee's maintenance program, and				
14. A MEL that is applicable to the leased aircraft.				
15. Does the lease specify any of the following operational control elements				
a. Who makes the decision to assign crewmembers and aircraft; accept flight requests; and initiate, conduct, and terminate flights?				
b. Who ensures that crewmembers are trained and qualified in accordance with the applicable regulations?				
c. Who determines weather/fuel requirements, and who directly pays for the fuel?				
d. Who specifies the conditions under which a flight may be operated?				
16. Does the lease specify any of the following aircraft maintenance elements:				
a. Who ensures that the aircraft is airworthy and is in compliance with applicable regulations?				
b. Who is maintaining the aircraft and where it is maintained?				
17. Review the Lease Arrangement to ensure:				
a. The lessor is an AOC holder				
b. The lessor has a valid AOC				
c. The lessee is an AOC holder				
d. The Lessee has a valid AOC				
e. Both CAAs aware of the lease/interchange Arrangement				
<b>18. REVIEW OF INTERCHANGE AGREEMENT</b>				
Review the agreement to ensure:				
a) The operator submits a written agreement or memorandum of the interchange agreement,				
b) The aircraft subject to the interchange agreement are				

identified by aircraft make and model, registration number, and serial number,				
c) The effective dates/times of the interchange are identified,				
d) Operational control is specifically designated,				
e) Responsibilities for performing maintenance are specifically designated,				
f) Responsibilities for keeping aircraft maintenance records are specifically designated,				
g) The maintenance program to be utilized is designated,				
h) All strikeovers, erasures, and corrections are initialed by both parties to the agreement, and				
i) The interchange agreement or memorandum provides for all differences in aircraft configuration due to the operating or maintenance requirements of both operators.				
<b>Review the Interchange Lessor's Operator's Manual.</b>				
Review the following:				
a) The CAMP, for the aircraft, engines, propellers (if applicable), and appliances,				
b) The maintenance reliability program, if applicable,				
c) A training program for the maintenance personnel on the aircraft,				
d) Fueling procedures for the aircraft,				
e) Provision for use of an approved MEL, and				
f) Provisions for leasing the aircraft to the lessee.				
<b>Review the Lessee's Operator's Manual.</b>				
Review for the following:				
a) To determine if the manuals provide adequate procedures and guidance for incorporating leased aircraft into its operating system,				
b) Procedures for the use of the lessor's CAMP, for the aircraft, engines, propellers (if applicable), and appliances,				
c) Procedures for the use of the maintenance reliability program, if applicable,				
d) Procedures in the maintenance training program that are adequate to provide for configuration differences, if the aircraft is maintained under the lessor's maintenance program,				
e) Fueling procedures for the aircraft, and				
f) Provisions for use of an approved MEL.				

