**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**

As an EASA Part-147 approved maintenance training organization, hereby it has been submitted to Turkish DGCA that application for initial approval / approval scope change / continuation of current approval / supplement document revision approval by us.

Necessary documents and information have been 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 Address** | |
| *Registered name of applicant* |  |
| *Trading name (if different)* |  |
| *Postal Address* |  |

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| 1. **Approval Information** | | | |
| *DGCA Approval Ref.* | TR.147F.XXX | *EASA Approval Ref. which is the basis of the DGCA approval* | EASA/NAA\*.147.XXX |

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| 1. **Addresses Requiring Approval** | |
| *Principal Place of Business address* |  |
| *Training site(s) (if different from the Principal*  *Place of Business)* |  |

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| 1. **Contact Information** | |
| *Name* |  |
| *Telephone Number* |  |
| *E-mail address* |  |

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| 1. **Proposed (\*) Accountable Manager Contact Details** | |
| *Name* |  |
| *Telephone Number* |  |
| *E-mail address* |  |

**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 | | | Filled by SHGM | | |
| Provided | | Remarks | Adequate | | Remarks |
| Y | N | Y | N |
| 1 | An official cover letter describing the application | | |  |  |  |  |  |  |
| 2 | A letter of intention | | |  |  |  |  |  |  |
| 3 | Copy of the EASA Part-147 Approval Certificate which to be the basis for the DGCA approval | | |  |  |  |  |  |  |
| Company MTOE and associated documents | | 4 | EASA Part-147 MTOE |  |  |  |  |  |  |
| 5 | Procedures manual (as required) |  |  |  |  |  |  |
| 6 | Personnel list |  |  |  |  |  |  |
| 7 | Forms, TNA’s etc. |  |  |  |  |  |  |
| 8 | **DGCA supplement document** to EASA Part-147 MTOE, which specifies the differences between EASA Part-147 and SHY-147 approvals. | | |  |  |  |  |  |  |
| 9 | A manpower plan showing that the organization 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 | Bank Receipt confirming the fee have been paid | | |  |  |  |  |  |  |

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| **Scope of Approval** | | |
| **Basic Training (Quote the expected category to be added and / or deleted.)** | | |
| B1 | 🞏 TB1.1 | Aeroplanes Turbine |
| 🞏 TB1.2 | Aeroplanes Piston |
| 🞏 TB1.3 | Helicopters Turbine |
| 🞏 TB1.4 | Helicopters Piston |
| B2 | 🞏 TB2 | Avionics (The approval for the Basic B2 course/examination includes approval for B2L course/examination for all system ratings.) |
| B2L | 🞏 TB2L | Avionics (indicate system rating) |
| B3 | 🞏 TB3 | Piston-Engıne Non-Pressurized Aeroplanes 2000 Kg MTOM And Below |
| A | 🞏 TA.1 | Aeroplanes Turbine |
| 🞏 TA.2 | Aeroplanes Piston |
| 🞏 TA.3 | Helicopters Turbine |
| 🞏 TA.4 | Helicopters Piston |
| **Type/Task Training (Quote the expected aircraft type or category to be added and / or deleted.)** | | |
| |  |  | | --- | --- | | Training Categories | Aircraft Type(s)): | | 🞏 T1 Category B1 |  | | 🞏 T2 Category B2 |  | | 🞏 T3 Category A |  | | 🞏 T4 Category C |  | | | |

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| **☐** | 6.3. We apply for **Continuation of Approval** for our current DGCA approval. | | | | | | | | |
| # | 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 | | |  |  |  |  |  |  |
| 3 | Copy of the EASA Part-147 Approval Certificate which to be the basis for the DGCA approval | | |  |  |  |  |  |  |
| Company MTOE and associated documents | | 4 | EASA Part-147 MTOE |  |  |  |  |  |  |
| 5 | Procedures manual (as required) |  |  |  |  |  |  |
| 6 | Personnel list |  |  |  |  |  |  |
| 7 | Forms, TNA’s etc. |  |  |  |  |  |  |
| 8 | A manpower plan showing that the organization 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 | Bank Receipt confirming the fee have been paid | | |  |  |  |  |  |  |

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| **☐** | 6.4. We apply for **Revision Approval of DGCA Supplement Document** of our current DGCA approval | | | | | | | | |
| # | Subject | | | Filled by Applicant | | | Filled by SHGM | | |
| Provided | | Remarks | Adequate | | Remarks |
| Y | N | Y | N |
| 1 | An official cover letter describing the application | | |  |  |  |  |  |  |
| 2 | **DGCA supplement document** to EASA Part-147 MTOE, which specifies the differences between EASA Part-147 and SHY-147 approvals. | | |  |  |  |  |  |  |
| Company MTOE and associated documents | | 3 | EASA Part-147 MTOE |  |  |  |  |  |  |
| 4 | Procedures manual (as required) |  |  |  |  |  |  |
| 5 | Personnel list |  |  |  |  |  |  |
| 6 | Forms, TNA’s etc. |  |  |  |  |  |  |

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| **Applicant's Commitment:**  We declare that the above information is complete and accurate. | | | |
| On behalf of the Organization Name/Surname | Title | Sign | Date |
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| **SHGM’s Review:**  Required documents iaw. SHT-147 Appendix-6 and SHGM Standard Services documentation, | | | |
| **□** are included, found adequate. | **□** are not included, found inadequate. | | |
| Reviewer’s Name Surname-Title | | Sign | Date |
|  | |  |  |