

Flight Operations Standards Directorate
Commercial Air Transport Section - Training and Checking Arrangements
Crew Member Certificate Issuance & Renewal Application Form

1. AOC Holder/Applicant Details.

• Operator name			
• Flight operations post holder contact details	Name	Phone No.	E-Mail

2. Crew Member Certificate (CMC) Application Details.

• Applicant Name			
• Nationality			
• Occupation	Flight Crew Member	Cabin Crew Member	Flight Dispatcher
	Load Control	Load Master	EFB Administrator
	Aircraft Maintenance Personnel	Aircraft Performance Engineer	Other Personnel

3. Crew Member Certificate Issuance & Renewal Requirements and Assessment.

No	JCAR OPS 1 Requirements	Applicant Use		CARC Use	
		YES	NO	YES	NO
a. General Requirement.					
(1)	Hold a valid passport				
(2)	Hold a valid airport security pass				
(3)	For non-Jordanian nationals only:				
	Hold a valid residence permit				
	Hold a valid work permit				
b. Technical Requirements.					
(1) Flight Crew Member.					
(a)	Hold a valid JCAR professional pilot license or equivalent validation that includes:				
	Valid type/class rating				
	Valid English proficiency				
	Valid JCAR Medical Certificate - Class 1				
(2) Cabin Crew Member.					
(a)	Hold JCAR attestation				
(b)	Hold a valid JCAR Medical Certificate - Class 3				
(3) Flight Dispatcher.					
(a)	Hold a valid JCAR flight dispatcher license or equivalent validation				
(4) Load Control.					
(a)	Qualified and assigned as a load control on specific passengers aircraft type(s)				
(5) Load Master.					
(a)	Qualified and assigned as a load master on specific cargo aircraft type(s)				
(6) Electronic Flight Bag (EFB) Administrator.					
(a)	Qualified and assigned as a EFB administrator on specific aircraft type(s)				
(7) Aircraft Maintenance Personnel.					
(a)	Holds a valid JCARs Aircraft Maintenance License (AML) on category A, B1 or B2 and assigned to conduct the required tasks and duties during a flight duty period by the operator				
(b)	Valid JCAR Medical Certificate - Class 3				
(8) Aircraft Performance Engineer.					
(a)	Qualified and assigned as aircraft performance engineer on specific aircraft type(s)				
(9) Other Personnel.					
(a)	Define occupation				
	Applicant Justification:				
(b)	Define that, the reason for occupation is essential and justified				
	Applicant Justification:				
(c)	Qualified and assigned by the operator to conduct defined tasks and duties during a flight duty period				

4. Flight Operations Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for crew member certificate issuance, and I am satisfied that the information contained in this application are true, correct and completed		
Name	Signature	Date

5. Crew Member Certificate (CMC) Approval (CARC Use Only):

• Assessment results	Satisfactory	Unsatisfactory	
• CMC Issuance	Approved	Not Approved	
• Occupation	Flight Crew Member	Cabin Crew Member	Flight Dispatcher
	Load Control	Load Master	EFB Administrator
	Aircraft Maintenance Personnel	Aircraft Performance Engineer	Other Personnel
• Applicant Name			
• Airplane type(s)			
• CMC issuance date			
• CMC expiry date			
• AOC holder name			

Approving Inspector Name	Signature	Date

6. SUPPORTING DOCUMENTS (As Applicable):

- Cover letter. Assignment letter signed by Flight Operations Post Holder addressing that the applicant is contracted to operate with the AOC holder/applicant.
- Crew member certificate issuance & renewal application form. This application form “CARC Form 28-01-0209”.
- Copy of a valid passport.
- Copy of a valid airport security pass.
- For non-Jordanian nationals only:
 - Copy of a valid residence permit.
 - Copy of a valid work permit.
- For flight crew members. Copy of a valid JCAR professional pilot license or equivalent validation that includes:
 - Valid type/class rating.
 - Valid English proficiency.
 - Valid JCAR Medical Certificate - Class 1.
- For cabin crew member:
 - Copy of JCAR attestation.
 - Copy of a valid JCAR Medical Certificate - Class 3.
- For flight dispatcher. Copy of a valid JCAR flight dispatcher license or equivalent validation.
- For load control. Copy of the load control qualification list on specific passengers aircraft type(s) as per the operator training program.
- For load master. Copy of the load master qualification list on the specific cargo aircraft type(s) as per the operator training program.
- Electronic flight bag (EFB) administrator. Copy of the EFB administrator qualification list on specific aircraft type(s) as per the operator training program.
- Aircraft maintenance personnel:
 - Copy of a valid JCARs Aircraft Maintenance License (AML) on category A, B1 or B2.
 - Copy of a valid a valid JCAR Medical Certificate - Class 3.
- Performance engineer. Copy of the performance engineer qualification list on the specific aircraft type(s) as per the operator training program.
- Other personnel. Copy of the specified occupation qualification list as per the operator training program.