**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**
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| *Name* | *Telephone Number* | *Fax Number* |
|  |  |  |
| *Quality e-mail* | *Organization generic e-mail* |
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| 1. **Proposed (\*) Accountable Manager Contact Details**
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| *Name* | *Telephone Number* | *E-mail address* |
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| 1. **NAA contact information to confirm validity of approval**
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| *Name* | *Title* | *E-mail address* |
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Application Details

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| 1. **Purpose of application**
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| **☐** | 7.1. We apply for **Initial Approval** for the type ratings mentioned on the below approval scope table. |
| **☐** | 7.2. 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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| **☐** | 7.3. 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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| **☐** | 7.4. 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.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 |
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