**DD/MM/YYYY**

**SIVIL HAVACILIK GENEL MUDURLUGUNE**

**To Turkish Directorate General of Civil Aviation**

**Gazi Mustafa Kemal Bulvari No:128/A 06570 Maltepe ANKARA / TURKIYE**

We are an aircraft maintenance organization and hereby apply for Initial approval / Approval scope change / Continuation of current approval / MOE document revision approval.

Necessary documents and information is provided and we confirm that they are current and complete.

Sincerely yours,

Name & Signature

On behalf of the organization

Applicant information

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| 1. **Applicant name and adress**
 |
| *Registered name of applicant* |  |
| *Trading name (if different)* |  |
| *Postal Address* |  |

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| 1. **Approval Information**
 |
| *DGCA Approval Ref.* | TR.145.F.XXXX | *NAA Approval Ref. which is the basis of the DGCA approval* |  |

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| 1. **Addresses Requiring Approval**
 |
| *Principal Place of Business address* |  |
| *Line maintenance* s*tation(s) requiring approval* |  |

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| 1. **Contact information**
 |
| *Name* | *Telephone Number* | *Fax Number* |
|  |  |  |
| *Quality e-mail* | *Organization generic e-mail* |
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| 1. **Proposed (\*) Accountable Manager Contact Details**
 |
| *Name* | *Telephone Number* | *E-mail address* |
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Application Details

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| 1. **Purpose of application**
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| **☐** | 6.1. We apply for **Initial Approval** for the type ratings mentioned on the below approval scope table. |
| **☐** | 6.2. We apply for **Approval Scope Change** for the type ratings mentioned on the below approval scope table. |
| # | Subject | Filled by Applicant |
| Provided | Remarks |
| Y | N |
| 1 | An official cover letter describing the application |  |  |  |
| 2 | A letter of intention from the Turkish Operator/CAMO to be service provided |  |  |  |
| 3 | Copy of the NAA Maintenance Organisation Approval Certificate which to be the basis for the DGCA approval |  |  |  |
| 4 |  NAA approved current MOE |  |  |  |
| 5 |  NAA CS list |  |  |  |
| 6 |  SHT-145 MOE |  |  |  |
| 7 |  SHT-145 CS list |  |  |  |
|  8 | A manpower plan showing that the organisation has sufficient staff. |  |  |  |
| Proposed Nominated Persons iaw 145.A.30(b) | 9 | Filled and signed resume (Form 2N) |  |  |  |
| 10 | Evidences of the trainings and experience |  |  |  |
| 145 Audit performed by Turkish Operator/CAMO to be service provided | 11 | Audit report |  |  |  |
| 12 | Corrective actions details |  |  |  |
| NAA audits within the last surveillance period | 13 | Audit reports |  |  |  |
| 14 | Corrective action details |  |  |  |
| Quality audits within the last year | 15 |  Quality audit plan |  |  |  |
| 16 | A sample audit report related to the application |  |  |  |
| 17 | Corrective action details |  |  |  |
| 18 | A sample maintenance work package of an aircraft whose type has been requested to be in SHT-145 approval. |  |  |  |

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|  **SCOPE OF APPROVAL TABLE**  |
| **CLASS** |  **RATING** |  **LIMITATION** | **LEVEL OF MAINTENANCE** |
| AIRCRAFT | **A1****Aeroplanes / Airships above 5700 Kg** | **Quote the expected aircraft type to be added and / or deleted.** | **LINE MAINTENANCE** |
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| **A2****Aeroplanes / Airships 5700 Kg and below** | **Quote the expected aircraft type to be added and / or deleted.** |
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| **A3****Helicopters** | **Quote the expected aircraft type to be added and / or deleted.** |
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| **A4****Aircraft other than A1, A2 or A3** | **Quote the expected aircraft type to be added and / or deleted.** |
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| **☐** | 6.3. We apply for Continuation of Approval for our current DGCA approval. |
| # | Subject | Filled by Applicant |
| Provided | Remarks |
| Y | N |
| 1 | An official cover letter describing the application |  |  |  |
| 2 | A letter of intention from the Turkish Operator/CAMO to be service provided |  |  |  |
| 3 | Copy of the NAA Maintenance Organisation Approval Certificate which to be the basis for the DGCA approval |  |  |  |
| 4 |  NAA approved current MOE |  |  |  |
| 5 |  NAA CS list |  |  |  |
| 6 |  SHT-145 MOE |  |  |  |
| 7 |  SHT-145 CS list |  |  |  |
| 8 | A manpower plan showing that the organisation has sufficient staff. |  |  |  |
| NAA audits within the last surveillance period | 9 | Audit reports |  |  |  |
| 10 | Corrective action details |  |  |  |
| 145 Audit performed by Turkish Operator/CAMO to be service provided within the last surveillance period | 11 | Audit Report |  |  |  |
| 12 | Corrective actions details |  |  |  |
| Quality audits within the last year | 13 | Quality audit plan |  |  |  |
| 14 | A sample audit report related to the application |  |  |  |
| 15 | Corrective action details |  |  |  |
| 16 | A sample maintenance work package of an aircraft whose type has been requested to be in SHT-145 approval. |  |  |  |

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| **☐** | 6.4. We apply for **Revision Approval of DGCA SHT-145 MOE and/or CS list** of our current DGCA approval. |
| # | Subject | Filled by Applicant |
| Provided | Remarks  |
| Y | N |
| 1 | An official cover letter describing the application |  |  |  |
| 2 | Revised SHT-145 MOE and/or CS list |  |  |  |
|  3 | NAA approved current MOE and/or CS list |  |  |  |
|  4 | A Resume (Form 2N) in case nominated person change |  |  |  |

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| **Applicant's Commitment:**We declare that the above information is complete and accurate. |
| On behalf of the Organisation Name/Surname | Title | Sign | Date |
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