



**The Hashemite Kingdom of Jordan**  
**Civil Aviation Regulatory Commission**  
**Application for Production Organization Approval/Renewal**  
**(POA)**

1. Registered name and address of the organization:	
2. Trade name (if different):	
3. Locations for which the approval is applied for:	
4. Brief summary of activities at the item 3 addresses	
a) General:	
b) Scope of approval:	
c) Nature of privileges:	
5. Description of organization:	
6. Links/arrangements with design approval holder(s)/design organization(s).	
7. Approximate number of staff engaged or intended to be engaged in the activities:	
8. Position and name of the accountable manager:	
Date	Signature of the Accountable manager

Information to be entered into the application form

- Block 1: The name of the organization must be entered as stated in the register of the National Companies Registration Office. For the initial application a copy of the entry in the register of the National Companies Registration Office must be provided to CARC.
- Block 2: State the trade name by which the organization is known to the public if different from the information given in Block 1. The use of a logo may be indicated in this Block.
- Block 3: State all locations for which the approval is applied for. Only those locations must be stated that are directly under the control of the legal entity stated in Block 1.
- Block 4: This Block must include further details of the activities under the approval for the addresses indicated in Block 3. The Block “General” must include overall information, while the Block “Scope of approval” must address the scope of work and products/categories following the principles laid down in the GM 21.151. The Block “nature of privileges” must indicate the requested privileges as defined in 21.163 (b), (c) and (d).
- Block 5: This Block must state a summary of the organization with reference to the outline of the production organization exposition, including the organizational structure, functions and responsibilities. The nomination of the responsible managers in accordance with 21.145(c) (2) must be included as far as possible, accompanied by the corresponding CARC Form 18-285.
- Block 6: The information entered here is essential for the evaluation of eligibility of the application. Therefore special attention must be given concerning the completion of this Block either directly or by reference to supporting documentation in relation to the requirements of 21.133(b) and (c) and the AMC to 21.133(b) and (c).
- Block 7: The information to be entered here must reflect the number of staff or in case of an initial approval the intended number of staff, for the complete activities to be covered by the approval and therefore must include also any associated administrative staff.
- Block 8: State the position and name of the Accountable manager.