[TR.CAMO.044]

CAME

Continuing Airworthiness Management Exposition

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KAAN HAVACILIK SAN TİC A.Ş.
Ayazağa Mah. 208. Sok. No:1 SARIYER/İSTANBUL

KAAN AIR

KAAN HAVACILIK A.Ş.

02 / 02 / 2026

SAYI : KAAN-008-SYK-SHGM-26
KONU : SEK / CAME Rev-29

T.C.
ULAŞTIRMA ve ALT YAPI BAKANLIĞI
Sivil Havacılık Genel Müdürlüğüne
ANKARA

İLGİ : 03.12.2025 tarih ve KAAN-090-SYK-SHGM-25 sayılı yazımız.

SEK / CAME Rev-28 nüshası; ilgi yazımız ile dolaylı onay yolu ile onaylanmış olan El Kitabı;

- Yönetici personelden; Genel Müdür, Uyumluluk İzleme ve Emniyet Müdürleri değişiklikleri ve
- Yetkilerimizde mevcut olan tiplerden A119 için TC-HKF nin filomuza girmesi sebepleriyle

SEK / CAME; Rev-29 olarak yeniden hazırlanmış olup, değerlendirilerek onaylanmak üzere ekte sunulmuştur.

Gerekli incelemenin yapılarak revizyonun onaylanmasını arz ederiz.

Saygılarımızla,

Kadir ERDOĞAN
Genel Müdür, Kpt.Plt.
KAAN HVCL. San. ve Tic. A.Ş.

E K İ :
EK-A SEK / CAME (KAAN) Rev-29 (02.02.2026)

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Onay Tarihi: 10.02.2026

BAŞVURU ÖZETİ

Pdf

Durum:	Süreç Tamamlandı
Vatandaş/İşletme:	KAAN HAVACILIK SANAYİ VE TİCARET ANONİM ŞİRKETİ
Hizmet:	SHUE5201-Sürekli Uçuşa Elverişlilik Yönetimi/Birleşik Uçuşa Elverişlilik Kuruluşu El Kitapları veya Prosedürleri, Onaylayıcı Personel Listesi, Kabiliyet Listesi, Bakım Programı ve Eklerinin Onayı
İşlem Türü:	İlave Değişiklik
Oluşturma Tarihi:	06.02.2026
Başvuru Tarihi:	06.02.2026
Başvuru Numarası:	2026-02-06-1274
Ödeme Takip No:	2026-02-06-04248
Ödenen Tutar:	1845,00
Ödeme Para Birimi:	TL
Başvurulan:	
Başvuruda Geçen Süre:	4 Gün
Ortalama Hizmet Süresi:	1 Yıl
Başvuru Yapan Türü:	Şirket Adına
Toplam Gereklilik Sayısı:	4
Değerlendirme Bekleyen Gereklilik Sayısı:	0
Kapsam Dışı Gereklilik Sayısı:	0
Uygun Gereklilik Sayısı:	4
Uygun Görülmeyen Gereklilik Sayısı:	0
Havaalanı/Heliport Adı:	
Açıklama:	SHUE5201 Sürekli Uçuşa Elverişlilik Yönetimi/Birleşik Uçuşa Elverişlilik Kuruluşu El Kitapları veya Prosedürleri, Onaylayıcı Personel Listesi, Kabiliyet Listesi, Bakım Programı ve Eklerinin Onayı ,

BAŞVURU BİLGİLERİ

İŞLETME : KAAN HAVACILIK SANAYİ VE TİCARET ANONİM ŞİRKETİ
HİZMET KODU : SHUE5201
HİZMET ADI : SÜREKLİ UÇUŞA ELVERİŞLİLİK YÖNETİMİ/BİRLEŞİK UÇUŞA ELVERİŞLİLİK KURULUŞU EL KİTAPLARI VEYA PROSEDÜRLERİ, ONAYLAYICI PERSONEL LİSTESİ, KABİLİYET LİSTESİ, BAKIM PROGRAMI VE EKLERİNİN ONAYI
AÇIKLAMA : SHUE5201 SÜREKLİ UÇUŞA ELVERİŞLİLİK YÖNETİMİ/BİRLEŞİK UÇUŞA ELVERİŞLİLİK KURULUŞU EL KİTAPLARI VEYA PROSEDÜRLERİ, ONAYLAYICI PERSONEL LİSTESİ, KABİLİYET LİSTESİ, BAKIM PROGRAMI VE EKLERİNİN ONAYI ,

İşlem Yaparken İstek Türüne Göre Yapınız. İstek Türü Dosya İse Yükleme, Veri İse Veri Girişi, Dosya ve Veri İse Hem Dosya Yükleyip Hemde Veri Giriniz!

Pdf Excel

Değerlendirme	Referans Adı	Referans Maddesi	Gereklilik İstek Türü	Hatırlatma	Tahmini Cevaplama Süresi	Metin	Dosya Acıklama
Uygun	Sürekli Uçuşa Elverişlilik Yönetimi Talimatı	1	Dosya	Sürekli Uçuşa Elverişlilik El Kitabı Revizyonu ...	30 Gün	Ust Yazi : KAAN-008-SYK-SHGM-26 CAME-29	Ust Yazi : KAAN-008-SYK-SHGM-26 CAME-29
Uygun	Sürekli Uçuşa Elverişlilik Yönetimi Talimatı	M.A.302 , CAMO.A.300	Dosya	Talep kapsamında güncel / güncellenen CAME/SEK ...	30 Gün	CAME (KAAN) Rev-29 (Acc Compl Sfty Mngs+HKF) (2026-02-02) kc	CAME (KAAN) Rev-29 (Acc Compl Sfty Mngs+HKF) (2026-02-02) kc
Uygun	Sürekli Uçuşa Elverişlilik Yönetimi Talimatı	4	Veri		30 Gün	Gözde ÜNLÜ Comp.Mon.Mng. 0546 640 11 46 Ali ÖZUĞUR CAMO Mng. 0530 540 42 03 Kadir ERDOĞAN Acc.Mng. 0532 367 25 82	

COMPANY APPROVAL PAGE

SHY-CA/SHT-CAM has been incorporated in this CAME. This CAME has been prepared in accordance with SHT-CAM/ Part-M and other Turkish DGCA regulation, instructions, directives, etc.

The regulations will be followed in case of any conflict raised provided it is more restrictive to do so. It will be updated whenever/wherever a change occurs in reference documents or as needed/required.

As of Date: 02.02.2026

Ali OZUGUR CAMO Manager , Technician KAAN Hvcl. San. Tic. A.S.	Gozde UNLU POLAT Compliance Monitoring Manager KAAN Hvcl. San. Tic. A.S.	Kadir ERDOGAN Accountable Manager, Capt. KAAN HVCL. San. ve Tic. A.Ş.

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CAME Revision 29 – dated 02.02.2026

Reviewed By: ***Gozde UNLU*** ***Compliance Monitoring Manager***	Sign:	Date: 02.02.2026

LIST OF ISSUES / AMENDMENTS

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Original	01.07.2013		Initial issue	Ali ÖZUĞUR
1	01.11.2013		A/C's added, Technical Log Revised, Maintenance Contracts revised	Cemal ELMAS
2	11.02.2014		A/C's Added	Cemal ELMAS
3	21.07.2014		Correction aircraft type and correction for findings of DGCA-TR audits	Cemal ELMAS
4	01.06.2015	iv, v, vi, 0.1, 0.4-7 1.2-3, 6, 10-12 3.1 5.12	- Revision pages and minor changes, - Management Per Post-Holder Change - CAME Review Small syntax change, - Small syntax change, - Man-Hour Plan Form	Kadir ERDOĞAN
5	28.07.2016	iv, v, vi, vii 0.1, 0.2 0.3 5.1 – 4, 5.6 5.12	- Revision Pages, Table of Contents - Distribution List - Date and Helicopter number change - Scope of Work Table Caption change - Technical Log Page Copies change - ADSB Evaluation Form change - Man-Hour Plan Format change	Kadir ERDOĞAN
6	01.10.2016	iv, vi, 0.1, 0.4, 0.6 1.1-2 1.12 2.5	- Revision Pages, List of Amendments - Commitment Date change, Management Per.detailes and Manpower form address, - Technical Log utilisation, UTC time usage - CA Manager preflight responsibility changes to only ensuring - Monitoring of effectiveness of MP, AMOs, Contractor and Sub-Contractor procedures	Kadir ERDOĞAN
7	30.11.2016	iv-vi, 0.1, 0.3, 1.4, 1.12 2.6 5.9-10-11-12	- Revision Pages, List of Amendments - Commitment Date change, - Managed aircraft number, unified type - Changed Revision status of MP - Changed preflight doc storage - Changed Quality Audit Personnel training and competence requirement - Revised Preflight Form including "Optional Equipment Supplement"	Kadir ERDOĞAN
8	24.04.2017	i-vi, 0-1, 0.2, 0.3, 0.4, 0.5, 0.9, 0.10-11, 0.12, 1.5, 3.1 3.4,	- Revision Pages, List of Amendments - Comm.By the AM date change -TR.MG number and type of operation change, - Managed aircraft number, unified type and Extension Staff added to Scope of Work - Deputies usage designation, - Re-arranged CA Manager duties, - Changed organization chart - Facilities' Layout changed, - New major-minor change definition, - New backup system/term definition, - Mentioned Part no changed to 5.5 - Added Audit Report and CPAR numbers, - New Preflight checklists,	Kadir ERDOĞAN Gözde ÜNLÜ POLAT

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Amend / Issue No	Amend / Issue Date	Pages	DESCRIPTION	Prepared By
8	24.04.2017	5.9-20, 5.22, 5.24	-Revised Man-Hour Plan - List of Extension Personnel Added	K.ERDOĞAN G.ÜNLÜ POLAT
9	05.06.2017	i-vii, 0-1, 0.3, 0.6, 0.9, 1.1, 1.3, 1.7, 1.8 3.1, 5.9, 10, 11, 5.12-32. 5.33	- Revision Pages, List of Amendments - Comm.By the AM date change - Added total number, Small text change, - New Organization chart design, - Technical Log control - AD control small text changes and Repetitive AD accomplishment - Contracted maintenance types, - Number design change, - New Preflight Checklists. - Revised Maintenance Agreement with AERO4M	Kadir ERDOĞAN Gözde ÜNLÜ POLAT
10	02.11.2017	Iv, v, vii, 0-1, 0.3, 0.4, 0.6, 0.9, 0.12, 2.2 – 6 3-1 – 2	- Revision Pages, List of Amendments - Comm.By the Acc.Man date change - Reduced A139 type number and total number according to TC-HMR de-regist. - Quality Manager to Compliance Monitoring Manager post name change - “ “ “	Gözde ÜNLÜ POLAT
11	09.02.2018	Iv, v, vii, viii, ix 0-1, 0.3, 0-8, 2-2, 3-4, 5-10, 5-11, 5-33	- LOE, Rev Pages, List of Amendments - Corporate Commitment by Acc.Man. - Reduced AW109SP type number and total number according to TC-HKK de-registration - Revised Training Policy - Maintenance contractor audit time cycle - Audit Reports distribution - Revised Man-Hour Plan - Work Order Form change - Cancelled AMO Contractor - AERO4M	Kadir ERDOĞAN
12	08.06.2018	Iv, v, vii, 0-1, 0.3, 0-4, 1-7, 2-2, 2-3 2-4, 2-6, 5-10	- LOE, Rev Pages, List of Amendments - Corporate Commitment by Acc.Man. - Deleted AW109S type number and changed total nr according to TC-HYA de-registration - Changed Deputy CMM&SM - Included MSB to Control of AD’s procedure - Revised auditing method and picking samples, report notification form - Revised audit review time - New Personnel Assessment Form usage - Revised Man-Hour Plan	Kadir ERDOĞAN
13	15.10.2018	i-v, vii-viii 0-1, 0-2, 0.3, 0-4,6,9,12, 2-2, 2-3,4,5,6, 3-1,2 0-7, 8, 1-4, 5 1-11, 12, 1-13, 5-4, 4.A 5-7, 8, 9 5-29..33 5-34	- TOC, LOE, Rev Pages, Distribution List - Corporate Commitment by Acc.Man. - Adding Offshore type of operation, - New scope of work table, adding one AW139 to fleet, - Comp.Mon.Man. name change to Quality “ “ “ - Small typo error, - MP contain, - Reliability Programmes, - Preflight responsibilities, Nav database - New AW139 Tech.Log, one page reserved, - New AD / TB Status pages, - Revised AW139 Pre / Postflight Checklist, - Changed headers and MP rev number	Kadir ERDOĞAN Gözde ÜNLÜ POLAT

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Amend / Issue No	Amend / Issue Date	Pages	DESCRIPTION	Prepared By
14	07.02.2019	iv-v, viii, 0-1, 0-2, 0-3, 1-11, 1-12, 14 1-15, 16 3-2 5-4.A 5-5, 6 5-34…37 5-38	- TOC, LOE, Rev Pages, Corporate Comm. - New subchapter Aircraft Managed - New scope of work table; adding one KAMOV KA-32 – TC-HLE, removing one A139 – TC-HEE, adding one A139 – TC-HKT - New subchapter Mandatory Occurrence Reporting, - Preflight responsibilities, KAMOV pref, - Page added related to extension of previous pages, - Contracted Maintenance audits, - New KAMOV KA-32 Tech.Log, - Revised tables for good looking, - New KAMOV KA-32 Pre / Postflight Checklist, - Added new contracted maintenance organization (ROSAVIA LLC)	Kadir ERDOĞAN Gözde ÜNLÜ POLAT
15	12.04.2019	i-iii, iv-v, viii 0-1, 0-2, 0-3, 0-11, 12 1-6, 1-7, 5-4 A, 5-7, 8, 9, 5-38	- Change TOC, LOE, Rev Pages, - Corporate Commitment by Acc.Man. - Added A/C Aircraft Managed - Typo change in scope of work table; - New chapter 0.7 Description of Facilities - WINGS program in preservation of records, - Added using forms to related section, - Changed KA-32 Tech Log sample, - Changed form samples for good looking, - Added new contracted maintenance organization (AERO4M)	Kadir ERDOĞAN Gözde ÜNLÜ POLAT
16	28.06.2019	iv-v, viii 0-1, 1-6, 5-10	- Change TOC, LOE, Rev Pages, - Corporate Commitment by Acc.Man. - AD-SB Control procedure revised, - Man Hour Plan revised	Kadir ERDOĞAN Gözde ÜNLÜ POLAT
17	06.11.2019	iv-v, viii 0-1, 0-2, 5-19	- TOC, LOE, Rev Pages changed, - Commitment by Acc.Mng. date changed, - De-registrated TC-HKI out of fleet and total number of managed a/c revised, - A119 Preflight Checklist revised.	Kadir ERDOĞAN Gözde ÜNLÜ POLAT
18	19.05.2020	i-v, viii-x, 0-1 0-2..3 0-4…8, 0-10-11, 1-1…3, 1-5...16, 2-1…6, 3-3…4 0-9 1-3, 1-5 1-13 1-15 2-3 5-1 5-6 5-11 5-13 5-24..28 5-33	- TOC, LOE, Rev Pages, intranet address, Commitment date hanged, - A/C Managed; TC-HKH (Enstrom 480B) and TC-HKD (A119) are de-registered "Will/ will/ will" changed to "is/ are being" - Added 2nd level to Org.Chart - Maintenance Programme, permitted variation and short term extension, - Critical / safety items added Pre-flight - HUMS procedure added, new, - Revised Corrective Action and Feedback - ENF480 Tech.Log deleted, - Hold Item List revised - Man-Hour plan revised, - ENF480 Preflight Checklist deleted, - A139 Preflight Checklist revised, -Contracted Approved Maintenance Org List revised.	Kadir ERDOĞAN

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Rev No	Rev Date	Pages	DESCRIPTION	Prepared By	*INDIRECT APPROVAL*
19	10.02.2022	i-vi, x-xii, 0-1 0-2..3 0-8…9 0-10 0-11…12, 1-5, 1-8, 1-12, 1-16, 2-5, 3-1, 4A-0..1 Ch 4A all pages, 4B-1 5-11 5-13…30, 5-35…48, 5-49	- TOC, LOE, Rev Pages, Commitment date changed, - A/C Managed; TC-HKO and TC-HKP (A119) are de-registered and Scope of work A/C type spellings revised, LTBA Atatürk Airport base added, - Training Policy procedure revised, - ARS added to Org Chart - Header correction, major changes clarified, CAME and MP Indirect Approval procedure - Header correction, - Complete Section produced NEW - New Chapter added, - Man-Hour plan revised, - A119, AW109, A139 Preflight Checklists revised, - New **Airworthiness Review Procedures** Forms - ARS List added and re-numeration of header.	Kadir ERDOĞAN	SHGM
20	03.08.2022	v-vi, x, 0-1, 0-2, 0-3, 0-10, 1-2, 5-11	- TOC, LOE, Rev Pages, Corporate Commitment date changed, - A/C Managed; TC-HKV (A119) is de-registered, out of fleet, - Offshore operation base of “ANTALYA” is added, - Quality & SMS Engineer added to Organization Chart, - Tech Log usage (3 Letter Code) - Man-Hour plan revised	Ali ÖZUĞUR Güray ÜNLÜ	**(YES √)** KADİR ERDOĞAN Quality Manager
21	16.12.2022	v-vi, x, 0-1, 0-2, 0-13, 5-13—17, 26--30	- TOC, LOE, Rev Pages, Corporate Commitment date changed, - A/C Managed; TC-HKB (AW139) is added to fleet, - Layout of Hangar base level floor has changed - Preflight Checklists (AW119, AW139) has been changed due to RFM Nr/Date change.	Ali ÖZUĞUR	**(YES √)** KADİR ERDOĞAN QM
22	30.03.2023	v-vi, x, 0-1, 0-2, 0-8, 0-12, 1-15, 2-6, 3-1, 5-11, 5-49.	- TOC, LOE, Rev Pages, Corporate Commitment date changed, - Aircraft managed fleet composition table format change - Training policy, - CAME indirect approval, - A/C weighing, - Audit Personnel procedure, - Contractor Maintenance, - Revised Man-Hour Plan, - List of Contractor revision.	Ali ÖZUĞUR	SHGM

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Rev No	Rev Date	Pages	DESCRIPTION	Prepared By	*INDIRECT APPROVAL*
23	06.06.2023	v-vi, xi, 0-1, 0-2, 0-1, 4, 6, 9, 11, 0-12, 1-5, 2-2, 3, 5, 6, 5-1a,1b, 2a, 2b, 5-3, 4, 5-49	- TOC, LOE, Rev Pages, Corporate Commitment date changed, - Aircraft managed fleet **(TC-HVK out, TC-HZG in),** - **SHT-CAM** reference usage instead of SHY/SHT-M, Technical Logbook minor design change for A119, AW109, AW139 with old ones, - List of Contractor (**Agusta Aerospace Center contract date revision)**	ALİ ÖZUĞUR	**(YES √)** KADİR ERDOĞAN Quality Manager
24	20.10.2023	v-vi, xi, 0-1, 0-2, 5-11	- TOC, LOE, Rev Pages, Corporate Commitment date changed, - Aircraft managed fleet **(TC-HKU out),** -Man-Hour plan revised.	ALİ ÖZUĞUR	**(YES √)** KADİR ERDOĞAN Compliance Monitoring Manager (CMM)
25	17.02.2024	v-vi, xi, xii, 0-1, 1-5, 5-13…5-17, 5-18…5-25, 5-26…5-30	- TOC, LOE, Rev Pages, Corporate Commitment date changed, - TR DGCA notification e-mail box rev, - A119 Preflight Checklist revised, - AW109SP Preflight Checklist revised, - AW139 Preflight Checklist revised.	ALİ ÖZUĞUR	**(YES √)** KADİR ERDOĞAN CMM
26	21.06.2024	i-vii, xiii-xiv, 0-All, 1-1, 3, 5-7, 9-11, 13, 2-All, 3-All, 4-All, 5-All	All Related; - Management System, - Safety Management revisions in accordance with revised SHT-CAM / Part-CAMO articles	KADİR ERDOĞAN	**SHGM**
27	12.05.2025	vi..viii, xiii, 0-3, 0-4..5, 0-6, 1-6, 6A, 6B, 1-7, 1-7..8, 1-10, 1-16..18 2-54, 2-62..64, 3-2…4 4-16..18 5-11, 5-60, 5-61.	-TOC, LOE, Rev Pages, Corporate Commitment date changed, - New CAMO certificate nr style, TC-HKY added to existing A119 fleet, -Deputies' procedure revised, -CAW records retention times revised, -Transfer of CAW records proced rev, -AD control procedure rev, -Non-mandatory modif and insp proced rev, -MCF procedure rev, -ERP added to Mng Sys records stored, -Follow-up to TR DGCA procedure added, -Maintenance contractor selection procedure revisions, -AWR records retention procedure rev, -Man-Hour Plan revised, -Personnel ASSESSMENT form revised, -ARS is N/A for now.	KADİR ERDOĞAN	**SHGM**

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Rev No	Rev Date	Pages	DESCRIPTION	Prepared By	*INDIRECT APPROVAL*
28	28.11.2025	vi, viii, xiv, 0-4,	-TOC, LOE, Rev Pages, -TC-HKZ added to, TC-HKT out of existing fleet registration list.	ALİ ÖZUĞUR	**(YES √)** KADİR ERDOĞAN CMM
29	02.02.2026	vi, viii, xiv, 0-3, 0-4, 0-6, 0-13	-TOC, LOE, Rev Pages, Dist.List, -Accountable Mng. Statement sign, -TC-HKF added to existing fleet registration list. -Management Personnel List, -Management Organization Chart.	GOZDE UNLU	**SHGM**

TEMPORARY REVISION

Revision Number	Revision Date	Pages	Description	Revised By

DISTRIBUTION LIST

Copy No	Holder	Format
1	The Turkish DGCA	PDF
2	CAMO Manager	Paper and PDF
3	Accountable Manager	PDF
4	Compliance Monitoring Manager	PDF
5	Safety Manager	PDF
6	Engineering Department	PDF
7	https://kaanair-depo.online/MANUALS/MAINTENANCE/	PDF

KAAN AIR

CAME

Part 0

General Organisation, Safety Policy and Objectives

KAAN HAVACILIK SAN TİC A.Ş.
Ayazağa Mah. 208. Sok. No:1 SARIYER/İSTANBUL

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0.1 SAFETY POLICY, OBJECTIVES AND ACCOUNTABLE MANAGER STATEMENT

0.1.1 Safety Policy and Objectives

The prime objective of KAAN AIR is commitment to follow and achieve all compliance standards, required for safe and effective aircraft maintenance in accordance with SHT-CAM/ Part-M. **Each individual is responsible** to follow and continuously improve positive attitude towards objectives. Safety Policy is including commitments to:

- ☐ Comply with all the applicable legislation, to meet all the applicable requirements, and adopt practices to improve safety standards,
- ☐ Provide the necessary resources for the implementation of the safety policy,
- ☐ Apply human factors principles,
- ☐ Enforce safety as a primary responsibility of all managers,
- ☐ Encourage personnel to report maintenance-related errors, incidents and hazards,
- ☐ Apply **'just culture'** principles to internal safety reporting and the investigation of occurrences and, in particular, not to make available or use the information on occurrences:
  - to attribute blame or liability to front-line staff or other persons for actions, omissions or decisions taken by them that are commensurate with their experience and training; or
  - for any purpose other than the maintenance or improvement of aviation safety,
  - KAAN AIR is committed to maintaining and operating its business in accordance with the highest safety standards. In order to achieve this goal, it is of utmost importance to ensure that all accidents, incidents, dangers, risks and other information that may prevent the safe conduct of the maintenance and operation are reported without restrictions. In this context, each personnel of KAAN AIR is encouraged and held responsible for reporting safety-related information,
  - Reporting is independent of any pressure. The main purpose of reporting is risk control and prevention of accidents and incidents, not condemnation. Unless there is a deliberate rule violation, unreasonable suspicion and gross negligence, action will not be taken against any employee who reveals danger concerns through the danger reporting system,
  - Method of collecting, recording and disseminating safety information, it ensures the confidentiality of the reporter's identity within the framework of

the law.

☐ Ensure Senior Management continually promote the safety policy to all personnel, demonstrate its commitment to it, and provide necessary human and financial resources for its implementation,

☐ Promote **proactive** and **systematic safety management and positive safety culture**,

☐ Define **Safety Objectives**, which:

- form the basis for safety performance monitoring and measurement;
- reflect the KAAN AIR's commitment to maintain or continuously improve the overall effectiveness of the management system;
- are communicated throughout KAAN AIR; and
- are periodically reviewed to ensure they remain relevant and appropriate for KAAN AIR,

☐ **Safety Objectives** are:

1. To provide and maintain a **safe working environment**,
2. To **increase Safety Awareness** and always keep it at the highest level,
3. To **minimize accidents and incidents**,
4. To **maximize** the level of **training**,
5. To establish the **Safety Reporting system** and to provide **reporting** at the **maximum level**,
6. **Maximum level** of **compliance with regulatory requirements** and **standards,**
7. **Increasing efficiency**.

☐ Ensure that safety standards are not reduced by commercial imperatives,

☐ Recognise the need for all personnel to cooperate with the **compliance monitoring** and internal investigations.

0.1.2 Accountable Manager Statement

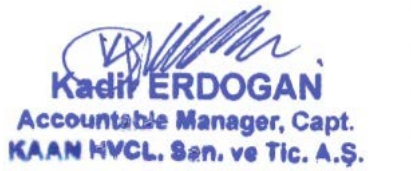
This exposition and any associated referenced manuals define the organization and procedures upon which the Turkish DGCA's CAMO Approval is based.

These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of the aircraft managed, are carried out on time to an approved standard.

These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that approval of KAAN AIR is based on the continuous compliance of the organization with SHT-CAM/ Part-CAMO, Part-M, as applicable, and with the organization's procedures described in this exposition. TR DGCA is entitled to limit, suspend, or revoke the approval certificate if KAAN AIR fails to fulfil the obligation imposed by SHT-CAM/ Part-CAMO, Part-M, as applicable, or any conditions according to which the approval was issued.

02.02.2026



0.2 GENERAL INFORMATION AND SCOPE OF WORK

0.2.1 Brief Description of the Organization

KAAN AIR is a Commercial Air Transport Operator and Continuing Airworthiness Management Organisation under Air Operator Certificate, No: TR.CAMO.044 (AOC TR.AT.038) .

KAAN AIR's operation and organisation base is:

Base / Facilities	City	Country
KAAN HELIPORT Ayazağa Mah. 208.Sk. No: 1 Sarıyer 34485	ISTANBUL	TURKEY

0.2.2 Relationship with Other Organizations

KAAN AIR manages aircrafts which are in KAAN AIR's fleet and other operators.

KAAN AIR may have sub-contractors, the tasks are written at the contract between KAAN AIR and sub-contracted organization. At this time KAAN AIR will fill Form-2M and apply to Turkish DGCA for renewal of CAMO approval.

0.2.3 Aircraft Managed – Fleet Composition

KAAN AIR manages following type and number aircraft as of date 02.02.2026:

Aircraft type/ Series	Date Included in the Scope of Work	Aircraft Maintenance Programme	Nr	Aircraft Registration (s)	Owner/ Operator	CAMO Contract Reference
AW119 MKII	20.12.2012	CMD-03	3	TC-HKE, TC-HKY, TC-HKF	KAAN / KAAN	-
			1	TC-HKZ	HELISTAR / KAAN	28.08.2025 / Ref: 3745
AW109 SP	20.12.2012	CMD-05	1	TC-HKG	CARYA Turizm Yatırımları A.Ş. / KAAN	a) 03.12.2012 / Ref: 29798, b) 10.01.2014 / Ref: 01167 (Company name change)
AW139	13.09.2013	CMD-06	1	TC-HKB	KAAN / KAAN	-
			1	TC-HZG	ZORLU AIR / KAAN	01.06.2023 / Ref: 09280
KA-32A11BC	25.12.2018	CMD-07	3	TC-HLE, TC-HLF, TC-HLG	KAAN / KAAN	-
TOTAL			**10**			

0.2.4 Scope of Work

The scope reflects the privileges of the KAAN AIR's Continuing Airworthiness Management Organisation and will be held common. Extension Personnel list is at Part 5.3

Aircraft / Type / Series / Group	Airworthiness Review Authorized	Permits To Fly Authorized	Organization(s) Working under Quality System	*Extension Staff*
LEONARDO Agusta A119 / Agusta AW119MKII	NO	NO	-	YES
LEONARDO Agusta A109 Series (PWC 206/207)	NO	NO	-	YES
LEONARDO Agusta AW139	NO	NO	-	YES
KAMOV Kamov KA-32 (Klimov)	NO	NO	-	YES

0.2.5 Type of Operation

KAAN AIR has its Air Operator Certificate for operating aircrafts as Commercial Air Transport with the types of operation approved:

A1 – Passenger

A2 – Cargo

Offshore *

** Offshore operations are being executed at;*
- LTBA Atatürk International Airport (ISL) based close to Black Sea and
- LTAI Antalya International Airport (AYT) based close to Mediterranean area/region.
Their certain position may be changed by TC Energy Ministry subsidiary TPAO contractor company.

0.3 MANAGEMENT PERSONNEL

0.3.1 Management Personnel

Position	Name	*Deputy*
Accountable Manager *	Kadir ERDOĞAN 0532 367 25 82 kadir.erdogan@kaanair.com	*Ali ÖZUĞUR* *0530 540 42 03* *ali.ozugur@kaanair.com*
Continuing Airworthiness (CA) Manager *	Ali ÖZUĞUR 0530 540 42 03 ali.ozugur@kaanair.com	*Gürbüz AÇIKGÖZ* *0538 063 03 89* *gurbuz.acikgoz@kaanair.com*
Compliance Monitoring Manager *	Gözde ÜNLÜ 0546 640 11 46 gozde.unlu@kaanair.com	*Kadir ERDOĞAN* *0532 367 25 82* kadir.erdogan@kaanair.com
Safety Manager *	Güray ÜNLÜ 0543 353 79 54 guray.unlu@kaanair.com	*Kadir ERDOĞAN* *0532 367 25 82* kadir.erdogan@kaanair.com

(*) Form-4 Holders

0.3.2 Deputies

Deputies are selected following criteria and on duty when required:

• If a manager leaves from the main operation base, deputy person will be available and on duty,

• If a manager is not available during board meeting, deputy person is advised to attend to that meeting,

• All managers will coordinate with his/her deputy for required operational activities all time.

In the case of a planned **change of a nominated person**, and/or **unforeseen cases**; refer to CAME 0.5.2.

0.3.3 Duties and Responsibilities

0.3.3.1 Accountable Manager

He/she has **corporate authority** for ensuring that all continuing airworthiness management activities can be **financed** and carried out in accordance with SHT-CAM/ Regulation (EU) 2018/1139 (Basic Regulation) and delegated and implementing acts adopted on the basis thereof.

The Accountable Manager will:

(1) ensure that all **necessary resources are available** to manage continuing airworthiness in accordance with SHT-CAM/ Part-M, as applicable, to support KAAN AIR approval certificate;

(2) establish and promote the **safety policy** specified in point CAMO.A.200;

(3) **nominate a person or group of persons** with the responsibility of ensuring that KAAN AIR always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of SHT-CAM/ Part-M;

(4) nominate a person or group of persons with the responsibility for managing the **compliance monitoring function** as part of the management system;

(5) nominate a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective **safety management processes** as part of the management system;

(6) ensure that the person or group of persons nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305 **have direct access** to keep him/her properly informed on compliance and safety matters;

(7) demonstrate a basic understanding of the related regulation.

0.3.3.2 Continuing Airworthiness (CA) Manager

CA Manager ensures that all maintenance is carried out by suitably approved maintenance organisation(s), in accordance with the relevant approved maintenance programme, on time and to an approved standard. He is responsible for amendment of airworthiness certificates. CA Manager is an authorized person use stamp which is indicated number **KHTP-01** for **extending of Certificate of Airworthiness** every one year.

He acts to ensure that responsibilities in the following areas can be met:

- Presentation of maintenance programmes to the Turkish DGCA for approval and provision of a copy to the operator.

- Establishment and development of continuing airworthiness policy, including the approval of KAAN AIR maintenance programmes required by Part M.A.302.
- Analysis of the effectiveness of the Maintenance Programme as required by Part M.A.708(b) & Appendix 1 to AMC M.A.302.
- The relationship with the Part-145 maintenance contractor(s) and establishment of a Maintenance Contract/agreement required by Part M.A.708;
- Ensuring that the compliance monitoring system required by Part M.A.712 is effective in its application and any follow up actions required to address findings;
- Approval, by the TR DGCA of KAAN AIR's Technical Log, required by Part M.A.306, including any subsequent amendment thereto;
- Ensuring that KAAN AIR technical records are kept as required by Part M.A.305;
- Work planning and follow up;
- Technical follow up;
- Modifications and repairs (changes) are carried out to an approved standard;
- Airworthiness Directive review and embodiment;
- Non mandatory modification embodiment policy;
- Rectification of all defects;
- Line and base maintenance that;
    - KAAN AIR pilots are duly trained and authorised to issue Certificates of Release to Service, where necessary and appropriate, by the contracted Part-145 maintenance organisation;
    - Certificate of Airworthiness for each helicopter operated by KAAN AIR remains valid in respect of;
        - the airworthiness of the helicopters,
        - the expiry date specified on the Certificate, and
        - any other condition specified in the Certificate;
- Reporting any **occurrences** of a maintenance nature to the TR DGCA and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme.
- The amendment and control of this Continuing Airworthiness Management Exposition.
- Review and implementation, as appropriate, of any additional TR DGCA national requirements.

0.3.3.3 Compliance Monitoring Manager

(1) The role of the compliance monitoring manager will be to ensure that:

(i) the activities of KAAN AIR are monitored for **compliance with the applicable requirements and any additional requirements** as established by KAAN AIR, and that these activities are carried out properly under the supervision of the nominated persons referred to in points CAMO.A.305(a)(3) to (a)(5).

(ii) any **contracted maintenance** is monitored for compliance with the contract or work order;

(iii) an **audit plan** is properly implemented, maintained, and continually reviewed and improved; and

(iv) **corrections and corrective actions** are requested as necessary.

(2) The compliance monitoring manager will:

(i) not be one of the persons referred to in point CAMO.A.305(a)(3);

(ii) be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of KAAN AIR, including knowledge and experience in compliance monitoring; and

(iii) have access to all parts of KAAN AIR, and as necessary, any subcontracted organisation.

Note-1: *If the functions related to compliance monitoring or safety management are combined with other duties, KAAN AIR will ensure this does not result in any conflicts of interest. In particular, the compliance monitoring function* ***will be independent*** *from the continuing airworthiness management functions.*

Note-2: *If the same person is designated to manage* ***both the compliance monitoring function*** *and* ***safety management****-related processes and tasks, the Accountable Manager, with regard to his or her direct accountability for safety, will ensure that sufficient resources are allocated to both functions, taking into account the size of KAAN AIR, and the nature and complexity of its activities.*

0.3.3.4 Safety Manager

The functions of the safety manager will be to:

(i) facilitate **hazard identification**, **risk assessment** and **management**;

(ii) monitor the **implementation of actions taken to mitigate risks**, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function;

(iii) provide **periodic reports** on **safety performance** to the **safety review board** (the functions of the safety review board are those defined in AMC1 CAMO.A.200(a)(1));

(iv) ensure the maintenance of safety management **documentation**;

(v) ensure that there is **safety training** available, and that it meets acceptable standards;

(vi) provide **advice** on safety matters; and

(vii) ensure the initiation and **follow-up of internal occurrence investigations**.

0.3.4 Manpower Resources and Training Policy

0.3.4.1 Manpower Resources

KAAN AIR has required qualified personnel for acceptance of Turkish DGCA. CA Manager prepares required man-hours plan for performing tasks such as continuing airworthiness management and airworthiness review tasks in accordance with approved scope of the work. CA Manager reviews the man-hours plan annually. When it is less man-hours than required planning man-hours, request from the Accountable Manager for new employing personnel.

KAAN AIR makes man-hours plan review it in every 3 months. The current man-hours plan will be demonstrated to the Turkish DGCA acceptance as a separate form, as seen in Part 5.1.7 in this CAME.

0.3.4.2 Knowledge, Background and Experience of Nominated Person(s)

The person or persons nominated in accordance with points CAMO.A.305(a) and CAMO.A.305(b) will have:

(a) **practical experience** and **expertise** in the application of **aviation safety standards and safe operating practices**;

(b) a **comprehensive knowledge** of:

(i) relevant parts of operational requirements and procedures,

(ii) KAAN AIR's and/or the AOC holder's operations specifications when applicable,

(iii) the need for, and content of, the relevant parts of KAAN AIR's and/or the AOC holder's operations manual when applicable.

(c) **knowledge** of:

(i) **HF principles**,

(ii) **safety management systems** based on the TR/ EU management system requirements (**including compliance monitoring**) and **ICAO Annex 19**.

(d) **5 years of relevant work experience**, of which **at least 2 years** will be from the **aeronautical industry** in an appropriate position;

(e) a **relevant engineering degree** or an **aircraft maintenance technician qualification** with additional education that is acceptable to TR DGCA.

'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components.

The above recommendation may be replaced by 5 years of experience in addition to those already recommended by paragraph (d) above. These 5 years will cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.

For the person to be nominated in accordance with point (a)(4) or (a)(5) of point CAMO.A.305, in the case where KAAN AIR holds one or more additional organisation certificates within the scope of SHT-OPS / EASA Air OPS and that person has already an equivalent position (i.e. compliance monitoring manager, safety manager) under the additional certificate(s) held, the provisions set out in the first two paragraphs of point (e) may be replaced by the completion of a specific training programme acceptable to TR DGCA to gain an adequate understanding of maintenance standards and continuing airworthiness concepts and principles.

(f) thorough **knowledge** of **KAAN AIR's CAME**;

(g) **knowledge** of a **relevant sample of the type(s) of aircraft** gained through a formalised training course.

These courses will be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by TR DGCA.

*'**Relevant sample**' means that these courses will cover **typical aircraft and aircraft systems** that are **within the scope of work**.*

For any other aircraft of 2 730 kg MTOM or less, the formalised training courses may be replaced by a demonstration of the required knowledge by providing documented evidence, or by an assessment performed by TR DGCA. This assessment should be recorded.

(h) **knowledge** of **maintenance methods**;

(i) **knowledge** of the **applicable regulations**.

0.3.4.3 Training Policy

KAAN AIR **provides required training** to the employed personnel to ensure that each member of staff is adequately trained to carry out the functions of, and satisfy the responsibilities associated with, the SHT-CAM/Part-M continuing airworthiness management functions, **within 6 months after joining the organization.**

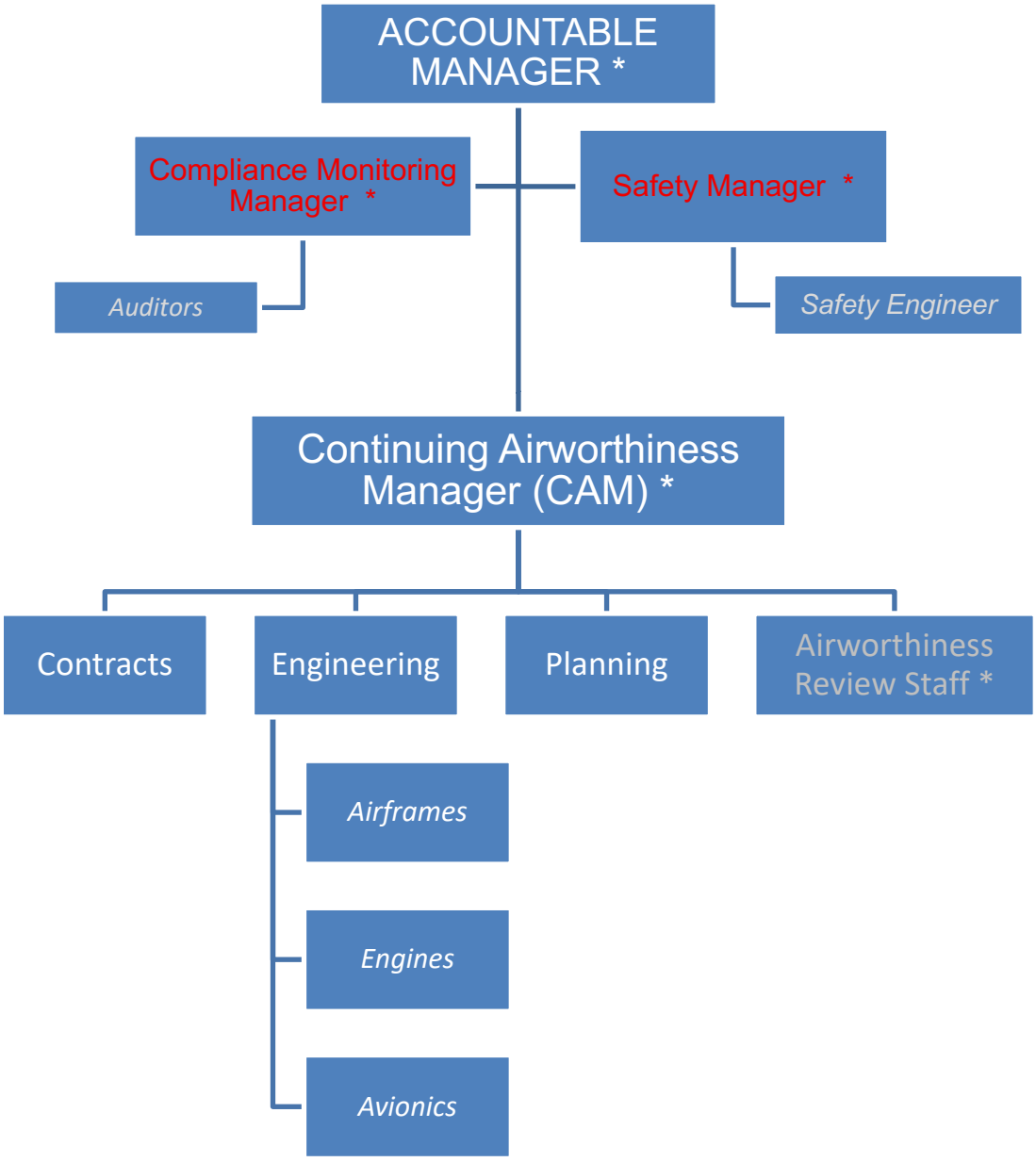
KAAN AIR trains continuing airworthiness personnel and review staff sufficient initial and continuation training to provide continuation qualifications of the personnel. Trainings is followed up with the form of **CTF-12 / MMF-25 Continuation Training Plan – Technic.**

Where changes occur to the organization, its procedures, and types operated etc., and then:

- **Continuation Training:**
  - SHT-CAM/ Part-M,
  - Safety Training (including Human Factors)
  - CAME & Procedures and
  - Relevant Parts of Operational Requirements (OMs) and Procedures
- **duration every (2) two years** period is provided.

0.4 MANAGEMENT ORGANISATION CHART

0.4.1 Organization Chart



(*) Form-4 Holder

0.5 PROCEDURE FOR CHANGES REQUIRING PRIOR APPROVAL

0.5.1 Requiring Prior Approval

(a) The following changes to KAAN AIR will require **prior approval**:

(1) changes that **affect the scope of the certificate** or the terms of approval of KAAN AIR:

Typical examples of such changes are listed below (not exhaustive):

(i) **Name of the Organisation:**

*A change of the name requires KAAN AIR to submit a new application as a matter of **urgency.***

If this is the only change to report, the new application can be accompanied by a copy of the documentation that was previously submitted to TR DGCA under the previous name, as a means of demonstrating how KAAN AIR complies with the applicable requirements.

(ii) KAAN AIR's **principal place of business**,

(iii) **additional aircraft type/series/group**,

(iv) **Accountable Manager** referred to in point CAMO.A.305(a),

(v) Additional **Subcontracted Organisation**,

(vi) **Contracts** between KAAN AIR and operators forming part of a single air carrier business grouping, in accordance with point M.A.201(ea).

(2) changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305:

- **The Accountable Manager,**
- **Nominated person or group of persons** with the responsibility of ensuring that KAAN AIR always **complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements,**
- **Nominated person or group of persons** with the responsibility for **managing the development, administration, and maintenance** of effective **safety management** processes as part of the management system,
- **Nominated person responsible** for the **management and supervision of continuing airworthiness**, who shall not be employed by an organisation approved in accordance with SHT/ Part-145 **under contract** to the operator, unless specifically agreed by TR DGCA.

(3) **changes to the reporting lines** between the personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305, and the Accountable Manager;

(4) the **procedure** as regards **changes not requiring prior approval** referred to in point (c).

(b) For any changes requiring prior approval and its delegated and implementing acts, KAAN AIR **will apply for and obtain an approval** issued by TR DGCA. The application will be submitted before any such change takes place, in order to enable TR DGCA to determine continued compliance with SHT-CAM/ Part-M and its delegated and implementing acts and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

CHANGES REQUIRING PRIOR APPROVAL (OTHER THAN THOSE COVERED BY CAMO.A.130(a))

Following are some examples of changes that require prior approval TR DGCA (other than covered by point CAMO.A.130(a)), as specified in the applicable implementing rules:

*(a) changes to the **alternative means of compliance** [CAMO.A.120(b)]*

(b) changes to the CAME procedure for the completion of an airworthiness review under supervision of KAAN AIR's authorised airworthiness review staff (ARS) [CAMO.A.310(c)]

(c) changes to the procedure to establish and control the competency of personnel [CAMO.A.305(g)]

(d) changes to the system for reporting TR DGCA on the safety performance and regulatory compliance of KAAN AIR (in the case of an extension beyond 36 months of the oversight planning cycle) [CAMO.B.305(d)]

(e) changes to the procedure for the indirect approval of the maintenance programme of Part-M aircraft [M.A.302(c)]

KAAN AIR will provide the TR DGCA with any relevant documentation.

The change will only be implemented upon receipt of formal approval by TR DGCA in accordance with point CAMO.B.330.

KAAN AIR will operate under the conditions established by TR DGCA during such changes, as applicable.

(c) All changes not requiring prior approval will be managed and notified to TR DGCA as defined in the procedure referred to in point (b) of point CAMO.A.115 and approved by TR DGCA in accordance with point (h) of point CAMO.B.310.

0.5.2 Application Time Frames

(a) The application for the amendment of an organisation certificate will be submitted **at least 30 working days before** the date of the intended changes.

(b) In the case of a planned change of a nominated person, KAAN AIR will inform TR DGCA **at least 20 working days before** the date of the proposed change.

(c) **Unforeseen changes** will be notified **at the earliest opportunity**, in order to enable TR DGCA to determine whether there is continued compliance with the applicable requirements, and to amend, if necessary, the organisation certificate and related terms of approval.

0.5.3 Management of Changes

KAAN AIR will manage the safety risks related to any changes to the organisation in accordance with AMC1 CAMO.A.200(a)(3) point (e). For changes requiring prior approval, it will conduct a risk assessment and provide it to TR DGCA upon request.

0.6 PROCEDURE FOR CHANGES NOT REQUIRING PRIOR APPROVAL

0.6.1 General

The CA Manager and Compliance Monitoring Manager are responsible for reviewing the CAME and for preparing any amendments. Finally Compliance Monitoring Manager edits and submits the CAME to Turkish DGCA for approval prior to their incorporation in the CAME.

The Continuing Airworthiness Management Exposition is being **reviewed** at intervals not exceeding **12 months** or more frequently when significant changes occur which affect the content of the CAME.

Conceptual changes, cancellation or insertion of paragraphs only are considered “revisions” and are highlighted by “revisions bar” (**I**) on the left / right side of the text. The revisions bars of previous revisions are removed when the page is revised again.

0.6.2 CAME Indirect Approval

Minor amendments to the CAME may be approved directly through **indirect approval** procedure **by Compliance Monitoring Manager**. These minor amendments are not necessary to be approved by the TR DGCA, but **will be notified** to the e-mail address; shy-m@shgm.gov.tr (TR DGCA’s SHT-CAM/ Part-M branch) **by sending the revised CAME in 10 (ten) days after approval**.

The following **minor amendments** are part of indirect approval:

- Editorial changes of CAME, such as typos, etc.
- Change in the list of Aircraft Managed (CAME 0.2.3); such as registration and/or owner/operator, in case of relevant aircraft type has been previously approved in the Scope of Work (CAME 0.2.4) by TR DGCA,
- Minor change of forms used.

In accordance with CAMO.A.300 (c); amendments related to the changes listed in point CAMO.A.130(a) and GM1 CAMO.A.130(b) will be approved by TR DGCA.

0.6.3 Maintenance Programme Indirect Approval

Initial Maintenance Programme approval will be done only by TR DGCA. KAAN AIR could approve **maintenance programme amendments** through indirect approval procedure **by Compliance Monitoring Manager**. Indirect approval procedure could be applied only if maintenance programme for **the type of aircraft is already approved**. Maintenance programme could be indirectly approved in the following cases, when:

- A **new aircraft S/N** (registration) is added to approved maintenance programme,
- A **change in maintenance instructions** is promulgated by the type certificate holder, supplemented type certificate holder or TR DGCA and are **directly reflected in Maintenance programme**,
- **Additional maintenance tasks** derived from modifications and repairs will be incorporated into approved maintenance programme,
- A **frequency of period is reduced** to less than allowed (**de-escalation of task intervals / more restrictive interval**) by approved MP.
- **Additional scheduled maintenance tasks** selected by KAAN AIR on voluntary basis (e.g., operator policy for interiors), or manufacturer recommendations outside ICA (Instructions for Continued Airworthiness) (e.g., Service Letter) linked to product improvements or maintenance practices.

Revised maintenance programme **will be notified** to the e-mail address; shy-m@shgm.gov.tr (TR DGCA's SHT-CAM/ Part-M branch) **in 10 (ten) days after approval**.

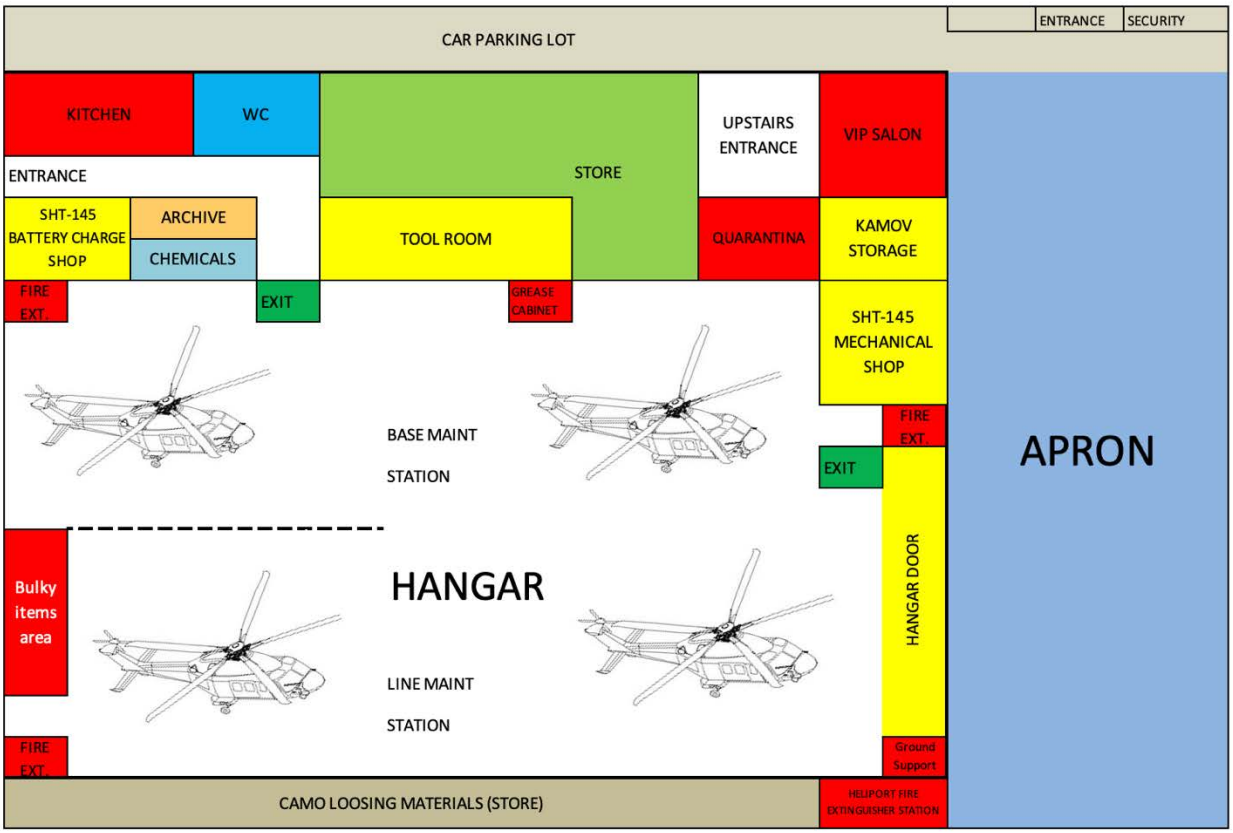
0.7 PROCEDURE FOR ALTERNATIVE MEANS OF COMPLIANCE (AltMoC)

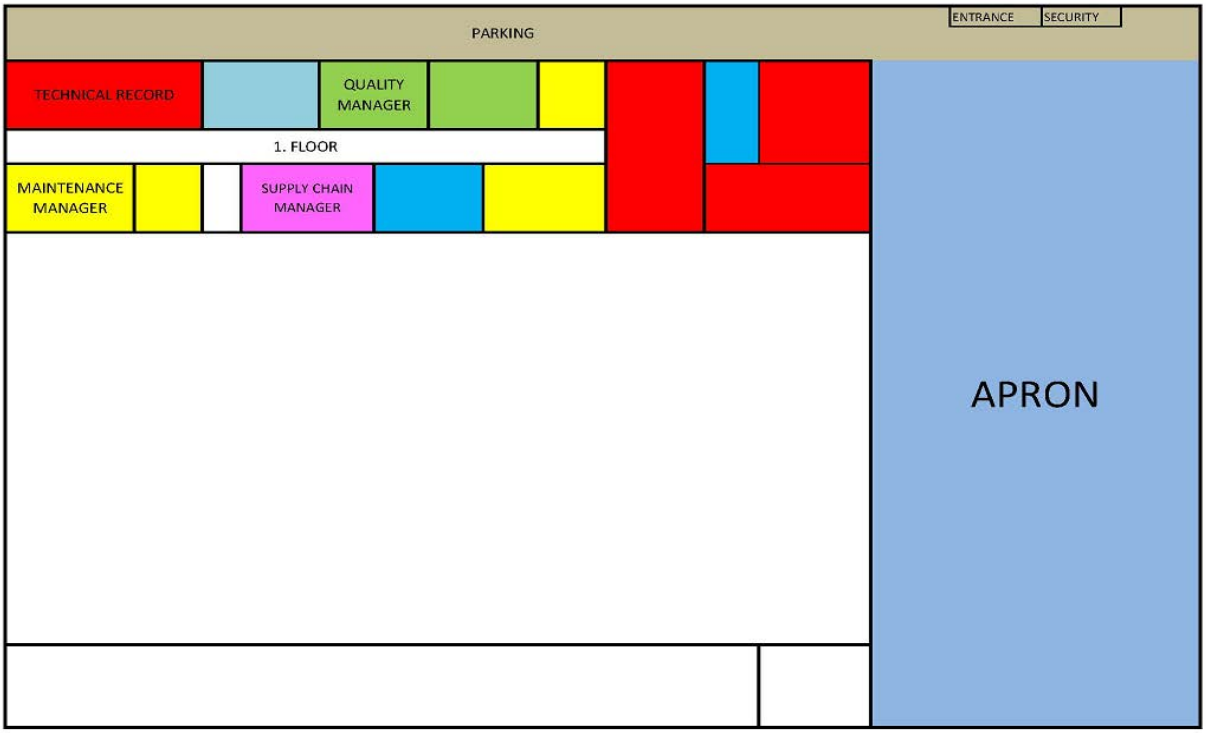
Not Applicable.

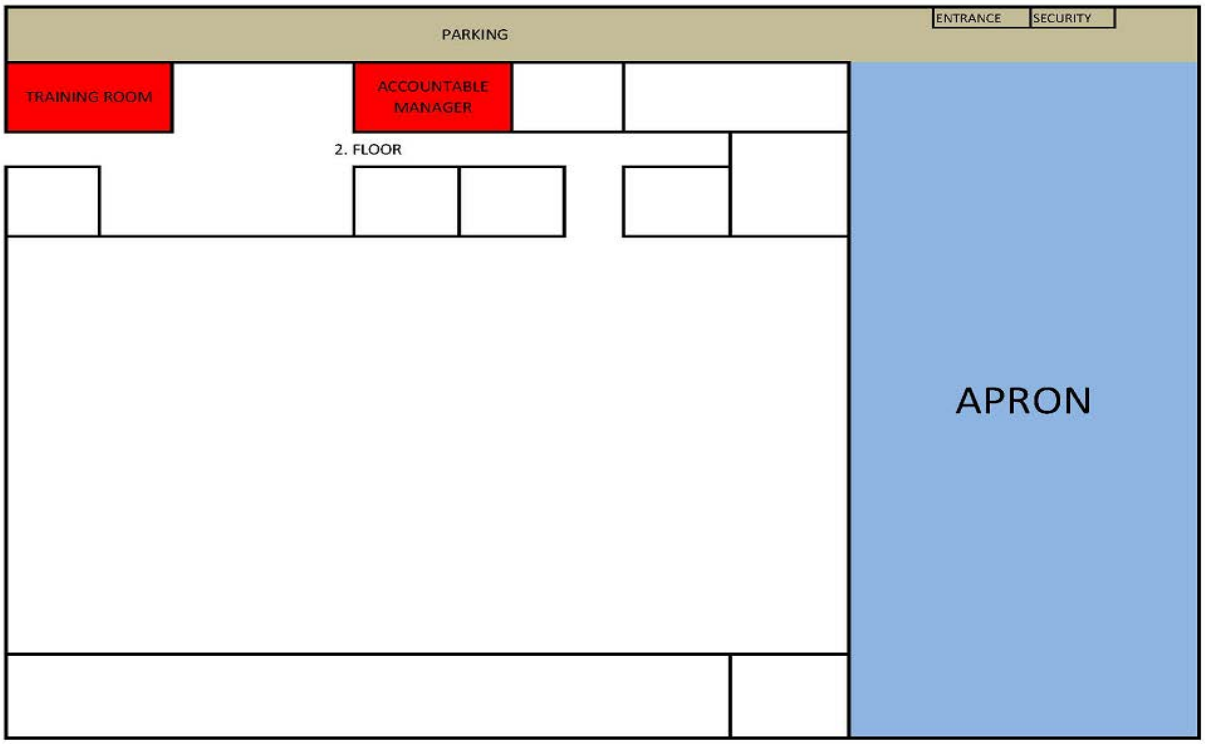
0.8 DESCRIPTION OF FACILITIES

KAAN AIR has sufficient office accommodation for continuing airworthiness management, planning, technical records and compliance monitoring and safety staff. The personnel can carry out their designated tasks in a manner that contributes to good standards. Office accommodation also includes an adequate technical library and room for document consultation.

Layout of offices, technical record archives and others as follow:




PARKING
ENTRANCE
SECURITY
TECHNICAL RECORD
QUALITY MANAGER
1. FLOOR
MAINTENANCE MANAGER
SUPPLY CHAIN MANAGER
APRON


PARKING
ENTRANCE
SECURITY
TRAINING ROOM
ACCOUNTABLE MANAGER
2. FLOOR
APRON

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KAAN AIR

CAME

Part 1

Continuing Airworthiness Management Procedures

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1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.1a USE OF AIRCRAFT CONTINUING AIRWORTHINESS RECORD SYSTEM AND IF APPLICABLE, AIRCRAFT TECHNICAL LOG (ATL) SYSTEM

KAAN AIR prepares a technical log for distributing to the operator's aircraft. The sample technical log is described at Part-5.1 of this exposition for related type of aircraft, it may be different item must be written at technical log related aircraft types.
(Ref: AMC M.A.306(a))

KAAN AIR's aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

Aircraft technical log system includes the information specified for the example used here which happens to use a 5-section document system:

Section 1 contains details of the registered name and address of the operator the aircraft type and the complete international registration marks of the aircraft.

Section 2 contains details of when the next scheduled maintenance is due, including, if relevant any out of phase component changes due before the next maintenance check. In addition, this section contains the current certificate of release to service (CRS), for the complete aircraft, issued normally at the end of the last maintenance check.

Section 3 contains details of all information considered necessary to ensure continued flight safety. Such information includes:

(i) the aircraft type and registration mark,

(ii) the date and place of take-off and landing,

(iii) the times at which the aircraft took off and landed (only **UTC time** will be used),

(iv) the running total of flying hours, such that the hours to the next schedule maintenance can be determined.

(v) details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provision will be made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record. Provision will be made for a CRS following rectification of a defect or any deferred defect or maintenance check carried out. Such a certificate appearing on each page of this section will readily identify the defect(s) to which it relates or the particular maintenance check as appropriate.

(vi) the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision to show, in the same units of quantity, both the amount of fuel planned to be uplifted

and the amount of fuel actual uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required.

(vii) the pre-flight inspection signature.

In addition to the above, it may be necessary to record the following supplementary information:

— the time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module;

— the number of landings where landings affect the life of an aircraft or aircraft component;

— flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.

— In the pre-flight performer and/or pilots name sub-sections; it can be used "**3 Letter Code**", name shortcuts, for person due to some of them has long name/surname and license number. The List of 3 Letter Code of company person will be followed by CMF-25 (3-LETTER-CODE List).

Section 3 is designed so that one copy of each page will remain on the aircraft and one copy will be retained on the ground until completion of the flight to which it relates.

Section 4 contains details of all deferred defects that affect or may affect the safe operation of the aircraft and will therefore be known to the aircraft commander. Each page of this section will be pre-printed with the operator's name and page serial number and make provision for recording the following:

(i) a cross reference for each deferred defect such that the original defect can be identified in the particular section 3 sector record page.

(ii) the original date of occurrence of the defect deferred.

(iii) brief details of the defect.

(iv) details of the eventual rectification carried out and its CRS or a clear cross-reference back to the document that contains details of the eventual rectification.

Section 5 contains any necessary maintenance support information that the aircraft commander needs to know. Such information will include data on how to contact maintenance if problems arise whilst operating the routes etc.

All sample of technical log for related aircraft type if required, is shown at Part-5 of this exposition, Form No: CMF-01.

Pilot in command is responsible to fill technical log which on board of aircraft for every flight, before commencing to flight and after flight.

Technical Log and deferred defect report are being approved with this CAME, there is not required separate approval taken from Turkish DGCA

A sample **Hold Item List** (deferred defect list) is shown at Part-5.1 of this exposition, Form No: CMF-02.

The SHT/ Part-145 AMO is responsible to fill hold item list (deferred defect list) which on board of aircraft when any defect must be deferred in accordance with MEL Procedures.

CA Manager is responsible for control of technical log and hold item list (deferred defect list) Form No: CMF-02, is filled in accordance with applicable standards and defects are taken and written to defect report in accordance with applicable MEL standards.

CA Manager checks that accomplishment and record of entry to technical log when a **repetitive AD/SB** has a Part including **daily or before each flight checks**.

1.1b MEL Application

An aircraft is dispatched and commenced to flight in accordance with minimum equipment list criteria. So, aircraft operator uses the MEL for dispatch criteria before every flight.

KAAN AIR puts an approved MEL to on board aircraft and is responsible of preparing MEL and taking approval and revising on time in accordance with applicable operations regulations.

When a defect is discovered at the aircraft, the defect is being recorded to the defect report if the defect in time limit of MEL. The defect is being rectified in time limit properly by the contracted maintenance organization. For rectification of defect is managed by the Continuing Airworthiness Management Organization.

The defect may be extended one time if required tools and materials have not been arranged. But this extend will be approved by Turkish DGCA.

1.2 AIRCARFT MAINTENANCE PROGRAMME (AMP) – DEVELOPMENT AMENDMENT AND APPROVAL

1.2.1 Maintenance Programme Procedures

CA Manager is responsible for controlling, developing, and amending of operator’s aircraft maintenance programme.

The purpose of the maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.

The aircraft maintenance programme which has been managed by KAAN AIR, is normally being based upon the MPD, maintenance planning document Chapter 4&5.

The aircraft maintenance programme will contain a preface which will define the maintenance programme contents, the inspection standards to be applied, **permitted variations to task frequencies** and, where applicable, any procedure to manage the **evolution of established check** or **inspection intervals** according to AMC M.A.302(4).

The maintenance programme contains the following basic information:

1. The type/model and registration number of the aircraft, engines and, where applicable, auxiliary power units and propellers.

2. The name and address of the owner, operator or CAMO managing the aircraft airworthiness.

3. The reference, the date of issue and issue number of the approved maintenance programme.

4. A statement signed by the owner, operator or CAMO managing the aircraft airworthiness to the effect that the specified aircraft will be maintained to the programme and that the programme will be reviewed and updated as required.

5. Contents/list of effective pages and their revision status of the document.

6. Check periods, which reflect the anticipated utilisation of the aircraft. Such utilisation will be stated and include a tolerance of not more than 25%. Where utilisation cannot be anticipated, calendar time limits will also be included.

7. Procedures for the escalation of established check periods, where applicable and acceptable to the competent authority of registry.

8. Provision to record the date and reference of approved amendments incorporated in the maintenance programme.

9. Details of pre-flight maintenance tasks that are accomplished by maintenance staff.

10. The tasks and the periods (intervals/frequencies) at which each part of the aircraft, engines, APU's, propellers, components, accessories, equipment, instruments, electrical and radio apparatus, together with the associated systems and installations will be inspected. This will include the type and degree of inspection required.

11. The periods at which components will be checked, cleaned, lubricated, replenished, adjusted and tested.

12. If applicable details of ageing aircraft system requirements together with any specified sampling programmes.

13. If applicable details of specific structural maintenance programmes where issued by the type certificate holder including but not limited to:

(a) Maintenance of structural Integrity by damage Tolerance and Supplemental Structural Inspection Programmes (SSID).

(b) Structural maintenance programmes resulting from the SB review performed by the TC holder.

(c) Corrosion prevention and control.

(d) Repair Assessment.

(e) Widespread Fatigue Damage.

14. If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.

15. If applicable a statement of the limit of validity in terms of total flight cycles/calendar date/flight hours for the structural programme in 13.

16. The periods at which overhauls and/or replacements by new or overhauled components will be made.

17. A cross-reference to other documents approved by TR DGCA which contain the details of maintenance tasks related to mandatory life limitations, Certification Maintenance Requirements (CMR's) and ADs.

Note: To prevent inadvertent variations to such tasks or intervals these items is not being included in the main portion of the maintenance programme document, or any planning control system, without specific identification of their mandatory status.

18. Details of, or cross-reference to, any required reliability programme or statistical methods of continuous Surveillance.

19. A statement that practices and procedures to satisfy the programme will be to the standards specified in the TC holder's Maintenance Instructions. In the case of approved practices and procedures that differ, the statement will refer to them.

20. Each maintenance task quoted is being defined in a definition section of the programme.

Short Term Extensions in the maintenance program periods which defined in Article 9 of "**SHT-BPU**, INSTRUCTION OF DETERMINATION AND SHORT-TERM EXTENSION OF AIRCRAFT MAINTENANCE PROGRAM PERIODS" can be done; with the approval of the Compliance Monitoring Manager and the Continuing Airworthiness Manager, if it is within the limits recommended by the STC holder and the conditions specified in the Article 8 of the above-mentioned Instruction are met. In this case; there is no need to get approval of TR DGCA. This extension approval made; is reported to the e-mail address; ued.bildirim@shgm.gov.tr (TR DGCA's SHT-CAM/ Part-M branch) by using the form included in the appendix of the Instruction, within 72 hours.

1.2.2 Maintenance Programme Amendment

Where changes in the MPM are identified as being necessary these will be submitted by CA Manager to Turkish DGCA as an amendment **not more than 90 days**; while it has been implementing accordingly after change notification achieved.

Refer to CAME 0.6.3 Maintenance Programme Indirect Approval procedure when needed.

1.3 CONTINUING AIRWORTHINESS RECORDS; RESPONSIBILITIES, RETENTION AND ACCESS

1.3.1 Hours and Cycles Recording

KAAN AIR collects of aircraft technical log which is filled by the aircraft periodically. The original copy of technical log will be controlled by the CA Manager. All status and records of aircraft, engine and aircraft components are being up to dated accordingly.

KAAN AIR and its customer determines providing method and responsible person of the technical log is delivered by at the contact.

1.3.2 Records and Retention

According to M.A.305;

(a) At the completion of any maintenance, **aircraft certificate of release to service ('CRS')** required by point M.A.801 or point 145.A.50, as applicable, will be entered in the aircraft continuing airworthiness record system, as soon as practicable and **no later than 30 days after the completion** of any maintenance.

(b) The aircraft continuing airworthiness record system will contain the following:

1. the date of the entry, the total in-service life accumulated in the applicable parameter for aircraft, engine(s) and/or propeller(s);

2. the aircraft continuing airworthiness records described in points (c) and (d) below together with the supporting detailed maintenance records described in point (e) below;

3. if required by point M.A.306, the aircraft technical log.

(c) The aircraft continuing airworthiness records will include the **current mass and balance report** and the **current status** of:

1. **ADs and measures mandated** by TR DGCA, EASA in immediate reaction to a safety problem;

2. **modifications and repairs**;

3. compliance with the **AMP**;

4. **deferred maintenance tasks** and **deferred defects rectification**.

(d) The aircraft continuing airworthiness records will include the **current status** specific to **components** of:

1. **life-limited parts**, including the **life accumulated** by each affected part in relation to the applicable airworthiness limitation parameter; and

2. **time-controlled components**, including the life accumulated by the affected components in the applicable parameter, **since the last accomplishment of scheduled maintenance**, as specified in the AMP.

(e) The owner or operator will establish a system to keep the following documents and data in a form acceptable to TR DGCA and for the periods specified below:

1. **aircraft technical log system**: the technical log or other data equivalent in scope and detail, **covering the 36 months period prior to the last entry**,

2. the **CRS and detailed maintenance records**:

(i) demonstrating compliance with ADs and measures mandated by TR DGCA, EASA in immediate reaction to a safety problem applicable to the aircraft, engine(s), propeller(s) and components fitted thereto, as appropriate, **until** such time as the information contained therein is **superseded by new information** equivalent in scope and detail but covering a **period not shorter than 36 months**;

(ii) demonstrating compliance with the applicable data in accordance with point M.A.304 for current **modifications and repairs** to the aircraft, engine(s), propeller(s) and any component subject to airworthiness limitations; and

(iii) of all **scheduled maintenance** or **other maintenance required** for continuing airworthiness of aircraft, engine(s), propeller(s), as appropriate, **until** such time as the information contained therein is **superseded by new information** equivalent in scope and detail but covering a **period not shorter than 36 months**.

3. data specific to certain **components**:

(i) an **in-service history record** for each **life-limited part based** on which the **current status of compliance** with airworthiness limitations is determined;

(ii) the **CRS and detailed maintenance records** for the **last accomplishment** of any **scheduled maintenance** and any sub**sequent unscheduled maintenance** of all **life-limited parts** and **time-controlled components until** the scheduled maintenance has been **superseded by another scheduled maintenance** of equivalent scope and detail but covering a **period not shorter than 36 months**;

4. Record-keeping periods **when the aircraft is permanently withdrawn from service**:

(i) the data required by point (b)(1) of point M.A.305 in respect of aircraft, engine(s), and propeller(s) which shall be retained for **at least 12 months**;

(ii) the last effective status and reports as identified under points (c) and (d) of point M.A.305 which shall be retained for **at least 12 months**; and

(iii) the most recent CRS(s) and detailed maintenance records as identified under points (e)(2)(ii) and (e)(3)(i) of point M.A.305 which shall be retained for **at least 12 months**.

(f) CA Manager will comply with the requirements regarding the aircraft continuing airworthiness record system and present the records to TR DGCA upon request.

(g) All entries made in the aircraft continuing airworthiness record system will **be clear and accurate**. When it is necessary **to correct** an entry, the correction shall be made in a manner that **clearly shows the original entry**.

1.3.3 Preservation of Records

KAAN AIR uses a computerized tracking program; **WINGS** (http://192.168.85.10:8080/Wings/) for hours and cycles recording, following and accomplish AD/SB, life limited parts tracking, scheduled and unscheduled maintenance times, maintenance done packaging recording etc. in the company intranet system.

KAAN AIR gives password and authorisation to the personnel who are responsible for changing the records in the computerized system.

KAAN AIR **protects** the records from **fire, floods, thieves**, etc. The paper records will be kept in the metal wardrop and locked to not access unauthorised person.

KAAN AIR Computer systems have **one backup system**, which is being **updated at least within 24 hours of any maintenance**. Each terminal containing programme safeguards against the ability of unauthorised personnel to alter the database. Backed-up records will be kept other than main facilities. There is an intranet: \\192.168.85.15\Güncel_Bakım_Yönetim\BAKIM_TAKIP_PROGRAM\ for the backups.

1.3.4 Transfer of Continuing Airworthiness Records

KAAN AIR will retain a copy of all records of ; all details of work carried out, each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents and/or each permit to fly issued, as applicable, until **3 years after the responsibility** for the aircraft in accordance with points M.A.201 has been **permanently transferred to another person or organisation**.

Where KAAN AIR **terminates** its operation, all retained records will be **transferred** to **the owner** of the aircraft.

1.4 ACCOMPLISHMENT AND CONTROL OF AIRWORTHINESS DIRECTIVES

1.4.1 Airworthiness Directive Information

KAAN AIR is responsible for being carried out of all applicable airworthiness directives (AD) which are issued by the Turkish DGCA, EASA and the authority of TC Holder and Mandatory Service Bulletins which are issued by TC Holder.

So following Airworthiness Directives and Mandatory Service Bulletins is being provided, evaluated and being carried out control has been done for each aircraft properly;

- AD’s and Operational Directives issued by the TR-DGCA;
- AD’s issued by civil aviation authority of design organisation
- AD’s issued by EASA;
- Mandatory Service Bulletins (MSB) issued by design organisations;
- Mandatory Requirements for Airworthiness issued by design organisations.

AD’s are followed by the related EASA website, MSB’s are followed; by **periodic paper letter** from TC Holder for KAMOV types, but by **electronic web site** for LEONARDO helicopter types and PRATT & WHITNEY engines.

1.4.2 Airworthiness Directive Decision

An issued AD/SB is being analysed/evaluated for applicability to aircraft and compliance date, by Engineering Department engineers and submitted for approval and final decision to CA Manager, and then AD/SB Evaluation Form, Form No: CMF-03 (shown at Part 5.1.3) is being filled; accordingly, except it is a customer option for Leonardo Helicopter SB, and/or lower than Category 6 for Pratt & Whitney engine bulletins.

When an AD/SB is applicable to the aircraft, engine or component etc., it is being made entry to the AD/SB Status Form No: CMF-04 or CMF-05 (shown at Part 5.1.4 and 5) to follow up them complience.

KAAN AIR verifies the AD/SB applicability and due times periodically on the basis of the current time data and or calendar date. By means of a work order, it is being notified the approved SHY/Part-145 organization in time for the execution of the requested work.

When an Emergency Airworthiness Directive has been issued and applicable to the aircraft, CA Manager informs to the SHY/Part-145 approved AMO for accomplishment. Then accomplishment records are made entry to the Airworthiness Directive Status.

1.4.3 Airworthiness Directive Control

After AD/SB is accomplished by the SHY/Part-145 approved AMO, the AD/SB status is being up to dated and accomplishment records are being put in the status of aircraft, engine and appliances.

KAAN AIR manages to ensure that all the applicable airworthiness directives are accomplished and that they are accomplished on time. As a closed-loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:

- the AD is **not applicable**, or
- if the AD is **applicable**:
  - the AD is **not yet accomplished** but the **time limit is not overdue**,
  - the AD is **accomplished**, and any **repetitive inspection** is **identified and performed.**

AD/SB Status is being controlled **in every 2 weeks period** and if any open AD/SB is discovered, the related AD and/or Mandatory SB will be informed to the SHY/Part-145 approved AMO.

Affective AD/SB's for parts / components which cannot used to aircraft and must be disposed, is being transferred to CMF-10 Quarantine Part List. This list is being up to dated when required and distributed to AMO or required contactors.

If an AD/SB has parts that will be done daily and/or before each flight; this parts are being added to Preflight Check Lists and defined at the Part 5 of this CAME. This related repetitive AD/SB Parts is being executed by the technical personnel and/or

pilots who has limited certification authorization and having received adequate practical training and having enough experience. After execution related personnel records on the technical log.

1.5 ANALYSIS OF THE EFFECTIVENESS OF THE MAINTENANCE PROGRAMME(S)

KAAN AIR remains responsible for the analysis of the effectiveness of the maintenance programme.

This section also contains details of how this function is carried out using the following data, as an example:

- Pilot reports (PIREP),
- Air turn backs,
- Spare consumption,
- Repetitive technical occurrence and defects,
- Technical delays analysis (through statistics, if relevant),
- Technical incidents analysis (through statistics, if relevant), etc.

This section contains **meeting arrangements** that exist between the organization, the owner operator and the contracted maintenance organization:

- The Maintenance Programme content;
- The effect on the Maintenance Programme of any ADs, modifications or repairs;
- Changes to the operation, which may affect the Maintenance Programme.
- Maintenance findings;
- Other defect reports; i.e. spares reliability, technical incidents, repetitive defects, and pilot reports,
- Compliance monitoring product samples (aircraft surveys);
- Changes to the manufacturer's maintenance guidance material, Service Bulletins Service Letters etc. and how these affect the Maintenance Programme;
- Other Compliance Monitoring System findings.

Where appropriate or necessary, amendments to the Maintenance Programme are being promulgated by the CA Manager for submission to the Turkish DGCA as an amendment.

1.6 NON-MANDATORY MODIFICATION AND INSPECTIONS

KAAN AIR assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to **service bulletins, service letters and other information** that is produced for the aircraft and its components by an approved design organisation, the manufacturer, TR DGCA, EASA. Any other changes (i.e., those not already covered by a manufacturer's Bulletin or Authorities approved modification) are being initiated by the CA Manager in consultation with the operator.

All manufacturers' Service Bulletins applicable to the aircraft managed by KAAN AIR are being reviewed in the first instance by the CA Manager for applicability. Where compliance with the Service Bulletins' may be seen as beneficial, the operator is being advised and if agreed the SB will be embodied by the SHY/Part-145 approved AMO.

For all modifications other than those introduced by manufacturer's SBs' i.e. those proposed by KAAN AIR or operational advantage/ improvement or other reasons then these are being subject to the current Turkish DGCA or manufacturer's modification procedures.

All minor modifications are being agreed by the CA Manager and the operator before submission either to a suitably approved Design Organization or to the Turkish DGCA. Where application is made to the Turkish DGCA, the CA Manager is responsible for raising and submitting the Minor change approval application form.

Incorporation of all non-mandatory modifications, whether introduced through Service Bulletins or by the Turkish DGCA Approved Minor/Major change, is being recorded in the aircraft's airworthiness records.

1.7 REPAIRS AND MODIFICATIONS

All Major modifications is being raised through a contracted and suitably approved design organization and submitted to The Turkish DGCA by the KAAN AIR. The approval of the change is being issued by the Turkish DGCA and needs to be recorded and held in the aircraft's airworthiness records.

1.8 DEFECT REPORTS

1.8.1 Analysis

All defects occurring on aircraft managed by KAAN AIR is being subject to review and analysis for their effect upon airworthiness and the continuing safe operation of the aircraft.

The aircraft continuing airworthiness records are examined at regular intervals by KAAN AIR to provide information concerning defects occurring, Pilot's reports, maintenance actions and defects of a repetitive nature.

Maintenance input records (work-packs) is also being reviewed for significant findings by the KAAN AIR which may have airworthiness or operational implications.

CA Manager assess' the findings as necessary and any action required is agreed with the owner operator before implementation. Implementation may take the form of a Maintenance Programme amendment or modification action.

1.8.2 Liaison with Manufacturers and The Turkish DGCA

KAAN AIR is responsible for liaising with the manufacturer(s) and the Turkish DGCA on all matters concerning the airworthiness of the aircraft managed, where a defect report shows that such defect is likely to occur to other aircraft. A liaison will be established with the manufacturer and TR DGCA so that they may take all the necessary action.

1.8.3 Deferred Defect Policy

KAAN AIR seeks to ensure that the minimum open deferred defects exist. All open deferred defects is being monitored by CA Manager and the SHY/Part-145 approved AMO to ensure earliest rectification and subsequent closure. All defects that are subject to deferral action will be as per the Minimum Equipment List and its guidelines for use. Defects such as cracks and structural defects that are not addressed in the MEL/CDL may only be deferred after agreement with the Type Certificate holder and that the defect is not of a safety concern.

When a deferred defect is raised the CA Manager consults with the SHY/Part-145 approved AMO with a view to arranging the earliest possible rectification action to be taken. This involves the pre-allocation of down time, spares, personnel, tooling etc. as appropriate. A Certificate of Release to Service is being issued upon clearance of any deferred defects by SHY/Part-145 approved AMO.

The aircraft continuing airworthiness records are monitored by CA Manager to identify repetitive defects as and when they become apparent. Remedial action is being arranged with the contracted maintenance organization in consultation with the operator.

1.8.4 Reporting Defects

Refer to CAME 2.11.1 Mandatory Occurrences procedure for reporting defects.

1.9 ENGINEERING ACTIVITY

CA Manager is responsible for engineering activity. Engineering activity is considered to when any aircraft has defects such as damage, dent and others, it is limited to defining and drawing defects to search in the SRM procedures. In the case of the repair procedures is not in the SRM, the drawing is being submitted to the manufacturer for solutions. The solutions are applied to aircraft by the SHY/Part-145 AMO in accordance with manufacturer procedures.

1.10 RELIABILITY PROGRAMMES

For complex motor-powered helicopters, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme includes a reliability programme according to M.A.302 (f).

According to AMC M.A.302(f);

1. Reliability programmes are being developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.
2. Reliability programmes need not be developed for aircraft not considered complex motor-powered aircraft or that contain overhaul time periods for all significant aircraft system components.
3. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective, and their periodicity is adequate.
4. The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task
5. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.

The type of information to be collected is being related to the objectives of the Programme and being such that it enables both an overall broad-based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:

(a) Pilots Reports
(b) Technical Logs
(c) Aircraft Maintenance Access Terminal / On-board Maintenance System read-outs
(d) Maintenance Worksheets
(e) Workshop Reports
(f) Reports on Functional Checks
(g) Reports on Special Inspections
(h) Stores Issues/Reports
(i) Air Safety Reports
(j) Reports on Technical Delays and Incidents
(k) Other sources: ETOPS, RVSM, CAT II/III

1.11 PRE-FLIGHT INSPECTIONS

1.11.1 Pre-Flight Inspection Procedures

A trained and authorised pilot or technician who has a SHY/EASA TR.66 / Part.66 license, performs a pre/post flight inspection and sign off technical log before to commence a flight. The pre/post flight is being performed when the aircraft engines are stopped at any locations.

CA Manager is responsible to ensure flight crew or technician to be trained and to be authorised for performing pre-flight inspections.

The pre-flight training contains both procedural which are procedure 1.13 of this CAME, related Pre/Post Flight Inspection Form, **CMF-06 is at the 5.1** of this CAME, usage of technical log, practical training on side of the related aircraft type and storage procedures.

Pre-flight instructor is authorised and has following qualifications:

- Having SHT/Part-66 aircraft license with related type endorsed,
- Having minimum 2-years-experience as technicians,
- Having a Train-the-Trainer certificate.

CA Manager keeps a list of pre-flight authorised personnel and training attendance documents.

The pre-flight training is being taken from approved SHY/Part-145 organization when above qualified instructor is available at that approved SHY/Part-145 organization.

CA Manager re-trains and re-authorizes personnel any findings are discovered at compliance of pre-flight to aircrafts or findings issued by compliance monitoring auditors or the Turkish DGCA.

Regarding the pre/post flight inspection it is intended to mean all the actions necessary to ensure that the aircraft is fit to make the intended flight.

Pre/Post Flight Inspection Form, Form No: CMF-06 was created and shown at Part 5 on this CAME. CA Manager ensures that CMF-06 must be updated in accordance with related rotorcraft flight manuals. Form No: MMF-57 Document Tracking Form is being used to follow up current version of all maintenance documents and includes the revision number and date of current RFM. MMF-57 will be refreshed **by weekly.**

Authorised personnel follow up below instructions and using Pre/Post Flight Inspection Form, CMF-06 for performing pre-flight inspection;

(a) A walk-around inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required emergency equipment will be established;
(b) An inspection of the aircraft continuing airworthiness record system or the operators technical log as applicable to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight;
(c) A control those consumable fluids, gases etc. uplift prior to flight are of the correct specification, free from contamination, and correctly recorded;
(d) A control that all doors are securely fastened;
(e) A control that controls surface and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed;
(f) A control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions,
(g) All critical / safety items including Life Vests.

According to KA-32 A11BC helicopter type Maintenance Planning Manual originated; **The Fine Maintenance** is identified under the three subtitles:

- Pre-flight,
- Intermediate flight,
- Post flight.

Those are different from the pre-flight and post-flight, defined above paragraph. Fine/Pre-flight and Fine/Post flight must be performed by a technician who has a SHY/EASA TR.66 / Part.66 license.

- Fine/Pre-flight and Fine/Post flight can be performed by pilot when the helicopter is out of the base due to compulsory conditions.
- The intermediate flight can be performed both pilot and SHY/EASA TR.66 / Part.66 licensed technician.
- The Post flight and Pre-flight may be performed together after last flight but the Pre-flight is valid for 72 hours.

All kind of fine inspections are being recorded and signed to technical log of helicopter after performed with its subtitle.

The **FMS** is capable of operations in airspace designated for Precision RNAV (P-RNAV) or RNAV 1 and Basic RNAV (B-RNAV) or RNAV 5 Navigation Specification providing all navigation information necessary for the aircraft to permit the navigation along any desired flight path within the coverage of space referenced NAVAIDs. Last current nav database information are uploaded **by authorized technicians in every 28 days** and database validity (current AIRAC cycle) will be checked **by pilots before every flight** according to AMC2 CAT.OP.MPA.175.

1.11.2 Post Flight Inspections and Storage Aircraft

Authorized personnel for pre/post flight inspection follows up following instruction for performing after flight inspection and storage of aircraft;

- When aircraft is grounded at destination locations **for night stop thru 7 days**; the aircraft will be inspected in accordance with pre-flight inspection procedure and applied the storage procedures, the storage means that all inlets of aircrafts will be closed in accordance with AMM storage procedures,
- When aircraft is still grounded **more than 28 days**; the engine will be running by the crew. After engine running, the storage conditions will be re-applied.

1.11.3 HUMS (Health and Monitoring Usage System)

The Health and Usage Monitoring Systems (HUMS) for helicopters provides diagnostic information required for optimum performance. HUMS sensors and embedded diagnostic software monitor and communicate the health and maintenance needs of critical components. HUMS is an integrated recording and monitoring system that provides the helicopter with structural and transmission usage monitoring (SUM and TUM), transmission vibration monitoring (TVM) and rotor track and balance (RTB). The HUMS is designed to be operated by a technician and does not affect flight operations.

Benefits for company:

- Increasing aircraft availability,
- Reducing maintenance costs,
- Optimizing parts inventory management,
- Enhancing safety.

HUMS downloading and analysis are performed **at intervals of 1 week** each time the aircraft return to the to the operating base.

1.12 AIRCRAFT WEIGHING

All aircraft weighing task can only performed by SHY/Part-145 AMO.

CA Manager reviews the weighing reports produced by that SHY/Part-145 AMO and maintains a record of each aircraft managed.

A weighing is being carried out when required due to major changes, such as major modifications, painting, AMP task requirements, operating requirements, operator request, etc. and, **at least in every 4 (four) years even if not occurred any changing on aircraft.**

CA Manager is responsible to submit any weight and balance report to the operator's operations responsible personnel for correction of operational procedures.

1.13 MAINTENANCE CHECK FLIGHT PROCEDURES

Check flights are only required as specified by the aircraft manufacturer and normally included in the maintenance programme for instance after a particularly extensive maintenance check or major modification affecting the aircraft performance that cannot be check on the ground.

Operator is responsible for executing check flight to the aircraft.

CA Manager ensures that all defects are carried out by the SHY/Part-145 AMO. The SHY/Part-145 AMO writes down to technical log this statement; "**Aircraft Ready to Service for Ferry/Technical Flight, There is no un-airworthy condition**". In addition, Pilot in Command performs pre-flight inspection before flight.

Following personnel is allowed to the board of aircraft only:

- **Crew members,**
- **Check Pilot** and
- **Authorised Technicians** who are **employed at SHY/Part-145 AMO.**

When any defect is found after flight, a SHY/Part-145 AMO rectifies the defect in the MEL limits.

Additionally, the **Circular** UED-2022/2 "**Transition to Maintenance Organization, Post-Maintenance Test and Customer Acceptance Flight Permits**" will be followed; in the case of :

- Requirements for situations not resulting from any damage or deficiency in order to fulfill the requirements specified in the relevant maintenance manual for the **test flights** required by the Turkish registered aircraft **after their periodic maintenance**, and/or

- Requirements regarding **pre-delivery customer acceptance flights** of Turkish registered aircraft.

For the cases where it is stated that it is necessary, **SHGM Form 371 "Post-Maintenance Test Flight and Customer Acceptance Flight Request and Information Form"** must be filled in completely and correctly by both the operator and the relevant maintenance organization for the post-maintenance test flight or, if it is different from the operator for the customer acceptance flight, by the CAMO of the aircraft in question and sent with its attachments, and the relevant DHMI (TR State Airport Authority) personnel must check that the form is filled in completely and signed.

The said form and its attachments must be sent to TR DGCA via e-mail to airw@shgm.gov.tr **before each flight**, and also **in 6-month periods** (until the end of working hours on the last day of June and December each year), a list of all flights carried out for that period and an information package containing the said information form and its attachments must be sent to TR DGCA in writing via KEP by the operator or CAMO of the aircraft in question.

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KAAN AIR

CAME

Part 2

Management System Procedures

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Ayazağa Mah. 208. Sok. No:1 SARIYER/İSTANBUL

2 MANAGEMENT SYSTEM

2.1 HAZARD IDENTIFICATION AND SAFETY RISK MANAGEMENT SCHEMES

2.1.1 Hazard Identification Process

The hazard identification process is the **formal means of collecting, recording, analysing, acting on and generating feedback about hazards** and the associated risks that affect the safety of KAAN AIR's activities.

The hazards identification process features several components:

2.1.1.1 Safety Data Collection; PROACTIVE and REACTIVE methods

The Safety Risk Assessment will be initiated in time for the results to be available before any decisions regarding the activity concerned have to be made. The activity to be analysed will be described in terms of systems and processes.

Safety Manager for performing the risk assessment will determine the need for a dedicated working group comprised of suitable subject matter experts and personnel involved in KAAN AIR activities.

The Safety Manager decides whether, and what other methods and sources are used to determine **hazard causes, likelihood** and **consequences.**

Progressively extend and personalise the data base. The Safety Manager decides whether to use additional data sources.

KAAN AIR database will contain:

- information resulting from the investigation of internal occurrences and accidents,
- reported deviations and proposals for improvement,
- experience collected from the monitoring of normal operations.

KAAN AIR database may be augmented with similar data exchanged with other operators.

Whenever possible, the process of risk assessment will build upon experience derived from risk assessments carried out previously.

Proactive Approach consists of analysing the conduct of operations to identify potential hazards and assess the associated risks and then to mitigate risks factors **before they result in an accident or incident.** This approach will trigger the following questions:

- What accidents or incidents could happen and why?
- For what reasons could these occur?

- Do we feel enough protected?
- Any action we will take now to prevent these from occurring?

Reactive Approach consists of analysing accidents and incidents that **have occurred** and trying to understand why. Based on the analysis of reported accidents and incidents, the following questions will be asked:

- What accidents or incidents did happen and why?
- For what reasons or did these occur?
- Because of what causal factors?
- What barriers or risk controls failed, and which barriers worked?

2.1.1.2 Identification of Data Sources; Internal and External

Hazards can be identified from different internal and external sources by asking the following question:

- What elements, in isolation or in combination, may have contributed or could contribute to an incident or accident?

Internal sources:

- Safety assessment of systems and operations
- Safety Reports
- Voluntary reports, spontaneous identification
- Flight Data Monitoring Safety indicator tendencies
- Inspections and audits

External sources:

- Accident and incident reports;
- Technical publications from manufacturers (for instance Safety Bulletins);
- Safety Information Bulletins, safety alerts and other safety publications from TR-DGCA, EASA, ICAO, Eurocontrol, FAA and other authorities worldwide;
- Websites such as SKYbrary and Wikipedia;
- Safety publications by national or international associations and safety initiatives such as EHEST and IHST, the Helicopter Association International (HAI), the Royal Aeronautical Society (RAeS), the Flight Safety Foundation (FSF), etc.;
- Safety publications by industry, research organisations and academia;
- Professional journals, conference proceedings, safety campaigns, helicopter safety days;

- Benchmarks between operators, data aggregated at sector level or by the manufacturers, etc.

It is also worth noting that the **absence of past incidents/accidents does not mean absence of risk.**

It is important, therefore, to identify the underlying hazards and to assess the risks. One effective way of doing this is to group similar events to try and identify the underlying hazards.

Aids to the identification of possible consequences include the following:

- Other risk assessments
- Occurrence and accident reports
- Audits/non-compliance reports
- Internal reviews
- Monitoring results including flight data monitoring information
- Brainstorming
- Threat assessments
- Standard checklists.

2.1.1.3 Safety Data Analysis

The following activities can provide sources to monitor and measure safety performance:

Safety Data Analysis uses the safety reporting data to uncover common issues or trends that might warrant further investigation.

Safety Studies are analyses to gain a deeper understanding of safety issues or better understand a trend in safety performance.

Safety Surveys examine procedures or processes related to a specific operation. Safety surveys may involve the use of checklists, questionnaires, and informal confidential interviews. Safety surveys generally provide qualitative information. This may require validation via data collection to determine if corrective action is required. Nonetheless, surveys may provide an inexpensive and valuable source of safety information.

Safety Audits focus on assessing the integrity of safety management and supporting systems. Safety audits can also be used to evaluate the effectiveness of installed safety risk controls or to monitor compliance with safety regulations. Ensuring independence and objectivity is a challenge for safety audits. Independence and objectivity can be achieved by engaging external entities or internal audits with protections in place - policies, procedures, roles, communication protocols.

Findings and recommendations from **Safety Investigations** can provide useful safety information that can be analysed against other collected safety data.

2.1.1.4 Identification and Classification of Hazards relevant to the KAAN AIR activities

Operational Data Collection Systems such as Flight Data Monitoring system can provide useful data of events and operational performance.

KAAN AIR is encouraged to use the safety risk control modelling approach recommended by the EHEST.

The purpose of this approach is to consider "Undesirable Events" (UEs) as an intermediate step between hazards and risks, and incidents and accidents.

Hazards can, in isolation or in combination, lead to UEs. UEs trigger a stage in the escalation of an accident scenario, called the Undesirable Operational State (UOS), where the scenario has escalated to the point that the accident can only be avoided through successful recovery measure(s) or by chance.

Risk Controls aimed at preventing UEs and UOS are prevention barriers. Controls that prevent a UOS resulting in an accident are identified as recovery barriers, while controls that mitigate the effect of an incident or accident are called mitigation barriers.

Internal Audits are performed to assess the effectiveness of the safety management system and identify areas for potential improvement. Most aviation safety regulations are generic safety risk controls that have been established. Ensuring compliance with the regulations through the internal audit is a principal aspect of safety assurance.

It is also necessary to ensure that any safety risk controls are effectively implemented and monitored. The causes and contributing factors will be investigated and analysed where non-conformances and other issues are identified. The main focus of the internal audit is on the policies, processes and procedures that provide the safety risk controls.

Internal audits are most effective when **conducted by persons or departments independent of the functions being audited**. Such audits will provide the Accountable Manager and senior management with feedback on the status of:

- compliance with regulations;
- compliance with policies, processes, and procedures;
- the effectiveness of safety risk controls;
- the effectiveness of corrective actions; and
- the effectiveness of the safety management system.

When KAAN AIR cannot ensure appropriate independence of an internal audit, in such cases, company may consider engaging **external auditors** (e.g., independent auditors or auditors from another organization).

Planning of internal audits will take into account the safety criticality of the processes, the results of previous audits and assessments (from all sources), and the implemented.

Safety risk controls: Internal audits will identify non- compliance with regulations and policies, processes and procedures. They will also **identify; system deficiencies, lack of effectiveness of safety risk controls and opportunities for improvement**.

Assessing for compliance and effectiveness are both essential to achieving safety performance. The internal audit process can be used to determine both compliance and effectiveness. The following questions can be asked to assess compliance and effectiveness of each process or procedure:

a) Determining compliance
    1) Does the required process or procedure exist?
    2) Is the process or procedure documented (inputs, activities, interfaces and outputs defined)?
    3) Does the process or procedure meet requirements (criteria)?
    4) Is the process or procedure being used?
    5) Are all affected personnel following the process or procedure consistently?
    6) Are the defined outputs being produced?
    7) Has a process or procedure change been documented and implemented?

b) Assessing effectiveness
    1) Do users understand the process or procedure?
    2) Is the purpose of the process or procedure being achieved consistently?
    3) Are the results of the process or procedure what the "customer" asked for?
    4) Is the process or procedure regularly reviewed?
    5) Is a safety risk assessment conducted when there are changes to the process or procedure?
    6) Have process or procedure improvements resulted in the expected benefits?

In addition, internal audits will monitor progress in **closing previously identified non-compliances**. These will have been addressed through **root cause analysis** and the development and implementation of **corrective and preventive action plans**. The

results from analysis of cause(s) and contributing factors for any non-compliance will feed into the company **Safety Risk Management** processes.

The results of the internal audit process become one of the various inputs to the SRM and safety assurance functions. Internal audits inform company management of the level of compliance within the organization, the degree to which safety risk controls are effective and where corrective or preventive action is required.

EASA may provide additional feedback on the status of compliance with regulations, and the effectiveness of the safety management system and industry associations or other third parties selected by KAAN AIR to audit the organization and processes. Results of such second- and third-party audits are inputs to the safety assurance function, providing company with indications of the effectiveness of KAAN AIR internal audit processes and opportunities to improve the safety management system.

2.1.1.5 Records Management (Hazard Log / Register)

The Safety Manager will maintain a register (or log) of hazards and risks. SMF-03 Risk/ Hazard Register form will be used.

2.1.1.6 Responsibilities and Management of the Hazard Log

The Safety Manager will maintain the register (or log) of hazards, and of the corresponding risk assessments and mitigations. This risk register records hazards per activity and indicates how these have been addressed in the past and are currently being addressed.

Any future risk assessment may then draw upon the information already available.

The information is both communicated and made available to all in KAAN AIR with special attention to the managers in charge, depending on the nature of the risks.

2.1.1.7 Internal Communication Process

Safety information from voluntary safety reporting systems will be protected, unless a principle of protection applies. This can be extended to safety information from a mandatory reporting system.

Safety promotion actions and publications can also improve coordination and collaboration among different organizations involved with safety oversight.

From an operational perspective, it is important that operational strategies, including harmonized safety management system requirements and monitoring of the respective companies are shared, communicated, and coordinated amongst the State aviation authorities. An **open communication channel** may avoid the creation of conflicting safety management system requirements or acceptance criteria for different aviation sectors.

There are several means KAAN AIR may adopt to convey **safety communication** internally, such as **newsletters, bulletins, leaflets, publications, seminars, meetings, training, websites, mailing lists, publications on social media, discussions in collaboration groups**, among others.

When assessing which type of media will be used to convey a particular message, KAAN AIR will assess which one is more appropriate to each message and its targeted audience. Other information such as **lessons learned,** and **best practices** may be more suitable for a periodic bulletin or newsletter. Establishing campaigns to address a particular concern or hazard using multiple media may be effective in increasing awareness of the issue and changing personnel attitude.

2.1.2 Safety Risk Management

Once hazards are **identified**, the risk of their consequences will be **assessed, analysed** and **mitigation actions will be implemented** accordingly. A formal safety risk management process has been developed and maintained considering the following:

2.1.2.1 **Analysis process (**e.g. in terms of the **probability** and **severity** of the consequences of **hazards and occurrences)**

SEVERITY will evaluate the seriousness of the consequences:

The severity of all hazard consequences is analysed. The analysis considers both short-term and long-term consequences, such as effects on the natural and work environment.

Consequences are grouped such as loss or damage of life/health, environment, material values/assets, functions, and reputation.

The determination of severity is normally of a descriptive (qualitative/ordinal terms) nature, except when relevant calculations (quantitative) will be applied. A qualitative analysis describes the chains of events that could follow from the hazard and its possible consequences. Quantitative analysis is used to calculate the extent of damage that could be caused.

Severity can be expressed using terminology like ‘very small, small, medium, large and very large’. The meaning of each term is then expressed in words and/or numbers / ranges.

Below is an example table that KAAN AIR uses for determining severity:

SEVERITY OF OCCURRENCE	MEANING				VALUE
	PERSONNEL	ENVIRONMENT	MATERIAL VALUES & ASSETS	REPUTATION	
CATASTROPHIC	Multiple fatalities	Massive affects (pollution, destruction, etc.)	Catastrophic financial loss Damage > 1 M TL	International impact	**5**
HAZARDOUS	Fatality	Effects difficult to repair	Severe financial loss with long term effects Damage < 1 M TL	National impact	**4**
MAJOR	Serious injuries	Noteworthy local effects	Substantial financial loss Damage < 250K TL	Considerable impact	**3**
MINOR	Light injuries	Little impact	Financial loss with little impact Damage < 50K TL	Limited impact	**2**
NEGLIGIBLE	Superficial or no injuries	Negligible or no effects	Financial loss with negligible impact Damage < 10K TL	Light or no impact	**1**

In the analysis of severity of each consequence, human and organisational factors are primarily considered for their possible contributing effects.

The effects of existing recovery controls and barriers that influence the consequence itself or the consequence chain will be considered, as applicable:

- certification requirements (e.g. fire protection);
- existing abnormal and emergency procedures;
- secondary safety measures (e.g. crashworthiness, personal protective equipment);
- technical measures/equipment;
- training;
- human and organisational factors;
- emergency preparedness.

As the risk assessment progresses it is possible that an iterative process may help to identify new factors and barriers. These are then added to the procedure and included in the analysis.

Risk levels may vary over time depending on the nature of the operation(s) (machines and equipment, procedures and documentation, flight environment, personnel qualification, duration of the tasks, etc.). Comprehensive and up-to-date data such as

risk assessments and risk descriptions helps in the task of performing good and effective risk assessments.

Risk must be re-assessed, in particular when a change is introduced.

LIKELIHOOD will identify the possibility (and frequency) of the occurrence:

Assessment of likelihood is based on the following two way process:

- hazard consequences are analysed to establish possible causes, contributing factors and existing barriers,
- causes, contributing factors and barriers are then further analysed to determine likelihood of an occurrence.

In the causal analysis of consequence, human and organisational factors are considered for their possible contributing effects. We normally consider direct causes (‘unsafe acts’), workplace factors and organisational factors (‘error provoking or latent conditions’).

The effects of existing likelihood-reducing factors and barriers that influence the chain of events are considered and documented, taking into account the following:

- certification requirements;
- maintenance procedures;
- existing normal and abnormal procedures;
- technical measures/equipment;
- training;
- other human and organisational factors.

Causal analysis, supported for instance by **'Bow Tie' type diagrams** is performed to the level of detail necessary to establish relevant likelihood values.

Alternatively, values can be estimated on the basis of expert judgement, or on the basis of observed or reference frequencies provided for the sector, type of operations, type of machine(s), etc.

Likelihood may be expressed using terminology such as ‘very low, low, medium, high and very high’.

The following table is an example of what KAAN AIR will use for determining likelihood:

RISK LIKELIHOOD	MEANING	VALUE
FREQUENT	**Likely to occur many times.** Has already occurred in the Company (Freq. > 10 times per year). Has occurred frequently in the history of the aviation industry.	**5**
OCCASIONAL	**Likely to occur sometimes.** Has already occurred in the Company (Freq. < 10 times per year). Has occurred infrequently in the history of the aviation industry.	**4**
REMOTE	**Unlikely to occur, but possible.** Has already occurred in the Company at least once or. Has seldom occurred in the history of the aviation industry.	**3**
IMPROBABLE	**Very unlikely to occur.** Not known to have occurred in the Company but has already occurred at least once in the history of the aviation industry.	**2**
EXTREMELY IMPROBABLE	**Almost inconceivable that the event will occur.** It has never occurred in the history of the aviation industry.	**1**

Below are examples of methods that KAAN AIR will use for causal and likelihood analysis:

- fault tree analysis;
- FMECA (Failure Mode, Effects and Critical Analysis);
- influence diagrams;
- bow-tie diagrams;
- brainstorming.

As the risk assessment progresses, an iterative process may help to identify new factors and barriers. These can then be included in the analysis.

Regardless of the method used (ICAO safety risk matrix, ARMS, BOW-TIE, etc.), **Customized Risk Assessment Matrix** so as to **reflect the KAAN AIR operational profile.**

The results of the risk analysis is compared to the criteria for acceptable risk. One method that can be used is a Risk Tolerability Matrix combining the analysis results and the **risk acceptance criteria.**

Risk Tolerability Matrix for KAAN AIR is provided hereafter:

RISK LIKELIHOOD	RISK SEVERITY				
	CATASTROPHIC (5)	HAZARDOUS (4)	MAJOR (3)	MINOR (2)	NEGLIGIBLE (1)
FREQUENT (5)	**25**	**20**	**15**	**10**	**5**
OCCASIONAL (4)	**20**	**16**	**12**	**8**	**4**
REMOTE (3)	**15**	**12**	**9**	**6**	**3**
IMPROBABLE (2)	**10**	**8**	**6**	**4**	**2**
EXTREMELY IMPROBABLE (1)	**5**	**4**	**3**	**2**	**1**

- Red-coloured values indicate **Unacceptable** risk levels,
- Yellow-coded values are **Tolerable r**isk levels and
- Green-coded values establish **Acceptable** risk levels.

Each risk level calls for a particular action and the levels of management who have the authority to make decisions regarding the tolerability of safety risks need to be specified.

2.1.2.2 Tolerability Assessment

KAAN AIR will assess the acceptability of the potential consequences associated with the potential occurrences and hazards identified:

UNACCEPTABLE Risk Level: the red zone in the matrix; **risk is too high** to continue operating.

Action required: Prohibit/suspend the operation. Operation may be resumed only when risk level is returned to tolerable or acceptable.

Management levels who have the authority to make decisions regarding risk tolerability:

- For the risk evaluation validation:
  - The assumptions made for the determination of the risk level and its tolerability are to be validated by the **Safety Manager.**
- For the authorisation of operations:
  - Management level which has the authority to authorise operations at this level of risk: not applicable; **operations cannot be authorised.**

TOLERABLE Risk Level: the yellow zone in the matrix; the **risk level can be tolerated** for the operation, providing that appropriate mitigation measures are in place.

Action required: Introduce appropriate mitigation measures.

Management levels who have the authority to make decisions regarding risk tolerability:

- For the risk evaluation validation:
    - The assumptions made for the determination of the risk level and its tolerability are to be validated by the **Safety Manager.**
- For the authorisation of operations:
    - Management who has the authority to authorise operations at this level of risk: the **Accountable Manager.**

ACCEPTABLE Risk Level: the green zone in the matrix below; **risk is tolerable and can be accepted** for the operation.

Action required: Monitor. Risk is considered sufficiently controlled and no additional risk mitigation measures are required. However, in line with the **ALARP concept**, actions may still be taken to further reduce the risk level if feasible and reasonable. Additionally, any assumptions used to make an assessment must be monitored to ensure they remain valid.

Management levels who have the authority to make decisions regarding risk tolerability:

- For the risk evaluation validation:
    - The assumptions made for the determination of the risk level and its tolerability are to be validated by the **Safety Manager.**
- For the authorisation of operations:
    - Levels of management who have the authority to authorise operations at this level of risk: **not applicable**, **no special authorisation is required**. The authorisation of activities featuring 'acceptable risks' fall within the regular operational control for operations.

2.1.2.3 Mitigation Actions

Mitigation is the process of incorporating risk barrier controls (for example, preventive controls or recovery controls) to reduce the severity and/or the likelihood of the identified hazard, therefore reducing the risk to an acceptable level, and, if possible, to eliminate the risk.

Those **risk controls** will be **specific, measurable, agreed, realistic and time constrained**. Human Factors will be considered as part of the development of risk controls.

Safety Manager is in charge of the **implementation and management of mitigation measures** (including follow-up procedure).

Effectiveness of mitigations will be **monitored**. When necessary, risk controls will be changed as a result of that assessment.

The risk evaluation forms the basis for deciding on risk control (mitigating) measures and in assessing the effectiveness of these measures.

Risk control measures identify the consequences associated with both an unacceptable risk and tolerable risk and where further risk reduction measures are feasible and reasonable.

Identification of possible mitigation is based on the risk description and evaluation, considering in particular any uncertainties identified and critical assumptions made.

Controls that may eliminate the consequence of a hazard, likelihood-reducing measures and severity-reducing measures are identified. The measures will address the human factors (e.g. training and competence), equipment or organisational factors (e.g. procedures).

In KAAN AIR, the personnel contribute to the definition of risk control measures in particular where they concern personal equipment (goggles, helmets and other flight equipment), by their acceptance and use.

2.2 INTERNAL SAFETY REPORTING AND INVESTIGATIONS

2.2.1 Internal Safety Reporting Scheme

As part of its management system, KAAN AIR will establish an **internal safety reporting scheme** to enable the collection and evaluation of such occurrences to be reported under point CAMO.A.160.

The scheme will also enable the **collection and evaluation** of those **errors, near misses, and hazards reported internally** that do not fall under point (a).

Through this scheme, KAAN AIR will:

(1) identify the **causes of and contributing factors** to any errors, near misses, and hazards reported and address them as part of safety risk management in accordance with point (a)(3) of point CAMO.A.200;

(2) ensure **evaluation of all known, relevant information relating to errors**, the **inability to follow procedures, near misses, and hazards, and a method to circulate** the information as necessary.

KAAN AIR will **provide access** to its internal safety reporting scheme to any **subcontracted organisation.**

KAAN AIR will cooperate on **safety investigations** with any other organisation having a significant contribution to the safety of its own continuing airworthiness management activities.

KAAN AIR reports to the TR DGCA all occurrences defined in SHT-OLAY/ EASA AMC 20-8, **legal deadline is 72 hours.**

All personnel has to report, observed and detected; **non- compliance of activities** in company and/or **supplied products and services from outside providers** to Safety Manager.

SMF-08 Safety Report will be used for this purpose as a main form. Report may be prepared via paper or e-mail and reporter **may not be put his/her name** unless desired. Form can be found in Part 5.1

In addition to the reports, KAAN AIR will report **volcanic ash clouds** encountered during flight.

The overall purpose of the reporting scheme is to make best use of reported information to improve the level of safety performance and not to attribute blame. The scope of this scheme also includes occurrences not reportable to the authorities.

System; has a structure that is simple and accessible at a appropriate level to the company structure, ensures **data security and confidentiality**, has a **feedback process** that will inform and share the results of the analysis and its responsibilities regarding inspect, analysis, follow-up and recording are defined in the following paragraphs.

The objectives of the occurrence reporting scheme are to:

- enable an assessment to be made of the safety implications of each relevant incident and accident, including previous occurrences of a similar nature, so that any necessary action can be initiated; and
- ensure that knowledge of relevant incidents and accidents is disseminated, so that other persons and operators may learn from them.

The scheme is an **essential part of the overall monitoring function,** and it is complementary to the normal day-to-day procedures and 'control' systems and is not intended to duplicate or supersede any of them. The scheme is a tool to identify and analyse those instances where procedures appear to have failed or where there was a failure to apply the procedures.

All occurrence reports judged reportable by the person submitting the report will be retained as the significance of such reports may only become obvious later.

KAAN AIR's approach is described as follows:

- Every occurrence identified through occurrence reports, voluntary reports or other sources provides the opportunity to draw **safety lessons.**
- Learning from experience is only possible if all events are reported and analysed and their causes and factors (**technical, operational and/or environmental**) are determined and analysed.
- On a daily basis, occurrences (down to simple malfunctions) may affect any process. Some of these occurrences are defined as **accident precursors**.

Accident precursors are occurrences which, without appropriate mitigation, can result in Undesirable Events or accidents.

Safety Manager will record, analyse and monitor these occurrences. Occurrences are recorded in a database **(SMF-10 Occurrence Reporting Database)** and the database is analysed to identify trends and define recommendations to correct possible deviations and avoid accidents (**proactive approach**).

- An occurrence is classified as "**technical**" when its cause is mainly technical: for instance, an **in-flight engine failure or any other equipment failure**.
- An occurrence is classified as "**operational**" when it is mainly due to one or several "**unsafe acts**" (unintentional error or voluntary deviation from a procedure) or by one or more "**unsafe conditions**" (deficiencies in KAAN AIR's organisation) or by a combination of these.
- An occurrence is classified as "**environmental**" when it is mainly due to uncontrollable **environment factors, such as weather, volcanic ash, earthquake**, etc.

It will be recognised, however, that occurrences can feature more than one of these components.

Several occurrence reporting forms are used in KAAN AIR:

- **Safety Report Form, SMF-08,**
- **Technical/ Maintenance Occurrence Report form, SMM-Appx-Form-2B,**
- **Flight Operations Accident/ Occurrence Report form, SMM-Appx-Form-B,**
- **TPAO Incident/Hazard Report Form, TPAO-Form-10-4**
- **EASA Occurrence Reporting Form** (ECCAIRS2, via electronic portal / web site)

Occurrences may also be reported verbally, by email or on a simple sheet of paper to the Safety Manager. Reports may be treated as confidential and/or anonymous at the reporter's request.

Reporting occurrences is essential for improving safety and is strongly encouraged. In return, KAAN AIR guarantees that the reporter(s) will not be punished for reporting safety concerns except in the case of illegal act, gross negligence, or a deliberate disregard for regulations and applicable procedures.

The analysis will focus on assessing the potential impact on flight safety. In addition, it will also include the safety of personnel and of third parties. The analysis can also be expanded to assessing the impact on material, the environment, and KAAN AIR's reputation.

At the end of the risk analysis study as well as all reports are received, FEEDBACK

WOULD BE GIVEN TO THE REPORTER for the purpose of share the results of analysis. This feedback; VOLUNTARY REPORTER will ensure that all staff feel the benefit of the participation and the positive effects on the system, and on this basis will provide the increasing number of VOLUNTEERNESS.

2.2.2 Confidentiality and Safety Promotion

Internal safety reporting scheme will be **confidential** and enable and **encourage free and frank reporting** of any potentially safety-related occurrence, including incidents such as errors or near misses, safety issues and hazards identified.

This will be facilitated by the establishment of a **just culture.**

The internal safety reporting scheme will contain the following elements:

(1) clearly **identified aims and objectives** with demonstrable corporate commitment;

(2) a **just culture policy** as part of the safety policy, and related just culture implementation procedures;

(3) a process to:

(i) identify those reports which require **further investigation**; and

(ii) when so identified, **investigate all the causal and contributing factors**, including any technical, organisational, managerial, or HF issues, and any other contributing factors related to the occurrence, incident, error or near miss that was identified;

(iii) if adapted to the size and complexity of KAAN AIR, **analyze** the collective data showing the trends and frequencies of the contributing factor;

(4) appropriate **corrective actions** based on the findings of investigations;

(5**) initial and recurrent training** for staff involved in internal investigations;

(6) where relevant, KAAN AIR will **cooperate with the owner or operator** on occurrence investigations by exchanging relevant information to improve aviation safety.

The internal safety reporting scheme will:

(1) ensure **confidentiality to the reporter;**

(2) be **closed-loop**, to ensure that actions are taken internally to address any safety issues and hazards; and

(3) **feed into the recurrent training** as defined in AMC2 CAMO.A.305(g) whilst maintaining appropriate confidentiality.

Feedback will be given to staff both on an individual and a more general basis to ensure their continued support of the safety reporting scheme.

2.2.3 Identification of Clear Policy and Objectives of Internal Safety Reporting Scheme

The overall purpose of the internal safety reporting scheme is to collect information reported by KAAN AIR personnel and use this reported information to improve the level of compliance and safety performance of KAAN AIR. The purpose is not to attribute blame.

The objectives of the scheme are to:

(1) enable an **assessment to be made** of the safety implications of each relevant incident (errors, near miss), safety issue and hazard reported, including previous similar issues, so that any necessary action can be initiated; and

(2) ensure that knowledge of relevant incidents, safety issues and hazards is **shared** so that **other persons and organisations** may **learn from** them.

The scheme is an essential part of the overall monitoring function and will be complementary to the normal day-to-day procedures and 'control' systems; it is not intended to duplicate or supersede any of them. The scheme is a tool to identify those instances in which routine procedures have failed or may fail.

All reports will be retained, as the significance of such reports may only become obvious later.

The collection and analysis of timely, appropriate and accurate data will allow KAAN AIR to react to information that it receives and apply the necessary action.

2.2.4 Safety Investigation Process

In line with **just culture policy**, KAAN AIR has defined **how to investigate** incidents such as errors or near misses, in order to understand **not only what happened**, but also **how it happened**, to prevent or reduce the probability and/or consequence of future recurrences.

The scope of internal investigations will extend beyond the scope of the occurrences required to be reported to TR DGCA.

KAAN AIR internal safety reporting scheme has included detailed processes:

- **identified those reports** which require further investigation,
- **classified occurrences against** the mandatory reportable criteria established and decide on further actions accordingly,
- **investigated all the causal and contributing factors**, including any technical, organisational, managerial, or Human Factor issues, or any other contributing factors related to the occurrence, incident, error or near miss,
- **analysed the collective data** showing the trends and frequencies of the contributing factor,
- **identified, implement,** and **monitor the effectiveness of the appropriate**

corrective and preventive actions based on the findings of investigations.

2.2.4.1 Investigate Occurrences

Effective safety management depends on investigations to analyse safety occurrences and safety hazards, and report findings and recommendations to improve safety in the operating environment.

The primary objective of the **safety investigation** is to understand what happened, and how to prevent similar situations from occurring in the future by eliminating or mitigating safety deficiencies. This is achieved through careful and methodical examination of the event and by applying the lessons learned to reduce the probability and/or consequence of future recurrences.

Investigations of safety occurrences and hazards are an essential activity of the overall risk management process in aviation. The benefits of conducting a safety investigation include:

a) gaining a better understanding of the events leading up to the occurrence;

b) identifying contributing human, technical and organizational factors;

c) identifying hazards and conducting risk assessments;

d) making recommendations to reduce or eliminate unacceptable risks; and

e) identifying lessons learned that will be shared with the appropriate members of the aviation community.

There is a clear distinction between accident and incident investigations and company safety investigations. Investigation of accidents and serious incidents are the responsibility of the governments. This type of information is essential to disseminate lessons learned from accidents and incidents.

Safety investigations are conducted as part of safety management system to support hazard identification and risk assessment processes. There are many safety occurrences that fall outside that could provide a valuable source of hazard identification or identify weaknesses in risk controls. These problems might be revealed and remedied by a safety investigation led by company.

Safety investigation is usually triggered by notification (report) submitted through the safety reporting system.

2.3 SAFETY ACTION PLANNING

2.3.1 Safety Review Board (SRB)

(1) The **safety review board** will be a **high-level committee** that considers matters of strategic safety in support of the accountable manager's safety accountability.

(2) The board will be **chaired by** the **accountable manager** and composed of the person or group of persons nominated under point CAMO.A.305(a) and (b).

(3) The **safety review board** will **monitor**:

(i) safety performance against the safety policy and objectives;

(ii) that any safety action is taken in a timely manner; and

(iii) the effectiveness of the KAAN AIR's management system processes.

(4) The **safety review board** may also be **tasked with**:

(i) reviewing the results of compliance monitoring;

(ii) monitoring the implementation of related corrective and preventive actions.

(5) The safety review board will ensure that **appropriate resources** are allocated to achieve the established safety objectives.

(6) The safety manager or another person designated by the safety manager **may attend (*only as a consultant*)**, as appropriate, safety review board meetings. He or she may communicate to the accountable manager all information, as necessary, to allow decision-making based on safety data.

SRB will meet at least 2 (twice) a year unless it would not be exceptional circumstances occur. SQF-26 MRM / SRBM Meeting Report form will be used.

2.3.2 Safety Action Group (SAG)

(a) Depending on the size of KAAN AIR and the nature and complexity of its activities, a **safety action group** may be established as a standing group or as an ad hoc group to assist, or act on behalf of the safety manager or the safety review board.

(b) **More than one safety action group may be established**, depending on the scope of the task and the specific expertise required.

(c) The safety action group usually **reports to**, and **takes strategic direction from**, the **safety review board**, and may be composed of deputy managers, supervisors and personnel from operational areas.

(d) The safety action group may be **tasked with** or **assist in**:

(1) **monitoring safety performance**;

(2) defining **actions to control risks** to an **acceptable level**;

(3) assessing the **impact** of organisational **changes on safety**;

(4) ensuring that **safety actions are implemented** within agreed timescales;

(5) **reviewing the effectiveness** of previous **safety actions** and **safety promotion**.

SAG is a tactical unit and deals with issues related to the fulfilment of the strategic guidelines given by the SRB.

While SAG is concerned with implementation activities to control "**root causes**" related to safety risks that are the consequences of operational hazards, the SRB co-ordinates these actions to be consistent with the strategic directions given by them.

SAG will meet at least 4 (four) times a year unless it would not be exceptional circumstances occur. SMF-05 SAG Meeting Report will be used.

2.4 SAFETY PERFORMANCE MONITORING

Primarily, **safety performance monitoring** and **measurement** provides a means to verify the effectiveness of safety risk controls. In addition, they provide a measure of the integrity and effectiveness of safety management system processes and activities.

To **verify the safety performance** and **validate the effectiveness of safety risk controls** requires the use of a combination of internal audits and the establishment and monitoring of SPIs.

Assessing the effectiveness of the safety risk controls is important as their application does not always achieve the results intended. This will help identify whether the right safety risk control was selected and may result in the application of a different safety risk control strategy.

Safety performance monitoring is conducted through the collection of safety data and safety information from a variety of sources typically available to KAAN AIR. Data availability to support informed decision-making is one of the most important aspects of the safety management system. Using this data for safety performance monitoring and measurement are essential activities that generate the information necessary for safety risk decision-making.

Safety performance monitoring and **measurement** will be conducted observing some basic principles. The safety performance achieved is an indication of organizational behaviour and is also a measure of the effectiveness of the safety management system. KAAN AIR has defined:

a) **Safety Objectives**, which will be established first to reflect the strategic achievements or desired outcomes related to safety concerns specific to the KAAN AIR's operational context;

b) **SPIs (Safety Performance Indicators)**, which are tactical parameters related to the safety objectives and therefore are the reference for data collection (SMF-22 Safety Performance Indicator form will be used); and

c) **SPTs (Safety Performance Target)**, which are also tactical parameters used to monitor progress towards the achievement of the safety objectives.

A more complete and realistic picture of KAAN AIR's safety performance will be achieved if SPIs encompass a wide spectrum of indicators. This will include:

a) low probability/ high severity events (e.g. **accidents and serious incidents),**

b) **high probability/ low severity events (**e.g. **uneventful operational events, non-conformance reports, deviations** etc.), and

c) process performance (e.g. **training, system improvements** and **report processing).**

SPIs are used to measure operational safety performance of KAAN AIR and the performance of KAAN AIR's safety management system. SPIs rely on the monitoring of data and information from various sources including the safety reporting system. They will be specific to the individual KAAN AIR and be linked to the safety objectives already established.

When establishing SPIs KAAN AIR will consider:

a) **Measuring the right things**: Determine the best SPIs that will show the KAAN AIR is on track to achieving its safety objectives. Also consider what are the biggest safety issues and safety risks faced by KAAN AIR and identify SPIs which will show effective control of these.

b) **Availability of data**: Is there data available which aligns with what KAAN AIR wants to measure? If there isn't, there may be a need to establish additional data collection sources. The pooling of data sets may also help to identify trends. This may be supported by industry associations who can collate safety data from multiple organizations.

c) **Reliability of the data**: Data may be unreliable either because of its subjectivity or because it is incomplete.

d) **Common industry SPIs**: It may be useful to agree on common SPIs with similar organizations so that comparisons can be made between organizations. The regulator or industry associations may enable these.

Once SPIs have been established KAAN AIR will consider whether it appropriate to identify SPTs and alert levels. SPTs are useful in driving safety improvements but, implemented poorly, they have been known to lead to undesirable behaviours – that is, individuals and departments becoming too focused on achieving the target and

perhaps losing sight of what the target was intended to achieve – rather than an improvement in organizational safety performance. In such cases it may be more appropriate to monitor the SPI for trends.

The following activities can provide sources to monitor and measure safety performance:

a) **Safety studies** are analyses to gain a deeper understanding of safety issues or better understand a trend in safety performance.

b) **Safety data analysis** uses the safety reporting data to uncover common issues or trends that might warrant further investigation.

c) **Safety surveys** examine procedures or processes related to a specific operation. Safety surveys may involve the use of checklists, questionnaires and informal confidential interviews. Safety surveys generally provide qualitative information. This may require validation via data collection to determine if corrective action is required. Nonetheless, surveys may provide an inexpensive and valuable source of safety information.

d) **Safety audits** focus on assessing the integrity of KAAN AIR's safety management system and supporting systems. Safety audits can also be used to evaluate the effectiveness of installed safety risk controls or to monitor compliance with safety regulations. Ensuring independence and objectivity is a challenge for safety audits. Independence and objectivity can be achieved by engaging external entities or internal audits with protections in place - policies, procedures, roles, communication protocols.

Findings and **recommendations** from **safety investigations** can provide useful safety information that can be analysed against other collected safety data.

The development of SPIs will be linked to the safety objectives and be based on the analysis of data that is available or obtainable. The monitoring and measurement process involves the use of selected safety performance indicators, corresponding SPTs and **safety triggers.**

KAAN AIR will monitor the performance of established SPIs and SPTs to **identify abnormal changes** in safety performance. SPTs will be realistic, context specific and achievable when considering the resources available to KAAN AIR and the associated aviation sector.

2.5 CHANGE MANAGEMENT

2.5.1 Identification and Description of the Change

Changes in organisational structure, facilities, scope of work, person nel, documentation, policies and procedures, can result in unintended consequences and the inadvertent introduction of new hazards, exposing KAAN AIR to new or increased safety risk(s).

Small incremental changes often go unnoticed, but the cumulative effect can be considerable. Changes, large and small, might affect the organization's system description, and may lead to the need for its revision. Therefore, the system description will be regularly reviewed to determine its continued validity, given that most KAAN AIR experience regular, or even continuous, change.

For KAAN AIR; **Changes** include, but are not limited to:

1) changes to KAAN AIR **structure**,
2) the inclusion of a **new aircraft type** in the terms of approval,
3) the **addition of aircraft** of the same or a similar type,
4) significant changes in **personnel** (affecting key personnel and/or **large numbers** of personnel, **high turn-over**),
5) new or amended **regulations,**
6) changes in the **security arrangements**,
7) changes in the **economic situation** of KAAN AIR (e.g. commercial or financial pressure),
8) **new schedule(s), location(s), equipment, and/or operational procedures**; and
9) the addition of **new subcontractors .**

2.5.2 Assessment of the Criticality and Impact

KAAN AIR will take into account the following considerations:

- **Criticality**. How critical is the change? KAAN AIR will consider the impact on organizational activities, and the impact on other organizations and the aviation system.
- **Availability of subject matter experts**. It is important that key members of the aviation community are involved in the change management activities; this may include individuals from external organizations.
- **Availability of safety performance data and information**. What data and information is available that can be used to give information on the situation and enable analysis of the change?

2.5.3 Existing Controls and Implementation of New Controls

Change may affect the effectiveness of existing safety risk controls. In addition, new hazards and related safety risks may be inadvertently introduced into an operation when change occurs. Hazards will be identified and related safety risks assessed and controlled as defined in KAAN AIR's existing hazard identification and safety management procedures.

KAAN AIR will also consider the impact of the change on personnel. This could affect the way the change is accepted by those affected. Early communication and engagement will normally improve the way the change is perceived and implemented.

2.5.4 Change Implementation and Transition Period

The change management has been including the following activities:

a) **understand and define who and what it will affect**; this may be individuals within KAAN AIR, other departments or external people or organizations. Equipment, systems and processes may also be impacted. A review of the system description and organizations' interfaces may be needed. This is an opportunity to determine who will be involved in the change. Changes might affect risk controls already in place to mitigate other risks, and therefore change could increase risks in areas that are not immediately obvious;

b) **identify hazards related to the change and carry out a safety risk assessment**; this will identify any hazards directly related to the change. The impact on existing hazards and safety risk controls that may be affected by the change will also be reviewed. This step will use the existing KAAN AIR's safety management system processes;

c) **develop an action plan**; this will define what is to be done, by whom and by when. There will be a clear plan describing how the change will be implemented and who will be responsible for which actions, and the sequencing and scheduling of each task;

d) **sign off on the change**; this is to confirm that the change is safe to implement. The individual with overall responsibility and authority for implementing the change will sign the change plan; and

e) **assurance plan**; this is to determine what follow-up action is needed. Consider how the change will be communicated and whether additional activities (such as audits) are needed during or after the change. Any assumptions made need to be tested.

2.5.5 Monitoring the Effectiveness of the Change Implementation

Regardless of the magnitude of the change, large or small, its safety implications will always be proactively considered. This is primarily the responsibility of the team that proposes and/or implements the change.

The magnitude of a change, its safety criticality, and its potential impact on human performance will be assessed in any change management process.

A change may have the potential to introduce new, or to exacerbate pre-existing, human factors issues. The purpose of integrating human factors into the management of change is to minimise potential risks by specifically considering the impact of the change on the people within the system.

2.6 SAFETY TRAINING AND PROMOTION

2.6.1 Safety Training (Including Human Factors (HF))

With respect to the understanding of the **application of safety management principles (including HF)**, **all KAAN AIR personnel** will be assessed for the need to receive initial safety training.

Personnel involved in the delivery of the **basic continuing airworthiness management services** of KAAN AIR will receive both **initial** and **recurrent safety training**, appropriate for their responsibilities.

Adequate **initial** and **recurrent training** will be provided and recorded to ensure that staff remain competent.

2.6.1.2 Scope of the Safety Training (Including HF)

(a) The scope of the safety training and the related training programme will differ significantly depending on the size and complexity of KAAN AIR. Safety training will reflect the evolving management system, and the changing roles of the personnel who make it work.

(b) In recognition of this, training will be provided to management and staff at least:

(1) **during the initial implementation** of safety management processes;

(2) for **all new staff or personnel** recently allocated to any safety management related task;

(3) on a **regular basis to refresh their knowledge** and to **understand changes** to the management system;

(4) **when changes in personnel affect safety management** roles, and related accountabilities, responsibilities, and 'authorities'; and

NOTE: In the context of safety management, the term 'authority' is used in relation to the level of management in KAAN AIR that is necessary to make decisions related to risk tolerability.

(5) when performing dedicated safety functions in domains such as safety risk management, compliance monitoring, internal investigations.

(c) Safety training is subject to the record-keeping requirements in point CAMO.A.220(c).

2.6.1.3 Personnel who has to receive Safety Training (Including HF)

This will include at least the following **staff members**:

− **nominated persons**, line managers;

The generic term 'line managers' refers to departmental head or person responsible for operational departments or functional units directly involved in the delivery of the basic continuing airworthiness management services of KAAN AIR.

− persons involved in any **compliance monitoring** and/or **safety management** related processes and tasks, including application of HF principles, internal investigations and safety training;

− **airworthiness review staff**;

− technical support personnel such as, planners, **engineers**, and technical record staff;

− personnel involved in **developing** and amending/reviewing the **AMP**, in assessing its effectiveness and/or working on reliability programme; and

− contract staff in the above categories.

2.6.1.4 Initial Training

Initial safety training compliant with KAAN AIR's training standards will be provided to **personnel identified in accordance with CAME 2.6.1.3; within 6 months of joining** KAAN AIR, but **temporary staff** may need to be trained **shortly after joining** KAAN AIR to cope with the duration of employment.

Personnel being recruited from another organisation, and temporary staff will be assessed for the need to receive any additional safety training.

2.6.1.5 Recurrent Training

The purpose of **Recurrent Safety Training** is primarily to ensure that staff remain current in terms of SMS principles and HF, and also to **collect feedback** on safety and HF issues.

Recurrent training will take into account certain information reported through the internal safety reporting scheme (see point (c)(3) of AMC1 CAMO.A.202).

Consideration will be given to involving **compliance monitoring staff** and **key safety management personnel** in this training to provide a consistent presence and facilitate feedback. **Feedback** is formally reported by the trainers through the internal safety reporting scheme to initiate action where necessary.

Recurrent safety training will be delivered either as a dedicated course or else integrated within other training. It will be of an appropriate **duration in each 2-year period,** in relation to the relevant compliance monitoring audit findings and other

internal/external sources of information available to KAAN AIR on safety and HF issues.

2.6.1.6 Safety Training Conducted By

Safety training may be conducted by:

- KAAN AIR itself,
- independent trainers, or
- any training organisations acceptable to TR DGCA.

2.6.1.7 Training Syllabus for Safety Training (Including HF)

The training syllabus below identifies the topics and subtopics that will be addressed during the safety training.

The KAAN AIR may combine, divide, or change the order of any of the subjects in the syllabus to suit its own needs, as long as all the subjects are covered to a level of detail that is appropriate for KAAN AIR and its personnel, including the varying level of seniority of those personnel.

Some of the topics may be covered in separate training courses (e.g. health and safety, management, supervisory skills, etc.) in which case duplication of the training is not necessary.

Where possible, practical illustrations and examples will be used, especially accident and incident reports.

Topics will be related to:

- existing legislation, where relevant,
- existing guidance/advisory material, where relevant (e.g. ICAO HF Digests and Training Manual),
- continuing airworthiness management and maintenance engineering where possible; too much unrelated theory will be avoided.

Initial Safety / Human Factor Training Topics are as followings (referring to GM2 CAMO.A.305(g));

Item	Syllabus	Duration / Hours
		INITIAL
1	**General / Introduction to safety management and human factors**; 1.1 Need to address safety management and human factors; 1.2 Statistics; 1.3 Incidents	00:20
1a	**Safety risk management;** 1a1. Hazard Identification; 1a2. Safety risk assessment; 1a3. Risk mitigation and management; 1a4. Effectiveness of safety risk management	00:20
2	**Safety Culture / Organisational factors;** 2.1 Justness/trust; 2.2 Commitment to Safety; 2.3 Adaptability; 2.4 Awareness; 2.5 Behavior; 2.6 Information	00:20
3	**Human Error;** 3.1 Error models and theories, 3.2 Types of errors in maintenance tasks; 3.3 Violations 3.4 Implications of errors; 3.5 Avoiding and managing errors; 3.6 Human reliability;	00:30
4	**Human Performance & Limitations**; 4.1 Vision; 4.2 Hearing; 4.3 Information-processing 4.4 Attention and perception; 4.5 Situational awareness; 4.6 Memory; 4.7 Claustrophobia and physical access; 4.8 Motivation 4.9 Fitness/Health; 4.10 Stress; 4.11 Workload management; 4.12 Fatigue; 4.13 Alcohol, medication, drugs; 4.14 Physical work; 4.15 Repetitive tasks / complacency	00:45
5	**Environment;** 5.1 Peer pressure; 5.2 Stressors; 5.3 Time pressure and deadlines; 5.4 Workload; 5.5 Shift Work 5.6 Noise and fumes; 5.7 Illumination; 5.8 Climate and temperature; 5.9 Motion and vibration; 5.10 Complex systems; 5.11 Other Hazards in the workplace; 5.12 Lack of manpower; 5.13 Distractions and interruptions	00:45
6	**Procedures, Information, Tools and Practices;** 6.1 Visual Inspection; 6.2 Work logging and recording; 6.3 Procedure – practice / mismatch / norms; 6.4 Technical documentation – access and quality (compliance monitoring)	00:45
7	**Communications;** 7.1 Shift / Task handover; 7.2 Dissemination of information; 7.3 Cultural differences	00:45
8	**Teamwork** 8.1 Responsibility; 8.2 Management, supervision and leadership; 8.3 Decision making	00:45
9	**Professionalism and integrity;** 9.1 Keeping up to date; currency; 9.2 Avoiding error provoking behavior; 9.3 Assertiveness	00:20
10	**KAAN AIR's Safety Program**; 10.1 Safety Policy and objectives, just culture principles; 10.2 Reporting errors and hazards, internal safety reporting scheme; 10.3 Investigation process; 10.4 Action to address problems; 10.5 Feedback and safety promotion	00:25
TOTAL:		**06:00**

Recurrent Safety / Human Factor Training Topics are as followings (referring to GM2 CAMO.A.305(g));

Item	Syllabus	Duration / Hours
		CONTINUATION
1	**General / Introduction to safety management and human factors**; 1.1 Need to address safety management and human factors; 1.2 Statistics; 1.3 Incidents. **Safety risk management;** 1a1. Hazard Identification; 1a2. Safety risk assessment; 1a3. Risk mitigation and management; 1a4. Effectiveness of safety risk management; **Safety Culture / Organizational factors;** 2.1 Justness/trust; 2.2 Commitment to Safety; 2.3 Adaptability; 2.4 Awareness; 2.5 Behavior; 2.6 Information; **Human Error;** 3.1 Error models and theories, 3.2 Types of errors in maintenance tasks; 3.3 Violations 3.4 Implications of errors; 3.5 Avoiding and managing errors; 3.6 Human reliability;	01:00
2	**Human Performance & Limitations**; 4.1 Vision; 4.2 Hearing; 4.3 Information-processing 4.4 Attention and perception; 4.5 Situational awareness; 4.6 Memory; 4.7 Claustrophobia and physical access; 4.8 Motivation 4.9 Fitness/Health; 4.10 Stress; 4.11 Workload management; 4.12 Fatigue; 4.13 Alcohol, medication, drugs; 4.14 Physical work; 4.15 Repetitive tasks / complacency; **Environment;** 5.1 Peer pressure; 5.2 Stressors; 5.3 Time pressure and deadlines; 5.4 Workload; 5.5 Shift Work 5.6 Noise and fumes; 5.7 Illumination; 5.8 Climate and temperature; 5.9 Motion and vibration;	01:00
3	5.10 Complex systems; 5.11 Other Hazards in the workplace; 5.12 Lack of manpower; 5.13 Distractions and interruptions; **Procedures, Information, Tools and Practices;** 6.1 Visual Inspection; 6.2 Work logging and recording; 6.3 Procedure – practice / mismatch / norms; 6.4 Technical documentation – access and quality (compliance monitoring) **Communications;** 7.1 Shift / Task handover; 7.2 Dissemination of information; 7.3 Cultural differences	01:00
4	**Teamwork** 8.1 Responsibility; 8.2 Management, supervision and leadership; 8.3 Decision making; **Professionalism and integrity;** 9.1 Keeping up to date; currency; 9.2 Avoiding error provoking behaviour; 9.3 Assertiveness; **KAAN AIR's Safety Program**; 10.1 Safety Policy and objectives, just culture principles; 10.2 Reporting errors and hazards, internal safety reporting scheme; 10.3 Investigation process; 10.4 Action to address problems; 10.5 Feedback and safety promotion	01:00
TOTAL:		**04:00**

2.6.2 Communication on Safety

(a) KAAN AIR has established communication about safety matters that:

(1) ensures that all personnel are aware of the safety management activities, as appropriate, for their safety responsibilities;

(2) conveys safety-critical information, especially related to assessed risks and analyzed hazards;

(3) explains why particular actions are taken; and

(4) explains why safety procedures are introduced or changed.

(b) Regular meetings with personnel at which information, actions, and procedures are discussed, will be used to communicate safety matters.

2.6.3 Safety Promotion

(a) **Safety training**, combined with **safety communication** and information sharing, forms part of safety promotion.

(b) Safety promotion activities support:

(1) KAAN AIR's policies, encouraging a positive safety culture, creating an environment that is favorable to the achievement of KAAN AIR's safety objectives.

(2) organisational learning; and

(3) the implementation of an effective safety reporting scheme and the development of a just culture.

(c) Depending on the particular safety issue, safety promotion may also constitute or complement risk mitigation actions.

2.7 IMMEDIATE SAFETY ACTION AND COORDINATION WITH OPERATOR'S EMERGENCY RESPONSE PLAN (ERP)

2.7.1 Immediate Safety Action

KAAN AIR will act promptly when it identifies safety concerns with the potential to have immediate effect on flight safety, including clear instructions on **who to contact** at the owner/operator, and **how to contact** them, including **outside normal business hours.** These provisions are without prejudice to the occurrence reporting required by point CAMO.A.160.

In this context, KAAN AIR has prepared and issued a **separate document** that named **Emergency Response Plan (ERP) at:**

https://kaanair-depo.online/MANUALS/OPERATIONS/ web site.

The Safety Manager prepares, co-ordinates and maintains the ERP that will ensure orderly and efficient transition from normal to emergency operations, and the subsequent return to normal operations.

Responsibilities for **contacting with owner/ operator/ maintenance organisation** in case of safety concern with potential immediate effect on flight safety is identified in the related ERP.

Internal and external coordination, including contact details of key functions and personnel within CAMO (manager(s), nominated postholder, etc.) and within the operator/ maintenance organisation (Maintenance Control Center, operator/ AMO contact person, etc.) are defined in ERP.

The aim of this Emergency Response Planning (ERP) manual is to:

- **highlight the policies and procedures to be implemented in case of a crisis,**
- **offer advice to the members of the crisis management team in carrying out their responsibilities,**
- **communicate relevant information to employees of the organisation and members of the public.**

As opposed to other manuals of KAAN AIR, the ERP is designed to cover **crisis situations** which cannot specifically or precisely be defined. An organisational framework of the actions and policies required to be implemented is presented. However, it is unlikely that an actual emergency situation will adapt to a precise framework. Adaptability and flexibility will therefore be demonstrated in the handling of such events.

KAAN AIR Operation Planning and Command Center, which supervises every aircraft and is responsible for the control and supervision of the operation of aircrafts, coordinates with the other associated operators in case of aircraft accidents.

Notwithstanding with the below, the other associated operators:

- Organisations which are given continuing airworthiness service,
- Organisations which are given operation planning and control service,
- Organisations which been supplied ground service and/or been supplied fuel,
- Airports,
- ATC's,
- Local Administration Superiors (Governorship, Sub governorship, etc.),

- Local Law Enforcement (Polis and Gendarmerie) Civil or Military Search and Rescue service providers.

KAAN AIR Operation Planning and Command Center will communicate with above related organization person in case of occurrence of any incident or accident during maintenance, planning or supervision phases.

KAAN AIR will coordinate with the mentioned organisations for the purpose of sharing information associated with Emergency Response Plan and increasing the common behaving capability.

2.7.2 Coordination with the Operator's ERP

KAAN AIR will act promptly when the Emergency Response Plan (ERP) is triggered by the operator and it requires the support of the CA organisation, including clear instructions on who to contact at the owner/ customer/ operator, and how to contact them, including outside normal business hours defined in the ERP document.

The Safety Manager prepares, co-ordinates and maintains an Emergency Response Plan (ERP) that will ensure orderly and efficient transition from normal to emergency operations, and the subsequent return to normal operations.

Responsibilities for the implementations and management of the ERP are defined in the ERP document.

The Safety Manager prepares, co-ordinates and maintains an Emergency Response Plan (ERP) that will ensure orderly and efficient transition from normal to emergency operations, and the subsequent return to normal operations.

Internal and external coordination, including contact details of key functions and personnel are defined in the ERP document.

2.7.3 ERP Training Requirements

All the employees of KAAN AIR are informed about the persons assigned to the search, rescue and evacuation, fighting against fire, first aid with emergency plans and they are provided with training. Employment plans will be informed in addition to new employee training, occupational health and safety trainings.

Training will be planned for Crisis Management Center (explained in ERP document) members **once in every year before the exercise** to be held.

2.7.4 ERP Simulations / Drills (scope, frequency)

To prepare for emergencies, KAAN AIR will conduct simulations / drills **at least once a year** for specified conditions. Main and deputy members of Crisis Management Center that listed in ERP document, will participate to simulations / drills.

ERP will be drilled at regular intervals, for the following purposes:

- Reminding the staff of their responsibilities and procedures,
- To ensure the operability of emergency equipment and facilities,
- To identify and eliminate deficiencies in the plan and its processing.

Safety Manager is responsible regarding the drills planning, realization, and evaluation of it.

Emergency situations consist of exercises, preparation of scenarios, informed and unannounced activities as an application of preparedness.

Corrective preventive activities are carried out by eliminating the deficiencies in preparation for emergencies, with exercises made before and after the exercise. In addition, employees will be prepared for a possible emergency by conducting a rehearsal and emergency rehabilitation.

It is of utmost importance that personnel not involved in the management of this situation do not contact the Crisis Management Team or make statements to the media.

The forms to be used after the exercise are SMF-06 Exercise/Drill Report and SMF-12 Crisis Management Center Checklists.

2.8 COMPLIANCE MONITORING

(a) The **primary objectives** of compliance monitoring are:

- to provide an **independent monitoring function** on how KAAN AIR ensures **compliance with** the applicable requirements, policies, and procedures, and
- to request **action** where **non-compliances** are identified.

(b) The **independence of the compliance monitoring** will be established by always ensuring that audits and inspections are carried out by personnel **who are not responsible for the functions, procedures or products that are audited or inspected**.

(c) An essential element of compliance monitoring is the **independent audit**.

2.8.1 Audit Plan and Audit Procedure

2.8.1.1 Definition of the System / Procedure Audit and Compliance Monitoring System

KAAN AIR‘s Compliance Monitoring system consists of following elements:

 Independence; Compliance Monitoring Auditors will be independent when involved to the audit process,

 Access to Accountable Manager; Compliance Monitoring Manager has direct access to Accountable Manager,

 Creation and management of the audit plan; Compliance Monitoring Manager issue audit plan annually and revise, if necessary,

 Plan to show all regulation subparagraphs, subparagraph is indicated at the plan,

 Company **audit policy** including **compliance audit**; Compliance Monitoring audit will be performed at least one time for every area of KAAN AIR.

 Audit notification, Compliance Monitoring Auditor will notify to audited personnel.

An audit will be conducted with the stated content and frequency in accordance with the compliance monitoring program of the audit schedule (SQF-03 Audit Plan).

Prior to commencing auditing, the preparation phase includes:

1. Compliance Monitoring Manager will publish a calendar (SQF-03 Audit Plan) containing the areas to be audited and assigned auditors,
2. Compliance Monitoring Manager will **send an email** to assigned auditor and auditee for the notification of scheduled audit in the previous months,
3. The auditors will specify the **checklists** prepared for the areas to be audited,
4. The following will be determined by the appointed auditor:

    a) **Where** and **when** the audit will be made,

    b) **Estimated time** for all activities,

    c) The **schedule** of the meeting to be held with the auditees,

    d) Date the r**eport** was published.

 Audit reports (documents used, issue, points checked, and deviations noted, deadline for rectification), are prepared and referenced in this CAME.

Audit Report will be raised each time after audit has carried out; describing what was checked and the resulting findings against applicable requirements, procedures. Report will include the information such as documents used, writer, issue, points checked and deviations noted, deadline for rectification.

It may be **allocating audit team** instead of an auditor, if needed. In case of audit team allocation, it will be defined also who is the **team leader** in

the notification email.

 Validation / internal approval of the audit programme, the Accountable Manager will approve the plan internally and valid 1 year.

☐ **Single exercise and subdivided in 12 months audit:**

Internal compliance monitoring procedures audits ensure that all aspects of SHT-CAM/ Part-M compliance are met. All continuing airworthiness procedures as described in CAME are checked **one time in a every year.**

The audits are subdivided over the 12-month period in accordance with scheduled Compliance Monitoring Audit Plan.

2.8.1.2 Auditing Method

The **independent audit** will be an objective process of **routine sample checks** of all aspects of the CAMO ability to carry out continuing airworthiness management to the standards required by SHT-CAM/ Part-M.

It will include some **product sampling** as this is the end result of the process.

The independent audit will **provide an objective overview** of the complete set of continuing airworthiness management-related activities.

The compliance monitoring audit is being performed in accordance with audit **control forms**. The control forms to be used in the audit is being kept up to date in accordance with the content and scope to be able to effectively question the operating activities, in accordance with the regulatory rules and the changes in the operating procedures.

Compliance monitoring auditor takes into consideration of followings are performed for aircraft properly and recorded to the aircraft records;

- ***Compliance of Pre-flight inspection;***
- ***Compliance of AD's and mandatory service bulletins, modifications;***
- ***Compliance of Maintenance Programme Document;***
- ***All CRS are filled to aircraft records on time;***
- ***All components are fitted to aircraft properly and required TR DGCA, EASA or equivalent Form 1 is available at aircraft records;***
- ***Airworthiness Review process and records.***

Audit methods may be used following;

- Talking customer/operator's represent personnel and KAAN AIR staff,
- Reviewing the all aircraft records;
- Physical inspection of aircrafts.

Evidences are being collected about the items controlled during the audits and audits are being carried out using **samples.**

All audit results are being written at Audit Report and CPAR Form (if needed). The audit reports are distributed to the following persons or organisations:

- The Accountable Manager,
- The CA Manager.
- The Contracted Maintenance Organization (if applicable).

Via e-mail, including **CMF-16 Audit Report / Notification Form.**

KAAN AIR may also use **Remote Audit method:**

- when evaluating contractors and subcontractors.

In the context of '**remote audit**' (referring to GM1 145.A.200(a)(6) and 145.B.300):

- means an audit that is performed with the use of any real-time video and/or audio communication tools **instead of the physical presence** of the auditor on-site.

It is the responsibility of KAAN AIR to assess whether the use of remote ICT (information and communication technologies) constitutes a suitable alternative to the physical presence of an auditor on-site in accordance with the applicable requirements.

Conduct of a Remote Audit:

KAAN AIR will consider at least the following elements:

- The methodology for the use of remote ICT is sufficiently flexible and non-prescriptive in nature to optimise the conventional audit process.
- Adequate controls are defined and are in place to avoid abuses that could compromise the integrity of the audit process.
- Measures to ensure that the security and confidentiality are maintained throughout the audit activities (data protection and intellectual property of the auditee also need to be safeguarded).

Examples of the use of remote ICT during audits may include but are not limited to:

- recording, in real time during the process, of evidence to document the results of the audit, including non-conformities, by means of **exchange of emails or documents**, instant pictures, video or/and audio recordings;
- meetings by means of teleconference facilities, including audio, video and data sharing;
- assessment of documents and records by means of remote access, in real time;

- visual (livestream video) and audio access to facilities, stores, equipment, tools, processes, operations, etc.

An agreement between KAAN AIR and the auditee will be established when planning a remote audit, which will include the following:

- determining the platform for hosting the audit;
- granting security and/or profile access to the auditor(s);
- testing platform compatibility between KAAN AIR and the auditee prior to the audit;
- considering the use of webcams, cameras, drones, etc. when the physical evaluation of an event (product, part, process, etc.) is desired or is necessary;
- establishing an audit plan which will identify how remote ICT will be used and the extent of their use for the audit purposes to optimise their effectiveness and efficiency while maintaining the integrity of the audit process;
- if necessary, time zone acknowledgement and management to coordinate reasonable and mutually agreeable convening times;
- a documented statement of the auditee that they will ensure full cooperation and provision of the actual and valid data as requested, including ensuring any supplier or subcontractor cooperation, if needed; and
- data protection aspects.

When using remote ICT, KAAN AIR will have the competence and ability to understand and utilise the remote ICT tools employed to achieve the desired results of the audit(s)/assessment(s). KAAN AIR will also be aware of the risks and opportunities of the remote ICT used and the impacts they may have on the validity and objectivity of the information gathered.

When **remote audit methodology is used**, it will be **clearly stated in the related Audit Reports**.

Audit reports and related records will indicate the extent to which remote ICT have been used in conducting remote audits and the effectiveness of remote ICT in achieving the audit objectives, including any item that has not been able to be completely reviewed.

2.8.1.3 Audit Programme

KAAN AIR will establish an **audit plan to show when** and **how often** the activities as required by Part-M and Part-CAMO will be audited.

The **audit plan** will ensure that all aspects of Part-CAMO compliance are **verified every year**, **including all the subcontracted activities**, and the auditing may be carried out as a complete single exercise or subdivided over the annual period.

*The independent audit **will not require** each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings.*

Where findings have been identified, the particular procedure will be verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure.

The compliance monitoring audit plan is being addressed the whole continuing airworthiness management activity and all of the aspects of SHT-CAM/ Part-M which have a bearing on the continuing airworthiness arrangements, including maintenance contractors and subcontracting activities once every **12 (twelve) months period.**

In an **Audit Plan**, following criteria will be met:

- The audit plan is intended to monitor compliance with the applicable requirements and at the same time **review all areas of KAAN AIR**, where such requirements are applicable;
- In order to achieve this objective, as a **first element**, KAAN AIR needs to **identify all the regulatory requirements**, to allow the audit plan to focus on the relevant subject matters. Each subject matter (e.g. facilities, personnel, etc.) will be cross-referred with the relevant requirement and the related KAAN AIR procedure in the exposition, where the particular subject matter is described.
- as a **second element**, all **functional areas** of KAAN AIR in which SHT-CAM/ Part-M functions are intended to be carried out, including subcontracting, need to be listed with the objective of identifying the applicability of any subject matter in each functional area.

Compliance Monitoring Manager prepares an **Audit Plan**, Form No: SQF-03.

The Compliance Monitoring Audit Plan is also being incorporated sample surveys of the aircraft managed by KAAN AIR. It is as a sample form on Part-5 of this exposition.

Provided that there are no safety-related findings, the **audit planning cycle may be increased** by up to 100 %, subject to a **risk assessment and/or mitigation actions, and agreement** by TR DGCA.

Where KAAN AIR has more than one location approved, the audit plan will ensure that each location is audited every year or at an interval determined through a risk assessment agreed by TR DGCA and not exceeding the applicable audit planning cycle.

A report will be issued each time an audit is carried out describing what was checked and the resulting **non-compliance findings** against applicable requirements and procedures.

2.8.1.4 Audit Findings – Corrective Action Procedure

Compliance Monitoring Manager reports all audit results with an “Audit Report” to the CA Manager and Accountable Manager that ensures proper and timely corrective action is taken in response to re-reports resulting from the independent audits established to meet required standards.

Corrective Action and timescale are being written to Audit Report and,

The finding level will be classified as follows:

- **Level 1** finding is any significant non-compliance with applicable SHT-CAM/ Part-M requirements which lowers the safety standard and hazards **seriously** the flight safety.
- **Level 2** finding is any non-compliance with applicable SHT-CAM/ Part-M requirements which lowers the safety standard and hazards **possibly** the flight safety.
- **Observation** is any comment and recommendation, which increase and improve the organisation standards. Observation doesn’t require CPAR forms, however if it **repeats two times**; may be a finding.

Corrective & preventive action which are classified as:

- Level 1 findings will be rectified **immediately, immediate actions to self-limit the approval/ privileges as necessary** and will **be notified to the Accountable Manager** and **TR DGCA**.
- Level 2 findings must be closed **within 3 months**.

2.8.1.5 Management of Finding Due Dates

☐ **Alert system, Finding Database**

If a noncompliance is found after audits, the auditor will identify the evidence, if there is an action to be taken immediately, Compliance Monitoring Manager will record it in the SQF-06 Audit Finding Follow-Up List and send them to the relevant department manager via SQF-05 DOFI/CPAR Form.

To ensure corrective action is taken, the Compliance Monitoring system is responsible for:

1. Corrective action plan of action,
2. Implementation and completion of corrective actions,
3. Evaluation of the above issues in an independent evaluation sensitivity,
4. To initiate follow-up supervision in line with the follow-up procedures specified in the plans and / or to perform unplanned inspections.

If a noncompliance is recorded and corrective action is initiated, it will be the only authorized compliance monitoring department in the matter of whether or not the matter has been raised, whether the disease has been turned off within the determined deadline.

The Compliance Monitoring Department will record all the steps performed during the corrective action through the Follow-up Form (SQF-06 DOFI/CPAR Follow-Up List) and bring the results to a report format.

Corrective / preventive action follow up system is established in order to monitor the corrective and preventive activities prepared by the relevant units in order to overcome the detected findings within the period and effectively.

- ☐ **Extension of the Due Date**

When corrective action is not performed on-time, **responsible manager** in charge for audited area, **may request more time** for corrective action from Compliance Monitoring Manager via CPAR form. If Compliance Monitoring Manager decide to give additional time for corrective action, the period **may be extended (1) one month maximum.**

- ☐ **KAAN AIR's actions** when the **corrective action deadline has to be postponed** or **when the answer has not been received on time**.

In the case of the corrective action is not performed in extension time, the subject findings **will be reported to the Accountable Manager and TR DGCA**. According to finding level, it may hazard to flight safety, so the commitment of Accountable Manager will be in place for action. The situation will also be discussed in the Management Review Board meeting.

2.8.1.6 Corrective Actions and Feedback System

An essential element of the compliance monitoring is the **feedback system**.

The compliance monitoring system will include a feedback system that identifies both the corrective actions and controls that they are properly exploited. Findings detected in the compliance monitoring internal audits and findings detected in the inspections of external organization will be followed up in another table / sheet in the same SQF-06 Audit Finding Follow Up List; similar failures will be avoided repeatedly, and the compliance monitoring system will be guaranteed to work indefinitely.

System; it will fully correct the nonconformities and clarify which procedures will be followed if the nonconformities cannot be removed within the specified time frame.

Compliance monitoring department is responsible for keeping track of all departments' purposes and observing them.

Accountable Manager will always **be informed** about the level of access to the objectives through the compliance monitoring reports and the results in the Management Review Meeting MRM (YGG) (SQF-26 MRM/SRMYGG/ EGGK Report).

The feedback system **will not be contracted** to external persons or organisations.

When a **non-compliance is found**, the compliance monitoring function will ensure that the **root cause(s)** and **contributing factor(s) are identified** (see GM1 CAMO.A.150), and that **corrective actions are defined**.

CAUSAL ANALYSIS

(aa) It is important that the analysis does not primarily focus on establishing who or what caused the non-compliance, but on why it was caused. Establishing the root cause or causes of a non-compliance often requires an overarching view of the events and circumstances that led to it, to identify all the possible systemic and contributing factors (regulatory, human factors (HF), organisational factors, technical, etc.) in addition to the direct factors.

(bb) A narrow focus on single events or failures, or the use of a simple, linear model, such as a fault tree, to identify the chain of events that led to the non-compliance, may not properly reflect the complexity of the issue, and therefore there is a risk that important factors that must be addressed in order to prevent a reoccurrence will be ignored.

Such an inappropriate or partial causal analysis often leads to defining “quick fixes” that only address the symptoms of the non-conformity. A peer review of the results of the causal analysis may increase its reliability and objectivity.

(cc) A system description of KAAN AIR that considers the organisational structures, processes and their interfaces, procedures, staff, equipment, facilities and the environment in which KAAN AIR operates, will support both effective causal (reactive) and hazard (proactive) analyses.

The **feedback part** of the compliance monitoring function will define **who is required to address any non-compliance** in each particular case, and the **procedure to be followed if the corrective action is not completed within the defined time frame**.

The principal functions of the feedback system are to ensure that all findings resulting from the independent audits of KAAN AIR are **properly investigated and corrected in a timely manner**, and to enable the accountable manager to be kept **informed of any safety issues and the extent** of compliance with Part-CAMO.

The independent audit reports referred to in AMC2 CAMO.A.200(a)(6) will be sent to the **relevant department(s)** for corrective action, **giving target closure dates**. These target dates will be discussed with the relevant department(s) before the compliance monitoring function confirms the dates in the report. The relevant department(s) are required to implement the corrective action and inform the compliance monitoring function of the status of the implementation of the action.

Corrective Action Process

- **Root cause analysis** and associated generation of **Corrective Action Plan** and **Corrective Action Report**

It is important that the analysis **does not primarily focus** on establishing **who or what caused** the non- compliance, **but on why it was caused**.

Establishing the root cause or causes of a non-compliance often requires an overarching view of the events and circumstances that led to it, to identify all the possible systemic and contributing factors (regulatory, human factors, organisational factors, technical, etc.) in addition to the direct factors. This is an essential element of the compliance monitoring function to avoid recurrent findings. The following describes a typical step by step process:

- **Collecting information** *(environment in which the finding was found, staff involved, associated paperwork, etc.)*
- **Identify the root causes and contributing factors** *(this means not only identifying and confirming the finding, but also assessing its impact in other areas of the organisations to detect same or similar non-compliance and investigating related causes and contributing factors. The 5whys or fishbone methodologies could be used to explore the root causes which brings to the non-compliance)*
- **Define a corrective action plan** *(the plan will indicate the intended corrective actions and related timing for their implementation, within the due date of each finding. It will address not only the immediate identified non-compliance, but all non-compliances identified as part of the root cause analysis)*
- **Demonstrate the implementation of corrective actions** (*it means providing evidence that the corrective actions have been effectively implemented. This evidence cannot be based on promises or statement related to events not yet completed. For example, a statement that a certain training will be completed or is on-going is not acceptable as evidence of corrective action implementation).*

- **Corrective action planning and follow-up (e.g. notified, answered, corrective action accepted, open/closed)**

Finding follow-up will describe the actions taken by the auditor or Compliance Monitoring Manager to verify the implementation of corrective actions.

The audit finding will be followed up through the Audit Report, Form No: SQF-04 by Compliance Monitoring Manager. The root causes short term corrective action and preventive corrective action will be determined and written to the CPAR Form during audit or issuing report. The results of audit and findings will be reported to the responsible manager and accountable manager with CPAR and Audit Report.

- **Corrective Action Plan**

Will be designed in a way which allows identifying and recording the finding, the root cause, the relevant immediate and long-term preventive action with the appropriate timescales.

Rectified findings to other areas will be rechecked in the future regularly and more un-planned Compliance Monitoring audits will be done due to prevent occurring same findings again.

- **Corrective Actions following Findings from TR DGCA**

The same principles indicated above in the root cause and CPAR generation will be used. The CPAR will be performed within the period specified TR DGCA. Where observations are issued TR DGCA, KAAN AIR will give them due consideration and record the decisions taken in respect to those observations too.

2.8.1.7 Management Responsibilities for Corrective Action and Follow Up Audit and Feedback Records Retention

CA Manager is responsible for performing corrective actions relevant to his responsibilities, **Compliance Monitoring Manager** is responsible for follow-up and feedback to the Accountable Manager for ensuring that corrective actions are performed in accordance with SHT-CAM/ Part-M compliance monitoring standards.

The **Accountable Manager** is the ultimate responsible for providing required finance and man-power and all the other requirements as applicable to comply with SHT-CAM/ Part-M requirements.

The audit finging is being followed up Corrective & Preventive Action follow up by Compliance Monitoring Manager.

The route causes and compliance of regulations are being determined and writtten to the CPAR Form during audit or issuing report. The all requirement are reported to the responsible manager and accountable manager with CPAR and Audit Report.

2.8.1.8 Review of the Compliance Monitoring System Overall Results

The Accountable Manager holds meetings at least **two times in a year (in January and July)** with Compliance Monitoring Manager and CA Manager to check overall results of compliance monitoring system, to check process of corrective actions, to check requirements of improvement of compliance monitoring of the organisation.

Unless the **review of the results from compliance monitoring** is the responsibility of the safety review board (ref. AMC1 CAMO.A.200(a)(1) point (b)(4)), The **Accountable Manager** will hold **regular meetings** with staff to check the progress of any corrective actions. These meetings **may be delegated** to the **Compliance Monitoring Manager** on a day-to-day basis, provided that the accountable manager:

(1) meets the senior staff involved **at least twice per year** to review the overall performance of the compliance monitoring function; and

(2) receives **at least a half-yearly summary report** on **non-compliance findings**.

Following subjects are being held at the evaluation meeting;

- The Turkish DGCA Reports;
- Compliance Monitoring summary reports of audits, findings of non-compliances,
- Occurrences such as accidents and incidents;

- Corrective / Preventive actions results;
- Resources needs;
- Regulation / requirement amendments.

The meeting subjects and results will be recorded to management review form SQF-26.

2.8.1.9 Compliance Monitoring Audit Reports Retention

All **records** pertaining to the independent audit and the feedback system will be **retained** for the period specified in point CAMO.A.220(b) or for such periods as to support changes to the audit planning cycle in accordance with AMC2 CAMO.A.200(a)(6), whichever is the longer.

Compliance Monitoring audit records **will be kept at least 5 years** from the date of findings closure in KAAN AIR compliance monitoring department.

Compliance Monitoring Audit Records consist of the following records;

- notification mail, letters,
- audit reports,
- check lists,
- corrective action request forms,
- audit programs.

2.8.2 Monitoring of Continuing Airworthiness Management Activities

The Audit Plan includes an assessment of the Continuing Airworthiness Management activities against the procedures defined in this CAME and in particular the ability of the CA Manager ability to discharge their responsibilities effectively with respect to SHT-CAM/Part-M.

2.8.3 Monitoring of the Effectiveness of the Maintenance Programme(s)

The Audit Plan as carried out by the Compliance Monitoring Manager includes a review of the effectiveness of the Maintenance Programme(s). This review will critically analyze the findings and actions taken as a result of CAME 1.5.

2.8.4 Monitoring that All Maintenance is Carried out by an Appropriate Maintenance Organisation

The Annual Audit Plan includes verification that the contracted maintenance organization's approval granted by the Turkish DGCA and/or EASA is relevant to the maintenance being performed on the aircraft managed by KAAN AIR.

Any feedback information requiring amendments to the maintenance contracts for aircraft, engines or components will be reviewed and the contracts amended accordingly.

2.8.5 Monitoring that All Contracted Maintenance is Carried out in accordance with the Contract, including Subcontractors used by the Maintenance Contractor

2.8.5.1 Contracting and Subcontracting

(a) KAAN AIR will ensure that when **contracting maintenance** or when **subcontracting** any part of its **continuing airworthiness management** activities:

(1) these activities conform to the applicable requirements; and

(2) any aviation safety hazards associated with such contracting or subcontracting are considered as part of KAAN AIR's management system.

(b) When KAAN AIR subcontracts any part of its continuing airworthiness management activities to another organisation, the **subcontracted organisation** will work under the approval of KAAN AIR.

KAAN AIR will ensure that TR DGCA is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.

2.8.5.2 Responsibility when Contracting Maintenance or Subcontracting Continuing Airworthiness Management Tasks

(a) Regardless of the approval status of the subcontracted organisations, KAAN AIR is **responsible** for ensuring that all subcontracted activities are subject:

- to hazard identification and risk management, as required by point CAMO.A.200(a)(3), and
- to compliance monitoring, as required by point CAMO.A.200(a)(6).

(b) KAAN AIR is responsible for identifying hazards that may stem from the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/ subcontracting are included) with due regard to organizations' interfaces (see GM1 CAMO.A.200(a)(3)).

In addition, the **compliance monitoring function** will at least **check** that the approval of the contracted maintenance organisation(s) **effectively covers the contracted activities**, and that it is still **valid.**

(c) KAAN AIR is responsible for ensuring that **interfaces and communication channels** are established with the contracted maintenance organisation **for occurrence reporting.** This does not replace the obligation of the contracted organisation to report to TR DGCA.

For **subcontracted activities**, interfaces and communication channels are also needed for the purpose of the internal safety reporting scheme (CAMO.A.202).

2.8.5.3 Subcontracting of Continuing Airworthiness Tasks

(a) KAAN AIR **may subcontract** certain continuing airworthiness management tasks to qualified organisations. The **subcontracted organisation** performs the continuing airworthiness management tasks as an integral part of the KAAN AIR's management system, irrespective of any other approval held by the subcontracted organisation (including CAMO or Part-145 approval).

(b) KAAN AIR remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.

(c) In order to fulfil this responsibility, KAAN AIR will be satisfied that the actions taken by the subcontracted organisation meet the standards required by SHT-CAM/ Part-CAMO. Therefore, KAAN AIR management of such activities will be **accomplished:**

(1) by **active control** through **direct involvement**; and/or

(2) by **endorsing the recommendations** made by the subcontracted organisation.

(d) In order to retain ultimate responsibility, KAAN AIR **will limit subcontracted tasks** to the activities specified below:

(1) **airworthiness directive analysis and planning**;

(2) **service bulletin analysis;**

(3) **planning** of maintenance;

(4) **reliability monitoring, engine health monitoring**;

(5) **maintenance programme** development and amendments;

(6) any other activities, which do not limit KAAN AIR responsibilities, as agreed by TR DGCA.

(e) KAAN AIR's controls associated with subcontracted continuing airworthiness management tasks will be **reflected in** the associated **contract** and be in accordance with KAAN AIR policy and procedures defined in this CAME. When such tasks are subcontracted, the **management system is considered to be extended** to the subcontracted organisations.

(f) With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix II of Part-CAMO. Where contracts are made with more than one organisation, KAAN AIR will demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.

(g) Contracts **will not authorize** the subcontracted organisation **to subcontract to other organisations** elements of the continuing airworthiness management tasks.

(h) TR DGCA should exercise oversight of the subcontracted activities through the KAAN AIR CAMO approval. The contracts will be acceptable to TR DGCA. KAAN AIR

will only subcontract to organisations which are specified by TR DGCA on Form 14.

(i) The subcontracted organisation will agree to notify KAAN AIR of any changes affecting the contract as soon as practical. KAAN AIR will then inform TR DGCA. Failure to do so may invalidate TR DGCA's acceptance of the contract.

(j) Appendix II to AMC1 CAMO.A.125(d)(3) provides information on the subcontracting of continuing airworthiness management tasks.

2.8.6 Compliance Monitoring Personnel

Nominated Personnel; KAAN AIR has **nominated a person** who is **Compliance Monitoring Manager**, is also Compliance Monitoring auditor in the organisation. When required, Compliance Monitoring Manager may assign another Compliance Monitoring auditors who have required auditor qualification in the organisation. Compliance Monitoring auditors must be acceptable by TR DGCA.

Allocated Man-Hours; Compliance Monitoring Auditor will have required man-Hours for performing Compliance Monitoring audits and audit reporting, management evaluation meetings and review of regulations and their application to the organisation.

The required annual elapsed man-Hours are given at the Part-5.1 of this CAME. The plan may be revised if required by Compliance Monitoring Manager; in every 3 months period.

Independence of Compliance Monitoring Audit Personnel; When KAAN AIR uses skilled personnel working within another department than that of Compliance Monitoring, The Compliance Monitoring auditors will perform their tasks independently. The Compliance Monitoring auditors **cannot audit the department which he/she is responsible in or work in**. KAAN AIR may assign another person as Compliance Monitoring auditor in the organisation.

The Compliance Monitoring Manager makes competency assessment to Compliance Monitoring auditors who are working at the CAMO. **Personnel Assessment Form CMF-15** is being used for that.

Experience, Training and Competence of Compliance Monitoring Auditors; An auditor will have;

a. Minimum 2-year **experience** in civil aviation environment and have a good level of English language.

b. The auditors **will have** at least the following trainings:

- ISO 9001 Quality Management System basic training,
- Auditor Training,
- Internal auditor training (which may be combined with CAME training)
- SHT-CAM/ Part M training

- CAME training

c. The trainings will be **refreshed every two years** except for the followings:

- if the auditor has performed **minimum one audit** in the previous 12 months internal auditing techniques is considered as current,

- if the relevant legislation has not amended in the previous two years than continuation training is not necessary. Any continuation training is not only related to address regulation changes, but also to refresh/ increase the knowledge.

d. **Competency Assessment** process for issuance, extension, renewal of authorisation has been described in the CAME 2.9 . Compliance Monitoring Manager will assess a candidate Compliance Monitoring Auditor in accordance with candidate auditor's experience, training, and qualification records. The **candidate auditor** will attend **minimum one audit** process during qualification as per the performance, current experience and knowledge.

Retention of Records; Personnel records will be kept for as long as a person works for KAAN AIR and will be retained for at least 3 years after the person has left the organisation, or after an authorisation issued to that person has been withdrawn.

2.9 CONTROL OF PERSONNEL COMPETENCY

2.9.1 Personnel to be Assessed

KAAN AIR has established and been controlling the competency of personnel involved in:

- **Compliance monitoring**,
- **Safety** management,
- **Continuing airworthiness** management,
- **Airworthiness reviews** or recommendations, and,
- if applicable, Issuing **permits to fly**,

In addition to the necessary expertise related to the job function, competency will include an **understanding of** safety management and human factors principles appropriate to the person's function and responsibilities in KAAN AIR.

2.9.2 Competency Assessment Objectives

The procedure referred to in point CAMO.A.305(g) will require amongst others that:

- technical support personnel such as, planners, engineers, and technical record staff,
- supervisors,

- post-holders,
- airworthiness review staff, whether employed or contracted

are assessed for competency **before unsupervised work commences** and competency is controlled on a continuous basis.

2.9.3 Management of Competency Assessment

Competency will be **assessed by the evaluation** of:

- on-the-job performance and/or testing of knowledge by appropriately qualified personnel;
- records for basic, organisational, and/or product type and differences training; and
- experience records.

Validation of the above could include a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a logbook.

As a result of this assessment, an individual's qualification will determine:

- which level of ongoing supervision would be required and whether unsupervised work could be permitted;
- whether there is a need for additional training.

A record (CMF-15) will be kept of each individual's qualifications and competency assessment (refer also to point CAMO.A.220(c)). This will include copies of all documents that attest to their qualifications, such as an authorisation held, as applicable.

For a proper competency assessment of its personnel, KAAN AIR will consider the following:

(a) In accordance with the job function, **adequate initial and recurrent training** will be provided and recorded to ensure continued competency so that it is maintained throughout the duration of the employment/contract.

(b) All staff will be able to demonstrate knowledge of, and compliance with, the **CAMO procedures**, as applicable to their duties.

(c) All staff will be able to demonstrate an understanding of **safety management principles including HF**, related to their job function, and be trained as per AMC3 CAMO.A.305(g).

(d) To assist in the assessment of competency and to establish the training needs analysis, **job descriptions** are recommended for each job function in KAAN AIR. Job descriptions will contain sufficient criteria to enable the required competency assessment.

(e) Criteria will allow the assessment to establish that, among other aspects :

(1) **Managers** are able to properly manage processes, resources and priorities described in their assigned duties, accountabilities and responsibilities in accordance with the safety policy and objectives and in compliance with the applicable requirements and procedures.

(2) **Engineering staff** are able to interpret source data (norms, data issued by the holder of a design approval or by TR DGCA, etc.) and use them as needed (e.g. to make work cards).

(3) **Compliance Monitoring staff** are able to monitor compliance with SHT-CAM/ Part-M and to identify non-compliances in an effective and timely manner so that KAAN AIR may remain in compliance with SHT-CAM/ Part-M.

(4) **Staff** who have been designated **Safety Management** responsibilities are familiar with the relevant processes in terms of hazard identification, risk management, and the monitoring of safety performance.

(7) **All staff** are familiar with the **safety policy** and the procedures and tools that can be used for **internal safety reporting**.

(8) If KAAN AIR is **contracted by air carriers** forming part of a single air carrier business grouping (in accordance with point M.A.201(ea)), KAAN AIR will ensure that all relevant personnel have sufficient skills in the agreed **common language**, e.g. **English.**

2.9.4 Competency Assessment Procedure (Evaluation System)

The competency assessment will be based upon the procedure specified in AMC2 CAMO.A.305(g).

KAAN AIR will use the below procedure that conducting competency assessment of personnel:

(1) the **persons** who are r**esponsible** for this process;

- **Accountable Manager** is responsible for the **assessment of managers** (even if a manager has also additional continuing airworthiness and/or Compliance Monitoring related duty),
- **Compliance Monitoring Manager** is responsible for the **assessment of Compliance Monitoring audit staff**, and
- **CA Manager** is responsible for the assessment of **all other continuing airworthiness related personnel.**

(2) **when** the assessment will take place;

- Assessments of competence will be renewed **in every 2 years** in **parallel to Continuation Trainings.**

(3) giving **credit** from previous assessments;

(4) **validating** qualification records;

(5) **initial assessment**;

(6) **continuous control** of competency, including to gather **feedback on the performance** of personnel;

(7) the aspects of competencies to be observed during the assessment in relation to each **job function**;

(8) the actions to be taken **if** the assessment **is not satisfactory**; and

(9) **recording** assessment results.

A record of such qualification and competence assessment will be kept in personnel file at Compliance Monitoring Department. The records include copies of all documents that attest to qualification, such as the license, and/or any authorization held certificates as applicable.

Assessment form is CMF-15 which is given at MOE 5.1.

Competency may be assessed by having the person work under the supervision of another qualified person for a sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of their intended duties.

If the person has been recruited from another approved CAMO, it is reasonable to accept a written confirmation from the previous organisation.

All prospective continuing airworthiness management staff will be assessed for their competency related to their intended duties.

The assessment will be following competence and qualifications:

- Basic Training, Aviation Legislation, Human Factors, CAME Training, Compliance Monitoring -Safety-OHSA Briefing;
- A comprehensive Knowledge of;
  - Relevant part of operational requirements and procedures;
  - AOC holder’s operations specifications when applicable;
  - The need for, and content of, the relevant parts of the AOC holder’s Operations Manual when applicable.
- Knowledge of;
  - HF principles;
  - Safety Management system based on the TR / EU management system requirements (including compliance monitoring) and ICAO Annex 19.
  - relevant parts of the CAME and procedures;

  - maintenance methods;
  - applicable regulations.
- Understanding of;
  - professional integrity, behaviour and attitude towards safety;
  - his/her own human performance and limitations;
  - personnel authorisations and limitations;
- Ability to;
  - consider human performance and limitations;
  - promote the safety and Compliance Monitoring policy;
  - use information systems;
- Adequate communication and literacy skills;
- Resources management and production planning skills;
- Teamwork, decision-making and leadership skills.

After the Post Holder is assigned by the Accountable Manager; he/she will be submitted to TR DGCA for assessment and approval, then he/she must be evaluated for his/her competence in every 2 years in parallel to Continuation Trainings.

2.9.5 Competency of the SAFETY MANAGER

The competency of a safety manager will include, but not be limited to, the following:

(a) **knowledge** of ICAO standards and European requirements on **safety management;**

(b) **understanding** of **management systems**, including **compliance monitoring systems;**

(c) **understanding** of **risk management**;

(d) **understanding** of **safety investigation** techniques and **root cause methodologies;**

(e) **understanding** of **HF**;

(f) **understanding** and promotion of a **positive safety culture**;

(g) operational experience related to the activities of the organisation;

(h) safety management **experience;**

(i) **interpersonal and leadership skills**, and the ability to influence staff;

(j) oral and written **communications skills**;

(k) **data management**, analytical and problem-solving skills.

2.9.6 Assessment Records

The assessment records will be kept in the organization **3 years** duration even though the personnel leaving the KAAN AIR.

Record for the professional experience gained and the training received in KAAN AIR is CMF-15 Personnel Experience Credential Form. It will be furnished to staff when leaving the organisation (together with associated evidence, such as training certificates/experience logbooks, etc.) upon request, and be considered during the competence assessment of the individual in another organisation.

Personnel records:

(1) KAAN AIR will ensure that the following records are retained:

(i) records of qualification and experience of personnel involved in continuing airworthiness management, compliance monitoring and safety management,

(ii) records of qualification and experience of all airworthiness review staff, as well as staff issuing recommendations and permits to fly.

(2) The records of all airworthiness review staff, staff issuing recommendations and staff issuing permits to fly shall include details of any appropriate qualification held together with a summary of the relevant continuing airworthiness management experience and training and a copy of the authorisation.

(3) Personnel records shall be kept as long as the person works for KAAN AIR and will be retained until 3 years after the **person has left the** organisation.

KAAN AIR has established a system of record-keeping that allows adequate storage and reliable traceability of all activities developed.

The format of the records will be specified in the CAME 5.1.

Records will be stored in a manner that ensures protection from damage, alteration and theft.

2.10 MANAGEMENT SYSTEM RECORD-KEEPING

2.10.1 Definition of Records to be Stored and Format

KAAN AIR will ensure that the following records are retained:

1. Records of **management system key processes**:
    - Hazard identification docs,
    - Safety risk management docs,
    - Internal investigation,
    - Safety performance monitoring and measurements docs,
    - Safety incidents/ occurrences reports,
    - Safety review docs,
    - Safety audit docs,
    - Audit reports carried outs by external organizations,
    - Safety surveys,
    - Management of change docs,
    - Safety training and promotion docs,
    - Boards meeting reports,
    - Immediate safety action and coordination with the aircraft operator's Emergency Response Plan (ERP).
2. **Contracts**, both for **contracting** and **subcontracting**.

Records will be kept in both **paper form** and in **electronic format**. Paper systems will use robust materials which can withstand normal handling and filing.

2.10.2 Storage Type, Location and Accessibility

KAAN AIR has established a record-keeping system that allows adequate storage and reliable traceability of all its activities. It has been set a "Technical Record Room / Archive on the first floor of KAAN HELIPORT Hangar, can be seen in the CAME 0.8 Facility layouts.

The records will be stored in a manner that ensures that they are **protected from damage, alteration, and theft.**

2.10.3 Responsibilities

Compliance Monitoring and Safety Manager is responsible for the record keeping system.

2.10.4 Access to Records

All records containing sensitive data regarding personal data will be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.

KAAN AIR record-keeping system will ensure that all records are accessible within a reasonable time whenever they are needed. These records will be organised in a manner that ensures their traceability and retrievability throughout the required retention period.

2.10.5 Retention Period

Management system records will be kept for **a minimum period of 5 years.** The records will remain legible throughout the required retention period. The retention period starts when the record is created or was last amended.

2.10.6 Storage Procedure and Preservation of Records

KAAN AIR record-keeping system will provide to protect the records from fire, flood, etc., as well as to ensure that the records will not be altered during the retention period.

Lost or destroyed records; Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by KAAN AIR and reference to records maintained individual.

2.10.7 Storage of Electronic Records, Electronic Safeguards and Remote Servers

Computer record system have a backup system, which be **updated within 24 hours** of any new entry. Computer record systems including safeguards to prevent unauthorised personnel from altering the data.

KAAN AIR computer hardware that is used has the backup of data will be stored in a **different location** from the one that contains the working data, and in an environment that ensures that the data remains in a good condition.

Digitized records when created from an original paper record, or as a digital electronic original, will be stored on a system which is secured and kept in an environment **protected from damage (e.g. fire, flooding, excessive temperature, or accidental erasing).**

Access to both primary and backup systems is being protected against the ability of unauthorised personnel to alter the database and they will preferably **be located remotely from the main system.**

The system used for retention of digitized records will:

(1) ensure the integrity, accuracy and completeness of the record;

(2) ensure that access to the digitized record has safeguards against alteration of the data;

(3) ensure the authenticity of the record including assurance that the date has not been modified after creation;

(4) be capable of retrieving individual records within a reasonable time period; and

(5) be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitized records.

2.10.8 Transfer of Records

Records can be transferred to related parties, e.g. Turkish DGCA, customer/operator, in case any need, in the coordination of Safety Manager.

2.10.9 Management of Records in Specific Circumstances (e.g. Accidents)

Records can be researched for any unusual events that could affect the safety of the aircrafts and/or component such as involvement in accidents, incidents. **Records can be presented** to related parties, e.g. **Turkish DGCA**, **judicial authorities** in case such an investigation in the coordination of Safety Manager.

2.11 OCCURRENCE REPORTING

2.11.1 MANDATORY Occurrences

This procedure describes the mandatory reporting to **TR DGCA**, to the **customer**/ **AMO** and to the **design approval holder** of the aircraft or component any safety-related event or condition of an aircraft or component identified by the organisation which endangers or, if not corrected or addressed, could endanger an aircraft, its occupants, or any other person, and in particular any accident or serious incident.

All CAMO personnel are responsible to report occurrences using the internal safety reporting system described in CAME 2.2. The scheme will identify the occurrences to be reported according to the list and method described in this chapter.

2.11.1.1 List of Reportable Occurrences

SHT-OLAY and **AMC-20** 'General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances' that lays down a list classifying occurrences in civil aviation to be mandatorily reported; will be used as reference for KAAN AIR. Further details and reportable occurrences are in SHT-OLAY and AMC 20-8A Occurrence Reporting.

Further procedures explained in this chapter are including notification to TR DGCA of all cases where an occurrence is originated as a result of maintenance carried out by KAAN AIR, regardless of the registration of the aircraft or customer and besides any other reporting responsibility to the competent authority responsible for the approval under which the maintenance was carried out.

For instance, when a situation where KAAN AIR is made aware of a technical incident of a non-EU customer immediately following a maintenance carried out by KAAN AIR itself, e.g. where an incorrect assembly of aircraft parts by KAAN AIR was identified as the cause of the incident.

2.11.1.2 Reportable Occurrences

KAAN AIR submits a report to TR DGCA, the operator, owner, manufacturer which is responsible for the design of the aircraft or component any condition of the aircraft or component identified by KAAN AIR that has resulted or may result in an unsafe condition that hazards seriously the flight safety.

KAAN AIR will report following unsafe conditions / defects to the TR DGCA/ Operator/ Manufacturers, **Reportable Occurrences are listed** in **SHT-OLAY**/ **AMC 20-8** Section II (when caused by performance of maintenance) and Section III, some of them are below:

AIRCRAFT TECHNICAL (Section II)

A. Structural

Not all structural failures need to be reported. Engineering judgement is required to decide whether a failure is serious enough to be reported. The following examples can be taken into consideration:

(1) Damage to a Principal Structural Element that has not been qualified as damage tolerant (life limited element). Principal Structural Elements are those which contribute significantly to carrying flight, ground, and pressurization loads, and whose failure could result in a catastrophic failure of the aircraft. Typical examples of such elements are listed for large aeroplanes in AC/AMC 25.571(a) "damage tolerance and fatigue evaluation of structure", and in the equivalent AMC material for rotorcraft.

(2) Defect or damage exceeding admissible damages to a Principal Structural Element that has been qualified as damage tolerant.

(3) Damage to or defect exceeding allowed tolerances of a structural element which failure could reduce the structural stiffness to such an extent that the required flutter, divergence or control reversal margins are no longer achieved.

(4) Damage to or defect of a structural element, which could result in the liberation of items of mass that may injure occupants of the aircraft.

(5) Damage to or defect of a structural element, which could jeopardise proper operation of systems. See paragraph II.B. below.

(6) Loss of any part of the aircraft structure in flight.

B. Systems

The following generic criteria applicable to all systems are proposed:

(1) Loss, significant malfunction or defect of any system, subsystem or set of equipment when standard operating procedures, drills etc. could not be satisfactorily accomplished.

(2) Inability of the crew to control the system, e.g.:

(a) un-commanded actions;

(b) incorrect and or incomplete response, including limitation of movement or stiffness;

(c) runaway;

(d) mechanical disconnection or failure.

(3) Failure or malfunction of the exclusive function(s) of the system (one system could integrate several functions).

(4) Interference within or between systems.

(5) Failure or malfunction of the protection device or emergency system associated with the system.

(6) Loss of redundancy of the system.

(7) Any occurrence resulting from unforeseen behaviour of a system.

(8) For aircraft types with single main systems, subsystems or sets of equipment: Loss, significant malfunction or defect in any main system, subsystem or set of equipment.

(9) For aircraft types with multiple independent main systems, subsystems or sets of equipment: The loss, significant malfunction or defect of more than one main system, subsystem or set of equipment

(10) Operation of any primary warning system associated with aircraft systems or equipment unless the crew conclusively established that the indication was false provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning.

(11) Leakage of hydraulic fluids, fuel, oil or other fluids which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to occupants.

(12) Malfunction or defect of any indication system when this results in the possibility of misleading indications to the crew.

(13) Any failure, malfunction, or defect if it occurs at a critical phase of flight and relevant to the operation of that system.

(14) Occurrences of significant shortfall of the actual performances compared to the approved performance which resulted in a hazardous situation (taking into account the accuracy of the performance calculation method) including braking action, fuel consumption etc.

Annex 1 to AMC 20-8 gives a list of examples of reportable occurrences resulting from the application of these generic criteria to specific systems.

C. Propulsion (including Engines, Propellers and Rotor Systems) and APUs

(1) Flameout, shutdown or malfunction of any engine.

(2) Overspeed or inability to control the speed of any high speed rotating component (for example: Auxiliary power unit, air starter, air cycle machine, air turbine motor, propeller or rotor).

(3) Failure or malfunction of any part of an engine or powerplant resulting in any one or more of the following:

(a) non containment of components/debris;

(b) uncontrolled internal or external fire, or hot gas breakout;

(c) thrust in a different direction from that demanded by the pilot;

(d) thrust reversing system failing to operate or operating inadvertently;

(e) inability to control power, thrust or rpm;

(f) failure of the engine mount structure;

(g) partial or complete loss of a major part of the powerplant;

(h) Dense visible fumes or concentrations of toxic products sufficient to incapacitate crew or passengers;

(i) inability, by use of normal procedures, to shutdown an engine;

(j) inability to restart a serviceable engine.

(4) An un-commanded thrust/power loss, change or oscillation which is classified as a loss of thrust or power control (LOTC) as defined in AMC 20-1:

(a) for a single engine aircraft; or

(b) where it is considered excessive for the application, or

(c) where this could affect more than one engine in a multi-engine aircraft, particularly in the case of a twin engine aircraft; or

(d) for a multi engine aircraft where the same, or similar, engine type is used in an application where the event would be considered hazardous or critical.

(5) Any defect in a life controlled part causing retirement before completion of its full life.

(6) Defects of common origin which could cause an in flight shut down rate so high that there is the possibility of more than one engine being shut down on the same flight.

(7) An engine limiter or control device failing to operate when required or operating inadvertently.

(8) exceedance of engine parameters.

(9) FOD resulting in damage.

Rotors and -transmission

(10) Damage or defect of main rotor gearbox / attachment which could lead to in flight separation of the rotor assembly, and /or malfunctions of the rotor control.

(11) Damage to tail rotor, transmission and equivalent systems.

APUs

(12) Shut down or failure when the APU is required to be available by operational requirements, e.g. ETOPS, MEL.

(13) Inability to shut down the APU.

(14) Overspeed.

(15) Inability to start the APU when needed for operational reasons.

D. Human Factors

(1) Any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect.

E. Other Occurrences

(1) Any incident where any feature or inadequacy of the aircraft design could have led to an error of use that could contribute to a hazardous or catastrophic effect.

(2) An occurrence not normally considered as reportable (for example, furnishing and cabin equipment, water systems), where the circumstances resulted in endangering of the aircraft or its occupants.

(3) A fire, explosion, smoke or toxic or noxious fumes.

(4) Any other event which could hazard the aircraft, or affect the safety of the occupants of the aircraft, or people or property in the vicinity of the aircraft or on the ground.

(5) Failure or defect of passenger address system resulting in loss or inaudible passenger address system.

(6) Loss of pilots seat control during flight.

AIRCRAFT MAINTENANCE and REPAIR (Section III)

A. Incorrect assembly of parts or components of the aircraft found during an inspection or test procedure not intended for that specific purpose.

B. Hot bleed air leak resulting in structural damage.

C. Any defect in a life controlled part causing retirement before completion of its full life.

D. Any damage or deterioration (i.e. fractures, cracks, corrosion, delamination, disbonding etc.) resulting from any cause (such as flutter, loss of stiffness or structural failure) to:

(1) primary structure or a principal structural element (as defined in the manufacturers' Repair Manual) where such damage or deterioration exceeds allowable limits specified in the Repair Manual and requires a repair or complete or partial replacement of the element;

(2) secondary structure which consequently has or may have endangered the aircraft;

(3) the engine, propeller or rotorcraft rotor system.

E. Any failure, malfunction or defect of any system or equipment, or damage or deterioration found as a result of compliance with an Airworthiness Directive or other mandatory instruction issued by a Regulatory Authority, when:

(1) it is detected for the first time by the reporting organisation implementing compliance;

(2) on any subsequent compliance where it exceeds the permissible limits quoted in the instruction and/or published repair/rectification procedures are not available.

F. Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance or test purposes.

G. Non compliance or significant errors in compliance with required maintenance procedures.

H. Products, parts, appliances and materials of unknown or suspect origin.

I. Misleading, incorrect or insufficient maintenance data or procedures that could lead to maintenance errors.

J. Failure, malfunction or defect of ground equipment used for test or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem when this results in a hazardous situation.

2.11.1.3 Method to Report Occurrences to TR DGCA

Will be done directly using TR DGCA web site page :

https://web.shgm.gov.tr/tr/raporlama/2248-raporlama ,

https://ulasimemniyeti.uab.gov.tr/

and / or, in case voluntary reporting:

https://bimtakip.shgm.gov.tr/gonulluraporlama/index.xhtml#nbb

It is understood that the external occurrence reporting system is intended to send all collected reports to **TR DGCA**, the **state** of aircraft registry, to the organisation responsible for the **design of the aircraft** and to the aircraft **operator/owner**.

TR DGCA is notified in all cases where an occurrence is originated as a result of continuing airworthiness activity carried out by KAAN AIR, regardless of the registration of the aircraft or customer.

Safety Manager will produce and submit the reports as soon as possible, but in any case, **within 72 hours** of KAAN AIR identifying the condition to which the report relates, unless exceptional circumstances prevent this.

Confidentiality Safeguard for the identity of the reported and the persons mentioned in the report will be provided.

KAAN AIR will produce a **follow-up report** to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report will be produced in a form and manner established by TR DGCA.

2.11.2 VOLUNTARY Reporting Method

It is understood that the internal occurrence reporting system is intended to collect all reports internally generated by KAAN AIR. The internal occurrences which fall within the definition of reportable occurrences to be reported as per point CAME 2.11.1.2.

- All occurrence reports will be written to SMF-08 Safety Report and will be submitted by e-mail to **Safety Manager**.
- All personnel will report, all occurrences which are of an unsafe nature, and which have or may have caused a hazard to a particular aircraft must be reported **within 72 hours.**

CA Manager makes an analysis of occurrences data **with coordination Safety Manager** to find out route causes and make prevent actions to eliminate of route-causes from system and include some of the occurrences analysis results in the programs for safety recurrent training.

Safety Manager will inform to all staff as **feedback** regarding any occurrence and corrective action.

KAAN will ensure the **confidentiality safeguard** for the identity of the reported and the persons mentioned in the report.

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Part 3

Contracted Maintenance – Management of Maintenance

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3 CONTRACTED MAINTENANCE – MANAGEMENT OF MAINTENANCE

3.1 MAINTENANCE CONTRACTOR SELECTION PROCEDURE

3.1.1 General

KAAN AIR takes maintenance services from SHY / Part-145 approved maintenance organisations.

KAAN AIR takes maintenance services to have aircraft maintenance program compliance such as, but not limited to carry out maintenance actions:

- Aircraft Base Maintenance
- Aircraft Line Maintenance
- Engine Shop Maintenance
- Component Maintenance / Check / Test

KAAN AIR's SHY-145 AMO and contracted SHY/ Part-145 AMO are listed at the Part-5.5 of this exposition. If KAAN AIR will no longer work any listed contractor will then, be removed from the list.

CA Managers is responsible to submit all contractors to Turkish DGCA for approval.

3.1.2 Responsibilities

The Accountable Manager and the CA Manager are responsible for carrying out the **maintenance contractor assessment and selection** as regards the financial and contractual aspects in coordination with the Compliance Monitoring Manager is in charge of checking the compliance with the SHY / Part-145 requirements.

The Accountable Manager or the CA Manager signs a Maintenance Contract that will be compliant with the Appendix 2.11 to SHT-M AMC M.A.708 (c) with the Contractor on behalf of KAAN AIR afterwards Compliance Monitoring Manager will carry out the audits in accordance with the contract.

3.1.3 Capability and Experience

A contractor must have capable and experience which will be carried out appropriate maintenance service to KAAN AIR's aircraft and engines.

A contractor must hold a SHY/Part-145 approval certificates and the approval will cover aircrafts managed by KAAN AIR.

3.1.4 Maintenance Service Capability

CA Manager is responsible for evaluating and checking the capabilities of the contracted SHY/Part-145 approval maintenance organizations and inform to Compliance Monitoring Manager.

When necessary for critical maintenance services, Compliance Monitoring Manager makes audits and evaluation to potential contractors for the capabilities of the contracted SHY/Part-145 Maintenance Organization to be carried out the intended maintenance work. Form: SQF-32-Z will be used on the audits.

Before any contract is signed with a maintenance organisation, Compliance Monitoring Manager and CA Manager has to look for the answer of the question “Does the maintenance contractor have the following availabilities?”

- Adequate working space / hangar facilities,
- Adequate number of qualified personnel,
- Availability of tools and equipment,
- Availability offices equipment such as networks, computers, and communication devices,
- Technical documentations, procedures and instructions,
- Stores and stock availability,
- Parts repair capability such as airframe parts, engine and parts,
- NDT Inspection capability,
- Sub-Contractors of the contractor and its credibility,
- Work cards records and control system,
- Economical situations and other aspects,
- Experience on maintenance.

If the contracted maintenance organisation is established in a foreign country, first audit will be on-site by Maintenance Manager or Compliance Monitoring Manager or authorised auditor.

3.1.5 Location

For aircraft, the maintenance contractor is located:

- At the “end” of a scheduled flight/close to the “home” base?
- At an en-route field of a scheduled flight?
- Economically close to the operation?
- At an airport where the arrival and departure limiting times are acceptable?

For Engine and aircraft components, the maintenance contractor is located:

- Close to an International Airport with component repair facilities?
- Availability of transportation?
- Economically close to the operation?
- Continuing Airworthiness Manager is responsible for the adequacy of location of the maintenance contractor, and he/she will look for the answer to the questions specified above.

Evaluation also may address the possibility of performing **maintenance at any location** subject to the need for such maintenance arising either from the **unserviceability of the aircraft** or from the necessity to support **occasional line maintenance**.

3.1.6 Operating Hours

Does the maintenance contractor:

- Provide a “time” service to suit the KAAN AIR’s requirements?
- Prepared to carry out maintenance at the KAAN AIR’s convenience?
- Prepared to deliver technical personnel for the maintenance on long term?

The CA Manager is responsible for the operating hours of the maintenance contractor, and he/she will look for the answer to the questions specified above.

3.1.7 History, Image, and Pricing

Contact past or present customers for their opinion, and the Turkish DGCA to get an idea about the irregularities seen in the past and to have a good image for the company.

The CA Manager is responsible to make comparisons with other maintenance organizations and, he/she makes definite price agreements including costs per man hour, and man-hours per inspection etc.

3.2 PRODUCT AUDIT OF AIRCRAFT

3.2.1 Company Audit Policy

KAAN AIR performs an audit to managed aircraft which as sample timely manner. The audit will be compliance and control of aircraft is continuing airworthy conditions.

3.2.2 Audit Programme

The Compliance Monitoring Auditor performs aircraft audits to the organisation in the scope of tasks. The sample audit is being performed **one time in a year**.

3.2.3 Auditing Method

Compliance Monitoring auditor takes into consideration of followings are performed for aircraft properly and recorded to the aircraft records:

- Compliance of Pre-flight inspection;
- Compliance of AD's and mandatory modifications;
- Compliance of Maintenance Programme Document;
- Compliance of Life Limited Parts;
- All CRS are filled to aircraft records on time;
- All components are fitted to aircraft properly and required SHGM Form 1 (or equivalent) is available at aircraft records.

Audit methods are used following:

- Talking customer/operator's represent personnel and KAAN AIR staff,
- Reviewing all aircraft records;
- Physical inspection of aircrafts.

All audit result is being written at SQF-04 Audit Report and SQF-05 CPAR / DOFI Form and see more detail to SQP-03 Audit Procedure. All records are being kept in Compliance Monitoring Department.

The audit reports are distributed via-email to the following persons;

- The Accountable Manager,
- The CA Manager,

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Part 4

Airworthiness Review Procedures

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4 AIRWORTHINESS REVIEW PROCEDURES

4.1 AIRWORTHINESS REVIEW STAFF (ARS)

4.1.1 Competence of Airworthiness Review Staff

(a) To be approved to carry out airworthiness reviews, KAAN AIR will have appropriate **Airworthiness Review Staff (ARS)** to issue **Airworthiness Review Certificates (ARC)** or **Recommendations** referred to in SHT/Part-M:

1. ARS are only required if KAAN AIR wants to be granted M.A.711(b) airworthiness review.

2. '**experience in continuing airworthiness**' means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.

3. A person qualified to the AMC M.A.706 subparagraph 4.5 **(a relevant engineering degree or an aircraft maintenance technician qualification with additional education)** will be considered as holding the equivalent to an aeronautical degree.

4. An appropriate license in compliance with SHT/Part-66 is any one of the following:

- a category B1 license in the subcategory of the aircraft reviewed, or
- a category B2 or C license, or

It is not necessary to satisfy the experience requirements of SHT/Part-66 at the time of the review.

5. To hold a position with appropriate **responsibilities means** the ARS **will have a position in the organisation independent from the airworthiness management process** or **with overall authority on the airworthiness management process of complete aircraft**.

- **Independence** from the airworthiness management process may be achieved, among other ways, by:

  - Being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line.

  - Nominating as ARS personnel from the **compliance monitoring department** of KAAN AIR.

- **Overall authority** on the airworthiness management process of complete aircraft may be achieved, among other ways, by:

  − Nominating as ARS the **accountable manager** or **the nominated postholder.**

  − Being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.

1. For aircraft used by KAAN AIR, and aircraft above 2 730 kg MTOM, these staff will have acquired:

(a) at least **5 years' experience** in continuing airworthiness,

(b) an appropriate license in compliance with SHT/Part-66 or an aeronautical degree or a national equivalent,

(c) formal aeronautical maintenance training,

(d) **a position** within KAAN AIR with **appropriate responsibilities,**

(e) Notwithstanding points (a) to (d), the requirement laid down in point M.A.707(a)1(b) **may be replaced** by 5 years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1(a).

For all aircraft used by KAAN AIR and for any other aircraft, above 2 730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

− Relevant parts of initial and continuing airworthiness **regulations.**

− Relevant parts of **operational requirements and procedures**.

− KAAN AIR's **CAME.**

− **Knowledge of a relevant sample of the type(s) of aircraft** gained through a formalised training course. These courses will be at least at a level equivalent to SHT/Part-66 Appendix III Level 1 **General Familiarisation** and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by TR DGCA.

*'**Relevant sample**' means that these courses will cover typical systems embodied in those aircraft being within the scope of approval.*

− **Maintenance methods**.

(b) ARS nominated by KAAN AIR can only be issued an authorisation by KAAN AIR when formally accepted by TR DGCA after satisfactory completion of an airworthiness

review under the supervision of TR DGCA or under the supervision of KAAN AIR's ARS in accordance with the procedure approved by TR DGCA.

The formal acceptance by TR DGCA of the ARS is granted through the corresponding **Form 4.**

If the airworthiness review is performed under the supervision of existing ARS, evidence will be provided to TR DGCA together with Form 4. If satisfied, TR DGCA will issue the formal acceptance through Form 4.

Once the ARS has been accepted by TR DGCA, the inclusion of their name in the exposition (refer to M.A.704(a)5) constitutes the formal authorisation by KAAN AIR.

(c) KAAN AIR will ensure that ARS can demonstrate appropriate **recent** continuing airworthiness management **experience**.

In order to keep the validity of the ARS authorisation, the ARS will have either:

− been **involved** in continuing airworthiness management activities for at least **six months in every two-year period**, or

− conducted at least **one airworthiness review in the last twelve-month period**.

In order to restore the validity of the authorisation, the ARS will conduct at a satisfactory level an airworthiness review under the supervision of TR DGCA or, if accepted by TR DGCA, under the supervision of another currently valid authorised ARS of KAAN AIR in accordance with the approved procedure.

(d) ARS will be identified **by listing** (Chapter 5.2A) each person in the CAME together with their airworthiness review **authorisation reference.**

(e) KAAN AIR will maintain a record of all ARS, **(CMF-20 ARS Authorization Certificate)** which will include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record will be retained **until two years after** the ARS have **left the organisation.**

The **minimum content** of the ARS **record** will be:

− Name,

− Date of Birth,

− Basic Education,

− Experience,

− Aeronautical Degree and/or SHT/Part-66 qualification and/or nationally-recognized maintenance personnel qualification,

− Initial Training received,

− Type of Training received,

- Continuation Training received,
- Experience in continuing airworthiness and within the organisation,
- Responsibilities of current role in the organisation,
- Copy of the authorisation.

4.1.2 Responsibilities of ARS

The following is a summary of the requirements contained in M.A.710 as well as the associated AMCs and Appendices, in relation to the responsibilities of the ARS:

- ARS are responsible for performing both the **documental and the physical survey.**

- Procedures is being established by KAAN AIR in order to perform the **airworthiness review**, including the depth of samplings (refer to Appendix V to AMC1 M.A.704, paragraphs 4.2 and 4.3).

- Procedures is making very **clear that the final word** about the depth of the inspections (both documental and physical) belongs to the ARS, who can go beyond the depth contained in the CAME if they find it necessary.

At the end, it is the responsibility of the ARS **to be satisfied that the aircraft complies with SHT/Part-M and is airworthy,** and KAAN AIR ensures that **no pressure or restrictions are imposed on the ARS when performing their duty.**

- A **compliance report** must be produced by the ARS, detailing all items checked and the outcome of the review.

- ARS are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the KAAN AIR CAMO, Part-145, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the Design Approval Holder. Obviously, if the ARS are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position related to M.A.706 and not of their position as ARS (M.A.707).

- The issuance of the airworthiness review certificate (ARC) by the ARS only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the ARS are not aware of

instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the **responsibility of the owner or KAAN AIR CAMO** to ensure that the aircraft is fully airworthy at any time.

4.2 DOCUMENTED REVIEW OF AIRCRAFT RECORDS

According to M.A.711(b); KAAN AIR as an approved CAMO, additionally, be approved to carry out **airworthiness reviews** referred to in point M.A.710 and:

1. issue the related **airworthiness review certificate (ARC)** and **extend it** in due time under the conditions set out in points M.A.901(c)(2) of SHT/Part-M, and,

2. issue a **recommendation** for the airworthiness review to TR DGCA.

According to M.A.710; when KAAN AIR approved in accordance with point M.A.711(b) performs airworthiness reviews, they will be performed in accordance with point M.A.901, as applicable.

(a) An ARC (SHGM Form 15a or KAAN Form 15b) is issued in accordance with Appendix III to SHT/Part-M upon completion of a satisfactory airworthiness review. The ARC will be valid for **1 year;**

SHGM Form 15a	is issued by TR DGCA, while
KAAN Form 15b	is issued by KAAN AIR CAMO.

(b) By derogation from point (a), the airworthiness review may be anticipated by a **maximum period of 90 days without loss of continuity** of the airworthiness review pattern, so as to allow for the **physical review** to take place during a maintenance check.

'**Without loss of continuity of the airworthiness review pattern**' means that the new expiration date is set up 1 year after the previous expiration date. As a consequence, when the airworthiness review is anticipated, the validity or the airworthiness review certificate is longer than 1 year (up to 90 days longer).

This anticipation of up to 90 days also applies to the 12-month requirements shown in M.A.901(b), which means that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in M.A.901(b), from the date when the last ARC was issued until the date when the new airworthiness review is performed (this can be up to 90 days less than 12 months).

(c) Airworthiness review tasks **will not be subcontracted**.

(d) Will the outcome of the airworthiness review be inconclusive, KAAN AIR having carried out the review will inform TR DGCA as soon as possible and in any case **within 72 hours** from the moment identified the reason for which the airworthiness review is inconclusive.

4.3 PHYSICAL SURVEY

(a) The airworthiness review of the aircraft will include a **physical survey** of the aircraft. For that survey, ARS not appropriately qualified in accordance with Annex III (SHT/Part-66) will be assisted by such qualified staff.

1. The physical survey could require actions categorized as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening, etc.). In this case, after the airworthiness review, a release to service will be issued.

2. When the ARS are not appropriately qualified as per SHT/Part-66 in order to release such maintenance, M.A.901(l) requires them to be assisted by such qualified personnel. However, the function of such SHT/Part-66 personnel is limited to performing and releasing the maintenance actions requested by the ARS, it not being their function to perform the physical survey of the aircraft.

3. This means that the ARS who is going to sign the ARC or the recommendation will be the one performing both the documented review and the physical survey of the aircraft. It is not the intent of the rule to delegate the survey to SHT/Part-66 personnel who are not ARS. Furthermore, the provision of M.A.901(n) that allows a 90-day anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff (ARS) are present.

4. The physical survey may include verifications to be carried out during flight.

5. KAAN AIR has developed procedure and been used **Page 5 of CMF-23 Airworthiness Review Report** for the ARS to **produce a compliance report** that confirms that the physical survey has been carried out and found satisfactory.

6. To ensure compliance, the physical survey may include relevant sample checks of items.

(b) Through the physical survey of the aircraft, the ARS will ensure that:

1. all required markings and placards are properly installed;

2. the aircraft complies with its approved flight manual;

3. the aircraft configuration complies with the approved documentation;

4. no evident defect can be found that has not been addressed in accordance with point M.A.403;

5. no inconsistencies can be found between the aircraft and the documented review of records referred to in Chapter 4.2.

4.4 ADDITIONAL PROCEDURES FOR RECOMMENDATIONS TO TURKISH DGCA FOR THE IMPORT OF AIRCRAFT

(a) When **importing an aircraft into Turkey** from a third country or from a regulatory system where Regulation (EU) 2018/1139 does not apply, the applicant will:

1. apply to TR DGCA for the issuance of a new airworthiness certificate in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012;

In order to allow for possible participation of authority personnel, the applicant will **inform TR DGCA** at least **10 working days in advance** of the time and location of the airworthiness review.

2. for aircraft **other than new**, have an airworthiness review carried out in accordance with point M.A.901;

Work to be Undertaken to Establish Airworthiness

(1) When performing an airworthiness review of aircraft **imported into Turkey** the aircraft and the relevant records will be reviewed to determine the work to be undertaken to establish the airworthiness of the aircraft.

(2) In determining the work to be undertaken during the airworthiness review on the aircraft, the following will be taken into consideration:

(a) the information from third country authorities such as **export certificates**, **primary** authority information;

(b) the information on aircraft maintenance history such as continuing airworthiness records, aircraft, engine, propeller, rotor and life limited part log books or cards as appropriate, tech log/flight log/cabin log, list of deferred defects, total flight times and cycles, times and cycles since last maintenance, accident history, former maintenance schedule, former AD compliance status;

(c) the information on aircraft such as aircraft, engine and propeller type certificate datasheets, noise and emission certificate data sheets, flight manual and supplements;

(d) the aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of life-limited parts and time-controlled components, weight and center of gravity schedule including equipment list;

(e) the modification and repair status of the aircraft detailing elements such as owner/operator designed modifications and repairs, STCs, and parts needing European parts approval (EPA);

(f) the aircraft cabin configuration such as emergency equipment fitted, cockpit configuration, placards, instrument limitations, cabin layout;

(g) the maintenance needed for import, such as embodiment of modifications needed to comply with the EASA type certificate, bridging check to comply with the new maintenance programme;

(h) the avionics such as, but not limited to, radio and navigation equipment, instrument flight rules (IFR) equipment, digital flight data recorder (DFDR)/cockpit voice recorder (CVR) test, emergency locator transmitter (ELT) 406 MHz code and identification;

(i) the compass compensation;

(j) special operating rules such as extended twin-engine operations (ETOPS)/long range operations (LROPS), reduced vertical separation minima (RVSM), minimum navigation performance specifications (MNPS), all weather operations (AWOPS), area navigation (RNAV);

(k) the aircraft survey including verification of conformity with the flight manual and the datasheet, presence of fire proof identification plates, conformity of markings including registration, presence and serviceability of emergency equipment, internal and external lighting systems, and

(l) maintenance check flight including check of control system/cockpit ground check/engine run up.

(3) If there is no CAMO or maintenance organisation approved for the airworthiness review of the specific aircraft type available, **TR DGCA may carry out the airworthiness review** in accordance with this paragraph and the provisions M.A.901(g) and M.B.902. In this case, the airworthiness review will be requested to TR DGCA **with a 30-day notice.**

3. have all maintenance carried out to comply with the AMP approved in accordance with point M.A.302.

(b) The owner of the aircraft will allow access to the aircraft for inspection by TR DGCA.

(c) TR DGCA will issue an **airworthiness certificate** when it is satisfied that the aircraft complies with the requirements of Annex I (Part-21) to Regulation (EU) No 748/2012.

(d) TR DGCA will also issue the **airworthiness review certificate (ARC)**. The certificate will be **valid for 1 year**, unless TR DGCA decides to reduce the period of validity for reasons of aviation safety.

4.5 ARC RECOMMENDATIONS TO TURKISH DGCA (Form 15a)

(a) When satisfied that the aircraft is in compliance with the relevant requirements, KAAN AIR performing the airworthiness review, will send a **documented recommendation (CMF-22 Airworthiness Review Recommendation Report)** for the issuance of an ARC to TR DGCA.

Content of RECOMMENDATION

The recommendation sent to TR DGCA will contain at least the items described below:

(a) All the information set forth by AMC M.A 901(d)

(b) Aircraft information

- aircraft assigned registration;
- state of manufacturer;
- previous registration;
- export certificate number;
- TC and TC data sheet numbers;
- noise and emissions TC and TC data sheet numbers;
- comparison of prior maintenance programme with the proposed new maintenance programme.

(c) Documents accompanying the recommendation

- copy of the application;
- original **export certificate;**
- copy of the approvals of the flight manual and its supplements;
- list of ADs incorporated up to the latest published issue;
- proposed new maintenance programme;
- status of all life-limited parts and time-controlled components;
- the valid weight and center of gravity schedule reflecting the current configuration of the aircraft, and;
- Part-21 approval reference for all modifications and repairs.

(d) Maintenance

- a copy of the work packages requested by the CAMO including details of any bridging check to ensure all the necessary maintenance has been carried out.

(e) Aircraft maintenance check flight

- a copy of the maintenance check flight report.

(b) The **ARC will be issued by TR DGCA** upon a satisfactory assessment based on a **recommendation** made by KAAN AIR, sent together with the application from the owner or operator for all aircraft used by KAAN AIR, and for aircraft above 2 730 kg MTOM that complies with the following **alternative conditions**:

1. they are **not in a controlled environment**;

2. their continuing airworthiness is managed by an organisation that **does not hold the privilege to carry out airworthiness reviews**.

The **recommendation** referred to in the first subparagraph will be based on an airworthiness review carried out in accordance with point M.A.901.

The recommendation sent by KAAN AIR to TR DGCA will be, in **Turkish or English** and will contain at least the items described below:

(aa) ***General information***

- *CAMO information*
- *owner/lessee information*
- *date and place where the document review and the aircraft survey were carried out*
- *period and place the aircraft can be seen if required by TR DGCA*

(bb) ***Aircraft information***

- *registration*
- *type*
- *manufacturer*
- *serial number*
- *flight manual reference*
- *weight and center of gravity data*
- *maintenance programme reference*

(cc) ***Documents accompanying the recommendation***

- *copy of registration papers*
- *copy of the owners request for a new airworthiness review certificate*

(dd) ***Aircraft status***

- *aircraft total time and cycles*
- *list of persons or organisations having carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last ARC*

(ee) ***Aircraft survey***

− a precise list of the areas of the aircraft that were surveyed and their status

(ff) ***Findings***

− a list of all the findings made during the airworthiness review with the corrective action carried out

(gg) ***Statement***

A statement signed by the ARS recommending the issue of an ARC. The statement will confirm that the aircraft in its current configuration complies with the following:

− airworthiness directives up to the latest published issue, and;

− type certificate datasheet;

− maintenance programme;

− limitation for life-limited parts and time-controlled components;

− the valid weight and center of gravity schedule reflecting the current configuration of the aircraft;

− Part-21 for all modifications and repairs;

− the current flight manual including supplements, and;

− operational requirements.

The above items will clearly state ***the exact reference of the data used in establishing compliance; for instance, the number and issue of the type certificate data sheet used will be stated.***

The statement will also confirm that ***all the above is properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log.***

(c) By derogation from points (c)(2) of point M.A.901, for aircraft that are in a controlled environment, the organisation referred to in point (b)(1) of point M.A.901 managing the continuing airworthiness of the aircraft, may, subject to compliance with point (j) of point M.A.901, **extend at most twice the validity** of an ARC that TR DGCA or another CAMO has issued, for a period of **1 year each time**.

(d) Whenever circumstances reveal the existence of a **potential risk to aviation safety**, TR DGCA will carry out the airworthiness review and issue the ARC itself.

(e) Without prejudice to point (g) of point M.A.901, TR DGCA may carry out the airworthiness review and issue the ARC itself in the following cases:

- when the continuing airworthiness of the aircraft is managed by a **CAMO which has its principal place of business located in a third country**;

(f) Where TR DGCA issues the ARC itself in accordance with points (g) or (h) of point M.A.901 or after assessing the recommendation in accordance with point M.B.901, the owner or operator of the aircraft will, where necessary for those purposes, provide TR DGCA with:

1. any documentation required by TR DGCA;
2. suitable accommodation at the appropriate location for its personnel;

   (a) an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.

   (b) a hangar when needed for the physical survey.

3. the support of the certifying staff

The support of personnel appropriately qualified in accordance with SHT/Part-66 is necessary when the TR DGCA's ARS is not appropriately qualified.

4.6 ISSUE OF ARC (Form 15b)

According to M.A.901; To ensure the validity of the aircraft airworthiness certificate (ARC), an airworthiness review of the aircraft and its continuing airworthiness records will be carried out periodically;

- which results in the issuance of an ARC valid for **one year.**

(a) An ARC (SHGM Form 15a or KAAN Form 15b) is issued in accordance with Appendix III to SHT/Part-M upon completion of a satisfactory airworthiness review. The ARC will be **valid for 1 year;**

SHGM Form 15a is issued by TR DGCA, while
KAAN Form 15b is issued by KAAN AIR CAMO.

(b) An aircraft in a **"controlled environment"** is an aircraft which, **during the preceding 12 months**:

1. has had its airworthiness continuously managed by a unique CAMO;

2. has been maintained by a maintenance organisation approved in accordance with Subpart F of SHT/Part-M, Annex II SHT/Part-145, including the cases when maintenance tasks referred to in point (b) of point M.A.803 are carried out and released to service in accordance with point (b)(1) or (b)(2) of point M.A.801.

   (1) If the continuing airworthiness of the aircraft is not managed according to an Appendix I Continuing airworthiness contract, the aircraft will be **considered to be outside a controlled environment**. Nevertheless, such contract is not necessary for the KAAN AIR aircrafts due to operator and the KAAN AIR CAMO are the same organisation.

(2) The fact that limited pilot-owner maintenance as defined in M.A.803(b) is not carried out and released by an approved maintenance organisation does not change the status of an aircraft in a controlled environment providing KAAN AIR CAMO under contract has been informed of any such maintenance carried out.

(c) For all aircraft used by KAAN AIR, and for aircraft above 2 730 kg MTOM that are in a controlled environment, KAAN AIR referred to in point (b)(1) managing the continuing airworthiness of the aircraft may subject to compliance with point (j) of point M.A.901:

1. issue an ARC in accordance with point M.A.901;

2. **extend at most twice** the validity of ARC it has issued, **for a period of 1 year each time**, where the aircraft concerned has remained within a controlled environment.

When the aircraft has remained within a controlled environment, the extension of the validity of ARC **does not require an airworthiness review** but **only a verification of the continuous compliance** with M.A.901(b) **(been used CMF-24 Airworthiness Verification of Continuous Compliance Report).**

It is acceptable to anticipate the extension of ARC by a **maximum of 30 days without a loss of continuity** of the airworthiness review pattern, which means that the new expiration date is set up one year after the previous expiration date. This anticipation of up to 30 days also applies to the 12 month requirements shown in M.A.901(b), meaning that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in M.A.901(b), from the date when the last ARC was issued until the date when the extension is performed (this can be up to 30 days less than 12 months).

It is also acceptable to perform the **extension of an ARC after its expiration date**, as long as all the conditions for the extension are met. However, this means the following:

− The aircraft **could not fly** since the ARC expired until it is extended, and

− The new expiration date (after extension) is set **one year after the previous expiration date** (not one year after the extension is performed).

(d) An ARC **will not be issued**, nor **extended** if there is evidence or indications that the **aircraft is not airworthy**.

(e) The ARC (KAAN Form 15b) or the recommendation for the issue of the ARC (SHGM Form 15a) referred to in Appendix III to SHT/Part-M can only be issued:

1. by ARS on behalf of KAAN AIR;

2. if the airworthiness review has been completely carried out.

A copy of both the **physical survey** and **document review compliance reports** stated above will be sent to TR DGCA together with any recommendation issued.

(f) A copy of any ARC issued or extended for an aircraft will be sent to TR DGCA concerned **within 10 days.**

(g) The ARC will not be issued **until all findings have been closed**;

(aa) A level 1 finding is any finding of significant non-compliance with the requirements of SHT/Part-M, which lowers the safety standard and seriously endangers flight safety.

(bb) A level 2 finding is any finding of non-compliance with the requirements of SHT/Part-M, which may lower the safety standard and may endanger the flight safety.

(cc) After receipt of notification of findings according to point M.B.903, the person or organisation accountable referred to in point M.A.201 will define a corrective action plan and demonstrate corrective action to the satisfaction of TR DGCA within a period agreed with this authority including appropriate corrective action to prevent reoccurrence of the finding and its root cause.

4.6.1 Validity of Airworthiness Review Certificate (ARC)

(a) An ARC becomes invalid if:

1. suspended or revoked; or

2. the airworthiness certificate is suspended or revoked; or

3. the aircraft is not on the aircraft register of Turkey; or

4. the type certificate under which the airworthiness certificate was issued is suspended or revoked.

(b) An aircraft must not fly if the airworthiness certificate is invalid or if:

1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of SHT/Part-M; or

2. the aircraft does not remain in conformity with the type design approved by EASA; or

3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or

4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or

5. a modification or repair is not in compliance with point M.A.304.

(c) Upon surrender or revocation, the ARC will be returned to TR DGCA.

4.7 AIRWORTHINESS REVIEW RECORDS, REPSONSIBILITIES, RETENTION AND ACCESS

(a) The airworthiness review of the aircraft will include a full **documented review** of the aircraft records establishing that the following requirements have been met:

1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;

2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status;

3. all the maintenance due on the aircraft pursuant to the approved AMP has been carried out;

4. all known defects have been corrected or, when applicable, carried forward in a controlled manner in accordance with M.A.403;

5. all applicable ADs have been applied and properly registered;

6. all modifications and repairs applied to the aircraft have been registered and are in compliance with point M.A.304;

7. all life-limited parts and time-controlled components installed on the aircraft are properly identified, registered and have not exceeded their limitation;

8. all maintenance has been carried out in accordance with this Annex;

9. the current mass and balance statement reflects the current configuration of the aircraft and is valid;

10. the aircraft complies with the latest revision of its type design approved by EASA;

11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of Annex I (Part-21).

(b) A full documented review is a check of at least the following categories of documents:

— registration papers;

— M.A.305 aircraft continuing airworthiness record system;

— M.A.306 aircraft technical log system;

— list of deferred defects, minimum equipment list and configuration deviation, list if applicable;

— aircraft flight manual including aircraft configuration;

— aircraft maintenance programme;

— maintenance data;

— relevant work packages;

— AD status;

— modification and SB status;

— modification and repair approval sheets;

— status of life-limited parts and time-controlled components;

— relevant SHGM Form 1 or equivalent;

— mass and balance report and equipment list;

— aircraft, engine and propeller TC data sheets.

As a minimum, **sample checks** within each document category will be carried out.

(c) KAAN AIR has developed procedures for the ARS to produce a **compliance report (been used CMF-23 Airworthiness Review Report, and CMF-24 Airworthiness Verification of Continuous Compliance Report)** that confirms the above have been reviewed and found in compliance with SHT/Part-M.

According to TR DGCA's decision on the **digital archive system**; in case TR DGCA grants a privilege for aircraft whose continuing airworthiness is managed, in accordance with the SHT-CAM Instruction, M.A.901 :

- after the **aircraft airworthiness review**,
- issuing a **recommendation report** and
- **extending the validity of the issued airworthiness review certificates** for a maximum of two times, for one year each time, as long as the aircraft remains in the (same) controlled environment,

KAAN AIR CAMO must archive all transactions; in the TR DGCA archive system (https://bulut2.shgm.gov.tr/UED) within 3 days by following the procedures, as of specified below:

a) After the airworthiness process is completed, the **file contents** (below list) in Article 8 (3) of UED-2023/2 "Circular on Application Procedures to be Made to the Airworthiness Department and Notifications to be Sent" will be created in accordance with the relevant article :

(1) Aircraft, engine and propeller flight hours and numbers on the inspection date,
(2) Current maintenance tracking list and all CRSs in the last year,

(3) Last postponed and fixed fault record list,
(4) Current AD/mandatory SB tracking list and AD application records applied in the last year,
(5) List of all modification and repair records made to the aircraft,
(6) Aircraft life cycle parts list and records of parts changed in the last year,
(7) Current maintenance card status and maintenance support agreements,
(8) Last mass/weight balance report,
(9) Noise certificate,
(10) List of maintenance performed since the last ARW or extension inspection,
(11) List of Major Modifications and Repairs performed since the last ARW or extension inspection,
(12) Entire Maintenance Program approved or to be approved on the inspection date,
(13) Insurance, Tax debt and Service fee records,
(14) Work order maintenance release certificate prepared for physical control,
(15) Dent & Buckle Chart (for required aircraft),
(16) Aircraft registration certificate, ARW or extension, AW certificate, if applicable, Operating Conditions, CAMO authorization certificate,
(17) Current flight manual,
(18) Valid radio license,
(19) Form-1 or equivalent documents for components such as Engine, Propeller, APU installed on the aircraft,
(20) If the aircraft was maintained by independently approved maintenance personnel, a photocopy of the aircraft maintenance license,
(21) Type certificates for the aircraft, Engine and Propeller issued by the relevant authority.

b) In this filing, all packages **including major modifications and repairs not included in the SRM** must be included together **with the relevant CRSs**,

c) For each airworthiness process, a file name in the format "TCXXX_20241016_temdit" (in the form of date _YearMonthDay_temdit/first/export) is given, and a compressed file format with the extension *.rar or *.zip is expected to be used. If an additional file needs to be uploaded to the same folder, the file name will be named "TCXXX_20241016_temdit_EK01".

After all airworthiness procedures carried out by KAAN AIR CAMO; including the extension of validity dates, **information letters will continue to be sent** via the TR DGCA KEP system, and it will be declared in this letter that the necessary documents **have been uploaded to the digital archive system completely**.

4.8 ARC EXTENSION

4.8.1 Recent Experience and Validity

In order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff will have either:

- been involved in continuing airworthiness management activities for **at least 6 months in every 2-year period**, or
- conducted **at least one airworthiness review in the last 12-month period.**

In order to restore the validity of the authorisation, the airworthiness review staff will conduct at a satisfactory level an airworthiness review under the supervision of TR DGCA or, if accepted by TR DGCA, under the supervision of **another** currently authorised airworthiness review staff of the continuing airworthiness management organisation concerned in accordance with an approved procedure.

KAAN AIR

CAME

Part 4B

Permit To Fly Procedures

KAAN HAVACILIK SAN TİC A.Ş.
Ayazağa Mah. 208. Sok. No:1 SARIYER/İSTANBUL

4B PERMIT TO FLY PROCEDURES

NOT APPLICABLE FOR THE COMPANY

KAAN AIR

CAME

Part 5

Supporting Documents

KAAN HAVACILIK SAN TİC A.Ş.
Ayazağa Mah. 208. Sok. No:1 SARIYER/İSTANBUL

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KAAN HAVACILIK SAN TİC A.Ş.
Ayazağa Mah. 208. Sok. No:1 SARIYER/İSTANBUL

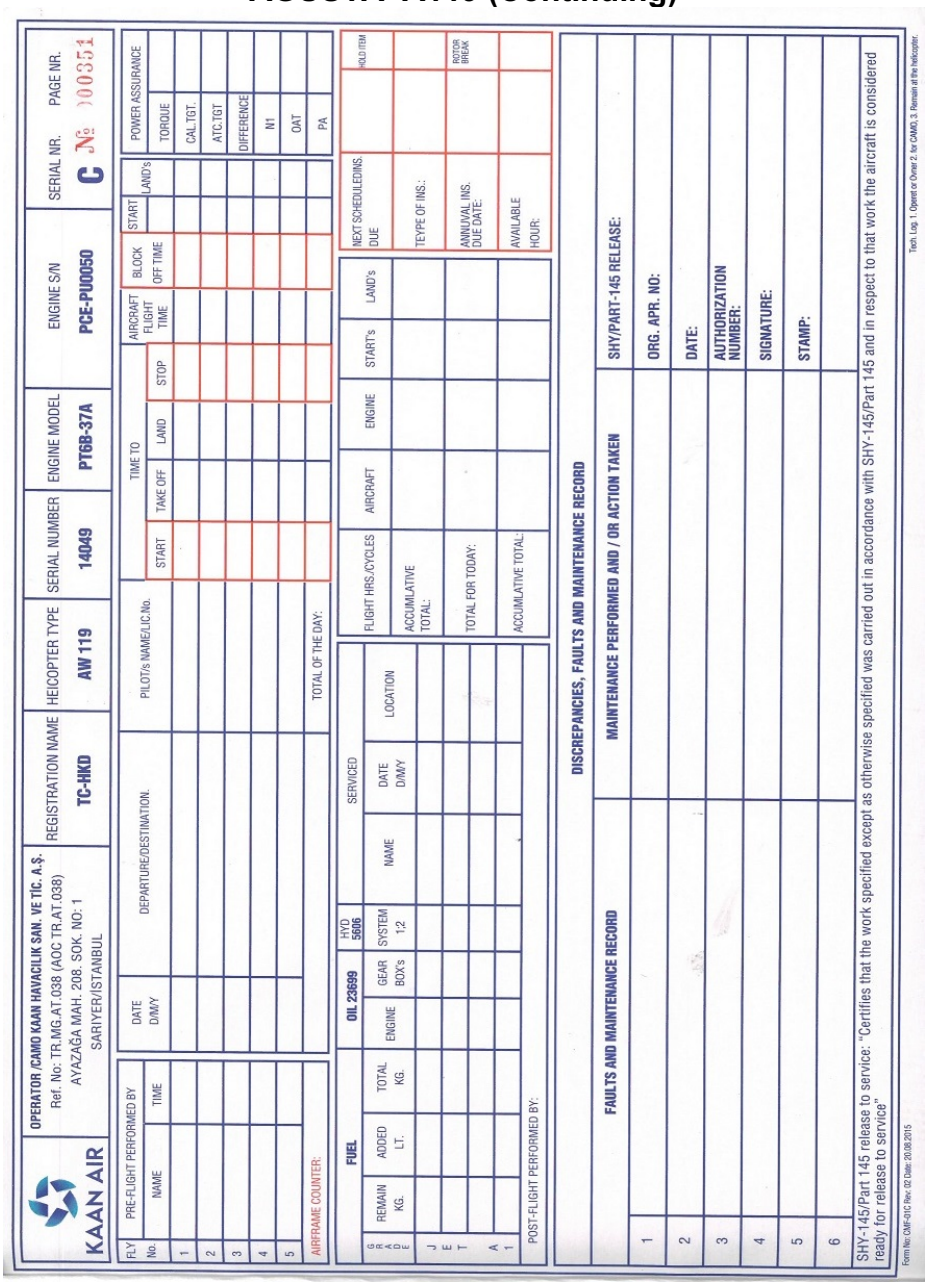
5 SUPPORTING DOCUMENTS

5.1 SAMPLE DOCUMENTS, Including the Template of ATL SYSTEM

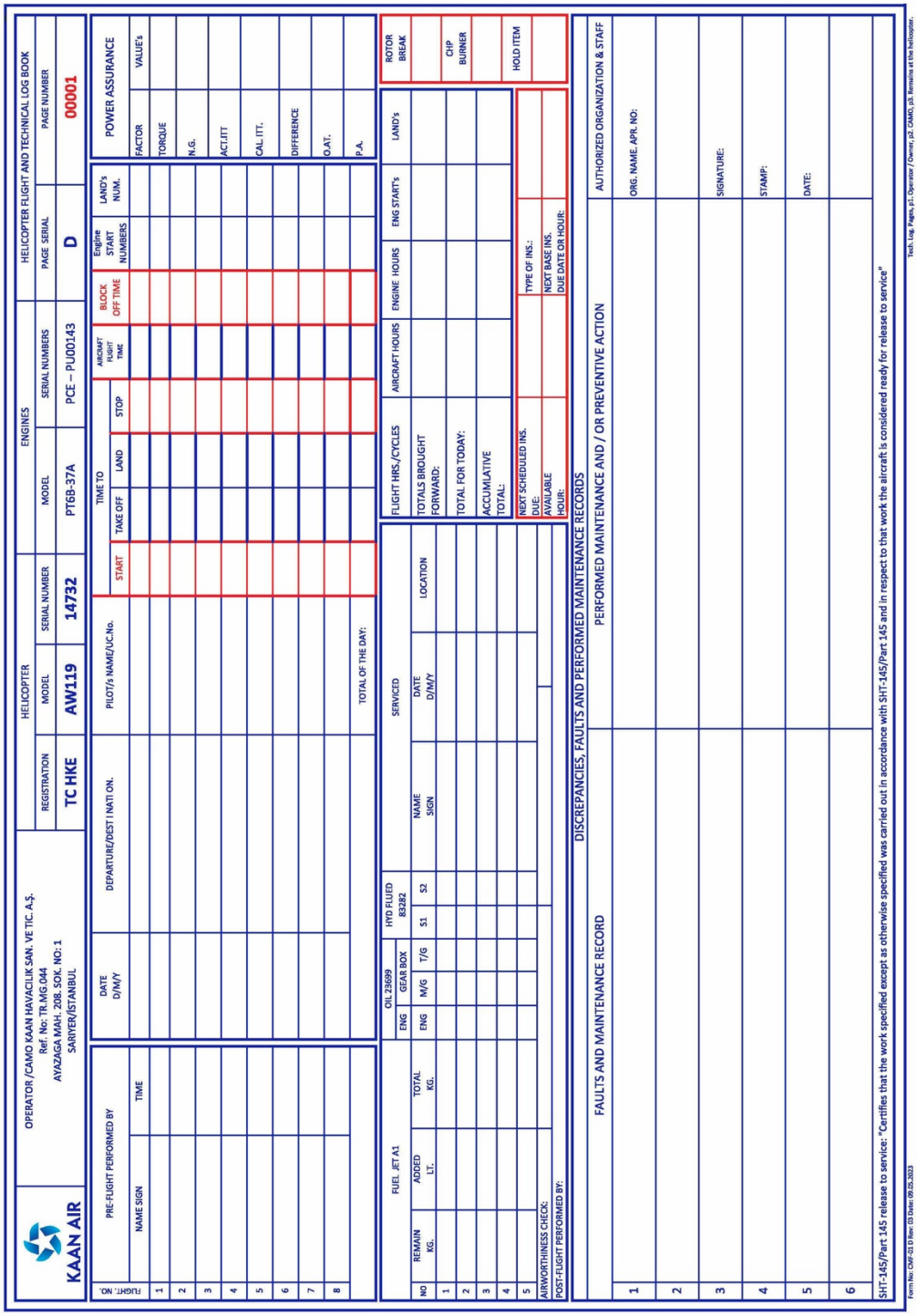
These forms are used all CAMO's record system. In the case of any revision required for a form, the revised form is being added/replaced at the CAME.

5.1.1 Aircraft Technical Logs

AGUSTA A119 (Continuing)



AGUSTA A119 (New)



KAAN AIR

OPERATOR /CAMO KAAN HAVACILIK SAN. VE TIC. A.Ş.
Ref. No: TR.MG.044
AYAZAGA MAH. 208. SOK. NO: 1
SARIYER/ISTANBUL

HELICOPTER: REGISTRATION TC HKE; MODEL AW119; SERIAL NUMBER 14732
ENGINES: MODEL PT6B-37A; SERIAL NUMBERS PCE – PU00143
HELICOPTER FLIGHT AND TECHNICAL LOG BOOK: PAGE SERIAL D; PAGE NUMBER 00001

PRE-FLIGHT PERFORMED BY: NAME SIGN, TIME
DEPARTURE/DEST I NATI ON., PILOT/s NAME/UC.No., DATE D/M/Y
TIME TO: START, TAKE OFF, LAND, STOP
AIRCRAFT FLIGHT TIME, BLOCK OFF TIME, Engine START NUMBERS, LAND's NUM.
POWER ASSURANCE: FACTOR, VALUE's
FLIGHT NO
1–8
TOTAL OF THE DAY:
TORQUE, N.G., ACT.ITT, CAL. ITT, DIFFERENCE, O.AT., P.A.

FUEL JET A1: NO, REMAIN KG., ADDED LT., TOTAL KG.
OIL 23699: ENG
GEAR BOX: ENG, M/G, T/G
HYD FLUID 83282: S1, S2
SERVICED: NAME SIGN, DATE D/M/Y, LOCATION
1–5
AIRWORTHINESS CHECK:
POST-FLIGHT PERFORMED BY:

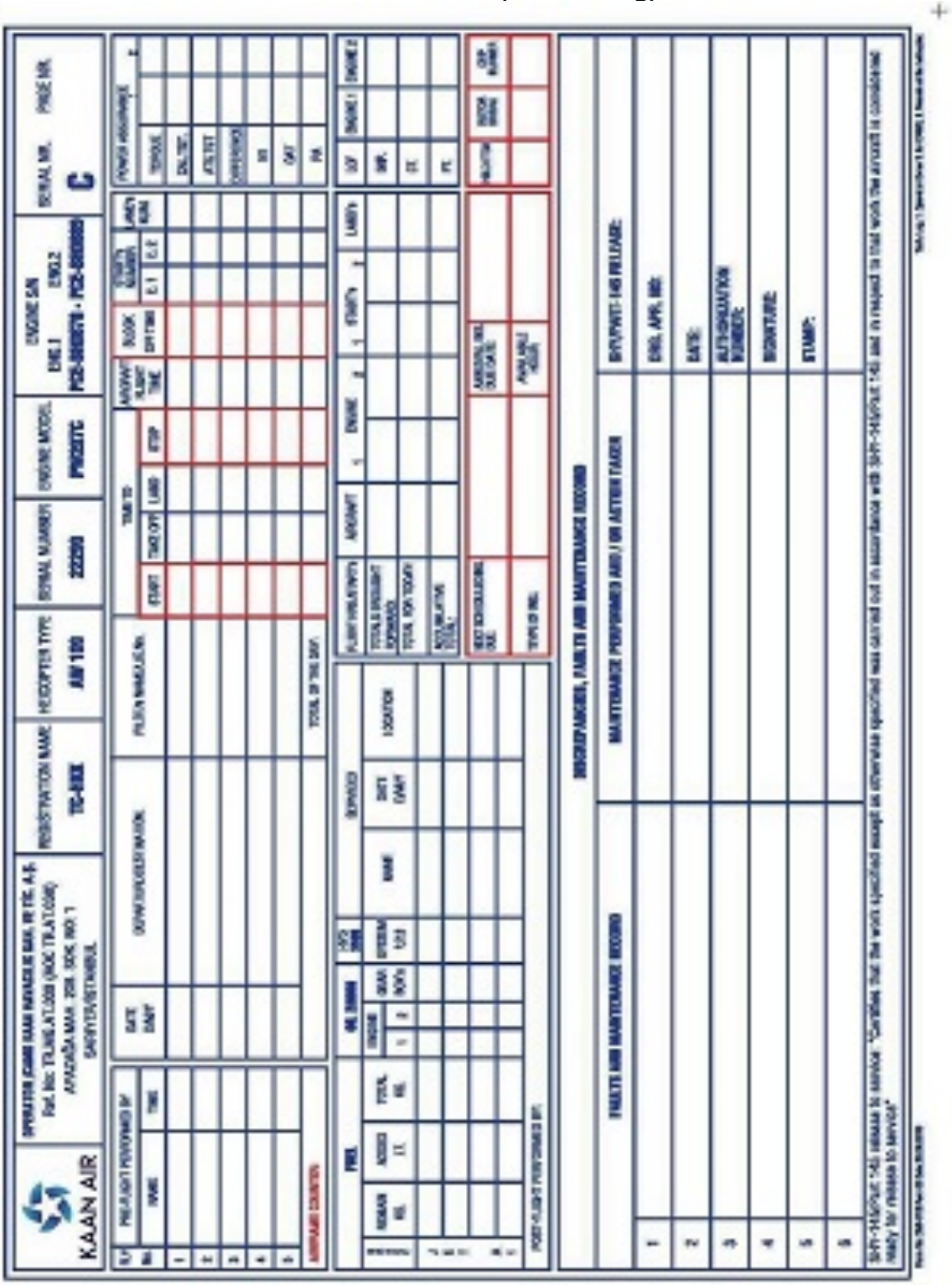
FLIGHT HRS./CYCLES: TOTALS BROUGHT FORWARD:, TOTAL FOR TODAY:, ACCUMULATIVE TOTAL:, NEXT SCHEDULED INS. DUE: AVAILABLE HOUR:
AIRCRAFT HOURS
ENGINE HOURS
ENG START's
LAND's
TYPE OF INS.:
NEXT BASE INS. DUE DATE OR HOUR:
ROTOR BREAK
CHIP BURNER
HOLD ITEM

DISCREPANCIES, FAULTS AND PERFORMED MAINTENANCE RECORDS
FAULTS AND MAINTENANCE RECORD
PERFORMED MAINTENANCE AND / OR PREVENTIVE ACTION
AUTHORIZED ORGANIZATION & STAFF
1–6
ORG. NAME. APR. NO:
SIGNATURE:
STAMP:
DATE:

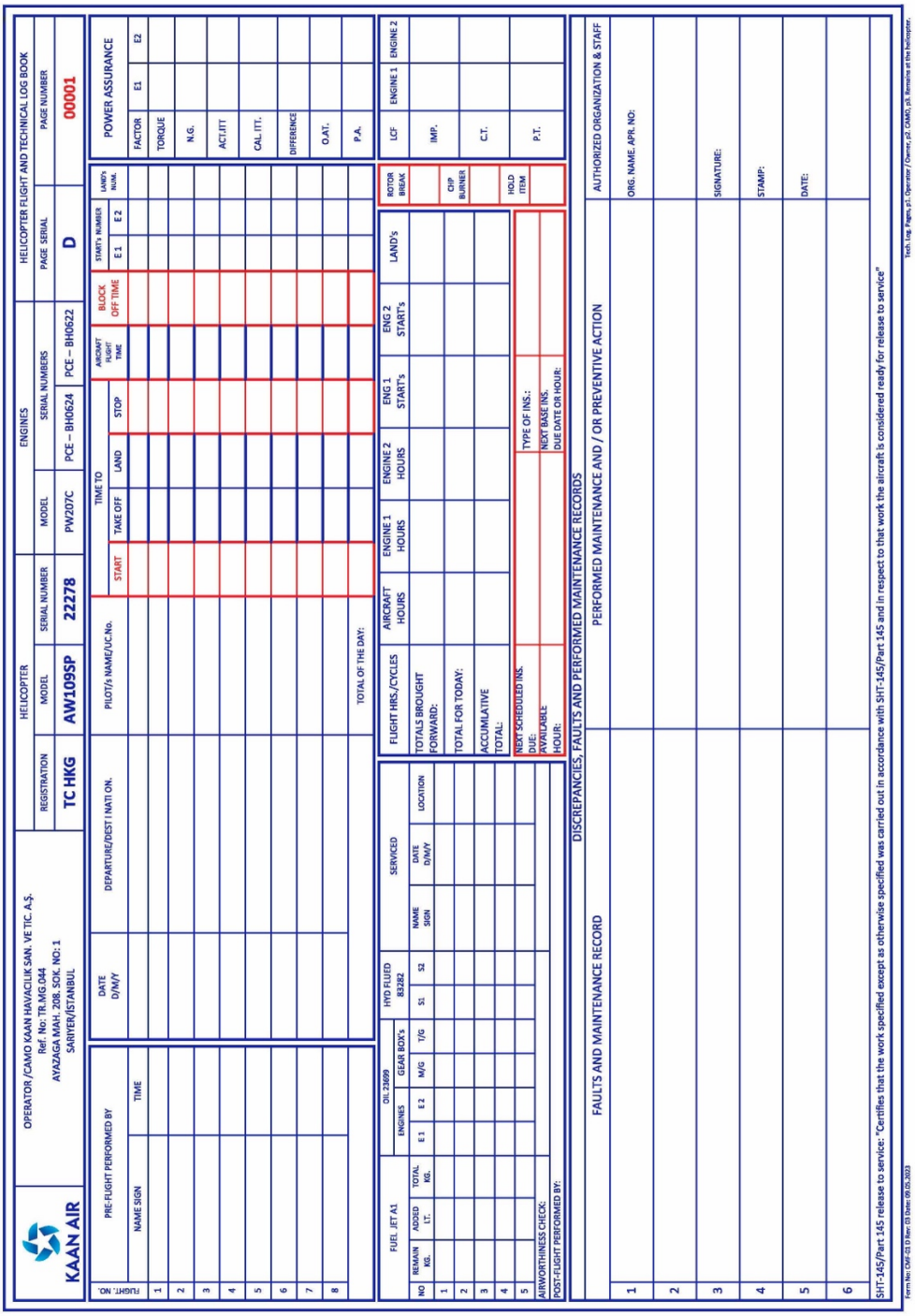
SHT-145/Part 145 release to service: "Certifies that the work specified except as otherwise specified was carried out in accordance with SHT-145/Part 145 and in respect to that work the aircraft is considered ready for release to service"

Form No: CMF-01 D Rev: 03 Date: 09.05.2023
Tech. Log; Pages, p1. Operator / Owner, p2. CAMO, p3. Remains at the helicopter.

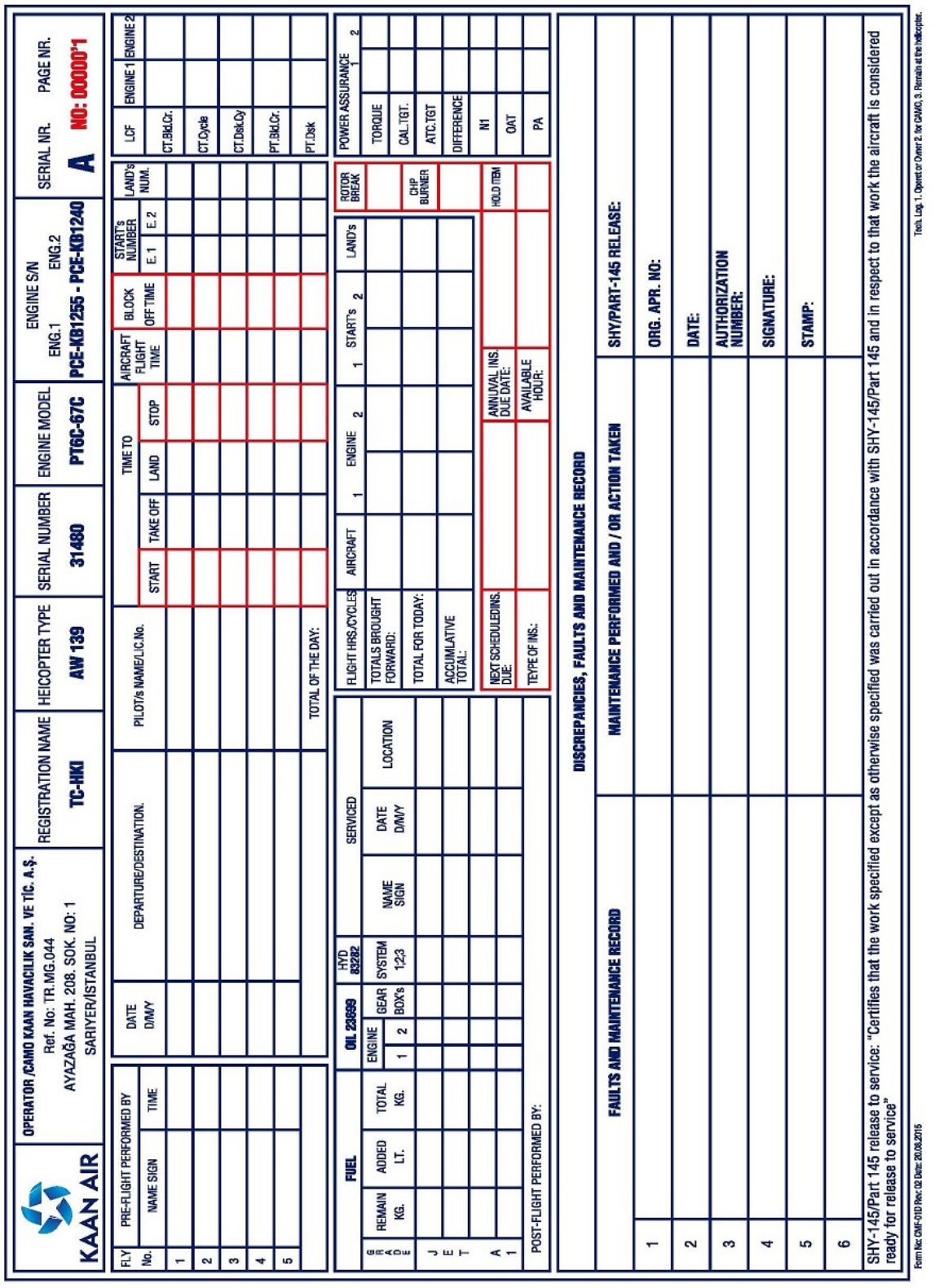
AGUSTA AW109 (Continuing)



AGUSTA AW109 (New)



AGUSTA A139 (Continuing)



AGUSTA A139 (New)

KAAN AIR	OPERATOR /CAMO KAAN HAVACILIK SAN. VE TİC. A.Ş. Ref. No: TR.MG.044 AYAZAGA MAH. 208. SOK. NO: 1 SARIYER/İSTANBUL	HELICOPTER			ENGINES			HELICOPTER FLIGHT AND TECHNICAL LOG BOOK	
		REGISTRATION	MODEL	SERIAL NUMBER	MODEL	SERIAL NUMBERS		PAGE SERIAL	PAGE NUMBER
		TC HZG	AW139	31725	PT6C-67C	PCE – KB1833	PCE – KB1841	A	00001

FLIGHT NO.	PRE-FLIGHT PERFORMED BY		DATE D/M/Y	DEPARTURE/DEST I NATI ON.	PILOT/s NAME/LIC.No.	TIME TO				AIRCRAFT FLIGHT TIME	BLOCK OFF TIME	START's NUMBER		LAND's NUM.
	NAME SIGN	TIME				START	TAKE OFF	LAND	STOP			E 1	E 2	
1														
2														
3														
4														
5														
6														
7														
8														
					TOTAL OF THE DAY:									

POWER ASSURANCE		
FACTOR	E1	E2
TORQUE		
N.G.		
ACT.ITT		
CAL. ITT.		
DIFFERENCE		
O.AT.		
P.A.		

NO	FUEL JET A1			OIL 23699					HYD FLUED 83282		SERVICED		
				ENGINES		GEAR BOX's							
	REMAIN KG.	ADDED LT.	TOTAL KG.	E1	E1	M/G	I/G	T/G	S1	S2	NAME SIGN	DATE D/M/Y	LOCATION
1													
2													
3													
4													
5													
AIRWORTHINESS CHECK:													
POST-FLIGHT PERFORMED BY:													

FLIGHT HRS./CYCLES	AIRCRAFT HOURS	ENGINE 1 HOURS	ENGINE 2 HOURS	ENG 1 START's	ENG 2 START's	LAND's	ROTOR BREAK
TOTALS BROUGHT FORWARD:							
TOTAL FOR TODAY:							CHP BURNER
ACCUMLATIVE TOTAL:							
NEXT SCHEDULED INS. DUE: AVAILABLE HOUR:			TYPE OF INS.:				HOLD ITEM
			NEXT BASE INS. DUE DATE OR HOUR:				

LCF	ENGINE 1	ENGINE 2
CT.Cycle		
CT.Dsk.Cy		
PT.Dsk		

DISCREPANCIES, FAULTS AND PERFORMED MAINTENANCE RECORDS			
	FAULTS AND MAINTENANCE RECORD	PERFORMED MAINTENANCE AND / OR PREVENTIVE ACTION	AUTHORIZED ORGANIZATION & STAFF
1			ORG. NAME. APR. NO:
2			
3			SIGNATURE:
4			STAMP:
5			DATE:
6			

SHT-145/Part 145 release to service: "Certifies that the work specified except as otherwise specified was carried out in accordance with SHT-145/Part 145 and in respect to that work the aircraft is considered ready for release to service"

Form No: CMF-01 D Rev: 03 Date: 09.05.2023

Tech. Log. Pages, p1. Operator / Owner, p2. CAMO, p3. Remains at the helicopter.

KAMOV KA32

KAAN AIR	OPERATOR /CAMO Ref. No: TR.MG.044 KAAN HAVACILIK SAN. VE TİC. A.Ş. AYAZAĞA MAH. 208. SOK. NO: 1 SARIYER/İSTANBUL	REGISTRATION	HEICOPTER TYPE	SERIAL NUMBER	ENGINE MODEL & S/N	APU MODEL & S/N	SERIAL NR.	PAGE NR.
		TC-HLE	Ka-32A11BC	19819	TV3-117VMA ser. 2 110 2006 / 400 2029	A I-9 (AH-9) H91040032	A	

FLY No.	PRE-FLIGHT PERFORMED BY		DATE D/M/Y	DEPARTURE/DESTINATION.	PILOT/s NAME/UC.No.	TIME TO				(A) AIRCRAFT FLIGHT TIME	(B) BLOCK OFF TIME	%20 OF (B-A) GRAOUND RUN	STARTS NUMBER		LAND'S NUM.	LIFT NUM'S	INTERMEDIATE-FLIGHT PERFORMED BY
	NAME / SIGNATURE	TIME				START	TAKE OFF	LAND	STOP				E.1	E.2			
1																	
2																	
3																	
4																	
5																	
	TOTAL OF THE DAY:																

SERVICING

	FUEL			OIL 23699			HYD 5606	SERVICED		
	REMAIN KG.	ADDED LT.	TOTAL KG.	ENGINE 1	ENGINE 2	APU	SYSTEM 1;2,3	NAME/SIGNATURE	DATE D/M/Y	LOCATION
GARADE										
JET A1										

FINE PER-FLIGHT PERFORMED BY / HOUR / DATE / SIGNATURE:

POST-FLIGHT PERFORMED BY / HOUR / DATE / SIGNATURE:

COUNTERS

FLIGHT HRS JCYCLES	AIRCRAFT HOURS	ENGINE 1 HOURS	ENGINE 2 HOURS	ENGINE 1 START NUM's	ENGINE 2 START NUM's	LAND NUM's	LIFT NUM's	HOLD ITEMS
TOTAL BROUGHT FORWARD:								
TOTAL FOR TODAY (%20 OF (B-A) GRAOUND RUN)								
ACCUMLATIVE TOTAL:								

APU HOURS, STARTS AND BLEED NUMBERS	TOTAL HOURS BROUG HT FORWADD	TOTAL HOURS FOR TODAY	ACCUMLATIVE HOURS TOTAL	TOTAL START BROUG HT FORWADD	TOTAL START FOR TODAY	ACCUMLATIVE STARDS TOTAL	TOTAL BLEEDS BROUG HT FORWADD	TOTAL BLEEDS FOR TODAY	ACCUMLATIVE BLEEDS TODAY

NEXT SCHEDULEDINS:		TEYPE OF INS:		AVAILABLE HOUR/DAY:		ANNUVAL INS. DUF DATE:	

DISCREPANCIES, FAULTS AND MAINTENANCE RECORD

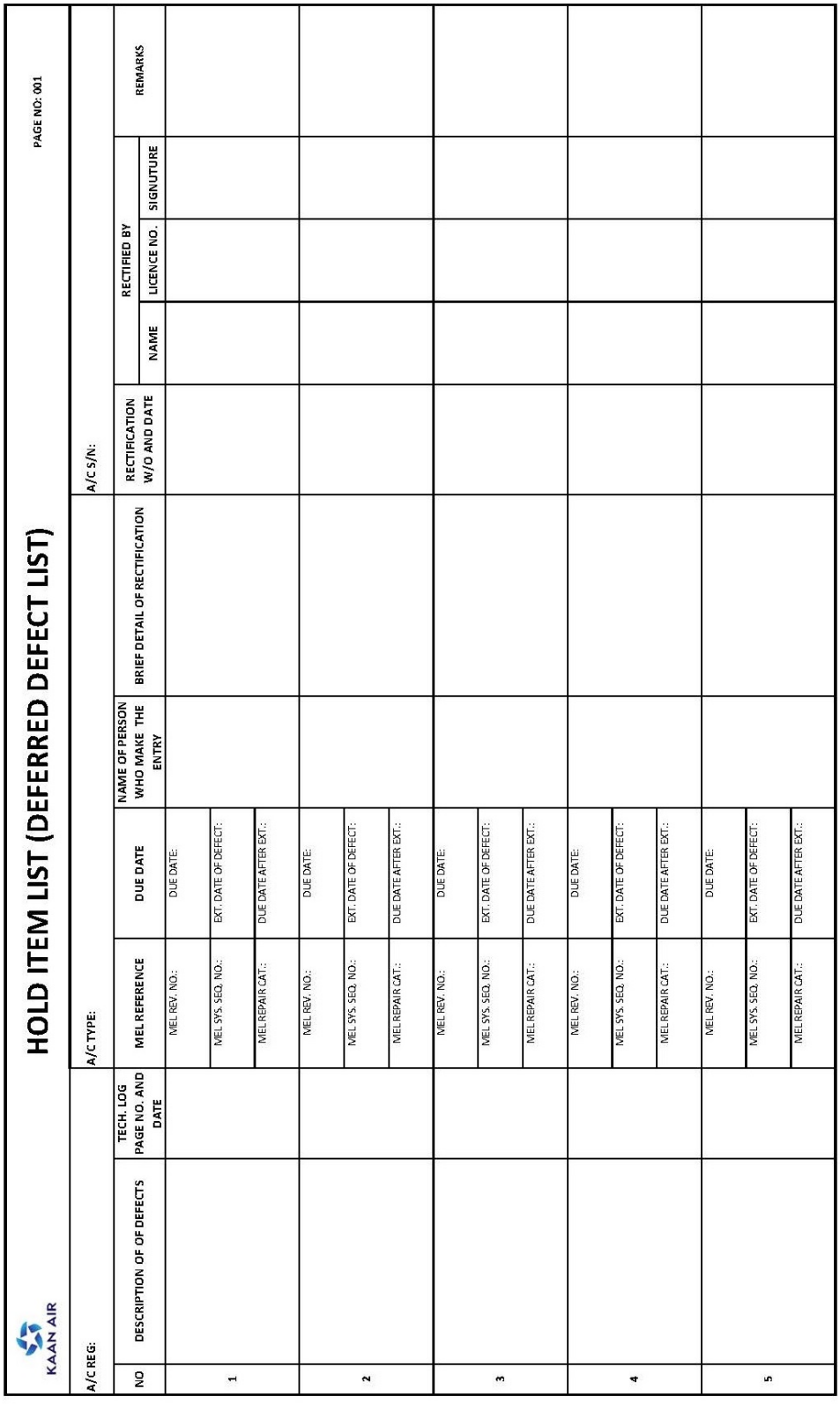
	FAULTS AND MAINTENANCE RECORD	MAINTENANCE PERFORMED AND / OR ACTION TAKEN	OGANIZATION SHY/PART-145 RELEASE:
1			ORG. APR. NO:
2			AUTHORIZATION NUMBER:
3			STAMP:
4			DATE:
5			SIGNATURE:
6			
7			
8			

SHY-145/Part 145 release to service: Certifies that the work specified except as otherwise specified was carried out in accordance with SHY-145/Part 145 and in respect to that work the aircraft is considered ready for release to service

Form No: CMF-01E Rev: 01

Tech. Log. Pages, 1. Operator, 2. for CAMO, remains at helicopter.

5.1.2 Hold Item List (Deferred Defect List)



KAAN AIR

HOLD ITEM LIST (DEFERRED DEFECT LIST)

PAGE NO: 001

A/C REG: | A/C TYPE: | A/C S/N:

NO	DESCRIPTION OF OF DEFECTS	TECH. LOG PAGE NO. AND DATE	MEL REFERENCE	DUE DATE	NAME OF PERSON WHO MAKE THE ENTRY	BRIEF DETAIL OF RECTIFICATION	RECTIFICATION W/O AND DATE	RECTIFIED BY			REMARKS
								NAME	LICENCE NO.	SIGNUTURE	
1			MEL REV. NO.:	DUE DATE:							
			MEL SYS. SEQ. NO.:	EXT. DATE OF DEFECT:							
			MEL REPAIR CAT.:	DUE DATE AFTER EXT.:							
2			MEL REV. NO.:	DUE DATE:							
			MEL SYS. SEQ. NO.:	EXT. DATE OF DEFECT:							
			MEL REPAIR CAT.:	DUE DATE AFTER EXT.:							
3			MEL REV. NO.:	DUE DATE:							
			MEL SYS. SEQ. NO.:	EXT. DATE OF DEFECT:							
			MEL REPAIR CAT.:	DUE DATE AFTER EXT.:							
4			MEL REV. NO.:	DUE DATE:							
			MEL SYS. SEQ. NO.:	EXT. DATE OF DEFECT:							
			MEL REPAIR CAT.:	DUE DATE AFTER EXT.:							
5			MEL REV. NO.:	DUE DATE:							
			MEL SYS. SEQ. NO.:	EXT. DATE OF DEFECT:							
			MEL REPAIR CAT.:	DUE DATE AFTER EXT.:							

Form No: CMF-02 Rev: 01 Date: 16.03.2020

5.1.3 ADSB Evaluation Form

KAAN AIR

AD/SB EVALUATION FORM

AD/SB/TB NO:	SUBJECT:	REV NO:	ISSUE DATE:	EFFECTIVE DATE :

Affectivity ☐ Airframe ☐ Engine ☐ Appliance ☐ Component

Helicopter Model :	S/N	Tail Number	A/C Total Hours	Engine Total Hours	A/C Cycles

STATUS		FIRST EVALUATION	COMPLIANCE DETAILS
ONE TIME	RECUR.		
INTERVALS			

NOTES :

Required Special Material:

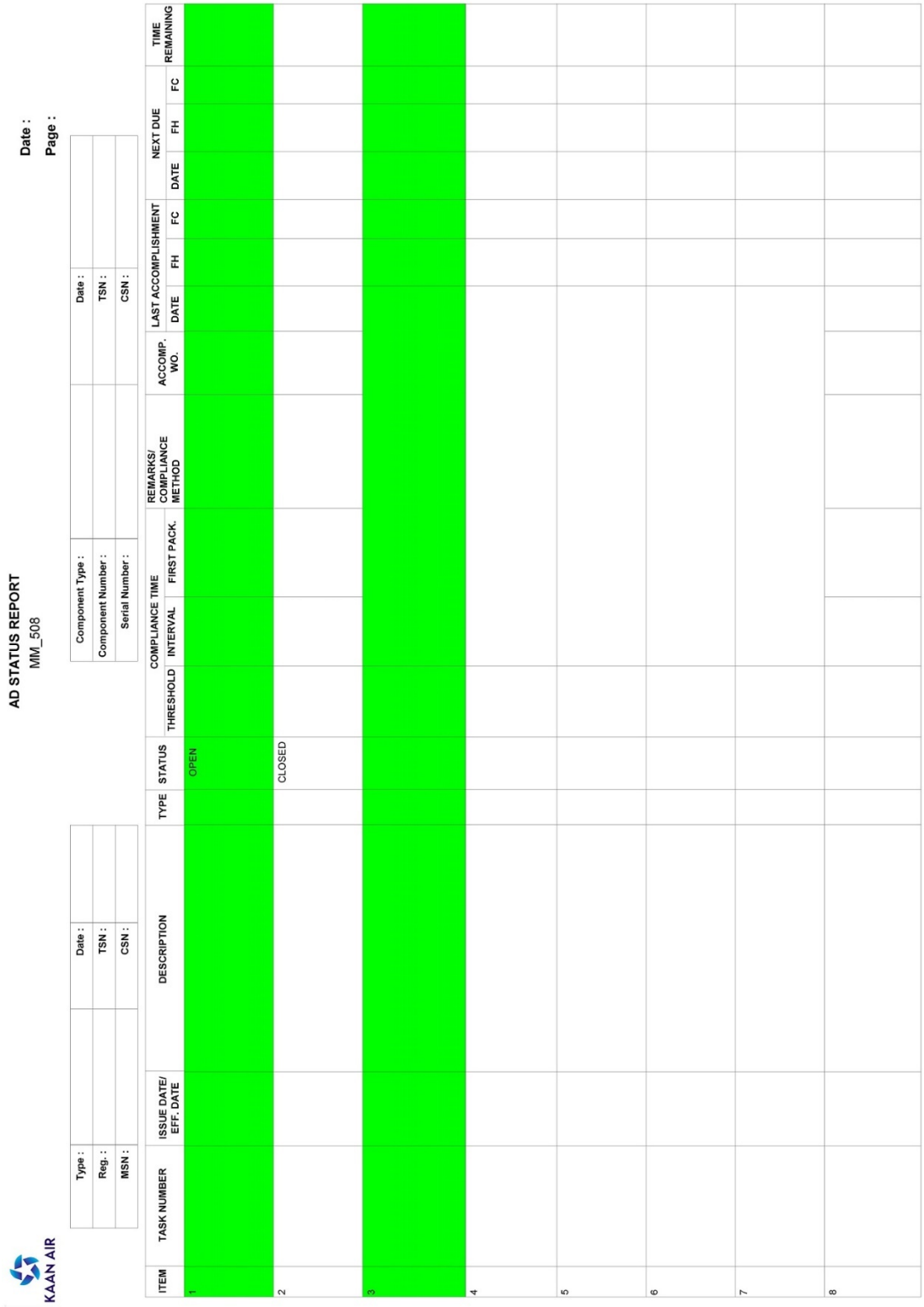
Required Special Tools:

Submitted To ☐ AD/SB File ☐ Contracted Maintenance Organization

Evaluated By:	Approved By: Continuing Airworthiness Manager
Name & Surname:	Name & Surname:
CAMO ENGINEER	**TECHNICAL MANAGER**
Date:	Date:
Sign:	Sign: .....

Form No: CMF-03 Rev:2 Date 26.07.2016

5.1.4 Airworthiness Directive Status



KAAN AIR

AD STATUS REPORT
MM_508

Date :
Page :

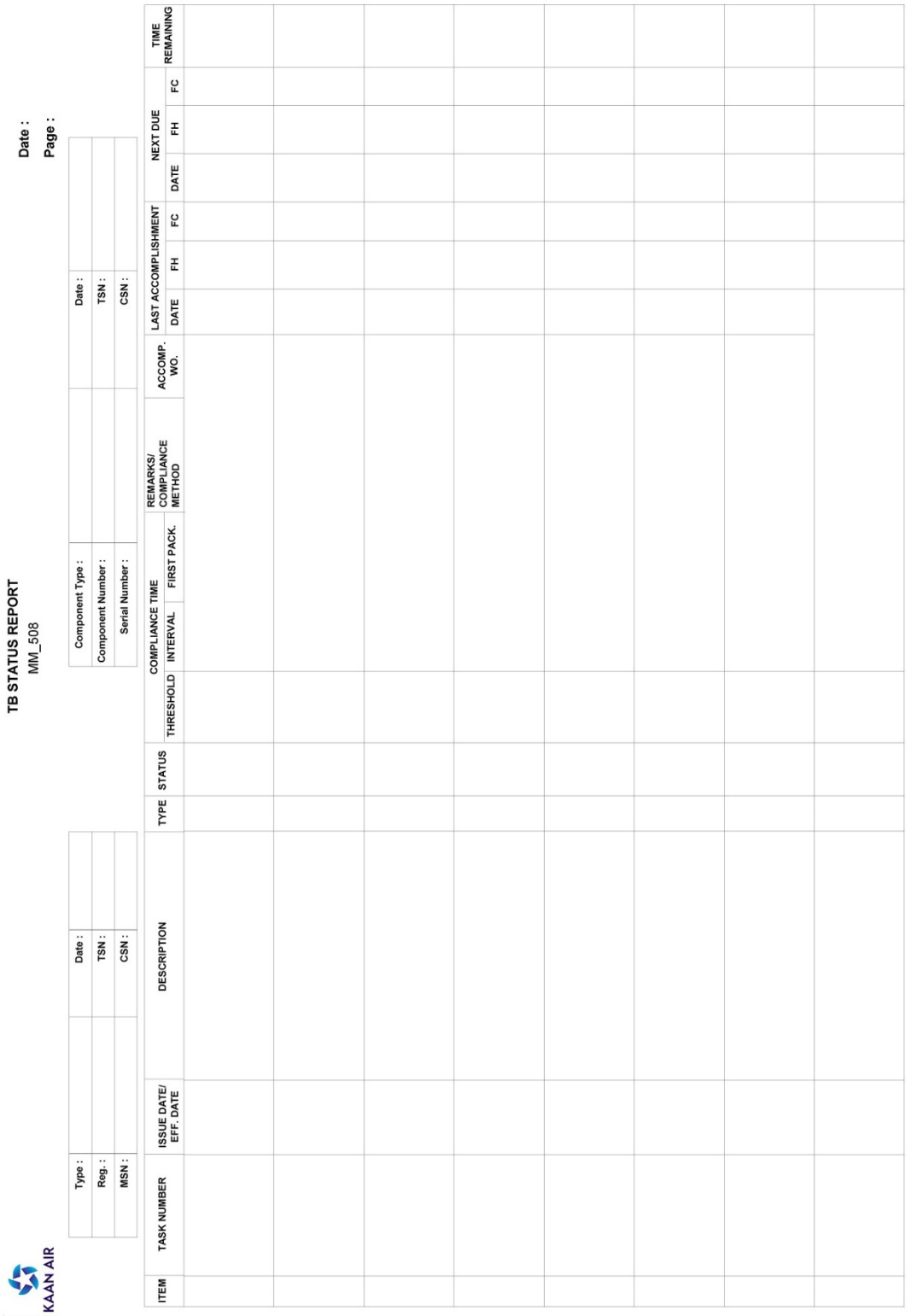
Type :		Date :
Reg. :		TSN :
MSN :		CSN :

Component Type :		Date :
Component Number :		TSN :
Serial Number :		CSN :

ITEM	TASK NUMBER	ISSUE DATE/ EFF. DATE	DESCRIPTION	TYPE	STATUS	COMPLIANCE TIME THRESHOLD	COMPLIANCE TIME INTERVAL	COMPLIANCE TIME FIRST PACK.	REMARKS/ COMPLIANCE METHOD	ACCOMP. WO.	LAST ACCOMPLISHMENT DATE	LAST ACCOMPLISHMENT FH	LAST ACCOMPLISHMENT FC	NEXT DUE DATE	NEXT DUE FH	NEXT DUE FC	TIME REMAINING
1					OPEN												
2					CLOSED												
3																	
4																	
5																	
6																	
7																	
8																	

CMF-05 / REV-2 / 20.02.2017

5.1.5 Technic Bulletin Status



TB STATUS REPORT
MM_508

Date :
Page :

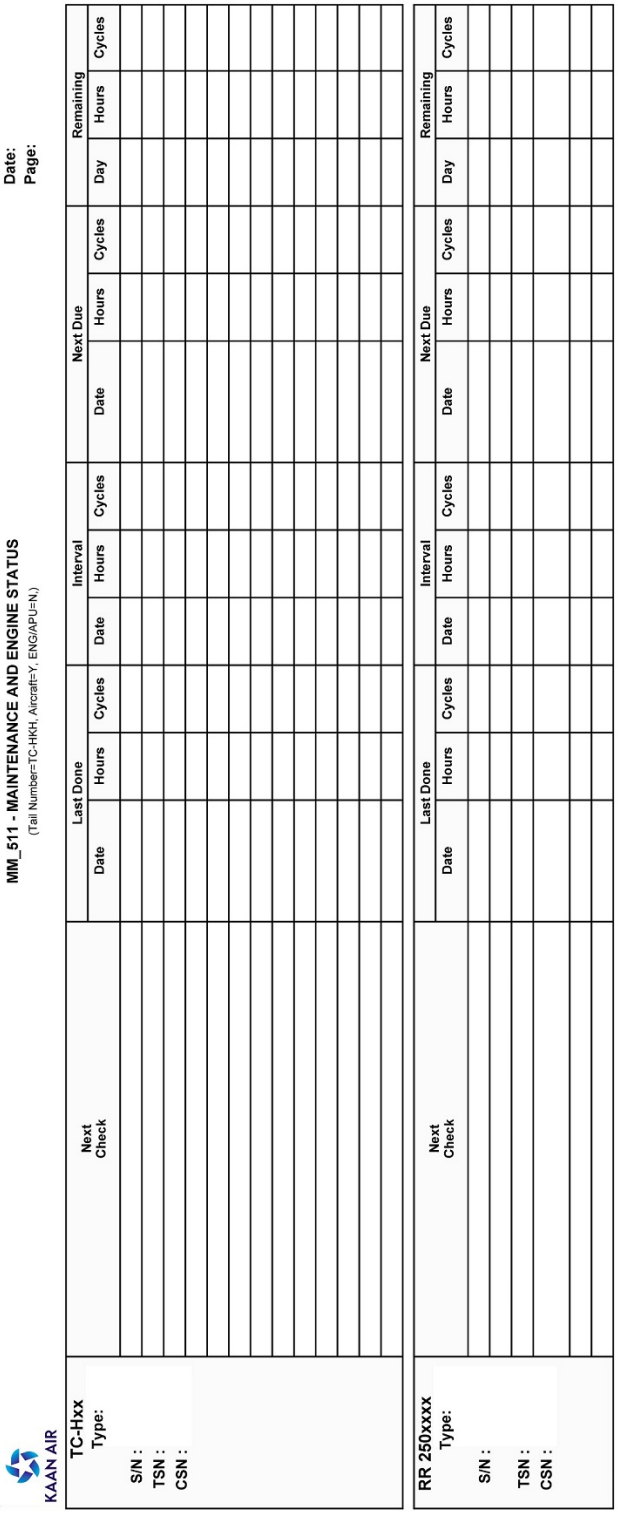
Type :		Date :
Reg. :		TSN :
MSN :		CSN :

Component Type :		Date :
Component Number :		TSN :
Serial Number :		CSN :

ITEM	TASK NUMBER	ISSUE DATE/ EFF. DATE	DESCRIPTION	TYPE	STATUS	COMPLIANCE TIME			REMARKS/ COMPLIANCE METHOD	ACCOMP. WO.	LAST ACCOMPLISHMENT			NEXT DUE			TIME REMAINING
						THRESHOLD	INTERVAL	FIRST PACK.			DATE	FH	FC	DATE	FH	FC	

CMF-05 / REV-2 / 20.02.2017

5.1.6 Inspection Programme



KAAN AIR

MM_511 - MAINTENANCE AND ENGINE STATUS
(Tail Number=TC-HKH, Aircraft=Y, ENG/APU=N.)

Date:
Page:

TC-Hxx Type: S/N : TSN : CSN :	Next Check	Last Done			Interval			Next Due			Remaining		
		Date	Hours	Cycles	Date	Hours	Cycles	Date	Hours	Cycles	Day	Hours	Cycles

RR 250xxxx Type: S/N : TSN : CSN :	Next Check	Last Done			Interval			Next Due			Remaining		
		Date	Hours	Cycles	Date	Hours	Cycles	Date	Hours	Cycles	Day	Hours	Cycles

5.1.7 Man-Hour Plan Form

KAAN AIR | MAN-HOUR PLAN | CAMO / COMPLIANCE / SMS | Rev No: 2025-4 | Rev Date: 01.04.2025

	hr	day		we	(45 hr/we)		<-- TECHNIC TEAM	ENGINEERS -->			COMPLIANCE/SMS-->				
							ALİ ÖZUĞUR	GÜRBÜZ AÇIKGÖZ	MUTLU ACIKGOZ	AHMET E. ARVAS	KADİR ERDOĞAN	GÖZDE Ü.POLAT	GÜRAY ÜNLÜ	M. KEMAL SÜLER	
							C/AM	C/AM-Dp			QM/QUA	QM/QUA			
							MM	B.2	Prod.	Prod.	CMM		COMP	ACM	
							C/B1.3	C/B1.3	Plan.	Plan.	SM	ENG	SMS	GM	
							CS-SS	CS-SS	Eng	Eng		SAFA	ENG		
							1	3			TRI	COORD			
											Plt			Plt	
								Auditor			Auditor	Auditor	Auditor	Auditor	
INITIAL	8 x 5 + 5 x 1 = 45 hr x 52 we = 2340			52	18.040		2.340	2.340	2.340	2.340	2.000	2.340	2.340	2.000	INITIAL
HOLIDAYS	8	14		1	* 20 days		208	160	112	112	160	160	112	160	HOLIDAYS
SICKNESS / HOSPITAL	8	2		1	if 50+		16	16	16	16	16	16	16	16	SICKNESS / HOSPITAL
TRAININGS	8	8		1	yrs old		64	64	64	64	64	64	64	64	TRAININGS
NOMINATED OFFICER TRAINER	4	12		1			48	48			30	48		30	NOMINATED OFFICER TRAINER
PILOTAGE DUTIES											400			400	PILOTAGE DUTIES
CONTRACTED AT OUTSIDE AMO								40 Genel Hvd A.Ş.							CONTRACTED AT OUTSIDE AMO
AVAILABLE HOURS					15.172	TOTAL->	2.004	2.012	2.148	2.148	1.330	2.052	2.148	1.330	AVAILABLE HOURS
SMS - SAFETY MANAGEMENT SYSTEM		per	ea	hr	1072	1072	172	68	20	20	238	156	238	160	SMS - SAFETY MANAGEMENT SYSTEM
Safety Management Manual (SSM) Review		2	2,0	8	32	32					16		16		
Safety Review Board Preparation & Attendance		6	6,0	8	288	288	48	48			48	48	48	48	
Safety Risk Analysis and Follow Up		7	0,5	52	176	176	16	16	16	16	54		54	4	
Occurrance Analysis and Corrective Action, Follow Up		5	52,0	2	520	520	104				104	104	104	104	
Safety Training & Meeting		8	1,0	4	32	32	4	4	4	4	4	4	4	4	
Personnel Safety Brifeing		2	6,0	2	24	24					12		12		
COMPLIANCE MANAGEMENT		per	ea	hr	934	934	106	82	83	83	100	232	176	72	COMPLIANCE MANAGEMENT
Regulation, Instructions Evaluations and Distribution		2	8,0	1	16	16					8	8			
Manual, Procedures Revision (SHY MOE , EASA MOE)		5	2,7	6	80	80	16	16			16	16	16		
Audit Checklists Review		2	16,0	4	128	128						64	64		
Quality Management Evaluation		3	1,7	8	40	40					8	24	8		
Quality Trainings		8	2,8	2	44	44	2	2	3	3	8	16	8	2	
Quarterly Quality Reports to DGCA		3	2,0	4	24	24					4	16	4		
Been Audited by TR DGCA / EASA / OFFSHORE (ISO, external companies etc.)		8	7,9	8	508	508	80	64	80	80	36	68	68	32	
Supervision of the progress of the corrective actions/review		1	30,0	1	30	30								30	
Regular Meetings		5	1,0	8	40	40	8				8	8	8	8	
Personnel Quality Briefing		2	6,0	2	24	24					12	12			
AUDITS - QUALITY		per	ea	hr	1016	1016	160	40	72	72	160	340	156	16	AUDITS - QUALITY
FLIGHT & TRAINING & GROUND OPERATIONS					1104	1104	52	152			104	112	320	364	FLIGHT & GROUND OPERATIONS
ATO (Approved Training Organization)					279	279					139			140	ATO (Approved Training Organization)
SHT-CAM DUTIES		Hlk/Pe	ea	hr	2664	2664	479	289	654	654	100	246	206	36	SHT-CAM DUTIES
AD/SB Evaluations & Control Status		8	7,0	4	224	224	56		84	84					
Maintenance Scheduled Check and Control		8	45,5	1	364	364	92		136	136					
Flight Hours / Landings, Technical Logbooks		8	72,5	1,0	580	580	59	43	200	200	10	34	34		
Accomplished Maintenance Record and Control		8	23,5	2	376	376	30	16	120	120	10	40	40		
Internal Audits for CAMO; (CAMO x2, Prod-Samples x4)		6	1,0	8	48	48		8			8	32			
External Audits for Contractors to SYK (Agusta/Leonardo, PWC)		2	1,0	8	16	16					8	8			
Maintenance Program Preparation, Amendment, Control, Analysis and Development		4	4,5	8	144	144	40	24	12	12	8	24	24		
MEL Preperation and Amendment		4	2,5	8	80	80	16	44			20				
Management Activity Such as meeting etc.		8	2,6	8	168	168	42	42	18	18	12	12	12	12	
Continuation Training		8	4,5	4	144	144	16	16	24	24	8	24	24	8	
CofA Extention & Review Preperation		4	3,5	16	224	224	96	32	48	48					
CAME Revision		6	2,0	16	192	192	16	48			8	56	56	8	
Carry out Contract for Maintenance and Assessment		8	1,6	8	104	104	16	16	12	12	8	16	16	8	
EASA / SHY-145 DUTIES		per	ea	hr	2156	2156	284	56	720	720 0	76	236	0	64	EASA / SHY-145 DUTIES
MAINTENANCE ON TYPE / IN CAPABILITY LIST				SHY-145 MAINT	261	261	127	134							MAINTENANCE ON TYPE
REQUIRED/ SUB TOTAL					10.044		1.472	1.287	1.549	1.549	917	1.322	1.096	852	REQUIRED/ SUB TOTAL
Deviation (+ 25%)					2.511	25%	368	322	387	387	229	331	274	213	Deviation (+ 25%)
PERCENTAGE REQUIRED + DEVIATION					83%		92%	80%	90%	90%	86%	81%	64%	80%	PERCENTAGE REQUIRED + DEVIATION
PERCENTAGE RESIDUAL					17%		8%	20%	10%	10%	14%	19%	36%	20%	PERCENTAGE RESIDUAL
RESIDUAL HOURS					2.617		164	403	212	212	184	400	778	265	RESIDUAL HOURS
							ALİ ÖZUĞUR	GÜRBÜZ AÇIKGÖZ	MUTLU ACIKGOZ	AHMET E. ARVAS	KADİR ERDOĞAN	GÖZDE ÜNLÜ	GÜRAY ÜNLÜ	M. KEMAL SÜLER	
							<-- TECHNIC TEAM	ENGINEERS -->			COMPLIANCE/SMS-->			AUDITORS -->	

Prepared :	Controlled :	Approved :
Ali ÖZUĞUR Maintenance Manager	Kadir ERDOGAN Quality/Comp. Mont. & Safety Mng. Captain KAAN Hvcl. San. Tic. A.Ş.	M. Kemal SULER Accountable Manager, Captain KAAN Hvcl. San. Tic. A.Ş

SQF-20 / Rev-5 / 10.08.2019

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5.1.8 Work Order Form

KAAN AIR

KAAN HAVACILIK SANAYİ VE TİCARET A.Ş.
(TR.MG.044)
WORK ORDER

Work Order No:
2018-LM-HEE-007
31-JAN-18

Aircraft / Airframe S/N :			31497	Engines & Model :PT6C-67C						
Type:	AW139	T.T.(F.H)	881:54	E1	S/N:	PCE-KB1324	Hours	881:54	Start	818
Reg.	TC-HEE	LDG.	1389	E2	S/N:	PCE-KB1178	Hours	881:54	Start	818

Work to be performed :

1	25 Hours Certification Maintenance Requirement Inspections	required.
2	50 Hours Certification Maintenance Requirements	required.
3	50 Hours Engine Scheduled Inspections	required.
4	25 Hours Mandatory Inspections	required.
5	50 Hours Mandatory Inspections	required.
6	50 Flight Hours Scheduled Maintenance Checks	required.
7	12 Flight Hours Unscheduled Maintenance Checks	required.
8	COMPRESSOR DESALINATION WASH	required.
9	POWER ASSURANCE CHECK	required.

Work performed according to document: *Maintenance Part no : 3045332, Revision No. 19.1 (14-Dec-2017)*

Airframe Maintenance Manuel Reference : 31th Issue: 2017-12-06

Remarks:

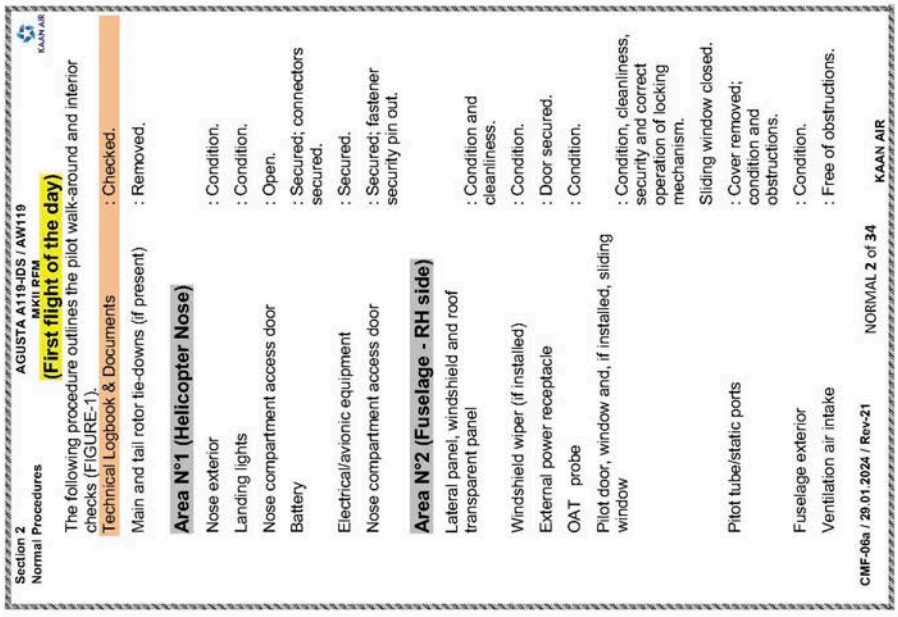
Prepared By : **ALI OZUGUR**

Date and Sign : 31-JAN-18

Form No: CMF-09 Rev: 3 Date: 31.01.2018 **1 of 1**

5.1.9 Preflight Forms

A119



Section 2 Normal Procedures

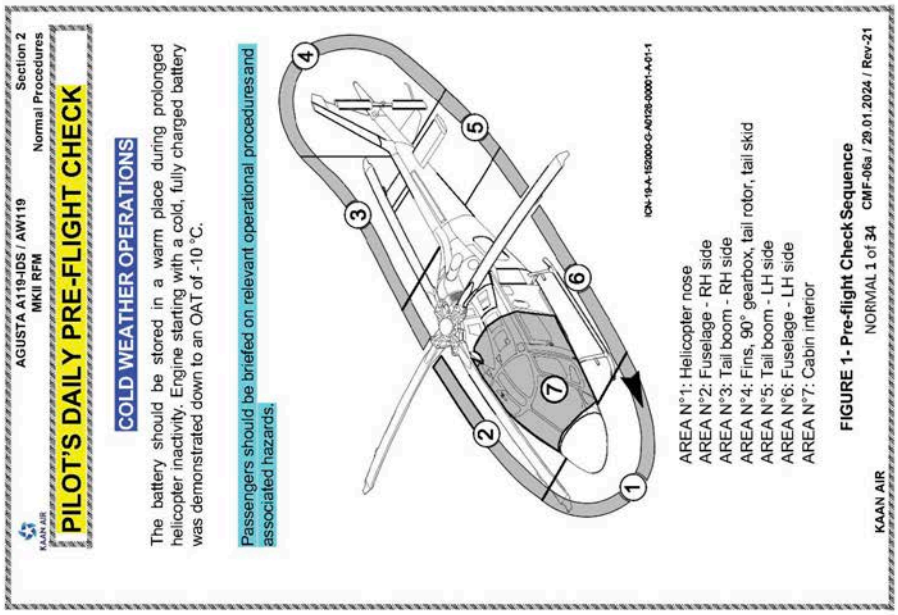
AGUSTA A119-IDS / AW119 MKII RFM

(First flight of the day)

The following procedure outlines the pilot walk-around and interior checks (FIGURE-1).

Technical Logbook & Documents	: Checked.
Main and tail rotor tie-downs (if present)	: Removed.
Area N°1 (Helicopter Nose)	
Nose exterior	: Condition.
Landing lights	: Condition.
Nose compartment access door	: Open.
Battery	: Secured; connectors secured.
Electrical/avionic equipment	: Secured.
Nose compartment access door	: Secured; fastener security pin out.
Area N°2 (Fuselage - RH side)	
Lateral panel, windshield and roof transparent panel	: Condition and cleanliness.
Windshield wiper (if installed)	: Condition.
External power receptacle	: Door secured.
OAT probe	: Condition.
Pilot door, window and, if installed, sliding window	: Condition, cleanliness, security and correct operation of locking mechanism. Sliding window closed.
Pitot tube/static ports	: Cover removed; condition and obstructions.
Fuselage exterior	: Condition.
Ventilation air intake	: Free of obstructions.

CMF-06a / 29.01.2024 / Rev-21 NORMAL 2 of 34 KAAN AIR



KAAN AIR AGUSTA A119-IDS / AW119 MKII RFM Section 2 Normal Procedures

PILOT'S DAILY PRE-FLIGHT CHECK

COLD WEATHER OPERATIONS

The battery should be stored in a warm place during prolonged helicopter inactivity. Engine starting with a cold, fully charged battery was demonstrated down to an OAT of -10 °C.

Passengers should be briefed on relevant operational proceduresand associated hazards.

AREA N°1: Helicopter nose
AREA N°2: Fuselage - RH side
AREA N°3: Tail boom - RH side
AREA N°4: Firs, 90° gearbox, tail rotor, tail skid
AREA N°5: Tail boom - LH side
AREA N°6: Fuselage - LH side
AREA N°7: Cabin interior

FIGURE 1- Pre-flight Check Sequence

KAAN AIR NORMAL 1 of 34 CMF-06a / 29.01.2024 / Rev-21

AGUSTA A119-IDS / AW119 MKII RFM
Section 2 Normal Procedures

Upper Deck Winter kit covers (if installed)	: Condition.
Passenger door, window and, if stalled, sliding window	: Condition, cleanliness and security.
	Sliding window closed.
Passenger door lock	: Check.
Passenger door jettison window	: Security of window and seal retainer.
	Check red strap secured.
Drain and vent lines	: Leaks.
Landing gear skid and attachments	: Condition.
Fuel filler cap	: Secured.
Servo hydraulic system valves and filters group	: Leaks and bypass indication (red button out: filter clogged). Door secured.
Hydraulic system reservoirs	: Correct oil level, filler caps secured.
	Quick-disconnect return lines secured. Door secured.
Main rotor head and blades	: Condition.
	In cold weather check for the removal of snow, frost or ice.
	Turn the rotor by hand at least once before start-up.
Main rotor dampers	: Check for correct fluid level.
Main rotor pitch change links	: Condition and security.
Upper anti-collision light	: Condition.
Swashplate and driving scissors	: Condition and security
Servo actuator	: Condition and leaks.

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AGUSTA A119-IDS / AW119 MKII RFM
Section 2 Normal Procedures

Main transmission and accessories (visible area)	: Condition and leaks.
Transmission external oil filter	: Bypass indication (red button out: filter clogged). Door secured.
Engine upper and RH air intake screens and plenum chamber	: Covers removed; foreign matter and condition.
Engine oil	: Correct level and cap secured.
Engine area	: Leaks of fuel and/or oil.
Engine to transmission drive shaft	: Condition.
Engine cowling	: Condition; secured.
Engine exhaust duct	: Cover removed; condition.
Cowlings and fairings	: Condition and secured.
Access doors	: Secured.
Area N°3 (Tail boom - RH side)	
Tail boom exterior	: Condition.
Lower anti-collision light	: Condition.
Antenna(s)	: Condition.
Stabilizer and protective fairing	: Condition and security.
Navigation light	: Condition.
Area N°4 (Fins, 90° gearbox, tail rotor and tail skid)	
Exterior	: Condition.
Tail skids	: Condition and security.
Tail rotor (90°) gearbox	: Check oil level. Check for leaks. Filler cap secured.
Access doors	: Secured.
Tail navigation light	: Condition.
Tail rotor hub and blades	: Condition, security and

CMF-06a / 29.01.2024 / Rev-21 NORMAL 4 of 34 KAAN AIR

AGUSTA A119-IDS / AW119 MKII RFM — Section 2 Normal Procedures

freedom of flapping.

In cold weather check for the removal of snow, frost or ice.

Tail rotor pitch change mechanism	: Condition and secured.
Area N°5 (Tail boom - LH side)	
Tail boom exterior	: Condition.
Stabilizer and protective fairing	: Condition and security.
Navigation light	: Condition.
Antenna(s) (if installed)	: Condition.
Tail rotor drive shaft bearing	: Condition.
Tail rotor drive shaft dampers	: Condition.
Tail rotor drive fairing	: Secured.
Area N°6 (Fuselage - LH side)	
Tail rotor servo actuator (inside baggage compartment)	: Condition and leaks.
Baggage compartment	: Cargo properly secured. Door secured.
Fuselage exterior	: Condition.
Drain and vent lines	: Leaks.
Oil cooler rear end	: Foreign matter.
Transmission to fan shaft	: Condition and security.
Engine area	: Leaks of fuel and/or oil.
Engine oil filter	: Check for bypass indication (button out: filter clogged).
Engine cowling	: Condition; secured.
Engine exhaust duct	: Cover removed; condition.
Main rotor head and blades	: Condition.

In cold weather check for

KAAN AIR — NORMAL 5 of 34 — CMF-06a / 29.01.2024 / Rev-21

AGUSTA A119-IDS / AW119 MKII RFM — Section 2 Normal Procedures

the removal of snow, frost or ice.

Main rotor dampers	: Check for correct fluid level.
Main rotor pitch change links	: Condition and security.
Main rotor servo actuators	: Condition and leaks. Door secured.
Main transmission and accessories (visible area)	: Condition and leaks.
Transmission	: Filler cap secured.
Transmission oil	: Correct level. Door secured.
Rotor brake pump, flexible hose, calliper	: Check for condition and leaks.

Note

If rotor brake has been used, the oil level indication could be lower than the actual level. When the oil level is below the minimum level mark, the determination of the correct amount of oil, required to top up the transmission, can be made only after a shutdown without operating the rotor brake.

Engine LH air intake screen and plenum Chamber	: Cover removed; foreign matter, and condition.
Cowlings and fairings	: Condition and secured.
Access doors	: Secured.
Landing gear skid and attachments	: Condition and security.
LH and RH fuel sumps or (if installed and d.c. power connected) fuel drain valve #1 (#2) switch	: Drain.
Upper Deck Winter kit covers (if installed)	: Condition.
Roof transparent panel, windshield and lateral panel	: Condition and security.
Windshield wiper (if installed)	: Condition.
Passenger door, window and, if installed, sliding window	: Condition, cleanliness

CMF-06a / 29.01.2024 / Rev-21 — NORMAL 6 of 34 — KAAN AIR

Section 2 Normal Procedures
AGUSTA A119-IDS / AW119 MKII RFM
KAAN AIR

(Every flight)

Technical Logbook & Documents	: Checked.
Main and tail rotors tie-downs	: Removed.
Nose compartment access door	: Condition; latched.
RH side, windshield and roof transparencies	: Condition and cleanliness.
Pitot tube/static ports	: Cover removed; free of obstructions.
RH side crew/passenger doors	: Condition, hinges and latches. Sliding windows (if installed) Closed.
RH forward fuselage	: Condition.
RH landing gear skid assembly	: Condition.
Fuel filler cap	: Secured
Servo hydraulic system valves and filters group	: Leaks and bypass indication (Red button out: Filter clogged).
Main rotor blades	: Condition and cleanliness.
Main rotor dampers	: Correct fluid level.
RH engine air intake	: Cover removed; free of obstructions.
Engine oil	: Correct level and cap secured.
RH engine exhaust	: Cover removed.
RH side access panels	: Closed and secured.
RH aft fuselage	: Condition.
RH horizontal stabilizer/fairing	: Condition and security.
Vertical fins/tail skid	: Condition and security.
Tail rotor gear box	: Correct oil level.
Tail rotor blades and hub	: Condition, cleanliness and security.

CMF-06a / 29.01.2024 / Rev-21 NORMAL 8 of 34 KAAN AIR

KAAN AIR
AGUSTA A119-IDS / AW119 MKII RFM
Section 2 Normal Procedures

	and security. Sliding window closed.
Passenger door lock	: Check.
Passenger jettison window	: Security of window and seal retainer.
	Check red strap secured.
Co-pilot door, window and, if installed, sliding window	: Condition and cleanliness, security and correct operation of locking mechanism. Sliding window closed.

Check following systems for correct operation (connect d.c. electrical power supply):

- Navigation and anti-collision lights;
- Landing lights.

Disconnect the d.c. electrical power supply.

Area N° 7 (Cabin interior)

Cabin interior	: Security of equipment and cargo.

Note

Operation with passenger sliding doors open or removed requires the removal or securing of all cabin equipment.

First aid kit (if installed)	: Security and contents on board.
Cabin fire extinguisher (if installed)	: Security.
Co-pilot door jettison handle and safety latch	: Correct position.
Co-pilot safety belt and inertia reel	: Condition and belt fastened if seat is unoccupied.
Pilot door jettison handle and safety latch	: Correct position.
Pilot safety belt and inertia reel	: Condition.
Relay box circuit breakers	: IN.
Pilot flight controls	: Condition and security.
Instruments	: Condition and legibility.

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LH horizontal stabilizer/fairing : Condition and security

Tail rotor drive shaft cover : Closed and latches secured.

LH aft fuselage : Condition.

Antenna(s) (if installed) : Condition.

Baggage compartment : Baggage secured; door latched.

LH engine exhaust : Cover removed.

LH engine air intake : Cover removed; free of obstructions.

Transmission oil : Correct level. Door secured.

Note

If rotor brake has been used, the oil level indication could be lower than the actual level. When the oil level is below the minimum level mark, the determination of the correct amount of oil, required to top up the transmission, can be made only after a shutdown without operating the rotor brake.

LH landing gear skid assembly : Condition.

LH side access panels : Closed and secured.

LH side crew/passenger doors : Condition, hinges and latches.

Sliding windows (if installed) Closed.

LH forward fuselage : Condition.

LH side, windshield and roof transparencies : Condition and cleanliness.

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Mount Assembly and Turret Camera Unit (TCU) : Security and wiring properly connected. Check TCU in stowed position and lens for condition.

Cabin interior : Loose items secured.

Passenger cabin (under aft facing Seat row) Interface Unit (IFU) : Security and wiring properly connected.

Hand Control Unit (HCU) and monitor : Check condition, wiring properly connected stowed and secured.

Note

Operation with passenger sliding doors open or removed requires the removal or securing of all cabin equipment.

First aid kit (if installed) : Security and contents on board.

Cabin fire extinguisher (if installed) : Security.

Seat belts/shoulder harnesses : Unoccupied belts / harnesses secured

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The following procedure outlines the pilot walk-around and interior checks (see Figure 2-1)

1. Main and tail rotor tie-downs : Removed.

Area N°1 (Helicopter Nose)

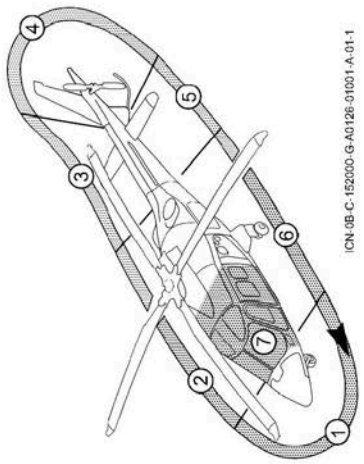
1. Nose exterior : Condition.
2. Ventilation air intake : Free of obstruction.
3. Pitot-static tubes : Cover removed, condition and free of obstruction.
4. Nose landing gear : Condition, shock strut extension, leaks, tyre condition and pressure.
5. Searchlight : Condition and cleanliness.
6. ➡ Nose compartment access door : Open.
7. ➡ Avionics components : Condition and secured.
8. ➡ Accumulators : Condition and free of leaks. (Only one accumulator is present in FIXED WHEELED LANDING GEAR configuration).
9. Nose compartment access door : Secure.
10. ➡ Accumulators : Discharge by pressing two relevant red pushbuttons. (Only one accumulator is present in FIXED WHEELED LANDING GEAR configuration).

CAUTION

The discharge of accumulators causes loss of parking brakes. Suitable measures (wheel chocks) should be taken to ensure helicopter will not move.

11. ➡ Drains and vents : Free of obstruction.

PRE-FLIGHT CHECK LIST



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AREA N°1: Helicopter nose
AREA N°2: Fuselage - RH side
AREA N°3: Tail boom - RH side
AREA N°4: Fins, tail gearbox, tail rotor and skid
AREA N°5: Tail boom - LH side
AREA N°6: Fuselage - LH side
AREA N°7: Helicopter interior

Figure 2-1 Pre-flight Check Sequence

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Area N°2 (Fuselage - RH side)

1. Windshield : Condition and cleanliness.
2. Roof, lateral and lower transparent panels : Condition and cleanliness.
3. → Windshield wiper : Condition.
4. → RH OAT sensor : Condition, free of obstruction.
5. Fuselage exterior : Condition.
6. Pilot door window : Condition, cleanliness, and secure.
7. → Antenna(s) : Condition.
8. Emergency floats electrical connector (if installed) : Cap locked. Chain condition and secure.
9. Sliding door : Condition and cleanliness of windows.
10. → Sliding door jettison windows : Security of windows and seal retainers, condition of emergency markings.
11. Cowlings and fairings : Condition and secure.
12. → Fore and middle access doors : Open.
13. → Servo hydraulic system valves and filter group : Check for leaks and status (Red button out: filter clogged).
14. → Hydraulic system tanks : Check fluid level and filler caps for security.
15. Fore and middle access doors : Secure.
16. ENGINE OIL COOLER access door : Secure.
17. → Service step : Open and use to reach upper part of helicopter.

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18. → Main rotor hub and blades : Condition and secure.
19. → Main rotor dampers : Condition and secure. Check for correct charge indication.
20. → Main rotor pitch change links : Condition and secure.
21. → Swashplate and driving scissors : Condition and secure.
22. → Upper anti-collision light : Condition and cleanliness.
23. → HYD. SERVOS access door : Open.
24. → Servo actuator (actuator with yellow decal) : Condition and leaks.
25. → Main transmission and accessories (visible area) : Condition and leaks.
26. → Transmission external oil filter : By-pass indication (Red button out: filter clogged).
27. HYD. SERVOS access door : Secure.
28. → ENGINE OIL COOLER access door : Open.
29. → Cooler blower air intake : Free of obstruction.
30. → Cooler system belt : Condition and secured.
31. ENGINE OIL COOLER access door : Secured.
32. → Airframe (A/F) fuel filter : Condition and leaks.
33. Service step : Secure.
34. Engine air intake screen and chamber : Covers removed; free of damage and obstruction.
35. → Engine access door : Open.

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36. ➡ Engine compartment drain filters : Free of obstructions.
37. ➡ Engine area : Check for fuel and oil leaks.
38. ➡ Engine oil : Check gauge for oil level.
39. ➡ Engine oil filter impending bypass indicator : Check for correct indication. (Red pop-up indicator not in sight).
40. ➡ Engine-transmission drive shaft : Condition.
41. ➡ Engine supports (visible area) : Condition.
42. Engine access door : Condition, secure.
43. Fuel filler cap : Secure.
44. ➡ Igniter access door : Open.
45. ➡ Igniter box : Condition.
46. ➡ Engine fire extinguisher bottle. : Condition.
47. Engine Exhaust Support : Condition
48. Igniter access door : Secured.
49. Engine fire extinguisher indicator disc : Confirm in the red position.

Note

If the engine fire extinguisher indicator disc is not in the red position, it means that the relevant bottle has already been discharged and needs to be replaced.

50. Tail rotor driveshaft support access door : Secure.

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51. Engine exhaust : Cover removed, condition and free of fuel.
52. Main landing gear : Condition, shock strut extension, leaks, tyre condition and pressure.
53. ➡ Wheel brake disc : Confirm freedom of movement
54. ➡ L/G locking system pin : Confirm freedom of movement
55. Landing, taxi light and transparent panel : Condition and cleanliness.
56. ➡ Antenna(s) : Condition.
57. ➡ Drain and vents lines : Free of obstruction.
58. External Power door : Secure.
59. Emergency floats electrical connector (if installed) : Cap locked. Chain condition and secure.

Area N°3 (Tailboom - RH side)

1. Tailboom exterior : Condition.
2. ➡ Antenna(s) : Condition.
3. ➡ Lower anti-collision light : Condition and cleanliness.
4. Stabilizer : Condition and secure.
5. Position lights and flood lights (if installed) : Condition and cleanliness.

Area N°4 (Fins, tail gearbox and skid)

1. Tail fin and skid : Condition.
2. Tail navigation light : Condition and cleanliness.
3. ➡ Tail rotor driveshaft door : Open
4. ➡ Tail rotor driveshaft bearing : Condition and secured. Check for grease leaks

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5. → Tail rotor driveshaft door : Secure
6. → Tail rotor gearbox access door : Open.
7. → Tail rotor gearbox : Confirm no leaks.
8. → Tail rotor pitch link control lever : Condition.
9. Tail rotor gearbox access door : Secure.
10. Oil filler cap : Secure.

Area N°5 (Tailboom and tail rotor - LH side)

1. Tail rotor gearbox oil level : Check oil level.
2. Tail rotor hub and blades : Condition, cleanliness and freedom of flapping.
3. Tail rotor pitch change mechanism : Condition and secure.
4. Tailboom exterior : Condition.
5. Stabilizer : Condition and secure.
6. Position lights and flood lights (if installed) : Condition and cleanliness.
7. → Antenna(s) : Condition.
8. → Tail rotor driveshaft cover : Open.
9. → Tail rotor driveshaft bearings : Condition and secured. Check for grease leaks. Check no marks of slippage.
10. Tail rotor driveshaft cover : Secure.
11. → Tail rotor shaft inspection pins : Confirm freedom of movement

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Area N°6 (Fuselage - LH side)

1. Baggage compartment door : Open.
2. Baggage compartment : Cargo (if on board) properly secured.
3. → Tail rotor hydraulic servo actuator : Check for oil leaks.

Note

The tail rotor hydraulic servo actuator is accessible in the baggage compartment through an inspection door.

4. → Circuit breakers (in baggage compartment) : All in.

Note

The circuit breakers in the baggage compartment are accessible through an inspection door.

5. Baggage compartment door : Secure.
6. → Drains and vents lines : Free of obstruction.
7. Emergency floats electrical connector (if installed) : Cap locked. Chain condition and secure.
8. Main landing gear : Condition, shock strut extension, leaks, tyre condition and pressure.
9. → Wheel brake disc : Confirm freedom of movement
10. → L/G locking system pin : Confirm freedom of movement
11. Landing, taxi light and transparent panel : Condition and cleanliness.
12. Engine exhaust : Cover removed, condition and free of fuel.

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13. Engine fire extinguisher indicator disc : Confirm in the red position.

Note

If the engine fire extinguisher indicator disc is not in the red position, it means that the relevant bottle has already been discharged and needs to be replaced.

14. → Tail rotor driveshaft support access door : Open.
15. → Igniter access door : Open.
16. → Igniter box : Condition.
17. → Engine fire extinguisher bottle : Condition.
18. → Tail rotor middle drive shaft bearings : Check condition. Check no marks of slippage.
19. Engine Exhaust Support : Condition
20. Igniter access door : Secured.
21. Tail rotor driveshaft support access door : Secure.
22. Engine air intake screen and chamber : Cover removed; free of damage and obstruction.
23. → Engine access door : Open.
24. → Engine compartment drain filters : Free of obstructions.
25. → Engine area : Check for fuel and oil leaks.
26. → Engine oil : Check gauge for oil level.
27. → Engine oil filter impending bypass indicator : Check for correct indication.

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28. → Engine-transmission drive shaft : Condition.
29. → Engine support (visible area) : Condition.
30. Engine access door : Condition, secure.
31. → ENGINE OIL COOLER access door : Open.
32. → Cooler blower air intake : Free of obstruction.
33. → Cooler system belt : Condition and secured.
34. ENGINE OIL COOLER access door : Secure.
35. Service step : Open and use to reach upper part of helicopter.
36. → Main rotor hub and blades : Condition and secure.
37. → Main rotor dampers : Condition and secure. Check for correct charge indication.
38. → Main rotor pitch change links : Condition and secure.
39. → Swashplate and driving scissors : Condition and secure.
40. → Transmission oil access door : Open.
41. → Transmission oil filler cap : Secure.

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CAUTION

The transmission oil level check is to be performed in any case before the first flight of the day and it can be considered valid for a maximum of 5 flights including the first.

Note

Transmission oil level must be between the MIN and the MAX markings.

42. ➡ Transmission oil : Confirm correct level.
43. ➡ Transmission oil access door : Secure.
44. ➡ HYD. SERVOS access door : Open.
45. ➡ Main transmission and accessories (visible area) : Condition and leaks.
46. ➡ Servo actuators (visible ones: actuator with red decal and one with blue decal) : Condition and leaks.
47. HYD. SERVOS access door : Secure.
48. ➡ Airframe (A/F) fuel filter : Condition and leaks.
49. Service step : Secure.
50. Cowling and fairings : Condition and secure.
51. ➡ Sliding door jettison windows : Security of windows and seal retainer, condition of emergency markings.
52. Sliding door : Condition and cleanliness of windows.
53. Fuselage exterior : Condition.

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54. Fore and middle access door : Open.
55. Flight control rods : Confirm freedom of movement.
56. Fore and middle access door : Secure.
57. Co-pilot door and window : Condition, cleanliness, seal retainer and secure.
58. ➡ LH OAT sensor : Condition, free of obstruction.
59. Windshield : Condition and cleanliness.
60. Roof, lateral and lower transparent panels : Condition and cleanliness.
61. ➡ Windshield wiper : Condition.
62. ➡ Antenna(s) : Condition.
63. Emergency floats electrical connector (if installed) : Cap locked. Chain condition and secure.

Area N°7 (Helicopter interior)

Cabin interior

1. ➡ Sliding door jettison windows (RH and LH) : Security and condition of seal retainer and red strap.
2. ➡ Sliding doors (RH and LH) : Confirm correct operation of locking and mechanical stop devices.
3. Passenger safety belts : Condition and belts fastened

Note

Operation with passenger sliding doors open or removed requires removal or correct securing of all cabin equipment, installations and trim panels and that passenger safety belts are fastened if seats are unoccupied.

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4. Cabin interior : Check security of equipment.
   Confirm presence of markings.
5. ➡ First aid kit : Check on board and content.
6. Sliding doors (RH and LH) : Closed and secure.

Cockpit interior

7. ➡ Co-pilot door jettison handle : Correct position and secure.
8. ➡ Co-pilot safety belt and inertia reel : Condition and belt fastened.
9. ➡ Co-pilot seat : Secure.
10. ➡ Co-pilot flight controls : Condition and secure.
11. ➡ LH lower and lateral transparent panels : Condition and cleanliness.
12. Co-pilot door : Closed and secure.
    Sliding windows closed.
13. ➡ Pilot door jettison handle : Correct position and secure.
14. ➡ Pilot safety belt and inertia reel : Condition.
15. ➡ Pilot seat : Secure.
16. ➡ Pilot flight controls : Condition and secure.
17. ➡ RH lower and lateral transparent panels : Condition and cleanliness.
18. ➡ Cockpit fire extinguisher : Charged and secure.
19. ➡ Passive vibration absorber (if installed) : Check cover secured.
20. ➡ Instruments, panels and circuit breakers : Condition and legibility.

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21. Circuit breakers : All in.
    (Main, pilot and co-pilot overhead).
22. ➡ MSTR AVNX switch : As required.
23. ➡ All other switches/controls : Confirm OFF / guarded / normal position when shutdown.

For the following checks connect the d.c. supply.

Note

The following checks may require a large electrical consumption. Beware of possible battery charge depletion if not using external power.

24. ➡ BAT switch : ON.
25. ➡ GEN BUS 1 and 2 switches : ON.
26. ➡ External Power : Connect (if required).
    If external power connected, the battery is automatically disconnected. Confirm BATT OFF caution message is displayed.
    If battery requires charging select BAT switch to EPU.

Note

Confirm that external power source supplies not less than 28 V.

27. ➡ Check following systems for correct operation:
    — Anticollision lights.
    — Position lights.
    — Taxi lights.
    — Landing lights.

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28. ➡ LH airframe (A/F) fuel filter : Gently drain while respective fuel pump is operating. Push red button on filter and check for bypass indication and #1 A/F F FLTR caution message on EDU1.

Note

Fuel is pressurised, therefore drainage should be carried out by gently pushing red button. Failure to comply with this advice could result in some fuel being squirted around.

29. ➡ LH fuel pump : Drain by raising guard and setting FUEL DRAIN switch located in baggage compartment to TNK 1 (upper position). Check for fuel dripping from the drain and verify FUEL DRAIN 1 caution message displayed on EDU 1.
Set switch to OFF (centre position).
Verify no fuel dripping and FUEL DRAIN 1 caution message suppressed.

30. ➡ RH fuel pump : Drain by setting FUEL DRAIN switch to TNK 2 (lower position). Check for fuel dripping from the drain and verify FUEL DRAIN 2 caution message displayed on EDU 1.
Set switch to OFF (centre position).
Verify no fuel dripping and FUEL DRAIN 2 caution message suppressed.
Lower guard.

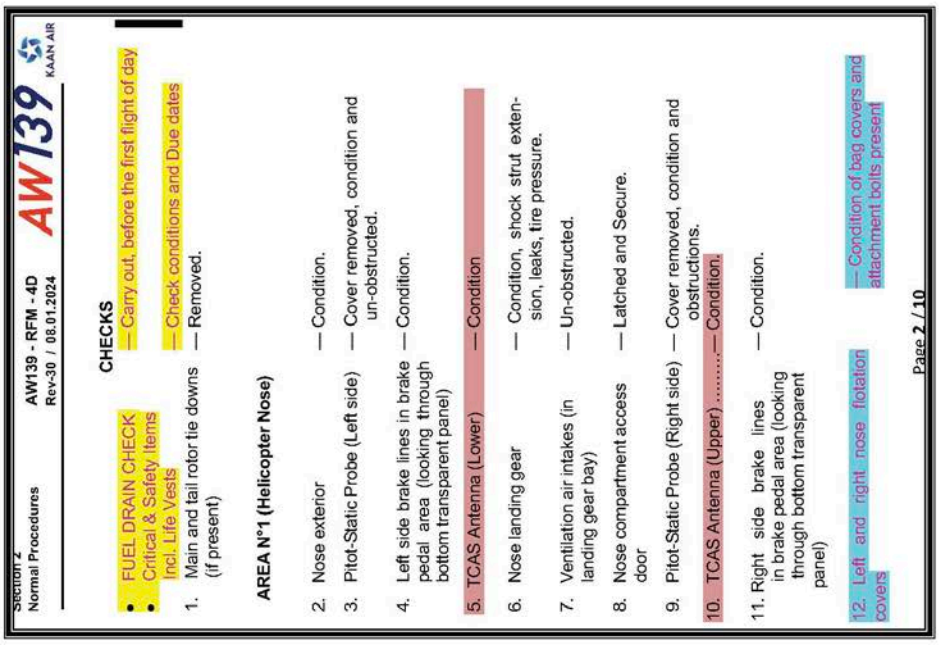
31. ➡ RH airframe (A/F) fuel filter : Gently drain while respective fuel pump is operating. Push red button on filter and check for bypass indication and #2 A/F F FLTR caution message on EDU1.

Note

Fuel is pressurised, therefore drainage should be carried out by gently pushing red button. Failure to comply with this advice could result in some fuel being squirted around.

32. ➡ External Power (if used) : Disconnect.
33. ➡ BAT switch : OFF.
34. ➡ GEN BUS 1 and 2 switches : Check automatically to OFF.
35. Pilot door : Closed and secure.

AW139



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KAAN AIR

CHECKS

- FUEL DRAIN CHECK — Carry out, before the first flight of day
- Critical & Safety Items Incl. Life Vests — Check conditions and Due dates

1. Main and tail rotor tie downs (if present) — Removed.

AREA N°1 (Helicopter Nose)

2. Nose exterior — Condition.
3. Pitot-Static Probe (Left side) — Cover removed, condition and un-obstructed.
4. Left side brake lines in brake pedal area (looking through bottom transparent panel) — Condition.
5. TCAS Antenna (Lower) — Condition
6. Nose landing gear — Condition, shock strut extension, leaks, tire pressure.
7. Ventilation air intakes (in landing gear bay) — Un-obstructed.
8. Nose compartment access door — Latched and Secure.
9. Pitot-Static Probe (Right side) — Cover removed, condition and obstructions.
10. TCAS Antenna (Upper) ..... — Condition.
11. Right side brake lines in brake pedal area (looking through bottom transparent panel) — Condition.
12. Left and right nose flotation covers — Condition of bag covers and attachment bolts present

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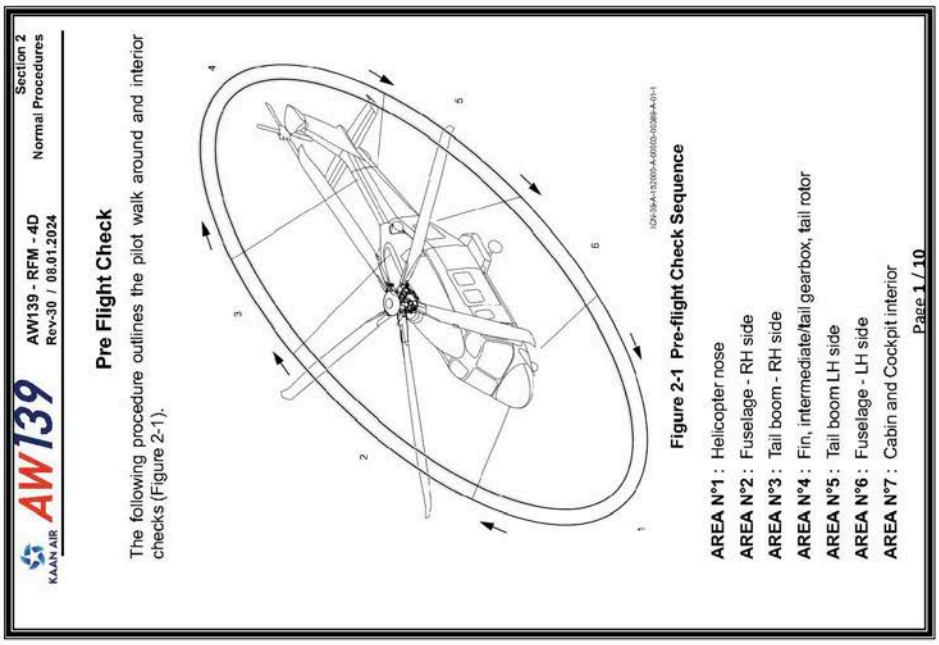

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Pre Flight Check

The following procedure outlines the pilot walk around and interior checks (Figure 2-1).

Figure 2-1 Pre-flight Check Sequence

AREA N°1 : Helicopter nose
AREA N°2 : Fuselage - RH side
AREA N°3 : Tail boom - RH side
AREA N°4 : Fin, intermediate/tail gearbox, tail rotor
AREA N°5 : Tail boom LH side
AREA N°6 : Fuselage - LH side
AREA N°7 : Cabin and Cockpit interior

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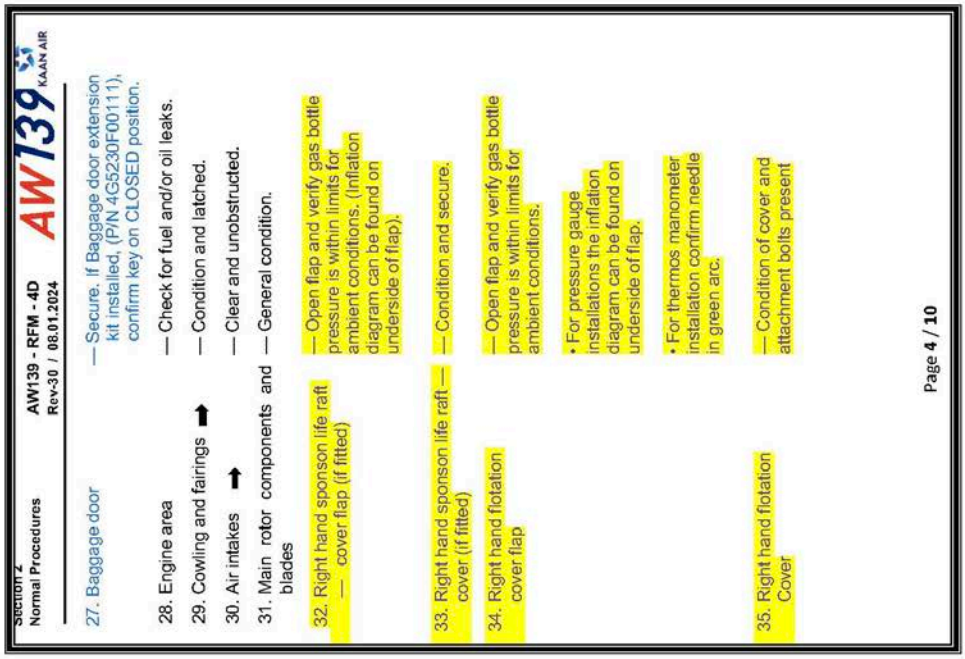

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AREA N°2 (Fuselage - Right Hand Side)

13. Windshield and roof transparent panel	— Condition, cleanliness.
14. Windscreen wiper ⬆	— Condition.
15. Fuselage exterior	— Condition.
16. Pilot cockpit door	— Condition, cleanliness, window secure. **Check window for presence of cracks.**
17. Passenger cabin door	— Condition, cleanliness, secure.
18. Right side emergency exits ⬆	— Verify secure.
19. Main landing gear	— Condition, shock strut extension, leaks, tire pressure.
20. Drains and vent lines ⬆	— Free of obstructions.
21. Engine bay door	— Open using the sponson Step On platform to aid un-latching and opening of bay door.
22. Engine oil level	— Confirm within limits.
23. Engine oil filter	— Confirm red 'pop out' oil filter bypass indicator engaged.
24. Engine bay door	— Close and secure latches using sponson Step On platform to aid closing and latching of bay door.
25. Fuel tank sump area (Right side)	— Confirm no leaks.
26. Baggage compartment, tie down/net	— Condition, cargo (if on board) correctly secure.

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27. Baggage door	— Secure. If Baggage door extension kit installed, (P/N 4G5230F00111), confirm key on CLOSED position.
28. Engine area	— Check for fuel and/or oil leaks.
29. Cowling and fairings ⬆	— Condition and latched.
30. Air intakes ⬆	— Clear and unobstructed.
31. Main rotor components and blades	— General condition.
32. Right hand sponson life raft — cover flap (if fitted)	— Open flap and verify gas bottle pressure is within limits for ambient conditions. (Inflation diagram can be found on underside of flap).
33. Right hand sponson life raft — cover (if fitted)	— Condition and secure.
34. Right hand flotation cover flap	— Open flap and verify gas bottle pressure is within limits for ambient conditions. • For pressure gauge installations the inflation diagram can be found on underside of flap. • For thermos manometer installation confirm needle in green arc.
35. Right hand flotation Cover	— Condition of cover and attachment bolts present

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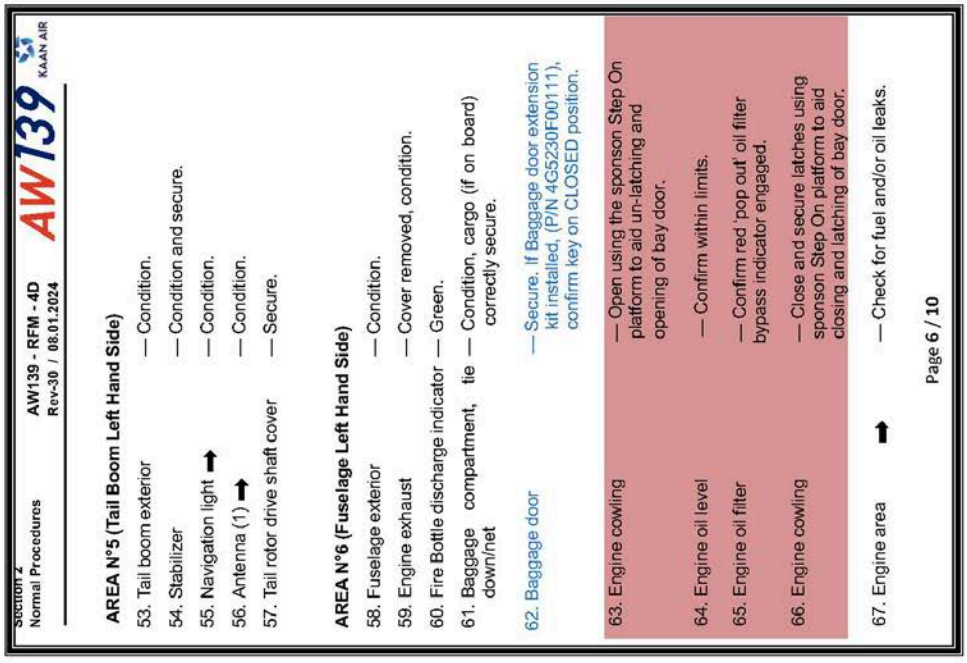

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36. Main rotor damper indicators — Position.
37. Engine air intake screen ⬆ — Cover removed, free of damage and obstruction.
38. Engine cowling — Secure.
39. Gravity fuel filler cap — Secure.
40. Engine exhaust ⬆ — Cover removed, condition.
41. Fire Bottle discharge indicator — Green.

AREA N°3 (Tail Boom - Right Hand Side)

42. Tail boom exterior — Condition.
43. Tail rotor drive shaft cover — Secure.
44. Antenna (1) ➡ — Condition.
45. Stabilizer — Condition and secure.
46. Navigation light ➡ — Condition.

AREA N°4 (Fin, Intermediate and Tail Gearbox, Tail Rotor)

47. Satcom antenna (1) — Condition.
48. Tail fin ➡ — Condition.
49. Intermediate and tail rotor gearbox — Check for leaks.
50. Tail navigation and anti-collision lights — Condition.
51. Tail rotor hub and blades — Condition, cleanliness.
52. Tail rotor pitch change mechanism ⬆ — Condition.

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AREA N°5 (Tail Boom Left Hand Side)

53. Tail boom exterior — Condition.
54. Stabilizer — Condition and secure.
55. Navigation light ⬆ — Condition.
56. Antenna (1) ➡ — Condition.
57. Tail rotor drive shaft cover — Secure.

AREA N°6 (Fuselage Left Hand Side)

58. Fuselage exterior — Condition.
59. Engine exhaust — Cover removed, condition.
60. Fire Bottle discharge indicator — Green.
61. Baggage compartment, tie down/net — Condition, cargo (if on board) correctly secure.
62. Baggage door — Secure. If Baggage door extension kit installed, (P/N 4G5230F00111), confirm key on CLOSED position.
63. Engine cowling — Open using the sponson Step On platform to aid un-latching and opening of bay door.
64. Engine oil level — Confirm within limits.
65. Engine oil filter — Confirm red 'pop out' oil filter bypass indicator engaged.
66. Engine cowling — Close and secure latches using sponson Step On platform to aid closing and latching of bay door.
67. Engine area ⬆ — Check for fuel and/or oil leaks.

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68. Engine air intake screen ➡	— Cover removed, clear of damage and obstructions.
69. Engine cowling	— Secure.
70. Air intakes ➡	— Clear and unobstructed.
71. Main rotor components and blades	— General condition.
72. Left side emergency exits ➡	— Confirm secure.
73. Drains and vent lines ➡	— Free of obstructions.
74. Fuel tank sump area (Left side)	— Confirm no leaks.
75. Main landing gear	— Condition, shock strut extension, leaks, tire pressure.
76. Passenger cabin door	— Condition, cleanliness, secure.
77. Cowling and fairings ➡	— Condition.
78. Co-pilot cockpit door	— Condition, cleanliness, window secure. **Check window for presence of cracks.**
79. Windshield and roof transparent panel	— Condition and cleanliness.
80. Windscreen wiper ➡	— Condition.
81. Left hand flotation cover flap	— Open flap and verify gas bottle pressure is within limits for ambient conditions. • For pressure gauge installations the inflation diagram can be found on underside of flap. • For thermos manometer installation confirm needle in green arc.

82. Left hand flotation cover	— Condition of cover and attachment bolts present
83. Left hand sponson life raft cover flap (if fitted)	— Open flap and verify gas bottle pressure is within limits for ambient conditions. (Inflation diagram can be found on underside of flap).
84. Left hand sponson life raft cover (if fitted)	— Condition and secure.

KAAN AIR AW139 AW139 - RFM - 4D Rev-30 / 08.01.2024 Section 2 Normal Procedures

AREA N°7 (Cabin and Cockpit Interior)

85. Passenger Emergency exits — Verify secure.
86. Cabin interior — Equipment and cargo secure.
87. First Aid Kit ⬆ — On board.
88. Cabin fire extinguisher ⬆ — Secure, charge.
89. Satcom equipment — Present and condition.

Note

For complete details of Satellite Communication System usage refer to appropriate Operators Guide, latest issue.

90. Passenger doors — Closed and secure, confirm levers fully down in locked position.
91. Pilot and Copilot safety belt and inertia reel. — Condition.
92. Pilot and Copilot seat — Secure.
93. Pilot and Copilot controls ⬆ flight — Condition and secure.
94. Lower and lateral transparent panels — Integrity, cleanliness and no signs of brake fluid.
95. Pilot and Copilot door — Secure.
96. Instruments, panels and circuit breakers — Condition and legibility

E.A.S.A. Approved Page 9 / 10

Section 4 Normal Procedures AW139 - RFM - 4D Rev-30 / 08.01.2024 AW139 KAAN AIR

POST SHUTDOWN CHECKS

Before leaving the aircraft:

— If the helicopter is to be parked for prolonged periods (greater than 1 hour) the wheels should be chocked

— If the helicopter is to be parked on sloping ground the wheels should be chocked as soon as possible

— If the helicopter is to remain outside with an OAT at or below -20° C both Main and Auxiliary batteries should be removed and stored in a heated room.

— If flight was over sea, do the section 71-00-00 **"Recommended Engine Wash Based on Operating Environment"** of AW139 Maintenance Program for;

- Compressor desalination wash
- External wash, if needed
- Performance recovery wash, if needed

Page 10 / 10 E.A.S.A. Approved

KAMOV KA-32

1. FUSELAGE – CABIN LEFT SIDE

Exterior surfaces	CONDITION
Side hatches	CLOSED
LH landing gear strut	CONDITION
LH landing gear shock struts (shock strut piston face is inspected visually)	CONDITION
LH landing gear strut tire (inspected visually for bottoming and wear)	CONDITION
Brake shoes	REMOVED
Engine nacelle cowling	CONDITION, SECURITY
Main engine exhaust outlet cover	REMOVED
Engine nacelle drain lines	CLEAN
Filler cap 5th fuel tank	SECURITY
Filler cap 1st fuel tank	SECURITY
LH battery	INSTALLED, CONNECTED
LH battery access hatch	CLOSED, CHECK
Crew cabin LH door	CONDITION, OPERATION, SECURITY
Glass	CLEANLINESS
Static vents and pitot tubes	COVERS REMOVED, TUBES CLEAN
Rotor blades	TIE DOWN REMOVED
Surfaces	CONDITION
Position	OUT OF THE ENGINE EXHAUST GAS ZONE
Side drain lines	CLEAN

PRE / POST FLIGHT CHECKS

BEFORE EXTERIOR CHECK

Flight planning	COMPLETED
Publications	CHECKED
Helicopter servicing	COMPLETED
Helicopter equipment	As required
Helicopter fueling	As required
Ground fire-extinguishing aids	AVAILABLE
Residue drain	COMPLETED

EXTERIOR CHECK

Exterior check is performed visually as per check sequence shown in Fig. 2-1.

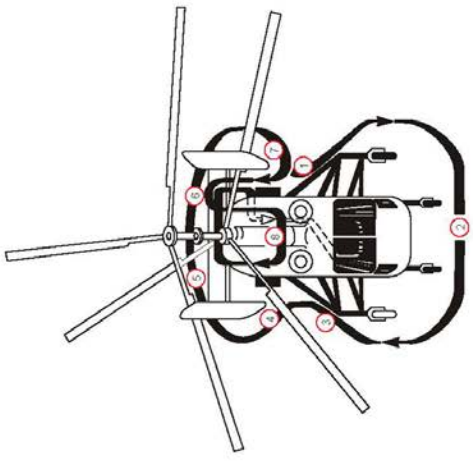


Fig. 2-1. Preflight Exterior Check Sequence.

2. FUSELAGE – FRONT

Front view – helicopter position without banking, uniform mussing of shock struts (LH and RH)
Cabin cover ..... REMOVED
Cabin glass ..... CONDITION, CLEANLINESS
Nose landing gear support tire (inspected visually for bottoming and wear) ..... CONDITION
Nose landing gear support shock struts ..... CONDITION
Wipers ..... INSTALLED
Pitot-static tube cover ..... REMOVED
Exterior surfaces ..... CONDITION
Lights ..... RETRACTED, CLEAN, CONDITION
Antennas ..... CONDITION
Engine inlet covers ..... REMOVED
Inlet protective screen (if required) ..... CONDITION
Oil and fuel leakage ..... CHECK
Rotor blades ..... TIE DOWN REMOVED
Surfaces ..... CONDITIONS

3. RH SIDE

Static vent ..... COVER REMOVED, VENT CLEAN
Crew cabin RH door ..... CONDITION, OPERATION, SECURITY
Glass ..... CLEANLINESS
RH battery ..... INSTALLED, CONNECTED
RH battery access hatch ..... CLOSED, CHECK
Side hatches ..... CLOSED

RH landing gear shock struts (shock strut piston face is inspected visually) ..... CONDITION
RH landing gear strut tire (inspected visually for bottoming and wear) ..... CONDITION
Brake shoes ..... REMOVED
Engine nacelle cowling ..... CONDITION, CLOSED
RH engine exhaust outlet covers and APU inlet covers ..... REMOVED
Engine nacelle cowling locks ..... SECURED
Filler cap 1st fuel tank ..... SECURITY
Filler cap 5th fuel tank ..... SECURITY
Engine drain lines ..... CLEAN
Cargo compartment emergency hatch ..... CLOSED
Rotor blades ..... TIE DOWN REMOVED
Surfaces ..... CONDITION
Position ..... OUT OF THE ENGINE EXHAUST GAS ZONE
Side drain lines ..... CLEAN

4. TAIL BOOM RIGHT SIDE

Exterior surfaces ..... CONDITION
HF radio antenna ..... CONDITION
Tail ..... CONDITION
RH navigation light ..... CONDITION
Slat ..... CONDITION
Fillets ..... CONDITION, TIGHT FITTING
VHF radio antennas ..... CONDITION

5. TAIL RIGHT SIDE

RH rudder ..... CONDITION
Fillets ..... CONDITION, TIGHT FITTING
RH stabilizer ..... CONDITION
Rear navigation light ..... CONDITION

6. TAIL LEFT SIDE

LH rudder ..... CONDITION
Fillets ..... CONDITION, TIGHT FITTING
LH stabilizer ..... CONDITION
LH navigation light ..... CONDITION
Fin slat ..... CONDITION

7. TAIL BOOM LEFT SIDE

Exterior surfaces ..... CONDITION
Electronic equipment access hatch ..... CLOSED
Drain holes ..... CLEAN, CONDITION
All LH side hatches ..... CLOSED
Cargo compartment door ..... OPERATION, SECURITY
Blister ..... CONDITION, CLEAN

8. HELICOPTER TOP

Rear part of engine nacelle ..... CONDITION, LOCKS SECURED, NO LEAKAGE
APU exhaust outlet cover ..... REMOVED
Rotor mast ..... CONDITION
Unfolded blade fixing devices ..... IN PLACE FOR FLIGHT, SECURED
Electric cables ..... CONDITION

Blades ..... CONDITION
Front part of engine nacelle ..... CONDITION LOCKS SECURED, NO LEAKAGE
Engine inlet screens ..... CONDITION
Ice detector cover (if installed) ..... REMOVED
Antennas ..... CONDITION

After completing the visual inspection of the helicopter the pilot should brief the occupants on the rules of accommodation and behavior during the flight in compliance with the Instructions. An example of Safety regulations for carrying occupants is given in Section 3, Manufacturer's Data

INTERIOR CHECK

CARGO COMPARTMENT

Flight data recorder ..... INFORMATION INSTALLED
EMRG EXT LGHT switch ..... OFF (cap closed)
Interior ..... CONDITION
Cargo ..... SECURED
Fire extinguisher ..... INSTALLED
Seats and safety belts ..... CONDITION
Transportation cabin door ..... CLOSED, LOCKED
Security device under cover ..... STOWED
Cover ..... CLOSED

CREW COMPARTMENT

Interior ..... CLEAN
Equipment ..... CONDITION
Seats, safety belts, controls ..... ADJUSTED

NOTE. The pilot's seat position is considered correctly adjusted when the estimated point of view (the eye position height of sitting pilot) will be situated on the same line with the upper part of the moved out sun visor

Safety belts ..... FASTENED
Crew cabin left door ..... OPERATION SECURED
LH door emergency release handle ..... LOCKED, SECURED
RH door emergency release handle ..... LOCKED, SECURED
Copilot seat back folding handle ..... LOCKED, SECURED
Anti-hijacking device on center pedestal ..... REMOVED
Main Wheel Brakes ..... ON

Separate throttle control levers ..... IDLE
Engine shut-off levers ..... CLOSED

AFTER LANDING

AT THE PLACE OF PARKING

Wind direction and speed ..... within the rotor stop limits
Parking brake lever ..... up
Pressure 17 kgf/sq.cm ..... 17 kgf/ sq.cm, check

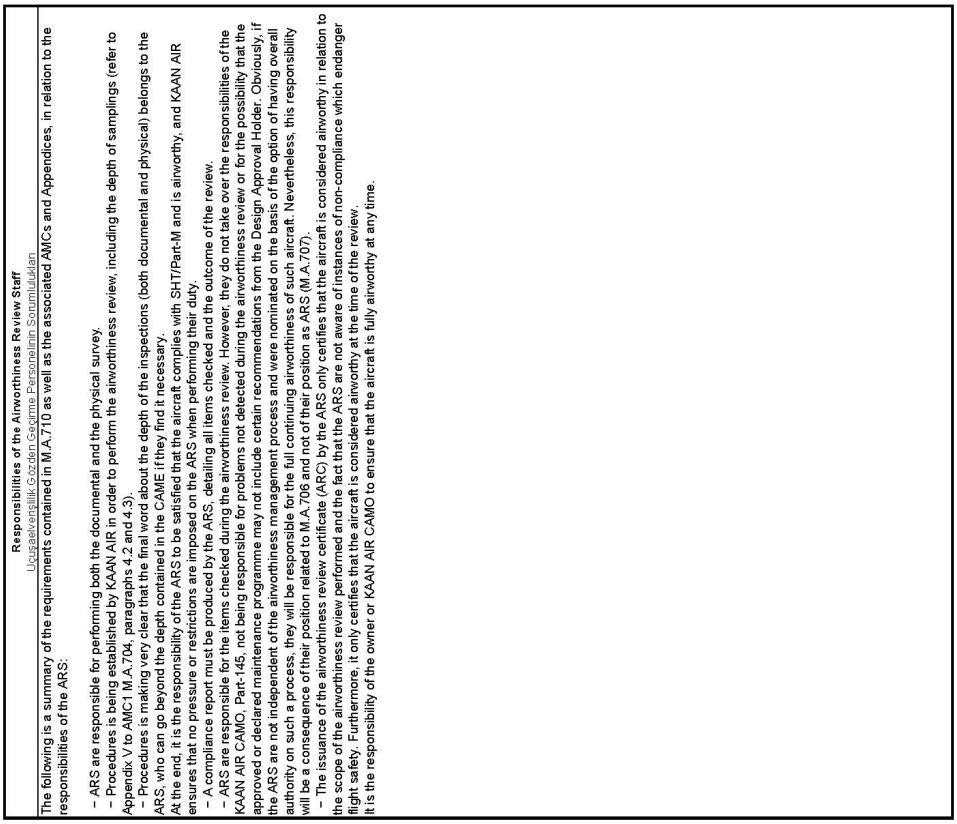
NOTE. If required the parking braking pressure of 17 kgf/sq.cm can be exceeded within the established time limits (ref. to Section 1 of RFM).

NAVIGATION panel switches ..... Off
ANTI-ICE SYS switches ..... Off

AFTER EXITING HELICOPTER

If conditions allow, perform the following:

- Check general condition of helicopter and its systems;
- Make entries concerning malfunctions, failures, and post-flight inspection in Helicopter Logbook;
- Install main rotor blade tiedown socks on blade and secure to mooring points;
- Close and lock all doors;
- Cover powerplant with slip covers.



Responsibilities of the Airworthiness Review Staff
Uçuşaelverişlilik Gözden Geçirme Personelinin Sorumlulukları

The following is a summary of the requirements contained in M.A.710 as well as the associated AMCs and Appendices, in relation to the responsibilities of the ARS:

- ARS are responsible for performing both the documental and the physical survey.
- Procedures is being established by KAAN AIR in order to perform the airworthiness review, including the depth of samplings (refer to Appendix V to AMC1 M.A.704, paragraphs 4.2 and 4.3).
- Procedures is making very clear that the final word about the depth of the inspections (both documental and physical) belongs to the ARS, who can go beyond the depth contained in the CAME if they find it necessary.

At the end, it is the responsibility of the ARS to be satisfied that the aircraft complies with SHT/Part-M and is airworthy, and KAAN AIR ensures that no pressure or restrictions are imposed on the ARS when performing their duty.

- A compliance report must be produced by the ARS, detailing all items checked and the outcome of the review.
- ARS are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the KAAN AIR CAMO, Part-145, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the Design Approval Holder. Obviously, if the ARS are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position related to M.A.706 and not of their position as ARS (M.A.707).
- The issuance of the airworthiness review certificate (ARC) by the ARS only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the ARS are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or KAAN AIR CAMO to ensure that the aircraft is fully airworthy at any time.

Airworthiness Review Staff (ARS)
AUTHORIZATION CERTIFICATE
Uçuşaelverişlilik Gözden Geçirme Personeli YETKİLENDİRME BELGESİ

KAAN AIR

PERSONNEL AND LICENCE DATA

Name Surname Ad Soyad	**Ali ÖZUĞUR**	**Nationality / ID No** Uyruğu / Kimlik No	**TC / 17392324652**
Date of Birth Doğum Tarihi	**23.04.1967**	**Licence No** Lisans No	**TR.66.5000**
Issue Date Veriliş Tarihi	**27.08.2010**	**Valid Until** Geçerlilik Tarihi	**05.11.2023**
Experience: İş Tecrübesi	*Turkish ARMY Aviation 1986 - 2008 (22 y)*	*Kaan Air 2008 - Current (14 yrs)*	

SCOPE OF AUTHORISATION

Authorization No Yetkilendirme No	**K-ARS-01**	**First Issue Date** İlk Yetkilendirme Tarihi	**10.02.2022**
		Cont Training Due Date Devam Eğitimi Son İB Tarihi	**09.02.2024**
		Sample Sign and Stamp Örnek İmza ve Mühür	

Initial Tr Temel Eğt	**30.08.1986**	**CATEGORY (Kategori)**				**Type Trainings** Tip Eğitimleri	
SCOPE Kapsam	**AUTHORISED RATINGS** Hava Aracı Tipleri	A3	B1.3	B2	C	C/S	
A3	Agusta A119/AW119 (PWC PT6)		X			X	**26.04.2012**
	Agusta A109/AW109 (PWC 206/207)		X			X	**24.03.2011**
	Agusta AB139/AW139 (PWC PT6)		X			X	**05.06.2013**
	Kamov KA-32 (Klimov)		X			X	**06.11.2018**

Approved by (Onaylayan):
Quality Mng. / Kalite Md.

Date & Sign

Kadir ERDOĞAN
Quality Comp. Mont. & Safety Mng. Captain
KAAN Hvcl. San. Tic. A.Ş.
10.02.2022

CMF-20 / Rev-0 / 10.02.2022

Sertifika Referans Numarası / *Certificate Reference No.*

XYZT

SHY-M Yönetmeliğinin yedinci bölümü kapsamında onaylanmış olan aşağıdaki sürekli uçuşa elverişlilik yönetimi kuruluşu,
The following continuing airworthiness management organization, approved in accordance with part seven of SHY-M

KAAN AIR HAVACILIK SANAYİ VE TİCARET A.Ş.
Ayazağa Mah. 208 Sok. No: 1
Sarıyer 34396 İSTANBUL - TÜRKİYE
Onay Referansı / *Approval Reference:*
TR.MG.044

Aşağıda yer alan hava aracı üzerinde SHT-M Talimatının 50nci maddesi (M.A.710) kapsamında uçuşa elverişlilik gözden geçirme işlemi gerçekleştirdiğini:
Hereby certifies that it has performed an airworthiness review in accordance with article 50 of SHT-M (M.A.710) on the following aircraft:

Hava Aracı İmalatçısı *Aircraft Manufacturer*		Leonardo S.p.A.	**Hava Aracı Tescili** *Aircraft Registration*	TC-Hxx
İmalatçının Tanımlama Bilgileri *Manufacturer's Designation*		AW-139	**Hava Aracı Seri No.** *Aircraft Serial Number*	31yyy
ve gözden geçirme işlemi sırasında hava aracının uçuşa elverişli olarak kabul edildiğini bu vesileyle tasdik eder. *and this aircraft is considered airworthy at the time of the review.*				
Yayım Tarihi *Date of Issue*		aa.bb.20cc	**Son Geçerlilik Tarihi** *Date of Expiry*	aa.bb.20cc
Yayım Tarihinde Gövde Uçuş Saati *Airframe Flight Hours at Date of Issue*		1234:56		
Onaylayan *Signed*	**İsim** *Name*	Ali ÖZUĞUR	**Yetkilendirme Numarası** *Authorization No*	KAAN-ARS-01
			İmza *Signature*	

1. Uzatma / *1st Extension*	**Söz konusu hava aracı geçen yıl boyunca SHT-M talimatının 60'ncı maddesi kapsamında kontrollü bir ortamda kalmıştır. Söz konusu hava aracının bu belgenin yayımlandığı tarihte uçuşa elverişli olduğu kabul edilmiştir.** *The aircraft has remained in a controlled environment in accordance with article 60 of SHT-M for the last year. The aircraft is considered to be airworthy at the time of the issue.*			
	Yayım Tarihi *Date of Issue*		**Uçuş Saati** *Flight Hours*	**Son Geçerlilik Tarihi** *Date of Expiry*
	Onaylayan *Signed*			**Yetkilendirme Numarası** *Authorisation No.*
	Şirket Adı *Company Name*			**SHY-M Onayı Referansı** *SHY-M Approval Ref.*

2. Uzatma / *2nd Extension*	**Söz konusu hava aracı geçen yıl boyunca SHT-M talimatının 60 ıncı maddesi kapsamında kontrollü bir ortamda kalmıştır. Söz konusu hava aracının bu belgenin yayımlandığı tarihte uçuşa elverişli olduğu kabul edilmiştir.** *The aircraft has remained in a controlled environment in accordance with article 60 of SHT-M for the last year. The aircraft is considered to be airworthy at the time of the issue.*			
	Yayım Tarihi *Date of Issue*		**Uçuş Saati** *Flight Hours*	**Son Geçerlilik Tarihi** *Date of Expiry*
	Onaylayan *Signed*			**Yetkilendirme Numarası** *Authorisation No.*
	Şirket Adı *Company Name*			**SHY-M Onayı referansı** *SHY-M Approval Ref.*

KAAN Form 15b / Rev-0 / 10.02.2022

KAAN AIR

Uçuşa Elverişlilik Gözden Geçirme Tavsiye Raporu – Helikopter

(Airworthiness Review Recommendation Report - Helicopter)

A. Kontrollü ortam durumu *Controlled environment status*

Tescil işareti *Registration Mark*	Hava aracı işleticisi/sahibi: *Operator/Owner:*	Onay (AOC vb) *Approval AOC etc*
TC – H		

Denetlemeyi gerçekleştiren kuruluş *Inspection completed by company*	Denetleme tarihi ve Yeri *Date and Place of review*	Onay *Approval*

Personel (Adı/ Soyadı) *Review Staff (Name/Surname)*	Onay *Approval*	İmza *Signature*

Genel Müdürlük tarafından gerekli görülmesi durumunda, hava aracının görülebileceği zaman *Period the aircraft can be seen if required by the competent authority*	Yer *Place*

B. Helikopter Bilgileri *Helicopter information*

	Hava aracı *airframe*		Motor *engine*
Üreticisi *Manufacturer*			
Modeli *Model*			
TCDS No *TCDS No*		Rev.	

Uçuş El Kitabı Referansı *Flight Manual Reference*	Ağırlık ve Denge Merkezi Verileri *Weight And Centre Of Gravity Data*	Bakım programı referansı *Maintenance programme reference*

C. Tavsiye Formu Ek Dokümanları *Documents accompanying the recommendation*

	Ek No *Attachment No*
Tescil sertifikası kopyası *Copy of registration certificate*	
Hava aracı işleticisi tavsiye formu talep kopyası *Copy of the operator request for a new airworthiness review certificate*	

D. Hava aracı Durumu *Aircraft status*

	Hava aracı *Airframe*	Motor *Engine*	
		#1	#2
Seri no (S/N) *Serial number*			
İmal yılı *Date of manufacture*			
Takılış tarih(leri) *Installation date(s)*	N/A		
Toplam uçuş saati *(TTIS)*			
Toplam uçuş sayısı *(TCIS)*			
Overhaul Sonrası uçuş saati *(TSO)*			
Overhaul Sonrası uçuş sayısı *(CSO)*			
Overhaul periyodu *Overhaul interval*			

Azami kalkış kütlesi (Kg) *Maxium take-off mass MTOM*	Azami iniş kütlesi (Kg) *Maximum landing mass MLM*	Koltuk kapasitesi *Seat capacity*

Ad/Soyad: *(Name/Surname)* Tarih: *Date:* İmza: *Signature:* Page / Sayfa 1 / 2

CMF-22 / Rev-0 / 10.02.2022

KAAN AIR

Uçuşa Elverişlilik Gözden Geçirme Tavsiye Raporu – Helikopter

(Airworthiness Review Recommendation Report - Helicopter)

E. **Hava aracı gözden geçirme işlemi** *Aircraft survey*	
	Ek No *Attachment No*
Hava aracının incelenen bölgelerine ve bu bölgelerin durumuna ilişkin tam bir liste *A precise list of the areas of the aircraft that were surveyed and their status*	

F. **Türkiye'ye ithal edilen hava aracı** *Aircraft imported to Turkey*	
	Ek No *Attachment No*
Hava aracının incelenen bölgelerine ve bu bölgelerin durumuna ilişkin tam bir liste *A precise list of the areas of the aircraft that were surveyed and their status*	
Hava aracı kullanılmış ise tescil ülkesi tarafından düzenlenen ihraç uçuşa elverişlilik belgesi *Export airworthiness certificate issued by register country if aircraft is used*	

G. **Türk tesciline yeni giren hava aracı** *Aircraft new registered in Turkey*	
	Ek No *Attachment No*
İhraç uçuşa elverişlilik belgesi *Export airworthiness certificate*	

H. **Bulgular** *Findings*	
	Ek No *Attachment No*
Uçuşa elverişlilik gözden geçirme işlemi sırasında tespit edilen tüm bulgular ile birlikte gerçekleştirilen düzeltici faaliyetlerin listesi *A list of all the findings made during the airworthiness review with the corrective action carried out*	
Uçuşa Elverişlilik Gözden Geçirme Raporu *Airworthiness Review Report*	

I. Tavsiye *Recommendation*

Yukarıda tescil, tip ve seri numarası belirtilen hava aracının mevcut konfigürasyonunun;
Current configuration of the aircraft which registration, type and serial number is stated above is precisely compatible with;

- Tüm yayımlanmış uçuşa elverişlilik direktifleri,
  Airworthiness directives up to the latest published issue,
- Tip sertifikası veri sayfası (veri formu),
  Type certificate data sheet,
- Bakım programı,
  Maintenance programme,
- Komponent hizmet ömrü limitleri,
  Component service life limitations,
- Hava aracının güncel konfigürasyonunu yansıtan geçerli ağırlık ve ağırlık merkezi çizelgesi,
  The valid weight and centre of gravity schedule reflecting the current configuration of the aircraft,
- Tüm modifikasyonlar ve tamirler için SHT-21/Part 21,
  Part 21 for all modifications and repairs,
- Ekleri dahil olmak üzere güncel uçuş el kitabı,
  the current flight manual including supplements,
- Operasyonel gereklilikler,
  Operational requirements,

ile tam olarak uyumlu olduğunu ve söz konusu uyum gereklilikleri ile ilgili tüm faaliyetlerin hava aracı sürekli uçuşa elverişlilik kayıt sistemine ve/veya işletmecinin teknik kayıt defterine (technical log) uygun bir şekilde girildiğini ve tasdik edildiğini onaylar ve

and it is confirmed that all of the activities related with the compliance requirements are properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log. I hereby recommend issuance of

Uçuşa elverişlilik sertifikasının *airworthiness certificate*	☐
Uçuşa elverişlilik gözden geçirme sertifikasının *airworthiness review certificate*	☐

yayımlanmasını tavsiye ederim.

Ad/Soyad: *(Name/Surname)* Tarih: *Date:* İmza: *Signature:* Page / Sayfa 2 / 2

CMF-22 / Rev-0 / 10.02.2022

KAAN AIR

Uçuşa Elverişlilik Gözden Geçirme Raporu – Helikopter

(Airworthiness Review Report - *Helicopter*)

Tescil işareti *Registration Mark*	Hava aracı işleticisi/sahibi: *Operator/Owner:*	Onay (AOC vb) *Approval AOC etc*
TC – H		

Denetlemeyi gerçekleştiren kuruluş *Inspection completed by company*	Denetleme tarihi ve Yeri *Date and Place of review*	Onay *Approval*

Personel (Adı/ Soyadı) *Review Staff (Name/Surname)*	Onay *Approval*	İmza *Signature*

Sürekli Uçuşa Elverişlilik Yönetimini Yapan *The continuing airworthiness management is performed by*		
Kuruluş Adı *Company name*	Onay *Approval*	Tarihinden beri *Since*

Denetleme sonrasında uçuşa elverişlilik gözden geçirme Sertifikası *After review, airworthiness review certificate will be*	Yayınlanacak *issued*	☐	Temdit edilecek *extended*	☐

A. Kontrollü ortam durumu *Controlled environment status*	Evet *Yes*	Açıklama *Remark*
Hava aracının sürekli uçuşa elverişliliği son on iki ay içerisinde sürekli olarak aynı SYK tarafından yönetilmiş mi? *Is the airworthiness of the aircraft continuously managed by the same CAMO during the last 12 months?*	☐	☐
Hava aracının bakımları son on iki ay içerisinde SHY-M hükümlerine uygun gerçekleştirilmiş mi? *Is the maintenance on the aircraft performed in accordance with SHY-M during the last 12 months?*	☐	☐

B. Hava aracı Bilgileri *Aircraft Details*

	Hava aracı *Airframe*	Motor *Engine*		Ana Rotor Palleri *Main Rotor Blades*				APU
Üreticisi *Manufacturer*								
Modeli *Model*								
TCDS No *TCDS No*	R.	R.		R.				
Seri No (S/N) *Serial number*		#1	#2	#1	#2	#3	#4	
İmal yılı *Date of manufacture*								
Takılış tarih(leri) *Installation date(s)*	*N/A*							
Toplam uçuş saati *(TTIS)*								
Toplam uçuş sayısı *(TCIS)*								
Overhaul Sonrası uçuş saati *(TSO)*								
Overhaul Sonrası uçuş sayısı *(CSO)*								
Overhaul periyodu *Overhaul interval*								

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Azami kalkış kütlesi (Kg) *Maximum take-off mass MTOM*	Azami iniş kütlesi (Kg) *Maximum landing mass MLM*	Koltuk kapasitesi *Seat capacity*

C.	**Kontrollü ortam durumu** *Controlled environment status*		Evet *Yes*	Açıklama *Remark*
1.	**Hava aracı, motor ve pervane uçuş saat ve sayıları uygun şekilde kaydedilmiş mi?** *Have the airframe, engine and propeller hours and landings been recorded properly?*		☐	☐
2.	**Uçuş el kitabı hava aracı konfigürasyonu için geçerli ve (Ek)Tip sertifikası sahibinin en son revizyon durumunu yansıtıyor mu?** *Is the flight manual applicable to the aircraft configuration and does it reflect the latest revisions of the (S)TC holders?*		☐	☐
3.	**Onaylı bakım programına göre hava aracında yapılması gereken bakım işlemleri zamanında yapılmış mı?** *Has the maintenance due on the aircraft according to the approved maintenance programme been carried out?*		☐	☐
	3.1.	Günlük bakımlar (Mevcut ise) *Daily checks(If applicable)*	☐	☐
	3.2.	Haftalık bakımlar (Mevcut ise) *Weekly checks (If applicable)*	☐	☐
	3.3.	Paket/faz bakımları(A,B,C, Faz1,Faz2 v.b.) *Letter checks(A,B,C,Phase1,Phaze2 etc.)*	☐	☐
	3.4.	Özel bakımlar/kontroller(Sert iniş, kuş çarpması v.b) *Special maintenance/inspections (Hard landing, bird strike etc.)*	☐	☐
	3.5.	Boroskop kontrol raporları *Borescope inspection reports*	☐	☐
4.	**Bilinen arızaların giderilmesi veya ilgili belgeye uygun olarak ertelenmesi?** *Have known defects been corrected or, when applicable, carried forward according tolerated document?*		☐	☐
	4.1.	Teknik/kabin defter sayfalarına kaydedilen arızalar *Defects recorded in technical/cabin log pages*	☐	☐
	4.2.	Ertelenen bakım listesi *Hold item list(HIL)*	☐	☐
	4.3.	MEL referansları *MEL references*	☐	☐
	4.4	Paket bakımlarda ertelenen bakımlar *Deferred items in letter checks*	☐	☐
5.	**Hava aracına uygulanabilir olan operasyonel direktif, uçuşa elverişlilik direktifi ve Genel Müdürlük tarafından zorunlu kılınan direktifler uygulanmış ve uygun bir şekilde kaydedilmiş mi?** *Have applicable operational directives, airworthiness directives and other directives mandated by DGCATR been applied and properly registered?*		☐	☐
	5.1.	Gövde için tasarım kuruluşunun bağlı bulunduğu ülke otoritesi/SHGM tarafından yayınlanan uçuşa elverişlilik direktifleri(hangisi daha sınırlayıcı ise) *National Authority of design organization/SHGM airworthiness directives(whichever is more restrictive) for airframe*	☐	☐
	5.2.	Motorlar için tasarım kuruluşunun bağlı bulunduğu ülke otoritesi /SHGM tarafından yayınlanan uçuşa elverişlilik direktifleri (hangisi daha sınırlayıcı ise) *National Authority of design organization/SHGM airworthiness directives (whichever is more restrictive) for engines*	☐	☐
	5.3.	Komponentler için tasarım kuruluşunun bağlı bulunduğu ülke otoritesi/SHGM tarafından yayınlanan uçuşa elverişlilik direktifleri (hangisi daha sınırlayıcı ise) *National Authority of design organization/SHGM airworthiness directives (whichever is more restrictive) for component(s)*	☐	☐
	5.4.	Hava aracı tip sertifikası sahibi tarafından yayınlanan acil/alarm/zorunlu servis bültenlerin değerlendirilmeleri *Assessment of Emergency/Alert/Mandatory service bulletins issued by type certificate holder*	☐	☐

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			Evet *Yes*	Açıklama *Remark*
6.	**Hava aracında yapılan modifikasyon ve onarım işlemleri SHY-21/Part21'e uygun gerçekleştirilmiş ve kaydedilmiş mi?** *Have modifications and repairs, that are applied to the aircraft, been registered and approved according to SHY-21/Part-21?*		☐	☐
	6.1.	Küçük modifikasyonlar ve onarımlar *Minor modifications and repairs*	☐	☐
	6.2.	Büyük modifikasyonlar ve onarımlar *Major modifications and repairs*	☐	☐
7.	**Hava aracında takılı olan ömürlü komponentlerin usulüne uygun tanımlanması, kaydedilmesi ve bunların onaylı ömür sürelerinin aşılmaması sağlanmış mı?** *Have installed Service Life Limited components been properly identified, registered and have they not exceeded their approved service life limit?*		☐	☐
8.	**Hava aracına uygulanan bakım işlemlerinin sonunda SHY-M'nin ilgili maddesine uygun olarak servise verilmesi sağlanmış mı?** *Has maintenance been released according to related articles of SHY-M?*		☐	☐
9.	**Ağırlık ve denge raporu hava aracının güncel konfigürasyonunu yansıtıyor ve geçerli durumda mı? Raporun ekinde teçhizat listesi mevcut mu? *(Genel havacılık (SHY-6B) operasyonları için uygulanabilir değil, soru 9.1.'e ile devam et.)*** *Does the current mass and balance statement reflect the current configuration of the aircraft and is it still valid? Equipment list is available as an attachment? (Not applicable to general aviation (SHY-6B) operations, proceed to question 9.1.)* Son Tartım Tarihi *(Date of last weighing)*: Boş Ağırlık *(Empty Weight)* :		☐	☐
	9.1.	Ağırlık ve denge hesabında modifikasyon ve tamirler hesaba katılmış mı? *Make sure that modifications and repairs are taken into account in the weight and balance calculation*	☐	☐
10.	**Hava aracı, güncel tip sertifika veri sayfalarına ve kabul edilebilir dizayn değişikliklerine uygun mu?** *Is the aircraft conforming to actual type certificate data sheets and acceptable design changes?*		☐	☐
11.	**Gürültü sertifikası (gerekliyse) hava aracının güncel konfigürasyonunu yansıtıyor mu?** *Does the Noise certificate (if applicable), correspond to the configuration of the aircraft?*		☐	☐
12.	**Hava aracı ICAO Annex 6 Part 3 "International Operations — Helicopters" gereği olarak acil durum yer belirleme göndericisine (ELT) sahip mi?** *Does the aircraft have an emergency location transmitter in accordance with ICAO Annex 6 Part 3?*			
	12.1.	Class 1, 2 veya 3 operasyon şartlarında işletilen bir helikopter için "406 Mhz. Frekansı üzerinden yayın yapan bir adet otomatik acil durum yer belirleme sinyal vericisi (ELT) (uçuşa elverişlilik sertifikası 1 Temmuz 2008 tarihinden sonra verilmiş tüm helikopterler için)"	☐	☐
	12.2	02.12.2014 tarihli ve HSD-2014 /1 sayılı Genelge gereği olan belgeler hava aracı uçuşa elverişlilik dosyasında mevcut mu?	☐	☐
13.	**Elektrik Yük Analizi raporu mevcut mu?** *(İlk tescile girerken sorulacak)* *Electrical Load Analysis report is available?*		☐	☐

D. En Son Uçuşa Elverişlilik Gözden Geçirmesinden Sonra Yapılan Bakımlar

List of maintenance have been carried out since the last Certificate of Airworthiness issue / renewal

	Bakımların Tanımı *Definition of Maintenance*	Bakımların Tarihi *Date Completed*	Hava Aracı Saat/İniş Sayısı *Aircraft hours/Aircraft Cycles*
1.			
2.			
3.			
4.			
5.			

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E. En Son Uçuşa Elverişlilik Gözden Geçirmesinden Sonra Yapılan Büyük Modifikasyon / Tamirler
List of major repairs/modifications done since the issue/Last Audit of the Certificate of Airworthiness

1.	
2.	
3.	
4.	
5.	

F. El Kitapları / *Manuals*

	Üretici Revizyonu *Master revision*		Uyarlanmış İşletme Revizyonu *Company Customized revision*	
	Tarih / *Date*	Revizyon / *Revision*	Tarih / *Date*	Revizyon / *Revision*
MPD				
MEL				
AMM				
AFM				

G. Sigorta, Vergi borcu ve Hizmet bedeli / *Insurance, Tax clearance and Service fee*

Sigorta Başlangıç Tarihi *Valid from*	Sigorta Bitiş Tarihi *Valid to*	Şahıs Bedeli SDR *Third party liability*	Yolcu SDR *Passenger*	Bagaj SDR *luggage*	Yük SDR *Cargo*

Vergi Borcu Yoktur	*Tax clearance certificate*	☐
Hizmet Bedeli	*Service fee*	☐

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H.	**Fiziksel Kontrol** *Physical Survey*		Evet *Yes*	Açıklama *Remark*
1.	Gereken tüm işaretler ve tabelalar hava aracında uygun yerlere takılı durumda mı? *Are all required markings and placards properly installed?*		☐	☐
2.	Hava aracı onaylı uçuş el kitabı ve tip sertifikası ile uyumlu mu? *Does the aircraft comply with its approved flight manual and type certificate?*		☐	☐
3.	Hava aracının güncel konfigürasyonu ilgili onaylı veriler ile uyumlu mu? *Has the aircraft configuration complies with the approved documentation?*		☐	☐
	3.1.	Güncel Tip Sertifikası ve ilave tip sertifikası Veri Sayfalarını kullanarak (hava aracı, motor, varsa pervane), hava aracının konfigürasyonun tip tasarımı ile uyumluluğunu kontrol et. (ilgili takılı motor, koltuk konfigürasyonu vb.) *Use the current type certificate and STC data sheets (airframe, engine, propeller as applicable) and check that the aircraft conforms to its type design (correct engine installed, seat configuration, etc.)*	☐	☐
	3.2.	UEGG işlemi esnasında incelenen hava aracına uygulanmış olan tamir ve modifikasyonları kontrol et. *Check the modifications and repairs which inspected during review.*	☐	☐
	3.3.	ICAO Annex-6 Part III, Section II, Chapter 4 & Section III, Chapter 4 de belirtilen operations-derived equipmentları kontrol et. *(Hava aracı; Türk Sivil Uçak Siciline tescil edilmesi öncesinde kontrol edilmesi gerekmektedir.)* *Check operations-derived equipments specified ICAO Annex 6 Part III, Section II, Chapter 4 & Section III, Chapter 4.* • Medical Supplies • Portable Fire Extinguishers • Marking of break-in points • DFDR/CVR/ Data Link Recorders (*if installed*) • Equipments related with IFR/VFR • Life Jacket/Life Raft • Survival Suit (*For offshore operations*) • Oxygen Supplies • De-icing/ Anti-icing Devices • Weather Radar • Noise Certification • GPWS-TAWS • Flight Crew seats • Cabin Crew Seats • ELT • ACAS/TCAS • Transponder • Microphone • Windshear Warning System • Vibration Health Monitoring System • HUD/EVS Pyrotechnic Signalling Devices/Additional Survival Equipment (difficult rescue)	☐	☐
4.	Hava aracı arızalarına yönelik SHY-M Madde 16' ya uygun işlem gerçekleştirilmiş ve herhangi bir görünür arızanın bulunmaması sağlanmış mı? *Does a proper action performed for aircraft defects according to SHY-M article 16 and does it ensured that no evident defect available?*		☐	☐
5.	Kayıt gözden geçirme sonuçlarıyla hava aracı arasında herhangi bir tutarsızlığın bulunmaması sağlanmış mı? *Does it ensure that no inconsistencies can be found between the aircraft and review results?*		☐	☐

Fiziksel Kontrol Yapan *Physical survey done by*				
Adı Soyadı *Name Surname*	Lisans No *License No*	Kontrol Tarihi *Survey Date*	Kontrol Yeri *Survey Place*	İmza *Signature*

Ad/Soyad: *(Name/Surname)* Tarih: *Date:* İmza: *Signature:* Page / Sayfa 5 / 6

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I. **Açıklamalar** *Remarks*

1.	
2.	
3.	
4.	
5.	
6.	
7.	

J. **Her bir açıklama için yapılan düzeltme** *Rectification for each remarks*

1.	
2.	
3.	
4.	
5.	
6.	
7.	

K. **Uygunluk Beyanı** *Declaration of conformity*

Yukarıda belirtilen hususlara istinaden, uçuşa elverişlilik gözden geçirme işlemi SHY-M' e uygun şekilde C ve H bölümündeki maddeler AMC M.A.710(a) bendinin 1. Fıkrasında da belirtildiği üzere örnekleme yöntemiyle kontrol edilmiş olup, uçuşa elverişlilik sertifikasının temdit edilmesi /yayımlanması;

With regards to what is stated above, airworthiness review has been performed in accordance with SHY-M, sampling method used for the items listed in the section C and H in accordance with SHT-M AMC M.A.710(a), and it is decided that issue/extend of airworthiness certificate

Uygun görülmüştür. *Acceptable*	☐
Uygun görülmemiştir. *Not acceptable*	☐

Ad/Soyad: *(Name/Surname)* Tarih: *Date:* İmza: *Signature:* Page / Sayfa 6 / 6

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Tescil işareti *Registration Mark*	Hava aracı işleticisi/sahibi: *Operator/Owner:*	Onay (AOC vb) *Approval AOC etc*
TC – H		

Doğrulamayı gerçekleştiren kuruluş *Verification completed by company*	Doğrulama tarihi ve Yeri *Date and Place of Verification*	Onay *Approval*

Personel (Adı/ Soyadı) *Review Staff (Name/Surname)*	Onay *Approval*	İmza *Signature*

Sürekli Uçuşa Elverişlilik Yönetimini Yapan *The continuing airworthiness management is performed by*		
Kuruluş Adı *Company name*	Onay *Approval*	Tarihinden beri *Since*

Doğrulama sonrasında uçuşa elverişlilik gözden geçirme Sertifikası *After verification, airworthiness review certificate will be*	Temdit edilecek *Extended*	☐

A. **Kontrollü ortam durumu** *Controlled environment status*	Evet *Yes*	Açıklama *Remark*
Hava aracının sürekli uçuşa elverişliliği son on iki ay içerisinde sürekli olarak aynı SYK tarafından yönetilmiş mi? *Is the airworthiness of the aircraft continuously managed by the same CAMO during the last 12 months?*	☐	☐
Hava aracının bakımları son on iki ay içerisinde SHY-M hükümlerine uygun gerçekleştirilmiş mi? *Is the maintenance on the aircraft performed in accordance with SHY-M during the last 12 months?*	☐	☐

B. **Hava aracı Bilgileri** *Aircraft Details*	Hava aracı *Airframe*	Motor *Engine*		Ana Rotor Palleri *Main Rotor Blades*				APU
Üreticisi *Manufacturer*								
Modeli *Model*								
TCDS No *TCDS No*	R.	R.		R.				
Seri No (S/N) *Serial number*		#1	#2	#1	#2	#3	#4	
İmal yılı *Date of manufacture*								
Takılış tarih(leri) *Installation date(s)*	*N/A*							
Toplam uçuş saati *(TTIS)*								
Toplam uçuş sayısı *(TCIS)*								
Overhaul Sonrası uçuş saati *(TSO)*								
Overhaul Sonrası uçuş sayısı *(CSO)*								
Overhaul periyodu *Overhaul interval*								

Ad/Soyad: *(Name/Surname)* Tarih: *Date:* İmza: *Signature:* Page / Sayfa 1 / 4

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C.	**Kontrollü ortam durumu** *Controlled environment status*		Evet *Yes*	Açıklama *Remark*
1.	**Hava aracı, motor ve pervane uçuş saat ve sayıları uygun şekilde kaydedilmiş mi?** *Have the airframe, engine and propeller hours and landings been recorded properly?*		☐	☐
2.	**Uçuş el kitabı hava aracı konfigürasyonu için geçerli ve (Ek)Tip sertifikası sahibinin en son revizyon durumunu yansıtıyor mu?** *Is the flight manual applicable to the aircraft configuration and does it reflect the latest revisions of the (S)TC holders?*		☐	☐
3.	**Onaylı bakım programına göre hava aracında yapılması gereken bakım işlemleri zamanında yapılmış mı?** *Has the maintenance due on the aircraft according to the approved maintenance programme been carried out?*		☐	☐
	3.1.	Günlük bakımlar (Mevcut ise) *Daily checks(If applicable)*	☐	☐
	3.2.	Haftalık bakımlar (Mevcut ise) *Weekly checks (If applicable)*	☐	☐
	3.3.	Paket/faz bakımları(A,B,C, Faz1,Faz2 v.b.) *Letter checks(A,B,C,Phase1,Phaze2 etc.)*	☐	☐
	3.4.	Özel bakımlar/kontroller(Sert iniş, kuş çarpması v.b) *Special maintenance/inspections (Hard landing, bird strike etc.)*	☐	☐
	3.5.	Boroskop kontrol raporları *Borescope inspection reports*	☐	☐
4.	**Bilinen arızaların giderilmesi veya ilgili belgeye uygun olarak ertelenmesi?** *Have known defects been corrected or, when applicable, carried forward according tolerated document?*		☐	☐
	4.1.	Teknik/kabin defter sayfalarına kaydedilen arızalar *Defects recorded in technical/cabin log pages*	☐	☐
	4.2.	Ertelenen bakım listesi *Hold item list(HIL)*	☐	☐
	4.3.	MEL referansları *MEL references*	☐	☐
	4.4	Paket bakımlarda ertelenen bakımlar *Deferred items in letter checks*	☐	☐
5.	**Hava aracına uygulanabilir olan operasyonel direktif, uçuşa elverişlilik direktifi ve Genel Müdürlük tarafından zorunlu kılınan direktifler uygulanmış ve uygun bir şekilde kaydedilmiş mi?** *Have applicable operational directives, airworthiness directives and other directives mandated by DGCATR been applied and properly registered?*		☐	☐
	5.1.	Gövde için tasarım kuruluşunun bağlı bulunduğu ülke otoritesi/SHGM tarafından yayınlanan uçuşa elverişlilik direktifleri(hangisi daha sınırlayıcı ise) *National Authority of design organization/SHGM airworthiness directives(whichever is more restrictive) for airframe*	☐	☐
	5.2.	Motorlar için tasarım kuruluşunun bağlı bulunduğu ülke otoritesi /SHGM tarafından yayınlanan uçuşa elverişlilik direktifleri (hangisi daha sınırlayıcı ise) *National Authority of design organization/SHGM airworthiness directives (whichever is more restrictive) for engines*	☐	☐
	5.3.	Komponentler için tasarım kuruluşunun bağlı bulunduğu ülke otoritesi/SHGM tarafından yayınlanan uçuşa elverişlilik direktifleri (hangisi daha sınırlayıcı ise) *National Authority of design organization/SHGM airworthiness directives (whichever is more restrictive) for component(s)*	☐	☐
	5.4.	Hava aracı tip sertifikası sahibi tarafından yayınlanan acil/alarm/zorunlu servis bültenlerin değerlendirilmeleri *Assessment of Emergency/Alert/Mandatory service bulletins issued by type certificate holder*	☐	☐

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			Evet *Yes*	Açıklama *Remark*
6.	**Hava aracında yapılan modifikasyon ve onarım işlemleri SHY-21/Part21'e uygun gerçekleştirilmiş ve kaydedilmiş mi?** *Have modifications and repairs, that are applied to the aircraft, been registered and approved according to SHY-21/Part-21?*		☐	☐
	6.1.	Küçük modifikasyonlar ve onarımlar *Minor modifications and repairs*	☐	☐
	6.2.	Büyük modifikasyonlar ve onarımlar *Major modifications and repairs*	☐	☐
7.	**Hava aracında takılı olan ömürlü komponentlerin usulüne uygun tanımlanması, kaydedilmesi ve bunların onaylı ömür sürelerinin aşılmaması sağlanmış mı?** *Have installed Service Life Limited components been properly identified, registered and have they not exceeded their approved service life limit?*		☐	☐
8.	**Hava aracına uygulanan bakım işlemlerinin sonunda SHY-M'nin ilgili maddesine uygun olarak servise verilmesi sağlanmış mı?** *Has maintenance been released according to related articles of SHY-M?*		☐	☐
9.	**Ağırlık ve denge raporu hava aracının güncel konfigürasyonunu yansıtıyor ve geçerli durumda mı? Raporun ekinde teçhizat listesi mevcut mu? *(Genel havacılık (SHY-6B) operasyonları için uygulanabilir değil, soru 9.1.'e ile devam et.)*** *Does the current mass and balance statement reflect the current configuration of the aircraft and is it still valid? Equipment list is available as an attachment? (Not applicable to general aviation (SHY-6B) operations, proceed to question 9.1.)* Son Tartım Tarihi *(Date of last weighing)*: Boş Ağırlık *(Empty Weight)* :		☐	☐
	9.1.	Ağırlık ve denge hesabında modifikasyon ve tamirler hesaba katılmış mı? *Make sure that modifications and repairs are taken into account in the weight and balance calculation*	☐	☐
10.	**Hava aracı, güncel tip sertifika veri sayfalarına ve kabul edilebilir dizayn değişikliklerine uygun mu?** *Is the aircraft conforming to actual type certificate data sheets and acceptable design changes?*		☐	☐
11.	**Gürültü sertifikası (gerekliyse) hava aracının güncel konfigürasyonunu yansıtıyor mu?** *Does the Noise certificate (if applicable), correspond to the configuration of the aircraft?*		☐	☐
12.	**Hava aracı ICAO Annex 6 Part 3 "International Operations — Helicopters" gereği olarak acil durum yer belirleme göndericisine (ELT) sahip mi?** *Does the aircraft have an emergency location transmitter in accordance with ICAO Annex 6 Part 3?*			
	12.1.	Class 1, 2 veya 3 operasyon şartlarında işletilen bir helikopter için "406 Mhz. Frekansı üzerinden yayın yapan bir adet otomatik acil durum yer belirleme sinyal vericisi (ELT) (uçuşa elverişlilik sertifikası 1 Temmuz 2008 tarihinden sonra verilmiş tüm helikopterler için)"	☐	☐
	12.2	02.12.2014 tarihli ve HSD-2014 /1 sayılı Genelge gereği olan belgeler hava aracı uçuşa elverişlilik dosyasında mevcut mu?	☐	☐
13.	**Elektrik Yük Analizi raporu mevcut mu?** *(İlk tescile girerken sorulacak)* *Electrical Load Analysis report is available?*		☐	☐

D. En Son Uçuşa Elverişlilik Gözden Geçirmesinden Sonra Yapılan Bakımlar

List of maintenance have been carried out since the last Certificate of Airworthiness issue / renewal

	Bakımların Tanımı *Definition of Maintenance*	Bakımların Tarihi *Date Completed*	Hava Aracı Saat/İniş Sayısı *Aircraft hours/Aircraft Cycles*
1.			
2.			
3.			
4.			
5.			

Ad/Soyad: *(Name/Surname)* Tarih: *Date:* İmza: *Signature:*

KAAN AIR

Uçuşa Elverişlilik Sürekli Uygunluk Doğrulama Raporu – Helikopter

(Airworthiness Verification of Continuous Compliance Report - *Helicopter*)

E. En Son Uçuşa Elverişlilik Gözden Geçirmesinden Sonra Yapılan Büyük Modifikasyon / Tamirler

List of major repairs/modifications done since the issue/Last Audit of the Certificate of Airworthiness

1.	
2.	
3.	
4.	

F. El Kitapları / *Manuals*

	Üretici Revizyonu *Master revision*		Uyarlanmış İşletme Revizyonu *Company Customized revision*	
	Tarih / *Date*	Revizyon / *Revision*	Tarih / *Date*	Revizyon / *Revision*
MPD				
MEL				
AMM				
AFM				

G. Sigorta, Vergi borcu ve Hizmet bedeli / *Insurance, Tax clearance and Service fee*

Sigorta Başlangıç Tarihi *Valid from*	Sigorta Bitiş Tarihi *Valid to*	Şahıs Bedeli SDR *Third party liability*	Yolcu SDR *Passenger*	Bagaj SDR *luggage*	Yük SDR *Cargo*

Vergi Borcu Yoktur *Tax clearance certificate*	☐

H. Açıklamalar *Remarks*

1.	
2.	
3.	
4.	

I. Uygunluk Beyanı *Declaration of conformity*

Yukarıda belirtilen hususlara istinaden, uçuşa elverişlilik **sürekli uygunluk doğrulama** işlemi SHY-M' e uygun şekilde C bölümündeki maddeler AMC M.A.710(a) bendinin 1. Fıkrasında da belirtildiği üzere örnekleme yöntemiyle kontrol edilmiş ve uçuşa elverişliliğin sürekli uygunluğu doğrulanmış olup; uçuşa elverişlilik sertifikasının temdit edilmesi,

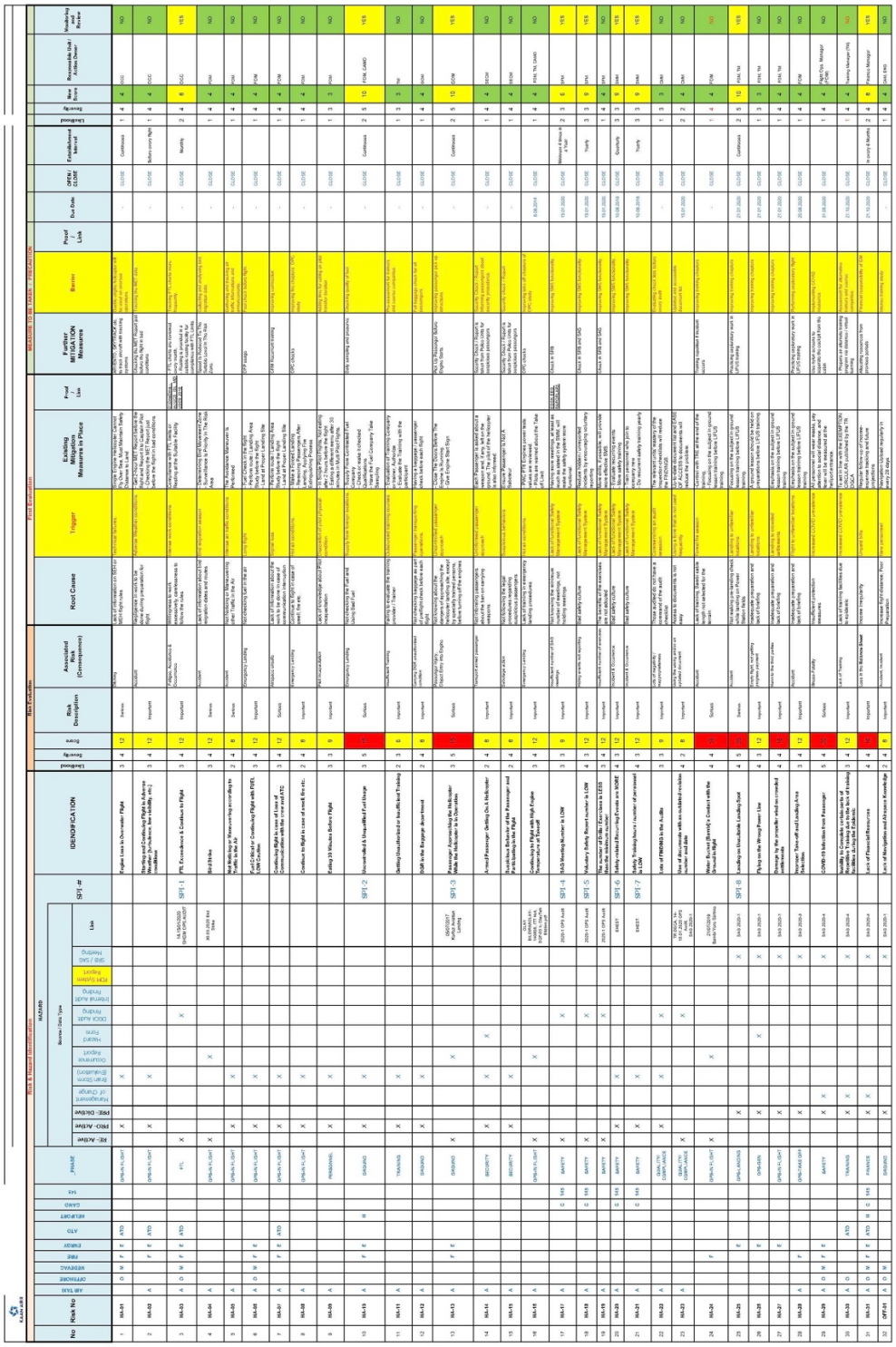
*With regards to what is stated above, airworthiness **verification of the continuous compliance** has been performed in accordance with SHY-M, sampling method used for the items listed in the section C in accordance with SHT-M AMC M.A.710(a), and it is decided that issue/extend of airworthiness certificate*

Uygun görülmüştür. *Acceptable*	☐
Uygun görülmemiştir. *Not acceptable*	☐

Ad/Soyad: *(Name/Surname)* Tarih: *Date:* İmza: *Signature:* Page / Sayfa 4 / 4

CMF-24 / Rev-0 / 10.02.2022

Management System Documents



KAAN AIR
SAFETY PERFORMANCE INDICATOR Graph

SPI-7 > Safety Training hours / # of personnel is LOW (Risk No: HA-21)

KAAN AIR

Preceding Year				2022
Month	Total Yearly Safety Training Hours	Total Company Person #	Total Yearly Safety Training Hours Rate per 100 activities	Ave (line)
Jan-22	4	75	5,33	28,00
Feb-22	8	75	10,67	28,00
Mar-22	12	76	15,79	28,00
Apr-22	12	76	15,79	28,00
May-22	12	77	15,58	28,00
Jun-22	16	77	20,78	28,00
Jul-22	16	75	21,33	28,00
Aug-22	16	72	22,22	28,00
Sep-22	20	69	28,99	28,00
Oct-22	20	69	28,99	28,00
Nov-22	20	68	29,41	28,00
Dec-22	24	67	35,82	28,00
		Ave	28,00	
		SD	12,00	
Ave+1SD		Ave+2SD	Ave+3SD	
40,00		52,00	64,00	

LAST YEAR AVERAGE 28,00

Current year				Current Year Alert Levels				
Month	Total Yearly Safety Training Hours	Total Company Person #	Total Yearly Safety Training Hours Rate per 100 activities	Preceding Year Ave +1SD (line)	Preceding Year Ave +2SD (line)	Preceding Year Ave +3SD (line)	Current Year Target (line)
Dec-22	24	67	35,82	40,00	52,00	64,00	29,40
Jan-23	0	66	0,00	40,00	52,00	64,00	29,40
Feb-23	24	65	36,92	40,00	52,00	64,00	29,40
Mar-23	24	64	37,50	40,00	52,00	64,00	29,40
Apr-23	24	66	36,36	40,00	52,00	64,00	29,40
May-23	24	68	35,29	40,00	52,00	64,00	29,40
Jun-23	28	68	41,18	40,00	52,00	64,00	29,40
Jul-23	28	67	41,79	40,00	52,00	64,00	29,40
Aug-23	28	67	41,79	40,00	52,00	64,00	29,40
Sep-23	28	66	42,42	40,00	52,00	64,00	29,40
Oct-23	28	66	42,42	40,00	52,00	64,00	29,40
Nov-23	32	65	49,23	40,00	52,00	64,00	29,40
Dec-23	40	65	61,54	40,00	52,00	64,00	29,40
		Ave	38,64				
		SD	13,05				
				Ave+1SD	Ave+2SD	Ave+3SD	
				51,68	64,73	77,78	

CURRENT YEAR TARGET	29,40
CURRENT YEAR AVERAGE	38,64
TARGET ACHIEVED	YES

Y

3	Alert level breached	0 times
2	Alert level breached	1 times
1	Alert level breached	9 times

Page: 1 / 1

SMF-22 / REV-1 / 01.05.2022

KAAN AIR

Emniyet – Tehlike Bildirim Formu / Safety – Hazard Report

Date/ Tarih: 02.05.2022		**Report No / Rapor No:** (Filled by SMM/EM Dolduracak) 2022-5	
Non-Compliance of Activity **Uygunsuz Durum**	X	**Non-compliance of supplied Product / Service** **Uygunsuz Ürün / Hizmet**	

Description of Reporting Issue / Bildirilen Konu Açıklaması :

EFB power cord may interfere with the flight controls

LOCATION / YER (If Appropriate / Eğer Gerekiyorsa):……

CAUSE OF Report IF KNOWN / Bildirimin SEBEBİ – EĞER BİLİNİYORSA :

(What do you think on this situation occurs? / Bu olayın neden ortaya çıktığını düşünüyorsunuz?)

If desired / Eğer istenirse	Safety Manager / Emniyet Müdürü
Reported By / Rapor Eden:	
Name&Surname / Adı-Soyadı:	Name & Surname Adı-Soyadı
	Kadir ERDOGAN Kadir ERDOGAN Quality/Comp. Mont. & Safety Mng, Captain KAAN Hvcl. San. Tic. A.Ş.
Sign / İmza	Sign / İmza:

SMF-08 / REV-5 / 26.04.2022

Emniyet – Tehlike Bildirim Formu (Değerlendirme) / Safety – Hazard Report (Evaluation)

This form has been sent to the responsible Unit Manager(s) stated below for evaluation by Safety Manager / İlgili Form Emniyet Müdürü tarafından değerlendirilmek üzere aşağıda belirtilen İlgili Md.lüğe gönderilmiştir

Concerning SAFETY ? / EMNİYETLE İlgili mi ? YES / EVET: X — NO / HAYIR

RESPONSIBLE UNITS / İLGİLİ BİRİMLER					
Comp.Mon./Qua Mng.	*Flight Ops.Mng.*	X	*Ground Ops.Mng.*		
Safety Mng.	*Training Mng.*		*Security Mng.*		
ATO Head of Training	*CAMO Mng.*		*Admin Chief*		
EFB Administrator	X *Maintenance Mng.*		*Heliport Mng.*		

Please complete the risk evaluation and return this form to Safety Mng. until : 17 / 05 / 2022
Lütfen risk değerlendirmesini tamamlayıp,mıat tarihine kadar formu Emniyet Müdürüne teslim ediniz:

RESPONSIBLE UNIT RISK EVALUATION / İLGİLİ BİRİM RİSK DEĞERLENDİRME SAFHASI

RİSK İHTİMALİ / RISK LIKELIHOOD	RİSKİN SIKLIĞI / RISK SEVERITY			
	FELAKET BOYUTUNDA / CATASTROPHIC (5)	TEHLİKELİ / HAZARDOUS (4)	ÖNEMLİ / MAJOR (3)	ÖNEMSİZ / MINOR (2)	GÖZ ARDI EDİLEBİLİR / NEGLIGIBLE (1)
(5) SIK / FREQUENT	25	20	15 Kabul_Edilemez Unacceptable	10 Gözden_Geçirme Review	5
(4) ARA SIRA / OCCASIONAL	20	16	12	8	4 Kabul_Edilebilir Acceptable
(3) UZAK İHTİMAL / REMOTE	15	12	9	6	3
(2) OLASI DEĞİL / IMPROBABLE	10	8	6	4	2
(1) PEK MUHTEMEL DEĞİL/ EXTREMELY IMPROBABLE	5	4	3	2	1

Total Risk Nr./ Toplam Risk No.	*Root Cause / Kök Neden*	*Trigger / Tetikleyici*	*Preventive Action / Önleyici İşlem*	*Existing Controls / Mevcut Kontroller*	*Hazard Outcome / Tehlikenin Sonucu*	*Mitigations / Azaltıcı Tedbirler*	*Barrier / Önlem*	*Due Date/ Son Bulma Tarihi*	*Action Date/ Gerçekleşme Tarihi*	New Total Risk Nr./ YeniToplam Risk No.
Red/Kırmızı	Uncontrolled usage	1. Hurry up	EFB will be stowed or	1. Stowe package	Physical interference			20.06.2022	02.06.2022	Red/Kırmızı
		2. Uncontrolled move	Will be used by strap	2.	With the flight control					-
Yellow/Sarı 3 x 2 = 6		3.	During critical phase of	3.						Yellow/Sarı
		4.	Flight	4.						
Green/Yeşil		5.		5.						Green/Yeşil
		6.		6.						1 x 2 = 2

X ACCEPTABLE RISK / KABUL EDİLEBİLİR RİSK
□ I WILL START ABOVE MITIGATION MEASURES / YUKARIDAKİ AZALTICI ÖNLEMLERİ BAŞLATACAĞIM

(Emniyet Yöneticisine değerlendirme için teslim ediniz)

RESPONSIBLE UNIT MANAGER / SORUMLU BİRİM YÖNETİCİSİ S. Emrah CANBAZGİL

POSITION / GÖREVİ : *EFB Administrator* *SIGNATURE / IMZA* :
DATE / TARİH : *02.06.2022*
(Hand in to Safety Manager for evaluation)

FINAL EVALUATION by SAFETY MANAGER / EMNİYET YÖNETİCİSİ SON DEĞERLENDİRME SAFHASI

OPEN / AÇIK		**CLOSE / ACCEPTED KAPALI / KABUL EDİLMİŞTİR**	X
Sent to SAG / SRB SAG / SRB ye Aktarılmalı	X	Should be Reviewed / Gözden Geçirme Süreci Uygulanmalı	NO
Safety Manager / Emniyet Müdürü *Name & Surname / Adı-Soyadı :* *Sign / İmza :* *Date / Tarih :*	Kadir ERDOGAN Quality/Comp. Mont. & Safety Mng. Captain KAAN Hvcl. San. Tic. A.Ş.	Info to **REPORTER** / **RAPORLAYAN'A** Geri Bildirim : YES : ..... NO : ..... Info/Record: Responsible unit(s), SAG, SMS File Bilgi/Kayıt: İlgili birim(ler)e, EEG, EYS dosyaya	

SMF-08 / REV-5 / 26.04.2022

KAAN AIR

TATBİKAT RAPORU / DRILL REPORT

HAVACILIK OPERASYONLARI / AVIATION OPERATIONS

Tatbikat No: ……..... Drill No:	**Tarih:** ……/……./…… Date:	**Yer:** …… Location:

TATBİKAT TÜRÜ / DRILL TYPE

Hava Aracı Kazası/Olay …… A/C Accident/Incident

Yangın …… Fire	Patlama …… Explosion	Doğal Afet …… Natural Disaster
Tehlikeli Kimyasal Madde Yayılımı …… Hazardous Chemical Spread		Sabotaj …… Sabotage
İlk Yardım Gerektirecek Olay / Kaza …… Incident / Accident Requiring First Aid		Diğer …… Other

SENARYO / SCENARIO

UYGULAMALAR / APPLICATIONS

Tatbikata Katılım Sayıları / Number of Participation in Drill

Katılan Kişi Sayısı Number of Participants	:
Güvenli Yerdeki Sayım Sonucu Count Result in Safe Place	:

İlk Tepkiler:

First Reactions:

Tatbikat Süreleri / Drill Periods

Başlangıç Saati Starting Time	:
Bitiş Saati Ending Time	:

Kriz Yönetim Merkezi:

Crisis Management Center:

Bildirimler:

Notifications:

İlave Destek:

Additional Support:

APPENDIX - 5

Acil Durum Eylem Planı
Emergency Response Plan

KAAN AIR

KRİZ YÖNETİM MERKEZİ - KONTROL LİSTESİ
CRISIS MANAGEMENT CENTER - CHECKLIST

KRİZ YÖNETİM MERKEZ (KYM) BAŞKANI - SORUMLU MÜDÜR
CRISIS MANAGEMENT CENTER (CMC) CHAIRMAN - ACCOUNTABLE MANAGER

Tarih / Date :

NO	GÖREV / DUTY	SAAT / HOUR	KOORDİNE / COORDINATE	NOTLAR / REMARKS
1	•KAAN AIR uçuş operasyon kontrol merkezinden ilk bilgileri almak, •Getting the first information from the KAAN AIR flight operation control center,			
2	•SHGM için İLK KAZA RAPORUNU hazırlar/hazırlatır, •Prepare / have it prepared, the PRIMARY ACCIDENT INFORMATION REPORT for DGCA,			
3	•Kriz Yönetim Merkezi üyelerini Kriz Merkezinde toplanmaya çağırır, •Invites the Crisis Management Center members to meet at the Crisis Center,			
4	•Olay yerine gidecek personel atamasını yapar, •Assign the personnel to go to the accident/occurrence area,			
5	•Kendisi yapamayacağı durumlarda basınla iletişim kuracak şirket sözcüsünü görevlendirmek, •Appoint a company spokesperson to communicate with the press in cases where he or she cannot,			
6	•İletişim için görevlendirilen personel ve avukatın basına bildireceği konuları birleştirerek hazırlamak, •Prepare the issues to be communicated to the press by the staff and lawyer assigned for communication,			
7	•İlgili resmi kurumların emrinde olmak. •To be at the disposal of relevant official institutions.			

SMF-12 / REV-2 / 02.05.2020

ADEP - ERP / REV-17 / 23.02.2024

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Initials ____/____

KAAN AIR

Quality / Safety / HSE
YÖNETİM GÖZDEN GEÇİRME (YGG) ve EGGK Raporu
Management / Safety Review Board Report

Period/ Dönem: *2024-1*	***Date/ Tarih:*** *30.01.2024*	***Location/ Yer:*** *Kaan Heliport / Istanbul*
ATTENDANTS / KATILIMCILAR		
Position/ Görevi	**Name SURNAME/ Adı SOYADI**	**Signature/ İmza**
Accountable Manager	M. Kemal SÜLER	
Quality Engineer	Gözde ÜNLÜ POLAT	KATILMADI
Flight Ops & Training Manager	Cemil PEKDEMİR	
ATO Training Manager	S. Emrah CANBAZGİL	
Cont.A/W & Maintenance Mng.	Ali ÖZUĞUR	
Admin Cheef & Heliport Manager	Mithat TÜMER	
Ground Ops & Security Manager	Yeşim KILIÇ	
Account & Finance Manager	Ümmihan YILDIZ	
Supply Chain Manager	Gül Tijen ERTUNA TARINÇ	KATILMADI
HSE Advisor & Specialist	Yunus Emre TOPRAK	KATILMADI
ADVISOR(S) / DANIŞMAN(LAR)		
Quality / Compliance Monitoring & Safety Manager	Kadir ERDOĞAN	
Quality & Safety System Engineer	Güray ÜNLÜ	
REVIEWS / GÖZDEN GEÇİRİLEN KONULAR		
1.) Kalite ve Emniyet Politikasının gözden geçirilmesi / Review of Quality Safety Policy	Kalite ve Emniyet Politikaları gözden geçirildi ve Değişikliğe gerek olmadığı kararlaştırıldı.	
2.) Kalite / Çevre / ISG Denetim Sonuçları, Uyumsuzluk Bulguları, Bulguların Kapatılması için devam eden Süreçler ve Genel olarak Kalite Sistem performansı değerlendirmesi - Review of Audits and company been audited in the period, - Finding of non-compliances, - Progress of Rectification of Audit Findings, - Revies the overall performance of the Quality System	2023 yılı içerisinde; kalite denetim sonuçları değerlendirildi: 4 adet dış ve 39 adet iç, 9 adet SACA; toplam 52 adet denetim gerçekleştirilmiştir. Denetimlerde 1.seviye bulgu yoktur, SHGM ve dış denetleme birimlerinden de şirketimize 8 adet denetleme gerçekleştirilmiştir. OPS Denetlemesinden 1, HELİPORT Denetlemesinden 3 adet bulgu halen AÇIKTIR.	

KAAN AIR

EEG - EMNİYET EYLEM GRUBU / SAG – Safety Action Group
TOPLANTI RAPORU / Meeting Report

Toplantı / Meeting No: 1 *Dönem/ Period: 2023-02*	*Tarih / Date: 28/02/2023*	*Yer / Place:* *KAAN Hangar + Telekonferans*

KATILIMCILAR / PARTICIPANTS

Unvanı / Duty	Adı Soyadı / Name SURNAME	İmza / Signature
Quality / Compliance Monitoring & Safety Manager	Kadir ERDOĞAN	
SHY-145 Quality Manager	Gözde ÜNLÜ POLAT	
Quality & Safety System Engineer	Güray ÜNLÜ	
Flight Ops & Training Manager	Cemil PEKDEMİR	
ATO Training Manager	S. Emrah CANBAZGİL	
Cont.A/W & Maintenance Mng.	Ali ÖZUĞUR	KATILMADI
Admin Cheef & Heliport Manager	Mithat TÜMER	KATILMADI
Ground Ops & Security Manager	Yeşim KILIÇ	
Account & Finance Manager	Ümmihan YILDIZ	KATILMADI

KARARLAŞTIRILAN HUSUSLAR / AGREED SUBJECTS

EGGK Talimatı Previously SRB Instructions	Yoktur.
OLAY BİLDİRİMİ Acc/Occ Reporting	17.02.2023 – Teknik – M/R Blade Çatlağı (TC-HVK, TC-HKT) 06.04.2023 – Teknik – Kapı Camı Çatlağı (TC-HKT) Her 3 olay SHGM ye bildirilmiştir, Bakım Md.lüğünün yaptığı ön incelemede arızaların sebebi net olarak anlaşılamamış, üretici firmaya bilgilendirme yapılmış, herhangi bir acil/ek önlem almaya gerek olmadığı bildirilmiştir.
Tehlike ve Risk Belirleme Threat and Risk Analysis	2022-08 EEG de belirlenen FDM konulu risklerden 2 sinin Uçş İşletme Md tarafından değerlendirilmesi sonrası Emn. Md. ne sunulan yeni Olasılık x Şiddet puan değerleri aşağıdaki tabloda belirtilmiştir. Risklerin KABUL EDİLEBİLİR oldukları anlaşılmıştır. Bu kapsamda 2 adet Riskin SPI teşkil edilerek takip edilmesine karar verilmiştir. (***)
Azaltıcı Tedbir Belirleme Mitigation Measures	FDM kullanımı için belirlenen riskler için Uçş İşl Md tarafından yapılan azaltıcı tedbirler çalışması aşağıdadır:

FDM - Flight Collection Rate LOW (***)	2	4	8	2	4	8
FDM - Time between Actual Occurrence and first detection by the FDM Soft ware MORE (***)	3	4	12	3	4	12

RISK	Existing Mitigation Measures in Place	Further MITIGATION Measures
FDM - Flight Collection Rate LOW	FDM system existence	
FDM - Time between Actual Occurrence and first detection	FDM system existence	Continuous trainings

Appendix-2/B

Occurrence Report – Technical

1. REFERENCE:

1.1 Name of Reporting Organization	1.2 Country	1.3 Approval Reference
KAAN AIR	TR	(TR.MG.044)

1.4 Name of the Reporter	1.5 E-mail Address	1.6 Telephone Number
Kadir ERDOĞAN UYUMLULUK İZLEME VE EMNİYET	kadir.erdogan@kaanair.com	0532 367 25 82

1.7 Internal Reference Number	1.8 Publication Number	1.9 Date of Report
2023-TEK-OLAY-1	---	17.02.2023

1.10 Report Type: ☒ Initial ❍ Follow Up

Date of Initial Report
It will be filled, if follow up selected

1.11 Report Status (Reporting Organization's): ❍ Open ☒ Close

1.12 Informed Parties;

☐ Country of Registration ☐ Design Approval Owner ☐ Company(s) ☒ Authority ☒ CAMO

Names of design approval holders (if relevant)		
LEONARDO S.P.A		

2. SUMMARY OF OCCURRENCE:

2.1 Occurrence Title: DAMAGE WAS DETECTED IN THE EROSION SHIELD.

2.2 Date of Occurrenc: 14.02.2022

2.3 ATA Chapter: 62

2.4 Place: ISTANBUL

2.5 Phase of determination:

❍ Design ❍ Holding ❍ Climb ❍ Approach ❍ Descend

❍ Scheduled Maint. ☒ Taxi ☒ En-route ☒ Landing ☒ Maneuvre

❍ Un-scheduled Maint. ❍ Take-off

❍ Unknown ❍ Other, Please specify:

2.6 Cause (can choose more than one)

☐ Design ☐ Modification ☐ Unapproved Tools ☒ Undetermined

☐ Manufacture ☐ Fatigue ☐ Human Factor ☐ Other, specify

☐ Maintenance ☐ Corrosion ☐ Operation

3. Attachments to the Occurrence:

3.1		3.4	
3.2		3.5	
3.3		3.6	

4.AIRCRAFT INFORMATION (if relevant)

4.1 Aircraft manufacturer and Type/Model:	4.2 Aircraft S/N:
LEONARDO AW139	31466

4.3 Operator/Owner:	4.4 Aircraft Registration:
KAAN AIR	TC-HVK

4.5 Aircraft using details:

	Aircraft flight total (hour)	Aircraft total cycle
TSN	2390:50	4131

5.ENGINE INFORMATION (if relevant)

5.1 Engine Model and Type Certificate Owner:		15.2 Engine S/N (s):
☒ Turbine:	PRATT & WHITNEY	PT6C-67C PT6C-67C
○ Piston		

5.3 Engine occurrence (specify details in 8.1)

☐Out of scope - defect ☐ Shut-down ☐ Other 5.4 Engine / aircraft position

☐ Fire ☐ LOTC/LOPC ☐ Unknown

5.5 Engine Usage details:

	Engine total time (hour)	Engine total cycle
TSN	2390:50 2390:50	2442 2442
TSO	--	

6.PROPELLER INFORMATION (if relevant)

6.1 Propeller man ufacturer:	6.2 Propeller S/N:

6.3 Propeller model and Type certificate owner	6.4 Propeller aircraft position:

6.5 Propeller Usage details:

	Engine total time (hour)	Propeller total cycle
TSN		
TSO		

7.COMPONENT INFORMATION (if relevant)

7.1 Component Manufacturer:		7.2 Part Number	7.3 Serial Number
Name	LEONARDO/ AGUSTA	3G6210A00131	V1262
Country	ITALY		

7.4 Part Catalog (IPC) name	7.5 (E)TSO Reference:	7.6 Date of Manufacture:
IETP Illustrated parts data publication	2390:50	----

7.7 Component Usage details:

	Component total (hour)	Component total cycle
TSN	2390:50	--n/a
TSO	N/A	

8. DETAILS

8.1 History

BAKIM ESNASINDA ANA ROTOR PAL'ININ "LEADING-EDGE EROSION SHIELD'' KISMINDA ÇATLAK TESPIT EDİLDİ.

8.2 Explanation of Occurrence Investigation:

BAKIM ESNASINDA ANA ROTOR PAL'İNİN "LEADING-EDGE EROSION SHIELD'' KISMINDA ÇATLAK TESPİT EDİLMİŞTİR. BAKIM KITABINDA YAPILAN '"COMPONENT REPAIR AND OVERHAUL PUBLICATION" İNCELEME SONRASI ANA ROTOR PAL'İNİN DEĞİŞİMİNE KARAR VERİLMİŞTİR.

8.3 Risk Analyses

ANA ROTOR PALI, BIR HELIKOPTERIN PALLERI DÖNDÜKÇE KALDIRMA SAĞLAR - KALDIRMA, HELIKOPTERI HAVADA TUTAN KRITIK AERODINAMIK KUVVETLERDEN BIRIDIR. ANA ROTOR PAL'INDEKI ÇATLAK UÇUŞA TEHDİT EDECEK RİSK OLUŞTURABİLİR.

8.4 Corrective Actions

"ANA ROTOR PAL'İ YENİSİYLE İLE DEĞİŞTİRİLMİŞTİR.

8.5 Conclusion

ÜRETİCİ FİRMAYA DURUM İLE İLGİLİ GERİ BİLDİRİM YAPILMIŞTIR.

KAAN AIR

PERSONNEL ASSESSMENT FORM

PERSONNEL INFORMATION

Name Surname:	Job / Functions / Auth.Number:	Date:
Kadir ERDOĞAN	Compliance Monitoring and Safety Manager	21.08.2024

ASSESSMENT of PERSONNEL RECORDS

INITIAL :	RENEWAL:	ADDITIONAL:

	SUBJECTS		PERSONNEL APPLICABILITY 1 MANAGERS	2 ENGINEERING Staff	3 COMPLIANCE Monitoring Staff / AUDITOR	4 SAFETY Staff	ORGANISATION	INITIAL OR LAST TRAINING DATE	EXPIRATION DATE
-	Aviation Legislation (SHT-CAM)	Continuation Training	X	X	X	X	KAAN	5.01.2023	5.01.2025
-	SAFETY Training (including Human Factors)	Continuation Training	X	X	X	X	KAAN	21.08.2024	21.08.2026
-	Company Procedures Training (CAME)	Continuation Training	X	X	X	X		n/a	
-	English Knowledge Certification and practical test			X	X	X	SHGM	18.07.2016	Life Time
-	Compliance Monitoring Briefing		X	X	X	X		n/a	
-	OHSA Training			X	X	X	D&C EGITIM	15.01.2019	N/A
-	ISO 9001 Quality & Audit Training				X		KALDER	11.11.2006	N/A

	SUBJECTS	1 MANAGERS	2 ENGINEERING Staff	3 COMPLIANCE Monitoring Staff / AUDITOR	4 SAFETY Staff	MARKS (0 - 5)
1	• A comprehensive Knowledge of: o Relevant part of operational requirements and procedures; o AOC holder's operations specifications when applicable; o The need for, and content of, the relevant parts of the AOC holder's Operations Manual when applicable.	X	X	X	X	(5)
2	• Knowledge of; o HF principles; o Safety Management system based on the TR / EU management system requirements (including compliance monitoring) and ICAO Annex 19. o relevant parts of the CAME and procedures; o maintenance methods; o applicable regulations.	X	X	X	X	(5)
3	Knowledge of ICAO standards and European requirements on safety management;				X	(5)
4	• Understanding of; o professional integrity, behaviour and attitude towards safety; o his/her own human performance and limitations; o personnel authorisations and limitations;	X	X	X	X	(5)
5	(-) Understanding of management systems, including compliance monitoring systems; (-) understanding of risk management; (-) understanding of safety investigation techniques and root cause methodologies; (-) understanding of HF; (-) understanding and promotion of a positive safety culture;				X	(5)
6	• Ability to: o consider human performance and limitations; o promote the safety and Compliance Monitoring policy; o use information systems;	X	X	X	X	(5)
7	Adequate communication and literacy skills;	X	X	X	X	(5)
8	Resources management and production planning skills;	X	X	X	X	(5)
9	Teamwork, decision-making and leadership skills.	X	X	X	X	(5)
10	(-) Operational experience related to the activities of the organisation; (-) safety management experience; (-) interpersonal and leadership skills, and the ability to influence staff; (-) oral and written communications skills; (-) data management, analytical and problem-solving skills.				X	(5)
					TOTAL:	(50)
	Minimum Scores :	28	28	28	40	

Assessment Result:

According to his training, knowledge, understanding, abilities and more than 34 years experiences in aviation areas and evaluation; he has been appointed as Compliance Monitoring and Safety Manager and Auditor.

AUTHORISED JOB & FUNCTION

X	Managers	X	Compliance Monitoring Staff / Auditor		
	Engineering Staff	X	Safety Staff		

Satisfactory : X Unsatisfactory : ☐

Assessed By:	Accepted By:
Name & Surname: M. Kemal SULER Accountable Manager, Captain KAAN Hvcl. San. Tic. A.Ş.	Name & Surname: M. Kemal SULER Accountable Manager, Captain KAAN Hvcl. San. Tic. A.Ş.
Date & Sign: 21.08.2024	Date & Sign: 21.08.2024

CMF-15 / Rev-1 / 21.08.2024

5.2A LIST OF AIRWORTHINESS REVIEW STAFF

Following personnel have been appointed as **Airworthiness Review Staff**:

NO	NAME	FUNCTION AND LICENCE	KAAN AIR ASSIGNED AUTH. NUMBER
-	-	N/A for now	-

5.2B LIST OF EXTENSION PERSONNEL

Following personnel have been appointed as **Airworthiness Extension Staff**:

NO	NAME	FUNCTION	KAAN AIR ASSIGNED AUTH. NUMBER
1	Ali ÖZUĞUR	Continuing Airworthiness Manager	KHTP-01

5.3 LIST OF SUB-CONTRACTORS AS PER POINT CAMO.A.125(d)(3)

KAAN AIR has no sub-contractor at the moment.

5.4 LIST OF CONTRACTED MAINTENANCE ORGANIZATIONS AND LIST OF MAINTENANCE CONTRACTS AS PER POINT CAMO.A.300(a)(13)

KAAN AIR takes necessary base, line and engine shop maintenance services in accordance with aircraft managed by KAAN AIR as following;

No	AMO	Contract Rev No / Date	Effective A/C Types
1	KAAN AIR SHY-145 AMO	N/A	A119/AW119 Mk II, A109 Series (PWC 206/207), AB/AW139 Kamov KA-32 (Klimov)
2	KAAN AIR EASA-145 AMO		AB/AW139
3	Leonardo / Agusta Aerospace Service	R.7 / 27.04.2023	AW 139, AW119
4	Pratt & Whitney (PWC)	R.0 / 10.10.2014	PT6B-37A, PW 207C, PT6C-67C

5.5 COPY OF CONTRACTS FOR SUBCONTRACTED WORK (APPENDIX II TO AMC1 CAMO.A.125(d)(3))

Not Applicable

5.6 LIST OF APPROVED MAINTENANCE PROGRAMME AS PER POINT CAMO.A.300(a)(12)

In the separate files.

5.7 LIST OF CURRENTLY APPROVED ALTERNATIVE MEANS OF COMPLIANCE AS PER POINT CAMO.A.300(a)(13)

Not Applicable