

Civil Aviation Regulatory Commission
Foreign Part 147 Acceptance/Type Training User guide for Applicants

Jordan Civil Aviation Regulatory Commission


Guidance Procedure: AWS 45

Foreign Part 147 Acceptance User Guide for Applicants


Prepared by

Engr Bilal Nazzal
Chief Maintenance Training Organizations
Date: 04/11/2013 Signature: 

Reviewed by

Dr. Mohammad Al-Husban
Director Airworthiness Standards
Date: 05/11/2013 Signature: 

Approved by

Capt. Mohammad Amin Al-Quran
Chief Commissioner/CEO
Date: 06/11/2013 Signature: 



November/2013

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Abbreviations

CARC	Civil Aviation Regulatory Commission
CEO	Chief Executive Officer
JCAR	Jordan Civil Aviation Regulations
AWSD	Airworthiness Standards Department
MTO	Maintenance Training Organization
MTOE	Maintenance Training Organization Exposition
ATO	Aviation Training Organization



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I. Introduction

There is a need for CARC to accept ATOs that are located outside the Hashemite Kingdom 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. However, there is no difference between the approval of training organizations based in Jordan and those based in another Contracting State. 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 ATOs.

In practice, there are difficulties linked to the fact that Jordan may not have the necessary means to ensure proper oversight of ATOs 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.

II. 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.

III. 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 as well as Part 147 , Appendix III, Aircraft type training for 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 (TOs) to provide training for maintenance personnel , CARC hereby issues this user guide which is dedicated to CARC Part 147 organizations based outside the Hashemite Kingdom of Jordan (hereinafter referred to as "Foreign Part 147 organizations").

This User Guide is complementary to the requirements of Part-147 as amended 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, meanwhile for the Acceptance renewal process CARC may 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.



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To consider the application, the Organization shall be a holder of either EASA Approval (AMTO) or FAA approved maintenance training organization in conjunction with Certificate issued by the Organization's National Civil Aviation Authority (NAA).

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

IV. Authority

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

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 18-12. This Application form shall be sent directly to :

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

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

V. Approval Process

In principle, there is no difference between the approval of training organizations based abroad and those based in-country. The principles and procedures that are described in this document fully apply to foreign-based ATOs.

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 & 66.

b. Approval Procedure

For the purpose of Part-147 scope of approval recommendation , CARC Form 18- 22 will be used to verify compliance with Part -147 as follows:



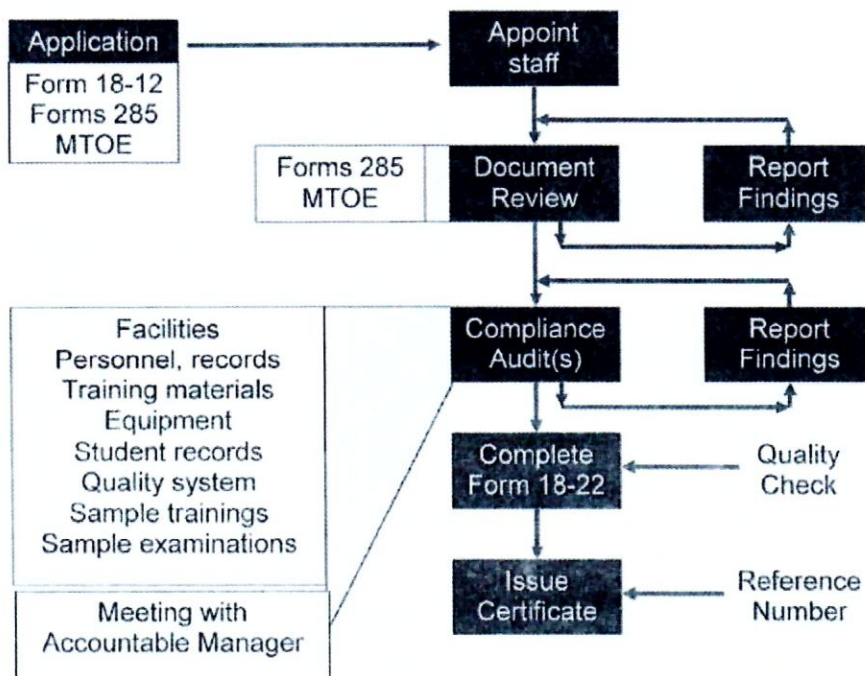
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- Part 1: General, summary
- Part 2: Compliance audit review
- Part 3: MTOE compliance review
- Part 4: Findings status
- Part 5: Approval recommendation

c. **Approval Process**

- Application to be submitted by using CARC Form 18-22
- Exposition and TNA Review
- Verification of compliance
- 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 Certificate CARC Form 18-123
 (Schedule of approval (must match to MTOE CARC Supplementary))

Approval Process



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d. CARC Auditing

- Meeting with applicant
- Document (s) review
- Sampling of trainings / examinations requested Scope
- Compliance Audit (Facility, Personnel, records, training materials, equipment, student records and Quality System)
- Debrief of findings at the end of audit
- Organization's Question Databank:
 - During the approval 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 18-22

e. Application management process

⌚ Upon receipt of an application, CARC will:

1. review of the application
2. review the maintenance training organization exposition; and
3. verify the organization's compliance with the requirement of Part-147.

AWSD/ 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, taking into account -in particular- the availability of the qualified inspector(s) or the existence of travel restrictions. When incorrect or incomplete information is supplied, CARC shall notify the applicant as soon as possible by letter or email detailing the omissions and errors.

Initial application package must include:

- The CARC Form 18-12
- The official document proving the legal status of the applicant, with an official English translation when necessary (see note1).
- (MTOE, Form 285, Course material etc...) is to be submitted at this stage.
- Detailed TNA.

⌚ Task allocation & 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.



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

④ **Initial technical investigation**

The applicant shall provide the assigned Inspector with the following documents:

- CARC Forms 285 supported with accepted EASA Forms 4(if applicable).
- a draft of the MTOE
- the Course Approval Forms (if applicable)
- The training course material
- A set of exam questions for each course to be approved

Note: 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.

④ **Preparation of the investigation.**

Pending the assigned Inspector is reviewing the draft of the MTOE and the applicable CARC Forms 285, the Applicant's Quality department shall audit the Organization in full for compliance with Part 147 and Part 66.

For an initial approval application, a statement signed by the Organization's Quality Assurance Manager shall always be provided before the 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.

The relevant audit report shall be provided by the Applicant upon request of the assigned inspector. As soon as:

- the draft of the MTOE,
- the CARC Forms 4
- the associated documents
- the course approval forms(if applicable)
- the training material (instructor & trainees course notes)
- a set of examination questions for each course applied for
- the Quality Assurance Manager statement
- the audit report (if requested)

are deemed acceptable, the assigned inspector initiates the investigation in accordance with Part 147 CARC procedures contained in the Airworthiness Inspector's Handbook, associated Part 147 Acceptable Means of Compliance (AMC) / Guidance Material (GM) and this guidance procedure.



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The assigned inspector will:

- Liaise with organization for scheduling the audit
- Prepare and notify the Organization with the audit plan

④ **On site investigation.**

The assigned inspector should start the investigation audit* 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 non conformities.

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

The assigned inspector shall meet the Accountable Manager during the visit 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 AWSO of any inconsistencies with the number of staff required to meet the manpower requirements of the scope of approval as detailed in Part 147.105 and in the approved MTOE.

A 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.

The formal notification of the findings must be sent to the Organization within a maximum of 15 calendar days from the end of the 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 audit to assess the effective implementation of the corrective actions may be necessary.



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④ **Recommendation:**

Once compliance of the applicant with Part-147 has been established, the assigned inspector will recommend to CARC the Part 147 approval of the organization. This includes the recommendation for the MTOE approval and the acceptance of management personnel.

For that purpose he will prepare a recommendation package to be reviewed for quality check. The recommendation package is then forwarded to CARC MTO Chief.

④ **Issuance of an Acceptance Certificate**

The recommendation package is reviewed by CARC/AWSD for compliance and accuracy. Once satisfied, CARC will prepare for signature by CARC authorized persons:

- the certificate CARC Form 123
- the approval letter of the MTOE together with its associated document and lists
- the nominated personnel CARC Form 285s acceptance letters
- The Accountable Manager acceptance letter.

④ **Time frame**

The normal time frame to process a PART 147 approval is about 5 months from the allocation to an assigned inspector; however the amount of time taken is largely dependant 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 the Agency to terminate the application

VI. 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 Part147, and the MTO in accordance with the provisions related to the handling of findings; and CARC being granted access to the organization to determine continued compliance with Part 147; and the certificate not being surrendered or revoked.

a. **Findings**

- Audits covering all subjects in 24 months
- Findings
 - Level 1: three days for rectification
 - Level 2: agreed period, up to 6 months
 - Initial 3 months notification to Quality Manager
 - Subsequent 3 months notice to Accountable Manager
 - Failure: revocation, suspension or limitation in whole or in part



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Note: For an initial 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 months 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.

c. Corrective actions and level 1 finding

In case of non compliance with Part 147, the Organization is formally notified by the inspector.

For any finding, the quality system of the organization should propose a corrective action or a corrective action plan designed in a way which allows identifying and recording:


- the finding,
- the root cause,
- the relevant immediate action,
- the long term preventive action,
- the appropriate timescales.

VII. Forms

- a. CARC FORM 18-12
- b. CARC FORM 18-285
- c. CARC Form 18-123



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	<p><u>Hashemite Kingdom of Jordan</u> <u>Civil Aviation Regulatory Commission</u> Application for Part-147 Approval</p> <p style="text-align: right;"><input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Change</p>
<p>1. Registered Name & Address of the Applicant:</p> <p>2. Trading Name (if different):</p> <p>3. Addresses Requiring Approval:</p> <p>4. Contact Details:</p> <p style="padding-left: 20px;">Name:</p> <p style="padding-left: 20px;">Tel:</p> <p style="padding-left: 20px;">Fax:</p> <p style="padding-left: 20px;">E Mail:</p> <p>5. Legal Status of the organization <i>(Please include with this application a copy of your Certificate of Incorporation)</i></p>	
<p>6. Scope of Part-147 Approval Relevant to this application: <i>(See other side for training course designators to be used)</i></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 style="padding-left: 20px;">a. The total number of staff employed by the organization in order to comply with Part 147 <input type="checkbox"/></p> <p style="padding-left: 20px;">b. The number of contracted staff associated with the proposed approval <input type="checkbox"/></p>	



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9. Application for training/examination <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 <input type="checkbox"/>	
A	TA1	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
10. Declaration of Accountable Manager			(Stamp)
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:	
11. For CARC Use ONLY			(Stamp)
Date received:			
Inspector Name:		Inspector Signature:	
12. Submission Instructions			
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.			



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	<p align="center">The Hashemite Kingdom of Jordan Civil Aviation Regulatory Commission Management Personnel Qualification</p>	
<p>1. Qualifications and Experience of Management Personnel for which a statement must be furnished to CARC as required by JCAR; Ref.: _____</p>		
<p>2. Title / First Name / Surname:</p>		
<p>3. Position within the Organization:</p>		
<p>4. Duties and responsibilities:</p>		
<p>5. Qualifications relevant to the item 3 position:</p>		
<p>6. Work experience relevant to the item 3 position:</p>		
<p>7. Organization:</p>		
<p>I hereby certify that all information given in this application and attachments thereto are true, correct and complete. Accountable Manager's Name and Signature</p>		<p>Date</p>
<p align="center">For CARC use only</p>		
<p>CARC Inspector(s) accepting this person:</p> <p>Name: _____ Signature: _____</p> <p>Date: _____</p>		

CARC Form 18-285



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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:



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Maintenance Training And Examination Organization Acceptance Schedule

Organization Name:

Acceptance No.:

Class	Licence	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

