



Airworthiness Department

GENELGE UED-2017/1

Memorandum on Maintenance Release of Turkish Registered Aircraft (Rev.06)

PART-1 General Provisions

Objective

ARTICLE 1- (1) The objective of this memorandum is to establish the requirements for issuance of maintenance release by the EASA Part-145 approved maintenance organisations for the Turkish registered aircraft and approval of foreign maintenance organisation holding EASA Part-145 approval.

Scope

ARTICLE 2- (1) This Regulation shall apply to EASA Part-145 approved maintenance organisations which apply for the SHT-145 maintenance organisation approval and/or provide continuous or one-off maintenance service to Turkish registered aircraft.

Basis

ARTICLE 3- (1) This memorandum has been issued in accordance with the provisions of the by-law SHY-CA article 21(2).

(2) The by-law SHY-CA and its instruction SHT-145 are issued to be technically identical to EASA Part-145 AMC & GMs. Thus, there is no need to make additional evaluation and preparation for the compliance of technical requirements.

Definitions and abbreviations

ARTICLE 4- (1) Definitions and abbreviations are mentioned at this memorandum;

- a) EASA : European Union Aviation Safety Agency
- b) DGCA : Directorate General of Civil Aviation
- c) NAA : National Aviation Authority
- d) AMO : Approved Maintenance Organisation
- e) AMC : Acceptable Means of Compliance
- f) GM : Guidance Material
- g) EU : European Union
- h) MOE : Maintenance Organisation Exposition



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PART-2 **Maintenance Release of Turkish Registered Aircraft**

Continuous maintenance service

ARTICLE 5- (1) EASA Part-145 maintenance organisation approval is accepted as technically equivalent to the SHT-145 maintenance organisation approval according to the Turkish DGCA continuing airworthiness requirements as defined in SHT-CAM regulation.

(2) Maintenance releases issued by EASA Part-145 approved maintenance organisations by fulfilling the AMC 145.A.50 (b) of Part-145 are accepted. Any other practices shall not be accepted such as modification of the release statement in AMC 145.A.50 (b).

(3) Organisations that are not in a position to issue maintenance release by fulfilling the AMC 145.A.50 (b) of Part-145 shall obtain SHT-145 maintenance organisation approval to provide continuous maintenance service for Turkish registered aircraft.

One-off maintenance service

ARTICLE 6- (1) One-off maintenance service approval may be granted to the foreign EASA Part-145 approved organisations as a result of a need analysis to be performed by the DGCA.

(2) The organisation applies to obtain one-off maintenance service approval shall provide an application package in accordance with the SHGM Form 2Y (Attachment-1).



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PART-3 Approval of Foreign Maintenance Organisations

Eligibility

ARTICLE 7 - (1) SHT-145 approvals shall be granted based on the organisation's EASA Part 145 approval. Therefore, the applications for the aircraft types, maintenance facilities and locations that are not in the scope of the applicant's EASA approval will not be accepted.

(2) In exceptional cases, the local authority approved aircraft types, maintenance facilities and locations that are not in the scope of the applicant's EASA approval may be accepted when the continuous direct oversight of the station by the DGCA is deemed practicable. In this case article 10 paragraph 3 shall apply.

(3) A need analysis shall be performed by the DGCA and only the applications from the organisations which have a maintenance contract with a Turkish Operator/CAMO shall be taken into consideration. A letter from the Turkish Operator/CAMO confirming the intention of having maintenance service from the applicant is also acceptable.

(4) Since EASA Form 1 is accepted as a document equivalent to SHGM Form 1 in accordance with SHT-CAM and SHT-145 regulations, the EASA Part-145 organisation shall not be approved for the maintenance of engines, components and NDT activities.

Application

ARTICLE 8 - (1) The organisation apply to obtain SHT-145 approval or request change of an existing SHT-145 approval shall provide an application package in accordance with the SHGM Form 2Y (Attachment-1).

(2) The application package should be sent to following DGCA e-mail address.

E-mail address:

foreign145@shgm.gov.tr

Approval fee

ARTICLE 9 - (1) The fee shall be determined according to DGCA Service Tariff published in DGCA website and paid in US Dollars to below bank account:

Türkiye Halk Bankası - Emek Şubesi

IBAN: TR59 0001 2009 4010 0005 0000 09 or SWIFT CODE: TRHBTR2A

Personnel requirements

ARTICLE 10 - (1) The organisation's EASA Part-145 management organisation chart shall be accepted as SHT-145 management organisation chart.

(2) The organisation's EASA Part-145 certifying staff list shall be accepted as SHT-145 certifying staff list.

(3) In an exceptional case where a local authority approved aircraft type, maintenance facility and/or location that is not in the scope of the applicant's EASA approval is accepted since the continuous direct oversight of the station by the DGCA is deemed practicable the organisation



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Certifying staff and support staff

ARTICLE 11- (1) The organisation shall ensure that the certifying staff have up to date knowledge on release to service procedures of Turkish registered aircraft before releasing the aircraft.

Use of components

ARTICLE 12- (1) The organisation's EASA Part-145 component acceptance procedures shall be accepted as SHT-145 component acceptance procedures.

(2) Component acceptance procedures under SHT-145 approval may be different than the organisation's EASA Part-145 component acceptance procedures, if the organisation define a procedure in the supplement document based on the documents equivalent to SHGM Form 1 according to the article IR.M.A.501 of SHT-CAM Regulation.

Certification of maintenance

ARTICLE 13 - (1) A specific CRS shall be used for the maintenance work to be carried out for the Turkish registered aircraft. This CRS shall include following statement:

"Certifies that the work specified except as otherwise specified was carried out in accordance with SHT-145 and in recognition of the EASA Part-145 approval (Organisations approval number) and in respect to that work the aircraft is considered ready for release to service."

(2) This statement or the CRS format containing the statement shall be specified in the MOE Supplement document.

(3) Serviceable aircraft components removed from a Turkish registered aircraft may be issued with an SHGM Form 1 by the organisation, if appropriately rated subject to compliance with the technical requirements of its EASA component removal procedures.

(4) In order to issue SHGM Form 1 for removal of serviceable component, the AMO shall specify a procedure and add a sample of SHGM Form 1 to the MOE Supplement document.

Occurrence reporting

ARTICLE 14 - (1) The DGCA occurrence report form (Attachment-3) shall be sent to e-mail addresses;

TO: reporting@shgm.gov.tr, CC: foreign145@shgm.gov.tr

Maintenance organisation exposition

ARTICLE 15 - (1) A supplement to EU member state NAA or EASA approved MOE, which specifies the differences between EASA Part-145 and SHT-145 maintenance activities such as scope of approval, applicability etc. including a specific commitment to the Turkish DGCA signed by the accountable manager confirming below:



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MOE approved by the EU member state NAA or EASA and any associated referenced manuals defining the organisation and procedures upon which SHT-145 approval is based as required by SHT-145.

MOE procedures must be complied with at all time and when work/orders are being progressed under the terms of the SHT-145 approval.

It is accepted that MOE procedures do not override the necessity of complying with any new or amended regulations published by EASA/Turkish DGCA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that Turkish DGCA will approve this organisation whilst the DGCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that Turkish DGCA reserves the right to suspend, limit or revoke the SHT-145 approval of the organisation if the DGCA has evidence that procedures are not followed or standards not upheld.

Access to organisation will be granted to the Turkish DGCA in terms of conduct audit to determine continued compliance with SHT-145 approval.

SHT-145 approval will not be used beyond the limitations and Turkish DGCA will be informed as soon as possible, if the EASA Part-145 approval is suspended, revoked or limited.

(2) The attached sample supplement (Attachment-2) can be used as a guidance. This does not mean it will be automatically accepted.

Changes to the organisation

ARTICLE 16 - (1) Following changes to the organisation shall be notified to the Turkish DGCA with an application package in accordance with the application paragraph of this memorandum.

- a. The name of the organisation;
- b. The main location of the organisation;
- c. Additional locations of the organisation;
- d. The accountable manager;
- e. Any of the management personnel under 145.A.30(b);
- f. The facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

Continued validity

ARTICLE 17 - (1) The approval certificate shall be issued for an unlimited duration. The certificate shall remain valid subject to the conditions in Part 145.A.90 and the DGCA or EASA Part-145 approval certificate not being surrendered or revoked.

(2) However, a surveillance period of 24 months will be followed and continuation of the approval shall be subject to the continuation confirmation by the DGCA.



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(3) Before the end of each surveillance period, the DGCA shall provide an official letter to the AMO containing the information of the fee to be paid and the requirements to be met for the continuation of the approval for the next surveillance period. In case the organisation fails to meet the requirements in the DGCA's official letter the approval shall subject to an evaluation for suspension or revocation.

(4) Continuation of the approval for the new 24 months surveillance period shall be confirmed with an official letter by the DGCA following the payment of the continuation fee is paid and continuation of Turkish operators/CAMO's intention to have maintenance service is confirmed.

Enforcement on EASA Part-145 approval

ARTICLE 18 - (1) In case of any enforcement action taken to the EASA Part-145 approval and/or local authority approval which is mentioned on Article 7 paragraph (2) such as suspension, revocation or limitation, Turkish DGCA shall be informed immediately and SHT-145 approval shall not be used beyond the limitation.

On the job trainings

ARTICLE 19 - (1) On the job training requirements defined in SHT-66 regulation are differ from the requirements in EASA Part-66.

(2) The organisation shall have a dedicated on the job training procedure prepared in accordance with SHT-66 Appendix 4 and approved by the DGCA to provide on the job training for HBL-66 license processes.

(3) On the job trainings provided before the approval of the on the job training procedure by the DGCA shall not be accepted.

PART 4

Miscellaneous and Final Provisions

DGCA point of contact

ARTICLE 20 – (1) For any inquiry regarding the maintenance organisation approvals, correspondences shall be sent to email address foreign145@shgm.gov.tr, person in charge about the inquiry will reply.

Entry into force

ARTICLE 21 - (1) This Memorandum shall enter into force on the day following that of its publication in the Official DGCA website.

(2) Following Turkish DGCA memorandum has been superseded by this memorandum:

➤ 30/03/2021 dated & E-38224465-215.01-5504 referenced.



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Sincerely,

Prof. Dr. Kemal YÜKSEK
Director General

ENCL:

- 1) SHGM Form 2Y
- 2) Moe Supplement Sample
- 3) Technical Occurrence Report Form