# Büyük Tamir veya Değişiklik Tasarımı Başvuru Formu

*Application for Approval of Major Change / Major Repair Design*

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| 1 Başvuru Sahibi / *Applicant* |
| **1.1 Başvuru Sahibi Bilgileri /** *Applicant Data* |
| 1.1.1 Müşteri Numarası / *Customer Number* |  |
| 1.1.2 Başvuru Sahibinin İsmi / *Applicant Name*  |  |
| 1.1.3 Adres / *Address* (Kayıtlı iş adresi / *registered business address*) | Cadde/Sokak/No *Street / Nr* |  |
| Posta Kodu / *Post Code* |  |
| Şehir / *City* |  |
| Ülke / *Country* |  |
| 1.1.4 İletişim Noktası Bilgileri / *Contact Person* (responsible for this application) | Title | [ ]  Bay / M*r*  [ ]  Bayan / *Ms* |
| Soyadı / *Surname* |  |
| İsim / *First name* |  |
| Unvanı / *Job title* |  |
| Tel / *Phone* |  |
| E-posta / *E-mail* |  |
| **1.2 Onay Adresi /** *Approval Address*(Onay Belgesi üzerinde yazılacak / *To be printed onto the approval*) | [ ]  Bölüm 1.1 ile aynı / *Same as Applicant Data in section 1.1* (**→** Bölüm 1.3’e gidiniz **/** *continue with section 1.3*) |
| 1.2.1 Başvuru Sahibinin İsmi *Applicant Name* | [ ]  1.1.2 ile aynı / *Same as in section 1.1.2*  | [ ]  Farklı / *Other* (Lütfen aşağıda belirtiniz / *please specify below*) |
| İsim / *Name* |  |
| 1.2.2 Onay Adresi / *Approval Address* (Kayıtlı iş adresi / *registered business address*) | [ ]  1.1.3 ile aynı / *Same as in section 1.1.3*  | [ ]  Farklı / *Other* (Lütfen aşağıda belirtiniz / *please specify below*) |
| Cadde / Sokak / No*Street / Nr* |  |
| Posta Kodu / *Post Code* |  |
| Şehir / *City* |  |
| Ülke / *Country* |  |

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| **1.3 Fatura Bilgileri /** *Billing Data* | [ ]  1.1 Bölümü ile aynı / *Same as Applicant Data in section 1.1* (**→** 1.3.4 bölümünden devam ediniz /*continue with section 1.3.4*) |
| 1.3.1 Başvuru Sahibi İsmi / *Applicant Name*  | [ ]  1.1.2 bölümü ile aynı / *Same as in section 1.1.2* *(other name only in exceptional cases)* |
| 1.3.2 Fatura Adresi / *Billing Address* | [ ]  1.1.3 ile aynı / *Same as in section 1.1.3 Address* | [ ]  Farklı / *Other* (Lütfen aşağıda belirtiniz / *please specify below*) |
| Cadde / Sokak /No*Street / Nr* |  |
| Posta Kodu / *Post Code* |  |
| Şehir / *City* |  |
| Ülke / *Country* |  |
| 1.3.3 İletişim Noktası Bilgileri (Finansal) / *Contact Person (Financial)* | [ ]  1.1.4 ile aynı / *Same as in section 1.1.4*  | [ ]  Farklı / *Other* (Lütfen aşağıda belirtiniz / *please specify below*) |
| Title | [ ]  Bay / *Mr* [ ]  Bayan / *Ms* |
| İsim / *Name* |  |
| Soyisim / *Surname* |  |
| Ünvanı / *Job title* |  |
| Tel / *Phone* |  |
| E-posta / *Email* |  |
| **1.3.4 Finansal İletişim Noktası E-posta /** *Financial Contact Email*  |  |
| **1.4 Onay Teslim Bilgisi /** *Approval Delivery Data* | [ ]  1.1 ile aynıysa Bölüm 2’ye geçiniz. / *Same as Applicant Data in section 1.1 (→ continue with section 2)* |
| 1.4.1 Başvuru Sahibi İsmi / *Applicant Name*  | [ ]  1.1.2 ile aynı / *Same as in section 1.1.2*  | [ ]  Farklı / *Other* (Lütfen aşağıda belirtiniz / *please specify below*) |
| İsim / *Name* |  |
| 1.4.2 Teslim Adresi / *Delivery Address* | [ ]  1.1.2 ile aynı / *Same as in section 1.1.3*  | [ ]  Farklı / *Other* (Lütfen aşağıda belirtiniz / *please specify below*) |
| Cadde / Sokak / No*Street / Nr* |  |
| Posta Kodu / *Post Code* |  |
| Şehir / *City* |  |
| Ülke / *Country* |  |

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| 2. Başvuru Sahibinin Referansı / *Applicant’s Reference* (Please provide an individual reference to this application) |
| **Referans Bilginiz /** *Your reference* |  |

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| 3. İşin Tanımı / *Identification of Activity* |
| [ ]  Büyük Değişiklik / *Major Change\**[ ]  Basit / *Simple*[ ]  Standart / *Standard*[ ]  Önemli / *Significant*[ ]  Karmaşık Önemli / *Complex Significant* | **[ ]** Büyük Tamir **/** *Major Repair***[ ]** Basit / *Simple*[ ]  Standart / *Standard* | **[ ]** STC için Büyük Değişiklik*Major Change to STC***[ ]** Basit /*Simple*[ ]  Standart / *Standard***[ ]** Önemli /*Significant***[ ]** Karmaşık Önemli /*Complex Significant* |
| Uçuş Elkitabının onaylı bölümlerinde değişiklikleri içerir. *Including change to approved parts of Flight Manual (FM)* | [ ]  Evet / *Yes*[ ]  Hayır / *No* |
| \*Önemli Not: SHT-21’de belirtildiği şekilde Önemli Değişiklik(ler) olması halinde lütfen SHGM Form 30’u doldurunuz.***\*Important note:*** *For Changes involving Substantial Change(s) as defined in SHT-21 please apply with SHGM Form 30.* |

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| 4. Ürün Bilgileri / Product Identification |
| **4.1 Sabit Kanatlı Hava Aracı** *Fixed Wing Aircraft* |
| 🞏 Karmaşık Motorlu *Complex Motor-Powered*🞏 Karmaşık Motorlu Olmayan *Non-Complex Motor-Powered Aircraft*🞏 ELA1 🞏 ELA2🞏 LSA🞏 Hafif, Çok Hafif, Hafif Sportif Hava Aracı *Ultra-Light, Very Light, Light Sport Aircraft* (SHT-HHA-S) |
| **4.2 Döner Kanatlı Hava Aracı** *Rotorcraft* |
| 🞏 Karmaşık Motorlu *Complex Motor-Powered*🞏 Karmaşık Motorlu Olmayan *Non-Complex Motor-Powered Aircraft*🞏 ELA1 🞏 ELA2🞏 LSA🞏 Hafif, Çok Hafif, Hafif Sportif Hava Aracı *Ultra-Light, Very Light, Light Sport Aircraft* (SHT-HHA-S) |
| **4.3 Sıcak Hava Balonları ve Hava Gemileri** *Hot-Air Balloons and Airships* |
| 🞏 ELA1🞏 ELA2 |
| **4.4 İnsansız Hava Araçları** *Unmanned Air Vehicles* (MTOW ≥ 150 kg) |
| 🞏 Sabit Kanatlı *Fixed Wing*🞏 Döner Kanatlı *Rotary Wing* |
| **4.5 Vertical Take-Off and Landing Aircraft** (SC-VTOL) |
| 🞏 VTOL🞏 eVTOL |
| **4.6 İtki Sistemi** *Propulsion* |
| 🞏 Turbofan Motor *Turbofan Engine*🞏 Turboşaft Motor *Turboshaft* *Engine*🞏 Piston Motor *Piston* *Engine*🞏 Pervane *Propeller*🞏 APU *Auxiliary Power Units* |

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| 4.7 Uygulanabilirlik / *Applicability* | Tip Sertifika No*Type Certificate Number* |  |
| Tip Sertifikası Sahibi *Type Certificate Holder* |  |
| Tip / *Type* |  |
| Model(ler) / *Model(s)* |  |
| **4.8 Uygulanabilir Uçuşa Elverişlilik Kodu /** *Applicable Airworthiness Code* |  |

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| **5. Asıl Onay Bilgileri (Uygunsa) /** *Original Approval (if applicable)* |
| **5.1 SHGM Onay No /** *DGCA Approval N°*(EASA/FAA/Kanada/ANAC Brezilya Onay No)*(or reference to EASA/FAA/TCAA/ANAC Brasil Approval)* | Onay No / *Approval Number* |  |
| Yayımlayan Ülke / *Issued by* |  |
| Yayım Tarihi / *Issued on* |  |
| **5.2 Diğer Ülke Onay Numarası***Third Country Approval N°* | Onay No / *Approval Number* |  |
| Yayımlayan Ülke / *Issued by* |  |
| Yayım Tarihi / *Issued on* |  |

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| 6. Açıklama / *Description* |
| 6.1 Başlık / *Title* |  |
| 6.2 Açıklama / *Description* |  |
| 6.3 Etkilenen Alanlar / *Affected Areas* (Elkitabları dahil / *including manuals*)  |  |
| **6.4 Yeniden İncelemeler /** *Re-Investigations* |  |
| 6.5 Gerekçe / *Justification* (Sadece Tip Sertifikası Sahibi harici tamirler için / *non TC-holder repairs only*) |  |

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| **7. SHT-21 Uygunluk Gösterimi /** *SHT-21 demonstration of eligibility* |
| **Başvurunun aşağıdaki kapsama girdiğini beyan ederim. /** *I declare that this application is:* |
| **[ ]**  | Varolan Tasarım Organizasyon Onayı (TOO) veya Alternetif Prosedür Tasarım Organizasyon Onayı (A-TOO)onaylı iş kapsamındadır. *Within the current approved scope of work of (A)DOA* |  (A)TOO Ref. /  *(A)DOA Ref.* |  |
| **[ ]**  | TOO veya A-TOO başvurusu yapılmıştır. *Following an application for DOA or ADOA* | Başvuru Tarihi / *Application Date* |  |
|  |  | Proje No / *Project No* | Biliniyorsa |
| **[ ]**  | İş kapsamında değişiklik için SHGM Form 81 ve Form 82 ile başvuru yapılmıştır. *Following an application for a change to the scope of work via SHGM Form 81 or Form 82* | Başvuru Tarihi / *Application Date* |  |
|  |  | Proje No / *Project No* | Biliniyorsa |
| **[ ]**  | TOO için herhangi bir başvuruya gerek yoktur. (Yalnızca Türkiye dışındaki organizasyonlar için uygun olması halinde geçerlidir)*Without an application for DOA (only for organisations outside of Turkey, as applicable)* |

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| 8. Başvuru Sahibinin Bildirimi ve Genel Şartlar ile Ödeme Koşullarını Kabulü / *Applicant’s declaration and acceptance of the General Conditions and Terms of Payment* |
| Bu başvuru formunu doldurmaya yetkili olduğumu ve formda sağladığım tüm bilgilerin doğru ve tam olduğunu beyan ederim. SHGM’nin bu başvuru için talep ettiği ve Genel Müdürlük internet sayfasından *(*[*http://web.shgm.gov.tr/*](http://web.shgm.gov.tr/)*)* erişilebilir olan en güncel ücret ve masrafları anlamış bulunmaktayım. SHGM’nin Ödeme Şartları’nı (bakınız [*http://web.shgm.gov.tr/*](http://web.shgm.gov.tr/)*>* Hizmet Tarifesi> Genel Hususlar) okuduğumu, anladığımı ve onlara uymayı kabul ettiğimi bildiririm. Onay alınmış veya alınmamış olsun ücret ve masrafların ödenmesi gerektiğini ve bu ücretlerin geri iade edilemeyeceğinin farkında olduğumu beyan ederim. Ayrıca, ödenmemesi durumunda doğacak sonuçların farkında olduğumu beyan ederim.*I declare that I have the legal capacity to submit this application to DGCA and that all information provided in this application form is correct and complete. I have understood that I am submitting an application for which fees or charges will be levied by DGCA, as last amended and available from* [*http://web.shgm.gov.tr/*](http://web.shgm.gov.tr/)*.**I acknowledge that I have read and understood the DGCA’s Terms of Payment (see http://web.shgm.gov.tr/> Hizmet Tarifesi> Genel Hususlar) and agree to abide by them. I declare to be aware that fees or charges must be paid whether or not the application is successful and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment.* |
| **Sorumlu Müdür Adı***Accountable Manager Name* | **İmza***Signature* | **Tarih***Date* |
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| **İlk kez başvuru yapan kişi/organizasyon,** SHGM’ye Şirket Sözleşme örneğini (varsa) başvuru formu ile birlikte göndermelidir.***First Time applicants*** *at DGCA need to submit a copy of their article/certificate of incorporation (if applicable) together with the application form.* |

**ANNEX I – LIST OF TECHNICAL FIELDS**

Select the technical field(s) affected by the Design Change or Repair

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| **Title** | **Selected** | **Technical Field** |
| **Flight and Human Factors** | **[ ]**  | Flight Test (for all the relevant CS Subparts) |
| **[ ]**  | Handling Qualities |
| **[ ]**  | Performance |
| **[ ]**  | Human Factors |
| **[ ]**  | Human Machine Interface and Cockpit Integration |
| **[ ]**  | Flight Manual |
| **Flight Crew Data** | **[ ]**  | OSD Flight crew disciplines |
| **Structures** | **[ ]**  | Loads, Weight and Balance |
| **[ ]**  | Static Strength |
| **[ ]**  | Fatigue and damage tolerance |
| **[ ]**  | Materials & Manufacturing |
| **[ ]**  | Aero elasticity, Vibration and Buffeting |
| **[ ]**  | Crashworthiness |
| **[ ]**  | Decompression |
| **[ ]**  | Impact conditions |
| **Hydromechanical Systems** | **[ ]**  | Flight Control System [ATA 270 on Aeroplane / 670 on Rotorcraft] |
| **[ ]**  | High Lift System [ATA 275] |
| **[ ]**  | Hydraulics [ATA 290] |
| **[ ]**  | Landing Gear Systems and Wheels, Tyres & Brakes [ATA 320] |
| **[ ]**  | Fuselage Doors [ATA 520] |
| **[ ]**  | Helicopter Hoist installation |
| **[ ]**  | RAT Mechanical systems |
| **Electrical Systems** | **[ ]**  | Electrical Generation / Distribution  |
| **[ ]**  | EMC  |
| **[ ]**  | HIRF and Lightning Indirect Effects |
| **[ ]**  | Lightning Direct Effects |
| **[ ]**  | EWIS  |
| **[ ]**  | Lights |
| **[ ]**  | IFE / Power outlets (for passengers or crew) |
| **[ ]**  | Wireless transmission capabilities (for passengers or crew). |
| **Avionic Systems** | **[ ]**  | Autoflight systems (Includes auto-pilot, auto-throttle, flight guidance, flight envelope, stability, etc.) |
| **[ ]**  | Communications & Navigation & Surveillance (Includes air data systems, datalink, transponder, radio, environment surveillance systems (TCAS, TAWS, Weather Radar …), etc.) |
| **[ ]**  | Flight Management system |
| **[ ]**  | Indicating, Alerting & Recording systems and Diagnostic and Maintenance systems (Includes display systems, instrument and control panel, recorders, vibration/vehicle monitoring system, general computers, central warning systems, maintenance systems, etc.) |
| **[ ]**  | Integrated Modular Avionics |
| **[ ]**  | Includes IMA resources, databuses |
| **[ ]**  | Cybersecurity |
| **Powerplant Installation and Fuel Systems** | **[ ]**  | Engine, propeller and APU installation |
| **[ ]**  | Fuel Systems |
| **[ ]**  | Fuel Tank inerting |
| **[ ]**  | ETOPS / EDTO |
| **[ ]**  | Fire protection (unpressurised areas) |
| **[ ]**  | Volcanic Ash |
| **ECS** | **[ ]**  | Air conditioning and pressuration |
| **[ ]**  | Ice protection |
| **[ ]**  | Oxygen systems |
| **[ ]**  | Bleed air |
| **[ ]**  | Water and waste |
| **Noise, Fuel Venting and Emissions** | **[ ]**  | Noise |
| **[ ]**  | Emissions |
| **[ ]**  | Fuel venting |
| **Software and AEH** | **[ ]**  | DA for SW/AEH |
| **Cabin Safety** | **[ ]**  | Cabin Installation (including Emergency Medical Systems, VIP interiors, Crew Rest Compartments, Courier Compartments, etc.) |
| **[ ]**  | Flight Deck installation |
| **[ ]**  | Cargo compartments (installation & restraint) |
| **[ ]**  | Occupant crashworthiness/restraint |
| **[ ]**  | Fire Protection - pressurised areas (active and passive) |
| **[ ]**  | Occupant evacuation |
| **[ ]**  | Internal and External placards and markings. |
| **[ ]**  | Rotorcraft Human External Cargo Restraint |
| **[ ]**  | Security aspects |
| **DASA** | **[ ]**  | Development  Assurance and Safety Assessment |
| **Transmission** | **[ ]**  | Rotorcraft transmission |
| **ICA** | **[ ]**  | Instructions for Continued Airworthiness |
| **[ ]**  | Maintenance Review Board (MRB) process |
| **MMEL** | **[ ]**  | OSD MMEL disciplines |
| **FSTD** | **[ ]**  | OSD Sim disciplines |
| **Cabin Crew Data** | **[ ]**  | OSD Cabin crew disciplines  |
| **Maintenance certifying staff data** | **[ ]**  | OSD Maintenance Certifying Staff Disciplines |
| **Propulsion** | **[ ]**  | Engine certification |
| **[ ]**  | APU qualification |
| **[ ]**  | Propeller qualification |
| **[ ]**  | Electrical propulsion |

**Completion Instructions for SHGM Form 31**

This Application Completion Instruction Sheet will provide you with any additional instructions and requirements necessary to complete the Application for Application for Approval of Major Change\* / Major Repair Design. It is strongly recommended to use the English language. Please complete the form in a **clearly legible** way.

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| **Chapter 1: Applicant** |
| **1.1.1** | If known, please enter your DGCA reference number.  |
| **1.1.2** | Please enter the full **name of the company** as it appears on the Article/Certificate of incorporation of the company. If applicable also enter the Trade Name, Doing-business-as and the [company registration number](file:///S%3A%5CII_A%5C3_DEPT_MGMT%5C7_APPLIC_PROCMT_SERV%5CE6%5CF.1.6_BPS%5CNEW_REMITS_IMPROVE%5CDOA%5CUpdate%20Nov2011%5CFO.DOA.00080-001.docx#field1_3). In case the applicant is not a company but a **natural person**, please enter the full name as it appears in your ID Card/Passport.In case this is your first application to DGCA, please submit a copy of the article/certificate of incorporation together with the application form. This does not apply in case the applicant is a natural person. |
| **1.1.3** | Please enter the address of the registered office as it appears on the Article/Certificate of incorporation of the company. In case the applicant is not a company but natural person, please enter the address at which you are registered. |
| **1.1.4** | The name and contact details specified in this section are those of the person responsible for the application.  |
| **1.2.1** | The (company) name specified in this section will be printed on the approval/certificate DGCA will issue. |
| **1.2.2** | The address specified in this section, the registered business address, will be printed on the approval/certificate DGCA will issue.  |
| **1.3.1** | The (company) name specified in this section will be printed on the invoice/s DGCA will issue. |
| **1.3.2** | The address specified in this section will be printed on the invoice/s DGCA will issue. |
| **1.3.3** | The name and contact details specified in this section are those of the person that will be contacted for all issue connected with the DGCA invoices. (e.g. accounts payable clerk). |
| **1.3.4** | The email specified here will be used to dispatch electronic versions of DGCA invoices. |
| **1.4.1** | The (company) name specified in this section is where DGCA will send the original certificate/approval. |
| **1.4.2** | The address specified in this section is where DGCA will send the original certificate/approval. |
| **1.4.3** | The contact person of this section is the person the approval will be sent to. |

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| **Chapter 2: Applicant’s Reference** |
|  | **Your Reference**: Please provide an **individual** internal reference to this application which you will want to see on all communication with DGCA. |
| **Chapter 3: Identification of Activity** |
| **3.** | Please identify whether it is a major change / repair to STC or,a request for administrative reissuance of an approval, For Derivatives, please refer to the explanatory note of the Annex of the new Fees & Charges Regulation: “ ‘Derivative’ means an amended TC as defined and applied for by the TC holder”Please identify the classification simple, standard, complex which is referring to the explanatory note of the Annex of the Fees & Charges Regulation. |
|  | **Simple** | **Standard** | **Complex** |
| DGCA Supplemental Type Certificate (STC)DGCA major design changesDGCA major repairs | STC, major design change, or repair, only involving current and well-proven justification methods, for which a complete set of data (description, compliance check-list and compliance documents) can be communicated at time of application, **and** for which the applicant has demonstrated experience, **and** which can be assessed by the project certification manager alone, or with a limited involvement of a single discipline specialist. | All other STC, major design changes or repairs. | Significant (\*) STC or major design change. |
| Validated EASA or US Federal Aviation Administration (FAA) STC | Basic (\*\*) | Non-basic | Significant non-basic |
| Validated EASA / FAA major design change | Level 2 (\*\*) major design changes when not automatically accepted. (\*\*\*) | Level 1 (\*\*) | Significant level 1 |
| Validated EASA / FAA major repair | N/A(automatic acceptance) | Repairs on critical component (\*\*) | N/A |
| (\*) "Significant" is defined in paragraph 21.A.101 (b) of the SHT-21 (and similarly in EASA/FAA 21.101 (b)).(\*\*) "Basic", "level 1", "level 2" and "critical component" are defined in the technical implementation procedures for airworthiness and environmental certification (TIP) to the Turkey/EU/US draft bilateral aviation safety agreement.(\*\*\*) Automatic acceptance criteria by DGCA for EASA/FAA level 2 major changes are defined in SHT-M, or in the technical implementation procedures for airworthiness and environmental certification (TIP) to the Turkey/EU/US draft bilateral aviation safety agreement, if applicable. |

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| **Chapter 4: Product Identification** |
| **4.1** | The weight category shall refer to the maximum take-off weight (MTOW) of the aircraft type/model as specified in the type certificate data sheet.Changes/repairs on APU shall be regarded as changes/repairs to engines of the same power rating |
| **4.2** | Identify the Type Certificate Number, the Type Certificate Holder, the Type and Model(s) to which this application is applicable. If applicable, please also identify variant(s). |
| **4.3** | Identify the applicable airworthiness code  |

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| **Chapter 5: Original Approval** |
| **5.1** | Identify the original DGCA or grandfathered EASA/FAA approval number in case of a revision to an existing approval. |
| **5.2** | Identify the original 3rd country approval number in case of a revision or validation of an existing approval. |

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| **Chapter 6: Description** |
| **6.1** | Give a short title of the design change/ repair design. Please restrict the title to 40 characters |
| **6.2** | Give a brief description of the design change / damage and repair design.  |
| **6.3** | Identify all parts of the type design and the approved manuals affected by the change / repair, and the certification specifications and environmental protection requirements with which the change / repair has been designed.If necessary, make reference to further attached documents, e.g. relating to SHT/Part-21, § 21.A.101 compliance. |
| **6.4** | Identify any re-investigations necessary to show compliance of the changed / repaired product / equipment with the applicable certification specification and environmental requirements; if necessary make reference to further attached documents. |
| **6.5** | Third party major repairs only: justify that the information provided is adequate either from own resources or through an arrangement with the TC-holder. |

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| **Chapter 7: Part 21 demonstration of eligibility** |
|  | Please tick one of the four options and indicate the date of application and the DGCA reference of the project / (A)DOA approval as applicable.  |