



**Continued Validity or Change of Foreign Maintenance
Organization Acceptance**

18 GP-2512

October 2025

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Chief Commissioner/CEO



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Abbreviations

CARC	Civil Aviation Regulatory Commission
CEO	Chief Executive Officer
JCAR	Jordan Civil Aviation Regulations
AWOD	Airworthiness Oversight Department
ICAO	International Civil Aviation Organization
CAA	Civil Aviation Authority
ICT	Information and Communication Technology
CSDP	Confidentiality, Security and Data Protection
RSM	Repair Station Manual
HF	Human Factor
MOE	Maintenance Organization Exposition
NAA	National Aviation Authority
SMS	Safety Management System

1. Introduction

To meet the intent of the ICAO Annex 6 Part 1 Chapter 8 and Annex 8 Chapter 6 Standards, some States have regulations to issue organizations vs (Approved Maintenance Organizations (AMOs) or organizations performing maintenance under an accepted equivalent system) with or without an expiry date, but with requirements to maintain the continued validity of the approval.

Part 145 sets out matters relating to Part 145 Approved Maintenance Organizations (AMOs) including the requirements for approval under Part 145 and is supported by an Acceptable Means of Compliance (AMC)/Guidance Material (GM) document that provides guidance to Part 145 AMOs and prospective applicants. Part 145 specifies the requirements that need to be met by an organization in order to gain an AMO Approval Certificate.

According to Part 145. 1 (I) (c) and (d) any maintenance organization having their principal place of business in Jordan or in a foreign country may not conduct any maintenance activity on any civil aircraft or components of a civil aircraft under CARC safety oversight unless it is approved or accepted by CARC.

This Guidance & Administrative Material provides technical guidance on the use of remote information and communication technologies (ICT) to conduct a remote surveillance and audit to support CARC when overseeing maintenance organization having their principal place of business in a foreign country and holding a valid EASA, FAA, ANAC, UKCAA, TCAA, or NAA Part 145 maintenance organization certificate, to confirm that the organizations remain in compliance with the requirements and standards of JCAR Part 145 and its related Acceptable Means of Compliance (AMC) and Guidance Material (GM) and to ensure that foreign maintenance organization maintains the continued validity of CARC acceptance certificate requirements, if CARC remote surveillance and audit outcome is satisfactory and the foreign maintenance organization is in full compliance with the requirements and standards of applicable CARC regulations, CARC will renew the foreign maintenance organization acceptance certificate.

References:

- ICAO Annex 6 Part 1 Chapter 8 and Annex 8 Chapter 6
- JCAR Part 145 Acceptable Means of Compliance (AMC) and Guidance Material (GM).
- ICAO Airworthiness Manual (Doc 9760)
- ICAO Annex 19 (Safety Management)
- ICAO Safety management manual (9859)
- ICAO Safety Oversight Manual (Doc 9734) Part A
- CARC Guidance Procedure AWS 05 "Remote and Desktop Surveillance Activities"
- JCAR AMC2 145.200(a)(6)
- CARC Remote Audit Checklist CARC Form 18 OF-0357
- CARC Guidance Procedure AWS 24
- CARC fees system 106 for the year 2018

2. Purpose

The purpose of this Guidance and Administrative Material is to allow for the continuation of the validity or change of acceptance of foreign maintenance organization or foreign organizations performing maintenance under an accepted equivalent system approval such as EASA, FAA, ANAC, UKCAA, TCAA, or an approval certificate issued by the organization's national civil Aviation authority (NAA), where the continuation of the validity or change relies on the remote surveillance and audit activities using remote information and communication technologies (ICT) to confirm that the organizations remain in compliance with the requirements and standards of JCAR Part 145 and its related Acceptable Means of Compliance (AMC) and Guidance Material (GM) and to ensure that foreign maintenance organization maintains the continued validity of CARC acceptance certificate requirements and accordingly the renewal the foreign maintenance organization CARC acceptance certificate.

3. Distribution

This Guidance and Administrative Material should be published on CARC official website. The holders of this guidance procedure are CARC airworthiness oversight inspectors.

4. Amendments

This Guidance and Administrative Material will be reviewed each time there is a regulation change and/ or CARC order(s) that affects it and as long as it is considered necessary by CARC. Any amendment to this Guidance and Administrative Material will go through CARC's document control procedure; the amendment should be approved by the Chief Commissioner/CEO and becomes effective only after incorporation to this procedure and publishing it on CARC official website. Entry into force and application of this Guidance and Administrative Material shall enter into force on the twentieth day following that of its publication in CARC Official Website.

5. Applicability/Pre-Requisites

This guidance and administrative material applies to foreign AMOs or foreign organizations performing maintenance under an accepted equivalent system such as EASA, FAA, ANAC, UKCAA, TCAA or an approval certificate issued by the organization's National Civil Aviation Authority (NAA) to allow for the continuation of its validity or change of acceptance when:

- CARC has determined that the organization has a satisfactory regulatory compliance history, and in case of high risk situation is detected the audit of organization should be carried out on-site;
- CARC has determined that the last ICAO Safety Oversight Audit Report does not show significant findings on that Authority;
- Continuation or change of acceptance of such organizations relies on the remote surveillance and audit activities using remote information and communication technologies (ICT) to enable CARC to confirm that the foreign AMO remain in compliance with the requirements and standards of JCAR Part 145 and

its related Acceptable Means of Compliance (AMC) and Guidance Material (GM) and to ensure that foreign maintenance organizations maintain the continued validity of CARC acceptance certificate requirements;

- Demonstration of need by a Jordanian customer through an official application submitted to CARC by the Jordanian customer and the foreign maintenance organization; and
- The establishment of a written maintenance contract between the Jordanian customer and the foreign maintenance organization as per M.708(c) and related Acceptable Means of Compliance (AMC) and Guidance Material (GM) and Appendix XI to AMC 708(c) and actions taken by both parties to ensure its effective implementation.

6. Possible Mitigations and/or Solutions

In order to maintain an equivalent level of safety and to ensure that appropriate oversight is maintained, the following mitigations may be considered as illustrated by CARC guidance procedure AWS 05:

- Desktop audits to assess the effectiveness of the procedures contained in the approved Maintenance Organization Exposition (MOE) and to ensure the availability of adequate systems for the planning, controlling and performance of maintenance. Other systems/tools to remotely review documentation (e.g. maintenance and personnel training records, maintenance certifications, etc.) and address issues, which require interaction between the organization and CARC.
- Other interactive means such as remote interviews and inspections to assess the adequacy of the facilities, personnel, equipment, tools and materials, etc.;
- Organization performing maintenance under an accepted equivalent system such as EASA, FAA, ANAC, UKCAA, TCAA, or an approval certificate issued by the organization's national civil Aviation authority (NAA);
- CARC has determined that the last ICAO Safety Oversight Audit Report does not show significant findings on that Authority;
- Evaluation of the organization internal compliance monitoring and NAA reported findings according to 145.95;
- CARC has determined that the organization has a satisfactory regulatory compliance history;
- A positive quality feedback has been received by Jordanian operator and or customer;
- Evaluation of the organization changes according to 145.85;
- Maintenance organizations holding a valid acceptance and all the requirements for the continuation or change of the acceptance of the organization(s) have been met; and
- Giving credit and/or recognize the surveillance activity performed by the State where the organization is based.

7. Remote/ Desktop Audit Planning

Audit planning will normally take longer for the following reasons:

- To assess and document feasibility and risks with the auditee;
- To determine the different ICT used and how they will be used;
- To define the agenda that may need to accommodate dispositions different from an on-site audit (e.g. better definition of tasks by different team members to ensure auditors audit separately and make best use of time, more detailed definition of themes to be handled in different time slots which will require a better and previous understanding of the processes of the organization, etc.);
- To allow the organization to identify the people to be audited and ensure their availability at defined time;
- To preview a test on the use of ICT before the audit to confirm that there is a stable connection and people know how to use the technology; and
- The requirements of JCAR AMC2 145.200(a)(6) should be considered and actions taken to ensure their effective implementation.

The conclusions, after analyzing risks and opportunities, provide the basis for defining what processes to be audited under what ICT.

The auditor should confirm with the organization the feasibility of the remote/ desktop audit method proposed at the program, based on the required ICT and his knowledge of the organization. This includes the verification that the people involved will know how to use the tool.

The auditor reviews the risk and opportunities determined in light of this specific audit and its objectives and may propose changes to the determined use of ICT. In case a high-risk situation is detected the audit should be on-site. All other potential situations should be addressed by appropriate measures to be reflected as needed in the audit plan. Despite using remote auditing methods, confidence that the desired audit objectives will be reached must be kept. The plan should clearly identify what, when and how the audit will be conducted.

8. Remote/ Desktop Audit Checklists

8.1 General

New information and communication technologies (ICT) have made remote/ desktop auditing more feasible. As access to ICT has increased, remote/ desktop auditing has become more commonly used. This allows the auditor to communicate with people globally, accessing a wide range of information and data.

These techniques transform the way we work. These ICT open the opportunity to audit sites and people remotely, shortening distances, travel time and costs, reducing the environmental impact associated with audit travel, adapting audits to different organizational models. ICT can help to increase the size or quality of sampling in the audit process, when prepared, validated and used properly.

Audit checklist(s) have been developed that reflect the standards to be applied in the area being reviewed as required by CAR Guidance Procedure AWS 05.

8.2 Requirements

To prepare for the use of ICT, all certification legal and customer requirements related to confidentiality, security and data protection should be identified and actions taken to ensure their effective implementation. This implies that both the auditor and the auditee agree with the use of ICT and with the measures taken to fulfil these requirements. Evidence of agreements related to CSDP should be available. This evidence could be records, agreed procedures, or emails. The importance resides in having these CSDP criteria acknowledged by all participants. The requirements of JCAR 145.200A "Information security management system" and its related Acceptable Means of Compliance (AMC) and Guidance Material (GM) should be considered and actions taken to ensure their effective implementation. Measures to ensure confidentiality and security should be confirmed during the opening meeting.

8.3 Use of Checklists

- a. The auditor shall:
 - i. Once started, ask the host to explain how the system works;
 - ii. Ascertain how personnel work with the system;
 - iii. Evaluate the below information against the manual or standard and determine whether it meets the requirements;
 - iv. Record examples of numbers, procedures, documents, drawings, and measuring and testing equipment in each area;
 - v. Use the remote/ desktop audit checklist CARC Form 18 OF-0357 to ensure that all aspects of the standards have been met; and
 - vi. The requirements of JCAR AMC2 145.200(a)(6) should be considered and actions taken to ensure their effective implementation.
- b. The auditor shall not gain access to files or other company documents without the appropriate authorization.

8.4 Audit Conclusion

Audit report should clearly state the extent of use of ICT as well as the effectiveness of its use in achieving audit objectives. The audit report should indicate those processes that have been audited and found satisfactory, the findings and observation to be recorded on Audit/Inspection Follow-Up Report CARC Form 18 OF-0261, completed remote/ desktop audit checklist CARC Form 18 OF-0357 and Part-145 Approval/Acceptance Recommendation Report CARC Form 18 OF-0268 to be signed and included. This information is important for the decision process and subsequent audits.



9. Airworthiness Evaluation Checklist for the Acceptance of Foreign Maintenance Organizations under Desktop and Remote/ Desktop Audit concept CARC Form (18 OF-0357).

		Remote Audit Check List			
Name of Organization:		Location:			
CARC Acceptance No:		Result			Remarks
	Item	SAT	UNSAT	N/A	
A	Pre-audit				
1	Review completed filled CARC applications Forms 18 OF-0148 (FAMO) and 18 OF-0280 (Jordanian customer).				
2	Review signed contract as per M.708(c) provisions.				
3	Review approval certificate and organization's scope of activities.				
4	Review NAA / EASA audit reports (within the last 2 years including) files for outstanding action items, history and correspondence.				
5	Review Jordanian Operator audit /assessment report (within the last 2 years including) files for outstanding action items, history and correspondence.				
6	Review List of CS , SS and NDT staff for aircraft /component scope requested including manpower resources.				
7	Review the EASA MOE , FAA RSM or NAA exposition as applicable including the Capability List.				
8	Review evidence of compliance with regulatory, company training requirements and continuation training attendance listings according to 145.30 (e) and 145.35 (e) requirements.				
9	Review self-audit showing compliance with Part 145 and Part M as applicable followed with statement signed by Part 145 Safety Compliance Manager.				
10	Review status of concessions granted during the last two years attached with risk assessment.				
11	Review acceptance senior persons and assessment against CARC AWS 34.				
12	Potential use of video call "synchronous" for conducting interviews, guided site tours, documentary review with auditee participation.				





In assessing an application for a Part 145 Acceptance Certificate, CARC must have regard to, and be satisfied of, the following matters mentioned in Part 145 of JCARs:

- The exposition complies with the requirements specified in Part 145 and Part M, as applicable;
- The AMO's facilities, personnel, equipment, materials, maintenance data and tools are suitable for providing their proposed maintenance services, specialist maintenance and required training and comply with the Part 145 requirements;
- The applicant has nominated responsible Managers who are appropriately qualified to hold the positions, Compliance Monitoring manager and Safety Manager who are appropriately qualified to hold the positions according to the requirements specified in Part 145;
- The applicant has demonstrated that the compliance monitoring and safety management system audit requirements will be carried out by someone other than the accountable manager or the responsible managers; and
- The applicant is able to provide its proposed maintenance services, specialist maintenance and required training in accordance with its exposition and the requirements of Part 145.





		Remote Audit Check List			
Name of Organization:			Location:		
CARC Acceptance No:		Result			Remarks
	Item	SAT	UNSAT	N/A	
B	Off-site remote audit				
1	Does the management's commitment to safety and compliance formally expressed in a statement of the organization's safety policy?				
2	Does the management organizational chart show a clear structure of the personnel within the organization taking into consideration the scope of the personnel detailed in the exposition?				
3	Does the organizational chart show the Compliance Monitoring Manager and Safety Manager reporting directly to the Accountable Manager for all compliance monitoring and safety management related matters?				
4	Does the AMO have procedures for assessing and monitoring staffing requirements for line and/or base maintenance tasks including requirements for certifying staff in lieu with CARC AWS 37 and CARC AWS 38?				
5	Does the organization have a clear description of its line maintenance and base maintenance capabilities at each location at which the AMO intends to provide maintenance services?				
6	Does the organization consider workplace health and safety aspects of facilities – for example, ventilation, working at heights, confined spaces, personal protective equipment, emergency showers, emergency eye baths, safety signage, evacuation plans, fire safety etc.?				
7	Does the organization identify a requirement for specific environmental conditions for the conduct of maintenance and demonstrate how they manage the environmental conditions within facilities, such as: - procedure for assessing when working environment				





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	deteriorates to unacceptable level - segregation of working spaces - specialist equipment management - security access management procedures?				
8	Does the organization describe any special facilities for storage, such as: - segregation from unserviceable parts, equipment and tools - customer owned components - manufacturer's compliance requirements - security - ventilation - building maintenance - cleanliness protocols - materials - chemical storage - special signage - special storage and handling provisions required - dangerous goods?				
9	If tools are borrowed or leased, does the AMO have a Memorandum of Understanding or contract in place?				
10	Is the AMO's approved scope of maintenance defined by the Approval Certificate and the exposition approved by NAA match?				
11	Does the organization demonstrate how it ensures its capability is sufficient for the scope of work?				
12	Do the AMO procedures identify specific fabrication and/or repair of aeronautical products or repairs carried out on aircraft/systems?				
13	Does the exposition include NDT activities or special processes that are carried out internally and not necessarily included on the Approval Certificate?				
14	How the organization ensures employees have access to the part of the exposition relevant to their duties?				
15	Does the AMO have in place a procedure where changes are communicated to employees if changes are made that may affect their duties?				
16	Does the organization have information of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for supplier evaluation and subcontract control procedure, commensurate with the size of the organization and the scope of work?				
17	Does the AMO have procedures to ensure subcontracted organizations are trained in the				



	AMO's procedures (if required) and standards the subcontractor is required to meet?				
18	How the AMO inspects received aeronautical products to ensure they are acceptable and meet the requirements?				
19	Does the AMO have procedural inspection criteria?				
20	Does the AMO have a quarantine procedure for handling incoming supplies that do not satisfy the criteria for acceptance?				
21	Does the AMO clearly state control processes for identifying and dealing with suspect unapproved parts?				
22	Are storage facilities deemed suitable?				
23	Is there a documented procedure for the control of serviceable, unserviceable and suspect unapproved parts / components e.g. inspection /acceptance documentation / labelling / tagging/issue and return/disposal process etc.?				
24	Is there a control register for tools and equipment where maintenance data specifies these tools and equipment are necessary to measure specified values and dimensions such as torque figures etc. and require controlling in terms of servicing or calibration? Information on the accuracy and the standards used to verify the accuracy of the equipment should be kept?				
25	Is there a process/procedure for accepted alternative tooling and equipment to ensure performance is monitored and is satisfactory?				
26	Does the AMO exposition include or reference procedures for the calibration and testing of equipment and tools (such as any precision tools, gauges, scales, pressure gauges, torque wrenches, ammeters, ohmmeters, voltmeters and other electronic equipment etc.)?				
27	Does the AMO maintain a control register for all precision tooling and equipment together with a record of calibrations and standards used?				
28	Does the AMO have a system of tagging tools - loan tags, calibration tags, U/S tags etc.?				
29	Is there a procedure for lost tools?				



30	Are aircraft hangar and component workshop floors sealed to minimize dust generation?				
31	Do the AMO facilities provide protection from the weather elements to prevent the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangars, component workshops and storage facility floors should be sealed to minimize dust generation?				
32	Does the AMO hold current maintenance data for the entire duration of the approved activities which are applicable to any specific aircraft, aeronautical product or process listed on the AMO's approval certificate?				
33	Do the AMO procedures specify the source, subscription, method(s) of access and how the AMO confirms the maintenance data is current to the class of aircraft or products being maintained?				
34	Does the AMO ensure all applicable maintenance data it uses is current for the latest revision when performing any maintenance activities?				
35	Does the AMO have a procedure in its exposition to ensure that the Instructions for Continuing Airworthiness that it controls are kept up-to-date?				
36	Do work orders specify the amendment status of the Instructions for Continuing Airworthiness to be used for that work?				
37	Does the AMO have appropriate facilities, tooling, equipment, materials, data, records, personnel, training etc. to ensure the repair processes comply with the approved maintenance requirements?				
38	Do the handover procedures refer to the use of handover logs/continuation worksheets etc. to detail work completed and work to be performed?				
39	Does the AMO compliance monitoring and safety management systems have an audit process/checklist to ensure AMO compliance?				
40	Does the AMO have procedures for recording extensive or complex maintenance tasks which have the provision for separate entries and certifications as required including duplicate certifications when working on designated critical tasks?				

41	On completion of a Maintenance Check, are all work 'signed for' by the individual(s) carrying out the task and then verified and certified by appropriately authorized individual(s)?				
42	Do the AMO procedures consider technical records control for unscheduled maintenance tasks which are out of phase from any programmed maintenance check input?				
43	Does the AMO keep a copy of records in relation to the transfer, return, leasing or sale of an aircraft or aeronautical product involving the operator/customer?				
44	If the generated work order is not performed when required, is there a function for transfer/deferral as required? If a transfer/deferral occurs, is there a function to check the history of the event to review why the deferral occurred in the first instance and who completed the deferral?				
45	Does the AMO make clear what categories of deferral are acceptable?				
46	Does the AMO have a Deferred Items Register/record that forms part of the work pack?				
47	Are independent inspection items identified in accordance with prescribed procedures?				
48	Does the AMO have procedures which address control of subcontract works for the rectification of specific defects? For example, composite repair to a panel?				
49	Does the AMO state within its exposition the requirements of when a maintenance certification or CRS is issued? For example, before flight on the completion of any scheduled maintenance or defect certification. This applies when the work is carried out on base maintenance or line station.				
50	Who within the AMO is appropriately authorized on behalf of the AMO to complete maintenance certifications ?				
51	Are the certifications issued in accordance with the AMO procedures? As referred to by the AMO exposition and with availability and use of current maintenance data.				

52	Does each CRS issued by the AMO contain the details of the maintenance carried out, including the date such maintenance was completed and the identity of the authorized certifying individual(s)?				
53	Does the AMO ensure that, before its issue of certification authorizations to appropriately licensed individuals, the individual is competent with the process and procedures for completing operator documentation?				
54	Does the AMO have procedures requiring it to make and retain a copy of the records provided to the customer/operator?				
55	Does the AMO, as per a contractual agreement, provide the operator with a copy of all maintenance records as required to satisfy its maintenance responsibilities? Does this include a copy of the CRS for inclusion in the operator's records and in the Technical Log?				
56	Does the AMO reporting system enable the appropriate collection and evaluation of occurrence and defect reports including the assessment and extraction of those occurrences to be reported to CARC/operator/manufacturer, as appropriate?				
57	Does the AMO identify a specific department responsible for control of the occurrence and defect reporting?				
58	Does the AMO receive aeronautical products from outside contractors? If yes, does the AMO have procedures for dealing with defective aeronautical products?				
59	Does the AMO utilize aeronautical product on a loan agreement? If yes, does the AMO have procedures to manage the loan process for the receipt and return of loaned items? If loaned aeronautical products are dispatched to another operator, are they accompanied by the original (or copy) paperwork?				
60	Does the organization have information of value in determining if the AMO has provided sufficient evidence of compliance with the requirements for the control of computer maintenance records system, commensurate with the size of the organization and the scope of work.				



61	Does the AMO specify the details of the system used for computer maintenance records?				
62	If maintenance certifications and CRS's are approved to be issued electronically, is there appropriate security of the system and backups?				
63	Does the AMO's exposition include the following information: company planning versus time available procedure; how the AMO takes into account the complexity of work and organization of shifts plus account of human performance limitations?				
64	Does the organization have Critical Control Systems by ensuring that verification of all critical control system tasks is completed by an independent individual?				
65	Does the AMO exposition include procedures that encourage maintenance personnel to identify tasks as potentially critical before an error occurs, thereby reducing the risk of maintenance errors?				
66	Do the AMO procedures take into consideration the utilization of its customer/operator procedures which are specific to their designated critical tasks?				
67	Do the AMO procedures include or reference the AMO's specific Maintenance Procedures, such as: • NDT • Engine running • Aircraft pressure runs • Aircraft towing • Aircraft taxiing • Handling and control of waste materials • Scrapping of parts • Working away from main base/ workshop				
68	Does the AMO have a reporting system which focuses on the detection and rectifying of maintenance errors that could result in a failure, malfunction, or defect endangering the safe operation of an aircraft if not performed properly?				
69	Are human factors and the normal limitations of human performance pro-actively considered during design or acceptance of maintenance process, procedures and documentation? This				



	may include design and readability of: - Task cards and work instructions - Procedures Manuals - SMS procedures and documentation				
70	Does the AMO have a production planning system that takes into account human performance limitations when planning maintenance, to ensure that the tasks may be carried out without undue haste and within the normal limits of human performance.?				
71	Do these procedures consider and allow for last minute (ad hoc) situations where the customer operator requests additional maintenance tasks?				
72	Does the AMO detail within its procedures for Line Maintenance, appropriate information for inspection of condition and acceptance for aeronautical products and specify the required documentation?				
73	Is there a system for control of shelf life materials and products?				
74	Are there adequate storage areas for the segregation and quarantining of products, as required ?				
75	Does the AMO's exposition also include a written SMS compliant with the requirements of paragraphs 145.200 & 145.70 and its related AMCs & GMs?				
76	Does the AMO have a procedure for conducting compliance monitoring and safety audits and a compliance monitoring and safety Audit Program, Plan or Schedule that ensures all aspects of compliance with Part 145 are checked every 12 months?				
77	Does the exposition have a statement committing the organization to ensuring compliance and safety of the product it produces?				
78	Does the organization have independent compliance monitoring and safety auditors identified?				
79	Are there compliance monitoring and safety audit checklists contained within the documented procedures?				
80	Does the organization have a documented audit procedure for conducting audits of aeronautical product suppliers and subcontractors?				



81	Does the exposition detail instructions or make reference to instructions that require the compliance monitoring and safety Manager(s)/Auditor(s) to ensure that any remedial action taken is adequate?				
82	If appropriate actions cannot be taken, is it documented that the matter(s) should be brought to the attention of the Accountable Manager?				
83	Does the AMO have a procedure in their exposition that details how the AMO assesses all certifying employees for their competence, qualifications and capability to carry out their intended certifying duties ?				
84	If the AMO arranges for Manufacturer's and Other Maintenance Working Teams, not approved under Part 145 to provide the services for which the AMO is approved, Does the AMO maintain control of those services under their compliance monitoring and safety management system, including conducting pre-contract audits, sample service audits and using a corrective action follow-up plan?				
85	How the AMO ensures that all employees have up-to-date knowledge of safety including HF as it applies to their roles in the organization?				
86	Has the AMO developed and documented the content of its safety including HF training program to meet the training needs of personnel performing the different functions within the organization using knowledgeable personnel and appropriate guidance material?				
87	Does the AMO have a documented policy requirement for safety including HF continuation training as stated in 145.35 and a process to identify when employees requiring it are due?				
88	Is the safety including HF continuation training of an appropriate duration in each two year period to cover all of the required content in relation to relevant compliance and safety audit findings and other internal/external sources of information available to the organization on human errors in maintenance.?				
89	Does the AMO have a documented Safety management systems in place and implemented in compliance with 145.200?				





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90	Does the AMO have an internal reporting scheme in place and implemented in compliance with 145.202?				
91	Does the AMO have a procedure for the control of contracting and subcontracting in place and implemented in compliance with 145.205?				
92	Does the AMO have a procedure for the reaction to a safety problem in place and implemented in compliance with 145.155?				
93	Does the AMO have a procedure for information security management system in place and implemented in compliance with 145.200A?				





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		Remote Audit Check List		
Name of Organization:			Location:	
CARC Acceptance No:		Result		Remarks
	Item	SAT	UNSAT	
C	Certification			
1	Check applicable fees are paid according CARC fees system 106 for the year 2018?			(Invoice No)
2	Check CARC Form 18 OF-0268 and CARC Form 18 OF-0357 are filled and completed?			
3	Check closure of audit / outstanding finding?			(Audit Report AWS No)
4	Check acceptance certificate and organization's scope of approval accuracy?			
5	Check MOE supplement acceptance?			
6	Check the submitted CARC Form 18 OF-0148 (FAMO) and CARC Form 18 OF-0280 (Jordanian Customer)?			
7	Check the signed maintenance contract between the Jordanian customer and FAMO?			
Assigned Inspector(s)		Signature		Date:
Chief Division				
Director Airworthiness Oversight				

