

ADVISORY CIRCULAR

No. : AC-35-COVID19-01

Date : 19 April 2020

A. SUBJECT:

Extension of Validity Periods for Licenses, Ratings, Approvals, Authorizations and Certificates of Aircrew, Instructors, Examiners, Aircraft Maintenance License Holders, Air Traffic Controllers and Medical Certificates to ensure safe operations during the COVID-19 Pandemic.

B. PURPOSE:

This Advisory Circular (AC) provides guidance to exempts all eligible operators, aircrew, instructors, examiners, aircraft maintenance license holders and air traffic controllers for whom CARC is the Competent Authority, and wherever normal revalidation facilities are not available from the normal validity periods for licenses, certificates and ratings that expire before the 31st July 2020 are subjected to the conditions set in the exemptions instruments executed by CARC.

C. STATUS:

This is the first edition of AC – 35 – COVID19 – 01 dated 10th, April 2020. It will remain current till 31st July 2020 unless it is withdrawn or superseded.

This AC is under the continuous review and assessment in terms of renewal of validity and updating contents.

D. APPLICABILITY:

This Advisory Circular is applicable to individuals and the nominated staff from all Operators or Organizations where as JCARC is the competent authority and the Validity Periods for Licenses, Ratings, Approvals, Authorizations, Certificates of Aircrew, Instructors, Examiners, Aircraft Maintenance License Holders, Air Traffic Controllers and Medical Certificates expire before 31 July 2020.

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** Note: CARC Form 35-0002 as per controlled and issued within the document CEO Order 1-2013 is to be provided by each directorate upon the applicant's request.*

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F. REFERENCES:

- Commissioner Council Decision No. 19 of year 2020 dated 15 April 2020
- JCAR Part FCL1
- JCAR Part OPS1
- JCAR Part 66
- JCAR Part 65
- JCAR Part FCL3
- JCAR Part MED

- Appendix 1: CARC Form 35-0002 (PETITION FOR EXEMPTION FROM A CIVIL AVIATION RULE)
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Part 0

Foreword

- 0.1 In response to the exceptional circumstances caused by the Covid-19 pandemic, Service providers and aviation personnel are facing challenges.
- 0.2 In order to facilitate safe operations during these difficult times and in line with the ICAO State Letter AN 11/55-20/50 of 3 April 2020 titled Operational measures to ensure safe operations during the COVID-19 pandemic Operational measures for safe operations, Jordanian Civil Aviation Regulatory Commission (JCARC) will be flexible in its temporarily contingency operational approaches while at the same time adhering to its obligations under the Convention of the International Civil Aviation (Chicago Convention, Doc 7300).
- 0.3 The socio-economic impact of the COVID-19 is yet to be assessed. It has already resulted in drastic restrictions and arrangements preventing license holders from timely completing their necessary renewal requirements prior to expiry date. Based on the aforementioned circumstances, the CARC:
 - a. Found it necessary to reduce the severity of the disruptions; and
 - b. Presents an immediate response to mitigate the socio-economic impact of the COVID-19 pandemic while assuring an acceptable level of safety.

Part 1

General Information

- 1.1 This temporary AC is valid till 31st July 2020 and under the continuous review and assessment in terms of renewal of validity and updating contents.
- 1.2 To facilitate continued operations of the aviation industry during the COVID-19 pandemic, JCARC has extended all Licenses, Ratings, Approvals, Authorizations ... etc. expired on and before 31st July 2020 (but does not include those Licenses, Ratings, Approval, Authorization...etc. which expired before 15 March 2020 as detailed in below parts).
- 1.3 Jordanian Air Operators who intend to conduct international flights under the provisions of the exemption will need to ensure they comply with any requirements of the National Aviation Authorities' (NAA) through which they will be operating. The ICAO Contracting States have met, and as far as practical are developing COVID-19 alleviation plans that are consistent; however, JCARC retains the right to add additional requirements.
- 1.4 The exemption also allows operators / training organizations to defer all recurrent training theoretical and practical up to four months.
- 1.5 One Exemption may be applied by each operator for an extension of validity periods for Licenses, Ratings, Approvals, Authorizations and Certificates of Aircrew, Instructors, Examiners, Aircraft Maintenance Licenses, Air Traffic Controllers and Medical Certificates held by its employees due to the force majeure of COVID19 Pandemic. Using one letter with multiple forms submitted adhering to detailed requirements under this AC for each category / type of required extension.
- 1.6 Based on above all operators / service providers / organizations / individuals shall request exemptions which will be processed as per mentioned in the relevant part of this AC through the CEO order 1-2013 The General Rule Making Procedure or the Aviation Medicine Unit requirements for Medical Certificates extension whereas applicable.

Part 2

Flight Operations Standard Directorate

2.1 Eligibility:

2.1.1 Provided that, the regular validity expires before 31 July 2020. Each Organization is encouraged to submit one letter covering its employees for requesting an exemption to extend the validity of:

- a. Licenses, ratings, authorizations and approvals issued in accordance with JCAR FCL 1 are to be extended for (4) months from the date of expiry.
- b. English language proficiency endorsements in accordance with JCAR FCL 1 are to be extended for (4) months from the date of expiry.
- c. Recurrent training and checking in accordance with JCAR OPS 1 are to be extended for (4) months from the date of expiry which include:
 - i. Flight crew recurrent training and checking in accordance with JCAR OPS 1.965 in addition to the applicable provisions of JCAR OPS1.
 - ii. Cabin crew recurrent training and checking in accordance with JCAR OPS 1.1015 in addition to the applicable provisions of JCAR OPS1.
 - iii. Flight dispatcher recurrent training and checking in accordance with the applicable provisions of JCAR OPS 1.
 - iv. Ground operations personnel recurrent training and checking in accordance with the applicable provisions JCAR OPS 1.
- d. Recent experience for pilot in command and co-pilot in accordance with JCAR OPS 1.970 are to be extended up to (30) days from the date of expiry.
- e. Approvals, authorizations and certificate issued in accordance with JCAR OPS1 are to be extended for (4) months from the date of expiry.

2.1.2 Provided that, the regular validity expires before 31 July 2020. Individuals as well are encouraged to apply for an exemption to extend the validity of items listed under paragraph (2.1.1) of this AC.

2.2 Limits and conditions:

- a. Extensions will be limited to AOC pilots who are cleared on the line for at least one year.
- b. AOC holders must submit FOQA report analysis or equivalent on monthly basis or upon CARC request.

2.3 Flight Operations Standard Directorate will proceed with the process of reviewing all related CARC Form (s) 35-0002 to its mandates attached to the one exemption letter(s) submitted by each organization in accordance with applicable procedures in JCARC.

2.4 Risk Assessment shall be developed by the applicant for each category of the requested extension to ensure maintaining the acceptable level of safety.

Part 3
Airworthiness Standards Directorate

3.1 Eligibility:

3.1.1 Provided that, the regular validity expires before 31 July 2020. Each Organization is encouraged to submit one letter covering its employees for requesting an exemption from JCAR 66.40 (the continued validity of the aircraft maintenance license). Aircraft maintenance licenses are to be extended for (4) months from the date of expiry.

3.1.2 Provided that, the regular validity expires before 31 July 2020. Individuals as well are encouraged to apply for an exemption to extend the validity of items listed under paragraph (3.1.1) of this AC.

3.2 Limitations and conditions:

- a. Extensions will be limited to CARC Part 145 approved maintenance organizations who are clear of violations, revocation, suspension or change action.
- b. CARC Part 145 approved maintenance organization quality post holder must submit quality documentary evidence of compliance on monthly basis or upon CARC request when exercising certification privileges.
- c. CARC Part 145 approved maintenance organization quality post holder shall compare the holder's aircraft maintenance license with the organization records and verify any pending revocation, suspension or change action.
- d. If the license was subject to limitations, these limitations shall remain on the license.

3.3 Airworthiness Standards Directorate will proceed with the process of reviewing all related CARC Form (s) 35-0002 to its mandates attached to the one exemption letter (s) submitted by each organization in accordance with applicable procedures.

3.4 Risk Assessment shall be developed by the applicant for each category of the requested extension to ensure maintaining the acceptable level of safety.

Part 4

Air Navigation Safety and Standards Directorate

4.1 Eligibility:

Provided that, the regular validity expires before 31 July 2020. ANSP is encouraged to submit one letter covering its employees for requesting an exemption from JCAR65. The following are to be extended for (4) months from the date of expiry:

- a. ATC Licenses.
- b. ATC Ratings endorsements.
- c. ATC language proficiency endorsements.

4.2 Air Navigation Safety and Standards Directorate will proceed with the process of reviewing all related CARC Form (s) 35-0002 to its mandates attached to the one exemption letter(s) submitted by each organization in accordance with applicable procedures in JCARC.

3.3 Risk Assessment shall be developed by the applicant for each category of the requested extension to ensure maintaining the acceptable level of safety.

Part 5
Aviation Medicine Unit

5.1 Eligibility:

Medical certificates issued in accordance with JCAR FCL3 and JCAR MED with expiry date before 31 July 2020 are eligible to be granted an extension for 45 days in accordance to the JCARs above and subjected to the requirements mentioned in Appendix 2 of this AC (Aviation Medicine Unit requirements for Medical Certificates extension).

A handwritten signature in blue ink, appearing to read 'Haitham Misto', is written over a horizontal line.

Capt. Haitham Misto
Chief Commissioners

Appendix 1

CARC Form 35-0002

** Note: CARC Form 35-0002 as per controlled and issued within the document CEO Order 1-2013 is to be provided by each directorate upon the applicant's request.*

Appendix 2

Aviation Medicine Unit requirements for Medical Certificates extension

1. This medical exemption for Class 1, 2 and 3 medical certificates is granted for those Airmen who CANNOT perform regular medical examination as always due to current situation of COVID 19 restriction in Jordan and on case by case basis only.
2. Medical exemption priority should be given to Airmen who are engaged in the essential of national infrastructures and needs for example but not limited cargo flight, freight flight, evacuation flight and ATCs.
3. The Organization or/and individuals must submit status letter to CARC/Aviation Medicine Department for extension of the current medical certificate with justifications.
4. After reviewing the medical records of the applicant, the current situation of COVID 19 in Jordan and the justification submitted by the airlines. The aviation Medicine department will approve the exemption or deny it.
5. In case of approval, the Aviation Medicine Department will send the Medical Examination Application Form to the applicant to be signed and furnished.
6. In case of denial the applicant will be declared as temporary medically UNFIT.
7. An official CARC letter will be issued to the applicant to combine it with the current medical certificate; NO airmen will performs assigned duties without written CARC approval in form of official letter issued by Aviation Medicine Department.
8. Applicants medical restrictions on medical certificates will remain in force during the period of the exemption.
9. The pilot in command and co-pilot must ensure that while operating an aircraft in a multi-crew environment that one crew has a valid medical certificate, NO crew can operate in a multi-crew on an extended medical certificate.
10. Those who have medical conditions continue to provide the follow-up medical reports as per the technical standards (e.g. annual cardiology review or current status report from treating physician).
11. If there are difficulties in procuring the specialists and/or tests, the due date of these report requirements may be extended for up to 3 months.
12. Applicants who experience difficulty procuring specialists /or test beyond three months (3) will be declared medically unfit.
13. All aviation medical certificate holders shall continue to comply with

the Jordan Civil Aviation Regulations and CARC / Aviation Medicine Department instructions.

14. The holder of any class of medical certificate should comply with JCAR FC3 and Part MED.
15. The applicants have a duty to notify their designated Aviation Medical Examiners or CARC Aviation Medicine Department on any medical condition or medication which could affect the validity of such medical certificate or any of the following:
 - a. After such medical certificate has expired.
 - b. Injury.
 - c. Hospitalization.
 - d. Surgical operation or invasive procedure.
 - e. Regular use of medication.
 - f. Regular use of corrective lenses or spectacles.
 - g. 1st or 3rds trimester of pregnancy.
 - h. Absence due to illness for a period of more than 21 days.