|  |  |
| --- | --- |
| 1. **Application information** | |
| *Application Type* | **☐ Initial Application** |
| **☐ Revision of Initial Application** |
| **☐ Application for Approval Scope Change** |
| **☐ Application for Moe Supplement Approval due to change of;**  ☐ Nominated person(s)  ☐ Organisation name  ☐ Address Data  ☐ Others |
| **☐ ☐ One-off Approval** |
| **☐ Continuation of Current Approval** |
| **☐ ☐ Notification of Surrender** |
| *Terms of SHT-145 Approval and scope of work relevant to this application (Provide information on this application scope)* |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Approval information** | | | |
| *DGCA Approval Ref.(if existing)* | TR.145.F.XXXX | *EASA Approval Ref. which is the basis of the DGCA approval* | EASA/NAA.145.XXX |

|  |  |
| --- | --- |
| 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* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Contact information** | | | |
| *Quality Manager Name* | *Telephone Number* | | *E-mail address* |
|  |  | |  |
| *Quality e-mail* | | *Organisation generic e-mail* | |
|  | |  | |

|  |  |  |
| --- | --- | --- |
| 1. **Accountable Manager information** | | |
| *Name* | *Telephone Number* | *E-mail address* |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **EASA/NAA (as applicable) contact information to confirm validity of approval** | | |
| *Name* | *Title* | *E-mail address* |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Requirements for Initial Application, Scope Change Application refer to scope of approval table below and requirements for one-off 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 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/SS list |  |  |  |
| 7 | Forms manual |  |  |  |
| 8 | **A DGCA supplement** to EASA MOE, which specifies the differences between EASA Part-145 and SHT-145 approvals. | | |  |  | This requirement is N/A for one-off approval application. |
| 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 SHT-145 approval. | | |  |  | This requirement is applicable for only **initial approval** application. |
| 16 | Work order and work package to be performed | | |  |  | This requirement is applicable for only **one-off approval** application. |
| 17 | Location and aircraft type that one off maintenance to be performed | | |  |  | Airport code:  Aircraft type: |
| 18 | Bank Receipt confirming the fee have been paid | | |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **9. Scope of Approval Table \*** | | | | | | | | | |
| Rating | Aircraft type/series/group (with engine type) Quote the expected aircraft type to be added and / or deleted. | Base | | | Line | | | | |
| Yes | No | Station | Yes | | No | | Station |
| **A1**  **Aeroplanes / Airships above 5700 Kg** |  |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |
| **A2**  **Aeroplanes / Airships 5700 Kg and below** |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
| **A3**  **Helicopters** |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
| **A4**  **Aircraft other than A1, A2 or A3** |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |

\* Table shall be completed for initial application and approval scope change application.

In case of application for change of the scope of work, only the parts of this table affected by the change shall be completed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **10. Requirements for Continuation of Current 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 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/SS 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 | Work packages which have been performed in the preceding 2-year period | | |  |  |  |
| 15 | Bank Receipt confirming the fee have been paid | | |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **11. Requirements for Moe Supplement Approval** | | | | | | |
| # | Subject | | | Filled by Applicant | | |
| Provided | | Remarks |
| Y | N |
| 1 | An official cover letter describing the application | | |  |  |  |
| 2 | DGCA supplement to EASA MOE, which specifies the differences between EASA Part-145 and SHT-145 approvals. | | |  |  |  |
| Company MOE and associated documents | | 3 | EASA MOE |  |  |  |
| 4 | Procedures manual |  |  |  |
| 5 | CS/SS list |  |  |  |
| 6 | Forms manual |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant's Commitment:**  We declare that necessary documents and information is provided and confirm that they are correct and complete.  We have understood that We are submitting an application for which fees will be determined according to DGCA Service Tariff published in DGCA website and paid in US Dollars. | | | |
| On behalf of the Organisation Name/Surname | Title | Sign | Date |
|  |  |  |  |