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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. ***Type of application*** | | | | | | | | | | | | |
|  | Initial application | | | |  | Change | | |  | Continuation | | |
|  | Revision of initial application | | | |  | Notification of surrender | | | | | | |
| 1. ***Type of changes*** | | | | | | | | | | | | |
|  | | *Organization name* |  | *Contact detail(s)* | | |  | *Nominated person(s)* | | |  | *Other(s)* |
|  | | *Address(s)* |  | *Number of staff* | | |  | *Rating(s)* | | |  |  |

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| 1. ***SHY-145 Maintenance organization approval reference*** |
| **TR.145.F.** |

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| 1. ***Applicant Name*** | |
| *Registered name of applicant* |  |
| *Trading name (if different)* |  |

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| 1. ***Applicant Postal Address*** |
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| --- | --- |
| 1. ***Address of site(s) requiring approval*** | |
| *Principal Place of Business address* |  |
| *Base, Engine and Component Maintenance site(s)*  *(if different from the Principal Place of Business)* |  |
| *Line maintenance station(s) requiring approval* |  |

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| 1. ***Quality Manager Contact Details*** | | | |
| *Name* | *Telephone Number* | | *Fax Number* |
|  |  | |  |
| *Quality e-mail* | | *Organization generic e-mail* | |
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| 1. ***Scope Of SHY-145 Maintenance Organization Approval Relevant To This Application*** |
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| 1. ***Proposed (\*) Accountable Manager Contact Details*** | | |
| *Name* | *Telephone Number* | *Fax Number* |
|  |  |  |
| *E-mail address* | *Place* | *Date* |
|  |  |  |

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| ***Signature of the (proposed\*) Accountable Manager*** |
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| 1. ***Application Scope*** | | | | |
| **CLASS** | **RATING** | **LIMITATION** | **BASE** | **LINE** |
| **AIRCRAFT** | **A1**  **Aeroplanes / airships above 5700 Kg** | **Quote the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
|  |  |  |
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| **A2**  **Aeroplanes / airships 5700 Kg and below** | **Quote the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
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| **A3**  **Helicopters** | **Quote the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
|  |  |  |
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|  |  |  |
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| **A4**  **Aircraft other than A1, A2 or A3** | **Quote aircraft type or group** | **Yes/No** | **Yes/No** |
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| 1. ***Application Package Content*** | | | | |
| **#** | **Document** | **Provided in** | **Not provided** | **Remarks** |
|  | An official **cover letter** describing the application | PAPER 🞏 | 🞏 |  |
|  | Filled and signed **SHGM Form 2** (see Attachment-1 of the memorandum). | PAPER 🞏 | 🞏 |  |
|  | A **letter of intention** from a Turkish Operator/CAMO | PAPER 🞏 | 🞏 |  |
|  | Copy of the **EASA Part-145** **Approval Certificate**. | CD/USB 🞏 | 🞏 |  |
|  | Full set of the **Company MOE** and associated procedures/lists/documents approved by the EU member state NAA/EASA.  (**MPM**, **CS list**, component **capability list**, etc.). | CD/USB 🞏 | 🞏 | * Associated procedures * CS list * Cap list * Subcontractor list * Line stations list |
|  | **A DGCA supplement** to EASA MOE, which specifies the differences EASA Part-145 and SHY-145 approval. | CD/USB 🞏 | 🞏 |  |
|  | A **manpower plan** showing that the organisation has sufficient staff. | CD/USB 🞏 | 🞏 |  |
|  | Copy of **competent authority audit reports** issued during the last surveillance period of the EASA Part-145 approval and **corrective action** details accordingly. | CD/USB 🞏 | 🞏 |  |
|  | **Quality audit plan**, **list of auditors**, **quality audit reports** and **corrective action details** for the last 12 months. | CD/USB 🞏 | 🞏 |  |
|  | **A sample maintenance work package** of an aircraft whose type has been requested to be in SHY-145 approval. | CD/USB 🞏 | 🞏 |  |
|  | **Bank receipt** confirming the payment of the approval fee according to the Turkish DGCA charges tariff. | CD/USB 🞏 | 🞏 |  |
|  | **All soft copy files listed above shall be provided in proper folder indexes and filenames.** | CD/USB 🞏 | 🞏 |  |

***\*****Regarding Continuation Applications; items #2 and #11 shall be provided for each continuation application. Other items shall only be provided if there is a change/update. Also, at each continuation application, a summary document explaining the works carried out under SHY-145 Approval shall be provided to Turkish DGCA.*