KAAN HAVACILIK SANAYİ VE TİC. A.Ş.

El Kitabı : OPERATIONS MANUAL PART A
Revizyon No : 25
Revizyon Tarihi : 10.02.2026

SİVİL HAVACILIK GENEL MÜDÜRLÜĞÜ

DIRECTORATE GENERAL OF CIVIL AVIATION

ONAY SERTİFİKASI
APPROVAL CERTIFICATE

OPERATIONS MANUAL PART A

KAAN HAVACILIK SANAYİ VE TİC. A.Ş.

KAAN HAVACILIK

Revision Date : 10.02.2026

Revision No : 25

This Operations Manual (Part A) has been evaluated and inspected in accordance with SHT-OPS Instructions and approved by the Turkish DGCA.

Approved By:

Turgay SENGER
Flight Standards Coordinator

Approval Date

24/02/2026

T.C. ULAŞTIRMA VE ALTYAPI BAKANLIĞI

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REVISION HIGHLIGHTS

Revision No:8

Air-OPS HOFO requirements added to related articles according to specific approval OFFSHORE request.

Revision No:9

Signature added statement, enriched compliance mon.system, list of desc., enriched nominated person table, added BOSIET training, enriched alcohol control, small changes FTL, same photo table changed word style table, addedd fuelling procedure, new design of leasing / code share.

Revision No:10

- (04.01)- Crew Composition; Circular UOD - 2014/16 about "at least one Turkish Pilot" in the cockpit,
- (00.01.01) and (01.02) Nominated Personnel changed; New appointment to FOM, Crew Plan.Coord. Chief and SAFA Coord.; Cemil PEKDEMİR,
- (03.01.03)- Compliance Monitoring System has defined as a seperate document; All (03.01.03) subchapters has made empty,
- (07.01.06)- Flight and Duty Time limitations and (07.01.13)- Maximum daily flight time, duty time and FDP limits have been changed according to Additional Reference: TR DGCA's FTL Procedures in Fire Fighting Operations which Number: 51859319-155.07-E.11465 and dated 17.06.2019

Revision No:11

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Revision No:24

AFTER TR DGCA Ops Audit on 2025/04 :
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Revision No:25

Due to change of Management Personnal :
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00.01-Introduction

ORO.MLR.100

(00.01.01)- Statement that the manual complies with all Applicable Regulations and with the terms and conditions of the applicable Air Operator Certificate (AOC)

Revizyon No: 25 Revizyon Tarihi: 10.02.2026

ORO.MLR.100

This Operations Manual has been prepared in accordance with the conditions contained in the Air Operator Certificate (AOC) TR-AT-038, approved by TR DGCA and with the relevant provisions of SHT-OPS, SHY-6A, SHY-6B, EASA Air OPS and relevant regulations.

These procedures are approved by the signee and have to be adhered within all Commercial Air Transport Operations, when applicable.

This manual and procedures reflects the valid policies and procedures of KAAN AIR. It has been prepared in the English language and approved by the Turkish DGCA.

This Operations Manual is always superseded by TR DGCA regulations. In the event of conflicting statements, TR DGCA regulations apply. Recognized conflicts will be amended with the next revision of this manual.

A paper-copy of the Operations Manual is deposited at the Flight Operations Manager. Digital copies are available in the company intranet.

ISTANBUL, 10.02.2026

Prepared By	Controlled By	Approved By
Ali Metin UZUN Flight Ops. Manager, Captain KAAN Hvcl. San. Tic. A.Ş.	Guray UNLU Comp. Monit. & Safety Manager KAAN HVCL. San. ve Tic. A.Ş.	Kadir ERDOGAN Accountable Manager, Capt. KAAN HVCL. San. ve Tic. A.Ş.

(00.01.02)- Statement that the manual contains operational instructions that are to be complied with by the relevant Personnel

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.MLR.100

Operations Manual contains information and instructions to enable operational personnel to perform their duties in best standards. KAAN AIR shall make available this manual's procedures to operational personnel. The amendment of this manual and its procedures shall be properly controlled.

KAAN AIR shall not introduce alternative procedures to those prescribed in this manual unless needed and equivalent safety case has first been approved by Turkish DGCA.

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 here these new or amended regulations are in conflict with these procedures.

The Turkish DGCA has been provided with a copy of the Operations Manual, and receives all amendments and revisions thereto.

The rules and regulations contained in the Operations Manual shall be adhered to by the relevant personnel at all times; in the event of willful or negligent disobedience to those rules and regulations the personnel concerned may become subject to disciplinary, legal or penal action! However, nothing contained in the Operations Manual shall keep personnel from exercising their own best judgment during any irregularity for which the Operations Manual gives no provisions or in emergencies.

The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he considers necessary under the circumstances. In such cases he may deviate from rules, operational procedures and methods in the interest of safety.

(00.01.03)- List and brief description of the Various Parts, Their Contents, Applicability and Use

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.MLR.100

Main structure of the Operational Manuals is as follows:

(a) **Part A**: General/ Basic, comprising all non-type-related operational policies, instructions and procedures;

(b) **Part B**: Aircraft operating matters, comprising all type-related instructions and procedures, taking into account differences between types/ classes, variants or individual aircraft used by the operator;

(c) **Part C**: Commercial air transport operations, comprising route/ role/ area and aerodrome/ operating site instructions and information;

(d) **Part D**: Training, comprising all training instructions for personnel required for a safe operation.

The Operations Manual (OM) Part A consists of below separate chapters:

- 00-ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL
- 01-ORGANIZATION AND RESPONSIBILITIES
- 02-OPERATIONAL CONTROL AND SUPERVISION
- 03-MANAGEMENT SYSTEM
- 04-CREW COMPOSITION
- 05-QUALIFICATION REQUIREMENTS
- 06-CREW HEALTH PRECAUTIONS
- 07-FLIGHT TIME LIMITATIONS
- 08-OPERATING PROCEDURES
- 09-DANGEROUS GOODS (DGR) AND WEAPONS
- 10-SECURITY
- 11-HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURENCES
- 12-RULES OF THE AIR

00.01.04-Explanations and Definitions

Revizyon No: 8 Revizyon Tarihi: 13.08.2018

ORO.MLR.100

(00.01.04.01)- Definitions

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

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- ‘Accelerate-stop distance available (ASDA)’ means the length of the take-off run available plus the length of stopway, if such stopway is declared available by the State of the aerodrome and is capable of bearing the mass of the aeroplane under the prevailing operating conditions.
- ‘acceptable means of compliance (AMC)’ means non-binding standards adopted by the Agency to illustrate means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules;
- ‘acceptance checklist’ means a document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met with;
- ‘**adequate aerodrome**’ means an aerodrome on which the aircraft can be operated, taking account of the applicable performance requirements and runway characteristics;
- **‘Aircraft’** means a machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface;
- ‘**aircraft tracking**’ means a ground based process that maintains and updates, at standardised intervals, a record of the four dimensional position of individual aircraft in flight;
- ‘aircraft tracking system’ means a system that relies on aircraft tracking in order to identify abnormal flight behaviour and provide alert;
- **Aeronautical Operational Control (AOC):**

  AOC communications are defined by ICAO as communications required for the exercise of authority over the initiation, continuation, diversion or termination of flight for safety, regularity, and efficiency reasons.

- **'Air Taxi Operation'** means, for the purpose of flight time and duty time limitations, a nonscheduled on demand commercial air transport operation with an aeroplane with a maximum operational passenger seating configuration ('MOPSC') of 19 or less;
- **‘Alternative Means of Compliance’** means those means that propose an alternative to an existing acceptable means of compliance or those that propose new means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules for which no associated AMC have been adopted by the Agency;
- ‘anti-icing’, in the case of ground procedures, means a procedure that provides protection against the formation of frost or ice and accumulation of snow on treated surfaces of the aircraft for a limited period of time (hold-over time);
- ‘approach procedure with vertical guidance (APV) operation’ means an instrument approach which utilises lateral and vertical guidance, but does not meet the requirements established for precision approach and landing operations, with a decision height (DH) not lower than 250 ft and a runway visual range (RVR) of not less than 600 m;
- ‘cabin crew member’ means an appropriately qualified crew member, other than a flight crew or technical crew member, who is assigned by an operator to perform duties related to the safety of passengers and flight during operations;
- ‘category I (CAT I) approach operation’ means a precision instrument approach and landing using an instrument landing system (ILS), microwave landing system (MLS), GLS (ground-based augmented global navigation satellite system (GNSS/GBAS) landing system), precision approach radar (PAR) or GNSS using a satellite-based augmentation system (SBAS) with a decision height (DH) not lower than 200 ft and with a runway visual range (RVR) not less than 550 m for aeroplanes and 500 m for helicopters;
- ‘category II (CAT II) operation’ means a precision instrument approach and landing operation using ILS or MLS with:
  - DH below 200 ft but not lower than 100 ft; and
  - RVR of not less than 300 m;
- **‘Category A with respect to helicopters’** means a multi-engined helicopter designed with engine and system isolation features specified in the applicable airworthiness codes and capable of operations using take-off and landing data scheduled under a critical engine failure concept that assures adequate designated surface area and adequate performance capability for continued safe flight or safe rejected take-off in the event of engine failure;
- **‘Category B with respect to helicopters’** means a single-engined or multi-engined helicopter that does not meet category A standards. Category B helicopters have no guaranteed capability to continue safe flight in the event of

an engine failure, and unscheduled landing is assumed;

- **Charity flights, humanitarian flights**
  - **'Charity flight'**: a flight performed for the benefit of a registered charity organisation, carrying persons and/or goods. For such a flight, the proceeds of the raffled flight go to the charity. Any additional proceeds are limited to the recovery of direct costs of the flight.
  - **'Humanitarian flight'**: a flight with the purpose of carrying relief personnel and/or life-saving supplies (basic necessities) during or after an emergency or a natural disaster, or to evacuate persons from an endangered area.
- '**Ceiling**' means the height above the ground or water of the base of the lowest layer of cloud **below 6.000 m (20.000 ft)** covering **more than half** the sky;
- 'certification specifications' (CS) means technical standards adopted by the Agency indicating means to show compliance with Regulation (EC) No 216/2008 and its Implementing Rules and which can be used by an organisation for the purpose of certification;
- **'Circling'** means the visual phase of an instrument approach to bring an aircraft into position for landing on a runway/FATO that is not suitably located for a straight-in approach;
- **'Circling Approach Operation'** means a Type A instrument approach operation to bring an aircraft into position for landing on a runway/final approach and take-off area (FATO) that is not suitably located for a straight-in approach;
- 'clearway' means a defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height;
- '**cloud base**' means the height of the base of the lowest observed or forecast cloud element in the vicinity of an aerodrome or operating site or within a specified area of operations, normally measured above aerodrome elevation or, in the case of offshore operations, above mean sea level;
- 'code share' means an arrangement under which an operator places its designator code on a flight operated by another operator, and sells and issues tickets for that flight;
- **'Commercial Air Transport (CAT) Operation'** means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration;
- **'Commercial Operation'** means any operation of an aircraft, in return for remuneration or other valuable consideration, which is available for the public or, when not made available to the public, which is performed under a contract between an operator and a customer, where the latter has no control over the operator;
- '**Competition Flight'** means any flying activity where the aircraft is used in air races or contests, as well as where the aircraft is used to practice for air races or contests and to fly to and from racing or contest events;
- **'Congested Area'** means in relation to a city, town or settlement, any area which is substantially used for residential, commercial or recreational purposes;
- **'Contingency Fuel'** means the fuel required to compensate for unforeseen factors that could have an influence on the fuel consumption to the destination aerodrome;
- 'converted meteorological visibility (CMV)' means a value, equivalent to an RVR, which is derived from the reported meteorological visibility;
- **'Crew Member'** means a person assigned by an operator to perform duties on board an aircraft;
- '**critical phases of flight**' in the case of helicopters means taxiing, hovering, take-off, final approach, missed approach, the landing and any other phases of flight as determined by the pilot-in-command or commander;
- '**dangerous goods (DG)**' means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the technical instructions or which are classified according to those instructions;
- 'dangerous goods **accident**' means an occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property damage;
- 'dangerous goods **incident**' means:
  - an occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained;
  - any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants;
- **'Decision Altitude (DA)** or **Decision Height (DH)'** means a specified altitude or height in a 3D instrument approach operation at which a **missed approach procedure must be initiated** if the required visual reference to continue the approach has not been established;
- 'de-icing', in the case of ground procedures, means a procedure by which frost, ice, snow or slush is removed from an aircraft in order to provide uncontaminated surfaces;
- 'defined point after take-off (DPATO)' means the point, within the take-off and initial climb phase, before which the helicopter's ability to continue the flight safely, with the critical engine inoperative, is not assured and a forced landing may be required;

- ‘defined point before landing (DPBL)’ means the point within the approach and landing phase, after which the helicopter’s ability to continue the flight safely, with the critical engine inoperative, is not assured and a forced landing may be required;
- **Demonstration flights**
    - A flight performed with the purpose of demonstrating:
        - an aircraft’s handling, performance and functionalities to buyers or lessees;
        - an aircraft’s flying characteristics or the operational procedures to the competent authority, for verification of compliance with the operational requirements, as per ARO.GEN.310(a).
        - Other terms used: (route) proving flight; operational evaluation flight.
    - Flight at the end of lease or upon transfer of ownership: a flight performed at the request of the operator to verify compliance of the aircraft with the contractual specifications of the lessee/lessor or buyer.
        - Other term used: acceptance flight.
    - ‘Public relations (PR) flight’: a flight carrying official or media representatives as non-paying passengers. Sometimes personnel of the operator are included. The PR flight is performed in the interest of the operator’s own business.
        - Testing the results of maintenance work is outside the scope of demonstration flights. Such flights are not expected to execute flight manoeuvres where the aircraft might react with an unexpected behaviour. This is covered by a maintenance check flight.
- ‘distance DR’ means the horizontal distance that the helicopter has travelled from the end of the take-off distance available;
- **‘Dry Lease Agreement’** means an agreement between undertakings pursuant to which the aircraft is operated under the air operator certificate (AOC) of the lessee;
- ‘**dry operating mass**’ means the total mass of the aircraft ready for a specific type of operation, excluding usable fuel and traffic load;
- ‘dry runway’ means a runway which is neither wet nor contaminated, and includes those paved runways which have been specially prepared with grooves or porous pavement and maintained to retain ‘effectively dry’ braking action even when moisture is present;
- ‘**Electronic Flight Bag (EFB)**’ means an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties;
- **‘EFB Application’** means a software application installed on an EFB host platform that provides one or more specific operational functions which support flight operations;
- **‘EFB Host Platform’** means the hardware equipment in which the computing capabilities and basic software reside, including the operating system and the input/output software;
- **‘EFB System’** means the **hardware equipment** (including any battery, connectivity provisions, input/output components) and **software** (including databases and the operating system) needed to support the intended EFB application(s);
- ‘**emergency exit**’ means an installed exit-type egress point from the aircraft that allows maximum opportunity for cabin and flight crew compartment evacuation within an appropriate time period and includes floor level door, window exit or any other type of exit, for instance hatch in the flight crew compartment and tail cone exit;
- ‘elevated final approach and take-off area (elevated FATO)’ means a FATO that is at least 3 m above the surrounding surface;
- ‘en-route alternate (ERA) aerodrome’ means an adequate aerodrome along the route, which may be required at the planning stage;
- **‘Exposure time’** means the actual period during which the performance of the helicopter with the critical engine inoperative in still air does not guarantee a safe forced landing or the safe continuation of the flight.
- **Ferry flights** – flights changing the location of the aircraft.
  A ferry flight could be performed for the following purposes:
    - The aircraft is moved to and from a maintenance base. The aircraft may be operated under the permit-to-fly conditions. Examples:
        - unpressurised flight,
        - gear-down flight,
        - flight with one engine inoperative.
    - The aircraft is moved from one location to another, e.g. from the manufacturer, refurbishment location, previous owner, lessor/lessee, long-term storage to the operator’s base.
        - Other term used: **delivery flight**.
    - The aircraft and its aircrew are positioned to an aerodrome from which a further commercial air transport (CAT)

operation will be performed.

  - Other term used: **positioning flight**.
- The aircraft is moved from its current location to a secure location for various reasons (e.g. to remove it from a hazardous area).

  - Other term used: **recovery flight**.

- **'Final Approach and Take-off Area (FATO)'** means a defined area for helicopter operations, over which the final phase of the approach manoeuvre to hover or land is completed, and from which the take-off manoeuvre is commenced. In the case of helicopters operating in performance class 1, the defined area includes the rejected take-off area available;
- **'Flight Crew Member'** means a licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period;
- **'Flight Data Monitoring (FDM)'** means the proactive and non-punitive use of digital flight data from routine operations to improve aviation safety;
- **'Flight Following'** means the **recording in real time** of departure and arrival messages by operational personnel to ensure that a flight is operating and has arrived at the destination aerodrome or an alternate aerodrome;
- **'Flight Monitoring'** means, in addition to the requirements defined for **'flight following'**:

  - **operational monitoring** of flights by suitably qualified operational-control personnel from departure throughout all phases of the flight;
  - **communication** of all available and relevant safety information between the operational-control personnel on the ground and the flight crew; and
  - **critical assistance** to the flight crew in the event of an in-flight emergency or security issue, or at the request of the flight crew;
- **'Flight Simulation Training Device (FSTD)'** means a training device which is:

  - in the case of aeroplanes, a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT), or a basic instrument training device (BITD);
  - in the case of helicopters, a full flight simulator (FFS), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);
- **'Flight Time'** means: for helicopters, the total time between the moment a helicopter's **rotor blades start turning** for the purpose of taking off until the moment the helicopter finally comes to rest at the end of the flight, and the **rotor blades are stopped**;

- **'Flight Watch'** means, in addition to all elements defined for **'flight monitoring'**, the **active tracking** of a flight by suitably qualified operational-control personnel **throughout all phases** of the flight to ensure that the flight is following its prescribed route without unplanned deviations, diversions or delays;

FLIGHT MONITORING AND FLIGHT WATCH — RELEVANT SAFETY INFORMATION

Relevant safety information is any element that may affect the safety of the flight, such as:

(a) An Aircraft Technical Failure (e.g. failures where flight operations personnel can help to calculate the landing distance or new trip fuel or to update the aerodrome minima);

(b) Unforeseen Hazards:

(1) air traffic (e.g. delays and/or long distance to complete the approach, extensive use of radar vectoring);

(2) meteorological conditions (e.g. DH and aerodrome operating minima, adverse or extreme meteorological conditions);

(3) aerodrome and runway status (e.g. insufficient runway length due to brake failure, obstruction or closure of the runway, runway contamination, failure or malfunction caused by on-ground navigation or approach equipment);

(4) navigation aid status (e.g. failure of the navigation aids);

(5) availability of communications (e.g. failure of communications capabilities, interruptions, interferences, change of frequency channels); and

(6) terrain and obstacles (e.g. geophysical phenomena (volcanic eruptions, earthquakes, tsunami), difficult terrain at an unplanned aerodrome (large bodies of water, mountains);

(c) Updates of the Operational Flight Plan when They Affect the Fuel Reserves:

(1) diversion to an en route alternate (ERA) aerodrome, a destination alternate, or a take-off alternate aerodrome;

(2) change of the runway selected for landing if the new runway is shorter;

(3) location of the decision point or the point of no return (PNR) due to, for instance, change in altitude, in wind data, etc.;

(4) significant in-flight change of the flight route compared to the route in the flight planning; or

(5) significant deviation from the planned fuel consumption; and

(d) Position Reporting:

(1) flight-monitoring personnel should report in every phase of the flight: taxi, take-off, climb, cruise, cruise steep climb, descent, approach, landing;

(2) flight watch provides active tracking; and

(3) where no real-time automatic position-reporting is possible, the operator should have an acceptable alternative to ensure in-flight reporting at least every hour.

- **'Flying Display'** means any flying activity deliberately performed for the purpose of providing an exhibition or entertainment at an advertised event open to the public, including where the aircraft is used to practice for a flying display and to fly to and from the advertised event.
- 'fuel ERA aerodrome' means an ERA aerodrome selected for the purpose of reducing contingency fuel;
- 'GBAS landing system (GLS)' means an approach landing system using ground based augmented global navigation satellite system (GNSS/GBAS) information to provide guidance to the aircraft based on its lateral and vertical GNSS position. It uses geometric altitude reference for its final approach slope;
- **'Go-around'** means a transition from an approach operation to a stabilised climb. This includes manoeuvres conducted at or above the MDA/H or DA/H, or below the DA/H (balked landings);
- 'ground emergency service personnel' means any ground emergency service personnel (such as policemen, firemen, etc.) involved with helicopter emergency medical services (HEMSs) and whose tasks are to any extent pertinent to helicopter operations;
- 'grounding' means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;
- '**Helicopter**' means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes;
- '**Helideck**' means a FATO located on a floating or fixed offshore structure; The term 'helideck' includes take-off and landing operations on ships and vessels and covers 'shipboard final approach and take off areas (FATOs)'.
- **High Risk Commercial Specialised Operation**' means any commercial specialised aircraft operation carried out over an area where the safety of third parties on the ground is likely to be endangered in the event of an emergency, or, as determined by the competent authority of the place where the operation is conducted, any commercial specialised aircraft operation that, due to its specific nature and the local environment in which it is conducted, poses a high risk, in particular to third parties on the ground;
- '**Hostile Environment**' means:
  - (a) an environment in which:
    - (i) a safe forced landing cannot be accomplished because the surface is inadequate;
    - (ii) the helicopter occupants cannot be adequately protected from the elements;
    - (iii) search and rescue response/capability is not provided consistent with anticipated exposure; or
    - (iv) there is an unacceptable risk of endangering persons or property on the ground;
  - (b) in any case, the following areas:
    - (i) for overwater operations, the open sea areas north of 45N and south of 45S designated by the authority of the State concerned;
    - (ii) those parts of a congested area without adequate safe forced landing areas;
- **'Introductory Flight'** means any operation against remuneration or other valuable consideration consisting of an air tour of short duration for the purpose of attracting new trainees or new members, performed either by a training organisation referred to in Article 10a of Commission Regulation (EU) No 1178/20111 or by an organisation created with the aim of promoting aerial sport or leisure aviation;
  'landing decision point (LDP)' means the point used in determining landing performance from which, an engine failure having been recognised at this point, the landing may be safely continued or a balked landing initiated;
- **'Local Helicopter Operation (LHO)'** means a commercial air transport operation of helicopters with a maximum certified take-off mass (MCTOM) over **3 175 kg** and a maximum operational passenger seating configuration (MOPSC) of nine or less, by day, over routes navigated by reference to visual landmarks, conducted within a "**Local**

Area" that means within a **radius of 25 Nm (it shall be applied to TR DGCA for having permission with the excuses; should be needed more distances)** geographical area.

- '**Maintenance Check Flight ('MCF')**' means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:
  - (a) as required by the aircraft maintenance manual ('AMM') or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;
  - (b) after maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft;
  - (c) as requested by the maintenance organisation for verification of a successful defect rectification;
  - (d) to assist with fault isolation or troubleshooting;
- '**Maximum Operational Passenger Seating Configuration (MOPSC)**' means the maximum passenger seating capacity of an individual aircraft, excluding crew seats, established for operational purposes and specified in the operations manual. Taking as a baseline the maximum passenger seating configuration established during the certification process conducted for the type certificate (TC), supplemental type certificate (STC) or change to the TC or STC as relevant to the individual aircraft, the MOPSC may establish an equal or lower number of seats, depending on the operational constraints;
- '**Mass**' and '**Weight**': In accordance with ICAO Annex 5 and the International System of Units (SI), both terms are used to indicate **the actual and limiting masses of aircraft, the payload and its constituent elements, the fuel load, etc.** These are expressed in units of mass (kg), but in most approved flight manuals and other operational documentation, these quantities are published as weights in accordance with the common language. In the ICAO standardised system of units of measurement, a weight is a force rather than a mass. Since the use of the term **'weight' does not cause any problem** in the day-to-day handling of aircraft, its continued use in operational applications and publications is acceptable.
- '**Medevac - Medical Evacuation Operation**' means transport a patient or injured person; to the hospital or an airport with an helicopter, from or to; onshore or offshore area, in day or night, in VFR or IFR conditions. Medical equipment and personnel shall be provided by the contractor customer company and medical responsibility of patient is at the medical personnel on board. Operational details shall explained in a seperate Medical Emergency Response Plan (MERP) which prepared by contractor customer company.
- 'medical passenger' means a medical person carried in a helicopter during a HEMS flight, including but not limited to doctors, nurses and paramedics;
- '**Night**' means the period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority, as defined by the Member State;
- **Non-Commercial Flights**
  - '**Corporate flight**': a flight conducted for business purposes: the operator may carry its own personnel and/or property in the interest of business.
    - Other terms used: **business flight, private flight**.
  - '**Leisure flight**': a flight operated by an operator for personal or recreational purposes, not associated with a business or a profession.
    - Other term used: **private flight**.
  - **Managed flight**: a flight operated by an operator for the business purposes of the aircraft owner, with no remuneration or other valuable consideration involved.
- '**Non-Hostile Environment**' means an environment in which:

  (a) a safe forced landing can be accomplished;
  (b) the helicopter occupants can be protected from the elements; and
  (c) search and rescue response/capability is provided consistent with the anticipated exposure.

  In any case, those parts of a congested area with adequate safe forced landing areas shall be considered non-hostile;

- '**non-precision approach (NPA) operation**' means an instrument approach with a minimum descent height (MDH), or DH when flying a CDFA technique, not lower than 250 ft and an RVR/CMV of not less than 750 m for aeroplanes and 600 m for helicopters;
- '**Offshore Operations**' means operations which routinely have a substantial proportion of the flight conducted **over sea areas** to or from offshore locations;
- '**Offshore Location**' includes, but is not limited to:

  - (a) helidecks;
  - (b) shipboard heliports; and
  - (c) winching areas on vessels or renewable-energy installations.
- **'Offshore Operation** is considered to be a helicopter flight for the purpose of:
  - (a) support of offshore oil, gas and mineral exploration, production, storage and transport;
  - (b) support to offshore wind turbines and other renewable-energy sources; or
  - (c) support to ships including sea pilot transfer.
- **'Operating Site'** means a site, other than an aerodrome, selected by KAAN AIR or pilot-in-command or commander for landing, take-off and/or external load operations;
- **'Operation in Performance Class 1**' means an operation that, in the event of failure of the critical engine, the helicopter is able to land within the rejected take-off distance available or safely continue the flight to an appropriate landing area, depending on when the failure occurs;
- **'Operation in Performance Class 2**' means an operation that, in the event of failure of the critical engine, performance is available to enable the helicopter to safely continue the flight, except when the failure occurs early during the take-off manoeuvre or late in the landing manoeuvre, in which cases a forced landing may be required;
- **'Operation in Performance Class 3**' means an operation that, in the event of an engine failure at any time during the flight, a forced landing may be required in a multi-engined helicopter and will be required in a single-engined helicopter;
- 'operational control' means the responsibility for the initiation, continuation, termination or diversion of a flight in the interest of safety;
- **'Personal Locator Beacon (PLB)'** is an emergency beacon other than an ELT that broadcasts distinctive signals on designated frequencies, is standalone, portable and is manually activated by the survivors.
- '**Pilot-in-Command**' means the pilot designated as being in command and charged with the safe conduct of the flight. For the purpose of commercial air transport operations, the 'pilot-in-command' shall be termed the 'commander';
- **'Passenger'** classification:
  - **'Adult'** means a person of an age of 12 years and above;
  - **'Child/children'** means person who are of an age of 2 years and above but who are less than 12 years of age;
  - **'Infant'** means a person under the age of 2 years.
- **'Portable Electronic Device (PED)'** means any kind of electronic device, typically but not limited to consumer electronics, brought on board the aircraft by crew members, passengers, or as part of the cargo, that is not included in the configuration of the certified aircraft. It includes all equipment that is able to consume electrical energy. The electrical energy can be provided from internal sources such as batteries (chargeable or non-rechargeable) or the devices may also be connected to specific aircraft power sources;
- 'principal place of business' means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this manual are exercised;
- 'prioritisation of ramp inspections' means the dedication of an appropriate portion of the total number of ramp inspections conducted by or on behalf of a competent authority on an annual basis as provided in Part-ARO;
- **'Psychoactive Substances'** means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, with the exception of caffeine and tobacco;
- 'public interest site (PIS)' means a site used exclusively for operations in the public interest;
- 'ramp inspection' means the inspection of aircraft, of flight and cabin crew qualifications and of flight documentation in order to verify the compliance with the applicable requirements;
- 'rectification interval' means a limitation on the duration of operations with inoperative equipment;
- 'rejected take-off distance available (RTODAH)' means the length of the final approach and take-off area declared available and suitable for helicopters operated in performance class 1 to complete a rejected take-off;
- 'rejected take-off distance required (RTODRH)' means the horizontal distance required from the start of the take-off to the point where the helicopter comes to a full stop following an engine failure and rejection of the take-off at the take-off decision point;
- '**Required Navigation Performance (RNP)** specification' means a navigation specification for PBN operations which includes a requirement for on-board navigation performance monitoring and alerting;
- '**runway visual range (RVR)**' means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;
- **'Safe Landing'** means, in the context of the fuel/energy policy or fuel/energy schemes, a landing at an adequate aerodrome or operating site with no less than the final reserve fuel/energy remaining and in compliance with the applicable operational procedures and aerodrome operating minima;
- **'Safe Forced Landing'** means an unavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface;
- 'safety-sensitive personnel' means persons who might endanger aviation safety if they perform their duties and functions improperly, including flight crew and cabin crew members, aircraft maintenance personnel and air traffic controllers;

- **'Special VFR Flight'** means a VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC;
- **'Specialised Operation**' means any operation, **other than commercial air transport operation**, where the aircraft is used for specialised activities such as **agriculture, construction, photography, surveying, observation and patrol, aerial advertisement, maintenance check flights;**
- '**Stabilised Approach (SAp)**' means an approach that is flown in a controlled and appropriate manner in terms of configuration, energy and control of the flight path from a pre-determined point or altitude/height **down to a point 50 ft above the threshold** or the **point where the flare manoeuvre is initiated if higher**;
- 'take-off alternate aerodrome' means an alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and if it is not possible to use the aerodrome of departure;
- 'take-off decision point (TDP)' means the point used in determining take-off performance from which, an engine failure having been recognised at this point, either a rejected take-off may be made or a take-off safely continued;
- 'take-off distance available (TODAH)' in the case of helicopters means the length of the final approach and take-off area plus, if provided, the length of helicopter clearway declared available and suitable for helicopters to complete the take-off;
- 'take-off distance required (TODRH)' in the case of helicopters means the horizontal distance required from the start of the take-off to the point at which take-off safety speed (V TOSS), a selected height and a positive climb gradient are achieved, following failure of the critical engine being recognised at the TDP, the remaining engines operating within approved operating limits;
- 'take-off flight path' means the vertical and horizontal path, with the critical engine inoperative, from a specified point in the take-off for aeroplanes to 1 500 ft above the surface and **for helicopters to 1000 ft above the surface**;
- 'take-off mass' means the mass including everything and everyone carried at the commencement of the take-off for helicopters and take-off run for aeroplanes;
- '**Task Specialist**' means a person assigned by the operator or a third party, or acting as an undertaking, who performs tasks **on the ground** directly associated with a specialised task or performs specialised tasks on board or from the aircraft; for the purpose of the regulation, persons that are carried in a specialised operation, e.g. on a parachute flight, sensational flight or scientific research flight, HESLO, are considered to be task specialists.
- **'Technical Crew Member'** means a crew member in commercial air transport HEMS, HHO or NVIS operations other than a flight or cabin crew member, assigned by KAAN AIR to duties in the aircraft or on the ground for the purpose of assisting the pilot during HEMS, HHO or NVIS operations, which may require the operation of specialised on-board equipment;
- **'Traffic load**' means the total mass of passengers, baggage, cargo and carry-on specialist equipment, including any ballast;
- **Training flights:** A flight for instructional purposes for the operator's own flight crew.
    - **Operator training and checking flight:** a flight performed by the operator with the purpose of training, checking and/or familiarising a flight crew member with the operator's procedures linked to the aircraft being operated. A training flight is conducted using the procedures detailed in the operator's documentation.
    - **Line flying under supervision (LIFUS), line checks and similar flights are not included** in this category, as they are usually performed during commercial operations (CAT flights).
- 'undertaking' means any natural or legal person, whether profit-making or not, or any official body whether having its own personality or not;
- 'VEF ' means the speed at which the critical engine is assumed to fail during take-off;
- **'visual approach'** means an approach when either part or all of an instrument approach procedure is not completed and the approach is executed with visual reference to the terrain;
- '**weather-permissible aerodrome**' means an adequate aerodrome where, for the anticipated time of use, weather reports, or forecasts, or any combination thereof, indicate that the weather conditions will be at or above the required aerodrome operating minima, and the runway surface condition reports indicate that a safe landing will be possible;
- **'Wet Lease Agreement'** means an agreement between air carriers pursuant to which the aircraft is operated under the AOC of the lessor;
- 'wet runway' means a runway of which the surface is covered with water, or equivalent, less than specified by the 'contaminated runway' definition or when there is sufficient moisture on the runway surface to cause it to appear reflective, but without significant areas of standing water.

(00.01.04.02)- Abbreviations

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

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2D two-dimentional
3D three-dimentional

A aeroplane
a/c aircraft
AAC aeronautical administrative communications
AAL above aerodrome level
AC advisory circular
AC alternating current
ACAS airborne collision avoidance system
ADF automatic direction finder
ADG air driven generator
ADS automatic dependent surveillance
ADS-B automatic dependent surveillance - broadcast
ADS-C automatic dependent surveillance - contract
AEO all-engines-operative
AeMC aero-medical centre
AFM aircraft flight manual
AFN aircraft flight notification
AFN ATS facilities notification
AGL above ground level
AHRS attitude heading reference system
AIS aeronautical information service
ALARP as low as reasonably practicable
ALSF approach lighting system with sequenced flashing lights
AMC Acceptable Means of Compliance
AME aero-medical examiner
AML aircraft maintenance licence
AMSL above mean sea level
ANP actual navigation performance
ANS air navigation services
AOC aeronautical operational control
AOC air operator certificate
APU auxiliary power unit
APV approach procedure with vertical guidance
ARA airborne radar approach
ARA Authority Requirements for Aircrew
A-RNP advanced required navigation performance
ARO Authority Requirements for Air Operations
ARP Aerospace Recommended Practices
ASC Air Safety Committee
ASDA accelerate-stop distance available
ASE altimeter system error
ATA Air Transport Association
ATC air traffic control
ATIS automatic terminal information service
ATN air traffic navigation
ATPL airline transport pilot licence
ATQP alternative training and qualification programme
ATS air traffic services
ATSC air traffic service communication
AVGAS aviation gasoline
AVTAG aviation turbine gasoline (wide-cut fuel)
AWO all weather operations
BALS basic approach lighting system
Baro-VNAV barometric VNAV
BCAR British civil airworthiness requirements
BITD basic instrument training device
BOSIET Basic Offshore and Emergency Induction Training
CAP controller access parameters
CAT commercial air transport
CAT I/II/III category I / II / III
CBT computer-based training
CC cabin crew
CDFA continuous descent final approach
CDL configuration deviation list

CFIT controlled flight into terrain
CG centre of gravity
CM context management
CMV converted meteorological visibility
C of A certificate of airworthiness
COP code of practice
CoR certificate of registration
COSPAS SARSAT cosmicheskaya sistyema poiska avariynich sudov - search and rescue satellite-aided tracking
CP committal point
CPA closest point of approach
CPDLC controller pilot data link communication
CPL commercial pilot licence
C-PED controlled portable electronic device
CRE class rating examiner
CRI class rating instructor
CRM crew resource management
CS Certification Specifications
CVR cockpit voice recorder
DA decision altitude
DA/H decision altitude/height
DAP downlinked aircraft parameters
D-ATIS digital automatic terminal information service
DC direct current
DCL departure clearance
D-FIS data link flight information service
DG dangerous goods
DH decision height
DI daily inspection
DIFF deck integrated fire fighting system
DLR data link recorder
DME distance measuring equipment
D-METAR data link - meteorological aerodrome report
D-OTIS data link - operational terminal information service
DPATO defined point after take-off
DPBL defined point before landing
DR decision range
DSTRK desired track
EC European Community
ECAC European Civil Aviation Conference
EFB Electronic Flight Bag
EFIS electronic flight instrument system
EGT exhaust gas temperature
ELT emergency locator transmitter
ELT(AD) emergency locator transmitter (automatically deployable)
ELT(AF) emergency locator transmitter (automatic fixed)
ELT(AP) emergency locator transmitter (automatic portable)
ELT(S) survival emergency locator transmitter
EPR engine pressure ratio
EPU estimated position of uncertainty
ERA en-route alternate (aerodrome)
ERP emergency response plan
EUROCAE European Organisation for Civil Aviation Equipment
EVS enhanced vision system
FAA Federal Aviation Administration
FAF final approach fix
FALS full approach lighting system
FANS future air navigation systems
FAP final approach point
FAR Federal Aviation Regulation
FAS final approach segment
FATO final approach and take-off
FC flight crew
FCL flight crew licensing

FCOM flight crew operating manual
FDM flight data monitoring
FDO flying display operation
FDR flight data recorder
FFS full flight simulator
FGS flight control/guidance system
FI flight instructor
FLTA forward-looking terrain avoidance
FMECA failure mode, effects and criticality analysis
FMS flight management system
FNPT flight and navigation procedures trainer
FOD foreign object damage
FRF final reserve fuel
FSTD flight simulation training device
FTD flight training device
FTE full time equivalent
FTE flight technical error
FTL flight and duty time limitations
GBAS ground-based augmentation system
GCAS ground collision avoidance system
GEN general
GIDS ground ice detection system
GLS GBAS landing system
GM Guidance Material
GMP general medical practitioner
GNSS global navigation satellite system
GPS global positioning system
GPWS ground proximity warning system
GS ground speed
H helicopter
HEMS helicopter emergency medical service
HESLO helicopter external sling load operations
HF high frequency
HHO helicopter hoist operation
HIALS high intensity approach lighting system
HIGE hover in ground effect
HLL helideck limitations list
HOFO helicopter offshore operations
HOGE hover out of ground effect
HoT hold-over time
hPa hectopascals
HPL human performance and limitations
HUD head-up display
HUDLS head-up guidance landing system
HUET Helicopter Underwater Escape Training
HUMS health usage monitor system
IAF initial approach fix
IALS intermediate approach lighting system
IAPs instrument approach procedures
ICAO International Civil Aviation Organization
IDE instruments, data and equipment
IDF initial departure fix
IF intermediate fix
IFR instrument flight rules
IFSD in-flight shutdown
IGE in ground effect
ILS instrument landing system
IMC instrument meteorological conditions
INS inertial navigation system
IP intermediate point
IR Implementing Rule
IR instrument rating
IRS inertial reference system

ISA international standard atmosphere
ISO International Organization for Standardization
IV intravenous
JAA Joint Aviation Authorities
JAR Joint Aviation Requirements
LDA landing distance available
LDP landing decision point
LED light-emitting diode
LHS left hand seat
LHO local helicopter operations
LIFUS line flying under supervision
LNAV Lateral navigation
LoA letter of acceptance
LOC localiser
LOE line-oriented evaluation
LOFT line-oriented flight training
LOQE line-oriented quality evaluation
LOS limited obstacle surface
LPV localiser performance with vertical guidance
LRNS long range navigation system
LVO low visibility operation
LVP low visibility procedures
LVTO low visibility take-off
MAPt missed approach point
MCA minimum crossing altitude
MCTOM maximum certified take-off mass
MDA minimum descent altitude
MDH minimum descent height
MEA minimum en-route altitude
MED medical
MEDEVAC Medical Evacuation
MEL minimum equipment list
MERP Medical Emergency Response Plan
METAR meteorological aerodrome report
MGA minimum grid altitude
MHA minimum holding altitude
MHz megahertz
MID midpoint
MLR manuals, logs and records
MLS microwave landing system
MLX millilux
MM multi-mode
MMEL master minimum equipment list
MNPS minimum navigation performance specifications
MOC minimum obstacle clearance
MOCA minimum obstacle clearance altitude
MOPSC Maximum Operational Passenger Seating Configuration
MORA minimum off-route altitude
MPSC maximum passenger seating capacity
MRA minimum reception altitude
MSA minimum safe/sector altitude
MSAS multi-functional satellite augmentation system
MTCA minimum terrain clearance altitude
MTOM Maximum Take Off Mass
MVA minimum vectoring altitude
N North
NADP noise abatement departure procedure
NCC non-commercial operations with complex motor-powered aircraft
NCO non-commercial operations with other-than-complex motor-powered aircraft
NF free power turbine speed
NG engine gas generator speed
NM nautical miles
NOTAM notice to airmen

NOTECHS non-technical skills evaluation
NOTOC notification to captain
NPA non-precision approach
NPA Notice of Proposed Amendment
NVD night vision device
NVG night vision goggles
NVIS night vision imaging system
OAT outside air temperature
OCA/H obstacle clearance altitude/height
OCL oceanic clearance
ODALS omnidirectional approach lighting system
OEI one-engine-inoperative
OFP operational flight plan
OFS obstacle-free surface
OGE out of ground effect
OIP offset initiation point
OM operations manual
OML operational multi-pilot limitation
ONC operational navigation chart
OPS operations
ORO Organisation Requirements for Air Operations
OTS CAT II other than standard category II
PAPI precision approach path indicator
PAR precision approach radar
PBE protective breathing equipment
PBN performance-based navigation
PCDS personnel carrying device system
PDA premature descent alert
PDP predetermined point
PED portable electronic device
PF pilot flying
PIC pilot-in-command
PIN personal identification number
PinS point-in-space
PIS public interest site
PLB personal locator beacon
PM pilot monitoring
PNF pilot non-flying
PNR point of no return
POH pilot's operating handbook
PRM person with reduced mobility
QAR quick access recorder
QFE atmospheric pressure at aerodrome elevation / runway threshold
QNH atmospheric pressure at nautical height
QRH quick response handbook
RA resolution advisory
RAT ram air turbine
RCC rescue coordination centre
RCF reduced contingency fuel
RCLL runway centre line lights
RF fixed radius
RF radio frequency
RFM rotocraft flight manual
RI ramp inspection
RI rectification interval
RIE rectification interval extension
RMA regional monitoring agency
RNAV area navigation
RNP required navigation performance
RNP APCH RNP approach
RNP AR APCH RNP approach for which authorisation is required
ROD rate of descent
RP rotation point

RTCA Radio Technical Commission for Aeronautics
RTODAH rejected take-off distance available (helicopters)
RTODRH rejected take-off distance required (helicopters)
RTOM reduced take-off mass
RTZL runway touchdown zone lights
RVR runway visual range
RVSM reduced vertical separation minima
S South
SAFA safety assessment of foreign aircraft
SALS simple approach lighting system
SALSF simple approach lighting system with sequenced flashing lights
SAp stabilised approach
SAP system access parameters
SAR search and rescue
SAS stability augmentation system
SBAS satellite-based augmentation system
SCC senior cabin crew
SCP special category of passenger
SDCM system of differential correction and monitoring
SFE synthetic flight examiner
SFI synthetic flight instructor
SID standard instrument departure
SMM safety management manual
SMS safety management system
SNAS satellite navigation augmentation system
SOP standard operating procedure
SPA operations requiring specific approvals
SPECI aviation selected special weather report
SPO specialised operations
SRA surveillance radar approach
SSALF simplified short approach lighting system with sequenced flashing lights
SSALR simplified short approach lighting system indicator lights with runway alignment
SSALS simplified short approach lighting system static
SSEC source error correction
SSR secondary surveillance radar
STAR standard terminal arrival route supplemental
STC TA type certificate traffic advisory
TAC terminal approach chart
TAS true airspeed
TAWS terrain awareness warning system
TC technical crew
TC type certificate
TCAS traffic collision avoidance system
TCCA Transport Canada
TCH Civil Aviation type certificate holder
TDP take-off decision point
TDZ touchdown zone
THR threshold
TI Technical Instructions
TIT turbine inlet temperature
TLOF touch down and lift-off area
TLS target level of safety
TMA terminal control area
TODA take-off distance available (aeroplanes)
TODAH take-off distance available (helicopters)
TODRH take-off distance required (helicopters)
TORA take-off run available
T-PED transmitting portable electronic device
TR DGCA Turkish Directorate General of Civil Aviation
TRE type rating examiner
TRI type rating instructor
TSE total system error
TVE total vertical error

TWIP terminal weather information for pilots
UMS usage monitoring system
UTC coordinated universal time
V2 take-off safety speed
V50 stalling speed
VAT indicated airspeed at threshold
VDF VHF direction finder
VFR visual flight rules
VHF very high frequency
VIS visibility
VMC visual meteorological conditions
VMO maximum operating speed
VNAV vertical navigation
VOR VHF omnidirectional radio range
VT threshold speed
VTOL Vertical take-off and landing
VTOSS take-off safety speed
WAAS wide area augmentation system
WAC world aeronautical chart
WIFI wireless fidelity
ZFTT zero flight-time training

00.02-System of Amendment and Revision

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(00.02.01)- Details of the person(s) responsible for the issuance and insertion of amendments and revisions

Revizyon No: 12 Revizyon Tarihi: 29.06.2020
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The Operational Manual Part A**,** its amendments and revisions are published and issued by the **Flight Operations Manager** and **Compliance Monitoring Manager**. The Flight Operations Manager is responsible for its contents, and for keeping the instructions and information up-to-date of chapters except for Chapter-3. Safety and Compliance Monitoring Manager(s) will revise the Chapter-3 of this manual if necessary. Both managers shall supply the Turkish DGCA with intended amendments and revisions in advance of the effective date.

The operations manual shall be published in accordance with **easy usage** and **human factors** principles. The manual should be easy reading and understanding language by operations personnel.

All KAAN AIR employees have easy access to OM Part A via Intranet web site written in chapter 00.02.07 using their personal user names and passwords. The electronic version of OM Part A in the system contains whole up to date manual in PDF file format and may be used as a master document. Individually produced printouts from any electronic version of the OM Part A are for information only.

The binders and pages shall be good handling and well reading on board of helicopters. In additions, the electronic copy should be coloured and easy reading by users.

Note: *When an amendment concerns any provision or procedure, which must be approved by the Turkish DGCA, such approval shall have been obtained before the amendment becomes effective. Only when immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately provided that any approval required has been applied for.*

All holders of the Part-A shall revise the manual at the time specified in the amendment's introduction, and record, on the Record of Revision of the Part-A, the insertion date, the effective date, and their name. With each normal amendment an updated "List of Effective Pages" shall be issued, which will enable the user to check whether his manual is up-to-date.

In order to identify changes, additions and deletions, a vertical line may be used to outline revised or newly published paragraphs on the pages. In addition, an introduction ("Revision Letter") may be provided, identifying the revised pages and briefly describing the reason for their revision. Personnel are required to carefully take note of the change.

The page(s) affected shall be entered in the "Temporary Revision Record". Temporary revisions shall be brought to the attention of the Turkish DGCA immediately and, unless limited to a defined period of time, be followed by a normal amendment as soon as practicable.

(00.02.02)- Record of amendments and revisions with insertion dates and effective dates

Revizyon No: 25 Revizyon Tarihi: 10.02.2026

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Rev. No.	Date	Revised Pages / Sections	Inserted By
Original	01.06.2010	ALL	Ertuğrul PEKER
1	09.09.2011	0-3, 1-3, 3-5, 3-7, 4-3, 4-7, 4-8, 8-10,8-15, 18-15C, 8-30, 8-36	Ertuğrul PEKER
2	11.10.2012	Covers, ARor, AlOEP-1, ALOEP-2, AToC-1, 0-12,1-3,2-1,2-5,2-6, 2-6a, 2-6b, 3-6,3A-20, 3A-21, 3A-23,3A24, 3A-37, 3A-34, 3A-35, 3A-36, 3A-37, 3A-38, 3A-39, 3A-30, 3A-41, 8-8, 8-9,8-11, 8-12, 8-15a, 8-15b, 8-15c, 8-31, 11-10	Ertuğrul PEKER
3	24.04.2013	All Pages revised term is indicated left	Birol ZENGİN
4	28.11.2013	FOM changed; Helicopter added distribution list, tech log changed	Tuncay YÜCE
5	08.06.2017	All Pages; Compliance of Regulations EC 965/2012 and TR DGCA Audit Finding Follow Up	Kadir ERDOĞAN
6	04.09.2017	0-20, 22-24 Rev.Pages, 1-4 Deputy Procedure, 1-10 Pilot Responsibilities when rotor turning, 3-9 Comp.Mont.Policy, 3-11, 12 Audit Procd, Auditors, 3-14 Follow-up Extentention, 3-18, 25 Auditor Form, 4-3, 4 KAMOV Type Add, 5-4, 5-5, 8-8, 36A-B KAMOV, 8-50, 51 QFE Ops.Procedure	Kadir ERDOĞAN
6 Elect	24.01.2018	All sections transferred to electronic portal	Kadir ERDOĞAN
7	29.06.2018	0.2.6, 1.1-3, 1.3.1-9 revised, 1.3.10 new duty, 1.4, 2.4, 2.4.1- 4, 4.1.1- 3, 5.2.1 revised, All chapter 7 FTL is new, 8.1.1 revised	Kadir ERDOĞAN
8	13.08.2018	Refer to Revision Highlights section	Kadir ERDOĞAN
9	14.12.2018	" "	Kadir ERDOĞAN
10	17.07.2019	" "	Kadir ERDOĞAN
11	28.02.2020	" "	Kadir ERDOĞAN
12	29.06.2020	" "	Kadir ERDOĞAN
13	09.09.2020	" "	Kadir ERDOĞAN
14	24.03.2021	" "	Kadir ERDOĞAN
15	23.05.2021	" "	Kadir ERDOĞAN
16	13.07.2021	" "	Cemil PEKDEMİR Kadir ERDOĞAN
17	21.11.2021	" "	Cemil PEKDEMİR Kadir ERDOĞAN
18	15.08.2022	" " (EFB related)	Cemil PEKDEMİR S. Emrah CANBAZGİL Kadir ERDOĞAN
19	30.10.2022	Refer to Revision Highlights section	Cemil PEKDEMİR
20	28.03.2023	" "	Cemil PEKDEMİR
21	23.06.2023	" "	Cemil PEKDEMİR
22	05.05.2024	" "	Cemil PEKDEMİR
23	17.10.2024	" "	Ali Metin UZUN
24	26.07.2025	" "	Ali Metin UZUN
25	10.02.2026	" "	Ali Metin UZUN

(00.02.03)- Statement that Handwritten Amendments and Revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.MLR.100

Handwritten amendments are permissible only in situations requiring immediate revision in the interest of safety; they shall be initiated and put into force by a circular or a teletype message of the Flight Operations Manager. They shall be followed by a formal amendment as soon as practicable and the Turkish DGCA shall be informed immediately.

(00.02.04)- Annotation of pages or paragraphs and their effective dates

Revizyon No: 11 Revizyon Tarihi: 28.02.2020

ORO.MLR.100

Permanent changes or revisions will be noted in the Record of Revisions along with the insertion date and the effective date. The List of Effective Pages will be updated and each revised page will be accompanied by a new "Effective Date" located at the top of each page of the Operations Manual.

All text revisions will be noted by a **single black line at the left/right side (I)** of the text and red colored that has been changed or added. The revision border will be removed when the section is revised again. Only the most current revision will have the text border. Any text that has been deleted will be referenced in the Revisions Section of this manual along with a brief explanation of the text that was removed and why.

Each holder of Operations Manual, or appropriate parts of it, shall keep it up to date with the amendments or revisions supplied by the KAAN AIR.

KAAN AIR shall supply the TR DGCA with intended amendments and revisions in advance of the effective date. When the amendment concerns any part of the Operations Manual which must be approved in accordance with the regulations, this approval shall be obtained before the amendment becomes effective. KAAN AIR shall incorporate all amendments and revisions required by the regulations and the TR DGCA.

(00.02.05)- Annotation of changes (in the text and, as far as practicable, on charts and diagrams)

Revizyon No: 11 Revizyon Tarihi: 28.02.2020

ORO.MLR.100

All revisions or changes to diagram or charts will be identified by a revision bar to the right of the diagram or chart. The changes or revisions to the diagrams or charts will be noted in the Record of Revisions along with the insertion date and the effective date. The List of Effective Pages will be updated and each revised page will be accompanied by a new "Effective Date" located at the top of each page of the Operations Manual.

(00.02.06)- Temporary revisions

Revizyon No: 14 Revizyon Tarihi: 24.03.2021

ORO.MLR.100

Temp Rev. No.	Date	Effective Subchapters	Inserted By
6.01	25.02.2018	0.2.6, 1.1, 1.2, 1.3 and new subchapters, 1.4, 2.4 and new subchapters, 4.1.1, 4.1.2, 4.1.3	Kadir ERDOĞAN
8.01	09.10.2018	0.1.1, 0.2.6, New extended CMM section 3.1.3	Kadir ERDOĞAN
8.02	19.10.2018	0.1.3, 0.2.6, 1.2 Revised nominated person sheet, 5.4.1, New Chapter 6 Alcohol and Psyc.Cont.Man, 7.1.1 small typo change, 8.1.1.4, 8.1.2.12 changed table from photo, 8.1.2, 8.1.8.2 small typo ch, 8.2.1 Added Fuel sampling procd, 8.2.2 Added Loading and securing procd, 8.3 some changed table from photo, 8.3.6, 8.3.15 8.3.16 Pass Briefing, All new Chapter 13 Leasing procedures.	Kadir ERDOĞAN
9.01	31.12.2018	04.01 Crew Composition; Circular UOD - 2014 / 16 about "at least one Turkish Pilot" in the cockpit	Kadir ERDOĞAN
9.02	18.02.2019	01.02 Nominated Personnel changed; New appointment to FOM, Crew Plan.Coord.Chief and SAFA Coord.; Cemil PEKDEMİR	Kadir ERDOĞAN
9.03	21.02.2019	3.1.3 Compliance Monitoring System has defined as a seperate document; All 3.1.3 subchapters has made empty.	Kadir ERDOĞAN
9.04	16.07.2019	(07.01.06)- Flight and Duty Time limitations and (07.01.13)- Maximum daily flight time, duty time and FDP limits have been changed according to Additional Reference: TR DGCA's FTL Procedures in Fire Fighting Operations which Number: 51859319-155.07-E.11465 and dated 17.06.2019	Kadir ERDOĞAN
10.01	17.09.2019	00.01.01 A statement that the manual complies with all applicable regulations, 01.02 Nominated persons	Kadir ERDOĞAN
10.02	16.11.2019	00.01.01 Statement that the manual complies, 01.02 Nominated persons, 04.01.01 The type of aircraft being used, 05.02.01 Pilot-in-command/ commander, 05.02.07 Operation On More Than One Type Or Variant, 06.01 Crew health precautions, 06.04 Responsibility and obligations of aviation personnel, 06.05 Responsibility and obligations of civil aviation companies	Kadir ERDOĞAN
10.03	22.02.2020	01.02 Nominated persons, 07.01.06 Flight and Duty Time Limitations, 08.03.07 Policy and Procedures for in-flight Fuel Management	Kadir ERDOĞAN
11.01	20.04.2020	01.02 Nominated persons, 08.01.02 Criteria and responsibilities (08.01.02.12 Helideck motion limits - Pitch, Roll and Heave Limitations)	Kadir ERDOĞAN
13.01	02.12.2020	07.01.01 Definitions and Abbreviations, 07.01.03.01 Operator Responsibilities, Home BASE Setting	Kadir ERDOĞAN
13.02	18.12.2020	(00.01.01) Statement that the manual complies, (01.01) Nominated Persons, new FOM Capt. Ali Metin UZUN	Kadir ERDOĞAN

(00.02.07)- Distribution system for the manuals, amendments and revisions

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

ORO.MLR.100

Copy No	Distribution	Format
Original	TR DGCA	PDF
1	Flight Operations Manager	Paper Copy
2	OCC Operations Control Center	Paper Copy
3	Accountable Manager	PDF
4	Compliance Monitoring / Safety Manager	PDF
5	Crew Training Manager	PDF
6	Ground Operations / Security Manager	PDF
7	OFFSHORE Bases (Each)	Paper Copy
8	Every Helicopters in the Fleet	Paper Copy

The operations manual shall be distributed to all pilots, operations personnel when it issued and/or revised after approval to access the operations manuals **within 5 days after approval**. All personnel can access to operations manual PDF copies at KAAN AIR's https://kaanair-depo.online/MANUALS/OPERATIONS/ website.

Flight Operations Manager and/or Compliance Monitoring Manager is responsible of distribution and **revision info; immediately after approval** to all operations personel via https://ftl.safejets.net/ website which is notification portal has all the related operations personnel's email addresses recorded. Website will send a notification email which also has a quick link to access to attached document(s). Website also will log in a Notification Sheet/List for the personnel's access (by the way; been informed) date and time record for the further auditing purposes and as a legal proof.

All operations personnel can make a request copy of approved Operations Manual from Flight Operations Manager or Compliance Monitoring Manager when operation personnel outside of main base.

All operations manual shall be distributed with TR DGCA Approval Certificate in the 2nd page after cover. All personnel shall look at the latest approval certificate before using operations manual.

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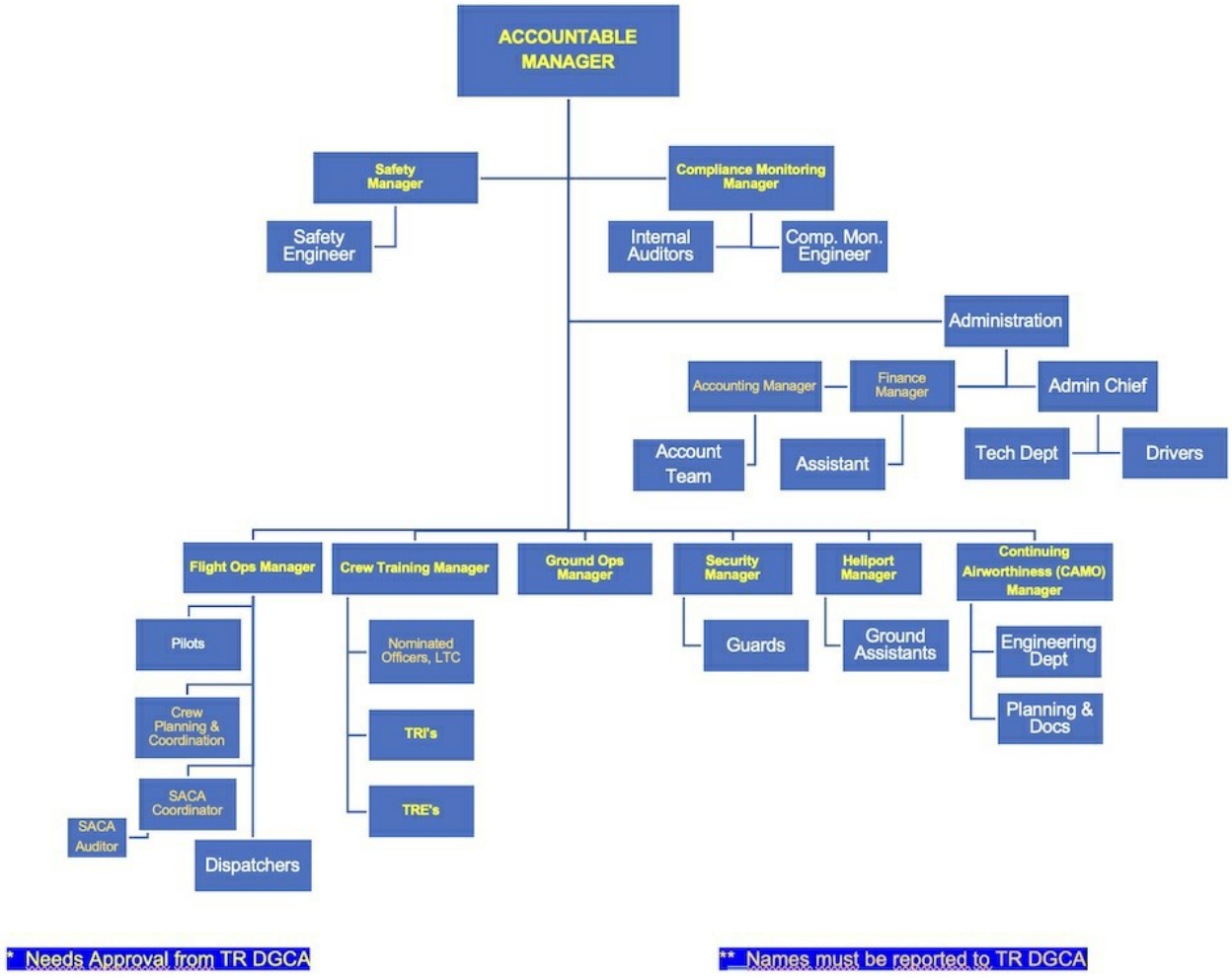
01-ORGANIZATION AND RESPONSIBILITIES

ORO.GEN.200 / GM1 CAT.GEN.MPA.100(c)(2) / AMC1 CAT.GEN.MPA.100(c)(1) / CAT.GEN.MPA.100 / CAT.GEN.MPA.105 / CAT.GEN.MPA.110 / GM1 CAT.GEN.MPA.130 / ORO.GEN.210 / AMC1 ORO.AOC.135(a) / AMC2 ORO.AOC.135(a) / GM1 ORO.AOC.135(a) / GM2 ORO.AOC.135(a) / ORO.AOC.135 / SHY-6A

(01.00)- Organizational Structure

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

ORO.GEN.200



(01.01)- Nominated Persons

Revizyon No: 25 Revizyon Tarihi: 10.02.2026

SHY-6A / ORO.GEN.210 / ORO.AOC.135 / AMC1 ORO.AOC.135(a) / AMC2 ORO.AOC.135(a) / GM1 ORO.AOC.135(a) / GM2 ORO.AOC.135(a)

FORM-4	POST HOLDER	Name & Surname Tel & Fax & e-mail	DEPUTY
+	Accountable Manager (ACM)	**Kadir ERDOGAN** Mob: +90 532 367 25 82 kadir.erdogan@kaanair.com	**Ummihan YILDIZ** Mob: +90 530 381 21 01 ummuhan.yildiz@kaanair.com
+	Compliance Monitoring Manager (CMM)	**Guray UNLU** Mob: +90 543 353 79 54 guray.unlu@kaanair.com	**Kadir ERDOGAN**
+	Safety Manager (SMM)	**Guray UNLU**	**Kadir ERDOGAN**
+	Flight Operations Manager (FOM)	**Ali Metin UZUN** Mob: +90 505 408 49 61 alimetin.uzun@kaanair.com	**Kadir ERDOGAN**
	Crew Planning and Coordination Responsible	**Furkan ARGON** Mob: +90 530 874 81 92 furkan.argon@kaanair.com	**Selim ŞENER** Mob: +90 530 383 33 83 selim.sener@kaanair.com
	SAFA Coordinator	**Gozde UNLU POLAT** Mob: +90 546 640 11 46 gozde.unlu@kaanair.com	**Ali Metin UZUN**
+	Crew Training Manager (TM)	**Ali Metin UZUN**	**Kadir ERDOGAN**
+	Ground Operations Manager (GOM)	**Yesim (KILIÇ) KORKMAZ** Mob: +90 530 315 84 33 yesim.duruturk@kaanair.com	**Mithat TUMER** Mob: +90 534 599 69 27 mithat.tumer@kaanair.com
+	Security Manager (SECM)	**Yesim (KILIÇ) KORKMAZ**	**Kadir ERDOGAN**
+	Continuing Airworthiness / CAMO Manager (CAM)	**Ali OZUGUR** Mob: +90 530 540 42 03 ali.ozugur@kaanair.com	**Gurbuz ACIKGOZ** Mob: +90 538 063 03 89 gurbuz.acikgoz@kaanair.com
	Admin Chief & Heliport Manager	**Mithat TUMER**	**Yesim (KILIÇ) KORKMAZ**
	Accounting Manager	**Ummihan YILDIZ**	N/A
	Finance Manager	**Ummihan YILDIZ**	N/A
	Company Fax :	*+90 216 425 1703*	

The communication information of management personnel are written at operations specification sheet which issued by the Turkish DGCA. In the case of any management personnel changes, KAAN AIR will apply to the Turkish DGCA for renewed of operation specification.

Legal provisions prescribe that continuity of supervision in the absence of a nominated post holder must be ensured. Therefore the nominated post holders shall point out the other member of company who will take his/her position and inform the names to the Accountable Manager.

In case of post holder change requirements, the requested names of post holder shall be notified to the Turkish DGCA within 1 month.

In case of **45 days of** post holder absence, new post holder is assigned and respective Form-4 is sent to Turkish DGCA for approval.

Deputies should be selected following criteria and on duty when required;

- A deputy can be selected similar qualification and authorisation of the manager of management area, if possible;
- If a manager leave from the main operation base, deputy person will be available and will be on duty;
- When deputy on duty should coordinate with the manager whom behalf on duty;
- **Duty roster will not be prepared and announced; as two post-holder or post-holder and his/her deputy will go out-of-home base in long-term flight duties at the same time, excluding 2-3 days weekend flights.**
- If a manager is not available during board meeting, deputy person is advised to attend to that board,
- All managers should coordinate with his/her deputy for required operational activities all time.

(01.02)- Organizational Responsibilities

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

ORO.GEN.110 / SPO.GEN.110

a. KAAN AIR is responsible for the operation of the aircraft in accordance with SHY/T-OPS and Annex IV to Regulation (EC) No 216/2008, as applicable, the relevant requirements of Annex and its air operator certificate (AOC) and specialised operation authorisation (SPO authorisation).
b. Every flight shall be conducted in accordance with the provisions of the operations manual.
c. KAAN AIR establishes and maintains a system for exercising operational control over any flight operated under the terms of its certificate, SPO authorisation.
d. KAAN AIR ensures that its aircraft are equipped and its crews are qualified as required for the area and type of operation.
e. KAAN AIR ensures that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.
f. KAAN AIR has established procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities, for all types of operation on the ground and in flight. Those procedures and instructions shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft. Procedures and instructions for a sterile flight crew compartment shall also be included.
g. KAAN AIR ensures that all personnel are made aware that they shall comply with the laws, regulations and procedures of TR DGCA and EASA in which operations are conducted and that are pertinent to the performance of their duties.
h. KAAN AIR has established a checklist for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions in order to ensure that the operating procedures in the operations manual are followed. The design and the usage of checklists shall observe human factors principles and take into account the latest relevant documentation from the design approval holder.
i. KAAN AIR has specified flight planning procedures to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes or operating sites concerned. These procedures are included in the operations manual.
j. KAAN AIR has established and maintain dangerous goods training programmes for personnel as required by the technical instructions. Such training programmes shall be commensurate with the responsibilities of personnel. Training programmes of KAAN AIR, whether it transports dangerous goods or not, and conducting operations other than CAT referred to in points (b), (c) and (d) of point ORO.GEN.005 that transport dangerous goods shall be subject to review and approval by TR DGCA.

k. Notwithstanding point (j), KAAN AIR with either of the following aircraft shall ensure that the flight crew has received an appropriate dangerous goods training or briefing, to enable them to recognise undeclared dangerous goods brought on board by passengers or as cargo:

   - an other-than-complex motor-powered helicopter, single-engined, with an MOPSC of 5 or less, operated in a flight taking off and landing at the same aerodrome or operating site, under VFR by day.

01.03-Responsibilities and Duties of OPERATIONS MANAGEMENT Personnel

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

ORO.GEN.210 / GM1 ORO.AOC.135(a) / GM2 ORO.AOC.135(a) / ORO.AOC.135 / AMC1 ORO.AOC.135(a) / AMC2 ORO.AOC.135(a) / SHY-6A

KAAN AIR has adequate personnel and organizational structure in order to meet the required standards of SHY 6-A. Related Unit Managers are full time under the supervision of the Accountable Manager who has the overall responsibility. KAAN AIR has sufficient and compatible operations personnel.

A **Man-Hour Plan** (SQF-20) is prepared on yearly basis in the beginning of every year by Compliance Monitoring Manager in coordination with related unit managers 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, this initial time will be **2.000 hours, if person is a pilot**. Man-Hour Plan 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 **more than 25% shortfall** in available man-hours during a calendar month etc. is found; then the related unit manager will report to the Compliance Monitoring Manager and the Accountable Manager for review.

Responsibilities and duties of operations management personnel are at further subchapters :

(01.03.01)- Accountable Manager

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

GM1 ORO.GEN.210(a) / SHY-6A Madde 21(1)(a)

The General Manager (Accountable Manager) has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Turkish DGCA and additional company requirements.

General Manager is responsible for providing the necessary resources and facilities to enable the post holders to perform the tasks for which they are responsible to ensure safe operations and airworthy of KAAN AIR's helicopters.

(01.03.02)- Compliance Monitoring and Safety Manager

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

SHY-6A / AMC1 ORO.GEN.200(a)(6)(c)(2) / AMC1 ORO.GEN.200(a)(6)(c)(3) / AMC1 ORO.GEN.200(a)(1) / GM1 ORO.GEN.200(a)(1) / SHT-UYUMLULUK İZLEME Madde 7-(2)

Compliance Monitoring Manager works closely with the Accountable Manager, Flight Operations Manager, Training Manager to develop and implement the company's quality and safety policies and programs. He reports to the Accountable Manager.

He will have minimum 2 years of civil aviation and quality management background and;

- Has held OPS, FCL, other relevant requlatory and quality training,
- Being current in human factors training,
- Has completed the required trainings/courses set by the regulations.

Detailed Duties and Responsibilities of;

- **Compliance Monitoring Manager** is at CMM 01.04.02,
- **Safety Manager** is at SMM 01.02.03.

The Compliance Monitoring Manager may delegate any duties to a qualified person but still remains responsible for the delegated task.

(01.03.03)- Flight Operations Manager

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

SHY-6A Madde 21(1)(b)

The Flight Operations Manager is responsible for managing, monitoring, supervising of all flight operations. His functions, duties and responsibilities are:

- Liaising with TR DGCA as necessary,
- To determine all flight operational standards and practices, and to ensure their compliance with all relevant national and international regulations and with the provisions of the Air Operator Certificate,
- To cooperate with all other company departments, in aiming for the highest possible degree of safety and for obtaining a satisfactory degree of punctuality, passenger comfort and economy,
- To publish other necessary directives for the all operations personnel,
- To define **qualification and training standards** for operation personnel and select each application of any employees,
- To manage **operation planning and control personnel to planning of operation** will meet all safety operations standards,
- To ensure that all operation personnel has valid license, medical certificate and other certificates are valid and up to date,
- To ensure that all operation personnel are planned to operation with required numbers, qualified current and complied with qualification requirements standards,
- To ensure and analyse that operations are only conducted **along such routes and within such areas / airports (including categorization)** for which ground facilities and services, including meteorological services, are provided which are adequate for the planned operation,
- The **performance** of the helicopter to be used is adequate to comply with minimum flight altitude requirements,
- The equipment of the helicopter to be used meets the requirements for the planned operation,
- **When a new helicopter joins to fleet,** check all relevant document for the safe operation**;** such as **Mass and Balance Sheet and documents to be carried in helicopter,**
- Obtain all Flight Manuals, AIP and other maps/charts are available at the helicopter,
- To **keep up to date Operations Manual**; Part-A, B and C and operational procedures / SOPs,
- Developing and maintaining local operational procedures in accordance with regulations, customer requirements, and the local environment,
- Ensuring necessary accommodation facilities and working space at each operating base.

(01.03.04)- Training Manager

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

SHY-6A Madde 21(1)(ç)

Training Manager is a nominated post holder and responsible for training of flight crew and other operation personnel. His functions, duties and responsibilities are:

- To establish and up to date the **Operations Manual Part-D**,
- To manage all training both internal or external **training requirements** of operations personnel,
- To keep all operations personnel training **records** in period of required times,
- To **apply to authorities** for renewal of license of flight crew,
- To arrange **Operator Conversion Trainings** to new employed operations personnel,
- To arrange Annual Recurrent Trainings & Checkings for related personnel,
- To search and select training organizations in the good standards and acceptable by the Turkish DGCA,
- To **evaluate trainings standards** of taken from training organization and performed internally, development of training standards of company.

(01.03.05)- Ground Operations Manager

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHY-6A Madde 21(1)(c)

The duties and responsibilities of the nominated post holder responsible for ground operations are:

- To ensure the safe, punctual and economic operations of all operations by establishing or contracting out for ground handling, fuel and other services to helicopter operations
- To take all required precautions for the passengers, baggage and cargo at the main base of operation?

(01.03.06)- Security Manager

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHY-6A / SHT-17.3

- To prepare Company Security Plan according to the National Civil Aviation Security Plan.
- To make the certification of prepared Security Plan by General Manager and related official authority.
- To determine and eliminate the security defects by executing periodical assessments and audits.
- To progress the security concept within the company.
- To arrange the training programs of security and other personnel.
- To plan special security precautions during specific increased risk and threat environment.
- To follow related security regulations? to put into effect new rules.
- To keep recording of all determined security violations.
- To plan and execute the activities related with Civil Defense, War and Mobilization rules.
- To execute, keep updated, progress and correct the defects of company security plan.
- To make the applications for Airport Entrance cards and follow the process of applications.
- To report to the related authority and keep the recordings for every kind of illegal event, suspicious condition and determined possible weapons and sabotage material inside the aircraft / company.
- To assist other units in order to prepare, conduct and maintain the continuity of necessary processes for quality management system together with Compliance Monitoring Manager.
- To assist Compliance Monitoring Manager for arranging Management Review meetings and to perform related action items.
- To assess data analysis results, to observe the level of achieving periodical quality goals. To provide the reports to the Compliance Monitoring Manager.
- To request precautionary activities for the determined current/possible defects.
- To perform corrective/precautionary activities.

(01.03.07)- Continuing Airworthiness (CAMO) Manager

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

SHY-CA / PART-M

CA Manager will ensure that all helicopters maintenance is carried out by suitably approved maintenance organisation(s), in accordance with the relevant approved maintenance programme, on time and to an approved standard. He is responsible for extention of airworthiness certificates. CA Manager is an authorized person use stamp which is indicated number KHTP-01 for extention of C of A; every one year.

He will act to ensure that KAAN AIR responsibilities in the following areas can be met:

- Establishment and development of maintenance programmes for the aircraft managed by KAAN AIR. Presentation of maintenance programmes to the Turkish DGCA for approval and provision of a copy to the operator.
- Manage the approval of modifications and repairs.
- Ensuring modifications and repairs (changes) are carried out to an approved standard.
- Ensuring all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with SHY/SHT-M.
- Ensuring all applicable Airworthiness Directives (AD) and operational directives with a continued airworthiness impact are applied.
- Ensuring all known defects is rectified.
- Coordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly.
- Manage and declare all continuing airworthiness records.
- **Ensuring the mass and balance statement reflects the current status of the aircraft and pass a written information to Flight Operations Manager about last mass and balance sheet when a weighing procedure applied on an individual helicopter.**
- The relationship with the SHY/Part-145 approved maintenance contractor(s) and establishment of a maintenance contract required by SHY/SHT-M.

- Non mandatory modification embodiment policy, where appropriate.
- That the Certificate of Airworthiness for each aircraft operated by the company remains valid in respect of;
    - The airworthiness of the aircraft,
    - The expiry date specified on the airworthiness review certificate, and
    - Any other condition specified in the certificate,
    - Reporting any occurrences of a maintenance nature to the Turkish DGCA and the aircraft manufacturers. This includes both mandatory occurrences and occurrences related to maintenance findings, which fall outside the mandatory scheme.
    - The amendment and control of Continuing Airworthiness Management Exposition (CAME),
    - Application and review of the continuing airworthiness management arrangement(s) with the aircraft operators (as applicable),

(01.03.09)- SAFA Coordinator

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHT-RAMP / SHY-RAMP

KAAN AIR SAFA Coordinator is appointed by The Accountable Manager in order to contact and coordinate SAFA/ SANA/ SACA activities with national SAFA coordinator. KAAN AIR SAFA Coordinator name and contact details are sent to DGCA in order to get an approval. His/her contact details are also included in the Emergency Contact List in the KAAN AIR Safety Management Manual (SMM). He/She should;

- Have a minimum 5 years background in aviation industry,
- Have a minimum 2 years background in airworthiness, maintenance or operation.

Duties and Responsibilities:

- To perform SACA inspections himself/herself for the purpose of providing safety operation
- To get nominated inspector to perform SACA inspections for safety operation,
- To take corrective actions for SAFA/SANA/SACA findings by coordinating with related department,
- To submit the evidence of corrective actions of SAFA/SANA/SACA findings to DGCA by attaching duplicated the list of flight crew and related documents as Turkish and English in 15 days,
- To file the results of the SAFA/SANA/SACA inspections,
- To object to the results of the SAFA/SANA/SACA inspections if there is a mistake
- To follow-up SAFA finding **rate increase or decrease** in **monthly basis**.

(01.03.10)- Crew Planning and Coordination Chief

Revizyon No: 15 Revizyon Tarihi: 23.05.2021

SHT-FTL/HG

Qualifications:

a. Minimum high school graduate, or university degree if possible,
b. To use computers at a good level and to rule over office programs,
c. Knowing English language at a sufficient level,
d. Communication skills to be developed.

Duties:

a. Works in KAAN AIR OCC (Operation Control Center) and uses occ@kaanair.com e-mail address,
b. Follows all the flight duties from the beginning to the end via "Arvento" local and "Skyroute" satellite actual flight tracking programs,
c. Collect monthly FOF-09 Duty-Flight Duty-Rest Periods Follow-up forms from all personnel and **evaluate for upcoming / probable limit outages**, taking measures for the following periods and presenting to the Flight Operations Manager,
d. The forms collected at the end of every month are sent to TR DGCA by e-mail at the latest 10th day of the following month,
e. Coordinates the transfer of personally reported;

1. Non-Compliance or Violation Report within **7 working days**,
2. Captain Reports (CAPREP-SKPK) in the related month to the TR DGCA within **28 days** after Flight Operations Manager's evaluation.

(01.04)- Authority, Duties and Responsibilities of the PILOT-IN-COMMAND / COMMANDER

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

CAT.GEN.MPA.105 / CAT.GEN.MPA.110 / GM1 CAT.GEN.MPA.130 / AMC1 SPO.GEN.107 / SPO.GEN.125 / GM1 SPO.GEN.125 / SPO.GEN.107 / GM1 SPO.GEN.107 / GM1 SPO.GEN.107(a)(8) / AMC1 SPO.GEN.107(c) / AMC1 SPO.GEN.107(e)

(a) The **Commander**, in addition to complying with crew responisibilites which is defined in OM-A chapter 01.05 , shall:

1. Be responsible for the safety of all crew members, passengers and cargo on board, as soon as the commander arrives on board the aircraft, until the commander leaves the aircraft at the end of the flight;

2. Be responsible for the operation and safety of the helicopters, **when the rotors are turning;**

   A helicopter rotor will only be turned under power for the purpose of flight with a qualified pilot at the controls;

   A) The following two situations where it is allowed to turn the rotor under power should be distinguished:

   - for the purpose of flight;
   - for maintenance purposes.

   B) **Rotor engagement for the purpose of flight:**

   When a single pilot in the cockpit; the pilot will not leave the control when the rotors are turning. For example, the pilot is not allowed to get out of the aircraft in order to welcome passengers and adjust their seat belts with the rotors turning.

   C) Rotor engagement for the purpose of maintenance: regulation, however, does not prevent ground runs being conducted by qualified personnel other than pilots for maintenance purposes.

   The following conditions will be applied:

   i. KAAN AIR will ensure that the qualification of personnel, other than pilots, who are authorised to conduct maintenance runs is described in the appropriate manual;
   ii. ground runs will not include taxiing the helicopter;
   iii. there will be no passengers on board; and
   iv. maintenance runs will not include collective increase or autopilot engagement (due to the risk of ground resonance).

3. Have authority to give all commands and take any appropriate actions for the purpose of securing the safety of the aircraft and of persons and/or property carried therein in accordance with point 7.2 of Annex V to Regulation (EU) 2018/1139;
4. Have authority to disembark any person, or any part of the cargo, that may represent a potential hazard to the safety of the aircraft or its occupants;
5. Not allow a person to be carried in the aircraft who appears to be under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered;
6. Have the right to refuse transportation of inadmissible passengers, deportees or persons in custody if their carriage increases the risk to the safety of the aircraft or its occupants;
7. Ensure that all passengers are briefed on the location of emergency exits and the location and use of relevant safety and emergency equipment;
8. Ensure that all operational procedures and checklists are complied with in accordance with the operations manual;
9. Not permit any crew member to perform any activity during critical phases of flight, except duties required for the safe operation of the aircraft;
10. Ensure that:

    i. flight recorders are not disabled or switched off during flight; and
    ii. in the event of an occurrence other than an accident or a serious incident that shall be reported according to ORO.GEN.160(a), flight recorders' recordings are not intentionally erased; and
    iii. in the event of an accident or a serious incident, or if preservation of recordings of flight recorders is directed by the investigating authority:

    A. flight recorders' recordings are not intentionally erased;
    B. flight recorders are deactivated immediately after the flight is completed; and
    C. precautionary measures to preserve the recordings of flight recorders are taken before leaving the flight crew compartment;

11. Decide on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or the minimum equipment list (MEL);
12. Ensure that the pre-flight inspection has been carried out in accordance with the requirements of SHY/T-M and Annex I (Part-M) to Regulation (EU) No 1321/2014;
13. Be satisfied that relevant emergency equipment remains easily accessible for immediate use;
14. record, at the termination of the flight, utilisation data and all known or suspected defects of the aircraft in the aircraft technical log or journey log of the aircraft to ensure continued flight safety.

(b) The commander, or the pilot to whom conduct of the flight has been delegated, shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances in accordance with 7.3 of Annex V to Regulation (EU) 2018/1139;

> *("In an emergency situation, which endangers the operation or the safety of the aircraft and/or persons on board, the pilot in command must take any action he/she considers necessary in the interest of safety. When such action involves a violation of local regulations or procedures, the pilot in command must be responsible for notifying the appropriate local authority without delay").*

In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.

(c) Whenever an aircraft in flight has manoeuvred in response to an airborne collision avoidance system (ACAS) resolution advisory (RA), the commander shall submit an ACAS report to TR DGCA.

(d) **Bird hazards and strikes:**

(1) Whenever a potential bird hazard is observed, the commander shall inform the air traffic service (ATS) unit as soon as flight crew workload allows;

(2) Whenever an aircraft for which the commander is responsible suffers a bird strike that results in significant damage to the aircraft or the loss or malfunction of any essential service, the commander shall submit a written bird strike report after landing to TR DGCA.

(e) The commander shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.

(f) **Authority of the Commander**

KAAN AIR shall take all reasonable measures to ensure that all persons carried in the aircraft obey all lawful **commands given by the commander** for the **purpose of securing the safety** of the aircraft and of persons or property carried therein.

Specialised Operations (SPO) - Pilot-in-command responsibilities and authority;

a. The pilot-in-command shall be responsible for:

1. the **safety of the aircraft and of all crew members, task specialists and cargo** on board during aircraft operations; This includes the following:

   - the safety of all persons and cargo on board, as soon as he/she arrives on board, until he/she leaves the aircraft at the end of the flight; and
   - the operation and safety of the aircraft:

     - for helicopters, from the moment the engine(s) are started until the helicopter comes to rest at the end of the flight with the engine(s) shut down and the rotor blades stopped.

2. the initiation, continuation, termination or diversion of a flight in the interest of safety;
3. ensuring that all operational procedures and checklists are complied with in accordance with the appropriate manual;
4. only commencing a flight if he/she is satisfied that all operational limitations referred to in 2.a.3 of Annex IV to Regulation (EC) No 216/2008 are complied with, as follows:

   i. the aircraft is airworthy;
   ii. the aircraft is duly registered;
   iii. instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, if applicable, as required in points SPO.IDE.H.105;
   iv. the mass of the aircraft and, the centre of gravity location are such that the flight can be conducted within the limits prescribed in the airworthiness documentation;
   v. all equipment and baggage is properly loaded and secured;
   vi. the aircraft operating limitations as specified in the rotorcraft flight manual (RFM) will not be exceeded at any time during the flight.

5. not commencing a flight if he/she, or any other crew member or task specialist is **incapacitated** from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;
6. not continuing a flight beyond the nearest weather-permissible aerodrome or operating site when his/her or any other crew member or task specialist's capacity to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;
7. deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or MEL, if applicable;
8. recording **utilisation data** and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft; and

   - RECORDING UTILISATION DATA
     Where an aircraft conducts a series of flights of short duration — such as a helicopter doing a series of lifts — and the aircraft is operated by the same pilot-in-command, the utilisation data for the series of flights may be recorded in the aircraft technical log or journey log as a single entry.

9. ensuring that:

   i. flight recorders are not disabled or switched off during flight;
   ii. in the event of an occurrence other than an accident or a serious incident that shall be reported according to ORO.GEN.160(a), flight recorders' recordings are not intentionally erased; and
   iii. in the event of an accident or a serious incident, or if preservation of recordings of flight recorders is directed by the investigating authority:

      A. flight recorders' recordings are not intentionally erased;
      B. flight recorders are deactivated immediately after the flight is completed; and
      C. precautionary measures to preserve the recordings of flight recorders are taken before leaving the flight crew compartment.

b. The pilot-in-command shall have the authority to refuse carriage of or disembark any person or cargo that may represent a potential hazard to the safety of the aircraft or its occupants.
c. The pilot-in-command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit **any hazardous weather or flight conditions** encountered that are likely to affect the safety of other aircraft.

- REPORTING OF HAZARDOUS FLIGHT CONDITIONS

A. These reports shall include any detail which may be pertinent to the safety of other aircraft.
B. Such reports shall be made whenever any of the following conditions are encountered or observed:

i. severe turbulence;
ii. severe icing;
iii. severe mountain wave;
iv. thunderstorms, with or without hail, that are obscured, embedded, widespread or in squall lines;
v. heavy dust storm or heavy sandstorm;
vi. volcanic ash cloud; and
vii. unusual and/or increasing volcanic activity or a volcanic eruption.

C. When other meteorological conditions not listed above, e.g. wind shear, are encountered that, in the opinion of the pilot-in-command, may affect the safety or the efficiency of other aircraft operations, the pilot-in-command shall advise the appropriate air traffic services (ATS) unit as soon as practicable.

d. Notwithstanding the provision of (a)(6), in a multi-crew operation the pilot-in-command may continue a flight beyond the nearest weather-permissible aerodrome when adequate mitigating procedures are in place.
e. The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances in accordance with 7.d. of Annex IV to Regulation (EC) No 216/2008. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.

- VIOLATION REPORTING
  If required by the State in which the incident occurs, the pilot-in-command shall submit a report on any such violation to the appropriate authority of the said State; in that event, the pilot-in-command shall also submit a copy of it to TR DGCA. Such reports shall be submitted as soon as possible and normally within 10 days.

f. The pilot-in-command shall submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.

The pilot-in-command shall notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.

(01.05)- Duties and Responsibilities of CREW MEMBERS Other than the Pilot-In-Command / Commander

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

AMC1 CAT.GEN.MPA.100(c)(1) / GM1 CAT.GEN.MPA.100(c)(2) / CAT.GEN.MPA.100 / AMC1 CAT.GEN.MPA.100(b) / SPO.GEN.105 / GM1 SPO.GEN.105(e)(2) / SPO.GEN.106

Crew Responsibilities

(a) The crew member shall be responsible for the proper execution of his/her duties, specified in the related standart operating procedures (SOP), if applicable; that are:

(1) related to the safety of the aircraft and its occupants; and
(2) specified in the instructions and procedures in the operations manual.

(b) The crew member shall:
(1) **report to the commander** any **fault, failure, malfunction or defect** which the crew member believes may affect the airworthiness or safe operation of the aircraft including emergency systems, if not already reported by another crew member;
(2) **report to the commander** any **incident** that endangered, or could have endangered, the safety of the operation, if not already reported by another crew member;

- *COPIES OF REPORTS; where a written report is required, a copy of the report shall be communicated **to the commander** concerned unless the terms of KAAN AIR's reporting schemes prevent this.*

(3) comply with the relevant requirements of KAAN AIR's occurrence reporting schemes;
(4) comply with all flight and duty time limitations (FTL) and rest requirements applicable to their activities;
(5) when undertaking duties for more than one operator:
(i) maintain his/her individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
(ii) provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements; and
(iii) provide each operator with the data needed regarding operations on more than one type or variant.

(c) The crew member **shall not perform** duties on an aircraft:

(1) when under the influence of psychoactive substances or when unfit due to injury, fatigue, medication, sickness or other similar causes;
(2) until 24 hours; has elapsed after deep water diving or following blood donation;
(3) if applicable medical requirements are not fulfilled;
(4) if he/she is in any doubt of being able to accomplish his/her assigned duties; or
(5) if he/she knows or suspects that he/she is suffering from fatigue as such condition following rules; "**No crew member must allow their task achievement/ decision making to deteriorate to the extent that flight safety is endangered because of the effects of fatigue, taking into account, inter alia, fatigue accumulation, sleep deprivation, number of sectors flown, night duties or time zone changes. Rest periods must provide sufficient time to enable crew members to overcome the effects of the previous duties and to be well rested by the start of the following flight duty period**" or feels otherwise unfit, to the extent that the flight may be endangered.

(d) ALCOHOL CONSUMPTION: KAAN AIR has issued instructions concerning the consumption of alcohol by crew members in Chapter 6. The instructions is not less restrictive than the following:

(1) no alcohol shall be consumed less than 8 hours prior to the specified reporting time for a flight duty period or the commencement of standby;
(2) the blood alcohol level shall not exceed the lower of the national requirements or 0.2 per thousand at the start of a flight duty period;
(3) no alcohol shall be consumed during the flight duty period or whilst on standby.

Task Specialist

a. The task specialist will be responsible for the proper execution of his/her duties. Task specialists' duties has specified in the **SOP-HESLO.**
b. During critical phases of the flight or whenever deemed necessary by the pilot-in-command in the interest of safety, the task specialist will be restrained at his/her assigned station, unless otherwise specified in the SOP.
c. The task specialist ensures that he/she is restrained when carrying out specialised tasks with **external doors opened or removed.**
d. The task specialist will **report to the pilot-in-command**:

    1. **any fault, failure, malfunction or defect**, which he/she believes may affect the airworthiness or safe operation of the aircraft, including emergency systems; and
    2. **any incident** that was endangering, or could endanger, the safety of the operation.

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02-OPERATIONAL CONTROL AND SUPERVISION

ORO.GEN.110

02.01-Supervision of the Operation by the Operator

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.GEN.110 / GM1 ORO.GEN.110(c) / AMC1 ORO.GEN.110(c)

KAAN AIR appointed managers who are defined at Chapter 1 for supervise and control to all operations.

Flight Operations Manager is responsible of supervision of all crew members shall ensure the attainment of the standards specified in the operations manual.

Flight Operations Manager must always be in a position to confirm that:

1. Crew licences and qualifications are valid for the periods throughout which crew members are scheduled to fly;
2. Crew members' proficiency has been checked and found satisfactory at the specified intervals;
3. The requisite flight, personnel and maintenance records are being retained, analysed and stored for the statutory;
4. Operations personnel are competent to perform their duties and that levels of competence are monitored.

(02.01.01)- License and Qualification Validity

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

SHT-FCL

KAAN AIR is responsible for keep all personnel license, certificates and other training certificates are being up to date.

KAAN AIR's manager will apply to the training centers which are approved by the Turkish DGCA for trained of personnel. In addition, all personnel licenses shall be renewed on time by required of the Turkish DGCA.

(02.01.02)- Competence of Operations Personnel

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.GEN.110(e) / CAT.GEN.MPA.120

KAAN AIR maintains a high level of competence, of personnel proficiency and skills.

KAAN AIR ensures that all crew members and task specialists are able to communicate with each other in **Turkish** and/or **English** language.

Tools for monitoring competence for flight crew are:

- Check and training flights, flight simulators, etc.
- Checking flight on duty,

Tools for monitoring competence for operational personnel other than flight crew;

- During on duty,
- Relevant records,

(02.01.03)- Control, Analysis and Storage of the required Records

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

ORO.MLR.115 / AMC1 ORO.MLR.115

The commander will ensure completion the Flight Order Envelope which is to contain the following items:

Flight number, a/c registration, routing and schedule utc, handling agent and, total passenger, over flight permissions, inf. from offices, checklist enclosed documents, flightreport sections, crew duty times, fuel information, block and flight times, passenger numbers.

Flight operations department is checking all flight order envelope during loading to the computer, when they see some missing data, they prepare questionnaire to the commander who has sign on the data missing' s envelope and notify to the flight operation manager. Also this department works with crew training department for prevent of missing data. Flight Operations department, every week for just three orders, checks the data from computer about fuel policy. When they see irregular operation they will take necessary actions. Every week Flight Operation Department analyzes the flight Operational Flight Plans which are filled by crew. Always they check their planning is correct or do they need another planning which is better than using.

Aircraft Journey and Technical Log has been analysed and retention in accordance with Continuing Airworthiness Management Exposition's procedures by Technical Manager.

KAAN AIR shall stored following records in:

1. The records of the Management System shall be stored for at least five (5) years.
2. The following information used for the preparation and execution of a flight, and associated reports, shall be stored for 3 (three) months:
    - **the operational flight plan**, shall be prepared for all flights except for local VFR-flights or flights at local area (as specified in definitions).
    - Route-specific notices to airmen (NOTAM) and aeronautical information services AIS Briefing documentation, if edited by the Kaan Air;
    - Mass and balance documentation;
    - Notification of special loads, including written information to the commander about dangerous goods;
    - The journey log, or equievlent; and
    - Flight Reports for recording details of any occurence, or any event that the commander deems necessary to report or record;
3. KAAN AIR shall:
    - Maintain records of all training, checking and qualifications of each crew member, in prescribed in OM Part-D; and
    - Make such records available, on request, to the crew member concerned.
4. KAAN AIR shall preserve the information used for the preparation and execution of a flight and personnel training records, even if KAAN AIR ceases to be KAAN AIR of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in (6).
5. If a crew member becomes a crew member for another operator, KAAN AIR shall make the crew member's records available to the new operator, provided this is within the timescales prescribed in (6).
6. Personnel records shall be stored for the periods indicated below:

Flight crew license and cabin crew attestation	**As long as the crew member is exercising the privileges of the license or attestation for the aircraft operator**
Crew member training, checking and qualifications	3 years
Records on crew member recent experience	15 months
Crew member route and aerodrome/task and area competence, as appropriate	3 years
Dangerous goods training, as appropriate	3 years
Training/qualification records of other personnel for whom a training programme is required	Last 2 training records
Flight Duty, Duty and Rest Period records and Flight Duty Period Extention and Rest Time Reduction (SKPK) Reports	24 Months

(02.02)- System and Responsibility for Promulgation of Additional Operational Instructions and Information

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.GEN.110 / SPO.GEN.115

KAAN AIR shall ensure that all operations personnel are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and of the relationship of such duties to the operation as a whole. In other words, KAAN AIR shall ensure that operations personnel are and remain component, proficient and qualified.

KAAN AIR supervise and control, to monitor and re-evaluate, to rectify and improve operations, procedures and personnel qualifications in the direct interest of the KAAN AIR's overall safety in accordance with safety and quality management system.

KAAN AIR's managers shall define personnel qualifications which must be met by the respective applicants for employment.

KAAN AIR's managers are responsible for pre-training and evaluation of personnel who are has just employed. KAAN AIR's managers shall lay down the contents and the extent of company training to be conducted for each personnel.

KAAN AIR's managers coordinate their own personnel training, examination and license requirements with Training Manager. KAAN AIR's managers ensure that all their personnel training, examination and license records are valid and stored.

(02.03)- Operational Control

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.GEN.110

The Flight Operations Manager bears the overall responsibility and has the overall directive power of operations.

The Flight Operations Manager exercises his supervisory directive power in coordinating and supervising the operation planning and control personnel and operations personnel.

All operation personnel who are at operation planning and control personnel, flight crew shall be informed and trained for understanding their duty and responsibility at operations documents such as this operation manuals, instructions, Flight Manuals and AIP's etc. for executing safe operation.

The operation planning and control personnel shall inform to the Flight Operations Manager for any operational irregularities such as flight cancellation, technical delay, planned time change, exceeding duty time, etc.

The commander shall always communicate with operation planning and control and line maintenance personnel on duty.

02.04-Powers of the Authority

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.GEN.140 / CAT.GEN.MPA.190 / Commission Regulation (EU) No 965/2012 on air operations / ORO.GEN.105 / ARO.GEN.300 / CAT.GEN.MPA.135

(a) For the purpose of determining compliance with the relevant requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts;

KAAN AIR will grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, SPO authorisation, whether it is contracted or not, to any person authorised by one of the following authorities:

(1) The competent authority defined in point **ORO.GEN.105;**

Exercising oversight over operators subject to a certification or declaration obligation or specialised operation authorisation shall be for operators having their principal place of business in a Member State, the authority designated by that Member State.

(2) The authority acting under the provisions of points

ARO.GEN.300(d),

*Without prejudice to the competences of the Member States and to their obligations as set out in ARO.RAMP, the scope of **the oversight** of activities performed in the territory of a Member State by persons or organisations established or residing in another Member State shall be determined on the basis of the safety priorities, as well as of past **oversight** activities. Such as;*

ACTIVITIES WITHIN THE TERRITORY OF THE MEMBER STATE

(aa) Activities performed in the territory of the Member State by persons or organisations established or residing in another Member State include:

(A) activities of:

(i) organisations certified or authorised by or declaring their activity to the competent authority of any other Member State or the Agency; or

(ii) persons performing operations with other-than-complex motor-powered aircraft; and

(B) activities of persons holding a licence, certificate, rating, or attestation issued by the competent authority of any other Member State.

(bb) Audits and inspections of such activities, including ramp and unannounced inspections, should be prioritised towards those areas of greater safety concern, as identified through the analysis of data on safety hazards and their consequences in operations.

ARO.GEN.300(e),

Where the activity of a person or organisation involves more than one Member State or the Agency, the competent authority responsible for the oversight under para (a) may agree to have oversight tasks performed by the competent authority(ies) of the Member State(s) where the activity takes place or by the Agency. Any person or organisation subject to such agreement shall be informed of its existence and of its scope.

Or Subpart ARO.RAMP of Part-ARO.

(b) Access to the aircraft mentioned under para (a) shall, in the case of CAT, include the possibility to enter and remain in the aircraft during flight operations unless otherwise decided by the commander for the flight crew compartment in accordance with CAT.GEN.MPA.135 (Admission to the flight crew compartment; OM-A chapter 08.03.12) in the interest of safety.

(c) The commander shall, within a reasonable time of being requested to do so by a person authorised by an authority, provide to that person the documentation required to be carried on board.

(02.04.01)- Contracted Activities

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

ORO.GEN.205

(a) KAAN AIR will ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.

(b) When KAAN AIR contracts any part of its activity to an organisation that is not itself certified or authorised in accordance with this Part to carry out such activity, the contracted organisation will work under the approval of KAAN AIR. The contracting organisation shall ensure that TR DGCA is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

(02.04.02)- Contracted Activities; RESPONSIBILITY - GENERAL

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

AMC1 ORO.GEN.205

(a) KAAN AIR may decide to contract certain activities to external organisations.

(b) A written agreement will exist between KAAN AIR and the contracted organisation clearly defining the contracted activities and the applicable requirements.

(c) The contracted safety-related activities relevant to the agreement will be included in the KAAN AIR's safety management and compliance monitoring programmes.

(d) KAAN AIR will ensure that the contracted organisation has the necessary authorisation or approval when required, and commands the resources and competence to undertake the task.

(02.04.03)- Contracted Activities; CONTRACTING - GENERAL

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

GM1 ORO.GEN.205

(a) KAAN AIR may decide to contract certain activities to external organisations for the provision of services related to areas such as:

(1) Ground Handling;
(2) Flight Support (including performance calculations, flight planning, navigation database and dispatch);
(3) Training;
(4) Refuelling;
(5) Catering;
(6) Medical Check (including determination, out-off-limit usage of alcohol and psychoactive substance).

(b) Contracted activities include all activities within KAAN AIR's scope of approval that are performed by another organisation either itself certified or authorised to carry out such activity or if not certified or authorised, working under KAAN AIR's approval.

(c) The ultimate responsibility for the product or service provided by external organisations will always remain with KAAN AIR.

(d) KAAN Air will do an integrity and accuracy check for Navigation Database (NAVDATA) electronic generated by a computurized system, such as;

Navigation Database is the data (such as navigation information, flight planning waypoints, airways, navigation facilities, SID, STAR) that is stored electronically in a system that supports an airborne navigation application. Navigation Database for our aircrafts are provided by authorized service providers with Type 2 LoA certificates and classified into 3 type based on sources provided and the devices used in the cockpit as follows:

- NAVDATA of **A119** helicopters is provided by **Garmin for Garmin Aera 795,**
- NAVDATA of **AW109** helicopters is provided by **Honeywell for FMS,**
- NAVDATA of **AW139** helicopters is provided by **Honeywell for FMS (MCDU).**

In terms of certification there are two types of Letters of Acceptance:

- **Type 1 LOA** is granted where a Navigation Database supplier complies with EUROCAE ED-76 / RTCA DO-200A documents with no identified compatibility with an aircraft system. A Type 1 LOA confirms that the processes for producing navigation data comply with these Conditions and the documented Data Quality Requirements. A Type 1 LOA may not release navigation databases directly to end users.
- **Type 2 LOA** is granted where a Navigation Database supplier complies with EUROCAE ED-76 / RTCA DO-200A documents and provides data compatible with specified avionics system(s). A Type 2 LOA confirms that the processes for producing navigation data comply with these Conditions and the documented Data Quality Requirements for the avionics systems specified. The Data Quality Requirements must be provided by or agreed with the specified equipment design organisation in accordance with a formal arrangement. A Type 2 LOA may release navigation databases directly to end users. Such releases may also include data packing tools, where the use of such tools has been demonstrated to be ED-76/DO-200A compliant. A Type 2 LOA holder may interface directly with data originators (such as State AIP providers and operators), or may use data supplied by a Type 1 LOA in which case interfaces with data originators may not be necessary.

Although the NAVDATA to our aircrafts are provided by Type 2 certificate holders, which are only subjected to the annual audit by Compliance Monitoring Department, the Flight Operations Manager shall ensure that a NAVDATA validity and consistency control be done **in every 6 calendar months**, by the type rated pilots, since the accuracy of the data affects the flight safety directly. Notwithstanding above time frame, NAVDATA check of a **new aerodrome** shall be done **before its intended use**. A sample triple check of the NAVDATA information in aircraft system and in the flight route section of the Operational Flight Plan with the relevant AIP data, as the reference document, by using the **FOF-28 NAVDATA Termainal Enroute Chart Control Form**, for any aircraft's NAVDATA will be enough for the rest of the fleet that are using the same data from the same provider (Honeywell and Garmin).

Like NAVDATA, enroute and terminal charts, which are highly important for flight planning, are also outsourced. Therefore, in order to ensure that the data is current and valid, a check shall be done **in every 6 calendar months**, by any pilot appointed by the Flight Operations Manager, as appropriate, by using the **FOF-28 NAVDATA Termainal Enroute Chart Control Form**. A sample check of the terminal chart with the relevant AIP, as the reference document, for any aircraft's data covers the rest of the fleet that are using the same data from the same provider **(Jeppesen).**

Mass & balance and performance calculations of all type helicopters in the fleet are done by pilots using RFM/QRH and filled in OFP. Procedures for standard load plans, based on the predetermined mass and balance values, are defined in Subparagraphs 8.1.8.10. Predetermined performance data, where conditions and procedures are defined in Subparagraphs 8.1.10, is used for local day VFR flights and presented in operational flight plan for local day VFR operations only. Therefore, in order to ensure that the data used in mentioned OFP is current and valid, a check **in every 6 calendar months**, shall be done by a type rated pilot appointed by the Flight Operations Manager, by using the standart **FOF-6, -7, -8 and -22 Mass and Balance Computation Form**, but reference data shall be **entered by hand-writing** not electronically pre-entered. The data calculated by mentioned form and compared with the relevant data provided by OFP and FMS for the selected flight based on the defined environment information.

The results of all mentioned NAVDATA, performance and M&B controls are shared with the Flight Operations Manager, as appropriate. The Flight Operations Manager is responsible to store these records and inform the Compliance Monitoring Manager that the controls are being done in defined intervals.

If any discrepancy is found in any data control, **a hazard form is filled and sent to the Safety Manager for risk assessment**, and the Compliance Monitoring Manager is informed for the process. Safety Manager in close coordination with the Flight Operations Manager shall take necessary corrective actions, including checking the rest of the data in the same aircraft and/or device, the incorrect data in the whole fleet, or obtaining the corrected data from the supplier, depending on the inconsistency encountered.

In all cases, the Commander/PIC is responsible to obtain current and appropriate data for the intended flight, and inform the Flight Operations Manager and/or the Compliance Monitoring Manager and/or Safety Manager, as applicable, if any discrepancy is found.

(02.04.04)- Contracted activities; RESPONSIBILITY When CONTRACTING ACTIVITIES

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

GM2 ORO.GEN.205

(a) Regardless of the approval status of the contracted organisation, KAAN AIR is responsible for ensuring that all contracted activities are subject to hazard identification and risk management, as required by ORO.GEN.200 (a)(3), and to compliance monitoring, as required by ORO.GEN.200 (a)(6).

(b) When the contracted organisation is itself certified or authorised to carry out the contracted activities, KAAN AIR's compliance monitoring will at least check that the approval effectively covers the contracted activities and that it is still valid.

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03-MANAGEMENT SYSTEM

ORO.GEN.200 / AMC1 ORO.GEN.200(a)(1);(2);(3);(5) / AMC1 ORO.GEN.200(a)(1) / GM1 ORO.GEN.200(a)(1) / GM1 ORO.GEN.200(a)(2) / GM2 ORO.GEN.200(a)(1) / AMC1 ORO.GEN.200(a)(2) / AMC1 ORO.GEN.200(a)(3) / GM1 ORO.GEN.200(a)(3) / GM1 ORO.GEN.200(a)(4) / GM2 ORO.GEN.200(a)(3) / AMC1 ORO.GEN.200(a)(4) / GM1 ORO.GEN.200(a)(5) / AMC1 ORO.GEN.200(a)(5) / AMC2 ORO.GEN.200(a)(5) / AMC1 ORO.GEN.200(a)(6) / GM4 ORO.GEN.200(a)(6) / GM3 ORO.GEN.200(a)(6) / GM3 ORO.GEN.200(a)(3) / GM1 ORO.GEN.200(a)(6) / GM2 ORO.GEN.200(a)(6)

03.01-Description of the Management System

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.GEN.200

(a) KAAN AIR has established, implemented and maintained a management system that includes:

(1) clearly defined lines of responsibility and accountability throughout company, including a **direct safety accountability of the accountable manager**;
(2) a description of the overall philosophies and principles of the operator with regard to safety, referred to as the **safety policy**;
(3) the identification of aviation safety **hazards** entailed by the activities of the operator, their evaluation and the management of associated risks, including taking actions to mitigate the **risk** and verify their effectiveness;
(4) maintaining **personnel trained and competent** to perform their tasks;
(5) **documentation** of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
(6) a function to monitor compliance of the operator with the relevant requirements. **Compliance monitoring** shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
(7) any additional requirements that are prescribed in the relevant subparts of Part-ORO and other applicable Annexes of Air-OPS.

(b) The management system is being corresponded to the size of KAAN AIR and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities. System procedures are in two different manuals:

- Safety Management Manual (SMM)
  - Procedures has been defined at a seperate TR DGCA approved document as **Safety Management Manual (SSM).**
- Compliance Monitoring Manual (CMM)
  - Procedures has been defined at a seperate TR DGCA approved document as **Compliance Monitoring Manual (CMM).**

(03.01.01)- SAFETY POLICY

Revizyon No: 25 Revizyon Tarihi: 10.02.2026

ORO.GEN.200(a)(2) / AMC1 ORO.GEN.200(a)(2) / GM1 ORO.GEN.200(a)(2) / AMC1 ORO.GEN.200(a)(6)

Safety is one of our core business functions. We are committed to developing, implementing, maintaining and constantly improving strategies and processes to ensure that all our aviation activities take place under an appropriate allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting regulatory requirements, while delivering our services.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Accountable Manager.

We are committed to:

- Support the management of safety through the provision of all appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- Ensure the management of safety is a primary responsibility of all managers and employees;
- Clearly define for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organization‘s safety performance and the performance of our safety management system;
- Establish and operate hazard identification and risk management processes, including a hazard reporting system, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to achieve continuous improvement in our safety performance;
- Ensure that no action will be taken against any employee who discloses a safety concern through the hazard reporting system, unless such disclosure indicates, beyond any reasonable doubt, gross negligence or a deliberate or wilful disregard of regulations or procedures;
- Comply with and, wherever possible, exceed, legislative and regulatory requirements and standards;
- Ensure that sufficient skilled and trained human resources are available to implement safety strategies and processes;
- Ensure that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters, and are allocated only tasks commensurate with their skills;
- Establish and measure our safety performance against realistic safety performance indicators and safety performance targets;
- Continually improve our safety performance through continuous monitoring and measurement, and regular review and adjustment of safety objectives and targets, and diligent achievement of these; and
- Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

Kadir ERDOGAN
Accountable Manager, Capt.
KAAN HVCL. San. ve Tic. A.Ş.

(03.01.02)- Protection of the Reporters - JUST CULTURE

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.GEN.200(a)(2)

KAAN AIR is committed to operate according to the highest safety standards. To achieve this goal, it is imperative to have uninhibited reporting of all accidents, incidents, events, hazards, risks and other information that may compromise the safe conduct of our operations. To this end, every staff member is **warmly encouraged to**, and responsible for, reporting any safety-related information.

Reporting is free of any form of reprisal. The main purpose of reporting is risk control and accident and incident prevention, **not the attribution of blame**. No action will be taken against any staff member who discloses a safety concern through the reporting system, unless such disclosure reveals, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or wilful disregard of regulations or procedures.

Our method for collecting, recording and disseminating safety information **guarantees the protection** to the extent permissible by law, of the **identity of those who report safety information.**

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04-CREW COMPOSITION

ORO.FC.100

04.01-Crew Composition

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

ORO.FC.100 / FCL.065 / ORO.FC.105 / ORO.FC.200 / GM1 ORO.FC.100(c)

The composition of the flight crew and the number of flight crew members at designated crew stations shall both be in compliance with, and not less than the minimum specified in the Rotorcraft Flight Manual, ICAO and EASA PART-FCL pilot license requirements.

When determining the composition of the crew, and monitoring whether the flight crew holds the appropriate licence and ratings, KAAN AIR needs to take into account any limitations prescribed in Regulation (EU) No 1178/2011 applicable to the flight crew members such as, but not limited to, **recent experience and operational multi-pilot limitation.**

Curtailment of privileges of licence holders aged 60 years or more in commercial air transport:

(a) **Age 60-64**: The holder of a pilot licence who has attained the age of 60 years shall not act as a pilot of an aircraft engaged in commercial air transport except as a member of a multi-pilot crew.

(b) **Age 65**: The holder of a pilot licence who has attained the age of 65 years shall not act as a pilot of an aircraft engaged in commercial air transport.

KAAN AIR ensures that pilots with an **OML** on their **medical certificate**; only operate aircraft in multi-pilot operations when the other pilot is fully qualified on the relevant type of aircraft, is not subject to an OML and has not attained the age of 60 years.

There shall not be **more than one in-experienced flight crew member** in any flight crew as explained in OM-A 05.02.05.

The commander may delegate the conduct of the flight to another pilot suitably qualified in accordance with Part-FCL provided that the requirements of OM-A 05.02.01 are complied with.

Specific requirements for helicopter operations:
If the helicopter is operated with a **crew of two pilots**, each pilot shall either:

1. Hold a certificate of satisfactory completion of a **Multi-Crew Cooperation (MCC) course** in helicopters in accordance with Regulation (EU) No 1178/2011; **or**
2. Have **at least 500 hours of flight time** as a pilot in Multi-Pilot Operations.

*According to **Circular TR DGCA / UOD – 2014 / 16** about **Commercial Air Transport Activities Flight Crew Composition**;*

*Planning in such a way as to enable the presence of **at least one Turkish pilot** in the flight crew (including the pilots involved in the examination and training flights) in the scheduled and non-scheduled passenger and cargo transportation flights and air taxi operations in domestic and international lines.*

(04.01.(a))- Type of Aircraft being used

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

ORO.FC.100 / SPA.HOFO.100 / ORO.FC.105 / ORO.FC.200

KAAN AIR's crew composition shall be defined for helicopter in accordance with rotorcraft flight manuals of each type as followings;

NO	TYPES	CATEGORY	SPECIAL LIMITATIONS	MIN CREW	ENGINE		MOPSC * Ops. Type; Pax Seat	MTOM ** (kg)
1	LEONARDO **A119/AW119**	SEH	VFR Day	1	Turbine	Single	CAT; 7/6 *** Powerline; 4/3 ***	2.850
2	LEONARDO **A109/AW109**	MEH-L (Light)	VFR / IFR Day / Night			Twin	CAT; 7/6 ***	3.175
3	LEONARDO **A139/AW139**	MEH-M (Medium)		2			CAT; 9 Offshore; 10	6.400 6.800 7.000
4	KAMOV **KA-32**	MEH-H (Heavy)	VFR Day	(1 ; for Non-Revenue Flights iaw OM-A 08.07)			Firefighting; 13 HESLO; 13	11.000

** MOPSC: **Maximum Operational Passenger Seating Configuration**, as described in detail at OM-A 00.01.04.01 Definitions,*

*** MTOM: **Maximum Take Off Mass,***

**** **Single Pilot operations** (provided that it complies with the explanations in OM-A 08.03.12 Admission to Flight Crew Compartment) / **Multi Pilot operations,***

All flight crew members shall hold an applicable valid license and be suitably qualified and competent to conduct the duties assigned to them, See OM-A Chapter-5 Qualification Requirements.

(04.01.(b))- Area and Type of Operation being undertaken

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

AMC1 ORO.FC.105(b)(2);(c) / ORO.FC.105(b) / AMC1 ORO.FC.105(c) / SPA.HOFO.100

The Operation Area for Commercial Air Transportation:

LEONARDO A119 / AW109 / A139 WORLDWIDE * KAMOV KA-32 WORLDWIDE *

** Covers the area specified in the insurance policy*

The Operation Types;

COMMERCIAL AIR TRANSPORTATION **A1 - PASSENGER** **A2 - CARGO** SPECIFIC APPROVAL (SPA) **OFFSHORE (HOFO)** SPECIALISED OPERATIONS (SPO) **HELICOPTER EXTERNAL SLING LOAD OPERATIONS (HESLO)** with KAMOV KA-32 types

(04.01.(c))- Phase of the Flight

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.FC.005(d) / ORO.FC.A.201 / SPA.HOFO.100

LEONARDO A119 - D1 - VFR - DAY ONLY LEONARDO AW109 / A139 - D2 - VFR / IFR - DAY / NIGHT KAMOV KA32 - D1 - VFR - DAY ONLY

(04.01.(d))- Minimum Crew Requirement and Flight Duty Period planned

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.CC.200 / AMC1 ORO.CC.200(d) / GM1 ORO.CC.100 / AMC1 ORO.CC.100 / AMC1 ORO.CC.200(c)

The minimum crew requirement and flight duty period planned:

- The flight crew shall be designed crew station **at least one Captain Pilot as a Commander**, when necessary co-pilot for safe operation.
- The flight crew shall be designed crew station **at least two pilot and one is Commander** has been qualified in accordance with commander qualification for night VFR operations. A night VFR operation shall be taken permission from the Turkish DGCA.

Refer to Table in Chapter OM-A 04.01.01 for minimum crew numbers.

The flight crew shall be planned in limit duty time which is defined at OM-A Chapter 7.

(04.01.(e))- Experience (Total and On Type), Recency and Qualification of the Crew Members

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.FC.200

Experience, recency and qualification of the crew members;

1. The flight crew includes additional flight crewmembers when required by the type of operation and is not less than the number specified in the OM-A Chapter 04.01.01.
2. Experience (total and on type) and Recency requirements are detailed / defined in OM-A Chapter 05.
3. All flight crew must hold an applicable and valid license, health certificate acceptable to the Turkish DGCA and are suitably qualified and competent to conduct the duties assigned to them.

(04.02)- Designation of Pilot-in-Command / Commander

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

ORO.FC.105

(a) In accordance with point 8.6 of Annex V to Regulation (EU) 2018/1139, one pilot amongst the flight crew, qualified as **pilot-in-command** in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, shall be designated by KAAN AIR as **pilot-in-command** or, for commercial air transport operations, as **commander**.

(b) KAAN AIR shall only designate a flight crew member to act as pilot-in-command/commander if all of the following apply:

(1) the flight crew member has the **minimum level of experience** specified in the subchapter 05.02.01.
(2) the flight crew member has adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used;
(3) in the case of multi-crew operations, the flight crew member has completed an operator's **command course** if upgrading from co-pilot to pilot-in-command/commander.

(c) In the case of commercial operations of helicopters, the pilot-in-command/commander or the pilot to whom the conduct of the flight may be delegated shall have had initial familiarisation training on the route or area to be flown and on the aerodromes, facilities and procedures to be used and shall maintain this knowledge as follows:

(1) The validity of the aerodrome knowledge shall be maintained by operating at least once on the aerodrome within a 12 calendar months' period.
(2) The route or area knowledge shall be maintained by operating at least once to the route or area within a 36 months' period. In addition, refresher training is required regarding route or area knowledge if not operating on a route or area for 12 months within the 36-month period.

(04.03)- Flight Crew Incapacitation

Revizyon No: 11 Revizyon Tarihi: 28.02.2020

Operator Procedure

When two pilots are assigned to flight operation, the recovery from a detected incapacitation of the handling pilot shall follow the sequence below;

1. The fit pilot must assume control and return the helicopter to a safe flight path;
2. The fit pilot must take whatever steps are possible to ensure that the incapacitated pilot cannot interfere with the handling of the helicopter. These steps may include involving cabin crew and passengers to restrain the incapacitated pilot;
3. The fit pilot must land the helicopter as soon as practicable to ensure safety of the occupants.

The 'Two Communication' rule of thumb will be invoked to assist in detecting incapacitation. This states that a flight crew member will suspect the onset of incapacitation any time when a pilot does not respond appropriately to a second verbal communication associated with a significant deviation from a standard operating procedure or flight profile.

(04.04)- Operation on More Than One Type

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.FC.140 / ORO.FC.240 / AMC1 ORO.FC.240

KAAN AIR pilots authorized to operate on **more than one type** according to they shall be fully qualified with OM Part A and Part D. If a flight crew member operates more than one type or variant; provisions should be met are defined in Chapter 05.02.07.

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05-QUALIFICATION REQUIREMENTS

ORO.GEN.110(d) / ORO.GEN.110(e) / SPA.HOFO.170

(05.01)- Required Licence, Rating(s), Qualification / Competency (e.g. for routes and aerodromes), Experience, Training, Checking and Recency for Operations personnel to conduct their duties

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

ORO.GEN.110(d) / ORO.GEN.110(e) / SPA.HOFO.170 / CAT.GEN.MPA.175 / AMC1 CAT.GEN.MPA.175(b) / GM1 CAT.GEN.MPA.175(b)

Details of the required licenses, rating(s), qualification/competency, experience, training, checking and recency for operations personnel to conduct their duties are provided in OM PART D.

All crewmembers have to carry with them the required licenses/certificates with appropriate rating(s) to exercise their duties (as issued/agreed by the authorities). All crewmembers are responsible for the renewal of their licenses/certificates.

Each crewmember have to undergo recurrent training and checking relevant to the type or variant of aircraft on which they have to operate, as required by the authorities.

A flight crew member completes a Type Rating course which satisfies the requirements applicable to the issue of Flight Crew Licences when changing from one type of aircraft to another type or class for which a new type or class rating is required;

A crewmember is required to complete Operator Conversion Training (OCT) before commencing unsupervised line flying on commercial flights when:

- assigned to another aircraft type or class rating,
- changing operator.

The conversion training must be conducted in accordance with the training programs approved by TR DGCA. These programs are available in OM PART D. The amount of training required for the conversion course can vary, taking into account the crew member's previous training and experience.

All Flight Crew Members must have the licenses and ratings required for the flight operation of KAAN AIR as applicable:

- Current pilot license,
- Current medical license,
- Type rating,
- Instrument rating.

In addition to list above Flight Crew must undergo a **psychological assessment** before commencing line flying to ensure that no person recklessly, intentionally or negligently act or omits to act so as to:

- Endanger an aircraft or person therein; or
- Cause or permit an aircraft to endanger any person or property.

When need it KAAN AIR will **outsource** "Psychological Assessment" to comply AMC1 CAT.GEN.MPA.175(b). Flight Crews psychological assessment performed by previous operator may be accepted by KAAN AIR if:

- provided that the latter is satisfied that the assessment has been performed in accordance with AMC1 CAT.GEN.MPA.175(b); and
- performed in **previous 24 months**.

Pilot Selection Criteria for OFFSHORE missions:

Reference : ORO.FC.200 (d), SPA.HOFO.170 (a), IOGP requirements, Operator Procedures, Contractor Requirements

Minimum Qualifications		Multi Engine Complex Helicopters > 3175 kg
All	Class I Medical	Valid
	English Fluency iaw ICAO Level	Minimum Level 4
	Basic Offshore Safety Introduction and Emergency Training (BOSIET) Helicopter Underwater Escape Training (HUET)	Refreshed in Every 3 Years
	First Aid Training	Initial
	CRM Initial / Refresher	Refreshed in Annual
	DGR - Dangerous Goods Regulations	Refreshed in Every 2 Years
	Accident & Violation record	2 yrs accident free for human error causes & violation free
	Type Rating on contract aircraft	Current
	IR Instrument Rating on contract aircraft	Current
	NDLP Night Deck Landing Practice recency Previous 90 days	3 cycles (One Night Cycle consists of a night take-off, approach and landing; for offshore helicopter operations, the cycles are to be conducted to an offshore installation or vessel, as appropriate, in SIM or with actual helicopter)
	Total Hours Previous 90 days	50 hrs in 90 days, 10 hrs in Type Aircraft
Commander	License	ATPL(H) or CPL(H) / IR
	Total hours helicopter	3.000
	Total hours in command	1.500
	Total hours in command – multi-engine	1.200
	Total hours in the same or similar type	500
	Total hours in command on contract type (all may be under supervision)	100 (may be reduced by 50% with simulator training)
Co-Pilot	License	CPL(H) / IR
	Total hours	500
	Total hours on multi-engine aircraft	500
	Total hours PIC	100
	Total hours in the same or similar type	100

05.02-FLIGHT CREW

ORO.FC.105 / ORO.FC.205 / ORO.FC.200 / SPA.HOFO.170

(05.02.(a))- PILOT-IN-COMMAND / COMMANDER

Revizyon No: 19 Revizyon Tarihi: 30.10.2022

ORO.FC.H.250 / ORO.FC.105 / ORO.FC.205 / SPA.HOFO.170 / AMC1 ORO.FC.105(b)(2);(c) / GM1 ORO.FC.105(d) / ORO.FC.200 / ORO.FC.202

Minimum TOTAL Flight Hours (FH)							
Pilot Duty	SEH		MEH ≤ 3175 Kg	MEH > 3175 Kg			
	CAT	Powerline	CAT	CAT	Firefight	HESLO	Offshore
COMMANDER	1000 *(Note-b, c)*	1000	1500 *(Note-a, b, c)*	1500 *(Note-d)*	1500 *(Note-f)*	1500 *(Note-f)*	3000 *(Note-d, e)*

One pilot amongst the flight crew, qualified as pilot-in-command in accordance with Part-FCL, will be designated by KAAN AIR;

- as **Pilot-in-Command** or,
- for commercial air transport operations, as **Commander**.

KAAN AIR will only designate a flight crew member to act as pilot-in-command/commander if he/she has:

(1) the minimum level of experience specified;
(2) adequate knowledge of the **route or area to be flown and of the aerodromes, including alternate aerodromes, facilities, and procedures to be used;**
(3) in the case of multi-crew operations, completed an operator's **command course** if upgrading from co-pilot to pilot-in-command/commander.

In the case of commercial operations of helicopters, the pilot-in-command / commander, or the pilot, to whom the conduct of the flight may be delegated, shall have had:

- Initial familiarisation training of **the route or area to be flown and of the aerodromes, facilities, and procedures to be used**.
- This route/area and aerodrome knowledge shall be maintained by operating at least once on the route or area or to the aerodrome within a 12-month period.

Notes:

(a) The minimum qualification requirements for pilots to act as a **Commander** of commercial air transport flight, in addition to above table, are:

1. Successful completion of an appropriate **command course** if upgrading;
2. Minimum total flight hours, indicated in the above table; includes **500 hours as Pilot-in-Command** and **minimum 3 years aviation experience**;
3. An Airline Transport Pilot's Licence (Helicopters) or a Commercial Pilot's Licence (Helicopters);
4. The holder of a pilot licence may fly in VMC at night, provided he is appropriately qualified for the circumstances, airspace and flight conditions in which the flight is conducted;
5. Valid recurrent and medical checks.

(b) The **holder of a CPL(H)** shall only act as **Commander** in commercial air transport on **a Single-Pilot helicopter** if:

1. when operating under IFR, he/she has a minimum of 700 hours total flight time on helicopters, including 300 hours as pilot-in-command. These hours shall include 100 hours under IFR. The 300 hours as pilot-in-command may be substituted by hours operating as co-pilot within an established multi-pilot crew system prescribed in the operations manual on the basis of two hours of flight time as co-pilot for one hour flight time as pilot-in-command;

2. when operating under visual meteorological conditions **(VMC) at night**, he/she has:

   (i) a valid **instrument rating (IR)**; or
   (ii) **300 hours of flight time on helicopters**, including **100 hours as Pilot-in-Command** and **10 hours as pilot flying at night**.

(c) In addition to para (b); for operations by a **single pilot under IFR or at night** provided that:
In order to be able to fly under IFR or at night with a minimum flight crew of one pilot, the following shall be complied with:

1. KAAN AIR has included in OM-D a pilot's conversion and recurrent training programme that includes the additional requirements for a single-pilot operation.
2. The recurrent checks shall be performed in the single-pilot role on the relevant type or class of aircraft in an environment representative of the operation.
3. For helicopter operations under IFR the pilot shall have:

   i. 25 hours total IFR flight experience in the relevant operating environment; and
   ii. 25 hours flight experience as a single pilot on the specific type of helicopter, approved for single-pilot IFR, of which 10 hours may be flown under supervision, including five sectors of IFR line flying under supervision using the single-pilot procedures; and
   iii. completed during the preceding 90 days:

      A. five IFR flights as a single pilot, including three instrument approaches, carried out on a helicopter approved for this purpose; or
      B. an IFR instrument approach check as a single pilot on the relevant type of helicopter, flight training device (FTD) or full flight simulator (FFS).

(d) Spesific requirements for helicopter operations;

- For all operations of helicopters with an MOPSC of more than 19 and
- For operations under IFR of helicopters with an MOPSC of more than 9,
  - The minimum flight crew shall be **two pilots.**

(e) In **Offshore** flights, **Commander** must have;

1. A valid ATPL(H) or CPL(H) license with the IR privileges,
2. Total flight in **Pilot-in-Command** minimum **1500 hours,**
3. Minimum 500 hours at the same or similar type;
4. Simulator training and line flights by real helicopter concentrated on offshore operations completed and minimum 50 hours within the past 12 months; and
5. Minimum 50 hours in the previous 90 days (if not met, then a related offshore check ride by a qualified TRE is accepted).

(f) In **Firefighting or HESLO** flights, **Commander** must have;

1. A valid ATPL(H) or CPL(H) license,
2. For fire fighting operations:

   At least **1 fire season flying work** and **minimum 100 hrs actual fire fighting environment flight experience** (*excluding; type rating, recurrent / refreshment training and checks*), including **100 lifting / water drops** in the operations,

3. In the similar operations (such as **firefighting** or **HESLO / lifting** flights in military or government area) will be credited.

(g) **TR DGCA will be notified** via e-mail to uodops@shgm.gov.tr ; regarding the implementation of the flight and theoratical trainings determined for the appointment of the **Commander.**

(05.02.(b))- Pilot relieving the Pilot-in-Command/Commander

AMC1 ORO.FC.105(b)(2);(c) / AMC1 ORO.FC.105(c) / AMC2 ORO.FC.105(c)

N/A

(05.02.(c))- CO-PILOT

Revizyon No: 18 Revizyon Tarihi: 15.08.2022

GM1 ORO.FC.105(d) / SPA.HOFO.170

Minimum TOTAL Flight Hours (FH)							
Pilot Duty	SEH		MEH ≤ 3175 Kg	MEH > 3175 Kg			
	CAT	Powerline	CAT	CAT	Firefight	HESLO	Offshore
CO-PILOT	100	200	200	350	500	500	500 *(Note-b)*

Notes:

(a) The minimum qualification requirements for a pilot to act as co-pilot of a commercial air transportation flight are:

1. A Commercial Pilot's Licence (Helicopter);
2. A valid Instrument Rating when operating under IFR except that the holder of a pilot licence may fly in VMC at night, provided he is appropriately qualified for the circumstances, airspace, and flight conditions in which the flight is conducted;
3. Valid recurrent checks.

(b) In addition to above, in **Offshore** flights, **Co-Pilot** has to have;

1. Minimum a valid CPL(H) license with the IR privileges,
2. Minimum 100 hours at the same or similar type;
3. Simulator training and line flights by real helicopter concentrated on offshore operations completed and minimum 50 hours within the past 12 months; and
4. Minimum 50 hours in the previous 90 days (if not met, then a related offshore check ride by a qualified TRE is accepted).

(05.02.(d))- Pilot relieving the Co-pilot

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

ORO.FC.230 / ORO.FC.125 / ORO.FC.130 / ORO.FC.135 / ORO.FC.235 / ORO.FC.115 / ORO.FC.215 / ORO.FC.120 / ORO.FC.220

N/A

(05.02.(e))- PILOT Under SUPERVISION / In-Experienced Flight Crew Members / Pairing of Crew Members with Limited Experience

Revizyon No: 11 Revizyon Tarihi: 28.02.2020

AMC1 ORO.FC.200(a)

When two flight crew members are required, a flight crew member, following completion of a type rating or command course, and the associated line flying under supervision,

is in-experienced until either:

(1) he/she has **achieved 30 flight hours on the type** or in the role **within a period of 60 days**; when introducing a new helicopter type or flight crew members have previously completed a type conversion course with KAAN AIR (reconversion); or

(2) he/she has **achieved 50 flight hours on the type** and/or in the role **within a period of 60 days**; or

(3) he/she has **achieved 100 flight hours on the type** and/or in the role **(no time limit).**

KAAN AIR shall not roster **two in-experienced flight crew together** for the same flight. When introducing a new type to a base, any associated line training following the completion of a type rating or command course may be included in the minimum flight hours requirements above.

(05.02.(f))- System Panel Operator

Revizyon No: 8 Revizyon Tarihi: 13.08.2018

Operator Procedure

N/A

(05.02.(g))- Operation on More Than One Type or Variant

Revizyon No: 11 Revizyon Tarihi: 28.02.2020

ORO.FC.140 / ORO.FC.240 / AMC1 ORO.FC.240 / SPA.HOFO.100

Approved aircraft types for KAAN AIR has shown at OM A 04.01.01.

Pilots authorized to operate on more than one type; they shall be fully qualified in accordance with OM Part A and D. If a flight crew member operates **more than one type or variant** the following provisions should be met:

(i) The **recency requirement** below should be met and confirmed;

A pilot must not operate a helicopter as part of the minimum crew, either as Pilot Flying (PF) or Pilot Non-Flying (PNF), unless he has carried out three (3) take-offs and three (3) landings in the previous 90 days as Pilot Flying in a helicopter, or in a flight simulator, of the same type.

(ii) ORO.FC.230 **Recurrent Training and Checking** requirements with regard to recurrent training is as below :

1. Ground trainings, Flight/Simulator trainings, ESET training and checks will be done on **each type**; but,
2. 6 months OPC and Line Checks will be done on **each type either**.

(iii) The requirements of ORO.FC.230 with regard to proficiency checks may be met by a **6 monthly check** on **each type** or variant operated. However, a proficiency check **on each type** or variant operated should be completed every 12 months.

(iv) **For helicopters with a maximum certified take-off mass (MCTOM) of more than 5 700 kg**, or with a maximum operational passenger seating configuration (MOPSC) of more than 19; (same as LEONARDO A139 type – MEH-M category and KAMOV Ka-32 type – MEH-H category)

(A) The flight crew member **should not fly more than two (2) helicopter types**; sample categories are below according to Table-1 on previous page;

CATEGORIES FLYING	CATEGORIES WILL BE ADDED	MINIMUM HRS ON CATEGORIES	TOTAL FLIGHT HOURS NEEDED
SEH	+ MEH-M / H	150	2000
MEH-L	+ MEH-M / H	150	1750
MEH-M / H	+ SEH	100	1500
MEH-M / H	+ MEH-L / H	100	1500

(B) A minimum of **3 months and 150 hours experience** on the type or variant should be achieved before the flight crew member should commence the conversion course onto the new type or variant; and total flight hours needed as shown above table.

(C) **28 days and/or 50 hours flying** should then be achieved exclusively on the new type or variant; and

(D) A flight crew member **should not be rostered to fly more than one type** or significantly different variant of a type during a **single duty period**.

(v) In the case of all **other helicopters**, the flight crew member **should not operate more than three (3) helicopter types** or significantly different variant, sample categories are below according to Table-1 on previous page;

CATEGORIES FLYING	CATEGORIES WILL BE ADDED	MINIMUM HRS ON CATEGORIES	TOTAL FLIGHT HOURS NEEDED
SEH	+ SEH	50	2000
SEH	+ MEH-L	100	1750
SEH + SEH	+ MEH-L	100 + 50	1750
SEH + MEH-L	+ SEH	100 + 30	1750
MEH-L	+ SEH	100	1500
MEH-L + SEH	+ SEH	100 + 30	1500

(A) Before exercising the privileges of more than one type, flight crew member shall have completed **one (1) company proficiency check** and **shall have minimum flight hours on categories as shown above table**.

(B) After completion of the initial line check on the new helicopter type, 15 hours flying or 10 sectors shall be achieved solely on helicopter of the new type rating.

(05.03)- CABIN CREW

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.CC.110 / ORO.CC.210

N/A

05.04-Training, Checking and Supervision Personnel

ORO.FC.145(a)(2)

(05.04.01)- For Flight Crew

Revizyon No: 22 Revizyon Tarihi: 05.05.2024

ORO.FC.145(a)(2)

The following personnel have training, checking and supervisory function with respect to operational personnel. Their duties are detailed in OM Part D 01.05.01 :

1. GROUND Trainer,
2. ESET Trainer,
3. CRM Trainer,
4. DGR Trainer,
5. LIFUS Trainer / LC Pilot and OPC Examinar;
   (in case of flight and flight simulating training, checking and assessment),
6. HESLO Instructor.

(05.05)- Other Operations Personnel (including Technical Crew and Crew Members other than Flight, Cabin and Technical Crew)

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

ORO.CC.110 / ORO.CC.210 / ORO.FC.145(a)(2) / ORO.CC.115

All other Operations Personnel will receive an adequate training for the ask to be performed by them and will have demonstrated a sufficient level of knowledge appropriate to the privileges granted by the company, prior assignment to duty.

All training and checking programs are specified in the OM PART D and are approved by TR DGCA.

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06-CREW HEALTH PRECAUTIONS

PART-MED / SHT-APAM

(06.00)- Crew Health Precautions

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

PART-MED / SHT-APAM

The crew member shall not perform duties on an helicopter:

(1) When under the influence of psychoactive substances or alcohol or when unfit due to injury, fatigue, medication, sickness or other similar causes;
(2) Until a reasonable time period has elapsed after deep water diving or following blood donation;
(3) If applicable medical requirements are not fulfilled;
(4) If he/she is in any doubt of being able to accomplish his/her assigned duties; or
(5) If he/she knows or suspects that he/she is suffering from fatigue or feels otherwise unfit, to the extent that the flight may be endangered.

a. Alcohol and Other Intoxicating Liquids

KAAN AIR shall take all reasonable measures to ensure that no person enters or is in a helicopter when under the influence of alcohol or drugs to the extent that the safety of the helicopter or its occupants is likely to be endangered. Additionally, **random** alcohol and/or drug **test** would be applied to the crew by the approved auditors of DGCA **before or after flight duty** period or in **reasonable doubt** condition in accordance with **related** directives.

1. No alcohol should be consumed **less than 8 hours prior** to the specified reporting time for a flight duty period or the commencement of standby;
2. The blood alcohol level should **not exceed the lower of 0.2 per thousand** at the start of a flight duty period;
3. No alcohol should be consumed during the flight duty period or whilst on standby.

b. Narcotics

A crew member shall not perform duties on a helicopter while under the influence of any narcotic that may affect his **faculties** in a manner **contrary to safety**.

c. Drugs

If you are taking any medicine you should ask yourself the following three questions:

- Do I feel fit to fly ?
- Do I really need to take medication at all ?
- Have I given this particular medication a personal trial on the ground of **at least 24 hours before flight** to ensure that it will not have any adverse effects on my ability to fly ?

Confirming the absence of adverse effects may well need expert advice and the assistance of an **AeMC** or an **AME**. If you are ill and need treatment it is vitally important that the doctor whom you consult knows that you are a member of aircrew and whether or not you have recently been abroad.

Accidents and incidents have occurred as a result of pilots flying while medically unfit and the majority have been associated with what have been considered relatively trivial ailments. Although the symptoms of colds, sore throats, diarrhea and other abdominal upsets may cause little or no problem while on the ground they become dangerous in the flying environment by distracting the pilot and degrading performance in the various flying tasks. The in-flight environment may also increase the severity of symptoms that may be minor while on the ground. The effects may be compounded by the side effects of the medication prescribed or bought over the counter for the treatment of such ailments. The following are some widely used medicines, which are considered incompatible with flying:

- **Antibiotics** - Various penicillin's, tetracycline's and others may have short term or delayed side effects which can affect pilot performance. More significantly, however, their use usually indicates that an infection is present and thus the effects of this infection will mean that a pilot is not fit to fly.
- **Tranquilizers, anti-depressants and sedatives** - Inability to react due to the use of this group of medicines has been a contributory cause to fatal aircraft accidents. Again, as with antibiotics, the underlying condition for which these medications have been prescribed will almost certainly mean that a pilot's mental state is not compatible with

the flying task.

- **Stimulants** - Caffeine, amphetamines and such (often known as 'pep' pills) are used to maintain wakefulness or suppress appetite and are often habit forming. Susceptibility to different stimulants varies from one individual to another, and all may cause dangerous over confidence. Over dosage causes headaches, dizziness and mental disturbance. The use of 'pep' pills while flying is not permitted. Where coffee intake does not offer sufficient stimulation, then an individual is not fit to fly. Remember that excessive coffee drinking has harmful effects including disturbance of the heart's rhythm.
- **Anti-histamines** - This medication can cause drowsiness. They are widely used in 'cold cures' and in treatment of hay fever, asthma and allergic rashes. They may be in tablet form or a constituent of nose drops or sprays. In many cases the condition itself may preclude flying, so that, if treatment is necessary, advice from an AeMC or an AME should be sought so that modern drugs, which do not degrade human performance, can be prescribed.
- **Hypertension reducing drugs** - Certain drugs used to treat high blood pressure can cause a change in the normal cardiovascular reflexes and impair intellectual performance, both of which can seriously affect flight safety. If the level of blood pressure is such that drug therapy is required the pilot shall be temporarily grounded and monitored for any side effects. Any treatment instituted should be discussed with an AeMC or an AME and a simulator assessment or line check may be appropriate before return to flying.
- **Anesthetics** - Following local, general, dental and other anesthetics, a period of time should elapse before return to flying. The period will vary considerably from individual to individual, but a pilot should not fly for at least 24 hours after a local anesthetic and for 72 hours after a general or spinal anesthetic.
- **Analgesics** - The more potent analgesics may produce a significant decrement in human performance. If such potent analgesics are required, the pain for which they are taken generally indicates a condition, which precludes flying. Many preparations are now marketed containing a combination of medicines.

It is essential therefore that if there is any new medication or dosage, however slight, the effect should be observed by the pilot on the ground prior to flying. Although the above are the commonest medicines that adversely affect pilot performance, it should be noted that many other forms of medication, which may not affect pilot performance, may do so in individuals who are 'oversensitive' to a particular preparation. Individuals are therefore advised not to take any medicines before or during flight unless they are completely familiar with their effects on their own bodies. In cases of doubt, pilots should consult an AeMC or the AMS.

d. Sleeping Tablets

Many medications may have adverse effects on the nervous system, which may be more marked in flight than on the ground. As a general rule, if a crew member finds it necessary to take, or has been prescribed some form of medication, his fitness to fly must be suspect, and he shall seek aero-medical advice before commencing or continuing with flying duties.

e. Anti Depressants

The inability to react due to the use of this group of medicines has been a contributory cause to fatal aircraft accidents. Again, as with antibiotics, the underlying condition for which these medications have been prescribed will almost certainly mean that a pilot's mental state is not compatible with the flying task.

f. Pharmaceutical Preparations

Drugs intended for human use, presented in their finished dosage form.

g. Immunisation

In accordance with the World Health Organisation's (WHO) International Health Regulations many countries prescribe vaccination of crewmembers against defined diseases, often specifying that such immunisation is only required upon entry "after leaving or transiting infected areas".

Each crewmember scheduled for flight duty abroad must satisfy any requirement(s) for vaccination(s), to have himself vaccinated in time, and to be able to produce - during his tour of duty - the appropriate WHO-approved "Certificate of Vaccination or Re-vaccination". Vaccination/re-vaccination will take place **not less than 24 hours** before commencement of flight duty? in case of strong reaction medical advice will be obtained in view of a possible impairment of fitness for flight duty. **No alcoholic beverages will be consumed for a period of at least 24 hours after vaccination.**

Malaria prophylaxis, though not immunization in the strict sense of the word, is mentioned here: crewmembers scheduled for flight duty to malaria infected countries will obtain, on the advice of their flight medical doctor, the appropriate medication and apply it as prescribed.

Crewmembers will be aware of the fact that there are many extremely dangerous diseases against which vaccination is not possible. Only general rules may be given here for health-conscious behaviour in foreign countries, observe strict

hygiene in eating/drinking (amoebic dysentery, brucellosis), do not bathe in stagnant water (bilharziasis), in infested (eg., bush/jungle) areas, wear long sleeved shirts and long trousers to prevent or minimise bites by disease-carrying insects (filariasis, malaria, encephalitis, sleeping sickness) or by outright poisonous insects or animals (spiders, scorpions, snakes)? use insect repellent.

h. Deep-Sea Diving

Crew members whose sporting activities include deep sea diving to **a depth exceeding 10 metres** shall not fly **within 48 hours** of completing such diving activity.

i. Blood / Bone Marrow Donation

Crew members should not normally act as blood donors. If, for any reason, they have done so, they are to advise the company immediately following each donation, and shall not undertake flying duties for **at least 24 hours after** they have given blood.

j. Meal Precautions prior to and during Flight

Sensible precautions should be taken to avoid the risk of food poisoning to reduce the possibility that both pilots could become incapacitated.

k. Sleep and Rest

Although the controls on flight and duty periods are intended to ensure that adequate opportunities are provided for crew members to obtain rest and sleep, individuals should ensure that proper advantage is taken of such opportunities.

A crew member shall not perform duties in flight if he knows or suspects that he is suffering from fatigue, or feels unfit to the extent that the flight may be endangered.

l. Surgical Operations

Aero-medical advice should be sought prior to returning to flying duties following any surgical procedure.

ALCOHOL AND PSYCHOACTIVE SUBSTANCE CONTROL MANUAL

Definitions:

- **Aeronautical personnel:** Voluntary and non-voluntary personnel required to be inspected by the General Directorate, Institutions and Organizations,
- **Alcohol:** any drink containing ethyl or methyl alcohol,
- **Alcohol / Substance Hazardous Use:** (Harmful use, ICD 10) to be subject to continuous use, substance overuse, substance-related problems (family, friends, work) or use, even when the substance is harmful enough to lead to death;
- **Auditor personnel:** Technical inspectors authorized by the Directorate General in accordance with the Regulation on the Duties, Authorities and Responsibilities of the Technical Inspectors of the General Directorate of Civil Aviation and Working Procedures and Principles (SHY-TD01) or officers authorized by other National and International organizations or enterprises
- **Aviation medical centers:** Flight and other aeronautical personnel established within the body of health facilities authorized by the General Directorate for public health inspections, public / private institutions and organizations and natural or legal persons.
- **Breathalyser:** The technical test device, which can display the serial number of the device by means of the date, time and measurement results of the alcohol measurement in the breathing air, which can measure the alcohol level in promil,
- **Diagnosis and treatment centers for substance addiction:** Circular on the Working Procedures and Principles of Medical Laboratories in the Drug Addiction Diagnosis and Treatment Centers of the Ministry of Health dated 17/07/2014 and numbered 2014/22 with Illegal and Abusive Drug and Substance Analyzes centers identified
- **Flight Doctor:** ICAO Doc 8984-AN / 895 in accordance with the curriculum included in the field of Aviation medicine, the General Directorate by an Aviation Medical Center, who served in the flight and other aviation personnel health examinations and assessments and health certificates from the regulation responsible medical doctors authorized by the General Directorate.
- **Flight duty period (FDP):** The duration that, the end of the last sector, which starts at the moment when any team member is required to start working, covers a series of sectors or sectors and the member of the team in question acts as a member of the team, and ends at the moment the engines are shut down.
- **Flight personnel:** pilots of national and foreign operators, cabin crew members, flight engineers, flight technicians, flight instructors, responsible for carrying out the duties necessary for the operation of an aircraft during flight.
- **ICAO Doc 8984-AN / 895:** the document on civil aviation health rules issued by ICAO,
- **ICAO Doc 9654-AN / 945:** Document for the prevention of the problematic use of substances in aviation workplaces published by ICAO,
- **Medical consultators:** The health worker who can participate in the interrogation of the pilot and the psychiatrist with full medical follow-up after inpatient treatment and psychiatric evaluation, collecting data for early recognition, evaluation and referral to the psychiatry expert,
- **Out-of-limit alcohol use:** alcohol or alcohol use in contravention of the limits specified in the civil aviation legislation,
- **Peer (Pîr) group:** Alcohol and Substance Addict and colleagues, flight physicians, aviation medical center and workplace medical consultants, flight operations supervisors, supervisors and examiners, simulators and other course trainers, association members and family members,
- **Promil:** 1000 ml of alcohol in grams in blood,
- **Psychoactive substance:** Opioids, cannabinoids, hypnotic and sedatives, cocaine, amphetamines and other stimulants, which may lead to addiction or problematic use, excluding tobacco and coffee, can cause changes in consciousness, perception, mood, cognitive functions , hallucinogens, volatile solvents, synthetics and similar chemical substances,
- **Reasonable suspicion:** The smell of alcohol in the breath suggesting the effect of psychoactive substance or alcohol, disturbance in physical, behavioral and performance indicators in walking, in conversation, or in case of high level of related values ??in laboratory tests, in case of notification made by voluntary reporting method
- **Screening test:** Systematically measuring the presence or absence of substance in the test sample is the test method. Screening tests are generally qualitative tests, and tests are reported as positive or negative, but can be quantitative or quantitative according to the cut-off value.
- **Substance / Alcohol Addiction:** (Substance abuse, ICD 10) inability to cease despite complications, increased tolerance to the effects and withdrawal symptoms,

- **Verification laboratory:** The laboratory defined by the Circular on the Working Procedures and Principles of the Validation Laboratories of the Ministry of Health, dated 27/03/2015 and numbered 2015/14, on the Illicit and Abusive Drug and Substance Analysis in Urine Samples,
- **Verification test:** Alcohol and psychoactive substance testing obtained by screening method more specific advanced analysis methods used in verifying results.

(06.02)- Controls for the Detection of Psychoactive Substance and Off-Limit Alcohol Use

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-APAM

(1) Random alcohol and/or substance screening by audit personnel tests as part of the audit or in the case of reasonable doubt about their use;

a) Aircraft technician and flight operations specialists during their duties,
b) The flight crew and cabin crew are checked for the detection of psychoactive substance and alcohol use outside the limit before, during the flight duty period or within 1 hour at the latest after the end of the flight duty period.

(2) If a positive result is obtained in alcohol and/or substance screening tests, in case the tested person objects to the result or if it is passed in the procedures of the relevant civil aviation enterprise/organization, verification tests are provided.

(3) Alcohol and/or substance screening tests are carried out in areas where the passenger is not present, in a way that does not endanger the health and reputation of the aviation personnel subject to control, and medical confidentiality is respected.

(4) The tests described below are applied for alcohol and/or substance screening and verification:
a) **Urine test**: It is used to detect alcohol and psychoactive substances. In the urine test, opiates, cocaine, cannabis, benzodiazepines, amphetamines and, if necessary, other psychoactive substances are checked. In cases where alcohol cannot be checked in the blood, in delayed cases and after the event-accident, the alcohol metabolite is checked in the urine test.
b) **Blood test**: It is used to detect alcohol and psychoactive substances in the blood. In case of objection to the breath test, a blood sample is taken within 2 hours at the latest to determine the alcohol value and for psychoactive substance screening in cases where urine test cannot be performed. The result is determined in mg/dl.
c) **Breath test**: The amount of alcohol in the blood is indirectly determined by measuring the amount of alcohol in the respiratory air of the person. The result is determined in terms of promil.
ç) **Hair test**: In case of reasonable doubt, a certain amount of hair or body hair is taken to the verification laboratory and examined by Aviation Medical Centers, Flight Doctors or Authorized Doctors, regardless of the screening test result, in order to determine the use of psychoactive substances.
d) **Nail analysis**: It is determined by the verification laboratory that the hair test is not suitable. It is used to detect retrospective use of psychoactive substances in situations.
e) **Saliva test**: It is done to determine the use of psychoactive substances. The test results in 5-10 minutes. It is used in random applications and reasonable suspicion.

(06.03)- Conditions that Require Control

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-APAM

(1) Screening tests and examinations;
a) In case of **request** by the General Directorate or the relevant civil aviation enterprise/organization,
b) **Random** flight - during the mission or up to 1 hour later,
c) In case of reasonable **doubt**; before or at the end of any aviation inspection and flight duties,
ç) In case of being involved **in a crime** due to mental or behavioral disorders resulting from alcohol or substance use, regardless of addiction,
d) **Post-accident** aviation inspections to be carried out by Aviation Medical Centers and aviation inspections carried out within the scope of Chapter 06.07.

(06.04)- Tests and Materials

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-APAM

(1) For the screening tests to be carried out:

a) Measurement test with breathalyzer to determine alcohol level, and substance screening test in urine and/or saliva samples to determine psychoactive substance use.
b) Reserved.
c) Samples; The Medical Laboratories Regulation published in the Official Gazette dated 09/10/2013 and numbered 28790 of the Ministry of Health is taken in accordance with the letter and its annex on the "Functional Principles of Medical Laboratories Performing the Analysis of Illegal and Abused Drugs and Substances in Urine Samples" dated 13/12/2016.

(2) For verification tests to be carried out:

a) Confirmation sample of blood, urine, hair or nail sample taken during the test or taken simultaneously with the test in order to carry out the verification test in case the alcohol and psychoactive substance screening test result is objected by the person undergoing the test or it is passed in the procedures of the relevant civil aviation enterprise/organization. It is accepted and sent to the verification laboratory following the chain of custody.
b) In case of reasonable doubt, regardless of the screening test result, the sample is sent to the verification laboratory for the same sample verification test by aviation medical centers, flight doctors and authorized doctors, following the chain of custody.
c) Samples; It is taken in accordance with the Medical Laboratories Regulation published in the Official Gazette dated 09/10/2013 and numbered 28790 of the Ministry of Health and the Instructions and Circulars published on the basis of this regulation.

(3) In case, blood and/or urine samples are taken in order to carry out a confirmation test in verification laboratories, in case the test result is objected to by the person who has taken the test or to the test result of the psychoactive substance screening test performed by the inspector personnel:

a) Three-copy Alcohol/Psychoactive Substance Screening Test Objection, published on the General Directorate web page and shared in the Information Management System (BYS) application, regarding the request for a confirmation test and the permission to take blood and/or urine samples, provided that it is on the same day and on the same sample. The Verification Test Request and Consent Form is filled. The form is signed by the laboratory specialist who took the verification test, the supervisory staff and the person requesting the verification test.
b) In cases where a separate area is not created by the relevant civil aviation enterprise/organization at the airports for screening tests, Opening and Working for Terminals and Sanitary Workplaces at Airports Open to Civil Aviation, which came into force by being published in the Official Gazette dated 03/03/2018 and numbered 30349. According to Article 13 of the Regulation on Licenses, blood and/or urine samples are taken under the supervision and responsibility of flight doctors assigned at airports and medical personnel working in health units other than airports.
c) The auditor in charge of the relevant civil aviation enterprise/organization where the objecting person works goes to the health unit that will take the sample together with the personnel.
ç) In cases where blood sample is required, blood is taken by health personnel in two separate tubes with sodium fluoride/potassium oxalate.
d) Alcohol swab should not be used while taking the blood sample, both tubes will be filled. Blood should be drawn in this way and sample labels should be affixed to the tubes.
e) As soon as the urine sample is taken, the amount of urine, the temperature, color and appearance of the urine are checked by the health personnel who took the urine sample against any risk of contamination, and the sample label is affixed.
f) One copy of the Alcohol/Psychoactive Substance Screening Objection, Confirmation Test Request and Consent Form published on the website of the General Directorate and shared in the Information Management System application is delivered to the health unit that took the sample, and a copy is delivered to the sample owner.
g) The sample/samples taken are sent to the verification laboratory by the healthcare professionals in accordance with the sample chain of custody with a confirmation test request letter.

(06.05)- Psychoactive Substances to be Tested

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-APAM

The list of psychoactive substance to be tested screening is published on the website of the General Directorate to be updated every 2 years. The psychoactive substances on this list are tested at in full. If deemed necessary, additional updates can be made in the list and additional tests can be made:

a) Alcohol,
b) Amphetamine (AMP),
c) Benzodiazepines (BZD),
ç) Cannabinoids (THC, Marijuana, Marijuana),
d) Cocaine (COC),

e) OPIOID; Morphine, Codein, Heroin (MOR, COD, HR),
f) MDMA Ectasy (3,4-Methylenedioxymethamphetamine. XTC),
g) Tricyclic Anti Depressants (TCA),
ğ) Phencyclidine (PCP),
h) Synthetics(JWH-018,019,073,122,210 BONZAI),
ı) Barbiturates (BAR),
i) Other psychoactive substances and other stimulants are also tested when necessary.

(06.06)- Test Results

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-APAM

(1) The result of the measurement made with a breathalyzer is determined in terms of promil. If the alcohol measurement result is **above 0.2 promil**, the test result is considered **positive** and alcohol use outside the limit.
(2) If any of the substances sought in psychoactive substance screening tests are found, the screening test result is considered positive and psychoactive substance use.
(3) In cases where any of the screening test results are positive and a sample is taken for the confirmation test, the test result from the confirmation laboratory is considered positive until it is evaluated by the General Directorate, aviation medical centre, flight physician or authorized physician. In such cases, the test result from the verification laboratory is taken as a basis.
(4) Aviation personnel subject to control who do not allow the inspector personnel to apply the test cannot use their privileges and relevant authorities of their licenses, since the use of alcohol and psychoactive substances outside the limit cannot be determined definitively.
(5) Those who act in a way that will affect the sampling for screening and/or verification test and those who violate their responsibilities cannot use their privileges and relevant authorities of their licenses, since the use of off-limits alcohol and psychoactive substances cannot be determined definitively, and action is initiated in accordance with **Chapter 06.07 paragraph (7)**.

(06.07)- Reporting, Evaluation and Follow-up of Test Results

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-APAM

(1) Screening test results are entered into the three-copy alcohol/psychoactive substance screening test result form published on the website of the General Directorate and shared in the Information Management System (BYS) application. In the upper right part of the screening test result form, there is a confidential - personal record indicated in red.
(2) A copy of the alcohol and psychoactive substance screening test result form is sent to the person undergoing the test, a copy to the relevant civil aviation enterprise/organization where the person works, and a copy to the authorized Aviation Medical Center or General Directorate.
(3) In cases where samples are taken for the verification test, the results sent from the verification laboratory are sent by the sampler to the relevant civil aviation business/organization where the person works and to the authorized Aviation Medical Center or General Directorate.
(4) All records of alcohol and psychoactive substance screening and verification tests are kept by the person/organization performing the test in accordance with the procedures, in compliance with medical confidentiality.
(5) Except for those with negative confirmation test results, in case any of the alcohol and/or psychoactive substance tests are positive, the person cannot use the privileges and related powers of their licenses until successful treatment or follow-up protocol is implemented. Regardless of the follow-up period, alcohol and psychoactive substance tests may be requested in cases of reasonable suspicion or random.
(6) If alcohol or psychoactive substance use is detected during the first time applicants for the aviation examination, these persons may be re-admitted to the aviation examination in the following cases:
a) Those who apply for Class 1 and Class 3 health certificates pursuant to the Aviation Health Instruction can be re-administered for aeronautical examination, at the earliest, if they undergo a psychiatry examination, alcohol and psychoactive substance screening tests every three months for a period of one year and all results are negative. If these people certify that they have not used alcohol or psychoactive substances for a period of one year in Substance Addiction Treatment Centers with a health board report, they can be taken to aviation examination without being subject to the specified period and follow-up requirements.
b) Applicants for Class 2 and LAPL health certificates in accordance with the Aviation Health Instruction, cabin crew member, aircraft technician and flight operations specialist candidates, if they undergo a monthly psychiatric examination, alcohol and psychoactive substance screening tests for three months at the earliest and all results are negative. They can be re-inspected for aviation. These people can be taken to the aviation examination if they document that they have not used alcohol or psychoactive substances for a period of 3 months at the Substance

Addiction Treatment Centers with a medical board report.

(7) In case the aviation personnel subject to control accept the positive result of the psychiatry examination, alcohol and psychoactive substance screening tests performed within the scope of this manual, or if the results of the verification tests are positive, in case the relevant civil aviation enterprise/organization passes the procedures, they shall not apply their privileges and related authorizations of their licenses; **considered temporarily unfit for a month.**

(8) Routine follow-up processes of aviation personnel subject to control according to test results:

a) In accordance with the Aviation Health Instruction, Class 1 health certificate holders can be re-evaluated if they undergo psychiatry examination, alcohol and psychoactive substance screening tests every 3 months in the first year and 6 months in the second year and all the results are negative, for at least 18 months to be eligible with OML. can be taken for aviation inspection. In case the health certificate holder changes the certificate class or receives a health examination report, the specified follow-ups are continued.

b) Pursuant to the Aviation Health Regulations, Class 2 and LAPL health certificate holders can be re-administered for aeronautical examination, provided that they have at least 12 months of eligibility with OSL, three-monthly psychiatric examinations, alcohol and psychoactive substance screening tests for a year and all results are negative.

c) In accordance with the Aviation Health Instruction, Class 3 health certificate holders can be re-evaluated if they undergo psychiatry examination, alcohol and psychoactive substance screening tests every 3 months in the first year and 6 months in the second year and all results are negative, provided that they are eligible with SSL for at least 18 months. can be taken for aviation inspection.

ç) Cabin crew members, aircraft technicians, flight operations specialists may be re-administered for an aviation examination, unrestricted or with MCL eligibility, provided that they undergo a 3-month psychiatric examination, alcohol and psychoactive substance screening tests and all results are negative.

(9) Aviation personnel under control who have been diagnosed with alcohol / substance addiction cannot exercise their privileges and related authorizations of their licenses. These personnel are evaluated on an outpatient or inpatient basis at Substance Addiction Treatment Centers that have treatment experience in the field of addiction. After being discharged with recovery, the personnel, who are evaluated at three-month intervals in the first year, with four-month intervals in the second year, and with six-month intervals in the third year, can return to work after being documented with a medical board report in Substance Addiction Treatment Centers, where physical and mental recovery occurs, and social harmony is functional.

(10) In case of being involved in a crime due to mental or behavioral disorders caused by alcohol or substance use, whether addicted or not, the aviation personnel subject to control cannot use the privileges and related powers of their licenses without undergoing the aviation examination and obtaining eligibility.

(11) Reserved.

(12) Aviation personnel subject to control during their follow-up within the scope of this manual; If the results of the psychiatry examination, alcohol and psychoactive substance screening tests are negative, it is considered suitable for 3 months for the first year and 6 months for the second year until the next control.

(13) The periods of unavailability given to the aviation personnel subject to control are added to the routine follow-up periods. During the follow-up of the aviation personnel subject to control within the scope of this article, if they have a medical examination report, class 2, 3 and LAPL health certificate and apply for a class 1 health certificate, subparagraph (a) of the eighth paragraph of this article is applied in order to issue a class 1 health certificate.

(14) Pursuant to the Turkish Penal Code dated 26/09/2004 and numbered 5237, in case of encountering a criminal situation during the transactions carried out within the scope of this Instruction, a notification should be made in accordance with the provisions of the Turkish Penal Code.

(06.08)- Responsibility and Obligations of Aviation Personnel subject to Control

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a) In no case may use any drug or substance with a psychoactive substance in its content, except in cases where it is required to use the drug by documenting it with a valid medical report and / or physician's prescription.

b) The alcohol level measured within 1 hour at the latest cannot be above 0,2 promilin, when flight expiry, during flight duty and end of flight duty,

c) Alcohol and / or psychoactive substance screening tests shall be carried out at the stages determined in the related directives.

ç) In cases where a screening test is applied, In this case, the Alcohol / Psychoactive Substance Screening Test, which is published on the web page of the General Directorate of Information Management System (BYS), is obliged to complete and sign the Verification Test.

d) In the cases where the test is to be performed, is obliged to provide samples,

e) In cases where validation test is to be carried out, it is obliged not to eat anything, to drink and not to use any drugs until the sample is completed.

f) Unless he / she has to use any drug that has been declared due to his / her disease, known to be unable to prevent his / her privileges and related powers, he / she cannot perform his / her flight and related duties unless he / she is certain that flight duties can be performed safely.

g) If any of the alcohol and/or psychoactive substance tests are positive, if he/she is not working in any relevant civil aviation enterprise/organization, to have the control follow-up examinations including psychiatry examination, alcohol and psychoactive substance screening tests at desired intervals, at all costs incurred in aviation medicine centers authorized by the General Directorate, and It is obliged to notify the General Directorate when requested.
ğ) In case of being involved in a crime due to mental or behavioral disorders caused by alcohol or substance use, whether addicted or not, the aviation personnel subject to control cannot use their privileges and related powers of their licenses without undergoing an aviation examination and obtaining eligibility at the aviation medical center.
h) Participate in the support program, if applicable.

(06.09)- Responsibility and Obligations of Civil Aviation Companies

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a) the aeronautical personnel, in addition to the need for other personnel to determine the use of psychoactive substance or non-limit alcohol during the task of determining the necessary arrangements to make the necessary arrangements, to inform the auditor personnel, taking the necessary measures and for this purpose it is obliged to include the regulation.
b) It is obliged to ensure that random screening tests to determine the use of psychoactive substance or non-limit alcohol during the duty of the aeronautical personnel are such that it will test **at least 10% of the personnel per year** and inform the General Directorate of the results.
c) If any of the screening tests made by the auditor personnel notified to the General Directorate is objected to by the relevant aviation personnel, it is obliged to cover all the costs such as taking samples at the airport or the related regional health unit, sending the sample to the verification laboratory and conducting verification tests in the verification laboratory for the verification test to be performed.
ç) If any of the alcohol and / or psychoactive substance tests are positive, the psychiatric examination, which is appropriate for the relevant follow-up periods for the relevant personnel, is obliged to ensure that the alcoholic and psychoactive substance screening tests are followed by the competent aviation medical centers by the General Directorate to meet all the costs and to inform the General Directorate .
d) If any of the alcohol and / or psychoactive substance tests is positive, it is obliged to ensure that the relevant personnel is checked by authorized aviation medical centers and reported to the General Directorate in order to determine whether the relevant personnel is appropriate for the task in the use of psychoactive substance or non-limit alcohol use. .
e) It is obliged to ensure that aviation personnel are evaluated by aviation medical centers in order to determine whether they are eligible to perform their flight duties safely when they need to use drugs due to disease.
f) Alcohol and psychoactive substances are obliged to keep all records of screening and verification tests in accordance with document procedures by respecting confidentiality and security.
g) If applicable, the relevant civil aviation enterprise/organization provides proactive and non-punitive support to assist and assist the controlled aviation personnel in recognizing, coping with and overcoming any problem that may adversely affect their ability to safely exercise their license privileges and related authorizations; facilitate, enable, and provide access to the program. This access should be granted to all controlled aviation personnel.
ğ) Provide support program reports for each evaluation and examination by the General Directorate or aviation medical center, when requested and to be given if applicable.
h) It is obliged to notify the auditor personnel who have been trained in the use of test devices, sampling techniques and reporting procedures, and who have a training certificate, assigned to the General Directorate to perform alcohol level determination and psychoactive substance screening tests. **The name of the auditor personnel or the institution authorized for auditing is notified to the General Directorate in writing.**
ı) It is obliged to have **alcohol meter calibration** measurements done by the alcohol meter device manufacturer or by laboratories accredited within the scope of ISO/IEC 17025.

(06.10)- Responsibility and Obligations of the Inspector Personnel who perform the Screening Tests

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(1) Within the scope of this manual, the inspector personnel alcohol level determination and can do psychoactive substance screening tests. In order for the auditor personnel to perform alcohol level determination and psychoactive substance screening tests;

a) Notifying the General Directorate by the relevant civil aviation enterprise/organization that it has been assigned to perform alcohol level detection and psychoactive substance screening tests,
b) It is necessary to have received training on the use of test devices, sampling techniques and reporting procedures and to have a training certificate.

(2) In case of objection to the alcohol measurement result made with a breathalyzer and/or the result of the substance screening test performed on the saliva sample by the person who has been tested, or if it is passed in the procedures of

the relevant civil aviation enterprise/organization, which is published on the General Directorate web page and shared in the Information Management System application. Applying the procedure for filling and signing the Alcohol/Psychoactive Substance Screening Test Objection, Confirmation Test Request and Consent Form, and if this procedure is not followed, the relevant person's use of alcohol and psychoactive substances outside the limit cannot be determined, so that the individuals do not exercise their privileges and relevant authorities of their licenses. It is responsible for ensuring that the relevant person is informed about what will be done.

(3) Inspector personnel should ensure that blood and/or urine samples are taken under the supervision of the relevant civil aviation enterprise/organization health unit, workplace doctor or flight physician assigned at the airports in cases where the verification test will be performed. Outside airports, if the inspector personnel are not healthcare personnel, they should ensure that blood and/or urine samples are taken by observing healthcare personnel working in healthcare units.

(4) Audit personnel are responsible for ensuring confidentiality during the implementation, recording and reporting of screening tests.

(5) In case the auditor personnel are the personnel of General Directorate; In cases where the screening test result is positive, the responsibility of the General Directorate inspector personnel is terminated with the notification of the test result and the test person to the inspector personnel notified by the relevant civil aviation enterprise/organization to which the aviation personnel subject to control in accordance with subparagraph (c) of chapter 06.09 of this manual is attached.

(6) In case of objection to the test result after the inspection personnel of the relevant civil aviation enterprise/organization of the personnel notified within the scope of paragraph 5 of this article, or in case it passes in the procedures of the relevant civil aviation enterprise/organization, the inspector personnel may be required to conduct the verification test at the airport or the relevant institution. It is responsible for taking samples in the health unit, sending the sample to the verification laboratory, and ensuring the sending of verification tests in the verification laboratory.

(06.11)- ALCOHOL/PSYCHOACTIVE SUBSTANCE SCREENING TEST RESULT FORM (FORM 1)

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

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KAAN AIR

According to
SHT-APAM Appendix-1

T.C.
ULAŞTIRMA VE ALTYAPI BAKANLIĞI
Sivil Havacılık Genel Müdürlüğü

ALKOL/PSİKOAKTİF MADDE TARAMA TEST SONUÇ FORMU (FORM 1)

ALCOHOL/PSYCHOACTIVE SUBSTANCE SCREENING TEST RESULT FORM (FORM 1)

Test Bilgileri/*Test Information*			
Tarih/*Date*		Saat/*Time*	
☐ Uçuş Görev Öncesi/*Before Flight Duty*	☐ Görev Süresince/*On Duty*		
☐ Uçuş Görev Sonrası/*After Flight Duty*	☐ Makul Şüphe/*Reasonable Doubt*	☐ Rastgele/*Random*	

Test Uygulanan Personel Bilgileri/*Information of Personnel Tested*			
Adı, Soyadı/*Name, Surname*		Cinsiyet/*Gender*	
TC Kimlik No./*ID No.*		Doğum Tarihi/*Date of Birth*	
Görevi/*Duty*			
Lisans No./*License No.*			
İşveren/*Employer*			

Testi Uygulayan AeMC/Denetçi Personel Bilgileri/*Information of AeMC/Testing Inspector*	
Adı, Soyadı/*Name, Surname*	
Unvanı/*Title*	

Test Sonuç Bilgileri/ *Test Result Information*	
Uygulanan Test/ler/*Test(s) Applied*	
Test/ler Sonucu/*Test(s) Result*	

☐ Yukarıdaki testin/testlerin kendi irademle yapıldığını, bana ait olduğunu ve sonucu kabul ediyorum. Bu işlem ile ilgili gerekli bilgi tarafıma verilmiştir./ *I agree that the above test(s) are done by my own will, and that it is mine and that I accept the result. The necessary information about this process is given to me.*

☐ Yukarıdaki testin/testlerin bana ait olduğunu ve/veya sonucu kabul etmiyorum./ *I do not accept that the above test(s) are mine and / or with the result.*

☐ Test yaptırmayı kabul etmiyorum./ *I do not accept testing.*

Tarih/*Date*: ..... /..... /.....

Test Uygulanan Personel
Tested Personnel
Adı, Soyadı/*Name, Surname*
İmzası/*Signature*

Test Uygulayan Personel
Testing Personnel
Adı, Soyadı/*Name, Surname*
İmza/*Signature*

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(06.12)- ALCOHOL/PSYCHOACTIVE SUBSTANCE SCREENING TEST APPEAL, VERIFICATION TEST REQUEST AND CONSENT FORM (FORM 2)

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

SHT-APAM

KAAN AIR

T.C.
ULAŞTIRMA VE ALTYAPI BAKANLIĞI
Sivil Havacılık Genel Müdürlüğü

According to
SHT-APAM Appendix-2

ALKOL/PSİKOAKTİF MADDE TARAMA TESTİ İTİRAZI, DOĞRULAMA TESTİ İSTEK VE ONAM FORMU (FORM 2)

ALCOHOL/PSYCHOACTIVE SUBSTANCE SCREENING TEST APPEAL, VERIFICATION TEST REQUEST AND CONSENT FORM (FORM 2)

İstemi Yapan / *Claiment*			
Kurum/kuruluş adı / *Name of Organization*			
Telefon No/Faks / *Phone No/Fax No*		E-posta / *Email*	

Numune Sahibi, Adı Soyadı / *Sample Owner, Name Surname:*	
Kod Numarası / *Code number*	
Yaşı/Cinsiyeti / *Age/Gender*	
Varsa İlave Kronik Rahatsızlığı / *If any Additional Chronic Disease*	
Kullandığı bilinen ilaç ve maddeler / *Used drugs and substances known*	

Doğrulama için gönderilen numuneye ait / *For the Sample Sent for Verification*		
Alınma Tarihi / *Date of Sampling*	Derin Dondurucuda Saklanmaya Başladığı Tarih / *Initial Date of Storage in Deep Freezer*	Derin Dondurucuda Saklama Sıcaklığı (°C) / *Temperature in Deep Freezer (°C)*

Doğrulama İstenilen Test/Testlere Ait / For the Test(s) Concerning Verification		
	Doğrulama İstenen Testin/Analitin Adı / *Name of the Test/Analyte to Verify*	Tarama Testi İçin Kullanılmış Olan Yöntem / *Method Used for Screening Test*
1		
2		
3		
Doğrulama için gönderilen materyalin gönderim tarihi / *Submission Date of the Material Sent for Verification:*		

Laboratuvar Sorumlusunun / *Laboratory supervisor;*
Adı, Soyadı / *Name, Surname:* İmzası / *Signature:*

... /... /... tarihinde saat: ...:...'de yapılan yukarıda belirtilen tarama testi/testleri sonucunu kabul etmiyorum. Doğrulama testi yapılmasını talep ediyorum. Bu amaçla kendimden kan ve/veya idrar numunesi alınmasına izin ve onay veriyorum.
I do not accept the results of the above-mentioned screening tests on ..../..../.....(date) at ....:.... (time). I demand a verification test. For this purpose, I allow blood and/or urine to be collected from myself.

Tarih / *Date:* ... /... /.....

Numune Sahibinin / *Sample Owner's;*
Adı, Soyadı / *Name, Surname:* İmzası / *Signature:*

Yukarıda kimlik ve tarama testi bilgileri yer alan havacılık personelinin ...../...../..... tarihinde yapılan tarama test / testleri sonucuna itirazı nedeniyle doğrulama testi yapılması için kan ve/veya idrar numunesi alınması, doğrulama laboratuvarına gönderilmesi, gelecek sonuçların Sivil Havacılık Genel Müdürlüğüne bildirilmesi hususunda gereğini arz ederim.
Due to appeal of the above mentioned identity to the result of the screening test on...../...../.....(date), I hereby request blood and / or urine sample to be collected for verification test and sent to the verification laboratory and to inform the General Directorate of Civil Aviation about the results.

Tarih / *Date:* ... /... /.....

Unvan / *Title;*
Adı, Soyadı / *Name, Surname:* İmzası / *Signature:*

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07-FLIGHT TIME LIMITATIONS

SHT-FTL/HG

07.01-Flight and Duty Time Limitations and Rest Requirements

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SHT-FTL/HG

(07.01.01)- Definitions and Abbreviations

Revizyon No: 21 Revizyon Tarihi: 23.06.2023
SHT-FTL/HG

- Acclimatised: If the daily biological clock of any crew member is synchronized to the time of the crew member mentioned,
- Airport standby duty: The standby duty executed at the airport,
- Aerial work: Operations carried out in a predetermined airspace and for a specified purpose,
- **Break**: A time period within any FDP that is shorter than the rest period during which the flight and cabin crew members are exempted from all duties at this time,
- **CAPREP** / SKPK: Report of decision that responsible captain made (SKPK),
- Duty: Any duties performed by the crew member to the operator, including **flight duties, administrative duties, training or receipt and control, positioning and a number of standby duty elements,**
- **Duty Time**: The duration of time which starts any crew member who is commissioned by the operator at the duty site for a duty and which ends whose exemption from all duties, including post-flight duty,
- **FDP**: The duration of the flight duty period,
- Flight duty period: for aircraft in which the aircraft is ultimately stopped at the end of the final sector, which includes a sector or sector group and which acts as a member of the flight and cabin crew member, commencing with the presence of any flight and cabin crew member at the site when the engines are shut down or the helicopter rotors are stopped,
- Flight Time-helicopter: When the helicopter blades begin to turn, the total length of time until the moment when the engines are shut down or the helicopter rotors are stopped,
- FT: flight time (Block time),
- **Home base**: The location, assigned by the operator to the crew member, from where the crew member normally starts and ends a duty period or a series of duty periods and where, under normal circumstances, the operator is not responsible for the accommodation of the crew member concerned; which shown at FOF-09 Duty - Flight Duty - Rest Periods Follow Up Sheet.
- **Local Day**: The 24 hour period commencing at 00:00 local time,
- **Local Night**: Any 8 hours of falling between [22:00 and 08:00] local time (for example **22:00-06:00, 23:00-07:00 or 00:00-08:00 etc.),**
- Member of the cabin crew: A crew member with appropriate qualifications outside the flight crew or technical crew member, who are assigned by the operator during operations with passengers and safety related to flight safety,
- Member of the Flight Crew: During a FDP, a crew member with a pilot license who performs duties related to the operation of the aircraft,
- Ministry: Ministry of Transport and Infrastructure of TURKIYE,
- On duty crew member: A crew member who serves on air during a flight or part of a flight,
- **Other Stanby**: The Stanby either **at home** or in a **suitable accommodation** facility,
- Positioning: The position is defined as the relative position determined from the specific resting place, and the non-commissioned flight from the appointed starting point to the private resting place, excluding the time spent for the resting place and that the cabin crew member is transported from one place to another by the order of the operator,
- Rotation: includes a minimum flight mission and rest periods outside the home base or transitional base, ending at the base or temporary stop and returning to the home or temporary base for a rest period during which the operator is no longer responsible for the stay of the respective crew member task or task series,
- Sector: As segment of the FDP, the flight from the first departure of the aircraft to the fully-parked position after the landing,
- SHY 6B: General Aviation Regulation, published in the Official Gazette dated 14.05.2013 and numbered 28647 and new revisions of it, if applicable.
- **Single Day Free of Duty**: A time free of all duties and standby consisting of one local day and two local nights, which is notified in advance. A rest period may be included as part of the single day free of duty *(beware of the **local night calculation taking into account**),*
- **SKPK** / CAPREP: Decision that responsible captain made,
- **Standby**: A pre-notified and defined period of time during which a crew member is required by the operator to be

available to receive an assignment for a flight, positioning or other duty without an intervening rest period,

- **Suitable Accommodation Facility**: A seperate room with a quiet environment for each flight and cabin crew member, equipped with a bed, equipped with a device for adequate ventilation, adjustment of temperature and light intensity, and access to food and drink, in the sense of standby duty, split duty and rest period,
- **Temporary Base**: For the continuation of flight operations **other than the home base**, the flight and cabin crew the member of the FDP has started and has finished and the crew member has and at the same time the domestic and / or international designated by the operators of the aircraft of which the minimum one aircraft is located in the fleet of the operator,
- **Rest Period**: The continuous, uninterrupted and defined period of time, following duty or prior to duty, during which a crew member is free of all duties, standby and reserve,
- TR DGCA: Turkish Aviation Authority; Turkish Directorate General of Civil Aviation (SHGM).
- Turnaround: Preparations between sectors.

(07.01.02)- Day Off

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(1) The members of the crew applications for day off to be given as of;
a) At least **one** **single day free of duty** following the consequent 6 days *(beware of the **local night** calculation taking into account; for example 22:00-06:00 L or 23:00-07:00 L or 00:00-08:00 L etc.)*,
b) Minimum **7 local days** for each calendar month and
c) At least 96 local days for each calendar year is required.

(2) Day offs are given in proportion to the number of working days.

(3) Day offs are distributed evenly in the month of use and in the two halves of the month.

(4) Minimum 7 local days to be given within a calendar month are planned in groups of " 2 + 2 + 1 + 1 + 1 ".

07.01.03-Responsibilities

SHT-FTL/HG

(07.01.03.01)- Operator Responsibilities

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
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(1) Minimum one personnel has been assigned to responsible for the planning of the principles and limitations specified in this chapter. His/her and deputy name has been issued in OM-A 01.01 Nominated Persons List and reports to the Flight Operations Manager (FOM). His/her qualifications and duties are in OM-A 01.03.10.

(2) In addition, KAAN HVCL and crew members are responsible to TR DGCA for the fulfilment and control of the requirements contained in this chapter and SHT-FTL/HG.

(3) KAAN HVCL will;

a) Set a **HOME BASE** (which shown at FOF-09 Duty - Flight Duty - Rest Periods Follow Up Sheet) for each crew member.
b) Take into account the relationship between the **frequencies and forms** of flight duty periods and rest periods, and take into account that the **minimum rest** will have a significant impact on the crew members of the long duties given.
c) Plan **day offs** and provide them with crew members at least **24 hours in advance.**
ç) Provide enough time for crew members to get them handle the effects of previous duties and to be rested at the beginning of the next FDP.
d) Prepare and Issue the **duty roster monthly including day offs** in such a way that crew members can plan adequate rest, according to below procedures:

- For Commercial Air Taxi (CAT) duties; Flight Operations Manager is responsible,
- For Powerline, Firefighting, HESLO and Offshore duties at remote / on-site stations; assigned Base Manager or Flight Operations Manager are responsible to prepare a roster,

- Flight Operations Manager approves the monthly roster and forwards it to Crew Planning and Coordination Chief at KAAN AIR OCC; to been issued via form FOF-23 Daily Flight Schedule for at least each one-week period.
- In case of revision needs; revised FOF-23 will be issued daily or weekly; before flight duties by KAAN AIR OCC with the approval of Flight Operations Manager.
- Even **initial** or **revision issuence** of Roster planning; shall have an "**Issuance Date**" in it.

e) Plan flight duties, within the permissible FDP in accordance with required time for pre-flight duties, sector, turnaround time.

(07.01.03.02)- Crew Member Responsibilities

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

SHT-FTL/HG

Crew member will;

a) Optimally benefit from the possibilities and facilities provided and will plan / use the rest periods appropriately.

b) **Not be occupied** in the aircraft in cases of **extreme tiredness**.

c) Follow the issued monthly flight rosters via e-mail sent by KAAN AIR OCC, and **inform OCC;** in case there is any **non-compliance** or **violation** in the issued roster.

d) Record personnaly or make it recorded by KAAN AIR OCC; his/her **managerial / office duty times**, if any**,** in the individual FTL follow-up sheet.

(07.01.04)- Activity Scope

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHT-FTL/HG

Notwithstanding the scope of the existing license which KAAN HVCL has, the relevant activity provisions contained in SHT-FTL/HG shall be applicable with respect to the operation activity that it is undertaking.

(07.01.05)- Notification Times

Revizyon No: 15 Revizyon Tarihi: 23.05.2021

SHT-FTL/HG

For the notification periods of ground duties by KAAN HVCL the following provisions will apply:

a) The time between the preparation for a flight mission and the start of the first flight in the meaning of **FDP** is at least 60 minutes.

b) Time from the end of the flight / flight series to the end of the **Duty Time** is at least 30 minutes.

c) A minimum of 60 minutes for, simulator missions and training activities, with the exception of subparagraph (b).

(07.01.06)- Flight and Duty Time Limitations

Revizyon No: 18 Revizyon Tarihi: 15.08.2022

SHT-FTL/HG

(1) The total period of Duty Time (DT) for which any crew member is assigned the following will not exceed:

a) **60 duty hours** within 7 consecutive days;
b) **110 duty hours** within any 14 consecutive days;
c) **190 duty hours** in any 28 consecutive days; during which time spread equally to the extent as far as practicable,
d) **2000 duty hours** in any calendar year.

DT (DUTY TIME- Hours)				
	7 Day	14 Day	28 Day	YEAR
Air taxi	60:00	110:00	190:00	2.000:00

(2) The total duration of Flight Hours (FH) for any crew member will not exceed:

a) **90 flight hours flight time** for air taxi, for rotary wing within any 28 consecutive days,
b) **1000 flight hours** in any 12 consecutive calendar months;
c) **30 flight hours** for air taxi, within 7 consecutive days for rotary wing operations.

FT (FLIGHT TIME- Hours)				
	DAILY	7 Day	28 Day	12 Month
Air Taxi	05:00 L->S.5, M.6 06:00 L->S.6, M.7 14:00 L->S.5, M.6 21:00 L->S.4, M.5 GENAV ->S.5, M.7	30:00	90:00	1.000:00

L: Local Hours, S: Single Pilot, M: Multi Pilot, GENAV: General Aviation.

(07.01.07)- Positioning

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHT-FTL/HG

The following provisions will apply to the matters concerning positioning:
a) All time spent in positioning will be recorded as the duration of the duty time.
b) Positioning at the beginning and end of the flight duty **will not be considered as a sector**. However, the positioning prior to the flight operation will be counted as FDP;
c) Positioning after the flight duty will be taken into account when calculating the time of the deserved rest periods.

(07.01.08)- Split Duty

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHT-FTL/HG

The conditions for the extension of the maximum daily FDP, depending on a given situation, will be as follows:
a) The break at the suitable accommodation facility, which is part of the FDP, **maximum 3 consecutive hours.**
b) The maximum flight duty may be increased by up to 50% of the break, but this period will in **no way exceed 4 hours.**
c) Break period in ground will be counted as FDP completely;
ç) Suitable accommodation facility is provided.
d) Split duty can not be combined with rest at the flight.
e) The minimum total time for post-flight and pre-flight missions and travel time is **60 minute.**

(07.01.09)- Rest Periods

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHT-FTL/HG

(1) The minimum amount provided before any FDP, starting in the **home base** at least the length of the rest, **whichever is longer**, **up to the previous duty** or **12 hours**.

(2) The minimum rest period provided before any FDP, starting **outside the home base** is at least **as long as the previous duty period** or **10 hours**, whichever is longer. This period will cover 8 hours of sleep in addition to the time for travel and physiological needs. The time allowed for physiological needs is 1 hour. Therefore, **if the travel time to the appropriate accommodation exceeds 30 minutes, the operator must increase the rest period by at least twice the travel time over the 30-minute period.**

(07.01.10)- Standby Duty

Revizyon No: 7 Revizyon Tarihi: 29.06.2018
SHT-FTL/HG

(1) The following provisions will apply to matters relating to the **the airport standby duty** ;
a) Crew member will be deemed to be in the standby duty at the airport until the end of the standby duty period at the airport notified, from the time of notification at the notice point.
b) The airport standby duty will be **included in the term of the duty time**.
c) FDP is counted from the beginning of FDP. The maximum FDP is shortened by the time of a period of over 4 hours in stanby duty.
ç) The **maximum combined duration** of the airport standby duty and the assigned FDP is **16 hours**. In such case, the standby duty of the airport will be added to the term of duty time to be taken into account in the calculation of the minimum rest period.
d) In the event that it does not lead to the allocation of FDP, as stated in Article 16 of SHT-FTL/HG, there is a rest period.
e) When in the airport standby duty, the operator **provides** to the crew member **with non-public, a quiet and comfortable place with access to food and drinks**.

(2) The following provisions regarding **non-airport standby duty** will apply:
a) The maximum duration of non-airport standby duty is 16 hours.
b) **If there is no duty after the standby duty, a minimum rest period of 8 hours is required.**
c) The **standby duty ends with the start of the FDP** for the crew member.
ç) In the first 6 hours of the standby duty ends; maximum FDP be calculated on the time of beginning of flight duty
d) When standby duty ends after the first 6 hours; the maximum FDP is shortened by the amount of standby duty time exceeding 6 hours.
e) If the FDP is extended depending on the rest in the flights or on the split duty, the 6-hour period specified in subparagraphs (ç) and (d) of this paragraph will be extended to 8 hours.
f) Operator **provides a place with "suitable accommodation facility" for crew member.**
g) **25% of the wages spent** standby duty outside the airport will be deemed to be the duration of the **duty time** in accordance with the relevant provisions of SHT-FTL/HG.

(07.01.11)- Flight Duties, Duty and Rest Time Records

Revizyon No: 8 Revizyon Tarihi: 13.08.2018
SHT-FTL/HG

(1) KAAN HVCL will keep the following records belonging to the crew members:
a) Flight (block) times;
b) The beginning, the end and the duration of each duty time and FDP;
c) Rest periods and day offs that are exempt from all duties.

(2) In addition, these records will be kept in accordance with the requirements laid down in SHT-FTL/HG, KAAN HVCL will provide the respective crew member with individual copies of the mentioned records.

(3) If KAAN HVCL's records in the first paragraph of this article does not cover all flight duties, duties and rest periods of the crew member, the relevant crew member will keep the following records:
a) Flight (block) times;
b) The beginning, the end and the duration of each duty time and FDP;
c) Rest periods and day offs that are exempt from all duties.

(4) The crew member will provide the relevant records prior to employement to the company.
(5) **Records are kept for a minimum of 24 months.**

(6) In addition, KAAN HVCL will maintain reports for CAPREP (SKPK) for a minimum of 24 months.
(7) Monthly records mentioned on this item will be sent electronically to TR DGCA by **10th day of the following month**. In addition, these records may be requested at any time if deemed necessary by TR DGCA.

Sample form copy of **FOF-09 Duty - Flight Duty - Rest Periods Follow Up Sheet** is at Appendix section.

(07.01.12)- Exceptional and Special Circumstances

Revizyon No: 15 Revizyon Tarihi: 23.05.2021
SHT-FTL/HG

(1) TR DGCA may permit companies to exclude restrictions, time periods and related practices with respect to the matters specified in SHT-FTL/HG on the application together with detailed reasons.

(2) Exceptional applications may be made for the requirements specified in SHT-FTL/HG , for natural disasters such as search and rescue operations, floods, fire, earthquakes and similar situations, and for State duties within the scope and / or information of TR DGCA.

(07.01.13)- Maximum Daily Flight Time, Duty Time and FDP Limits

Revizyon No: 18 Revizyon Tarihi: 15.08.2022

SHT-FTL/HG

(1) Maximum daily flight duty and flight time limits for rotary wing operations are the limits specified in below table:

Daily Maximum Flight Duty Times and Flight Times				
Duty Start Time (Local)	Single Pilot (hrs)		Multi Pilot (hrs)	
	FDP	FT	FDP	FT
05:00 – 05:59	10	5	11	6
06:00 – 13:59	**10**	**6**	**12**	**7**
14:00 – 20:59	10	5	11	6
21:00 – 04:59	9	4	10	5

(2) Additional limits for rotary wing operations are as follows:

a) After a 3-hour flight, short-haul flights with an average of **10 or more landings** per hour will be given a minimum 30-minute break in FDP, exempted from all duties, to flight crew members.

b) After a 3-hour flight, the flight crew members will be exempted from all duties during difficult operations such as helicopters, external loads and cranes, but will be given a minimum of 30 minutes break in FDP.

c) After a 3-hour flight, members of the flight crew assigned to **offshore operations** will be exempted from all duties, but will be given a minimum 30-minute break in FDP.

d) Operation in helicopter where **survival suits** must be worn; flight crew will be away from the work caused by physical fatigue such as cargo and baggage handling and will only observe these activities. After a maximum of 3 hours of flight with survival suit, the flight crew members will be exempted from all duties, but will be given a minimum of 30 minutes break in FDP.

(07.01.14)- Mixed Operations

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHT-FTL/HG

(1) In the same duty period of a crew member, as a training / check ride purposes and / or flight instructor / examinar, as well as for airborne flight, all time in the simulator will be included in the FDP, but will not be counted as a sector.

(2) FDP / FT limits **which are more restrictive** will be valid in the event of flight **in multiple duty types** (single pilot / multi pilot, fixed wing / rotary wing etc.) in a duty period.

07.01.15-General Aviation, Aerial Work and Training Activities

SHT-FTL/HG

(07.01.15.01)- General Aviation Activities

Revizyon No: 7 Revizyon Tarihi: 29.06.2018

SHT-FTL/HG

General aviation activities include all aeronautical activities carried out outside the scope of air taxi, details of daily limitations are given below.

a) For rotary wing;
   1) Single pilot: 10 hours FDP, 5 hours FT.
   2) Multi pilot: 12 hours FDP, 7 hours FT.

(07.01.15.02)- Aerial Works

Revizyon No: 7 Revizyon Tarihi: 29.06.2018
SHT-FTL/HG

For the aerial work operations specified in Article 5 of SHY-6B limits; will be the limits specified in the relevant articles for air taxi operations.

(07.01.15.03)- Training Activities

Revizyon No: 7 Revizyon Tarihi: 29.06.2018
SHT-FTL/HG

Examinars, instructor pilots, candidates and approved training organizations the following limitations will apply to training activities to be carried out:

a) During the daily flights performed, the requirements specified in the following table:

Pilot in the training and Pilot Candidates	Maximum FT	Max FDP
PPL, CPL, IR and Class/Type training	4 Hours	12 Hours
Navigation trainings with destinations are different from departures	6 Hours	12 Hours
All solo and PIC flights with at least PPL licensed pilots	6 Hours	12 Hours
All Synthetic Flight Trainings	4 Hours	12 hours

b) For instructor pilots and examinars, can not be exceeded; 6 hours of daily flight and 12 hours for FDP,

c) **Theoretical training** activities will be conducted 8 hours a day and 40 hours in the consecutive 7 days, can not be exceeded,

ç) In case of flight / simulator and theoretical training **on the same day**, half of the maximum flight times indicated in the above table will be applied. However, flight / simulator and theoretical training can not be exceeded 8 hours in one day period.

07.02-Exceedance of Flight and Duty Time Limitations and / or Reductions of Rest Periods

Revizyon No: 7 Revizyon Tarihi: 29.06.2018
SHT-FTL/HG

The crew members who are the post holders and have Form-4 Certificate approved by TR DGCA, their flight times (FT) cannot exceed 500 hours within 1 calendar year.

(07.02.01)- Unpredictable Cases in Flight Operations - CAPREP (SKPK)

Revizyon No: 15 Revizyon Tarihi: 23.05.2021
SHT-FTL/HG

(1) Subject to the following conditions, started after beginning of duty and **unpredictable cases**, the limits for FDP and rest periods may be changed by the responsible captain after consultation with the other crew members.

a) The maximum FDP limits set out in the provisions of the SHT-FTL/HG may be **increased by a maximum of 2 hours**. In the last sector, if the permitted increase is **exceeded due to unforeseen circumstances** after departure, the flight **can be continued to the planned destination** or reserve airport.

b) In the event of unforeseen circumstances which could lead to severe fatigue, the responsible captain will shorten the actual FDP and / or increase the rest time in order to remove any destructive effect on the flight safety.

c) KAAN HVCL will provide the following:

1) A **report** is issued to the company by the responsible captain, when any FDP is increased in line with his or her discretion and authority, or when the length of the rest is shortened.

2) In cases where the increase of the realized FDP or the shortening of the rest period **exceeds 1 hour**, KAAN HVCL will send a copy of the captain's report together with the its own comments to the TR DGCA;

within 28 days.

(2) The shortening of the rest period can only be implemented when the scheduled execution of the scheduled flight mission is in question. Rest period, maximum **can be shortened by 2 hours**. In the case of shorten, the duration of deserved rest after the subsequent duty will be increased by 2 times the shortened amount. However, the duration of the

rest period as set forth in the provisions of SHT-FTL/HG **will not be reduced to less than 10 hours.**

(3) Following the extension of FDP by CAPREP (SKPK), the rest period can not be shortened.

(07.02.02)- Supervision and Audit

Revizyon No: 15 Revizyon Tarihi: 23.05.2021

SHT-FTL/HG

1. TR DGCA is authorized to audit the implementation of the provisions of SHT-FTL/HG. In these audits, the flight records of the companies, the personal flight records of the flight crews and / or the aviation control centre records are taken into consideration. The flight crews' personal flight logbooks are signed and approved at the end of each year, showing that they have been checked **by the operators;** to be present in the audits to be carried out for this purpose.
2. Any **non-compliances or violations** that are caused by various reasons, will be notified;

within 7 (seven) working days

to TR DGCA from the date of determination.

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CAT.OP.MPA.175 / CAT.OP.MPA.195

(08.00)- OPERATIONAL MINIMAS

Revizyon No: 20 Revizyon Tarihi: 28.03.2023

CAT.OP.MPA.175

Company Operational Minimas summary table is below for a quick reference:

<table>
<tr><th colspan="3">TAKE-OFF /
LANDING MINIMA</th><th>VFR</th><th>IFR</th></tr>
<tr><td rowspan="3">D
E
P
A
R
T
U
R
E

/

A
R
R
I
V
A
L</td><td rowspan="2">INSIDE

Controlled Airspace</td><td>Departure and Destination

AERODROME</td><td rowspan="2">Visibility Day: 3 km
Cloud Ceiling Day: 1.500 ft

Visibility Night: 5 km
Cloud Ceiling Night: 2.000 ft</td><td>The Most Precise Instrument Approach Limits that We Can do</td></tr>
<tr><td>OFFSHORE Destination

ALTERNATE AERODROME</td><td>Visibility Day: 3 km
Cloud Ceiling Day: 1.500 ft

Visibility Night: 5 km
Cloud Ceiling Night: 2.000 ft</td></tr>
<tr><td rowspan="2">OUTSIDE

Controlled Airspace</td><td>ONSHORE</td><td>Clear of clouds and
in sight of surface
Visibility Day: 2 km
Cloud Ceiling Day 1.500 ft

Visibility Night 5 km /
Cloud Ceiling Night 2.000 ft</td><td>n/a</td></tr>
<tr><td>OFFSHORE

En-route Let Down
IFR to VFR transition
(Cloud Penetrating)</td><td>Clear of clouds and
in sight of surface

Visibility Day:1,5 km
cloud Ceiling Day: 600 ft

Visibility Night: 5 km
Cloud Ceiling Night: 1.200 ft

<u>Planning Limits for
Offshore Destination
Alternate Helideck</u>
Day: 600 ft / 4 km
Night: 800 ft / 5 km</td><td>(ARA)
Visibility: 1.500m

Day:
DH 200 ft / Circling 300 ft

Night:
DH 300 ft / Circling 500 ft</td></tr>
</table>

08.01-FLIGHT PREPARATION INSTRUCTIONS

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

CAT.OP.MPA.175 / GM1 CAT.OP.MPA.175(b)(5) / AMC1 CAT.OP.MPA.175(a) / SPO.OP.140

(a) An operational flight plan (OFP) shall be completed for each intended flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes/operating sites concerned.

(b) The flight shall not be commenced unless the commander is satisfied that:

(1) all items stipulated in 2.a.3 of Annex IV to Regulation (EC) No 216/2008 concerning the airworthiness and registration of the aircraft, instrument and equipment, mass and centre of gravity (CG) location, baggage and cargo and aircraft operating limitations can be complied with;
(2) the aircraft is not operated contrary to the provisions of the configuration deviation list (CDL);
(3) the parts of the operations manual that are required for the conduct of the flight are available;
(4) the documents, additional information and forms required to be available by CAT.GEN.MPA.180 are on board;
(5) current maps, charts and associated documentation or equivalent data are available to cover the intended operation of the aircraft including any diversion that may reasonably be expected;
(6) space-based facilities, ground facilities and services that are required for the planned flight are available and adequate;
(7) the provisions specified in the operations manual in respect of fuel, oil, oxygen, minimum safe altitudes, aerodrome operating minima and availability of alternate aerodromes, where required, can be complied with for the planned flight;
(7a) any navigational database required for performance-based navigation is suitable and current; and
(8) any additional operational limitation can be complied with.

(c) Notwithstanding (a), an OFP **is not required** for operations under VFR of:

(1) helicopters with an MCTOM of 3 175 kg or less, by day and over routes navigated by reference to visual landmarks **in a local area** as specified in definitions.

(d) Before commencing a flight, the pilot-in-command shall ascertain by every reasonable means available that the space-based facilities, ground and/or water facilities, including communication facilities and navigation aids available and directly required on such flight, for the safe operation of the aircraft, are adequate for the type of operation under which the flight is to be conducted.

(e) Before commencing a flight, the pilot-in-command shall be familiar with all available meteorological information appropriate to the intended flight. Preparation for a flight away from the vicinity of the place of departure, and for every flight under IFR, shall include:
(1) a study of available current weather reports and forecasts; and
(2) the planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned, because of weather conditions.

(08.01.01)- Minimum Flight Altitudes

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.145 / AMC1 CAT.OP.MPA.145(a) / GM1 CAT.OP.MPA.145(a) / AMC1 CAT.OP.MPA.175(a) / GM1 CAT.OP.MPA.175(b)(5) / CAT.OP.MPA.270 / TURKISH AIP GEN

08.01.01.01 General

(a) It is the responsibility of KAAN AIR to establish and publish minimum flight altitudes. As an integral part of OM Part C, Jeppesen Route Manual establishes and publishes the required minimum flight altitudes on behalf of KAAN AIR. Minimum flight altitudes are inclusive of terrain and obstacle clearance requirements taking into account any restrictions which may be imposed by respective state authorities.

(b) All flights shall be planned and operated at or above the established minimum flight altitudes except for take-off and landing phases.

(c) Commander shall refuse any ATC issued clearance if terrain and obstacle clearance cannot be assured.

(d) Flights conducted within radar coverage areas:
(1) Commander may accept ATC radar vectors, if issued clearances are at or above the published Minimum Vectoring Altitude (MVA). Radar vectors below the MVA shall not be accepted if terrain and obstacle clearance cannot be assured by the Commander.
(2) Commander is responsible for maintaining an orientation and awareness of helicopter position at all times.
(3) ATC and the Commander are equally responsible for terrain and obstacle clearance during radar vectors.
(4) For flights conducted at or below any of the minimum altitudes listed in subchapter 08.01.01.03, ATC instructions consisting of the phrases "DIRECT TO" or "PROCEED OWN NAVIGATION TO" are not and shall not be classified as radar vectors, therefore terrain and obstacle clearance is at the responsibility of the Commander.

(e) **KAAN AIR will establish for all route segments to be flown:**
(1) minimum flight altitudes that provide the required terrain clearance, taking into account the requirements of OM Part C; and
(2) a method for the flight crew to determine those altitudes.

(f) The method for establishing minimum flight altitudes will be approved by the TR DGCA.

(g) Where the minimum flight altitudes established by KAAN AIR and a State overflown differ, the higher values shall apply.

08.01.01.02 Establishment of minimum flight altitudes - Factors

(a) KAAN AIR will take into account the following factors when establishing minimum flight altitudes:
(1) the accuracy with which the position of the helicopter can be determined;
(2) the probable inaccuracies in the indications of the altimeters used;
(3) the characteristics of the terrain, such as sudden changes in the elevation, along the routes or in the areas where operations are to be conducted;
(4) the probability of encountering unfavourable meteorological conditions, such as severe turbulence and descending air currents; and
(5) possible inaccuracies in aeronautical charts.

(b) KAAN AIR will also consider:
(1) corrections for temperature and pressure variations from standard values;
(2) ATC requirements; and
(3) any foreseeable contingencies along the planned route.

08.01.01.03 Establishment of minimum flight altitudes – Formula

The following is one example of some of the **methods available** for calculating minimum flight altitudes.

Jeppesen Formula (see Figure below)

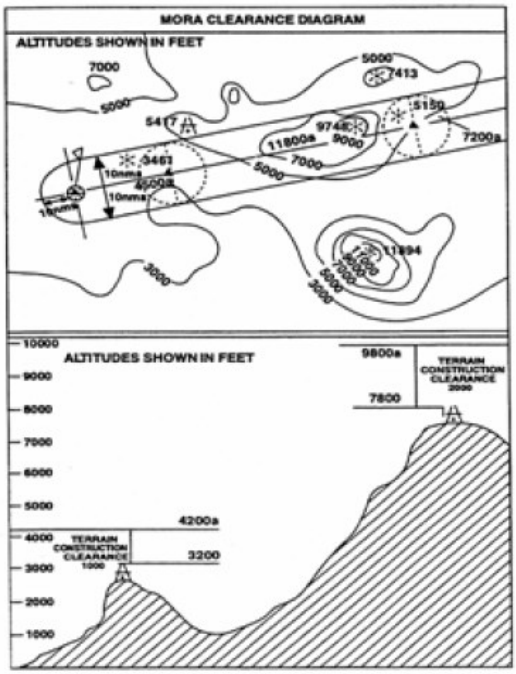
(1) MORA is a minimum flight altitude computed by Jeppesen from current operational navigation charts (ONCs) or world aeronautical charts (WACs). Two types of MORAs are charted which are:
(i) route MORAs e.g. 9800a; and
(ii) grid MORAs e.g. 98.

(2) Route MORA values are computed on the basis of an area extending 10 NM to either side of route centreline and including a 10 NM radius beyond the radio fix/reporting point or mileage break defining the route segment.

(3) MORA values clear all terrain and man-made obstacles by 1000 ft in areas where the highest terrain elevation or obstacles are up to 5000 ft. A clearance of 2000 ft is provided above all terrain or obstacles that are 5001 ft and above.

(4) A grid MORA is an altitude computed by Jeppesen and the values are shown within each grid formed by charted lines of latitude and longitude. Figures are shown in thousands and hundreds of feet (omitting the last two digits so as to avoid chart congestion). Values followed by ± are believed not to exceed the altitudes shown.

Figure : Jeppesen Formula



08.01.01.04 Minimum Flight Altitudes / Helicopters

	Within Controlled Airspace	**Outside Controlled Airspace**	
		Above 900 m (3.000 ft) AMSL or above 300 m (1.000 ft) above terrain, whicever is the higher	At and below 900 m (3.000 ft) AMSL or 300 m (1.000 ft) above terrain, whicever is the higher
Distance from cloud a) Horizontal b) Vertical	1.500 m 300 m (1.000 ft)		Clear of cloud and in sight of the surface
Flight Visibility	8 Km at and above 3.050 m (10.000 ft) AMSL 5 Km below 3.050 m (10.000 ft) AMSL		5 Km

As a general principal, no flight shall - except for the take-off/departure or the approach / landing be operated below the minimum safe altitudes as described below:

- *On VFR flights or on VFR flight segments of an IFR-flight; an altitude where the flight path clears all obstacles or any terrain by at least 500 feet vertically. Whenever cities other densely populated areas are over flown, then the minimum vertical clearance shall be 1000 feet above the highest terrain/obstacle within a radius of 600 m from the helicopter.*
- *On IFR-flights, An altitude which clears all obstacles by at least 1000 feet vertically over terrain / obstacles within a radius of 8 km from the estimated position of the helicopter. The estimated position of the helicopter will take account of the navigational accuracy, which can be achieved, on the relevant route segment, with regard to the navigational facilities available on the ground and in the helicopter.*

08.01.01.05 Minimum Flight Level / Altitudes

KAAN AIR has established policies and procedures in this section for minimum flight altitudes and the methods to determine altitudes for all routes and segments to be flown. These policies and procedures will provide the required terrain clearance for take-off, en-route and landing for both VFR and IFR operations, taking into account the performance of the helicopter being flown over the route.

KAAN AIR understands that all minimum flight altitudes in this section of the Operations Manual are subject to the approval of the TR DGCA.

08.01.01.06 VFR Flights

Magnetic track 000° - 179° = odd flight levels plus 5 (500'); FL55, 75
Magnetic track 180° - 359° = even flight levels plus 5 (500'); FL65, 85

08.01.01.07 Minimum Flight Altitudes VFR

Except when necessary for take-off and landing when operating under VFR in VMC conditions, **no Commander or Flight Crew will operate** a KAAN AIR helicopter:

- During **Day Operations** below the **Minimum Safe Altitude**, MSA depicted on the current VFR navigational chart;
- Over the **Congested Areas** of **cities, towns or settlements** or over an open-air assembly of persons at a height less than **300 m (1.000 ft)** above the highest obstacle within a radius of 600 m from the aircraft;
- **Elsewhere** than as specified above, at a height less than **150 m (500 ft)** above the ground or water;
- **During Night Operations**;
    - At an altitude less than **300 m (1.000 ft)** above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown or,
    - In designated **mountainous terrain**, less than **600 m (2.000 ft)** above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown; (when applicable),
    - In the flight commencement in accordance with **AIC-B-04/13 "Istanbul TMA Icinde Helikopterlerin Gece VFR Ucus Sartlari" Circular**, at an altitude **less than written in the circular**,
    - In **Offshore** flights, at an altitude **less than designated** in the special flight permission "**HSD-XX**" given by State Airport Authority (DHMI).

08.01.01.08 Minimum Altitudes / Flight Levels IFR

Turkish AIP ENR-1.3 Instrument Flight Rules

Except when necessary for take-off or landing or when specially authorized by the TR DGCA, on IFR flight shall be flown at a level that is **not below the minimum flight altitude** established by the State whose territory is over flown; or where no such minimum flight altitude has been established;

a) Over high terrain or in **mountainous areas**, at a level which is at least **2000 FT (600 m)** above the highest obstacle located within 8 KM of the estimated position of the aircraft,

b) **Else where** than as specified in a) at a level whic is at least **1000 FT (300 m)** above the highest obstacle located within 8 km of the estimated position of the aircraft.

The estimated position of the aircraft will take account of the navigational accuracy which can be achieved on the relevant route segment, having regard to the navigational facilities available on the ground and in the aircraft.

08.01.01.09 Change from IFR Flight to VFR Flight

Turkish AIP ENR-1.3 Instrument Flight Rules

An aircraft electing to change the conduct of its flight from compliance with the instrument flight rules to compliance with the visual flight rules shall, if a flight plan was submitted, notify the appropriate Air Traffic Services unit specifically that the IFR flight is cancelled and communicate there to the changes to be made to its current flight plan.

When an aircraft operating under the instrument flight rules is flown in or encounters visual meteorolgical conditions, it shall not cancel its IFR flight unless it is anticipated, and intended that the flight will be continued for a reasonable period of time in uninterrupted visual meteorolgical conditions.

Visual Approach: IFR flights may be cleared to execute visual approaches provided the pilot has the aerodrome in sight and can maintain visual reference to the terrain and,

a) If the reported ceiling is not below the approved initial approach level for the aircraft so cleared, or
b) If the reports at the initial approach level or at any time during the instrument approach procedure that the visibility will permit a visual approach and he has reasonable assurance that the landing can be accomplished.

Seperation shall be provided between an aircraft cleared to execute a visual approach and other arriving and departing aircraft.

In order to eliminate misunderstanding between the terms cancellation of IFR flight plan to VFR and requesting Visual

Approach while in flight concerning both pilots and ATC units, the pilot in-command should;

a) Notify ATC unit on the appropriate ATC frequency that IFR flight plan is cancelled.

Example :
Pilot request : ..... cancelled IFR flight plan.
ATC instruction : .....roger, cancelled IFR flight plan at (time) (further instructions if required).

b) Request visual approach, at initial approach altitude / level or at initial approach fix or during a portion of instrument approach segment as prescribed below,

Example:
Pilot request : .....We have the field / aerodrome in sight request Visual Approach.
ATC instruction : .....roger, cleared for Visual Approach (other instructions if necessary).

08.01.01.10 Minimum Altitudes

(a) Minimum altitudes authorized for usage:
(1) Minimum IFR Altitude.
(2) Minimum Crossing Altitude (MCA).
(3) Minimum En-Route IFR Altitude (MEA).
(4) Minimum Obstacle Clearance Altitude (MOCA).
(5) Minimum Off-Route Altitude (MORA).
(6) Grid Minimum Off-Route Altitude (Grid MORA).
(7) Route Minimum Off-Route Altitude (Route MORA).
(8) Minimum Reception Altitude (MRA).
(9) Minimum Safe/Sector Altitude (MSA).
(10) Minimum Vectoring Altitude (MVA).

(b) For definitions, descriptions, and examples of the minimum altitudes mentioned in item (a) above, refer to Jeppesen Route Manual.

08.01.01.11 Operations below minimum safe/sector altitude (MSA)

(A) For operations below the Minimum Safe/Sector Altitude (MSA), the **Commander is responsible** for terrain and obstacles clearance at all times.

(B) **During IMC:**

(1) Descend phase:

(a) Commander may accept radar vectors if ATC issued clearances are at or above the published MVA until established on any waypoint (at the specified altitude) of a published STAR or until reaching the published nav-aid or approach fix serving the aerodrome and descend in accordance with the published IAP.

(b) If ATC radar vectors are not available, or MVA is not published, or radar vectors are not acceptable, the Commander shall execute the STAR procedure as published and descend in accordance with the published IAP. If a STAR procedure is not available, the flight shall be conducted in accordance with the Operational Flight Plan (OFP) until reaching the published nav-aid or approach fix serving the aerodrome (at or above the highest applicable published minimum altitude) and descend in accordance with the published IAP.

(2) Climb phase:

(a) Commander may accept radar vectors if ATC issued clearances are at or above published MVA until established on any waypoint (at the specified altitude) of a published SID or any waypoint specified in the current OFP.

(b) If ATC radar vectors are not available, or MVA is not published, or radar vectors are not acceptable, the Commander shall execute the SID procedure as published, climb accordingly, and thereafter continue in accordance with the OFP. If a SID procedure is not available, published engine-out procedures may be used to assure terrain and obstacle clearance until reaching the published nav-aid or fix serving the aerodrome. If nav-aid or fix serving the aerodrome is reached before the highest applicable published minimum altitude, the pilot in command shall continue to climb in published holding pattern and thereafter continue in accordance with the

OFP. Commander shall inform ATC when published engine out procedures are to be used as this information is not available to ATC.

(C) **During VMC:**

(1) Descend phase:

(a) Commander may accept radar vectors if ATC issued clearances are at or above published MVA. Radar vectors below the MVA shall not be accepted if terrain and obstacle clearance cannot be assured by the Commander.

(b) If ATC radar vectors are not available, or MVA is not published, or radar vectoring is not acceptable, the Commander shall be capable of:

1. Maintaining VMC until touchdown; or
2. Maintaining VMC until established on any waypoint (at the specified altitude) of a published STAR and descend in accordance with the published IAP; or
3. Maintaining VMC until reaching any published nav-aid or approach fix serving the approach and descent in accordance with the published IAP.

(2) Climb phase:

(a) Commander may accept radar vectors if ATC issued clearances are at or above published MVA. Radar vectors below the MVA shall not be accepted if terrain and obstacle clearance cannot be assured by the Commander.

(b) If ATC radar vectors are not available, or MVA is not published, or radar vectors are not acceptable, the Commander shall be capable of:

1. Maintaining VMC until established on any waypoint (at the specified altitude) of a published SID, execute the SID procedure and thereafter continue in accordance with the OFP; or
2. Maintaining VMC until established on the published engine-out procedure and thereafter continue to the published nav-aid or fix serving the aerodrome and climbin accordance with the published holding pattern until reaching the highest applicable published minimum altitude and thereafter continue in accordance with the OFP. Commander shall inform ATC when published engine out procedures are to be used as this information is not available to ATC; or
3. Maintaining VMC until within radar coverage (radar vectors acceptable).

08.01.02-Criteria and Responsibilities for Determining the Adequacy of AERODROMES to be Used

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.105 / CAT.OP.MPA.107 / SPA.HOFO.120 / Operator Procedure / SPO.OP.100

(08.01.02.01)- Use of Aerodromes and Operating Sites

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.105 / SPO.OP.100

(a) KAAN AIR shall only use **aerodromes and operating sites** that are adequate for the type(s) of aircraft and operation(s) concerned.

(b) The use of **operating sites** shall only apply to:

(1) other-than complex motor-powered aeroplanes; and

(2) **helicopters.**

(08.01.02.02)- Adequate Aerodrome

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.107

KAAN AIR will consider an aerodrome as **adequate** if, at the expected time of use, the aerodrome is available and equipped with necessary ancillary services such as:

- air traffic services (ATS),
- sufficient lighting,
- communications,
- meteorological reports,
- navigation aids and
- emergency services.

(08.01.02.03)- Aerodrome Classification for the Commander's Competency

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 ORO.FC.105(b)(2);(c)

For the purpose of airport approval and airport familiarization; KAAN AIR flight operations established three different classifications of aerodromes depending upon KAAN AIR operation destinations. KAAN AIR pilots will take into account the following categories of airports, using the Jeppesen manual, national AIPs before each flight.

All aerodromes which KAAN AIR operates will be categorised in one of these three categories :

(i) **Category A** — an aerodrome that meets all of the following conditions:

(AA) a straight-in 3D instrument approach procedure with a glide path angle of not more than 3.5 degrees to each runway expected to be used for landing;

(BB) at least one runway with no performance-limited procedure for take-off and/or landing, such as no requirement to follow a contingency procedure for obstacle clearance in the event of an engine failure on take-off from any runway expected to be used for departure; and

(CC) night operations capability.

(ii) **Category B** — an aerodrome that does not meet the "category A" conditions or which requires extra considerations due to:

(AA) non-standard approach aids and/or approach patterns, such as restrictions on the availability of straight-in instrument approach procedures;

(BB) unusual local weather conditions, such as environmental features that can give rise to turbulence, windshear or unusual wind conditions;

(CC) unusual characteristics or performance limitations, such as unusual runway characteristics in length, width, slope, markings or lighting that present an atypical visual perspective on approach;

(DD) any other relevant considerations, including obstructions, physical layout, lighting, etc., such as restrictions on

circling in certain sectors due to obstacles in the circling area;
(EE) training or flight crew experience requirements stipulated by the competent authority responsible for the aerodrome that do not include instruction in an FSTD or visiting the aerodrome.

(iii) **Category C** — an aerodrome:
(AA) that requires additional considerations to those of a category B aerodrome; or
(BB) for which flight crew experience or qualification requirements stipulated by the competent authority responsible for the aerodrome include instruction in an FSTD or visiting the aerodrome.

(08.01.02.04)- RESCUE AND FIREFIGHTING SERVICES (RFFS)

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 CAT.OP.MPA.107 / Annex 14 Aerodromes

When considering the adequacy of an aerodrome's rescue and firefighting services (RFFS), KAAN AIR will:

(a) as part of its management system, assess the level of RFFS protection available at the aerodrome intended to be specified in the operational flight plan in order to ensure that an **acceptable level of protection** is available for the intended operation; and

(b) include relevant information related to the RFFS protection that is deemed acceptable by KAAN AIR in the operations manual.

ICAO-Annex 14 (Chapter 9) specifies the aerodrome requirements for rescue and firefighting. Different aerodrome categories are laid down, depending upon;

- The aircraft's overall length,
- The max fuselage width and,
- The number of movements of individual aircarft types.

For explanation of Airport Category for Rescue and Fire Fighting refer to AIP and/or Jeppesen Airway Manual, "AIRPORT DIRECTORY", Legend and Explanation.

The firefighting and rescue services may be downgraded temporarily or for given operating hours. The **Flight Operations Manager** may approve and publish a lower required category for special types of operation such as for cargo or ferry flights.

It is KAAN AIR policy not to operate to aerodromes with inadequate fire and crash facilities and when assessing suitability, Flight Operations must take the following factors into account;

- Where the number of movements of aeroplanes in the highest category normally using that aerodrome is less than 700 during the busiest three month period, the airport protection may be reduced by one category for that group of aeroplanes only,
- During periods of reduced activity, the airport category may be reduced to that required for the highest category aeroplane planned to use the aerodrome during that time irrespective of the number of movements
- Aerodromes with reduced or inadequate facilities will accept an aircraft making an emergency landing or a landing where the commander judges that a diversion or holding delay any be greater potential hazard.

Note: If during flight, the commander learns about downgrading of the firefighting and rescue Services Category, he exercises his responsibility to continue or to divert. When continuing flight, a downgrading of maximum two categories is accepted by the company.

As per the table below, the types of aircraft used in KAAN AIR normally require the following category:

NO	TYPES	OVERALL LENGTH (m)	AERODROME CATEGORY RESCUE AND FIRE FIGHTING
1	LEONARDO A119	13.01	3
2	LEONARDO AW109	12.96	
3	LEONARDO A139	16.62	
4	KAMOV KA-32	15.90	

(08.01.02.05)- Selection of Aerodromes and Operating Sites Helicopters

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.192

(a) For flights under instrument meteorological conditions (IMC), KAAN AIR will select a takeoff alternate aerodrome within one hour flying time at normal cruising speed if it is not possible to return to the site of departure due to meteorological reasons.

(b) At the planning stage, for each instrument flight rules (IFR) flight, KAAN AIR will select and specify in the operational and air traffic services (ATS) flight plans one or more aerodromes or operating sites so that two safe-landing options are available during normal operation, except as provided for under point SPA.HOFO.120(b).

(c) KAAN AIR will apply appropriate safety margins to flight planning to take into account a possible deterioration of the available forecast meteorological conditions at the estimated time of landing.

(d) For each IFR flight, KAAN AIR will ensure that sufficient means are available to navigate to and land at the destination aerodrome or at any destination alternate aerodrome in the event of loss of capability for the intended approach and landing operation.

(08.01.02.06)- Planning Minima for IFR flights Helicopters

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 CAT.OP.MPA.192

PLANNING MINIMA AND SAFETY MARGINS
FOR A DESTINATION AERODROME AND SELECTION OF ALTERNATE AERODROMES

(a) When **selecting the destination aerodrome**, KAAN AIR will ensure that one of the following conditions is met:

(1) for a land destination, the duration of the flight and the prevailing meteorological conditions are such that during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the aerodrome or operating site, an approach and landing is possible under VMC from the minimum safe altitude at the IAF or before;

(2) for a land destination:

(i) the available **current meteorological information** indicates that the following meteorological conditions at the destination aerodrome will exist from 2 hours before to 2 hours after the estimated time of arrival, or from the actual time of departure to 2 hours after the estimated time of arrival, whichever is shorter:

(A) a ceiling of at least 120 m (400 ft) above the DA/H or MDA/H of the instrument approach procedure; and

(B) visibility of at least 3 000 m;

(ii) a runway and two published instrument approaches with independent navigation aids are available at the aerodrome of intended landing; and

(iii) fuel planning is based upon the approach procedure that requires the most fuel, and 15-minute fuel is added to the trip fuel;

(3) **one destination alternate aerodrome** is selected, and the appropriate weather reports and/or forecasts indicate that during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the destination, the weather conditions at the destination will be at or above the applicable planning minima as follows:

(i) RVR or VIS specified in accordance with point CAT.OP.MPA.110; and

(ii) for type A instrument approach operations, ceiling at or above (M)DH;

(4) one destination alternate aerodrome is selected, and based on the meteorological information that is obtained in accordance with the procedures of the operations manual (OM), there is a reasonable probability of landing at the destination;

(5) **two destination alternate aerodromes are selected**; or

(6) the **destination aerodrome is isolated**, and the appropriate weather reports and/or forecasts indicate that during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the destination, the weather conditions at the destination will be at or above the applicable planning minima defined in Table 1.

(b) KAAN AIR will specify any alternate aerodrome(s) in the operational flight plan.

(c) If the site of intended landing is isolated and no alternate aerodrome is available, a PNR will be determined.

PLANNING MINIMA
FOR DESTINATION ALTERNATE AERODROMES AND ISOLATED AERODROMES

(d) KAAN AIR will select the destination alternate aerodrome(s) only if the appropriate weather reports and/or forecasts

indicate that during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the aerodrome or operating site, the weather conditions will be at or above the applicable planning minima as follows:

(1) if the destination aerodrome is selected by meeting the conditions in points (a)(3) or (a)(5), the planning minima for the destination alternate aerodrome(s) and an isolated aerodrome are as shown in Table 1:

Table 1 — Planning minima for a destination alternate aerodrome and an isolated aerodrome

Type of approach	Planning minima
Type A or type B	RVR/VIS + 400 m Ceiling at or above (M)DH + 200 ft
VFR or visual approach	VFR from a position on the instrument flight path to the destination alternate aerodrome

Or

(2) if the destination aerodrome is selected by meeting the condition in point (a)(4), the planning minima for the destination alternate aerodrome(s) are as shown in Table 2:

Table 2 — Planning minima for a destination alternate aerodrome with a reasonable probability of landing at the destination

Type of approach	Planning minima
Type A or type B	RVR/VIS + 800 m (M)DH + 400 ft
VFR or visual approach	VFR from a position on the instrument flight path to the destination alternate aerodrome

DETERMINATION OF THE METEOROLOGICAL CONDITIONS FOR A SAFE LANDING AT THE DESTINATION

(e) To assess the probability of landing at the destination, when flying under IFR to heliports/operating sites without the meteorological information from a certified service provider, KAAN AIR will use supplemental meteorological information, or KAAN AIR will select two destination alternates. Such meteorological information is usually available at aerodromes. In Europe, the certification of service providers is based on Annex V (Part-MET) to Regulation (EU) 2017/373. In addition, all the following conditions will be met:

(1) KAAN AIR will establish a system for observing and assessing the weather, as well as for distributing meteorological information.

(2) KAAN AIR will describe in the OM the system defined in point (1).

(3) KAAN AIR **will assess the weather at the destination aerodrome**, and if different, also at the location of the instrument approach.

The assessment will be based on the following:

(i) an appropriate weather forecast at an aerodrome where it is reasonable to expect that the local conditions are not significantly different from the conditions at the destination and the location of the instrument approach;

(ii) if the aerodrome described in point (e)(3)(i) is farther than 15 NM away from the location of the approach and the destination, the following conditions will be met:

(A) supplemental meteorological information will be available and confirm that the current weather conditions at destination and at the location of the instrument approach are expected to remain similar to the conditions at the aerodrome described in point (e)(3)(i); and

(B) low-level area forecasts will confirm that the weather is expected to remain similar at destination and at the aerodrome used for the weather assessment, at the expected time of landing; and

(iii) any risk of adverse local weather condition forecast in the low-level area forecasts and relevant to the destination and the location of the instrument approach.

(4) The following will qualify as supplemental meteorological information:

(i) a reliable, timestamped image from a serviceable digital camera of known location, bearing, and altitude, which shows the weather conditions in the approach path at destination;

(ii) a meteorological observation from a properly trained observer; and

(iii) a report from non-certified automatic weather observation systems to which KAAN AIR will apply relevant margins based on the reliability and precision of the system.

(5) KAAN AIR will establish that there is a reasonable probability of landing at the destination only if the flight time to the destination and then to the alternate aerodrome is less than 3 hours, and if according to the assessment described in point (e)(3), during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the location of the approach, the following conditions are met:

(i) the weather conditions will be at or above the planning minima for the approach; and

(ii) if the location of the approach is different from that of the destination aerodrome, the weather conditions will allow to continue the flight to the destination.

(6) Weather observations from the aerodrome described in point (e)(3)(i), or the supplemental meteorological information that is described in point (e)(4), will be available, be no more than 30 minutes old, and be used to assess approach and landing conditions in accordance with point CAT.OP.MPA.300.

(7) The weather observations or information that are described in point (e)(6) may be transmitted to the flight crew using installed equipment, a T-PED, radio communication with trained personnel, or any equivalent means.

(8) KAAN AIR will store the weather assessments established in point (e)(3) and the weather observations referred to in point (e)(6) for a period of 3 months.

(9) In case a landing at the destination is not possible due to the weather, even though it was assessed that it would be, KAAN AIR will investigate and take all necessary measures to improve future weather assessments.

(08.01.02.07)- PLANNING MINIMA FOR TAKE-OFF ALTERNATE AERODROMES

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 CAT.OP.MPA.192(a)

KAAN AIR will select an aerodrome or landing site as a take-off alternate aerodrome or landing site only when the appropriate weather reports and/or forecasts indicate that **during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the take-off alternate aerodrome or landing site**, the weather conditions will be at or above the applicable landing minima specified in accordance with point CAT.OP.MPA.110. The ceiling will be taken into account when the only available approach operations are type A. Any limitations related to OEI operations will be also taken into account.

(08.01.02.08)- Defining Operation Sites- HELICOPTERS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 CAT.OP.MPA.105

When defining operating sites (including infrequent or temporary sites) for the type(s) of helicopter(s) and operation(s) concerned, KAAN AIR shall take account of the following:

(a) An adequate site is a site that KAAN AIR considers to be satisfactory, taking account of the applicable performance requirements and site characteristics (guidance on standards and criteria are contained in ICAO Annex 14 Volume 2 and in the ICAO *Heliport Manual* (Doc 9261-AN/903)).

(b) KAAN AIR will have in place a procedure for the survey of operating sites by a competent person. Such a procedure shall take account for possible changes to the operating site characteristics which may have taken place since last surveyed.

(c) Sites that are pre-surveyed shall be specifically specified in the operations manual. The operations manual should contain diagrams or/and ground and aerial photographs, and depiction (pictorial) and description of:

(1) the overall dimensions of the operating site;

(2) location and height of relevant obstacles to approach and take-off profiles, and in the manoeuvring area;

(3) approach and take-off flight paths;

(4) surface condition (blowing dust/snow/sand);

(5) helicopter types authorised / site sutability with reference to available aircraft performance requirements;

(6) provision of control of third parties on the ground (if applicable);

(7) procedure for activating the operating site with land owner or controlling authority and in accordance with national regulations, if applicable;

(8) other useful information, for example appropriate ATS agency and frequency; and

(9) lighting (if applicable).

(d) For sites that are not pre-surveyed and where KAAN AIR spesifically permits operation, KAAN AIR shall have in place a procedure, is in chapter 08.01.02.10; that enables the pilot in command to make, from the air, a judgment on the suitability of a site. (c)(1) to (c)(6) and (c)(9) shall be considered.

(e) Operations to non-pre-surveyed operating sites **by night shall not be permitted / conducted.**

(08.01.02.09)- Heliports

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

Operator Procedure

These heliports are approved by Turkish DGCA iaw SHT Heliport and a unique ICAO designator has been allocated. All necessary information regarding administration, operational procedures, facilities and services provided, firefighting and rescue capabilities, physical characteristics, obstacle environment, communication and navigation aids can be found in AIP AD3 Heliports.

The commander/PIC shall ensure that the heliport intended to be used is adequate for take-off and landing, in terms of performance, size and characteristics, by reviewing the relevant part of AIP and contacting the heliport administration for recent information, as part of the preflight preparation.

The ICAO codes of aerodromes shall be filled in departure and destination sections of ATS flight plan, as applicable.

(08.01.02.10)- Unprepared Landing Sites

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

Operator Procedure

If there is no aerodrome or heliport at the destination area, Ground Operation team will be dispatched to destination to find a suitable landing spot, ground support etc. Otherwise the commander shall assume all responsibility.

1. Location and coordinates of unprepared site is determined.
2. A review done for this site if available there are photos or google earth image.
3. Uncontrolled area's property owner or the area where it is located is coordinated with permission from the property authorities.
4. After taking the necessary permissions, landing and departure is planned.
5. Before descending to this area, landings are completed by making aerial reconnaissance high, low and final approach.
6. Land and safety reconnaissanceare made after landing. If there is a security officer standing at the close of the helicopter is taken to safety, otherwise the helicopter and the environment is provided by the pilots.

08.01.03-Methods and Responsibilities for Establishing AERODROME OPERATING MINIMA

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

SPO.OP.110 / CAT.OP.MPA.110

(08.01.03.01)- Aerodrome Operating Minima - General

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.110 / GM1 CAT.OP.MPA.110 / SPO.OP.110 / AMC2 SPO.OP.110 / GM1 SPO.OP.110(b)(5)

When establishing aerodrome operating minima, KAAN AIR will take the following elements into account:

(1) the type, performance and handling characteristics of the aircraft;
(2) the equipment available on the aircraft for the purpose of navigation, acquisition of visual references, and/or control of the flight path during take-off, approach, landing, and the missed approach;
(3) any conditions or limitations stated in the aircraft flight manual (AFM);
(4) the relevant operational experience of KAAN AIR;
(5) the dimensions and characteristics of the runways/final approach and take-off areas (FATOs) that may be selected for use;
(6) the adequacy and performance of the available visual and non-visual aids and infrastructure;

'Visual and non-visual aids and infrastructure' refers to all equipment and facilities required for the procedure to be used for the intended instrument approach operation. This includes but is not limited to lights, markings, ground- or space-based radio aids, etc.

(7) the obstacle clearance altitude/height (OCA/H) for the instrument approach procedures (IAPs);
(8) the obstacles in the climb-out areas and necessary clearance margins;
(9) the composition of the flight crew, their competence and experience;
(10) the IAP;
(11) the aerodrome characteristics and the available air navigation services (ANS);
(12) any minima that may be promulgated by the State of the aerodrome;
(13) the conditions prescribed in the operations specifications including any specific approvals for low-visibility

operations (LVOs) or operations with operational credits.
(14) any non-standard characteristics of the aerodrome, the IAP or the environment.

SPO - GENERAL

(a) The aerodrome operating minima should not be lower than those specified in AMC5 SPO.OP.110 or AMC4 SPO.OP.110(c).

(b) Whenever practical, **approaches** should be flown as **stabilised approaches (SAps).** Different procedures may be used for a particular approach to a particular runway.

(c) Whenever practical, **non-precision approaches** should be flown using the **continuous descent final approach (CDFA) technique**. Different procedures may be used for a particular approach to a particular runway.

(d) For approaches **not flown using the CDFA technique**: when calculating the minima in accordance with AMC5 SPO.OP.110, the applicable minimum runway visual range (RVR) should be increased by 200 m for Category A and B aeroplanes and by 400 m for Category C and D aeroplanes, provided that the resulting RVR/converted meteorological visibility (CMV) value does not exceed 5 000 m. SAp or CDFA should be used as soon as facilities are improved to allow these techniques.

(08.01.03.02)- ONSHORE AERODROME DEPARTURE PROCEDURES HELICOPTERS (Operations with Complex Motor-powered Aircraft)

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

GM1 CAT.OP.MPA.110 / GM3 SPO.OP.110

The cloud base and visibility will be such as to allow the helicopter to be clear of cloud at take-off decision point (TDP), and for the pilot flying to remain in sight of the surface until reaching the minimum speed for flight in instrument meteorological conditions (IMC) given in the AFM.

(08.01.03.03)- TAKE-OFF OPERATIONS HELICOPTERS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC2 CAT.OP.MPA.110 / AMC3 SPO.OP.110

(a) General

(1) Take-off minima will be expressed as visibility or runway visual range (RVR) limits, taking into account all relevant factors for each aerodrome planned to be used and aircraft characteristics. Where there is a specific need to see and avoid obstacles on departure and/or for a forced landing, additional conditions, e.g. ceiling, should be specified.
(2) The commander will not commence take-off unless the weather conditions at the aerodrome of departure are equal to or better than applicable minima for landing at that aerodrome unless a weather-permissible take-off alternate aerodrome is available.
(3) When the reported **meteorological visibility (VIS)** is below that required for take-off and RVR is not reported, a take-off should only be commenced if the commander can determine that the visibility along the take-off runway/area is equal to or better than the required minimum.
(4) When no reported meteorological visibility or RVR is available, a take-off should only be commenced if the commander can determine that the visibility along the take-off runway/area is equal to or better than the required minimum.

(b) Visual reference

(1) The take-off minima will be selected to ensure sufficient guidance to control the aircraft in the event of both a rejected take-off in adverse circumstances and a continued take-off after failure of the critical engine.
(2) For night operations, ground lights will be available to illuminate the runway/final approach and take-off area (FATO) and any obstacles.
(3) **For point-in-space (PinS) departures** to an initial departure fix (IDF), the take-off minima will be selected to ensure sufficient guidance to see and avoid obstacles and return to the heliport if the flight cannot be continued visually to the IDF. This will require a VIS of 800 m. The ceiling will be 250 ft.

(c) Required RVR/VIS — helicopters:

(1) For performance class 1 operations, and for helicopters having a mass where it is possible to reject the take-off and land on the FATO in case of the critical engine failure being recognised at or before the take-off decision point

(TDP) in accordance with Specialised Operations, KAAN AIR will specify an RVR or VIS as take-off minima in accordance with Table 3.

(1a) For all other cases other than para (c)(1) in accordance with Specialised Operations, the pilot-in-command shall operate to take-off minima of 800 m RVR/VIS and remain clear of cloud during the take-off manoeuvre until reaching the performance capabilities of (c)(1).

(2) For performance class 2 operations onshore, the commander will operate to take-off minima of 800 m RVR or VIS and remain clear of cloud during the take-off manoeuvre until reaching performance class 1 capabilities.

(3) For performance class 2 operations offshore, the commander will operate to minima not less than that for performance class 1 and remain clear of cloud during the take-off manoeuvre until reaching performance class 1 capabilities.

(3a) **For point-in-space (PinS) departures** to an initial departure fix (IDF), the take-off minima should be selected to ensure sufficient guidance to see and avoid obstacles and return to the heliport if the flight cannot continue visually to the IDF.

Table 3

Take-off — helicopters (without LVTO approval)

RVR or VIS

Onshore aerodromes with IFR departure procedure	**RVR / VIS (m)****
No light and no markings (day only)	400 or the rejected take-off distance, whichever is the greater
No markings (night)	800
Runway edge / FATO light and centreline marking	400
Runway edge / FATO light, centreline marking and relevant RVR information	400
Offshore helideck *	
Two-pilot operations	400
Single-pilot operations	500

* : The take-off flight path to be free of obstacles.

** : On **PinS departures** to IDF, VIS will not be less than 800 m and the ceiling will not be less than 250 ft.

(08.01.03.04)- ONSHORE CIRCLING OPERATIONS HELICOPTERS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC8 CAT.OP.MPA.110 / SPO.OP.113

The MDH for an onshore circling operation with helicopters, will not be lower than 250 ft, and the VIS not less than 800 m.

(08.01.03.05)- DETERMINATION OF DH / MDH FOR INSTRUMENT APPROACH OPERATIONS HELICOPTERS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC4 CAT.OP.MPA.110 / AMC4 SPO.OP.110

(a) The DH or MDH to be used for a 3D or a 2D approach operation will not be lower than the highest of:

(1) the OCH for the category of aircraft;

(2) the published approach procedure DH or MDH where applicable;

(3) the system minima specified in Table 6 (4);

(4) the minimum DH permitted for the runway/FATO specified in Table 7 (6), if applicable; or

(5) the minimum DH specified in the AFM or equivalent document, if stated.

Table 6 (4)

System minima - all aircraft

Facility	**Lowest DH / MDH (ft)**
ILS / MLS / GLS	200

GNSS /SBAS (LPV)*	200*
Precision approach radar (PAR)	200
GNSS /SBAS (LP)	250
GNSS (LNAV)	250
GNSS / Baro-VNAV (LNAV / VNAV)	250
Helicopter PinS approach	250**
LOC w/ or w/o DME	250
SRA (terminating at 1/2 NM)	250
SRA (terminating at 1 NM)	300
SRA (terminating at 2 NM or more)	350
VOR	300
VOR / DME	250
NDB	350
NDB / DME	300
VDF	350

* For localiser performance with vertical guidance LPV, a DH of 200 ft may be used only if the published final approach segment (FAS) datablock sets a vertical alert limit not exceeding 35 m. Otherwise, the DH will not be lower than 250 ft.
** For PinS approaches with instructions to 'proceed VFR' to an undefined or virtual destination, the DH or MDH will be with reference to the ground below the missed approach point (MAPt).

Table 7 (6)
Type of runway/FATO versus lowest DH/MDH — helicopters

Type of runway/FATO	Lowest DH/MDH (ft)
Precision approach (PA) runway, category I Non-precision approach (NPA) runway Non-instrument runway	200
Instrument FATO FATO	200 250

Table 7 (6) does not apply to helicopter PinS approaches with instructions to 'proceed VFR'.

(08.01.03.06)- SBAS OPERATIONS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023
GM3 CAT.OP.MPA.110 / GM6 SPO.OP.110

(a) SBAS LPV operations with a DH of 200 ft depend on an SBAS system approved for operations down to a DH of 200 ft.
(b) The following systems are in operational use or in a planning phase:
(1) European geostationary navigation overlay service (EGNOS) operational in Europe;
(2) wide area augmentation system (WAAS) operational in the USA;
(3) multi-functional satellite augmentation system (MSAS) operational in Japan;
(4) system of differential correction and monitoring (SDCM) planned by Russia;
(5) GPS aided geo augmented navigation (GAGAN) system, planned by India; and
(6) satellite navigation augmentation system (SNAS), planned by China.

(08.01.03.07)- DETERMINATION OF RVR OR VIS FOR INSTRUMENT APPROACH OPERATIONS HELICOPTERS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023
AMC6 CAT.OP.MPA.110 / AMC6 SPO.OP.110

The RVR/VIS minima for Type A instrument approach and Type B CAT I instrument approach operations will be determined as follows:

(a) For IFR operations, the RVR or VIS will not be less than the greatest of:

(1) the minimum RVR or VIS for the type of runway/FATO used according to Table 12 (11);
(2) the minimum RVR determined according to the MDH or DH and class of lighting facility according to Table 13 (12); or
(3) for PinS operations with instructions to 'proceed visually', the distance between the MAPt of the PinS and the FATO or its approach light system.
If the value determined in (1) is a VIS, then the result is a minimum VIS. In all other cases, the result is a minimum RVR.

(b) For PinS operations with instructions to 'proceed VFR', the VIS will be compatible with visual flight rules.
(c) For Type A instrument approaches where the MAPt is within 1/2 NM of the landing threshold, the approach minima specified for FALS may be used regardless of the length of the approach lights available. However, FATO/runway edge lights, threshold lights, end lights and FATO/runway markings are still required.
(d) An RVR of less than 800 m will not be used except when using a suitable autopilot coupled to an ILS, an MLS, a GLS or LPV, in which case normal minima apply.
(e) For night operations, ground lights will be available to illuminate the FATO/runway and any obstacles.
(f) The visual aids will comprise standard runway day markings, runway edge lights, threshold lights and runway end lights and approach lights as specified in Table 14 (13).
(g) For night operations or for any operation where credit for runway and approach lights as defined in Table 14 (13) is required, the lights will be on and serviceable except as defined in Table 17 (15) of AMC11 CAT.OP.MPA.110 / AMC9 SPA.OP.110.

Table 12 (11)
Type of runway/FATO versus minimum RVR — helicopters

Type of runway/FATO	Minimum RVR or VIS
PA runway, category I NPA runway Non-instrument runway	RVR 550 m
Instrument FATO FATO	RVR 550 m RVR/VIS 800 m

Table 13 (12)
Onshore helicopter instrument approach minima

DH/MDH (ft)	Facilities vs RVR (m)			
	FALS	IALS	BALS	NALS
200	550	600	700	1000
201 - 249	550	650	750	1000
250 - 299	600*	700*	800	1000
300 and above	750*	800	900	1000

* Minima on 2D approach operations will be no lower than 800 m.

Table 14 (13)
Approach lighting systems — helicopters

Class of lighting facility	Length, configuration and intensity of approach lights
FALS	CAT I lighting system (HIALS ≥ 720 m) distance coded centre line, barrette centre line
IALS	Simple approach lighting system (HIALS 420–719 m) single source, barrette
BALS	Any other approach lighting system (HIALS, MALS or ALS 210–419 m)
NALS	Any other approach lighting system (HIALS, MALS or ALS < 210 m) or no approach lights

(08.01.03.08)- APPROACH LIGHTING SYSTEMS ICAO, FAA

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

GM2 CAT.OP.MPA.110 / GM5 SPO.OP.110

The following table provides a comparison of ICAO and FAA specifications.

Table 19 (17)

Approach lighting systems — ICAO and FAA specifications

Class of lighting facility	Length, configuration and intensity of approach lights
FALS	ICAO: CAT I lighting system (HIALS ≥ 720 m) distance coded centre line, barrette centre line FAA: ALSF1, ALSF2, SSALR, MALSR, high or medium intensity and/or flashing lights, 720 m or more
IALS	ICAO: simple approach lighting system (HIALS 420–719 m) single source, barrette FAA: MALSF, MALS, SALS/SALSF, SSALF, SSALS, high or medium intensity and/or flashing lights, 420–719 m
BALS	Any other approach lighting system (HIALS, MALS or ALS 210–419 m) FAA: ODALS, high or medium intensity or flashing lights 210–419 m
NALS	Any other approach lighting system (HIALS, MALS or ALS <210 m) or no approach lights

(08.01.03.09)- VISUAL APPROACH OPERATIONS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC9 CAT.OP.MPA.110 / AMC7 SPO.OP.110

KAAN AIR **will not use an RVR of less than 800 m** for a visual approach operation.

(08.01.03.10)- EFFECT ON LANDING MINIMA OF TEMPORARILY FAILED OR DOWNGRADED GROUND EQUIPMENT (Complex Motor-powered Aircraft)

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC11 CAT.OP.MPA.110 / AMC9 SPO.OP.110

(a) General

These instructions are intended for use both before and during flight. It is, however, not expected that the commander would consult such instructions after passing 1000 ft above the aerodrome.

If failures of ground aids are announced at such a late stage, the approach could be continued at the commander's discretion. If failures are announced before such a late stage in the approach, their effect on the approach will be considered as described in Table 17 (15), and the approach may have to be abandoned.

(b) Conditions applicable to Table 17 (15):

(1) multiple failures of runway/FATO lights other than those indicated in Table 17 (15) will not be acceptable;

(2) failures of approach and runway/FATO lights are acceptable at the same time, and the most demanding consequence will be applied; and

(3) failures other than ILS, MLS affect RVR only and not DH.

Table 17 (15)

Failed or downgraded equipment — effect on landing minima

Operations without LVO approval

Failed or downgraded equipment	Effect on landing minima	
	Type B	Type A

Navaid stand-by transmitter	No effect	
Outer Marker (ILS only)	Not allowed (No effect) except if the required height versus glide path can be checked using other means, e.g. DME fix	APV — not applicable
		NPA with final approach fix (FAF): no effect unless used as FAF
		If the FAF cannot be identified (e.g. no method available for timing of descent), NPA operations cannot be conducted
Middle marker (ILS only)	No effect	No effect unless used as MAPt
RVR Assessment Systems	No effect	
Approach lights	Minima as for NALS	
Approach lights except the last 210 m	Minima as for BALS	
Approach lights except the last 420 m	Minima as for IALS	
Standby power for approach lights	No effect	
Edge lights, threshold lights and runway end lights	Day: no effect; Night: not allowed	
Centre line lights	Helicopters: No effect on CAT I and HELI SA CAT I approach operations	No effect
Centreline lights spacing increased to 30 m	No effect	
TDZ lights	Helicopters: No effect	No effect
Taxiway lighting system	No effect	

(08.01.03.11)- EFFECT ON LANDING MINIMA OF TEMPORARILY FAILED OR DOWNGRADED GROUND EQUIPMENT (Other than Complex Motor-powered Aircraft)

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC10 SPO.OP.110

(a) Non-precision approaches requiring a final approach fix (FAF) and/or MAPt should not be conducted where a method of identifying the appropriate fix is not available.

(b) Where approach lighting is partly unavailable, minima should take account of the serviceable length of approach lighting.

(08.01.03.12)- Aircraft Categories

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

GM1 SPO.OP.110

(1) Aircraft categories shall be based on the indicated airspeed at threshold (VAT), which is equal to the stalling speed (VSO) multiplied by 1.3 or where published 1-g (gravity) stall speed (VS1g) multiplied by 1.23 in the landing configuration at the maximum certified landing mass. If both VSO and VS1g are available, the higher resulting VAT should be used.

(2) The aircraft categories specified in Table 16 shall be used.

Table 16
Aircraft categories corresponding to VAT values

Aircraft category	VAT
A	Less than 91 kt
B	from 91 to 120 kt
C	from 121 to 140 kt
D	from 141 to 165 kt
E	from 166 to 210 kt

(08.01.03.13)- Vertical Speed based on the Descent Angles and Ground Speed

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

GM9 CAT.OP.MPA.110

High vertical speeds will be avoided due to unstable aerodynamics and potential transient autorotation state of the main rotor.

Vertical speeds at or below 800 ft/min will be considered to be normal, and vertical speeds above 1 000 ft/min will be considered to be high.

The vertical speed on final approach increases with the descent angle and the ground speed (GS), including tailwinds. Whereas the helicopter will be manoeuvred into the wind during the visual segment of an instrument approach, tailwinds may be encountered during the instrument segments of the approach.

If the vertical speed is above 1 000 ft/min, a go-around will be considered. Greater vertical speeds may be used based on the available data in the rotorcraft flight manual.
Table 21 below gives an indication of the vertical speed based on the descent angles and ground speed.

Table 21
Examples of vertical speeds

Ground speed	Descent angle	Vertical speed
80 kt	5.7° (10 %)	800 ft/min
100 kt	5.7° (10 %)	1 000 ft/min
80 kt	7.5° (13.2 %)	1 050 ft/min
100 kt	7.5° (13.2 %)	1 300 ft/min

Note: A GS of 80 kt may be the result of an indicated airspeed (IAS) of 60 kt and a tailwind component of 20 kt.

(08.01.03.14)- Commencement and Continuation of APPROACH

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

CAT.OP.MPA.305 / Operator Procedure

(1) Onshore

(a) Reserved-

(b) For helicopters, if the reported RVR is less than 550 m and the controlling RVR for the runway to be used for landing is less than the applicable minimum, then an instrument approach operation will not be continued:

(1) past a point at which the helicopter is 1 000 ft above the aerodrome elevation; or

(2) into the FAS if the DH or MDH is higher than 1 000 ft.

(c) If the required visual reference is not established, then a missed approach will be executed at or before the DA/H or the MDA/H.

(d) If the required visual reference is not maintained after DA/H or MDA/H, then a go-around will be executed promptly.

(e) In the case where no RVR is reported, and the reported VIS is less than the applicable minimum, but the converted meteorological visibility (CMV) is equal or greater than the applicable minimum, then the instrument approach can be

continued to the DA/H or MDA/H.

(08.01.04)- En-route Operating Minima for VFR flights or VFR Portions of a Flight and, where Single-Engined Aircraft are used, Instructions for Route Selection with Respect to the Availability of Surfaces that Permit a Safe Forced Landing

Revizyon No: 9 Revizyon Tarihi: 14.12.2018

CAT.OP.MPA.135

This section specifies the requirements for en-route weather minima for:

- VFR flights or
- VFR portions of a flight.

ICAO-Annex 2 and the relevant regulations define in the Rules of Air, MINIMUM FLIGHT VISIBILITIES and a MINIMUM DISTANCE FROM CLOUDS for all flights conducted under VFR. Unless permitted and authorized as a "VFR-on-top-flight" visual reference to ground will always be maintained. Annex 2 and/or States Rules of the Air require following minimum flight visibilities/cloud distances:

	Within Controlled Airspace	**Outside Controlled Airspace**	
		Above 900 m (3.000 ft) AMSL or above 300 m (1.000 ft) above terrain, whicever is the higher	At and below 900 m (3.000 ft) AMSL or 300 m (1.000 ft) above terrain, whicever is the higher
Distance from cloud a) Horizontal b) Vertical	1.500 m 300 m (1.000 ft)		Clear of cloud and in sight of the surface
Flight Visibility	8 Km at and above 3.050 m (10.000 ft) AMSL 5 Km below 3.050 m (10.000 ft) AMSL		5 Km

In accordance with AIP ENR 1-2 Visual Flight Rules, **for helicopters**, ground visibility **shall not be less than 2 km outside of controlled airspace** and **3 km within controlled airspace.**

(08.01.05)- Presentation and Application of Aerodrome and En-route Operating Minima

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.OP.MPA.185 / CAT.OP.MPA.135 / GM1 CAT.OP.MPA.185 / CAT.OP.MPA.245 / CAT.OP.MPA.246

(a) On IFR flights the commander will only:

(1) commence take-off; or

(2) continue beyond the point from which a revised ATS flight plan applies in the event of inflight replanning, when information is available indicating that the expected weather conditions, at the time of arrival, at the destination and/or required alternate aerodrome(s) are at or above the planning minima.

(b) On IFR flights, the commander will only continue towards the planned destination aerodrome when the latest information available indicates that, at the expected time of arrival, the weather conditions at the destination, or at least one destination alternate aerodrome, are at or above the applicable aerodrome operating minima.

(c) On VFR flights, the commander will only commence take-off when the appropriate weather reports and/or forecasts indicate that the meteorological conditions along the part of the route to be flown under VFR will, at the appropriate time, be at or above the VFR limits.

(08.01.06)- Interpretation of Meteorological Information

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

Annex 3 / TURKISH AIP GEN / CAT.OP.MPA.245 / CAT.OP.MPA.247 / SPO.OP.170 / AMC1 SPO.OP.170 / AMC2 SPO.OP.170 / GM1 SPO.OP.170

08.01.06.01 **Meteorological conditions — all aircraft**

(a) On IFR flights the commander shall only:

(1) commence the flight; or

(2) continue beyond the point from which a revised ATS flight plan applies in the event of in-flight replanning, when information is available indicating that the expected weather conditions, at the time of arrival, at the destination and/or required alternate aerodrome(s) are at or above the planning minima.

(b) On IFR flights, the commander / pilot-in-command shall only continue towards the planned destination aerodrome when the latest information available indicates that, at the expected time of arrival, the weather conditions at the destination, or at least one destination alternate aerodrome, are at or above the applicable aerodrome operating minima.

(c) On VFR flights, the commander shall only commence the flight when the appropriate weather reports and/or forecasts indicate that the meteorological conditions along the part of the route to be flown under VFR will, at the appropriate time, be at or above the VFR limits.

(a2) The pilot-in-command shall only commence or continue a VFR flight if the latest available meteorological information indicates that the weather conditions along the route and at the intended destination at the estimated time of use will be at or above the applicable VFR operating minima.
(b2) The pilot-in-command shall only commence or continue an IFR flight (specialized operations) towards the planned destination aerodrome if the latest available meteorological information indicates that, at the estimated time of arrival, the meteorological conditions at the destination or at least one destination alternate aerodrome are at or above the applicable aerodrome operating minima.

(c2) If a flight contains VFR and IFR segments, the meteorological information referred to in (a2), (b2) shall be applicable as far as relevant.

08.01.06.02 **Meteorological conditions — helicopters**

In addition to 08.01.06.01:

(a) On VFR flights **overwater** out of sight of land with helicopters, the commander shall only commence take-off when the appropriate weather reports and/or forecasts indicate that the **ceiling will be above 600 ft by day or 1 200 ft by night.**

(b) Flight with helicopters to a helideck or elevated FATO shall only be operated when the mean **wind speed** at the helideck or elevated FATO is reported to be **less than 60 kt.**

08.01.06.03 **Meteorological conditions - EVALUATION OF METEOROLOGICAL CONDITIONS**

Pilots shall carefully evaluate the available meteorological information relevant to the proposed flight, such as applicable surface observations, winds and temperatures aloft, terminal and area forecasts, air meteorological information reports (AIRMETs), significant meteorological information (SIGMET) and pilot reports. The ultimate decision whether, when, and where to make the flight rests with the pilot-in-command. Pilots shall continue to re-evaluate changing weather conditions.

08.01.06.04 **Meteorological conditions - APPLICATION OF AERODROME FORECASTS (TAF & TREND)**

Where a terminal area forecast (TAF) or meteorological aerodrome or aeronautical report (METAR) with landing forecast (TREND) is used as forecast, the following criteria should be used:

a. From the start of a TAF validity period up to the time of applicability of the first subsequent 'FM...' or 'BECMG' or, if no 'FM' or BECMG' is given, up to the end of the validity period of the TAF, the prevailing weather conditions forecast in the initial part of the TAF should be applied.
b. From the time of observation of a METAR up to the time of applicability of the first subsequent 'FM...' or 'BECMG' or, if no 'FM' or BECMG' is given, up to the end of the validity period of the TREND, the prevailing weather conditions forecast in the METAR should be applied.
c. Following FM (alone) or BECMG AT, any specified change should be applied from the time of the change.
d. Following BECMG (alone), BECMG FM, BECMG TL, BECMG FM TL:

1. in the case of deterioration, any specified change should be applied from the start of the change; and
2. in the case of improvement, any specified change should be applied from the end of the change.

e. In a period indicated by TEMPO (alone), TEMPO FM, TEMPO TL, TEMPO FM TL, PROB30/40 (alone):

1. deteriorations associated with persistent conditions in connection with e.g. haze, mist, fog, dust/sandstorm, continuous precipitation should be applied;
2. deteriorations associated with transient/showery conditions in connection with short- lived weather phenomena, e.g. thunderstorms, showers may be ignored; and
3. improvements should in all cases be disregarded.

f. In a period indicated by PROB30/40 TEMPO:

1. deteriorations may be disregarded; and
2. improvements should be disregarded.

Note: Abbreviations used in the context of this AMC are as follows:
FM: from
BECMG: becoming
AT: at
TL: till
TEMPO: temporarily
PROB: probability

08.01.06.05 **Meteorological conditions - CONTINUATION OF A FLIGHT**

In the case of in-flight re-planning, continuation of a flight refers to the point from which a revised flight plan applies.

08.01.07-Determination of the Quantities of FUEL, OIL and WATER Methanol carried

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.191 / SPO.OP.131 / AMC1 SPO.OP.131 / AMC1 SPO.OP.131(a)(1)(ii)

(08.01.07.01)- Fuel/Energy Planning Policy

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.191 / SPO.OP.131 / AMC1 SPO.OP.131 / AMC1 SPO.OP.131(a)(1)(ii)

(a) As part of the fuel/energy scheme, KAAN AIR will establish a fuel/energy planning and in-flight re-planning policy to ensure that the aircraft carries a sufficient amount of usable fuel/energy to safely complete the planned flight / operation and to allow for deviations from the planned operation.

(b) KAAN AIR will ensure that the fuel/energy planning of flights is based upon at least the following elements:

(1) procedures contained in the operations manual as well as:

(i) current aircraft-specific data derived from a **fuel/energy consumption monitoring system**; or if not available;

(ii) data provided by the aircraft manufacturer; and

(2) the operating conditions under which the flight is to be conducted including:

(i) aircraft fuel/energy consumption data;

(ii) anticipated masses;

(iii) anticipated meteorological conditions;

(iv) the effects of deferred maintenance items or of configuration deviations, or both; and

(v) procedures and restrictions introduced by air navigation service providers.

(vi) anticipated delays.

(c) KAAN AIR will ensure that the pre-flight calculation of the usable fuel/energy that is required for a flight includes:

(1) **taxi fuel/energy**, which will not be less than the amount expected to be used prior to take-off;

(2) **trip fuel/energy**;

(3) **contingency fuel/energy**;

(4) destination **alternate fuel/energy** if a destination alternate aerodrome is required;

(5) **final reserve fuel/energy**, which will not be less than:

(i) if flying under visual flight rules (VFR) and navigating **by day** with reference to visual landmarks, **20-minute fuel/energy at best-range speed; or**

(ii) if flying under VFR and navigating by means other than by reference to visual landmarks or **at night**, **30-minute fuel/energy at best-range speed; or**

(iii) if flying under instrument flight rules (IFR), **30-minute fuel/energy at holding speed at 1 500 ft (450m) above the aerodrome elevation in standard conditions**, calculated according to the helicopter estimated mass on arrival at the destination alternate aerodrome or at the destination aerodrome when no destination alternate aerodrome is required;

(6) **extra fuel/energy**, to take into account anticipated **delays or specific operational constraints**; and

(7) **discretionary fuel/energy**, if required by the commander.

(c1) For specialized operations - helicopters, KAAN AIR will ensure that the pre-flight calculation of the usable fuel/energy that is required for a flight includes all of the following:

(1) **fuel/energy to fly** to the aerodrome or operating site of intended landing;

(2) if a destination alternate is required, **destination alternate fuel/energy**, which will be the amount of fuel/energy that is required to execute a missed approach at the aerodrome or operating site of intended landing, and thereafter, to fly to the specified destination alternate, approach and land; and

(3**) final reserve fuel/energy**, which will be protected to ensure a safe landing; KAAN AIR will take into account all of the following, and in the following order of priority, to determine the quantity of the final reserve fuel/energy:

(i) the severity of the hazard to persons or property that may result from an emergency landing after fuel/energy starvation; and

(ii) the likelihood of such unexpected circumstances that the final reserve fuel/energy may no longer be protected;

(4) **extra fuel/energy** to take into account anticipated delays or specific operational constraints; and

(5) **discretionary fuel/energy**, if required by the pilot-in-command.

(d1) For the fuel planning policy, the amount of the **required usable fuel for a flight will not be less** than the sum of the following:

(A) The FRF will not be less than the fuel required to fly:

(1) for **10 minutes at best-range speed, provided that the helicopter remains within 25 NM of the aerodrome/operating site of departure, under VFR**;

(2) for **20 minutes at best-range speed for flights** other than the ones referred to in (A)(1) under VFR; and

(3) for **30 minutes at holding speed at 1 500 ft (450 m) above the destination or destination alternate under IFR.**

(B) If point (A)(1) is used for the FRF, KAAN AIR will specify in the SOPs:

(1) the type of operation in which such **reduced FRF** may be used; and

(2) **methods of reading** and **calculating the remaining fuel**.

(d2) REDUCED RESERVE FUEL

(A) KAAN AIR will specify in the SOP:

(1) the type of activity where such **reduced reserve fuel** may be used; and

(2) methods of **reading and calculating the remaining fuel**.

(B) **Refuelling facilities will be available at the aerodrome/operating site**.

(e) As an alternative to points (b) to (d), for helicopters with a maximum certified take-off mass (MCTOM) of 3 175 kg or less, flying **by day and over routes navigated by reference to visual landmarks**, or for **local helicopter operations (LHO),** the fuel/energy policy will ensure that on completion of the flight, or series of flights, the final reserve fuel/energy is sufficient for:

(1) **30-minute flying time at best-range speed; or**

(2) **20-minute flying time at best-range speed, if operating within an area providing continuous and suitable operating sites.**

(f) The pilot in command will only **commence a flight** or **continue in the event of in-flight re-planning**, when satisfied that the aircraft carries at least the planned amount of usable fuel/energy and oil to safely complete the flight.

(08.01.07.02)- Fuel/Energy Planning Criteria

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 CAT.OP.MPA.191(b)&(c)

(a) The pre-flight calculation of the required usable fuel to be carried on board will include the following:

(1) **taxi fuel**, which will take into account local conditions at the departure site and the APU consumption;

(2) **trip fuel,** which will include fuel:

(i) for take-off and climb from the departure site elevation to the initial cruising level/altitude, taking into account the expected departure routing;

(ii) from the top of climb to the top of descent, including any step climb/descent;

(iii) from the top of descent to the point where the approach procedure is initiated, taking into account the expected arrival procedure; and

(iv) for the approach and landing at the destination site;

(3) **contingency fuel**, which will be:

(i) for IFR flights, or for VFR flights in a hostile environment, 10 % of the planned trip fuel; or

(ii) for VFR flights in a non-hostile environment, 5 % of the planned trip fuel;

(4) **alternate fuel**, which will be:

(i) fuel for a missed approach from the applicable DA/H or MDA/H at the destination to the missed-approach altitude, taking into account the complete missed approach procedure;

(ii) fuel for climb from the missed approach altitude to the cruising level/altitude;

(iii) fuel for the cruise from the top of climb to the top of descent;

(iv) fuel for descent from the top of descent to the point where the approach is initiated, taking into account the expected arrival procedure;

(v) fuel for the approach and landing at the destination alternate that is selected in accordance with point CAT.OP.MPA.192; and

(vi) for helicopters operating to or from helidecks that are located in a hostile environment, 10 % of points (a)(4)(i) to (a)(4)(v);

(5) **FRF (final reserve fuel);**

(for details refer to 08.01.07.01 (c)(5) , (d1)(A) and (e) above);

(6) **extra fuel** if there are anticipated delays or specific operational constraints; and

(7) **discretionary fuel**, which will be at the sole discretion of the commander.

(b) Reduced contingency fuel (RCF) IFR procedure

If KAAN AIR's fuel scheme includes pre-flight planning to a destination 1 aerodrome (commercial destination) with an RCF procedure using a decision point along the route and a destination 2 aerodrome (optional refuelling destination), the pre-flight calculation of the required usable fuel will be according to points (b)(1) or (b)(2), **whichever is greater:**

(1) the sum of:
- (i) taxi fuel;
- (ii) trip fuel to the destination 1 aerodrome via the decision point;
- (iii) contingency fuel equal to not less than 10 % of the estimated fuel consumption from the decision point to the destination 1 aerodrome;
- (iv) alternate fuel;
- (v) FRF;
- (vi) extra fuel if there are anticipated delays or specific operational constraints; and
- (vii) discretionary fuel, which will be at the sole discretion of the commander; or

(2) the sum of:
- (i) taxi fuel;
- (ii) trip fuel to the destination 2 aerodrome via the decision point;
- (iii) contingency fuel equal to not less than 10 % of the estimated fuel consumption from the decision point to the destination 2 aerodrome;
- (iv) alternate fuel, if a destination 2 alternate aerodrome is required;
- (v) FRF;
- (vi) extra fuel if there are anticipated delays or specific operational constraints; and
- (vii) discretionary fuel, which will be at the sole discretion of the commander.

(c) Isolated aerodrome IFR procedure

If KAAN AIR's fuel policy includes planning to fly to an isolated aerodrome under IFR or under VFR over routes not navigated by reference to visual landmarks, for which a destination alternate does not exist, the pre-flight calculation of the required usable fuel will include:

(1) taxi fuel;
(2) trip fuel;
(3) contingency fuel calculated in accordance with point (a)(3);
(4) additional fuel to fly for 2 hours at holding speed, including FRF; and
(5) extra fuel if there are anticipated delays or specific operational constraints; and
(6) discretionary fuel, which will be at the sole discretion of the commander.

(d) Sufficient fuel will be carried at all times to ensure that following the failure of an engine that occurs at the most critical point along the route, the helicopter is able to:

(1) descend as necessary and proceed to an adequate aerodrome;
(2) hold for 15 minutes at 1 500 ft (450 m) above aerodrome elevation in standard conditions; and
(3) make an approach and land.

(08.01.07.03)- Fuel/Energy Recording - Logging

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

Operator Procedure

HELICOPTER TECHNICAL LOG: Any fuel uplift must be entered into the technical log/Flight and Maintenance Report? fuel remaining (from previous flight), fuel added/ uplift, total fuel on board.

The total fuel on board as depictable from the technical log must never be less than the required minimum takeoff fuel plus the taxi fuel - as calculated for that flight .

08.01.08-Mass And Centre of Gravity (CG)

CAT.POL.MAB.100 / GM1 CAT.POL.MAB.100(e) / GM1 CAT.POL.MAB.100(g) / GM1 CAT.POL.MAB.100(i) / GM2 CAT.POL.MAB.100(e) / GM3 CAT.POL.MAB.100(e) / AMC1 CAT.POL.MAB.100(a) / AMC1 CAT.POL.MAB.100(b) / AMC1 CAT.POL.MAB.100(d) / CAT.POL.MAB.100(e) / AMC2 CAT.POL.MAB.100(e) / AMC2 CAT.POL.MAB.100(d) / AMC2 CAT.POL.MAB.100(b) / AMC1 CAT.POL.MAB.100(e) / CAT.POL.MAB.105 / AMC1 CAT.POL.MAB.105(a) / AMC1 CAT.POL.MAB.105(b) / AMC1 CAT.POL.MAB.105(c) / CAT.POL.MAB.105(d) / SPO.POL.115

(08.01.08.01)- Definitions

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

CAT.POL.MAB.100 / AMC1 CAT.POL.MAB.100(d) / AMC1 SPO.POL.110(a)(1) / AMC1 SPO.POL.110(a)(2) / GM1 SPO.POL.110(a)(2)

- **Basic Empty Mass**: It is the mass of an aircraft plus standard items such as: unusable fuel and other unusable fluids; lubricating oil in engine and auxiliary units; fire extinguishers; pyrotechnics; emergency oxygen equipment; supplementary electronic equipment.
- **Dry Operating Mass**: includes; crew and crew baggage / equipment, catering and removable passenger service equipment and removable task specialist equipment, if applicable.
- Maximum **Take-Off Mass**: The maximum permissible total helicopter mass at takeoff.
- **Traffic Load**: The total mass of passengers, task specialist, baggage and cargo, including any non-revenue load.
    - **SPECIAL STANDARD MASSES** for **TRAFFIC LOAD**: KAAN AIR shall use standard mass values for other load items. These standard masses shall be calculated on the basis of a detailed evaluation of the mass of the items.
- Maximum **Zero Fuel Mass**: It is the maximum permissible mass of an aircraft with no usable fuel.
- Maximum **Landing Mass**: The maximum permissible total aircraft mass on landing under normal circumstances.
- **Passenger** classification:
    - Adults, male and female, are defined as persons of an age of 12 years and above.
    - Children are defined as persons of an age of two years and above but who are less than 12 years of age:
    - Infants are defined as persons who are less than two years of age.

(08.01.08.02)- Methods, Procedures and Responsibilities for Preparation and Acceptance of Mass and Centre of Gravity Calculations

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

CAT.POL.MAB.100 / SPO.POL.105

(a) During any phase of operation, the loading, mass and centre of gravity (CG) of the aircraft will comply with the limitations specified in the RFM, or **OM-B Chapter 6** if more restrictive.
(b) KAAN AIR will establish the mass and the CG of any aircraft by actual weighing prior to initial entry into service and thereafter at intervals of **4 (four) years** if individual aircraft masses are used, or nine years if fleet masses are used. The accumulated effects of modifications and repairs on the mass and balance will be accounted for and properly documented. Such information will be made available to the pilot-in-command. Aircraft will be **reweighed** if the effect of modifications on the **mass and balance is not accurately known.**
(c) The **weighing** will be accomplished by the manufacturer of the aircraft or by an approved maintenance organisation.
(d) KAAN AIR will determine the mass of all operating items and crew members included in the aircraft dry operating mass by weighing or by using standard masses. The influence of their position on the aircraft's CG will be determined.
(e) KAAN AIR will establish the mass of the traffic load, including any ballast, by actual weighing or by determining the mass of the traffic load in accordance with standard passenger and baggage masses.
(f) In addition to standard masses for passengers and checked baggage, KAAN AIR can use standard masses for other **load items**, if it demonstrates to TR DGCA that these items have the same mass or that their masses are within specified tolerances.
(g) KAAN AIR will determine the mass of the fuel load by using the actual density or, if not known, the density calculated in accordance with a method specified in the operations manual.
(h) KAAN AIR will ensure that the loading of:
(1) its aircraft is performed under the supervision of qualified personnel; and
(2) traffic load is consistent with the data used for the calculation of the aircraft mass and balance.
(i) KAAN AIR will comply with additional structural limits such as the floor strength limitations, the maximum load per running metre, the maximum mass per cargo compartment and the maximum seating limit. For helicopters, in addition, KAAN AIR will take account of in-flight changes in loading.

(j) KAAN AIR will specify, the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in (a) to (i). This system will cover all types of intended operations.
(k) KAAN AIR will use, the **FOF-6, -7, -8, 22 Mass and Balance Computation Forms** for related aircraft types, provided in OM-B(s) Chapter 06.09.05. For multi engined types; above mentioned forms are having **OEI Performance Evaluation** section that been providing the HOGE hover ceiling OEI chats are possible for varying combinations, the weight limitation charts for Cat A and Cat B operations and the ROC rate of climb performance MCP maximum continuous power OEI charts showing that; aircraft can **either continue or not** to the intended operation in the case of OEI one engine inoperative condition.

(08.01.08.03)- Policy for Using Standard and/or Actual Masses

Revizyon No: 12 Revizyon Tarihi: 29.06.2020
CAT.POL.MAB.100 / SPO.POL.110

a. KAAN AIR established a mass and balance system in order to determine for each flight or series of flights the following:

    1. aircraft dry operating mass;
    2. mass of the traffic load;
    3. mass of the fuel load;
    4. aircraft load and load distribution;
    5. take-off mass, landing mass and zero fuel mass;
    6. applicable aircraft CG positions.

b. The flight crew shall be provided with a means of **replicating** and **verifying** any mass and balance computation based on electronic calculations.
c. KAAN AIR established procedures to enable the pilot-in-command to determine the mass of the fuel load by using the actual density or, if not known, the density calculated in accordance with a method specified in the operations manual.
d. The pilot-in-command shall ensure that the loading of:

    1. the aircraft is performed under the supervision of qualified personnel; and
    2. traffic load is consistent with the data used for the calculation of the aircraft mass and balance.

e. KAAN AIR specified, the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in (a) to (d). This system covers all types of intended operations.

(08.01.08.04)- Determining the Applicable Passenger, Baggage and Cargo Mass

Revizyon No: 12 Revizyon Tarihi: 29.06.2020
AMC2 CAT.POL.MAB.100(d) / AMC1 SPO.POL.110(a)(4) / GM1 SPO.POL.110(b)

Standard masses, including hand baggage, of;

- **85 kg for flight crew/ technical crew members / task specialist** and
- **75 kg for cabin crew members.**

LOADING - STRUCTURAL LIMITS

The loading shall take into account additional structural limits such as the floor strength limitations, the maximum load per running metre, the maximum mass per cargo compartment, and/or the maximum seating limits as well as in-flight changes in loading.

The mass and balance computation may be available in flight planning documents or separate systems and includes standard load profiles.

(08.01.08.05)- Applicable Passenger and Baggage Masses for Various Types of Operations and Aircraft Type

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

AMC2 CAT.POL.MAB.100(d) / AMC1 CAT.POL.MAB.100(e)

Mass values for baggage; for aircraft with 19 passenger seats or less, the **actual mass of checked baggage** should be determined **by weighing.**

AMC1 CAT.POL.MAB.100 (e) / (c)
Table 2

Passenger seats:	1-5	6-9	10-19
Male	104 kg	96 kg	92 kg
Female	86 kg	78 kg	74 kg
Children	35 kg		

(1) On all helicopter flights where no hand baggage is carried in the cabin or where hand baggage is accounted for separately, **6 kg may be deducted** from male and female masses in Table 2.

Articles such as an overcoat, an umbrella, a small handbag or purse, reading material or a small camera are not considered as hand baggage.

(2) For helicopter operations in which a survival suit is provided to passengers, 3 kg should be added to the passenger mass value.

(08.01.08.06)- General Instructions and Information Necessary for Verification of the Various Types of Mass and Balance Documentation in use

Revizyon No: 18 Revizyon Tarihi: 15.08.2022

CAT.POL.MAB.105

Documentation in use are; OM Part B, Chapter 6.

The mass and balance document must be acceptable to, and countersigned by the helicopter commander. Details of any late alterations in the load must be passed to the commander, and entered in the 'last minute changes' spaces on the mass and balance document.

Some aircraft has two or more different EMPTY WEIGHT on the chart C of Mass and Balance; in case of **different seat configuration**. Commander will sign with his/her initial on the Mass and Balance sheet, when he/she will **correct by the hand-written** of wrong written/choosen empty weight on the initially prepared and submitted sheet to him/her.

(08.01.08.07)- Last-Minute Changes Procedures

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

GM1 CAT.POL.MAB.100(i)

A last minute change to the load shall be recorded to mass and balance sheet, shall be corrected.

(08.01.08.08)- Specific Gravity of Fuel, Oil and Water Methanol

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

GM1 CAT.POL.MAB.100(g) / GM1 SPO.POL.110(a)(3) / AMC1 SPO.POL.110(a)(3)

(a) If the actual fuel density is not known, KAAN AIR may use standard fuel density values for determining the mass of the fuel load. Such standard values shall be based on current fuel density measurements for the airports or areas concerned. In **Specialised Operations**; The mass of the fuel load shall be determined by using its **actual relative density** or a **standard relative density**.

(b) Typical fuel density values are:

(1)	Gasoline (piston engine fuel)	0.71

(2)	JET A1 (Jet fuel JP 1)	0.79
(3)	JET B (Jet fuel JP 4)	0.76
(4)	Oil	0.88

(08.01.08.09)- Seating Policy / Procedures

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.POL.MAB.100

The commander is responsible for seating in accordance with CG of helicopters.

(08.01.08.10)- For Helicopter operations, Standard Load Plans

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

AMC1 CAT.POL.MAB.105(b) / AMC1 SPO.POL.115(b)

For helicopter operations, standard load plans

Standart load plans are at; OM Part B, Chapter 1.

Integrity of Mass and Balance data and documentation

KAAN Air will verify the integrity of Mass and Balance data and documentation generated by a computurized system, **at interval not exceeding 6 months**. KAAN Air has established a system; **Flight Operations Manager** to manualy check that ammendments of input data are incorporated properly in the system and that the system is operating correctly on a continuous basis.

(08.01.09)- Air Traffic Services (ATS) Flight Plan

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

CAT.OP.MPA.177 / AMC1 CAT.OP.MPA.177

KAAN AIR uses standard ATS Flight Plan for all flights and submitted to the ATC.

Submission of the ATS Flight Plan

(a) If an air traffic services (ATS) flight plan is not submitted because it is not required by the rules of the air, adequate information will be deposited in order to permit alerting services to be activated if required.

(b) When operating from a site where it is impossible to submit an ATS flight plan, the ATS flight plan will be transmitted as soon as possible after take-off by the commander or KAAN AIR OCC.

Flights Without an ATS Flight Plan

(a) When unable to submit or close the ATS flight plan due to lack of ATS facilities or of any other means of communications to ATS, KAAN AIR established the procedures, instructions, and OCC department to be responsible for alerting search and rescue (SAR) services.

(b) To ensure that each flight is located at all times, these instructions will:

(1) provide the nominated person with at least the information required to be included in a VFR flight plan, and the location, date, and estimated time for re-establishing communications;

(2) if an aircraft is overdue or missing, ensure that the appropriate ATS or SAR service is notified; and

(3) ensure that the information will be retained at a designated place until the completion of the flight.

(08.01.10)- Operational Flight Plan (OFP)

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 CAT.OP.MPA.175(a) / CAT.OP.MPA.175(a) / ORO.MLR.110 / AMC1 SPA.HOFO.110(b)(1)

A. General

An operational flight plan (OFP) shall be completed for each intended flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes/operating sites concerned.

Notwithstanding above, an operational flight plan (OFP) **is not required** for operations **under VFR** of:

- **Helicopters with an MCTOM of 3 175 kg or less**, by day and over routes navigated by reference to visual landmarks in a local area as specified in the operations manual.

The OFP will be prepared by the flight crew or operation planning and control personnel. The operational flight plan shall be prepare manually based on the applicable Flight Manual and by using OFP Form.

OFP's shall always be prepared in duplicate and signed by the commander. In case of OFP's being prepared by a operation planning and control office. The copy soft the OFP remains on ground with the operation planning and control office or at the station, whichever is applicable, whilst the original will be filed with the operational return documents after the flight or a series of flights is completed by that crew.

B. Common Features

1) The **route selection** shall consider:

- standard routes - if so published by KAAN AIR -
- ATS - standard routes - if published -
- air traffic flow management regulations
- available NAV - equipment on ground and in the helicopter
- NOTAMS
- meteorological conditions
- traffic rights
- if relevant - minimum time track optimisation
- if relevant - minimum enroute altitudes (for driftdown performance consideration)

2) The speed schedule as prescribed in the AOM for the type concerned or as required by ATC.

3) The altitude/flight level selection considering

- the minimum enroute altitude
- ATC –regulations
- economical aspects
- meteorological conditions (wind and temperature)
- performance aspects

4) The selection of alternate(s) considering:

- wx-conditions
- suitability of alternate(s)
- distance
- economic/handling aspects

C. Operation Flight Plan Format and Contents

OPERATIONAL FLIGHT PLAN — COMPLEX MOTOR-POWERED AIRCRAFT

(a) The operational flight plan used and the entries made during flight will contain the following items. Sample of the OFPs presented at the OM-A Appendix 08.01.10 *(used forms for different types of operation are; FOF-03, FOF-03-OFF and CTZ-02),* not applicable Aerial Work:

1. Helicopter registration ;
2. Helicopter type and variant;
3. Date of flight;
4. Flight identification;
5. Names of flight crew members;
6. Duty assignment of flight crew members;
7. Place of departure;
8. Time of departure (actual off-block time, take-off time);
9. Place of arrival (planned and actual);
10. Time of arrival (actual landing and on-block time);
11. Type of operation (VFR,IFR, ferry flight, etc);
12. Route and route segments with check-points/waypoints, distances, time and tracks;
13. Planned cruising speed and flying times between checkpoints/waypoints. Estimated and actual times overhead (based on available wind data);
14. Safe altitudes and minimum levels;
15. Planned altitudes and flight levels;
16. Fuel calculations (records of inflight fuel checks);
17. Fuel on board when starting engines;
18. Alternate(s) for destination, including the information required in (12) to (15), as well as destination 2 and destination 2 alternate aerodromes in case of a reduced contingency fuel (RCF) procedure;
19. where applicable, a take-off alternate and fuel ERA aerodrome(s);
20. Initial ATS Flight Plan clearance and subsequent re-clearance ;
21. In-flight re-planning calculations; and
22. meteorological information, as specified in point (a) of point MET.TR.215 of Part-MET.

(b) Items that are readily available in other documentation or from another acceptable source or are irrelevant to the type of operation may be omitted from the operational flight plan.

(c) The operational flight plan and its use has been described in the operations manual.

(d) **All entries** on the operational flight plan will be **made concurrently and be permanent** in nature.

OPERATIONAL FLIGHT PLAN —
OTHER-THAN-COMPLEX MOTOR-POWERED AIRCRAFT OPERATIONS AND LOCAL OPERATIONS

(e) An operational flight plan may be established in a **simplified form** relevant to the type of operation for operations with other-than-complex motor-powered aircraft as well as **local operations with any aircraft**. Local operations has been defined in the chapter 00.01.04.01 Definition.

OPERATIONAL FLIGHT PLAN —
HELICOPTERS OPERATED WITH A SINGLE PILOT AND
WITHOUT A STABILITY AUGMENTATION SYSTEM OR AN AUTOMATIC FLIGHT CONTROL SYSTEM (AFCS)

(f) No entries will be made in the operational flight plan during the flight.

OPERATIONAL FLIGHT PLAN
PRODUCED BY A COMPUTERISED FLIGHT-PLANNING SYSTEM

(g) When KAAN AIR uses a computerised flight-planning system to produce an operational flight plan, the functionality of this system will be described in the OM.

(h) If the computerised flight-planning system is used in conjunction with a basic fuel scheme with variations or an individual fuel scheme, the operator will ensure that the quality and the proper functionality of the **software are tested** after each upgrade. The test will verify that the changes to the software do not affect the final output.

(08.01.11)- Operator's Aircraft Technical Log (ATL)

Sample helicopter technical logs are at Appendix 08.01.11 A, B, C, D, E.

(08.01.12)- List of Documents, Forms and Additional Information to be Carried

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

CAT.GEN.MPA.180 / AMC1 CAT.GEN.MPA.180 / GM1 CAT.GEN.MPA.180(a)(14) / GM1 CAT.GEN.MPA.180(a)(5)(6) / GM1 CAT.GEN.MPA.180(a)(9) / GM1 CAT.GEN.MPA.180(a)(1) / GM1 CAT.GEN.MPA.180(a)(23) / AMC1 CAT.GEN.MPA.180(a)(13) / SPO.GEN.140 / AMC1 SPO.GEN.140 / GM1 SPO.GEN.140(a)(1) / AMC1 SPO.GEN.140(a)(3) / GM1 SPO.GEN.140(a)(9) / AMC1 SPO.GEN.140(a)(12) / AMC1 SPO.GEN.140(a)(13) / GM1 SPO.GEN.140(a)(14) / GM1 SPO.GEN.140(a)(20)

(a) The following documents, manuals and information shall be carried on each flight, as originals or copies unless otherwise specified:

(1) the **Rotorcraft Flight Manual (RFM)** or equivalent document(s), and/or **Quick Response Handbooks (QRH)** by manufacturer / **Short Check Lists (NCL/CL)** produced by KAAN AIR for related type *(refer to paragraph (dd) below)* ;

means the flight manual for the aircraft or other documents containing information required for the operation of the aircraft within the terms of its certificate of airworthiness, unless these data are available in the parts of the operations manual carried on board.

(2) the **original** Certificate of Registration;

(3) the **original** Certificate of Airworthiness (C of A);

shall be a normal certificate of airworthiness, a restricted certificate of airworthiness or a permit to fly issued in accordance with the applicable airworthiness requirements.

(4) the Noise Certificate, including an English translation, where one has been provided by TR DGCA;

(5) a **certified true copy** of the Air Operator Certificate (AOC), a copy of the **authorisation as specified in ORO.SPO.110**, including an English translation when the AOC has been issued in another language; may be provided:

i) directly by the TR DGCA; or

ii) by persons holding privileges for certification of official documents in accordance with applicable Member State's legislation, e.g, public notaries, authorised officials in public services.

iii) Translations of the air operator certificate (AOC) including operations specifications do not need to be certified.

(6) the operations specifications relevant to the aircraft type, issued with the AOC, the list of **specific approvals**, if applicable, including an English translation when the operations specifications have been issued in another language;

(7) the **original** aircraft radio licence, if applicable;

(8) the third party liability and pilot / personnel accident insurance certificate(s);

(9) **the journey log**, or equivalent, for the aircraft;

means that the required information may be recorded in documentation other than a log book, such as the operational flight plan or the aircraft technical log.

(10) the aircraft technical log, in accordance with Annex I (Part-M) to Regulation (EU) No 1321/2014;

(11) details of the filed ATS flight plan, if applicable;

(12) **current and suitable aeronautical charts** for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;

a. *The aeronautical charts carried shall contain data appropriate to the applicable air traffic regulations, rules of the air, flight altitudes, area / route and nature of the operation. Due consideration shall be given to carriage of textual and graphic representations of:*

1. *aeronautical data including, as appropriate for the nature of the operation:*

i. *airspace structure;*
ii. *significant points, navigation aids (navaids) and air traffic services (ATS) routes;*
iii. *navigation and communication frequencies;*
iv. *prohibited, restricted and danger areas; and*
v. *sites of other relevant activities that may hazard the flight; and*

2. *topographical data, including terrain and obstacle data.*

b. *A combination of different charts and textual data may be used to provide adequate and current data.*

c. *The aeronautical data should be appropriate for the current aeronautical information regulation and control (AIRAC) cycle.*

d. *The topographical data should be reasonably recent, having regard to the nature of the planned operation.*

(13) procedures and visual signals information for use by intercepting and intercepted aircraft which is in OM-A chapter 12;
(14) information concerning search and rescue services for the area of the intended flight, which shall be easily accessible in the flight crew compartment, which is in OM-C chapter 01.01.07;
(15) the current parts of the operations manual and/or SOP or RFM that are relevant to the duties of the crew members and task specialists, which shall be easily accessible to the crew members;
(16) the MEL;
(17) appropriate notices to airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation;
(18) appropriate meteorological information;
(19) cargo and/or passenger manifests, if applicable;
(20) mass and balance documentation;
(21) the operational flight plan, if applicable;
(22) notification of special categories of passenger (SCPs) and special loads, if applicable; and
(23) any other documentation that may be pertinent to the flight or is required by the States concerned *(origin, transit, overflight and destination of the flight)* with the flight. It may include, for example, forms to comply with **reporting requirements**.

(b1) Notwithstanding (a), for operations under visual flight rules (VFR) by day with other-than complex motor-powered aircraft taking off and landing at the same aerodrome or operating site within 24 hours, or remaining within a local area specified in the operations manual, the following documents and information may be retained at the aerodrome or operating site instead:

(1) noise certificate;
(2) aircraft radio licence;
(3) journey log, or equivalent;
(4) aircraft technical log;
(5) NOTAMs and AIS briefing documentation;
(6) meteorological information;
(7) notification of SCPs and special loads, if applicable; and
(8) mass and balance documentation.

(b2) Notwithstanding (a), for specialised operations, the documents and information in (a)(2) to (a)(11) and (a)(14), (a)(17), (a)(18) and (a)(19) may be retained at the aerodrome or operating site on flights:

(1) intending to take off and land at the same aerodrome or operating site; or
(2) remaining within a distance or area determined by TR DGCA in accordance with ARO.OPS.210.

(c) Notwithstanding (a), in case of loss or theft of documents specifi ed in (a) (2) to (a) (8), the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.

(d) KAAN AIR shall make available, within a reasonable time of being requested to do so by TR DGCA, the documentation required to be carried on board.

The documents, manuals and information may be available **in a form other than on printed paper**. An electronic storage media is acceptable if; **accessibility, usability** and **reliability** can be **assured.**

KAAN AIR shall ensure that following manuals and forms are carried on board of helicopter each flight;

1. The Approved Operation Manual Part-A, B and C;
2. Rotorcraft Flight Manual - RFM;
3. A copy of the operational flight plan - OFP.

The all documents, manuals and forms shall be controlled by the commander before each flight. **FOF-18 Master List of License-Certificate-Manuals** will be prepared and provided in the helicopter by quality department, so captain can control update of existing documents. In additon, **SACA auditor** is responsible have each helicopter control of them yearly basis with document control form for another control system.

Particulars of the aircraft, its crew and each journey shall be retained for each flight, or series of flights, in the form of a journey log (FOF-10 **Journey Log**) and/or summary (FOF-15 Journey Log Summary electronic file).

(aa) The aircraft journey log and/or summary, shall include the following items, where applicable:
(1) aircraft nationality and registration,
(2) date,

(3) name(s) of crew member(s),
(4) duty assignments of crew member(s),
(5) place of departure,
(6) place of arrival,
(7) time of departure,
(8) time of arrival,
(9) hours of flight,
(10) nature of flight (scheduled or non-scheduled),
(11) incidents, observations, if any,
(12) signature of person in charge.

(bb) The information, or parts thereof, may be recorded in a **form other than on printed paper (such as electronic copy).** Accessibility, usability and reliability shall be assured.

(cc) 'Series of flights' means consecutive flights, which begin and end:
(1) **within a 24-hour** period;
(2) **at the same aerodrome** or operating site or remain **within a local area** as specified in definitions; and
(3) with the **same pilot-in-command**/commander of the aircraft.

(dd) **Compliance Monitoring Manager (CMM)** shall follow the revisions of manufacturer's documents that will effect the internal documents (Handbooks, Checklists, Briefing Card, etc.). CMM shall update internal documents in case been affected by the revision of manufacturer's documents and the process shall be recorded in **FOF-26 Manufacturer's Document Revision and Internal Document Up-to-Date Chart.**

08.02-GROUND HANDLING INSTRUCTIONS

CAT.OP.MPA.195 / CAT.OP.MPA.155 / CAT.OP.MPA.160 / CAT.POL.MAB.105

08.02.01-Fuelling Procedures

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.200

(a) Special refuelling or defuelling shall only be conducted if KAAN AIR:

(1) has performed a risk assessment;

(2) has developed procedures; and

(3) has established a training programme for its personnel involved in such operations.

(b) Special refuelling or defuelling applies to:

(1) refuelling with an engine running or rotors turning;

(2) refuelling/defuelling with passengers embarking, on board, or disembarking; and

(3) refuelling/defuelling with wide-cut fuel.

(c) Reserved.

(d) For helicopters, refuelling procedures with rotors turning and any change to them shall require prior approval by TR DGCA.

(08.02.01.01)- Refuelling with the ENGINE(S) RUNNING and/or ROTORS TURNING HELICOPTERS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC3 CAT.OP.MPA.200 / SPO.OP.157 / GM1 SPO.OP.157

(a) Refuelling with the engine(s) running and/or rotors turning will only be conducted:

(1) with **no passengers or technical-crew** members / **task specialist** embarking or disembarking;

(2) if the operator of the aerodrome/operating site **allows such operations**;

(3) in accordance with any specific procedures and **limitations in the AFM**;

(4) **using JET A or JET A-1** fuel types; and

(5) in the presence of the appropriate rescue and firefighting (RFF) facilities or equipment.

(b) In addition, at least the following precautions are taken:

(1) all necessary information will be exchanged in advance with the aerodrome operator, operating-site operator, and refuelling operator;

(2) the procedures to be used by crew members, ground operations personnel, task specialist will be defined;

(3) the procedures to be used by KAAN AIR's ground operations personnel that may be in charge of refuelling or assisting in emergency evacuations will be described;

(4) KAAN AIR's training programmes for crew members and for ground operations personnel / task specialist will be described;

(5) the minimum distance between the helicopter turning parts and the refuelling vehicle or installations **(50 feet / 15 meter)** will be defined when the refuelling takes place outside an aerodrome or at an aerodrome where there are no such limitations;

(6) besides any RFFSs that are required to be available by aerodrome regulations, an additional handheld fire

extinguisher with the equivalent of **5 kg of dry powder** will be immediately available and ready for use;

(7) a means for a **two-way communication** between the crew and the person in charge of refuelling will be defined and established;

(8) if fuel vapour is detected inside the helicopter, or any other hazard arises, refuelling/defuelling will be stopped immediately;

(9) **one pilot will stay at the controls**, constantly monitor the refuelling, and be ready to shut off the engines and evacuate at all times; and

(10) any additional precautions will be taken, as determined by the risk assessment.

RISK ASSESSMENT

The risk assessment will explain why it is not practical to refuel with the engine(s) and rotors stopped, identify the additional hazards, and describe how the additional risks are controlled.

Helicopter offshore operations (HOFO) are typical operations where the benefits will outweigh the risks if mitigation measures are taken.

Guidance on Safe Refuelling practices is contained in ICAO Doc 9137 Airport Services Manual, Parts 1 and 8.

KAAN AIR's **risk assessment may include**, but not be limited to, the following risks, hazards and mitigation measures:

(a) risk related to refuelling with rotors turning;
(b) risk related to the shutting down of the engines, including the risk of failures during start-up;
(c) environmental conditions, such as wind limitations, displacement of exhaust gases, and blade sailing;
(d) risk related to human factors and fatigue management, especially for single-pilot operations for long periods of time;
(e) risk mitigation, such as the safety features of the fuel installation, rescue and firefighting (RFF) capability, number of personnel members available, ease of emergency evacuation of the helicopter, etc.;
(f) assessment of the use of radio transmitting equipment;
(g) determination of the use of seat belts; and
(h) review of the portable electronic device (PED) policy.

(08.02.01.02)- OPERATIONAL PROCEDURES PASSENGERS ON BOARD for REFUELLING with the ENGINE(S) RUNNING and/or ROTORS TURNING HELICOPTERS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.200 / AMC4 CAT.OP.MPA.200

In addition to AMC3 CAT.OP.MPA.200, for refuelling with passengers on board, at least the following precautions are taken:

(a) the positioning of the helicopter and the corresponding helicopter evacuation strategy will be defined **taking into account the wind** as well as the refuelling facilities or vehicles;

(b) on a heliport, the ground **area beneath the exits** that are intended **for emergency evacuation will be kept clear;**

(c) an additional passenger briefing as well as instructions will be defined, and the **'No smoking' signs** will be on unless 'No smoking' placards are installed;

(d) **interior lighting will be set to enable** identification of emergency exits;

(e) the use of doors during refuelling will be defined: **doors on the refuelling side will remain closed, while doors on the opposite side will remain unlocked or, weather permitting, open, unless otherwise specified in the AFM;**

(f) at least **one suitable person capable of implementing emergency procedures** for firefighting, communications, as well as for initiating and directing an evacuation, will remain at a specified location; this person will not be the qualified pilot at the controls or the person performing the refuelling; and

(g) unless passengers are regularly trained in emergency evacuation procedures, an **additional crew member or**

ground crew member will be assigned to assist in the rapid evacuation of the passengers.

(08.02.01.03)- Refuelling or Defuelling with PASSENGERS EMBARKING, ON BOARD or DISEMBARKING

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC5 CAT.OP.MPA.200 / SPO.OP.155

(a) When passengers are embarking, on board, or disembarking, an aircraft **will not be refuelled/defuelled with avgas (aviation gasoline)** or wide-cut type fuel or a mixture of these types of fuel.

(b) For all other types of fuel, the necessary precautions will be taken, and the aircraft will be properly manned by qualified personnel that will be ready to initiate and direct an evacuation of the aircraft by the most practical and expeditious means available.

(08.02.01.04)- Precautions to be Taken to Avoid Mixing Fuels

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.OP.MPA.200

Mixing of fuel is only permitted as specified in the "Limitations" section of the AOM. Flight and ground crews should be aware of possible fuel contamination, particularly at smaller airports, and fuel samples must be taken to check for contaminants. The fuel drain procedures specified in the AOM must be followed to check for water in the fuel tanks and/or lines.

1. **At Base**

When operating from its main base, the commander is to confirm with operations that the fuel quantity ordered is sufficient to meet his calculated requirements for the flight, and during the pre-flight inspection is to ensure that he, or a flight crew member nominated by him, confirms that:

- The correct type, grade and quantity of fuel has been loaded;
- When required, the fuel drains are operated to check for water content, and left properly closed;
- Where practical, a visual check of tank contents, or if specified in the checklists for smaller helicopters, a dipstick check reveals the correct amount of fuel on board to be within reasonable tolerances;
- All fuel tank and pressure refuelling connector caps are properly secured;
- The helicopter fuel gauges indicate that the tanks have been filled to the required levels;
- Details of the fuel uplift have been correctly entered in the technical log, and a gross error check is carried out; and

2. **En Route**

When operating away from base, the commander is responsible for to be present during the refuelling, and in addition to confirming that the requirements of item (1) above are met, he is to ensure that:

- Particular care is taken in advising the refuelling agency of the type, grade and fuel quantity required, with special reference to the units of measurement quoted (litres, U.S. gallons, pounds etc.);
- The bowser or other fuel installation is earthed to the helicopter structure before the hose is extended, and remains so earthed until refuelling is complete;
- Smoking is not permitted within 15 metres of the helicopter while refuelling is in progress;
- The correct quantity of anti-freeze additive is dispensed into the fuel where specified by the helicopter manufacturer, and/or bacteriological control additive;
- The fuel bowser/installation readings at the start and finish of refuelling reflect accurately the fuel uplift as indicated on the helicopter gauges, and a gross error check is carried out.

(08.02.02)- Aircraft, Passengers and Cargo Handling Procedures Related to Safety

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

CAT.OP.MPA.155 / AMC3 CAT.OP.MPA.155(b) / AMC2 CAT.OP.MPA.155(c) / AMC2 CAT.OP.MPA.155(b) / AMC1 CAT.OP.MPA.155(c) / AMC1 CAT.OP.MPA.155(b) / GM4 CAT.OP.MPA.155(b) / GM3 CAT.OP.MPA.155(b) / GM2 CAT.OP.MPA.155(c) / GM1 CAT.OP.MPA.155(c) / GM2 CAT.OP.MPA.155(b) / GM1 CAT.OP.MPA.155(b) / CAT.OP.MPA.160 / AMC2 CAT.OP.MPA.160 / AMC1 CAT.OP.MPA.160 / CAT.OP.MPA.165 / AMC2 CAT.OP.MPA.165 / GM1 CAT.OP.MPA.165 / AMC1 CAT.OP.MPA.165 / CAT.POL.MAB.105

All personnel who are to be made responsible for ground handling of the KAAN AIR's helicopters, including the loading

and offloading of both passengers and cargo are to be given detailed guidance in the completion of their duties in respect of each helicopter type for which they may be responsible. Such personnel include flight crews and the ground personnel.

1. **Passengers, Children / Infants, Persons with Reduced Mobility (PRMs)**

The commander is responsible in which passengers are accepted and conveyed to a helicopter, depending on the place of departure, the type of helicopter and its crew composition, the use of a check-in desk or rendezvous point, the availability of courtesy vehicle and the proximity of the parked helicopter to the exit from the terminal building. Irrespective of the circumstances however, passengers are to be either taken to the helicopter in approved transport, ground personnel or representative of the appointed handling agent, as appropriate, from the terminal building to the helicopter.

Similarly, prior to arrival at destination, passengers are to be advised whether they are to leave the helicopter with rotors turning or with the rotors and engines stopped. If the former, it is essential that competent persons escort passengers by a safe route until outside the rotor disc. Every care is to be taken to ensure that they remain in a unified group, refrain from smoking, and are kept well clear of main and tail rotors and jet engine intake and exhaust danger areas while on the helicopter movement area.

Once the passengers are seated, a flight crew member or ground handling personnel is to close the helicopter door(s) and/or confirm by inspection that it has been properly closed and secured.

If the KAAN AIR is required to carry such normally inadmissible passengers as deportees or persons charged with criminal offences, special procedures, including the provision of escorts will be made and full details will be included in the commander's flight brief.

The commander is responsible for **briefing to passengers** who are **placed at seats**, the **use of safety belts / harnesses**, the position of seat backs during take-off and landing, and the general requirements for cabin safety security at all times.

The commander is responsible of that children shall be seated and infant shall be tightened to its mother and RMPs passenger shall not be allocated, nor occupy, seats where their presence could:

- Impede the crew in their duties;
- Obstruct access to emergency equipment; or
- Impede the emergency evacuation of the helicopter.

The commander has the statutory authority to refuse entry to his helicopter of anyone whose presence in flight could represent a hazard to the safety of the helicopter or its passengers. Such persons could include those suspected of being under the influence of alcohol or drugs to the extent that the safety of the helicopter or its occupants is likely to be endangered, or of suffering from any form of mental or physical illness which could put the remaining passengers at risk. In the case of those suffering from known or declared illnesses, arrangements may be made for such persons to be carried if prior medical approval has been given, and qualified nursing personnel accompany the patient(s).

2. **Permissible size and weight of hand baggage**

All hand luggage is handle checked baggage and carried in the baggage compartment. The luggage has to be a soft-shell-type, weight shall not exceed **15 kg** and maximum size would be 45 x 35 x 20 cm.

The commander is responsible for ensuring that hand baggage and cargo carried in a cabin is adequately and securely stowed taking into account the following:

- Each item carried in a cabin must be stowed only in a location that is capable of restraining it;
- Mass limitations placarded on or adjacent to stowages must not be exceeded;
- Baggage and cargo must not be placed where it can impede access to emergency equipment; and

The commander is to ensure that all personnel who may be responsible for loading the helicopter are made aware of such additional restrictions. Cargo is not to be carried unless the particular helicopter has been cleared for operations in the cargo role, and the appropriate spreader boards, freight lashings, nets and anchor points are available and approved. Details of the cargo configuration(s) and loading restrictions can be found in Part-B for the helicopter type.

3. **Loading and securing of items in the aircraft**

Classification of loading areas is done according to the RFM in conjunction with OM-B. All baggage and items of cargo on board, which through movement could cause injury or damage, **must be stowed by safety nets, securely tied down** in a place intended for that purpose. Furthermore, it must be guaranteed that access to emergency exits and

rescue aids on board must is available at all times.

4. **Positioning of Ground Equipment**

All ground equipment shall be positioned in safe area of helicopters. The authorized ground personnel shall be positioned the ground equipment to the helicopter

5. **Operation of Helicopter Doors**

The authorized personnel shall be operates doors after the propeller is completely stopped.

6. **Safety on the Aerodrome/operating Site, including Fire Prevention, Blast and Suction Areas**

   The following additional provisions shall be observed:

- No un-authorized persons shall enter the helicopter positioned area;
- Smoking and the use of open fire is strictly prohibited;
- Floor surfaces shall be frequently checked to prevent accidents caused by slipping/skidding on oil, ice or snow.
- Ground personnel shall wear ear protection permanently;
- Ground personnel shall ensure that the security zones around the suction and blast areas of the individual helicopter are observed and that no personnel or equipment are within such zones when the signals for engine startup are given;

7. **Start-up, Ramp Departure and Arrival Procedures**

The ground personnel clear at the security zones around the suction and blast and suction areas of helicopter then give signal to the commander for starting up engine.

8. **Servicing of Helicopter**

Only authorized personnel shall make service to the helicopter at line, such services are;

- Towing helicopter;
- Fueling/de-fueling;
- Embarking /disembarking;
- Loading/unloading;

9. **Documents and Forms for Helicopter Handling**

A technical log, ATS Flight Plan, mass-and balance form, NOTAM's sheet shall be remain at the ground stations until the flight is completed.

10. **Multiple Occupancy of Helicopter Seats**

Passenger seats may be occupied by two persons under the following conditions:
- It involves an adult and a small child (under 2 years of age).
- An additional approved safety belt for small children is used.

(08.02.03)- Procedures for the Refusal of Embarkation

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.GEN.MPA.170

KAAN AIR shall refuse to carry or remove any passenger, when in the exercise of reasonable discretion, the commander decides that

1. Such action is necessary in the interest of safety of the helicopter or its occupants;
2. Such action is necessary to prevent violation of laws, regulations or decrees of any country to be flown from, into or over;
3. The conduct, behaviors or neglect of appearance of the passenger make him objectionable to other passengers; or
4. The age or mental or physical condition of the passenger is such as to require special assistance which cannot be provided.

Any person who appears under the influence of alcohol or drugs to the extent where the safety of the helicopter or its occupants is likely to be endangered shall be refused embarkation.

08.03-FLIGHT PROCEDURES

Regulation (EC) No. 216/2008 Annex IV / CAT.IDE.A.125

(08.03.01)- VFR/IFR Policy

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.IDE.H.125

*Helicopters operated under **VFR by day**, pilot's station, whenever two pilots are required for the operation, for the second pilot, helicopters with an MCTOM of more than 3 175 kg or any helicopter operating over water when out of sight of land or when the visibility is less than 1500 m, preventing malfunction of the airspeed indicating systems due to condensation or icing, helicopters with an MCTOM of more than 3175 kg or an MOPSC of more than nine; all that conditions' required equipment list are detailed in CAT.IDE.H.125, AMC & GM's.*

All IFR aircraft flying out of the airway and all VFR aircraft, entering a civil or military TMA shall establish direct radio contact with the TMA control unit at least 10 minutes prior to the TMA boundary and inform the following information:

- Point of TMA entry and estimated time over the boundary,
- Flight level/ altitude and flight condition,
- ETA at destination aerodrome if the destination aerodrome is within the TMA, or the ETA at point of TMA exit if transversing the TMA,
- Route portion to be flown within the TMA.

Except as otherwise authorized by the appropriate Air Traffic Control unit for VFR flights within control zones, VFR flights will be conducted in conditions of 5 km. flight visibility and 1000 feet vertical distance and 1.500 m horizontal distance from clouds.

Except when a clearance is obtained from the appropriate ATS unit, VFR flights will not take off or land at an aerodrome within a control zone, or enter the aerodrome traffic zone or traffic pattem; when the ceiling is less than 1500 feet (450 m) or when the ground visibility is less than 3 km.

*NOTE: Minimum ground visibility for take-off and landing **shall not be less than 2 km** outside of controlled airspace.*

Except when necessary for take-off or landing or when specially authorized by the appropriate authority, on IFR flight will be flown at a level that is not below the minimum flight altitude established by the State whose territory is over flown; or where no such minimum flight altitude has been established;

- Over high terrain or in mountainous areas, at a level which is at least 2000 feet (600 m) above the highest obstacle located within 8 KM of the estimated position of the aircraft,
- Elsewhere than as specified above at a level which is at least 1 000 feet {300 m) above the highest obstacle located within 8 km of the estimated position of the aircraft.

The helicopter electing to change the conduct of its flight from compliance with the IFR to compliance with the VFR will notify the appropriate ATS unit specifically that the IFR flight is cancelled and communicate there to the changes to be made to its current flight plan. The helicopter that has to change from VFR to IFR shall immediately contact the appropriate ATS unit and report position and intention, and then follow the instructions.

- ' Y ' when the flight is started under IFR;
- ' Z ' when the flight is started under VFR.

*Helicopters operated under **VFR at night or under IFR**, pilot's station, single-pilot operations under VFR at night, preventing malfunction of the airspeed indicating systems required due to either condensation or icing, whenever two pilots are required for the operation, for the second pilot, for IFR operations, a chart holder can be illuminated for night operations; all that conditions' required equipment list are detailed in CAT.IDE.H.130, AMC & GM's.*

Helicopters are allowed to fly night VFR, which begins 30 minutes after sunset and 30 minutes before sunrise, within approved and defined TMAs. It is responsibility of the commander to ensure that the following conditions are maintained as minimum and to comply with ultimately the current rules about the night VFR flights:

• Airports and/or heliports are suitable for night and/or IFR take-off and landing; or heliports lighted for night operations as per related TR DGCA directives,
• 5 km ground visibility and 3.000 feet ceiling for take-off and landing,
• 5 km flight visibility, 3.000 feet ceiling, 3 km horizontal and 2.000 feet vertical distance from clouds for flight,
• 1.000 feet ground clearance for flight,
• ATS flight plan before 30 minutes from planned flight time,
• Performance Class 1 or 2 requirements are met.
• All equipment are operational and no effected MEL item presets,

Flight operations manager is responsible to ensure that night VFR flights are conducted with two pilots all the time and commander is current for night VFR iaw the current regulations. He/she will plan the crew in order not to exceed flight, flight duty and rest time periods.

The commander is responsible to keep HATS equipment ready and operative on board during all VFR flights.

08.03.02-Navigation Procedures

SPA.PBN.100

(08.03.02.01)- Standard Navigational Procedures; including Policy for Carrying Out Independent Cross-Checks of Keyboard Entries where these Affect the Flight Path to be Followed by the Aircraft

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

SPA.PBN.100

General

An aircraft will not be operated unless the navigation equipment required or otherwise installed in accordance with the applicable requirements including operational and airworthiness requirements and the minimum standards applicable. A failure of a single unit required for operation will not result in the inability to operate safety on the route to be flown. Detailed information about the required operational status of equipment is provided in the MEL.

Policy

Navigation and communication equipment is installed to enable or to assist flight crews to perform and/or to optimize flights with regard to safety, comfort and economy. The pilots are responsible for the correct use of the equipment in accordance with the limitations laid down in the RFM.

Continuous monitoring of the equipment and its performance is mandatory during any use of it.

Special attention must be paid to the engagement status of systems used in order to avoid late recognition of mode or configuration changes which could result in abnormal situations.

Flight plans activated in the navigation system shall be checked by both pilots waypoint by waypoint against the flight plan. Where a FMS is also suitable and authorized for pre-flight planning (when an Operational Flight Plan is not available) and for in-flight re-planning, all available means (e.g., Route Facility Charts) shall be used to crosscheck the corresponding data.

Procedures

Notwithstanding the overall responsibility of the Commander for precise navigation and proper use and handling of navigation systems, the Pilot Flying (PF) is responsible for the selection of the navigation aids and of the required navigation system configuration.

The PF, whenever flying manually, will direct the Pilot Monitoring (PM) to set specific navaids. In such cases, the PM is responsible to set, identify and check the navaids specified by the PF and to establish the required navigation system configuration.

When flying on autopilot, the PF sets and identifies the navaids and checks the navigation system configuration. Any changes made by PM will be made at request of, and be checked by the PF.

The pilots will inform each other of any doubts about the reliability of a navigation aid or of a system.

The keyboard entries of any navigation aid, communication, departure, en-route or approach information made by PF shall be announced and PM shall confirm that keyboard entries are correct and appropriate to the phase of the flight.

08.03.03-Altimeter Setting procedures, including, where appropriate, use of

Revizyon No: 9 Revizyon Tarihi: 14.12.2018

Operator Procedure

Altimeters are to be checked during the pre-flight phase as follows:

- Both altimeters are to be set to the airfield QFE when available; they should indicate within ± 50 feet of zero, and the readings should be within 50 feet of each other;
- With No.1 altimeter on QFE and No.2 on aerodrome QNH, the difference between the readings should be equivalent to the aerodrome altitude above mean sea level, to within 50 ft;
- Set both altimeters to aerodrome QNH and check that they indicate within ± 50 ft of the aerodrome elevation, and within 50 ft of each other;
- Ensure during checks (a) to (c) above that rotation of the setting knob on each altimeter through ± 10 mb produces a corresponding movement of the height indication through approx. ± 300 ft in the appropriate direction.

NOTE: The altimeters are numbered such that No.1 is the handling pilot's primary instrument and the No.2 is the secondary, and not necessarily within the pilot's normal instrument scan.

Altimeters are to be set, and cross-checked whenever a new setting is applied, in accordance with Table below:

Table 19 Altimeter Setting Procedure

Flight Stage	No.1	No.2	Remarks
Before Take-off	QNH	QNH or QFE	Aerodrome setting
Climb above 500 ft	QNH	QNH	If remaining below Transition Altitude See Note 1
En route below Transition Altitude	QNH	QNH	See Note 1
En route below Transition Altitude	1013.2	QNH	
Descent	1013.2	QNH	When cleared to intermediate Flight Levels
Descent	QNH	QNH	When cleared to an altitude
Initial Approach	Aerodrome QNH	Aerodrome QNH or QFE	See Note 2. A cross-check between Nos. 1 & 2 altimeters should be made to ensure correct aerodrome evaluation set.
Final Approach	Aerodrome QNH or QFE	Aerodrome QNH or QFE	See Note 2.
Missed Approach	Aerodrome QNH	Aerodrome QNH	

NOTES:

Note 1- When en route, the QNH used should be the appropriate Regional value, unless operating below a Terminal Area (TMA) when the Zone QNH, or Aerodrome QNH of an associated airfield should be set.
Note 2- As an alternative procedure, the airfield QFE may be used on the final approach, in which case it should be set on the No.1 altimeter for single-pilot operations, and on both altimeters in the two-crew case.
Note 3- For single crew operations, the No.2 altimeter may remain on the relevant QNH.
Note 4- When a third altimeter is fitted this must be set to the relevant QNH when at or below MOCA or MORA.

(08.03.03.01)- Metric Altimetry and Conversion Tables

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

Operator Procedure / GM8 CAT.OP.MPA.110

Low Temperature Correction

(a) KAAN AIR may determine the aerodrome temperature below which a correction will be applied to the DA/H.
(b) Table 20 may be used to determine the correction that will be applied.
(c) The calculations in the table are for a sea-level aerodrome; they are therefore conservative when applied at higher-level aerodromes.
(d) **Guidance on accurate corrections** for specific conditions (if required) is available in **PANS-OPS, Volume I (ICAO Doc 8168) Section 1 Chapter 4.**

Table 20
Temperature corrections to be applied to barometric DH/MDH

Aerodrome	Height above the elevation of the altimeter setting source (feet)													
Temp °C	**200**	**300**	**400**	**500**	**600**	**700**	**800**	**900**	**1000**	**1500**	**2000**	**3000**	**4000**	**5000**
0	20	20	30	30	40	40	50	50	60	90	120	170	230	280
- 10	20	30	40	50	60	70	80	90	100	150	200	290	390	490
- 20	30	50	60	70	90	100	120	130	140	210	280	420	570	710
- 30	40	60	80	100	120	140	150	170	190	280	380	570	760	950
- 40	50	80	100	120	150	170	190	220	240	360	480	720	970	1210
- 50	60	90	120	150	180	210	240	270	300	450	590	890	1190	1500

(08.03.03.02)- QFE Operating Procedures

Revizyon No: 9 Revizyon Tarihi: 14.12.2018

Operator Procedure

Before beginning a flight from, to or over regions where QFE is used for operations, the Commander must ensure that QFE/QNH conversion means are available to the flight crew.

(08.03.04)- Audio Voice Alerting Devices for Helicopters (AVAD)

Revizyon No: 9 Revizyon Tarihi: 14.12.2018

CAT.IDE.H.145 / AMC1 CAT.IDE.H.145

a. Helicopters operating on a flight over water

- When operating out of sight of the land; or
- When the visibility is less than 1500 m; or
- At night; or
- At a distance from land corresponding to more than 3 minutes at normal cruising speed, are required to carry a radio altimeter with an audio voice warning (or other acceptable device) operating below a pre-set height and a visual warning capable of operating at a height selectable by the pilot.

b. Radio Altimeter Bug Setting Procedure

Check Phase		Comment	Pilot Non-Flying Setting
Take Off		Recommended	Day 200 ft.....Night 300 ft
En-route or Climb/Descend or Approach		Shuttle	Day 200 ft.....Night 300 ft
		VMC Ops 1.000 feet and below	**Offshore: Cruise level - 100 ft** Onshore: 500 ft
		Ops above 1.000 ft	1.000 ft
Finals	IFR	Precision Approach	DH - 50 ft
		Non-precision Approach	MDH - 100 ft
	VFR	Short finals, when visual	Suspend

NOTES

Note-1: Settings may be lower for take-off, if relevant to helicopter type or departure area, in order to avoid spurious warnings.

Note-2: To ensure that there is no interference with the mandatory 100 ft warning, avoid setting the bug between 100-150 ft.

Note-3: The pilot flying should set, at his discretion, any figure not below the above figures except for an Offshore Radar Approach (2 crew) where he should set 200 ft Day and 300 ft Night for final approach, and the Pilot Non-Flying is to set 180 ft Day and 280 ft Night.

Note-4: Single pilot operations will observe increments of height as applicable, and will ensure that any secondary Rad Alt bug is isolated.

Note-5: The commander shall determine the minimum safe setting, depending on the weather conditions. If a ‘Check Height’ warning is given by the AVAD, then the commander will call out his observed height and intentions.

(08.03.05)- Ground Proximity Warning System (GPWS) / Terrain Avoidance Warning System (TAWS)

CAT.IDE.A.150 / CAT.OP.MPA.290 / GM1 CAT.OP.MPA.290 / SPO.OP.200

08.03.05.00 Ground proximity detection

(a) When undue proximity to the ground is detected by a flight crew member or by a ground proximity warning system, the commander or the pilot to whom the conduct of the flight has been delegated / the pilot flying shall take corrective action immediately in order to establish safe flight conditions.

(b) The ground proximity warning system may be disabled during those **specialised tasks**, which by their nature require the aircraft to be operated **within a distance from the ground below that which would trigger the ground proximity warning system**.

08.03.05.01 EGPWS

Helicopter Enhanced Ground Proximity Warning System (EGPWS or TAWS) provides the pilot with following outputs:

- Terrain/Obstacle Awareness Display (TAD)
- Voice alerts/Warnings/Callouts
- Visual Cautions/Warnings.

This information is provided through two independent functions:

- Ground Proximity Warning System (GPWS)
- Terrain Awareness Display with "Look-Ahead" Alerting and Warning (TA- Terrain Awareness).

The EGPWS (GPWS + TA) uses information from the GPS and other sources on the aircraft to calculate horizontal position and vertical altitude. In particular the system merges barometric pressure, Radio Altitude and a GPS derived altitude into a so-called "Geometric Altitude" to provide more accurate altitude information less susceptible to errors induced by pilot (altimeter settings), cold temperature or malfunctions in altimeters systems.

08.03.05.02 EGPWS – MAIN COMPONENTS

The EGPWS installed on the AW139 consists of:

- the EGPWS computer
- the EGPWS configuration module
- the Smart Cable to upload software and databases and also download EGPWS Flight History
- the MCDUs to manage the modes of EGPWS and to perform the test.

08.03.05.03 GPWS FUNCTIONS

The GPWS function is based primarily on the vertical separation of the aircraft with terrain. It uses altitude and altitude rates/terrain closure rates to alert the Crew of insufficient terrain clearance. The system operates by categorizing the potential areas of concern into six operating modes:

Mode 1:
Excessive Descent Rate
Mode 2:
Excessive Terrain Closure Rate
Mode 3:
Descent after Take-Off
Mode 4:
Unsafe terrain clearance
Mode 5:
Descent Below Glideslope
Mode 6:
Advisory alerts for:

- Excessive Bank Angle
- Tail Too Low
- Altitude call outs in Autorotation.

These modes are not selectable by the operator.

08.03.05.04 TERRAIN AWARENESS FUNCTIONS

The EGPWS computer uses following aircraft inputs:

- Radio Altitude
- Roll and Pitch Attitude
- Baro Altitude and Vertical Speed
- Ground Speed and track
- Localizer and Glide Slope
- Engine torque
- Airspeed and OAT
- GPS signal quality
- Gear position and Weight on Wheels,
- Magnetic Heading
- Display range

To determine the aircraft's 3D position and create a safe envelope forward of its flight path. The envelope is then compared with a terrain and obstacle database to generate warnings and cautions when these boundaries are violated.

The Terrain Awareness Display depicts the terrain in front of the aircraft as variable density dot patterns in green, yellow and red.

When terrain awareness alerts are generated, the threatening terrain is painted solid yellow or red. The display includes numerical values of minimum and maximum elevation of the displayed terrain.

The Terrain and Obstacle Databases are loaded by the Smart Cable. Separate cards are available for Software and database updates. The Database card contains all the terrain data and known obstacles data (where available).

The terrain data is divided into grid patterns of various sizes, from areas of about 600 ft square resolution to areas of about 5 nm square. This permits a large area of data to be stored in the unit and permits high resolution for areas to be more accurate where the data is available.

Data for known obstacles such as towers, buildings, antennas, etc. are contained on the same data card as the terrain and airport data. Presently, obstacles are included for North America (NAM), parts of Europe (EUR) and parts of the South Pacific (SPA) regions. Obstacles in the database are those known man made obstructions more than 100 feet AGL, so obstacles of lower height will not produce "Obstacle" alerts or warnings. They may actually produce a "Terrain" alert. The Terrain and Obstacle data base information should be accurate to within 25 feet. Power lines are not presently included in the EGPWS database. Runway/helipad database information in the EGPWS computer contains all known public runways and helipads.

G/S CANCEL

This function is intended to prevent unnecessary GLIDE SLOPE alert when the aircraft is receiving an active ILS signal and the pilot is going to intentionally descend more than 1.3 dots below the centre of the beam. The mode re-arms when:

- the helicopter climbs above 2000 ft AGL
- the helicopter descends below 50 ft AGL
- a different NAV frequency is tuned.

TERR INHIBIT

This function inhibits all visual and aural cautions and warnings related to the Terrain Awareness (TA) Look-Ahead function.

SAR

This mode can be selected for SAR operations and modifies the forward looking boundaries, disables the Mode1 and Mode 4 alerts. The water is displayed blue unless a Terrain Alert occurs. The selection of this mode is mutually exclusive to the selection of NORMAL,

08.03.05.05 TERRAIN DISPLAY

The Terrain Display information is selectable on the PFD trough the Horizontal Situation Indicator (HSI) and on the MFD - MAP page. Pressing of the WX/TERR button on either Display Controller (DC), will cause the associated PFD to display the TAWS data. TAWS status mode messages are displayed in the left lower Attitude Director Indicator (ADI) area of the

PFD.

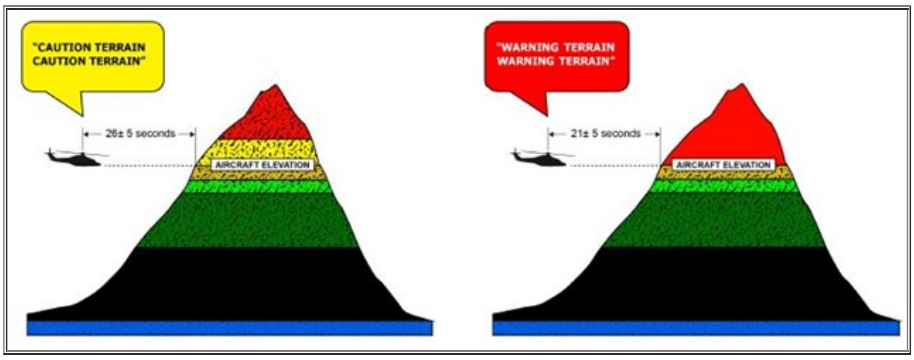
The MFD MAP drop-down menu is used to select the TAWS on the MFD. The WX and TAWS display are mutually exclusive on the same PFD or MFD display. If weather is being displayed and the pilot selects the TAWS button, weather is removed from the screen and the TAWS display replaces it. The terrain display presented on the PFD and MFD uses the colors green, yellow and red to indicate the following:

- Green - terrain/obstacles are at least 250 ft below the aircraft's altitude and there is a safe terrain/obstacle clearance
- Yellow - terrain is from 250 ft below to 500 ft above the aircraft's altitude. The aircraft may not have a safe terrain clearance
- Red - terrain is at least 500 ft above the aircraft's altitude. The aircraft does not have safe terrain clearance and may not be able to escape this terrain.

When any MFD format, other than the MAP page, is being used and a TAWS alert occurs the MAP soft key is automatically armed to the on-side Cursor Control to allow quick access to the MAP page. Pressing the ENTER button on the CCD will cause the MAP page to display and TAWS to be automatically selected for display on the MFD map and the map range will be set to 5 nm, or 2.5 nm if TAWS in low altitude mode.

If the MAP page is selected but the Terrain display not activated from the drop down menu, the terrain display will be selected, automatically, when an EGPWS caution or warning activates.

If a simultaneous TAWS and POWER PLANT alert occur, the priority for arming the MAP or PWR PLANT soft key on the MFD is as follows (**BOLD** characters identify message with highest priority):



(08.03.06)- Traffic Collision Avoidance System (TCAS) / Airborne Collision Avoidance System (ACAS) for Helicopters

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

CAT.OP.MPA.295 / GM1 CAT.OP.MPA.295 / SPO.OP.205

(a) KAAN AIR has established operational procedures below when ACAS is installed and serviceable so that the flight crew is appropriately trained in the avoidance of collisions and competent in the use of ACAS II equipment.

(b) The ACAS II **may be disabled during those specialised tasks**, which by their nature **require the aircraft to be operated within a distance from each other below that which would trigger the ACAS.**

Numerous occurrences and incidents have proven TCAS to be very useful instrument for collision avoidance, even in low traffic environments. Therefore pilots of TCAS equipped aeroplanes shall-in the interest of safety-avail themselves of the use of the system at all times; they should, however, bear in mind that-in the course of a worldwide evaluation of this system-several problems have been identified and are being monitored and that TCAS II is not capable of accurately resolving the bearing and heading of conflicting traffic; Traffic Advisory information of conflicting-traffic-vertical-rate is not sufficiently accurate to permit vertical avoidance maneuvers. Therefore, the following procedures apply:

Traffic Advisory (TA)

Pilots shall immediately attempt to establish visual contact with all aeroplanes in the vicinity in order to try to identify the intruder aeroplane. If visual contact is established with the intruder, safe separation shall be maintained. If no visual contact is established, no avoiding action shall be taken unless the TA subsequently changes to an RA (see below).

Note: TCAS procedures no RA for intruder aeroplanes without altitude reporting capability. Therefore pilots shall be particularly vigilant whenever no relative altitude data are displayed in connection with a TA.

Resolution Advisory (RA)

It must be borne in mind that (an) other aeroplane(s) visually identified may not necessarily be the intruder or the only intruder causing the RA. Therefore: The pilot at the controls shall immediately react to an RA; he shall disengage the autopilot and manually apply positive and smooth control inputs in the direction and with the magnitude required by the RA(note that RAs do not require abrupt pitch controls changes).Concurrently, the flight crew shall attempt to establish visual contact and to definitely and positively identify to intruder. A maneuver shall never be made in a direction opposite to the one indicated by the RA. In the interest of the ATC environment, i.e. Avoidance of conflict with uninvolved aircraft, the magnitude of the evasive actions shall not be greater than those demanded by an RA.

Whenever ATC issues a clearance with which the pilot is unable to comply because of the presence of an RA, the pilot should inform the controller: '(Name of ATC unit), (Aeroplane Identification), UNABLE TO COMPLY, TCAS RA'. The controller should acknowledge such a report or issue by an RA has led the pilot to deviate from the assigned clearance (pilots are not required to notify ATC prior to responding to an RA). The following phraseology shall be used: (Name of ATC Unit), (Aeroplane identification), TCAS CLIMB (or DESCENT). The controller should respond with 'ROGER'. Whenever an RA requires 'CLIMB' while the aeroplane is in landing configuration, a go-around procedure shall be initiated; the requirement for a missed approach shall be taken into consideration.

'Clear Conflict':

After the airborne collision avoidance system has annunciated 'Clear of Conflict' and if, concurrently, no other traffic conflict exists, the pilot at the controls shall return the aeroplane to the assigned level and clearance and shall report:

'(Name of ATC unit),(Identification of Aeroplane), CLEAR OF CONFLICT, RETURNING TO (assigned level or clearance). The controller should acknowledge such a report; he may issue a revised clearance.

Note: Once an aircraft, in compliance with an RA, departs from an assigned ATC clearance the controller ceases to be responsible for providing separation; however, circumstances permitting, the controller should endeavor to provide traffic information to all aircraft affected by the maneuver. The controller's responsibility resumes when;

- he acknowledges the report that the aeroplane has resumed its assigned clearance, or
- he acknowledges the report that the aeroplane is resuming its assigned clearance, and issues an alternative clearance which is acknowledged by the pilot.

08.03.07-In-flight Fuel/Energy Management Policy

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.195 / SPO.OP.190

(a) KAAN AIR will ensure that **in-flight fuel/energy checks** and fuel/energy management are performed.

(b) The commander / pilot-in-command will monitor the amount of usable fuel/energy remaining on board to ensure that it is protected and not less than the fuel/energy that is required to proceed to an aerodrome or operating site where a safe landing can be made.

(c) The commander / pilot-in-command will **advise** air traffic control (ATC) of a '**minimum fuel/energy' state** by **declaring 'MINIMUM FUEL'** when the commander / pilot-in-command has:

(1) committed to land at an aerodrome or operating site; and
(2) calculated that any change to the existing clearance to that aerodrome or operating site, or other air traffic delays, may result in landing with less than the planned final reserve fuel/energy.

(d) The commander / pilot-in-command will **declare** a situation of 'fuel/energy emergency' by broadcasting '**MAYDAY MAYDAY MAYDAY FUEL**' when the usable fuel/energy estimated to be available upon landing at the nearest aerodrome or operating site where a safe landing can be made is less than the planned final reserve fuel/energy.

(08.03.07.01)- ENSURING A SAFE LANDING FOR COMPLEX MOTOR-POWERED HELICOPTERS IN OTHER THAN LOCAL OPERATIONS

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

AMC1 CAT.OP.MPA.195

KAAN AIR will base in-flight fuel management procedures on the following criteria:

(a) in-flight fuel checks:

(1) the commander will establish a procedure to ensure that **in-flight fuel checks** are carried out at regular intervals; **at least in every one hour,** the remaining usable fuel will be recorded and evaluated to:
(i) compare the **actual consumption** with the planned consumption;
(ii) check that the **remaining usable fuel is sufficient** to complete the flight; and
(iii) determine the **usable fuel that is expected to remain** upon landing at the destination; and
(2) the **relevant fuel data will be recorded;**

(b) in-flight fuel management:

(1) if an in-flight fuel check shows that the usable fuel that is expected to remain upon landing at the destination is less than the required alternate fuel plus the FRF, the commander will:
(i) divert; or
(ii) replan the flight in accordance with point SPA.HOFO.120(b)(1) unless the commander considers it safer to proceed to the destination; and
(2) at an onshore destination, when **two suitable, separate touchdown and lift-off areas** are available at the destination, and the expected weather conditions at the destination are as specified for planning in point CAT.OP.MPA.245(a)(2), the commander may permit alternate fuel to be used before landing at the destination; and

(c) if an in-flight fuel check on a flight to an isolated destination shows that the usable fuel expected to remain at the point of the last possible diversion is less than the sum of the following:

(1) trip fuel from the point of the last possible diversion to the destination isolated aerodrome;
(2) contingency fuel; and
(3) FRF, or the additional fuel required for isolated aerodromes, the commander will either divert or proceed to the destination, provided that at onshore destinations, **two suitable, separate touchdown and lift-off areas** are available at the destination, and the expected weather conditions at the destination are as specified for planning in point CAT.OP.MPA.245(a).

(08.03.07.02)- "MINIMUM FUEL" DECLARATION and SAFE LANDING Final Reserve Fuel PROTECTION

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

GM1 CAT.OP.MPA.195 / GM1 SPO.OP.190(c) / GM1 SPO.OP.190(b)&(d)

'MINIMUM FUEL' DECLARATION

(a) The '**MINIMUM FUEL' declaration** informs the ATC that all planned landing-site options have been reduced to a specific aerodrome or operating site of intended landing. It also informs the ATC that no other operating site is available, and that any change to the existing clearance, or air traffic delays, may result in landing with less than the planned FRF. **This is not an emergency** situation but an indication that an emergency situation is possible, will any additional delay occur.

The pilot will not expect any form of priority handling as a result of a 'MINIMUM FUEL' declaration. However, the ATC will advise the flight crew of any additional expected delays, as well as coordinate with other ATC units when transferring the control of the aircraft, to ensure that the other ATC units are aware of the flight's fuel/energy state.

ICAO Doc 9976 Flight Planning and Fuel Management (FPFM) Manual (1st Edition, 2015) and the EASA Fuel Manual contain guidance on declaring 'MINIMUM FUEL'.

SAFE LANDING — Final Reserve Fuel PROTECTION

(b) The protection of the FRF (also, in accordance with point SPO.OP.131) is intended to ensure that a safe landing is made at any aerodrome or operating site when unforeseen circumstances may not allow to safely complete the operation, as originally planned.

(c) When the FRF can no longer be protected, then a fuel emergency needs to be declared, as per point CAT.OP.MPA.195(d) (also, as per point SPO.OP.190(d)), and any landing option explored (e.g. for aerodromes not assessed by KAAN AIR, military aerodromes, closed runways), including deviating from rules, operational procedures, and methods in the interest of safety (as per point CAT.GEN.MPA.105(b)).

(d) The '**MAYDAY MAYDAY MAYDAY FUEL**' declaration informs the ATC that all available landing options have been reduced to a specific landing site, and that an FRF portion may be consumed prior to landing.

ICAO Doc 9976 Flight Planning and Fuel Management (FPFM) Manual and the EASA Fuel Manual contain further detailed guidance on the development of a comprehensive in-flight fuel management policy and related procedures.

(08.03.07.03)- In-flight Re-Planning Policy

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

SPO.OP.131 / CAT.OP.MPA.191

(a) KAAN AIR will ensure that if a flight has to proceed along a route or to a destination aerodrome other than the ones originally planned, **in-flight re-planning procedures** for calculating the required usable fuel/energy include:

(1) **trip** fuel/energy for the remainder of the flight;
(2) **reserve** fuel/energy consisting of:
  (i) **contingency** fuel/energy;
  (ii) **alternate** fuel/energy if a destination alternate aerodrome is required;
  (iii) **final reserve** fuel/energy; and
  (iv) **additional** fuel/energy, if required by the type of operation;
(3) **extra** fuel/energy, to take into account **anticipated delays** or specific operational constraints; and
(4) **discretionary** fuel/energy, if required by the commander.

(b) KAAN AIR will ensure that, if a flight has to proceed to a destination aerodrome other than the one originally planned, **in-flight re-planning procedures** for calculating the required usable fuel/energy are available and comply with point 08.01.07.01 (c1) for helicopters.

(08.03.08)- Adverse and Potentially Hazardous Atmospheric Conditions

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Regulation (EC) No. 216/2008 Annex IV, 2.a.4 / CAT.OP.MPA.245 / CAT.OP.MPA.247

KAAN AIR will not operates helicopters in hazardous atmospheric conditions such as thunderstorm, icing conditions, Turbulence, Wind shear, Jet Stream, Volcanic ash clouds, Heavy precipitation, Sand storms, Mountain Waves and Significant Temperature inversions.

(a) On IFR flights the commander will only:

(1) commence take-off; or

(2) continue beyond the point from which a revised ATS flight plan applies in the event of inflight replanning, when information is available indicating that the expected weather conditions, at the time of arrival, at the destination and/or required alternate aerodrome(s) are at or above the planning minima.

(b) On IFR flights, the commander will only continue towards the planned destination aerodrome when the latest information available indicates that, at the expected time of arrival, the weather conditions at the destination, or at least one destination alternate aerodrome, are at or above the applicable aerodrome operating minima.

(c) On VFR flights, the commander will only commence take-off when the appropriate weather reports and/or forecasts indicate that the meteorological conditions along the part of the route to be flown under VFR will, at the appropriate time, be at or above the VFR limits.

(d) On VFR flights **overwater out of sight of land with helicopters**, the commander will only commence take-off when the appropriate weather reports and/or forecasts indicate that the cloud ceiling will be above 600 ft by day or 1.200 ft by night.

(e) Flight with helicopters to a helideck or elevated FATO shall only be operated when the mean wind speed at the helideck or elevated FATO is reported **to be less than 60 kt**.

(08.03.09)- Wake Turbulence

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Operator Procedure

Wake turbulence is generated by a pressure exchange between the lower and upper surface of the wing. This pressure exchange causes counter rotating vortices trailing from the outer wing tips.

The commander is responsible for avoiding wake turbulence and rotor downwash when landing/taking-off behind another aircraft in uncontrolled heliports/aerodromes. As a guide a 2 minute separation shall be applied when following a ‘Medium’ helicopter or aircraft and a 3 minute separation when following a ‘Heavy’.

Vortex generation will begin on rotation when the nose wheel lifts off the ground and ends, when the nose wheel touches down on landing .In conditions with very weak or calm winds, the remaining vortices from a landing airplane may persist up to 5 min. or even longer.

(08.03.10)- Crew Members at Their Stations

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.OP.MPA.210 / GM1 CAT.OP.MPA.210 / AMC1 CAT.OP.MPA.210(b)

During take-off and landing each flight crewmember required to be on flight deck duty shall be at his station.

During all other phases of flight each flight crewmember required to be on flight deck duty shall remain at his station unless his absence is necessary for the performance of his duties in connection with the operation, or for physiological needs provided at least one suitably qualified pilot remains at the controls of the aircraft at all times.

One pilot should always be in a position to maintain a lookout. Meals, tea or coffee etc, should normally be partaken separately, so that one pilot can keep watch until the other is ready, thus maintaining an adequate lookout.

(08.03.11)- Use of Restraint Devices for Crew and Passengers

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

AMC1 CAT.GEN.MPA.140 / CAT.OP.MPA.225 / GM2 CAT.GEN.MPA.140 / CAT.GEN.MPA.140 / GM1 CAT.GEN.MPA.140

KAAN AIR will not permit any person to use a portable electronic device (PED) on board an aircraft that could adversely affect the performance of the aircraft's systems and equipment, and shall take all reasonable measures to prevent such use.

During all phase of the flight (engine start, run up, taxi, take off, level flight, approach and land) there are no restrictions for medical equipment necessary to support physiological functions.

When interference with the helicopter's systems or equipment is suspected from use of any type of portable electronic device crew members will instruct passenger(s) to terminate the use of portable electronic device(s); prohibit the use of suspected portable electronic device(s); and recheck the helicopter's systems and equipment.

During all phase of flight each crew member shall be properly secured by all safety belts and harness provided.
The commander shall instruct and brief the passengers or have them instructed/briefed and ensure or to be assured that each passenger on board all phase of flight occupies at seat with his safety belt, restraining belt or, where provided, harness properly secured each phase of flight.

(08.03.12)- Admission to the Flight Crew Compartment

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

ORO.GEN.140 / CAT.GEN.MPA.135 / AMC1 CAT.GEN.MPA.135(a)(3) / SPO.GEN.165

(a) KAAN AIR will ensure that no person, other than a flight crew member assigned to a flight, is admitted to, or carried in, the flight crew compartment unless that person is:

(1) an operating crew member;
(2) a representative of TR DGCA or inspecting authority, if required to be there for the performance of his/her official duties; or
(3) permitted by and carried in accordance with instructions contained in the operations manual.

(b) The commander will ensure that:

(1) admission to the flight crew compartment does not cause distraction or interference with the operation of the flight; and
(2) all persons carried in the flight crew compartment are made familiar with the relevant safety procedures.

(c) The commander will make the final decision regarding the admission to the flight crew compartment.

INSTRUCTIONS FOR SINGLE-PILOT OPERATIONS UNDER VFR BY DAY

Where an aircraft is used in a single-pilot operation under visual flight rules (VFR) by day, but has more than one pilot station, KAAN AIR may permit passengers to be carried in the unoccupied pilot seat(s), provided that the commander is satisfied that:

(a) it will **not cause distraction or interference** with the operation of the flight; and

(b) the **passenger occupying a pilot seat** is **familiar** with the **relevant restrictions** and **safety procedures**.

(08.03.13)- Use of Vacant Crew Seats

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Operator Procedure

In a helicopter requiring two pilots, the use of a flight crew seat by other than a fully qualified pilot as specified in Part-D is not permissible.

For single-pilot operations in helicopters fitted with two pilot seats and dual controls, the second pilot's seat may be occupied by a person who is not a member of the operating crew provided that:

1. Under no circumstances should the passenger be embarked or disembarked in the co-pilot's position with rotor and/or engines running;
2. The commander is satisfied that the person is briefed prior to embarkation on the use of the full harness, the requirement to keep it fastened, and safety procedures and equipment, and on the necessity for avoiding contact with any of the controls and switches;
3. The passenger remains strapped in with the safety harness locked at all times when the rotor is turning. This is to avoid any fouling of the controls should the passenger be incapacitated for any reason;
4. The person's stature is such that he is able to remain clear of all the flying controls while seated in a normal position; and
5. When appropriate, the passenger wears a life-jacket at all times during flight.

(08.03.14)- Incapacitation of Crew Members

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
Operator Procedure

Detailed "steps to be followed in case of incapacitation" according to the aircraft types existing in KAAN AIR are located in;

- **OM-B Leonardo A119 Chapter 03.01.01 ,**
- **OM-B Leonardo AW109 Chapter 03.01.01 ,**
- **OM-B Leonardo A139 Chapter 03.01.01 ,**
- **OM-B Kamov KA32 Chapter 03.01.01 .**

Incapacitation can be gradual or sudden, subtle or overt, partial or complete and may not be preceded by any warning.

1. **Partial or Gradual Incapacitation**

The following procedures are to be used if a pilot suffers any medical symptoms in flight which might impair his ability to handle the helicopter such that, if he were in a two pilot crew, he would hand over control. These symptoms include severe pain (especially sudden severe headache or chest pain), dizziness, blurring or partial loss of vision, disorientation, vomiting or diarrhoea. The procedures must be followed even if the pilot has apparently recovered, as temporary symptoms are often a warning of more severe illness to follow, and self diagnosis is notoriously unreliable.

Two pilot crew; If the affected pilot is handling the helicopter, he is immediately to inform the other pilot and hand over control to him. The destination, base or appropriate agency, is to be informed of the problem and a diversion made to the nearest suitable landing place, bearing in mind the nature and severity of the symptoms and the availability of medical facilities.

The affected pilot is not to take control again for the remainder of the flight and is to lock his shoulder harness to prevent him falling on to the controls if the illness becomes more severe. The affected pilot is not to fly again as a crew member until he has been medically examined, has had no symptoms for 24 hours.

Single pilot crew: It is very important that a single pilot should react early to any illness in flight before it becomes severe enough to affect his handling of the helicopter and an immediate radio call is essential. The first consideration must be for the safety of the helicopter and passengers, therefore, the availability of medical assistance must carry less weight when choosing the nearest suitable diversion.

2. **Sudden or Complete Incapacitation**

Complete incapacitation may be subtle or overt, and may not be preceded by any warning. While incapacitation may occur at any stage of flight, fatal collapse among flight crew has most commonly occurred in the critical stages of approach and landing when ground proximity presents a direct hazard. Where the pilot handling the helicopter is incapacitated an accident is inevitable, unless the other pilot detects the collapse and is able to assume control in sufficient time.

Detection of the incapacitation in the subtle case may be indirect, i.e. only as a result of the pilot not taking some expected action. If, for example, the pilot conducting the approach to land collapses without any overt sign and the body position is maintained, the other pilot will not be aware of his colleague’s collapse until the expected order of events becomes interrupted.

3. **Summary**

Assuming that two pilots are carried, the recovery from a detected incapacitation of the handling pilot shall follow the sequence below.

- The fit pilot must assume control and return the helicopter to a safe flight path.
- The fit pilot must take whatever steps are possible to ensure that the incapacitated pilot cannot interfere with the handling of the helicopter. These steps may include involving cabin crew and passengers to restrain the incapacitated pilot.
- The fit pilot must land the helicopter as soon as practicable to ensure safety of the occupants.

The ‘Two Communication’ rule; The ‘Two communication’ rule of thumb should be invoked to assist in detecting incapacitation. This states that a flight crew member should suspect the onset of incapacitation any time when a pilot does not respond appropriately to a second verbal communication associated with a significant deviation from a

standard operating procedure or flight profile.

(08.03.15)- Cabin Safety Requirements

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

CAT.OP.MPA.220 / CAT.OP.MPA.230 / CAT.OP.MPA.165 / AMC1 CAT.OP.MPA.165 / AMC2 CAT.OP.MPA.165 / CAT.OP.MPA.195 / CAT.OP.MPA.155 / CAT.OP.MPA.240 / AMC1 CAT.OP.MPA.155(b)

The commander is responsible for taking necessary action for cabin safety requirements.

(a) Pre-flight (Overland Flight)

The commander is responsible to confirm that the passenger compartment contains the requisite emergency equipment harnesses are nearly arranged ready for use.

The commander is responsible to make a briefing to passenger verbally. Whereas some passengers may be experienced helicopter flight, some of them may not previously have flown, or may not be accustomed to helicopters. The main aim of the briefing is to highlight the contents of the passenger safety in an attempt to ensure that all passengers will retain sufficient of the information to react sensibly in the event of an emergency which, it will be emphasised, is unlikely to occur.

(b) Pre-flight _

The commander will also make a briefing to passenger(s) for life-jackets, life-rafts, radio beacons, use of emergency exits and windows, and jettisoning of entrance doors. Other safety points relevant to the particular helicopter types in use are included where necessary; this might for example, include details of the flotation equipment installed.

(c) In Flight

The commander is responsible to communicate with passenger in the case of any safety precautions such as when any turbulence, approach, secure harnesses for landing, etc.

(d) Post-Flight

Passengers will be instructed to remain seated with their seat belts fastened until the helicopter has come to rest. Normally a crew member is to open the helicopter door(s) and remain in attendance with the passengers until an approved escort is available.

Depending on circumstances, passengers may be required to disembark with rotors running or stopped. If the former, an escort will invariably be required. The commander is to ensure that local aerodrome or heliport procedures do not prohibit pedestrian passengers from traversing the movement area.

(e) Refuelling

KAAN AIR will not refuel/de-fuel while passengers are on board as a general principle. Should it become necessary for fuelling to take place with passengers on board the helicopter, precautions must be observed.

(f) Smoking on Board

The commander shall not allow smoking on board:

- whenever considered necessary in the interest of safety;
- during refuelling and defuelling of the aircraft;
- while the aircraft is on the surface unless KAAN AIR has determined procedures to mitigate the risks during ground operations.

(g) Handling of Suspected Infectious Diseases:

(1) When a passenger onboard shows symptoms which might indicate the presence of a major disease, the Commander of an arriving flight must ensure that the airport medical or health authorities have been informed. It is the responsibility of the airport medical or health authority to decide whether isolation of the aircraft, crew and passenger is necessary. On arrival of the aircraft, nobody will be permitted to board the aircraft or disembark or attempt to off-load cargo or catering until such time as anounced by the airport medical or health authorities .

(2) Each station, in conjunction with the airport medical or health authorities will devise a plan, which would provide,

when necessary for:

(i) The transport of suspected cases of infectious diseases by selected ambulance to a designated hospital.
(ii) The transfer of passengers and crew to a designated lounge or waiting area where they can be isolated from other passengers until cleared by the airport medical or health authorities.
(iii) The decontamination of the aircraft, passenger baggage, cargo and mail and any isolation lounges used by passengers or crew suspected of having infectious diseases.

(h) Safety Briefing - Specialised Operations

a. KAAN AIR will ensure that, prior to take-off **task specialists** are given a briefing on:

1. emergency equipment and procedures;
2. operational procedures associated with the **specialised task** before each flight or series of flights.

(i) Safety Briefing - TASK SPECIALISTS

a. The purpose of operational briefing is to ensure that task specialists are familiar with all aspects of the operation, including their responsibilities.
b. Such briefing will include, as appropriate:

1. behaviour on the ground and in-flight, including emergency procedures;
2. procedures for boarding and disembarking;
3. procedures for loading and unloading the aircraft;
4. use of doors in normal and emergency operations;
5. use of communication equipment and hand signals;
6. precautions in case of a landing on sloping ground; and
7. in addition to the items listed from (b)(1) to (b)(6) before take-off:

i. location of emergency exits;
ii. restrictions regarding smoking;

A. *It is not allowed to smoking on board:*

1. *whenever considered necessary in the interest of safety;*
2. *during refuelling and defuelling of the aircraft;*
3. *while the aircraft is on the surface unless KAAN AIR has determined procedures to mitigate the risks during ground operations.*

iii. restrictions regarding the use of portable electronic equipment; and
iv. stowage of tools and hand baggage.

c. The briefing may be given as a verbal presentation or by issuing the appropriate procedures and instructions in written form. Before commencement of the flight, their understanding will be confirmed.

(08.03.16)- Passenger Briefing procedures

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

CAT.OP.MPA.170 / AMC1.1 CAT.OP.MPA.170 / AMC1 CAT.OP.MPA.170 / AMC1 SPA.HOFO.110(b)(2) / AMC1.1 SPA.HOFO.110(b)(2)

Passenger briefings will contain the following:

(a) Before take-off

(1) Passengers will be briefed on the following items, if applicable:
- (i) any cabin secured aspects, e.g. required position of seatbacks, tray tables, window slidings, etc. as applicable;
- (ii) emergency lighting (floor proximity escape path markings, exit signs);
- (iii) correct stowage of hand baggage and the importance of leaving hand baggage behind in case of evacuation;
- (iv) the use and stowage of portable electronic devices;
- (v) the location and presentation of the safety briefing card, the importance of its contents and the need for passengers to review it prior to take-off;
- (vi) compliance with ordinance signs, pictograms or placards, and crew member instructions; and
- (vi) smoking regulations;

(2) Passengers will receive a demonstration of the following:
- (i) the use of safety belts or restraint systems, including how to fasten and unfasten the safety belts or restraint systems;
- (ii) the location of emergency exits;
- (iii) the location and use of life-jackets, if required.

(b) After take-off

Passengers will be reminded of the following, if applicable:
- (i) use of safety belts or restraint systems including the safety benefits of having safety belts fastened when seated irrespective of seat belt sign illumination;
- (ii) smoking regulations;

(c) Before landing

Passengers will be reminded of the following, if applicable:
- (i) use of safety belts or restraint systems;
- (ii) any cabin secured aspects, e.g. required position of seatbacks, tray tables, window slidings, etc. as applicable;
- (iii) correct stowage of hand baggage and the importance of leaving hand baggage behind in case of evacuation;
- (iv) the use and stowage of portable electronic devices; and
- (v) the location of the safety briefing card, the importance of its contents and its review.

(d) After landing

Passengers will be reminded of the following:
- (i) use of safety belts or restraint systems;
- (ii) the use and stowage of portable electronic devices; and

(e) Emergency during flight:

- (i) Passengers will be instructed as appropriate to the circumstances.

Alternative briefing

(a) KAAN AIR may replace the briefing/demonstration as set out in AMC1 CAT.OP.MPA.170 with a passenger training programme covering all safety and emergency procedures for a given type of aircraft.

(b) Only passengers who have been trained according to this programme and have flown on the aircraft type **within the last 90 days** may be carried on board without receiving a briefing/demonstration.

SINGLE-PILOT Operations Without CABIN CREW

Commander will provide safety briefings to passengers except during critical phases of flight and taxiing.

(08.03.17)- Policy on the Use of Autopilot

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure

It is the company's policy to use the autopilot system capability, if installed, during all phases of flight.

The autopilots are there to assist the flight crew to manage the flight by reducing the pilots workload enhanced operational capability and improved safety.

The use of autopilot is highly recommended in any **high traffic density areas**, **noise sensitive areas** and all other areas **where the workload is high**.

During the approach the PF will brief; whether he will use autopilot or manual flight.

When the automatic system do not perform as expected; the pilot must reduce the level of automation until proper control of path and performance is achieved.

(08.03.18)- Stabilised Approach

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

CAT.OP.MPA.115 / AMC1 CAT.OP.MPA.115 / AMC2 CAT.OP.MPA.115 / Operator Procedure / SPA.HOFO.125

08.03.18.01 General

All approaches, night and day, shall be in accordance with the following principles. Unique approach procedures or abnormal conditions requiring a deviation from the described stabilised procedures require a special briefing prior to executing the approach.

For all stabilised approaches, the following applies:

- All briefings and checklists have been completed, with the exception of the Final Checks
- The helicopter is in the correct landing configuration
- The helicopter is on the correct final approach track and constant approach angle
- Bank angle is generally zero, except for minor adjustments to maintain track (**maximum 15° bank angle**)
- Pitch angle is stable, except for minor adjustments to control airspeed
- Power setting is stable, except for minor adjustments to maintain constant approach angle
- **Rate of descent** is below 1000 AGL/ASL **is less than 750 ft/min,**
- **Rate of descent** is below 500 AGL/ASL **is less than 350 ft/min.**

08.03.18.02 Instrument Approaches

An instrument approach is stabilised when the following criteria are met:

- Airspeed is within 10 knots off assigned or agreed airspeed
- Maximum one dot/half scale off localiser
- Maximum one dot/half scale off glideslope
- Maximum one dot/half scale off radial/RNAV track
- Maximum 5° off required NDB bearing

08.03.18.03 Visual Approaches

A visual approach is stabilised when the following criteria are met. At 1 NM (**visual gate**) from the destination:

- Helicopter is stabilised on the final approach track (+/- 20°) at 500 feet AGL/ASL and at Vy+10 knots (maximum 80 knots ground speed)
- Gentle descent and deceleration is initiated aiming for 50-60 KIAS (depending on wind speed) at 200 feet above the landing elevation

08.03.18.04 Circling Approach

During a circling approach, the helicopter is stabilised when wings are level on final, minimum 300 feet above the landing elevation, otherwise as for visual approaches (08.03.18.03).

- Rate of descent is below 500 AGL/ASL **is less than 350 ft/min.**

08.03.18.05 Discontinue the Approach

For multi-pilot operations, KAAN AIR shall establish procedures that require:

(1) the PM to verbalise deviations from the required descent path;

(2) the PF to make prompt corrections to deviation from the required descent path; and

(3) a call-out to be made when the aircraft is approaching the DA/H.

A missed approach shall be executed promptly at the DA/H or the MAPt, whichever is first, if the **required visual references have not been established.**

For approaches other than circling approaches, the lateral part of the missed approach should be flown via the MAPt unless otherwise stated on the approach chart.

In case stabilised approach parameters are not matched and anytime an approach becomes ‘unstabilized’ (out of compliance with the above parameters):

- **Go-around / missed approach** shall be executed immediately.

Just before reaching the gate, PM shall check that the required criteria are met. If any of the criteria are not met at the gate, PM will call "**Not stabilised, go around**".

The approach shall remain stabilised from the gate to the termination point. If, at any time after the gate, the aircraft does not meet the stabilised criteria, then a "**Not stabilised, go around**" call shall be made by PM or PF and a go-around is mandatory.

The stabilised approach is terminated for onshore instrument approaches at the MAP, when either a missed approach is initiated or the aircraft is manoeuvred to land, and it is terminated for visual approaches at LDP or the equivalent point for class 2 landings. For ARAs, the visual segment after the MAP is flown as a stabilised visual approach up to the helideck descent point.

(08.04)- Low Visibility Operations (LVO)

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

SPA.LVO.100 / SPA.LVO.105

N/A

(08.05)- Extended-Range Operations with Two-engined Aeroplanes (ETOPS)

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

GM1 CAT.OP.MPA.140(c) / AMC1 CAT.OP.MPA.140(d) / CAT.OP.MPA.140 / CAT.OP.MPA.140(c)(1) / AMC 20-6 Rev.2 / SPA.ETOPS.100 / SPA.ETOPS.115

N/A

(08.06)- Minimum Equipment and Configuration Deviation List(s) (MEL) (CDL)

Revizyon No: 21 Revizyon Tarihi: 23.06.2023

ORO.MLR.105 / AMC1 ORO.MLR.105(c) / AMC1 ORO.MLR.105(d) / AMC1 ORO.MLR.105(d)(3) / AMC1 ORO.MLR.105(f) / AMC1 ORO.MLR.105(g) / AMC1 ORO.MLR.105(h) / GM1 ORO.MLR.105(a) / GM1 ORO.MLR.105(e);(f) / GM1 ORO.MLR.105(g) / GM1 ORO.MLR.105(j)

KAAN AIR holds an approved MEL which allows its helicopter(s) to operate with such items unserviceable, subject to the requirements of its Minimum Equipment List (MEL).

The MEL is based on, but may not be less restrictive than the Master MEL which has been produced for the type by the helicopter manufacturer, and approved by the Turkish DGCA.
Subject to approval of the TR DGCA, KAAN AIR may use a procedure for the one time extension of **category B, C and D** rectification intervals, provided that:

(1) the extension of the rectification interval is within the scope of the MMEL for the aircraft type;
(2) the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL;
(3) the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of KAAN AIR have precluded rectification;
(4) a description of specific duties and responsibilities for controlling extensions is established by KAAN AIR;
(5) the competent authority is notified of any extension of the applicable rectification interval; and
(6) a plan to accomplish the rectification at the earliest opportunity is established.

The MEL is a list which provides for the operation of helicopter, under specified conditions, with particular instruments, items of equipment or functions inoperative at the commencement of flight. The preparation of this list takes into account the helicopter definition and the relevant operational and maintenance conditions.

All items related to the airworthiness of the helicopter and not included in the list are automatically required to be operative.

The MEL provides the commander with the authority to operate the helicopter(s) with specified items of equipment unserviceable, but it must be emphasised that, irrespective of the provisions of the MEL, he is not obliged to operate with a particular defect or defects if in his opinion these unserviceabilities could adversely affect the safety of a proposed flight. When any suspected conditions at MEL Item, the commander shall call to technical staff for determining such failure or missing items can be give permission to flight.

(08.07)- Non-Commercial Operations / Non-Revenue Flights

ORO.AOC.125 / SHY-6B

a. PASSENGER Carrying Flights:

- **Non-Commercial Flights**
  - **Corporate flight**: a flight conducted for business purposes: KAAN AIR may carry its own personnel and/or property in the interest of business.
    - Other terms used: **Business flight, Private flight.**
  - **Leisure flight**: a flight operated by KAAN AIR for personal or recreational purposes, not associated with a business or a profession.
    - Other term used: **Private flight.**
  - **Managed flight**: a flight operated by KAAN AIR for the business purposes of the **aircraft owner**, with **no remuneration or other valuable consideration involved.**
- **Charity and Humanitarian flights,** as defined 00.01.04.01 Definition.
- **Public Relations (PR) flight**: a flight carrying official or media representatives as non-paying passengers. Sometimes personnel of KAAN AIR are included. The PR flight is performed in the interest of KAAN AIR's own business.

b. NON-PASSENGER Flights:

- **Training flights:** A flight for instructional purposes for KAAN AIR's own flight crew:
  - **Operator Training and Checking flight:** a flight performed with the purpose of training, checking and/or familiarising a flight crew member with KAAN AIR's procedures linked to the aircraft being operated.
  - ***Line Flying Under Supervision (LIFUS), Line Checks and similar flights are not included*** *in this category, as they are usually performed during commercial operations (CAT flights).*
- **Test flights;**
  - during training and test flights only flight crewmembers involved in the training and/or representatives of TR DGCA may be carried on board,
  - Testing the results of maintenance work is **outside the scope of demonstration flights.** Such flights are not expected to execute flight manoeuvres where the aircraft might react with an unexpected behaviour. This is covered by a **Maintenance Check flight,** as defined in 00.01.04.01 Definition.
- **Ferry flights:** flights changing the location of the aircraft. A ferry flight could be performed for the following purposes:
  - The aircraft is moved to and from a maintenance base. **The aircraft may be operated under the permit-to-fly conditions**. Examples:
    - **unpressurised flight,**
    - **gear-down flight,**
    - **flight with one engine inoperative.**
  - The aircraft is moved from one location to another, e.g. from the manufacturer, refurbishment location, previous owner, lessor/lessee, long-term storage to the operator's base.
    - Other term used: **Delivery flight.**
  - The aircraft and its aircrew are positioned to an aerodrome from which a further commercial air transport (CAT) operation will be performed.
    - Other term used: **Positioning flight.**
  - The aircraft is moved from its current location to a secure location for various reasons (e.g. to remove it from a hazardous area).
    - Other term used: **Recovery flight.**
- **Demonstration flight:**
  - A flight performed with the purpose of demonstrating:

- an aircraft's handling, performance and functionalities to buyers or lessees;
- an aircraft's flying characteristics or the operational procedures to TR DGCA, for verification of compliance with the operational requirements.
- Other terms used: **(Route) Proving flight; Operational Evaluation flight.**

- Flight **at the end of lease or upon transfer of ownership**: a flight performed at the request of the operator to verify compliance of the aircraft with the contractual specifications of the lessee/lessor or buyer.

- Other term used: **Acceptance flight.**

When KAAN AIR conducting operations referred above **will not be required** to **submit a declaration** in accordance with SHT-OPS Ek/Annex-3, **except conducting; ferry flight under the permit-to-fly condition, competition flight and flying display.**

When no passengers are carried, the normal requirements of the operations manual will be met, with the following exceptions:

- Mass and balance documentation need not be raised, nor any copy left on the ground, provided that the commander will remain responsible for ensuring that the helicopter is, and will remain, within the appropriate mass and balance limits throughout the projected flight.

When aircrew members are assigned to perform a series of flights that combine several types of operation (CAT, NCC/NCO), KAAN AIR will:

(a) comply at any time with the provisions of SHT-FTL/HG to ensure compliance for any CAT operation; and

(b) include any combination of types of operation in its safety risk management process to ensure that the fatigue risks arising from such operations do not affect the CAT operation.

***NOTE** : "**G**" (General Aviation Flight) **denoting** will be filled up into the ATS Flight Plan according to Turkish AIP - ENR 1-10 , Article 8 - "Type of Flight" section for the planning of all above flight categories.*

(08.08)- Oxygen Requirements

Revizyon No: 12 Revizyon Tarihi: 29.06.2020

CAT.OP.MPA.285 / SPA.HOFO.165 / AMC1 SPA.HOFO.165(c) / CAT.IDE.H.240 / SPO.OP.195 / SPO.IDE.H.175 / AMC1 SPO.IDE.H.175

The commander shall ensure that flight crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen continuously whenever the cabin altitude **exceeds 10.000 ft for a period of more than 30 minutes** and whenever the cabin altitude **exceeds 13.000 ft.**

Non-pressurised helicopters operated at pressure altitudes above 10.000 ft shall be equipped with supplemental oxygen equipment capable of storing and dispensing the oxygen supplies in accordance with the following table:

Table 1
Oxygen minimum requirements for complex non-pressurised helicopters

Supply for	Duration and cabin pressure altitude
1. Occupants of flight crew compartment seats on flight crew compartment duty and crew members assisting flight crew in their duties	The entire flying time at pressure altitudes above 10.000 ft.
2. Required cabin crew members	The entire flying time at pressure altitudes above 13.000 ft and for any period exceeding 30 minutes at pressure altitudes above 10.000 ft but not exceeding 13.000 ft.
3. Additional crew members and 100 % of passengers (*)	The entire flying time at pressure altitudes above 13.000 ft.
4. 10 % of passengers (*)	The entire flying time after 30 minutes at pressure altitudes above 10.000 ft but not exceeding 13.000 ft.
(*) Passenger numbers in Table 1 refer to passengers actually carried on board including persons younger than 24 months.	

Use of Supplemental Oxygen - Specialised Operations

a. KAAN AIR shall ensure that **task specialists and crew members** use supplemental oxygen continuously whenever the cabin altitude exceeds 10.000 ft for a period of more than 30 minutes and whenever the cabin altitude exceeds 13.000 ft, unless otherwise approved by TR DGCA and in accordance with SOPs.
b. Notwithstanding (a) and except for parachute operations, short excursions of a specified duration above 13.000 ft without using supplemental oxygen on helicopters may be undertaken with a prior approval of TR DGCA based on the consideration of the following:

    1. the duration of the excursion above 13.000 ft is not more than 10 minutes or, if needed for a longer period, the time strictly necessary to the accomplishment of the specialised task;
    2. the flight is not conducted above 16.000 ft;
    3. the **safety briefing** in accordance with SPO.OP.135 includes adequate information to crew members and tasks specialists on the effects of hypoxia;
    4. SOPs for the concerned operation reflecting (1), (2) and (3);
    5. the previous experience of KAAN AIR in conducting operations above 13.000 ft without using supplemental oxygen;
    6. the individual experience of **crew members and task specialists** and their **physiological adaptation to high altitudes**; and
    7. the altitude of the base where KAAN AIR is established or the operations are conducted from.

Emergency Breathing System - EBS use in Offshore flight

All persons on board will carry and be instructed in the use of emergency breathing systems.

KAAN AIR may, based on a risk assessment, allow passengers, medically incapacitated at an offshore location, to partly wear or not wear life jackets, survival suits or emergency breathing systems on return flights or flights between offshore locations.

The EBS system will be capable of rapid underwater deployment.

08.09-EFB - Electronic Flight Bag - Operating Procedures

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure / SPA.EFB.100

Reserved

(08.10)- HESLO - Helicopter External Sling Load Operations

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

SPO.POL.146 / AMC1 SPO.POL.146(b)(1) / AMC1 SPO.POL.146(b)(2) / AMC1 SPO.POL.146(c) / GM1 SPO.POL.146(c) / SPO.SPEC.HESLO.100 / ORO.SPO.100

KAAN AIR will conduct "**HESLO - Helicopter External Sling Load Operations**" in accordance with the all applicable rules described in ANNEX VIII (Part-SPO) to Regulation (EU) No 965/2012; for this purpose:

a. KAAN AIR:

   1. Has established operational procedures (**SOP-HESLO**, Appendix to OM-A) to minimise the consequences of an engine failure;

      - *The operational procedures is based on the manufacturer's recommended procedures where they exist*

   2. Has established a **Training Programme** (OM-D Chapter 02.01.10) for crew members; and

      - *The crew member training programme includes;*

        - *briefing,*
        - *demonstration or practice, as appropriate, of the operational procedures necessary*

      to minimise the consequences of an engine failure.

   3. Ensures that all crew members and task specialists on board are **briefed on** the procedures to be carried out in the **event of a forced landing**.

b. The pilot-in-command will operate the helicopter over congested areas provided that:

   1. The helicopter is certified in category A or B; and
   2. Safety measures are established to prevent undue hazard to persons or property on the ground and the operation and its SOP is authorised.

c. KAAN AIR ensures that the mass at take-off, landing or hover shall not exceed the maximum mass specified for:

   1. A hover out of ground effect (HOGE) with all engines operating at the appropriate power rating; or
   2. If conditions prevail that a HOGE is not likely to be established, the helicopter mass shall not exceed the **maximum mass specified** for a hover in ground effect (HIGE) with all engines operating at the appropriate power rating, provided prevailing conditions allow a hover in ground effect at the **maximum specified mass**.

      - *Procedure to determine maximum specified masses for HIGE and HOGE before each flight or series of flights is; in the SOP-HESLO and related helicopter RFM Section 1 Limitations, and*
      - *Procedure takes into account ambient **temperature** at the aerodrome or operating site, **pressure altitude** and **wind conditions** data available.*

        - *Even when the surface allows a hover in ground effect (HIGE), the likelihood of, for example, dust or blowing snow may necessitate hover out of ground effect (HOGE) performance.*
        - *Wind conditions on some sites (particularly in mountainous areas and including downdraft) may require a reduction in the helicopter mass in order to ensure that an out of ground effect hover can be achieved at the operational site in the conditions prevailing.*

The standard operating procedures; **SOP-HESLO** specifies:

a. The equipment to be carried, including its operating limitations and appropriate entries in the MEL, as applicable;
b. Crew composition and experience requirements of crew members and task specialists;
c. The relevant theoretical and practical training for crew members to perform their tasks, the relevant training for task

specialists to perform their tasks, and the qualification and nomination of persons providing such training to crew members and task specialists;

d. Responsibilities and duties of crew members and task specialists;
e. Helicopter performance criteria necessary to be met to conduct HESLO operations;
f. Normal, abnormal and emergency procedures.

08.11-OFFSHORE Operations Procedures

SPA.HOFO.100 / SPA.HOFO.110

08.11.01-Flight Preparation Instructions

SPA.HOFO.100 / SPA.HOFO.110

08.11.01.02-Criteria and Responsibilities for Determining the Adequacy of AERODROMES to be Used

SPA.HOFO.100 / SPA.HOFO.110

(08.11.01.02.11)- OFFSHORE Operations - Selection of Aerodromes and Operating Sites

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

SPA.HOFO.120

(a) **Onshore destination** alternate **aerodrome**:

Notwithstanding points CAT.OP.MPA.192, NCC.OP.152 and SPO.OP.151, the pilot-in command/commander does not need to specify a destination alternate aerodrome in the operational flight plan when conducting flights? **from an offshore location** to a land destination aerodrome provided that sufficient operational contingency is in place to ensure a safe return from offshore.

(b) **Offshore destination** alternate **helideck**:

KAAN AIR may select an offshore destination alternate helideck when all of the following criteria are met:

(1) An offshore destination alternate helideck will be used only after the point of no return (PNR) and when an onshore destination alternative aerodrome is not geographically available. Prior to the PNR, an onshore destination alternate aerodrome will be used.
(2) One engine inoperative (OEI) landing capability will be attainable at the offshore destination alternate helideck.
(3) To the extent possible, helideck availability will be guaranteed prior to PNR. The dimensions, configuration and obstacle clearance of individual helidecks or other sites will be suitable for its use as an alternate helideck by each helicopter type intended to be used.
(4) Weather minima will be established taking into account the accuracy and reliability of meteorological information.
(5) The MEL will contain specific provisions for this type of operation.
(6) An offshore destination alternate helideck will only be selected if KAAN AIR has established a procedure in the operations manual.

(08.11.01.02.12)- OFFSHORE Operations - DESTINATION AERODROME Sufficient Operational Contingency, Revised AERODROME OPERATING MINIMA, COASTAL AERODROME

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

AMC1 SPA.HOFO.120

DESTINATION AERODROME — SUFFICIENT OPERATIONAL CONTINGENCY

(a) Any alleviation from the requirement to select an alternate aerodrome under instrument flight rules (IFR) routing from offshore to a land destination will be based on an individual safety risk assessment with sufficient operational contingency to ensure a safe return from offshore.

REVISED AERODROME OPERATING MINIMA

(b) Unless the destination is a coastal aerodrome, KAAN AIR will ensure that all the following criteria are met:

(1) the destination aerodrome has a published instrument approach,
(2) the flight time is less than 3 hours, and
(3) the published weather forecast valid from 1 hour prior, and 1 hour subsequent to the expected landing time specifies that:
(i) the ceiling is at least 700 ft above the minima associated with the instrument approach, or 1 000 ft above the

destination aerodrome, whichever is the higher, and
(ii) visibility is at least 2 500 m.

COASTAL AERODROME

(c) A coastal aerodrome is an aerodrome used for offshore operations within 5 nm of the coastline.

(d) If the coastal aerodrome has a published instrument approach, KAAN AIR will use the aerodrome operating minima defined in (b)(3).
(e) KAAN AIR may use the following operating minima by day only, as an alternative to (b)(3):
(1) the cloud base is at least 400 ft above the minima associated with the instrument approach, and
(2) visibility is at least 4 km.

(f) If descent over the sea is intended to meet VFR criteria, KAAN AIR will ensure that the coastal aerodrome is geographically sited so that the helicopter is able, within the rules of the air and within the landing forecast, to proceed inbound from the coast and carry out an approach and landing in full compliance with VFR for the associated airspace category(ies) and any notified route.

(g) If KAAN AIR makes use of the provisions in (e) or (f), the following will be taken into account as part of the risk assessment:
(1) where the destination coastal aerodrome is not directly on the coast, the required usable fuel for the flight will be sufficient to return to the coast at any time after crossing the coastline, descend safely, carry out an approach under VFR and land, with the VFR fuel reserves intact,
(2) the descent to establish visual contact with the surface will take place over the sea away from the coastline and in an area clear of surface obstructions, or as part of the instrument approach,
(3) routings and procedures for coastal aerodromes nominated as such will be included in the operations manual (Part C for CAT operators),
(4) the MEL will reflect the requirement for airborne radar and radio altimeter for this type of operation, and
(5) operational limitations for each coastal aerodrome will be specified in the operations manual.

(08.11.01.02.13)- OFFSHORE Operations - OFFSHORE DESTINATION ALTERNATE AERODROME

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

AMC2 SPA.HOFO.120

'**Aerodrome**' is referred to as '**helideck**' in this chapter.

(a) Offshore Destination Alternate Helideck Landing Environment

The landing environment at an **offshore location** proposed for use as an **offshore destination alternate helideck** will be **pre-surveyed**, together with the physical characteristics, such as the effect of wind direction and strength, as well as of turbulence established. This information, which will be available to the pilot-in-command/commander both at the planning stage and in-flight, will be published in an appropriate form in the operations manual (OM-C 01.01.12.03 Appendices) (including the orientation of the helideck) so that the suitability of the alternate helideck can be assessed. This helideck will meet the criteria for size and obstacle clearance appropriate to the performance requirements of the type of helicopter concerned.

(b) Performance Considerations

The use of an offshore destination alternate helideck will be restricted to helicopters that can achieve **one engine inoperative (OEI) in ground effect (IGE) hover** at an appropriate power rating above the helideck at the offshore location. Where the surface of the helideck or prevailing conditions (especially wind velocity) precludes an OEI IGE, OEI out-of-ground effect (OGE) hover performance at an appropriate power rating will be used to compute the landing mass. **The landing mass will be calculated based on graphs provided in the operations manual (OM) (Part B for CAT operators).** When this landing mass is computed, due account will be taken of helicopter configuration, environmental conditions and the operation of systems that have an adverse effect on performance.

The planned landing mass of the helicopter, including;

- crew,
- passengers,
- baggage, cargo
- plus 30-min final reserve fuel (FRF),

will not exceed the OEI landing mass of the helicopter at the time of approach to the offshore destination alternate.

(c) Weather Considerations

(1) Meteorological Observations

When the use of an offshore destination alternate helideck is planned, the meteorological observations, **both at the offshore destination and the alternate helideck**, will be made by an observer acceptable to the authority responsible for the provision of meteorological services. **Automatic meteorological-observation stations may be used.**

(2) Weather Minima

When the use of an offshore destination alternate helideck is planned, KAAN AIR will neither select an offshore location as destination nor as alternate helideck unless the weather forecasts **for the two offshore locations indicate that during a period commencing 1 h before and ending 1 h after the expected time of arrival at the destination and the alternate helideck**, the weather conditions will be at or above the planning minima shown in the following table:

Table 1 — Planning minima

Planning minima		
	Day	**Night**
Cloud base	600 ft	800 ft
Visibility	4 km	5 km

(3) Conditions of Fog

To use an offshore destination alternate helideck, it will be ensured that **fog is not forecast or present within 60 nm of the destination helideck and alternate helideck during the period commencing 1 h before and ending 1 h after the expected time of arrival at the offshore destination or alternate helideck.**

(d) Actions at Point of No Return (PNR)

Before passing the point of no return, which will not be more than 30 min from the destination, the following actions will have been completed:

(1) confirmation that navigation to the offshore destination and offshore destination alternate helideck can be assured;
(2) radio contact with the offshore destination and offshore destination alternate helideck (or master station) has been established;
(3) the landing forecast at the offshore destination and offshore destination alternate helideck have been obtained and confirmed to be at or above the required minima;
(4) the requirements for OEI landing (see (b) above) have been checked in the light of the latest reported weather conditions to ensure that they can be met; and
(5) to the extent possible, having regard to information on the current and forecast use of the offshore alternate helideck and on prevailing conditions, the availability of the helideck on the offshore location intended as destination alternate helideck will be guaranteed by the duty holder (the rig operator in the case of fixed installations, and the owner in the case of mobile ones) until the landing at the destination, or the offshore destination alternate helideck, has been achieved or until offshore shuttling has been completed.

(08.11.01.02.14)- OFFSHORE Operations - Elevated Helidecks

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure

With elevated helicopter landing sites, it is assumed that the FATO and TLOF are contiguous. An elevated helicopter landing site shall have at least a FATO. The dimensions of the FATO are determined as follows:

1. for an helicopter landing site intended for helicopters operated in **Performance Class 1** as described in the OM, the width of the FATO may not be less than 1.5 x the total length of the longest respectively widest helicopter type intended to operate at that site.

2. for a landing site intended for helicopters operated in **Performance Class 2**, the FATO must be of a sufficient size and form that a diameter of at least 1.5 x the either the greater dimension of either length or width of the largest

helicopter type intended to operate at that site.

The slope of the elevated helicopter landing site must meet the requirements set out above for such sites on land.

The FATO must meet the prescribed operational criteria for elevated helicopter landing pads. The design shall take into account additional stresses from personnel, snow, cargo, fueling, fire-fighting equipment etc.

The surface of the FATO and TLOF shall be anti-slip for both helicopter and personnel and suitable to support ground effect.

(08.11.01.02.15)- OFFSHORE Operations - Helidecks (on Ships or Fixed Installations)

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure

The form of the FATO is discretionary. It must be of sufficient dimension and space to accommodate a single rotor helicopter or a helicopter with contiguous double rotors, such that the surface contains a diameter not less than 1 D for the largest helicopter type for which the helideck is intended.

Fixed objects on the boundary of the FATO are not permitted. Frangible objects which by nature of their function are required to be so placed are permissible.

Objects which for reasons of their function need to be part of the FATO may not exceed a height of 0.25 M.

The surface of the take-off and landing surface must be both anti-slip with respect to both the helicopter and persons, as well as being of such design that puddles do not form. Where are helideck is constructed using a grid, the lower surface must be of a design that ensures that ground effect is not impaired.

(08.11.01.02.16)- OFFSHORE Operations - Flight to a Transformer Platform, Crane Ship or Ship with or without a Helideck

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure

Landing on a helideck by both day and night is permissible (a long as the deck is certified for the type of operation). Fixed installations require in addition an approval from the TR DGCA.

During approach and a least 5 minutes prior to reaching the destination platform, information concerning the weather (wind direction and speed, visibility and cloud base, and ship movement where applicable) shall be obtained.

In addition, the status of the helideck is to be obtained (via radio from the HLO, the installation or controlling agency).

Deck is green? Helideck available for landing only when the deck status is confirmed by the helicopter crew may a landing be carried out.

(08.11.01.02.17)- OFFSHORE Operations - Wind Limitations for flights to Helidecks or Elevated Heliports or Ships

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure / RFM

Flights with helicopters to a helideck or elevated FATO will only be operated when the **mean wind** speed at the helideck or elevated FATO is reported to be **not more than 60 knots** including **gusts.**

(08.11.01.02.18)- OFFSHORE Operations - Helideck MOTION LIMITS - Pitch, Roll and Heave Limitations

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure

Additional References:

- TPAO Aviation Operation Guide

- Helideck Certification Agency - Helideck Limitation List (HLL) Part C

The following chart defines the maximum limits for helideck movement :

	HELIDECK CATEGORY - 1				
Aircraft Category B (AW139)	**Conditions**	**Limits for Landing - Day**	**Limits for Landing - Night**	**Limits for Planning - Day**	**Limits for Planning - Night**
	Pitch and Roll	± 4 º	± 3 º	± 3 º	± 2 º
	Average Heave Rate	1,3 m/sec	1,0 m/sec	1,3 m/sec	1,0 m/sec

08.11.01.03-Methods and Responsibilities for Establishing AERODROME OPERATING MINIMA

SPO.OP.110

(08.11.01.03.14)- Commencement and Continuation of APPROACH

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

SPA.HOFO.125 / Operator Procedure

(2) Offshore

(a) A commander may commence an **offshore standart approach** procedures (OSAPs) regardless of the reported visibility,
(b) If the reported visibility is less than 1500 m (0.8 NM), the approach will not be continued below 1000 feet ASL,

Missed approach point will not be less than:

(i) 0.8 NM for a direct (into-wind) approach with GS at or below 70 knots, or
(ii) 1.0 NM (day) or 1.5 NM (night) for an ARA with GS between 71 and 90 knots, and / or an approach to a nearby target or leading to a circling manoeuvre

(c) If, after passing 1000 feet ASL, the reported visibility falls below the applicable minimum, the commander may continue the approach to MDA / H and then to the MAP,
(d) The commander will only continue the approach below MDH and the landing may be completed, when visual reference to the destination has been established.

(08.11.01.09)- Air Traffic Services (ATS) FLIGHT PLAN

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Operator Procedure

ACTIVATION AND CLOSURE OF ATC FLIGHTS PLANS AT OFFSHORE OPERATION

a) Flights over Open Sea to and from MANNED Offshore Installations

Prior to landing Flight Watch will be agreed with the offshore installation and the flight plan will be closed by radio with the air traffic service being used.

As part of the departure procedure from an offshore installation, Flight Watch will be assured by the installation until contact with a relevant air traffic service has been made. Once radio contact with the air traffic service is established, a request to open the flight plan together with other flight details will be sent.

The offshore installation is responsible for raising the alarm and thereby initiating the search and rescue response in the event of lost contact until released by the flight crew.

b) Flights over Open Sea to and from UNMANNED Offshore Installations

Prior to landing, ATC is to be given the planned landing time. Following landing, the Commander is responsible for informing Flight Operations department by telephone that the landing has taken place. This task may be delegated. Flight Operations closes the flight plan upon receiving this message.

Prior to take-off, the Commander is responsible for informing Flight Operations department of the take-off time. This task may be delegated. Flight Operations send a message to FIC to open the ATC flight plan upon receiving this message. ATC triggers the alarm for search and rescue in accordance with the times submitted.

c) Flights over Open Sea to and from UNMANNED Offshore Installations - Landing on moving Ships with engines running

Prior to landing, ATC will be informed as to the planned departure time from the site of operations.
ATC raises the alarm when the estimated departure time has passed without contact being established.

08.11.03-Flight Procedures

(08.11.03.08)- Adverse and Potentially Hazardous Atmospheric Conditions

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

Regulation (EC) No. 216/2008 Annex IV, 2.a.4 / Operator Procedure

(e) OIL AND GAS INSTALLATION **FLARES**

1) General Precautions

Flying close to, or downwind of, flares from oil and gas installations can be extremely hazardous. These flares are used to burn off gas mixtures during well testing operations and may also be used to allow the release of unburnt gases accumulated during the production process. This can happen without prior notice and can sometimes be out of the control of the installation staff.

Unburnt gas can be extremely hazardous to an approaching or departing helicopter. Gas can sometimes be observed as a shimmering visual distortion in the area of the flare nozzle. It may or may not be accompanied by the cooling water spray that is sometimes also discharged round the nozzle. During well testing when both gas and oil is being burnt, the flare can be very unstable. This can cause the flare to partially or fully extinguish with a possible uncontrolled relight shortly after. Some rigs have two well test burners, one on each side of the installation, so they can select the downwind one to minimise heat and smoke hazards.

Commander will ensure the approach, go-around, and take-off path is well clear of the flare and the area downwind of it. In the event of a flare extinguishing while on approach to the rig, an immediate go-around is mandatory unless the commander is sure that it has been extinguished intentionally. The approach should not be recommenced until the flare has been secured or re-lit.

2) Cold Flaring

When cold flaring is taking place, transiting traffic is advised to avoid overflying the installation by **either 3 Nm laterally or 3000 feet vertically**. To avoid an unintentional ignition of an invisible gas cloud in the vicinity of a cold flare, a restriction area is established around all flare booms:

i. No operations shall take place in the cylindrical area,
ii. Horizontal **radius of at least 150 m distance from up the flare** tip,
iii. **Vertically from 100 feet below the top of the flare boom up to to 1500 feet MSL**,
iv. For all floating production ship, following horizontal restriction area apply:
±30° of wind direction downwind side, **closer than 150 m distance from top of flare boom**.

3) Actual Operations While Cold Flaring

Aircraft intending to operate to an installation during cold flaring must ensure that their approach, landing area and departure path will be well clear of the unlit plume. When this cannot be achieved, the aircraft commander will suspend operations until it is possible to comply with the above procedure.

(08.11.03.16)- Passenger Briefing Procedures

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

AMC1 SPA.HOFO.110(b)(2) / AMC1.1 SPA.HOFO.110(b)(2)

The following aspects applicable to the helicopter used will be presented and demonstrated to the passengers by audio-visual electronic means (video, DVD or similar), or the passengers will be informed about them by a crew member prior to boarding the aircraft:

(a) the use of the life jackets and where they are stowed if not in use;
(b) the proper use of survival suits, including briefing on the need to have suits fully zipped with, if applicable, hoods and gloves on, during take-off and landing or when otherwise advised by the pilot-in-command/commander;
(c) the proper use of emergency breathing equipment;
(d) the location and operation of the emergency exits;
(e) life raft deployment and boarding;
(f) deployment of all survival equipment; and
(g) boarding and disembarkation instructions.

Offshore flight passengers have to **sign on notification sheet** after getting briefed above subjects.

When operating in a non-hostile environment, KAAN AIR may omit items related to equipment that is not required.

This procedure is applicable to passengers who require more knowledge of the operational concept, such as sea pilots and support personnel for offshore wind turbines.

KAAN AIR may replace the passenger briefing as set out in AMC1 SPA.HOFO.110(b)(2) with a passenger training and checking programme provided that:

— KAAN AIR ensures that the passenger is appropriately trained and qualified on the helicopter types on which they are to be carried;
— KAAN AIR defines the training and checking programme for each helicopter type, covering all safety and emergency procedures for a given helicopter type, and including practical training;
— the passenger has received the above training within the last 12 calendar months; and
— the passenger has flown on the helicopter type within the last 90 days.

(08.11.03.17)- Policy on the Use of AUTOPILOT

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

AMC1 SPA.HOFO.110(b)(5) / Operator Procedure

The autopilot system is to be used for all flights in offshore. The limits of the system are to be respected thereby. Hover manoeuvres using the autopilot system are only to be performed when the system is certified for that purpose.

- Pilots make optimum use of the automatic flight control systems (AFCS) throughout the flight;

AUTOMATIC FLIGHT CONTROL SYSTEM (AFCS)

To ensure competence in manual handling of the helicopter, KAAN AIR will provide instructions to the flight crew in the operations manual (OM) under which circumstances the helicopter may be operated in lower modes of automation.

Particular emphasis will be given to flight in instrument meteorological conditions (IMC) and instrument approaches.

08.11.03.19-Airborne Radar Approaches (ARAs) to Offshore Locations - CAT Operations

SPA.HOFO.125

(08.11.03.19.01)- Airborne Radar Approaches (ARAs) - GENERAL

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

SPA.HOFO.125

a. KAAN AIR ensures that ARAs are only flown if:
1. the helicopter is equipped with a radar that is capable of providing information regarding the obstacle environment, and
2. either:
i. the minimum descent height (MDH) is determined from a radio altimeter, or
ii. the minimum descent altitude (MDA) plus an adequate margin is applied.

b. ARAs to rigs or vessels in transit will be flown as multi-pilot operations.
c. The decision range will provide adequate obstacle clearance in the missed approach from any destination for which an ARA is planned.
d. The approach will only be continued beyond decision range or below the minimum descent altitude/height (MDA/H) when visual reference to the destination has been established.
e. When an ARA is flown to a non-moving offshore location (i.e. fixed installation or moored vessel) and a reliable GPS position for the location is available in the navigation system, the GPS/area navigation system will be used to enhance the safety of the ARA.

(08.11.03.19.02)- Airborne Radar Approaches (ARAs) - MINIMUMS

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

a. Before commencing the final approach, the pilot-in-command/commander will ensure that a clear path exists on the radar screen for the final and missed approach segments. If lateral clearance from any obstacle will be less than 1 nm, the pilot-in-command/commander will:

1. approach to a nearby target structure and thereafter proceed visually to the destination structure, or
2. make the approach from another direction leading to a circling manoeuvre.

b. The cloud ceiling will be sufficiently clear above the helideck to permit a safe landing.
c. Minimum descent height (MDH) will not be less than 50 ft above the elevation of the helideck:

1. the MDH for an airborne radar approach will not be lower than:
   i. 200 ft by day, or
   ii. 300 ft by night, and
2. the MDH for an approach leading to a circling manoeuvre will not be lower than:
   i. 300 ft by day, or
   ii. 500 ft by night.

d. Minimum descent altitude (MDA) may only be used if the radio altimeter is unserviceable. The MDA will be a minimum of the MDH + 200 ft, and be based on a calibrated barometer at the destination or on the lowest forecast barometric pressure adjusted to sea level (QNH) for the region.
e. The decision range will not be less than 0.75 nm.
f. Reserved
g. For approaches to non-moving offshore locations, the maximum range discrepancy between the global navigation satellite system (GNSS) and the weather radar display will not be greater than 0.3 nm at any point between the final approach fix (FAF) at 4 nm from the offshore location and the offset initiation point (OIP) at 1.5 nm from the offshore location.
h. For approaches to non-moving offshore locations, the maximum bearing discrepancy between the GNSS and the weather radar display will not be greater than 10° at the FAF at 4 nm from the offshore location.

(08.11.03.19.03)- Airborne Radar Approaches (ARAs) - SEGMENTS

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

GM1 SPA.HOFO.125

a. General

1. The helicopter ARA procedure may have as many as five separate segments:

- 1) arrival, 2) initial, 3) intermediate, 4) final approach, and 5) missed approach segment.

In addition, the specifications of the circling manoeuvre to a landing under visual conditions will be considered. The individual approach segments can begin and end at designated fixes. However, the segments of an ARA may often begin at specified points where no fixes are available.

2. The fixes, or points, are named to coincide with the beginning of the associated segment. For example, the intermediate segment begins at the intermediate fix (IF) and ends at the final approach fix (FAF). Where no fix is available or appropriate, the segments begin and end at specified points; for example, at the intermediate point (IP) and final approach point (FAP). The order in which the segments are discussed in this GM is the order in which the pilot would fly them in a complete procedure: that is, from the arrival through the initial and intermediate to the final approach and, if necessary, to the missed approach.

3. Only those segments that are required by local conditions applying at the time of the approach need to be included in a procedure. In constructing the procedure, the final approach track, which will be orientated so as to be substantially into the wind, will be identified first as it is the least flexible and most critical of all the segments. When the origin and the orientation of the final approach have been determined, the other necessary segments will be integrated with it to produce an orderly manoeuvring pattern that does not generate an unacceptably high workload for the flight crew.

4. Where an ARA is conducted to a non-moving offshore location (i.e. fixed installation or moored vessel), and a reliable global navigation satellite system (GNSS) position for the location is available, the GNSS/area navigation system will be used to enhance the safety of the ARA. This is achieved by using the GNSS/area navigation system to navigate the helicopter onto, and maintain, the final approach track, and by using the GNSS range and bearing information to cross-check the position of the offshore location on the weather radar display.

5. Examples of ARA procedures, as well as vertical profile and missed approach procedures, are contained in Figures 1 and 2 below.

b. Obstacle environment

1. Each segment of the ARA is located in an overwater area that has a flat surface at sea level. However, due to the passage of large vessels which are not required to notify their presence, the exact obstacle environment cannot be determined. As the largest vessels and structures are known to reach elevations exceeding 500 ft above mean sea level (AMSL), the uncontrolled offshore obstacle environment applying to the arrival, initial and intermediate approach segments can reasonably be assumed to be capable of reaching to at least 500 ft AMSL. Nevertheless, in the case of the final approach and missed approach segments, specific areas are involved within which no radar returns are allowed. In these areas, the height of wave crests, and the possibility that small obstacles may be present that are not visible on radar, results in an uncontrolled surface environment that extends to an elevation of 50 ft AMSL.
2. Information about movable obstacles will be requested from the arrival destination or adjacent installations.
3. Under normal circumstances, the relationship between the approach procedure and the obstacle environment is governed by the concept that vertical separation is very easy to apply during the arrival, initial and intermediate segments, while horizontal separation, which is much more difficult to guarantee in an uncontrolled environment, is applied only in the final and missed approach segments.

c. Arrival segment

The arrival segment commences at the last en-route navigation fix, where the aircraft leaves the helicopter route, and it ends either at the initial approach fix (IAF) or, if no course reversal or similar manoeuvre is required, it ends at the IF. Standard en-route obstacle clearance criteria will be applied to the arrival segment.

d. Initial approach segment

The initial approach segment is only required if the intermediate approach track cannot be joined directly. Most approaches will be flown direct to a point close to the IF, and then on to the final approach track, using GNSS/area navigation guidance. The segment commences at the IAF, and on completion of the manoeuvre, it ends at the IP. The minimum obstacle clearance (MOC) assigned to the initial approach segment is 1 000 ft.

e. Intermediate approach segment

The intermediate approach segment commences at the IP, or in the case of straight-in approaches, where there is no initial approach segment, it commences at the IF. The segment ends at the FAP and will not be less than 2 nm in length. The purpose of the intermediate segment is to align the helicopter with the final approach track and prepare it for the final approach. During the intermediate segment, the helicopter will be lined up with the final approach track, the speed will be stabilised, the destination will be identified on the radar, and the final approach and missed approach areas will be identified and verified to be clear of radar returns. The MOC assigned to the intermediate segment is 500 ft.

f. Final approach segment

1. The final approach segment commences at the FAP and ends at the missed approach point (MAPt). The final approach area, which will be identified on radar, takes the form of a corridor between the FAP and the radar return of the destination. This corridor will not be less than 2 nm wide so that the projected track of the helicopter does not pass closer than 1 nm to the obstacles lying outside the area.
2. On passing the FAP, the helicopter will descend below the intermediate approach altitude and follow a descent gradient which will not be steeper than 6.5 %. At this stage, vertical separation from the offshore obstacle environment will be lost. However, within the final approach area, the MDA/MDH will provide separation from the surface environment. Descent from 1 000 ft AMSL to 200 ft AMSL at a constant 6.5 % gradient will involve a horizontal distance of 2 nm. In order to follow the guideline that the procedure will not generate an unacceptably high workload for the flight crew, the required actions of levelling off at MDH, changing heading at the offset initiation point (OIP), and turning away at the MAPt, will not be planned to occur at the same time from the destination.
3. During the final approach, compensation for drift will be applied, and the heading which, if maintained, would take the helicopter directly to the destination will be identified. It follows that at an OIP located at a range of 1.5 nm, a heading change of 10° is likely to result in a track offset of 15° at 1 nm, and the extended centre line of the new track can be expected to have a mean position approximately 300–400 m to one side of the destination structure. The safety margin built into the 0.75-nm decision range (DR) is dependent upon the rate of closure with the destination. Although the airspeed will be in the range of 60–90 KIAS during the final approach, the ground speed, after due allowance for wind velocity, will not be greater than 70 kt.

g. Missed approach segment

1. The missed approach segment commences at the MAPt and ends when the helicopter reaches the minimum en route altitude. The missed approach manoeuvre is a ‘turning missed approach’ which will be of not less than 30° and will not, normally, be greater than 45°. A turn away of more than 45° does not reduce the collision risk factor any further nor does it permit a closer DR. However, turns of more than 45° may increase the risk of pilot disorientation, and by inhibiting the rate of climb (especially in the case of an OEI missed approach procedure), may keep the helicopter at an extremely low level for longer than it is desirable.

2. The missed approach area to be used will be identified and verified as a clear area on the radar screen during the intermediate approach segment. The base of the missed approach area is a sloping surface at 2.5 % gradient starting from MDH at the MAPt. The concept is that a helicopter executing a turning missed approach will be protected by the horizontal boundaries of the missed approach area until vertical separation of more than 130 ft is achieved between the base of the area and the offshore obstacle environment of 500 ft AMSL
that prevails outside the area.
3. A missed approach area, taking the form of a 45° sector orientated left or right of the final approach track, originating from a point 5 nm short of the destination, and terminating on an arc 3 nm beyond the destination, will normally satisfy the specifications of a 30° turning missed approach.

h. Required visual reference

The visual reference required is that the destination will be in view in order to be able to carry out a safe landing.

i. Radar equipment

During the ARA procedure, colour mapping radar equipment with a 120° sector scan and a 2.5-nm range scale selected may result in dynamic errors of the following order:

1. bearing/tracking error of ± 4.5° with 95 % accuracy,
2. mean ranging error of 250 m, or
3. random ranging error of ± 250 m with 95 % accuracy.

Figure 1 — Horizontal profile

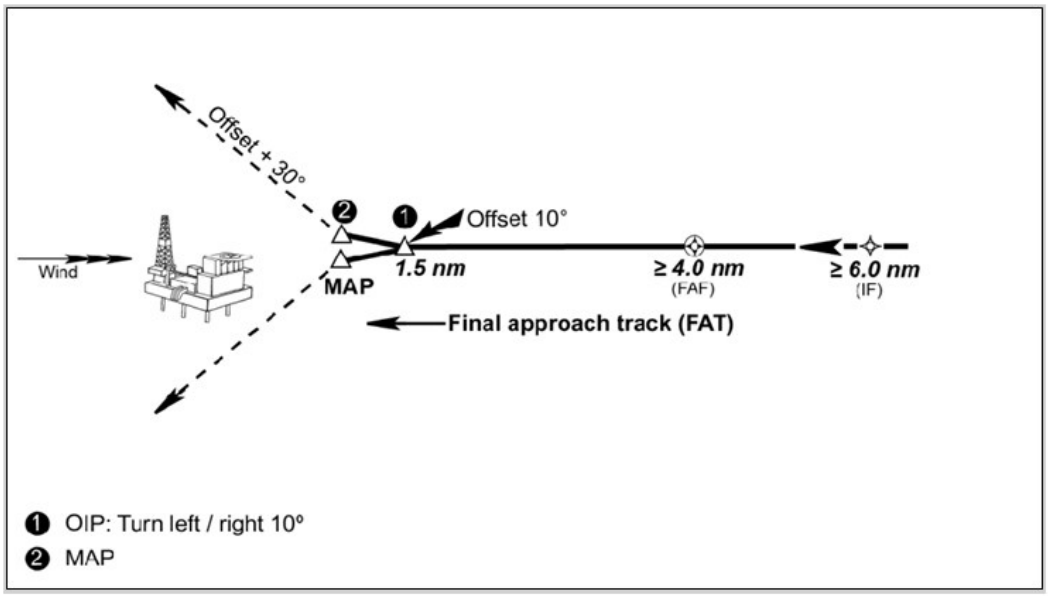
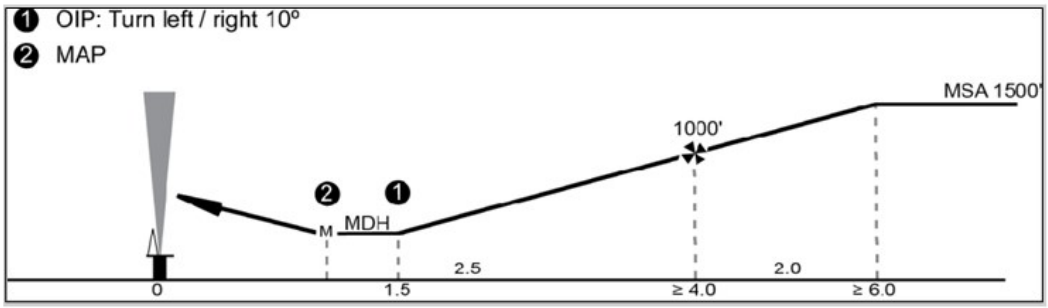


Figure 2 — Vertical profile



*** Actual ARA Aproach profile is at Appendix A.08.03.19.03

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09-DANGEROUS GOODS (DGR) AND WEAPONS

SPA.DG.100 / CAT.GEN.MPA.155 / GM1 CAT.GEN.MPA.155 / GM1 CAT.GEN.MPA.160 / CAT.GEN.MPA.160

09.01-Information, Instructions and General Guidance on the Transport of Dangerous Goods, in accordance with Subpart G of Annex V (SPA.DG)

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.GEN.MPA.200 / GM1 CAT.GEN.MPA.200 / AMC1 CAT.GEN.MPA.200(e)

Dangerous goods are products/articles which might be risk during transportation for the health or safety of the passengers and crew and the safety of the helicopter.

Nevertheless there are dangerous goods required to be on board a helicopter for operating reason. Those are for:

- The airworthiness of the helicopter,
- The safe operation of the helicopter,
- The health of passengers and crew.

Such dangerous goods include but are not limited to:

- Batteries,
- Fire extinguishers,
- First aid kits,
- Insecticides / Air fresheners,
- Life saving appliances,
- Portable oxygen supply.

(09.01.01)- Operator's Policy on the Transport of Dangerous Goods

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

GM1 CAT.GEN.MPA.200 / CAT.GEN.MPA.200 / SPO.SPEC.HESLO.110 / IATA Dangerous Goods Regulation (DGR)

KAAN AIR **has not approved** on the transport dangerous goods with helicopters which approval is taken from the Turkish DGCA.

Dangerous goods must not be carried in or as passengers or crew, checked or carry-on baggage, except as otherwise provided Appendix 09.01.01.02.03A. Dangerous goods permitted in carry-on baggage are also permitted "on one's person", except where otherwise specified.

ANNEX II of Provisions for Dangerous Goods Carried by Passengers or Crew (Subsection 2.3 – Table 2.3.A. IATA Dangerous Goods Regulations) is in the next pages :

ANNEX II
Provisions for Dangerous Goods Carried by Passengers or Crew.
(Subsection 2.3 – Table 2.3.A. IATA Dangerous Goods Regulations)

Dangerous goods must not be carried in or as passengers or crew, checked or carry-on baggage, except as otherwise provided below. Dangerous goods permitted in carry-on baggage are also permitted "on one's person", except where otherwise specified.

	The approval of the operator is required	Permitted in or as checked baggage	Permitted in or as carry-on baggage	The pilot-in-command must be informed of the location
Alcoholic beverages, when in retail packagings, containing more than 24% but not more than 70% alcohol by volume, in receptacles not exceeding 5 L, with a total net quantity per person of 5 L.	NO	YES	YES	NO
Note: *Alcoholic beverages containing 24% or less alcohol by volume are not subject to any restrictions.*				
Ammunition, securely packaged (in Div. 1.4S, UN 0012 or UN 0014 only), in quantities not exceeding 5 kg gross weight per person for that person's own use. Allowances for more than one person must not be combined into one or more packages.	YES	YES	NO	NO
Avalanche rescue backpack, one (1) per person, containing cartridges of compressed gas in Div. 2.2. May also be equipped with a pyrotechnic trigger mechanism containing no more than 200 mg net of Div. 1.4S. The backpack must be packed in such a manner that it cannot be accidentally activated. The airbags within the backpacks must be fitted with pressure relief valves.	YES	YES	YES	NO
Baggage with installed lithium batteries non-removable batteries exceeding–0.3 g lithium metal or 2.7 Wh.	FORBIDDEN			
Baggage with installed lithium batteries:	NO	YES	YES	NO
– non-removable batteries. Batteries must contain no more than 0.3 g lithium metal or for lithium ion must not exceed 2.7 Wh;				
– removable batteries. Batteries must be removed if baggage is to be checked in. Removed batteries must be carried in the cabin.				
Batteries, spare/loose, including lithium batteries, non-spillable batteries, nickel-metal hydride batteries and dry batteries (see 2.3.5.8) for portable electronic devices must be carried in carry-on baggage only. Articles which have the primary purpose as a power source, e.g. power banks are considered as spare batteries. These batteries must be individually protected to prevent short circuits. Lithium metal batteries: the lithium metal content must not exceed 2 g (see 2.3.5.8.4). Lithium ion batteries: the Watt-hour rating must not exceed 100 Wh (see 2.3.5.8.4). Each person is limited to a maximum of 20 spare batteries. *The operator may approve the carriage of more than 20 batteries. Non-spillable batteries: must be 12 V or less and 100 Wh or less. Each person is limited to a maximum of 2 spare batteries (see 2.3.5.8.5).	NO*	NO	YES	NO
Camping stoves and fuel containers that have contained a flammable liquid fuel, with empty fuel tank and/or fuel container (see 2.3.2.5 for details).	YES	YES	NO	NO
Chemical Agent Monitoring Equipment, when carried by staff members of the Organization for the Prohibition of Chemical Weapons on official travel (see 2.3.4.4).	YES	YES	YES	NO
Disabling devices such as mace, pepper spray, etc. containing an irritant or incapacitating substance are forbidden on the person, in checked and carry-on baggage.	FORBIDDEN			
Dry ice (carbon dioxide, solid), in quantities not exceeding 2.5 kg per person when used to pack perishables not subject to these Regulations in checked or carry-on baggage, provided the baggage (package) permits the release of carbon dioxide gas. Checked baggage must be marked "dry ice" or "carbon dioxide, solid" and with the net weight of dry ice or an indication that there is 2.5 kg or less dry ice.	YES	YES	YES	NO
e-cigarettes (including e-cigars, e-pipes, other personal vaporizers) containing batteries must be individually protected to prevent accidental activation (see 2.3.5.8.2).	NO	NO	YES	NO
Electro shock weapons (e.g. Tasers) containing dangerous goods such as explosives, compressed gases, lithium batteries, etc. are forbidden in carry-on baggage or checked baggage or on the person.	FORBIDDEN			
Fuel cells containing fuel, powering portable electronic devices (e.g. cameras, cellular phones, laptop computers and camcorders), see 2.3.5.9 for details.	NO	NO	YES	NO
Fuel cell cartridges, spare for portable electronic devices, see 2.3.5.9 for details.	NO	YES	YES	NO
Gas cartridges, small, non-flammable containing carbon dioxide or other suitable gas in Division 2.2. Up to two (2) small cartridges fitted into a **self-inflating personal safety device**, intended to be worn by a person, such as a life jacket or vest. Not more than two (2) devices per passenger and up to two (2) spare small cartridges per device, for other devices not more than four (4) cartridges up to 50 mL water capacity. (see 2.3.4.2).	YES	YES	YES	NO
Gas cylinders, non-flammable, non-toxic worn for the **operation of mechanical limbs**. Also, spare cylinders of a similar size if required to ensure an adequate supply for the duration of the journey.	NO	YES	YES	NO
Hair styling equipment containing a hydrocarbon gas cartridge, up to one (1) per passenger or crew-member, provided that the safety cover is securely fitted over the heating element. This hair styling equipment must not be used on board the aircraft. Spare gas cartridges for such hair styling equipment are not permitted in checked or carry-on baggage.	NO	YES	YES	NO

	The pilot-in-command must be informed of the location			
		Permitted in or as carry-on baggage		
		Permitted in or as checked baggage		
	The approval of the operator is required			
Insulated packagings containing refrigerated liquid nitrogen (dry shipper), fully absorbed in a porous material containing only non-dangerous goods.	NO	YES	YES	NO
Internal combustion or fuel cell engines, must meet A70 (see 2.3.5.12 for details).	NO	YES	NO	NO
Lithium Batteries: Portable electronic devices (PED) containing lithium metal or lithium ion cells or batteries, including medical devices such as portable oxygen concentrators (POC) and consumer electronics such as cameras, mobile phones, laptops and tablets (see 2.3.5.8). For lithium metal batteries the lithium metal content must not exceed 2 g and for lithium ion batteries the Watt-hour rating must not exceed 100 Wh. Devices in checked baggage must be completely switched off and must be protected from damage. Each person is limited to a maximum of 15 PED. *The operator may approve the carriage of more than 15 PED.	NO*	YES	YES	NO
Lithium batteries, spare/loose, including power banks, see **Batteries, spare/loose**				
Lithium battery-powered electronic devices. Lithium ion batteries for portable (including medical) electronic devices, a Wh rating exceeding 100 Wh but not exceeding 160 Wh. For portable medical electronic devices only, lithium metal batteries with a lithium metal content exceeding 2 g but not exceeding 8 g. Devices in checked baggage must be completely switched off and must be protected from damage.	YES	YES	YES	NO
Lithium batteries, spare/loose with a Watt-hour rating exceeding 100 Wh but not exceeding 160 Wh for consumer electronic devices and PMED or with a lithium metal content exceeding 2 g but not exceeding 8 g for PMED only. Maximum of two spare batteries in carry-on baggage only. These batteries must be individually protected to prevent short circuits.	YES	NO	YES	NO
Matches, safety (one small packet) or a small cigarette lighter that does not contain unabsorbed liquid fuel, other than liquefied gas, intended for use by an individual when carried on the person. Lighter fuel and lighter refills are not permitted on one's person or in checked or carry-on baggage. ***Note:*** *"Strike anywhere" matches, "Blue flame" or "Cigar" lighters or lighters powered by a lithium battery without a safety cap or means of protection against unintentional activation are forbidden (see 2.3.5.8.4(e)).*	NO	ON ONE'S PERSON		NO
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with **non-spillable wet batteries, nickel-metal hydride batteries or dry batteries**, (see 2.3.2.2).	YES	YES	NO	YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with **spillable batteries or with lithium ion batteries** (see 2.3.2.3 and 2.3.2.4 for details).	YES	YES	NO	YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with **lithium ion batteries** where the design of the mobility aid does not provide adequate protection for the battery(ies) (see 2.3.2.4.3 for details).	YES	NO	YES	YES
Non-radioactive medicinal or toiletry articles (including aerosols) such as hair sprays, perfumes, colognes and medicines containing alcohol; and **Non-flammable, non-toxic (Division 2.2) aerosols**, with no subsidiary hazard, for sporting or home use (see 2.3.5.1). The total net quantity of non-radioactive medicinal or toiletry articles and non-flammable, non-toxic (Division 2.2) aerosols must not exceed 2 kg or 2 L and the net quantity of each single article must not exceed 0.5 kg or 0.5 L. Release valves on aerosols must be protected by a cap or other suitable means to prevent inadvertent release of the contents.	NO	YES	YES	NO
Oxygen or air, gaseous, cylinders required for **medical use**. The cylinder must not exceed 5 kg gross weight. ***Note:*** *Liquid oxygen systems are forbidden for transport.*	YES	YES	YES	YES
Permeation devices, must meet A41 (see 2.3.5.13 for details).	NO	YES	NO	NO
Radioisotopic cardiac pacemakers or other devices, including those powered by lithium batteries, implanted into a person or fitted externally.	NO	ON ONE'S PERSON		NO
Security-type equipment (see 2.3.2.6 for details).	YES	YES	NO	NO
Security-type attaché cases, cash boxes, cash bags, etc. incorporating dangerous goods, such as lithium batteries and/or pyrotechnic material, except as provided in 2.3.2.6 are totally forbidden. See entry in 4.2–List of Dangerous Goods.	FORBIDDEN			
Specimens, non-infectious packed with small quantities of flammable liquid, must meet A180 (see 2.3.5.11 for details).	NO	YES	YES	NO
Thermometer, medical or clinical, which contains mercury, one (1) per person for personal use, when in its protective case.	NO	YES	NO	NO
Thermometer or barometer, mercury filled carried by a representative of a government weather bureau or similar official agency (see 2.3.3.1 for details).	YES	NO	YES	YES

Note:
The provisions of Subsection 2.3 and Table 2.3.A may be limited by State or operator variations. Passengers should check with their airline for the current provisions.

Whenever, KAAN AIR transporting dangerous goods to or from unmanned sites or remote locations will apply to TR DGCA; for an exemption from the provisions of the Technical Instructions, if being intended not to comply with the **specific requirements** of SPO.SPEC.HESLO.

- KAAN AIR, will ensure that ground handling companies and/or its own ground handling personnel; **inform passengers** before the flight about **hidden dangereous goods** they may bring with them, explaining with examples the permitted and prohibited items.
- KAAN AIR will ensure that all relevant personnel, through ground handling companies and/or its own ground handling personnel, are aware that electronic cigarettes and spare lithium batteries (including portable batteries) are prohibited from being carried in checked baggage. Furthermore, KAAN AIR will ensure that inform passengers to remove lithium batteries from carry-on baggage that cannot be carried in the cabin.
- KAAN AIR has developed methods to inform passengers about the risks associated with lithium batteries and their powered equipment, and the restrictions that apply to their carriage, including, but not limited to, the following:

  a) Recommend that electronic cigarettes and portable batteries be carried in a place where they can be monitored (on the person) (if this is not possible, they should be carried in hand luggage, in accordance with the restrictions in paragraph c),
  b) Prohibit the use of portable batteries to charge electronic devices during the flight,
  c) If portable batteries or spare batteries, including those for electronic cigarettes, are carried in hand luggage, they should be protected from short circuits (e.g., carried in their original packaging, their terminals covered, and placed in a plastic bag or box), prevent unintentional activation, be stored in the bag as far away as possible from other batteries and/or potentially flammable substances (e.g., perfume), and not charged during the flight,
  d) Where appropriate, power supply systems should be available, but these systems should only be used to charge PEDs and when these PEDs are constantly monitored by the passenger,
  e) Equipment powered by on-board lithium batteries (PEDs) should be protected against damage and unintentional activation when not in use during the flight,
  f) To facilitate identification of these devices, passengers should be provided with information on the air conditioner, including examples. A watt-hour (Wh) limitation must be applied to electrically powered equipment carried on the vehicle (the maximum rate for each electrically powered device is 100 Wh or 160 Wh with the operator's approval.).

- KAAN AIR, ground handling companies and/or its own ground handling personnel will inform passengers to ensure that large PEDs that cannot be carried in the passenger cabin (e.g. due to their size) and therefore must be carried in the baggage compartment meet the following requirements:

  a) It must be completely enclosed and effectively protected against unintentional activation. Any applications, alarms, or preset configurations that could activate the device must be disabled or disabled to ensure that the device cannot be powered on during transport.
  b) It must be protected from the risk of damage by using appropriate packaging or a case, or by placing it in a hard case protected by adequate padding (e.g., clothing).

(09.01.02)- Guidance on the Requirements for Acceptance, Labelling, Handling, Stowage and Segregation of Dangerous Goods

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

GM1 CAT.GEN.MPA.200 / CAT.GEN.MPA.200

N/A

(09.01.03)- Special Notification Requirements in the Event of an Accident or Occurrence when Dangerous Goods are being Carried

Revizyon No: 24 Revizyon Tarihi: 30.07.2025

AMC1 CAT.GEN.MPA.200(e) / GM1 CAT.GEN.MPA.200 / CAT.GEN.MPA.200

(a) Any type of dangerous goods accident or incident, or the finding of undeclared dangerous goods **will be reported** without delay to **TR Transport Safety Investigation Center (Ulasim Emniyeti Inceleme Merkezi Baskanligi), TR DGCA** and the **appropriate authority of the State of Occurrence** in the event of :

(1) any dangerous goods accidents or incidents;
(2) the discovery of undeclared or misdeclared dangerous goods in cargo or mail; or
(3) the finding of dangerous goods carried by passengers or crew members, or in their baggage,

irrespective of whether the dangerous goods are contained in cargo, mail, passengers' baggage or crew baggage.

(b) The first report will be dispatched **within;**

- **72 hours** in the case of **incident or occurrence** to **TR DGCA**,
- **48 hours** in the case of **accident** to **TR Transport Safety Investigation Center.**

  It may be sent by any means, including e-mail, telephone or fax. This report will include the details that are known at that time, under the headings identified in (c). If necessary, a subsequent report will be made as soon as possible giving all the details that were not known at the time the first report was sent. If a report has been made verbally, written confirmation will be sent as soon as possible.

(c) The first and any subsequent report will be as precise as possible and will contain the following data, where relevant:
(1) date of the incident or accident or the finding of undeclared or misdeclared dangerous goods;
(2) location, the flight number and flight date;
(3) description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket, etc.;
(4) proper shipping name (including the technical name, if appropriate) and UN/ID number, when known;
(5) class or division and any subsidiary risk;
(6) type of packaging, and the packaging specification marking on it;
(7) quantity;
(8) name and address of the shipper, passenger, etc.;
(9) any other relevant details;
(10) suspected cause of the incident or accident;
(11) action taken;
(12) any other reporting action taken; and
(13) name, title, address and telephone number of the person making the report.

(d) Copies of relevant documents and any photographs taken will be attached to the report.

(e) A dangerous goods accident or incident may also constitute an aircraft accident, serious incident or incident. Reports will be made for both types of occurrences when the criteria for each are met.

(09.01.04)- Procedures for Responding to Emergency Situations involving Dangerous Goods

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.GEN.MPA.200 / AMC1 CAT.GEN.MPA.200(e) / GM1 CAT.GEN.MPA.200

When dangerous goods are discovered in the hand baggage of a passenger during flight the co-pilot or technical personnel will:

- Ask the passenger concerned to identify the item and explain its nature;
- Inform the flight crew who will switch the No Smoking sign on to reduce the risk of ignition or explosion.

The commander or co-pilot will follow checklist provided for treatment of dangerous goods in the cabin.

If an in-flight emergency occurs and the situation permits, the commander must inform the appropriate ATS unit of any dangerous goods on board the helicopter. This information must include the proper shipping name, the class/division and identified subsidiary risks, the compatibility group for explosives, the quantity and the location on board.

(09.02)- The conditions under which Weapons, Munitions of War and Sporting Weapons may be Carried

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.GEN.MPA.155 / GM1 CAT.GEN.MPA.155 / CAT.GEN.MPA.160 / GM1 CAT.GEN.MPA.160

KAAN AIR **will not transport** weapons of war, munitions of war or sporting weapons by helicopter.

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10-SECURITY

ORO.SEC.100

(10.01)- Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) No 300/2008

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

CAT.GEN.MPA.135 / AMC1 CAT.GEN.MPA.135(a)(3) / ORO.SEC.100

KAAN AIR manages all security requirements in accordance with Security Plan which has been issued in accordance with all security regulations, instructions which are issued by the Turkish DGCA and National Security Authorities.

When installed, the flight crew compartment door on a helicopter operated for the purpose of carrying passengers shall be capable of being locked from within the flight crew compartment in order to prevent unauthorized access.

(a) KAAN AIR shall ensure that no person, other than a flight crew member assigned to a flight, is admitted to, or carried in, the flight crew compartment unless that person is:

(1) An operating crew member;
(2) A representative of the competent or inspecting authority, if required to be there for the performance of his/her offi cial duties; or
(3) Permitted by and carried in accordance with instructions contained in the operations manual.

(b) The commander shall ensure that:

(1) Admission to the flight crew compartment does not cause distraction or interference with the operation of the fl ight; and
(2) All persons carried in the fl ight crew compartment are made familiar with the relevant safety procedures.

(c) The commander shall make the final decision regarding the admission to the fl ight crew compartment.

When a helicopter is used in a single-pilot operation under VFR by day but has more than one pilot station, the instructions of KAAN AIR may permit passengers to be carried in the unoccupied pilot seat(s), provided that the commander is satisfied that:

(a) it will not cause distraction or interference with the operation of the fl ight; and
(b) the passenger occupying a pilot seat is familiar with the relevant restrictions and safety procedures.

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11-HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURENCES

Regulation (EC) No. 216/2008 Annex IV / ORO.GEN.160 / AMC1 ORO.GEN.160 / GM1 ORO.GEN.200(a)(3) / SHT-OLAY / CAT.GEN.MPA.195

11.01-Handling, Notifying and Reporting Accidents, Incidents and Occurrences

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

Regulation (EC) No. 216/2008 Annex IV / ORO.GEN.160 / AMC1 ORO.GEN.160 / GM1 ORO.GEN.200(a)(3) / SHT-OLAY

GENERAL

1. Kaan Air shall report to the Turkish DGCA, and to any other organisation required by the State. KAAN AIR to be informed, any accident, serious incident and occurrence as defined at SHT-OLAY.
2. Without prejudice to point (1) KAAN AIR shall report to the Turkish DGCA and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with SHY-OLAY or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.
3. The reports referred in paragraphs (1) and (2) shall be made in a Form-B (Appendix 11.01B) and Form-2B (Appendix 11.02B) and which is described at the attachment and contain all pertinent information about the condition known to KAAN AIR.
4. Reports shall be made as soon as practicable, but in any case **within 72 hours** of KAAN AIR identifying the condition to which the report relates, unless exceptional circumstances prevent this.
5. Where relevant, KAAN AIR shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the Turkish DGCA.
6. KAAN AIR shall report all occurrences defined paragragh 11.01.01 thru 04 of this manual in accordance with Directive 2003/42/EC of EU and SHT-OLAY, and as required by on occurrence reporting in civil aviation.

INTERNAL REPORTING PROCEDURE

1. A commander who is scheduled to the specific flight, is responsible to reporting if any occurrences, aganist to the Flight Operations Manager.
2. When an occurrence is reported to the Flight Operations Manager, the Flight Operations Manager or/Safety Manager shall submit this report to the Turkish DGCA in 72 hours.
3. The occurrence will be assessed by the flight operations manager and/or safety manager and will be taken necessary preventive action to re-occurence in accordance with Chapter-3 Management System the process for identifying safety hazards and for evaluating and managing the associated risks of this manual.

(11.01.01)- AIRCRAFT FLIGHT OPERATION

Revizyon No: 17 Revizyon Tarihi: 21.11.2021

SHT-OLAY

1.1) Aircraft Operation

1.1.1. Avoidance maneuvers;
- An air vehicle other air vehicle, terrain, or unsafe due to risk of collision with other object that may require the avoidance situation,
- An evasive maneuver of an aircraft to avoid a collision with another aircraft, terrain, or other object.
- An evasive maneuver to avoid other unsafe situations .

1.1.2. Takeoff and landing events, as well as precautionary and forced landings. Events such as sitting in front of the runway, leaving the end of the runway or on the sides . An attempt to take off, abort , land or land on a closed, busy or wrong runway . Runway violation.
1.1.3. Failure to achieve the calculated performance at take-off or first climb ,
1.1.4. Fuel critical, fuel transfer inability or all available fuel completion status,
1.1.5. Loss of control for any reason (including partial or temporary loss of control),
1.1.6. Events occurring at or above speed V1 that cause or result from a hazardous or potentially dangerous situation . (Such as take-off abort, tail rubbing, or loss of engine power.)
1.1.7. The danger or potential danger posed by go- arounds,

1.1.8. Involuntary significant deviation from airspeed, course or altitude (more than 300 ft) for any reason ,
1.1.9. Decisions without visual references required to give the height / altitudes or minimum descent height / altitude below descend,
1.1.10. The real position or the other an air vehicle position based on state of the proceedings loss,
1.1.11. Loss of communication between flight crew or flight crew and other personnel (Cabin crew, ATC, Technical),
1.1.12. Landings above the maximum landing weight requiring control ,
1.1.13. Exceeding the fuel balance limits ,
1.1.14. Incorrect connection of transponder code or altimeter ,
1.1.15. Incorrect programming of devices used in navigation or performance calculations or incorrect data entry or use of incorrect data to these devices ,
1.1.16. Misreceiving or misunderstanding of radio messages ,
1.1.17. Fuel system malfunctions that affect fuel supply or distribution ,
1.1.18. The unintentional exit of the aircraft from the parking area, taxiways or runway ,
1.1.19. One with the other aircraft on the ground an aircraft or a ground vehicle or object collision,
1.1.20. Incorrect and/or faulty operation of any controller ,
1.1.21. Failure to provide the desired configuration of the aircraft at any flight phase (landing gear, flastabilizers, etc.),
1.1.22. Danger or potential danger as a result of simulation of any malfunction for training or system control purposes ,
1.1.23. Abnormal vibration,
1.1.24. The activation of any main warning system (configuration warning, stall warning, over speed warning, etc.) in connection with the maneuver of the aircraft , except in the following cases ,
1.1.24.1 In cases where the flight crew decides that the warning is false and there is no problem or danger as a result of the crew's response to the warning ,
1.1.24.2 In training or test runs,
1.1.25. GPWS/TAWS alerts in the following cases,

- The aircraft is closer to the terrain than the planned height ,
- Alerting due to a high rate of descent in instrument meteorological conditions (IMC) or night flight (Mode 1),
- During landing approach set the landing flap at the appropriate time or not select the nature of the error warnings (Mode 4)
- A threat or danger that is or may occur as a result of the team's inadequate response to the warning (Insufficient separation from other traffic , etc.).

1.1.26. A threat or danger situation that is or is likely to occur as a result of the team's inadequate response to the GPWS/TAWS advisory alert ,
1.1.27. When the ACAS RAs (Airborne Collision Avoidance System - Resolution Advisories) alert is received,
1.1.28.Incidents that result in obvious damage or serious injury caused by air blast from jet or propeller engines .

1.2) Emergency Situations

1.2.1. Encountering fire, explosion, smoke or toxic gases even if the fire has been extinguished
1.2.2. Flight and Cabin crew using non-standard procedures to deal with an emergency, including the following items ;

- Procedure exists but not used,
- The procedure is not available ,
- Procedures exist , but incomplete or in improper,
- The procedure is wrong.
- Wrong procedure used

1.2.3. Inadequacy of any procedure to be used in an emergency, including its use for maintenance, training and testing purposes,
1.2.4. Encountering an event leading to an emergency evacuation ,
1.2.5. Reserved,
1.2.6. In any emergency, the emergency equipment or the emergency procedures used,
1.2.7. Encountering an event (Mayday or Pan) leading to an emergency notification ,
1.2.8.Failure of any emergency system or equipment or failure in its use for maintenance, training or testing purposes (including all emergency exit doors and lighting)
1.2.9. Any of a team of members of emergency situations oxygen to use , requiring events to be encountered.

1.3) Crew Incapacity

1.3.1. Encountering the incapacity of one of the flight crew , including pre-take-off situations that will cause him to become incapacitated after take-off ,
1.3.2. Reserved,

1.4) Injury

Encountering with events that cannot be qualified as an accident notification but caused or may result in obvious injury to

the crew or passenger,

1.5) Meteorology

1.5.1. Weather creates damage to the vehicle or in the aircraft's main functions lost or the error giving rise to lightning to be encountered,
1.5.2. Weather creating damage to the vehicle or the loss of the aircraft's basic functions or with the full impact causing error is encountered,
1.5.3. Experiencing severe turbulence, requiring post-turbulent control of the aircraft, or causing injury to occupants ,
1.5.4. Encountering with wind shear ,
1.5.5. Weather creating damage to the vehicle or the loss of the aircraft's basic functions or causing error and the icing on the aircraft's control situation creates difficulties to be encountered,

1.6) Security

1.6.1. Bomb threat and abduction also included being to illegally intervene must be made,
1.6.2. Difficulty in controlling an alcoholic, aggressive or illegal passenger ,
1.6.3. Identification of stowaways ,

1.7) Other Events

1.7.1. Is not required to be reported when considered alone, but again not occur in the incidence of repetitive event that creates a potential hazard to arrive,
1.7.2. Weather creating damage to the vehicle or the air vehicle's basic functions in losses or errors giving rise to birds strike to be encountered,
1.7.3. Exposure to tail turbulence ,
1.7.4. The occurrence of any other event that endangers or is thought to endanger the aircraft, its occupants or persons on the ground .

(11.01.02)- AIRCRAFT TECHNICAL

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-OLAY

2.1) Structural

Not all structural damage is subject to reporting. Which of the structural damages to be reported should be decided by making an engineering assessment. Examples that require reporting are:

2.1.1. Damages that occur in the basic structural element (BSE) with no tolerance for damage (life element) are the elements that help to carry the BSE flight, ground and pressure loads, and the loss of which causes the loss of the aircraft .
2.1.2. Out-limit of acceptable damage tolerance member damage
2.1.3. Failures in the structural element exceeding the allowed tolerances, reducing the structural strength, exceeding the required oscillation, deflection and reverse movement margin limits ,
2.1.4. Weather means passengers could injure up to a mass release remain to provide structural damage,
2.1.5. Structural damage that jeopardizes the proper functioning of the systems (see item 2.2)
2.1.6. The rupture in flight of any structural part of the aircraft .

2.2) Systems

The following general criteria are applicable to all systems listed:

2.2.1. Loss, serious malfunction or defect of a system, subsystem, or equipment group due to failure to properly perform standard operating procedures ;
2.2.2. Crew's inability to control the system, for example:
- commandless movement,
- Incorrect or incomplete response of the system, including the movement restriction ,
- Unexpected movement of the system with a sudden deviation ,
- Mechanical separation or failure

2.2.3. Error or malfunction in the main function or functions of the system (a system may have more than one function)
2.2.4. Interaction within or between systems that disrupts normal operation ,
2.2.5. Failure of the system protection device or emergency system ,

2.2.6. System backup failure,
2.2.7. The event that occurs due to the uncalculated behavior of the system ,
2.2.8. Main system, sub- system or to a single set of equipment which aircraft types: the main systems, subsystems or sets of equipment outages of serious fault or defect,
2.2.9. Multiple independent main system, subsystem or equipment with a set air tool types for: multiple home system, subsystem or the failure of the set of equipment, serious fault or defect,
2.2.10. Operation of a primary alert system for the aircraft system or equipment (provided that the crew's response to a false alert does not create a hazardous situation), unless the crew determines that the alert is false .
2.2.11. Air vehicle systems or damaging the equipment or air tool Contents to risk creating hydraulic, fuel, oil or other leakage of liquids and debris,
2.2.12. Indicator system malfunction that may mislead the team ,
2.2.13. Flight occurring during the critical stage and any faults associated with the operation of the system, errors or losses,
2.2.14. Braking and including fuel consumption be for actual performance approved by a significant drop in performance (considering the accuracy of the performance calculation method based)
2.2.15. Asymmetry in flight controls.

The following items are reportable system events;

2.2.16. ventilation,
- Complete loss of avionics cooling ,
- Pressure drop,

2.2.17. automatic flight system,
- It does not work as desired when the automatic flight system is activated ,
- The flight crew of air automatic flight control system of the vehicle in connection with the operation of significant difficulty in governing the report,
- Failure to disable the automatic flight system ,
- Commandless automatic flight mode change,

2.2.18. Communication,
- Failure of the passenger announcement system ,
- Loss of all communication in flight ,

2.2.19. electrical system,
- Loss of an electrical distribution system (AC or DC),
- Loss of the entire power generation system or more than one power generation system ,
- Failure of the backup (emergency) electricity generation system ,

2.2.20. Cockpit/Cabin/Cargo
- Loss of pilot seat control during flight
- Including emergency evacuation signaling system for emergency situations system and the failure of equipment (exit doors, emergency lighting included)
- Loss of cargo loading system capability ,

2.2.21. Fire Protection system,
- Fire warnings, except those that are immediately evaluated as false ,
- Reduction or loss of function in the fire/smoke warning system as a result of undetected malfunctions in the fire/smoke warning system ,
- Failure to be warned in case of a real fire or smoke ,

2.2.22. Flight Controls,
- asymmetry,
- Movement difficulties or delayed response in the operation of basic flight control systems or related systems ,
- Flight control of the surface limits except move to, check out the stay,
- Flight control surface vibration felt by the crew
- Disconnection or failure of the mechanical flight control link
- Control control quality decline or air vehicle normally under the control marked a hassle.

2.2.23. fuel system,
- Failure of the fuel amount indicator system in such a way that the fuel amount information in the aircraft is completely lost or displayed incorrectly ,
- Serious loss of fuel as a result of leakage, significant contamination of the fuel and risk of fire ,
- Emergency fuel disposal system malfunction or a significant amount of undesired fuel loss due to malfunction, fire hazard, hazardous contamination of aircraft equipment shapes or the fuel to be taken can not be discarded,
- Damages affecting fuel supply, distribution and supply ,
- Difficulty in transferring or using the total amount of usable fuel ,

2.2.24. Hydraulic,
- Loss of a hydraulic system ,
- insulation system failure,

- Loss of more than one hydraulic circuit ,
- Failure of the backup hydraulic system ,
- Turning on RAT (ram air turbine) by mistake ,

2.2.25. Icing detection/anti-icing system

- Poor performance or undetected loss of the anti-icing / de-icing system ,
- Loss of more than one sensor (probe) heating system,
- Failing to do symmetrical de-icing on the wing ,
- Performance control control quality considerable extent will affect up to abnormal ice accumulation,
- Significantly affect flight crew visibility ,

2.2.26. Indicator / Warning / Recording Systems,

- Crew needed a system wrong to intervene road opener indication of system failure,
- Red warning loss of function in the system ,
- Fault warning function comprising display system than over the monitor of either a failure of the processor,

2.2.27. landing gear /brakes/tyres,

- brake fire,
- Significant loss of braking
- Asymmetrical braking that causes a deviation from the direction ,
- Malfunction of landing gear free fall deployment system (including tests),
- Unwanted landing gear or landing gear cover opening/closing
- More than one tire burst

2.2.28 Navigation / Air data systems,

- Failure or loss of more than one or all navigation equipment ,
- Failure of more than one or all air data system (ADR) equipment ,
- Seriously misleading indication,
- Serious navigational deviation due to incorrect data or database code error ,
- Unexpected horizontal and vertical deviations not caused by the pilot ,
- Problems with ground navigation aids causing significant navigation errors (not related to switching from Inertial navigation mode to radio navigation mode).

2.2.29. Reserved,

2.2.30. Air Release System,

- Hot air leakage resulting in fire warning or structural damage ,
- Loss of the entire air evacuation system ,
- Malfunction in air evacuation system leak detection .

2.3) Drive Systems and APIs (engine, propeller and helicopter propeller included)

2.3.1. Flame extinction, engine stall or malfunction,

2.3.2. Excessive acceleration of any system rotating at high speed or loss of speed control (APU, air starter, air cycle machine, air turbine engine, propeller or helicopter propeller),

2.3.3.The motor or the power system failure in any part of the following one or more amply result of:

- Separation of internal parts of the engine ,
- Uncontrolled internal or external fire, hot gas output,
- Thrust in a different direction from the command given by the pilot ,
- Unable to control power, thrust or revolutions per minute (rpm) ,
- Structural damage to the main structure connection points where the engine is mounted ,
- One of the main components in the power system partially or also completely lost,
- The formation of dense smoke or toxic substances that can seriously affect the crew or passengers ,
- The engine cannot be stopped by normal procedures ,
- Failure to restart an active engine ,

2.3.4. Thrust or power as a loss of control (Lotca) classified and controlled without giving the resulting thrust / power loss, change in or oscillation of:

- Occurs in a single-engine aircraft ,
- Considered to be excessive in practice ,
- Multi-engine aircraft - especially twin-engined - affect more than one engine,
- Multi-engine aircraft similar dangerous or critical situations occur,

2.3.5. The Life of a part of the life of complete non- active it to become reason that every kind of defect.

2.3.6.The same flight on the multiple engines to stop the possibility emerged to remove, high engine stop (inflight shutdown) that could lead to rate cognate defects,

2.3.7. Failure of a motor limiting or control device to operate when required or inadvertent operation,

2.3.8. Exceeding engine parameters ,

2.3.9. foreign material damage,

Propellers and/or Transmission

2.3.10. Failure of the propeller or power unit resulting in one or more of the following ,
- Excessive air resistance (drag) formation,
- Failure causing excessive imbalance ,
- Uncontrolled torque or speed fluctuation,
- Separation of less moving and fixed parts ,

Helicopter Propeller and Transmission

2.3.11. Main propeller gearbox/coupling damage or defect which may result in propeller control failure and /or propeller assembly separation in flight .
2.3.12. Tail drive, transmission and equivalent system damage,
2.3.13. Reserved
2.3.14. Reserved
2.3.15. excessive acceleration,
2.3.16. Reserved

2.4) Human Factors

Any error or mismatch in aircraft design that could result in a dangerous or catastrophic operating error .

2.5) Other Events

An event that is not normally considered reportable, as a result of which the aircraft or its contents could be endangered.

(11.01.03)- AIRCRAFT MAINTENANCE AND REPAIR

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
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3.1.Detection of incorrect installation of aircraft unit or parts during a control or test, even if not for this purpose ,
3.2. Hot air leakage resulting in structural damage ,
3.3. A damage that requires the replacement of a life-long part before its life ,
3.4. Any damage or deterioration (e.g. fracture, crack, corrosion, delamination, separation, etc.)
- The primary or main structural elements (allowed in the manufacturer's manual given limits exceed repaired or the damaged parts completely or partly that require changing situations)
- Secondary structural members that endanger or may endanger the aircraft .
- In the engine, propeller and helicopter rotor system.

3.5. Any malfunction, damage or defect detected as a result of the implementation of the Airworthiness Directive (AD) or mandatory directives issued by the authority ;
- In case it is detected for the first time by the reporting institution by applying the relevant directives,
- Exceeding the limits allowed in repair procedures or instructions and the reference document to be used to carry out the repair or corrective action can not be found,

3.6. All exit doors and lighting are included in any of the emergency situations system or of equipment failure,
3.7. Significant errors in the implementation of necessary maintenance procedures or disputes that,
3.8. Finding products or parts that are not known where they were produced or whose source is doubtful ,
3.9. Inaccurate, misleading or insufficient maintenance data that will lead to maintenance errors ,
3.10. Failure to detect the problem occurring in the aircraft due to an error, malfunction or defect in the equipment used to test the aircraft or in the devices used for routine control and test procedures and the emergence of dangerous results .

(11.01.04)- AIR NAVIGATION DEVICES, SERVICES AND GROUND SERVICES

Revizyon No: 17 Revizyon Tarihi: 21.11.2021
SHT-OLAY
Additional Reference: ***Annex-A of SHY 65-02***

4.1) Air Navigation Services

4.1.1. Events close to collision (where an aircraft is too close to another aircraft or to a ground , vehicle, or person)
- Violation of the minimum separation value
- Insufficient allocation
- Close passing to an obstacle

- Requiring avoidance the runway defer violations

4.1.2. Potential Collision or close pass any collision or close pass with result but potentially a collision or to cause to pass close to the events,

- Track process is not required to refrain violation
- deviation from the track
- Aircraft going out of ATC clearance
- Failure of the aircraft to comply with ATM procedures and regulations .
- Failure of the aircraft to comply with published procedures and regulations and ATM procedres ,
- airspace violation,
- Transport and operation of forced air vehicle equipment and the application respect to unsubstituted.

4.1.3. ATM related events; Incidents where the provision of a secure ATM service is affected (even if the safe operation of the aircraft is not affected)

4.1.3.1 Failure to provide ATM services ,

- Failure to provide air traffic services ,
- Failure to provide airspace management services ,
- Failure to provide air traffic flow management services .

4.1.3.2. ATS Loss of Communication,
4.1.3.3. Loss of radar services ,
4.1.3.4. Loss of information processing and distribution services ,
4.1.3.5. Loss of function of navigation aids ,
4.1.3.6. Loss of ATM system security ,

Examples of other ATM-related events are listed below:

4.1.3.7. Providing false, insufficient or misleading information in air traffic control, ATIS, meteorology services navigation database, maps, graphics, charts and handbooks ,
4.1.3.8. Identified obstacles to allow more under a separation provision,
4.1.3.9. Incorrect pressure reference information ,
4.1.3.10. Sending, receiving or disclosing important messages incorrectly ,
4.1.3.11. Violation of minimum separation values ,
4.1.3.12. Air pitch of unauthorized infringement,
4.1.3.13. Unlawful access to radio communications ,
4.1.3.14. Failures in ground and satellite systems of air navigation services ,
4.1.3.15. Major ATC/ATM disruptions or major deficiencies in the airport infrastructure ,
4.1.3.16. Violation of the aerodrome movement area by aircraft, vehicles, animals or foreign objects in a way that creates danger ,
4.1.3.17. Dangerous incorrect or insufficient marking of obstacles on the aerodrome movement area ,
4.1.3.18. Failure, deterioration or absence of aerodrome lighting .

4.2) Airport and Airport Facilities,

4.2.1. Fuel receive during apparent leak detection to be,
4.2.2. Incorrect fuel loading with significant impact on aircraft durability, performance, stability and structural strength.

4.3) Loading Passengers, Luggage and Cargo

4.3.1. Significant pollution of aircraft structures, systems and equipment as a result of carrying baggage or cargo ,
4.3.2. Incorrect passenger baggage and cargo loading, which has a significant effect on weight and balance ,
4.3.3. Incorrect baggage and cargo loading that endanger the aircraft, its equipment and contents, preventing emergency evacuation ,
4.3.4. Improper loading of cargo containers ,
4.3.5. Mislabeling and loading or attempting to load dangerous goods in violation of regulations .

4.4) Aircraft Ground Handling and Service,

4.4.1. Air vehicle systems and equipment for the control and fault location equipment used in the testing, the study or the wrong conclusions not to create a dangerous situation and routine controls and clearly the problem of testing procedures to identify the,
4.4.2. Failure to act in accordance with the required service procedures ,
4.4.3. Dirty or wrong type of fuel or other fluid charge (including oxygen and water)

(11.02)- Handling of Flight Recorder recordings: Preservation, Production, Protection and Use

(a) Following an accident, a serious incident or an occurrence identified by the investigating authority, KAAN AIR shall **preserve the original recorded data** of the flight recorders for a period of 60 days or until otherwise directed by the investigating authority.

PRESERVATION OF RECORDED DATA FOR INVESTIGATION

(a) KAAN AIR shall ensure that flight recorder recordings are preserved for the investigating authority.

(b) For this purpose:

(1) instructions for flight crew members to deactivate the flight recorders immediately after completion of the flight and inform relevant personnel that the recording of the flight recorders shall be preserved. Instructions shall be readily available on board; and

(2) instructions to prevent inadvertent reactivation, test, repair or reinstallation of the flight recorders by KAAN AIR personnel or during maintenance or ground handling activities performed by third parties.

REMOVAL OF RECORDERS IN CASE OF AN INVESTIGATION

The need for removal of the recorders from the aircraft is determined by the investigating authority with due regard to the seriousness of an occurrence and the circumstances, including the impact on the operation.

(b) KAAN AIR shall conduct operational checks and evaluations of the recordings to ensure the continued serviceability of the flight recorders which are required to be carried under this Regulation.

INSPECTIONS AND CHECKS OF RECORDINGS

Whenever a flight recorder is required to be carried:

(a) KAAN AIR shall perform an inspection of the FDR recording and the CVR recording every year unless one or more of the following applies:

(1) If the flight recorder records on magnetic wire or uses frequency modulation technology, the time interval between two inspections of the recording shall not exceed three months.

(2) If the flight recorder is solid-state and the flight recorder system is fitted with continuous monitoring for proper operation, the time interval between two inspections of the recording may be up to two years.

(3) In the case of an aircraft equipped with two solid-state flight data and cockpit voice combination recorders, where

(i) the flight recorder systems are fitted with continuous monitoring for proper operation, and

(ii) the flight recorders share the same flight data acquisition,

a comprehensive inspection of the recording needs only to be performed for one flight recorder position. The inspection of the recordings shall be performed alternately so that each flight recorder position is inspected at time intervals not exceeding four years.

(4) Where all of the following conditions are met, the inspection of the FDR recording is not needed:

(i) the aircraft flight data are collected in the frame of a flight data monitoring (FDM) programme;

(ii) the data acquisition of mandatory flight parameters is the same for the FDR and for the recorder used for the FDM programme;

(iii) an inspection similar to the inspection of the FDR recording and covering all mandatory flight parameters is conducted on the FDM data at time intervals not exceeding two years; and

(iv) the FDR is solid-state and the FDR system is fitted with continuous monitoring for proper operation.

(b) KAAN AIR shall perform every five years an inspection of the data link recording;

(c) when installed, the aural or visual means for preflight checking the flight recorders for proper operation shall be used every day. When no such means is available for a flight recorder, KAAN AIR shall perform an operational check of this flight recorder at time intervals not exceeding seven calendar days of operation.

(d) KAAN AIR shall check every five years, or in accordance with the recommendations of the sensor manufacturer, that the parameters dedicated to the FDR and not monitored by other means are being recorded within the calibration tolerances and that there is no discrepancy in the engineering conversion routines for these parameters.

INSPECTION OF THE FLIGHT RECORDERS RECORDING

(a) The inspection of the FDR recording usually consists of the following:

(1) Making a copy of the complete recording file.

(2) Converting the recording to parameters expressed in engineering units in accordance with the documentation required to be held.

(3) Examining a whole flight in engineering units to evaluate the validity of all mandatory parameters — this could reveal defects or noise in the measuring and processing chains and indicate necessary maintenance actions. The following shall be considered:

(i) when applicable, each parameter shall be expressed in engineering units and checked for different values of its operational range — for this purpose, some parameters may need to be inspected at different flight phases; and
(ii) if the parameter is delivered by a digital data bus and the same data are utilised for the operation of the aircraft, then a reasonableness check may be sufficient; otherwise a correlation check may need to be performed:
(A) a reasonableness check is understood in this context as a subjective, qualitative evaluation, requiring technical judgement, of the recordings from a complete flight; and
(B) a correlation check is understood in this context as the process of comparing data recorded by the flight data recorder against the corresponding data derived from flight instruments, indicators or the expected values obtained during specified portion(s) of a flight profile or during ground checks that are conducted for that purpose.

(4) Retaining the most recent copy of the complete recording file and the corresponding recording inspection report that includes references to the documentation required to be held.

(b) When performing the CVR recording inspection, precautions need to be taken to comply with CAT.GEN.MPA.195(f)(1a) / SPA.GEN.145(f)(1a). The inspection of the CVR recording usually consists of:

(1) checking that the CVR operates correctly for the nominal duration of the recording;
(2) examining, where practicable, a sample of in-flight recording of the CVR for evidence that the signal is acceptable on each channel; and
(3) preparing and retaining an inspection report.

(c) The inspection of the DLR recording usually consists of:

(1) Checking the consistency of the data link recording with other recordings for example, during a designated flight, the flight crew speaks out a few data link messages sent and received. After the flight, the data link recording and the CVR recording are compared for consistency.
(2) Retaining the most recent copy of the complete recording and the corresponding inspection report.

MONITORING AND CHECKING THE PROPER OPERATION OF FLIGHT RECORDERS — EXPLANATION OF TERMS

For the understanding of the terms used in AMC1 CAT.GEN.MPA.195(b) / AMC1 SPO.GEN.145(b) :

(a) 'operational check of the flight recorder' means a check of the flight recorder for proper operation. It is not a check of the quality of the recording and, therefore, it is not equivalent to an inspection of the recording. This check can be carried out by the flight crew or through a maintenance task.
(b) 'aural or visual means for preflight checking the flight recorders for proper operation' means an aural or visual means for the flight crew to check before the flight the results of an automatically or manually initiated test of the flight recorders for proper operation. Such a means provides for an operational check that can be performed by the flight crew.
(c) 'flight recorder system' means the flight recorder, its dedicated sensors and transducers, as well as its dedicated acquisition and processing equipment.
(d) 'continuous monitoring for proper operation' means for a flight recorder system, a combination of system monitors and/or built-in test functions which operates continuously in order to detect the following:

(1) loss of electrical power supply to the flight recorder system;
(2) failure of the equipment performing acquisition and processing;
(3) failure of the recording medium and/or drive mechanism; and
(4) failure of the recorder to store the data in the recording medium as shown by checks of the recorded data including, as reasonably practicable for the storage medium concerned, correct correspondence with the input data.

However, detections by the continuous monitoring for proper operation do not need to be automatically reported to the flight crew compartment.

(c) KAAN AIR shall ensure that the recordings of flight parameters and data link communication messages required to be recorded on flight recorders are preserved. However, for the purpose of testing and maintaining those flight recorders, up to 1 hour of the oldest recorded data at the time of testing may be erased.

(d) KAAN AIR shall keep and maintain up to date documentation that presents the necessary information to convert raw flight data into flight parameters expressed in engineering units.

(e) KAAN AIR shall make available any flight recorder recordings that have been preserved, if so determined by the competent authority.

(f) Without prejudice to Regulation (EU) No 996/2010 and Regulation (EU) 2016/679, and except for ensuring flight recorder serviceability:

(1) Audio recordings from a flight recorder shall not be disclosed or used unless all of the following conditions are fulfilled:
(i) a procedure related to the handling of such audio recordings and of their transcript is in place;
(ii) all crew members and maintenance personnel concerned have given their prior consent;
(iii) such audio recordings are used only for maintaining or improving safety.

USE OF CVR RECORDINGS FOR MAINTAINING OR IMPROVING SAFETY

(a) The procedure related to the handling of cockpit voice recorder (CVR) recordings shall be written in a document which shall be signed by all parties (airline management, crew member representatives nominated either by the union or the crew themselves, maintenance personnel representatives if applicable). This procedure shall, as a minimum, define:

(1) the method to obtain the consent of all crew members and maintenance personnel concerned;

(2) an access and security policy that restricts access to CVR recordings and identified CVR transcripts to specifically authorised persons identified by their position;

(3) a retention policy and accountability, including the measures to be taken to ensure the security of the CVR recordings and CVR transcripts and their protection from misuse. The retention policy shall specify the period of time after which CVR recordings and identified CVR transcripts are destroyed;

(4) a description of the uses made of the CVR recordings and of their transcripts;

(5) the participation of flight crew member representatives in the assessment of the CVR recordings or their transcripts;

(6) the conditions under which advisory briefing or remedial training shall take place; this shall always be carried out in a constructive and non-punitive manner; and

(7) the conditions under which actions other than advisory briefing or remedial training may be taken for reasons of gross negligence or significant continuing safety concern.

(b) Each time a CVR recording file is read out under the conditions defined by CAT.GEN.MPA.195(f)(1) / SPO.GEN.145(f)(1) :

(1) parts of the CVR recording file that contain information with a privacy content shall be deleted to the extent possible, and it shall not be permitted that the detail of information with a privacy content is transcribed; and

(2) KAAN AIR shall retain, and when requested, provide to the competent authority:

(i) information on the use made (or the intended use) of the CVR recording; and

(ii) evidence that the persons concerned consented to the use made (or the intended use) of the CVR recording file.

(c) The Safety Manager KAAN AIR to fulfil this role shall be responsible for the protection and use of the CVR recordings and of their transcripts, as well as the assessment of issues and their transmission to the manager(s) responsible for the process concerned.

(d) In case a third party is involved in the use of CVR recordings, contractual agreements with this third party shall, when applicable, cover the aspects enumerated in (a) and (b).

USE OF CVR RECORDINGS FOR MAINTAINING OR IMPROVING SAFETY

(a) The CVR is primarily a tool for the investigation of accidents and serious incidents by investigating authorities. Misuse of CVR recordings is a breach of the right to privacy and it works against an effective safety culture inside KAAN AIR.

(b) It is noteworthy that the flight data recorder (FDR) may be used for a flight data monitoring (FDM) programme; however, in that case the principles of confidentiality and access restriction of the FDM programme apply to the FDR recordings. Because the CVR is recording the voices of the crew and verbal communications with a privacy content, the CVR recordings must be protected and handled with even more care than FDM data.

(c) Therefore, the use of a CVR recording, when for purposes other than CVR serviceability or those laid down by Regulation (EU) No 996/2010, shall be subject to the free prior consent of the persons concerned, and framed by a procedure that is endorsed by all parties and that protects the privacy of crew members and (if applicable) maintenance staff.

(1a) When inspecting flight recorder audio recordings to ensure flight recorder serviceability, KAAN AIR shall protect the privacy of those audio recordings and make sure that they are not disclosed or used for purposes other than for ensuring flight recorder serviceability.

CVR RECORDING INSPECTION FOR ENSURING SERVICEABILITY

(a) When an inspection of the CVR recording is performed for ensuring audio quality and intelligibility of recorded communications:

(1) the privacy of the CVR recording shall be ensured (e.g. by locating the CVR replay equipment in a separated area and/or using headsets);

(2) access to the CVR replay equipment shall be restricted to specifically authorised persons;

(3) provision shall be made for the secure storage of the CVR recording medium, the CVR recording files and copies thereof;

(4) the CVR recording files and copies thereof shall be destroyed not earlier than two months and not later than one year after completion of the CVR recording inspection, except that audio samples with no privacy content may be retained for enhancing the CVR recording inspection (e.g. for comparing audio quality);

(5) only the Accountable Manager of KAAN AIR, and when identified to comply with ORO.GEN.200, the Safety Manager shall be entitled to request a copy of the CVR recording files.

(b) The conditions enumerated in (a) shall also be complied with if the inspection of the CVR recording is subcontracted

to a third party. The contractual agreements with the third party shall explicitly cover these aspects.

(2) Flight parameters or data link messages recorded by a flight recorder shall not be used for purposes other than for the investigation of an accident or an incident which is subject to mandatory reporting, unless such recordings meet any of the following conditions:

(i) are used by KAAN AIR for airworthiness or maintenance purposes only;
(ii) are de-identified;
(iii) are disclosed under secure procedures.

USE OF FDR DATA FOR AN FDM PROGRAMME

The use of FDR data in the framework of an FDM programme may be acceptable if it fulfils the conditions set by CAT.GEN.MPA.195 (f)(2).

(3) Except for ensuring flight recorder serviceability, images of the flight crew compartment that are recorded by a flight recorder shall not be disclosed or used unless all of the following conditions are fulfilled:

(i) a procedure related to the handling of such image recordings is in place;
(ii) all crew members and maintenance personnel concerned have given their prior consent;
(iii) such image recordings are used only for maintaining or improving safety.

(3a) When images of the flight crew compartment that are recorded by a flight recorder are inspected for ensuring the serviceability of the flight recorder, then:

(i) those images shall not be disclosed or used for purposes other than for ensuring flight recorder serviceability;
(ii) if body parts of crew members are likely to be visible on the images, KAAN AIR shall ensure the privacy of those images.

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12-RULES OF THE AIR

Commission Regulation (EU) No 923/2012 / Annex 2

(12.01)- Visual and Instrument Flight Rules (VFR) (IFR)

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Annex 2

Visual flight rules (VFR) are a set of aviation regulations under which a pilot may operate an aircraft in weather conditions sufficient to allow the pilot, by visual reference to the environment outside the cockpit, to control the aircraft's attitude, navigate, and maintain safe separation from obstacles such as terrain, buildings, and other aircraft.

The essential collision safety principle guiding the VFR pilot is "see and avoid". Pilots flying under VFR assume responsibility for their separation from all other aircraft and are generally not assigned routes or altitudes by air traffic control. VFR aircraft are required to have a transponder.

Except when a clearance is obtained from the appropriate ATS unit, VFR flights shall not take-off or land at an aerodrome within a control zone, or enter the aerodrome traffic zone or traffic pattern when the ceiling is less than 1500 feet or when the ground visibility is less than 5 km. For helicopter, ground visibility shall not be less than 2 KM outside of controlled airspace and shall not be less than 3 KM within controlled airspace.

VFR flights between sunset and sunrise or at night or above FL 200 shall be operated in accordance with the conditions prescribed by appropriate authority. Night is considered the period between 30 minutes after sunset and 30 minutes before sunrise. VFR flights shall avoid flying over inhabited land areas.

Aircraft shall not operate within TMA or MTMA, CTR or aerodrome traffic zone or a danger or a restricted area without approval from the controlling authority. Additionally such flights are required to maintain two way communications with the controlling unit in routine circumstances.

An aircraft operated in accordance with the Visual flight rules which wishes to change to compliance with the Instrument flight rules shall:

- If a flight plan was submitted, communicate the necessary changes to be effected to its current flight plan.
- When so required by 3.3 of ICAO Annex-2, submit a flight plan to the appropriate air traffic services unit and obtain a clearance prior to proceeding IFR when in controlled airspace.

Instrument Flight Rules (IFR) are a set of regulations and procedures for flying aircraft without the assumption that pilots will be able to see and avoid obstacles, terrain, and other air traffic; it is an alternative to VFR. The most important concept of IFR flying is that it allows continued flight operations in reduced visibility, during which time the ability of a pilot to physically see and avoid collision with other aircraft or obstacles is severely reduced, or even impossible. The distance that is achieved when avoiding obstacles or other aircraft is termed separation. In controlled airspace, air traffic control (ATC) separates IFR aircraft rom obstacles and other IFR aircraft by applying separations based on time, distance, and altitude differences between aircraft, by relying either on radar or reports of aircraft positions traditionally sent as voice radio transmissions, but increasingly as electronic data exchanges.

Aircraft shall be equipped with suitable instruments and with navigation equipment appropriate to the route to be flown.

Except when necessary for take-off or landing or when specially authorized by the appropriate authority, on IFR flight shall be flown at a level that is not below the minimum flight altitude established by the State whose territory is over flown; or where no such minimum flight altitude has been established:

- Over high terrain or in mountainous areas, at a level which is at least 2000 FT (600 m) above the highest obstacle located within 8 KM of the estimated position of the aircraft,
- Elsewhere than as specified above item, at a level which is at least 1000 FT (300 m) above the highest obstacle located within 8 km of the estimated position of the aircraft.

An aircraft electing to change the conduct of its flight from compliance with the instrument flight rules to compliance with the visual flight rules shall, if a flight plan was submitted, notify the appropriate Air Traffic Services unit specifically that the IFR flight is cancelled and communicate there to the changes to be made to its current flight plan. IFR flights shall comply with the provisions of 3.6 of ICAO Annex-2 to the Convention on International Civil Aviation when operated in

controlled airspace.

An IFR flight operating in level cruising flight outside of controlled airspace shall be flown at a cruising level appropriate to its track as specified in:

- The tables of cruising levels in Appendix-3 of ICAO Annex-2, except when otherwise specified by the appropriate ATS authority for flight at or below 3000 FT (900 m) above mean sea levels,
- A modified table of cruising levels, when so prescribed in accordance with appendix-3 of ICAO Annex-2 for flight above FL 410.

A flight plan has to be submitted at least 30 minutes (VFR) and 60 minutes (IFR) prior to departure.

(12.02)- Territorial application of the rules of the air

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Annex 2

The rules of the air shall apply to helicopter bearing the nationality and registration marks of a Contracting State, wherever they may be, to the extent that they do not conflict with the rules published by the State having jurisdiction over the territory over flown.

If, and so long as, a Contracting State has not notified the ICAO to the contrary, it shall be deemed, as regards helicopter of its registration, to have agreed as follows:

For purposes of flight over those parts of the high seas where a Contracting State has accepted, pursuant to a regional air navigation agreement, the responsibility of providing air traffic services, the "appropriate ATS Authority" referred to in this Annex is the relevant authority designed by the State responsible for providing those services.

(12.03)- Communication procedures, including communication-failure procedures

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Annex 2

A helicopter operated as a controlled flight shall maintain continuous listening watch on the appropriate radio frequency of, and establish two-way communication as necessary with, the appropriate air traffic control unit, except as may be prescribed by the appropriate ATS Authority in respect of helicopter forming part of aerodrome traffic at controlled aerodrome.

If a radio failure precludes compliance with the helicopter shall comply with radio communication failure procedures of Annex 10 Volume II, and with such of the following procedures as are appropriate. In addition, the helicopter, when forming the part of the air traffic at a controlled aerodrome, shall keep a watch for such instructions as may be issued by visual signals.

(12.04)- Information and instructions relating to the interception of civil aircraft

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Annex 2

Interception of civil helicopter shall be governed by appropriate regulations and administrative directives issued by Contracting States in compliance with the Convention on International Civil Aviation.

The pilot-in-command of a civil helicopter, when intercepted, shall comply with the Standards interpreting and responding to visual signals specified as in the table on the next page.

Signals initiated by intercepting helicopter and responses by intercepted helicopter:

Series	INTERCEPTING Helicopter Signals	Meaning	INTERCEPTED A/C Responds	Meaning
1	DAY or NIGHT - Rocking helicopter and flashing navigational lights at irregular intervals (and landing lights in the case of a helicopter) from a position slightly above and ahead of, and normally to the left of, the intercepted helicopter (or to the right if the intercepted helicopter is a helicopter) and, after acknowledgment, a slow level turn normally to the left (or to the right in case of a helicopter) on the desired heading. **Note 1:** Meteorological conditions or terrain may require the intercepting helicopter to reverse the positions and direction of turn given above in Series 1. **Note 2:** If the intercepted helicopter is not able to keep pace with the intercepting helicopter, the latter is expected to fly a series of racetrack patterns and to rock the helicopter each time it passes the intercepted helicopter.	You have been intercepted Follow me	DAY or NIGHT - Rocking helicopter, flashing navigational lights at irregular intervals and following. **Note:** Additional action required to be taken by intercepted helicopter is prescribed in Chapter 12.3.8.	Under-stood, will comply.
2	DAY or NIGHT - An abrupt brake-away maneuver from the intercepted helicopter consisting of a climbing turn of 90 degrees or more without crossing the line of flight of the intercepted helicopter.	You may proceed.	DAY or NIGHT – Rocking the helicopter.	Under-stood, will comply.
3	DAY or NIGHT - Lowering landing gear (if fitted), showing steady landing lights and overflying runway in use or, if the intercepted helicopter is a helicopter, overflying the helicopter landing area. In the case of helicopters, the intercepting helicopter makes a landing approach, coming to hover near to the landing area.	Land at this aerodrome	DAY or NIGHT - Lowering landing gear, (if fitted), showing steady landing lights and following the intercepting helicopter and, if, after overflying the runway in use or helicopter landing area, landing is considered safe, proceeding to land.	Under-stood, will comply.

Actions by intercepted helicopter:

1. A helicopter which is intercepted by another helicopter shall immediately:
   - Follow the instructions given by the intercepting helicopter, interpreting and responding to visual signals;
   - Notify, if possible, the appropriate air traffic services unit;
   - Attempt to establish radiocommunication with the intercepting helicopter or with the appropriate intercept control unit, by making a general call on the emergency frequency 121.5 MHz giving the identity of the intercepted helicopter and the nature of the flight; and if no contact has been established and if practicable, repeating this call on the emergency frequency 243 MHz;
   - If equipped with SSR transponder, select Mode A, Code 7700, unless otherwise instructed by the appropriate air traffic services unit.

2. If any instructions received by radio from any sources conflict with those given by the intercepting helicopter by visual signals, the intercepted helicopter shall request immediate clarification while continuing to comply with the visual instructions given by the intercepting helicopter.
   If any instructions received by radio from any sources conflict with those given by the intercepting helicopter by radio, the intercepted helicopter shall request immediate clarification while continuing to comply with the radio instructions given by the intercepting helicopter.

(12.05)- The circumstances in which a radio listening watch is to be maintained

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Annex 2

If radio contact is established during interception but communication in a common language is not possible, attempts shall be made to convey instructions and essential information by using the phrases and pronunciations in above table and

transmitting each phrase twice:

Signals initiated by intercepting helicopter and responses by intercepted helicopter:

Series	INTERCEPTED Helicopter Signals	Meaning	INTERCEPTING Helicopter Responds	Meaning
4	DAY or NIGHT - Raising landing gear (if fitted) and flashing landing ligh ts while passing over runway in use or helicopter landing area at a height exceeding 300 m (1000 ft) but not exceeding 600 m (2000 ft) (in the case of a helicopter, at a height exceeding 50 m (170 ft) but not exceeding 100 m (330 ft) above the aerodrome level, and continuing to circle runway in use or helicopter landing area. If unable to flash landing lights available.	Aerodrome you have designated is inadequate	DAY or NIGHT - If it is desired that the intercepted helicopter follow the intercepting helicopter to an alternate aerodrome, the intercepting helicopter raises its landing gear (if fitted) and uses the Series 1 signals prescribed for intercepting helicopter. If it is decided to release the intercepted helicopter, the intercepting helicopter uses the Series 2 signals prescribed for intercepting helicopter.	Under-stood, follow me. Under-stood, you may proceed.
5	DAY or NIGHT - Regular switching on and off of all available lights but in such a manner as to be distinct from flashing lights.	Cannot comply	DAY or NIGHT - Use Series 2 signals prescribed for intercepting helicopter.	Under-stood,
6	DAY or NIGHT - Irregular flashing of all available lights.	In distress	DAY or NIGHT - Use Series 2 signals prescribed for intercepting helicopter.	Under-stood

(12.06)- Signals

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Annex 2

Upon observing or receiving any of the signals, helicopter shall take such action as may be required by the interpretation of the signal.

The signals shall, when used, have the meaning indicated therein. They shall be used only for the purpose indicated and no other signals likely to be confused with them shall be used.

(12.07)- Time system used in operation

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Annex 2

Coordinated Universal Time (UTC) shall be used and shall be expressed in hours and minutes of the 24-hour day beginning at midnight.

A time check shall be obtained prior to operating a controlled flight and at such other times during the flight as may be necessary.

Note: Such time check is normally obtained from an air traffic services unit unless other arrangements have been made by KAAN AIR or by the appropriate ATS Authority.

(12.08)- ATC clearances, adherence to flight plan and position reports

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Annex 2

It is specified the principles for filing an ATS flight plan as well as the requirements. An ATS flight plan must always be filed.

12.08.01 Changes to a Flight Plan

All changes to a flight plan submitted for an IFR flight or a VFR flight operated as a controlled flight shall be reported as soon as practicable to the appropriate air traffic services unit. For other VFR flights, significant changes to a flight plan shall be reported as soon as practicable to the appropriate air traffic services unit.

12.08.02 Closing a Flight Plan

Unless otherwise prescribed by the appropriate ATS Authority, a report of arrival shall be made either in person or by radio at the earliest possible moment after landing, to the appropriate air traffic services unit at the arrival aerodrome, by any flight for which a flight plan has been submitted covering the entire flight or the remaining portion of a flight to the destination aerodrome.
When a flight plan has been submitted only in respect of a portion of a flight, other than the remaining portion of a flight to destination, it shall, when required, be closed by an appropriate report to the relevant air traffic services unit.

When no air traffic services unit exists at the arrival aerodrome, the arrival report, when required, shall be made as soon as practicable after landing and by the quickest means available to the nearest air traffic services unit.

When communication facilities at the arrival aerodrome are known to be inadequate and alternate arrangements for the handling of arrival reports on the ground are not available, the following action shall be taken : Immediately prior to landing the helicopter shall, if practicable, transmit by radio to an appropriate air traffic services unit, a message comparable to an arrival report, where such a report is required. Normally, this transmission shall be made to the aeronautical station serving the air traffic services unit in charge of the flight information region in which the helicopter is operated.

Arrival reports made by helicopter shall contain the following elements of information:

1. Helicopter identification;
2. Departure aerodrome;
3. Destination aerodrome (only in the case of a diversionary landing) ;
4. Arrival aerodrome;
5. Time of arrival

Note: *Whenever an arrival report is required, failure to comply with these provisions may cause serious disruption in the air traffic services and incur great expense in carrying out unnecessary search and rescue operations.*

12.08.03 Air Traffic Control Service

12.08.03.01 Air Traffic Control Clearances

An air traffic control clearance shall be obtained prior to operating a controlled flight, or a portion of a flight as a controlled flight. Such clearance shall be requested through the submission of a flight plan to an air traffic control unit.

Note 1 : *A flight plan may cover only part of a flight, as necessary, to describe that portion of the flight or those maneuvers which are subject to air traffic control. A clearance may cover part of a current flight plan, as indicated in a clearance limit or by reference to specific maneuvers such as taxiing, landing or taking off.*

Note 2 : *If an air traffic control clearance is not satisfactory to a commander of a helicopter, the commander may request and, if practicable, will be issued an amended clearance.*
Whenever a helicopter has requested a clearance involving priority, a report explaining the necessity for such priority shall be submitted, if requested by the appropriate air traffic control unit.

12.08.03.02 Potential Re-Clearance in Flight

If prior to departure it is anticipated that depending on fuel endurance and subject to re-clearance in flight, a decision may be taken to proceed to a revised destination aerodrome, the appropriate air traffic control units shall be so notified by the insertion in the flight plan of information concerning the revised route (where known) and the revised destination.

Note : *The intent of this provision is to facilitate a clearance to a revised destination, normally beyond the filed destination aerodrome.*

A helicopter operated on a controlled aerodrome shall not taxi on the maneuvering area without clearance from the aerodrome control tower and shall comply with any instructions given by that unit.

12.08.03.03 Adherence to Flight Plan

Except as provided for in 12.3.6.2.2. and 12.3.6.2.4, a helicopter shall adhere to the current flight plan or the applicable portion of a current flight plan submitted for a controlled flight unless a request for a change has been made and clearance obtained from the appropriate air traffic control unit, or unless an emergency situation arises which necessitates immediate action by the helicopter, in which event as soon as circumstances permit, after such emergency authority is exercised, the appropriate air traffic services unit shall be notified of the action taken and that this action has been under emergency authority.

Unless otherwise authorized or directed by the appropriate air traffic control unit, controlled flights shall, in so far as practicable:

- when on an established ATS route, operate along the defined center line of that route; or
- when on any other route, operate directly between the navigation facilities and/or points defining that route.

Subject to the overriding requirement in 12.3.6.2.1.1, a helicopter operating along an ATS route segment defined by reference to very high frequency omnidirectional radio ranges shall change over for its primary navigation guidance from the facility behind the helicopter to that ahead of it at, or as close as operationally feasible to the change-over point, where established.
Deviation from the requirements in 12.3.6.2.1.1 shall be notified to the appropriate air traffic services unit.

12.08.03.04 Inadvertent Changes

In the event that a controlled flight inadvertently deviates from its current flight plan, the following action shall be taken:

a) *Deviation from track*: if the helicopter is off track, action shall be taken forthwith to adjust the heading of the helicopter to regain track as soon as practicable.
b) *Variation in true airspeed:* if the average true airspeed at cruising level between reporting points varies or is expected to vary by plus or minus 5 percent of the true airspeed, from that given in the flight plan, the appropriate air traffic services unit shall be so informed.
c) *Change in time estimate:* if the time estimate for the next applicable reporting point, flight information region boundary or destination aerodrome, whichever comes first, is found to be in error in excess of three minutes from that notified to air traffic services, or such other period of time as is prescribed by the appropriate ATS Authority or on the basis of air navigation regional agreements, a revised estimated time shall be notified as soon as possible to the appropriate air traffic services unit.

12.08.03.05 Intended Changes

Requests for flight plan changes shall include information as indicated hereunder:

a) *Change of cruising level:* helicopter identification; requested new cruising level and cruising speed at this level, revised time estimates (when applicable) at subsequent flight information region boundaries.

b) *Change of route:*

1) *Destination unchanged:* helicopter identification; flight rules; description of new route of flight including related flight plan data beginning with the position from which requested change of route is to commence; revised time estimates; any other pertinent information.
2) *Destination changed:* helicopter identification; flight rules; description of revised route of flight to revised destination aerodrome including related flight plan data, beginning with the position from which requested change of route is to commence; revised time estimates; alternate aerodrome(s); any other pertinent information.

12.08.03.06 Position Reports

Unless exempted by the appropriate ATS Authority or by the appropriate air traffic services unit under conditions specified by that authority, a controlled flight shall report to the appropriate air traffic services unit, as soon as possible, the time and level of passing each designated compulsory reporting point, together with any other required information. Position reports shall similarly be made in relation to additional points when requested by the appropriate air traffic services unit. In the absence of designated reporting points, position reports shall be made at intervals prescribed by the appropriate ATS Authority or specified by the appropriate air traffic services unit.

12.08.03.07 Termination of Control

A controlled flight shall, except when landing at a controlled aerodrome, advise the appropriate ATC unit as soon as it ceases to be subject to air traffic control service.

12.08.03.08 Prohibited, Danger Areas and Restricted Areas

Helicopter shall not be flown in a prohibited area or in a restricted area, the particulars of which have been duly published, except in accordance with the conditions of the restrictions or by permission of the State over whose territory the areas are established.

(12.09)- Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

Annex 2

By day and by night, a series of projectiles discharged from the ground at intervals of 10 seconds, each showing, on bursting, red and green lights or stars will indicate to an unauthorized aircraft that it is flying in or about to enter a restricted, prohibited or danger area, and that the aircraft is to take such remedial action as may be necessary.

(12.10)- Procedures for flight crew observing an accident or receiving a distress transmission

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12.10.01 Flight crew observing an accident

When a pilot-in-command observes that either another aircraft or a surface craft is in distress, he shall, unless he is unable, or in the circumstances of the case considers it unreasonable or unnecessary:

- Keep in sight the craft in distress until such time as his presence is no longer necessary
- If his position is not known with certainty, take such action as will facilitate the determination of it
- Report to the rescue coordination centre or air traffic services unit as much of the following information as possible
- type of craft in distress, its identification and condition
- its position, expressed in geographical coordinates or in distance and true bearing from a distinctive landmark or from a radio navigation aid
- time of observation expressed in hours and minutes Coordinated Universal Time (UTC)
- number of persons observed
- whether persons have been seen to abandon the craft in distress
- number of persons observed to be afloat
- apparent physical condition of survivors
- Act as instructed by the rescue coordination centre or the air traffic services unit.

If the first aircraft to reach the scene of an accident is not a search and rescue aircraft it shall take charge of on-scene activities of all other aircraft subsequently arriving until the first search and rescue aircraft reaches the scene of the accident.

If, in the meantime, such aircraft is unable to establish communication with the appropriate rescue coordination centre or air traffic services unit, it shall, by mutual agreement, hand over to an aircraft capable of establishing and maintaining such communications until the arrival of the first search and rescue aircraft.

When it is necessary for an aircraft to convey information to survivors or surface rescue units, and two-way communication it’s not available, it shall, if practicable, drop communication equipment that would enable direct contact to be established, or convey the information by dropping the message.

12.10.02 Pilot-in-Command Intercepting a Distress Transmission

Whenever a distress signal and/or message or equivalent transmission is intercepted on radiotelegraphy or radiotelephony by a pilot-in-command of an aircraft, he shall:

- Record the position of the craft in distress if given
- If possible take a bearing on the transmission
- Inform the appropriate rescue coordination centre or air traffic services unit of the distress transmission, giving all

available information
- At his discretion, while awaiting instructions, proceed to the position given in the transmission

(12.11)- The ground/air visual codes for use by survivors, and description and use of signal aids

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- Require Assistance V
- Require Medical Assistance X
- NO / Negative N
- YES / Affirmative Y
- Proceed in this direction ↑

Make signals not less than 8 ft / 2.5 m. Take care to lay out signals exactly as shown.

(12.12)- Distress and Urgency Signals

Revizyon No: 6 Revizyon Tarihi: 24.01.2018

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The distress communications have absolute priority over all other communications and a station aware of them shall not transmit on the frequency concerned unless;

- The distress is cancelled or the distress traffic is terminated
- All distress traffic has been transferred to other frequencies.
- The station controlling communications gives permission
- It has itself to render assistance.
- Any station which has knowledge of distress traffic, and which can not itself assist the station in distress, shall nevertheless continue listening to such traffic until it is evident that assistance is being provided.
- The urgency communications have priority over all other communications, except distress and all stations shall take care not to interfere with the transmission of urgency traffic.

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(13.00)- Descriptions of the Operational Arrangements for Leasing and Code-Share, Associated Procedures and Management Responsibilities

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

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13.00.01 Definitions:

- **AIP**: Aviation information publication,
- **Domestic Enterprise/Company**: Commercial air transport companies, which are licensed according to the Regulation on Commercial Air Transport Enterprises (SHY-6A) and whose operating license is valid,
- **Dry-Lease**: The lease in which the aircraft is operated under the operating license of the lessee operation,
- **Effective Practice Score**: The percentage ratio of the number of satisfactory protocols to the total protocol question as a result of the audit conducted within the scope of the USOAP of the member country,
- **Foreign Enterprise**: Commercial air transport companies which are licensed by civil aviation organizations of the member States of the International Civil Aviation Organization according to ICAO Annex 6 and whose operating license is valid,
- **General Directorate**: TR DGCA (SHGM)
- **General Manager**: The Director General of Civil Aviation,
- **Headquarters**: Directorate General of Civil Aviation,
- **IATA**: International Air Transport Association,
- **ICAO**: International Civil Aviation Organization,
- **IOSA**: IATA Operational Safety Audit,
- **Lease Agreement**: A contractual arrangement in which a commercial air transportation company obtains commercial control of an aircraft without transfer of ownership,
- **Lessee:** Commercial air transport enterprise that uses; rental of an aircraft for a certain period of time with a lease agreement,
- **Lessor**: A commercial air transport operator that gives an aircraft a certain amount of time for the use of another commercial air transport operator, in return for a **fee**,
- **Short-Term Wet-Lease**: Wet-Lease rental operation **for a maximum of 72 hours,**
- **Wet-Lease**; Leasing operation in which the aircraft is operated within the scope of the Lessor's operating license.

13.00.02 Leasing

(1) Domestic and foreign enterprises that meet the requirements specified in the relevant Annexes of SHT KIRALAMA may, for a certain period of time, Wet-Lease, Short-Term or Dry-Lease, the aircraft in their fleets within the scope of commercial air transportation.
(2) In wet lease and short-term Wet-Lease operations, the continuous airworthiness, flight operation and other administrative responsibilities of the flight activities carried out during the lease period belong to the entity that leases the aircraft, and the commercial responsibility belongs to the lessee. These issues are clearly stated in the lease agreement.
(3) The agreement signed between the two enterprises shall enter into force in accordance with Article 6 of SHT KIRALAMA.
(4) In the financial leasing agreements, the rental of the aircraft registered in the Turkish Civil Aviation Registry by the financial means of leasing is authorized to be leased by another person is required. If there is no statement regarding this issue in the financial leasing agreements, permission must be obtained from the owner of the aircraft.
(5) With the Law No. 2920 and Presidential Decree No. 4, during the flight activities carried out during the lease period in short-term wet leases or wet leases made between domestic enterprises or by domestic enterprises to foreign enterprises, these Domestic businesses are responsible for the implementation of the legislative provisions published regarding the Law and Decree.
(6) Enterprises, foreign enterprises or domestic enterprises from foreign enterprises in the short-term or long-term lease-leasing operations of businesses, published by our country's institutions and organizations is obliged to abide by all kinds of legislation, regulations, prohibitions, restrictions and notams.

13.00.03 Kinds of Leasing Operation

a) Short-term Wet-Lease between two domestic enterprises; This is done without the permission of the General Directorate, provided that the requirements of Annex 1 to SHT KIRALAMA are met.
b) Short-term Wet-Lease operations of domestic enterprises to foreign enterprises; Provided that the requirements stated in Annex 2 of SHT KIRALAMA are obtained without obtaining a rent permit from the General Directorate.
c) Short-term Wet-Lease operations of domestic enterprises from foreign enterprises; Provided that the requirements stated in Annex 3 of SHT KIRALAMA are obtained without obtaining a rent permit from the General Directorate.
d) Wet-Lease operation between two domestic enterprises; Provided that the requirements stated in Annex-4 of SHT KIRALAMA are obtained without the permission of the General Directorate.
d) Wet-Lease operations of domestic enterprises to foreign enterprises; The General Directorate shall meet the requirements of Annex 5 of SHT KIRALAMA at least 15 days prior to the start of the operation and the Contracting Entity Form of the Annex-10 of SHT KIRALAMA shall be signed by the relevant administrative personnel and the application shall be made by the confirmation is obtained.
e) Wet-Lease operations of domestic enterprises from foreign enterprises; Provided that the General Directorate is approved at least 30 days prior to the start of the operation by applying in a way to meet the requirements in Annex 6 of SHT KIRALAMA. The General Directorate approves a maximum of 8 (eight) months at a time. In case of extension of the rental, shall applied to the General Directorate again.
f) Dry-Lease operations of domestic enterprises to foreign enterprises; The agreement between the Head Office and the foreign civil aviation authority is signed by ICAO 83 Bis. Detailed explanations on such agreements are contained in 13.07.
g) Dry-Lease operations of domestic enterprises from foreign enterprises; The agreement between the Head Office and the foreign civil aviation authority is signed by ICAO 83 Bis. Detailed explanations on such agreements are included in 13.08.
h) Requirements regarding the assignment of cabin crew members of foreign enterprises in Wet-Lease or short-term Wet-Lease rental operations of domestic enterprises to foreign enterprises are determined by an additional regulation.

13.00.04 Termination of Lease Agreements

(1) Leasing agreements ends with;
a) Expired agreement period and not renewed,
b) Two entities terminate the agreement mutually before the expiry of the signed agreement or terminate the agreement pursuant to the provisions of the agreement,
c) Cancellation of leasing approval or flight permit by the General Directorate or foreign civil aviation authority within the scope of current legislation,
ç) Stopping the flights of one of the enterprises, suspending the operating license of one of the enterprises or canceling the operating license,
d) SAFA of the foreign operation of the aircraft to Wet-Lease the domestic vehicle, black list within the scope of the program,
e) The operation of the foreign company by the domestic enterprise in the Dry-Lease leasing operation ends with the blacklisting of the foreign enterprise under the SAFA program.
(2) In case of the termination of the Wet-Lease and Dry-Lease leasing operations earlier than the agreement dates, the domestic enterprise shall immediately notify the General Directorate in writing.

13.00.05 Notification of Passengers in Leasing Operations

(1) Passengers should be informed of the actual operator before boarding the aircraft as soon as possible and under any circumstances, if they are to fly by Wet-Lease or short-term Wet-Lease as a domestic passenger or by a local operation. All kinds of responsibility in this regard belongs to the Lessee.

13.00.06 Audit

(1) In Wet-Lease rental operations of domestic enterprises **TO** foreign enterprises, in accordance with the operation period, **within the audit period determined depending on the risk profile of the domestic enterprise** created by General Directorate, an **Audit is carried out by the General Directorate**, at the operation base.
...In Wet-Lease rental operations of domestic enterprises **FROM** foreign enterprises, following the approval of the Wet-Lease rental operation, the foreign enterprise is audited by the General Directorate, **if necessary**, in accordance with the operation period.

(2) In Dry-Lease rental operations of domestic enterprises TO foreign enterprises, an audit is carried out at the main base of the foreign enterprise before the approval process by the General Directorate, and the audits are repeated in accordance with the transfer of authority agreement to be signed within the scope of ICAO 83 bis.
(3) In Dry-Lease rental operations of domestic enterprises FROM foreign enterprises, before the approval process by the General Directorate, an audit of the aircraft to be rented is carried out at the main base of the foreign enterprise, and the audits are repeated in accordance with the transfer of authority agreement to be signed within the scope of ICAO 83 bis.

(13.01)- SHORT TERM, Wet-Lease, Between two domestic company

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-1

(1) In order for such leases to be made, the following conditions must be met. It is the responsibility of businesses to ensure these conditions:

a) The operating license of both enterprises shall be valid.
b) Aircraft to be used during operation must be in airworthy condition.
c) In the short-term Wet-Lease operations conducted among the domestic enterprises, the enterprises must comply with the provisions of Laws No.2920 and Presidential Decree No. 4, as well as the legislative provisions published regarding this Law and Decree, during the flight activities during the lease period.
ç) In order to be able to rent aircraft registered to Turkish Civil Aviation Registry with another financial leasing, it is required that the owner of the aircraft is leased by the owner of the financial leasing agreement. If there is no statement regarding this issue in the financial leasing agreements, permission must be obtained from the owner of the aircraft.
d) Short-term Wet-Lease agreement between two domestic enterprises; it must cover the routes to be flying, the dates of operation, the aircraft to be leased, how the continuous airworthiness, flight operation and insurance responsibilities are distributed between the two enterpris.
e) According to Turkey AIP, the valid insurance certificates to be submitted to the General Directorate in advance must cover both businesses and the insurance certificates must include explanations that they will also be valid for the said rental operation.
f) Relevant personnel of the enterprises, personnel of the representation-supervision companies, and Responsible Managers of the enterprises are responsible for ensuring that all relevant documents are accurate, valid and up-to-date during the short-term Wet-Lease operation.

(2) Short-term Wet-Lease rental between two domestic enterprises operations;

a) It enters into force without the approval of the General Directorate.
b) The table in SHT KIRALAMA EK-9 on these leasing operations performed by the two enterprises in the previous calendar month, until 10 th day of each calendar month to the General Directorate by sending an e-mail to uodops@shgm.gov.tr

(13.02)- SHORT TERM, Wet Lease-OUT

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-2

(1) In order for such leases to be made, the following conditions must be met. It is the responsibility of businesses to ensure these conditions:

a) The operation license of both enterprises is valid and the foreign enterprise must be licensed by the civil aviation organization of an ICAO member state.
b) Aircraft to be used during operation must be in airworthy condition during operation.
c) In order to be able to lease the aircraft registered in Turkish Civil Aircraft Registry to another company by importing into the country through financial leasing, it is required that the leasing agreement is permitted to be leased by the owner of the aircraft. If there is no statement regarding this issue in the financial leasing agreements, permission must be obtained from the owner of the aircraft.
ç) The domestic enterprise must fully fulfill its responsibilities within the scope of Law No. 2920 and Presidential Decree No. 4 and the civil aviation legislation published within the scope of this Law and Decree.
d) Short-term Wet-Lease lease agreement between the two entities; it must cover the routes to be flying, the dates of operation, the aircraft to be leased, how the continuous airworthiness, flight operation and insurance responsibilities are distributed between the two enterprises.
e) The insurance certificates of both businesses must be issued in accordance with the insurance responsibilities specified in the rental agreement signed within the scope of the short-term Wet-Lease operation to be carried out, and the statements that they will also be valid for the said rental operation must be included in the insurance certificates. must be included.
f) Relevant personnel of the enterprises, personnel of the representation-supervision companies, and Responsible

Managers of the enterprises are responsible for ensuring that all relevant documents are accurate, valid and up-to-date during the short-term Wet-Lease operation.

(2) Short-term Wet-Lease rental of domestic enterprises to foreign enterprises operations;

a) It enters into force without the approval of the General Directorate.

b) The table in SHT KIRALAMA EK-9 should be completed by the domestic enterprises for these rental operations carried out in the previous calendar month, until 10th of each calendar month and uodops@shgm.gov.tr e-mail should be sent to the General Directorate.

c) Short-term Wet-Lease leasing operation of up to 72 hours in total within one calendar month by a local enterprise to the same foreign operation can be performed. In the case of short-term Wet-Lease rental for more than 72 hours, this rental is accepted as normal Wet-Lease operation, and in accordance with Article 6(d) of SHT KIRALAMA and related domestic establishments determined in SHT KIRALAMA EK-5 as per the terms of the Wet-Lease leasing by approval from the General Directorate.

(13.03)- SHORT TERM, Wet Lease-IN

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-3

(1) For such leases;

a) For a previously permitted flight, **short-term Wet-Lease** rentals may be made by aircraft in the fleet of foreign enterprises.

b) It is necessary for the foreigner to give the rented type aircraft to operate for at least one year. This condition is not required, if the aircraft to be leased is owned by a domestic commercial air transport operator **or** for foreign operators with more than one third of the shares owned by a domestic commercial air transport company.

c) In addition to the fact that the lessor foreign company is licensed by an ICAO member country and has a valid operating license, its SAFA finding average for the last 12 months is less than 1.20 and it has an IATA IOSA certificate or an operating license issued by an EASA member country, or an EASA TCO authorization certificate; the effective application score must be 80% and above. In operations to be carried out with aircraft with a maximum capacity of nineteen seats, SAFA finding average requirement, IATA IOSA certificate or an operating license issued by an EASA member country, or an EASA TCO authorization certificate, or the effective application score of the country authority that licensed the operation is not required to be 80% or higher.

ç) The aircraft to be rented must have a certificate of noise that meets the standards of ICAO Annex 16 Volume 1.

d1) The aircraft planned to be leased must be certified within the scope of FAR 22, 23, 25, 27, 29 or EASA CS-22, 23, 25, 27, 29 certification specifications and comply with ICAO Annex 8 requirements. It must have a valid and standard airworthiness certificate.

d2) Short-term Wet-Lease agreement between the two operators; it must cover the routes to be flying, the operation dates, the aircraft to be leased, continuous airworthiness and how flight operation and insurance responsibilities are distributed between the two operators.

e) Insurance certificates belonging to both operators should be arranged in accordance with the insurance responsibilities stated in the lease agreement signed within the scope of the short-term Wet-Lease operation to be performed and explanations regarding the validity of the insurance operations mentioned in these insurance certificates shall also be included.

f) Relevant personnel of the enterprises, personnel of the representation-supervision companies, and Responsible Managers of the enterprises are responsible for ensuring that all relevant documents are accurate, valid and up-to-date during the short-term Wet-Lease operation.

(2) Short-term domestic Wet-Lease leasing from foreign enterprises operations;

a) It enters into force without the approval of the General Directorate.

b) The table in SHT KIRALAMA EK-9 should be completed by the domestic enterprises for these rental operations carried out in the previous calendar month, until 10th of each calendar month The General Directorate should be informed by sending all the information and documents that the requirements have been fulfilled to the address of uodops@shgm.gov.tr.

c) Short-term Wet-Lease leasing operation of up to 72 hours in total within one calendar month by a local enterprise to the same foreign operation can be performed. In the case of short-term Wet-Lease rental for more than 72 hours, this rental is accepted as normal Wet-Lease operation, and in accordance with Article 6(e) of SHT KIRALAMA and the related domestic companies determined in SHT KIRALAMA EK-6 as a foreigner by approval from the General Directorate.

(13.04)- Wet Lease, Between two domestic company

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-4

(1) In order for such leases to be made, the following conditions must be met. It is the responsibility of businesses to ensure these conditions:

a) The operating license of both enterprises shall be valid.
b) Aircraft to be used during operation must be in airworthy condition.
c) During the flight activities carried out in domestic Wet-Lease between enterprises, the enterprises are responsible for the implementation of the provisions of Laws No.2920 and Presidential Decree No. 4 and the legislative provisions published regarding this Law and Decree during the flight activities during the rental period.
ç) In order to be able to rent aircraft registered to Turkish Civil Aviation Registry with another financial leasing, it is required that the owner of the aircraft is leased by the owner of the financial leasing agreement. If there is no statement regarding this issue in the financial leasing agreements, permission must be obtained from the owner of the aircraft.
d) The wet-lease agreement between two domestic enterprises; it must cover the operation base, the operation dates, the aircraft to be leased, how the continuous airworthiness, flight operation and insurance responsibilities are distributed between the two enterprises.
e) In accordance with the Turkish AIP, the valid insurance certificates to be submitted to the General Directorate in advance must cover both businesses and the explanations that they will be valid for the said rental operation must be included in these insurance certificate.
f) Relevant personnel of the enterprises, personnel of the representation-supervision companies, and Responsible Managers of the enterprises are responsible for ensuring that all documents sent by the enterprises in Wet-Lease applications are correct, valid and up-to-date.

(2) Wet-Lease rental operations between two domestic enterprises;

a) It enters into force without the approval of the General Directorate.
b) The table in SHT KIRALAMA EK-9 should be completed by the domestic enterprises for these rental operations carried out in the previous calendar month, until 10th of each calendar month and uodops@shgm.gov.tr address to the General Directorate.

(13.05)- Wet Lease-OUT

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-5

(1) In order for such leases to be made, the following conditions must be met. It is the responsibility of the enterprises to ensure these conditions:

a) The operation license of both enterprises must be valid and the foreign enterprise must be licensed by the civil aviation organization of an ICAO member state.
b) Aircraft to be used during operation must be in **airworthy** condition.
c) In order for aircraft imported into the country through financial leasing and registered in the Turkish Civil Aircraft Registry to be rented to another business, it must be stated in the financial leasing agreements that the owner of the aircraft is allowed to rent. If there is no statement regarding this issue in the financial leasing agreements, a permission letter must be obtained from the owner of the aircraft.
ç) Domestic enterprises are responsible for the implementation of the provisions of Law No. 2920 and Presidential Decree No. 4 and the legislative provisions published regarding this Law and Decree during the flight activities carried out by the domestic enterprises to foreign enterprises during the rental period in Wet-Lease. However, foreign enterprise civil aviation organization legislation can be used in line with the request of the foreign enterprise civil aviation organization, provided that it is more restrictive.
d) Wet-Lease **agreement** between the two enterprises; it must **cover the operation base, the operation dates, the aircraft to be leased, how the continuous airworthiness, flight operation and insurance responsibilities are distributed** between the two enterprises.
e) Insurance certificates belonging to both operators shall be arranged in accordance with the insurance responsibilities specified in the lease agreement signed within the scope of the Wet-Lease operation to be carried out and the explanations regarding the validity of the insurance operations mentioned in these insurance certificates should be included.
f) All physical conditions and training requirements shall be met for the team to be assigned to the operation base and the airports to be operated.
g) During the Wet Lease rental period; all kinds of maintenance activities must be carried out in the maintenance organizations approved by the General Directorate.
ğ) Relevant personnel of the enterprises, personnel of the representation- supervision companies, and Responsible Managers of the enterprises are responsible for ensuring that all documents sent by the enterprises in Wet-Lease rental applications are correct, valid and up-to-date.

(2) Wet-Lease to be carried out by domestic enterprises to foreign enterprises operations;

a) It is necessary to apply to the General Directorate at least **15 days before** the start of the operation and obtain approval by signing the Commitment Form in SHT KIRALAMA EK-10 by the relevant managerial personnel.

(3) The General Directorate shall be informed in writing and/or electronically to uodops@shgm.gov.tr without delay regarding the **completion** or **cancellation** of the operation.

(13.06)- Wet Lease-IN

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-6

(1) To be able to make such leases and to be approved by the General Directorate:

a) Operating licenses of domestic and foreign enterprises must be valid.

b) The lessor foreign business must be licensed by an ICAO member country and have a valid business license, and the SAFA finding average for the last 12 months must be 1.20. It must be less than 10% and must have an IATA IOSA certificate or an operating license issued by an EASA member country, or an EASA TCO authorization certificate, or the effective application score of the country authority that licenses the operation must be 80% and above. In operations to be carried out with aircraft with a maximum capacity of nineteen seats, the SAFA finding average requirement and the requirement to have an IATA IOSA certificate, or an operating license issued by an EASA member country or an EASA TCO authorization certificate or the effective application score of the country authority licensing the operation to be 80% and above, not sought.

c) The aircraft to be rented must have a certificate of noise that meets the standards of ICAO Annex 16, Volume 1 standards and must be in airworthy condition.

ç) Wet-Lease operations from foreign enterprises are approved for a **maximum of 8 months** from the date of approval of the General Directorate.

d) The foreign company that rents the aircraft must have an operating license for **at least 1 year**. For businesses that cannot meet the requirement of having a minimum one-year operating license, the General Directorate carries out an audit on operation and/or continued airworthiness at the main base of the foreign business, and the suitability of the application is evaluated according to the audit result.

e) Domestic enterprises cannot rent an aircraft from foreign companies with Wet-Lease **from a third party**.

f) **Enterprises must have the following:**

(1) If the number of aircraft in their fleet is 20 or less, the number of aircraft in their fleet is equal to the number of aircraft in their fleet,

(2) If there are more than 20, 21 or more aircraft in their fleet; Wet-lease aircraft up to 50% of the number of aircraft available.

g) In accordance with the requirements of the General Directorate, it is necessary to supervise the responsibilities of the foreign business owner in the safety, security and leasing agreement by the domestic enterprise and to submit the inspection report to the General Directorate.

ğ) The foreign entity that leases the aircraft will remain the operator of the aircraft, provided that all functions and responsibilities specified in the operating license continue. Responsibility for the operation of the aircraft, the training and competence of the crew, the continued airworthiness of the aircraft and all similar issues belongs to the foreign enterprise that rents the aircraft. **The domestic enterprise takes only commercial responsibility.** This provision must be clearly stated in the lease agreement.

h) In the rental agreement, the foreign company that rented the aircraft shall not be allowed to assign the aircraft to the third parties by sub-leasing.

ı) The maintenance of the aircraft planned to be rented will be carried out by an approved maintenance organization accepted by the authority of the registration country.

i) The aircraft to be rented is FAR 22, 23, 25, 27, 29 or EASA CS-22, 23, 25, 27, 29 shall be approved in the transport category. The aircraft must have a standard airworthiness certificate and must be in accordance with ICAO Annex 8.

j) The leasing agreement must include a regulation stating that the permanent airworthiness and operational controls of the foreign enterprise will be carried out by the domestic enterprise throughout the agreement period. It should also be stated that if it is determined that the standards required by the General Directorate are not met or lost, the agreement will be cancelled.

k) Domestic companies must have a provision stating that foreign companies will enter into force as a result of the approval of the agreement by the General Directorate and foreign business civil aviation organization.

l) The responsibility for all operations to be carried out within the scope of the agreement signed by the foreign enterprise civil aviation organization addressed to the General Directorate will be in the foreign enterprise and during this period, the continuous airworthiness and operational supervision of the foreign enterprise will be carried out by them in accordance with ICAO rules. A letter showing that this will be done must be submitted to the General Directorate.

m) All documents issued by the foreign civil aviation organization must be submitted in English or the original language must be translated into Turkish or English by a sworn translation office.

n) **At least 30 days prior** to the commencement date of the planned operation, it is necessary to apply to the Directorate General with the information and documents indicating that all the requirements in SHT KIRALAMA EK-6 have been met.

o) For businesses that cannot meet the SAFA requirement in wet lease operations, an audit is carried out by the General Directorate at the main base of the foreign business on operation and/or continued airworthiness, and the suitability of the application is evaluated according to the audit result.

(2) It is notified to the General Directorate in writing and/or uodops@shgm.gov.tr address in electronic environment without delay related to the operation completion or cancellation.

(3) Pursuant to Article 31 of the Turkish Civil Aviation Law No. 2920, aircraft with a seat capacity of 100 or more rented from a foreign enterprise as Wet-Lease or aircraft designed solely for the purpose of cargo transportation. Provided that the following conditions are met, passenger, mail and freight transportation can be carried out for commercial purposes between two points within the Republic of Turkey by businesses licensed by the General Directorate:

a) It is essential that the rental is made primarily from domestic businesses. Otherwise, the lessee is obliged to submit evidence, records and/or reports to the General Directorate showing that it is not possible or reasonable to procure the aircraft it needs from domestic operating resources,

b) The majority of cabin crew members and cabin chiefs designated to work on the aircraft to be used in the rental operation must be citizens of the Republic of Turkey.

(13.07)- Dry Lease-OUT

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-7

(1) Domestic companies may sign an agreement to hire an air vehicle owned by an ICAO member state as a Dry-Lease to be used in commercial air transport to a foreign company licensed by the civil aviation organization as a result of the conditions provided in SHT KIRALAMA EK-7 and the preliminary approval by the General Directorate. The General Directorate should be informed **at least 120 days prior to the operation date.**

(2) The Dry-Lease agreement for domestic companies to foreign companies shall be subject to ICAO Circular 295, by the General Directorate of all or part of the powers and responsibilities of being the registration country specified in Chicago Convention 12, 30, 31 and 32 (a). ICAO 83 Bis, which is signed for transfer to foreign civil aviation organization, enters into force with the transfer of authority.

(3) Following the signing of the ICAO 83 Bis authorization transfer agreement, the aircraft shall be temporarily removed from the operating license of the domestic company without changing the registration mark.

(4) In this context;

a) The operating license of the domestic and foreign company must be valid and the foreign company must be licensed by the civil aviation organization of a state with ICAO member.

b) Within the agreement to be made between domestic and foreign companies;

i. It is clearly stated that the operation and continued airworthiness responsibility of the aircraft to be leased will belong to the foreign company during the term of the agreement.
ii. It is necessary to indicate that the **maintenance** of the planned aircraft will be carried out by an approved maintenance organization accepted by the authority of the registration country.
iii. It is required to inform the General Directorate about the **accidents and incidents** that may occur during the flight activities and the events affecting the airworthiness, **within 48 hours** by the domestic and foreign companies, and then the detailed technical report will be presented.

(5) Prior to the signing of the ICAO 83 Bis devolution agreement, a competency audit is carried out on the operation and continued airworthiness aspects of the type of aircraft to be rented to the foreign company by the Directorate General. In case the foreign company is found to be sufficient, the authority transfer agreement is signed.

(6) Following the signing of the transfer of authority, evaluation meetings are held with the foreign civil aviation organization for the period specified in the agreement and the foreign operation and air vehicle are audited.

(7) Within the scope of the application of the domestic company, the ICAO 83 Bis delegation shall be made for a **maximum period of 12 months** from the date of the first entry into force. At the end of the transfer of delegation agreements, the agreement shall be extended by mutual negotiation or correspondence between the two countries' civil aviation organization.

(13.08)- Dry Lease-IN

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-8

(1) Domestic companies may sign an agreement to lease an aircraft in a fleet of a foreign company licensed by a civilian organization of an ICAO member as a Dry-Lease to use in commercial air transport as a result of the conditions provided in SHT-KIRALAMA EK-8 and the preliminary approval by the General Directorate. **At least 120 days prior to the start of the operation**, the General Directorate must be applied for pre-approval.

(2) In this context;

a) The operating license of the domestic and foreign company must be valid and the foreign company must be licensed by the civil aviation organization of a state with ICAO member.

b) Aircraft planned to be leased, must be certified within the scope of FAR 22, 23, 25, 27, 29 or EASA CS-22, 23, 25, 27, 29 certification specifications and comply with ICAO Annex 8 requirements. It must have a valid and standard airworthiness certificate.

c) The aircraft, which is planned to be rented, must meet the requirements of SHT OPS Annex-4 CAT.IDE and Circular No. UOD-2019/4.

d) The aircraft to be leased must have a noise certificate that meets ICAO Annex 16 Volume 1 standards.

(3) Prior to the signing of the ICAO 83 Bis delegation, an inspection of the operation and continued airworthiness of the type of aircraft to be rented by the General Directorate to the domestic company which will rent the aircraft is carried out.

(4) In the dry-Lease operations of domestic, the companies are responsible for the implementation of the provisions of the Laws numbered 2920 and the Presidential Decree No. 4 and the provisions of the legislation published regarding this Law and Decree is addressed to the relevant article of the contract; the party is in the business or businesses.

(5) Prior to the signing of the ICAO 83 Bis authorization agreement, the General Directorate shall carry out an audit for the aircraft to be rented at the main base of the foreign operation. If the aircraft to be rented is found to be sufficient in the audit, an authorization transfer agreement is signed.

(6) Dry-Lease agreement from foreign companies, in accordance with ICAO Circular 295; ICAO 83 Bis signed by the Authority for the transfer to be transferred to the General Directorate enters into force with the agreement.

(7) Following the signing of the ICAO 83 Bis authorization agreement, the aircraft shall be removed from the operating license of foreign company and shall be added to the operation license of the domestic company **without changing the aircraft registration mark.**

(8) Following the signing of the transfer of authority, evaluation meetings shall be held for the aircraft rented in the periods specified in the agreement with the foreign enterprise's civil aviation organization.

(9) Within the scope of the application of the domestic company, ICAO 83 Bis transfer of authority agreement shall be made for a **maximum period of 12 months** from the date of first entry into force. Before the end date of delegation, the agreement shall be extended by mutual negotiation or correspondence between the two countries' civil aviation organization.

(10) Pursuant to Article 31 of Law No. 2920, aircraft with a seat capacity of 100 or more rented from a foreign enterprise as Dry-Lease or aircraft designed solely for the purpose of cargo transportation, within the Republic of Turkey Passenger, mail and freight transportation can be carried out for commercial purposes between two points by businesses licensed by the General Directorate. It is essential that the rental is made primarily from local businesses. Otherwise, the lessee is obliged to submit evidence, records and/or reports to the General Directorate showing that it is not possible or reasonable to procure the aircraft it needs from domestic operating resources.

(13.09)- Wet-Lease / SHORT TERM Wet-Lease Notification Form

Revizyon No: 23 Revizyon Tarihi: 17.10.2024

SHT-KİRALAMA EK-2 / SHT-KİRALAMA EK-3 / SHT-KİRALAMA EK-1 / SHT-KİRALAMA EK-4 / SHT-KİRALAMA EK-5 / SHT-KİRALAMA EK-6

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WET-LEASE / SHORT TERM WET-LEASE NOTIFICATION FORM						
TERM:						
LESSOR	LESSEE	COUNTRY	REGISTRATION	OPERATION BASE	BEGINNING DATE OF LEASING	ENDING DATE OF LEASING
.						
.						

KAAN AIR

MAN-HOUR PLAN

FLIGHT OPS / COMPLIANCE / SAFETY

Rev No: 2024-10
Rev Date: 12.10.2024

	hr	day		we	(45 hr/we)		COMPLIANCE/SMS --> KADİR ERDOĞAN	GÖZDE Ü.POLAT	GÜRAY ÜNLÜ	M. KEMAL SÜLER	CEMİL PEKDEMİR	ALİ METİN UZUN	YEŞİM KORKMAZ	S. EMRAH CANBAZGİL	TUNCAY YÜCE	FURKAN ARGON	SELİM SENER	
							QM/QUA	QM/QUA						ATO HT/TM				
							CMM		QUA	ACM	Resigned	FOM	GOM	BASE-M		OCC	OCC	
							SM	ENG	SMS	GM		FDM	SECM	EFB-ADM				
							BASE-M	SAFA	ENG			GATE		TRI	TRI			
							TRI	COORD				KEEPER		TRE	TRE			
							PIt			PIt		PIt		PIt	PIt			
							Auditor	Auditor	Auditor	Auditor			Auditor	Auditor	Auditor			
INITIAL	8 x 5 + 5 x 1 = 45 hr x 52 we = 2340			52	21.700		2.000	2.340	2.340	2.000		2.000	2.340	2.000	2.000	2.340	2.340	INITIAL
HOLIDAYS	8	14		1	* 20 days		160	160	112	208		160	208	160	160	112	112	HOLIDAYS
SICKNESS / HOSPITAL	8	2		1	if 50+		16	16	16	16		16	16	16	16	16	16	SICKNESS / HOSPITAL
TRAININGS	8	8		1	yrs old		64	64	64	64		64	64	64	64	64	64	TRAININGS
NOMINATED OFFICER TRAINER	4	12		1			30	48		30		30	48	30	30			NOMINATED OFFICER TRAINER
PILOTAGE DUTIES (FDP)							400			400		500		400	400			PILOTAGE DUTIES (FDP)
CONTRACTED AT OUTSIDE AMO																		CONTRACTED AT OUTSIDE AMO
AVAILABLE HOURS					**17.002**		**1.330**	**2.052**	**2.148**	**1.282**		**1.230**	**2.004**	**1.330**	**1.330**	**2.148**	**2.148**	**AVAILABLE HOURS**
SMS - SAFETY MANAGEMENT SYSTEM		per	ea	hr	**1336**	1336	238	156	238	160		116	160	92	56	60	60	SMS - SAFETY MANAGEMENT SYSTEM
COMPLIANCE MONITORING		per	ea	hr	**750**	750	100	232	176	72		28	26	20	34	31	31	COMPLIANCE MONITORING
AUDITS - QUALITY		per	ea	hr	**884**	884	164	340	156	16		48	72	24	48	8	8	AUDITS - QUALITY
FLIGHT OPS & TRAINING & GROUND OPERATIONS					**2868**	2868	78	112	320	364		606	368	546	226	226	222	FLIGHT & GROUND OPERATIONS
1	Liaising with TR DGCA, determine all flight ops standards and practices, and to ensure their compliance with all relevant national and intl regs and with the provisions of the AOC				**156**	156						52		52		26	26	
2	Coordination with other managerial unit and publish necessary directives for the all operations personnel				**572**	572	52			364		52	52	26	26			
3	Define qualification and training standards for operation personnel and select each application of any employees				**52**	52						26		26				
4	Manage operation planning and control personnel to planning of operation will meet all safety operations standards, **Rostering, appointment crew, evaluate prepareness, following FTL sheets**				**286**	286	26					52				104	104	
5	Ensure that all operation personnel has valid license, medical certificate and other certificates are valid and up to date, all operation personnel are planned to operation with required numbers, qualified current and complied with qualification requirements standards				**104**	104						26		26		26	26	
6	Ensure and analyse that operations are only conducted along such **routes and** within such **areas / airports (including categorization)** for which ground facilities and services, including meteorological services, are provided which are adequate for the planned operation				**104**	104						26		26		26	26	
7	Performance of the helicopter to be used is adequate to comply with **minimum flight altitude requirements**				**104**	104						26		26		26	26	
8	**Equipment** of the helicopter to be used meets the requirements for the planned operation				**52**	52						26		26				
9	When a new helicopter joins to fleet, check all relevant document for the safe operation; such as **Mass and Balance Sheet and documents to be carried** in helicopter				**98**	98						52		26		10	10	
10	Obtain all Flight Manuals, AIP and other maps/charts are available at the helicopter and Keep up to date Operations Manual; Part-A, B and C and operational procedures / SOPs				**288**	288		112	112			26		26		8	4	
11	Developing and maintaining local operational procedures in accordance with regulations, customer requirements, and the local environment				**24**	24						24						
12	Ensuring necessary accommodation facilities and working space at each operating base				**36**	36						10		26				
13	Establish and up to date the Operations Manual Part-D				**68**	68			26				16	26				
14	Manage all training both internal or external training requirements of operations personnel				**52**	52						26		26				
15	Keep all operations personnel training records in period of required times, Apply to authorities for renewal of license of flight crew				**182**	182			104			26		52				
16	Arrange Operator Conversion Trainings, Annual Recurrent Trainings & Checkings to operations personnel				**78**	78			26			26		26				
17	Search and select training organizations in the good standards and acceptable by the Turkish DGCA				**52**	52			26			13		13				
18	Evaluate trainings standards of taken from training organization and performed internally, development of training standards of company				**52**	52			26			13		13				
19	EFB applications installation				**52**	52						26		26				
20	EFB checking potential security issues				**52**	52						26		26				
21	EFB hardware-software configuration management				**52**	52						26		26				
22	EFB ensures integrity of data packages				**52**	52						26		26				
23	IST Line Station Helper Duties	2	100		**200**	200							100		100			
24	OFFSHORE Line Station Helper Duties	1	100		**100**	100							100					
25	FIRE STATIONS + ENERGY LINE Flights Helper Duties	2	100		**200**	200							100		100			
26	*Flight Hours (*** Are at the header section-PILOTAGE DUTIES)*				**0**	0												
ATO (Approved Training Organization)					**645**	645	139			140				202	164			ATO (Approved Training Organization)
SHY-M DUTIES		Hlk	ea	hr	**592**	592	100	230	214	36		12						SHY-M DUTIES
EASA / SHY-145 DUTIES		per	ea	hr	**376**	376	76	236		64								EASA / SHY-145 DUTIES
MAINTENANCE ON TYPE / IN CAPABILITY LIST			SHY-145 MAINT		**0**	0												MAINTENANCE ON TYPE
REQUIRED/ SUB TOTAL					7.651		895	1.306	1.104	852		810	626	884	528	325	321	REQUIRED/ SUB TOTAL
Deviation (+ 25%)					1.913	25%	224	327	276	213		203	157	221	132	81	80	Deviation (+ 25%)
	PERCENTAGE REQUIRED + DEVIATION				56%		84%	80%	64%	83%		82%	39%	83%	50%	19%	19%	PERCENTAGE REQUIRED + DEVIATION
	PERCENTAGE RESIDUAL				44%		16%	20%	36%	17%		18%	61%	17%	50%	81%	81%	PERCENTAGE RESIDUAL
RESIDUAL HOURS					**7.438**		**211**	**420**	**768**	**217**		**218**	**1.222**	**225**	**670**	**1.742**	**1.747**	**RESIDUAL HOURS**
							KADİR ERDOĞAN	GÖZDE ÜNLÜ	GÜRAY ÜNLÜ	M. KEMAL SÜLER	CEMİL PEKDEMİR	ALİ METİN UZUN	YEŞİM KORKMAZ	S. EMRAH CANBAZGİL	TUNCAY YÜCE	FURKAN ARGON	SELİM SENER	
							QUALITY -->		AUDITORS -->									

Prepared :

Kadir ERDOGAN
Quality/Comp. Mont. & Safety Mng. Captain
KAAN Hvcl. San. Tic. A.Ş.

Approved :

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

KAAN AIR

NAVDATA TERMINAL ENROUTE CHART
VALIDITY CONTROL FORM

NAVDATA Terminal / Enroute Chart validity control has been done;

On the Date : ……. / ……. / 20……

With A/C Registration : TC-

Type of A/C : A……..

In the System : Honeywell FMS / MCDU / Garmin Area 795

At Airport : ……

Via using Charts :

SID : ……

STAR : ……

Approach : ……

After the check / control / compare of above charts and system data; uploaded information has been found; **VALID** / **INVALID**

……..
Captain Pilot

Appendices :
1) AIP Charts

KAAN AIR

KAPTAN PİLOT GÖREVLENDİRME ÇİZELGESİ

(OM-A 05.02.01)

Tarih: 12.01.2026

NO	Name SURNAME	CLASS	SEH		MEH < 3175	MEH > 3175	
		TYPE	A119		AW109	AW139	
		OPS	*POWERLINE*	*C A T*			*OFFSHORE*
1	Kadir ERDOĞAN	CPL/IR	X	X	X	X	X
2	Ali Metin UZUN	ATPL	X	X	X	X	X
3	M. Akif SOYLU	CPL/IR			X		
4	Murat ÇEVİK	CPL/IR			X		
5	Koray YAZICIOĞLU	ATPL				X	
6	Ufuk IŞIKÖNDEŞ	ATPL				X	

Ali Metin UZUN
Flt. Ops. & Crew Trn. Mng., Capt.
KAAN HVCL. San. ve Tic. A.Ş.

Güray ÜNLÜ
Uyumluluk. İzl. & Emniyet Müdürü
KAAN HVCL. San. ve Tic. A.Ş.

KAAN AIR

KAAN HAVACILIK SANAYI TICARET A.S.

DUTY (DT) - FLIGHT DUTY (FDP) - REST PERIOD (RP) FOLLOW UP SHEET

NAME SURNAME : KADIR ERDOGAN

HOME BASE : İSTANBUL

LICENSE NO : CPL(H) / IR TR.FCL.H.04096

MONTH	DAY		2025 DUTY TIME (Incl. Sim) START (Z)	FINISH (Z)	TIME LAPSE	BY STAND DUTY	Home Hotel Max Stby.16	DAY OFF	STAY AT OTHER BASE (City)	30:00 REST PERIOD (RP) min; 1 x 30:00 in 7 Day Home->12 or DT Oth-> 10 or DT --- RP - 2 > 10 RP--> +(-RP) x 2 +SKPK -RP /NO	DT (DUTY TIME) 7 D 60:00	14 D 110:00	28 D 190:00	YEAR 2000:00	FT FLIGHT TIME (Types) AW139 OFFSHO	AW139 OTHER	AW139 SIM	A119	LANDING	RECENCY in 90 DAYS	RECENCY to EXP	NOTE	FT (FLIGHT TIME) DAILY 05:00 L->S.5, M.6 06:00 L->S.6, M.7 14:00 L->S.5, M.6 21:00 L->S.4, M.5 GENAV ->S.5, M.7 ATO->TRI/TRE.6 NAV.6 TYP.4 SIM.4	7 D 30:00	28 D 90:00	12 MO 1000:00	FDP FLIGHT DUTY PERIOD -60' HLK +0' -60' SIM +0' START (Z)	FINISH (Z)	OPS TYPE (AIRTAX, GENAV, ATO)	SPLIT DUTY FDP + ? 01:30.. 04:00..	TOTAL BREAK 10+ LAND MIN 30 SLING LOAD MIN 30	FDP / DAILY +2 HR +SKPK +SPLIT D /2 +BREAK /2 - STBY >4, HOME/OTH STBY> 05:00 L->S.10, M.11 06:00 L->S.10, M.12 14:00 L->S.10, M.11 21:00 L->S.9, M.10 Genav->S10,M12, ATO->12, STBY+->16	SUMMARY		
JANUARY	1		06:00	14:06	08:06		08:06		KAAN	15:54	41:26	85:48	140:54	08:06				00:35	1	YES	90		00:35	02:00	07:54	152:16	12:01	13:36				01:35			1	DAY OFF	
	2		06:00	14:00	08:00		08:00		LTBA	16:00	41:26	85:48	140:54	16:06						YES	90	CRM		02:00	07:54	152:16												
	3		06:00	14:00	08:00		08:00		KAAN	41:59	41:26	85:39	140:54	24:06				00:47	2	YES	90		00:47	02:47	08:41	153:03	09:57	12:45				02:48	WEEK	1	1		
	4	ST						X	KAAN		41:26	85:39	140:54	24:06						YES	90			02:47	08:41	153:03												
	5	SU	07:59	10:21	02:22		02:22		KAAN	19:39	43:48	85:28	143:16	26:28				00:42	2	YES	90		00:42	03:29	09:23	153:45	07:59	09:41				01:42		2	4		
	6		06:00	14:00	08:00		08:00		KAAN	16:00	43:48	83:48	151:16	34:28				00:35	1	YES	90		00:35	04:04	09:58	154:20	11:07	12:42				01:35					
	7		06:00	15:17	09:17		09:17		LTBA	32:43	43:45	85:05	160:33	43:45				00:35	1	YES	90	CRM	00:35	03:14	10:33	154:55	13:12	14:47				01:35		3	1		
	8							X	KAAN		35:39	77:05	160:33	43:45						YES	90	TC-HKE in the maintenan		02:39	10:33	154:55												
	9							X	KAAN	30:00	27:39	69:05	151:03	43:45						YES	90	TC-HKE in the maintenan		02:39	10:33	154:55												
	10		06:00	14:00	08:00		08:00		KAAN	34:00	27:39	69:05	159:03	51:45						YES	90	TC-HKE in the maintenan		01:52	10:33	154:55								4	2		
	11	ST						X	KAAN		27:39	69:05	156:41	51:45						YES	90	TC-HKE in the maintenan		01:52	09:41	154:55								5	6		
	12	SU						X	KAAN	30:00	25:17	69:05	156:41	51:45						YES	90			01:10	09:41	154:55											
	13		06:00	14:00	08:00		08:00		KAAN	16:00	25:17	69:05	155:56	59:45						YES	90			00:35	08:52	154:55								TOTAL	14		
	14		06:00	14:00	08:00		08:00		KAAN	16:00	24:00	67:45	154:26	67:45						YES	90				08:52	154:55											
	15		06:00	14:00	08:00		08:00		LTBA	38:42	32:00	67:39	153:27	75:45						YES	90	CRM / GH			08:17	154:55											
	16							X	KAAN		32:00	59:39	145:27	75:45						YES	90	TC-HKT Maintenance			08:17	154:55											
	17		04:42	15:06	10:24		10:24		KAAN	19:32	34:24	62:03	147:42	86:09		00:15		01:25	5	YES	90	TC-HKT Maintenance	01:40	01:40	07:57	156:35	04:42	14:36	Gn Hvcl			09:54					
	18	ST	10:38	14:15	03:37		03:37		KAAN	16:15	38:01	65:40	151:19	89:46		00:45		00:35	2	YES	90	TC-HKT Maintenance	01:20	03:00	09:17	157:55	10:38	13:45				03:07					
	19	SU	06:30	11:24	04:54		04:54		KAAN	18:36	42:55	68:12	153:40	94:40		00:50		00:41	3	YES	90	TC-HKT Maintenance	01:31	04:31	09:55	159:26	06:30	10:54				04:24					
	20		06:00	14:00	08:00		08:00		KAAN	14:41	42:55	68:12	152:00	102:40		00:45			1	YES	90	TC-HKT Maintenance	00:45	05:16	09:55	160:11	07:25	09:10	Gn Hvcl			01:45					
	21		04:41	14:00	09:19		09:19		KAAN	40:00	44:14	68:14	153:19	111:59				01:15	3	YES	90		01:15	06:31	11:10	161:26	04:41	11:08				06:27					
	22							X	KAAN		36:14	68:14	145:19	111:59						YES	90			06:31	11:10	157:43											
	23		06:00	14:29	08:29		08:29		KAAN	15:31	44:43	76:43	145:48	120:28				00:49	3	YES	90	SHGM TC-HKT Ihrac U/E	00:49	07:20	11:59	158:32	12:09	13:58	Gn Hvcl			01:49					
	24		06:00	14:21	08:21		08:21		KAAN	44:44	42:40	77:04	146:09	128:49				00:41	2	YES	90	SHGM TC-HKT Ihrac U/E	00:41	06:21	12:40	159:13	12:10	13:51	Gn Hvcl			01:41	YEARLY	14			
	25	ST						X	KAAN		39:03	77:04	146:09	128:49						YES	90			05:01	12:40	159:13											
	26	SU	11:05	13:33	02:28		02:28		KAAN	16:27	36:37	79:32	148:37	131:17				00:58	3	YES	90		00:58	04:28	13:38	160:11	11:05	13:03				01:58	OFFSHORE	690:54			
	27		06:00	14:00	08:00		08:00		KAAN	16:00	36:37	79:32	148:37	139:17		01:00			3	YES	90	TC-HKB Maintenance	01:00	04:43	14:38	159:05	11:00	13:00	Gn Hvcl			02:00	AW139	881:04			
	28		06:00	15:45	09:45		09:45		KAAN	13:15	37:03	81:17	149:02	149:02		02:00			8	YES	90	TC-HKB Maintenance + F	02:00	05:28	15:13	161:05	10:30	15:15	Gn Hvcl			04:45	A119	2153:53			
	29		05:00	17:50	12:50		12:50		KAAN+LTBA	30:10	49:53	86:07	153:46	161:52		01:30			4	YES	90	LPC/OPC w/ Emrah + CR	01:30	06:58	16:08	162:35	05:00	07:30	Gn Hvcl			02:30	G.TOTAL	8785:44			
	30							X			41:24	86:07	145:46	161:52						YES	90			06:09	16:08	162:35								MONTH FT	16:43			
	31							X		24:00	33:03	75:43	137:46	161:52						YES	90			05:28	15:21	162:35											

KAAN AIR

HAVA TAKSİ VE GENEL HAVACILIK İŞLETMELERİ İÇİN UYUMSUZLUK BİLDİRİM FORMU **(Bildirim 7 Gün İçinde)**
Nonconformity Notification Form for Air Taxi and General Aviation Operators ***(Notification in 7 Days)***

Report No: **2023 / 9**

A. GENEL / *GENERAL*	
İşletici / *Operator*	**KAAN AIR**
Uçuş numarası / *Flight number*	**FİNLANDİYA da AW139 Tip İntibak SIMULATOR Eğitim Sortileri**
Tarih / *Date*	**17 - 19 / 10 / 2023**
Hava aracı tipi / *Aircraft type*	**AW139**

B. EKİP ÜYELERİ / *CREW MEMBERS*	
Adı-Soyadı / *Name-Surname*	Görevi / Position
S. Emrah CANBAZGİL	Captain
Erkan UMUTLU - Mustafa ÖKSÜZ	Co Pilot
Not: Uyumsuzluk ile ilgili ekip üyelerinin isimleri ile birlikte uçuş detayları bu bölümde belirtilmelidir.	
Note: *If nonconformity exercised for part crew or individuals, state name(s) and operating capacity above.*	

C. GÜNLÜK AZAMİ UGS *DAILY MAXIMUM FDP*						
Ekip intibak edilmiş *Crew acclimatised*	Evet	Yes		Hayır	No	X
Azami UGS (SHT-FTL/HG Tablo 1/Tablo 2 veya Madde 25) *Allowable FDP(SHT-FTL/HG Table 1/2 or Article 25*						
Açık mesai *Split duty*	Gerçekleşen Mola Başlangıcı: *Actual time on of break:*		Bitişi: *Time Off:*		Uzatım Miktarı: *Credit:*	
Uçuş sırasındaki dinlenme *In-flight rest*	Evet	Yes		Hayır	No	X
Güncellenen azami UGS *Revised allowable FDP*						

Planlanan (Scheduled)			**Gerçekleşen (Actual)**		
	Meydan *Place*	Saat (UTC) / Saat (L) *Time (UTC) / Time (L)*		Meydan *Place*	Saat (UTC) / Saat (L) *Time (UTC) / Time (L)*
Görev Başlangıcı *Duty start*			Görev Başlangıcı *Duty start*		
Kalkış / *Depart*			Kalkış / *Depart*		
Varış / *Arrive*			Varış / *Arrive*		
Kalkış / *Depart*			Kalkış / *Depart*		
Varış / *Arrive*			Varış / *Arrive*		
Kalkış / *Depart*			Kalkış / *Depart*		
Varış / *Arrive*			Varış / *Arrive*		
Kalkış / *Depart*			Kalkış / *Depart*		
Varış / *Arrive*			Varış / *Arrive*		
Kalkış / *Depart*			Kalkış / *Depart*		
Varış / *Arrive*			Varış / *Arrive*		
UGS Bitişi *FDP end*			UGS Bitişi *FDP end*		
Planlanan UGS *Scheduled FDP*			Gerçekleşen UGS *Actual FDP*		
SKPK ile UGS Uzatım Miktarı: *Amount of Commander's Discretion Exercised*					

D. KÜMÜLATİF LİMİTLER *CUMULATIVE LIMITS*

GÖREV SÜRESİ *DUTY PERIOD*		
	Azami Süreler (saat) ***Maximum Periods (hrs)***	**Gerçekleşen Süreler** ***Actual Periods***
1. Birbirini izleyen 7 Gün *Consecutive 7 days*	60	Kümülatif limitlerde aşım olmayıp; 7 gün içinde BİR TAM BOŞ GÜN İSTİRAHAT kuralı SAĞLANAMAMIŞTIR; Ek-FOTO
2. Birbirini izleyen 14 Gün *Consecutive 14 days*	110	
3. Birbirini izleyen 28 Gün *Consecutive 28 days*	190	
4. 1 Yıllık *1 Calendar Year*	2000	
UÇUŞ SÜRESİ *FLIGHT TIMES*		
1. Günlük (Hava Taksi) *Daily (Air Taxi)*	05:00 L->S.5, M.6 06:00 L->S.6, M.7 14:00 L->S.5, M.6 21:00 L->S.4, M.5	
2. Birbirini izleyen 7 gün (Hava Taksi) *Consecutive 7 days (Air Taxi)*	30	
3. Birbirini izleyen 28 Gün *Consecutive 28 days*	90	
4. Birbirini izleyen 12 Ay *Consecutive 12 Calender Month*	1000	

E. İŞLETİCİ AÇIKLAMALARI / YAPILAN EYLEMLER
E. OPERATOR'S REMAKRS / ACTION TAKEN

Şirketimize yeni katılan 2 pilotun (Erkan UMUTLU ve Mustafa ÖKSÜZ) AW139 Tip İntibak ve Offshore Introduction eğitimlerini icra etmek üzere gidilen FİNLANDİYA da, 13-19 / 2023 tarihlerini kapsayan 7 günlük dönem için, 18.10.2023 tarihi İSTİRAHAT günü olarak planlanmış, mevzuat gereği BİR TAM BOŞ GÜN istirahat edebilmek için, 17.10.2023 son SIM periyotu 23:00 L (20:00 Z) da bitmesi planlanmış iken, gün boyu başka şirketlerin de kullandığı ve arka arkaya sıraya dizilerek icra edildiğinden, önceki başka şirketin periyotlarının uzaması ve saat sarkmaları yüzünden, son uçuş; planlanandan 15 dk geç bitirilebilmiş, eğitimin verimliliğinin azalmaması için de SIM periyotu erken bitirilmemiştir. 23:15 L de biten SIM periyotu sonrası günlük DUTY TIME da 00:15 L (21:15 Z) de bitmiştir.

15 dakikalık gecikme nedeniyle 7 GÜNLÜK PERİYOT İÇİNDE BİR TAM BOŞ GÜN İSTİRAHAT ETME koşulu sağlanamamıştır.

18.10.2023 tarihinde tam gün istirahat edilmiş, ekibin daha fazla istirahat edebilmesi için de 19.10.2023 tarihinde de ilk periyotun başlangıcı; 19:00 L (16:00 Z) ya alınmıştır. Böylelikle toplam 41:45 saat istirahat edilmiş, yorgunluk oluşmamıştır. Ayrıca müteakip 23.10.2023 günü de yaklaşan 7 VE 28 GÜNLÜK KÜMÜLATİF GÖREV SÜRESİ limiti nedeniyle BOŞ BIRAKILMIŞTIR.

İlgili Yetkili/Yönetici Personel *Relevant Authorised/Nominated Person*	İmza / Tarih *Sign / Date*
Cemil PEKDEMİR Kpt.Plt. / Captain Uçuş İşletme Md. / Flight Ops.Mng.	25.10.2023

KAAN AIR

HAVA TAKSİ VE GENEL HAVACILIK İŞLETMELERİ İÇİN SKPK İLE UÇUŞ GÖREV SÜRESİ UZATMA BİLDİRİM FORMU (Bildirim 28 gün İçinde)

Commander's Discretion Report – Extension of Flight Duty Periods for Air Taxi and General Aviation Operators (Notification in 28 Days)

Report No: 202x / x

A. GENEL / *GENERAL*

İşletici / *Operator*	KAAN AIR
Uçuş numarası / *Flight number*	OFFSHORE/AIR TAXI
Tarih / *Date*	xx/xx/202x
Hava aracı tipi / *Aircraft type*	Axxx

B. EKİP ÜYELERİ / *CREW MEMBERS*

Adı-Soyadı / *Name-Surname*	Görevi / Position
Aaaaaaaa BBBBBB	Captain
Ccccccc DDDDDDD	Captain

Not: SKPK ile UGS uzatma zorunluluğu bulunmayan ekip üyesinin isimleri ile birlikte uçuş detayları bu bölümde belirtilmelidir.

Note: *If discretion exercised for part crew or individuals, state name(s) and operating capacity above.*

C. UÇUŞ VE DİNLENME DETAYLARI / *VOYAGE DETAILS*

Ekip intibak edilmiş *Crew acclimatised*	Evet	Yes		Hayır	No	X
Bir önceki dinlenme süresi *Length of preceding rest*	16:00					
Azami UGS (SHT-FTL/HG Tablo 1/2 veya Madde 25) *Allowable FDP(SHT-FTL/HG Table 1/2 or Article 25)*	10:00					
Açık mesai *Split duty*	Gerçekleşen Mola Başlangıcı: *Actual time on of break:*		Bitişi: *Time Off:*		Uzatım Miktarı: *Credit:*	02:00
Uçuş sırasındaki dinlenme *In-flight rest*	Evet	Yes		Hayır	No	X
Güncellenen azami UGS *Revised allowable FDP*	12:00					

Planlanan (Scheduled)			**Gerçekleşen (Actual)**		
	Meydan *Place*	Saat (UTC) / Saat (L) *Time (UTC) / Time (L)*		Meydan *Place*	Saat (UTC) / Saat (L) *Time (UTC) / Time (L)*
Görev Başlangıcı *Duty start*		05:00	Görev Başlangıcı *Duty start*		05:00
Kalkış / *Depart*	KAAN	06:00	Kalkış / *Depart*	KAAN-KÜPLÜCE	06:00
Varış / *Arrive*	SUSURLUK	07:00	Varış / *Arrive*	SUSURLUK	07:46
Kalkış / *Depart*	SUSURLUK	09:00	Kalkış / *Depart*	SUSURLUK	09:30
Varış / *Arrive*	BERGAMA	09:30	Varış / *Arrive*	BERGAMA	10:11
Kalkış / *Depart*	BERGAMA	11:30	Kalkış / *Depart*	BERGAMA	12:35
Varış / *Arrive*	SEFERİHİSAR-LTBJ	12:30	Varış / *Arrive*	SEFERİHİSAR-LTBJ	13:29
Kalkış / *Depart*	LTBJ	13:30	Kalkış / *Depart*	LTBJ	14:40
Varış / *Arrive*	SEFERİHİSAR	13:45	Varış / *Arrive*	SEFERİHİSAR	14:58
Kalkış / *Depart*	SEFERİHİSAR	15:30	Kalkış / *Depart*	SEFERİHİSAR	15:30
Varış / *Arrive*	SUSURLUK-KAAN	17:00	Varış / *Arrive*	SUSURLUK-KÜPLÜCE-KAAN	17:25
UGS Bitişi *FDP end*		17:00	UGS Bitişi *FDP end*		17:25
Planlanan UGS *Scheduled FDP*	12:00		Gerçekleşen UGS *Actual FDP*	12:25	
SKPK ile UGS Uzatım Miktarı: *Amount of Commander's Discretion Exercised*			02:25		

D. İŞLETİCİ AÇIKLAMALARI / YAPILAN EYLEMLER

D. OPERATOR'S REMARKS / ACTION TAKEN

Çok bacaklı bir uçuşun genel karakteristiği olarak, planlanan saatlere uyulamadığı görülmüştür.

Hem Kaptan, hem Uçuş İşletme Md. olarak uçuşta ben görev almama rağmen; iniş noktasının çokluğu, saha gezileri ve toplantılar nedeniyle oluşan gecikme ortadan kaldırılamamıştır.

Yolcularımızın, İstanbul gibi büyük bir metrolpolde KAAN Heliporta erişimin trafik nedeniyle zor olacağı düşüncesiyle, ilk kalkış ve son iniş yeri olarak KÜPLÜCE iniş yerini planlamaya dahil etmesi de son kısımdaki planlamaya uymayı zorlaştırmıştır.

Uçuş öncesi ve sonrasında fazla istirahat kullanılarak, yorgunluk oluşmadan görev icra edilmiştir.

İlgili Yetkili/Yönetici Personel *Relevant Authorised/Nominated Person*	İmza / Tarih Sign / Date
Cemil PEKDEMİR Kpt.Plt. / Captain Uçuş İşletme Md. /Flight Ops.Mng.	xx/xx/202x

Ek/Attach: ***Sorumlu Kaptan Pilot Raporu / Commander's Report***

EXCUSE LETTER

KAAN AIR HVCL A.Ş.

UÇUŞ İŞLETME MD.LÜĞÜNE / TO the Flg.Ops.Mng

REPORT NO: 2023 / 9
DATE : 17 - 19 / 10 / 2023
FLT NO: FİNLANDİYA da AW139 Tip İntibak SIMULATOR Eğitim Sortileri
AIRCRAFT: AW139

EXPLANA-TIONS :

Şirketimize yeni katılan 2 pilotun (Erkan UMUTLU ve Mustafa ÖKSÜZ) AW139 Tip İntibak ve Offshore Introduction eğitimlerini icra etmek üzere gidilen FİNLANDİYA da, "Travel" günü de dahil olmak üzere; 13-19 / 2023 tarihlerini kapsayan 7 günlük dönem için, 18.10.2023 tarihi İSTİRAHAT günü olarak planlanmış, mevzuat gereği BİR TAM BOŞ GÜN istirahat edebilmek için, 17.10.2023 son SIM periyotu 23:00 L (20:00 Z) da bitmesi planlanmış iken, gün boyu başka şirketlerin de kullandığı ve arka arkaya sıraya dizilerek icra edildiğinden, önceki başka şirketin periyotlarının uzaması ve saat sarkmaları yüzünden, son uçuş; planlanandan 15 dk geç bitirilebilmiş, eğitimin verimliliğinin azalmaması için de SIM periyotu erken bitirilmemiştir. 23:15 L de biten SIM periyotu sonrası günlük DUTY TIME da 00:15 L (21:15 Z) de bitmiştir.

Dolayısıyla, 15 dakikalık gecikme nedeniyle 7 GÜNLÜK PERİYOT İÇİNDE BİR TAM BOŞ GÜN İSTİRAHAT ETME koşulu sağlanamamıştır.

18.10.2023 tarihinde tam gün istirahat edilmiş, ekibin daha fazla istirahat edebilmesi için de 19.10.2023 tarihinde de ilk periyotun başlangıcı; 19:00 L (16:00 Z) ya alınmıştır. Böylelikle toplam 41:45 saat istirahat edilmiş, yorgunluk oluşmamıştır.

Saygılarımla arz ederim.
Best Regards,

S. Emrah CANBAZGİL
Erkan UMUTLU - Mustafa ÖKSÜZ
CAPTAIN

KAAN AIR

OPERATIONAL FLIGHT PLAN & JOURNEY LOG

Registration	TC-HZG	**Date of Flight**	19.06.2023	**Type and Variant**	AW-139	**Flight Identification**	
Place of departure	LTBA	**Place of Arrival**	LTBU			**Type of Operation**	VFR
Estimated Time of Departure	05:00	**Estimated Time of Arrival**	05:19			**Route:**	LTBA - LTBU
Actual Time of Departure		**Actual Time of Arrival**					
Ground Speed (Knot)	132	**Fuel Flow Per Hour (Kg/h)**	420				

Names of Flight Crew Members / Duty Assignment of Flight Crew Members

PIC	YAZICIOĞLU	**Copilot**	SEYIT EMRAH CANBAZGIL	**Crew**	
ATIS					
Meteorology					
ATC Clearance					

Fuel Calculation	**Taxi Fuel (Kg.)**	**Trip Fuel (Kg.)**	**Reserve Fuel (Kg.)**	**Contingency Fuel (Kg.)**	**Alternate Fuel (Kg.)**	**Final Reserve Fuel (Kg.)**	**Min. Required Fuel For Flight (Kg.)**
	50	175	140	9	210	359	584

Waypoint / Checkpoint	**Altitude**		**Track**	**Distance (NM)**	**Speed**	**Time (Minute)**		**Fuel (Kg)**				**Remarks**
								Available		1200		
	MOCA (Feet)	**Flight Altitude (Feet)**	**MH**		**GS (Knots)**	**Estimated**	**Actual**	**Use**	**Remaining**	**Actual Use**	**Actual Fuel**	
SİLİVRİ	5000	1000	281	26	132	12		83	1117			
LTBU	5000	1000	285	16	132	7		51	1066			
Total Fuel (Kg)	1670		**Final Reserve Fuel (Kg)**			140		**Flight Time**		00:19		
Re-Clearance												

MORA: Minimum Off-route Altitude	MEA: Minimum Enroute Altitude	MH: Magnetic Heading		PIC: Pilot in Command		GS: Ground Speed	
							Signature

CTZ-02 / Rev-0 / 19.06.2023

PASSENGER MANIFEST*

Operator:	**Zorlu Air (Zorlu Air Havacılık A.Ş.)**				
Marks of Nationality and Registration	**TC-HZG**	Flight No:		Date:	**19.06.2023**
Point Of Embarkation (Place):	**LTBA**				
Point Of Disembarkation (Place):	**LTBU**				

Surname and Initials	For Use By Operator Only	For Official Use Only
KORAY YAZICIOĞLU - 27842008742	**CREW**	
xxx	**CREW**	

*ICAO, ANNEX 9, APPENDİX 2

Signature

KAAN HAVACILIK SANAYI VE TICARET A.S.

AIR-OPS
AMC1
CAT.OP.MPA.175(a)
OM-A 8.1.10

OPERATIONAL FLIGHT PLAN

Crew	PIC		Type Of Ops				LOCATION	
	COP		A/C Registration	**TC-H.....**			DATE	
Pax			Helicopter Type	AW109			FILLED BY	
			Flight Type	VFR		IFR	CAPTAIN SIGNATURE	
			Cruising Speed					

PLANNED & ACTUAL FLIGHT

		Place of Dep	Time Dep	Place of Arrival	Time Arrival	Flight Hour	Landing	PAX
1	Planned flight							
	Actual flight							
2	Planned flight							
	Actual flight							
3	Planned flight							
	Actual flight							
4	Planned flight							
	Actual flight							
					TOTAL (ACTUAL)			

CAPTAIN REPORT (FTL EXT. ETC..)

ROUTE AND ROUTE SEGMENTS WITH CHECK POINTS/WAY POINTS, DISTANCE TIME AND TRACKS

	Route Way Points	Geo. Location	Distance (Nm)	Tracks	Safe Altitude	Planned Alt	Planned Time	Actual Time
1								
2								
3								
4								
ALTERNATE								
1								
2								

FUEL CALCULATION (RECORD OF IN FLIGHT FUEL CHECK)

Actual Records of Fuel (kğ)		In Flight Fuel Check (kğ and Minute)							**Approximate ENDURANCE**
Fuel ON BOARD		**Start Check-1**		**Ending Check-1**		Calculation			
Used Fuel		Time	Fuel	Time	Fuel	Time	Fuel	Fuel (Kğ / Hours)	
LANDING Fuel									
Fuel on Board		**Start Check-2**		**Ending Check-2**		Calculation			
Used Fuel		Time	Fuel	Time	Fuel	Time	Fuel	Fuel (Kğ / Hours)	
LANDING Fuel									
Fuel on Board		**Start Check-3**		**Ending Check-3**		Calculation			
Used Fuel		Time	Fuel	Time	Fuel	Time	Fuel	Fuel (Kğ / Hours)	
LANDING Fuel									
Fuel on Board		**Start Check-4**		**Ending Check-4**		Calculation			
Used Fuel		Time	Fuel	Time	Fuel	Time	Fuel	Fuel (Kğ / Hours)	
LANDING Fuel									

FINAL RESERVE FUEL (OM-A 8.1.7.1)	67 kg	**TOTAL FUEL**		**TOTAL FLIGHT TIME**	

RELEVANT METEOROLOGICAL & NOTAM INFORMATION

	Meteorology	Notam	P A C		
Departure Area	ON FILE /	ON FILE /	**ITT**	**TQ**	**ALT**
Route	ON FILE /	ON FILE /	**N1**		
Destination Area	ON FILE /	ON FILE /	**OAT**		100 / 130 Kts
ALTERNATE	ON FILE /	ON FILE /			

DOCUMENTATIONS CHECK

Flight		Radio	AOC	Certificate of	A / C Weight	OM Part	Certificate		Noise
Manual	Technic Log	Licence		Airworthiness	Balance	A,B,C	Registration	Insurance	Certificate
Operational	General Declaration		Pilot Certificates			Passenger	Helicopter Search		
Flight Plan	(For Custom)				MEL	Manifesto	Procedure		
			Medical	Licence					

TC-HKB 6800kg DOM 4375,5 kg ◯	**Start Fuel:**
TC-HKT 6800kg DOM 4447 kg ◯	**Takeoff Fuel:**
Pilots not incl in DOM (170 kg total)	**End Fuel:**

KAAN AIR

OPERATIONAL FLIGHT PLAN

LTBA - KANUNİ - YAVUZ - FATIH - LTBA (ALTN; LTAS / LTBQ)

Commander Sign:			**Crew:**
Date:	/ / 2023		**Flt Hrs Avail:**
POB:	↗	↘	**Transponder:**

							FUEL	RESERVE			FUEL		TIME	FUEL	
LEG	**FROM**	**TO**	**ALT**	**DIST (NM)**	**HDG**	**TIME**	***TRIP***	***C%5 VFR N-HST***	***C%10 IFR HOST***	***ALTN %10***	**MIN START**	**EST REMAIN**	**ACTUAL**	**ACTUAL**	**FINAL RESERVE**
	LTBA	(Ground & Taxi)				00:15	30				1302	1272			**200 Kg.**
1	LTBA	YNBOS		3	025	00:02	10	1			1272	1262			(ii) if flying **under VFR and navigating by means other than by reference to visual landmarks** or **at night, 30-minute fuel/energy** at best-range speed; or (iii) if flying **under instrument flight rules (IFR), 30-minute fuel/energy** at holding speed at 1 500 ft (450m) above the aerodrome elevation in standard conditions, calculated according to the helicopter estimated mass on arrival at the destination alternate aerodrome or at the destination aerodrome when no destination alternate
2	YNBOS	BYKDR		11	030	00:05	30	2			1262	1230			
3	BYKDR	LTBAN		27	040	00:12	80		8		1230	1142			
4	LTBAN	KNUNI YAVZ		115	041	00:50	330		33		1142	779			
ALT	KNUNI YAVZ FAT1H		LTAS	90	150	00:40	260			26	779	493			
ALT	KNUNI YAVZ FAT1H		LTBQ	115	197	00:50	333			33	779	413			
	KNUNI YAVZ FAT1H	(Ground)				00:10	20				779	759			
5	KNUNI YAVZ FAT1H	LTBAN		115	221	00:50	330		33		759	396			
6	LTBAN	BYKDR		27	220	00:12	80		8		396	308			
7	BYKDR	YNBOS		11	210	00:05	30	2			308	277			
8	YNBOS	LTBA		3	205	00:02	10	1			277	266			
ALT	LTBA		LTFM	18	350	00:10	60			6	266	200			

Time	**Start(z)**	**T/O**	**Ldg**	**Stop**	**FH Total**	**Block**					**Starts**	**Ldgs D/N**	**> 6400 kg**	Notes: RE-FUELLING etc :
1											/		◯	....
2											/		◯	....
3											/		◯	....
4											/		◯	....
5											/		◯	....

PA Check	**TQ**	**NR**	**OAT**	**PA-1013**	**NG**			**ITT**	**Duty**	**TOM**	**CG/LMC**
Engine 1:	**90 %**	**102 %**							**Flight 1:**		
Engine 2:									**Flight 2:**		
				Max					**Flight 3:**		
									Flight 4:		

FLT	**PAX NR**	**TOT PAX KG**	**TOT LUG KG**
1			
2			
3			
4			

ATIS INFO

	LTBA	**LTBA**	**LTAS / LTBQ (ALT)**	**FMS PTS**
INFORMATION				*LTBA*
				YNBOS
Runway:				*BYKDR*
Wind:				*LTBAN*
Vis - RVR:				*KNUNI*
Clouds:				*FAT1H*
TEMP:				*YAVZ*
QNH:				*AGCLI*
	LTBA YEŞİLKÖY	**LTFM İSTANBUL**	**LTAS / CAYCUMA (Day/Weekday ALT)**	**LTBQ / C.TOPEL (Night/Weekend ALT)**
ATIS:	128.200 D 130.250 A	128.850 126.350	119,275	
DELIVERY:	118,1	121.7 / 129.175		
GROUND:		126.3 / 124.725		
TOWER:	118.1 / 118.375	121,8	119.55 / 123.7	119.05 / 122.1
APP:	130.3 / 132.475 /	133,075	MEDEVAC GENERAL 136.85	119.5 / 120.3 / 122.1
TGS GROUND	131,425	**VFR IST: 131.925**	HEZARFEN (LTBW) TWR 118.25 / 121.65	
NDB:	328 CEK	340 ST	292 CAY	307 CTP

KANUNİ/**YAVUZ** Radio 131.45 / NDB 410/ **315** / Deck Ht 133'/**120'** / Flt Watch ◯

Ship Hdg (°)	**Roll / Pitch (°)**	**(D:±4 / N:±3)**
W/V	**Avg. Heave Rate (m/s)**	**(D:±1.3 / N:±1)**

FATIH Radio 118.00 / NDB 400 / Deck Ht 119' / Flt Watch ◯

Ship Hdg (°)	**Roll / Pitch (°)**	**(D:±4 / N:±3)**
W/V	**Avg. Heave Rate (m/s)**	**(D:±1.3 / N:±1)**

In-Flight Fuel Check	**Check TIME**	**Check FUEL**	**Consumption (Kg/Hr) (MCDU)**	**Endurance**
1				
2				
3				
4				

KAAN AIR

OPERATOR /CAMO KAAN HAVACILIK SAN. VE TiC. A.Ş.
Ref. No: TR.MG.044
AYAZAGA MAH. 208. SOK. NO: 1
SARIYER/İSTANBUL

HELICOPTER			ENGINES			HELICOPTER FLIGHT AND TECHNICAL LOG BOOK	
REGISTRATION	MODEL	SERIAL NUMBER	MODEL	SERIAL NUMBERS		PAGE SERIAL	PAGE NUMBER
TC HKG	AW109SP	22278	PW207C	PCE – BH0624	PCE – BH0622	D	00001

FLIGHT. NO.	PRE-FLIGHT PERFORMED BY		DATE D/M/Y	DEPARTURE/DEST I NATI ON.	PILOT/s NAME/UC.No.	TIME TO				AIRCRAFT FLIGHT TIME	BLOCK OFF TIME	START's NUMBER		LAND's NUM.
	NAME SIGN	TIME				START	TAKE OFF	LAND	STOP			E 1	E 2	
1														
2														
3														
4														
5														
6														
7														
8														
					TOTAL OF THE DAY:									

POWER ASSURANCE		
FACTOR	E1	E2
TORQUE		
N.G.		
ACT.ITT		
CAL. ITT.		
DIFFERENCE		
O.A.T.		
P.A.		

FUEL JET A1				OIL 23699				HYD FLUED 83282		SERVICED		
				ENGINES		GEAR BOX's						
NO	REMAIN KG.	ADDED LT.	TOTAL KG.	E 1	E 2	M/G	T/G	S1	S2	NAME SIGN	DATE D/M/Y	LOCATION
1												
2												
3												
4												
5												
AIRWORTHINESS CHECK:												
POST-FLIGHT PERFORMED BY:												

FLIGHT HRS./CYCLES	AIRCRAFT HOURS	ENGINE 1 HOURS	ENGINE 2 HOURS	ENG 1 START's	ENG 2 START's	LAND's
TOTALS BROUGHT FORWARD:						
TOTAL FOR TODAY:						
ACCUMLATIVE TOTAL:						

NEXT SCHEDULED INS. DUE:		TYPE OF INS.:	
AVAILABLE HOUR:		NEXT BASE INS. DUE DATE OR HOUR:	

ROTOR BREAK
CHP BURNER
HOLD ITEM

LCF	ENGINE 1	ENGINE 2
IMP.		
C.T.		
P.T.		

DISCREPANCIES, FAULTS AND PERFORMED MAINTENANCE RECORDS

	FAULTS AND MAINTENANCE RECORD	PERFORMED MAINTENANCE AND / OR PREVENTIVE ACTION	AUTHORIZED ORGANIZATION & STAFF
1			ORG. NAME. APR. NO:
2			
3			SIGNATURE:
4			STAMP:
5			DATE:
6			

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

KAAN AIR

OPERATOR /CAMO KAAN HAVACILIK SAN. VE TiC. A.Ş.
Ref. No: TR.MG.044
AYAZAGA MAH. 208. SOK. NO: 1
SARIYER/İSTANBUL

HELICOPTER			ENGINES		HELICOPTER FLIGHT AND TECHNICAL LOG BOOK	
REGISTRATION	MODEL	SERIAL NUMBER	MODEL	SERIAL NUMBERS	PAGE SERIAL	PAGE NUMBER
TC HKE	AW119	14732	PT6B-37A	PCE – PU00143	D	00001

FLIGHT. NO.	PRE-FLIGHT PERFORMED BY		DATE D/M/Y	DEPARTURE/DEST I NATI ON.	PILOT/s NAME/UC.No.	TIME TO				AIRCRAFT FLIGHT TIME	BLOCK OFF TIME	Engine START NUMBERS	LAND's NUM.
	NAME SIGN	TIME				START	TAKE OFF	LAND	STOP				
1													
2													
3													
4													
5													
6													
7													
8													
					TOTAL OF THE DAY:								

POWER ASSURANCE	
FACTOR	VALUE's
TORQUE	
N.G.	
ACT.ITT	
CAL. ITT.	
DIFFERENCE	
O.AT.	
P.A.	

NO	FUEL JET A1 REMAIN KG.	ADDED LT.	TOTAL KG.	OIL 23699 ENG	GEAR BOX M/G	GEAR BOX T/G	HYD FLUED 83282 S1	HYD FLUED 83282 S2	SERVICED NAME SIGN	SERVICED DATE D/M/Y	SERVICED LOCATION
1											
2											
3											
4											
5											

AIRWORTHINESS CHECK:

POST-FLIGHT PERFORMED BY:

FLIGHT HRS./CYCLES	AIRCRAFT HOURS	ENGINE HOURS	ENG START's	LAND's
TOTALS BROUGHT FORWARD:				
TOTAL FOR TODAY:				
ACCUMLATIVE TOTAL:				

NEXT SCHEDULED INS. DUE:		TYPE OF INS.:	
AVAILABLE HOUR:		NEXT BASE INS. DUE DATE OR HOUR:	

ROTOR BREAK
CHP BURNER
HOLD ITEM

DISCREPANCIES, FAULTS AND PERFORMED MAINTENANCE RECORDS

	FAULTS AND MAINTENANCE RECORD	PERFORMED MAINTENANCE AND / OR PREVENTIVE ACTION	AUTHORIZED ORGANIZATION & STAFF
1			ORG. NAME. APR. NO:
2			
3			SIGNATURE:
4			STAMP:
5			DATE:
6			

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

KAAN AIR

OPERATOR /CAMO KAAN HAVACILIK SAN. VE TiC. A.Ş.
Ref. No: TR.MG.044
AYAZAGA MAH. 208. SOK. NO: 1
SARIYER/İSTANBUL

HELICOPTER			ENGINES			HELICOPTER FLIGHT AND TECHNICAL LOG BOOK	
REGISTRATION	MODEL	SERIAL NUMBER	MODEL	SERIAL NUMBERS		PAGE SERIAL	PAGE NUMBER
TC HZG	AW139	31725	PT6C-67C	PCE – KB1833	PCE – KB1841	A	00001

FLIGHT. NO.	PRE-FLIGHT PERFORMED BY		DATE D/M/Y	DEPARTURE/DEST I NATI ON.	PILOT/s NAME/UC.No.	TIME TO				AIRCRAFT FLIGHT TIME	BLOCK OFF TIME	START's NUMBER		LAND's NUM.
	NAME SIGN	TIME				START	TAKE OFF	LAND	STOP			E 1	E 2	
1														
2														
3														
4														
5														
6														
7														
8														
					TOTAL OF THE DAY:									

POWER ASSURANCE		
FACTOR	E1	E2
TORQUE		
N.G.		
ACT.ITT		
CAL. ITT.		
DIFFERENCE		
O.A.T.		
P.A.		

FUEL JET A1				OIL 23699					HYD FLUED 83282		SERVICED		
				ENGINES		GEAR BOX's							
NO	REMAIN KG.	ADDED LT.	TOTAL KG.	E1	E1	M/G	I/G	T/G	S1	S2	NAME SIGN	DATE D/M/Y	LOCATION
1													
2													
3													
4													
5													
AIRWORTHINESS CHECK:													
POST-FLIGHT PERFORMED BY:													

FLIGHT HRS./CYCLES	AIRCRAFT HOURS	ENGINE 1 HOURS	ENGINE 2 HOURS	ENG 1 START's	ENG 2 START's	LAND's
TOTALS BROUGHT FORWARD:						
TOTAL FOR TODAY:						
ACCUMLATIVE TOTAL:						

NEXT SCHEDULED INS. DUE:		TYPE OF INS.:	
AVAILABLE HOUR:		NEXT BASE INS. DUE DATE OR HOUR:	

ROTOR BREAK
CHP BURNER
HOLD ITEM

LCF	ENGINE 1	ENGINE 2
CT.Cycle		
CT.Dsk.Cy		
PT.Dsk		

DISCREPANCIES, FAULTS AND PERFORMED MAINTENANCE RECORDS

	FAULTS AND MAINTENANCE RECORD	PERFORMED MAINTENANCE AND / OR PREVENTIVE ACTION	AUTHORIZED ORGANIZATION & STAFF
1			ORG. NAME. APR. NO:
2			
3			SIGNATURE:
4			STAMP:
5			DATE:
6			

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

KAAN AIR	OPERATOR /CAMO Ref. No: TR.MG 044 KAAN HAVACILIK SAN. VE TİC. A.Ş. 208. SOK. NO: 1 SARIYER/İSTANBUL AYAZAĞA MAH.	REGISTRATION TC-HLE	HEICOPTER TYPE Ka-32A11BC	SERIAL NUMBER 19819	ENGINE MODEL & S/N 110 2006 / 400 2029	APU MODEL A I-9 (АИ-9)	SERIAL NR. A	PAGE NR. 000001

FLY NO	PRE-FLIGHT PERFORMED BY NAME / SIGNATURE	PRE-FLIGHT PERFORMED BY TIME	DATE D/M/Y	DEPARTURE/DESTINATION	PILOT/s NAME/UC.No.	TIME TO START	TIME TO TAKE OFF	TIME TO LAND	TIME TO STOP	AIRCRAFT FLIGHT TIME	BLOCK OFF TIME	BLOCK OFF %20	START's NUMBER E. 1	START's NUMBER E.2	LAN D's NUM.	LIFT NUM's	INTERMEDIATE-FLIGHT PERFORMED BY
1																	
2																	
3																	
4																	
5																	
					TOTAL OF THE DAY:												

SERVICING

GRADE	FUEL REMAIN KG.	FUEL ADED LT.	FUEL TOTAL KG.	OIL 23699 ENGINE 1	OIL 23699 ENGINE 2	OIL 23699 APU	HYD 5606 SYSTEM 1,2,3	SERVICED NAME / SIGNATURE	SERVICED DATE D/M/Y	SERVICED LOCATION
JET A1										

COUNTERS

FLIGHT HRS JCYCLES	AIRCRAFT HOURS	ENGINE 1 HOURS	ENGINE 2 HOURS	ENG. 1 START NUM's	ENG. 2 START NUM's	LAND NUM's	LIFT NUM's
TOTALS BROUGHT FORWARD:							
TOTAL FOR TODAY							
ACCUMLATIVE TOTAL:							

APU START TIME	APU STOP TIME	APU RUN TIME	TOTAL BROUGHT TIME	APU START NUMBER	TOTAL BROUGHT STARTS	APU BLEED NUM'S	TOTAL BROUGHT BLEEDS	APU TOTAL HOURS	APU TOTAL STARTS NUM'S	APU TOTAL BLEED NUM'S

POST-FLIGHT PERFORMED BY/ SIGNATURE:

NEXT SCHEDULEDINS:		TEYPE OF INS:		AVAILABLE HOUR / DAY:		ANNUVAL INS. DUE DATE:	

DISCREPANCIES, FAULTS AND MAINTENANCE RECORD

	FAULTS AND MAINTENANCE RECORD	MAINTENANCE PERFORMED AND / OR ACTION TAKEN
1		
2		
3		
4		
5		
6		
7		
8		

OGANIZATION

SHY/PART-145 RELEASE:

ORG. APR. NO:

AUTHORIZATION NUMBER:

STAMP

DATE:

SIGNATURE:

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

KAAN AIR
MASTER LIST of CERTIFICATE - LICENSE - MANUAL's

CURRENT AT : 24.10.2022

AOC		10.11.2016
AOC Isl Sart HKV Out		18.04.2022
OM-A	18	15.08.2022
SAFA Manual	2	31.12.2019
SOP Offshore	0	1.05.2020
SOP Powerline Ins	1	3.06.2020
SOP Firefighting	1	4.06.2020
SOP HESLO	0	5.06.2020
CMM/QM	3	17.11.2021
OM-B A119	5	17.11.2021
OM-B AW109	4	25.03.2021
OM-B AW139	9	15.08.2022
OM-B KA32	1	23.06.2020
OM-C	9	21.11.2021
OM-D	13	15.08.2022
SMM	10	15.08.2022
ERP / ADEP	15	3.01.2022
SECM	7	28.05.2015
ISO 9-14-18001	4	27.08.2021
SHY-M	4	3.09.2021
CAME	20	3.08.2022
SHY-145	8	10.02.2022
MOE	19	6.06.2022
Capability List	6	4.06.2021
CS List	41	20.01.2022
EASA-145		5.03.2020
MOE-EASA	1	5.01.2021
CS-EASA List	1	5.01.2021

MAN-HOUR	2022-10	25.10.2022
Form-4 ACM	M.K.SULER	5.09.2011
Form-4 CMM/QM	K.ERDOGAN	2.12.2015
Form-4 SMSM	K.ERDOGAN	28.04.2015
Form-4 FOM	C.PEKDEMIR	14.06.2021
Form-4 TM	C.PEKDEMIR	14.06.2021
Form-4 GOM	Y.KILIC	8.04.2009
Form-4 SECM	Y.KILIC	28.03.2013
Form-4 CAMO M	A.OZUGUR	29.06.2011
Form-4 HLP M	M.TÜMER	7.05.2019
Form-4 145 MM	A.OZUGUR	8.07.2023
Form-4 145 QM	G.Ü.POLAT	10.02.2022
Form-4 ATO ACM	M.K.SULER	25.04.2[illegible]
Form-4 ATO CMM/Q	K.ERDOGAN	25.04.2018
Form-4 ATO SMSM	K.ERDOGAN	[illegible].04.2018
Form-4 ATO TM	S.E.CANBAZGİL	[illegible].1[illegible]2021
Form-4 ATO CFI	M.K.SU[illegible]	25.04.2018
Form-4 ATO CTKI	S.E.CANBAZGİL	24.02.2022
ATO	SIM Add	3.10.2022
ATO TM	5	2.06.2022
ATO OM	5	3.06.2022
HELIPORT (BIG)		18.02.2014
HOM / HIT-Tr	5	6.09.2019
EPDK		3.04.2014
Agusta ASC		17.12.2018

	1	2	3	4		5	6	7	8
	2008	2012	2008	2013		2007	2018	2018	2018
Type	A119	AW109 (SP)	AW139				KA32		
	TC-HKE	TC-HKG	TC-HKU	TC-HVK	TC-HKB	TC-HKT	TC-HLE	TC-HLF	TC-HLG
REG	14.02.2020	7.07.2015	18.12.2014	14.02.2020		4.02.2019	20.05.2019	3.05.2019	3.05.2019
C OF A 3 YR	17.10.2025	28.08.2025	19.12.2022	12.09.2025		3.02.2025	6.06.2025	7.06.2025	8.06.2025
C OF A REVIEW EXP	17.10.2023	28.08.2023	19.12.2022	12.09.2023		3.02.2023	6.06.2023	7.06.2023	8.06.2023
		OPERATE				LEASE			
MILITARY DUTY ORDER	11.11.2019			11.11.2019					
INSURANCE EXP	22.09.2023	19.12.2022	22.09.2023	22.09.2023		22.09.2023	11.04.2023	11.04.2023	11.04.2023
RADIO (5) EXP	26.[illegible].2023	14.10.2022	16.11.2023	18.01.2024		4.02.2024	6.05.2024	14.05.2024	14.05.2024
NOISE	24.[illegible].201[illegible]	8.04.2015	8.04.2015	1.02.2017		4.02.2019	19.04.2019	3.05.2019	3.05.2019
ELT	30.05[illegible]013	24.07.2012	4.12.2013	22.10.2012		5.12.2018	4.02.2019	15.04.2019	15.04.2019
EL[illegible] BATT[illegible]Y EX[illegible]									
MO[illegible]E-S	[illegible]0.05.2013	26.07.2012	22.10.2013	1.11.2012	xxx.xxx	30.11.2018	10.07.2018	26.02.2019	26.02.2019
[illegible]WB (4) EXP	16.11.2022	3.02.2024	21.07.2026	15.11.2023		24.01.2024	20.09.2022	20.09.2022	3.10.2022
RFM REV	17	24	28				18		
RFM DATE	4.11.2021	20.12.2021	9.08.2022				30.09.2021		
QRH Rev	n/a	Iss-2	26				n/a		
QRH Date	n/a	4.12.2019	29.07.2020				n/a		
NCL - Short CL Rev	CMF-06a / Rev-17	CMF-06b / Rev-23	NCL / Rev-27				CMF-06c / Rev-17		
NCL - Short CL Date	4.11.2021	1.10.2021	1.10.2021				8.11.2021		
MMEL Rev	A	G	7				0		
MMEL Date	16.12.2015	23.09.2019	17.12.2019				22.06.2015		
MEL REV	9	5	14				1		
MEL DATE	22.09.2022	10.08.2022	15.08.2022				20.06.2020		
MP REV	Iss-2-Rev-01	Iss-2-Rev-01	Iss-2-Rev-01				4		
MP DATE	5.08.2022	3.08.2022	4.08.2022				5.05.2021		

* RED / New revised ** ORANGE / Waiting for approval new revision *** In the approval process

Kadir ERDOGAN
Quality/Comp. Mont. & Safety Mng, Captain
KAAN Hvcl. San. Tic. A.Ş.

KAAN AIR

JOURNEY LOG

HAVA ARACI TİPİ:

ÇAĞRI ADI: TC-H

TARİH:

UÇUŞ NO	PİLOTLAR	KALKIŞ YERİ	MOTOR ÇLŞ SAATİ	KALKIŞ SAATİ	İNİŞ YERİ	İNİŞ SAATİ	MOTOR STOP SAATİ	HAVA ARACI UÇUŞ SAATİ	PİLOT UÇUŞ SAATİ	YOLCU SAYISI	UÇUŞ TÜRÜ KODU	PİLOTUN İMZASI

NOTLAR:

A HAVATAKSİ
1 TİCARİ
2 TİCARİ (TUR)
3 BAŞARI
4 KAAN (DEMO VB)
5 BAKIM YER ÇALIŞTIRMASI
6 BAKIM TEST UÇUŞU
7 BAKIM TRANSFER UÇUŞU
8 LIDAR TEST UÇUŞU
9 LIFUS / LINE CHECK

B EĞİTİM
1 LPC
2 OPC
3 IR
4 TRI
5 TYPE RATING
6 TYPE RATING CHECK
7 UÇUŞ EĞİTİMİ
8 LIFUS / LINE CHECK

C TEİAŞ
1 EİH KONTROL UÇUŞU
2 BOŞ İNTİKAL UÇUŞU
3 EİH ARIZA TESPİT
4 EİH ARIZA TESPİT İNTİKAL
5 BAKIM YER ÇALIŞTIRMASI
6 BAKIM TEST UÇUŞU
7 BAKIM TRANSFER UÇUŞU
8 TEİAŞ PER.EĞİTİM İNTİKAL
9 TEİAŞ PERSONEL EĞİTİMİ

Bu formun bir suretİ uçuştan sonra Kaan Air Dispatch ofise teslim edilecektir.

Form No : FOF-10 Rev.01 30.09.2015

KAAN AIR

JOURNEY LOG SUMMARY

COMPANY	1065:46	246:35	1312:24	10.148
UNDER OPERATIONS	142:11	21:18	163:29	417
TOTAL	1237:42	267:53	1505:38	10.565

Last Entry Date: **27.12.2017**

KAYIT GİRİŞ SAYFASI

Name(s) of crew member(s)

NO	Date	Duty assignments of crew member(s): CAPTAIN	Duty assignments of crew member(s): F/O	Type	Aircraft nationality and registration	Place of departure	Engine Start	Time of departure	Place of arrival	Time of arrival	Engine Stop	Landing	A/C Engine Hours	IDLE Hours	hours of flight	Pax	Passengers	Nature of flight (scheduled or non-scheduled)	Incidents, observations, if any	Details
1	01.01.2017	KADİR ERDOĞAN	HASAN HÜSEYİN KÖSEM	AW109	TC-HKK	KAAN	08:56	08:59	VANİKÖY	09:05	09:05	1	00:06	00:03	00:09			HAVATAKSİ	BAŞARI	
2	01.01.2017	KADİR ERDOĞAN	HASAN HÜSEYİN KÖSEM	AW109	TC-HKK	VANİKÖY	09:05	09:06	SİLİVRİ	09:34	09:36	1	00:28	00:03	00:31	1	FERDA YILDIZ	HAVATAKSİ	BAŞARI	
3	01.01.2017	KADİR ERDOĞAN	HASAN HÜSEYİN KÖSEM	AW109	TC-HKK	SİLİVRİ	10:47	10:48	MALTEPE	11:12	11:12	1	00:24	00:01	00:25	1	FERDA YILDIZ	HAVATAKSİ	BAŞARI	
4	01.01.2017	KADİR ERDOĞAN	HASAN HÜSEYİN KÖSEM	AW109	TC-HKK	MALTEPE	11:12	11:13	KAAN	11:23	11:24	1	00:10	00:02	00:12			HAVATAKSİ	BAŞARI	
5	01.01.2017	MELİH SÜMER		A119	TC-HKV	KAAN	10:15	10:15	KAAN	10:30	10:30	1	00:15		00:15	7	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
6	01.01.2017	MELİH SÜMER		A119	TC-HKV	KAAN	10:30	10:32	KAAN	10:47	10:47	1	00:15	00:02	00:17	6	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
7	01.01.2017	SERDAR BOZKURT		A119	TC-HKE	KAAN	08:42	08:49	GEBZE OSB	09:08	09:09	1	00:19	00:08	00:27	1	YOLCU MANİFESTOSU	TEİAŞ	EİH ARIZA TESPİT İNTİKAL	
8	01.01.2017	SERDAR BOZKURT		A119	TC-HKE	GEBZE OSB	10:23	10:26	GEBZE OSB	10:48	10:49	1	00:22	00:04	00:26	2	YOLCU MANİFESTOSU	TEİAŞ	EİH ARIZA TESPİT	
9	01.01.2017	SERDAR BOZKURT		A119	TC-HKE	GEBZE OSB	12:48	12:52	TEPEÖREN TM	13:06	13:07	1	00:14	00:05	00:19	2	BATUHAN ACAR-KAZIM DULKADİR	TEİAŞ	EİH ARIZA TESPİT	
10	02.01.2017	HASAN HÜSEYİN KÖSEM		A119	TC-HKD	KAAN	06:11	06:14	KAAN	08:36	08:37	1	02:22	00:04	02:26	4	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ	
11	02.01.2017	HASAN HÜSEYİN KÖSEM		A119	TC-HKD	KAAN	10:23	10:25	KAAN	12:12	12:13	1	01:47	00:03	01:50	3	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ	
12	02.01.2017	HASAN HÜSEYİN KÖSEM		A119	TC-HKD	KAAN	12:50	12:54	KAAN	13:51	13:52	1	00:57	00:05	01:02	3	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ	
13	02.01.2017	SERDAR BOZKURT		A119	TC-HKE	TEPEÖREN TM	06:40	06:46	TEPEÖREN TM	08:51	08:52	1	02:05	00:07	02:12	2	EREN ÖZTÜRK-KAZIM DULKADİR	TEİAŞ	EİH ARIZA TESPİT	
14	02.01.2017	SERDAR BOZKURT		A119	TC-HKE	TEPEÖREN TM	10:31	10:34	TEPEÖREN TM	13:17	13:18	1	02:43	00:04	02:47	3	EREN ÖZTÜRK-KAZIM DULKADİR-GALİP HOŞAVCI	TEİAŞ	EİH ARIZA TESPİT	
15	02.01.2017	TUNCAY YÜCE		A119	TC-HKV	KAAN	09:17	09:21	KAAN	09:51	09:52	1	00:30	00:05	00:35	2	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
16	02.01.2017	TUNCAY YÜCE		A119	TC-HKV	KAAN	13:05	13:08	KAAN	13:23	13:23	1	00:15	00:03	00:18	6	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
17	02.01.2017	TUNCAY YÜCE		A119	TC-HKV	KAAN	13:23	13:26	KAAN	13:41	13:42	1	00:15	00:04	00:19	6	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
18	03.01.2017	AYHAN KESKİN	ŞENOL VURKAÇ	A139	TC-HEE	KAAN	06:03	06:08	KÜPLÜCE	06:13	06:13	1	00:05	00:05	00:10			HAVATAKSİ	OPERASYON FİRMA TİCARİ	
19	03.01.2017	AYHAN KESKİN	ŞENOL VURKAÇ	A139	TC-HEE	KÜPLÜCE	06:13	06:15	LTAC	07:54	08:03	1	01:39	00:11	01:50	5	YOLCU MANİFESTOSU	HAVATAKSİ	OPERASYON FİRMA TİCARİ	
20	03.01.2017	SERDAR BOZKURT		A119	TC-HKE	TEPEÖREN TM	07:44	07:50	TEPEÖREN TM	08:55	08:56	1	01:05	00:07	01:12	3	EREN ÖZTÜRK-KAZIM DULKADİR-GALİP HOŞAVCI	TEİAŞ	EİH ARIZA TESPİT	
21	03.01.2017	SERDAR BOZKURT		A119	TC-HKE	TEPEÖREN TM	09:56	10:00	TEPEÖREN TM	12:45	12:46	1	02:45	00:05	02:50	3	EREN ÖZTÜRK-KAZIM DULKADİR-GALİP HOŞAVCI	TEİAŞ	EİH ARIZA TESPİT	
22	03.01.2017	TOLGA ÇONKA		A119	TC-HKV	KAAN	11:05	11:07	KAAN	11:22	11:22	1	00:15	00:02	00:17	5	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ	
23	03.01.2017	TOLGA ÇONKA		A119	TC-HKV	KAAN	11:22	11:25	KAAN	11:40	11:41	1	00:15	00:04	00:19	7	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ	
24	03.01.2017	TUNCAY YÜCE	MELİH SÜMER	AW109	TC-HKK	KAAN	07:20	07:30	SANCAK	07:39	07:39	1	00:09	00:10	00:19			EĞİTİM	KAAN / LPC	
25	03.01.2017	TUNCAY YÜCE	MELİH SÜMER	AW109	TC-HKK	SANCAK	07:39	07:40	LTBU	07:50	07:50	1	00:10	00:01	00:11	2	YOLCU MANİFESTOSU	EĞİTİM	KAAN / LPC	
26	03.01.2017	TUNCAY YÜCE	MELİH SÜMER	AW109	TC-HKK	LTBU	07:50	07:51	LTBU	08:10	08:10	1	00:19	00:01	00:20	2	YOLCU MANİFESTOSU	EĞİTİM	KAAN / LPC	
27	03.01.2017	TUNCAY YÜCE	MELİH SÜMER	AW109	TC-HKK	LTBU	08:10	08:11	SANCAK	08:25	08:25	1	00:14	00:01	00:15	2	YOLCU MANİFESTOSU	EĞİTİM	KAAN / LPC	
28	03.01.2017	TUNCAY YÜCE	MELİH SÜMER	AW109	TC-HKK	SANCAK	08:25	08:26	KAAN	08:54	08:55	1	00:28	00:02	00:30			EĞİTİM	KAAN / LPC	
29	04.01.2017	ALİ METİN UZUN		A119	TC-HKP	KAAN	08:33	08:39	ASİL ÇELİK TM	09:15	09:15	1	00:36	00:06	00:42	1	YOLCU MANİFESTOSU	TEİAŞ	EİH BOŞ İNTİKAL UÇUŞU	
30	04.01.2017	ALİ METİN UZUN		A119	TC-HKP	ASİL ÇELİK TM	09:15	09:21	LTBR	11:03	11:04	1	01:42	00:07	01:49	2	YOLCU MANİFESTOSU	TEİAŞ	EİH KONTROL UÇUŞU	
31	04.01.2017	ALİ METİN UZUN		A119	TC-HKP	LTBR	11:36	11:43	BURSA	13:31	13:31	1	01:48	00:07	01:55	2	YOLCU MANİFESTOSU	TEİAŞ	EİH KONTROL UÇUŞU	
32	04.01.2017	ALİ METİN UZUN		A119	TC-HKP	BURSA	13:31	13:32	KAAN	14:04	14:05	1	00:32	00:02	00:34	2	YOLCU MANİFESTOSU	TEİAŞ	EİH KONTROL UÇUŞU	
33	04.01.2017	AYHAN KESKİN	ŞENOL VURKAÇ	A139	TC-HEE	LTAC	10:36	10:45	KAAN	12:28	12:31	1	01:43	00:12	01:55			HAVATAKSİ	OPERASYON FİRMA TİCARİ	
34	04.01.2017	SERDAR BOZKURT		A119	TC-HKE	TEPEÖREN TM	07:34	07:39	ADAPAZARI TEİAŞ BÖLGE	09:50	09:51	1	02:11	00:06	02:17	3	EREN ÖZTÜRK-KAZIM DULKADİR-GALİP HOŞAVCI	TEİAŞ	EİH ARIZA TESPİT	
35	04.01.2017	SERDAR BOZKURT		A119	TC-HKE	ADAPAZARI TEİAŞ BÖLGE	11:04	11:07	TEPEÖREN TM	13:25	13:26	1	02:18	00:04	02:22	3	EREN ÖZTÜRK-KAZIM DULKADİR-GALİP HOŞAVCI	TEİAŞ	EİH ARIZA TESPİT	
36	04.01.2017	TOLGA ÇONKA		A119	TC-HKV	KAAN	12:43	12:46	KAAN	13:01	13:01	1	00:15	00:03	00:18	6	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
37	04.01.2017	TOLGA ÇONKA		A119	TC-HKV	KAAN	13:01	13:03	KAAN	13:18	13:18	1	00:15	00:02	00:17	6	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
38	04.01.2017	TOLGA ÇONKA		A119	TC-HKV	KAAN	13:18	13:21	KAAN	13:35	13:35	1	00:14	00:03	00:17	7	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
39	04.01.2017	TOLGA ÇONKA		A119	TC-HKV	KAAN	13:35	13:38	KAAN	13:53	13:53	1	00:15	00:03	00:18	7	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
40	05.01.2017	SERDAR BOZKURT		A119	TC-HKE	TEPEÖREN TM	06:53	06:58	KAAN	07:16	07:17	1	00:18	00:06	00:24			TEİAŞ	EİH ARIZA TESPİT İNTİKAL	
41	06.01.2017	CEMİL PEKDEMİR		A119	TC-HKP	KAAN	06:12	06:16	ADAPAZARI	07:01	07:02	1	00:45	00:05	00:50	1	YOLCU MANİFESTOSU	TEİAŞ	EİH ARIZA TESPİT İNTİKAL	
42	06.01.2017	CEMİL PEKDEMİR		A119	TC-HKP	ADAPAZARI	07:58	08:01	LTBQ	09:26	09:27	1	01:25	00:04	01:29	2	YOLCU MANİFESTOSU	TEİAŞ	EİH ARIZA TESPİT	
43	06.01.2017	CEMİL PEKDEMİR		A119	TC-HKP	LTBQ	09:45	09:50	ADAPAZARI	10:36	10:37	1	00:46	00:06	00:52	2	YOLCU MANİFESTOSU	TEİAŞ	EİH ARIZA TESPİT	
44	06.01.2017	CEMİL PEKDEMİR		A119	TC-HKP	ADAPAZARI	11:48	11:51	KAAN	12:38	12:39	1	00:47	00:04	00:51	1	YOLCU MANİFESTOSU	TEİAŞ	EİH ARIZA TESPİT İNTİKAL	
45	06.01.2017	HASAN HÜSEYİN KÖSEM		A119	TC-HKV	KAAN	07:05	07:07	KAAN	07:22	07:22	1	00:15	00:02	00:17	6	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
46	06.01.2017	HASAN HÜSEYİN KÖSEM		A119	TC-HKV	KAAN	07:22	07:24	KAAN	07:39	07:39	1	00:15	00:02	00:17	6	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
47	06.01.2017	HASAN HÜSEYİN KÖSEM		A119	TC-HKV	KAAN	07:39	07:41	KAAN	07:56	07:57	1	00:15	00:03	00:18	7	YOLCU MANİFESTOSU	HAVATAKSİ	KAAN TİCARİ (TUR)	
48	06.01.2017	MUZAFFER ATICI	MELİH SÜMER	ENSTROM	TC-HKH	KAAN	08:15	08:18	KAAN	08:45	08:48	3	00:27	00:06	00:33			HAVATAKSİ	BAKIM TEST UÇUŞU	
49	06.01.2017	TUNCAY YÜCE		A119	TC-HKE	KAAN	06:11	06:16	ADAPAZARI	07:00	07:01	1	00:44	00:06	00:50	1	YOLCU MANİFESTOSU	TEİAŞ	EİH ARIZA TESPİT İNTİKAL	

KAAN AIR	**(PASSENGER BRIEFING)** **(YOLCU BRİFİNGİ)**	
1	**Hava aracına Biniş ve iniş** Entry and exit of aircraft	X
2	**Oturma Düzeni** Seating	X
3	**Emniyet Kemeri** Seat Belts	X
4	**Dahili İletişim (Helikopter içi iletişim)** Internal Communications	X
5	**Güvenlik Ekipmanları** Security of Equipment	X
6	**Tütün Mamülleri Kullanımı** Smoking Regulations	X
7	**El Bagajlarının Muhafazası** Stowage of Hand Baggage	X
8	**Acil Çıkışlar** Emergency Exit	X
9	**Acil Durum Ekipmanları** Emergency Equipment	X
10	**Acil iniş/mecburi iniş prosedürü** Emergency Landing/Ditching Procedures	X
11	**Telefon kullanımı için Pilota sorun** Ask Pilot use for cellular phone.	X

DOLDURAN

ADI SOYADI :

TARİH :

İMZA :

KAAN AIR

ANY PLATFORM or Vessel
COPTER ARA/FMS

KAAN AIR

Radio:	Dest: **ANY**	FMS Wpt Name:

Appr. Point	Final Appr. Track	DATE: **05.11.18** REV.0	MDA (H)	Deck Elevation

MISSED APPR: Climb to at least **1500'** on offset **TRACK**

1. Alt Set: QNH hPa; Below 1500' ref RADALT
2. Select RNP 0,3 and WX RDR GMAP before IF
3. On final approach GS at or below 70 KTS
4. Before reaching OIP, select the HDG bug to the offset 10° and at OIP engage HDG mode.
5. When visual contact is established, continue visual, keep clear of obstacles, perform final checks

MSA

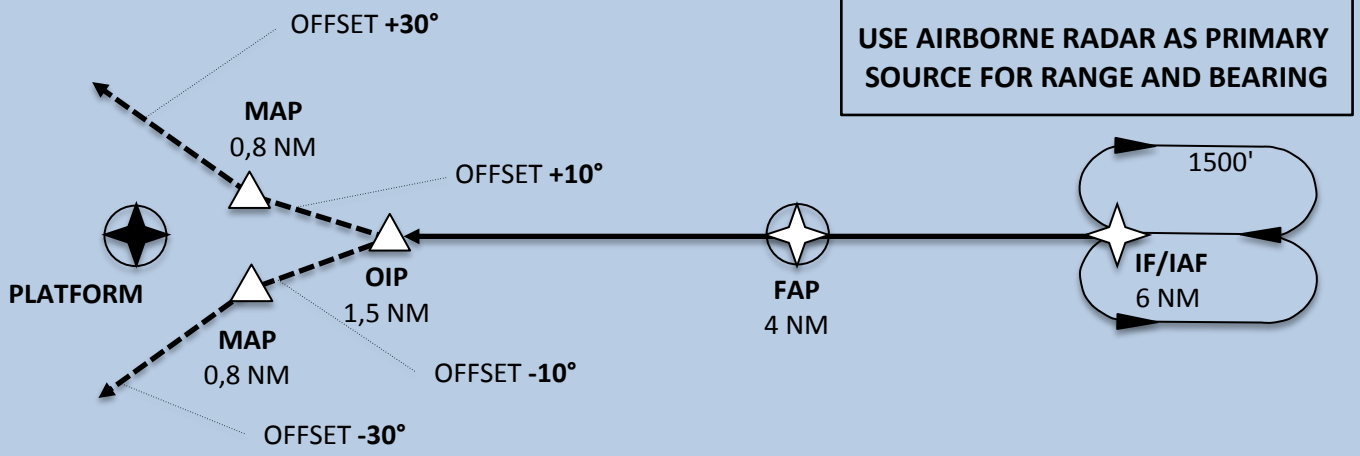
1500'

CAUTION

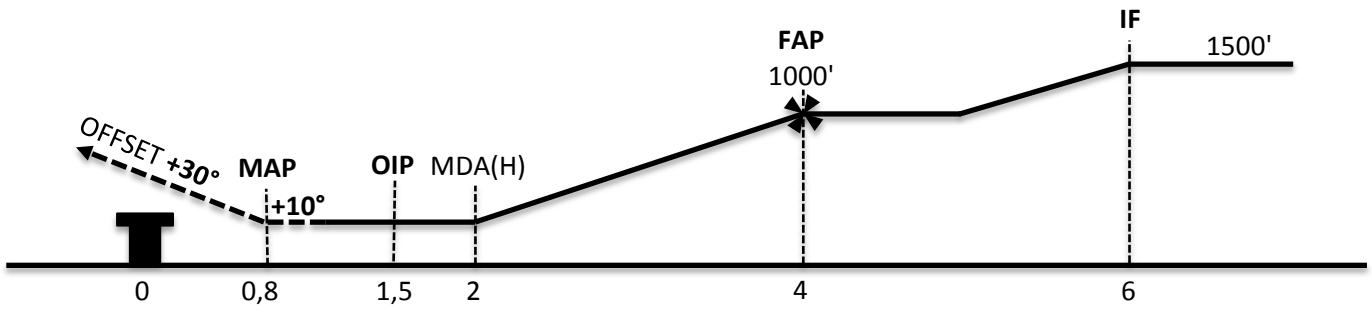
CHECK YOUR TRAJECTORY FOR OBSTACLES BEFORE DESCENDING

FLY MAGNETIC COURSE

USE AIRBORNE RADAR AS PRIMARY SOURCE FOR RANGE AND BEARING



NOT TO SCALE



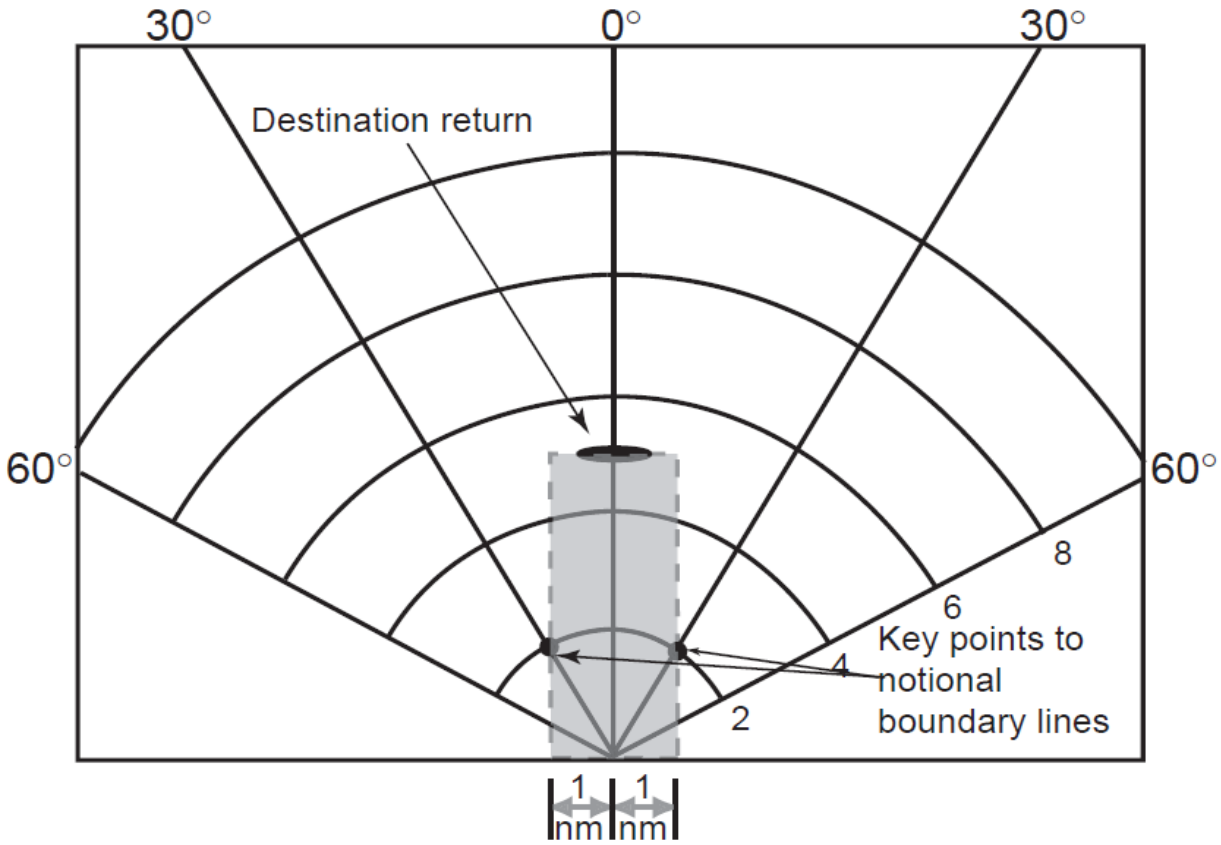
Straight in landing		Circle to land	
DAY	NIGHT	DAY	NIGHT
MDH **DE + 50'** min. 200'	MDH **300'**	MDH **300'**	MDH **500'**

If RH is unserviceable **add 200'** to appropriate **MDH**

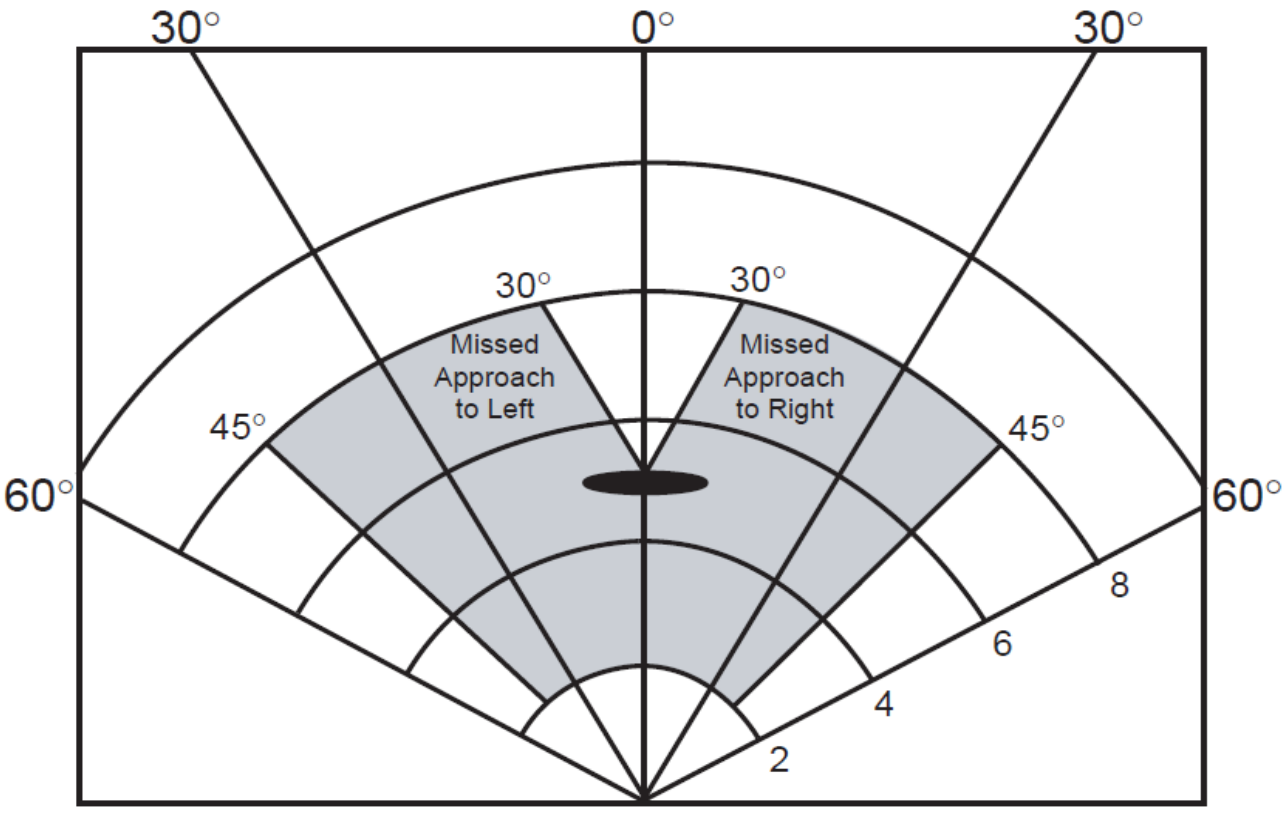
Before landing checks shall be finished before reaching the **IF**
Final checks shall be done when visual contact is estabilshed

Obstacle Clearance during Final Approach

KAAN AIR



Obstacle Clearance during Missed Approach



Form B

Report No : ..... Date : ...../...../.....

ACCIDENT / OCCURRENCE REPORT – OPERATION

Operator					
Type of Operation					
Date of Accident / Occurrence					
Time of Accident / Occurrence (UTC)					
Accident / Occurrence Location Physical Characteristics of Accident Region					
A/C Registration					
A/C Type, S/N					
Flight Number					
The last departure point and next point that the aircraft intended to land					
Phase of Flight APRON-Parking place no. TWY-letter / no SID / STAR RWY-no En-route					
Flying Time (If the accident / occurrence happened after the departure)					
Last ATC sector contacted by aircraft (GND/TWR/APP/En-route)					
Preliminary damage status of A/C					
Flight team provided and / or latest Meteorology report / information received by Flight team - METAR, TAF, SPECI, SNOWTAM etc. - AWOS/ATIS, VOLMET BROADCAST					
Name and Surname of Captain		Age		License No	
Name and Surname of Co-pilot		Age		License No	
Name and Surname, License No of Cabin Crew					

Other Information

Person and Passenger No	Fatalities and wounded	Damage to the 3 rd. Parties

Dangerous Goods

UN/ID No	Proper Transportation - Name / Description	Class or Unit	Alt Risk	DGR Label	PG	Passenger and Cargo A/C				Cargo A/C only		S.P	ERG Code
						Ltd Qty							
						Pkg Inst	Max Net Qty/Pkg	Pkg Inst	Max Net Qty/Pkg	Pkg Inst	Max Net Qty/Pkg		

Explanation of Accident / Occurrence

Probable Causes :
Remarks / Recommendations :

Filling the Form

Name and Surname :

Company :

Occupation :

Signature :

EK-2/B

Teknik Olay Bildirim Formu

1. REFERANS BİLGİ:

1.1 Rapor Eden Organizasyonun Adı	1.2 Ülke	1.3 Onay Referansı

1.4 Raporu Sunan Kişinin Adı	1.5 E-Posta Adresi	1.6 Telefon No:

1.7 İç Referans Numarası:	1.8 Yayın Numarası:	1.9 Raporun tarihi:

İlk Rapor Tarihi

1.10 Rapor Tipi: Eğer Takip seçildiyse doldurulacak. 1.11 Raporun Durumu (Rapor eden organizasyonun)

❍ İlk ❍Takip ❍ Açık ❍ Kapalı

1.12 Bilgilendirilen Taraflar:

☐ Tescil Ülkesi ☐ Tasarım Onay Sahibi ☐ İşletme(ler) ☐ Otorite ☐ SYK

Bilgi verilen tasarım onay sahiplerinin isimleri (İlgisi varsa)

2. OLAYIN ÖZETİ:

2.1 Olayın Başlığı: 2.2 Bulgunun Tarihi:

2.4 Yeri:

2.3 ATA Chapter:

2.5 Tespit Fazı:

❍ Üretim	❍ Bekleme	❍ Tırmanma	❍ Yaklaşma	❍ Süzülme
❍ Planlı Bakım	❍ Taksi	❍ Yol boyu	❍ İniş	❍ Manevra
❍ Plansız Bakım	❍ Kalkış	❍ Alçalma	❍ Bilinmiyor	❍ Diğer,

lütfen açıklayınız:

2.6 Olayın Nedeni (Birden fazla seçilebilir)

☐ Tasarım ☐ Tamir ☐ Onaysız parçalar ☐ Belirlenememiş

☐ Üretim ☐ Yorulma ☐ İnsan faktörü ☐ Diğer, açıklayınız:

☐ Bakım ☐ Korozyon ☐ Operasyonel

3. OLAYA AİT EKLER:

3.1		3.4	
3.2		3.5	
3.3		3.6	

4.HAVA ARACI BİLGİLERİ (İlgisi varsa)

4.1 Hava aracı Üreticisi ve Tip/Model:

4.2 Hava aracı Seri Numarası :

4.3 İşleticisi/Sahibi:

4.4 Hava aracı Tescil İşareti

4.5 Hava aracı Kullanım Detayları:

	Hava aracı toplam zamanı (saat)	Hava aracı toplam devri
İlk halinden beri		

5.MOTOR BİLGİLERİ (İlgisi varsa)

5.1 Motor Modeli ve Tip Sertifikası Sahibi:

5.2 Motor Seri Numarası:

❍ Türbin Motoru

❍ Piston Motoru

5.3 Motor olayı (Detayları 8.1'de belirtiniz)

☐Kapsam dışı Arıza ☐ Kapanma ☐ Diğer

5.4 Motor Hava aracı Pozisyonu

☐ Yangın ☐ LOTC/LOPC ☐ Bilinmeyen

5.5 Motor Kullanım Detayları:

	Motor toplam zamanı (saat)	Motor toplam devri
İlk halinden beri		
Revizyondan / Atölyeden beri		

6.PERVANE BİLGİLERİ (İlgisi varsa)

6.1 Pervane Üreticisi:

6.2 Pervane Seri Numarası:

6.3 Pervane Modeli ve Tip Sertifikası Sahibi

6.4 Pervane Hava aracı Pozisyonu:

6.5 Motor Kullanım Detayları:

	Pervane toplam zamanı (saat)	Pervane toplam devri
İlk halinden beri		
Revizyondan / Atölyeden beri		

7.KOMPONENT BİLGİLERİ (İlgisi varsa)

7.1 Komponent Üreticisi: 7.2 Parça Numarası 7.3 Seri Numarası

İsim

Ülke

7.4 Parça Kataloğu İsmi (IPC)

7.5 (E)TSO Referansı:

7.6 Üretim Tarihi

6.5 Komponent Kullanım Detayları:

	Komponent toplam zamanı (saat)	Komponent toplam devri
İlk halinden beri		
Revizyondan / Atölyeden beri		

8. DETAYLAR

8.1 Öykü

8.2 Olay İncelemenin Açıklaması:

8.3 Risk Değerlendirmesi

8.4 Düzeltici İşlemler

8.5 Sonuç

KAAN AIR

INCIDENT / HAZARD REPORT to TPAO

A. CONDITIONS

AIRCRAFT TYPE	TAIL	DATE	FROM	TO	LOCATION
LANDING AREA CONDITION	LIGHTNING	FLIGHT CONDITION	WEATHER CONDITION	FLIGHT PHASE	

B. DESCRIPTION

C. WHY DID HAZARD OR INCIDENT OCCUR ?

D. YOUR RECOMMENDATION (S): For prevention or Improvement ?

Name Phone Number

Company Name Country Date

E. MAINTENANCE ORGANIZATION - Review / Recommendations

Dir.Maintenance Date

Chief Pilot Date

F. FLIGHT OPERATIONS - Review / Recommendations

G. MANAGEMENT - Actions / Conclusions

	YES	NO
1. Accepted. Isolated case with no further action required:		
2. Short Term action to be implemented:		
3. Long Term action to be implemented:		

H. TPAO Actions

1. Date & Time Received:	File #	
2. Distributed to Affiliates as appropriate:		Date
3. Compiled into summary:		Date
4. Follow-up to originator completed:		Date

KAAN AIR

Emniyet – Tehlike Bildirim Formu / Safety – Hazard Report

Date/ Tarih: xx.xx.202x		**Report No / Rapor No: (**Filled by SMM/EM Dolduracak) 202x-x	
Non-Compliance of Activity **Uygunsuz Durum**	X	**Non-compliance of supplied Product / Service** **Uygunsuz Ürün / Hizmet**	

Description of Reporting Issue / Bildirilen Konu Açıklaması :

EFB applications failure or erroneous data delivered.

LOCATION / YER (If Appropriate / Eğer Gerekiyorsa):.....

CAUSE OF Report IF KNOWN / Bildirimin SEBEBİ – EĞER BİLİNİYORSA :

(What do you think on this situation occurs? / Bu olayın neden ortaya çıktığını düşünüyorsunuz?)

If desired / Eğer istenirse	Safety Manager / Emniyet Müdürü
Reported By / Rapor Eden:	
Name&Surname / Adı-Soyadı:	Name & Surname Adı-Soyadı
	Kadir ERDOGAN
Sign / İmza	Sign / İmza:

KAAN AIR

Emniyet – Tehlike Bildirim Formu (Değerlendirme) / Safety – Hazard Report (Evaluation)

Concerning SAFETY ? **EMNİYETLE İlgili mi ?**	YES EVET	X	NO HAYIR

This form has been sent to the responsible Unit Manager(s) stated below for evaluation by Safety Manager / İlgili Form Emniyet Müdürü tarafından değerlendirilmek üzere aşağıda belirtilen İlgili Md.lüğe gönderilmiştir

RESPONSIBLE UNITS / İLGİLİ BİRİMLER					
Comp.Mon./Qua Mng.		***Flight Ops.Mng.***	***X***	***Ground Ops.Mng.***	
Safety Mng.		***Training Mng.***		***Security Mng.***	
ATO Head of Training		***CAMO Mng.***		***Admin Chief***	
EFB Administrator	***X***	***Maintenance Mng.***		***Heliport Mng.***	
Please complete the risk evaluation and return this form to Safety Mng. until : Lütfen risk değerlendirmesini tamamlayıp,miat tarihine kadar formu Emniyet Müdürüne teslim ediniz:				xx / xx / 202x	

RESPONSIBLE UNIT RISK EVALUATION / İLGİLİ BİRİM RİSK DEĞERLENDİRME SAFHASI

RİSK İHTİMALİ / RISK LIKELIHOOD	**RİSKİN SIKLIĞI / RISK SEVERITY**				
	FELAKET BOYUTUNDA / CATASTROPHIC (5)	TEHLİKELİ / HAZARDOUS (4)	ÖNEMLİ / MAJOR (3)	ÖNEMSİZ / MINOR (2)	GÖZ ARDI EDİLEBİLİR / NEGLIGIBLE (1)
(5) SIK / FREQUENT	25	20	15 Kabul_edilemez Unacceptable	10 Gözden_Geçirme Review	5
(4) ARA SIRA / OCCASIONAL	20	16	12	8	4 Kabul_Edilebilir Acceptable
(3) UZAK İHTİMAL / REMOTE	15	12	9	6	3
(2) OLASI DEĞİL / IMPROBABLE	10	8	6	4	2
(1) PEK MUHTEMEL DEĞİL/ EXTREMELY IMPROBABLE	5	4	3	2	1

Total Risk Nr./ Toplam Risk No.	*Root Cause / Kök Neden*	*Trigger / Tetikleyici*	*Preventive Action / Önleyici İşlem*	*Existing Controls / Mevcut Kontroller*	*Hazard Outcome / Tehlikenin Sonucu*	*Mitigations / Azaltıcı Tedbirler*	*Barrier / Önlem*	*Due Date/ Son Bulma Tarihi*	*Action Date/ Gerçekleşme Tarihi*	**New Total Risk Nr./ YeniToplam Risk No.**
Red/Kırmızı		1.		1. Navigation information will still be available from the Class 3 EFB and as well as the FMS and ATC.	**Non readily access to navigation chart information (the assumption is there is no paper copy of terminal charts**	**Resetting a stuck or faulty APP.**		**20.06.2022**	**02.06.2022**	**Red/Kırmızı**
	Electrically malfunction	2.		2.	**on board)**					-
Yellow/Sarı		3.		3.						**Yellow/Sarı**
3 x 2 = 6		4.		4.						-
Green/Yeşil		5.		5.						**Green/Yeşil**
		6.		6.						**1 x 2 = 2**

X ACCEPTABLE RISK / KABUL EDİLEBİLİR RİSK

□ I WILL START ABOVE MITIGATION MEASURES / YUKARIDAKİ AZALTICI ÖNLEMLERİ BAŞLATACAĞIM

(Emniyet Yöneticisine değerlendirme için teslim ediniz)

RESPONSIBLE UNIT MANAGER / SORUMLU BİRİM YÖNETİCİSİ **S. Emrah CANBAZGİL**

POSITION / GÖREVİ : EFB Administrator ***SIGNATURE / İMZA :***

DATE / TARİH : xx.xx.202x

(Hand in to Safety Manager for evaluation)

FINAL EVALUATION by SAFETY MANAGER /EMNİYET YÖNETİCİSİ SON DEĞERLENDİRME SAFHASI

OPEN / AÇIK		**CLOSE / ACCEPTED KAPALI / KABUL EDİLMİŞTİR**	X
Sent to SAG / SRB SAG / SRB ye Aktarılmalı	X	Should be Reviewed / Gözden Geçirme Süreci Uygulanmalı	NO

Safety Manager / Emniyet Müdürü

Name & Surname / Adı-Soyadı :

Sign / İmza :

Date / Tarih :

Info to **REPORTER** / YES : .....

RAPORLAYAN'A Geri Bildirim : NO : .....

Info/Record: Responsible unit(s), SAG, SMS File

Bilgi/Kayıt: İlgili birim(ler)e, EEG, EYS dosyaya