



Jordan Civil Aviation Regulatory Commission

# Guidance Procedure: AWS 31

**Demonstration of 6 months every 24 months maintenance experience**

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Issue: 01  
Rev.: 00  
March, 2017







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**Abbreviations**

<b>CARC</b>	Civil Aviation Regulatory Commission
<b>CEO</b>	Chief Executive Officer
<b>JCAR</b>	Jordan Civil Aviation Regulations
<b>AWSD</b>	Airworthiness Standards Department
<b>ATA</b>	Aviation Transportation Association
<b>A/C</b>	Aircraft
<b>CAME</b>	Continuing airworthiness management exposition
<b>AML</b>	Aircraft Maintenance License
<b>I.A.W</b>	In accordance with
<b>MOE</b>	Maintenance Organization Exposition
<b>CARC</b>	Civil Aviation Regulatory Commission of Jordan
<b>TC</b>	Type certificate holder
<b>AMC</b>	Acceptable means of compliance





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## **1. Scope and Applicability.**

This user guide is applicable to CARC Part 145 organizations having their principal place of business located in Jordan and AMOs contracted to Jordanian operators. Civil Aviation Regulatory Commission (CARC) as established by Part 145.1 "General" is the oversight authority for the approval and the continuation of the approval of any Maintenance Organization performing maintenance, preventive maintenance, alterations or servicing of a civil aircraft registered in Jordan or of engines or propellers or components installed on such aircraft. Any maintenance organization may not conduct any maintenance activity on any civil aircraft or components of a civil aircraft unless it is approved by CARC Part 145.

This User Guide comes into effect 30 days after publication on CARC website.

## **2. Purpose.**

This user guide is designed to be used by CARC Part 145 Maintenance Organizations and the Assigned inspector when :

- The Maintenance organization is:
  - Establishing procedures for compliance to the requirement of having all Certifying Staff (C/S) and/or base maintenance Support Staff (S/S) involved in at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive 2-year period.
- Assigned inspector is :
  - Evaluating the compliance of the organization to the requirement of having all Certifying Staff (C/S) and/or base maintenance Support Staff (S/S) involved in at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive 2-year period.

## **3. Associated Guidance Procedures**

CARC has developed associated Guidance Procedures and Forms that detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the applicant/ approval holder is published at CARC website [www.carc.jo](http://www.carc.jo)

## **4. Requirements.**

### **4.1 Applicable Requirement 145.35 (c).**

The organization shall ensure that all certifying staff (C/S) and base maintenance support staff (S/S) are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two year period.

"involved in actual relevant aircraft or component maintenance" means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the





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certification authorization and/or has actually carried out maintenance on at least some of the aircraft type or aircraft group systems specified in the particular certification authorization.

#### **4.2 Maintenance Organization Exposition.**

The Part 145 organization, is required to detail in the Maintenance organization exposition a procedure describing how the C/S and S/S shall demonstrate the compliance with the above requirement and how the control of this requirement is ensured.

This procedure shall be:

- established for:
  - issuing an initial individual C/S and/or S/S authorization;
  - renewing an individual C/S and/or S/S authorization.
- met by any holder of a C/S and/or S/S individual authorization issued under any rating, as applicable depending on the scope of approval hold by the Part 145 AMO and in particular for:
  - A rating (A1, A2, A3 or A4), Aircraft certifying staff and/or support staff;
  - C rating (from C1 to C22), Components certifying staff;
  - B rating (B1, B2 or B3), Engines, APU certifying staff;
  - D1 rating (any NDT method), Specialized services certifying staff.
- Compliant with the duration and nature of experience criteria detailed below.

#### **4.3 Definition of Experience.**

The 6 months maintenance experience in 2 years shall be understood as consisting of two elements, duration and nature of the experience. The minimum to meet the requirements for these elements may vary depending on the size and complexity of the aircraft /engine/component and type of operation and maintenance.

The experience shall be in a CARC Part 145 AMO. However, experience gained on a similar A/C, Engine, component technology in a non-Jordanian environment might be used.

#### **4.4 Duration.**

C/S and/or S/S shall demonstrate to have acquired within a maintenance organization, in any consecutive 2-year period:

- 6 months working with the same organization; or
- 6 months split up into different blocks, working within the same or in different organizations.





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#### **4.5 Nature.**

C/S and/or S/S shall demonstrate maintenance activity performed (and/or supervised and/or released to service), within an approved maintenance organization, on a comprehensive combination of different tasks type (such as servicing, inspection, troubleshooting, repairing, modifying, changing component, etc).

### **5. Acceptable Experience.**

#### **5.1 Duration.**

A recording of 180 tasks at different dates in the 2 years period would be the minimum expected record to demonstrate the “duration” requirement (but not necessarily the “nature of experience” requirement, which shall meet the criteria of the following Paragraph). However the 180 tasks may be replaced by a record of 100 working days of maintenance experience in accordance with the privileges.

Having recorded 180 tasks or 100 days only during the first year of the 2-year period cannot be considered as acceptable as the experience shall be gained along the period to ensure the C/S and/or the S/S has gain **recent** maintenance experience.

In order to demonstrate compliance of the above requirements, the number of performed tasks (or working days) shall be summarized and recorded in a document allowing the required assessment.

For an initial or renewal of a C/S and S/S Part 145 individual authorization a duration credit can be taken from an OJT, the practical element of an A/C type training or a component training.

#### **5.2 Nature.**

##### **5.2.1 Aircraft Certifying Staff and/or Support Staff**

The following specific criteria, shall be taken into account, to identify an acceptable “nature of experience”:

- For category A license holders, the experience shall include exercising the privileges, by means of performing tasks related to the authorization (hold or intended to be granted) on at least one aircraft type for each subcategory (i.e. A1, A2, A3, A4). This means tasks as mentioned in AMC 145.30(g), including servicing, component changes and simple defect rectifications;
- For category B1, B2 and B3, for every aircraft type rating included in the authorization (hold or intended to be granted), the experience shall be on that particular aircraft or on a “similar aircraft” within the same subcategory (i.e. B1.1, B1.2, B1.3, B1.4);
- For category C, the experience shall cover at least one of the aircraft type endorsed in the authorization (hold or intended to be granted);



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- For a combination of categories (i.e. B1.1 + B2, B1.1 + C, etc. ), the experience shall include some activities in each category (hold or intended to be granted).

Two aircraft can be considered as “similar” when they have similar technology, construction and comparable systems, which means equally equipped with the following (as applicable to the license category):

- Propulsion systems (piston, turboprop, turbofan, turbo shaft, jet-engine or push propellers), and
- Flight control systems (only mechanical controls, hydro mechanically powered controls or electromechanically powered controls); and
- Avionic systems (analogue systems or digital systems); and
- Structure (manufactured of metal, composite or wood).

### **5.2.2 Components, Engines, Specialized Services Certifying staff.**

The following specific criteria, shall be taken into account, to identify an acceptable nature of experience:

- C rating (from C1 to C20), Components certifying staff: the experience shall include exercising the privileges, by means of performing tasks or exercising the certification privileges of the authorization on each of the C rating authorized/intended to be authorized;
- B rating (B1, B2 or B3), Engines certifying staff: the experience shall include exercising the privileges, by means of performing tasks or exercising the certification privileges of the authorization on each of the B rating authorized/intended to be authorized;
- D1 rating (any NDT method), Specialized services certifying staff: the experience shall include exercising the privileges, by means of performing tasks or exercising the certification privileges of the authorization on each of the NDT method authorized/intended to be authorized.

Having recorded a majority of identical tasks or tasks not covering the overall individual authorization privileges cannot be considered as acceptable. For instance, a Component C/S authorized to release under the C14 rating wheels, brakes and landing gears, should demonstrate experience on wheels, brakes and landing gears to keep the full C14 scope of authorization.

In order to demonstrate compliance of the above requirements, the type of activity/ task shall be summarized and recorded in a document allowing the required assessment.

### **5.3 Lack of recent experience demonstration/record.**

When a C/S and/or S/S is not in a position to demonstrate the above duration and nature of recent experience the authorization cannot be granted or renewed. In this case the C/S and /or S/S shall perform the missing duration and/or missing nature of tasks or attend a complete type or component or engine/APU training instead.





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## **6. Maintenance Experience Records.**

### **6.1 Individual Logbook.**

The compliance of the 6/24 months maintenance experience requirement shall be documented in an appropriate manner to demonstrate that both the “duration” and “nature of experience” meet the required standard.

A standard template for recording the maintenance experience is provided in “Appendix I”

The experience may be recorded/ documented in any other individual log book or recording system (which may be an automated one), provided it contains the minimum information included in the standard template “Appendix I”.

### **6.2 Records.**

The quality system shall review and archive in an exhaustive manner the relevant files resulting from the implementation of this procedure, as part of the C/S and S/S records.





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## Appendix I Part 145 - Maintenance Experience Logbook.

### 1. Scope and Applicability.

Part 145 Organization intending to issue or to renew a C/S and/or S/S individual authorization is responsible to ensure that such staff is involved in at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive 2-year period.

This logbook is intended to:

- be used by Part 145 AMO to fulfill the 6/24 months maintenance experience requirement as per 145.35.(c), before the issue/re-issue of an individual certification authorization;
- be applicable to aircraft and/or component and/or engine and/or specialized services certifying staff and to aircraft base maintenance support staff;
- be completed by the candidate C/S and/or S/S;
- be customized, as necessary, by the Part 145 AMO provided that the minimum level of information included in this logbook is maintained; The format and content of the logbook shall be described in the MOE;

### 2. Personnel Data.

Certifying Staff
Name
Surname
Date of Birth
Place of Birth
Certification Authorization Number (if already hold)
Certifying staff Privileges hold (or intended to be granted)
Signature





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**3. Logbook data.**

**3.1 Logbook filling instructions.**

ID	Option	Description/ Remarks
1. Date	-	<i>Date when the maintenance activity was carried out.</i>
2. Location	-	<i>Location where the maintenance activity was carried out.</i>
3. A/C or comp. type	-	<i>A/C or component type.</i>
4. A/C Reg. or comp. S/N	-	<i>A/C registration marks or component serial number</i>
5. Type of maintenance (rating)	-	<i>Identify the class rating under which the maintenance is carried out. The various options corresponds to the different ratings possible for a Part 145 AMO</i>
6. Privilege used	-	<i>when the person holds different privileges this block is intended to identify the certifying staff or support staff privilege used depending from the rating identified in the previous column (i.e. aircraft certifying staff cat. A or B1 or B2 or C, components or engines or NDT certifying staff )</i>
7. Task type		<i>Identify the task type using the following term as being the more applicable to the task carried out. More than one term may be selected (i.e. TS and R/I and SGH, etc.)</i>
	FOT	<i>Functional / Operational Test.</i>
	SGH	<i>Service and Ground Handling.</i>
	R/I	<i>Removal / Installation.</i>
	TS	<i>Trouble Shooting.</i>
	MOD	<i>Modification</i>
	REP	<i>Repair</i>
	INSP	<i>Inspection</i>
8. Type of activity		<i>Identify the type of activity using the following term as being the more applicable to the activity carried out. More than one term may be selected.</i>
	Training	<i>the person recording the task in this logbook is under training</i>
	Perform	<i>The maintenance activity recorded in the row was performed by the logbook owner</i>
	Supervise	<i>The maintenance activity recorded in the row was supervised by the logbook owner</i>
	CRS	<i>The maintenance activity recorded in the row was released to service by the logbook owner</i>
9. ATA	-	<i>Enter the ATA chapter which better describes the majority of the activity carried out. More than one ATA chapters may be entered when necessary/applicable to the activity carried out.</i>
10. Operation performed	-	<i>This filed is used to provide detailed reference to the task carried out</i>
11. Time (hrs)	-	<i>Enter the total time (in hours) spent to accomplish the activity recorded in the row</i>
12. Maintenance record ref.	-	<i>Enter the precise reference of the maintenance records where the activity mentioned in this logbook was recorded (i.e. ATL page 34 dated 1/1/2013, or work card nr. 12345, etc.).</i>
13. Remarks	-	<i>this field is intended to be used for any additional comment/not which was not possible to enter in the other fields.</i>





### 3.2 Logbook records.

This logbook is intended to be hand written by the certifying staff. Add rows/pages as necessary.

(example) See below

1. Date	2. Location	3. A/C or Comp. Type	4. A/C Reg. Or Comp. S/n	5. Type of maintenanc . (rating)	6. Privilege used	7. Task type						8. Type of activity				9. ATA	10. Operation performed	11. Time Duration	12. Maintenance record ref.	13. Remarks			
						FOT	SGH	R/I	TS	MOD	REP	INSP	Training	Perform	Supervise						CRS		
2/1/13	XX workshop	FDR	123456	C13	component cert. staff					X		X			X		31	shop visit for repair	16	CARC Form 18-0227 XXXXXX			
1/1/13	Amman	A320 (CFM56)	JY-AYS	A1-line	B1			X				X		X		X	32	RH MLG WHEEL change	1	ATL page 12			

