**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 / One-Off approval / Approval scope change / Continuation of current approval / Supplement 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.(if existing)* | TR.145.F.XXXX | *EASA Approval Ref. which is the basis of the DGCA approval* | EASA/NAA\*.145.XXX |

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| 1. **Addresses Requiring Approval** | |
| *Principal Place of Business address* |  |
| *Base, Engine and Component Maintenance site(s) (if different from the Principal Place of Business)* |  |
| *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* |
|  |  |  |

Application Details

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| 1. **Purpose of application** | | | | | | |
| **☐** | 6.1. We apply for **Initial Approval** for the type ratings mentioned on the below approval scope table. | | | | | |
| **☐** | 6.2. We apply for **One-Off Approval** for the type ratings mentioned on the below approval scope table. | | | | | |
| **☐** | 6.3. 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 EASA Part-145 Approval Certificate which to be the basis for the DGCA approval | | |  |  |  |
| Company MOE and associated documents | | 4 | EASA MOE |  |  |  |
| 5 | Procedures manual |  |  |  |
| 6 | CS list |  |  |  |
| 7 | Forms manual |  |  |  |
| 8 | **A DGCA supplement** to EASA MOE, which specifies the differences between EASA Part-145 and SHT-145 approvals. | | |  |  | This requirement is N/A for one-off approval application. |
| 9 | A manpower plan showing that the organisation has sufficient staff. | | |  |  |  |
| Competent authority audits within the last surveillance period | | 10 | Audit reports |  |  |  |
| 11 | Corrective action details |  |  |  |
| Quality audits within the last year | | 12 | Quality audit plan |  |  |  |
| 13 | A sample audit report related to the application |  |  |  |
| 14 | Corrective action details |  |  |  |
| 15 | A sample maintenance work package of an aircraft whose type has been requested to be in SHT-145 approval. | | |  |  | This requirement is applicable for only **initial approval** application. |
| 16 | Work order and work package to be performed | | |  |  | This requirement is applicable for only **one-off approval** application. |
| 17 | Bank Receipt confirming the fee have been paid | | |  |  |  |

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| **SCOPE OF APPROVAL TABLE \*** | | | | |
| **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 the expected aircraft type to be added and / or deleted.** | **Yes/No** | **Yes/No** |
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\* Table shoud be filled for Initial Approval and Approval Scope Change

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| **☐** | 6.4 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 EASA Part-145 Approval Certificate which to be the basis for the DGCA approval | | |  |  |  |
| Company MOE and associated documents | | 4 | EASA MOE |  |  |  |
| 5 | Procedures manual |  |  |  |
| 6 | CS list |  |  |  |
| 7 | Forms manual |  |  |  |
| 8 | A manpower plan showing that the organisation has sufficient staff. | | |  |  |  |
| Competent authority audits within the last surveillance period | | 9 | Audit reports |  |  |  |
| 10 | Corrective action details |  |  |  |
| Quality audits within the last year | | 11 | Quality audit plan |  |  |  |
| 12 | A sample audit report related to the application |  |  |  |
| 13 | Corrective action details |  |  |  |
| 14 | Work packages which have been performed in the preceding 2-year period | | |  |  |  |
| 15 | Bank Receipt confirming the fee have been paid | | |  |  |  |

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| **☐** | 6.5 We apply for **Revision Approval of DGCA Supplement Document** of our current DGCA approval. | | | | | |
| # | Subject | | | Filled by Applicant | | |
| Provided | | Remarks |
| Y | N |
| 1 | An official cover letter describing the application | | |  |  |  |
| 2 | **A DGCA supplement** to EASA MOE, which specifies the differences between EASA Part-145 and SHT-145 approvals. | | |  |  |  |
| Company MOE and associated documents | | 3 | EASA MOE |  |  |  |
| 4 | Procedures manual |  |  |  |
| 5 | CS list |  |  |  |
| 6 | Forms manual |  |  |  |

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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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