

**aircraft leasing checklist**

Singapore operator (lessor/Lessee \*)

 \* Delete as applicable

🗹 Tick the appropriate yes/no boxes

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| 🞎 **For Lessee (Lease-In) Application** |
| **Part A: Information Required**  | **Supporting Information or Justifications Provided** | **Satisfactory** |
| (1) The reason(s) for the proposed lease-in arrangement. |  | 🞎 Yes🞎 NoRemarks:  |
| (2) The period of the proposed lease-in arrangement.  |  | 🞎 Yes🞎 NoRemarks:  |
| (3) The name and details of the lessor.  |  | 🞎 Yes🞎 NoRemarks:  |
| (4) The number of aircraft to be leased-in.  |  | 🞎 Yes🞎 NoRemarks:  |
| (5) The type of aircraft.  |  | 🞎 Yes🞎 NoRemarks:  |
| (6) The registration of the aircraft and the appropriate aircraft documents.  |  | 🞎 Yes🞎 NoRemarks:  |
| (7) The proposed route(s) for the lease-in aircraft.  |  | 🞎 Yes🞎 NoRemarks:  |

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| (8) Insurance arrangements.  |  | 🞎 Yes🞎 NoRemarks:  |
| (9) Contact in the foreign civil aviation authority dealing with the lease.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10) For wet lease-in:   |
| (10a) Competence of lessee (Singapore AOC holder) - Proof that the concerned aircraft type and operation are within the current capability of the applicant to properly handle and despatch.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10b) Competence of lessor (Foreign operator) - information on the State of Registration and State of AOC; - proof that the lessor is an AOC holder; - proof that the concerned aircraft/type is included in the lessor’s AOC and that the lessor is allowed under its AOC to carry out the type of operations proposed by the lessee; - proof that the lessee’s proposed route is within the lessor’s AOC area.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10c) Crew training (Foreign operator) - information on flight and cabin crew training capability and the corresponding crew training plan.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10d) Safety oversight- level of oversight exercised by the lessor’s civil aviation authority; - lessee’s assessment on lessor’s safety standards with respect to operations and maintenance; - arrangements with respect to lessee’s safety oversight on lessor’s operations and maintenance standards, including SMS. audits, inspections…etc.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10e) Operational control- lessor’s operations control measures.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10f) Dispatch and Flight Watch- lessor’s arrangement on dispatch and flight watch.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10g) Airworthiness and maintenance consideration- lessor’s engineering and maintenance control arrangements.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10h) Arrangements between lessor and lessee- Arrangements between lessor and lessee with respect to operations, ground handling (passengers, baggage and cargo), engineering and maintenance.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10i) SMS- SMS arrangements (also include arrangements on ASR/MOR reporting and QAR data analysis).  |  | 🞎 Yes🞎 NoRemarks:  |
| (10j) Crew scheduling- Lessor’s flight time limitation scheme and proof of compliance of such scheme.  |  | 🞎 Yes🞎 NoRemarks:  |
| **Part B: Other Considerations** | **Supporting Information or Justifications Provided** | **Satisfactory** |
| (11) Whether the lessee’s lease-in requirement falls into the following categories: - exceptional needs; - seasonal capacity needs; - operational difficulties.  |  | 🞎 Yes🞎 NoRemarks:  |
| (12) The duration of lease-in approval should normally be six months at maximum. Any extension will be subject to further assessment.  |  | 🞎 Yes🞎 NoRemarks:  |
| (13) The appropriateness of the submitted information.  |  | 🞎 Yes🞎 NoRemarks:  |
| (14) In the case of wet lease-in: the lessee’s experience and capability in providing proper operational and maintenance control for the aircraft type.  |  | 🞎 Yes🞎 NoRemarks:  |
| (15) Whether all operational and maintenance functions are properly addressed and handled by lessor or lessee, as appropriate.  |  | 🞎 Yes🞎 NoRemarks:  |
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| 🞎 **For Lessor (Lease-Out) Application** |
| **Part A: Information Required**  | **Supporting Information or Justifications Provided** | **Satisfactory** |
| (1) The reason(s) for the proposed lease-out arrangement.  |  | 🞎 Yes🞎 NoRemarks:  |
| (2) The period of the proposed lease-out arrangement.  |  | 🞎 Yes🞎 NoRemarks:  |
| (3) The name and details of the lessee.  |  | 🞎 Yes🞎 NoRemarks:  |
| (4) The number of aircraft to be leased out.  |  | 🞎 Yes🞎 NoRemarks:  |
| (5) The type of aircraft.  |  | 🞎 Yes🞎 NoRemarks:  |
| (6) The registration of the aircraft and the appropriate aircraft documents.  |  | 🞎 Yes🞎 NoRemarks:  |
| (7) The proposed route(s) for the lease-out aircraft.  |  | 🞎 Yes🞎 NoRemarks:  |
| (8) Insurance arrangements.  |  | 🞎 Yes🞎 NoRemarks:  |
| (9) Contact in the foreign civil aviation authority dealing with the lease.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10) For wet lease-out:  |
| (10a) Competence of lessor (Singapore AOC holder) - Proof that the lessee’s proposed route is within the lessor’s AOC area.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10b) Operational control (Singapore AOC holder) - Proof that the lessor is having operational control.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10c) Dispatch and Flight Watch (Singapore AOC holder) - lessor’s arrangement on dispatch and flight watch.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10d) Airworthiness and maintenance consideration - Engineering and maintenance support at proposed line stations.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10e) Arrangements between lessor and lessee - Arrangements between lessor and lessee with respect to operations, engineering and maintenance.  |  | 🞎 Yes🞎 NoRemarks:  |
| (10f) Crew scheduling (Singapore AOC holder) - Assessment on flight and cabin crew strength to cope with the lease-out arrangement; - Review of FTL records of crew if necessary.  |  | 🞎 Yes🞎 NoRemarks:  |
| **Part B: Other Considerations** | **Supporting Information or Justifications Provided** | **Satisfactory** |
| (11) Bring to the attention of Air Transport Division whether lease-out arrangement would affect the existing services provided by the AOC holder.  |  | 🞎 Yes🞎 NoRemarks:  |
| (12) The duration of lease-out approval should normally be subject to further assessment.  |  | 🞎 Yes🞎 NoRemarks:  |
| (13) The appropriateness of the submitted information.  |  | 🞎 Yes🞎 NoRemarks:  |
| (14) In the case of wet lease-out: the lessee’s proposed route is within the applicant’s AOC area and engineering and maintenance support at proposed line stations.  |  | 🞎 Yes🞎 NoRemarks:  |
| (15) Whether all operational and maintenance functions are properly addressed and handled by lessor or lessee, as appropriate.  |  | 🞎 Yes🞎 NoRemarks:  |

**APPROVAL**

The proposed Wet Lease In / Out\* operations by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of lessor) and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Lessee) is recommended/Not Recommended\* for

approval.

\* Delete as applicable

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| FOI: |  | AWI : |  |
| Signature: |  | Signature:  |  |
| Date: |  | Date: |  |

Supported/Not Supported\*

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| --- | --- |
| HCA : |  |
| Signature:  |  |
| Date: |  |

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| --- | --- |
| HFO : |  |
| Signature:  |  |
| Date: |  |

Approved/Not Approved\*

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| D(FS)/DD(FS): |  |
| Signature:  |  |
| Date: |  |