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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***
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| **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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| **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***
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| **#** | **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.*