



WORKSHEET

Worksheet (OPS.24) Aircraft leasing arrangements

Applicant name		Applicant ARN		EAP case number		File reference	
----------------	--	---------------	--	-----------------	--	----------------	--

Instructions

1. Use this worksheet for the assessment of aircraft leasing arrangements.
2. All sections should be completed unless the inspector selects not applicable (N/A).
3. Unless otherwise stated, the legislation reference refers to the *Civil Aviation Safety Regulation 1998* (CASR).
4. For guidance on specific aspects of each question, refer to the respective section in the principle document as identified in the principle reference column.
5. The assessment summary must be completed by all relevant parties. By selecting satisfied or not satisfied, the inspector is taken to have signed the worksheet.
6. The approval data sheet must be completed by the flying operations inspector (FOI). Regservices will use this information to prepare approvals for the delegate.

2 Aircraft lease

The response column in this section is used to record the applicable response to the question. Select a response from the drop down list. There are three available responses: **Yes** / **No** / **N/A** (not applicable).

Legislation reference	Principle reference	Question	Response	Inspector comments
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.0	Does the lease arrangement identify the lessor and the lessee?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.0	Has the lease arrangement been signed by the appropriate personnel in both the lessor's and the lessee's organisations?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.0	Does the lease arrangement identify the start date of the lease?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.0 2.1	Does the lease arrangement identify the type of lease (dry, wet, damp or sublease)?		

Legislation reference	Principle reference	Question	Response	Inspector comments
CASAEX82/21	2.2	Is the lease arrangement considered to be a cross-hiring agreement?		
119.080(1)(h)	2.3.1 2.3.2	Does the exposition detail the registered operator of the aircraft?		
119.260 138.200 141.315 142.395	2.4 4.3	Is this lease arrangement for use of a foreign registered aircraft?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.0 3.3 4.3.1	Is the lease arrangement suitable for the intended operation?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.0	Does the lease arrangement include any requirements or obligations that have a safety impact or restrict or limit the operation of the aircraft in any way?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.0 2.1	Are there any penalties associated with the lease or sublease agreements?		

3 Flight operations

This section must be completed by the FOI. The compliant column in this section is used to record evidence that supports an assessment of *present* and *suitable* for the operation. Select a response from the drop down list. There are four available responses: **Yes** / **No** / **MI** (more information) / **N/A** (not applicable). Yes indicates that both present and suitable have been satisfied and the element is compliant with the rule.

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	3.1	Does the lease arrangement and operations manual/exposition identify that the lessee has operational control over the aircraft?		
138.012(c)(iv) 138.155(1)(h) 138.155(1)(i), (j)	3.2	Does the operations manual include details of the arrangements for leased aircraft, including the kind of aircraft?		
141.260(1)(l)(iii) 142.340(1)(l)(iii)	3.2	Does the operations manual/exposition include a description of any leasing or other arrangements for the supply of turbine-engined aircraft?		
	3.3	Does the exposition/operations manual detail what operational approvals apply to the leased aircraft?		
119.170 138.475(1)(b) 141.130(4)(b) 142.310	3.4	Does the exposition/operations manual detail the training and/or checking arrangements for crew members operating the leased aircraft?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.175 119.180	3.5	Does the exposition detail the arrangements for HF/NTS training for crew members?		
119.170(4)	3.6	Does the exposition detail who is responsible for ground personnel training for the aircraft?		
119.040(1) 138.195(2) 141.160(2) 142.075	3.7	Is there a process in place to ensure all manuals and documents required for the operation of the leased aircraft are available and up to date?		

Sublease arrangements

Is the lease agreement a sublease arrangement?

☐

Yes

☐

No – do not complete this subsection

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.205 (1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	2.1 2.5 3.8	Have the operators established formal lines of communication?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.205 (1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)		Does the exposition/operations manual detail the flight documents to be used?		
119.205 (1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)		Does the exposition/operations manual detail the fuel policy to be used for both operations?		
119.205 (1)(l) 138.012(c)(iv)		If the operation includes the mixing of crew members, does the exposition/operations manual describe how this is managed?		

Wet/damp lease arrangements

Is the lease agreement a wet/damp lease arrangement?

☐

Yes

☐

No – do not complete this subsection

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.205 (1)(l) 138.012(c)(iv)	3.8	Does the exposition/operations manual adequately cover wet leasing of an aircraft to another operator?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.175 119.180	3.5	Does the exposition detail the arrangements for HF/NTS training for lessor crewmembers?		
119.205 (1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	3.3	Do the lessor and lessee arrangements, and operators' procedures and approvals, cover the intended operations?		
119.205 (1)(l) 138.012(c)(iv)	3.8	Is there a process in place to manage the entry and exit of crew members from the wet lease operations?		
119.205 (1)(l) 138.012(c)(iv)	3.8	Are suitable arrangements in place to integrate the lease flight crew into the operator's flight and duty time limitations?		
119.205 (1)(l) 138.012(c)(iv)	3.8	Are suitable arrangements in place to manage the supervision of crew members while conducting wet lease operations?		
119.205 (1)(l) 138.012(c)(iv)	3.8	If the wet lease is for the use of a foreign registered aircraft, does the training and checking system provide training on the differences between the foreign registered aircraft operation and the Australian operations?		

4 Continuing airworthiness

This section must be completed by the airworthiness inspector (AWI). The compliant column in this section is used to record evidence that supports an assessment of *present* and *suitable* for the operation. Select a response from the drop down list. There are four available responses: **Yes** / **No** / **MI** (more information) / **N/A** (not applicable). Yes indicates that both present and suitable have been satisfied and the element is compliant with the rule.

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.205 (1)(I) 138.012(c)(iv) 141.260(1)(I)(iii) 142.340(1)(I)(iii)	4.1 4.3	Does the lease arrangement and operations manual/exposition identify who is responsible for continuing airworthiness of the aircraft?		
119.205 (1)(I) 138.012(c)(iv) 141.260(1)(I)(iii) 142.340(1)(I)(iii)	4.2	Does the exposition/operations manual establish formal lines of communication between the aircraft lessor and the lessee?		
119.205(1)(I) 138.012(c)(iv) 141.260(1)(I)(iii) 142.340(1)(I)(iii)	4.2	Does the exposition/operations manual detail what system of maintenance/maintenance schedule/approved maintenance program and certification will be used?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	4.2	Does the exposition/operations manual detail how defect reporting and rectification will be accomplished?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	4.2	Does the exposition/operations manual detail who will be responsible for Airworthiness Directive (AD) management coordination and implementation?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	4.2 4.4	Does the exposition/operations manual state the responsibilities for maintaining the aircraft maintenance records?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	4.2 4.4	Does the exposition/operations manual detail who the maintenance provider is?		
119.205 (1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	4.3.1	If leasing a foreign registered aircraft, did the State of the operator authorise the aircraft to conduct activities equivalent to those proposed by the Australian operator?		

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	4.2 4.4	For a sublease, has the existing maintenance program been assessed against the proposed operations by both operators?		
119.205(1)(l) 138.012(c)(iv) 141.260(1)(l)(iii) 142.340(1)(l)(iii)	4.2 4.4	Is a process in place to familiarise maintenance personnel with the flight documents?		

Assessment summary

Applicant name		Applicant ARN		EAP case number		File reference	
----------------	--	---------------	--	-----------------	--	----------------	--

This worksheet verifies that the assessment for aircraft leasing for the above-named applicant has been assessed in accordance with the current revision of Protocol (OPS.24).

Inspector name		Title	Flying operations inspector	Date	
Inspector name		Title	Airworthiness inspector	Date	

Assessment

The aircraft lease arrangements have been assessed in accordance with the requirements mentioned in:

- ☐ paragraph 119.205(1)(I)
 ☐ paragraph 138.012(c)(iv)
 ☐ paragraph 141.260(1)(I)(iii)
 ☐ paragraph 142.340(1)(I)(iii)

Flying operations inspector

- ☐ I am satisfied that the exposition/operations manual meets the requirements mentioned in the regulations (as applicable).
☐ I am not satisfied that the exposition/operations manual meets the requirements mentioned in the regulations.

Airworthiness inspector

- ☐ I am satisfied that the exposition/operations manual meets the requirements mentioned in the regulations (as applicable).
☐ I am not satisfied that the exposition/operations manual meets the requirements mentioned in the regulations.

Reason for recommendation

Approval data sheet

Applicant name		Applicant ARN		EAP case number		File reference	
-----------------------	--	----------------------	--	------------------------	--	-----------------------	--

Tick the relevant boxes for the approvals.

☐ Significant change recommendation

Use this section if the application was received as a significant change.

(1) The proposed significant change(s) to the exposition/operations manual have been assessed in accordance with the requirements mentioned in:

- ☐ paragraph 119.205(1)(I)
 ☐ paragraph 138.012(c)(iv)
 ☐ paragraph 141.260(1)(I)(iii)
 ☐ paragraph 142.340(1)(I)(iii)

Inspector

- ☐ I recommend the significant change
☐ I do not recommend the significant change.

Exposition/operations manual revision reference

Title		Version		Date		RMS reference number	
-------	--	---------	--	------	--	----------------------	--

Note: Regservices requires this information to create the EMAN in RMS.

☐ Approval for operator not to be registered operator of aircraft used in AOC operations

(1) For subparagraph 119.080(1)(h)(ii), the operator can be approved to not be the registered operator of the following aircraft:

Aircraft registration

(2) The approval under subsection (1) is subject to the following conditions (if required):

--