



REPUBLIC OF TURKEY
MINISTRY OF TRANSPORT, MARITIME AFFAIRS AND COMMUNICATIONS
DIRECTORATE GENERAL OF CIVIL AVIATION

DGCA : 26005653-452.10/E.1468
SUBJ : SHY-145 Approval of Foreign AMOs

23/03/2017

GENELGE

UED - 2017/1

Memorandum on Maintenance Release of Turkish Registered Aircraft (Rev.04)

1. OBJECTIVE

Continuing airworthiness of Turkish registered aircraft shall be ensured in accordance with the provisions of the regulation SHY-M. Accordingly, maintenance of large aircraft and aircraft used for commercial air transport shall be carried out by a SHY-145 or EASA Part-145 approved maintenance organisation.

If an EASA Part-145 approved maintenance organisation does not issue maintenance release on Turkish Registered aircraft by fulfilling the AMC 145.A.50 (b) of Part-145, the organisation shall hold SHY-145 approval granted in accordance with this memorandum.

Any other practices shall not be accepted such as modification of the release statement in AMC 145.A.50 (b).

2. BASIS

This memorandum has been issued in accordance with the provisions of the by-law SHY-145 article 5(2).

The by-law SHY-145 and its instruction SHT-145 are issued to be technically identical to EASA Part-145 AMC & GMs. Thus, there is no need to make additional evaluation and preparation for the compliance of technical requirements.

3. ELIGIBILITY

SHY-145 approvals shall be granted based on the organisation's EASA Part 145 approval. Therefore, the applications for the aircraft types and maintenance locations that are not in the scope of the applicant's EASA approval will not be accepted. On-site audit will be performed to the organisation, if deemed necessary.

A need analysis shall be performed by the DGCA and only the applications from the organisations which have a maintenance contract with a Turkish Operator/CAMO shall be taken into consideration. A letter from the Turkish Operator/CAMO confirming the intention of having maintenance service from the applicant is also acceptable.

Since EASA Form 1 is accepted as a document equivalent to SHGM Form 1 in accordance with SHY-M and SHY-145 regulations, the EASA Part-145 organisation shall not be approved for the maintenance of components and NDT activities.

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4. APPLICATION

Any EASA Part-145 approved maintenance organisation requesting SHY-145 approval or requesting change of its current SHY-145 approval shall apply with an application package in accordance with the SHGM Form 2Y (attachment-1).

Applications to Turkish DGCA shall be sent to the DGCA head quarter postal address with an official cover letter and its attachments (in CD/USB iaw the SHGM Form 2Y). The applications made only via email shall not be proceeded.

The hard copies of applications should be sent to following DGCA postal address without mentioning concerned person name.

Postal address:

"SIVIL HAVACILIK GENEL MUDURLUGU

Gazi Mustafa Kemal Bulvari No: 128/A 06570 Maltepe/Ankara TURKIYE"

5. FACILITY REQUIREMENTS

The maintenance facilities and locations shall not be different than the facilities approved under organisation's EASA Part-145 approval. The applications for facilities and locations which are out of EASA Part-145 approval scope shall not be accepted.

6. PERSONNEL REQUIREMENTS

The certifying staff list shall not be different than the list approved as a part of MOE under organisation's EASA Part-145 approval. The list and its revisions approved by the EASA authority will be accepted for SHY-145 approval. Therefore, the applications for certifying staff approval which are out of EASA Part-145 certifying staff list shall not be accepted.

7. CERTIFYING STAFF AND SUPPORT STAFF

The organisation shall ensure that the certifying staff have up to date knowledge on release to service procedures of Turkish registered aircraft before releasing the aircraft.

8. USE of COMPONENTS

The documents equivalent to SHGM Form 1 are defined in article IR.M.A.501 of SHT-M instruction.

9. CERTIFICATION OF MAINTENANCE

A specific CRS shall be used for the maintenance work to be carried out for the Turkish registered aircraft. This CRS shall include following statement:

"Certifies that the work specified except as otherwise specified was carried out in accordance with SHY-145 and in recognition of the EASA Part-145 approval (Organisations approval number) and in respect to that work the aircraft is considered ready for release to service."

This statement or the CRS format containing the statement shall be specified in the Supplement.

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10. OCCURRENCE REPORTING

[The DGCA Occurrence report form](#) shall be sent to email addresses;

TO: reporting@shgm.gov.tr, CC: foreign145@shgm.gov.tr

11. MAINTENANCE ORGANISATION EXPOSITION

A supplement to EU member state NAA or EASA approved MOE, which specifies the differences between EASA Part-145 and SHY-145 maintenance activities such as scope of approval, applicability etc. including a specific commitment to the Turkish DGCA signed by the accountable manager confirming below:

MOE approved by the EU member state NAA or EASA and any associated referenced manuals defining the organisation and procedures upon which SHY-145 approval is based as required by SHY-145.

MOE procedures must be complied with at all time and when work/orders are being progressed under the terms of the SHY-145 approval.

It is accepted that MOE procedures do not override the necessity of complying with any new or amended regulations published by EASA/Turkish DGCA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that Turkish DGCA will approve this organisation whilst the DGCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that Turkish DGCA reserves the right to suspend, limit or revoke the SHY-145 approval of the organisation if the DGCA has evidence that procedures are not followed or standards not upheld.

Access to organisation will be granted to the Turkish DGCA in terms of conduct audit to determine continued compliance with SHY-145 approval.

SHY-145 approval will not be used beyond the limitations and Turkish DGCA will be informed as soon as possible, if the EASA Part-145 approval is suspended, revoked or limited.

The attached sample supplement can be used as a guidance. This does not mean it will be automatically accepted.

12. CHANGES TO THE ORGANISATION

Following changes to the organisation shall be notified to the Turkish DGCA with an application package in accordance with the application paragraph of this memorandum.

1. The name of the organisation;
2. The main location of the organisation;
3. Additional locations of the organisation;
4. The accountable manager;
5. Any of the persons nominated under 145.A.30(b);

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6. The facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

13. CONTINUED VALIDITY

The approval certificate shall be issued for an unlimited duration. The certificate shall remain valid subject to the conditions in Part 145.A.90 and the DGCA or EASA Part-145 approval certificate not being surrendered or revoked.

However, a surveillance period of 24 months will be followed and continuation of the approval shall be subject to payment of the renewal fee and continuation of Turkish operators/CAMO's intention to have maintenance service. Therefore, the approvals will be suspended if an intention letter or a bank receipt for renewal fee is not provided to the DGCA together with the updated application package.

In case of any enforcement action taken to the EASA Part-145 approval such as suspension, revocation or limitation, Turkish DGCA shall be informed immediately and SHY-145 approval shall not be used beyond the limitation.

In order to facilitate duly receiving of surveillance information, a memorandum of understanding should be established between Turkish DGCA and the EASA competent authority of the maintenance organisation.

14. APPROVAL FEE

The fee shall be determined according to DGCA Charges Tariff published in [DGCA website](#) and paid in Turkish Liras to below bank account:

Türkiye Halk Bankası - Emek Şubesi

IBAN: TR59 0001 2009 4010 0005 0000 09 or SWIFT CODE: TRHBTR2A

15. ENTRY INTO FORCE

This Memorandum shall enter into force on the day following that of its publication in the Official DGCA website. Following Turkish DGCA memorandum has been superseded by this memorandum:

- 14/08/2013 dated & 26005653-010.06.02/1743-10300 referenced.

16. DGCA POINT OF CONTACT

For any inquiry regarding the maintenance organisation approvals, correspondences shall be sent to email address foreign145@shgm.gov.tr, person in charge about the inquiry will reply.

Occurrence report form: <http://web.shgm.gov.tr/doc5/tor.pdf>

DGCA tariff: <http://web.shgm.gov.tr/tr/kurumsal/4007-hizmet-tarifesi>

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If any further information needed, please do not hesitate to contact our office.

Sincerely,

Bahri KESİCİ
Acting Director General

ENCL:

- 1) SHGM Form 2Y
- 2) Turkish DGCA Supplement Sample

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