



Jordan Civil Aviation Regulatory Commission

Guidance Procedure: AWS 38

Aircraft certifying staff and support staff

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Issue : 01
Rev : 00
December 2019





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Records of Revisions

Issue	Revision	Date	Reason for the change (include chapter/subchapter and a short description)
01	00	December 2019	Initial issue

List of Effective Pages

Page	Issue	Rev	Date
1	01	00	Dec 2019
2	01	00	Dec 2019
3	01	00	Dec 2019
4	01	00	Dec 2019
5	01	00	Dec 2019
6	01	00	Dec 2019
7	01	00	Dec 2019
8	01	00	Dec 2019
9	01	00	Dec 2019
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11	01	00	Dec 2019
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14	01	00	Dec 2019
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17	01	00	Dec 2019

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24	01	00	Dec 2019
25	01	00	Dec 2019
26	01	00	Dec 2019



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0.2 Abbreviations

AMC	Acceptable Means of Compliance
AML	Aircraft Mechanic License
AMO	Approved Maintenance organization
ATL	Aircraft Technical Log
CARC	Civil Aviation Regulatory Commission
CAMO	Continuing Airworthiness Management Organization
CEO	Chief Executive Officer
C/S	Certifying Staff
GM	CARC Guidance Material
JCAR	Jordan Civil Aviation Regulations
MEL	Minimum Equipment List
MOE	Maintenance Organization Exposition
NAA	National Airworthiness Authority
S/S	Support Staff



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0.3 Purpose

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

- The Maintenance organization is:
 - Defining the Certifying staff (C/S) and support staff (S/S) qualification procedure in the MOE.
 - Assessing each individual Certifying staff (C/S) and support staff (S/S) before granting an individual authorization
- Assigned inspector is :
 - Evaluating the Certifying staff (C/S) and support staff (S/S) qualification procedure.
 - Ensuring by sampling that Certifying staff (C/S) and support staff (S/S) individual authorizations issued are compliant with the minimum criteria addressed in this guidance.

0.4 Distribution

This procedure shall be published on the CARC official website. The holders of this procedure are CARC airworthiness standards specialists and the key management (post holders) of CARC approved maintenance organizations. Holders are responsible to download this procedure and follow its guidelines.

0.5 Amendments

This procedure will be reviewed each time there is a regulation change that affects it and as long as it is considered necessary by CARC.

Any amendment to this procedure will go through CARC's document control procedure, the amendment shall be approved by the Chief Commissioner/CEO and becomes effective only after incorporation to this procedure and publishing it on CARC official website.



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0.6 Scope and Applicability.

This user guide is applicable to CARC Part 145 organisations having their principal place of business located in Jordan. CARC is the Competent Authority for the maintenance organisations as established by Part 145.1 "General" and therefore responsible for the final approval of those Organisations.

The provisions of this guidance procedure are complementary to the requirements of Part-145 regulation "as amended" and does not supersede or replace the associated regulatory requirements.

1.0 A/C Certifying Staff & Support Staff.

1.1. A/C Certifying Staff & Support Staff Definition.

1.1.1. A/C Certifying Staff (C/S)

A/C Certifying Staff (C/S) means staff authorized by the Part 145 organization to release an Aircraft to service, under JCAR Part 145 approval. JCAR Part 145 and Part 66 defines four categories of certifying staff, which are relevant to this instruction¹.

➤ Line Maintenance certifying staff:

- Category "A" Certifying Staff are authorized to release an A/C to service following minor scheduled line maintenance and simple defect rectification within the limits of tasks specifically endorsed on the certification authorization. The certification privileges shall be restricted to work that the license holder has personally performed the work in the maintenance organization that issued the certification authorization.
- Category "B1" Certifying Staff, are authorized to release an A/C to service following:
 - maintenance performed on aircraft structure, powerplant and mechanical and electrical systems;
 - Works on avionic systems requiring only simple tests to prove their serviceability and not requiring troubleshooting.

This category includes the corresponding A subcategory.

¹ a category B3 is also defined by the regulation, which is not intended to be covered by this user guide and which is only applicable to piston-engine non-pressurized aeroplanes of 2000 Kg MTOM and below.



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- Category “B2” Certifying Staff, are authorized to release an A/C to service following²:
 - maintenance performed on avionic and electrical systems, and
 - electrical and avionic tasks within powerplant and mechanical systems, requiring only simple tests to prove their serviceability.

This category does not include any A subcategory

➤ Base Maintenance certifying staff:

- Category “C” Certifying Staff, are authorized to release an A/C to service following base maintenance on A/C. This privilege applies to the aircraft in its entirety.

1.1.2. Support Staff (S/S).

B1 and B2 Support Staff (S/S) means staff authorized by the Part 145 organization to support the Category “C” certifying staff in managing and releasing the A/C to service after base maintenance activity while not necessarily holding certification privileges³. B1 and B2 Support Staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service.

1.2. Individual Authorization Procedures.

When a Part 145 organization is nominating A/C C/S and S/S, the relevant A/C C/S and S/S authorization procedures, (initial and renewal) together with the related qualification criteria, shall be detailed within the Maintenance Organization Exposition.

Note: JCAR Part 145.30 (g) (h) requires the A/C C/S and S/S to be qualified in accordance with JCAR Part 66. However, paragraph JCAR Part 145.30 (j), enables a maintenance organization, by derogation, to have C/S and S/S qualified according to the Appendix IV to JCAR Part 145.

1.2.1. Initial Authorization Procedure.

The Part 145 organization shall detail in its Maintenance Organization Exposition the established prerequisites to be eligible as CARC Part 145 A/C C/S and S/S depending on the basis of qualification:

A. Qualified in accordance with JCAR Part 66. This means that the proposed A/C C/S and S/S holds a JCAR Part 66 aircraft maintenance license (refer to check list 1, enclosed in this user guide),

² additional privileges are allowed for category “B2” C/S holding CARC Part 66 AML, as defined in JCAR Part 66.

³ This means that B1/ B2 support staff may not necessarily hold B1/B2 line maintenance certifying staff privileges.



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B. Qualified in accordance with Appendix IV to JCAR Part 145. This means that the proposed A/C C/S and S/S does not hold a CARC Part 66 license (refer to check list 2, enclosed in this user guide).

In addition, the Part 145 organization shall also explain in the Maintenance Organization Exposition §3.4 the assessment procedure for granting A/C C/S and S/S authorization which shall at least specify:

- The person responsible for this process,
- The validation of qualification records (e.g.: training certificates),
- Procedures for the initial assessment (i.e. methods, including actions to be taken when the assessment is not satisfactory),
- Recording of assessment results,
- The management of the C/S and S/S List and individual authorizations,
- The C/S and S/S records (responsibility, content of the (C/S) and (S/S) files, etc.).

1.2.2. Authorization Renewal Process.

The Part 145 organization shall explain in its MOE the A/C C/S and S/S authorization renewal prerequisites such as but not limited to:

- The continuation training requirements (Organization procedures, new technology, human factor issues),
- The maintenance experience requirements (6 months of relevant experience in the last 2 year period) and the associated records of evidence,
- The assessment procedure for renewing the C/S and S/S authorization which shall at least specify:
 - The persons responsible for this process,
 - when the assessment shall take place,
 - the validation of qualification records,
 - procedures for the continuous control of competence,
 - actions to be taken when assessment is not satisfactory (i.e. suspension of the authorization),



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- recording of assessment results,
- The management of the C/S and S/S List and individual authorizations,
- The C/S and S/S records (responsibility, content of the (C/S) and (S/S) files, etc.).

1.3. Aircraft Certifying Staff and Support Staff Qualified to JCAR Part 66.

1.3.1. License and Scope.

The proposed C/S and S/S shall hold a valid CARC Part 66 license.

The organization shall ensure that the CARC part 145 individual authorization does not exceed the scope addressed in the CARC Part 66 license. Moreover, the organization cannot include any A/C type in the CARC Part 145 individual authorization that is not included on the CARC Part 66 license. Any limitation on the CARC Part 66 license shall be listed on the CARC individual Part 145 authorization.

1.3.2. Age.

The A/C C/S and S/S age shall be at least 23 years.

1.3.3. Additional Training.

The A/C C/S and S/S shall be able to demonstrate he/she received, as appropriate, training on: the MOE and internal procedures applicable to A/C C/S and S/S (including issuance of CRS);

- Fuel Tank Safety (FTS) level 2,
- Electrical Wiring Interconnection System (EWIS),
- Customer's operator procedures, such as but not limited to the customer's ATL, work cards, work package, list of independent inspection items, deferred items procedures, MEL, etc. ,
- Any additional training(s) justified during the assessment performed by the Organization (e.g. human factor, aviation legislation, etc...).
- Safety training.

1.3.4. Additional Aircraft Training.

The Part 145 Organization need to be aware that:

- type training courses covering certain, but not all the models/variants included in a type rating, are valid for the purpose of endorsing the full type rating in the CARC Part 66 aircraft maintenance license.



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- some systems and technology present in the particular aircraft being maintained may not have been covered by the training/examination/experience required to obtain the license and ratings.

Therefore the Part 145 organization shall ensure that A/C C/S and S/S have received additional training and have been successfully assessed, as appropriate, on the differences for the particular model/variant and/or the particular configuration

1.3.5. Maintenance Experience.

The Maintenance organization shall ensure that C/S and S/S can demonstrate recent experience on the A/C type intended to be endorsed in the CARC Part 145 individual authorization.

The recent maintenance experience shall be understood as meeting the requirement of 6 month of experience in two years period preceding the intended date of issuance of the certification authorization.

Further guidance is provided in CARC Guidance Procedure AWS 31.

1.3.6. Additional Criteria for the Renewal of Individual Authorization.

The C/S and S/S shall receive continuation training covering Technical Development, Human Factors, FTS, Organization procedures, EWIS and Aviation Regulation as applicable to the approval ratings and scope of work.

The C/S and S/S shall demonstrate a 6 month of experience during the two year period preceding the renewal of authorization.

Further guidance is provided in CARC Guidance Procedure AWS 31.

1.3.7. Assessment.

The aim of the assessment is to ensure compliance of the A/C C/S and S/S with the relevant CARC Part 145 requirements, with the criteria defined in this user guide and to ensure that each A/C C/S and S/S possesses the expected competence(s) associated to his/her job function (proposed scope of work, Authorization category), before granting him/her an initial CARC Part 145 authorization, to renew or to extend the scope of his/her already existing authorization. This assessment shall also take into consideration attitude and behavior.



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As a consequence the Organization shall demonstrate through a competence assessment that the C/S and S/S :

- Meets the qualification criteria addressed above;
- Has the relevant knowledge, skills and ability to perform the maintenance tasks related to his/her job function including the relevant language knowledge;
- Is able to determine when the A/C is ready to release to service and when it shall not be released to service.

The competence needs to be assessed by evaluation of “On the Job Performance” and /or “testing of knowledge” by appropriately qualified personnel.



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1.3.8. Check List 1: Topics to be Reviewed Before to Grant /Extend/ Renew an Individual Authorization for C/S & S/S Qualified to JCAR Part 66.

Certifying Staff Name:		Purpose of the review <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		Intended scope of authorisation under EASA approval : <small>Category A*, "B1", "B2" or "C"</small>		A/C type:
PART 145 regulation / Requirements				Checked & compliant	Reference of the document provided.	EASA additional User Guide
License & Scope	Does the certifying /support staff hold a valid CARC Part 66 license?			<input type="checkbox"/>		
	Does the scope of work of the certifying /support staff remain within the scope of work defined by the CARC Part 66 license?			<input type="checkbox"/>		
	Are all A/C types of the individual authorisation endorsed in the CARC part 66 License?			<input type="checkbox"/>		
Age	Is the certifying /support staff more than 23 years old?			<input type="checkbox"/>		
Additional Training	Has the certifying staff/support staff received an appropriate training to the MOC and internal procedures applicable to A/C certifying staff?			<input type="checkbox"/>		
	Has the certifying staff/support staff received the initial Fuel Tank Safety training?			<input type="checkbox"/>		
	Has the certifying staff/support staff received the Safety Training?			<input type="checkbox"/>		
	Has the certifying staff/support staff received the Electrical Wiring Interconnection System training ?			<input type="checkbox"/>		
additional aircraft training	Has the certifying staff/support staff received training to the Customer's operator procedures, such as but not limited to the customer's ATL, work cards, work package, list of independent inspection items, deferred items procedures, MEL, etc.?			<input type="checkbox"/>		
	Has the Certifying/support staff received additional training and has been successfully assessed, as appropriate, on the differences for the particular model/variant and/or the particular configuration?			<input type="checkbox"/>		
Maintenance experience	Can the certifying /support staff demonstrate recent experience on the A/C type intended to be endorsed in the JCAR Part 145 individual authorization?			<input type="checkbox"/>		CARC Guidance Procedure AWS 31
In addition to the above points, the following applies for renewal of existing individual authorisation.						
Renewal of individual authorisation	Part 145.35 (d): Has the certifying staff/support staff received continuation training that covers Technical Development including Human Factors, Organisation procedures, FTS, EWIS and Aviation Regulation as applicable to the approval ratings and scope of work?			<input type="checkbox"/>		
	Part 145.35 (d): Has the certifying staff/support staff demonstrate a 6 month of experience during the two year period preceding the renewal of authorisation?			<input type="checkbox"/>		CARC Guidance Procedure AWS 31
When all the above points are positive, the following applies						
Assessment	Has the certifying staff/Support staff been assess for competence including a language skill evaluation.			<input type="checkbox"/>		Refer to the table "Summary of topics to be Assessed for A/C certifying and support staff"
	Has any additional training been identified and performed, as required, following the internal assessment?			<input type="checkbox"/>		



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1.3.9. Summary of Topics to be Assessed For Aircraft C/S & S/S Qualified to JCAR Part 66

Purpose of the Assessment		
<input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		
IV QUALIFICATION		Remarks
I.1.	Refer to the check list 1 "Topics to be Reviewed Before to Grant /Extend/ Renew an Individual Authorization for C/S & S/S Qualified to CARC Part 66".	
I KNOWLEDGE		
II.1.	Knowledge of human factors, human performance and limitations	
II.2.	Knowledge of organisation capabilities, privileges and limitations (scope of approval, etc.)	
II.3.	Knowledge of JCAR Part-M, JCAR Part-145 (and any other relevant regulations)	
II.4.	Knowledge of relevant parts of the MOE and associated procedures	
II.5.	Knowledge of safety risks linked to the working environment	
II.6.	Knowledge on CDCL (when relevant)	
II.7.	Knowledge on EWIS (when relevant)	
II.8.	Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	
III UNDERSTANDING		
III.1.	Understanding of professional integrity, behavior and attitude towards safety	
III.2.	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	
III.3.	Understanding of his/her own human performance and limitations	
III.4.	Understanding of personnel authorizations and limitations	
III.5.	Understanding of critical task	
IV ABILITY		
IV.1	Ability to supervise the performance of tasks carried out by non C/S personnel (i.e. mechanics, etc.)	
IV.2	Ability to compile and control completed work cards	
IV.3	Ability to consider human performance and limitations	
IV.4	Ability to determine required qualifications for task performance	
IV.5	Ability to identify and rectify existing and potential unsafe conditions	
IV.6	Ability to check and document proper accomplishment of maintenance tasks	
IV.7	Ability to identify and properly plan performance of critical task	
IV.8	Ability to prioritize tasks and report discrepancies	
IV.9	Ability to process the work requested by the operator	
IV.10	Ability to properly process removed, uninstalled and rejected parts	
IV.11	Ability to properly record and sign for work accomplished	
IV.12	Ability to determine the acceptability of parts to be installed prior to fitment	
IV.13	Ability to understand work orders, work cards and refer to and use applicable maintenance data	
IV.14	Ability to use information systems	
IV.15	Ability to use, control and be familiar with required tooling and/or equipment	
IV.16	Adequate communication and literacy skills: The A/C certifying staff shall be able to demonstrate a working knowledge of the language in which the maintenance data is published.	
Note: This list shall not be considered as exhaustive. It remains the responsibility of the organisation/applicant to adjust it		



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1.4. A/C Certifying and Support Staff Not Qualified to JCAR Part 66, Referred to in JCAR Part 145.30(j)1 and 145.30(j)2.

The organization shall ensure that A/C C/S and S/S not qualified to JCAR part 66 are compliant with the following JCAR Part 145 requirements.

1.4.1. Appendix IV Paragraph 1. (a)

“The proposed A/C C/S and S/S shall hold a valid national license or a certifying staff authorization issued under the national regulations”.

The basic license (national license) must have been evaluated in all categories by the CARC Part 145 organization and in particular any differences compared to ICAO Annex I must be addressed.

1.4.2. Appendix IV Paragraph 1. (b)

“The organization shall ensure that the authorization does not exceed the scope addressed in the national license”.

The proposed authorization privileges must have been evaluated to ensure they do not exceed the scope of the national license. The Organization shall compare the scope of the national license and the scope of work of the CARC “C”, “B1”, “B2” and “A” categories certifying staff and implement the necessary limitation. The result of the comparison shall be summarized in the MOE § 1.6.

Any limitation addressed in the national license or in the A/C C/S and S/S authorization issued under the national regulations shall be reported in the CARC Part 145 individual authorization.

Note: Having the same code within the national regulation (A, B1, B2 and C) does not release the organization to compare the scope of the national license and the scope of work of the CARC “C”, “B1”, “B2” and “A” categories certifying staff and implement the necessary limitation.

1.4.3. Appendix IV Paragraph 1.(c)

The A/C C/S and S/S shall be able to demonstrate he/she received:

- a training on human factors referred to in module 9 of Appendix I to JCAR Part-66. The organization shall ensure and be in a position to demonstrate that the Human factor training syllabus and the training level are compliant to the syllabus and the level (B1 /B2) of training of Appendix I to JCAR Part-66. The demonstration process is left to the discretion of the organization.



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- a training on aviation legislation referred to in module 10 of Appendix I to JCAR Part-66: The organization shall ensure and be in a position to demonstrate that the aviation legislation training syllabus and the training level are compliant to the syllabus and the level (B1 /B2) of training of Appendix I to JCAR Part-66. The demonstration process is left to the discretion of the Organization.

When the human factor training and/or aviation legislation has been followed in an approved CARC Part 147 organization and the relevant certificate of recognition is produced for the considered syllabus, the proposed A/C Certifying staff (C/S) or support staff (S/S) is considered compliant with human factor and /or Aviation Legislation training requirements addressed in the Appendix IV paragraph 1.(c), without further need of investigation.

When selecting a non-Part 147 organization to provide the Human Factor training and/or Aviation Legislation, the CARC Part 145 quality department shall be in a position to demonstrate as a minimum that:

- the course is carried out according to a detailed syllabus including level of training as per JCAR Part 66 Module 9 and/or 10 as applicable (the duration of the course need to be specified to demonstrate the adequacy to cover all subjects),
- the Qualification criteria for instructors is defined,
- a maximum number of Training Hours per day is defined (HF principal to be considered),
- a maximum of trainees per group of trainees (25 person).

1.4.4. Appendix IV Paragraph 1.(d)

The A/C C/S and S/S shall be able to demonstrate:

- 3 years of maintenance experience for line maintenance certifying staff in category “A”.
- 5 years of maintenance experience for line maintenance certifying staff in category “B1”, “B2” and “B1”, “B2” support staff.
- 8 years for base maintenance certifying staff in category “C”.

In addition, the organization shall ensure that the A/C C/S and S/S can demonstrate recent experience.

The recent maintenance experience shall be understood as meeting the requirement of 6 months of experience in two years period preceding the intended date of issuance of the certification



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authorization (refer to 145.35.(c) for further details). This concept, is the same applicable for the renewal of the authorization as described in the following chapter related to “additional training” requirements.

Further guidance is provided in CARC Guidance Procedure AWS 31.

1.4.5. Appendix IV Paragraph 1. (e) (f)

The A/C C/S and S/S shall be able to demonstrate that he/she followed a task or a type training, as applicable, and pass the examination at the relevant category level (depending on the category of authorization), referred to in Appendix III to JCAR Part-66. **The type training is made up of two parts, the theoretical part and the practical element.**

Practical training may be performed either following or integrated with the theoretical elements; it is not considered acceptable that practical training is performed before the theoretical training.

- When the theoretical and practical element of the type training has been received and examination passed in an approved CARC Part 147 organization and the relevant certificate of recognition is produced, the A/C C/S and S/S is considered compliant with type training requirements without further need of investigation.

In exceptional⁴ cases:

- When the theoretical part of the type training has been received and examination passed in an approved CARC Part 147 organization and the relevant certificate of recognition is produced, the organization shall only demonstrate that the practical element together with the person involved (trainers / assessors) are compliant with the requirements addressed in the Appendix III to JCAR Part-66 and JCAR Part-147.
- When both the theoretical part and the practical element of the type training are not followed in an approved CARC part 147 organization, the organization shall ensure and be in a position to demonstrate that:
 - the type training syllabus, the level of training and the examination standard for the theoretical part of the type training are compliant to the syllabus and the level of training of Appendix III to JCAR Part-66.
 - the practical element of the type training including the assessment with the person involved (trainers / assessors) are compliant with the requirements addressed in the Appendix III to JCAR Part-66 and JCAR Part-147.

⁴ It means on a case by case basis, subject to prior acceptance by CARC (i.e. this option may be considered by CARC if no organization appropriately approved under CARC Part 147 for the required training is available).



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1.4.5.1. Type training for differences

In order to meet the requirement of Appendix IV Paragraph 1. (e) (f), a person may also be qualified by a type training for differences (including both the theoretical and practical element) which has been received in an approved CARC Part 147 organization.

The following requirements need to be met:

- The applicant for a Part 145 individual authorization, needs to cover the differences between two different aircraft type ratings of the same manufacturer as determined by the Agency (refer to the aircraft type ratings provided in appendix I to AMC to Part 66, as amended); For example, a person who already completed a type training on the A320(CFM 56) and needs to be qualified also on the A320 (V2500), does not need to complete a full aircraft type training on the A320(V2500), but may only complete a type training for differences between the two aircraft type ratings (i.e. engine plus aircraft interfaces),
- Differences training shall cover both theoretical and practical elements of type rating training,
- A type rating shall only be endorsed on a Part 145 individual authorization after differences training when the applicant also complies with one of the following conditions:
 - having already endorsed on the Part 145 individual authorization the aircraft type rating from which the differences are being identified, or;
 - having completed the type training requirements for the aircraft from which the differences are being identified, but has not yet been endorsed in the Part 145 individual authorization.

The possibility, in exceptional cases, to complete a type training for differences in a non-Part 147 approved organization shall follow the same criteria provided in chapter 1.4.5.

1.4.6. Additional Aircraft Training.

The Part 145 organization need to consider that:

- type training courses covering certain, but not all the models/variants included in a type rating, may be valid for the purpose of endorsing the full type rating in the national license issued under the national regulations;



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- some systems and technology present in the particular aircraft being maintained may not have been covered by the training/examination/experience required to obtain the national license and ratings issued under the national regulations.

Therefore the Part 145 organization shall ensure that A/C C/S and S/S has received additional training and has been successfully assessed, as appropriate, on the differences for the particular model/variant and/or the particular configuration that is maintained or intended to be maintained by the organization.

Note: the additional aircraft training described in this chapter must not be confused with the case where the differences that need to be covered are related to different aircraft type ratings. In such case the chapter 1.4.5.1 of this User Guide applies.

1.4.7. Additional Training.

The A/C C/S and S/S shall be able to demonstrate he/she received, as appropriate, training on:

- the MOE and internal procedures applicable to A/C C/S and S/S (including issuance of CRS),
- Fuel Tank Safety level 2,
- Electrical Wiring Interconnection System,
- Customer's operator procedures, such as but not limited to the customer's ATL, work cards, work package, list of independent inspection items, deferred items procedures, MEL,
- Any additional training(s) justified during the assessment performed by the organization (e.g. human factor, aviation legislation, etc..).

1.4.8. Additional Criteria for the Renewal of Individual Authorization.

The C/S and S/S shall receive continuation training that covers technical development including Human Factors, FTS, organization procedures, EWIS and Aviation Legislation as applicable to the approval ratings and scope of work.

The C/S and S/S shall demonstrate a 6 month of experience during the two year period preceding the renewal of authorization.

The 6 months maintenance experience in 2 years shall be understood as consisting of two elements duration and nature of the experience.



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Further guidance is provided in CARC Guidance Procedure AWS 31.

1.4.9. Assessment.

The aim of the assessment is to ensure compliance of the A/C C/S and S/S with the relevant CARC Part 145 requirements, with the criteria defined in this guidance procedure and to ensure that each A/C C/S and S/S possesses the expected competence(s) associated to his/her job function (proposed scope of work, authorization category), before to grant him/her an initial CARC Part 145 authorization, to renew or to extend the scope of his/her already existing one. This assessment shall also take into consideration attitude and behavior.

As a consequence the organization shall demonstrate through a competence assessment that the C/S and S/S :

- Meets the qualification criteria addressed above,
- Has the relevant knowledge to perform the maintenance tasks related to his/her job function,
- Has the relevant skills and ability to perform the maintenance tasks related to his/her job function including the relevant language knowledge,
- Is able to determine when the A/C is ready to release to service and when it shall not be released to service.

NOTE: This competence assessment must take into account the particular aircraft versions to be covered by the certifying staff authorization, which may be different from the versions which were part of the type training.

The competence need to be assessed by evaluation of “On the Job Performance” and /or “testing of knowledge” by appropriately qualified personnel.



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1.4.10. Check List 2: Topics to be Reviewed Before to Grant /Extend/ Renew an Individual Authorization for C/S & S/S Not Qualified to JCAR Part 66.

Certifying Staff Name:		Purpose of the review <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		Intended scope of authorisation under CARC approval : <small>Category A", "B1", "B2" or "C"</small>		A/C type:	
PART 145 regulation / Requirements				Checked & compliant	Reference of the document provided	CARC additional User Guide	
Part 145 Appendix IV(a)	Does the certifying/support staff hold a valid licence or a certifying staff authorisation issued under the country's National regulations in compliance with ICAO Annex 1?			<input type="checkbox"/>			
	Are there any differences between national license that need to be addressed?			<input type="checkbox"/>			
Part 145 Appendix IV(b)	Does the scope of work of the certifying/support staff remain within the scope of work defined by the National licence/certifying staff authorisation.			<input type="checkbox"/>		Refers to MOE guidance: Category and associated privileges of the national license to be addressed in the MOE § 1.6.	
	Does the scope of work of the certifying/support staff remains within the scope of work defined by the National licence/certifying staff authorisation.			<input type="checkbox"/>			
Part 145 Appendix IV(c)	Has the certifying/support staff demonstrated that he/she has received training on human factors referred to in module 9 of Appendix I JCAR Part-66?			<input type="checkbox"/>			
	Has the certifying/support staff demonstrated that he/she has received training on aviation legislation referred to in module 10 of Appendix I to JCAR Part-66?			<input type="checkbox"/>			
	Has the provided training (module 9 and module 10) been evaluated for compliance with Appendix I to JCAR Part-66 in terms of syllabus and level (B1/B2) of training?			<input type="checkbox"/>			
Part 145 Appendix IV(d)	Has the certifying/support staff demonstrate the required maintenance experience CARC Category "A" = 3 years CARC Category "B1", "B2" & B1", "B2" Support staff = 5 years CARC Category "C" = 8 years.			<input type="checkbox"/>	Record the number of years		
	can the certifying/support staff demonstrate recent experience on the A/C type intended to be endorsed in the CARC Part 145 individual authorization?			<input type="checkbox"/>		CARC GP AWS 31	
Part 145 Appendix IV (e) (f)	Has the certifying staff support staff demonstrated he/she followed a task or a type training and pass the examination at the relevant category, referred to in Appendix III to JCAR Part-66? Note: Category "C" certifying staff shall demonstrate he/she received type training and passed examination at the category C level referred to in Appendix III to JCAR Part-66 for each aircraft type in his /her individual authorisation, except that for the first aircraft type, training and examination shall be at the category B1, B2 or B3 level of Appendix III.						
	Is the theoretical part of the training provided by an approved CARC Part 147 organisation ?			Y <input type="checkbox"/> N <input type="checkbox"/>			
	Is the practical element of the training provided by an approved CARC Part 147 organisation ?			Y <input type="checkbox"/> N <input type="checkbox"/>			



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Certifying Staff Name:		Purpose of the review <input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		Intended scope of authorisation under CARC approval : Category A*, "B1", "B2" or "C"	A/C type:
	PART 145 regulation / Requirements	Checked & compliant	Reference of the document provided	CARC additional User Guide	
Additional Aircraft training	Has the Certifying/support staff received additional training and has been successfully assessed, as appropriate, on the differences for the particular model/variant and/or the particular configuration?	<input type="checkbox"/>			
Additional Training	Have the certifying /support staff received an appropriate training to the MOE and internal procedures applicable to A/C certifying staff?	<input type="checkbox"/>			
	Have the certifying /support staff received the initial Fuel Tank Safety training ?	<input type="checkbox"/>			
	Have the certifying /support staff received the Electrical Wiring Interconnection System ?	<input type="checkbox"/>			
	Has the certifying staff/support staff received training to the Customer's operator procedures, such as but not limited to the customer's ATL, work cards, work package, list of independent inspection items, deferred items procedures, MEL, etc?	<input type="checkbox"/>			
In addition to the above points, the following applies for renewal of existing individual authorisation					
Renewal of individual authorisation	Part 145.35 (d): Has the certifying /support staff received continuation training that covers Technical Development including Human Factors, Organisation procedures, FTS, EWS and Aviation Regulation as applicable to the approval ratings and scope of work?	<input type="checkbox"/>			
	Part 145.35 (d): Has the certifying /support staff demonstrate a 6 month of experience during the two year period preceding the renewal of authorisation?	<input type="checkbox"/>		"CARC GP AWS 31	
When all the above points are positive, the following applies					
Assessment	Has the certifying /Support staff been assessed for competence including a language skill evaluation.	<input type="checkbox"/>		Refer to the table "Summary of topics to be Assessed for A/C certifying staff"	
	Is any additional training justified following the internal assessment?	<input type="checkbox"/>			



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1.4.11. Summary of Topics to be Assessed for Aircraft C/S & S/S Not Qualified to CARC Part 66.

Purpose of the Assessment		
<input type="checkbox"/> Initial grant <input type="checkbox"/> Extension <input type="checkbox"/> Renewal		
I QUALIFICATION		Remarks
I.1.	Refer to the check list 2 "Topics to be Reviewed Before to Grant/Extend/Renew an Individual Authorization for C/S & S/S Not Qualified to CARC Part 66".	
II KNOWLEDGE		
II.1.	Knowledge of human factors, human performance and limitations	
II.2.	Knowledge of organisation capabilities, privileges and limitations (scope of approval, etc.)	
II.3.	Knowledge of JCAR Part-M, JCAR Part-145 (and any other relevant regulations)	
II.4.	Knowledge of relevant parts of the MOE and associated procedures	
II.5.	Knowledge of safety risks linked to the working environment	
II.6.	Knowledge on CDCCL (when relevant)	
II.7.	Knowledge on EWIS (when relevant)	
II.8.	Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	
III UNDERSTANDING		
III.1.	Understanding of professional integrity, behavior and attitude towards safety	
III.2.	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	
III.3.	Understanding of his/her own human performance and limitations	
III.4.	Understanding of personnel authorizations and limitations	
III.5.	Understanding of critical task	
IV ABILITY		
IV.1	Ability to supervise the performance of tasks carried out by non C/S personnel (i.e. mechanics, etc.)	
IV.2	Ability to compile and control completed work cards	
IV.3	Ability to consider human performance and limitations	
IV.4	Ability to determine required qualifications for task performance	
IV.5	Ability to identify and rectify existing and potential unsafe conditions	
IV.6	Ability to check and document proper accomplishment of maintenance tasks	
IV.7	Ability to identify and properly plan performance of critical task	
IV.8	Ability to prioritize tasks and report discrepancies	
IV.9	Ability to process the work requested by the operator	
IV.10	Ability to properly process removed, uninstalled and rejected parts	
IV.11	Ability to properly record and sign for work accomplished	
IV.12	Ability to determine the acceptability of parts to be installed prior to fitment	
IV.13	Ability to understand work orders, work cards and refer to and use applicable maintenance data	
IV.14	Ability to use information systems	
IV.15	Ability to use, control and be familiar with required tooling and/or equipment	
IV.16	Adequate communication and literacy skills: The A/C certifying staff shall be able to demonstrate a working knowledge of the language in which the maintenance data is published.	
Note: This list shall not be considered as exhaustive. It remains the responsibility of the organisation/applicant to adjust it.		



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1.5. Management of the C/S and S/S List and Individual Authorization.

1.5.1. List of A/C Certifying Staff and Support Staff.

The management of the list of A/C C/S and S/S shall be detailed within the exposition § 1.6 and approved by CARC.

1.5.2. Individual Authorization.

The organization is responsible to ensure that:

- The CARC license or a certifying staff authorization issued remain valid; and
- The A/C C/S and S/S has followed the continuation training within the two year period.

As a consequence, the organization must align the validity of the A/C certifying staff authorization accordingly.

1.6. One-off authorizations

1.6.1. Applicability.

This chapter is intended to clarify the applicability of the one-off certification authorization privilege as per Part 145. 30 (j) (5).



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Regulation text	clarification on applicability and limitations
<p>145.30 (j) (5) states: "In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorization to":</p>	<p><i>The applicability is limited to the following cases:</i></p> <ul style="list-style-type: none"> • The Part 145 AMO has a maintenance contract with the customer operator (*), and • an AOG condition occurs outside the Part 145 main base <p>(*) in the case of large aircraft and aircraft used for commercial air transport the Part 145 AMO, "contracted to provide maintenance" and issuing the one-off authorization is intended to be the Part 145 maintenance organisation directly contracted by the CAMO Operator as per M.201.(h). and holding a contract as outlined in Appendix XI to AMC to Part M.</p>
<p>145.30 (j) (5) (i) states: ".....one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or..."</p>	<p><i>In order to establish when two aircraft can be considered as similar, refer to AMC 66.20.(b).2</i></p>
<p>145.30 (j) (5) (ii) states: "...to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the license of that person."</p>	<p><i>only an Aircraft Maintenance License issued in accordance with ICAO Annex I and (in addition) with the appropriate aircraft type endorsed in the license is eligible for meeting the requirement.</i></p>
<p>All such cases as specified in this subparagraph shall be reported to CARC within seven days of the issuance of such certification authorisation.</p> <p>The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.</p>	<p><i>In addition to the notification to CARC, it is the responsibility of the Part-145 AMO to establish a coordination with the customer operator, to ensure the CAMO is informed of:</i></p> <ul style="list-style-type: none"> • the issuance of a one-off authorisation; • the need of a maintenance task performed under a one-off authorisation to be re-checked by an appropriately approved AMO



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1.6.2. MOE.

In the case this privilege is intended to be used, a procedure need to be endorsed in the MOE chapter 3.4, addressing in particular the following aspects:

- process in place and involvement of the Quality Manager in issuing the one-off authorization;
- minimum records to be associated with the issuance of the one-off authorization in order to allow a verification that the regulatory requirements are met;
- records of the maintenance carried out under the one-off authorization;
- notification process to CARC assigned inspector within 7 days;
- how the organization will make sure that any maintenance release under a one-off authorization that could affect flight safety will be re-checked by an appropriately approved organization.

1.7. Privileges of C/S and S/S

Warning: The fact that a person was previously holding an individual authorization in another CARC Part 145 AMO does not automatically authorize the receiving organization to grant the same privilege to such staff. Privileges are not transferable.

In the case of an A/C Certifying Staff (C/S) and/or support staff (S/S) moving from one CARC Part 145 organization to another, the receiving organization is required to assess such staff based on its approved MOE procedures for granting an individual authorization. This also includes an assessment of all trainings, with particular attention to type training not followed in a CARC Part 147 organisation⁵.

As highlighted in this instruction, the level of the assessment is different depending if the person is holding a CARC Part 66 AML or holding a national license issued under the national regulations.

1.8. Records.

The quality system shall review and archive in an exhaustive manner the relevant files resulting from the implementation of this procedure.

⁵ In this case the receiving organization intending to nominate the A/C Certifying Staff (C/S) and/or support staff (S/S) is required to demonstrate compliance of the type training. The fact that the person was already approved in another Part 145 AMO for the related aircraft type does not replace the need of such demonstration, which may be difficult if the detailed training records are not accessible by the receiving organization.



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This means that the organization shall keep records of all evidence associated to the A/C C/S and S/S authorization (certificates, experience log book, diploma, continuation training evidences (which includes demonstration of type training when not followed in an approved CARC Part 147 organization), assessment evidence (including assessment results which could be in a form chosen by the organization).