



## **Foreign Part 147 Maintenance Training Organization Acceptance**

**18 GP-45**

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**Chief Commissioner/CEO**



## Table of Contents

Abbreviations .....	2
1. Introduction.....	3
2. Purpose .....	3
3. Policy .....	3
4. Authority.....	4
5. Acceptance Process .....	4
6. Continued Validity.....	10
7. Forms .....	11

## Abbreviations

<b>ATO</b>	Aviation Training Organization
<b>AWOD</b>	Airworthiness Oversight Department
<b>CARC</b>	Civil Aviation Regulatory Commission
<b>ICT</b>	Information and Communication Technologies
<b>TNA</b>	Training Needs Analysis
<b>MTO</b>	Maintenance Training Organization
<b>MTOE</b>	Maintenance Training Organization Exposition



## 1. Introduction

There is a need for CARC to accept maintenance training organization (MTO) that are located outside of Jordan. This approach is driven by cost considerations or simply because the national market does not support certain types of specialized aviation training locally. The principles and procedures that are described in both ICAO Annex 1 and the Manual on the Approval of training Organizations (ICAO Doc 9841) fully apply to foreign-based MTOs.

In practice, there are difficulties linked to the fact that Jordan may not have the necessary means to ensure proper oversight of MTOs located abroad. To overcome these difficulties, Jordan has found it convenient to rely on the approval and oversight system of the host State to issue the acceptance by accepting the approval given by another State to fully understand the conditions and the regulatory basis of the original approval. This may lead to the establishment of supplementary conditions.

This Guidance provides technical guidance on the use of remote information and communication technologies (ICT) to conduct a remote surveillance and audit to support CARC when overseeing maintenance training organization having their principal place of business in a foreign country and holding a valid EASA, FAA, ANAC, UKCAA, or TCAA Part 147 maintenance training organization certificate in conjunction with a certificate issued by the organization's national civil aviation authority (NAA), to confirm that the organizations remain in compliance with the requirements and standards of JCAR Part 147 and its related Acceptable Means of Compliance (AMC) and Guidance Material (GM) and to ensure that foreign maintenance training organization maintains the continued validity of CARC acceptance certificate requirements, if CARC remote surveillance and audit outcome is satisfactory and the foreign maintenance training organization is in full compliance with the requirements and standards of applicable CARC regulations, CARC will issue the foreign maintenance training organization acceptance certificate.

## 2. Purpose

This procedure is intended to assist the aviation industry in Jordan and the foreign maintenance training organizations /Type Training to process the applications for obtaining CARC acceptance for a foreign maintenance training organization/Type training organization of the approval issued by the foreign authority as EASA, FAA, ANAC, UKCAA, or TCAA in conjunction with a certificate issued by the organization's national civil aviation authority (NAA), where the validity relies on the remote surveillance and audit activities using remote information and communication technologies (ICT) to confirm that the organizations remain in compliance with the requirements and standards of JCAR Part 147 and its related Acceptable Means of Compliance (AMC) and Guidance Material (GM) and to ensure that foreign maintenance training organization maintains CARC acceptance certificate requirements and accordingly the issuance of the foreign maintenance training organization CARC acceptance certificate.

## 3. Policy

Whereas, JCAR Part 66 of Jordan Civil Aviation Regulation requires that certifying staff shall be qualified in accordance with the provisions of Part 66 and Part 147 , Appendix III, aircraft type training consisting of theoretical training and examination, and, except for the category C ratings, practical training and assessment requires that Type Training must be conducted by a maintenance training organization appropriately approved in accordance with Part-147 or, when conducted by other organizations, as directly approved by CARC and the ICAO Annex 1, point 1.2.8 for authorization of foreign training organizations (MTOs) to provide training for maintenance personnel , CARC hereby issues this user guide which is dedicated to CARC Part 147 organizations based outside of Jordan (hereinafter referred to as "Foreign Part 147 organizations").



This User Guide is complementary to the requirements of Part-147 and Part-66, as amended and applicable, and does not supersede or replace the information defined within this document.

In general, the policy of CARC regarding a Maintenance Training Organization Acceptance is that granting an Acceptance is to be determined after CARC becomes satisfied of a demonstrated need for initial Acceptance through an official application by a Jordanian customer, meanwhile for the Acceptance renewal process CARC may remotely audit the maintenance training organization if an application for Acceptance 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, FAA, ANAC, UKCAA, or TCAA Approval of maintenance training organization (MTO) in conjunction with a certificate issued by the organization's national civil Aviation authority (NAA).

In some cases, CARC may consider the organization's NAA approval, if EASA, FAA, ANAC, UKCAA, or TCAA approval was not issued, provided that the last ICAO Safety Oversight Audit Report does not show significant findings on that Authority.

#### 4. Authority

Civil Aviation Regulatory Commission (CARC) has designated the Airworthiness Oversight Department as the department responsible for the Maintenance Training Organization approvals/ acceptance.

Application for CARC Foreign Part 147 Maintenance Training Organization Acceptance shall be made in a manner accepted by CEO/ Chief Commissioner by using CARC Form 18 OF-0012. This Application form shall be sent directly to:

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

Details about CARC's Regulation including fees and charges can be found on the CARC website ([www.carc.gov.jo](http://www.carc.gov.jo)).

#### 5. Acceptance Process

The principles and procedures that are described in this document fully apply to foreign-based MTOs.

##### a. Application

An application for a Foreign Maintenance Training Organization/Type Training Acceptance shall be made in a manner acceptable to Chief Commissioner, Civil Aviation Regulatory Commission (CARC). The governing rules are prescribed in JCAR Parts 147 and Part 66, as applicable. This guidance procedure applies to foreign MTOs under an accepted equivalent system such as EASA, FAA, ANAC, UKCAA, or TCAA in conjunction with certificate issued by the organization's National Civil Aviation authority (NAA) to allow for the MTO acceptance when the following applicability/pre- requisites are met:

- CARC has determined that the organization has a satisfactory regulatory compliance history, and in case of high risk situation is detected the audit of organization should be carried out on-site;

- Approval of such organizations relies on the remote surveillance and audit activities using remote information and communication technologies (ICT) to enable CARC to confirm that the foreign MTO in compliance with the requirements and standards of JCAR Part 147 and Part 66, as applicable, and its related Acceptable Means of Compliance (AMC) and Guidance Material (GM);
- Demonstration of need by a Jordanian customer through an official application submitted to CARC by a Jordanian customer and the foreign maintenance training organization; and
- The establishment of a written maintenance training contract between the Jordanian customer and the foreign maintenance training organization and actions taken by both parties to ensure its effective implementation.

#### **b. Acceptance Procedure**

For the purpose of Part-147 scope of acceptance recommendation, CARC Form 18 OF- 0022 will be used to verify compliance with Part -147 and Part 66, as applicable, as follows:

- Part 1: General, summary
- Part 2: Compliance audit review
- Part 3: MTOE compliance review
- Part 4: Findings status
- Part 5: Acceptance recommendation

#### **c. Acceptance Steps**

- Application to be submitted to CARC using CARC Form 18 OF-0012
- MTOE and training needs analysis (TNA) review
- Remote verification of compliance according to JCAR Part 147, JCAR Part 66, as applicable, and MTOE
- Audit findings recorded and confirmed in writing
- All findings closed before issue of Acceptance Certificate
- Record closure date and reference
- Acceptance reference number: CARC.F. MTO.XX
- Acceptance recommendation, applicable fees payment, and Acceptance Certificate CARC Form 18 OF-0123 (Maintenance Training and Examination Organization Acceptance Schedule of approval must match to MTOE)

#### **d. CARC Auditing**

- On line video meeting with applicant post holders and sample of instructional and examination staff, and where possible with the accountable manager
- Remote document (s) review
- Sampling of trainings / examinations requested Scope
- Remote compliance audit (facility, personnel, records, training materials, equipment, student records, and quality system)
- Remote debrief of findings at the end of the remote audit
- Organization's Question Databank:
  - During the acceptance a sample of questions (type training) should be assessed by CARC.



- Content, level and understanding, numbers of questions used and also frequency of usage – change process, usage of same questions etc.
  - Type Training: MCQ check against Appendix III of Part-66
- Reporting on CARC Form 18 OF-0022

#### e. Application management process

Upon receipt of an application, CARC will:

- review of the application
- review the maintenance training organization exposition (MTOE); and
- verify the organization's compliance with the requirement of Part-147, Part 66, as applicable, and MTOE.

AWOD/ MTO Division will check the application for eligibility. The purpose of the eligibility check is to ensure that the application is complete & acceptable, but also that the certification process can be carried out in a reasonably timely manner. When incorrect or incomplete information is provided, CARC shall notify the applicant as soon as possible by letter or email detailing the omissions and errors.

Initial application package must include:

- Application for Part 147 MTO acceptance using CARC Form 18 OF-0012;
- The official document proving the legal status of the applicant, with an official English translation when necessary (see note1);
- MTOE, course material, etc.;
- Detailed training needs analysis (TNA);
- Evidence of post holders, instructors, assessors and examiners acceptance; and
- Training arrangement/contract with a Jordanian customer.

#### f. Task allocation and technical investigation

After eligibility of the application has been fully assessed, CARC will assign inspector(s) to carry out this task and the assigned inspector(s) will decide if the application is to be further investigated.

The Applicant is informed in writing about the allocated investigation team by the Airworthiness Oversight Department.

#### g. Initial technical investigation

The applicant shall provide the assigned inspector(s) with the following documents for Initial technical investigation:

- the organization updated and approved MTOE together with training, examination and quality instructions;
- the management post holders' evidence of acceptance by their authority;
- the list of authorized instructional and examination staff relevant to CARC acceptance together with copies of their records;
- the course approval forms (if applicable);

- the training course material;
- training agreement/ contract; and
- a set of exam questions for each course to be accepted.

**Note 1:** Training course material includes the trainee's notes and the instructor's material (slides etc...); in effect it is important for CARC to assess the information delivered by instructors and to ensure an acceptable ratio with student self-study notes.

#### **h. Preparation of the investigation**

Pending the assigned inspector is reviewing the MTOE, TNA, training material, management and instructional staff qualifications, competence, and training records, the applicant's quality department shall audit the organization in full for compliance with Part 147, Part 66 and MTOE.

A statement signed by the organization's quality assurance manager shall always be provided before the remote audit takes place, confirming that documents, procedures, training/exam material, facilities and personnel subject to the application have been reviewed and audited showing compliance with all applicable requirements.

CARC assigned inspector(s) shall ensure that the applicant has provided CARC with the following records/ documents in order to initiate the investigation in accordance with CARC procedures contained in the Airworthiness Inspector's Handbook, Part 147, Part 66, as applicable, and their related Acceptable Means of Compliance (AMC) / Guidance Material (GM), MTOE, and this guidance procedure:

- relevant audit report with detailed evidences (including videos for classes, offices, examination rooms, library, practical training shops, training aids, storage facilities, security of examinations, etc.) carried out by the applicant's quality department and the last report by the national authority;
- the organization updated and approved MTOE together with training, examination and quality instructions;
- the management post holders evidence of acceptance by their authority;
- the list of authorized instructional and examination staff relevant to CARC acceptance together with copies of their records;
- Detailed training needs analysis (TNA);
- Training arrangement/contract with a Jordanian customer;
- the associated documents;
- the course approval forms, as applicable;
- the training material (instructor & trainees course notes);
- a set of examination questions for each course applied for;
- the quality assurance manager statement; and
- any additional records requested by inspector.



#### i. Remote Audit Planning

The assigned inspector will:

- Liaise with organization for scheduling the remote audit
  - Prepare and notify the Organization with the remote audit plan
- Audit planning will normally take longer for the following reasons:
- to assess and document feasibility and risks with the auditee;
  - to determine the different ICT used and how they will be used;
  - to define the agenda that may need to accommodate dispositions different from an on-site audit (e.g. better definition of tasks by different team members to ensure auditors audit separately and make best use of time, more detailed definition of themes to be handled in different time slots which will require a better and previous understanding of the processes of the organization, etc.);
  - to allow the organization to identify the people to be audited or interviewed and ensure their availability at defined time; and
  - to preview a test on the use of ICT before the audit to confirm that there is a stable connection and people know how to use the technology.

The conclusions, after analyzing risks and opportunities, provide the basis for defining what processes to be audited under what ICT.

The auditor should confirm with the organization the feasibility of the remote audit method proposed at the program, based on the required ICT and his knowledge of the organization. This includes the verification that the people involved will know how to use the tool. The auditor reviews the risk and opportunities determined in light of this specific audit and its objectives and may propose changes to the determined use of ICT. In case a high-risk situation is detected the audit should be on-site. All other potential situations should be addressed by appropriate measures to be reflected as needed in the audit plan. Despite using remote auditing methods, the confidence that the desired audit objectives will be reached must be kept. The plan should clearly identify what, when and how the audit will be conducted.

#### j. Remote Investigation Audit

The assigned inspector should start the remote investigation audit (see Note 2) using of information and communication technologies for performing remote audits with an opening meeting with the auditee's management and where possible with the Accountable Manager. The following points should be considered when carrying out the meeting:

- Confirmation of the audit schedule (including the scope of the audit).
- Explanation on the method used for reporting nonconformities.

**Note 2:** depending on the scope of approval applied for and the number of sites, the Investigation Team may include several auditors.

The assigned inspector shall remotely meet the Accountable Manager during the remote audit and ensure that he has a reasonable understanding of applicable regulations and of his role within the approved organization, but also that he has all necessary means, in particular financial, to fulfill the Accountable Manager's duties as exposed in the MTOE.



The assigned inspector shall notify AWOD director of any inconsistencies with the number of staff required to meet the manpower requirements of the scope of acceptance as detailed in Part 147.105 and in the approved MTOE.

A remote closing meeting chaired by the audit Team Leader will be held to present the audit findings and conclusions to the auditees in order to ensure that they are understood. The auditee will be given the opportunity to discuss any non-compliance identified and suggest corrective actions and a timeframe for implementation.

For an initial Audit the findings should not be classified as Level 1 or 2 as no action can be taken against the certificate, a maximum of three months shall be allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings during this three months' period could lead CARC to terminate the application.

CARC supplement to the MTOE specifying CARC requirements shall be prepared and agreed upon by CARC and applicant MTO, then approved by the MTO and accepted by CARC.

The formal notification of the findings must be sent to the organization within a maximum of 15 calendar days from the end of the remote audit.

The assigned inspector will follow up the closure of all findings identified during the audit. When he is satisfied with the actions that have been taken by the organization in respect of the finding raised during the audit, he notifies the organization in writing that the non-compliances are considered to be closed.

Depending on the extent and nature of findings and the related corrective actions, an additional remote audit to assess the effective implementation of the corrective actions may be necessary.

#### **k. Recommendation**

Once compliance of the applicant with Part 147, Part 66, as applicable, and MTOE has been established, the assigned inspector will recommend to AWOD Director the Part 147 acceptance of the organization.

For that purpose, assigned inspector will prepare a recommendation package duly signed and approved that include training arrangements/ contract, application for Part-147 acceptance CARC Form 18 OF-0012, MTOE, TNA, CARC supplement to MTOE, Part-147 acceptance Recommendation Report CARC Form 18 OF-0022, Audit/Inspection Follow-up Report CARC Form 18 OF-0261, Foreign Maintenance Training Organization Acceptance Certificate 18 OF-0123, evidence of fees payment, etc. to be reviewed by CARC MTO Chief for compliance and quality check. The recommendation package is then forwarded to AWOD Director.

#### **l. Issuance of an Acceptance Certificate**

The recommendation package is reviewed by CARC/AWOD for compliance and accuracy. Once satisfied and the applicable fees has been paid, CARC will prepare for signature by CARC authorized persons:

- Foreign Maintenance Training Organization Acceptance Certificate CARC Form 18 OF-0123
- CARC Supplement to the MTOE
- Part-147 Acceptance Recommendation Report CARC Form 18 OF-0022



#### m. Time frame

The normal time frame to process a foreign MTO Part 147 acceptance is about 2 months from the allocation to an assigned inspector; however, the amount of time taken is largely dependent on the ability of the applicant to produce the documentation required and to rectify any non-conformity that may be identified during the certification process. Unless duly justified, failure to meet this time frame might lead CARC to terminate the application.

### 6. Continued Validity

The acceptance certificate will be issued for a two years period. It shall remain valid subject to the organization remaining in compliance with Part 147, Part 66, as applicable, and the MTO handling of findings; and CARC being granted access to the organization to determine continued compliance with Part 147, Part 66, as applicable, and the certificate not being surrendered or revoked. CARC shall be notified of any changes to the MTO as required by Part 147.

#### a. Findings

Audits covering all subjects in 24 months

A level 1 finding is one or more of the following:

- Any significant non-compliance with the examination process which would invalidate the examination(s).
- Failure to give CARC access to the organization's facilities during normal operating hours after two written requests.
- The lack of an accountable manager.
- A significant non-compliance with the training process.

A level 2 finding is any non-compliance with the training process other than level 1 findings.

In case of non compliance with Part 147, Part 66, as applicable, the MTO is formally notified by the inspector. After receipt of notification of findings, the holder of the maintenance training organization acceptance shall define a corrective action plan and demonstrate corrective action to the satisfaction of CARC within a period agreed with, the proposed corrective action or a corrective action plan designed in a way which allows identifying and recording:

- the finding;
- the root cause(s);
- the relevant immediate action(s);
- the long term preventive action(s); and
- the appropriate timescales.

**Note:** For an initial remote audit the findings should not be classified as Level 1 or 2 as no action can be taken against the certificate. Unless otherwise agreed by CARC, a maximum of three months shall be allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings during this three month period could lead the CARC to terminate the application.

#### b. Revocation, Suspension or Limitation

- Suspension on reasonable grounds for potential safety threat.
- Suspension, revocation or limitation on failure to rectify findings in allocated time




## **7. Forms**

- CARC Form 18 OF-0012
- CARC Form 18 OF-0123





	<p><b>Hashemite Kingdom of Jordan</b> <b>Civil Aviation Regulatory Commission</b> <b>Application for Part-147 Approval</b></p> <p><input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Change</p>
<p>1. Registered Name &amp; Address of the Applicant:</p> <p>2. Trading Name (if different):</p> <p>3. Addresses Requiring Approval:</p> <p>4. Contact Details:</p> <p>    Name:</p> <p>    Tel:</p> <p>    Fax:</p> <p>    E Mail:</p> <p>5. Legal Status of the organization (Please include with this application a copy of your Certificate of Incorporation)</p>	
<p>6. Scope of Part-147 Approval Relevant to this application: (See other side for training course designators to be used)</p> <p>    Basic Training:</p> <p>    Type Training:</p> <p>7. Does the organization hold approval under Part-21 */Part-145 */Part-M *     * Cross out whichever is not applicable</p> <p>8. Staff Number</p> <p>    a. The total number of staff employed by the organization in order to comply with Part 147 <input type="text"/></p> <p>    b. The number of contracted staff associated with the proposed approval <input type="text"/></p>	

<b>9. Application for training/examination</b> <i>(tick appropriate box(es))</i>				
Class	Ratings		Limitations	
Basic Training	B1	TB1.1	Aeroplanes Turbine	<input type="checkbox"/>
		TB1.2	Aeroplanes Piston	<input type="checkbox"/>
		TB1.3	Helicopters Turbine	<input type="checkbox"/>
		TB1.4	Helicopters Piston	<input type="checkbox"/>
	B2	TB2	Avionics	<input type="checkbox"/>
	B3	TB3	Piston-engine non-pressurized aeroplanes 2 000 kg MTOM and below	
	A	TA1	Aeroplanes Turbine	<input type="checkbox"/>
TA2		Aeroplanes Piston	<input type="checkbox"/>	
TA3		Helicopters Turbine	<input type="checkbox"/>	
TA4		Helicopters Piston	<input type="checkbox"/>	
Type/Tasks	B1	T1	Quote Aircraft Type	
	B2	T2	Quote Aircraft Type	
	A	T3	Quote Aircraft Type	
	C	T4	Quote Aircraft Type	
<b>10. Declaration of Accountable Manager</b>  I hereby certify that all information given in this application and attachments thereto are true, correct and complete  Signature of Accountable Manager: _____ Date of Application: _____				(Stamp)
<b>11. For CARC Use ONLY</b>  Date received: _____  Inspector Name: _____ Inspector Signature: _____				(Stamp)
<b>12. Submission Instructions</b>  Please send this form to CARC with any required fee to be paid under Legislation and the applicable directives issued by the Civil Aviation Regulatory Commission.				





The Hashemite Kingdom of Jordan  
Civil Aviation Regulatory Commission

**Maintenance Training Organization Acceptance Certificate**

**Approval No.: CARC.F.MTO.xx**

Pursuant to the Civil Aviation Law No. (41) of 2007, and the Jordanian Civil Aviation Regulations (JCAR) Part 147 for the time being in force and subject to the conditions specified below, the Civil Aviation Regulatory Commission (CARC) hereby certifies;

**Organization Name**

**Organization Address**

as a maintenance training organization in compliance with Part-147 accepted to provide training listed in the attached acceptance schedule and issue related certificates of recognition to students using the above acceptance number.

**Conditions:**

1. This acceptance is limited to that specified in the scope of work section of the approved maintenance training organization exposition as referred to in Part-147,
2. This acceptance requires compliance with the procedures specified in the approved maintenance training organization exposition,
3. This acceptance is valid whilst the accepted maintenance training organization remains in compliance with Part 147, and
4. Subject to compliance with the foregoing conditions, this acceptance shall remain valid until the expiry date, unless surrendered, superseded, suspended or revoked.

Date of Original Issue:

Date of Amendment:

Date of Expiry:

**Chief Commissioner**

Date of attached Acceptance Schedule:

### Maintenance Training And Examination Organization Acceptance Schedule

Organization Name:

Acceptance No.:

Class	License	Limitation	
Type/Task	B1	T1	[QUOTE AIRCRAFT TYPE]
	B2	T2	[QUOTE AIRCRAFT TYPE]
	A	T3	[QUOTE AIRCRAFT TYPE]

This acceptance schedule is limited to those trainings specified in the scope of work section of the approved maintenance training organization exposition.

Reference: Maintenance Training Organization Exposition at latest amendment.

Date of issue:

**Chief Commissioner**