



Jordan Civil Aviation Regulatory Commission

Guidance Procedure: AWS 29

Aircraft Maintenance Program Approval

Prepared by Engr Adel Malkawi
Airworthiness Inspector
Date: 03/08/2016 Signature: 

Revised by Engr Khalid Al-Zoubi
Chief Aircraft & CAMO
Date: 04/08/2016 Signature: 

Reviewed by Dr. Mohammad Al-Husban
Director Airworthiness Standards
Date: 7/8/2016 Signature: 

Approved by Engr Ahmad Azzam
Acting Chief Commissioner/CEO
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Abbreviations

AWSD	Airworthiness Department
ALS	Airworthiness Limitations Section
CARC	Civil Aviation Regulatory Commission
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organization
CEO	Chief Executive Officer
JCAR	Jordan Civil Aviation Regulations
MPD	Maintenance Planning Document
MRBR	Maintenance Review Board Report
TAC	Commercial Air Transport





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I. Purpose

This procedure is intended to assist the aviation industry in Jordan to process the applications for obtaining CARC approval for a maintenance program.

II. Distribution

This procedure shall be published on the CARC official website. The holders of this procedure are CARC airworthiness standards specialists and the key management (post holders) of CARC approved organizations. Holders are responsible to download this procedure and follow its guidelines.

III. Amendments

This procedure will be reviewed each time there is a regulation change that affects it and as long as it is considered necessary by CARC.

Any amendment to this procedure shall be approved by the Chief Commissioner/CEO and becomes effective only after incorporation to this procedure and then be published on CARC official website.

IV. General

This procedure covers all Jordanian registered aircraft affected by JCAR Part M.

V. Procedure

a. Application Phase

Each applicant requesting the approval for an initial/reissue or change of a maintenance program must submit the following documents by means of an official letter addressed to Director Airworthiness Standards:

- Application form CARC Form 18-0343 with attached documentations.
- Proposed aircraft maintenance program/amendment (soft and hard copy).
- Soft copies of all necessary documentations used for preparing the maintenance program/changes proposed such as; MPD, MRBR, ALS parts, etc...

Once the application is officially received at AWSD it will be assigned to an airworthiness inspector. The assigned inspector will verify that the application form was properly filled and includes all necessary documentations.





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In case the application form was not filled properly or did not include the necessary documentations, the assigned inspector will inform the applicant by an official letter or electronic mail to make the required correction or/and to submit the missing documents before a defined date in order to start the evaluation phase of the proposed maintenance program.

If after the defined date, the application form is **not** corrected or the required documents are not submitted, CARC AWSD will proceed to the negative resolution of the procedure that will close and file the application, and the applicant will be informed accordingly.

If the application form was filled correctly and the required documents were submitted on time, the assigned inspector will start the evaluation phase of the proposed maintenance program.

b. Evaluation Phase

Once the assigned inspector has all required documents will proceed to verify the compliance with the applicable regulatory requirements following what is established in this procedure and starts the assessment of the proposed maintenance program using the checklist CARC form 18-0344 "*Maintenance Program Assessment Checklist*".

In case of a revision of the maintenance program (not a complete issue), it is only necessary to verify the parts/sections updated, indicating N/R in the other parts of the assessment checklist.

Note: If the assigned inspector feels necessary to evaluate some other parts/sections of the maintenance program, it can be done.

After completion of the maintenance program review, the assigned inspector will list all the discrepancies/findings detected during the evaluation process and forward to the applicant by an official letter or electronic mail indicating a deadline (Not more than three months) for the correction.

Before the deadline established, the applicant must submit the corrected documentation to CARC, and the assigned inspector will evaluate this corrected documentation again to confirm that the correction has been properly done.

c. Issuance of the Approval

1. Positive Approval

If all discrepancies have been solved correctly within the defined deadline and the applicable fees are paid, the assigned inspector will proceed with the approval process using CARC form 18-0301 that will be sent to the applicant by an official letter signed by Director Airworthiness Standards.





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Note 1: The approval of the maintenance program cannot be resolved positively if there are pending open discrepancies.

Note 2: In case that the Maintenance Program is applicable for several aircraft registrations; all registration marks must be indicated in section 1 of the maintenance program.

2. Negative Approval

In case the corrected documents are not submitted to CARC within the defined deadline, the assigned inspector will close and file the application and the applicant will be informed by an official letter signed by the Director Airworthiness Standards, and the issue is raised to the Director through the Chief Division for studying the possibility of taking limitation actions against the organization.

d. Duration and Continued Validity

1. This approval is limited to the aircraft type and registration marks listed in the maintenance program.
2. This approval is valid whilst the concerned aircraft type is still within the approved scope of the approved continuing airworthiness management organization that manages the approved Maintenance Program.
3. This approval requires compliance with the procedures specified in the Maintenance Program Document and, when applicable, in the approved continuing airworthiness management exposition.
4. This approval is valid whilst the Maintenance Program is evaluated periodically (at least annually) and updated in a proper manner when necessary, requiring the appropriate approval, in accordance with JCAR M.302(a).

VI. Revocation, Suspension and Limitation of the Maintenance Program Approval

In case that the approval of a maintenance program is resolved negatively and the related revision incorporates more restrictive requirements (new tasks, reduced intervals, ADs, SBs, reduction of life limits, etc.), CARC assigned inspector/ Chief Division will propose to the Director to start of a suspension, limitation or revocation procedure of the maintenance program approval. Along with the proposal, a copy of the documentation is submitted (documentation of actions, reports, etc.) which justifies the proposal.

At the same time, CARC assigned inspector/ Chief Division will evaluate if such procedure affects also the suspension, limitation or revocation of the CAMO approval and report that to the Director who will adopt the corresponding provisional actions. The actions taken will be communicated by CARC/AWSD to the applicant.





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VII. Forms

- 1) CARC Form 18-0343 "Application Form for Maintenance Program Approval".
- 2) CARC Form 18-0344 "Maintenance Program Assessment Checklist".
- 3) CARC Form 18-0301 "Approval Page".

Note: The current issue of the above CARC forms are available on CARC official website.

