






**Jordan Civil Aviation Regulatory Commission**


# Guidance Procedure: AWS 28

## Deregistration of Aircraft

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**Abbreviations**

<b>AWSD</b>	Airworthiness Standards Department
<b>CARC</b>	Civil Aviation Regulatory Commission
<b>CAMO</b>	Continuing Airworthiness Management Organization
<b>CEO</b>	Chief Executive Officer
<b>ELT</b>	Emergency Locator Transmitter
<b>JCAR</b>	Jordan Civil Aviation Regulations





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## **I. Purpose**

This procedure is intended to assist the aviation industry in Jordan and CARC Airworthiness Inspectors to process the applications for deregistration of Jordanian registered aircraft.

## **II. Distribution**

This procedure shall be published on the CARC official website. The holders of this procedure are CARC Airworthiness Inspectors and the key management (post holders) of 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 CARC official website.

## **IV. General**

The holder (aircraft owner; or his agent, who holds power of attorney) of a Certificate of Aircraft Registration who wishes to deregister the aircraft must submit his request in a form and manner acceptable to Chief Commissioner, Civil Aviation Regulatory Commission (CARC). The governing rules are prescribed in JCAR Part 47.

In case an export certificate of airworthiness is required by the new state of registry, the owner of the aircraft can also submit a request for this certificate in a form and manner acceptable to Chief Commissioner.

## **V. Procedure for Deregistration Certificate**

The following procedure is guidance to fulfill CARC requirements for aircraft deregistration from Jordan civil aircraft register:

- a. The owner of the aircraft shall submit a formal application letter for de-registration. The letter shall state the name of the owner, the country to which the aircraft will be exported (the new state of registry), the date of deregistration, and place/location of deregistration. The letter shall be signed by the aircraft owner or his agent and submitted to the Chief Commissioner,
- b. In case the application letter is signed by the agent of the owner, a notarized and legalized power of attorney is required,





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- c. If there is a mortgage on the aircraft, a notarized and legalized letter from the mortgagee requesting the leftover of the mortgage is required, and an official letter of the mortgage leftover shall be issued by CARC/AWSD to the mortgagee with copy to the owner,
- d. The owner of the aircraft shall submit a signed certificate of acceptance which shows that the owner (or his agent) and the exporter requirements have been satisfied, and each holder of a recorded right (such as the mortgagee) has consented to the transfer,
- e. A delivery acceptance certificate signed by both parties; the aircraft owner/operator and the new owner/operator shall be submitted to CARC,
- f. The aircraft owner/operator shall return the original registration and airworthiness certificates to Jordan CARC/AWSD,
- g. The owner is responsible for the removal of the followings from the aircraft, or submitting a statement certifying that the followings are removed:
  - the aircraft address code of the Mode-S transponder (if installed), or re-programming it with the new registration, and
  - registration code from the 406 Mhz ELT (if installed), and
  - Jordan identification and registration marks from the aircraft, and
  - the aircraft name/registration plate, and
  - the aircraft Selcal placard from the instrument panel.
- h. Upon fulfilling all of the above to the satisfaction of CARC assigned airworthiness inspector(s), the airworthiness inspector(s) will issue an invoice of the applicable fees,
- i. The owner/operator shall pay the applicable fees, and
- j. CARC will issue the deregistration certificate.

## **VI. Procedure for Export Certificate of Airworthiness**

The following procedures are guidance to fulfill CARC requirements for issuing an aircraft export certificate of airworthiness:

- a. The owner of the aircraft shall submit a formal application letter requesting this certificate. The letter shall state the name of the owner, the country to which the aircraft will be exported and the location of the aircraft. This letter shall be signed by the aircraft owner or his agent,
- b. In case the application letter is signed by the agent of the owner, a notarized and legalized power of attorney is required,
- c. The aircraft owner/operator through his approved Continuing Airworthiness Management Organization, CAMO shall conduct an airworthiness review for the aircraft and submit to CARC/AWSD the airworthiness review report with a



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- statement of non-conformity found during the review, or nil exceptions statement. The airworthiness review report shall be signed by CARC approved airworthiness review staff,
- d. The aircraft owner is required to submit an acceptance letter to register the concerned aircraft from the importing country civil aviation authority with a statement of their special requirements (if any),
  - e. Upon satisfactory review of the submitted application package by the assigned airworthiness inspector(s), the owner/operator will be contacted to avail the aircraft and its records to CARC for review and inspection, the aircraft continuing airworthiness records review and the aircraft physical survey may take 2 to 3 working days,
  - f. In case the aircraft is located outside Jordan, the owner shall make all necessary arrangements for the traveling of the airworthiness inspector(s) to the aircraft location in accordance with CARC local procedure,
  - g. Upon CARC satisfaction of the aircraft records review and physical survey, the airworthiness inspector(s) will issue an invoice of the applicable fees,
  - h. Upon payment of CARC applicable fees by the owner/operator, the export certificate of airworthiness for the concerned aircraft will be issued by CARC.

## **VII. Forms**

- 1) CARC Form 18-0231 "Export Certificate of Airworthiness",
- 2) CARC Form 18-0238 "Certificate of Deregistration"

The current issue of the above CARC forms can be found at CARC official website; [www.carc.jo](http://www.carc.jo)