**DD/MM/YYYY**

**SIVIL HAVACILIK GENEL MUDURLUGUNE**

**To Turkish Directorate General of Civil Aviation**

**Gazi Mustafa Kemal Bulvari No:128/A 06570 Maltepe ANKARA / TURKIYE**

We are an aircraft maintenance organization and hereby apply for Initial approval / Approval scope change / Continuation of current approval / MOE document revision approval.

Necessary documents and information is provided and we confirm that they are current and complete.

Sincerely yours,

Name & Signature

On behalf of the organization

Applicant information

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| 1. **Applicant name and adress** | | | |
| *Registered name of applicant* | | |  |
| *Trading name (if different)* | |  | |
| *Postal Address* |  | | |

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| 1. **Approval Information** | | | |
| *DGCA Approval Ref.* | TR.145.F.XXXX | *NAA Approval Ref. which is the basis of the DGCA approval* |  |

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| 1. **Addresses Requiring Approval** | |
| *Principal Place of Business address* |  |
| *Line maintenance* s*tation(s) requiring approval* |  |

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| 1. **Contact information** | | | |
| *Name* | *Telephone Number* | | *Fax Number* |
|  |  | |  |
| *Quality e-mail* | | *Organization generic e-mail* | |
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| 1. **Proposed (\*) Accountable Manager Contact Details** | | |
| *Name* | *Telephone Number* | *E-mail address* |
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Application Details

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| 1. **Purpose of application** | | | | | | |
| **☐** | 6.1. We apply for **Initial Approval** for the type ratings mentioned on the below approval scope table. | | | | | |
| **☐** | 6.2. We apply for **Approval Scope Change** for the type ratings mentioned on the below approval scope table. | | | | | |
| # | Subject | | | Filled by Applicant | | |
| Provided | | Remarks |
| Y | N |
| 1 | An official cover letter describing the application | | |  |  |  |
| 2 | A letter of intention from the Turkish Operator/CAMO to be service provided | | |  |  |  |
| 3 | Copy of the NAA Maintenance Organisation Approval Certificate which to be the basis for the DGCA approval | | |  |  |  |
| 4 | NAA approved current MOE | | |  |  |  |
| 5 | NAA CS list | | |  |  |  |
| 6 | SHT-145 MOE | | |  |  |  |
| 7 | SHT-145 CS list | | |  |  |  |
| 8 | A manpower plan showing that the organisation has sufficient staff. | | |  |  |  |
| Proposed Nominated Persons iaw 145.A.30(b) | | 9 | Filled and signed resume (Form 2N) |  |  |  |
| 10 | Evidences of the trainings and experience |  |  |  |
| 145 Audit performed by Turkish Operator/CAMO to be service provided | | 11 | Audit report |  |  |  |
| 12 | Corrective actions details |  |  |  |
| NAA audits within the last surveillance period | | 13 | Audit reports |  |  |  |
| 14 | Corrective action details |  |  |  |
| Quality audits within the last year | | 15 | Quality audit plan |  |  |  |
| 16 | A sample audit report related to the application |  |  |  |
| 17 | Corrective action details |  |  |  |
| 18 | A sample maintenance work package of an aircraft whose type has been requested to be in SHT-145 approval. | | |  |  |  |

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| **SCOPE OF APPROVAL TABLE** | | | |
| **CLASS** | **RATING** | **LIMITATION** | **LEVEL OF MAINTENANCE** |
| AIRCRAFT | **A1**  **Aeroplanes / Airships above 5700 Kg** | **Quote the expected aircraft type to be added and / or deleted.** | **LINE MAINTENANCE** |
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| **A2**  **Aeroplanes / Airships 5700 Kg and below** | **Quote the expected aircraft type to be added and / or deleted.** |
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| **A3**  **Helicopters** | **Quote the expected aircraft type to be added and / or deleted.** |
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| **A4**  **Aircraft other than A1, A2 or A3** | **Quote the expected aircraft type to be added and / or deleted.** |
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| **☐** | 6.3. We apply for Continuation of Approval for our current DGCA approval. | | | | | |
| # | Subject | | | Filled by Applicant | | |
| Provided | | Remarks |
| Y | N |
| 1 | An official cover letter describing the application | | |  |  |  |
| 2 | A letter of intention from the Turkish Operator/CAMO to be service provided | | |  |  |  |
| 3 | Copy of the NAA Maintenance Organisation Approval Certificate which to be the basis for the DGCA approval | | |  |  |  |
| 4 | NAA approved current MOE | | |  |  |  |
| 5 | NAA CS list | | |  |  |  |
| 6 | SHT-145 MOE | | |  |  |  |
| 7 | SHT-145 CS list | | |  |  |  |
| 8 | A manpower plan showing that the organisation has sufficient staff. | | |  |  |  |
| NAA audits within the last surveillance period | | 9 | Audit reports |  |  |  |
| 10 | Corrective action details |  |  |  |
| 145 Audit performed by Turkish Operator/CAMO to be service provided within the last surveillance period | | 11 | Audit Report |  |  |  |
| 12 | Corrective actions details |  |  |  |
| Quality audits within the last year | | 13 | Quality audit plan |  |  |  |
| 14 | A sample audit report related to the application |  |  |  |
| 15 | Corrective action details |  |  |  |
| 16 | A sample maintenance work package of an aircraft whose type has been requested to be in SHT-145 approval. | | |  |  |  |

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| **☐** | 6.4. We apply for **Revision Approval of DGCA SHT-145 MOE and/or CS list** of our current DGCA approval. | | | | |
| # | Subject | | Filled by Applicant | | |
| Provided | | Remarks |
| Y | N |
| 1 | An official cover letter describing the application |  | |  |  |
| 2 | Revised SHT-145 MOE and/or CS list |  | |  |  |
| 3 | NAA approved current MOE and/or CS list |  | |  |  |
| 4 | A Resume (Form 2N) in case nominated person change |  | |  |  |

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| **Applicant's Commitment:**  We declare that the above information is complete and accurate. | | | |
| On behalf of the Organisation Name/Surname | Title | Sign | Date |
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