



T.C.
ULAŞTIRMA, DENİZCİLİK VE HABERLEŞME BAKANLIĞI
Sivil Havacılık Genel Müdürlüğü

DGCA : 26005653-010.06.02/1917
SUBJ : SHY-M Approval of Foreign CAMOs

28/05/2015

**Memorandum on Continuing Airworthiness Management of Turkish Registered Aircraft
(Rev.00)**

Continuing airworthiness of Turkish registered aircraft shall be ensured in accordance with the provisions of the regulation SHY-M. Accordingly, for the aircrafts which are in the scope of SHY-M, operators and/or owners of those aircrafts shall have an approval in accordance with SHY-M Subpart 7 that is equivalent to EASA Part-M Subpart G to manage airworthiness of those aircrafts.

In this regard, organizations having capability and/or EASA Part-M Subpart G approval from an EASA member state to manage airworthiness of aircrafts in accordance with EASA Part-M could apply Turkish Directorate General of Civil Aviation to get an approval in accordance with SHY-M Subpart 7 to manage airworthiness of Turkish Registered Aircrafts.

Any organisation requesting Turkish DGCA (SHGM) approval shall apply with the following attachments:

- 1) Filled and signed SHY Form 2M (see Attachment-1).
- 2) Copy of the EASA Part-M and other Approval Certificate(s) (if available).
- 3) Full set of the Company CAME and associated procedures/lists/forms/documents approved by the EU member state NAA/EASA or draft versions of these documents if such approval not exist. CAME shall be developed in accordance with SHT-M/EASA Part-M M.A.704.
- 4) A manpower plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the scope of work.
- 5) Copy of the reports of the audits performed by the competent authority during the last surveillance period of the EASA Part-M approval and corrective actions details accordingly (if applicable).
- 6) Quality audit plan, list of auditors, quality audit reports and corrective actions details for the last 12 months.
- 7) Bank receipt confirming the payment of the approval fee according to the attached Turkish DGCA charges tariff. (see Attachment-2).
- 8) A supplement to EU member state NAA or EASA approved CAME, which specifies the differences between EASA Part-M and SHY-M activities such as scope of approval,

Gazi Mustafa Kemal Bulvarı No:128/A 06570 Maltepe ANKARA TÜRKİYE
Tel.: 00 90 312 203 60 95
e-mail: ibrahimhalil.boz@shgm.gov.tr, web: www.shgm.gov.tr

Contact:
İbrahim H. BOZ
Continuing Airworthiness Coordinator





T.C.

ULAŞTIRMA, DENİZCİLİK VE HABERLEŞME BAKANLIĞI

Sivil Havacılık Genel Müdürlüğü

applicability etc. including a specific commitment to the Turkish DGCA signed by the accountable manager confirming below (if such approval not exist, the mentioned commitment is still required):

- CAME approved by the EU member state NAA or EASA and any associated referenced manuals defining the organisation and procedures upon which SHY-M approval is based as required by SHY-M.
- CAME procedures must be complied with at all time and when work/orders are being progressed under the terms of the SHY-M approval.
- It is accepted that CAME 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 SHY-M 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 SHY-M approval.
- SHY-M approval will not be used beyond the limitations and Turkish DGCA will be informed as soon as possible, if the EASA Part-M approval is suspended, revoked or limited.

Notes:

- i. On-site audit will be performed to the organisation, if deemed necessary.
- ii. The locations where the organisation intends to manage Turkish registered aircraft shall be covered by the approval.
- iii. Nominated postholders holding Form 4 under EASA Part-M approval will be accepted as nominated postholders for SHY-M approval. However, an interview may be done, if deemed necessary. Otherwise, applications for Form 4 Nominated postholders shall be submitted to Turkish DGCA.
- iv. SHY-M, which is technically identical to EASA Part-M AMC & GMs. Thus, there is no need to make additional evaluation and preparation for the compliance of technical requirements.
- v. Any non-compliance being determined during Turkish DGCA audits or any other channels may be submitted to relevant NAA of the organization and/or EASA (if applicable).

Gazi Mustafa Kemal Bulvarı No:128/A 06570 Maltepe ANKARA TÜRKİYE
Tel.: 00 90 312 203 60 95
e-mail: ibrahimhalil.boz@shgm.gov.tr, web: www.shgm.gov.tr

Contact:
İbrahim H. BOZ
Continuing Airworthiness Coordinator





T.C.
ULAŞTIRMA, DENİZCİLİK VE HABERLEŞME BAKANLIĞI
Sivil Havacılık Genel Müdürlüğü

vi. The fee must be paid to below bank accounts:

Türkiye Halk Bankası - Emek Şubesi

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

vii. The applications will be made both by sending to DGCA postal address without mentioning concerned person and by sending email to "ibrahimhalil.boz@shgm.gov.tr".

Postal address:

"Sivil Havacılık Genel Müdürlüğü

Gazi Mustafa Kemal Bulvarı No: 128/A 06570 Maltepe/Ankara TÜRKİYE"

If you need any further information, please do not hesitate to contact our office.

Sincerely,

Bilal EKŞİ
Director General

ENCL:

- 1) SHGM Form 2M-Application Form
- 2) Turkish DGCA charges tariff

Paraf : Ali Tayfun AH N(BVUEM,Mühendis), İbrahim Halil BOZ(BVUEM,Uçuş a Elveri İlilik Koordinatörü), Özcan BA O LU(UEDB,Daire Ba kanı), Haydar YALÇIN(GMY,Genel Müdür Yardımcısı)

Gazi Mustafa Kemal Bulvarı No:128/A 06570 Maltepe ANKARA TÜRKİYE
Tel.: 00 90 312 203 60 95
e-mail: ibrahimhalil.boz@shgm.gov.tr, web: www.shgm.gov.tr

Contact:
İbrahim H. BOZ
Continuing Airworthiness Coordinator





SHY FORM 2M

Type of application

initial application revision of initial application Notification of surrender change

Type of changes

Organization name Contact detail(s) Nominated persons Other(s)
 Address(s) Number of staff rating(s)

SHY-M Approval Reference

TR.MG.

1. Applicant Name

Registered name of applicant

Trading name (if different)

2. Applicant Postal Address

3. Address of site(s) requiring approval

Principal Place of Business address

Organization(s) working under quality system.

4. Quality Manager Contact Details

Name

Tel Number

Fax Number

Quality e-mail

Organization generic e-mail

5. Scope Of SHY-M Approval relevant to this application

Aircraft type/series/group	Airworthiness review authorization	Permits to fly authorization	Organization(s) working under Quality System

Enter the type of change(s) the organisation is requesting - Complete page 3 for details of the scope of work

6. Proposed (*) Accountable Manager Contact Details

Name

Tel Number

Fax Number

E-mail address

Place

Date

Signature of the (proposed*) Accountable Manager

SHY-M (CAMO) APPROVAL							
Name of Service	Detail	Initial Approval Fee	Initial Approval Bank Code	Renewal Fee	Renewal Bank Code	Change Fee	Change Bank Code
Airline	Standard	25.000	SHGM88	10.000	SHGM88	3.000	SHGM88
	Review authorization included	40.000	SHGM89	15.000	SHGM89	5.000	SHGM89
Air Taxi	Standard	10.000	SHGM91	5.000	SHGM91	1.000	SHGM91
	Review authorization included	15.000	SHGM92	5.000	SHGM92	3.000	SHGM92
General Aviation	Standard	3.000	SHGM94	1.000	SHGM94	1.000	SHGM94
	Review authorization included	5.000	SHGM95	3.000	SHGM95	1.000	SHGM95

Notes:

- 1) *Renewal means continued validity and its fee is payed for every 2 years surveillance period.*
- 2) *Validity of the approval certificates shall not be continued unless payment made.*
- 3) *Tariff shall be applied in US dollars for the approval of Foreign CAMOs*