

## Subcontract Relationship Assessment Checklist

This checklist is designed for regulatory authorities to assess the suitability and effectiveness of subcontract relationships, particularly in aviation operations.

### 1. Contractual Agreement Review

Is there a written contract between the operator and subcontractor?	
Does the contract include clear roles, responsibilities, and obligations?	
Are EASA compliance requirements explicitly outlined in the contract?	
Are safety standards (e.g., IGOM, ISAGO) integrated into the contract?	
Does the contract include mechanisms for: - Non-compliance reporting? - Corrective actions and remedial measures? - Termination of services due to safety failures?	
Are liability, indemnity, and insurance responsibilities defined?	
Is there a provision for periodic performance review and renewal?	

### 2. Compliance with Regulatory Requirements

Has the subcontractor demonstrated compliance with: - EASA Regulation (EU) No 965/2012? - ICAO Annexes (e.g., Annex 6, 19)? - EU Safety Reporting Regulation (EU) No 376/2014?	
Are subcontracted operations aligned with the operator's AOC requirements?	
Has the subcontractor obtained all necessary approvals or certifications?	
Are there documented processes for regulatory changes and updates?	
Is continued compliance assurance demonstrated?	

### 3. Oversight and Monitoring by the Operator

Has the operator established a formal oversight process for subcontracted activities?	
Are audits and inspections of subcontractors scheduled regularly?	
Are there records of previous audits, findings, and corrective actions?	
Does the operator ensure subcontractor performance against defined KPIs?	
Are subcontractor reports reviewed and validated by the operator?	

**4. Integration into the Safety Management System (SMS)**

Is the subcontractor's SMS integrated with the operator's SMS?	
Are hazard identification and risk management processes shared between both parties?	
Is there a documented procedure for hazard reporting?	
Are safety occurrences reported to the operator in a timely manner?	
Is the subcontractor included in the operator's Emergency Response Plan (ERP)?	