Notice of Proposed Rule Making
of JCAR Part-AMO.UAS
Unmanned Aircraft Systems Classes "C0-C6"
Approved Maintenance Organization

***NPRM : Reg.* I1/2026** ***Release Date:* 11/ 08 /2026**

The drone industry is diverse, innovative and international. It has an enormous potential for growth with the associated possibility to create jobs.

To ensure a safe, secure and environmentally friendly development, and to respect the citizens' legitimate concerns for privacy and data protection, Jordan Civil Aviation Regulatory Commission (CARC) hereby releases a new Issue of Part AMO.UAS to develop a regulatory framework for Approved Maintenance Organization as well as concrete proposals for the regulation of low-risk drone operations.

The objective of this NPRM is to announce the proposed issue and to seek concerned parties' comments regarding the above mentioned regulations and to facilitate enhanced public involvement in the process.

The CARC encourages comments concerning these regulations to be directed to the following address:

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Airworthiness Inspector

The closing date of comments 10/10/2026

Capt. Daifallah Alfarajat
Chief Commissioner/CEO
Civil Aviation Regulatory Commission

Part-AMO.UAS

Unmanned Aircraft Systems Classes “C0-C6” Approved Maintenance Organization

This new part of the Jordanian Civil Aviation Regulation is hereby issued under the authority and provisions of article 12-B of the Jordanian Civil Aviation Law 41/2007 and its amendments.

Capt. Daifallah Alfarajat
Chief Commissioner/CEO
Civil Aviation Regulatory Commission

Revision Control Sheet			
Amendment No.	Effective Date	Subpart	Paragraph
Issue1, Amendment 0	Nov. 2026	ALL	ALL

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AMO.UAS.1 General

For the purposes of this Part:

(a) 'CARC' shall be the authority specified to implement the requirements for the certification, oversight and enforcement of the maintenance and continuing airworthiness of UAS and its components. Part-AMO.UAS "C0-C6" organization shall be an organization or part of an organization registered as a legal entity; such an organization may conduct business from more than one address and may hold more than one JCAR Part approval. An organization involved in activities subject to this Part shall not exercise its activities unless approved by CARC.

(b) 'Owner of the UA' shall mean, the registered owner of the UA, which may be the UAS operator itself.

(c) The Owner of the UA shall be accountable for the maintenance and continuing airworthiness of the UAS and its components, and shall ensure that no flight takes place unless all the following requirements are met:

(1) The UAS and its components are maintained in an airworthy condition;

(2) Any operational and emergency equipment fitted to the UAS is correctly installed and serviceable, or if that equipment is unserviceable, it is clearly identified as such;

(3) The UA complies with the maintenance and continuing airworthiness requirements of this Part and is in a condition for safe operation.

(d) Any person or organization that performs maintenance on the UAS and its components shall be responsible for the maintenance tasks performed.

(e) The UAS operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. The person carrying out that inspection on behalf of the UAS operator shall be qualified for that purpose. The pre-flight inspection need not be carried out by an approved maintenance organization or by a certifying staff.

(f) The Owner of the UA shall ensure that:

(1) The tasks associated with the maintenance and continuing airworthiness of the UAS are performed by an organization that is approved in accordance with this Part. If a Part-AMO.UAS organization is contracted by the owner of the UA as regards the performance of those tasks, a written contract shall be established. That contracted organization shall be approved by CARC and shall assume responsibility for the proper performance of those tasks;

(2) The maintenance of the UAS and its components for installation thereto is performed by an organization that is approved in accordance with this Part.

(g) To determine whether the UAS complies with the requirements of this Part, the owner of the UA shall ensure that access to the UAS and UAS records is granted to any person authorized by CARC.

(h) The organization shall comply with the security requirements as required by CARC organization approved security program.

(i) The organization shall comply with the safety requirements as required by JCAR Part 19.

AMO.UAS.005 Definitions

For the purposes of this Part, the following definitions apply:

'Certifying staff' means personnel responsible for the release of an UAS or a component after maintenance.

'Competency' is a combination of individual skills, practical and theoretical knowledge, attitude, training, and experience.

'Continuing airworthiness' means all of the processes ensuring that, at any time in its operating life, the unmanned aircraft complies with the airworthiness requirements in force and is in a condition for safe operation.

'Critical maintenance task' means a maintenance task that involves the assembly or any disturbance of a system or any part on an unmanned aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety.

'Direct remote identification' means a system that ensures the local broadcast of information about an unmanned aircraft in operation, including the marking of the unmanned aircraft, so that this information can be obtained without physical access to the unmanned aircraft.

'Endangers flight safety' means any instance where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system, or total system failure. An overdue mandatory task for compliance is also considered a hazard to flight safety. Inspection for hidden damage following an occurrence, incident or accident shall be taken in consideration.

'Error' is an action or inaction by a person that may lead to deviations from accepted procedures or regulations. Note: Errors are often associated with occasions when a planned sequence of mental or physical activities either fails to achieve its intended outcome, or is not appropriate with regard to the intended outcome, and when results cannot be attributed purely to chance.

'Equipment to control unmanned aircraft remotely' means any instrument, equipment, mechanism, apparatus, appurtenance, software or accessory that is necessary for the safe operation of an unmanned aircraft other than a part and which is not carried on board that unmanned aircraft.

'Geo-awareness' means a function that, based on the data provided, detects a potential breach of airspace limitations and alerts the remote pilots so that they can take effective immediate action to prevent that breach.

'Hazard' is a condition or an object with the potential to cause or contribute to an unmanned aircraft incident or accident.

'Human performance' refers to human capabilities and limitations which have an impact on the safety and efficiency of aeronautical activities.

'Inspection' in the context of compliance monitoring and oversight, refers to an independent documented conformity evaluation by observation and judgement accompanied, as appropriate, by measurement, testing or gauging, in order to verify compliance with applicable requirements. Note that an inspection may be part of an audit (e.g. product audit), but may also be conducted outside of the normal audit plan; for example, to verify closure of a particular finding.

'Maintenance' means the performance of tasks on an unmanned aircraft, engine, propeller or associated part required to ensure the continuing airworthiness of an unmanned aircraft, engine, propeller or associated part including any one or combination of overhaul, inspection, replacement, defect rectification and the embodiment of a modification or repair.

'Manufacturers' means any natural or legal person who manufactures a product or has a product designed or manufactured and markets that product under their name or trademark.

'Pre-flight inspection' means the inspection carried out before flight to ensure that the unmanned aircraft is fit for the intended flight.

'Principal place of business' means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Part are exercised.

'Risk assessment' is an evaluation based on engineering and operational judgement and/or analysis methods in order to establish whether the achieved or perceived risk is acceptable or tolerable.

'Technical specification' means a document that establishes technical requirements to be fulfilled by a product, process or service.

'Unmanned aircraft (UA)' means any aircraft operating or designed to operate autonomously or to be piloted remotely without a pilot on board.

'Unmanned aircraft system (UAS)' means an unmanned aircraft and the equipment to control it remotely.

AMO.UAS.010 Abbreviations

AD	Airworthiness Directive
CARC	Civil Aviation Regulatory Commission
CRS	Certificate of Release to Service
CMU	Control Monitoring Unit
ICA	Instructions for Continued Airworthiness
MTOM	Maximum Take-off Mass
UA	Unmanned Aircraft
UAS	Unmanned Aircraft System

AMO.UAS.015 Application

(a) An application for a certificate, or an amendment to an existing certificate in accordance with this Part, shall be made on a form and in a manner established by CARC.

(b) An application for a certificate, or an amendment to an existing certificate in accordance with this Part, shall include the following information:

(1) the registered name and address of the applicant;

(2) the address of the organization requiring the approval or change to the approval;

(3) company registration document at the Companies Control Department at the Ministry of Industry, Trade and Supply;

(4) the intended scope of approval and capability or change to the scope of approval and capability;

(5) for the maintenance of components, the scope of work shall be established in accordance with the component classification referred to by AMO.UAS.020 (f), and the intended component capability list provided shall specify for each component class the component description, part number, manufacturer of unmanned aircraft or component, reference of maintenance data, level of maintenance, etc;

(6) risk assessment for the intended scope of work;

(7) the organization manual referred to by AMO.UAS.025;

(8) evidence of ownership or tenancy of facilities and storage referred to by AMO.UAS.030;

(9) the name and signature of the accountable manager;

(10) the nominated persons referred to in points (a) and (b) of AMO.UAS.035; and

(11) the date of the application.

(c) Upon receiving an application from an organization for the initial issue of a certificate, CARC shall verify the organization's compliance with the applicable requirements.

(d) (d) A meeting with the accountable manager of the organization shall be convened at least once during the investigation for initial certification to ensure that that person understands his role and accountability.

(e) CARC shall record all the findings issued, closure actions, as well as the recommendations for the issue of the certificate.

(f) CARC shall confirm to the organization in writing all the findings raised during the verification. For initial certification, all findings must be corrected to the satisfaction of CARC before the certificate is issued.

(g) When satisfied that the organization complies with the applicable requirements, CARC shall:

(1) Issue the certificate in accordance with this Part;

(2) Formally approve the organization manual.

(h) The certificate reference number shall be included on the organization certificate in a manner specified by CARC.

(i) The certificate shall be issued for two years. The privileges and the scope of the activities that the organization is approved to conduct, including any limitations as applicable, shall be specified in the terms of approval attached to the certificate.

AMO.UAS.017 Means of compliance

(a) An organization may use any alternative means of compliance to establish compliance with this Part.

(b) If an organization wishes to use an alternative means of compliance, it shall, prior to using it, provide CARC with a full description. The description shall include any revisions to manuals or procedures that may be relevant, as well as an explanation indicating how compliance with this Part is achieved.

The organization may use that alternative means of compliance subject to the prior approval by CARC.

AMO.UAS.020 Scope of work and terms of approval

(a) This Part establishes the Jordanian national requirements applies to UAS classes C0-C6 with low risk and its related components intended to be operated in the 'Open Category" as defined in JCAR Part 101 "UAS Open Category" and 'Specific' Category, as defined in JCAR Part 102 "UAS Specific Category".

(b) This Part sets out the requirements to be met by an organization to qualify for the issue or continuation of an approval certificate for the maintenance of the UAS Class C0-C6 with low risk and its related components, or a combination of these activities, intended to be operated according to point (a).

(c) For each of the privileges sought, the organization shall specify the scope of work in its organization manual and capability list, as provided for in point AMO.UAS.025. The scope of work shall be an accurate description of the work performed by the organization.

(d) For UA and CMU maintenance, the scope of work shall include:

(1) the type or manufacturer of the UA and the CMU;

(2) the type and extent of maintenance work, including specialized tasks and methods, if any.

(e) For CMU installation, the scope of work shall include the type or manufacturer of the CMU.

(f) For the maintenance of components, the scope of work shall be established in accordance with the following classification:

(1) C1: UA air conditioning and pressurization;

(2) C2: UA auto flight;

(3) C3: UA communications and navigation;

(4) C4: UA doors and hatches;

(5) C5: UA electrical power and lights;

(6) C6: UA equipment;

(7) C7: UA engine;

(8) C8: UA flight controls;

(9) C9: UA fuel systems;

(10) C10: UA rotors;

(11) C11: UA transmission;

(12) C12: UA hydraulic power;

(13) C13: UA indicating and recording system;

(14) C14: UA landing gear;

(15) C15: UA oxygen;

(16) C16: UA propellers;

(17) C17: UA pneumatic and vacuum systems;

(18) C18: UA protection from ice/rain/fire;

(19) C19: UA windows;

(20) C20: UA structural;

(21) C21: UA water ballast;

(22) C22: UA propulsion augmentation;

(23) C23: other UA components;

(24) C24: CMU components.

(g) For the maintenance of complete engines, the scope of work shall include the type or manufacturer of the engines.

(h) For the non-destructive testing (NDT) privilege, when it forms part of the class 'specialized services', the scope of work shall include the NDT methods.

(i) The organization shall comply with the terms of approval attached to the organization certificate issued by CARC, and with the scope of work specified in the organization manual.

AMO.UAS.025 Organization manual

(a) The organization shall establish and maintain an organization manual that specifies the necessary information and procedures for its personnel to perform their duties and for the organization to show how it complies with this Part.

(b) The organization manual shall include directly or by reference the following information:

(1) a statement signed by the accountable manager confirming that the organization will work at all times in accordance with the requirements of this Part and the organization manual;

(2) the detailed scope of work and capability of the organization for each privilege;

(3) an organization chart identifying the title(s) and name(s) of the person(s) referred to in points (a), (b) and (c) of point AMO.UAS.035, and showing the lines of responsibility between these persons;

(4) a general description and location of the facilities;

(5) the manual amendment procedure, as specified in point AMO.UAS.105(b);

(6) and where applicable, the scope of and procedures for work performed at a location other than the approved facilities;

(7) a list of certifying staff with their scope of authorization;

(8) a list of staff responsible for the approval of the UAS maintenance program;

(9) the scope of and procedures for the maintenance on UA performed and certified remotely from the CMU.

(c) The initial issue of the organization manual shall be approved by CARC.

(d) Amendments to the organization manual shall be handled in accordance with point AMO.UAS.105.

AMO.UAS.030 Facilities and storage

(a) The organization shall ensure that the facilities to be used, including office accommodation, allow it to perform all planned work. Where the facilities are not owned by the organization, it shall be necessary to establish proof of tenancy.

(b) In addition, where the scope of approval of the organization includes maintenance activities, the organization shall ensure that:

(1) specialized workshops, hangars and bays provide adequate protection from contamination and environmental conditions;

(2) secure storage facilities are provided for components, equipment, tools and materials, while ensuring segregation of components. Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts, and materials;

(3) Relevant instructions for component storage are complied with, and access to the storage facilities is restricted only to authorized personnel.

(c) Facilities and storage compliance with safety and security requirements.

AMO.UAS.035 Personnel requirements

(a) The organization shall appoint an accountable manager accepted to CARC that has the authority to ensure that all activities of the organization can be financed and performed in accordance with this Part and ensure that safety and security requirements are complied with.

(b) The accountable manager shall nominate a person or group of persons accepted to CARC with the responsibility to ensure that the maintenance and continuing airworthiness activities are performed in accordance with the organization manual.

(c) The accountable manager shall nominate a compliance monitoring and safety manager accepted to CARC with the responsibility to manage the compliance monitoring and safety function referred to in point AMO.UAS.100.

(d) The persons nominated in accordance with points (b) and (c) shall have a responsibility to the accountable manager and direct access to him. They shall be able to demonstrate appropriate knowledge, background and experience to discharge their responsibilities.

(e) The organization shall ensure that all personnel involved in maintenance and continuing airworthiness activities have the appropriate knowledge, background and experience, and remain competent for the work intended to be performed.

(f) The organization shall have sufficient and appropriately qualified staff to allow it to perform the planned work.

(g) The organization shall establish initial training for its maintenance staff to ensure they will perform the intended maintenance safely.

(h) Personnel that perform specialized tasks, such as welding, or non-destructive testing (NDT) inspection other than color-contrast inspections, shall be qualified in accordance with an officially recognized standard.

AMO.UAS.040 Certifying staff

(a) In order to certify the maintenance on UA, CMU and components, or to certify CMU installation, the organization shall authorize relevant certifying staff for that purpose.

(b) Certifying staff that are intended to certify the maintenance on UA and CMU, or to certify CMU installation, shall receive initial training relevant to the particular UA and CMU to be stated in the authorization. The organization shall ensure that they have acquired a minimum of 3 months of practical maintenance experience with similar aircraft or CMU, or 6 months of practical maintenance experience on aircraft or CMU being operated, before receiving their certification authorization.

(c) The organization shall ensure that certifying staff receive sufficient and adequate initial training of applicable regulations, maintenance standards, relevant technologies, organization procedures, human factors issues, batteries related risks, safety, and security including cyber security.

(d) The organization shall ensure that certifying staff periodically receive sufficient and adequate recurrent training every two years to ensure that they have up-to-date knowledge of relevant regulations, technologies, organization procedures, human factors issues, safety, and security including cyber security.

AMO.UAS.050 Components, equipment and tools

(a) The organization shall have, or shall have access to, equipment and tools that are adequate to discharge its responsibilities.

(b) The organization shall ensure that the equipment and tools it uses are controlled and calibrated to an officially recognized standard. It shall keep records of such calibrations and the standards used.

(c) As regards maintenance, the organization shall inspect, classify and appropriately segregate all incoming components received.

(d) A component may be fitted to an UAS only if all the following conditions are met:

(1) it is in a satisfactory condition;

(2) it has been appropriately released to service.

(e) Prior to the installation of a component on an UAS, the organization shall ensure that the particular component is eligible to be fitted taking into account the UAS configuration and any applicable mandatory requirements.

(f) Standard parts shall be fitted to an UA or to a component only when the maintenance data specifies those particular standard parts, when accompanied by evidence of conformity to the applicable standard, and when they have appropriate traceability.

(g) Raw or consumable materials shall only be used on an UA or a component provided that:

(1) the aircraft or component manufacturer allows for the use of such raw or consumable materials in relevant maintenance data;

(2) Such materials meet the required material specifications and have appropriate traceability;

(3) Such materials are accompanied by documentation that clearly relates to those particular materials and contains a statement of conformity to applicable specifications, and also the manufacturing and supplier source.

(h) Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts, and materials.

(i) A component shall be considered unserviceable in any of the following circumstances:

(1) expiry of the component's limitation as defined in the UAS maintenance data;

(2) non-compliance with applicable ADs and other continuing airworthiness requirements mandated by CARC;

(3) absence of the necessary information to determine the airworthiness status of the component or its eligibility for installation;

(4) evidence of component defects or malfunctions;

(5) involvement of the component in an incident or accident that has likely affected its serviceability.

(j) Components which have reached their certified life limits or contain a non-repairable defect or malfunction shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system.

(k) Any damage to an UAS or to a component for installation thereto shall be assessed before being repaired.

(l) Carrying out modifications and repairs on the UAS or its components shall require such modifications and repairs to be carried out according to approved data.

AMO.UAS.055 Maintenance data and work orders

(a) The organization shall have access to and use applicable current maintenance data which is necessary for the performance of maintenance.

(b) Applicable maintenance data means any of the following:

(1) any applicable requirement, procedure, standard or information issued by CARC;

(2) any applicable AD;

(3) the applicable ICAs and other maintenance instructions issued by the manufacturer;

(4) for components approved for installation by the UAS manufacturer, the applicable maintenance instructions are published by the component manufacturer.

(c) Before maintenance commences, a written work order shall be agreed between the organization and the person or organization requesting the maintenance, in a manner that establishes the maintenance to be performed.

AMO.UAS.060 Maintenance standards

(a) All maintenance shall be performed in accordance with the requirements of the applicable maintenance data.

(b) When performing maintenance, the organization shall comply with the following requirements:

(1) ensure that the area where maintenance is performed is well organized and clean (free of dirt and contaminants);

(2) use the methods, techniques, standards and instructions specified in the maintenance data and work orders referred to in point AMO.UAS.055;

(3) use the tools, equipment and materials specified in point AMO.UAS.050;

(4) ensure that maintenance is performed in accordance with any environmental limitations specified in the maintenance data referred to in point AMO.UAS.055;

(5) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;

(6) ensure that the risk of errors during maintenance is minimized, in particular the risk of errors repeated in identical maintenance tasks;

(7) ensure that an error-capturing method is implemented after the performance of any critical maintenance task;

(8) perform a general verification after the completion of maintenance in order to ensure that the UA, the CMU or the component are clear of all tools, equipment and any extraneous parts and materials, and that all access panels removed have been refitted.

AMO.UAS.065 Certification of UA maintenance

(a) Upon completion of the maintenance performed on an UA in accordance with this Part, the organization shall certify such maintenance in accordance with points (b), (c), (d), and (e).

(b) When completed, the maintenance performed on an UA shall be certified on a 'certificate of release to service' (CRS) by a certifying staff. The CRS shall be issued when that certifying staff has verified that all the maintenance that was ordered has been properly performed taking into account the availability and use of the maintenance data specified in point AMO.UAS.055.

(c) A CRS shall contain at least the following:

(1) basic details of the UA maintenance performed;

(2) the date on which the UA maintenance was certified;

(3) the approval reference of the maintenance organization and certifying staff issuing the CRS;

(4) the limitations to airworthiness or operations, if any.

(d) By way of derogation from point (b), and notwithstanding point (e), when ordered maintenance cannot be completed, a CRS may be issued within the approved UA limitations. In that case, the CRS shall indicate that the maintenance could not be completed and also indicate any applicable airworthiness or operations limitations as part of the information required in point (c)(4).

(e) A CRS shall not be issued in the case of any known non-compliance with the requirements of this Part which endangers flight safety.

AMO.UAS.070 Certification of component maintenance

(a) Upon completion of the maintenance carried out on UA components in accordance with this Part, the organization shall certify such maintenance in accordance with point (d).

(b) Upon completion of the maintenance performed, in accordance with this Part, on CMU components, the organization shall certify such maintenance in accordance with point AMO.UAS.071.

(c) Points (a) and (b) do not apply to components fabricated in accordance with point AMO.UAS.095(a)(5).

(d) When completed, the maintenance performed on an UA component shall be certified by a certifying staff. The certification shall be issued when that certifying staff has verified that all the maintenance that was ordered has been properly performed taking into account the availability and use of the maintenance data specified in point **AMO.UAS.055** and that the component is in a satisfactory condition.

AMO.UAS.071 Certification of CMU maintenance

(a) Upon completion of the maintenance performed on the CMU in accordance with this Part, the organization shall certify such maintenance in accordance with point (b).

(b) When completed, the maintenance performed on a CMU component shall be certified by a certifying staff. The certification shall be issued when that certifying staff has verified that all the maintenance that was ordered has been properly performed taking into account the availability and use of the maintenance data specified in point **AMO.UAS.055** and that the component is in a satisfactory condition.

AMO.UAS.072 Certification of CMU installation

(a) Upon completion of the installation of the CMU in accordance with this Part, if so prescribed by the component manufacturer, the organization shall certify such installation in accordance with point (b).

(b) If prescribed by the manufacturer, the installation of the CMU, when completed, shall be certified on a ‘certificate of release to service’ (CRS) by a certifying staff. The CRS shall be issued when that certifying staff has verified that all the current applicable installation and testing instructions issued by the manufacturer have been properly complied with, taking into account the CMU component installation requirements. A CRS shall include all the following:

(1) A reference to the CMU installation instructions;

(2) The date on which the CMU installation was certified;

(3) The approval reference of the maintenance organization and certifying staff issuing the CRS;

(4) The limitations to airworthiness or operations, if any;

(5) A CRS shall not be issued in the case of any known non-compliance with the requirements of this Part which endangers flight safety.

AMO.UAS.080 Continuing airworthiness management data

(a) The organization shall have access to and use applicable current continuing airworthiness management data which is necessary for the performance of continuing airworthiness management tasks.

(b) Maintenance on the UAS shall require the use of and adherence to current applicable maintenance data. Applicable maintenance data means any of the following:

(1) any applicable requirement, procedure, standard or information issued by CARC;

(2) any applicable AD;

(3) the applicable ICAs and other maintenance instructions issued by the UAS manufacturer, or any other organization that publishes such data;

(4) for components approved for installation by the UAS manufacturer, the applicable maintenance instructions published by the component manufacturer.

AMO.UAS.090 Record-keeping

(a) The organization shall retain the following records as applicable to the privileges it holds:

(1) Maintenance records:

Certificates of release to service (CRS) together with all supporting documents necessary to demonstrate that all maintenance requirements have been met; the organization shall also provide the CRS to the person or organization requesting the maintenance, together with any record, such as specific repair or modification data, necessary to ensure compliance.

(2) CMU installation records:

CRS together with all supporting documents necessary to demonstrate that all installation requirements have been met; the organization shall also provide the CRS to the person or organization requesting the installation, together with any specific installation data.

(b) The organization shall retain personnel records and authorizations that are necessary to demonstrate the qualifications of its personnel. It shall retain the records that are relevant to certifying staff for a period of at least 2 years after that staff has left the organization, or after the authorization issued to that staff has been withdrawn.

(c) The organization shall, upon staff request, grant them access to their personnel records as specified in point (b), and duplicate and provide these records to them when they leave the organization.

(d) The organization shall retain the records:

(1) Referred to in point (a)(1), and any associated maintenance data, for a period of 3 years from the date on which the UA, CMU or component maintenance has been released;

(2) Referred to in point (a)(2), for the organization installing the CMU, for a period of 3 years after the CMU installation has been certified.

(e) Compliance monitoring records shall be kept for a minimum period of 2 years.

(f) All records shall be stored in a manner that ensures protection from damage, alteration, and theft:

(1) The record-keeping system should ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organized in a manner that ensures their traceability and retrievability throughout the required retention period;

(2) records should be kept in paper form, or in electronic format, or a combination of the two. The records should remain legible throughout the required retention period. The retention period starts when the record is created or was last amended;

(3) paper systems should use robust materials which can withstand normal handling and filing. Computer record systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer record systems should include safeguards to prevent unauthorized personnel from altering the data;

(4) All computer hardware that is used to ensure the backup of data should be stored in a secure different location from the one that contains the working data, and in an environment that ensures that the data remains in a good condition and secure. When hardware or software changes take place, special care should be taken to ensure that all the necessary data continues to be accessible through at least the full period specified in the relevant provision. In the absence of any such indications, all records should be kept for a minimum period of 3 years.

(g) When the organization terminates its operations, all retained records shall be transferred to the last owner or customer of the respective UAS or component, or shall be stored as specified by CARC.

(h) The organization shall retain records of all the accomplished work orders, UAS maintained, components and parts installed, repairs and modifications accomplished, subcontractors, and suppliers.

AMO.UAS.095 Privileges of the organization

In accordance with the organization manual, the organization shall be granted with one or more of the following privileges:

(a) Maintenance

(1) Maintain UA, CMU or components specified in the scope of work and at the locations specified in the organization manual.

(2) Arrange for the performance of specialized services by an appropriately qualified subcontracted organization under the control of the organization, in accordance with the appropriate procedures specified in the organization manual.

(3) Under the conditions specified in the procedure referred to in point AMO.UAS.025(b)(6), maintain UA, CMU or components specified in the scope of work at a location not listed in the organization manual.

(4) Certify maintenance in accordance with points AMO.UAS.065, AMO.UAS.070 or AMO.UAS.071.

(5) The organization may fabricate, in conformity with maintenance data, a restricted range of parts for use in the course of ongoing maintenance work at its own facilities, as indicated in the organization manual.

(b) CMU installation

An organization approved for CMU maintenance may perform the installation of a CMU and certify such installation in accordance with point AMO.UAS.072.

(c) Manage the continuing airworthiness of any UAS specified in the scope of work.

AMO.UAS.100 Compliance monitoring, safety and organizational review

(a) To ensure that the organization continuously meets the requirements of this Part, the organization shall establish a compliance monitoring and safety function.

(b) That function shall independently monitor:

(1) The compliance of the organization manual with this Part;

(2) Compliance of the organization's activities with the organization manual.

(c) The function shall also monitor the compliance of contracted maintenance with the contract or work orders.

(d) If the organization holds one or more additional organization certificates within the scope of CARC Air Law 41 for the year 2007, the compliance monitoring and safety function may be integrated into that required under the additional certificate(s) held.

(e) The organization may replace the compliance monitoring and safety function by regular organizational reviews not requiring independence, provided that the following conditions are met and subject to approval by CARC:

(1) The organization's staff does not exceed 10 full-time equivalents involved in maintenance;

(2) The organization shall not subcontract continuing airworthiness management tasks to other parties.

AMO.UAS.102 Protection of information and communication systems and data

(a) The organization shall protect information and communication technology systems and data used for maintenance and continuing airworthiness activities, including relevant software and hardware, and network connections.

(b) Without prejudice to point AMO.UAS.120, the organization shall ensure that any information security incident or vulnerability, which may represent a significant risk to aviation safety, is reported to CARC.

In addition:

(1) when such an incident or vulnerability affects an aircraft or associated system or component, the organization shall also report it to the manufacturer;

(2) when such an incident or vulnerability affects a system or constituent used by the organization, the organization shall report it to the manufacturer.

(c) The reporting referred to in point (b) shall be made as soon as possible, but not exceeding 72 hours from the time the condition has been known to the organization, unless exceptional circumstances prevent this.

(d) The organization shall comply with the Jordanian National Cyber Security Center (NCSC JO) requirements, as applicable.

AMO.UAS.105 Changes to the organization

(a) The following changes to the organization shall require prior approval by CARC:

(1) changes to the certificate, including the terms of approval of the organization;

(2) changes of the persons referred to in points (a) to (c) of point AMO.UAS.035;

(3) Additional locations of the organization;

(4) the name of the organization;

(5) the main location or any current approved location of the organization;

(6) changes to the procedure specified in point (b).

(b) Any other changes shall be managed by the organization and notified to CARC in accordance with a procedure specified in the organization manual. The organization shall submit the description of the changes and the corresponding amendment of the organization manual to CARC within 15 days from the day on which the changes took place.

AMO.UAS.110 Continued validity of an approval certificate

An approval certificate shall be issued for two years, and shall remain valid subject to compliance with all the following conditions:

(a) The organization remains in compliance with the requirements of this Part, taking into account the requirements of point AMO.UAS.115 related to the handling of findings.

(b) The organization has ensured that access is granted to CARC as specified in point AMO.UAS.112.

(c) The approval certificate has not been surrendered by the organization or suspended or revoked by competent authority.

AMO.UAS.112 Access

For the purpose of verifying compliance with the relevant requirements of this Part, the organization shall ensure that access to any facility, UAS, document, record, data, procedure or to any other material relevant to its activities subject to certification is granted to any person authorized by CARC.

AMO.UAS.115 Findings and observations

(a) After receiving notification of a finding from CARC the organization shall, within the period agreed with CARC, define a corrective action plan (to eliminate the finding(s) and prevent its (their) reoccurrence) and demonstrate the implementation of that plan to CARC. The observations received

shall be given due consideration by the organization. The organization shall record the decisions it has taken in respect of those observations.

(b) The organization shall have a system in place to analyze findings for their safety significance.

(c) A level 1 finding will be issued by CARC when any significant non-compliance is detected with the applicable requirements of this Part, with the organization's procedures and manuals, or with the organization certificate including the terms of approval, which lowers safety, or seriously endangers flight safety.

Level 1 findings shall also include:

(1) Any failure to grant CARC access to the organization's facilities referred to in point AMO.UAS.112 during normal operating hours and after two written requests;

(2) Obtaining the organization certificate or maintaining its validity by falsification of the submitted documentary evidence;

(3) Any evidence of malpractice or fraudulent use of the organization certificate;

(4) The lack of an accountable manager.

(d) A level 2 finding shall be issued by CARC when any non-compliance is detected with the applicable requirements, with the organization's procedures and manuals, or with the organization certificate including the terms of approval, which is not classified as a level 1 finding.

(e) When a finding is detected during oversight or by any other means, CARC shall, without prejudice to any additional action required by this Part, communicate in writing the finding to the organization and request corrective action to address the non-compliance identified.

(1) If there are any level 1 findings, CARC shall take immediate and appropriate action to prohibit or limit the activities of the organization concerned and, if appropriate, it shall take action to revoke the certificate, or to suspend or limit it in whole or in part, depending on the extent of the level 1 finding, until successful corrective action has been taken by the organization.

(2) If there are any level 2 findings, CARC shall:

(i) grant the organization an implementation period for the corrective action plan that is appropriate to the nature of the finding, and that in any case shall initially not be longer than 3 months. The period shall commence from the date of the written communication of the findings to the organization. At the end of that period, and subject to the nature of the finding, CARC may extend the 3-month period;

(ii) assess the corrective action plan proposed by the organization, and if the assessment concludes that it is sufficient to address the non-compliance, accept it.

(3) If the organization fails to submit an acceptable corrective action plan or fails to perform the corrective action within the time period initially accepted or further extended by CARC, the finding shall be raised to level 1 and action shall be taken in accordance with point (e)(1).

(4) The organization shall record all the findings raised or that have been communicated to it and, where applicable, the enforcement measures and observations it has received, as well as all corrective actions and the dates of the action closure for all the findings.

(f) CARC may issue observations for any of the following cases that do not require level 1 or level 2 finding:

(1) for any item whose performance has been assessed to be ineffective;

(2) when it has been identified that an item has the potential to cause a non-compliance under points (c) or (d);

(3) when suggestions or improvements are of interest to the overall performance of the organization.

The observations issued under this point shall be communicated in writing to the organization and recorded by CARC.

AMO.UAS.120 Occurrence reporting

(a) The organization shall establish and maintain an occurrence-reporting system, including mandatory and voluntary reporting.

(b) The organization shall report to CARC and to the manufacturer of the UAS or component any safety-related event or condition of an UAS or component identified by the organization which endangers or, if not corrected or addressed, could endanger an UAS or any other person, and in particular any accident or serious incident.

(c) When the organization is contracted for maintenance, the organization shall also report any such event or condition that affects a UAS to the person or organization that requested the maintenance of that UAS. For events or conditions that affect components, the organization shall report to the person or organization that requested the maintenance.

CARC Technical Occurrence Reporting Guidance Procedure AWS 30 provides further guidance on occurrence reporting.