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**Turkish Directorate General of Civil Aviation (DGCA)  
Supplement**

**KC/QA/DGCA/1**

**AIR ASTANA**

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ALMATY  
050039 KAZAKHSTAN**

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*This supplement specifies the differences between EASA Part-145 and Turkish DGCA SHY-145 maintenance activities.*

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*Revision Comment: 03  
Original version.*

# Turkish DGCA MOE Supplement

EASA Approval Certificate Reference EASA145.0015

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## Record of Revisions

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## Section1 Corporate Commitment by the Accountable Manager

- MOE approved by the EU member state NAA or EASA and any associated referenced manuals defining the organisation and procedures upon which SHY-145 approval is based as required by SHY-145.
- MOE procedures must be complied with at all time and when work/orders are being progressed under the terms of the SHY-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 **Air Astana** 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-145 approval of the **Air Astana** if the DGCA has evidence that procedures are not followed or standards not upheld.
- Access to **Air Astana** will be granted to the Turkish DGCA in terms of conduct audit to determine continued compliance with SHY-145 approval.
- SHY-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.

For and on behalf of Air Astana

**Peter Foster**



29.07.2021

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Accountable Manager

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Date

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## Section 2 Organizations intended scope of work

The approval certificate issued to Air Astana by Turkey Directorate General of Civil Aviation (DGCA) has limited what Air Astana is authorized to do.

Any maintenance, preventive maintenance, modification or required inspections of aircraft and aircraft components operated for commercial air transport must be performed following the appropriate sections of the operator's aircraft maintenance program and maintenance manual.

Air Astana shall enter agreement with customer within the limitation of approval schedule issued by Turkish DGCA. All the maintenance work shall be recorded and released to service according to the requirement of Turkish DGCA and customer.

The Approval Schedule is included in the Turkish DGCA Approval Certificate of Air Astana being in force, which is published and kept up-to-date on Air Astana intranet, but not included as part of this SUPPLEMENT due to the nonscheduled revisions.

### Work scope list:

Aircraft (Engine)	Scope of work		
	Base maintenance	Line maintenance	
			Station
Airbus A318/A319/A320/A321 (CFM56)	-	X	ALA; TSE
Airbus A319/A320/A321 (IAE V2500)	-	X	ALA; TSE; <b>SCO</b>
Airbus A330 (GE CF6)	-	X	ALA; TSE
Airbus A330 (RR RB 211 Trent 700)	-	X	ALA; TSE
Airbus A330 (PW 4000)	-	X	ALA; TSE
Boeing 737-600/700/800/900 (CFM56)	-	X	ALA; TSE
Boeing 737MAX (CFM LEAP)	-	X	TSE
Airbus A319/A320/A321 (IAE PW1100G)	-	X	ALA; TSE; <b>SCO</b>

### **Section 3 Notification procedure to DGCA regarding changes to the organization's activities/approval/location/personnel**

The Senior Manager Safety Compliance Maintenance and Continuing Airworthiness (SM SC M&CA) shall notify Turkish DGCA of any proposal to carry out any of the following changes before such changes take place to enable

Turkish DGCA to determine continued compliance with this SHY-145 and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity.

- The name of the organization;
- The main location of the organization;
- Additional locations of the organization;
- The Accountable Manager;
- Any of the senior persons specified in EASA MOE Section 1.5;
- The facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

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## **Section 4 SUPPLEMENT establishment and amendment procedures**

This SUPPLEMENT is prepared according to SHY-145 in conjunction with the latest revision of the EASA approved MOE. Difference from EASA MOE is laid down in the SUPPLEMENT.

The Senior Manager Safety Compliance M&CA of Air Astana is responsible for establishing and revising this SUPPLEMENT, as well as evaluating the compliance to any amendment of SHY-145 when get them from Turkish DGCA.

The SUPPLEMENT shall be revised as necessary to remain compliance with the requirements of the SHY-145.

This SUPPLEMENT and any subsequent amendment shall be approved by the Air Astana Accountable manager and Turkish DGCA prior to coming into effect.

The original SUPPLEMENT shall be filed in Safety Compliance M&CA division of Corporate Safety Compliance Department.

When EASA MOE is revised, the revised contents shall be sent to Turkish DGCA for Information; in each renewal.

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## **Section 5 Acceptance/inspection of aircraft components and material from outside contractors**

All material installed on the aircraft registered in Turkey during maintenance in Air Astana shall be traceable to:

OPTION 1:

EASA MOE Chapter 2.2 SHALL APPLY PROVIDED THAT THE ACCEPTED CERTIFICATES FULLY COVERED BY OPTION 2.

OPTION 2:

For new and used components:

- SHGM Form 1,
- EASA Form 1,
- JAA Form 1,
- FAA 8130-3,
- TCCA Form One

Standard Parts, Material both raw and consumable will be traceable to the material specification such as a Certificate of Conformity.

Customer shall be responsible for the traceability of all he provided material.

Only the material accepted by Turkish DGCA can be installed on Turkey registered aircraft.

The detailed process refers to MOE Section 2.2.



### Section 6 Release to service procedure

Air Astana will perform maintenance on the Turkey registered aircraft and its components within the Approval Schedule.

A release to service shall be issued by appropriately authorized certifying staff on behalf of Air Astana according to SHY-145 when he is satisfied that the maintenance has been properly carried out and there are no non-compliances which are known that hazard seriously the flight safety. Air Astana Approval Certificate Reference No. TR.145.F.0025 will be used on the release to service documents.

A specific CRS will 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 SHY-145 and in recognition of the organization's EASA Part-145 approval, and in respect to that work the aircraft is considered ready for release to service'**.

The CRS statement shall include EASA Part-145 approval number No EASA145.0015.

The release to service for line maintenance shall be done by signing the logbook according to the Turkey customer's requirements.

Air Astana shall retain a copy of all detailed maintenance records for three years since the date when the aircraft or aircraft product was released to service by Air Astana.

Whenever the maintenance couldn't be performed in accordance with the work order/contracts, customer will be contacted for further instructions.

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### Section 7 Reporting of defects to DGCA/Operator/Manufacturer

Air Astana shall report to Turkish DGCA, the state of registry and the organization responsible for the design of the aircraft or component any condition of the aircraft or component identified by Air Astana that has resulted or may result in an unsafe condition that hazards seriously the flight safety. The report shall be submitted to Turkish DGCA as soon as practicable but in any case within 72 hours of Air Astana identifying the condition using EASA FORM 44.

As follows:

Occurrence Form link: <http://web.shgm.gov.tr/doc5/tor.pdf>

TO: [reporting@shgm.gov.tr](mailto:reporting@shgm.gov.tr)

CC: [shy145@shgm.gov.tr](mailto:shy145@shgm.gov.tr)

Each report should contain at least the following information:

- Organization name and approval reference;
- Information necessary to identify the subject aircraft and/or component;
- Date and time relative to any life or overhaul limitation in terms of flying hours/ cycles/ landings etc. as appropriate;
- Details of the condition, such as adverse trends, corrective actions taken or to be taken by Air Astana to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary;
- Any other relevant information found during the evaluation or rectification of the condition.

Reporting conditions and the detailed process refers to MOE Section 2.18.

## **Section 8 Operator procedures and paperwork**

All maintenance activities/tasks shall be done in accordance with approved operator procedures and in all cases it shall be specified within Maintenance Support Agreement with the operator.

Air Astana, as required for any maintenance organization has a set of basic work instructions as for an up to date aircraft maintenance in line with pertinent aviation regulations and in favor of a safe and reliable product.

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## Section 9 Sample of documents