

**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  🞎 No  Remarks: |
| (2) The period of the proposed lease-in arrangement. |  | 🞎 Yes  🞎 No  Remarks: |
| (3) The name and details of the lessor. |  | 🞎 Yes  🞎 No  Remarks: |
| (4) The number of aircraft to be leased-in. |  | 🞎 Yes  🞎 No  Remarks: |
| (5) The type of aircraft. |  | 🞎 Yes  🞎 No  Remarks: |
| (6) The registration of the aircraft and the appropriate aircraft documents. |  | 🞎 Yes  🞎 No  Remarks: |
| (7) The proposed route(s) for the lease-in aircraft. |  | 🞎 Yes  🞎 No  Remarks: |

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| (8) Insurance arrangements. |  | 🞎 Yes  🞎 No  Remarks: |
| (9) Contact in the foreign civil aviation authority dealing with the lease. |  | 🞎 Yes  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| (10c) Crew training (Foreign operator)  - information on flight and cabin crew training capability and the corresponding crew training plan. |  | 🞎 Yes  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| (10e) Operational control  - lessor’s operations control measures. |  | 🞎 Yes  🞎 No  Remarks: |
| (10f) Dispatch and Flight Watch  - lessor’s arrangement on dispatch and flight watch. |  | 🞎 Yes  🞎 No  Remarks: |
| (10g) Airworthiness and maintenance consideration  - lessor’s engineering and maintenance control arrangements. |  | 🞎 Yes  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| (10i) SMS  - SMS arrangements (also include arrangements on ASR/MOR reporting and QAR data analysis). |  | 🞎 Yes  🞎 No  Remarks: |
| (10j) Crew scheduling  - Lessor’s flight time limitation scheme and proof of compliance of such scheme. |  | 🞎 Yes  🞎 No  Remarks: |
| **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  🞎 No  Remarks: |
| (12) The duration of lease-in approval should normally be six months at maximum. Any extension will be subject to further assessment. |  | 🞎 Yes  🞎 No  Remarks: |
| (13) The appropriateness of the submitted information. |  | 🞎 Yes  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| (15) Whether all operational and maintenance functions are properly addressed and handled by lessor or lessee, as appropriate. |  | 🞎 Yes  🞎 No  Remarks: |
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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  🞎 No  Remarks: |
| (2) The period of the proposed lease-out arrangement. |  | 🞎 Yes  🞎 No  Remarks: |
| (3) The name and details of the lessee. |  | 🞎 Yes  🞎 No  Remarks: |
| (4) The number of aircraft to be leased out. |  | 🞎 Yes  🞎 No  Remarks: |
| (5) The type of aircraft. |  | 🞎 Yes  🞎 No  Remarks: |
| (6) The registration of the aircraft and the appropriate aircraft documents. |  | 🞎 Yes  🞎 No  Remarks: |
| (7) The proposed route(s) for the lease-out aircraft. |  | 🞎 Yes  🞎 No  Remarks: |
| (8) Insurance arrangements. |  | 🞎 Yes  🞎 No  Remarks: |
| (9) Contact in the foreign civil aviation authority dealing with the lease. |  | 🞎 Yes  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| (10b) Operational control (Singapore AOC holder)  - Proof that the lessor is having operational control. |  | 🞎 Yes  🞎 No  Remarks: |
| (10c) Dispatch and Flight Watch (Singapore AOC holder)  - lessor’s arrangement on dispatch and flight watch. |  | 🞎 Yes  🞎 No  Remarks: |
| (10d) Airworthiness and maintenance consideration  - Engineering and maintenance support at proposed line stations. |  | 🞎 Yes  🞎 No  Remarks: |
| (10e) Arrangements between lessor and lessee  - Arrangements between lessor and lessee with respect to operations, engineering and maintenance. |  | 🞎 Yes  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| **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  🞎 No  Remarks: |
| (12) The duration of lease-out approval should normally be subject to further assessment. |  | 🞎 Yes  🞎 No  Remarks: |
| (13) The appropriateness of the submitted information. |  | 🞎 Yes  🞎 No  Remarks: |
| (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  🞎 No  Remarks: |
| (15) Whether all operational and maintenance functions are properly addressed and handled by lessor or lessee, as appropriate. |  | 🞎 Yes  🞎 No  Remarks: |

**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: |  |