**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 / One-Off approval / Approval scope change / Continuation of current approval / Supplement 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.XXX | *EASA Approval Ref. which is the basis of the DGCA approval* | EASA/NAA\*.145.XXX |

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| 1. **Addresses Requiring Approval** | |
| *Principal Place of Business address* |  |
| *Base, Engine and Component Maintenance site(s) (if different from the Principal Place of Business)* |  |
| *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 **One-Off Approval** for the type ratings mentioned on the below approval scope table. | | | | | | | | |
| **☐** | 6.3. We apply for **Approval Scope Change** for the type ratings mentioned on the below approval scope table. | | | | | | | | | |
| # | Subject | | | | Filled by Applicant | | | Filled by SHGM. | | |
| Provided | | Remarks | Adequate | | Remarks |
| Y | N | 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 EASA Part-145 Approval Certificate which to be the basis for the DGCA approval | | | |  |  |  |  |  |  |
| Company MOE and associated documents | | | 4 | EASA MOE |  |  |  |  |  |  |
| 5 | Procedures manual |  |  |  |  |  |  |
| 6 | CS list |  |  |  |  |  |  |
| 7 | Forms manual |  |  |  |  |  |  |
| 8 | **A DGCA supplement** to EASA MOE, which specifies the differences between EASA Part-145 and SHY-145 approvals. | | | |  |  |  |  |  |  |
| 9 | A manpower plan showing that the organisation has sufficient staff. | | | |  |  |  |  |  |  |
| Competent authority audits within the last surveillance period | | | 10 | Audit reports |  |  |  |  |  |  |
| 11 | Corrective action details |  |  |  |  |  |  |
| Quality audits within the last year | | | 12 | Quality audit plan |  |  |  |  |  |  |
| 13 | A sample audit report related to the application |  |  |  |  |  |  |
| 14 | Corrective action details |  |  |  |  |  |  |
| 15 | A sample maintenance work package of an aircraft whose type has been requested to be in SHY-145 approval. | | | |  |  |  |  |  |  |
| 16 | Bank Receipt confirming the fee have been paid | | | |  |  |  |  |  |  |

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| **SCOPE OF APPROVAL TABLE** | | | | |
| **CLASS** | **RATING** | **LIMITATION** | **BASE** | **LINE** |
| AIRCRAFT | **A1**  **Aeroplanes / Airships above 5700 Kg** | **Quote the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
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| **A2**  **Aeroplanes / Airships 5700 Kg and below** | **Quote the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
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| **A3**  **Helicopters** | **Quote the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
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| **A4**  **Aircraft other than A1, A2 or A3** | **Quote the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
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| **☐** | | 6.4 We apply for **Continuation of Approval** for our current DGCA approval. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # | | Subject | | | | | | | Filled by Applicant | | | | | | | | | | | | Filled by SHGM. | | | | | | | |
| Provided | | | | | | | | Remarks | | | | Adequate | | | | | | |  |
| Y | | | | N | | | | Y | | | | N | | | Remarks |
| 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 EASA Part-145 Approval Certificate which to be the basis for the DGCA approval | | | | | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| Company MOE and associated documents | | | | 4 | | EASA MOE | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 5 | | Procedures manual | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 6 | | CS list | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 7 | | Forms manual | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 8 | | A manpower plan showing that the organisation has sufficient staff. | | | | | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| Competent authority audits within the last surveillance period | | | | 9 | | Audit reports | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 10 | | Corrective action details | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| Quality audits within the last year | | | | 11 | | Quality audit plan | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 12 | | A sample audit report related to the application | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 13 | | Corrective action details | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 14 | | A sample maintenance work package of an aircraft whose type has been requested to be in SHY-145 approval. | | | | | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| 15 | | Bank Receipt confirming the fee have been paid | | | | | | | |  | | | |  | | | |  | | | |  | | | |  | |  |
| **☐** | 6.5 We apply for **Revision Approval of DGCA Supplement Document** of our current DGCA approval. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # | Subject | | | | | | Filled by Applicant | | | | | | | | | | | | Filled by SHGM. | | | | | | | | | | |
| Provided | | | | | | | | Remarks | | | | Adequate | | | | | | | |  | | |
| Y | | | | N | | | | Y | | | | N | | | | Remarks | | |
| 1 | An official cover letter describing the application | | | | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | |
| 2 | **A DGCA supplement** to EASA MOE, which specifies the differences between EASA Part-145 and SHY-145 approvals. | | | | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | |
| Company MOE and associated documents | | | 3 | | EASA MOE | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | |
| 4 | | Procedures manual | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | |
| 5 | | CS list | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | |
| 6 | | Forms manual | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | |

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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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| **SHGM’s Review:**  Required documents iaw. SHY-145/SHT-145 legislation and SHGM Standard Services documentation, | | | |
| **□** are included, found adequate. | **□** are not included, found inadequate. | | |
| Reviewer’s Name Surname-Title | | Sign | Date |
|  | |  |  |