KAAN AIR

TR.145.084

MOE

Maintenance Organisation Exposition

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Revision No: 22

KAAN HAVACILIK SAN TİC A.Ş.
Ayazağa Mah. 208 Sk. No.1 SARIYER/ISTANBUL

T.C.
ULAŞTIRMA VE ALTYAPI BAKANLIĞI
Sivil Havacılık Genel Müdürlüğü
Uçuşa Elverişlilik Daire Başkanlığı

Sayı : E-41466435-215.01-96002 13.02.2025

Konu : BKEK Onayı Hk.

KAAN HAVACILIK SAN. VE TİC. A.Ş.
Ayazağa Mah. 208. Sok. No: 1 Sarıyer İSTANBUL

İlgi : Kaan Havacılık'ın 22.01.2025 tarihli ve KAAN-005-SHY145-SHGM-25_21.01.2025_11.29 sayılı yazısı.

Kuruluşunuzun TR.145.084 numaralı Bakım Kuruluşu Onayı kapsamındaki bakım kuruluşu prosedürlerinin Atatürk Havalimanı ve Antalya Havalimanı hat bakım istasyonlarının onay kapsamından çıkarılması, BKEK 1.9 başlığı altında boya yetkisi eklenmesi ve AW109 hava aracı yetkilerinin güncellenmesi nedeniyle revize edilerek onaylanmak üzere Genel Müdürlüğümüze sunulan Bakım Kuruluşu El Kitabı (Rev.:22 / Rev. Date: 20/12/2024) incelenmiştir.

Söz konusu prosedür değişiklikleri uygun görülmüş olup, kuruluşunuzun Bakım Kuruluşu El Kitabı (Rev.:22 / Rev. Date: 20/12/2024) Genel Müdürlüğümüzce onaylanmıştır.

Gereğini ve bilgilerinizi rica ederim.

Fatih TURAN
Genel Müdür a.
Daire Başkan V.

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Hava Aracı Bakım
KuruluşlarıDenetçisi

COMPANY APPROVAL

This manual, MOE is prepared in accordance with SHT-145 and Part-145 requirements and signed by KAAN AIR managers in order to set forth the procedures and the methods used and the responsibilities of KAAN AIR to keep the aircrafts that it maintains and operates airworthy at required level of safety.

In the case of any changes of organisation procedures, locations, scope of work and regulations are issued by Turkish DGCA, this manual amended and send to the Turkish DGCA for approval.

As of Date:
20.12.2024

Ali ÖZUĞUR
Maintenance Manager

Gözde ÜNLÜ POLAT
Quality Manager
KAAN Hvcl. San. Tic. A.S.

M. Kemal SULER
Accountable Manager, Captain
KAAN Hvcl. San. Tic. A.Ş.

PART 0 GENERAL ORGANISATION

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MOE Internal review by the organization:

Reviewed By:	*Gözde ÜNLÜ POLAT* *Quality Manager*	*Date: 20.12.2024*

0.3 LIST OF ISSUES / AMENDMENTS OR RECORD REVISION

Revision Number	Revision Date	Revised Pages	Reason For Change
Initial	01.06.2013 C. ELMAS		Fist Issue
1	01.12.2013 C. ELMAS		Reviewed required changes end of year
2	14.04.2014 C. ELMAS		OJT Training Approval & Procedure and transferred to Part 3.15 and Temporary Additional Line Stations are added to Part 5.3
3	02.06.2014 C. ELMAS		Issuance new certificate for approval no and organisation changes, minor changes and SHT-66 instruction applied
4	20.05.2015 K.ERDOĞAN	0.7-8-9, 1.1 1.3, 1.6-8 1.11 1.14-20 2.12-13 2.19-21 2.28 3.22-25	-Revision pages and minor changes, -Management Per, Org.Chart, Manpower resou changed, -Base Maintenance facility added, -Scope of Work changed -Control of maintenance information procedure changed, -Release to Service procedure changed, -New A/C weighing procedure added, -OJT capability list changed
5	18.09.2015 K.ERDOĞAN	0.7-8-9, 1.1 1.7 1.14-17 1.19 2.17, 2.23 3.2-3 3.12 5.5- 8	-Revision pages, -List of Certifying Staff procedure, -No any change on Scope of Work but only viewing style, -Maintenance Vehicle small maintenance activity, -Tech.Record Cont., Reportable Defects, -Audit Prog.Form No change, -Auditor Training and competence, -Sample Form Changes; WO, CRS, Form-1, Quality Audit Plan
6	15.04.2016 K.ERDOĞAN	0-1 thru 0-7 0-8 thru 0-10 1-1 1-3 1-7 thru 1-10 1-11 thru 1-12 1-13 1-23 2-7 thru 2-8 2-10 thru 2-11 2-15 2-16 2-26 2-27 2-28 2-29 3-7 3-10 3-11 3-15 3-17 3-19 3-21 3-22 thru 3-25	- TOC pages numbering style changed - LOE pages and Amendment List - Signature date changes - Deputy Maintenance Manager name change - Manpower resources calculation sytle change, CC/S added, work package control procedure. - Caption design / numbering, base and line maintenance definition changed - Maintenance Vehicle usage term clarification - Revision designate style and CS List approval notification procedure changed - Tool and equipments re-produced and Alternate Tools Procedure added. - Caption changed, minor change - Maint.Document Procedure; Work Order form definition - Work Package content corrected - Back-up sys corrected - One Person Method added - Borescope Inspection added and re-numbering others - Unforeseen Cases Line Maint Act added - Note line deleted - Numbering re-designed - Minor wording change - NDI to NDT name change - Human Factor training scope and hours revised - Human Factor trainers experience change - Management competence assessment procedure improved and more detailed - OJT procedure detailed corrections

Revision Number	Revision Date	Revised Pages	Reason For Change
6	15.04.2016 K.ERDOĞAN	5-4 5-9 thru 5-10 5-11 thru 5-12	- New CS List design - Personnel Assessment Form sample - Re-numbering due to previous page
7	03.06.2016 K.ERDOĞAN	0-8 thru 0-11 1-1 1-3, 1-5 & 1-6 1-7 1-9 1-15 thru 1-17 1-18 2-16 2-19 3-7 thru 3-9 3-11 5-2 5-3 5-4 5-6 5-9 and 5-10	- LOE pages and Amendment List - Signature date changes - “Base and Line Maint.Mng.” position name change - Support Staff person added - Duties of Support Staff and OJT Supervisor added - Scope of Work; AW109, AB139 BASE rate and 2400, 3200, 1200 hrs and 4 years maint.level added - Component Capability list revision system change - Some form name change and some added - Base Maintenance CRS on Large A/C procedure add - “Support Staff” experience, training detailes added - Support Staff code in auth.doc added - New Incoming Inspection Form (produced by WINGS electronic program) - New Material Certification Tag (produced by WINGS electronic program) - Authorized CS and SS List revised - New CRS form (produced by WINGS electronic program) - Per.Assesm.Form changed
8	30.11.2016 K.ERDOĞAN	0.8-9-10-11 1.1 4.1	- Revision pages, - Corporate Commitment date changed, - Removed contracted operators.
9	04.04.2017 K.ERDOĞAN GÖZDE ÜNLÜ	0-1 thru 0-12 1-2, 1-12, 13, 2-30 1-3, 1-6 1-7, 1-9 th 10, 1-14..17, 1-19 2-27 thru 29 2-32 thru 36 3-1, 3-3, 3-9 3-4, 3-5 3-11 3-21 3-22 thru 25 5-8 thru 10 5-11	- TOC, LOE Revision Pages, - Minor text errors, - Management Per detailed info, New Org Chart, - Man power resources change, Duty name change for Prod.Plan.Eng and Supply Chain Manager - Brand Name Changed from AGUSTA to LEONARDO - New Critcal Task and Error Capturing Method Proced. - Old pages has been interchanged, - Changed yearly audit time, - Changed record retention time, - CS Auth form numbering, - Assessment retention time, - OJT Capality List numbering system - Form samples changed - Added contracted maintenance organization
10	05.08.2017 K.ERDOĞAN G. ÜNLÜ POLAT	0-8 thru 0-12 1-1 1-7, 1-8 1-10-A, B 1-13, 1-21, 22 1-14 thru 1-19 1-25, 2-2, 2-4 2-3, 2-3-A, B 2-6 2-13,13A,13B 2-23 2-35 2-36 3-1 thru 3-2 3-11 3-13 thru 3-14 3-19 thru	- LEP Revision Pages - Corporate Commitment - Manpower and Hour calculation - Changed duties of PPE, Mechanics, Added pages - Cancelled Maintenance Vehicles due to standing by State Tender of Power Line Inspection - Added LINE and BASE separation to Scope of Work - Minor text change - New Incoming Inspection Procedure - New temporary component collect racks - Complex maintenance task definition - Changed responsible person for reporting - Minor text change - Redesigning man hour interval - Changed Product Audit Procedure - New Form numbering - Changed Qualifying Mechanics Procedure - Changed Store Officers assessment procedure

Revision Number	Revision Date	Revised Pages	Reason For Change
10	05.08.2017 K.ERDOĞAN G. ÜNLÜ POLAT	5-2 5-4 5-9 thru 5-10 5-11 5-12	- New Material Receiving Form - Changed Auth CS/SS/CCS/MECH List - Changed Personnel Assessment Form - Changed Auth Certificate - Deleted Add.Line Maintenance Vehicle List
11	09.02.2018 K.ERDOĞAN	0-1 thru 0-9, 12 1-1 1-3 thru 1-8 1-20,21,23,24, 25 2-1,4,8,9,21,22, 23,31,32,35, 3-1,2,4,5,7,9,10 11,12,13,14, 15,16,19,20 0-13, 14 1-7 1-10, 10A 1-10 B 1-18,19,20 2-23 2-29,30 3-24 thru 25 5-4 5-5 5-11	- TOC, LOE pages and Amendment List - Corporate Commitment - 'Quality Manager' post name change 'Compliance Monitoring Manager' " " " " - New definition page - Manpower numbers change - OJT Supervisor and Assessor duties detailed - Numberage system changed - Scope of Works change on A139 type; re-named interval hours without authorization level increase, some maintenance year split; such as 1 year to 5, 6, 8 years or some hours split; such as 1200 hours to 2400, 3600, 4800 hours, - 'List of Reportable Occurences' header change - Revised procedure: 'Maintenance Away from the Approved Locations' - Revised B2 OJT Capability List - Changed Auth CS/SS/CCS/MECH/ASS List - Changed Work Order Form - Changed Authorization Certificate
12	17.08.2018 K.ERDOĞAN	0-8 thru 0-9, 12 1-1 1-3 1-7 1-18, 1-19 2-5 2-7, 2-9 2-29 2-31, 3-15 5-9, 5-10, 5-11 5-12	- LOE pages and Amendment List - Corporate Commitment - Deputy Compliance Monitoring Manager assigned - Manpower numbers change - AW139 - 600 Hrs CMR maintenance added to scope of work which previously mistakenly deleted - Special Storage Req. revised - Incoming Insp. for Tools and Calibration of Tools procedures revised - Maintenance Away From the Apprv.Locations revised - Borescope/Videoscope Insp. personnel rating procedure revised - Revised Personnel Assessment Form and Authorization Certificate - Contracted Organization added.
13	01.11.2018 K.ERDOĞAN G.ÜNLÜ POLAT	1-3…1-8, 1-10 1-20,21,23,24, 25 2-1,4,8,9,21,22, 30, 31,32,35, 3-1,2,4,5,7,11, 12,13,14,15, 17,18,21 0-1…7 0-8, 9, 12…14 0-14 1-1 1-7, 8 1-10	-"Compliance Monitoring Manager" post name change to "Quality Manager" " " " " " " - TOC changed - LOE pages, Amendment and Distribution List changings - Adding abbreviation - Corporate Commitment - Manpower numbers change, revised review period, - Re-numeration

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13	01.11.2018 K.ERDOĞAN G.ÜNLÜ POLAT	1-11 1-13 1-19, 20 2-3A 2-5 2-12 2-23 2-27, 28, 35 3-6…10 3-13 3-15 3-24…30	- Hangar inspection time - Deleted Maintenance Vehicle, re-page - AW139 sub maintenance chapters added to scope of work - Quarantina locker locking procedure - Special Storage Requirements revised - Maintenance Instruction Inform procedure - Safety Manager is responsible for Occurrence Reporting - Critical Task and Independent Inspections - 6/24 Precedures; page and procedure change - CS Records, - Enrichened Qualifying Inspectors section, - New OJT Procedure
14	07.01.2019 K.ERDOĞAN G.ÜNLÜ POLAT	0-8, 9, 13, 14 1-1 1-6 1-7 1-13 1-13 A, B 1-20 1-21, 22 L2-1, 2 5-12	- LOE pages, Amendment and Distribution List changings, - Corporate Commitment, - Revised organization chart, - Manpower numbers change, - Added Istanbul hangar photo, - Added ANTALYA line maintenance station layout - Added scope of work for ANTALYA line station, and “6 months unscheduled check” changed to line from base - Page re-flow design according to previous pages - Corrections at Additional Line Stations procedure - Added additional line maintenance location list.
15	25.11.2019 G.ÜNLÜ POLAT	0-8, 9, 13, 14 1-1 1-7 1-14,15 1-16…20 2-9 2-10 2-14 2-18 2-29 L2-2 4-1	- LOE pages, Amendment and Distribution List changings, - Corporate Commitment, - Manpower numbers change, - Scope of Work has been simplified according to maintenance level - No procedure change, only change of page numbers due to reducing scope of work pages - Added periodicity and calibration interval procedure - Added calibration warning procedure - Added converting to maintenance task card of A/D and S/B - Tag usage in the maintenance procedure - Revision of RI procedure - Deleted one item in the TL procedure - Added contracted operator (Kaan Air)
16	21.05.2020 KADİR ERDOĞAN	0-1 thru 9,13,14 0-15 0-16 1-1 1-3 1-7 1-13A 1-14, 15 1-20 2-1, 2 2-3, 3A 2-5, 6 2-8, 9 2-10 2-12, 13A	- TOC, LEP, LO-Ammend, - MOE Distribution on new company web site, - New Abbreviation List page, - Corporate Commitment, - Management Per telephone no change, - Man-power number change, - Additional Line Station area layout - Scope of Work minor change; Enstrom 480B type deleted, AW139 – some tasks of previous 4800 hrs maintenance; converted 6000 hrs due to Leonardo AMM-AW139 and maintenance task names note added - Document approval procedure minor change - Complete change in Supplier Evaluation and Subcontractor Control - Used components acceptance note added, - Some changes in Storage, Tagging procedure due to changed EASA UG document, - Tool service providers procedure change due to EASA UG, - Determining Tool Serviceability procedure changed, - Revised maintenance instructions flow chart due to Enstrom 480B type deletation from ratings,

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16	21.05.2020 KADİR ERDOĞAN	2-13 B thru 15 2-18, 19 2-20, 21 2-22 2-27, 28 L2-2 3-4, 5 3-13, 14 3-15, 16 3-23 4-1 5-8	- Complete change in A/C Maintenance Programme Compliance procedure - Some adding in Technical Record Control and header correction in Rectification of Defects procedure - Complete new Issue a CRS with Limitations / Incomplete Work procedure related to Maintenance Check Flight - Revised Reporting of Defect procedure; Report Forms - Some header change in Critical Maint Task procedure - Added item in Line Procedure for Completion of Tech Log - Complete change in Quality Audit Remedial Action procedure, - Some changes in CS records, control and access procedures, - Minor change in Qualifying Mechanic experience, - Change in Assessment Records furnishing procedure when leaving, - Enstrom 480B type deleted in Contracted Operator table, - New yearly Quality Audit Plan format.
17	01.12.2021 GÖZDE ÜNLÜ POLAT	0-8 thru 9, 15 1-1 1-3 1-6 1-7 1-12 1-15 1-13A, 13B 2-1, 2-2 2-3 2-10 2-12, 13 2-16 2-19 2-20, 2-21 2-30 2-33 3-10 3-12 3-14 3-26 4-1 5-1 5-9, 10 5-12	- LOE pages, Distribution List - Corporate Commitment, - Change of Management Personnel - Change of organisation chart - Manpower resources - Hangar, office and storage layout plan revised according to work shop and KAMOV Shuttered Zone - Scope of Work; KAMOV KA 32 type added - Additional AHL Line Station area layout, Deleted Antalya line maintenance station - Revised part pre-order procedure in accordance with Production Planning Department and Supply Chain Manager responsibilities - Form C-5 (AIC AR Russia), Form E-2 (FATA Russia), Form-1 (SAA Ukraine) form names added, Added ANAC and CAA Form-1 - Added procedure of “Calibrated tools OUT and IN to system. - Revised maintenance instructions flow chart due to KAMOV type addition to scope - Work card completion procedure revised in the context of Independent Inspection practice and recording - Company CRS procedure revised -Issue a CRS with Limitations / Incomplete Work procedure made detailed - Revised Maintenance Away table and KAMOV KA 32 type added, Revised Multiple Error / Re-inspection procedure - Detect and Rectify Maintenance Errors procedure completely revised in the context of Multiple Errors and Error-capturing - AGUSTA Types clarified, EN480 type deleted, KAMOV added in Similarity Table, Detailed 6/24 Experience on Similar A/C - Added suspension of CS authorization certificate - Added competence assessment interval of Quality Auditors - EN480B type cancelled and KA-32 type added in OJT Procedure - KAMOV KA 32 type added in Contracted Operator table - Added NOTE for used old forms in stock -Changed Personnel Assessment Form - Added List of additional line maintenance locations, scope of work, HELIAVIONICSLAB added to List of Contracted 145 Organizaitons, Deleted Antalya Line Station
18	07.03.2022 GÖZDE ÜNLÜ POLAT	0-8, 0-9 0-14, 0-15 1-1 1-13A, 1-13B 5-12	- LOE pages - List of Amendments - Corporate Commitment - Additional line maintenance stations lay-out - List of additional line maintenance locations
	06.06.2022 GÖZDE ÜNLÜ POLAT	1-1 1-6 1-8 1-9	- Corporate Commitment, - Responsible NDT Level 3 added - Airworthiiness Review Staff - Manpower Resources

19	06.06.2022 GÖZDE ÜNLÜ POLAT	1-14 1-16 1-18 1-20 1-21 1-23 1-24 2-1 2-3 A 2-4 2-39 3-13 3-16 3-33 5-12	- Principle Place of Business - Postal (surface mail e-mail) adresse - Line Maintenance Facilities (at each location) - Engines / APU and component facilities - Layout of premises - NDT with D1 rating added - NDT without D1 rating added - Mantenance Away from the approved location as per 145.A.75(c) - Parts Fabrication change & added new sub-procedures - Notification Procedure change & added - MOE Amendment change - Amendment control of applicable regulations and User Guides added - Monitoring Suppliers change - Clasification and Defnitions added -Installation of components / standard parts / materials change - Airworthiness Review Procedures and Records - Specialised Services (NDT) Certifying Staff added - Independent Inspector Authorization added - Incoming Inspector Authorization added - Procedure for the Issue of a Recommendation to the Competent Authority for the Issue of a SHT-66 License in Accordance with 66.B.105 added - Operators Maintenance Procedures (SHT-145 AMOs who are also operators)
20	19.12.2022 GÖZDE ÜNLÜ POLAT	0-9, 10, 16, 17 1-1 1-7 1-9 1-15, 16, 17, 18 1-20 2-5, 6 2-10 5-12 5-13	- LOE pages, List of Issues, Amendment and Distribution List - Corporate Commitment - Management Organisation Chart - Manpower numbers change - Added ANTALYA line maintenance station and new layout - Added new 'quarantina area' to layout - Receiving Inspection Procedure - Special Storage Requirements - Added additional line maintenance location list. - Revision of contracted organization list
21	18.05.2023 GÖZDE ÜNLÜ POLAT	0-9, 10 1-9 1-1, 1-2, 1-4, 1-10, 2-27, 2-31, 2-41, L2-2, 3-1, 3-4, 3-10, 3-11, 3-16, 3-20, 3-25, 4-1, 5-12 1-9 1-25, 1-26 2-6 2-10 2-16 thru 19 3-5 3-7 5-13	- LOE pages, List of Issues - Manpower numbers change - Replace of all SHY-145 & SHY-66 definitions with SHT-145 & SHT-66 - Manpower resources - Maintenance Away from the Approved Location - Receiving Inspection Procedure - Special storage requirements - Control of Alternative Tools - Added finding follow up form number - Added new SHT-66 English competency - Revision of contracted organization list
22	20.12.2024 GÖZDE ÜNLÜ POLAT	0-9 1-15, 1-16 1-18 1-19, 1-20 1-22 3-19, 3-20 5-12 5-13	- LOE pages, List of Issues - Deleted ''AHL and Antalya Line Maintenance Station'' - Change of Lay-out; added ''bulky items area'',''painting cabin'' - Added new Scope of Work & Note for AW109 work scope - Added new ''Painting'' procedure - Added Helicopter Painting Staff qualification & training procedures - Deleted ''line maintenance stations'' - Added new contractor company

0.4 DISTRIBUTION LIST

MOE Copy No	MOE Holder	Format
Copy No. 1	TR-DGCA	PDF
Copy No. 2	Maintenance Manager Base and Line	PDF and Paper
e-copy	Accountable Manager	PDF
e-copy	Quality and Safety Manager	PDF
e-copy	https://kaanair-depo.online/MANUALS/MAINTENANCE/	PDF

0.5 DEFINITIONS AND ABBREVIATIONS

0.5.1 Definitions

- **'Aircraft'** means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- **'Certifying staff'** means personnel responsible for the release of an aircraft or a component after maintenance;
- **'Component'** means any engine, propeller, part or appliance;
- **'Continuing Airworthiness'** means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;
- **'Commercial Air Transport (CAT) operation'** means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration;
- **'Critical Maintenance Task'** means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety;
- **'Maintenance'** means any one or combination of the following activities: overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;
- **'Organisation'** means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of the Member States;
- **'Pre-flight Inspection'** means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight;
- **'Principal Place of Business'** means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;

0.5.2 Abbreviations

A/C Aircraft
AD Airworthiness Directive
AM Accountable Manager
AMC Acceptable Means of Compliance
AML A/C Maintenance License
AMM A/C Maintenance Manual
AMO Approved Maintenance Organisation
AMP A/C Maintenances Program
AOG A/C on Ground
ASB Alert Service Bulletin
BT Bulletino Technico (Technical Bulletin)
CAME Continuing Airworthiness Management Exposition
CAMO Continuing Airworthiness Management Organization
CAO Combined (Continuing Airworthiness Management and / or Maintenance) Organisation – Non-Complex aircraft and non-licenced air carrier
CAP Corrective Action Plan
CDCCL Critical Design Configuration Control Limitations
CDL Critical Design Limitation
CMM Component Maintenance Manual
CMR Certifications Maintenance Requirements
CRS Certificate of Release to Service
CS Certifying Staff
CYC Cycle
DI Duplicate Inspection
DOA Design Organization Approval
EASA European Aviation Safety Agency
ELT Emergency Locator Transmitter
FAA Federal Aviation Administration
FTS Fuel Tank Safety
GM Guidance Material
HF Human Factor
HIL Hold Item List
MI Mandatory Inspection
MCF Maintenance Check Flight
MH Man-Hour
MM Maintenance Manager
MOE Maintenance Organization Exposition
MP Maintenance Program
MPD Maintenance Planning Documentation
MSN Manufacturer Serial Number
NDT Non-Destructive Testing
NRC Non-Routine Card
OJT On-The-Job Training
PMA Part Manufacturer Approval
P/N Part Number
PO Purchase Order
PPB Principal Place of Business
QM Quality Manager
SB Service Bulletin
SIL Service Information Letter
SL Service Letter
SRM Structural Repair Manual
S/S Support Staff
SUP Suspected Unapproved Parts
TB Technical Bulletin (BT – Bulletino Technico)
TC Type Certificate
TCCA Transport Canada Civil Aviation
TR DGCA TURKEY Directorate General of Civil Aviation
UMC Unscheduled Maintenance Check
WO Work Order

PART 1 MANAGEMENT

1.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

This exposition and associated referenced manuals define the organization and procedures upon which SHT-145 approval is based as required by SHT-145.

These procedures are approved by the undersigned and must be complied with at all times when work/orders are being progressed under the terms of the SHT-145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by Turkish DGCA from time to time where these new or amend regulations are in conflict with these procedures.

It is understood that the Turkish DGCA will approve this organization whilst the Turkish DGCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Turkish DGCA reserves the right to suspend, limit or revoke the SHT-145 approval of the organization. If the Turkish DGCA has evidence that procedures are not followed or standards not upheld.

20.12.2024

M. Kemal SULER
Accountable Manager, Captain
KAAN Hvcl. San. Tic. A.Ş.

1.2 QUALITY AND SAFETY POLICY

The prime objective of KAAN AIR is commitment to follow and achieve all quality standards, required for safe and effective aircraft maintenance in accordance with SHT-145. Each individual is responsible to follow and continuously improve positive attitude towards objectives:

- Recognize safety as prime consideration in all activities at all times for all the staff within the organization;
- Apply human factors principles;
- Encourage personnel to report maintenance related errors/incidents to meet SHT-145 requirements;
- Recognize that compliance with procedures, quality standards, safety standards and regulations is the duty of all personnel;
- Recognize the need for all personnel to co-operate with the quality auditors;
- Ensure that safety standards are not reduced by commercial imperatives;
- Ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt;
- Train all organization staff to be aware of human factors and set a continuous training programme in this field.

Quality standards are the responsibility of all personnel and it is the duty of all personnel to comply with this policy, to strive to both maintain and improve quality standards at every opportunity. The basic quality requirements to achieve the standard are laid down in the exposition.

The purpose of safety procedure is to minimize the possibility of an error being repeated whereby the identical aircraft components are not reassembled thereby compromising more than one system.

Procedures should be established to detect and rectify maintenance errors that could, as minimum, result in a failure, malfunction, or defect endangering the safe operation of the aircraft if not performed properly. The procedure should identify the method for capturing errors, and the maintenance tasks or processes concerned. In order to determine the work items to be considered, the following maintenance tasks should primarily be reviewed to assess their impact on safety.

In order to prevent omissions, every maintenance task or group of tasks should be signed-off. To ensure the task or group of tasks is completed; it should only be signed-off after completion. Work by unauthorized personnel (i.e. temporary staff, trainee,) should be checked by authorized personnel before they sign-off.

“Authorized personnel” means personnel formally authorized by the maintenance organization approved under SHT-145 to sign-off tasks.

1.3 MANAGEMENT PERSONNEL

MANAGEMENT PERSONNEL		
Position	**Name**	***Deputy***
Accountable Manager *	M. Kemal SÜLER 0530 403 51 51 kemal.suler@kaanair.com	*Ali ÖZUĞUR* *0530 540 42 03* *ali.ozugur@kaanair.com*
Maintenance Manager * Base and Line	Ali ÖZUĞUR 0530 540 42 03 ali.ozugur@kaanair.com	*Gürbüz AÇIKGÖZ* *0539 667 63 62* *gurbuz.acikgoz@kaanair.com*
Quality and Safety Manager *	Gözde ÜNLÜ POLAT 0546 640 11 46 gozde.unlu@kaanair.com	*Kadir ERDOĞAN* *0532 367 25 82* *kadir.erdogan@kaanair.com*

The management personnel are chosen or designated by the Accountable Manager according to his qualification, to his past and to his experience in aircraft maintenance.

(*) Personnel named for these positions are required to be acceptance by the Authority by means of Form-4.

Management Personnel, Turkish DGCA should be informed 10 days before the planned management personnel change if any management personnel change has already been planned.

Deputy Time:
In case of permanent absence or rejection of form-four approval, a new person should be nominated for the related position within 45 days.

1.4 DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT PERSONNEL

1.4.1 Accountable Manager

- The Accountable Manager is responsible for ensuring that maintenance carried out by the approved organization meets the standards required by the Turkish DGCA.
- He/she is responsible for establishing and promoting the Quality and Safety policy specified in Part 1.2 of this exposition.
- He/she is responsible for nominating the management personnel.
- He/she is responsible for ensuring that necessary finance, manpower resources and facilites are available to enable the company to perform the maintenance to which it is committed for contacted operators and any additional work which may be undertaken.

- He/she is responsible for the supervision of the progress of the corrective actions/review of the overall results in terms of quality.
- He/she is responsible for ensuring the competence of all personnel including management personnel has been assessed.
- He/she is responsible for ensuring that any changes are paid, as prescribed by the Turkish DGCA, in accordance with the fees and charge regulations.

1.4.2 Quality Manager

- He/she is responsible for establishing an independent quality assurance system to monitor compliance of the SHT-145 organisation with The Turkish DGCA requirements.
- He/she shall have direct access to the Accountable Manager on matters concerning the quality system.
- Defines the human factors principles to be implemented within the organisation.
- He/she is responsible for implementing a quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of aircraft (or component) maintained (including the management and completion of audits and production of audit reports). He/she should ensure that any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager.
- He/she is responsible for follow up and closure of any non-conformances identified.
- He/she should establish regular meetings with the Accountable Manager to appraise the effectiveness of the quality system. This will include details of any reported discrepancy not being adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy.
- He/she is responsible for preparing standard practices and procedures (MOE, including the associated procedure(s) for use within the organisation and ensuring their adequacy regarding SHT-145 and any amendments to the Regulation.
- He/she is responsible for submission of the MOE and any associated amendments, to TR DGCA for approval (which includes completion of and submission of Form(s) 2, Form(s) 4 or equivalent).
- He/she is responsible for assessing suppliers of new and used components and materials for satisfactory product quality in relation to the needs of the organisation.
- He/she is responsible for issue /renewal/cancellation of certifying staff authorisations (possible to delegate tasks).
- He/she is responsible for defect analysis in respect of aircraft undergoing maintenance so that any adverse trends are identified and addressed effectively and promptly.
- He/she is responsible for establishing feedback from maintenance incidents/issues and feeding these back into the continuation training programme.
- He/she is responsible for assessing contractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of the Turkish DGCA. He/she is also responsible for assessing external specialist services required to be used by the organisation in the performance of maintenance.

1.4.3 Maintenance Manager

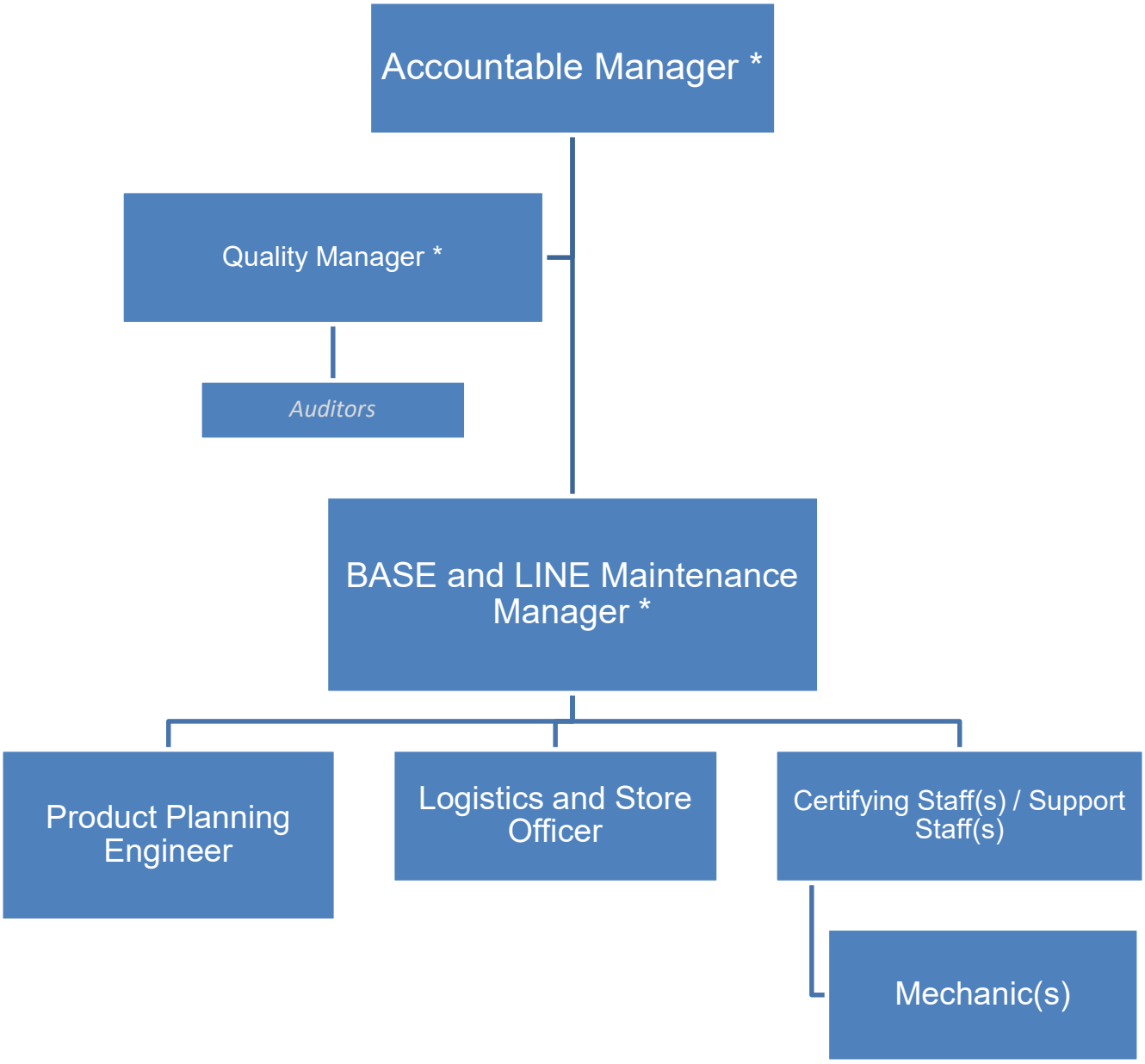
- He/she is responsible for the satisfactory completion and certification of all work required by contracted operators/customers in accordance with the work specification (Work Order and approved MOE procedures).
- He/she is responsible for ensuring that the organisation's procedures and standards are complied with when carrying out maintenance.
- He/she is responsible for ensuring the competence of all personnel engaged in maintenance by establishing a programme of training and continuation training using internal and/or external sources.
- He/she is responsible for ensuring that all sub-contract orders are correctly detailed and that the requirements of the contract/order are fulfilled in respect of inspection and quality control.
- He/she is responsible for responding to quality deficiencies in the area of activity for which he/she is responsible, which arise from independent quality audits.
- He/she is responsible for ensuring, through the workforce under his/her control, that the quality of workmanship in the final product is to a standard acceptable to the organisation and the Turkish DGCA.
- He/she is responsible for the implementation of the safety policy and human factor issues.
- He/she is responsible for availability of facilities appropriate to the planned work including hangars, workshops office accommodation, stores as applicable for the planned work.
- He/she is responsible for availability of a working environment appropriate to the tasks being undertaken.
- He/she is responsible for availability of tools, equipment and materials to perform the planned tasks.
- He/she is responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed.
- He/she is responsible for availability of all necessary maintenance data as required.
- He/she is responsible for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards (Accountable Manager and Quality Manager to be officially informed of any lack of 25% of available man-Hours over a calendar month).
- He/she is responsible for the implementation of the safety policy and human factor issues as well as reporting of un-airworthy conditions.
- He/she is responsible for supplying the necessary technical documents for customers and storage of the organisation’s technical records.
- He/she is responsible for ensuring the competence of all personnel engaged in maintenance by establishing a programme of training and continuation training using internal and external sources (other field than base maintenance).
- He/she is responsible for the satisfactory completion and certification of all work required by contracted operators/customers, in accordance with the work specification.
- He/she is responsible for ensuring that the organisation's procedures and standards are complied with when carrying out maintenance.

1.4.4 Responsible NDT Level 3

N/A for Kaan Air

1.5 MANAGEMENT ORGANISATION CHART

(*) Form-4 Holder



1.6 LIST OF CERTIFYING STAFF, SUPPORT STAFF AND AIRWORTHINESS REVIEW STAFF

1.6.1 Certifying Staff (C/S) and Support Staff (S/S)

1.6.1.1 Categories of Certifying Staff (C/S) and Support Staff (S/S)

KAAN AIR has Certifying Staffs (CS), Component Certifying Staffs (C/CS) and Support Staffs (SS) in accordance with scope of work.

KAAN AIR keeps a list of certifying staff and support staff as separate document; such sample document is formed as MMF-24.

1.6.2 Airworthiness Review Staff

N/A for Kaan Air

1.6.3 Content of the List(s)

The list of certifying staff and support staff contains the following information of each certifying staff member:

- Per / ID, Stamp number of the authorization,
- Full name and surname,
- Date of first issue, renewal and expiry dates,
- Status, Scope of certification privileges and limitations.

1.6.4 Management of the List(s)

Certifying Staff List (MMF-24) is revised by Maintenance Manager in accordance with any changes and approved & issued by Quality Manager. The most up-to-date list shall be provided to TR DGCA in 10 days after each revision via shy145@shgm.gov.tr by the coordination of Maintenance and Quality departments for approval. After TR-DGCA approval related List is issued in the Kaan Air server.

1.7 MANPOWER RESOURCES

1.7.1 General

KAAN AIR has adequate personnel and organizational structure in order to meet the required standards of SHT-145. A Maintenance Manager and Quality Manger are full time under the supervision of the Accountable Manager who has the overall responsibility.

Maintenance Personnel	Duty	Qty
Maintenance Manager	Management	1
Deput. Maint. Manager	Management (deputy)	1
Production Plan.Engineer	Engineering and Plan	2
C, CS	Auth CS	2
B1.3, CS / SS	Auth CS	5
B2, CS / CCS / SS	Auth CS	2
A, CS	Auth CS	-
Qualifying Mechanic	Mech	-
Assistant Personnel	Facilities Works	5
Store Per	Inc Insp & Storage Tasks	1
	TOTAL	***16***

Duties Other than Maint	Duty	Qty
Accountable Manager	Management	1
Quality and Safety Manager + Quality Auditor	Manage and Audit	2
Supp.Chain Mng + Logistics	Logistic	2
	TOTAL	***5***

KAAN AIR has sufficient and compatible maintenance personnel including certifying staff, not-authorized licensed technicians, mechanics (civil aviation school graduated personnel who is a candidate for taking SHT-66 license), Assistant Technicians (these personnel has high school diploma and duty on cleaning and assisting to CS at aircraft maintenance), product planning and engineering (having engineering diploma from aeronautical or mechanical or electrical, or equivalent), store personnel, quality auditor and managerial personnel to conduct all described maintenance activities as of its scope of work in accordance with SHT-145 requirements.

A man-hour schedule is prepared on yearly basis in the beginning of every year by Maintenance Manager in coordination with the Quality Manager and approved by the Accountable Manager. It is accepted that elapsed 2.340 hours (52 weeks in a year x 45 hours in a week (Weekdays= 8 hours, Saturday= 5 hours)) as per a maximum limitation of working hours. The Maintenance Manager can arrange extra-work when there is a need to finish the maintenance on time. **This schedule is reviewed at least every 3 months and updated when necessary,** unless it is not necessary before, by comparing the budgeted Man-Hours and actual.

When any significant deviation such as; **absence of significant type Certifying Staff** and/or more than 25% shortfall in available man-hours during a calendar month etc. is found; then the Maintenance Manager will report to the Quality Manager and the Accountable Manager for review.

1.7.2 Duty of Personnel

1.7.2.1 Authorized Certifying Staff (CS)

Duties and responsibilities of certifying staff are;

- Assures that any work on the aircraft or aircraft component must be performed in accordance with procedures given in this approved MOE,
- Assures that when performing any maintenance on aircraft and aircraft component current maintenance data (Maintenance Manual, illustrated parts catalogue, wiring diagrams, overhaul manuals etc.) are used,
- Assures that all precision tools or measuring equipment are used properly,
- Assures to use calibrated precision tools or measuring equipment on the aircraft or aircraft component maintenance,
- Assures that all parts, equipment and components used on an aircraft have company serviceable tag attached,
- Assures that all paperwork like serviceable part tags, unserviceable part tags, work cards etc. are used as necessary and filed up properly,
- Assures that unsalvageable components are identified as appropriate by stamping the unserviceable tag attached as “Unsalvageable” before delivering back to stores.

Present to verify that the work has been carried out to in accordance with the current applicable manufacturer's manual and Airworthiness Directives, mandatory Service Bulletins, organization procedures and maintenance standards at every stage of an inspection or other work being carried out on an aircraft and in particular where a test, calibration, rigging of engine, flight control, undercarriage swing, closing any panel, or performance run of an engine is involved.

- To ensure that the safety devices (red flag, placard, etc.) are installed at any time a system has been rendered in operative or disconnecting of a mechanical and/or electrical control or component.
- To verify that operation, inspection and all forms are correctly filled and signed.
- To check if additional work listed has been carried out correctly.
- To oversee all functional testing when being carried out.
- To verify that all works required are completed and all operations are performed.
- To oversee basis for the possibility of postponing or deferring items if required.
- To ensure all log books and paperwork are completed and records are updated.
- To issue a Certificate of Release to Service (CRS) in accordance with procedures given in this Manual Chapter 2.16.

1.7.2.2 Component Certifying Staff (C/CS)

He/she is authorized to perform component maintenance and to issue Form 1 certificate of release to service for all performed maintenance within scope of authorization.

- He/she is responsible for availability of tools, equipment and materials to perform the planned tasks,
- He/she carries out appropriate maintenance according to the maintenance data, takes care of labour safety taken, and delivers duties with consideration of human factors,
- He/she gives decision about corrective actions when face with any irregularities.

1.7.2.3 Support Staff (SS)

- B1 based support staff is authorised to perform and release tasks for Airframe, Engine and Mechanic Systems on Base Maintenance activities; B2 based support staff is authorised to perform and release tasks for Avionic and Electrical Systems on Base Maintenance activities.
- He/she manages assigned team members that consist of licensed technicians and mechanics and executes plans for the check.
- He/she controls accomplished tasks and completes task cards if every step done per required standard.
- He/she is responsible for availability of facilities and working environment appropriate to the planned work, to the task being undertaken.
- He/she is responsible for availability of tools, equipment and materials to perform the planned tasks.
- He/she is responsible for satisfactory completion and certification of all tasks required by contracted customer, in accordance with the work specification.
- He/she is responsible for ensuring that the organisation's procedures and standards are complied with when carrying out maintenance tasks.
- He/she carries out appropriate maintenance according to the maintenance card, takes care of labour safety taken, and delivers duties with consideration of human factors.
- He/she checks staff in his/her own team whether they can read and understand maintenance cards or not and whether they carry out the maintenance in the correct order or not. He/she helps personally the staff in case of any trouble.
- He/she gives decision about corrective actions when face with any irregularities or defects.

1.7.2.4 Product Planning Engineer

Product Planning Engineer manages planning and engineering activities in the organisation; He/she is responsible for followings before Maintenance Manager's final check / control;

- To issue work package to the aircraft for scheduled maintenance check in accordance with approved Aircraft Maintenance Programme and approved and up to dated maintenance data;
- To check all materials, man-power and tools and equipment is available for work package before the work order is applied to the aircraft.
- To control the performed work package which including tasks, AD, SB and CRS which are accomplished by certifying staff in accordance with approved procedures.
- To transfer the maintenance records to Owner/Operator who request work order and take a copy of records to the archives as digital and/or paper format.
- To manage application of all supplement type certified or manufacturer engineering order to the aircraft.

All above preparations will be checked / controlled by the Maintenance Manager finally.

1.7.2.5 Mechanics

Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance data and will notify Certifying Staff (CS) / supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards. He/she is responsible for followings;

- To prepare of aircraft on the ground such as but not limited to; opening access of aircraft, connecting to the anti-static line, arrange collection of liquid and contaminated discharges, etc.
- To perform a task such as removing, cleaning, installing under supervision of certifying staff.
- To rework at aircraft such as cleaning, removing corrosion, etc.
- To closing all access doors to aircraft;
- To handle all ground operations including pre-flight inspection when he/she is authorized for aircraft type by Operator's CAMO.

1.7.2.6 Supply Chain Manager

- To purchase required materials according to approval of the Maintenance Manager,
- To follow up all transport of materials and custom clearance;

To prepare shipping document for shipping to contactor for repair, overhaul, test or calibrated;

1.7.2.7 Logistics and Store Personnel

The personnel is responsible for materials logistics, incoming inspection and managing stores of KAAN AIR.

His responsibilities are to ensure that:

- To keep store good, cleans and tidy conditions;
- To control store temperature and humidity device for keeping the store good standards;
- To perform incoming inspection if he has authorized for incoming inspection to materials;
- To record all supplied materials to store lists and keep all list are up to date;
- To keep tool room is good standards and all record are filled correctly;
- To manages and reports the quarantine storages,
- To do all directives are given by Maintenance Manager
- To take corrective actions requested by Quality Manager.

1.7.2.8 Facilities Personnel

Assistant personnel work for facility and aircraft cleaning, assisting to technicians and other jobs. These people are work under control of certifying staff and mechanics.

1.8 FACILITIES

1.8.1 Principal Place of Business (PPB)

Maintenance facility is formed as a hangar, offices, stores, workshops are located in Kaan Heliport Ayazağa Mah. 208. Sok. No.1 Sarıyer 34396 – Istanbul / TURKEY
Tel : 0532 111 99 93

1.8.2 Postal (surface mail e-mail) address

Kaan Air postal address is info@kaanair.com

1.8.3 Base Maintenance Facilities

Offices; are equipped with 220 V, 50Hz mains power. The facilities are heated during the winter and are air-conditioned in summer to provide a constant and regulated working environment. Offices are provided to Maintenance staff where they may study maintenance instructions and store maintenance records in a proper manner. Offices are equipped with wireless network for the communication (telephone, fax, e-mail and internet)

There are management offices, one of which has a steel case retaining all maintenance records safe, closed and locked against fire, flood and theft. **Main facility of hangar will be inspected once in two year by a qualified person or a company.**

The hangar and the offices are designed to have adequate comfort to help the employees maintain good aircraft maintenance standards. The hangar is in a standard to prevent the ingress of rain, hail, ice, snow, wind, and dust etc.

The store has separate and locked cupboards for unserviceable parts, quarantine parts, and incoming parts in its facilities.

The store is kept locked all the time and their keys will be retained by the maintenance manager. The entrances of these areas are limited with just authorized persons that they are shown in hanged table on side of storage entrance.

The storage facilities for serviceable aircraft components, parts and materials are clean, well-ventilated and maintained at an even dry temperature to minimize the effects of condensation. The shelfs of the storage are desined to all aircraft components, wherever practicable, remain packaged in and or protective material to minimize damage and corrosion during storage.

The storage facilities has been maintained an appropirate working table and computer, incoming inspection table, racks, refrigerator and temperature and humidity control devices.

All materilas has been kept in store in accordance with storage requirements in defined at their MSDS.

The hangar, offices and storage facilities have automatic fire alert system they are protected against fire by CO2 and foam type fire extinguishers.

1.8.4 Line Maintenance Facilities

Line maintenance activities in the scope of work are made in Kaan Heliport.

Istanbul Base and Line Maintenance center photo is below :

1.8.5 Engines / APU and Component Facilities

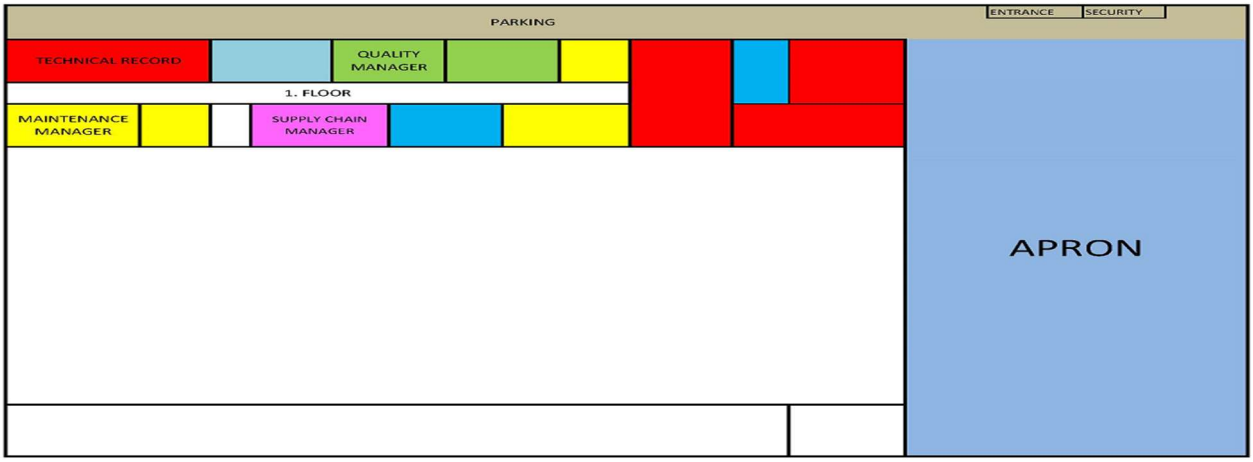
Component Facilities address is same with Principal Place of Business (PPB) address.

The workshops are designed mainly in four categories as stores, toolroom, work shops, and battery shop. The component workshop is designed to have adequate comfort to help the employees maintain good maintenance standards. The workshop is in a standard to prevent the ingress of rain, hail, ice, snow, wind, and dust etc. The workshop have automatic fire alert system they are protected against fire by CO2 and foam type fire extinguishers.

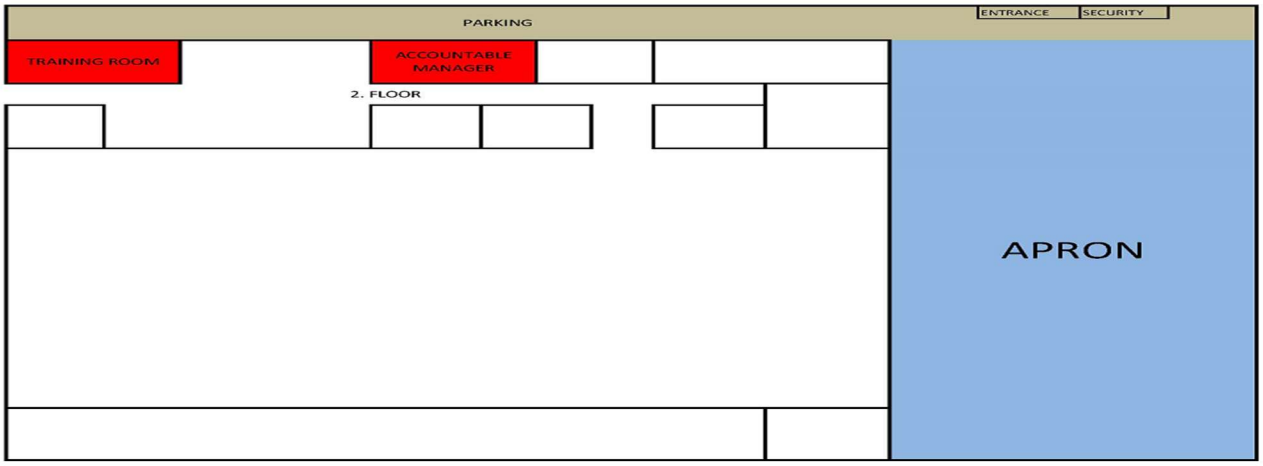
Engine and APU capability is N/A for Kaan Air.

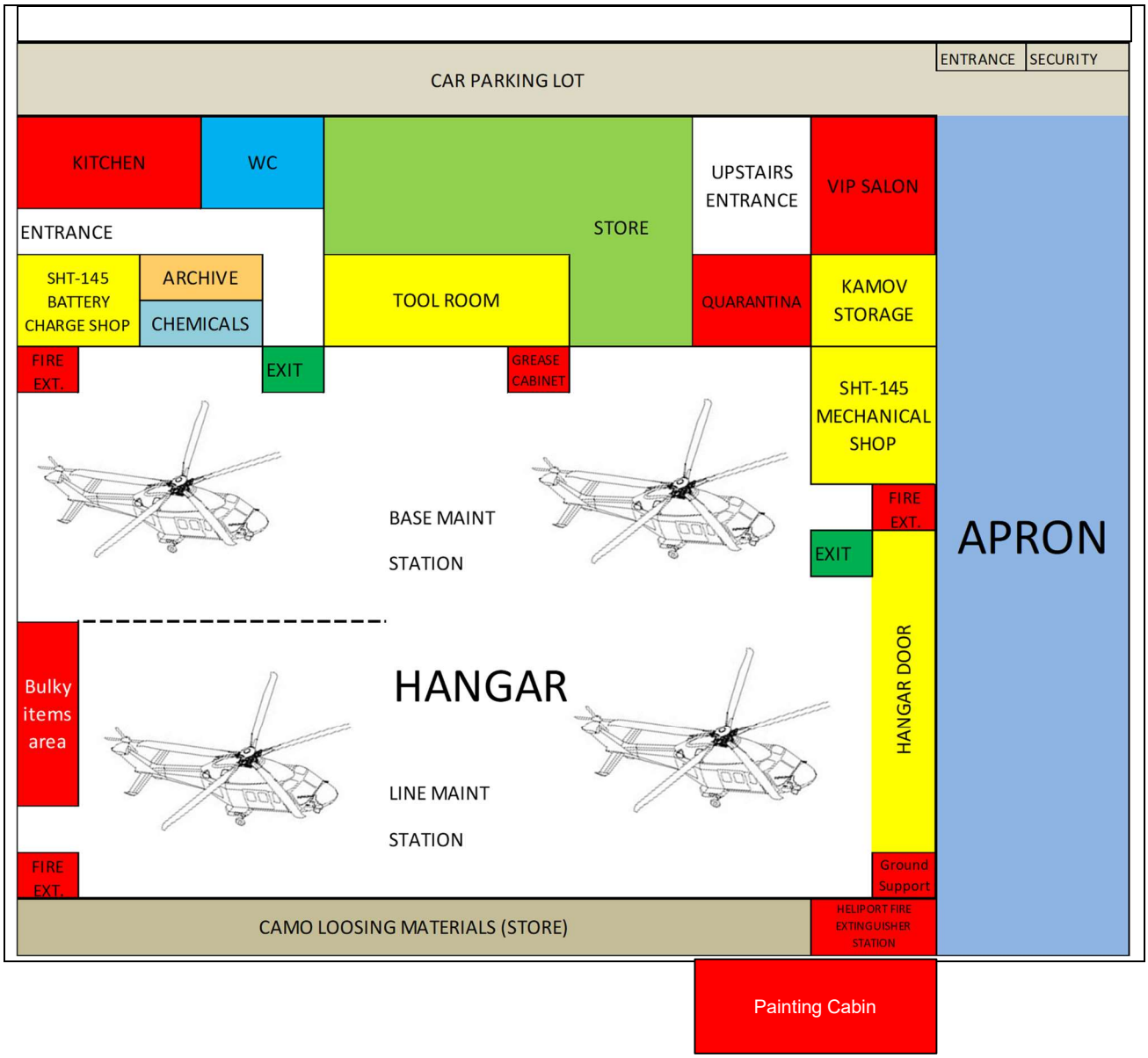
1.8.6 Istanbul Base Station Layout of premises

Offices at First Floor



Offices at Second Floor





Technicians Rooms, WC-Showers at back side and Stores (incl.KAMOV store), Tool Room and shops at Hangar Side. There are 2 bays for maintenance in the hangar. Kaan Air has a capacity of 4 helicopters to perform Base and Line maintenance at the same time.

1.9 SCOPE OF WORK

1.9.1 Aircraft Maintenance

The planned check and maintenance for aircraft in the scope of work, has been defined in accordance with approved aircraft maintenance programme.

RATING	TC HOLDER	AIRCRAFT TYPE/ GROUP RATING	LIMITATION (Aircraft Model)	MAINTENANCE LEVEL Up to and Including the following:	BASE	LINE
A3	LEONARDO S.p.A.	Agusta A119/ Agusta AW119MkII (PWC PT6)	A119 / AW119 Mk II	3200 hours	X	X
				120 Months	X	X
				All UMC -Unschedule Maintenance Checks	X	X
				Conditional inspection programme; Hard Landing, Sudden stoppage main rotor, Sudden stoppage - tail rotor, Over speed main rotor, Over torque, Engine over speed, over torque and over temperature, Lightning strike, Tail skid impact, Operations in high corrosive environments 200 flight Hours and/or 90-days visual corrosion inspection	X	X
				Paint	X	

RATING	TC HOLDER	AIRCRAFT TYPE/ GROUP RATING	LIMITATION (Aircraft Model)	MAINTENANCE LEVEL Up to and Including the following:	BASE	LINE
A3	LEONARDO S.p.A.	Agusta A109 Series (PWC PW206/207)	A109 E / A109 N / A109 S / A109 SP	3200 hours	X	X
				3 Years	X	X
				All Out of Phase Inspections	X	X
				Conditional inspection programme; Heavy Landing, Sudden stoppage main rotor, Sudden stoppage - tail rotor, Over speed main rotor, Over torque, Engine over speed, over torque and over temperature, Lightning strike, Tail skid impact, Operations in high corrosive environments.	X	X
				Paint	X	

NOTE for AW109 in Antalya;

Two tasks will be provided to the customer helicopter model AW109 in accordance with Corrosion Control Program and Engine MPM “Recommended Environment Maintenance Programme” as below;

1_Helicopter Washing
2_Engine Washes

All required tools, equipments, materials and related CS will be provided by Kaan Air from İstanbul base maintenance station.

RATING	TC HOLDER	AIRCRAFT TYPE/ GROUP RATING	LIMITATION (Aircraft Model)	MAINTENANCE LEVEL Up to and Including the following:	BASE	LINE
A3	LEONARDO S.p.A.	Agusta AB139 / AW139 (PWC PT6)	AB139 / AW139	6000 hours	X	X
				8 Years	X	X
				All UMC Unschedule Maintenance	X	X
				Conditional inspection programme; STC Maintenance Checks, Heavy landing, Excess "G", Exceeding Maximum All Up-Weight, XMSN Over-tq, Main rotor sudden stop, Tail rotor sudden stop, Exceeding Over-speed, Over-torque, Engine over-speed, over-torque and over-temperature, Lightning strike, Operations in high corrosive environments, M/R and T/R Blade Strike, OEI Power Rating Conditions, One-off in-flight single MCB Lubrication Pump Failure	X	X
				Paint	X	

RATING	TC HOLDER	AIRCRAFT TYPE/ GROUP RATING	LIMITATION (Aircraft Model)	MAINTENANCE LEVEL Up to and Including the following:	BASE	LINE
A3	KAMOV	Kamov KA 32 (Klimov)	Ka-32A11BC	1200 hours	X	X
				60 Months	X	X
				500 Start Cycle	X	X
				All UMC Unschedule Maintenance	X	X
				Special Seasonal Lubrication & Inspection, *Conditional inspection programme;* STC Maintenance Checks, Heavy landing, Excess "G", Exceeding Maximum All Up-Weight, XMSN Over-tq, Main rotor sudden stop, Tail rotor sudden stop, Exceeding Over-speed, Over-torque, Engine over-speed, over-torque and over-temperature, Lightning strike, Operations in high corrosive environments, M/R and T/R Blade Strike, OEI Power Rating Conditions, One-off in-flight single MCB Lubrication Pump Failure	X	X

Note: Maintenance task names (subjects) are being defined in the related maintenance data such as below, but not limited to:

- *Scheduled Maintenance Inspections,*
- *Unscheduled Maintenance Inspections,*
- *CMR - Certificating Maintenance Requirements,*
- *MI - Mandatory Inspections,*
- *Servicing, Lubricating,*
- *Special Inspections,*
- *AD / SB Application*

KAAN AIR has also capable following line maintenance activity;

- Corrosion Control,
- Trouble shooting,
- Defect rectification,
- Component replacement with use of external test equipment if required. Component replacement may include components such as engines,
- Repairs and modifications which do not require extensive disassembly and can be accomplished by simple means,
- Minor frame sheet metal repair,
- ELT battery replacement which has life limit comes from MPD,
- Landing gear tires replacement which needs scheduled maintenance comes from MPD,
- Replacement of engine fire extinguisher cartridges provided that the procedures are defined in CMM, but limits are given in AMM,
- Weighing of portable hand fire extinguishers provided that the procedures and limits are defined in AMM or on the extinguishers data tag,
- Accomplishment of AD's, TB/SB's.

KAAN AIR can increase above scope of work only get approval from TR DGCA. In the case of the scope of work will be requested increasing, the tasks shall be assessed with task assessment form (MMF-27) by Maintenance Manager. This assessment contains all subjects such as tools, material, certifying staff, maintenance data, etc.

The assessment form shall be approved by Quality Manager and a Form-2 and MOE will be issued and submitted to the TR DGCA for approval. After approval MOE, the tasks can be performed by the KAAN AIR.

1.9.2 Engine Maintenance

N/A

1.9.3 Component Maintenance

KAAN AIR has capable component maintenance at category C5 and listed in the MMF-39 Component Capability List. The Capability List may be revised by Maintenance Manager or Deputy of Maintenance Manager and approved by Quality Manager internally. Up-to-date list will be sent to TR DGCA in 10 days after each revision for approval. The List will be issued in the Kaan Air server by Quality Manager after TR DGCA approval.

1.9.4 Specialized Services Maintenance

1.9.4.1 NDT With D1 Rating

N/A for Kaan Air.

1.9.4.2 NDT Without D1 Rating

N/A for Kaan Air.

1.9.4.3 Other Specialised Activities

1.9.4.3.1 Borescope / Videoscope Inspection

Borescope inspections are performed by personnel; assigned by the Maintenance Manager and authorised by Quality Manager, for ensuring helicopter engines owned by the customer are in an airworthy condition in accordance with applicable regulation. His/her qualification procedures are been detailed at 3.11.1.

1.9.4.3.2 Engine Run Up

Engine run is carried out in accordance with the Helicopter Flight Manual following any scheduled maintenance, or whenever needed. The maintenance manager arranges and follows the essential safety procedures when engine run is performed. All pilots holding valid license and type rating certificate have the authorization of engine run in close coordination with the maintenance manager for purposes.

1.9.4.3.3 Painting

Kaan Air has Paint Cabin on the near side of the hangar for painting works on helicopter related with maintenance scope. During the helicopter maintenance authorised painting personnel will sign maintenance task card related with the painting task. The sign-off of the task will be completed by Base Maintenance Staff regarding to the maintenance task card. It will be kept together with the completed task as maintenance record. Painting capability is effective for Kaan Air AOC helicopters, and also customer outsource helicopters. If the customer helicopter model is out of our scope of work, Kaan Air may also performe the job as as subcontractor.

1.9.5 Maintenance Away From the Approved Location as per 145.A.75.(c)

145. A.75 (c) allows KAAN AIR to "maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either; from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition". The privilege to perform maintenance in a non-approved location is limited to the following cases:

(1) To support an <u>unserviceable aircraft</u> It shall be understood that this privilege is intended to be used only for the need of aircraft maintenance in the case of an unscheduled/unexpected event, such as **an AOG requiring defect rectification** and for which the operator issues a work order. Detailed procedure identified in 2.24.12.

(2) <u>Occasional line maintenance</u> due to the need of supporting the A/C operation in a non-approved location for maintenance (i.e. **one-time flight**, **short term or seasonal contract**, **flight schedule change**, etc.). Maintenance performed outside the approved locations under
"A3-Helicopter" rating shall be limited to where KAAN AIR has a work order or maintenance contract with a Turkish customer/operator requesting such maintenance outside the approved location. Maintenance tasks can be done are limited only as shown <u>below table.</u>

Procedure, will be based on the following criteria:

a) Scope of work will be limited to:

- aircraft type and tasks are as shown below table and;
- AD / SB application;
- trouble shooting and defect rectification.

RATING	TC HOLDER	AIRCRAFT TYPE/ GROUP RATING	LIMITATION (Aircraft Model)	MAINTENANCE LEVEL Up to and Including the following:		LINE
A3	LEONARDO S.p.A.	Agusta A119/ Agusta AW119MkII (PWC PT6)	A119 / AW119 MkII	100 hours; 6 Months	CMR, Scheduled, Unscheduled (Special), Optional Equipment Inst., Servicing/Lubrication, Engine Insp, Seasonal Lubrication/ Inspection	X
		Agusta A109 Series (PWC PW206/207)	A109 E / A109 N / A109 S / A109 SP			X
		Agusta AB139 / AW139 (PWC PT6)	AB139/ AW139	**Up to 300** hours; (except 300 hours) **up to 1** Year (except 1 year)		X
	KAMOV	Kamov KA 32 (Klimov)	Ka-32A11BC	100 hours; 6 Months		X

b) A process will be in place, under the responsibility of the Quality Manager, to show:

- how the Maintenance Manager ensures that the necessary facilities, certifying staff, tools, equipment, material, maintenance data will be made available as necessary and how the maintenance records will be managed;
- the involvement of the quality system and its approval for the occasional line maintenance, based on the following criteria:

Use of the non-approved location (consecutive calendar days)	**Approval**
Equal or **less than 10**	Issued by the Quality Manager based either on an on-site audit or a **desktop review.**
Between **10 and 90**	Issued by the Quality Manager based on an **on-site audit.**
Note: When the duration expected for the maintenance is more than **90** days, the approval of a new line station will be requested to TR DGCA, to be listed in the MOE 5.3 (list of line maintenance locations as per 145.A.75 (d)).	

KAAN AIR is going to ensure that the SHT-145 requirements are met in each case (in particular with regards to adequate facilities, sufficient staff, appropriate certifying staff, availability of tooling and equipment, availability of current maintenance data, adequate planning, release to service procedures, etc.) and quality system is going to monitor compliance with the above requirements.

- that a list of all the CRS issued under this procedure will be made available to TR DGCA upon request;

c) That, when the privilege is used for more than 10 days (second case in the table above), the assigned inspector is notified of such approval within 7 days from the date of the beginning of the operation; the notification will be including the following minimum information:

- Customer (s) operator requesting the occasional line maintenance;
- Aircraft type(s);
- Scope of the requested line maintenance;
- Location;
- Number and category of certifying staff assigned to support this activity;
- Quality Manager signature.

d) The repetitive use of the privilege for the same customer at the same location is not permitted. In this case the approval of a new line station will be requested to TR DGCA.

The completion of the maintenance is to be done by issuing an aircraft certificate of release to service (CRS).

It must be noted that the fact that KAAN AIR has been granted **this privilege shall not be understood** as if any maintenance task could be performed **at any location**, or that such locations become “approved locations”.

1.9.5.1 Support an Unserviceable Aircraft

When an aircraft is unserviceable conditions at non-approved locations, following procedures shall be applied;

- The scope of work shall be limited to aircraft types which are specified at paragraph 1.9.1 of this exposition.
- Maintenance activities strictly necessary to recover the aircraft un-serviceability condition as limited by the MOE 1.9 maintenance level.
- Maintenance Manager shall issue a MMF-53 Line Maintenance Control Form for ensuring that the necessary facilities, certifying staff, tools, equipment, material, maintenance data will be made available as necessary and maintenance records will be managed;
- Quality Manager will approve this MMF-53 Line Maintenance Control Form for the work away from the approved location, based on a desktop review;
- The assigned inspector is notified of any such approval within 7 days;
- Issued CRS’s in accordance with this procedure shall be available to Turkish DGCA upon request;
- Quality Manager and Accountable Manager submit above information to the Turkish DGCA;
  - Aircraft Type and Registration;
  - Location;
  - Description of the un-serviceability of the aircraft and expected scope of maintenance;
  - Composition of the working Team (number and category of licenses)

1.9.6 Parts Fabrication

1.9.6.1 Fabrication In-House

Not applicable

1.9.6.2 Fabrication Outside

Puchasing and Product Planning Engineer sends a Part Order to Maintenance Manager with an Engineering Order for tool and equipment mentioned above Part 2.4.3. Maintenance Manager chooses a sub-contractor which approved and controlling according to Part 2.1 and 2.2 for the intended tool or equipment to be fabricated.

After a tool or equipment is fabricated at subcontractors premises; **a conformity inspection** mentioned above Part 2.4.3 shall be done by the appropriate laboratory of subcontractor. If a tool or equipment **passes the inspection tests**, subcontractor prepares a test report can be deemed that a typical incoming inspection procedure would have been applied by means of conformity and/or verification check (If **failed**, the article is returned to the corresponding shop for rework where possible, **otherwise**, the article is scrapped). Then, the article is **registered** according to paragraph 2.4.2. Incoming Inspection.

1.9.6.3 Control System for Fabrication of Parts Processing and Inspection
The procedure is not applicable to the KAAN AIR due to not in the scope of work.

1.9.6.4 Control of Fabrication, the Inspection Assembly and the Test of Fabricated Parts
The procedure is not applicable to the KAAN AIR due to not in the scope of work.

1.9.7 Use Of Maintenance Data Not Clearly Intended For The Rating Held

When a staff suspected a maintenance data is not clearly, shall inform to the Maintenance Manager.
Maintenance Manager will evaluate of ambiguities at data, if the Maintenance Manager agree that the data ambiguities, reports to the Authors of Data.
Maintenance Manager will report and take corrective action for the ambiguities of data by mail and reference information to the authors of that data.
When the Maintenance Manager takes a confirmation and corrective actions that the data is ambiguities, the authors feedback shall be informed to the all staff.
The Maintenance Manager will stop the work process and wait information of authors of data. In the case of any delay, the task may be extended if it can be extendable task. Refer to MOE 2.27 for details.

1.9.8 Airworthiness Review Privileges

N/A for Kaan Air.

1.10 NOTIFICATION PROCEDURE TO THE AUTHORITY REGARDING CHANGES TO THE ORGANISATION'S ACTIVITIES / APPROVAL / LOCATION/ PERSONNEL

1.10.1 Notification of Changes

The Accountable Manager / his deputy or Quality Manager is responsible for notification procedures regarding any changes in this document, the Company's scope of work, certifications and approvals, company location and personnel. He is obliged to inform, in writing, the Turkish DGCA concerning changes in the Company Scope of Work and Management Organisation Chart, and introduce these changes only after approval has been received.

Notification procedure applies to the following:

- Change of the name of the organisation,
- Changes of approved maintenance sites,
- Addition or cancellation of approved maintenance sites,
- Change of Accountable Manager,
- Change of nominated personnel,
- Any changes in company activities that could affect the scope of approval as per Form 2 or MOE chapter 1.9 and related to:
  - Facilities
  - Equipment
  - Tools
  - Material
  - Procedures
  - Work scope
  - Certifying staff

A quality audit shall be performed initially when KAAN AIR intends to be set up a temporary line location. Then KAAN AIR shall apply to DGCA for approval.

KAAN AIR will submit to DGCA following information to set up temporary line maintenance location:

- Quality audit reports and corrective action records if any;
- Details of scheduled/non-scheduled tasks which will be performed at intended temporary line locations;
- Required materials and tools for performing of tasks;
- Additional information

KAAN AIR intends to be set up a permanent line maintenance location, following requirements shall be provided to location for intended location;

- Facilities will be set up such as offices, devices, communications, stores, etc.;
- Tools and materials will be located as applicable;
- Required man-power will be provided;
- Other requirements;

Quality audits shall be performed to intending line maintenance location to conformance of SHT-145 requirements has been completed properly. This MOE shall be amended at required parts accordingly.

KAAN AIR will apply to DGCA for approval of permanent line maintenance location. The following documents shall be attached to application letter;

- Revised maintenance organization exposition;
- Quality Audit Report and corrective action records if there are any;
- List of Tool and Equipment which are located to permanent line maintenance location;
- List of materials which are located to permanent line maintenance location;
- Other requirements;

A permanent line maintenance location shall be effective to perform maintenance after the DGCA approves the all requirements.

In the case of change of scope work (ie. New aircraft type or capability changes), an audit shall be performed and all corrective actions are being taken then KAAN AIR will issue Form-2 and submit to the DGCA for approval. The intended scope of work will be valid after the DGCA approve it.

1.10.2 Changes Not Requiring Amendment Of The Approval

If Kaan Air does not hold all the necessary tools, equipment, material, maintenance data, etc. temporarily in the line stations/workshops or any approved facility because of not having planned maintenance activity or contract for certain period of time, Quality Manager shall inform Turkish DGCA to determine if there is a need exist to amend the approval or if it may be maintained subject to decided further conditions. Line station management procedure is detailed in MOE 5.3 procedure.

1.11 EXPOSITION AMENDMENT PROCEDURES (INCLUDING, DELEGATED PROCEDURES)

1.11.1 MOE Amendment

MOE may be updated for the following reasons:

- Change in Turkish DGCA regulations;
- Changes in KAAN AIR's Maintenance Organisation;
- Need for change of the company procedures;
- Consequence of changes implemented by equipment and aircraft manufacturers.

All changes to this document shall be reflected on the Record of Revisions section of this document. All changes shall be reflected with **a black bar** next to the related raw (|) left or right and the **letter colour shall be red**.

Accountable Manager is responsible for final approve this manual internally.
Maintenance Manager is responsible followings;

- He/she is responsible for maintaining and keeping the Maintenance Organisation Exposition current;
- He/she is responsible for follow up revisions approval process in coordination with Quality Manager at the Turkish DGCA.

Quality Manager is responsible following;

- He/she is responsible for editing all proposed amendments prior to initiating the approval of Turkish DGCA coordination with Maintenance Manager.
- He/she distributes all registered MOE holders about approved amendments and forwards these to the holders within 10 days of their approval;

1.11.2 Associated Procedures, Lists And Forms

Quality Manager (QM) is responsible for management of exposition related documents for notifying to the TR DGCA for approval and/or information in accordance with following table;

#	Doc. Name	Doc. No	Change Reason	Indirect Approval	Approved By	Notification	
						Submit Via	Time Frame
1	MOE	MMD-01	Minor or Major, any	NO	TR DGCA	Official Letter	Upon revision
2	CS List	MMF-24	Any	YES	Quality Manager	E-mail	The most up-to-date list will be sent to TR DGCA in 10 days after each revision;
3	Capability List	MMF-39	Any	YES	Quality Manager		

1.11.3 Approval Process

Any company personnel have the right to propose change in the MOE. Quality Manager and Maintenance Manager review the proposed amendment, and the Turkish DGCA approval process is initiated.
The proposed amendment shall be forwarded to Turkish DGCA. Once an approved copy is returned from the administration, the amendment shall be implemented by replacing pages in each copy of MOE.
All revision shall be approved by the Turkish DGCA both minor and major.

1.11.4 Amendment Control Of Applicable Regulations And User Guides

All new Regulations and User Guides follow up by the Quality Manager. If applicable related documentations will be revised accordingly.

PART 2 MAINTENANCE PROCEDURES

2.1 SUPPLIER EVALUATION AND SUBCONTRACTOR CONTROL PROCEDURE

2.1.1 Type of Provider

The use of the following terms is made to standardise the nomenclature for the possible various providers of components/parts/materials and providers of maintenance services..

Suppliers of materials, standard parts, components:

- Sources of supplies (e.g. constructor, original manufacturer (OEM), distributor approved by the manufacturer, retailer, airline/air taxi companies, ...)
- Types of supplies (e.g. components, consumables, standards, materials, ingredients, etc.)

Contracted organisations:

- Sources of services (e.g. EASA Part 145 approved maintenance organisation and related approved ratings)
- Types of services (e.g. specialised work, line maintenance, component maintenance, etc.)

Subcontracted organisations:

- Sources of services (non- Part 145 approved organisation and related qualification)
- Types of services (e.g. specialised work, line maintenance, component maintenance, etc.)

2.1.2 Monitoring the Suppliers

Internal acceptance process for each type of suppliers;

Supply Chain Manager evaluates documentation of supplier such as capability, price, location and performance of supplier, etc. then if the supplier is acceptable, he/she will revise the supplier list.

KAAN AIR issues a Supplier Evaluation Form, Form No: SQF-28 and a supplier list, Form No: SQF-29 Approved Supplier List. Forms will be valid after Quality Manager approved. The suppliers shall be in the approved supplier list.

The list of suppliers is not considered an MOE associated list and will be managed under direct control of the Logistic and Quality Department. The term “supplier” used excludes the suppliers of tools and tools calibrations services which shall be described and referred in the MOE 2.4.

All suppliers will be evaluated once a year.

2.1.2.1 Management of the Purchase Orders According to the Approved Suppliers

Maintenance Manager is responsible for ordering tools, materials, service from approved suppliers list.

Production Planning Department requests following technical data from supplier before giving any order by Supply Chain Manager with the approval of Maintenance Manager :

- Part Number, Serial Number (where applicable) and other numerical description reference as required
- Type of certificate of airworthiness
- Certificate of Conformity where other certificates are not applicable
- Modification status, Manufacturer instruction implementation status (SB, BT, etc.)
- Mandatory instructions status (AD etc.)
- Life limits and preservation requirements
- Maintenance data references (AMM, CMM, IPC, etc.)

Once getting the information above, Production Planning Department checks all applicable status on above items in accordance with airworthiness before any order.

The form MMF-10 will be filled by Supply Chain Manager for order and approved by Maintenance Manager. The orders shall be followed up for delivering to the organization requesting time.

2.1.2.2 Record of Suppliers

All supplier records shall be kept in organization and retained for 5 years. The following records are known a supplier records; Supplier List, supplier evaluations, incoming inspection reports, purchase orders, repair orders, materials certificates such as EASA Form 1 and equivalent, conformity reports, material safety data sheet, etc.

2.1.3 Monitoring the Contracted Organisation

Internal acceptance process for authorization of contracted organisation;

Maintenance Manager will take necessary information about contracted organisation, such information; personnel qualifications, tools and equipment, materials and other information, forward to the Quality Manager for acceptance. The Quality Manager evaluates documents of contracted organsation and makes a postal or an onsite audit. Then the contracted organisation may be accepted. So, then its name shall be added to the MOE 5.4 and to the Quality Audit Plan in order to schedule an annual onsite audit. All contractors will be evaluated once a year.

Purchase orders manage by the Maintenance Manager according to the approved contracted organisation.

2.1.4 Monitoring Subcontactors

KAAN AIR may need subcontractor for performing works in the scope of work. Maintenance Manager is responsible for selecting subcontractor in accordance with expecting criteria such as capability, inventory, location, commercial aspects etc.

Internal authorization of subcontractors;

Maintenance Manager will take necessary information about subcontractors, such information personnel qualifications, tools and equipment, materials and other information, forward to the Quality Manager for acceptance. The Quality Manager evaluates documents of subcontractor or makes an onsite audit to subcontractor. Then the subcontractor may be accepted. So, then the subcontractor name shall be added to the MOE 5.2 and to the annual Quality Audit Plan in order to schedule an annual onsite audit for every subcontractor.

Subcontractors shall be in the approved subcontractor list. The subcontractor changes shall be applicable of MOE revisions.

2.2 ACCEPTANCE / INSPECTION OF AIRCRAFT COMPONENTS AND MATERIALS FROM OUTSIDE CONTRACTORS

2.2.1 Classification and Definitions

Life Limited Part

Life-limited part means any part for which a mandatory replacement limit is specified in the type design, the instructions for continued airworthiness, or the maintenance manual.

Standard Parts

Standard parts are parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements.

The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc.
Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part and part is accompanied by evidence of conformity traceable to the applicable standard.

Raw Material
Raw material is any material that requires further work to make it into a part of the aircraft such as metals, plastics, wood, fabric etc.

Consumable Material
Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemicals dyes and sealants etc. Raw material, Consumable material and Standard parts are shortened as **"Material"** in this procedure.

Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data and containing a conformity to specification statement as well as the manufacturing and supplier source. Such material shall only be used when the material meets the required specification and has appropriate traceability.

2.2.2 Component /Material Certification

Maintenance Manager is responsible of acceptance of component and materials to the organization. All component and materials will be inspected when incoming to the organization by authorized Incoming Inspectors and approved by Maintenance Manager finally.
KAAN AIR accept that components, parts and materials are conforms followings;

- Components which are in a satisfactory condition, released on a SHGM Form 1 or equivalent (EASA Form 1, FAA 8130-3, TCCA Form 1, ANAC Form SEGVOO 003, CAA Form-1 (accepted until 31 Dec 2022) and/or Form C-5 (AIC AR Russia), Form E-02 (FATA Russia), Form-1 (SAA Ukraine)
- Standards parts used on an aircraft, engine or that aircraft component when specified in the manufacturer's illustrated part catalogue and/or the maintenance data and having Certificate of Conformity Report (COC) (this document can be any format for KAMOV helicopters. Just needed a statement that item is in conformity with applicable standards.) , Passport / Summary Certificate (Logbook) / Indent Tag / Label of Component issued by Suppliers;
- Material both raw and consumable used in the course of maintenance that the material have certificate of conformity and have appropriate traceability.
- Russian Standards (Therefore, here listed Russian standards are used for some consumable as a document ; GOST- / TU- / OCT-)

Note: Used components maintained by a CAO [Combined (Continuing Airworthiness Management and/or Maintenance) Organisation – Non-Complex aircraft and non-licenced air carrier] appropriately approved for component maintenance and released on an SHY/EASA Form 1 or equiveilant cannot be installed on complex motor-powered aircraft or aircraft used by licensed air carriers

2.2.3 Receiving Inspection Procedure

Incoming Inspectors will inspect a delivered component or material package at incoming inspection table;

- Condition of the components and the spare parts prior to and after unpacking;
- A certificate of component (SHGM Form 1, EASA Form 1, FAA 8130-3, TCCA Form 1, ANAC Form SEGVOO 003, CAA Form-1 (accepted until 31 Dec 2022) and/or Form C-5 (AIC AR Russia), Form E-02 (FATA Russia), Form-1 (SAA Ukraine)
- A conformity certificate (COC) (this document can be any format for KAMOV helicopters. Just needed a statement that item is in conformity with applicable standards.) , Passport/ Summary Certificate (Logbook) / Indent Tag / Label of Component for standard materials, consumables, etc.
- Comparison the documentation of the material received as part number, serial number, effective date and its quantity according to the purchase order;
- Russian Standards (Therefore, here listed Russian standards are used for some consumable as a document ; GOST- / TU- / OCT-)

Incoming Inspection is performed to all incoming materials supplied from external sources for compliance with SHY/Part-145 and Kaan Air requirements. All part need to be inspected as per MMF-04 Incoming Inspection Form by Incoming Inspectors before acceptance of the supplied items. After inspection MMF-47 Material Receiving Form shall be composed as printed and filed in the store records. Incoming Inspection is performed according to instructions given below;

 Incoming inspection is performed in the incoming inspection area which is separated from other sections of the store. All materials are checked for conformance to shipping documents and Purchase Order, including Part number, serial / batch number and source identification. If part number is not provided, only the description of the part is defined in AMM/CMM, manufacturer's own part number is used for identifications.

 Any part to be used in maintenance activities must be received from approved sources. Therefore, the first step of the incoming inspection is to check the source of the receipt part. The source of the supplied part is checked from Approved Supplier List followed by the Supply Chain Manager. Second step of the incoming inspection is to check the receipt parts against compliance with Kaan Air Purchase orders and condition of the parts. In some cases, the quantity ordered parts may not match with the quantity of the parts receipt. In those cases, Supply Chain department shall be informed regarding the missing quantity and there is no need to quarantine the receipt amount if all incoming inspection criterias as applicable to the part detailed in this chapter are full filled.

 Incoming Inspector is responsible to check manufacturer requirements to keep parts in convenient storage conditions. Shelf life or life limits and storage conditions of standard parts such as seals, o-rings, packing, which are mostly made of elastomeric parts rubber and rubber like materials are defined by age control and special storage instructions are usually written on original package per MIL-STD-1523. Pipes, socets, connectors will be covered. For components' storage instructions are checked thru CMMs. Shelf life, storage durations, life limit of parts are also recorded on related part tag.

Incoming Inspector is responsible to check stores' conditions to make sure that supplied parts are kept according to manufacturer requirements. If stores are not able to keep parts, arrangement of necessary facilities is the responsibility of the Administration Department via coordination of Accountable Manager.

 Materials and/or standard parts received in different batches shall be identified and to avoid mixing of the parts to provide full traceability split accordingly.

Chemical materials such as sealants, oil, adhesives and greases must have MSDS covering special storage conditions and shelf life if applicable. Military specifications in MSDS are valid for chemicals. Different trademark can be used as alternative chemicals, provided that the MIL Spect is the same.

 Electro sensitive parts are checked on ESD protective desk equipped with antistatic wrist strap. Electrostatic table is functionally checked before every usage; according to LOW-GOOD-HIGH gauge, therefore it has to be seen GOOD green light for approval usage. If it has been a LOW or HIGH message; internal Occurrence Report Form is prepared by the related Incoming Officer

 Materials such as textile products to be used in the aircraft must have burn / inflammability certificate or flammability test report in accordance with regulations.

 If Incoming Inspection result is not satisfactory, inspected items are placed into quarantine area that **locked everytime** and tagged with MMF-02 Unservicable Tag.

 When unserviceable components are received from external sources for maintenance activities, Customer repair order is checked for the correct definition of the component.

 MMF-47 Material Receiving Form must provide internal and external traceability that all references provided by supplier and internal references must be filled properly. (e.g. order numbers, part numbers, serial numbers, batch numbers, internal document numbers…etc.) Serial number and part number must match with the part's registration.

In case of acceptable; MMF-47 Material Receiving Form, will be filled and signed by incoming inspector. Copy of certificates and delivery documents will be attached to the form. The spare parts/components are transferred to the spare parts room which only serviceable parts are located with serviceable tag card. The component's SHGM Form 1 or equivalent will be attached to the component (Repairable, overhauled). The store list will be up dated.

In case of it is not acceptable; the relevant component or materials are stored in the quarantine storage where only unidentified components and parts are located, or unsalvageable store box where decided a parts to be scrapted. When the discrepancy is resolved, the component/material is accepted or rejected to the supplier with discrepancy.

2.2.3.1 Acceptance and Incoming Inspection of Components from Internal Sources

KAAN AIR has electrical shop for testing battery. When a battery is tested in the shop, a SHGM Form 1 shall be issued in accordance with SHGM Form 1 issuing procedure of Part-2.16 of this manual.

KAAN AIR may only accept this component after incoming inspection is performed in accordance with incoming inspection procedures.

KAAN AIR may have other line maintenance location and keeps store for component and materials. In this case, incoming inspection procedure will be applied all component/materials even though the component/materials are delivered from base store. All incoming inspection records shall be kept at the line maintenance location.

2.2.3.2 Acceptance and Incoming Inspection of Internal Fabricated Parts

KAAN AIR has not approved internal fabricated parts.

2.2.4 Installation of Components / Standard Parts / Materials

Maintenance Management is responsible for tracking the applicable AD and modifications of the stored parts and taking necessary actions accordingly. Alternate/equivalent materials are also determined by the Maintenance department considering the standards/specifications mentioned in the maintenance data and identified in WINGS system.
Shelf life of the parts/materials are tracked by store management using WINGS system and most limiting shelf life is also stated on the serviceable label of the parts/materials.

Maintenance Management is responsible for tracking the applicable AD and modifications of the stored parts and taking necessary actions accordingly. Alternate/equivalent materials are also determined by the Maintenance department considering the standards/specifications mentioned in the maintenance data and identified in WINGS software.
A component shall be considered unserviceable in case of absence of the necessary information to determine the airworthiness status or eligibility for installation, expiry of the service life limit,

non compliance with the applicable airworthiness directives and other continued airworthiness requirement, evidence of defects or malfunctions.
The control of the configuration of the aircraft is the responsibility of the Operator/Owner/CAMO but determination of the eligibility of the component/part/material to be installed to the aircraft responsibility remains in the approved maintenance organization.
The C/Ss are responsible for verification of the followings prior to installation of components/parts and prior to use materials on an aircraft;

- satisfactory condition and appropriate document.
- due dates mentioned on the serviceable labels and compliance to applicable specification/standard as detailed in maintenance data.

Approved maintenance data and the manufacturer's configuration definition data must always be used by the certifying staff to determine the component eligibility to be installed. Interchangeability and mixability rules given in Type Certificate Holder documentation should also be considered.
Certifying staff shall check conformity of PN detailed in block 8 of SHGM Form-1, EASA Form-1 or equivalent with the tag/packaging and also the PN mentioned in IPC.

2.2.5 Components Removed Serviceable from Aircraft

KAAN AIR will accept that removed component such as loan components from serviceable aircraft conforms following criteria;

- It will be ensured that the component was removed from the aircraft by a certifying staff;
- The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component/related system.
- The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions.
- The aircraft record will be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes.
- A maintenance history record will be available for all used serialized aircraft components.
- Compliance with known modifications and repairs will be established.
- The Flight Hours / Cycles / Landings as applicable of any service life limited parts including time since overhaul should be established.
- Compliance with known applicable airworthiness directives should have been established.

SHGM Form 1 will be issued in accordance with Part 2.16 of this manual

2.2.6 Components Received from Customers for Repair and/or Overhauled

KAAN AIR may accept component received from customer. The incoming inspection procedure will be applied to that components. The inspection report will be filled and all attached documents shall be kept in the store.

2.2.7 Procedure of Treatment of a Suspected Unapproved Part (Bogus Part)

KAAN AIR follow up sources of announced bogus parts such as Manufacturer, EASA, Turkish DGCA, FAA and other sources timely manner.

When bogus parts are announced, KAAN AIR checks stores and/or a suspected unapproved part (bogus part) received from supplier, sub-contractors or customer/operator or already in store, the component/material will be kept in the quarantine section.

Following case may be occurred to identification of a bogus part;

- The part number, batch number or serial number may be announced by related sources,
- The part may be removed from unserviceable aircraft,
- The part may be not traceability certificate.

A report shall be submitted to the Turkish DGCA with an e-mail by Maintenance Manager or Quality Manager.

2.3 STORAGE, TAGGING AND RELEASE OF AIRCRAFT COMPONENTS AND MATERIALS TO AIRCRAFT MAINTENANCE

2.3.1 Storage Procedures

Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at a constant dry temperature to minimise the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.

The storage rooms and shelves are segregated to keep the serviceable, unserviceable, unsalvageable and quarantined part separate from each other.

Components and spare parts are stored in drawers, cells and on shelves with their part number in the original container or package. A computer tracking system indicates the location of the component.

Secure storage facilities and rooms provide safety and prevent unauthorized use of the equipment, tools and parts. The keys are retained in a secure key box from which the Maintenance Manager is responsible.

The followings are the main issues as far as the KAAN AIR storage facilities are concerned:

- Stockroom is large enough to store all aircraft component and materials at the separate locations with labels on the shelves. **Heavier goods will be down side, light-weights are at upper side.**
- Stockroom is under control for temperature and humidity device has memory capacity.
- The stockroom is kept clean and dust or any other contamination free.
- Enough storage racks are established in storage facilities to locate all aircraft component and spares as necessary.
- All aircraft components and materials are kept in protective package to minimize damage, corrosion or contamination during storage. **All parts with rubber contain needs special attention. They will be stored closed box or separate container for avoiding to exposed direct sunshine.**
- All materials are kept in the related area of the stockroom on their specific location, and properly identified with the tag.
- Materials not suitable for use (unserviceable or scrap) are kept separate from serviceable ones, in specific areas clearly designated for this purpose.
- An inspector, or his delegate, must inspect all aviation materials received before they enter the stockroom.
- Each and every routable component taken out of the stockroom to be installed on an aircraft must be attached with the appropriate serviceable tags

2.3.1.1 Control of Mandatory Life Limitations

All materials and components with a mandatory life limit and modification standards shall be followed up by Incoming Inspectors through WINGS software system alarming of remaining days. In the case of any overdue, it must be removed from the stockroom and discharged or sent for re-certification before or as soon as their mandatory life time limit expires.

Mutilation shall be accomplished in such a manner that the components become permanently unusable for their original intended use. **Mutilated components** shall not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by **re-plating, shortening** and **rethreading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.**

When in agreement with the component owner, the component is **disposed** of for **legitimate non-flight uses,** such as **training** and **education aids, research** and **development, or for non-aviation applications**, mutilation may not be appropriate. In such case, the component may be marked indicating that **it is unsalvageable**, or the **original part number or data plate information can be removed** or **a record** kept of the disposition of the component.

Scrap Report (MMF-12) will be issued and information provided to original manufacturer when components with mandatory life limitations due or other critical components scrapped/ mutilated.

2.3.1.2 Special Storage Requirements (Conditions and Limitation)

The storage conditions must be conformed of the materials/component requiring special storage requirements which are defined at manufacturer specification data sheet of component/materials.

Especially special attention will be given to materials that has storage temperature minimum and/or maksimum limits; target temperature limit for storage room and/or chemical refrigerator will be determined after a detailed check on the MSDS of mentioned above materials. Storage conditions will be periodically inspected in order to ensure such special conditions are met. So, regularly temperature of storage room and daily temperature for chemical refrigerator checks will be done and recorded periodicaly.

All dangerous materials are kept in specially established section and especially designed to prevent any fire or explosion risk.

2.3.2 Tagging

KAAN AIR will use following tags to identify and classify components and parts:

- Serviceable Component Tag indicates the relevant component (SHGM Form 1 or equivalent is attached) or part is ready to service, Form No: MMF-01.
- Unserviceable Component Tag indicates that the relevant component or part is not ready to service and required to be repaired, or tested, or any other maintenance work, Form No: MMF-02.
- Unsalvageable Component Tag, indicates that the relevant component shall be scrapped, Form No: MMF-03.

2.3.3 Release to the Maintenance Process

Components which are removed from aircraft during maintenance process will be kept following conditions;

- It will be attached Removed Part ID Tag, indicates that the relevant component for traceability during maintenance process to decide the part is serviceable, unserviceable or unsalvageable, Form No: MMF-19.
- It will be kept on racks at maintenance bays;
- It will be free from dust, leaks and other contaminations;
- It will be covered a prevent materials against to drop, damage, etc.
- Components may be **stay with no TAG** if they are in **a separate RACK at designated area**, near aircraft.

2.3.3.1 Unsalvageable Components

Maintenance Manager is responsible of classification and determination a component may be unsalvageable for following conditions;

- The part's life limit is expired in accordance with manufacturer standards and/or approved Aircraft Maintenance Programme;
- Non-repairable defects, whether visible or not to the naked eye;
- Do not meet design specifications, and cannot be brought into conformity with such specifications;
- Subjected to unacceptable modification or rework that is irreversible;
- Have reached or exceeded their certified life limits, or have missing or incomplete records;
- Cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;
- Conformity with an applicable airworthiness directive cannot be accomplished;
- Maintenance records and/or traceability to the manufacturer cannot be retrieved;
- The Reports from appropriately approved repair station stated that the part could not be repaired;
- BER (Beyond Economical Repair) Reports from appropriately approved repair station.

Any standards parts which are removed from aircraft during maintenance shall be kept in an identified area and disposal of them in accordance with aircraft maintenance manual instructions. In the special conditions some standard parts may be used such parts as cleanable filters, in limit gasket or other if the aircraft maintenance manual instructions states that they can be accepted.

2.4 ACCEPTANCE OF TOOLS AND EQUIPMENT

2.4.1 Tools and Equipment Acceptance Procedure

KAAN AIR evaluates tools in accordance with conformance of KAAN AIR aspects and its manufacturer standards in accordance with Manufacturer Tool Catalog.

KAAN AIR accepts only tools and equipment which are defined at aircraft manufacturer tool and equipment acceptance standards.

In case of alternate tool and equipment will be accepted, the tool and equipment must be conformed manufacturer design standards.

KAAN AIR shall give a Tool ID Number to all own tools and stick a placard to tool if it is possible. Then a tool can be traced with Tool ID Number in all records.

KAAN AIR shall also give an equipment ID Number to all ground equipments.

2.4.2 Incoming Inspection for Tools

Authorized personnel shall inspect a delivered tools and equipment;

- Inspect condition of the tool and equipment, prior and after unpacking;
- The certificates of manufacturer and if required calibration certificate;
- Comparison the documentation of the tool and equipment received as part number, serial number, effective date and its quantity according to the purchase order;

In case of it is Acceptable;

The tool and equipment shall be entered to the tool list and calibration status if necessary.

In case of it is Un-acceptable;

The relevant tools and equipment stored in the storage Quarantine section and appropriate WINGS-computer record is organized such as; MODIFY – either LOCATION and STATUS change to QUARANTINE in exact timely manner. When the discrepancy is resolved, the tools and equipment is accepted or rejected to the supplier with discrepancy.

2.4.3 Tools and Equipments Re-produced In Accordance With Original Drawings And Instructions

Puchasing and Product Planning Engineer obtain technical specifications or drawings from the manufacturers or other approved sources along with manufacturers consent to reproduce such original article. Depending on the complexity and the deadline for the article,

An **Engineering Order** that shall consist of the followings has to be prepared by the Puchasing and Product Planning Engineer:

1. Definition : Consist of the information such as technical specifications and drawings and periodic inspection or calibration requirements, etc. A sample of the subject article can also be provided if required and available.

2. Fabrication Process : Includes information regarding steps of fabrication covering any interim controls.

3. Conformity Inspection : Defines dimensional and functional checks or other methods to confirm that the article meets the requirements defined above. Material specifications and/or treatment methods shall be mentioned on drawings. Otherwise, fabrication of the subject tool and equipment shall not be allowed.

2.4.4 Alternate Tools and Equipment

2.4.4.1 Alternative Tooling Equivalence Assessment

The possibility to use “alternative tooling” requires a **previous verification** in the maintenance data of the product or component being maintained. KAAN AIR will have to proceed differently depending if:

2.4.4.1.1 Maintenance data ALLOWING the use of alternative tooling

The maintenance data are normally providing clear statements on the cases where alternative tooling to the one specified may be used. Only when this possibility is given in the maintenance data, KAAN AIR is entitled to proceed with an **EQUIVALENCE ASSESSMENT PROCESS** in order to use alternative tooling.

Alternative tooling may be obtained by different means, however, regardless of the type of acquisition process, the two possibilities given in the following chapters have to be considered by KAAN AIR.

2.4.4.1.1.1 The tooling technical data is available

Tooling technical data may be considered acceptable when:

- The maintenance data (AMM, CMM, etc…) already includes such data (i.e. manufacturing drawing, technical characteristics, manufacturing procedure, etc.),or;
- KAAN AIR obtains additional data (i.e. manufacturing drawings, etc.) from the relevant manufacturer (may be the applicable TCH (Type Certificate Holder), STCH (Supplemental Type Certificate Holder), OEM (Original Equipment Manufacturer) or the tool manufacturer which is specified in the maintenance data of the product or component being maintained).

In both cases the following minimum steps will be considered and applied:

- **Technical Specification:** engineering document establishing:
  - The technical characteristics of the tooling to be acquired/manufactured to demonstrate it is in conformity to the relevant technical data (i.e. dimensions, material, functions, accuracy, etc.), and;
  - The applicable inspection/service/calibration need; (refer to MOE 2.5)
- **Manufacture/acquisition:** process in use to manufacture the tool and/or to acquire it from any internal or external source;
- **Acceptance:** incoming inspection process to verify the tooling meets the requirements established in the Technical Specification and is identified accordingly;
- **Validation:** practical demonstration (i.e. functional check, etc.) that the alternative tool is capable of correctly performing the relevant maintenance task;
- **Alternative tooling equivalence declaration:** The satisfactory completion of the process mentioned above, is finalized by the formal approval by KAAN AIR, using a form as described in next chapter 2.4.5 “alternative tooling equivalence statement”

2.4.4.2 Alternative tooling equivalence statement

2.4.4.2.1 Recording of the alternative tooling equivalence assessment

The successful completion of the process related to establishing that an alternative tooling is equivalent to the one specified in the maintenance data, , will be formally documented in a form; that is **MMF-90 Alternative Tool Equivalence Assessment Form** ; needs to be formally documented to meet the following minimum requirements:

- The assessment has to be recorded in a form, which allows recording for each tool:
  - the reference to the maintenance data requiring the tooling;
  - the identification of the tooling as given by the maintenance data;
  - the identification of the alternative tooling to be used by KAAN AIR;
  - the reference to technical specification which has been developed by KAAN AIR to acquire/manufacture the alternative tooling.
  - **a statement that the alternative tooling is equivalent to the one specified by the maintenance data;**
  - Identification/signature of the person performing the assessment;

The informations described above need to be kept on-file 3 years after the tool has been permanently withdrawn from service by KAAN AIR.

- A system will be in place for the maintenance staff so they can easily identify the alternative tooling to be used as replacement of the one identified in the maintenance data (i.e. by information provided in the maintenance task card or in a tooling management system, etc.);

2.4.4.2.2 Personnel dedicated to the alternative tooling equivalence assessment

A comitte has been consisted with; Quality Manager, Maintenance Manager and Puchasing and Product Planning Engineer is been assigned to alternative tooling equivalence assessment.

2.4.5 Monitoring of Tool Service Providers

When a tool will be purchased and entered to KAAN AIR inventory, tools shall be purchased from approved supplier list. All tool suppliers and subcontractors shall be evaluated in accordance with supplier and subcontractor evaluation procedures in the Part 2.1.

The list of tools service providers (inspection /servicing/ calibration) is not considered an MOE associated list and will be managed under direct control of the Quality Department. The **list of tools service providers** and

the **list of suppliers of materials, standard parts and components** used in the maintenance process which is referred in the MOE 2.1 are being combined provided that the **"suppliers"** as defined in MOE 2.1 are clearly distinguished from the **"tool service providers"**.

The Maintenance Manager is responsible to lent/borrow a tool and equipment from the approved sources which are not used frequently at KAAN AIR maintenance facility.

KAAN AIR provides such lent/borrowed tools and equipment from manufacturers and contactors or subcontractors.
Maintenance Manager is responsible for performing incoming inspection of lent/borrowed tools and equipment for conforming KAAN AIR's standards.

The lent/borrowed tools and equipment will be recorded to organization tool room record log, Form No: MMF-41.

2.5 CALIBRATION OF TOOLS AND EQUIPMENT

2.5.1 Inspection, Servicing and Calibration Programme / Equipment and Calibrated Tool Register

KAAN AIR will have tools and measuring equipment calibrated in accordance with applicable calibration procedure which has been established in the tools and measuring equipment's manual.

Decision of "Ship to Calibration" is given for the following reasons; needing a calibration after the initial incoming inspection of a new purchase or loan, and other case next calibration date of existing tool is almost end. Store personnel and/or Tool Store Chief organize appropriate WINGS-computer record such as; RESERVE, REPAIR, PICK, TO SHIP and when tools come back to store after calibration SHIP, RECEIVE in exact timely manner. Special attention is paid to this timely entry of information.

The calibration organization shall be evaluated before any tool and equipment have been ordered for calibration and fill in the approved supplier list.

2.5.2 Establishing of Inspection, Servicing and Calibration Time Periods and Frequencies

KAAN AIR will keep and up to date a calibrated and measuring tool and equipment calibration control list, Form No: MMF-16 as current in the inventory. The calibration interval, next calibration date and time and calibration organization details will be in the list. Calibrated Tools and Equipment is following up by Maintenance Manager and coordination with Quality Manager.

KAAN AIR will have them calibrated to calibration agencies which has been accredited and approved in accordance with required standards by National and International organizations such as TURKAK, DAKKS, UKAS, DAR, etc.. Sometimes the manufacturer defines to verification of equipment of calibration. In this case, KAAN AIR performs test, inspection in accordance with calibration verification instruction and extends calibration due date of equipment. It may be required equipment manufacturer acceptance of test result.

KAAN AIR defines calibration intervals from each tool and measuring device's manufacturer manual. KAAN AIR defined calibration interval such as torque meter's calibration interval is 1 year. When calibrated a tool and equipment such as pressure gages are used as new condition and disposal when calibration due date is come out. KAAN AIR may define calibration interval for same type tool for usage frequency, condition of tool and equipment, etc. It should be defined at Calibration Control List, Form No: MMF-16.

KAAN AIR makes list for un-calibrated tools and equipment as Tool Room List, Form No: MMF-14. This tool room list is being up to dated when a new tool and equipment is accepted to the organization or disposal of the tool and equipment timely manner.

KAAN AIR controls and services tools and equipment annually for needing servicing. A servicing card, Form No: MMF-43 and a controlling card, MMF-47 is issued for each ground equipment which needs servicing and controlling. Those tools and equipment shall be servicing in accordance with theirs manufacturer instructions and recorded to the servicing card timely manner.

Periodicity and calibration intervals could be extended based on variations depending on

- The manufacturer's recommendations,
- Industry standard practices,
- frequency of utilization and/or normal industry standard.

QM is responsible to approve the intervals. Calibration period extension can be up to 24 Months.

Calibrated tools will be held the status CAL-EXP "Calibration Export" in Kaan Air WINGS system before calibration and after calibration return all calibrated tools will issue to the system again with incoming inspection. All calibration values will be evaluated by the store personnel together with Maintenance Manager or Deputy of Maintenance Manager or production planning engineers, should they have incoming inspection training, during incoming inspection. **If there is out of tolerence value**; torkmeters can not be used related ranges, and torkmeters will be tagged with a ''warning card''. If calibration was evaluated clockwise, personel shall used all calibrated torkmeters only clockwise.

2.5.3 Department Responsible for the Calibration Programme, The Register, The Follow up, Time Period and Frequencies

Maintenance Department is responsible for following up calibration programme, registering any tool added. The calibration follow up list will be monitored by annual basis for calibration status.

2.5.4 Identification of Servicing / Calibration Due Dates

KAAN AIR identify of servicing / calibration due dates on tools. Maintenance Manager is responsible for all tools are labeled on it. In the case any tools has no label identified servicing and calibration due dates, the Maintenance Manager will be informed by maintenance personnel before use. The label shall be attached on it.

2.5.5 Control of Personal of Loaned Calibrated Tools

Maintenance Manager and maintenance personnel will be responsible of controlling any loaned calibrated tools before use at aircraft and aircraft component. The tool must be also filled to tool record sheet and maintenance documents with calibration due date.

2.6 USE OF TOOLING AND EQUIPMENT BY STAFF (INCLUDING ALTERNATE TOOLS)

2.6.1 Distribution of Tools

KAAN AIR keeps all tools and equipment in the Tool Room. When a staff needs to tool and equipment, shall take it from Tool Room. A staff will record the taken tools and equipment to tool using register and work documentation.

2.6.2 Determining Tool Serviceability Prior to Issue

KAAN AIR staff shall determine of serviceability of tool and equipment prior to use. The determination shall be done following methods;

- Stamp of tool must be on it and written if any serviceability on it;
- The tool and equipment must be in calibration interval for calibrated tools;
- It must be operative conditions;
- It must be not dropped, damaged and functioned properly;
- It must be conformance of required standards during maintenance task.

Personnel shall check the **deviation values** in their certificates before using the calibrated tools. There is a **notice to remind sheet for using of correction table** in the toolstore.

2.6.3 Training and Control of Personnel in the Use of Tools and Equipment (Records of Training)

Maintenance Manager is responsible that a staff must be trained for using tools and equipment.

When a tool and equipment which is not known by staff accepted to the organization, Maintenance Manager will have personnel trained in accordance with tool and equipment using instructions. The tool and equipment training records shall be kept in personnel files. In addition, Maintenance Manager make a control of personnel in the use of tools and equipment at during maintenance process.

2.6.4 Personal (Own) Instrument/Tool/Equipment Control

Maintenance Manager is responsible to control regarding serviceability, calibration status and using applicability to aircraft, before a personal (own) instrument / tool / equipment is accepted to the organization. In addition, the personal instrument/tool/equipment shall be recorded to the organization's tool register record system.

2.6.5 Loan Tool Control and Audit

Maintenance Manager is responsible to control regarding serviceability, calibration status and using applicability to aircraft, before a lent/borrowed tool and equipment is accepted to the organization. In addition, these tools and equipment shall be recorded to the organization's tool register record system.

2.6.6 Control of Alternative Tools

Alternate tools may be used instead of those specified by the manufacturer in the maintenance data following the procedures here.

Alternate tools are subject to **accept by Quality Manager**; after the **Maintenance Manager's evaluation and approval**.

For the purpose of this procedure, **alternate tool is defined as** tool which is;

- different than the original one recommended by the tool manufacturer (OEM) and
- confirmed to be equivalent to the original either by the OEM or by the Maintenance Management.

Either commercially available alternate tool may be purchased or the alternate tool is manufactured internaly or outside of KAAN AIR. KAAN AIR's policy is to design and manufacture alternate tools and test equipment to meet and / or exceed the requirements of the OEM without affecting the content of maintenance task in terms of sequence and performance of the task.

Modified and manufactured tools by outside vendors will be acceptable when there is appropriate evidence that it meets the required standard of OEM.

2.6.6.1 Demonstration of Equivalence between design / manufacturing data of alternative tools and the data / features of the tools recommended in the maintenance data of the manufacturers

Quality Manager ensures that the tools be in compliance with manufacturer's requirements, should alternate tools to be used instead of the ones recommended in the maintenance data of the manufacturers.

MMF-90 Alternative Tool Equivalence Assessment Form is used to **record and keep track** of the alternate tools, with a checklist providing all items reviewed accordingly.

The special tool / tool list required for the scheduled / unscheduled inspections are defined with a tag inventory number on each tool or tool set for the purpose of identification and keeping track.

Demonstrating that the tooling in use is the one specified by the maintenance data or in the case KAAN AIR is using alternative tooling, as agreed by EASAsuch tooling has been assessed to be equivalent in accordance with and under below circumstances:

Φ **[Maintenance data allowing the use of alternative tooling]:**

The maintenance data are normally providing clear statements **on the cases where alternative tooling to the one specified may be used.**

> *May be in the "front matter" of the AMM, in a specific tools/equipment manual when published, in the TCH aircraft maintenance task card manual, in the special tools section of the component maintenance manual, etc. A declaration or other data from the tooling manufacturer stating that its tooling is equivalent or may be used in lieu of a tooling specified by the CMM (or AMM, etc.) is not sufficient to consider such tooling an equivalent alternative, unless such tooling manufacturer is also the OEM issuing the CMM (or TCH issuing the AMM, etc.).*

Only when this possibility is given in the maintenance data, KAAN AIR is entitled to proceed **with an equivalence assessment process** in order to use alternative tooling. Alternative tooling may be obtained by different means,

> *Internal or external manufacture, purchase from an external provider not being identified by the manufacturer, loan, use of an already available tool approved for another product or component, etc.*

however, regardless of the type of acquisition process, the two possibilities given in the following paragraphs have to be considered by KAAN AIR:

Φ **[The tooling technical data is not available]:**

This case applies **when no acceptable tooling technical data**, is available to establish conformity of an alternative tooling.

KAAN AIR, **may still intend in this situation to use an alternative tooling**, applying its engineering judgment through a reverse engineering approach.

The main driver to evaluate the applicability of this option is a **risk based approach** that shall be considered by KAAN AIR on a case by case basis. **This option is to be limited to the cases where the use of the alternative tooling does not affect the content and sequence of the maintenance task**. Moreover, the **use of an alternative tooling shall be assessed** by KAAN AIR to be of low risk for the overall performance of the maintenance.

The following minimum steps needs to be considered:

 Technical Specification: engineering document establishing:

o The technical characteristics of the tool to be acquired/manufactured based on a **reverse engineering approach** (e.g. **dimensions, material, functions, accuracy, etc.**) to demonstrate it is equivalent to the one specified in the maintenance data of the product or component being maintained, and;

o The applicable inspection/service/calibration need (refer to MOE 2.4 and 2.5);

 Manufacture/acquisition: process in use to manufacture the tool and/or to acquire it from any internal or external source;

 Acceptance: incoming inspection process to verify the tooling meets the requirements established in the Technical Specification and is identified accordingly;

 Validation: practical demonstration (e.g. functional check, etc.) that the alternative tool is capable of correctly performing the relevant maintenance procedure;

 Alternative tooling equivalence statement: the satisfactory completion of the process mentioned above is finalized by a formal approval by KAAN AIR, as described in in paragraph 2.6.6.4;

 Release to user: process describing how the user is informed of the use of alternative tooling, as described in paragraph "**Release of alternative tooling to user**".p00

Φ **[Maintenance data not stating the possibility to use alternative tooling]:**

There are cases, where the maintenance data **neither allows nor prohibit the use** of alternative tooling. In those cases, KAAN AIR may either:

- Acquire the specific tooling P/N by the identified vendor (s), or;
- Request a revision of the maintenance data directly to the TCH or STCH or ETSO holder to include the alternative tooling proposed by KAAN AIR before its use.

However, the use of an alternative tooling **maybe still acceptable in limited circumstances**. The main driver to evaluate the applicability of this option is a **risk based approach** that shall be considered by KAAN AIR on a case by case basis. This option is to be limited to the cases where the use of the alternative tooling does not affect the content and sequence of the maintenance task. Moreover, the use of an alternative tooling shall be assessed by KAAN AIR to be of low risk for the overall performance of the maintenance.

2.6.6.2 In-house identification rule of alternative tools (PN SN)

All tools and equipment utilized shall be given a unique part number which will be recorded on the relevant manufacturing form. To segregate the alternative tool from original one, a unique tool name/number **(KA-T-xxx [ALTN])** other than the original Part Number is assigned

2.6.6.3 Alternative tools Validation Process

MMF-90 Alternative Tool Equivalence Assessment Form is used for the conformity check and acceptance of locally manufactured tools and purchased alternate tools. For **determining equivalency**, a comparison should be made between the technical data of the tool recommended by the OEM and those generated by local manufacturer.

The method and material used while the manufacturing process will be documented including the technical drawings of the tool, and it will be ensured that they meet the original tool requirement. During the **acceptance process**, the tool is visually checked, material conformity is ensured and dimensional check is performed to show that the tool is manufactured iaw the drawings.

The alternative tooling **equivalence assessment** is considered to be a complex engineering task and in order to be allowed to follow this process, Product Planning Engineer has been assigned to this acitivity. **Product Planning Engineer** making the **equivalency assessment** should perform validation of the tool with respect to proper working of the alternate tool and its accuracy by means of functional check etc. with support of maintenance team.

Quality Department is responsible for auditing the alternate tool manufacturing and acceptance process.

After ensuring the equivalency, **Maintenance Manager approves** and **Quality Manager accepts** the alternate tool by signing the form before its use. Tools will be quarantined until its approval and incoming inspection and labelling of the tools will be performed iaw MOE 2.4.

2.6.6.4 Register of alternative tools / tagging / relation between the references of origin tools and alternative tools

All records of locally manufactured tools material certificate and technical drawing shall be kept by Maintenance Department as long as the tool is in use. The documents demonstrating

acceptance of manufactured alternate tool or equivalence of purchased commercially available alternate tool are maintained with the tool.

2.6.6.5 Treatment of possible changes of maintenance data according to the new references of alternative tooling (modifications limited to the references of the tooling to be used and/or adaptation of maintenance data regarding alternative tooling)

Should there be a change in maintenance data that affect the use of manufactured alternate tool, Maintenance Department should make re-evaluation to determine continuation of use of this tool

2.6.6.6 In-house approval of each alternative tooling before servicing

Maintenance Manager is responsible to control regarding; design and test specifications, certification, if any, and using applicability to aircraft, before an alternate tool is accepted by KAAN AIR. In addition, these tools will be controlled regarding; serviceability, calibration status, if applicable, and servicing requirements.

2.6.6.7 Release of alternative tooling to user

Updated documentation on the alternative tooling will be provided to the user.

In particular, system will be in place that maintenance staff can **easily identify** the alternative tooling to be used as replacement of the one identified in the maintenance data and traceability, such as;

- the name of alternative tool can be easily recognizable in the Tool List in accordance with tool name/number has an “KA-T-xxx [ALTN]” suffix/separation mark at the end of name/number.
- alternative tool name (KA-T-xxx [ALTN]) will be provided in the maintenance task card’s “Tools:” section when it has been empty printed before the required maintenance task implementation.

2.6.6.8 Storage of the records of alternative tooling

The form described above need to be kept on-file 3 years after the tool has been permanently withdrawn from service by the maintenance organisation.

2.7 CLEANLINESS STANDARDS OF MAINTENANCE FACILITIES

2.7.1 Standard for Office Facilities

KAAN AIR will keep office facilities are well climate (heated/cooling), ventilated and tidy and proper conditions topersonnel can be work comfortable conditions. The offices facilities will be cleaned timely manner.

2.7.2 Standard for Hangar Facilities

KAAN AIR will keep hangar are good standards for all planned work. Protection from the weather elements is provided and air conditioning system provides perfect condition to carry out the maintenance. Environmental and work area contamination is unlikely to occur.

Dust and any other airborne contamination are kept to a minimum level and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident.

The hangar will be cleaned with required water and other cleaning materials weekly period. When any unexpected dirty conditions are also cleaned immediately against to not occur any accident and incident.

All tools, equipments, bays in the hangar must be tidy condition regarding against to the foreign object damage to the aircraft.

2.7.3 Standard for Component Workshops

KAAN AIR will keep component workshops are good standards for all planned work protection from the weather elements is provided and air conditioning system provides perfect condition to carry out the maintenance.

2.7.4 Standard for Battery Shop

KAAN AIR will keep battery workshops are good standards for all planned work. Battery Shop will be free from the weather elements and suitable for human health and well climate to carry out the work.

2.7.5 Standard for Storage Facilities

KAAN AIR keeps storage facilities free from dust and untidy condition. The store facilities are cleaned regularly.

2.7.6 Standard for Oil, Grease and Flammable Liquids

KAAN AIR keeps storages which are in oils, greases and flammable liquids free from dust and untidy condition. The store facilities are cleaned regularly in accordance with such material's storage condition specifications.

2.8 MAINTENANCE INSTRUCTIONS AND RELATIONSHIP TO AIRCRAFT / AIRCRAFT COMPONENT MANUFACTURER'S INSTRUCTIONS INCLUDING UPDATING AND AVAILABILITY TO STAFF

2.8.1 Maintenance Data Coming from External Sources

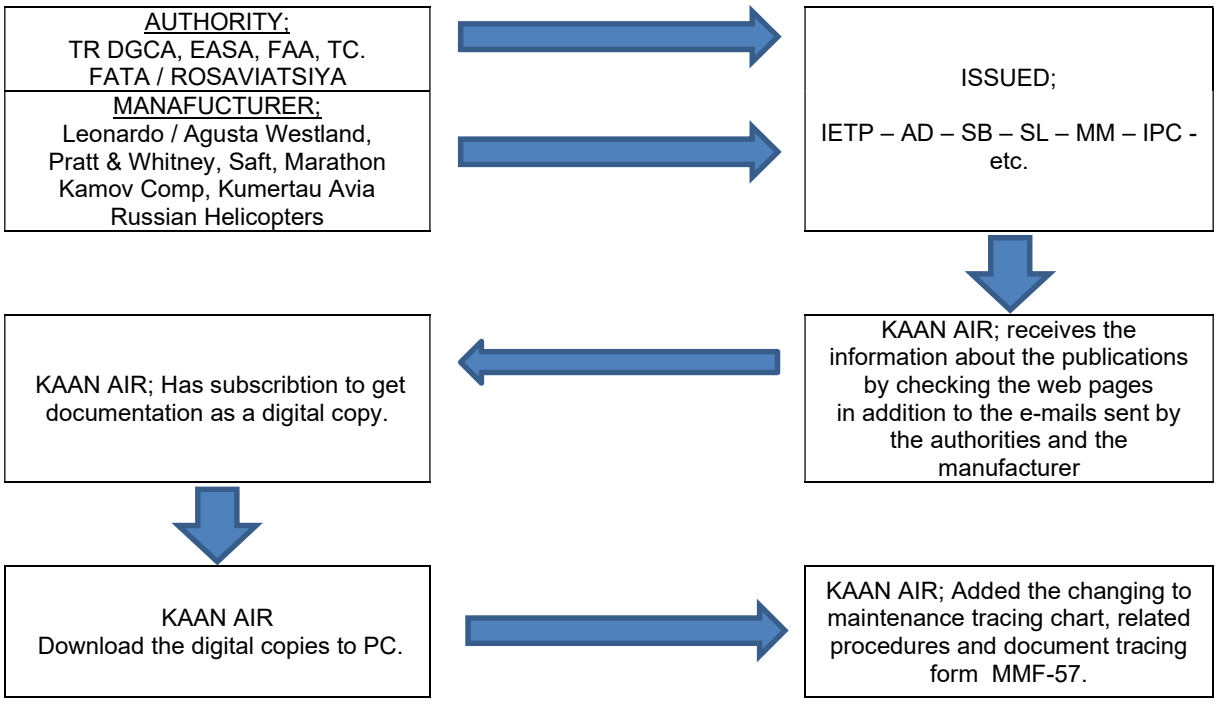
KAAN AIR will hold and use applicable current maintenance data which relevant to any helicopter, component or process specified in place regarding the KAAN AIR's scope of work and in the capability list, in the performance of maintenance, including modifications and repairs.

Maintenance Manager is responsible for the control of information's in the organization.

KAAN AIR will ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.

KAAN AIR will ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, KAAN AIR will be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.

To keep data up to date below procedure will be set up to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.



Technical library is consist of organization's manuals, aircraft and aircraft component maintenance data and other applicable maintenance instructions, shall be up to dated, readable, printable when required and all are in place on order. All personnel who out of company long term for vacation, holiday, trainings etc. will be informed all current AD/SB, recently issued and revisions.

2.8.1.1 Technical Information Amendment Procedures

Maintenance Manager is responsible of continuing amending of all technical information both hardcopy or digital formats. When amending copies are arrived to the organization, Maintenance Manager or his assistant shall amend all information both hardcopy and computer formats in the organization timely manner. Expired pages shall be destroyed when any amendment is done.

All manuals such as MOE, Aircraft Maintenance Manuals are amended when any revision service is due.

Service information's (AD, SB, SIL, etc.) shall be accessed to the manufacturer web portal by organization password, authorities as online when any needing.

2.8.1.2 Company Technical Procedures / Instructions

KAAN AIR not produces technical procedures / instructions

2.8.2 Documentation / Maintenance Instructions Issued By The Maintenance Organisation

KAAN AIR will provide a common work card and worksheet system to be used throughout relevant parts of the company. In addition, KAAN AIR will either transcribe accurately the maintenance data onto such work cards and worksheets or make precise reference to the particular maintenance tasks contained in such maintenance data.

Maintenance instructions are issued in a format which makes clear reference to the original maintenance data and/or allows transfers the contents of instructions from the current original data. In any case, **complex maintenance tasks** are identified to ensure a record of accomplishment of the complete maintenance task. Human factor principles will be taken into account during preparation of these instructions.

The overall work and/or included individual tasks are no longer "line capable", i.e. they are so complex that they require more comprehensive work scheduling and preparation. These can include:

- substantial repairs or modifications according to special instructions or respective classification by the manufacturer, TR DGCA and/or EASA,
- assistance in the physical survey for airworthiness review,
- for combined maintenance work, which was conducted by more than one certifying staff member.

According to Appendix VII to Part M; **Complex maintenance tasks** referred to in points Part M.A.502(d)3, M.A.801(b)2 and M.A.801(c):

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:

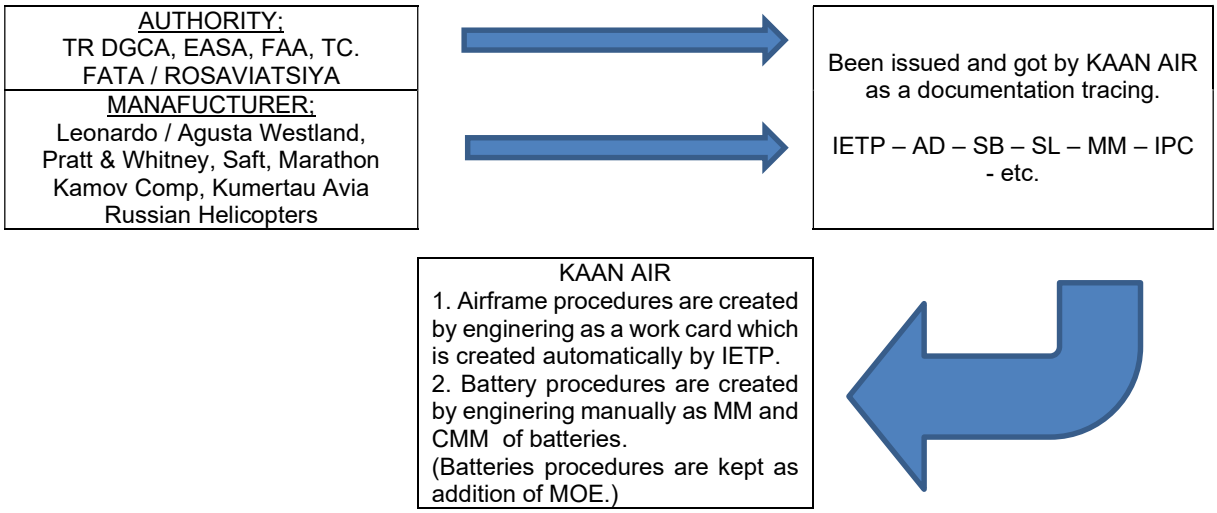
(a) a box beam;
(b) a wing stringer or chord member;
(c) a spar;
(d) a spar flange;
(e) a member of a truss-type beam;
(f) the web of a beam;
(g) a keel or chine member of a flying boat hull or a float;
(h) a corrugated sheet compression member in a wing or tail surface;
(i) a wing main rib;
(j) a wing or tail surface brace strut;
(k) an engine mount;
(l) a fuselage longeron or frame;
(m) a member of a side truss, horizontal truss or bulkhead;
(n) a seat support brace or bracket;
(o) a seat rail replacement;
(p) a landing gear strut or brace strut;
(q) an axle;
(r) a wheel; and
(s) a ski or ski pedestal, excluding the replacement of a low-friction coating.

2. The modification or repair of any of the following parts:
(a) aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture;
(b) aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction;
(c) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding
(i) the swaging of a repair splice or cable fitting, and
(ii) the replacement of a push-pull tube end fitting that is attached by riveting; and
(d) any other structure, not listed in (1), that a manufacturer has identified as primary structure in its maintenance manual, structural repair manual or instructions for continuing airworthiness.

3. The balancing of a propeller, except:
(a) for the certification of static balancing where required by the maintenance manual;
(b) dynamic balancing on installed propellers using electronic balancing equipment where permitted by the maintenance manual or other approved airworthiness data;

4. Any additional task that requires:
(a) specialized tooling, equipment or facilities; or
(b) significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.

Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task. Where KAAN AIR provides a maintenance service to a helicopter operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used.



2.8.3 Modifying Maintenance Instruction

KAAN AIR will not modify any maintenance instruction.

2.8.4 Verification and Validation of New Procedures Where Applicable

This procedure is not applicable to KAAN AIR, will not produce new procedures.

2.8.5 Incorporation of Best Practice and Human Factors Principles

This procedure is not applicable to KAAN AIR, will not produce any maintenance instructions. All manufacturer instructions must be good printable, readable and signed area are identified to stamp by staff.

2.8.6 Control of Customer Supplied Maintenance Data

KAAN AIR will agree with customer when a customer supplies a maintenance data. Maintenance Manager shall take a statement from customer that all data are current revisions.

KAAN AIR controls revision status of customer maintenance data before any work which is being carried out.

2.8.7 Incorporation of FTS Concept on Maintenance Documentation

This procedure is not applicable to the KAAN AIR's scope of work. KAAN AIR has only performed helicopter maintenance in the scope of work.

2.8.8 Incorporation of CDCCL Concept

KAAN AIR use CDCCL concept to manufacturer task card/work as is manufacturer application. When KAAN AIR needs to own incorporation of CDCCL concept to task card/worksheet in accordance with own experience, the CDCCL indication may be indicated with a stamp "CDCCL Item" on the task card/work sheet.

2.8.9 Awareness of Technical Publications, Instructions and Service Information by the Staff

KAAN AIR shall aware to staff about any revised and changed technical publication, instructions and service information when required.

2.9 REPAIR PROCEDURE

2.9.1 Repairs

KAAN AIR use repair procedures such as SRM, DOA procedures which are approved by aircraft and aircraft component manufacturers and Part-21 Design Organizations.

Major repairs are to be started after approval by the operator/owner/CAMO.

All internal and external repairs shall be done in accordance with approved repair procedure and instructions. In the case of there is not any task card or work card, these cards shall be produced in accordance with approved repair procedure for sign-off. The repairs are also recorded to the aircraft and aircraft component log books accordingly.

2.9.2 Fabrication of Parts

Same as 1.9.6

2.9.2.1 Fabrication In-House

Not applicable

2.9.2.2 Fabrication Outside

Puchasing and Product Planning Engineer sends a Part Order to Maintenance Manager with an Engineering Order for tool and equipment mentioned above Part 2.4.3. Maintenance Manager chooses a sub-contractor which approved and controlling according to Part 2.1 and 2.2 for the intended tool or equipment to be fabricated.

After a tool or equipment is fabricated at subcontractors premises; **a conformity inspection** mentioned above Part 2.4.3 shall be done by the appropriate laboratory of subcontractor. If a tool or equipment **passes the inspection tests**, subcontractor prepares a test report can be deemed that a typical incoming inspection procedure would have been applied by means of conformity and/or verification check (If **failed**, the article is returned to the corresponding shop for rework where possible, **otherwise**, the article is scrapped). Then, the article is **registered** according to paragraph 2.4.2. Incoming Inspection.

2.9.2.3 Control of the Scope of Work (Limitations and conditions)

KAAN AIR will control application capability of any repair in accordance with the scope of work. In the case of the work is over of limitations, the repair shall be performed by manufacturer only.

2.10 AIRCRAFT MAINTENANCE PROGRAMME COMPLIANCE

Operators which do not have their own maintenance capability shall have a maintenance contract for base and line maintenances. The contract is based on EASA Part-M and clearly defines the maintenance organization responsibilities and action limits. Additional guidance can be found in Appendix XI to AMC M.A.708(c) contracted maintenance.

The contract between the CAMO and KAAN AIR specifies in detail the responsibilities and the work to be performed by each party. The contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities, procedures and routines in the CAMO and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the procedures that apply.

A maintenance contract should specify the maintenance data and any other manual required for the fulfilment of the contract, and **how these data and manuals are made available** and kept current (regardless if they are provided by the CAMO or by KAAN AIR).

The maintenance data and manuals may include but is not limited to:

- **maintenance programme,**
- airworthiness directives,
- major repairs/modification data,
- aircraft maintenance manual,
- aircraft illustrated parts catalogue (IPC),
- wiring diagrams,
- troubleshooting manual,
- Minimum Equipment List (normally on board the aircraft),
- operator's manual,
- flight manual,
- engine maintenance manual,
- engine overhaul manual.

2.10.1 Identification of the Maintenance Programme under which the maintenance has to be carried out

The maintenance programme, under which maintenance has to be performed, is being specified in the Maintenance contract. The CAMO should have that maintenance programme approved by its competent authority and provides to KAAN AIR.

2.10.2 Maintenance Programme Access by KAAN AIR as part of the work order/contract

KAAN AIR needs to have the appropriate sections of the operator's aircraft maintenance programme, other related maintenance data and manuals described above paragraphs which written in the maintenance contract.

2.10.3 CRS is done in compliance with the Approved Operator's Maintenance Programme

The release to service pocedure is explained more detailed in MOE 2.16.

The certificate of release to service should relate to the task specified in the (S)TC holder's or operator's instructions or the aircraft maintenance programme which itself may cross-refer to maintenance data.

The release to service has to be performed by KAAN AIR in accordance with its maintenance organisation procedures. The Maintenance contract should, however, specify which support forms have to be used (aircraft technical log, maintenance organisation's release format, etc.) and the documentation that KAAN AIR will provide to the CAMO upon delivery of the aircraft. This may include but is not limited to:

- certificate of release to service,
- flight test report,
- list of modifications embodied,
- list of repairs,
- list of ADs accomplished,
- maintenance visit report,
- test bench report.

2.11 AIRWORTHINESS DIRECTIVES PROCEDURE

2.11.1 Company Policy

KAAN AIR use AD's which are issued by manufacturer's aviation authority.

All AD's can be free accessed from www.easa.eu.int , www.faa.gov , www.tc.gc.ca when any needing for application.

2.11.2 Checking and Enforcement of AD's on the Equipment / Stocked Spare Parts

KAAN AIR will check and enforce AD's when any AD is applicable to the equipment in use and stocked spare parts. When any AD's is applicable to the equipment and stocked spare parts, KAAN AIR is responsible of having it perform applicable manufacturer or SHY/EASA-145 approved organizations.

2.11.3 Accomplishment of Aircraft ADs / Work Orders Specifying the Status of the Document to be used

A/D and S/B implementation will be evaluated by PPC department and all effective maintenance steps will be converted as a task card from WINGS system. Install steps of critical task will be also converted as a task card.

2.11.4 Awareness of the Mandatory Character of the Associated Maintenance Data

All certifying staff will be aware of all mandatory character of the associated maintenance data.

2.11.5 Identification of the Mandatory Requirement in the Maintenance Documentation

KAAN AIR shall use the manufacturer maintenance documentation as is. So all mandatory requirement in the maintenance documentation is already defined by the manufacturer.

2.12 OPTIONAL MODIFICATION PROCEDURE

2.12.1 Company Policy

KAAN AIR use optional modifications such as Service Bulletins, DOA modification data which are approved by aircraft and aircraft component manufacturers and Part-21 Design Organizations.

KAAN AIR may perform optional modification if it is requested and approved by the operator / owner / CAMO, will be performed.

All modifications shall be done in accordance with approved maintenance or Design Organization's data and instructions. In the case of there is not any task card or work card, these cards shall be produced in accordance with approved repair procedure for sign-off. The repairs are also recorded to the aircraft and aircraft component log books accordingly.

2.12.2 Control of the Scope of Work

KAAN AIR will control of application capability for optional modification in accordance with the scope of work. In the case of the work is over of limitations, the modification shall be performed by manufacturer or contractor which has capable of the work.

2.13 MAINTENANCE DOCUMENTATION IN USE AND ITS COMPLETION

2.13.1 Templates In Use To Record Maintenance

KAAN AIR will issue manufacturer task cards from Aircraft Maintenance Manual, all required service bulletins, airworthiness directives pages and other required maintenance documents from maintenance library in accordance with Work Order, CMF-09 issued by CAMO or MMF-28 issued by AMO, which is a list consist of work package.

In addition, maintenance documents will be issued as required which are in the standard work package.

2.13.2 Composition Of The Work Package

KAAN AIR shall assembly a work package following documents;

- Work Order, CMF-09 issued by CAMO or MMF-28 issued by AMO;
- Work Service Report, MMF-30;
- Maintenance Task Card s, issued from approved Maintenance Data;
- All incorporated airworthiness directives, service bulletins, service letters, etc.

2.13.2.1 Worksheets for Non-routine Tasks

KAAN AIR shall use following task card and non-routine card if necessary at maintenance process; Task cards; printed from AMM. Non-Routine Task Card, Form No: MMF-29, a copy is given at the Part-5 of this manual.

2.13.2.2 Worksheet / Work Card Completion and Maintenance Sign-off

KAAN AIR's certifying staff shall sign-off a task card when the work is completed. The sign-off must be containing staff sign and date.

In the case of a certifying staff performs a task card, he/she will sign off the task card and finally another staff who has Independent Inspection authorization, shall inspect the work and sign off the "**Inspector Column**" at MMF-42 Maintenance Task Card to be ensure that the work is carried out properly for critical task.

2.13.3 Completion Of Maintenance Documentation

KAAN AIR's authorized staff, shall collect all completed documents to assembly work package for certification.

All following documents shall be collected and assembled as work package:

- Work order form, CMF-09 or MMF-28;
- Service Report Form, MMF-30;
- Technician, Tools, Component and Materials Request Form, MMF-06;
- Stock Release, Spare Parts and Special Tools Usage Form, MMF-18;
- Non-routine cards as is signed-off, which is incorporated during maintenance process, when necessary, MMF-29;
- Task cards, which is already signed-off, MMF-17A to Ğ; and/or MMF-42
- Reference maintenance data; such as Airworthiness Directives, Service Bulletin, Service Letter, etc.;
- All component serviceable tag card and Form-1 and other documents related task card;
- Finally Work Package Control List, MMF-30.

And finally all ready maintenance records shall be controlled to issue CRS accordance with CRS Issuing procedure in the Part-2.16 of this exposition.

All CRS and work package shall be controlled first by related certifying staff and finally Product Planning Department Engineer using work package control form, MMF-54. This control form is kept with completed work package at related aircraft records.

2.13.3.1 Recording of Test Results and Dimensions

KAAN AIR will record all test result and dimensions to task cards, if a task card has available a recording of test results and dimensions.

In addition, KAAN AIR may use special test and dimensions forms for specific tasks, are produced from manufacturer task cards for only recording;

2.13.3.2 Control and Use of Customer Supplied Work Card/Worksheet

KAAN AIR will not use customer supplier work card/worksheets.

2.14 TECHNICAL RECORDS CONTROL

2.14.1 System for Control, Storage Conditions and Retrieval of Records

KAAN AIR keeps maintenance records as hardcopy and digital format in the organization. A hardcopy maintenance records shall be kept in the steel case. In addition, the archive steel case has been indicated to rescue from fire first.

All digital maintenance records shall be held on an electronic database; company server under backup system which shall be updated within 24 hours of any entry made to the main electronic database. Maintenance Manager is responsible for maintenance records check, storage in order not to damage or loss and for final confirmation of the records on relevant places in maintenance documentation.

2.14.2 Control of Access to Records

All records shall be under restricted access to all people against to lost, destroying and theft. So that reason archives war drops are locked and computers are under password access control.

2.14.3 Record Keeping System

KAAN AIR keeps all maintenance records are readable, traceable and retrieval conditions. The especial records are consist of followings; CRS, work order, task cards, on-routine cards, incorporated airworthiness directives and service bulletins, test and dimension records, etc.

KAAN AIR takes related aircraft's technical log book, log pages and other documents of customer for registering a performed maintenance to on it. The all customer records shall be kept under control during maintenance process.

2.14.4 Lost or Destroyed Records

In the case of any specific maintenance record is lost or destroyed or customer requested, KAAN AIR may re-produce relevant record. Maintenance Manager must ensure that the work is carried out and proofs must be provided for related records. The copy of produced record and its proofs will be submitted to the Turkish DGCA for acceptance.

2.14.5 Provision of Records to Operator

KAAN AIR shall provide original maintenance records to the aircraft operator /owner/CAMO after a copy is taken to the organist ion's records system.

KAAN AIR shall provide following records as original to the operator/owner;

- Work Package Control List, MMF-54;
- CRS, Certificate of Release to Service, MMF-31;
- Work Order, CMF-09 issued by CAMO or MMF-28 issued by AMO;
- Work/Service Report, MMF-30;
- Copy of Technical Log, Engine Log with CRS stamped;
- Spare and Tools Records (used at this maintenance)
- All component serviceable tag cards and SHGM Form 1 or equivalent, etc.;
- Maintenance Task Cards, issued from Approved Maintenance Data;
- Copy of any detailed maintenance record associated with the work carried out.
- Non routine cards generated during maintenance;
- All incorporated airworthiness directives, service bulletins, service letter, etc.

2.14.6 Retention of Records

KAAN AIR shall keeps copies of all maintenance records three (3) years in the organization. The records may be printed format or digital format.

2.15 RECTIFICATION OF DEFECTS ARISING DURING BASE MAINTENANCE

2.15.1 Procedure to Record Defects Arising During Maintenance

KAAN AIR may discover a defect at aircraft during scheduled maintenance work. The defect shall be recorded to the manufacturer task card system and/or free non-routine card by Shift Supervisor who is qualified certifying staff. The non-routine card must be signed off and all non-routine cards shall be recorded to the Work and Service Report, FORM No: MMF-30 and signed off by shift supervisor.

KAAN AIR may discover a defect which is not affect the airworthiness of aircraft and lower flight safety at aircraft during scheduled maintenance work and cannot be rectified due to lack of material, man-power, etc. of defect in the maintenance process time. In this case, the defect must be informed to the customer as carrying forward defects. These forwarded works shall be written to the Work and Service Report, Form No: MMF-30 and shall be delivered to the customer after maintenance is accomplished.

Due to maintenance or defects, all removed components or parts will be tagged appropriate serviceable or unserviceable tags. They will be also kept appropriate shelves.

2.15.2 Analysis of Defects and Rectification

KAAN AIR will analysis all defects which are recorded to the manufacturer task card and/or non-routine cards and plan all tools, equipment, materials and other requirements with approval of customer to rectify these defects.

KAAN AIR shall not issue a CRS and shall not carry forward defect to future maintenance when a defect is not in the limit of airworthiness standards. These limited defects are defined at Part 2.16 and 2.18 of this manual.

2.15.3 Notification Process (when necessary) to Customer, TC Holder, Turkish DGCA

KAAN AIR shall not notify to customer for all defects to customer on time for causing any delay of maintenance completion.

KAAN AIR must notify also TC Holder and Turkish DGCA regarding defect which is effect to the aircraft or aircraft component that could seriously hazard flight safety. Such defects are defined at the Part 2.18 of this manual.

2.15.4 Report to the Operator / Approval of the Customer to Launch the Rectification According to the Contact

KAAN AIR shall report all defects to the operator/customer. KAAN AIR shall take an approval of operator/customer for rectifying a defect. This approval is contains cost of rectifying, material used, etc. In the case of a defect in the limits, operator/customer may forward the defect to next scheduled maintenance due to lack of time, operation standards, etc.

2.16 RELEASE TO SERVICE PROCEDURE

2.16.1 General Requirements of the Release To Service

A certificate of release to service (CRS) shall be issued by appropriately authorised certifying staff on behalf of KAAN AIR when it has been verified that all **maintenance ordered has been properly carried out** by KAAN AIR in accordance with the procedures specified in point 145.A.70, taking into account the availability and use of the maintenance data specified in point 145.A.45 and that there are **no non-compliances** which are known to endanger flight safety.

A certificate of release to service (CRS) shall be issued **before flight** at the completion of any maintenance.
KAAN AIR use following **statement in the CRS**;

"Certifies that the work specified except as otherwise specified was carried out in accordance with SHT-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service."

2.16.2 Aircraft Maintenance Release To Service (Ax Rating)

2.16.2.1 Base Maintenance CRS on Large Aircraft

KAAN AIR issues CRS for all maintenance checks and other work packs which require extensive maintenance actions. CRS includes reference to related work pack which contains full details of maintenance carried out.

These CRSs signify that the maintenance check has been completed, all task/control cards and any associated defect cards have been accomplished or properly deferred.

For the Base Maintenance CRS on large aircraft will be issued by category C certifying staff. Category B1 and B2 staffs work only as a support staff for C level CS. Refer to MOE 3.4 procedure for authorisation and privileges of certifying staff.

2.16.2.2 Base Maintenance CRS Other Than Large Aircraft

KAAN AIR's category B1.3 or B2 certifying staff can issue a certificate of release to service for other than large aircraft when satisfied that the scheduled maintenance which is defined in the scope of work, required by the aircraft has been properly carried out.
The Certificate of Release to Service (CRS), which indicates that the relevant aircraft is ready to service, is necessary before any flight,

- On completion of any scheduled or non-scheduled maintenance works;
- On completion of any engine replacement,
- Incorporation of a airworthiness directives and service Bulletins,
- On completion of repair and modifications.

- On completion of the work on an aircraft, the Category B1.3 or B2 authorized certifying staff must ensure that all maintenance documents has been completed and signed by the authorized certifying staff. A CRS, Form No: MMF-31 has been defined at part 5.1 of this manual

2.16.2.3 Issue of CRS after Line Maintenance

KAAN AIR's Category B1.3 or B2 Certifying Staff can issues a certificate of release to service for all aircraft when satisfied that the scheduled maintenance tasks required by the aircraft has been properly carried out in the maintenance level of in the scope of work.

The certificate of release to service (CRS), which indicates that the relevant aircraft is ready to service, is necessary before any flight,

- On completion of any scheduled or non-scheduled maintenance works in accordance with maintenance level of in the scope of work;
- On completion of any engine replacement,
- Incorporation of a major Airworthiness Directives and Service Bulletins,
- On completion of Major Repair and modifications.

On completion of the work on an aircraft, the Category B1.3 or B2 authorized certifying staff must ensure that all maintenance documents has been completed and signed by the authorized certifying staff. A CRS, Form No: MMF-31 has been defined at part 5.1 of this manual;

After completion of non-planned maintenance, it can be sign off technical log page, not required CRS, may be consisting of followings;

- After changing a tire, servicing a system uncoupling and re-coupling lines, etc,
- On completion of any defect rectification,
- On completion of maintenance of any component when it has been removed from the aircraft.

Any servicing to the aircraft and necessary, pre-flight accomplished by KAAN AIR

2.16.2.4 Issue of CRS after Defect Rectification

KAAN AIR use task card for defect rectification in the maintenance process. When a defect is found, task card will be sign of when the defect is rectified.

KAAN AIR may release to service at aircraft technical log book for defect rectification when satisfied that the maintenance required by the aircraft has been properly carried out.

The line maintenance work may be consisting of followings;

- After changing a tire, servicing a system uncoupling and re-coupling lines, etc,
- On completion of any defect rectification,
- On completion of maintenance of any component when it has been removed from the aircraft.

Any servicing to the aircraft and necessary, pre-flight accomplished by KAAN AIR

2.16.2.5 Issue a CRS with Limitations / Incomplete Work / Work Unable to Perform

New defects or incomplete maintenance work orders identified during the maintenance shall be **brought to the attention of the aircraft operator** for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case **where the aircraft operator declines** to have such maintenance carried out under this paragrapah, below paragraphs are applicable:

By derogation to MOE 2.16.1, when KAAN AIR is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. KAAN AIR shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.

1) Being unable to establish full compliance with MOE 2.16.1 means that the maintenance required by the aircraft operator could not be completed due either to running out of available aircraft maintenance downtime for the scheduled check or by virtue of the condition of the aircraft requiring additional maintenance downtime or because the maintenance data requires a flight to be performed as part of the maintenance, as described in below paragraph 4).

2) **The aircraft operator is responsible** for ensuring that all required maintenance has been carried out before flight and therefore 145.A.50(e) requires such **operator to be informed in the case where full compliance** with MOE 2.16.1 **cannot be achieved** within the operator's limitations. **If the operator agrees** to the deferment of full compliance, then the certificate of release to service may be issued subject to details of the deferment, including the operator's authority, being endorsed on the certificate.

Note: Whether or not the aircraft operator does have the authority to defer maintenance is an issue between the aircraft operator and TR DGCA or State of operator, as appropriate. **In case of doubt concerning** such a decision of the operator, KAAN AIR shall inform TR DGCA on such doubt, before issuing the certificate of release to service. This will allow TR DGCA to investigate the matter itself or with the State of the operator as appropriate.

3) The procedure draws attention to the fact that MOE 2.16.1 does not normally permit the issue of a certificate of release to service in the case of non-compliance and states what action the mechanic, supervisor and certifying staff takes to bring the matter to the attention of the relevant department or person responsible for technical co-ordination with the aircraft operator so that the issue may be discussed and resolved with the aircraft operator. In addition, the appropriate person(s) as specified in 145.A.30(b) shall be kept informed in writing of such possible non-compliance situations.

4) Certain maintenance data issued by the design approval holder (e.g. aircraft maintenance manual (AMM)) requires that a maintenance task be performed in flight as a necessary condition to complete the maintenance ordered. Within the aircraft limitations, an appropriately authorised certifying staff shall release the incomplete maintenance before the flight on behalf of KAAN AIR. GM M.A.301(i) or GM1 ML.A.301(f) describe the relations with the aircraft operator, which retains the responsibility for the maintenance check flight (MCF). After performing the flight and any additional maintenance necessary to complete the maintenance ordered, a certificate of release to service shall be issued in accordance with MOE 2.16.1.

***Maintenance Check Flight (MCF)**: Certain maintenance data issued by the design approval holder (e.g. AMM) require that a maintenance task be performed in flight as a necessary condition to complete the maintenance ordered. Within the aircraft limitations, a CS will release the incomplete maintenance before the flight on behalf of KAAN AIR. After performing the flight and any additional maintenance necessary to complete the maintenance ordered, a CRS will be issued in accordance with 145.A.50(a). The aircraft operator retains the responsibility for the MCF and further guidance is available in GM M.A.301(i), about the various MCF scenarios, including in particular cases where a permit to fly may be necessary or where KAAN AIR may rely on the crew performing the flight to make statements about in-flight verifications.

2.16.2.6 Sign of After Maintenance Task Completion

Shift Supervisor and authorized certifying staff shall ensure that all completed tasks are being carried out in good standards and signed-off by performer.

2.16.2.7 Cross Reference to Work Package

KAAN AIR use manufacturer task card in the work package.

2.16.3 Components/engines/APUs Maintenance Release To Service

For component which is removed from aircraft as serviceable after tested on the wing and the test report such as log page or task card is available to show the component is serviceable. In addition the applicable AD and modification status shall be controlled. A SHGM Form 1 can only issued there is no applicable AD and modification of the component.

KAAN AIR may issue SHGM Form 1 when a component has been removed from aircraft as serviceable conditions reason that a component may be loaned. A SHGM Form 1, Form No: MMF-32 may be issued and signed by authorized certifying staff.

2.16.3.1 Issue of SHGM Form 1

KAAN AIR may issue a SHGM Form 1 to component in the approved capability list by CC/S who is authorized. A SHGM Form 1 is given at as sample in the Part 5.1 of this manual, following conditions;
KAAN AIR's CC/S can work at battery in accordance with maintenance level of battery in the battery shop. A task, Form No: MMF-17's shall be sign of by CC/S. Then all applicable AD and mandatory service bulletin must be accomplished when there is an applicable to the battery. Then a SHGM Form 1, Form No: MMF-32 will be issued and signed of CC/S.
All original task cards, issued SGHM Form 1 and Form 1 Record Log shall be kept in the archives in 3 years minimum as maintenance records.

2.16.3.2 Issue of a One-off Certification

For the unforeseen case of an aircraft grounded at a location not having an appropriately approved SHT-145 maintenance organization, KAAN AIR may issue a one-off SHT-145 certification authorization to a person with not less than 5 years maintenance experience and holding a valid ICAO aircraft maintenance license rated for the aircraft type requiring certification subject to KAAN AIR obtaining and holding on file evidence of the experience and the license. It is the responsibility of Quality Manager to evaluate the qualifications of the technician, to take precautions for adequate maintenance application, and to report all such cases to Turkish DGCA within 7 days of issuance of such certification authorization.

When the aircraft is grounded at a location other than the main maintenance base due to the non-availability of an aircraft component with the appropriate release certificate, it is permissible to temporarily fit an aircraft component without the appropriate release certificate for a maximum of 30 flight Hours or until the aircraft first returns to the main maintenance base, whichever is sooner.

2.16.3.3 Issue of a CRS by Flight Crew or Owner Aircraft

KAAN AIR may give an authorization to flight crew or owner for compliance a repetitive airworthiness directive which must be performed in the pre-flight task. This authorization will be given by Quality Manager. This specific authorization for only regarding airworthiness directive will be given a signed letter to flight crew.

2.16.4 NDT Release To Service (D1 rating)

Not Appliceable for Kaan Air

2.17 RECORDS FOR THE OPERATOR

2.17.1 Contracted Record Keeping for Operators

KAAN AIR may keep an operator's aircraft records in the organization accordance with contract between both parties.
Maintenance Manager is responsible to keep all operator maintenance records which are stored in a safe way with regard to fire, flood, thief and unauthorized usage.

2.17.2 Arrangements for Processing and Retention of the Operator's Maintenance Records

Maintenance Manager will arrange operator's maintenance records for keeping properly timely manner. These arrangements are consist of adding new record, filling up log books, tracing and controlling when require med times.

Any operator's maintenance records cannot be retained without Operator's permission. After contact is finished, the all records shall be transferred to the operator.

2.18 REPORTING OF DEFECTS TO THE COMPETENT AUTHORITY / OPERATOR / MANUFACTURER

2.18.1 Internal Occurrence Reporting System

It is understood that the 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 Part 145.A.60 (e.g. to TR DGCA, etc.).

All occurrence reports shall be written to Form No: MMF-33 Defect and Un-Airworthy Report or SMM-Appendix-2a Maintenance/Technical Occurrence Report Form or SMF-08 Safety Report and will be submitted by e-mail to Maintenance Manager.

2.18.1.1 Technical Occurrence Report and Completion Instruction

KAAN AIR is use following procedure for reporting internal occurrence reporting system;

All maintenance personnel will report any occurrence that hazards the flight safety and incident or accident to the Maintenance Manager and Safety Manager

2.18.1.2 Investigation Procedure and Follow-up System

Safety Manager will analysis technical occurrences and define corrective actions to against to re-occur again. When an occurrence is subjected to the un airworthy condition as paragraph 2.18.2 Safety Manager shall issue a Form MMF-33 and submit to the Turkish DGCA / Operator/ Manufacturer.

2.18.1.3 Reporting Timescale

Safety Manager will produce and submit the reports as soon as practicable but in any case within 72 Hours of identified at paragraph 2.18.2 reportable reports.

2.18.1.4 Reports Must Contain Pertinent and Evaluation Results

Safety Manager shall analysis reports which is take evaluation result and corrective actions against that the occurrence is not repeated again.

2.18.1.5 Person Responsable for Reporting

Safety Manager is responsible for reporting of reportable defects to Turkish DGCA / Operator / Manufacturer as soon as possible but not more than 72 Hours.

2.18.1.6 Defects Reported by Sub-Contractors

In case of KAAN AIR have sub-contractors which will also responsible to report an occurrence. Maintenance Manager is responsible for informing to sub-contractor about occurrence reporting procedure. Safety Manager is responsible of collecting, analyzing and reporting if necessary to the Turkish DGCA/Operator/Manufacturer.

2.18.1.7 Permitted Reporting Periods and Retention of Data

All personnel shall report occurrences as soon as practicable but in any case within 72 Hours to Maintenance Manager. All occurrences shall be evaluated and result is feedback to the personnel in a reasonable time.

All reportable defect reports, internal occurrences reports, analysis results and other records shall be retain 5 years in the organization.

2.18.2 Reportable Occurences as per 145.A.60

KAAN AIR submit a report to the Turkish 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 the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.

2.18.2.1 List of Reportable Occurences

KAAN AIR shall report following, but not limited to, unsafe sample conditions defects to the Turkish DGCA/ Operator/ Manufacturers; according to the SHT OLAY directives,

• **Technical** ○ Structural and System Damage on aircraft, ○ Power systems and APU (including Propoller and helicopter blades) ○ Human Factors and etc.	• **Aircraft Maintenance and Fixing:** ○ Wrong installation, ending with structural damage, ○ Applied AD/ASB and following determination malfunction and damages, ○ Emergency system and equipment malfunctions, ○ Encounter a suspicious product or component

2.19 RETURN OF DEFECTIVE AIRCRAFT COMPONENTS TO STORE

2.19.1 Labeling and Identification of Defective Components

All defective components which are removed from aircraft shall be labeled and identified as unserviceable card.

2.19.2 Handling and Movement of Components

All defective components shall be kept in container which is produced in accordance with ATA-300 material handling and packaging standards. All defective components shall be handled and moved to the stores with these containers.

2.19.3 Storage of Defective Components

All defective components shall be kept in unserviceable store section with label or unserviceable card. The store shall be good conditions against dust, humidity and other contaminations.

2.19.4 Components “On Hold”

When a component is removed from aircraft for a system testing, troubleshooting etc., the component shall be tagged identification card and kept at the maintenance bay. Such component is known as “on hold” component.

In the case of such component is serviceable condition, it will be installed to an aircraft. KAAN AIR may issue a SHGM Form 1 for storing.

2.19.5 Exchange Components

When a component removed from aircraft reason for exchanging, the removed component shall be returned back to supplier as soon as practicable time with unserviceable tag.

2.19.6 Repairable Components

When a component removed from the aircraft for repairing reason, it will be sent to the contactors as soon as practicable time with repair order.

2.19.7 Unsalvageable Aircraft Components and Parts to be scrapped

When an unserviceable components and parts shall be classified as unsalvageable component following conditions;

- Components with non-repairable defects, whether visible or not to the naked eye;
- Components that do not meet design specifications, and cannot be brought into conformity with such specifications;
- Components subjected to unacceptable modification or rework that is irreversible;
- Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records;
- Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;
- Components for which conformity with an applicable airworthiness directive cannot be accomplished;
- Components for which maintenance records and/or traceability.

In this case, it may not defined above component is unsalvageable or not in their capability, such component will be sent to contractor or manufacturer for determination its conditions.
KAAN AIR shall scrap an unsalvageable component and keep a report Form No: MMF-12 if it is ensured that it is unsalvageable.

2.20 DEFECTIVE COMPONENTS TO OUTSIDE CONTRACTORS

2.20.1 Dispatch of Components for Repair / Overhaul / Modification / Calibration

KAAN AIR will send unserviceable components for repair, overhaul, modification or calibration to outside contractors which are SHY/EASA-145 approved organizations timely manner.

KAAN AIR issues a repair order form, No: MMF-11, for each component to dispatching to outside contractors. In addition, shipping documents such as copy of invoice, airway bill and other documents shall be issued to send this component to contractor which is abroad.

2.20.2 Identification of Required Work

A component which will be dispatched to contractor, is attached an unserviceable card and the repair order must be identified what requested work.

2.20.3 Control of Dispatch, Location and Return

Maintenance Manager is responsible of control of dispatch, location and return component at dispatching process. The dispatching documents shall be kept in repair order file and followed up repair, return to store back with component acceptance procedure which is defined at Part 2.3 of this manual.

2.20.4 Return of Unserviceable Loan Parts

In the case of a part is loaned and used at an aircraft, it may be removed and returned to the owner/suppliers when another one is installed to the aircraft. At this time a Form-1 may be issued according to procedure which is in the Part 2.16 of this manual. The component shall be returned to as its container and Form-1 is attached to it.

2.20.5 Management of the Packaging and Special Transportation Conditions

All components must be packaged and having a container to transport against deformation, damage and free from other contamination. A component container must be good standards according to ATA-300 Materials Handling and transportation specifications.

2.21 CONTROL OF COMPUTER MAINTENANCE RECORDS SYSTEM

2.21.1 Information Retrieval

KAAN AIR use hardcopy format for all maintenance work package and take a copy as hardcopy to the archives. In addition, computer system is used for database and other required work.

So information is always retrieval able from computers when a computer is destroyed or deleted.

2.21.2 Back-up Systems

All digital maintenance records shall be held on an electronic database; company server under backup system which shall be updated within 24 hours of any entry made to the main electronic database. Maintenance Manager is responsible for maintenance records check, storage in order not to damage or loss and for final confirmation of the records on relevant places in maintenance documentation.

2.21.3 Security and Safeguards to Unauthorized Access

All computers shall be accessed to authorized personnel and they are under control password access to prevent unauthorized people.

2.22 CONTROL OF MAN-HOUR PLANNING VERSUS SCHEDULED MAINTENANCE WORK

2.22.1 Management System of Company Planning Versus Time Available

KAAN AIR has yearly based man-hour plans for its maintenance activities. Past year's actual used man-Hours, coming year's contracts, known seasonal peaks and maintenance capabilities, including equipment and personnel on hand are all the main concerns of this plan.

2.22.2 Type of Planning

Man-hour plan is prepared and issued at the very beginning of the New Year by the maintenance manager.

2.22.3 Type of Factors Taken Into Account in the Planning

Maintenance Manager takes into following type of factor for man-hour planning;

- Human performance limitations, such as day work, night work will be taken into account;
- Complexity of work; what type of work was performed, what type of work will be performed next period,
- Employed contacted staff; how many and how qualified staff will be employed to next period according to future work load and contacts,

2.22.4 Planning Revision Process

It is monitored all the time and revised at least in every 3 Months when any shortfall is found.

2.22.5 Organization of Shift

There is no shift in KAAN AIR. All people work in day shift only.

2.22.6 Notification Procedure for Deviation Workload and Man-Hours Availability

Accountable and Maintenance Manager shall provide man-power to the organization when 25% shortfall in the actual case.

2.23 CRITICAL MAINTENANCE TASKS AND ERROR-CAPTURING METHODS

2.23.1 Critical Maintenance Task

At least one more approved Certifying Staff must perform a Duplicate Inspection to a work which is performed by one certifying staff for all the critical tasks to prevent any possible error which could affect the safe operation of the aircraft.

2.23.1.1 Critical Task List

Following tasks during the handling installation, rigging an adjustment of parts that are described as a critical part in the AMMs shall be considered critical task and duplicate inspection is required;

(1) tasks that may affect the control of the aircraft flight path and attitude, such as installation, rigging and adjustments of flight controls;

(2) aircraft stability control systems (autopilot, fuel transfer), except replacement;

(3) tasks that may affect the propulsive force of the aircraft, including installation of aircraft engines, propellers and rotors; and

(4) overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

Several data sources may be used to identify critical maintenance tasks, such as below:

(1) information from the design approval holder;

(2) accident reports;

(3) investigation and follow-up of incidents;

(4) occurrence reporting;

(5) flight data analysis;

(6) results of audits;

(7) normal operations monitoring schemes; and

(8) feedback from training.

2.23.2 Error Capturing Methods

(a) Error-capturing methods are those actions to detect maintenance errors made when performing maintenance.

(b) KAAN AIR will ensure that the error-capturing methods are adequate for the work and the disturbance of the system. A combination of several actions (visual inspection, operational check, functional test, rigging check) may be necessary in some cases.

2.23.2.1 Independent Inspection Procedure

Independent inspection is one possible error-capturing method.

(a) **An independent inspection is**; an inspection performed by an 'independent qualified person' of a task carried out by an 'authorised person', taking into account that:

(1) the 'authorised person' is the person who performs the task or supervises the task and they assume the full responsibility for the completion of the task in accordance with the applicable maintenance data;

(2) the 'independent qualified person' is the person who performs the independent inspection and attests the satisfactory completion of the task and that no deficiencies have been found. **The 'independent qualified person' does not issue a CRS, therefore they are not required to hold certification privileges;**

(3) the 'authorised person' issues the CRS or signs off the completion of the task after the independent inspection has been carried out satisfactorily;

(4) the work card system used by KAAN AIR will record the identification of both persons and the details of the independent inspection as necessary before CRS or sign-off for the completion of the task is issued.

(b) **Qualifications of persons performing independent inspections**: The 'independent qualified person' has to be trained and gained experience, **at least one year CS**, in the specific inspection to be performed. KAAN AIR could consider making use of, for example:

(1) staff holding a certifying staff or support staff or sign-off authorisation or equivalent necessary to release or sign off the critical maintenance task;

(2) staff holding a certifying staff or support staff or sign-off authorisation or equivalent necessary to release or sign off similar task in a product of similar category and having received specific practical training in the task to be inspected; or

(3) a commander holding a limited certification authorisation in accordance with 145.A.30(j)(4) and having received adequate practical training and having enough experience in the specific task to be inspected and on how to perform independent inspection.

(c) **Performing an independent inspection**: An independent inspection should ensure correct assembly, locking and sense of operation. When inspecting control systems that have undergone maintenance, the independent qualified person should consider the following points independently:

(1) all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking;

(2) the system as a whole should be inspected for full and free movement over the complete range;

(3) cables should be tensioned correctly with adequate clearance at secondary stops;

(4) the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense;

(5) if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and

(6) software that is part of the critical maintenance task should be checked, for example: version, compatibility with aircraft configuration.

2.23.2.2 Reinspection - One Person Method

(1) Reinspection is an error-capturing method subject to the same conditions as an independent inspection is, except that **the 'authorised person'** ***performing the maintenance task is also acting as*** **'independent qualified person' and** ***performs the inspection.***
(2) Reinspection, as an error-capturing method, will be **performed if only one person is available** to carry out the task in the base or line maintenance location and perform the independent inspection. The circumstances cannot be considered unforeseen if the person or organisation has not assigned a suitable 'independent qualified person' to that particular line station or shift.

(3) CRS is issued after the task has been performed by the 'authorised person' and the reinspection has been carried out satisfactorily. The work card system used by KAAN AIR will record the identification and the details of the reinspection before CRS for the task is issued.

The risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; It should be aimed at:

(a) Minimising multiple errors and preventing omissions. Therefore, it should be specified:

(1) That every maintenance task is signed off only after completion;

(2) How the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and

(3) That work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person;

(b) Minimising the possibility of an error being repeated in identical tasks and, therefore, compromising more than one system or function. Thus, it should be ensured that no person is required to perform a maintenance task involving removal / installation or assembly / disassembly of several components of the same type fitted to more than one system, a failure of which could have an impact on safety, on the same aircraft or component during a particular maintenance check.

However, in unforeseen circumstances when only one person is available, KAAN AIR may make use of reinspection as described in point (d) of AMC4 145.A.48(b).

Different components and systems on the aircraft, which directly affect flight safety, are different for each of them in the maintenance and malfunctions that require parts replacement or disassembly.Different CS will be assigned. In this way, mistakes that may be made on one side may not be made on the other. While the task card or procedure prepared by the engineering, will be marked with the **"multiple item"** task or procedure.

2.24 REFERENCE TO SPECIFIC MAINTENANCE PROCEDURES

2.24.2 Aircraft Pressure

N/A

2.24.3 Aircraft Towing

These procedures are specified in the maintenance manual, for example. Tow helicopter from the nose landing gear, using a tow bar. When towing with a flat nose strut it shouldn't be exceeded 45 degrees either side of center line of helicopter to prevent possible door damage. The parking brake is not released until after tow bar is secured between helicopter and towing vehicle.

2.24.4 Aircraft Taxing

N/A

2.24.5 Aircraft Weighing

Kaan Air can perform aircraft weighing in accordance with manufacturer maintenance manual and manufacturer approved weighing tools and equipment in the scope of work.

When a customer requests have its aircraft weighing to Kaan Air in out of Kaan Air's scope of work, the customer shall take an approval for specific aircraft weighing from Turkish DGCA.

Manufaturer approved weighing tasks shall be used for all weighing of aircraft.

2.24.6 Technical Wash

The technical wash practices necessary for proper maintenance are a water rinse to remove contamination and wash to restore performance. Operators should be aware that salt may be encountered for 75-150 miles in land under weather conditions. If there is any doubt about the conditions in which your engines are operated, the compressors should be given a daily water rinse. Water will not damage the engine but salt and chemicals will.

2.24.7 Control/Supervision for De-Icing Systems

N/A

2.24.8 Handling and Control of Waste Materials

KAAN AIR sends all waste materials to recycling organization to prevent environmental.

2.24.9 Scrapping of Parts

KAAN AIR sends all scrapping parts to recycling organization to prevent environmental.

2.24.10 Unforeseen Cases for Line Maintenance Activities

KAAN AIR may maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance.

If an aircraft, which is lost its airworthiness due to its scheduled or unscheduled line maintenance requirements need to be performed, is in KAAN AIR approval list, KAAN AIR, may maintain and release it in any location momentarily to gain its airworthiness again. The scope of such maintenance, howewer, is limited to the followings;

1. Simple defect rectification (including component replacement) servicing,
2. Minor structural repairs which limits airworthiness and arise during last flight or in the ground,
3. Line maintenance checks which are necessary after maintenance performed (such as NDT, Boroscope/Videoscope, Engine Run-Up etc.)

In the unforeseen (only for works performed outside of the approved facilities in AOG) cases, where an aircraft is grounded at a location other than the main base (KAAN AIR may perform maintenance where not approved to perform as listed in this MOE) the followings have to be accomplished to let KAAN AIR to provide maintenance activities;

1. If the maintenance is planned by the Purchasing and Product Planning Engineer;
2. Maintenance Manager accepts that he/she has complied all requirements in accordance with SHT-145.
3. Quality Manager and Accountable Manager approve the actions specified above (1 and 2)
4. Quality Manager shall inform TR DGCA with a written letter in 3 working days for the items 1, 2 and 3 above.

All unforeseen maintenance activities, which will be performed, shall be informed by the Quality Manager to TR DGCA within 72 hours.

2.25 PROCEDURES TO DETECT AND RECTIFY MAINTENANCE ERRORS

2.25.1 Procedure To Minimise The Risk Of Multiple Errors And Preventing Omissions

KAAN AIR working procedures intend to minimise the risk of multiple errors and errors being repeated in identical maintenance tasks compromising more than one system or function.

KAAN AIR ensures that no person is required to perform a maintenance task involving removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, a failure of which could have an impact on safety, on the same aircraft or component during a particular maintenance check. However, in unforeseen circumstances when only one person is available, the organisation may make use of reinspection.
KAAN AIR's maintenance personnel report all maintenance errors to Quality Manager for recording, analyzing and feed back to the staff to prevent same errors will not be repeat again in the maintenance process.

2.25.2 Procedure to Minimise the Risk of Errors Being Repeated In Identical Maintenance Tasks Compromising More Than One System or Function

All independent inspection tasks shall be inspected by another Certifying staff during maintenance process on time. Each task which is required with duplicate inspection will be sign off by authorized independent inspector.

2.25.3 Identification Of Methods In Use To Minimise The Risks

Refer to MOE 2.23 "sign-off" policy for details of how to sign-off each type of task.

There are more than one error-capturing method is defined, can be seen below table, criteria is established accordingly to prioritise the methods to be adopted:

<table>
<tr><th rowspan="2">Type of Task</th><th rowspan="2">Description of Task</th><th colspan="2">Minimising the risk of errors being repeated in identical maintenance tasks and error capturing methods priority</th></tr>
<tr><th>Primary</th><th>Secondary</th></tr>
<tr><td>Identical Maintenance Task</td><td>removal/installation or assembly/disassembly of several components of the same type fitting to more than one system, a failure of which can have an impact on safety, on the same aircraft or component during a particular maintenance check.

(e.g. dual engine oil uplift, replacement of both cabin pressure controllers on one aircraft, etc.)</td><td>Performance by different authorized persons

of the same task in different systems (planning method)</td><td rowspan="2">Re-inspection by the same authorized person who has performed the task

(limited to unforeseen cases when only one person is available)</td></tr>
<tr><td>Critical Maintenance Task</td><td>a maintenance task that involves the assembly or any disturbance of a system or any part of an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety.

(e.g. one engine installation, one flight control rigging, etc.)</td><td>Independent inspection</td></tr>
</table>

2.26 SHIFT / TASK HANDOVER PROCEDURES

2.26.1 Aims and Objectives of the Shift Handover

KAAN AIR Works on one shift and in day time. So there is no required shift handover in the organisation.

In the case of shift handover is required due to more than one shift works on same aircraft maintenance process, shift handover procedure is applicable.

Aim and objectives of the shift handover procedure is that in shift personnel shall be communicated between outgoing and incoming personnel.

2.26.2 Training of Personnel in Shift / Task Handover Process

All personnel shall be trained and aware during human factor training in shift/task handover process. The details of training syllabus are given at the human factor training procedure at Part 3.14 of this manual.

- As a briefly; all personnel has to know that following principles during shift/task handover process;
- Both shift have required time for talking and transferring jobs each other;
- Know what tasks are completed by previous shift, what tasks are being completed by own shift;
- Know that completed tasks are signed by previous shift properly;
- To forward all not completed tasks to next shift.

2.26.3 Recording of Shift / Task Handover

In the case of shift/task handover is applicable to KAAN AIR; the subjected communications regarding shift/handover shall be recorded appropriate record document.

2.26.4 Description of Shift Handover Process and Required Information

When it is required to hand over the continuation or completion of a maintenance action for reasons of a shift/task handover, the below procedure shall be followed:

- Be sure to record all maintenance activities done clearly into the relevant work order,
- Take all necessary measures to maintain the aircraft or aircraft component in a safe manner for the intended work,
- Inform the maintenance manager as applicable,
- Ensure that all relevant information is understood by the incoming personnel,
- Provide adequate environment to maintain a good level of communication,
- Notify the incoming personnel and the maintenance manager for any unconformity.

2.26.5 Responsible Person for Managing and Filling Up the Shift / Task Handover

Shift supervisors of both previous and next shift are responsible of managing and processing shift/task handover procedure and will recorded all requirements to shift/task handover documents

2.27 PROCEDURES FOR NOTIFICATION OF MAINTENANCE DATA INACCURACIES AND AMBIGUITIES TO THE TYPE CERTIFICATE HOLDER

2.27.1 Definitions of Maintenance Data

KAAN AIR uses following maintenance data which produced by TC Holders;

- Aircraft Maintenance Manual
- Illustrated Part Catalog
- Repair Manual
- Wiring Manual
- Service Bulletin
- Airworthiness Directives
- Engineering Orders which is produced by TC Holder
- Engineering Orders which is produced by Part-21 Design Organization,

2.27.2 Method of Internal Reporting of Maintenance Data Ambiguities

When a staff suspected a maintenance data which are listed above paragraph, shall say to the Shift Supervisor or Maintenance Manager.

Maintenance Manager will evaluate of ambiguities at data, if the Maintenance Manager agree that the data ambiguities, reports to the Authors of Data.

2.27.3 Method of External Reporting of Maintenance Data Ambiguities to the Authors of That Data

Maintenance Manager will report and take corrective action for the ambiguities of data by mail and reference information to the authors of that data.

2.27.4 Feedback to Staff and Implementation of TC Holder/Manufacturer Corrections

When the Maintenance Manager takes a confirmation and corrective actions that the data is ambiguities, the authors feedback shall be informed to the all staff.

2.27.5 Impact of the Data Ambiguity on the On-Going Maintenance Task

The Maintenance Manager will stop the work process and wait information of authors of data. In the case of any delay, the task may be extended if it can be extendable task.

2.28 PRODUCTION PLANNING PROCEDURE

2.28.1 Establishment of a Clear Work Order or Contact

Maintenance Manager is responsible for establishing a work order and customer/operator/CAMO responsible personnel will sign-off this work order before commencing to planning of work. The work order shall consist of all detailed work must be written to the work order.

In addition, when a customer/operator/CAMO request a contact, KAAN AIR's Accountable Manager or Quality Manager or Maintenance Manager will establish a contract in accordance with KAAN AIR's capability. When a resources needing for this work load, KAAN AIR will provide necessary resources before contract is signed of both parties.

The contract will be prepared in accordance with SHY-M for Commercial Operators.

2.28.2 Procedures for establishing all Necessary Resources are Available before Commencement of Work

KAAN AIR will make arrangements all necessary resources are available before commencement of work, such resources are followings;

- Hangar, qualified staff, man-hours, spare parts, materials, documentations, maintenance data and other required resources.

2.28.3 Procedures for Organizing Maintenance Personnel without undue time pressure and providing all necessary support during maintenance

The staff are to be organized and being provided by all necessary support to ensure the completion of maintenance without undue time pressure.

2.28.4 Consideration of Human Performance Limitations

KAAN AIR takes into consideration human performance limitation for planning tasks, organizing shift. Human performance influence is considered in the view of planning safety related tasks, referring to the upper and lower limits, and variations (Circadian rhythm / 24 Hours body cycle), when planning work and shifts.

2.28.5 Planning of Critical Task

All details are explained at 2.23 Control of Critical Tasks, should be considered all basic principals.

KAAN AIR takes following factors into account in the planning;

- **Logistics**; required spare parts shall be available to facilities, if necessary, purchased parts shall be cleared from custom on time.
- **Inventory control**; minimum stock will be determined and stock level will be controlled timely manner. When stock level is less then minimum, it will be purchased for stock.
- **Square meters of accommodation**; offices will be arranged for performing of tasks by management personnel, staff, engineers, quality auditors and other personnel if necessary.
- **Man-Hours estimation**; in accordance with expecting work orders, aircraft and contact, man-hours will be estimated at the man-hours plan. Type of works shall be taken into consideration for estimation.
- **Man-hour availability**; Available man-hours will be reviewed for planned work at 3 months interval against to do not lack of man-hours during work processing.
- **Preparation of work**; Documentation such as work order, worksheets/task cards, maintenance data, required spare parts, tools and equipments, staff qualifications and other specific requirements will be reviewed for preparation of work.
- **Hangar availability**; hangar availability will be reviewed timely manner.
- **Environmental conditions (access, lighting standards and cleanliness)**; Hangar's access time, lighting of work area will be controlled timely manner. Hangar and work area will be cleaned timely manner.
- **Co-ordination with internal and external suppliers**; it will be coordinated with supplier timely manner to do not lack of spares for work planned. It will be search supplier to provide good price, most effective spare parts may be purchased for compliance effective work order completing.
- **Scheduling of safety-critical tasks during periods when staff are likely to be most alert**; during critical tasks period safety precautions indications will be put required area, aircraft for alerting to the staff for safety.
- **Human performance limitations**; the planning of tasks, and the organization of shifts, must take into account human performance limitation. Human performance influence is considered in the view of planning safety related tasks, referring to the upper and lower limits, and variations (Circadian rhythm / 24 Hours body cycle), when planning work and shifts.

2.29 AIRWORTHINESS REVIEW PROCEDURES AND RECORDS

N/A for Kaan Air.

L2 ADDITIONAL LINE MAINTENANCE PROCEDURES

L2.1 LINE MAINTENANCE CONTROL OF AIRCRAFT COMPONENTS, TOOLS, EQUIPMENT, etc.

Personnel will be assigned for managing additional line maintenance will be responsible of followings;

- He will control of aircraft components which have been keeping good storage conditions at the line stations;
- All aircraft components will be inspected and all tag card and SHGM / EASA Form 1 or equivelent will be inspected by certifying staff prior to a component is installed to aircraft.
- He will control of aircraft tool and equipments which have been keeping good conditions such as maintained and calibrated.
- He shall be contact with the Maintenance Manager for all requirements at base location.

L2.2 LINE MAINTENANCE PROCEDURES RELATED TO SERVICING / FUELING / DE-ICING / etc.

The crew is responsible for servicing/fueling to aircraft at destination landing locations. The assigned technicians may be responsible for servicing/fueling to destination landing locations, if available that locations. The assigned technicians and crew are responsible for servicing/fueling maintenance vehicle and approved line maintenance locations. All servicing/fueling shall be applied in accordance with approved aircraft maintenance manual and operational manual. All requirements will be taken against fire and to prevent mixing water to fuel.

Assigned technicians or crew may be contact with the Maintenance Manager for all requirements at base locations.

L2.3 LINE MAINTENANCE CONTROL OF DEFECTS AND REPETITIVE DEFECTS

When assigned technicians who is also certifying staff, can rectify defect at occasional and approved line stations in defined at Part 1.8.3 under control of Maintenance Manager.
Assigned certifying staff will be responsible of followings;

- He will check and control of defects at the aircraft technical log page and carry out defect rectifications properly;
- He will carry out any request by pilot;
- All defect recrification will be written to technical log page;
- Defect rectification will be carried out in accorance with aircraft current maintenance data;

Defect which can not be rectified, to be checked if that fault is acceptable iaw KAAN related type MEL; rectification will be written on »work unable to perform« section of CRS and Hold Item List.

When assigned technician has not a certifying staff, is responsible to inform defects to Maintenance Manager for assigning a certifying staff for defect rectification.

L2.4 LINE PROCEDURE FOR COMPLETION OF TECHNICAL LOG

KAAN AIR trains all certifying staff for completion of technical log book in accordance with procedures of Operator's CAME.
The technical log book is introduced at the Operator's CAME, Part-2 such items;

- A rectified defect shall be recorded to section of technical log page;
- Oil, Fuel and other adding shall be recorded to section of technical log page;
- KAAN AIR's SHT-145 approval number shall be written on the technical log page, when necessary.
- Deferred defects shall be written on Deferred Defect List and Hold Item List in limited Operator MEL.
- Maintenance **Independent Inspection** in accordance with MOE 2.23.4
- When a CRS is issued, a copy of CRS shall be added to Technical Log Book.

L2.5 LINE PROCEDURE FOR POOLED PARTS OR LOAN PARTS

A good storage room will be provided at line stations. Assigned technician is responsible of followings for pooled parts or loaned parts;

- He will keep pooled parts and loaned parts, if any, in good storage conditions;
- He may provide parts from approved organizations but he must take an approval from the Maintenance Manager.
- He will control of tag cards, sources of parts before fitting to aircraft.
- He will attach the tags to the aircraft technical log.
- He will take a copy of documents which is attached to the part and send to the Main Base.

L2.6 LINE PROCEDURE FOR RETURN OF DEFECTIVE PARTS REMOVED FROM AIRCRAFT

Assigned technicians will be responsible of followings for defective parts;

- He will keep defective components and repairable parts at storage room;
- He will dispose the consumable parts at locations;
- He will scrap unsalvageable part at the line location, coordination with Maintenance Manager. The scrap report shall be submitted to Main base.
- He will keep defective parts, if any, at storage room;
- He will issue an unserviceable tag to defective parts;
- He will have the defective parts package good conditions and ship to the main base;

L2.7 LINE PROCEDURE FOR CRITICAL MAINTENANCE TASKS AND ERROR CAPTURING METHOD

Critical tasks will be complied with the procedure of MOE Part-2.23.

PART 3 QUALITY SYSTEM PROCEDURES

3.1 QUALITY AUDIT OF ORGANISATION PROCEDURES

3.1.1 Definition of the Quality System

KAAN AIR's quality system consist of following elements;

- **Independence**; Quality Auditors will be independent when he involved to the audit process,
- **Access to Accountable Manager**; Quality Manager is access to Accountable Manager,
- Audit plan; will be issued annually and revised if necessary,
- **Creation and management of the audit plan**; Quality Manager issue audit plan and revise if necessary,
- **Plan to show all subparagraphs**, subparagraph is indicated at the plan,
- **Plan to show all area**, base, line, additional line maintenance locations, sub-contractors, procedures,
- Company **audit policy** including compliance audit; quality audit will performed at least one time for every area of the organization.
- **Scheduled audits** and audits to be carried out at **random** and to be carried out during maintenance, Quality audits will be performed _randomly.
- **Audit notification**, Quality Auditor will notify to audited personnel.
- **Audit reports** (documents used, _issue, points checked and deviations noted, deadline for rectification), are prepared and referenced in this MOE.
- **Validation / internal approval of the audit programme**, the Accountable Manager will approve the plan internally and valid 1 year.

3.1.2 Company Audit Policy Including Compliance Audit

Internal quality procedures audits ensure that all aspects of SHT-145 compliance are met. All maintenance procedures as described in MOE are checked at least one time every year.

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

3.1.3 Annual Review of Maintenance Procedures and Products

Quality Manager reviews of all maintenance procedures annually against audit results, when quality goals have not reached to the requested maintenance standards.
The following techniques to carry out the audits are used:

- review of maintenance instructions
- examination of sample maintenance documentation
- review of actual maintenance practices
- interviews and/or discussions with personnel

The review should be done using following quality audit procedures, functions and others;

- Principles of annual audit procedure planning,
- Independence of the auditors,
- Common audit procedures for several lines of product,
- Specific audit procedure by line of product,
- Audit during the performance of work,
- Complete audits or several partial audits,
- Principles when deviations are noted on a line of product,
- Grouping of audits.

Quality Product Audit will be performed **one time in a year** at the **every aircraft type** which in the scope of work. Such as aircraft maintenance line check and/or base checks, task compliance etc. and defect rectification will be audited as planned and randomly by quality auditors in accordance with checklist, Form No: SQF-32E3.

Quality auditor will take into consideration of following requirements has been meet with the maintenance standards **during the maintenance on aircraft**;

- Availability of man-power and required certifying staff,
- Conformance of tool and materials,
- Conformance of documents, forms and maintenance data,
- Conformance of release to service is issued in good standards,

Check methods may be used following;

- Talking customer/operator's represent personnel and KAAN AIR staff,
- Checking to work requested by customer records, documents, manuals, records, tools and materials or other required inspection.

All audit result shall be written at CPAR Form, Form No: SQF-05 and Audit Report, Form No: SQF-04. All records shall be kept in Quality Department.

3.1.4 Audit Programme

Quality Manager prepares an audit plan, Form No: SQF-03 which following subjects are included and identified on it, a sample is given at the part-5 of this MOE.

- Maintenance facilities,
- Compliance with approved procedures,
- Date and timescales,
- Product/process audits,
- Sub-contractors,

Audit of sub-contractors and evaluation of suppliers shall be performed in accordance with Part-2.1 of this exposition.

3.1.5 Quality Audit Reports Retention

Quality audit records will be kept at least duration of 2 years in the organization. Quality Audit Records consist of following records; notification mail, letters, corrective action request forms, audit reports, check list, audit plan/programs, management evaluation.

3.2 QUALITY AUDIT OF AIRCRAFT AND/OR COMPONENTS

3.2.1 Company Audit Policy

An aircraft which as sample will be audited by the quality auditor during at maintenance process for reason the all planned maintenance activities are complied with required standards.

The audit will be compliance and control of availability of required man-Hours, tools and equipments, materials, maintenance data and other required planning is satisfactory conditions.

The audit may be executed to a part or all duration of maintenance process for conformance with all required procedures are applied during work.

3.2.2 Audit Programme

Assigned Quality Auditors will perform sample audits to the organization in the scope of product/ process audits. The sample audits will be performed at least one time in a year. This sample audits may be performed at least one time annually for every product/process in accordance with Audit Plan, SQF-03.

3.2.3 Auditing Method

Quality audit will be performed at the aircraft which in the scope of work. Such as aircraft maintenance check base checks, task compliance etc. and defect rectification will be audited as planned and randomly by quality auditors in accordance with checklist, Form No: SQF-32E3

Quality auditor will take into consideration of following requirements has been meet the maintenance standards;

- Availability of man-power and required certifying staff,
- Conformance of tool and materials,
- Conformance of documents, forms and maintenance data,
- Conformance of release to service is issued in good standards,

Check methods may be used following;

- Talking customer/operator’s represent personnel and KAAN AIR staff,
- Checking to work requested by customer records, documents, manuals, records, tools and materials or other required inspection.

3.2.4 Records of Quality Audit Reports Retention

All audit result shall be written at CPAR Form, Form No: SQF-05 and Audit Report, Form No: SQF-04. All records shall be kept in Quality Department for 2 years.

3.3 QUALITY AUDIT CORRECTIVE ACTION PROCEDURE

3.3.1 Finding Classification

The finding level will be classified as follows;

- **Level 1** finding is any significant non-compliance with applicable SHY/Part-145 requirements which lowers the safety standard and **hazards seriously** the flight safety.
- **Level 2** finding is any non-compliance with applicable SHY/Part-145 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 is not required CPAR forms, however if it repeats two times; may be a finding.

Corrective & preventive action which are classified as;

- Level 1 findings must be rectified **immediately,** if required, **the work might be stopped**, notified to the Accountable Manager and TR DGCA.
- Level 2 findings must be closed **within 3 months.**

3.3.2 Management of Finding Due Dates

When corrective action is not performed on time, responsible manager in charge for audited area, may request more time for corrective action. At this time, he will request additional time from Quality Manager via CPAR form, if Quality Manager gives additional time for corrective action, the period **may be extended (1) one month maximum**. 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.

3.3.3 Corrective Action Process, Corrective Action Planning and Follow-Up

The Maintenance Manager is responsible for performing corrective actions relevant to his responsibilities, Quality Manager is responsible for follow-up and feedback to the Accountable Manager for ensuring that corrective actions are performed in accordance with the SHT-145 quality standards.

The Accountable Manager is the ultimate responsible for providing required finance and man-power and all the other requirements as appliceable to comply with SHT-145 requirements.

Rectified findings to another product lines will be **rechecked in the future** regularly and more **un-planned quality audits** will be done due to prevent occurring same findings again.

The audit finding shall be followed up through the Audit Report, Form No: SQF-04 by Quality Manager. The root causes short term corrective action and preventive corrective action shall 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. All findings are follow up with the form ‘’SQF-06 CPAR Audit & Finding Follow Up List’’

3.3.4 Description of the Quality Feedback Reporting System

The Quality Manager will report all audit results with an “Audit Report” to the Maintenance Manager and Accountable Manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet required standards.

3.3.5 Review of the Quality System Overall Results

The Accountable Manager will hold meetings at least two times in a year with Quality Manager and Maintenance Manager to check overall results of quality system, to check process of corrective actions, to check requirements of improvement of quality of the organization.

Following subjects shall be discussed at the evaluation meeting;

- TR DGCAaudit reports;
- Quality 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 shall be recorded to management review form SQF-26.

3.4 CERTIFYING STAFF AND SUPPORT STAFF QUALIFICATION AND TRAINING PROCEDURES

3.4.1 Aircraft Certifying Staff, and/or Support Staff

3.4.1.1 Certifying Staff

KAAN AIR employee staff must have following experience, training and competence requirements for B1.3, B2 and C Staff;

- Age; must be 21 years old and over;
- License and/or authorization; the applicant shall hold a valid SHT-66 license or a Part-66 License.
- Human Factor Training; the applicant should demonstrate he/she received training on Human Factor training which is taken from SHY/Part-147 training organization or SHY/Part-145 AMO;
- Type Training; The applicant should have received type training for every aircraft on which he/she is authorized to release to service. The level 3 training in accordance with SHT-66 requirements from manufacturer, SHY-147/Part-147 training organization;
- Maintenance Experience; the person shall demonstrate he/she has five years for certifying staff category B1.3, B2 and C Staff.
- 6/24 experience procedure is at 3.4.1.4

3.4.1.2 Base Maintenance Support Staff

Base Maintenance support staff is a technician that has a basic training based on B1 or B2. They work as a support staff for C Level certifying staff. B1 based support staff is authorised to perform and release tasks for Airframe, Engine and Mechanic Systems on Base Maintenance activities. B2 based support staff is authorised to perform and release tasks for Avionic and Electrical Systems on Base Maintenance activities.

- Authorisation Requirements:

i) Personal Characteristics

 Minimum 21 years old

ii) Basic Qualification and Licence Requirements

 Valid ICAO Annex-1 licence categories endorsed, or Valid Category B1/B2 SHT/JAR/Part-66 licence, and

 Having aircraft type (the type training certificate has to be issued by SHT/JAR/Part- 147 approved training organisation and practical training certificate has to be recorded), applied for authorisation, endorsed on the licence.

iii) Training

 Aircraft type course.

 Completion of initial trainings on following subjects;

- o Airworthiness Regulation in accordance with Part-66 Module 10,
- o Human Factors in accordance with Part-66 Module 9 and GM 145.A.30 (e),
- o Organisation Procedures Training covering MOE, Procedures and Forms,

 Completion of continuation trainings on following subjects in a period as defined at the latest;

- o SHT-145 and Part-145,
- o Human Factors,
- o Organisation Procedures Training covering Changes in MOE, Procedures and Forms,
- o Technical Changes/Relevant Technology,

iv) Experience

a. Basic:

i. 5 years of practical maintenance experience in aviation, if the applicant has no previous relevant technical training; or

ii. 2 years of maintenance experience on helicopters.

- 6/24 experience procedure is at 3.4.1.4

v) Other

 Knowledge of English to

o understand applicable technical instructions and maintenance manuals,

o make entries to maintenance documentation,

o use certification privileges without any misunderstanding.

o competency related to new SHT-66 regulations

 Assessment in accordance with MOE Part 3.4.2,

3.4.1.3 6/24 Experience Procedure

The holder of an aircraft maintenance licence may not exercise its privileges unless:

1. in compliance with the applicable requirements of Part-M and Part-145; and

2. in the preceding 2-year period he/she has, either had 6 months of maintenance experience in accordance with the privileges granted by the aircraft maintenance licence or, met the provision for the issue of the appropriate privileges; and

3. he/she has the adequate competence to certify maintenance on the corresponding aircraft; and

4. he/she is able to read, write and communicate to an understandable level in the language(s) in which the technical documentation and procedures necessary to support the issue of the certificate of release to service are written.

The 6 months maintenance experience in 2 years should be understood as consisting of two elements, duration and nature of the experience. The minimum to meet the requirements for these elements may vary depending on the size and complexity of the aircraft and type of operation and maintenance.

a) Duration:

Within an approved maintenance organization:

- 6 months continuous employment within the same organisation; or
- 6 months split up into different blocks, employed within the same or in different organisations.

The 6 months period can be replaced by 100 days of maintenance experience in accordance with the privileges, whether they have been performed within an approved organisation or as independent certifying staff according to M.A.801(b)2, or as a combination thereof.

When licence holder maintains and releases aircraft in accordance with M.A.801(b)2, in certain circumstances this number of days may even be reduced by 50% when agreed in advance by TR DGCA. These circumstances consider the cases where the licence holder happens to be the owner of an aircraft and carries out maintenance on his own aircraft, or where a licence holder maintains an aircraft operated for low utilization, that does not allow the licence holder to accumulate the required experience. This reduction should not be combined with the 20% reduction permitted when carrying out technical support, or maintenance planning, continuing airworthiness management or engineering activities. To avoid a too long period without experience, the working days should be spread over the intended 6 months period.

b) Nature of the experience:

Depending on the category of the aircraft maintenance licence, the following activities are considered relevant for maintenance experience:

- Servicing;
- Inspection;
- Operational and functional testing;
- Trouble-shooting;
- Repairing;
- Modifying;
- Changing component;
- Supervising these activities;
- Releasing aircraft to service.

For category A licence holders, the experience should include exercising the privileges, by means of performing tasks related to the authorization on at least one aircraft type for each licence subcategory. This means tasks as mentioned in AMC 145.A.30(g), including servicing, component changes and simple defect rectifications.

For category B1, B2 and B3, for every aircraft included in the authorization the experience should be on that particular aircraft or on a similar aircraft within the same licence (sub)category. Two aircraft can be considered as similar when they have similar technology, construction and comparable systems, which means equally equipped with the following (as applicable to the licence category):

- Propulsion systems (piston, turboprop, turbofan, turboshaft, jet-engine or push propellers); and
- Flight control systems (only mechanical controls, hydro-mechanically powered controls or electro-mechanically powered controls); and
- Avionic systems (analogue systems or digital systems); and
- Structure (manufactured of metal, composite or wood).

Table - Control Chart for Acceptance of 6/24 Experience on Similar Aircraft (1)

SYSTEMS		A119/AW119 MKII	A109/AW109 SERIES	AB139/AW139	KA-32A11BC
PROPULLSION SYSTEM	PISTON				
	TURBOPROP				
	TURBOFAN				
	TURBOSHAFT	X	X	X	X
	JET-ENGINE				
	PUSH PROPELLERS				
FLIGHT CONTROL SYSTEM	MECHANICAL CONTROLS				
	HYDRO-MECHANICALLY POWERED CONTROLS	X	X	X	X
	ELECTRO-MECHANICALLY POWERED CONTROLS	X	X	X	X
AVIONICS SYSTEMS	ANALOGUE SYSTEMS				
	DIGITAL SYSTEMS	X	X	X	X
STRUCTURE	MANUFACTURED OF METAL	X	X	X	X
	COMPOSITE	X	X	X	X
	WOOD				

For licences endorsed with (sub)group ratings:

 In the case of B1 licence endorsed with (sub)group ratings (either manufacturer sub-group or full (sub)group) as defined in 66.A.45 the holder should show experience on at least one aircraft type per (sub)group and per aircraft structure (metal, composite, wood).

 In the case of a B2 licence endorsed with (sub)group ratings (either manufacturer subgroup or full (sub)group) as defined in 66.A.45 the holder should show experience on at least one aircraft type per (sub)group.

For category C, the experience should cover at least one of the aircraft types endorsed on the licence.

For a combination of categories, the experience should include some activities of the nature shown in paragraph 2 in each category.

A maximum of 20% of the experience duration required may be replaced by the following relevant activities on an aircraft type of similar technology, construction and with comparable systems:

 Aircraft maintenance related training as an instructor/assessor or as a student;

 Maintenance technical support/engineering;

 Maintenance management/planning.

The experience should be documented in an individual log book or in any other recording system (which may be an automated one) containing the following data:

 Date;

 Aircraft type;

 Aircraft identification i.e. registration;

 ATA chapter (optional);

 Operation performed i.e. 100 FH check, MLG wheel change, engine oil check and complement, SB embodiment, trouble shooting, structural repair, STC embodiment…;

 Type of maintenance i.e. base, line;

 Type of activity i.e. perform, supervise, release;

 Category used A, B1, B2, B3 or C.

 Duration in days or partial-days.

3.4.1.4 Examination, Test and Assessment Procedures

Maintenance Manager and/or Quality Manager assesses the candidate personnel before issue of certification authorization with a method of review of records, questions and answer and practical at the works, etc. for their competence, qualification and capability in accordance with personnel assessment procedure at Part 3.14 of this exposition.

In case of candidates have no initial human factor, Part-145, the trainings may be provided from in house or SHY/PART-147 Training Organizations or internally if there is trainer or qualified independent trainer is available.

SHT-66 licenses holding staff candidates must have English level exam certificate which is provided from Turkish DGCA accepted language organizations.

The certifying staff may be assessed and recorded to form at least every two year by the Maintenance Manager and/or Quality Manager, when required before renew the authorization certificate.

In the case of any technician's license having limitation, that limitations will be indicated at the authorization certificate for related module. The certifying staff cannot make any defect rectification according to subjected module.

3.4.1.5 Continuation Training Procedures Including

The certifying staff must have continuation training by the manufacturers, SHT-145/147 and or Part-145/147 approved organizations or acceptable instructor in the organization. The instructor should have training trainee certificate and acceptable by the Turkish DGCA.

Maintenance Manager prepares personnel training records and follow-up continuation training necessary.

All internal trainings shall be given by the personnel having train the trainer training, minimum three (3) years experience at maintenance and having current trainings in related subject.

All release of aircraft certifying staff and component certifying staff shall receive continuation training which are following subjects;

Two (2) years following training;

- Maintenance Organization Exposition and its procedures;
- Part-145 requirements;
- Human Factors,
- Relevant Technology,

Five (5) years following test;

- English knowledge test from DGCA-TR approved test organizations.

3.4.1.6 Authorizations Issue and Renewal or Withdrawal Procedures

An authorization certificate for Certifying Staff shall be issued and renewed and approved by Quality Manager for candidate personnel who demonstrate followings;

- He/she must have 6 (six) Months of experience during a 2 year period; all attest documents such as technician log book records, the staff's authorization certificate was issued by earliest organization who worked, aviation maintenance personnel credential document;
- He/she must have valid license; (Copy of SHT-66 or Part-66 License which is up to dated, it may be required to see original when any requirement);
- He/she must have continuation training; (Copy of certificates; basic training, type/task/component training, continuation trainings, English knowledge)
- He/she must be evaluated by Maintenance Manager in accordance with Part 3.14 of this exposition.

An authorization certificate for Component Certifying Staff shall be issued and renewed and approved by Quality Manager for candidate personnel who demonstrate followings;

- The CC/S shall receive continuation training that covers Technical Development including Human Factors and Aviation Regulation as applicable to the approval ratings and scope of work.
- The CC/S shall demonstrate 6 Months of experience during the 2 year period preceding the renewal of authorization.

An authorization certificate shall be suspended if a staff has not take sufficient continuation training in period of 2 years. The authorization certificate may be reissued when the staff takes sufficient continuation training.

All authorization certificate and aviation maintenance personnel credential document of staff withdrawal after (3) three years in the organization after the staff left the organization.

The authorization certificates of personnel will be cancelled by the Quality Manager after leaving of the job immediately and will be removed from Certifying Staff List.

3.4.1.7 One off certification authorization

KAAN AIR may need a one off certification authorisation, when an aircraft is grounded out of a location not having appropriately approved or accepted SHT-145 maintenance organization.

KAAN AIR may issue a one-off certification authorization which is valid 7 days to a person who has the following qualifications;

- At least 5 years maintenance experience;
- Holds valid ICAO aircraft maintenance license rated for the aircraft type requiring certification.

The one-off certification authorization will be signed off by the Quality Manager and submit to the Turkish DGCA for approval. The authorization will be valid after the Turkish DGCA approval.

3.4.1.8 Flight crew limited certification authorization

KAAN AIR may issue a limited certification authorisation to flight crew for a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive.

The flight crew must have sufficient training for subject task to ensure that such flight crew can accomplish the airworthiness directive to the required standard.

Maintenance Manager is responsible for executing subjected task training to the flight crew properly both theoretical and practical. A certification authorisation will be issued for flight crew and signed by Quality Manager.

The certification authorization should be valid for maximum twelve months and the particular repetitive pre-flight tasks mentioned in the airworthiness directives.

3.4.2 Components/Engines/APU Certifying Staff

- Basic Requirements;
  - Educational requirements; the minimum educational level shall be a school level or apprenticeship evidenced by the appropriate certificates.
  - Basic training requirements;

The CC/S shall be able to demonstrate he/she received a basic training on the appropriate field;

- Aeronautical school diploma/certificate, or;
- A technical school diploma/certificate, if the intended scope of work concerns non-complex electrical components or instruments and cabin and safety equipments, or;
- An aeronautical military school diploma/certificate;

Depending on the complexity of the intended scope of authorization, a higher level of the basic training shall be considered.

- Aeronautical Experience Requirements;

The CC/S shall be able to demonstrate at least;

- 2 years of aeronautical experience in the field of aviation maintenance including at least 12 Months of practical experience in the specific component maintenance area/workshop;
- 3 years in the field of aviation maintenance for complex components such as engine/APU and landing gears including 24 Months of practical experience in the specific component maintenance area/workshops;

- Technical Training Requirements;
  - Component Training

Depending on the complexity and the technology of the component, the CC/S shall be able to demonstrate he/she received appropriate therotical and practical component training from;

- The OEM or;
- The OEM recognized training organization or;
- An appropriately rated SHY/Part-145 organization provided;

- The person nominated to carry out the training can demonstrate he/she has received training to an appropriate level for the subject component; or
- The person nominated to carry out the training is appropriately authorized by the part 145 Organization and is able to demonstrate a significant experience on the relevant component maintenance;
- The training syllabus has been reviewed by the Maintenance Manager and/or the Quality Manager;
- The component is available for practical training purpose;

For simple component, the organisation may take credit for the CC/S experience and/or a previous training on a component from the same family and same technology.

- Bench test training;

Where there is a need to use bench test (e.g. engine or ATEC bench test), the CC/S should be able to demonstrate he/she received an appropriate training. This training for the use of specific tools required by the OEM maintenance data should be received from:

  - The OEM or;
  - The bench test manufacturer or;
  - An appropriately rated SHY/Part-145 organization.

- Specific equipment training

Where there is a need to use specific equipment, the CC/S should be able to demonstrate he/she received an appropriate training. This training for the use of specific tools required by the OEM maintenance data should be received from:

  - The OEM or;
  - Specific tool manufacturer or;
  - Appropriately rated SHY/Part-45 organization.

- Additional Training;

Where needed, The CC/S shall demonstrate he/she received appropriate training on;

  - Human Factor,
  - Aviation legislations,

- Language Knowledge;

The CC/S should be able to demonstrate a working knowledge of the language in which the maintenance data is published and English.

- Human Factor and Aviation Legislation Training;

The CC/S should be able to demonstrate he/she received a Human Factor and aviation Legislation training as detailed in the SHT-66.

- Training to the MOE procedures;

The CC/S should be able to demonstrate he/she received an appropriate training to the MOE and internal procedures applicable to CC/S (including issuance of SHGM Form 1)

- Recent Maintenance Experience;

KAAN AIR will ensure that CC/S can demonstrate recent experience on the component area/workshop relevant to the component type intended to be authorized.

- 6/24 experience procedure is at 3.4.1.4

3.4.3 Specialised Services (NDT) Certifying Staff

Not Applicable.

3.5 CERTIFYING STAFF AND SUPPORT STAFF RECORDS

3.5.1 Constitution of Records

Minimum information of Staff; the followings shall record:

- Name;
- Date of birth;
- EASA Part-145 C/S-S/S individual authorisation reference number;
- Basic training;
- Type Training;
- Continuation training;
- Experience;
- Qualifications relevant to the authorization
- Scope of the authorization;
- Date of first issue of the authorization;
- If appropriate - expiry date of authorization;
- Identification number of authorisation;
- Assessment records;
- Physical check records;
- Examination Records;
- Any reports / comments issued during the period of authorization, relevant to personal performance.

The record may be kept in personal folder. Quality Department is responsible for retention of the records.

Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.

TR DGCA is an authorised person when investigating the records system for initial and continued approval or when TR DGCA has cause to doubt the competence of a particular person.

3.5.2 Management of Certifying Staff Records

Certifying Staff records shall be detailed in MMF-21 shall be under control of Quality Manager.

Certifying staff records shall be accessed to Maintenance Manager, Staff, Quality Department Personnel and the Turkish DGCA auditors.

Copy of records and aviation maintenance personnel credential document shall be provided to personnel who leave from the company.

3.5.3 Retention of Records

The certifying staff records shall be kept in the KAAN AIR for 5 years periods. Even though the staffs leave from the organisation, the staff records will be kept in the organisation for three (3) years.

3.5.4 Format of Authorization Document and Authorization Code

The certificate form, Form No: MMF-23 is at the Part-5 of this exposition. The code of authorization KH-CS/SS-XX shall be used for CS and SS Support Staff, KH-CCS-XX shall be used for CCS, KH-MEC-XX for Mechanics and KH-INCO-xx for Incoming Officers.

3.5.5 Control of Certifying Staff Records

- Authorized persons
- TR DGCA personnel
- Authorized managers
- Delivery of a copy of their SHT-145 C/S-S/S individual authorisation in either a documented or electronic format. The scope of work shall to be detailed, including limitations when applicable

3.5.6 Access to Records

C/S-S/S shall be given access on request to their personal records. Upon request, KAAN AIR shall furnish C/S-S/S with a copy of their personal record on leaving the organisation.

3.6 QUALITY AUDIT PERSONNEL

3.6.1 General

KAAN AIR has nominated a person who is Quality Manager, is also quality auditor in the organisation. When required, Quality Manager may assign another quality auditor who has required auditor qualification in the organisation. Quality auditors must be acceptable by the Turkish DGCA.

Quality Auditor will have required man-Hours for performing quality audits and audit reporting, management evaluation meetings and review of regulations and application it to the organisation in the tasks which is defined at Part-3.1 and Part 3.2 of this exposition. The required annual elapsed man-Hours are given at the Part-5.1 of this MOE. The plan may be revised if required by Quality Manager timely manner.

3.6.2 Required Experience, Training and Competence of Quality Audit Personnel Including Continuation Training

Qaulity audit staff are able to monitor compliance with SHY/EASA-145 identifying noncompliance in an effective and timely manner so that KAAN AIR may remain in compliance with SHY-EASA-145.

a. Auditors shall have minimum 2 year experience in civil aviation and maintenance environment.

b. Auditors shall attend minimum 1 audit as assistant auditor as per the performance, current experience and knowledge of the candidate, before been authorised.

c. 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 MOE training)
- SHY/Part 145,
- MOE.

d. The trainings shall be refreshed for each two year **except for the followings:**

- if the auditor has performed minimum one audit in the previous 12 months then internal auditing techniques considered as fresh,
- if the relevant legislation has not amended in the previous two years then continuation training is not necessary.

3.6.3 Examination, Test and Assessment Procedures

Quality Manager will assess a candidate quality auditor in accordance with candidate auditor's experience, training and qualification records. The candidate auditor may be attends an audit process during qualification. Quality auditors should be assessed by Qaullity Manager as per 2 year and then refreshed all authorization certificates as per 2 years.

3.6.4 Independence of Quality Audit Personnel

The quality auditors will performs their tasks independently. The quality auditors cannot been audit to the department which he/she is responsible in or work in. KAAN AIR may assign another person as quality auditor in the organisation.

3.6.5 Retention of Records

The quality audit personnel qualification records shall be retention 5 years at the organisation.

3.7 QUALIFYING INSPECTORS

The inspection functions are independent inspection and incoming inspection for store.

3.7.1 Independent Inspector Authorization

Aircraft Maintenance Inspector is authorized to sign off Independent Inspection required task issue following base and line maintenance on aircraft structure, power plant, mechanical and electrical systems. They are not authorized to issue certificate of release unless they are holding Certifying Staff privileges at the same time. Category B1 and/or B2 and/or C Certifying Staff or SS are authorized as “Independent Inspector” at the same time without further evaluation and assessment but different authorization privileges are distinguished on the authorisation certificate.

3.7.2 Experience, Training and Competence Requirements

Inspectors are assigned as Duplicate inspection tasks, will have following experience, training and competence;

- Minimum 5 years experience at aircraft maintenance;
- Having a category B1.3 and/or B2 on type;
- Completion of continuation training; SHT-145 / EASA Part-145 / Human Factors / MOE / Relevant Technology
- Assessment result is good conditions;
- CEFR Level A2 or Equivalency - English language proficiency

3.7.3 Incoming Inspector Authorization

Incoming Inspectors are authorized to perform incoming inspection on maintenance related materials, tools, equipment, components, etc. and issue relevant documentation.

3.7.4 Experience, Training and Competence Requirements

Incoming inspection Staff will be assessed by Maintenance Manager regarding the following criterias;

- Having Human Factor Training,
- Having SHT-145 / EASA Part-145 Training,
- Having MOE Training
- High School degree
- Incoming Inspection Training (ATA SPEC 300, Hidden damage Inspection, Electro Static Discharge Trainings),

Maintenance Manager assesses the candidate and submits to Quality Manager for approval after ensuring that candidate incoming inspector meets requirements. Personnel authorized by Quality Manager to perform the incoming inspection regarding Maintenance Manager assesment. Incoming Inpsectors will use an acceptance stamp that shows his/her approval number such as; “Q.I.–#–KAAN” in hexagon shape (⬡) and approval of stamp list will be followed up by quality department with the form of MMF-62 Incoming Inspector Stamp List.

All unused stamps (CS,SS, Incoming Inspector etc.) can be handed on after 3 years to another personnel.

3.7.5 Examination, Test and Assessment Procedure

Candidate of inspector will be assessed for competence, qualification and capability at the type of aircrafts by the Maintenance Manager and Quality Manager.

3.7.6 Continuation Training Procedures Including

Inspectors will have sufficient continuation training for every 2 years at same as certifying staff continuation training.

3.7.7 Retention of Records

Inspector's qualification records shall be retention 5 years at the organisation.

3.8 QUALIFYING MECHANICS

3.8.1 Required Experience, Training and Competence Requirements

Mechanics will have civil aviation and/or industrial technical college / high school or military technical school diploma. He /she must be 21 years old.

A mechanic will have **at least 2 (two) year aeronautical environment experience** at the organisation when he/she has only high school diploma. A Mechanic will record to own log book where he/she works at a task at aircraft.

3.8.2 Examination, Test and Assessment Procedures including Practical Assessment

Candidate of mechanic will be assessed for competence, qualification and capability at the tasks by the Maintenance Manager.

Maintenance manager will make interview to candidates about their ability, competence and capability at the job application. Maintenance Manager also take necessary information from candidate's job application forms and attached documents such as training, test, certificates, etc.

Maintenance Manager takes necessary information for mechanics from certifying staff and/or monitor mechanics when he/she on at work. The maintenance manager can take required information about candidate mechanic and decide that the mechanic continue employee or not.

All mechanics will take human factors training in six months after employed to the organisation. In addition, a mechanic may take other standard practice trainings according to job junction.

3.8.3 Continuation Training Procedures Including

Mechanics will have continuation training such as MOE and procedures, Part-145, Human factors and relevant technology every 2 years.

Mechanics will take initial human factors training from SHY/Part-147 training organizations. Mechanics may take the MOE and procedures training, human factor training in the organisation. Mechanics will also take necessary relevant technology including; safety, ground equipment training in the organisation. The instructor will have train the trainer certificates.

3.8.4 Continuation Training Records

Mechanic's qualification records will be retention 3 years at the organisation.

3.9 AIRCRAFT OR AIRCRAFT COMPONENT MAINTENANCE TASKS EXEMPTION PROCESS CONTROL

KAAN AIR can only take an exemption for a task with approval of customer / operator and the Turkish DGCA.

The exemption will not use for following tasks;

- Life extension on life limited parts;
- Compliance time extension of Airworthiness Directives applications,
- Compliance time extension for Mandatory Service Bulletins applications,

Any exemption record with approval of customer/operator and the Turkish DGCA will be retention period of 2 years. The original may be delivered to the customer/operator, at this time; a copy will be kept at the organisation.

3.10 CONCESSION CONTROL FOR DEVIATION FROM ORGANISATIONS' PROCEDURES

KAAN AIR may need a concession from the Turkish DGCA.

KAAN AIR may request a concession which concession tasks which is scope of approval. KAAN may not request any concession for subjects which are given at the Part-1.11 of this MOE.

A concession request shall be submitted to Quality Manager by Maintenance Manager. Concession request is evaluated by Quality Manager and he will submit the concession subject and his evaluation of the concession task then he will take an approval from Accountable Manager and submit to the Turkish DGCA by approval and if it is acceptable their criteria, it may be approved.

3.11 QUALIFICATION PROCEDURE FOR SPECIALISED ACTIVITIES SUCH AS NON-DESTRUCTIVE TESTING, WELDING

3.11.1 NDT Personnel

The maintenance manager with coordination Quality Manager will establish appropriate procedures for the specialized activities when needed.

KAAN AIR is not capable of performing the specialized services defined in the scope of work, together with Non Destructive Testing (NDT).

KAAN AIR provides NDT works from sub-contacted / contacted organisation in accordance with applicable standards.

The Maintenance Manager shall ensure that the NDT personnel having authorized by contracted organisation. When the personnel are authorized in the form of Certifying Staff whom is already has gotten with the B1 authorization might apply the Liquid Penetration and Detail Visual Inspection Tests.

3.11.2 Other Specialised Activities Personnel

Borescope inspections are performed by personnel; assigned by the Maintenance Manager and authorised by Quality Manager according to Part 3.4 CS and CCS qualification and training procedures and Part 3.14 Competence Assessment Personnel procedures of this MOE, for ensuring helicopter engines owned by the customer are in an airworthy condition in accordance with applicable regulation.

In addition to 3.4.1.1 CS requirements; he/she shall demonstrate **at leats 2 borescope inspections** in a period of **6 months within last 24 months**

3.11.2.1 Helicopter Painting Staff

The list of the Helicopter Painting Staff is included in Authorised Certifying Staff & Component Staff & Mechanic List Form MMF-24.

The level of the qualification and authorization is painting the aircraft in the course of base maintenance and issuing the Paint Shop Report at the completion of the painting process.

3.11.2.1.1 Experience & Qualification & Trainings

• **Basic Training:** Applicant shall demonstrate he/she has graduated from technical high school or faculty education or higher.

• **Human Factor:** Applicant shall demonstrate he/she has received training on Human Factor as detailed in SHT-66.

• **Aviation Legislation:** Applicant shall demonstrate he/she has received training on Aviation Legislation as detailed in SHT-66.

• **Training Related with Painting:** Applicant shall demonstrate he/she has received *Aircraft Painting Familiarization Training Theoretical and Practical* from a company which is accepted by the TR-DGCA for training or other company specialized for aircraft painting training.

• Continuation Training:

All Painting Staffs employed by Kaan Air are kept up to date by continuation trainings that are repeated every two years on;

• SHT-145

• Company Procedures (MOE and related procedures)

• Human factor and performance limitations

NOTE: Painting Familirisation Training is only one-time training.

3.11.2.1.2 Authorization Issue, Renewal or Withdrawal Procedures

In order to get or add an authorization for Paint cabin, Base Maintenance Manager applies to Quality Assurrance Department with Personnel Competency Assessment Form (MMF-22 Form) with all necessary training certificates and experience records.

If all requirement mentioned above are met authorization of the staff is approved by the Quality Department by updating Authorized Certifying Staff and Mechanics List Form MMF-24.

At the end of authorization period, the authorization may be renewed if the requirements of Continuation Training complied with.

If the requirements of the authorizations are not complied or any due date on continuation trainings or the staff ceased the company than staff authorizations will be cancelled and Authorized Certifying Staff and Mechanics List will be updated.

Any authorization given may be suspended or cancelled by Quality Manager if it has been decided as a result of the evaluation carried out by Maintenance and/or Quality Manager. If any non-compliance with requirements described in Continuation Training, related authorization of the subject personnel is suspended until he/she becomes fully in compliance with aforementioned requirements. In this case related staff authorizations are cancelled from Authorized Certifyng Staff and Mechanics List is updated and authorization certificate for related staff is revised or retained by Quality Department.

Kaan Air retains all authorization records for at least three years after the paint staff ceased employment or as soon as the authorization has been cancelled at Quality Department and/or archive.

3.12 CONTROL OF MANUFACTURERS' AND OTHER MAINTENANCE WORKING TEAMS

3.12.1 External Team Working under their own SHT-145 Approval

Maintenance, that has to be carried out on an aircraft, engine or aircraft component by personnel of the applicable aircraft-, engine- or aircraft component manufacturer or any other maintenance contractor within the environment of the KAAN AIR, may only be performed if a Company Work Permission has been issued for those personnel by Maintenance Manager and Quality Manager.

Maintenance Manager may issue individual or group Company Work Permission.

A Company Work Permission issued for such a case must specify at least:

- Full name or names of personnel involved,
- Qualification document references,
- Company of employment,

- Scope of permitted work,
- Period of Company Work Permission validity.

Such authorized personnel are then entitled to perform the work within his/their scope of authorization, but only under the determined supervisor who must have the appropriate qualification and authorization for such supervision.

If the particular manufacturer or contractor is approved in accordance with SHT-145 for the relevant scope of work the personnel of this working team may:

- sign for the correct completion of the work performed by the team, and
- Issue a final CRS if no other work has been performed; the person issuing the CRS must be authorized in written for this privilege by the applicable manufacturers- or contractor's Quality Manager.

The final CRS must be based on the Turkish DGCA approval and must refer to related Company's SHT-145 Approval Reference Number.

3.12.2 External Working Team not holding an SHT-145 Approval

If a manufacturer or contractor is not approved in accordance with SHT-145 for the relevant scope of work the personnel of such working team may only sign for the correct completion of the work performed by the team. In such a case the final CRS may only be issued under the full responsibility of the KAAN AIR by an appropriately authorized KAAN AIR certifying staff.

In all cases, especially if the manufacturer / contractor personnel are not appropriately licensed, the determined KAAN AIR supervisor who must have the appropriate qualification and authorization for such supervision may sign for the correct completion of the work performed by the working team.

3.13 HUMAN FACTORS TRAINING PROCEDURE

3.13.1 Initial Training (except C/S and S/S)

KAAN AIR's aims that human errors have been preventing at the aircraft maintenance in the organisation with all personnel are trained and aware of human factors. KAAN AIR has objectives that there will not be occurred any occurrences in the organisation against high level safety.

In respect to the understanding of the application of human factors and human performance issues, all maintenance organisation personnel shall have received an initial (**not later than 6 (six) months after recruitment**) and continuation human factors training. This should concern to a minimum:

- Post-holders, managers, supervisors;
- Technical support personnel such as planners, engineers, technical record staff;
- Quality control / assurance staff;
- Specialised services staff;
- Human factors staff / human factors trainers;
- Store department staff, purchasing department staff;
- Ground equipment operators

3.13.2 All Maintenance Staff Continuation Training

— Certifying staff, support staff and mechanics; all maintenance staff shall have received an initial (**not later than 6 (six) months after recruitment**) and continuation human factors training.

3.13.2.1 Training Methods, Syllabus and Duration

The training may be executed in the classroom. The training documents shall be issued when the training may be executed in the organization and all attendants shall be sign-off training attendance form, Form No: MMF-26 and personnel training follow up form, Form No: MMF-25 record will be up to dated.

Initial Human Factor Training Topics are as followings;

Item	Syllabus	Duration / Hours
		INITIAL
1	General / Introduction to human factors ; 1.1 Need to address human factors; 1.2 Statistics; 1.3 Incidents	00:20
2	Safety Culture / Organizational factors;	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;	00:20
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	00:30

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 Hazards in the workplace; 5.12 Lack of manpower; 5.13 Distractions and interruptions	00:30
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	00:30
7	Communications; 7.1 Shift / Task handover; 7.2 Dissemination of information; 7.3 Cultural differences	00:30
8	Teamwork 8.1 Responsibility; 8.2 Management, supervision and leadership; 8.3 Decision making	00:30
9	Professionalism and integrity; 9.1 Keeping up to date; currency; 9.2 Error provoking behavior; 9.3 Assertiveness	00:15
10	KAAN AIR's HF Program; 10.1 Reporting errors; 10.2 Disciplinary policy; 10.3 Error investigation; 10.4 Action to address problems; 10.5 Feedback	00:15
TOTAL:		**04:00 Hours**

Continuation Human Factor Training Topics are as followings;

Item	**Syllabus**	**Duration / Hours**
		CONTINUATION
1	Safety Culture / Organizational factors; Types of errors in maintenance tasks; Violations, Implications of errors; Avoiding and managing errors; Human reliability;	00:15
2	Environment; Shift Work , Complex systems; Hazards in the workplace; Lack of manpower; Distractions and interruptions	00:15
3	Procedures, Information, Tools and Practices; Work logging and recording; Procedure – practice / mismatch / Technical documentation – access and quality	00:30
4	Communications; Shift / Task handover;	00:15
5	Teamwork Management; Supervision and leadership; Decision making	00:15
6	KAAN AIR's HF Program; Reporting errors; Disciplinary policy; Error investigation; Action to address problems; Feedback	00:30
TOTAL:		**02:00 Hours**

3.13.2.2 Validation of the Training Courses

Human Factors training will valid 2 years in the organization. But Quality Manager may request training to personnel to prevent human factor errors at the organization according to quality audit findings and he may request training when a personnel has need training according to assessment result.

3.13.2.3 Requirements for Trainers

The trainers shall have minimum 3 years working experience in maintenance organization such certifying staff, licensed technicians, engineer, quality auditor, etc. And he/she must have train the trainer certificate which is acquired from Turkish DGCA accepted training organizations.

3.13.2.4 Training Records

The human factor training records such as personnel training attendant list, training documents, trainee's qualification records shall be retention 5 years in the organization.

3.14 COMPETENCE ASSESSMENT OF PERSONNEL

3.14.1 Personnel to be Assessed

KAAN AIR will assess the competence of personnel involved in any maintenance. Competence should be defined as a measurable skill or standard of performance, knowledge and understanding, taking into consideration attitude and behavior.

KAAN AIR will assess managers, planners, planners, supervisor, certifying staff and support staff, mechanics, specialized service staff, and quality audit staff, store manager and officers whether employed or contracted, are assessed for competence before unsupervised work commences and competence is controlled on a continuous basis.

3.14.2 Assessment Procedures / Evaluation System

Competence shall be assessed by evaluation of:

- On-the-job performance and/or testing of knowledge by appropriately qualified personnel, and
- Records for basic, organizational, and/or product type and differences training, and
- Experience records.

As a result of this assessment, an individual's qualification shall determine:

- Which level of ongoing supervision would be required or whether unsupervised work could be permitted.
- Whether there is a need for additional training.

KAAN AIR shall consider for proper personnel assessment that:

- In accordance with the job function, adequate initial and recurrent training should be provided and recorded to ensure continued competence so that it is maintained throughout the duration of employment/contract.

- All staff should be able to demonstrate knowledge of and compliance with the maintenance organization procedures, as applicable to their duties.
- All staff should be able to demonstrate an understanding of human factors and human performance issues in relation with their job function and be trained.
- To assist in the assessment of competence and to establish the training needs analysis, job descriptions are recommended for each job function in the organization. Job descriptions should contain sufficient criteria to enable the required competence assessment.
- Criteria should allow the assessment to establish that, among others (titles might be different in each organization):
    - **Managers** are able to properly manage the work output, processes, resources and priorities described in their assigned duties and responsibilities in a safe compliant manner in accordance with regulations and organization procedures.
    - **Planners** are able to interpret maintenance requirements into maintenance tasks, and have an understanding that they have no authority to deviate from the maintenance data.
    - **Supervisors** are able to ensure that all required maintenance tasks are carried out and, where not completed or where it is evident that a particular maintenance task cannot be carried out to the maintenance data and then such problems will be reported to the Quality Auditor for appropriate action. In addition, for those supervisors, who also carry out maintenance tasks, that they understand such tasks should not be undertaken when incompatible with their management responsibilities.
    - **Mechanics** are able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards.
    - **Specialized services staff** is able to carry out specialized maintenance tasks to the standard specified in the maintenance data. They should be able to communicate with supervisors and report accurately when necessary.
    - **Support staff** is able to determine that relevant tasks or inspections have been carried out to the required standard.
    - **Certifying staff** are able to determine when the aircraft or aircraft component is ready to release to service and when it should not be released to service.
    - **Quality audit staff** is able to monitor compliance with SHT-145 identifying non-compliance in an effective and timely manner so that the organization may remain in compliance with SHT-145.
    - **Store manager and officer(s)** are able to manage store such as arranging store, arranging parts in accordance with their tags, incoming inspection and tagging, material certificates such as SHGM Form 1 and equivalent, MSDS documents, material handling, recording etc. In addition, store officer should have ATA 300 Material Handling and Incoming inspection training and Part-145 training certificates.
    - **Trainer** is able to train to personnel related training subjects. Therefore the trainer has trainer training certificate subject to learning methods, training psychology, measurement techniques etc. In addition the trainer shall has current training certificates regarding the training subject. The trainer may be classified such as

human factor trainer, relevant technology trainer, MOE and procedures trainer and Part-145 trainers.

Assessment form, form No: MMF-22 which is given at Part 5.1 of this manual.

A record of such qualification and competence assessment should be kept personnel file at the Maintenance Department. The records include copies of all documents that attest to qualification, such as the license, and/or any authorization held certificates as applicable.

3.14.3 Management Competence Assessment

The Accountable Manager will assess candidate management personnel before they are assigned to the position.

The assessment shall be following competence and qualifications;

- Basic Training, Aviation Legistation, Human Factors, MOE Training, Quality-Safety-Briefing;
- Knowledge of;
    - human factors, human performance and limitations; logistics processes;
    - organisation capabilities, privileges and limitations;
    - Part-145 and any other relevant regulations;
    - relevant parts of the MOE and procedures;
    - safety risks linked to the working environment;
    - CDCCL and EWIS when relevant
- 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 quality 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, a Form-4 will be issued and submitted to the Turkish DGCA for assessment and approval.

3.14.4 Assessment Records

The assessment records shall 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 MMF-21 Personnel Experience Credential Form. It shall be furnished to staff when leaving the organisation (together with associated evidences, such as training certificates/experience logbooks, etc.) upon request, and be considered during the competence assessment of the individual in another organisation.

3.15 TRAINING PROCEDURES FOR ON-THE-JOB TRAINING AS PER SHT-66

On-the-job training is carried out under the control of KAAN AIR iaw procedure approved by TR DGCA for the maintenance of the relevant aircraft type, and assessed by designated assessors with appropriate qualifications and certified after successful completion.

The on-the-job training should start within 3 years prior to the type rating endorsement application and must be completed within this period. Training will start and be completed at KAAN AIR.

The aim of on-the-job training is to gain the necessary competence and experience to perform safe maintenance.

3.15.1 Content

On-the-job training includes a cross-section of the procedures approved by TR DGCA. On-the-job training procedure represents aircraft and systems in terms of both complexity and the technical input required to complete the transaction. Even though simple operations may be included in the operations carried out, more complex maintenance procedures suitable for the type of aircraft should be included and undertaken.

The tasks to be used on the logbook used in OJT training will be selected from each paragraph covering the at least 50% of the Practical and On-the-Job Task List in Annex-5 of the SHT-66 and from those applicable for the type of aircraft and license (sub) category applied. .

SHT-66 can be used when they are related to different tasks from the task in Appendix-5. OJT tasks will also be selected, in addition to diversity and complexity, frequency, safety, innovation.

Related maintenance for the acceptance of the operations performed;

- The maintenance experience should be reflected in the maintenance records of the aircraft and should be accessible on request.
- Each page of Logbook will be signed by the owner and by a designated **supervisor** with inked pen with the writing name/surname.

Completed on-the-job training must be subject to final assessment and the assessment will be carried out by a designated **assessor** of appropriate qualification.

In order to facilitate verification by TR DGCA, evidence of on-the-job training consists of a **log book** and a **report of conformity** proving how the on-the-job training meets the requirements.

On-the-job training can be started before the related type rating course. However, the number of transactions made in this case **may not be more than half of** the transactions used to complete on-the-job training.

3.15.2 Supervisor

KAAN AIR will appoint an adequate number of supervisors in order to ensure that the work to be carried out during on-the-job training is carried out safely and the related task cards are closed.

While a task card does not have to be at the forefront of the candidates during the construction, the supervisor must make a job description to the candidates under supervision and must accompany him / her personally at the critical points of the work. Supervisors are responsible for all the work of the candidates.

To be authorized as a Supervisor, a person is required to have the following conditions:

- have the authority to certifying or support staff with regard to OJT maintenance procedures,
- to be authorized for the specified maintenance,
- Safety-oriented,
- Will be informed about his / her supervisor duty and responsibility,
- Have a supervisor ability (setting objectives, giving training, performing supervision, evaluating, handling trainee's reactions and cultural issues, managing objectively and positively debriefing sessions, determining the need for extra training or re-orientate the training, reporting, etc.),
- have been appointed as Supervisor by KAAN AIR,
- be trained on SHY / SHT-66, SHY / SHT-145,
- Worked as a 2-year CS, SS experience or practical trainer,
- To have information about the evaluator duty and responsibility,

Personnel, as a result of the evaluation made by KAAN AIR with the above conditions, can be authorized as supervisor.

3.15.3 Assessor

A sufficient number of assessors must be appointed by KAAN AIR to carry out a final assessment of a completed OJT training. This assessment includes confirmation that the OJT has been completed to include the necessary variety and quantity of maintenance, and based on the reports and feedback from the supervisors.

A person must have the following conditions as a minimum for authorization as an Assessor:

- Have 2-year certifying or support staff experience or as a practical trainer,
- have information about the assessor duty and responsibility,
- to be trained on SHT-66/145,
- to be trained company procedures.

Personnel, as a result of the evaluation made by KAAN AIR with the above conditions, can be authorized as assessor.

Persons identified as assessors will be submitted to TR DGCA approval for the On-the-Job Training Procedure.

Although each supervisor does not need to be an assessor, supervisors who satisfy the requirements may also be authorized as assessor too. In this case, a supervisor cannot be appointed as an assessor for the personnel under his supervision.

3.15.4 Final Assessment

The appointed assessor applies a final control to confirm that the OJT has been completed to include the necessary variety and amount of maintenance and that the applicant has acquired the necessary experience and information.

In addition to document control, at least **3 different maintenance procedures** will be selected and a **practical assessment** will be made. The degree of difficulty of the maintenance operations to be used, should be sufficient to measure the knowledge, skills and behavioral competence of the personnel involved in on-the-job training. In the practical evaluation, the criteria in SHT-66 Appendix 4 Table-1 is taken into consideration.

3.15.5 OJT Procedure and OJT Logbook

KAAN AIR creates an OJT log book for each type of aircraft and license (sub) category that the OJT will make and be approved by TR DGCA under the MOE 3.15 OJT procedure. The OJT logbook will be created as a controlled document and will contain the document name / code and revision information.

KAAN AIR has capability on the job cesses for each ATA Chapters are given at MMF-71, 72, 73, 74, 75, 76, 77, 78. training at KA-32, A109/AW109, A119/AW119 and AB139/AW139 type aircrafts which their capability pro

Supervisors, will sign and make stamp of each item at related OJT Logbook. MMF-70 Cover Pages and MMF-79 Table:3 Result Pages are filled too.

In the OJT logbook the following data is included:

1. Name of Candidate;
2. Date of Birth;
3. Approved Maintenance Organization;
4. Location Information;
5. the name of the supervisor (s) and the assessor (including the license number, if any);
6. Task completion date;
7. Description of the task card / work order / tech log, etc;
8. Aircraft type and registration mark;
9. Basic type of aircraft.

3.15.6 OJT Certificate

KAAN AIR organizes MMF-80 OJT Certificate for each person after the successfully completed OJT. Certificate will be filled and signed off by OJT Coordinator and Maintenance Manager and Quality Manager. The OJT Certificate contains the following minimum information.

1. Name of candidate;
2. Date of birth;
3. Maintenance organization name and authorization number;
4. Start, end date;
5. Location information;
6. Aircraft type;
7. License category;
8. Document name / code and revision of the OJT logbook used in training;
9. Revision information of the MOE 3.15 procedure based on training;
10. Certificate number;
11. Certificate validator information.

3.15.7 Competence Assessment

3.15.7.1 Competence assessment and principles

The assessment should aim to measure competence by assessing three major factors associated with learning objectives:

- Knowledge,
- Skills,
- Attitude;

Generally, knowledge is evaluated by examination. The purpose of this document is not to describe the examination process: this material mainly addresses the evaluation of ‘skills’ and ‘attitude’ after training containing practical elements. Nevertheless, the trainee needs to demonstrate to have sufficient knowledge to perform the required tasks.

‘Attitude’ is indivisible from the ‘skill’ as this greatly contributes to the safe performance of the tasks.

The evaluation of the competence should be based on the learning objectives of the training, in particular:

- the (observable) desired performance. This covers what the trainee is expected to be able to do and how the trainee is expected to behave at the end of the training;

- the (measurable) performance standard that must be attained to confirm the trainee's level of competence in the form of tolerances, constraints, limits, performance rates or qualitative statements; and

- the conditions under which the trainee will demonstrate competence. Conditions consist of the training methods, the environmental, situational and regulatory factors.

The assessment should focus on the competencies relevant to the aircraft type and its maintenance such as, but not limited to:

- Environment awareness (act safely, apply safety precautions and prevent dangerous situations);

- Systems integration (demonstrate understanding of aircraft systems interaction – identify, describe, explain, plan, execute);

- Knowledge and understanding of areas requiring special emphasis or novelty (areas peculiar to the aircraft type, domains not covered by SHT-66 Appendix I, practical training elements that cannot be imparted through simulation devices, etc.);

- Using reports and indications (the ability to read and interpret);

- Aircraft documentation finding and handling (identify the appropriate aircraft documentation, navigate, execute and obey the prescribed maintenance procedures);

- Perform maintenance actions (demonstrate safe handling of aircraft, engines, components and tools);

- Aircraft final/close-up and report (apply close up, initiate appropriate actions/follow-up/records of testing, establish and sign maintenance records/logbooks).

3.15.7.2 How to assess

As far as feasible, the objectives of the assessment should be associated with the learning objectives and the passing level; it means that observable criteria should be set in order to measure the performance and should remain as objective as possible.

The general characteristics of effective assessment are: objective, flexible, acceptable, comprehensive, constructive, organised and thoughtful. At the conclusion, the trainee should have no doubt about what he/she did well, what he/she did poorly and how he/she can improve.

The following is a non-exhaustive list of questions that may be posed to assist assessment:

- What are the success factors for the job?
- What are typical characteristics of a correct behaviour for the task?
- What criteria should be observed?
- What level of expertise is expected?
- Is there any standard available?
- What is the pass mark? For example:
    - 'Go-no go' situation;
    - How to allocate points? Minimum amount to succeed;
    - 'Must know or execute' versus 'Good to know or execute' versus 'Don't expect the candidate to be an expert'.
- Minimum or maximum time to achieve? Use time effectively and efficiently.
- What if the trainee fails? How many times is the trainee allowed to fail?
- When and how should the trainee be prepared for the assessment?
- What proportion of judgment by the instructor out of collaboration with the trainee is needed during the evaluation stage?

The assessment may be:

- diagnostic (prior to a course), formative (re-orientate the course on areas where there is a need to reinforce) or summative (partial or final evaluation);
- performed task-by-task, as a group of tasks or as a final assessment;

One method might be an initial assessment to be performed by the trainee himself, then discussing areas where the perceptions of the trainee's performance by the assessors differ in order to:

- develop the self-assessment habits;
- make the assessment more acceptable and understandable to both parties.

A 'box-ticking' exercise would be pointless. Experience has shown that assessment sheets have largely evolved over time into assessment of groups of 'skills' because in practice such things eventually detracted from the training and assessment that it was intended to serve: evaluate at a point of time, encourage and orientate the training needs, improve safety and ultimately qualify people for their duties.

In addition, many other aspects should be appropriately considered during the assessment process such as stress and environmental conditions, difficulty of the test, history of evaluation (such as tangible progresses or sudden and unexpected poor performance made by the trainee), amount of time necessary to build competence, etc.

All these reasons place more emphasis on the assessor and highlight the function of the organisation's approval.

3.15.7.3 Who should assess

In order to qualify, the assessor should:

- Be proficient and have sufficient experience or knowledge in:
  - human performance and safety culture;
  - the aircraft type (necessary to have the certifying staff privileges in case of CRS issuances);
  - training/coaching/testing skills;
  - instructional tools to use;
- Understand the objective and the content of the practical elements of the training that is being assessed;
- Have interpersonal skills to manage the assessment process (professionalism, sincerity, objectivity and neutrality, analysis skills, sense of judgement, flexibility, capability of evaluating the supervisor's or instructor's reports, handling of trainee's reactions to failing assessment with the cultural environment, being constructive, etc.);
- Be ultimately designated by KAAN AIR to carry out the assessment.

3.15.7.4 The Roles may be combined for:

- the assessor and the instructor for the practical elements of the Type Rating Training; or
- the assessor and the supervisor for the On-the-Job Training.

provided that the objectives associated to each role are clearly understood and that the competence and qualification criteria according to the company's procedures are met for both functions. Whenever possible (depending on the size of the organisation), it is recommended to split the roles (two different persons) in order to avoid any conflicts of interests.

When the functions are not combined, the role of each function should be clearly understood.

3.16 PROCEDURE FOR THE ISSUE OF A RECOMMENDATION TO THE COMPETENT AUTHORITY FOR THE ISUUE OF A SHT-66 LICENSE IN ACCORDANCE WITH 66.B.105

Not Applicable

PART 4 CONTRACTED OPERATORS

4.1 CONTRACTING OPERATORS

The maintenance organization carries out maintenance services for Turkish aircraft operators, and all the maintenance works are performed under a launching work order.

Operators which do not have their own maintenance should have maintenance contract for base and line maintenance. The contract is based on SHT-M and clearly defines the maintenance organization responsibilities and action limits.

The Turkish operator is responsible for ensuring that all required maintenance has been carried out before flight and therefore SHT-145. Requires such operator to be informed in the case where full compliance with SHT-145 cannot be achieved within the operator`s limitations. If the operator agrees to the deferment of full compliance, then the certificate of release to service may be issued subject to details of the deferment, including the operator's authority, being endorsed on the certificate.

List of Contracted Operator :

NO	NAME OF OPERATOR	RATING	TC HOLDER	AIRCRAFT TYPE/ GROUP RATING	LIMITATION (Aircraft Model)	Scope of Work Undertaken
1	KAAN AIR	A3	LEONARDO S.p.A.	Agusta A119/ Agusta AW119MkII (PWC PT6)	AW119 Mk II	Base and Line Maintenance + C5 Electrical Power
				Agusta A109 Series (PWC PW206/207)	A109 SP	
				Agusta AB139 / AW139 (PWC PT6)	AW139	
			KAMOV	Kamov KA 32 (Klimov)	Ka-32A11BC	

4.2 OPERATOR PROCEDURES AND PAPERWORK

The aircraft maintenance is carried out in accordance with the maintenance programme approved by the operator Official Authorities and according to all approved data for the aircraft in maintenance (Maintenance manuals, Wiring diagram, SB, AD etc.)

KAAN AIR needs to have the appropriate sections of the operator's aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service letters, service instructions, modification leaflets, NDT manual, parts catalogue, type certificate data sheet and any other specific document issued by the type certificate or supplementary type certificate holder as maintenance data.

4.3 OPERATOR RECORD COMPLETION

4.3.1 Completes Operator's Technical Log

KAAN AIR has sufficient training for completion of Operator Technical Log. The all Operator's instructions or CAME's procedures shall be valid for completion

4.3.2 Keeps the Operator's Technical Log

KAAN AIR keeps Operator Technical Log in the organization and prevent the technical log against lost, destroying and fire.

4.3.3 Retain Records on Behalf of the Operators

KAAN AIR shall not retention of operator's technical log behalf of operator. All technical log records shall be transferred to the Operator when a technical log is more than 36 Months.

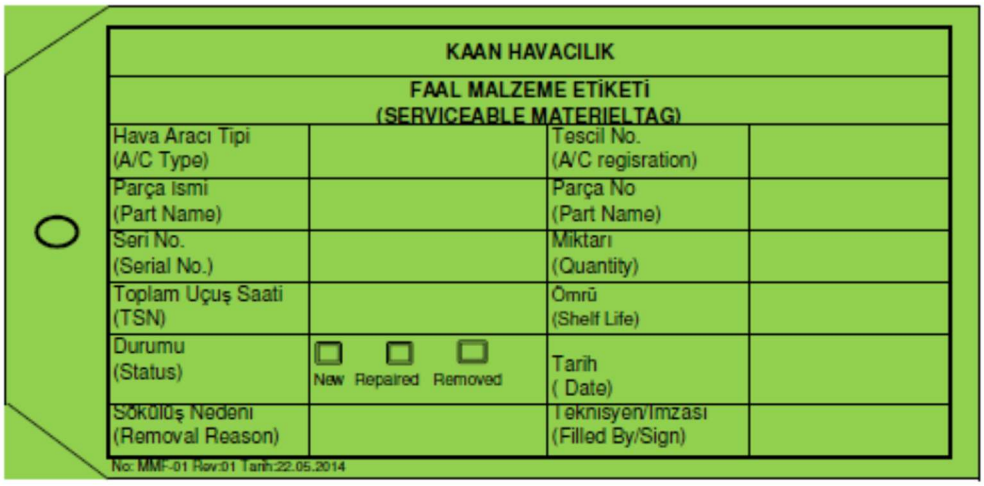
4.3.4 Communication with the Operator

Maintenance Manager communicates to the Operator regarding all technical log issuing.

PART 5 APPENDIX

5.1 SAMPLE OF DOCUMENTS

Some tags are still in use due to excess stock. New tags will be used when all stocks ended.



KAAN HAVACILIK			
FAAL MALZEME ETİKETİ (SERVICEABLE MATERIELTAG)			
Hava Aracı Tipi (A/C Type)		Tescil No. (A/C regisration)	
Parça Ismi (Part Name)		Parça No (Part Name)	
Seri No. (Serial No.)		Miktarı (Quantity)	
Toplam Uçuş Saati (TSN)		Ömrü (Shelf Life)	
Durumu (Status)	☐ New ☐ Repaired ☐ Removed	Tarih (Date)	
Sökülüş Nedeni (Removal Reason)		Teknisyen/Imzası (Filled By/Sign)	

No: MMF-01 Rev:01 Tarih:22.05.2014

KAAN HAVACILIK			
GAYRİFAAL MALZEME ETİKETİ (UNSERVICEABLE MATERIELTAG)			
Hava Aracı Tipi (A/C Type)		Tescil No. (A/C regisration)	
Parça Ismi (Part Name)		Parça No (Part Name)	
Seri No. (Serial No.)		Miktarı (Quantity)	
Toplam Uçuş Saati (TSN)		Ömrü (Shelf Life)	
Sökülüş Nedeni (Removal Reason)		Tarih (Date)	
Dolduran Teknisyen (Filled By)		Imza (Signuture)	

No:MMF-02 Rev:01 Tarih:22.05.2014

KAAN AIR

MATERIAL RECEIVING FORM

Supplier	: KLX	Date	: 23-MAY-17	Document No	: RC-0115617
Invoice No	:	Arrival AWB No	: 23507818731	Order Comment	:
Order No	: PO-0002275	Departurel AWB No	:	Owner	:

Item	Part No	Description	Serial No	Unit	Qty	Condition	Form No	Group	Priority	Station	Shop	Requested Condition	Location
1	HYLOMAR M	INDUSTRY GR SEALANT		ML	160	NEW		CHEMS					\KNA\CHM\01-F6
2	DC730	SOLVENT RESISTANT SEALANT		ML	90	NEW		CHEMS					\KNA\CHM\01-D1
5	TT-P-1757 TYP2	CHROMATE FREE ZINK PRIMER YELLOW		OZ	48	NEW		CHEMS					\KNA\CHM\01-F1
4	MS 242N-AS	ANTI-STATIC QUICK-FREEZE		OZ	14	NEW		CHEMS					\KNA\CHM\01-F5
3	MIRROR GLAZE 10	CLEAR PLASTIC POLISH		OZ	8	NEW		CHEMS					\KNA\CHM\01-E3

Note: Incoming Inspection is carried out in accordance with Incoming Inspection Procedure of the Kaan Air MOE and the materials are accepted to stock as airworthy condition in accordance with Incoming Inspection Form no: MMF-04 Rev: 06 Date: 27.10.2015.

Incoming Inspector			Stock Control		
Name: Abdurrahman ABALI Depo Sorumlusu	Signature	Stamp	Name: Abdurrahman ABALI Depo Sorumlusu	Signature	Stamp

MMF-47/Rev-0/27.10.2015

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KAAN AIR

INCOMING INSPECTION FORM

YEAR: NUMBER:

DOCUMENT&CONDITION CHECK LIST

VISUALLY INSPECT

	YES	NO
THE PACKAGE FOR DAMAGE CAUSED BY MISHANDLING OR TRANSPORTATION:	☐	☐
THE COMPONENT OR MATERIAL FOR DAMAGE SUCH AS NICKS, DENTS, CRACKS, CORROSION, LEAKAGE ETC:	☐	☐
THE COMPONENT OR MATERIAL FOR MISSING OR INCOMPLETE OR TAMPERED MARKINGS, NAMEPLATE, ETC:	☐	☐
CONNECTION TABS ARE CORRECTLY SEALED:	☐	☐
COMPONENT HAS ESD PROPERTY:	☐	☐
CHECK FOR SAFETY, HANDLING AND STORAGE INSTRUCTIONS. PLS.NOTE HERE IF APPLICABLE:	☐	☐
CHECK FOR REMAINING LIFE AND SHELF LIFE. PLS.NOTE HERE IF APPLICABLE:	☐	☐
CHECK AIRWORTHINESS DIRECTIVES AND MANDATORY MODIFICATION APPLICATION:	☐	☐

CHECK FOR THE EXISTENCE OF DOCUMENTATION:	YES	NO
CONFIRMITY REPORT:	☐	☐
INVOICE:	☐	☐
LETTER OF NON INCIDENT/ACCIDENT:	☐	☐
TRACEABILITY INFO:	☐	☐
SAFETY DATA SHEET:	☐	☐
TECHNICAL SPECIFICATION:	☐	☐
ANY OTHER DOCUMENTATION:	☐	☐

Form No: MMF-04 REV:06 DATE: 27.10.2015

MATERIAL CERTIFICATION TAG

MMF-05 / Rev-1 / 01.12.2015

AUTHORIZED CERTIFYING STAFF (CS) AND SUPPORT STAFF LIST (SAMPLE)

KAAN AIR | KAAN HAVACILIK SAN.TİC.A.Ş. TR.145.084

SHY-145 AUTHORISED
CERTIFYING STAFF (CS), COMPONENT CERTIFYING STAFF (CCS), SUPPORT STAFF (S/S), MECHANIC (MEC) and ASSESSOR LIST

REV.NO: 22
Rev.Date: 19.01.2018

PER NO	STAMP NO	CONTRACTED	NAME AND SURNAME	BIRTH DATE	Status	Boroscope / Videoscope Inspection	FIRST ISSUE DATE OF CERTIFICATE	REV	RENEWAL DATE OF CERTIFICATE	EXPIRY DATE OF CERTIFICATE	ENSTROM 480B (RR CORP 250)							LEONARDO A119/AW119 (PWC PT6)							LEONARDO A109/AW109 (PWC 206/207)							LEONARDO AB139/AW139 (PWC PT6)							COMPONENT CS	LIMITATIONS
											MEC	A3	B1.3	B2	S/S	C	ASS	MEC	A3	B1.3	B2	S/S	C	ASS	MEC	A3	B1.3	B2	S/S	C	ASS	MEC	A3	B1.3	B2	S/S	C	ASS	ELECTRICAL POWER	
1	KH-CS/SS-01	No	Ali ÖZUĞUR	23.04.1967	a	Yes	10.07.2013	7	11.08.2017	10.08.2018			X		X	X	X			X		X	X	X			X		X	X	X			X			X	X		None
2	KH-CS/SS-03	No	Gürbüz AÇIKGÖZ	07.08.1971	a	Yes	10.07.2013	7	19.01.2018	18.01.2019				X	X	X	X			X	X	X	X	X				X	X	X	X				X	X	X	X		B2 and SS (ENF480); added according to "Full SUBGROUP RATING 2b Single Turbine Engine Helicopters" rate in his license.
	KH-CCS-01				a	Yes	10.07.2013	7	19.01.2018	18.01.2019																													X	Authorised for within the scope of "Designation" and "Level of Maintenance" related to the P/N's specified in the KAAN SHY-145 approved Component Capability List at "Battery Shop"; 2013-1A, 33204-001, 33204-002, 33181-01, 33181-04, SP-376, TSP-409L-1, 2778-1, 1756-2.
3	KH-CS/SS-05	No	Kemal AYHAN	01.04.1969	a	Yes	24.02.2014	4	18.05.2017	09.03.2018										X		X		X			X		X		X			X		X		X		None
4	KH-CS/SS-06	No	Ahmet ŞAHİN	11.06.1965	a	Yes	17.09.2013	4	08.03.2017	07.03.2018										X		X		X			X		X		X									None
5	KH-CS/SS-07	No	Samet FIRAT	21.06.1966	a	Yes	15.09.2015	2b	02.10.2017	17.05.2018										X		X		X																None
6	KH-CS/SS-10	No	Ali HAMURCU	10.02.1971	a	Yes	21.12.2015	2c	18.05.2017	17.05.2018										X		X		X										X		X		X		None
7	KH-CS/SS-11	No	Kadir KOCA	08.12.1969	a	No	15.09.2016	1	11.08.2017	10.08.2018																	X		X											None
8	KH-CS/SS-12	Yes	Holger STOCKMEYER	04.02.1957	a	No	23.05.2017	0	n/a	22.05.2018																			X	X					X	X	X			None
9	KH-CS/SS-13	No	Cengiz ÇOBAN	14.08.1969	a	Yes	18.05.2017	0	n/a	17.05.2018										X		X																		None
10	KH-CS/SS-14	No	Ercan DOĞAN	12.04.1964	a	Yes	23.05.2017	1	02.10.2017	01.10.2018																								X		X				None
11	KH-CS/SS-15	No	Murat SARIALTIN	08.09.1968	a	Yes	23.05.2017	1	02.10.2017	01.10.2018																	X		X											None
12	KH-MEC-03	No	Yılmaz KARADENİZ	17.12.1967	a	No	23.05.2017	0	n/a	22.05.2018	X							X							X							X								Able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards
13	KH-MEC-04	No	Cemil DURMAZ	01.06.1970	a	No	23.05.2017	0	n/a	22.05.2018	X							X							X							X								Able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards
14	KH-MEC-05	No	Abdurrahman ABALI	01.03.1971	a	No	23.05.2017	0	n/a	22.05.2018	X							X							X							X								Able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards
15	KH-MEC-06	No	Hasan YILDIRIM	04.10.1985	a	No	11.08.2017	0	n/a	10.08.2018	X							X							X							X								Able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards
16	KH-MEC-07	No	Atakan KARAKOÇ	29.11.1985	a	No	11.08.2017	0	n/a	10.08.2018	X							X							X							X								Able to carry out maintenance tasks to any standard specified in the maintenance data and will notify supervisors of defects or mistakes requiring rectification to re-establish required maintenance standards
PER NO	STAMP NO	CONTRACTED	NAME AND SURNAME	BIRTH DATE	Status	Boroscope / Videoscope Inspection	FIRST ISSUE DATE OF CERTIFICATE	REV	RENEWAL DATE OF CERTIFICATE	EXPIRY DATE OF CERTIFICATE	MEC	A3	B1.3	B2	S/S	C	ASS	MEC	A3	B1.3	B2	S/S	C	ASS	MEC	A3	B1.3	B2	S/S	C	ASS	MEC	A3	B1.3	B2	S/S	C	ASS	ELECTRICAL POWER	LIMITATIONS
											ENSTROM 480B (RR CORP 250)							LEONARDO A119/AW119 (PWC PT6)							LEONARDO A109/AW109 (PWC 206/207)							LEONARDO AB139/AW139 (PWC PT6)							COMPONENT CS	

DEFINITIONS - ABBREVIATIONS :

- a Active Authorisation
- p Passive Authorisation
- s Suspend Authorisation

- ASS Assessor
- CCS Component Certifying Staff
- CS Certifying Staff
- MEC Mechanic
- SS Support Staff

Kadir ERDOĞAN
Uyumluluk İzleme ve Emniyet Md.
KAAN Hvcl. San. Tic. A.Ş.

MMF-24 / REV-4 / 18.01.2018

KAAN AIR

KAAN HAVACILIK SANAYİ VE TİCARET A.Ş.
(TR-145-084)

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)	885:51	E1	S/N:	PCE-KB1324	Hours	885:51	Start	821
Reg.	TC-HEE	LDG.	1393	E2	S/N:	PCE-KB1178	Hours	885:51	Start	821

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:

I agree with the above listed work order to be performed by ..... reserves the right to charge the KAAN AIR for additional invoices relating to the work order, which are subsequently received from third parties. All additional work, i.e. defect found during maintenance, should be approved by the KAAN AIR.

Acceptance By :

Name - Surname : Sign :

Date : 31-JAN-18

Form No: MMF-28 Rev: 2 Date: 31.01.2018 **1 of 1**

Approving competent Aviation Authority/Country Republic Of Turkey Ministry Of Transportation Maritime Affairs and Communications Directorate General of Civil Aviation	CERTIFICATE OF RELEASE TO SERVICE (CRS)	Form Tracking Number: Maintenance Location:
KAAN AIR	SHY-145 Approved Organization Name and Address **Kaan Havacilik Sanayi ve Ticaret A.S.** Ayazaga mah. 208. sokak. No:1 Sariyer ISTANBUL	Approval Number **TR.145.084**

Maintenance Start & End Date: **Work Order No:**

AC Registration	AC Serial Number	Aircraft Type/Model	AC Total Cycles	Engines Type	Engine 1 S/N	Engine 2 S/N
AC Total Hours:		AC Total Landings:		Engine Hours:		

Operator Or Owner **KAAN AIR**

Listed Work performed :

Work performed according to document:

Exemptions, remarks or limitations:

No:	Work Unable To Perform	Reason	Proposal To Handle

Next scheduled check, date : **Next scheduled check, hour :**

SHY-145 release to service: "Certifies that the work specified except as otherwise specified was carried out in accordance with SHY-145 and in respect to that work the aircraft is considered ready for release to service"

Name & Surname	Authorized Signature	Authorization Stamp/Number	Date (dd/mm/yyyy)
			01-MAY-16

Form No: MMF-31 Rev:02 Date:10.09.2015 04-MAY-16 **1 of 1**

1. Approving Competent Authority / Country **Turkish DGCA / Turkey**	**2. AUTHORISED RELEASE CERTIFICATE** SHGM FORM 1				3. Form Tracking Number	
4. Organisation Name and Address: **Kaan Havacılık San. Ve Tic. A.Ş.** **Ayazağa Mah. 208. Sokak No.1 Sarıyer/İstanbul**					5. Work Order/Contract/Invoice	
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.	11. Status/Work	
12. Remarks						
13a. Certifies that the items identified above were manufactured in conformity to approved design data and are in a condition for safe operation non-approved design data specified in block 12				14a. □ Part-145.A.50 Release to Service □ Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with SHY-145 and in respect to that work the items are considered ready for release to service.		
13b. Authorised Signature		13c. Approval/ Authorisation Number		14b. Authorised Signature	14c. Certificate/Approval Ref. No.	
13d. Name		13e. Date (dd mmm yyyy)		14d. Name	14e. Date (dd mmm yyyy)	
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.						

Form No : MMF-32 Rev:3 Date : 13.07.2015

KAAN AIR

QUALITY AUDIT PLAN

20 xx / Rev- x

		Year	20 xx												AUDITORS									DATE DONE	REMARKS
		Month	1	2	3	4	5	6	7	8	9	10	11	12	MKS	KE	GÜP	TY	AMU	YK	TO	NU	AŞ	SF	
		Managenet Review Meeting																							
		Safety Action Group Meeting																							
OPS		Quality Dept																							
		Safety Management																							
		Flight Operations																							
		Training Dept																							
		Ground Operations																							
		Security System																							
		Flight Selling																							
		Helicopter Selling																							
		Account Finance Dept																							
		SAFA / SANA / SACA																							
		Antalya Offshore Ops																							
		Un-Planned																							
	Contractor	Gözen Air																							
	Contractor	Poaş Fuel Co																							
	Contractor	Tepe Security																							
ATO		ATO																							
		ATO Quality & SMS																							
ISMeur		Heliport																							
		ISO																							
FIRE FIGHTING		Antalya / Düzlerçamı																							
		Balıkesir																							
		Bursa																							
		Denizli / Çamlık																							
		İstanbul / Poyrazköy																							
		İzmir / Kemalpaşa																							
		Mersin / Bozyazı																							
		Muğla / Marmaris																							
SHY-M		CAMO & CAME																							
		Quality System																							
		Product A119																							
		Product AW109																							
		Product A139																							
		Product KAMOV																							
		Un-Planned																							
SHY-145 / EASA-145		Maintenance Organisation (common)																							
		Store & Purchasing (common)																							
		Quality System (common)																							
		PPC & Engineering (common)																							
		Tool & Calibration (common)																							
		Workshop & Component																							
		Product A119 BASE																							
		Product AW109 BASE																							
		Product A139 BASE (common)																							
		Product Kamov BASE																							
		Product A119 LINE																							
		Product AW109 LINE																							
		Product A139 LINE (common)																							
		Product Kamov LINE																							
		Antalya Line Station																							
		SHY MOE review																							
		EASA MOE review																							
		Un-Planned																							
Contractors		Agusta (SHY-M & SHY-145 & EASA)																							
		Pratt & Whitney (SHY-M & SHY-145 & EASA)																							
		MyTechnic (SHY-145 & EASA)																							
		Aeromaritime (SHY-M & SHY-145)																							
		Aero4M (SHY-145 & SHY-M)																							

Prepared By:
COMP.MON.& SAFETY MNG
DATE / SIGNATURE

Approved By :
ACCOUNTABLE MANAGER
DATE / SIGNATURE

SQI-03 / Rev-4 / 02.01.2020

PERSONNEL ASSESSMENT FORM (SAMPLE) PAGE 1

KAAN AIR	EASA PERSONNEL ASSESSMENT FORM		
PERSONNEL INFORMATION			
Name Surname:	Job / Functions / Auth.Number:		Date:
ASSESSMENT of PERSONNEL RECORDS			
INITIAL :	RENEWAL: X		ADDITIONAL:

	SUBJECTS	PERSONNEL APPLICABILITY 1 Managers	2 Product Planners	3 A/c CS/SS, CCS, Inspectors	4 Supervisor	5 Assessor and Trainiers	6 Mechanics	7 Store & Incoming Inspectors	8 Quality Auditor	ORGANISATION	INITIAL OR LAST TRAINING DATE	EXPIRATION DATE
1	Basic Training	X	X	X	X	X	X	X	X			
2	Aircraft Type Training in AMO's scope of work (N/A for Cat A staff)			X	X	X						
3	Work Experience (6 months in last 2 years)			X								
4	Aviation Legislation (EASA Part-145) *Continuation Training*	X	X	X	X	X	X	X	X			
5	Human Factors *Continuation Training*	X	X	X	X	X	X	X	X			
6	MOE Training (Latest Revision) *Continuation Training*	X	X	X	X	X	X	X	X			
7	Relevant Technology *Continuation Training*	X	X	X	X	X	X	X	X			
8	English Knowledge Certification and practical test			X	X	X						
9	ATA300 Storage and Handling & Incoming Inspection							X				
10	Train the Trainer				X	X						
11	Quality & Audit Training								X			

	SUBJECTS	1 MN	2 PP	3 CS SS CCS	4 SU	5 AST	6 MC	7 SII	8 QA	MARKS (0 - 5)
1	Knowledge of applicable officially recognised standards							X	X	
2	Knowledge of auditing techniques: planning, conducting and reporting								X	
3	Knowledge of human factors, human performance and limitations	X	X	X	X	X	X	X	X	
4	Knowledge of logistics processes	X	X		X	X				
5	Knowledge of organisation capabilities, privileges and limitations	X	X	X	X	X		X	X	
6	Knowledge of Part-145 and any other relevant regulations	X	X	X	X	X			X	
7	Knowledge of relevant parts of the MOE and procedures	X	X	X	X	X	X	X	X	
8	Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, existing or potential defects incorrect maintenance data and existing or potential defects		X	X	X	X	X	X		
9	Knowledge of safety risks linked to the working environment	X	X	X	X	X	X	X	X	
10	Knowledge on CDCCL when relevant	X	X		X	X		X	X	
11	Knowledge on EWIS when relevant	X	X		X	X		X	X	
12	Understanding of professional integrity, behaviour and attitude towards safety	X	X	X	X	X	X	X	X	
13	Understanding of conditions for ensuring continuing airworthiness of aircraft and components			X					X	
14	Understanding of his/her own human performance and limitations	X	X	X	X	X	X	X	X	
15	Understanding of personnel authorisations and limitations	X	X	X	X	X	X	X	X	
16	Understanding critical task		X	X	X	X	X		X	

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PERSONNEL ASSESSMENT FORM (SAMPLE) PAGE 2

KAAN AIR

EASA PERSONNEL ASSESSMENT FORM

PERSONNEL INFORMATION

Name Surname:	Job / Functions / Auth.Number:	Date:

	SUBJECTS	1 MN	2 PP	3 CS SS CCS	4 SU	5 AST	6 MC	7 SII	8 QA	MARKS (0 - 5)
	Below question numbers between # 17 and 34 are evaluated by the witnessing; on the date and in the Work Package # shown in the right coloumns.	Date:					Work Package:			
17	Ability to compile and control completed work cards		X	X	X	X				
18	Ability to consider human performance and limitations	X	X	X	X	X			X	
19	Ability to determine required qualifications for task performance		X	X	X	X			X	
20	Ability to identify and rectify existing and potential unsafe conditions			X	X	X	X	X	X	
21	Ability to manage third parties involved in maintenance activity		X		X	X				
22	Ability to confirm proper accomplishment of maintenance tasks			X	X	X	X	X		
23	Ability to identify and properly plan performance of critical task		X	X	X	X				
24	Ability to prioritise tasks and report discrepancies		X	X	X	X	X			
25	Ability to process the work requested by the Operator		X	X	X	X				
26	Ability to promote the safety and quality policy	X				X				
27	Ability to properly process removed, uninstalled and rejected parts			X	X	X	X	X		
28	Ability to properly record and sign for work accomplished			X	X	X	X	X		
29	Ability to recognise the acceptability of parts to be installed prior to fitment			X	X	X	X			
30	Ability to split complex maintenance tasks into clear stages		X							
31	Ability to understand work orders, work cards and refer to and use applicable maintenance data		X	X	X	X	X	X	X	
32	Ability to use information systems	X	X	X	X	X	X	X	X	
33	Ability to use, control and be familiar with required tooling and/or equipment			X	X	X	X	X		
34	Adequate communication and literacy skills	X	X	X	X	X	X	X	X	
35	Analytical and proven auditing skills (for example,objectivity, fairness, open-mindedness,determination)					X			X	
36	Maintenance error investigation skills					X			X	
37	Resources management and production planning Skills	X	X			X				
38	Team work, decision-making and leadership skills	X			X	X				
									TOTAL:	
	Minimum Scores :	68	94	98	113	120	68	72	83	

Assessment Result:

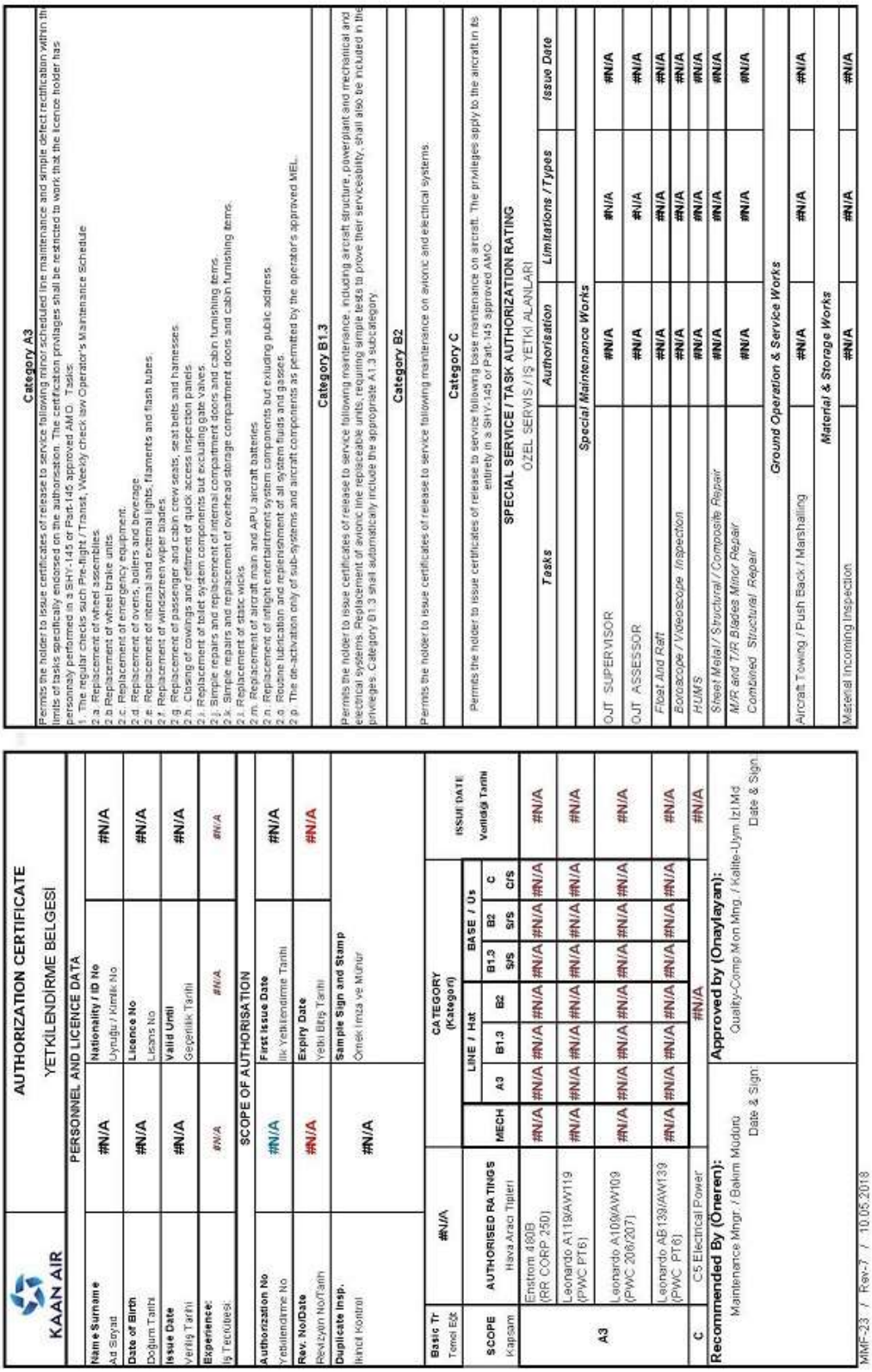
AUTHORISED JOB & FUNCTION

	Product Planning		**Supervisor/Assessor & Trainers**		**Mechanic**
	Store & Incoming Inspector	X	**A/C CS / SS, Comp CS, Inspectors**		**Quality Auditor**

Satisfactory Unsatisfactory : ☐

Assessed By:	Accepted By:
Name & Surname:	Name & Surname:
Date & Sign:	Date & Sign:

AUTHORIZATION CERTIFICATE (SAMPLE)



KAAN AIR

AUTHORIZATION CERTIFICATE
YETKİLENDİRME BELGESİ

PERSONNEL AND LICENCE DATA

Name Surname / Ad Soyad	#N/A	**Nationality / ID No** Uyruğu / Kimlik No	#N/A
Date of Birth / Doğum Tarihi	#N/A	**Licence No** Lisans No	#N/A
Issue Date / Veriliş Tarihi	#N/A	**Valid Until** Geçerlilik Tarihi	#N/A
Experience: / İş Tecrübesi:	#N/A	#N/A	#N/A

SCOPE OF AUTHORISATION

Authorization No / Yetkilendirme No	#N/A	**First Issue Date** İlk Yetkilendirme Tarihi	#N/A
Rev. No/Date / Revizyon No/Tarih	#N/A	**Expiry Date** Yetki Bitiş Tarihi	#N/A
Duplicate Insp. / İkinci Kontrol	#N/A	**Sample Sign and Stamp** Örnek İmza ve Mühür	

Basic Tr / Temel Eğt	#N/A	**CATEGORY** (Kategori)								**ISSUE DATE**
SCOPE / Kapsam	**AUTHORISED RATINGS** / Hava Aracı Tipleri		**LINE / Hat**			**BASE / Üs**				Verildiği Tarihi
		MECH	**A3**	**B1.3**	**B2**	**B1.3 S/S**	**B2 S/S**	**C CFS**		
A3	Enstrom 480B (RR COR 250)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A
	Leonardo A119/AW119 (PWC PT6)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A
	Leonardo A109/AW109 (PWC 206/207)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A
	Leonardo AB139/AW139 (PWC PT6)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A
C	C5 Electrical Power			#N/A						#N/A

Recommended By (Öneren): Maintenance Mngr. / Bakım Müdürü — Date & Sign:

Approved by (Onaylayan): Quality-Comp.Mon.Mng. / Kalite-Uyum.İzl.Md. — Date & Sign:

MMF-23 / Rev-7 / 10.05.2018

Category A3

Permits the holder to issue certificates of release to service following minor scheduled line maintenance and simple defect rectification within the limits of tasks specifically endorsed on the authorisation. The certification privileges shall be restricted to work that the licence holder has personnaly performed in a SHY-145 or Part-145 approved AMO. Tasks:

1. The regular checks such Pre-flight / Transit, Weekly check law Operator's Maintenance Schedule
2.a. Replacement of wheel assemblies.
2.b. Replacement of wheel brake units.
2.c. Replacement of emergency equipment.
2.d. Replacement of ovens, boilers and beverage.
2.e. Replacement of internal and external lights, filaments and flash tubes.
2.f. Replacement of windscreen wiper blades.
2.g. Replacement of passenger and cabin crew seats, seat belts and harnesses.
2.h. Closing of cowlings and refitment of quick access inspection panels.
2.i. Replacement of toilet system components but excluding gate valves.
2.j. Simple repairs and replacement of internal compartment doors and cabin furnishing items.
2.k. Simple repairs and replacement of overhead storage compartment doors and cabin furnishing items.
2.l. Replacement of static wicks.
2.m. Replacement of aircraft main and APU aircraft batteries.
2.n. Replacement of inflight entertainment system components but excluding public address.
2.o. Routine lubrication and replenishment of all system fluids and gasses.
2.p. The de-activation only of sub-systems and aircraft components as permitted by the operator's approved MEL.

Category B1.3

Permits the holder to issue certificates of release to service following maintenance, including aircraft structure, powerplant and mechanical and electrical systems. Replacement of avionic line replaceable units, requiring simple tests to prove their serviceability, shall also be included in the privileges. Category B1.3 shall automatically include the appropriate A1.3 subcategory.

Category B2

Permits the holder to issue certificates of release to service following maintenance on avionic and electrical systems.

Category C

Permits the holder to issue certificates of release to service following base maintenance on aircraft. The privileges apply to the aircraft in its entirety in a SHY-145 or Part-145 approved AMO.

SPECIAL SERVICE / TASK AUTHORIZATION RATING
ÖZEL SERVİS / İŞ YETKİ ALANLARI

Tasks	*Authorisation*	*Limitations / Types*	*Issue Date*
Special Maintenance Works			
OJT SUPERVISOR	#N/A	#N/A	#N/A
OJT ASSESSOR	#N/A	#N/A	#N/A
Float And Raft	#N/A	#N/A	#N/A
Borascope / Videoscope Inspection	#N/A	#N/A	#N/A
HUMS	#N/A	#N/A	#N/A
Sheet Metal / Structural / Composite Repair	#N/A	#N/A	#N/A
M/R and T/R Blades Minor Repair	#N/A	#N/A	#N/A
Colmbined Structural Repair			
Ground Operation & Service Works			
Aircraft Towing / Push Back / Marshalling	#N/A	#N/A	#N/A
Material & Storage Works			
Material Incoming Inspection	#N/A	#N/A	#N/A

5.2 LIST OF SUBCONTRACTORS AS PER 145.A.75 (b)

KAAN AIR has no subcontractor at the moment.

5.3 LIST OF LINE MAINTENANCE LOCATIONS AS PER SHT 145.A.75 (d)

KAAN AIR has no line maintenance station at the moment.

5.4 LIST OF CONTRACTED ORGANISATIONS AS PER 145.A.70 (a) (16)

KAAN AIR may obtain work, loan tool and materials from contractor followings;

NO	NAME	ADDRESS	TEL
1	Pratt & Whitney	1000 Marie-Victorin Blvd, Longueuil, Quabec J4G 1A1 CANADA	Tel: +1 450 677 9411
2	MY TECHNIC - MRO Teknik San. Ve Tic. A.Ş.	Sabiha Gökçen Hava Limanı, 34912 Pendik / İstanbul	Tel: 0216 588 05 70 Fax: 0216 588 05 72
3	HELIAVIONICSLAB S.U.	Aerodrome Municipal de Ponte de Sor-H1, EN2, Km440.37 Agua todo o Ano 7400-601 Tramaga PORTUGAL	Tel: +351 939 063 220 Fax: +351 242 030 588
4	JSC UEC-Klimov	11 Kantemirovskaya st., Saint-Petersburg, 194100 The Russian Federation	Tel: +78124547100
5	BE AERO Havacılık A.Ş	Atatürk Airport (Genel Havacılık Terminali E Kapısı) Yeni Hangarlar Bölgesi 3 No'lu Hangar 34295 Küçükçekmece Istanbul / Turkey	Tel: 0212 999 30 00

PART 6 OPERATORS MAINTENANCE PROCEDURES

6.1 Operators Maintenance Procedures (SHT-145 AMOs who are also operators)

N/A