**Technical Records End of Lease Preparation Checklist**

| Requirement | Method of Demonstration & Reference | Notes or Comments |
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| a) A general description of the aircraft including manufacturer, type serial number, registration marks, certification basis, installed engine(s) (model and serial number), propeller(s) (model and serial number, if applicable)) and APU (model and serial number, if installed) | | |
| b) Certified statement of total hours and total cycles accumulated as of the date of transfer on the airframe, each engine and propeller (if applicable) | | |
| c) A description of the aircraft current operational configuration (seat configuration and emergency equipment) | | |
| d) Details of specific operational capability approvals for which aircraft is equipped or certified (e.g. RVSM, EDTO, EU- AIR OPS, FAR 121) | | |
| e) If no transfer of operational control and continuing airworthiness responsibility (*as in* ***wet lease***):<br><br>i. Air operator certificate (of the lessor); and<br>ii. Copy of lease agreement between lessor and lessee (excluding commercial terms) | | |
| f) If transfer of operational control and continuing airworthiness responsibility (as in a **dry lease**):<br><br>i. Air operator certificate of the last operator or owner (if available)<br><br>*Note.— **In respect of a dry lease**, a copy of the new lease agreement between the lessor and lessee should be filed by the new lessee with their* | | |

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| *Authority. This would ensure that the Authority is fully aware of the responsibilities of the lessor and lessee in relation to the new lease agreement.* | | |
| g) Copy of the following<br><br>1) Current Certificate of Airworthiness<br>2) Current certificate of aircraft registration<br>3) Certificate of noise limitation<br>4) Radio license<br>5) Current maintenance release certificate<br>6) Export Certificate of Airworthiness (if applicable) | | |
| h) All Log Books complete & Up to date<br><br>1) Aircraft logbooks<br>2) Engine logbook(s)<br>3) APU logbook (if applicable)<br>4) Propeller logbooks (if applicable) | | |
| i) Aircraft Flight Manual and evidence of approval satisfactory to the State of Registry of the current operator | | |
| j) Instructions for continuing airworthiness associated with non-type certificate holder modifications (if applicable) | | |
| k) Documents describing the detailed specification of the aircraft at manufacture, as provided by the type certificate holder, including systems and equipment installed | | |
| l) Airworthiness Directives<br><br>A summary of compliance with each AD applicable to the aircraft type, engine type, propeller type (if applicable) and fitted components as prescribed below:<br><br>The current status of applicable MCAI for a particular airframe, engine, propeller, rotor or appliance should be maintained. This record should identify the particular airframe, engine, propeller, rotor or appliance; identify the applicable AD (including | | |

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| amendment number, if required); the date when the AD was accomplished, if required, and/or when the next recurring inspection (action) is due; describe the method of compliance (if more than one method is specified in the AD) and show the appropriate measuring parameters (hours, cycles and/or calendar times). | | |
| m) Compliance with AMP<br><br>b) The summary of compliance with the current approved aircraft maintenance programme scheduled tasks, whether in block or equalized format (see note) and unscheduled tasks, indicating when the task was “last accomplished” and is “next due” in flight hours, flight cycles, or calendar time, as appropriate. The status should provide a description of:<br><br>i. The action performed and, if the approved maintenance programme task numbers are different from the type certificate holders maintenance task numbers, a cross-reference should be provided<br>ii. Airworthiness Limitation Items (ALIs) and Certification Maintenance Requirements (CMRs) should be identified<br>iii. The status of life-limited parts including life consumed and remaining life;<br>iv. The status of hard-time components, including the life accumulated on each component in calendar time, flight hours or flight cycles, as appropriate, since the last accomplishment of scheduled maintenance specified in the aircraft maintenance programme<br><br>*Note.— If the approved maintenance programme is arranged in block events directly in accordance with a maintenance planning document controlled by the type certificate holder then the status of each block event may be provided. If the maintenance programme is customized or equalized then the* | | |

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| *status of each inspection task should be provided.* | | |
| n) Service Bulletin Status<br><br>The summary of service bulletins issued by the type certificate holder, incorporated on the aircraft, engine(s) and propeller(s) including:<br><br>i. A reference to the applicable approval data (with revision level) for each service bulletin<br><br>ii. A description of the action performed<br><br>iii. The date of accomplishment<br><br>iv. Details of operational limitations, aircraft flight manual supplements, and mandatory instructions for continuing airworthiness which are part of the approval<br><br>v. Where future or recurring actions are required, the status of such actions (when last accomplished and next due) should be specified | | |
| o) The summary of modifications not originating from the type certificate holder, incorporated on the aircraft, engine(s) and propeller(s) including:<br><br>i. A reference to the applicable approval data (with revision level) for each modification acceptable to the state of registration of the current owner or operator<br>ii. A description of the action performed<br>iii. The date of accomplishment<br>iv. Details of operational limitations, aircraft flight manual supplements, and mandatory instructions for continuing airworthiness which are part of the approval<br>v. Where future or recurring actions are required, the status of such actions (when last accomplished and next due) should be specified | | |

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| p) The status of structural repairs and allowable damage on the aircraft including:<br><br>i. A reference to the type certificate holder's structural repair manual (SRM) repair or allowable damage limitations. Otherwise details of the approval authority acceptable to the state of registration.<br><br>*(Note.— A repair map should be provided to facilitate the identification of structural repairs and allowable damage visible from the exterior of the aircraft.)*<br>ii. A description of the action performed<br>iii. The date of accomplishment<br>iv. Details of operational limitations and mandatory instructions for continuing airworthiness which are part of the approval<br>v. For repairs or allowable damage having requirements for future or recurring actions, the status of such actions (when last accomplished and next due) should be specified | | |
| q) If the aircraft is approved for extended diversion time operations (EDTO):<br><br>i. A listing of each associated configuration and maintenance requirement embodied on the aircraft, engine and component should be provided<br>ii. The status of EDTO significant components and maintenance tasks associated with such operational approval (when last accomplished and next due) | | |
| r) The mass and balance report of the aircraft | | |
| s) A listing of each deferred maintenance item | | |

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| t) A list of operator loadable aircraft software installed (description and part number) | | |
| u) General Data:<br><br>i. The maintenance release and detailed maintenance records demonstrating compliance with airworthiness directives applicable to the aircraft, engine, propeller<br><br>and components fitted thereto, as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail.<br>ii. The maintenance release and detailed maintenance records of all scheduled maintenance tasks and unscheduled maintenance in respect of the aircraft, engine, propeller, as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail.<br>iii. The maintenance release and detailed maintenance records demonstrating accomplishment in accordance with each type certificate holder's service bulletin embodied on the aircraft, engine(s) and propeller(s).<br>iv. The maintenance release and detailed maintenance records demonstrating accomplishment in accordance with the applicable approved data for each non-service bulletin modification embodied on the aircraft, engine(s) and propeller(s).<br>v. The maintenance release and detailed maintenance records demonstrating accomplishment in accordance with the applicable approved data for structural repairs and allowable damage to the aircraft, engine(s) and propeller(s).<br><br>*Note.— If the approval data requires that material used be tested in accordance with specific requirements in order to verify acceptability (e.g. burn test) then the applicable test certificate or report should be retained in the maintenance records. If the approved data permits the use of* | | |

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| *alternate materials then the actual material used should be recorded.* | | |
| b) Data specific to components:<br><br>i. Life-limited parts: The in-service history record of installations and removals (for the life of the part), the maintenance release and detailed maintenance records for the last accomplishment of any maintenance.<br>ii. Hard-time components: The maintenance release and detailed maintenance records for the last accomplishment of any scheduled, and any subsequent maintenance, until the scheduled maintenance has been superseded by another scheduled maintenance of equivalent scope and detail. | | |