




**Jordan Civil Aviation Regulatory Commission**

# Guidance Procedure: AWS 24

**Foreign Maintenance Organization Approval**

Prepared by

Engr Adel Malkawi 


Engr Majed Dmour 

Airworthiness Inspectors


Revised by

Engr Khalid Al-Zoubi   
Chief Airworthiness Inspection

Reviewed by

Dr. Mohammad Al-Husban   
Director Airworthiness Standards

Approved by

  
Capt. Mohammad Amin Al-Quran  
Chief Commissioner/CEO

Issue : 02

Rev. : 00

May 2012





**Civil Aviation Regulatory Commission  
Foreign Maintenance Organization Approval**

**Table of Contents**

<b>Subject</b>	<b>Page</b>
Preface Page	i
List of Effective Pages	ii
Table of Contents	iii
Abbreviations	iv
I. Purpose	1
II. Distribution	1
III. Amendments	1
IV. General	1
V. Policy	1
VI. Procedure	2
VII. Fees and Charges	3
VIII. Privileges of the Approved Organization	3
IX. Continuous Surveillance	4
X. Forms	4



**Civil Aviation Regulatory Commission  
Foreign Maintenance Organization Approval**

**Abbreviations**

<b>AMO</b>	Approved Maintenance Organization
<b>CARC</b>	Civil Aviation Regulatory Commission
<b>CEO</b>	Chief Executive Officer
<b>CRS</b>	Repair Station Certificate
<b>EASA</b>	European Aviation Safety Agency
<b>FAA</b>	Federal Aviation Administration
<b>ICAO</b>	International Civil Aviation Organization
<b>JCAR</b>	Jordan Civil Aviation Regulations
<b>JD</b>	Jordanian Dinar
<b>MOE</b>	Maintenance Organization Exposition
<b>NAA</b>	National Aviation Authority



**Civil Aviation Regulatory Commission**  
**Foreign Maintenance Organization Approval**

## **I. Purpose**

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

## **II. Distribution**

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

## **III. Amendments**

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

## **IV. General**

An application for a Foreign Maintenance Organization Approval shall be made in a manner acceptable to Chief Commissioner, Civil Aviation Regulatory Commission (CARC). The governing rules are prescribed in JCAR Parts M & 145.

## **V. Policy**

According to Civil Aviation Law No. 41 of 2007 article 27 (f) (1), CARC must approve any maintenance organization that will conduct maintenance on a Jordanian registered aircraft and/or components.

In general, the policy of CARC regarding a Maintenance Organization Approval is that granting an Approval is to be determined after CARC becomes satisfied of a demonstrated need for initial Approval, meanwhile for the approval renewal process CARC may audit the maintenance organization if an application for approval renewal is received by CARC, and after the Chief Commissioner's approval, without demonstrated need requirement and on expenses of the applicant.

To consider the application, the Organization shall be a holder of either EASA Approval (AMO) or FAA Repair Station Certificate (CRS) in conjunction with Certificate issued by the Organization's National Civil Aviation Authority (NAA).



**Civil Aviation Regulatory Commission**  
**Foreign Maintenance Organization Approval**

In some cases, CARC may consider the Organization's NAA approval, if neither EASA (AMO) nor FAA (CRS) approval was issued, provided that the last ICAO Safety Oversight Audit Report does not show significant findings on that Authority.

## **VI. Procedure**

The following procedures are guidance to obtain this Approval.

(a) The owner/operator of a Jordanian registered aircraft shall submit to CARC Form 18-280, as amended, to the Airworthiness Standards Department (AWSD) requesting Approval for a Foreign Maintenance Organization to conduct maintenance on his aircraft.

The application form shall be filled out up to and including Block No. 3, while block No. 4 shall be filled out by CARC Airworthiness Inspector(s) after conducting the official CARC audit to make sure that the Maintenance Organization is in compliance with JCAR Part M, Part 145 requirements and accepted procedures.

(b) The Foreign Maintenance Organization shall submit CARC Form 18-148, as amended, to AWSD requesting Approval for their maintenance organization to conduct maintenance on the Jordanian registered aircraft and/or components in accordance with Jordanian operator request in paragraph (a).

(c) The Foreign Maintenance Organization shall attach to the application a copy of the Organization's Approvals/Certificates and the Maintenance Organization Exposition or the Repair Station Manual, as applicable.

(d) The application forms shall be submitted, at least 30 days before the expected date of utilizing the requested maintenance services, to the following address.

*Airworthiness Standards Department  
Civil Aviation Regulatory Commission  
P.O. Box 7547, Amman 11110, Jordan  
Phone: +962 6 488 7042  
e-mail: [diraws@carc.gov.jo](mailto:diraws@carc.gov.jo)*

(e) If CARC is satisfied with the Organization's procedure, a date will be arranged with both applicants for conducting the physical audit on the Maintenance Organization, after the Chief Commissioner's approval. The audit will be carried out according to CARC Form 18-268, as amended.

(f) The findings, if any, raised during the audit will be recorded in CARC Form 18-261; Audit/Inspection Follow-up, as amended, copies of which will be sent to both



**Civil Aviation Regulatory Commission**  
**Foreign Maintenance Organization Approval**

applicants. In case of severe findings, the application will be suspended until satisfactory corrective measures are taken by the Organization.

(g) A supplement shall be added to the organization's MOE explaining the special requirements of CARC.

(h) When a comprehensive audit is conducted by the CARC/Airworthiness and upon fulfillment of all requirements, the auditing inspector will fill out Block No. 4 of CARC Form 18-280 showing his recommendation whether the maintenance organization meets or does not meet the requirements for Approval. If the organization meets the requirements for Approval, the Organization will be granted a duly approved and signed CARC Form 18-215, as amended. The Approval will be valid for 24 months for line maintenance and 12 months for base maintenance.

### **VII. Fees and Charges**

The applicant (Jordanian Operator/Foreign Maintenance Organization) shall bear the entire cost of the certification process that includes:

- a. The Approval of Foreign Maintenance Organization fees: The fees applicable are prescribed in Regulation No. 45 of the year 2007, as amended, which is published on the CARC website. Fees shall be paid to CARC prior to the issuance of the approval.
- b. The entire cost of CARC audit. This will include first/business class return air travel, ground transportations, accommodation (4/5 star hotels including breakfast) and the inspector allowances of 125 JD/Day including traveling days.
- c. The inspector allowances to be paid to CARC prior to commencement of the audit.
- d. Payment should be made by check or transfer to Central Bank of Jordan (Swift Code CBJOJOAX) Civil Aviation Regulatory Commission account No. 19/3105/1.

### **VIII. Privileges of the Approved Organization**

The approved Organization will be listed on CARC website.

In accordance with the approval, the organization will be entitled to carry out the following tasks:

(a) Maintain any Jordanian registered aircraft of the same type listed in the CARC approval in accordance with the approved scope of work, at the locations identified in the approval certificate and in the CARC supplement of the MOE.



**Civil Aviation Regulatory Commission**  
**Foreign Maintenance Organization Approval**

(b) Issue certificates of release to service in respect of completion of maintenance in accordance with 145.50.

**IX. Continuous Surveillance**

After the approval is issued, the foreign maintenance organization will be subject to the surveillance of CARC/AWSD at least once at each approval renewal.

**X. Forms**

Forms may be obtained from CARC official web site.

- 1) CARC Form 18-280 "Application for Foreign Maintenance Organization Approval".
- 2) CARC Form 18-148 "Application for Part 145 Approval"
- 3) CARC Form 18-268 "Part 145 Approval Recommendation Report"
- 4) CARC Form 18-215 "Approval of Foreign Maintenance Organization"