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| **Organisation:** |  | | | | | |
| **Application date:** | |  | | **Application Ref.:** |  | |
| **Isuue/Revision No:** | | |  | **Issue/Revision Date:** | |  |
| **Reason for Revision** | | |  | | | |

| **TITLE** | **S** | **NS** | **N/A** | **Notes** |
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| **Part 0 General Organisation** | | | | |
| 0.1-Table of Content |  |  |  |  |
| 0.2- List of Effective Pages |  |  |  |  |
| 0.3-List of Issues/amendments or Record of Revision |  |  |  |  |
| 0.4-Distribution list |  |  |  |  |
| 0.5-Definitions and Abbreviations |  |  |  |  |
| **Part 1 Management** | | | | |
| 1.1-Corporate Commitment by the AM |  |  |  |  |
| 1.2-Quality and Safety Policy |  |  |  |  |
| 1.3-Management Personnel |  |  |  |  |
| 1.4-Duties and Responsibilities of Management Personnel  1.4.1 Accountable Manager  1.4.2 Quality Manager  1.4.3 Maintenance Manager  1.4.4 Responsible NDT Level 3 |  |  |  |  |
| 1.5-Management Organisation Chart |  |  |  |  |
| 1.6-List of Certifying Staff, Support Staff and Airworthiness Review Staff  1.6.1 Certifying Staff (C/S) and Support Staff (S/S)  1.6.1.1 Categories of Certifying Staff (C/S) and Support Staff (S/S)  1.6.2 Airworthiness Review Staff  1.6.3 Content Of The List(s)  1.6.4 Management Of The List(s) |  |  |  |  |
| 1.7-Manpower Resources |  |  |  |  |
| 1.8-Facilities  1.8.1 Principal Place of Business (PPB)  1.8.2 Postal (surface mail e-mail) address  1.8.3 Base Maintenance Faciities  1.8.4 Line Maintenance Facilities (at each location)  1.8.5 Engines / APU and Component Facilities  1.8.6 Layout of premises |  |  |  |  |
| 1.9-Scope of Work  1.9.1 Aircraft Maintenance  1.9.2 Engine Maintenance  1.9.3 Component Maintenance  1.9.4 Specialised Services Maintenance  1.9.4.1 NDT With D1 Rating  1.9.4.2 NDT Without D1 Rating  1.9.4.3 Other Specialised Activities  1.9.5 Maintenance Away From the Approved Location As Per 145.A.75 (c)  1.9.6 Parts Fabrication  1.9.7 Use Of Maintenance Data Not Clearly Intended For The Rating Held  1.9.8 Airworthiness Review Privileges |  |  |  |  |
| 1.10-Notification Procedure to the Authority Regarding Changes to the Organisation's Activities / Approval / Location / Personnel.  1.10.1 Notification Of Changes  1.10.2 Changes Not Requiring Amendment Of The Approval |  |  |  |  |
| 1.11-Exposition Amendment Procedures (including, delegated procedures)  1.11.1 MOE Amendment  1.11.2 Associated Procedures, Lists And Forms  1.11.3 Approval Process  1.11.4 Amendment Control Of Applicable Regulations And User Guides |  |  |  |  |

| **TITLE** | **S** | **NS** | **N/A** | **Notes** |
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| **Part 2 Maintenance Procedures** | | | | |
| 2.1-Supplier Evaluation and Subcontract Control Procedure  2.1.1 Type Of Provider  2.1.2 Monitoring The Suppliers  2.1.3 Monitoring The Contracted Organizations  2.1.4 Monitoring Subcontractors |  |  |  |  |
| 2.2-Acceptance/Inspection of Aircraft Components and Materials from Outside Contractors  2.2.1 Classification And Definitions  2.2.2 Component / Material Certification  2.2.3 Receiving Inspection Procedure  2.2.4 Installation Of Components/Standard Parts/Materials |  |  |  |  |
| 2.3-Storage,Tagging and Release of Aircraft Components and Materials to Aircraft Maintenance  2.3.1 Storage Procedures  2.3.2 Taging  2.3.3 Release To The Maintenance process |  |  |  |  |
| 2.4-Acceptance of Tools and Equipment |  |  |  |  |
| 2.5-Calibration of Tools and Equipment |  |  |  |  |
| 2.6-Use of Tooling and Equipment by Staff (including alternate tools) |  |  |  |  |
| 2.7-Cleanliness Standards of Maintenance Facilities |  |  |  |  |
| 2.8-Maintenance Instructions and Relationship to Aircraft/Aircraft Component Manufacturer’s Instructions including Updating and Availability to Staff  2.8.1 Maintenance Data Coming from External Sources  2.8.2 Documentation/Maintenance Instructions Issued By The Maintenance Organisation |  |  |  |  |
| 2.9-Repair Procedure  2.9.1 Repairs  2.9.2 Fabrication Of Parts |  |  |  |  |
| 2.10-Aircraft Maintenance Programme Compliance |  |  |  |  |
| 2.11-Airworthiness Directives Procedure |  |  |  |  |
| 2.12-Optional Modification Procedure |  |  |  |  |
| 2.13-Maintenance Documentation in use and its Completion  2.13.1 Templates In Use To Record Maintenance  2.13.2 Composition Of The Work Package  2.13.3 Completion Of Maintenance Documentation |  |  |  |  |
| 2.14-Technical Records Control |  |  |  |  |
| 2.15-Rectification of Defects Arising During Base Maintenance |  |  |  |  |
| 2.16-Release to Service Procedure  2.16.1 General Requirements Of The Release To Service  2.16.2 Aircraft Maintenance Release To Service (Ax Rating)  2.16.3 Components/engines/APUs Maintenance Release To Service  2.16.4 NDT Release To Service (D1 rating) |  |  |  |  |
| 2.17-Records for the Operator |  |  |  |  |
| 2.18-Reporting of Defects to the Competent Authority/ Operator/ Manufacturer  2.18.1 Internal Occurrence Reporting System  2.18.2 Reportable Occurrences As Per 145.A.60. |  |  |  |  |
| 2.19-Return of Defective Aircraft Components to Store |  |  |  |  |
| 2.20-Defective Components to Outside Contractors |  |  |  |  |
| 2.21-Control of Computer Maintenance Records System |  |  |  |  |
| 2.22-Control of Man-Hour Planning versus Scheduled Maintenance Work |  |  |  |  |
| 2.23-Critical Maintenance Tasks And Error – Capturing Methods  2.23.1 Critical Maintenance Tasks  2.23.2 Error – Capturing Methods |  |  |  |  |
| 2.24-Reference to Specific Maintenance Procedures |  |  |  |  |
| 2.25-Procedures to detect and rectify Maintenance Errors  2.25.1 Procedure To Minimise The Risk Of Multiple Errors And Preventing Omissions  2.25.2 Procedure To Minimise The Risk Of Errors Being Repeated İn İdentical Maintenance Tasks Compromising More Than One System or Function  2.25.3 Identification Of Methods In Use To Minimise The Risks |  |  |  |  |
| 2.26-Shift / Task Handover Procedures |  |  |  |  |
| 2.27-Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities to the Type Certificate Holder |  |  |  |  |
| 2.28-Production Planning Procedures |  |  |  |  |
| 2.29-Airworthiness Review Procedures and Records |  |  |  |  |
| **Part L2 Additional Line Maintenance Procedures** | | | | |
| L2.1-Line Maintenance Control of Aircraft Components, Tools, Equipment, etc. |  |  |  |  |
| L2.2-Line Maintenance Procedure related to Servicing / Fuelling / De-icing / etc. |  |  |  |  |
| L2.3-Line Maintenance Control of Defects and Repetitive Defects |  |  |  |  |
| L2.4—Line Procedure for completion of Technical Log |  |  |  |  |
| L2.5-Line Procedure for pooled Parts and loan Parts |  |  |  |  |
| L2.6-Line Procedure for Return of Defective Parts Removed from Aircraft |  |  |  |  |
| L2.7-Line Procedure For Critical Maintenance Tasks and Error – Capturing Methods |  |  |  |  |
| **Part 3 Quality System Procedures** | | | | |
| 3.1-Quality Audit of Organisation Procedures |  |  |  |  |
| 3.2-Quality Audit Of Aircraft and/or Components |  |  |  |  |
| 3.3-Quality Audit Corrective Action Procedure |  |  |  |  |
| 3.4-Certifying Staff and Support Staff qualification and training procedures  3.4.1 Aircraft Certifying Staff and/or Support Staff  3.4.2 Components/Engines/APU Certifing Staff  3.4.3 Specialised Services (NDT) Certifying Staff |  |  |  |  |
| 3.5-Certifying staff and Support staff records |  |  |  |  |
| 3.6-Quality Audit Personnel |  |  |  |  |
| 3.7-Qualifying Inspectors |  |  |  |  |
| 3.8-Qualifying mechanics |  |  |  |  |
| 3.9-Aircraft or aircraft component maintenance tasks exemption process control |  |  |  |  |
| 3.10-Concession control for deviation from the organisations’ procedures |  |  |  |  |
| 3.11-Qualification procedure for specialised activities such as non-destructive testing, welding  3.11.1 NDT Personnel  3.11.2 Other Specialised Activities Personnel |  |  |  |  |
| 3.12-Control of manufacturers’ and other maintenance working teams  3.12.1 External Team Working under their own SHT-145 Approval.  3.12.2 External Working Team not holding an SHT-145 Approval |  |  |  |  |
| 3.13-Human factors training procedure  3.13.1 Initial Training ( Except C/S and S/S)  3.13.2 All Maintenance Staff Continuation Training |  |  |  |  |
| 3.14-Competence Assessment of Personnel |  |  |  |  |

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| 3.15-Training procedures for on-the-job training as per SHT-66 |  |  |  |  |
| 3.16-Procedure for the issue of a recommendation to the competent authority for the issue of a SHY-66 licence in accordance with 66.B.105 |  |  |  |  |
| **Part 4 Contracted Operators** | | | | |
| 4.1-Contracting Operators |  |  |  |  |
| 4.2-Operator Procedures and Paperwork |  |  |  |  |
| 4.3-Operator record completion |  |  |  |  |
| **Part 5** | | | | |
| 5.1-Sample of Documents |  |  |  |  |
| 5.2-List of Subcontractors as per 145.A.75 (b). |  |  |  |  |
| 5.3-List of Line Maintenance Locations as per SHT 145.A.75(d) |  |  |  |  |
| 5.4-List of Contracted Organisations as per 145.A.70 (a) (16) |  |  |  |  |
| **Part 6 Operators Maintenance Procedures** | | | | |
| 6.1 Operators Maintenance Procedures (SHT-145 AMOs who are also operators) |  |  |  |  |

| **Inspected by Name Surname-Title** | **Signature** | **Date** | |
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**S:** Satisfactory **N:** Not satisfactory **N/A:** Not Applicable