



**The Hashemite Kingdom of Jordan
Civil Aviation Regulatory Commission
Recommendation Report for POA**

Part 1 General Information

Organization:

Application ref:

Address:

Approval ref:

POA Team Leader:

Organization's senior management (Names & Positions)

POA Team Members:

Main activities surveyed

Office:

Signed:

Date:

Instructions for completion:

Note 1: This form has been compiled according those paragraphs of Part 21 Subpart G which are relevant to an organization trying to demonstrate compliance

Note 2: Relevant parts are completed by the team leader or member surveyed the activity(ies):

- a. A symbol '√' is ticked in (A) column to indicate that the requirement is 'Applicable' or in (NA) column to indicate that the requirements is 'Not Applicable' or not relevant to the activity at the address surveyed (the reason for NA should be stated in Part 4 of the report, unless the reason is obvious),
- b. A symbol '√' is ticked in (Yes) column or (No) column to indicate to indicate compliance or non-compliance with the requirement,
- c. In the 'Comment' column, a number relating to a comment which must be recorded in Part-4 of the report should be indicated.





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Part 2: JCAR Part 21 Subpart G Compliance

PART-21	Description	A	NA	Compl.		Comment
				Yes	No	
21.133	Eligibility					
	Any natural or legal person ('organization') shall be eligible as an applicant for an approval under this Subpart The applicant shall:					
	(a) justify that, for a defined scope of work, an approval under this Subpart is appropriate for the purpose of showing conformity with a specific design; and					
	(b) hold or have applied for an approval of that specific design; or					
	(c) have ensured, through an appropriate arrangement with the applicant for, or holder of, an approval of that specific design, satisfactory coordination between production and design.					
21.134	Application					
	(a) Each application for a production organization approval shall be made in a form and manner established by the JCARC and shall include an outline of the information required by 21.143, and the terms of approval requested to be issued under 21.151.					
	(b) The application for:					
	(1) An initial issuance of a (POA) shall be valid for 180 calendar days starting from the date of application.					
	(2) A variation or amendment of a (POA) shall be valid for 90 calendar days starting from the date of application.					
	(c) Failure to meet the time limits established under paragraph (b) shall result in the cancellation of the application. In which case the applicant may file a new application with CARC and comply with all the provisions of the applicable original application.					





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PART-21	Description	A	NA	Compl.		Comment
				Yes	No	
21.139	Quality System					
(a)	The production organization shall demonstrate that it has established and is able to maintain a quality system This quality system shall be documented. This quality system shall be such as to enable the organization to ensure that each product, part or appliance produced by the organization or by its partners, or supplied from or subcontracted to outside parties, conforms to the applicable design data and is in condition for safe operation, and thus exercise the privileges set forth in 21.163.					
(b)	The quality system shall contain:					
1.	<p>As applicable within the scope of approval, control procedures for:</p> <ul style="list-style-type: none"> (i) Document issue, approval, or change. (ii) Vendor and subcontractor assessment audit and control. (iii) Verification that incoming products, parts, materials, and equipment, including items supplied new or used by buyers of products, are as specified in the applicable design data. (iv) Identification and traceability. (v) Manufacturing processes. (vi) Inspection and testing, including production flight tests. (vii) Calibration of tools, jigs, and test equipment. (viii) Non conforming item control. (ix) Airworthiness coordination with the applicant for, or holder of, the design approval. (x) Records completion and retention. (xi) Personnel competence and qualification. (xii) Issue of airworthiness release documents. (xiii) Handling, storage and packing. (xiv) Internal quality audits and resulting corrective actions. (xv) Work within the terms of approval performed at any location other than the approved facilities. (xvi) Work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation. The control procedures need to include specific provisions for any critical parts. (xvii) Issue of permit to fly and approval of associated flight conditions. 					
2.	An independent quality assurance function to monitor compliance with, and adequacy of, the documented procedures of the quality system. This monitoring shall include a feedback system to the person or group of persons referred to in 21.145(c)(2) and ultimately to the manager referred to in 21.145 (c)(1) to ensure, as necessary, corrective action.					





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PART-21	Description	A	NA	Compl.		Comment
				Yes	No	
21.143	Exposition					
(a)	The organization shall submit to CARC a production organization exposition providing the following information: (see Part 3 of this Form)					
(b)	The production organization exposition shall be amended as necessary to remain an up-to-date description of the organization, and copies of any amendments shall be supplied to CARC.					
21.145	Approval requirements					
	The production organization shall demonstrate, on the basis of the information submitted in accordance with 21.143 that:					
(a)	with regard to general approval requirements, facilities, working conditions, equipment and tools, processes and associated materials, number and competence of staff, and general organization are adequate to discharge obligations under 21.165.					
(b)	with regard to all necessary airworthiness, noise, fuel venting and exhaust emissions data:					
1.	The production organization is in receipt of such data from the CARC, and from the holder of, or applicant for, the type-certificate, restricted type-certificate or design approval, to determine conformity with the applicable design data.					
2.	The production organization has established a procedure to ensure that airworthiness, noise, fuel venting and exhaust emissions data are correctly incorporated in its production data.					
3.	Such data are kept up to date and made available to all personnel who need access to such data to perform their duties.					
(c)	with regard to management and staff:					
1.	A manager has been nominated by the production organization, and is accountable to CARC. His or her responsibility within the organization shall consist of ensuring that all production is performed to the required standards and that the production organization is continuously in compliance with the data and procedures identified in the exposition referred to in 21.143.					
2.	A person or group of persons have been nominated by the production organization to ensure that the organization is in compliance with the requirements of this Part, and are identified, together with the extent of their authority. Such person(s) shall act under the direct authority of the accountable manager referred to in subparagraph (1). The persons nominated shall be able to show the appropriate knowledge, background and experience to discharge their responsibilities.					
3.	Staff at all levels have been given appropriate authority to be able to discharge their allocated responsibilities and that there is full and effective coordination within the production organization in respect of airworthiness, noise, fuel venting and exhaust emission data matters.					
(d)	with regard to certifying staff, authorized by the production organization to sign the documents issued under 21.163 under the scope or terms of approval:					





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PART-21	Description	A	NA	Compl.		Comment
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1.	The knowledge, background (including other functions in the organization), and experience of the certifying staff are appropriate to discharge their allocated responsibilities.					
2.	The production organization maintains a record of all certifying staff which shall include details of the scope of their authorization.					
3.	Certifying staff are provided with evidence of the scope of their authorization.					
21.147	Changes to the approved production organization					
(a)	After the issue of a production organization approval, each change to the approved production organization that is significant to the showing of conformity or to the airworthiness and characteristics of noise, fuel venting and exhaust emissions of the product, part or appliance, particularly changes to the quality system, shall be approved by CARC. An application for approval shall be submitted in writing to CARC and the organization shall demonstrate to CARC before implementation of the change that it will continue to comply with this Subpart.					
(b)	The CARC shall establish the conditions under which a production organization approved under this Subpart may operate during such changes unless CARC determines that the approval should be suspended.					
21.148	Changes of location					
	A change of the location of the manufacturing facilities of the approved production organization shall be deemed of significance and therefore shall comply with 21.147.					
21.149	Transferability					
	Except as a result of a change in ownership, which is deemed significant for the purposes of 21.147, a production organization approval is not transferable.					
21.151	Terms of approval					
	The terms of approval shall identify the scope of work, the products or the categories of parts and appliances, or both, for which the holder is entitled to exercise the privileges under 21.163. Those terms shall be issued as part of a production organization approval.					
21.153	Changes to the terms of approval					
	Each change to the terms of approval shall be approved by CARC. An application for a change to the terms of approval shall be made in a form and manner established by CARC. The applicant shall comply with the applicable requirements of this Subpart.					
21.157	Investigations					
	The production organization shall make arrangements that allow CARC to make any investigations, including investigations of partners and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of this Subpart.					





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PART-21	Description	A	NA	Compl.		Comment
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21.163	Privileges					
	Pursuant to the terms of approval issued under 21.135, the holder of a production organization approval may:					
	(a) Perform production activities under this Part.					
	(b) In the case of complete aircraft and upon presentation of a Statement of Conformity (18 OF- 278) under 21.174 obtain an aircraft certificate of airworthiness and a noise certificate without further showing.					
	(c) In the case of other products, parts or appliances issue authorized release certificates (18 OF-227) under 21.307 without further showing.					
	(d) Maintain a new aircraft that it has produced and issue a certificate of release to service in respect of that maintenance.					
	(e) Under procedures agreed with its competent authority for production, for an aircraft it has produced and when the production organization itself is controlling under its POA the configuration of the aircraft and is attesting conformity with the design conditions approved for the flight, to issue a permit to fly in accordance with 21A.711(c) including approval of the flight conditions in accordance with 21.710 (b).					
21.265	Obligations of the holder					
	The holder of a production organization approval shall:					
	(a) Ensure that the production organization exposition furnished in accordance with 21.143 and the documents, to which it refers, are used as basic working documents within the organization.					
	(b) Maintain the production organization in conformity with the data and procedures approved for the production organization approval.					
	(c)					
	1. Determine that each completed aircraft conforms to the type design and is in condition for safe operation prior to submitting Statements of Conformity to CARC, or					
	2. Determine that other products, parts or appliances are complete and conform to the approved design data and are in condition for safe operation before issuing (18 OF-227) to certify airworthiness, and additionally in case of engines, determine according to data provided by the engine type-certificate holder that each completed engine is in compliance with the applicable emissions requirements as defined in 21.18(b), current at the date of manufacture of the engine, to certify emissions compliance, or					
	3. Determine that other products, parts or appliances conform to the applicable data before issuing (18 OF-227) as a conformity certificate;					





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PART-21	Description	A	NA	Compl.		Comment
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	(d) Record all details of work carried out.					
	(e) Establish and maintain an internal occurrence reporting system in the interest of safety, to enable the collection and assessment of occurrence reports in order to identify adverse trends or to address deficiencies, and to extract reportable occurrences. This system shall include evaluation of relevant information relating to occurrences and the promulgation of related information.					
	(f)					
	1. Report to the holder of the type-certificate or design approval, all cases where products, parts or appliances have been released by the production organization and subsequently identified to have possible deviations from the applicable design data, and investigate with the holder of the type-certificate or design approval in order to identify those deviations which could lead to an unsafe condition.					
	2. Report to the CARC the deviations which could lead to an unsafe condition identified according to subparagraph (1). Such reports shall be made in a form and manner established by the JCARC under 21.3(b)(2) or accepted by CARC.					
	3. Where the holder of the production organization approval is acting as a supplier to another production organization, report also to that other organization all cases where it has released products, parts or appliances to that organization and subsequently identified them to have possible deviations from the applicable design data.					
	(g) Provide assistance to the holder of the type-certificate or design approval in dealing with any continuing airworthiness actions that are related to the products parts or appliances that have been produced.					
	(h) Establish an archiving system incorporating requirements imposed on its partners, suppliers and subcontractors, ensuring conservation of the data used to justify conformity of the products, parts or appliances. Such data shall be held at the disposal of JCARC and be retained in order to provide the information necessary to ensure the continuing airworthiness of the products, parts or appliances.					
	(i) Where, under its terms of approval, the holder issues a certificate of release to service, determine that each completed aircraft has been subjected to necessary maintenance and is in condition for safe operation, prior to issuing the certificate.					
	(j) Where applicable, under the privilege of 21.163(e), determine the conditions under which a permit to fly can be issued.					
	(k) Where applicable, under the privilege of 21.163(e), establish compliance with 21.711(b) and (d) before issuing a permit to fly (CARC Form CARC/AIRAW FORM 120A) to an aircraft.					





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PART-21	Description	A	NA	Compl.		Comment
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Part 3: Production Organization Exposition						
Revision Status:						
21.143(a)	Contents					
1.	A statement signed by the accountable manager confirming that the production organization exposition and any associated manuals which define the approved organization's compliance with this Subpart will be complied with at all times.					
2.	The title(s) and names of managers accepted by CARC in accordance with 21.145(c)(2).					
3.	The duties and responsibilities of the manager(s) as required by 21.145(c)(2) including matters on which they may deal directly with CARC on behalf of the organization.					
4.	An organizational chart showing associated chains of responsibility of the managers as required by 21.145(c)(1) and (2).					
5.	A list of certifying staff as referred to in 21.145(d).					
6.	A general description of man-power resources.					
7.	A general description of the facilities located at each address specified in the production organization's certificate of approval.					
8.	A general description of the production organization's scope of work relevant to the terms of approval.					
9.	The procedure for the notification of organizational changes to CARC.					
10.	The amendment procedure for the production organization exposition.					
11.	A description of the quality system and the procedures as required by 21.139(b)(1).					
12.	A list of those outside parties referred to in 21.139(a).					





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Part 4: Findings

Organization:

Approval Reference:

Survey Reference:

Notes:

Note A: Each finding must be identified by number and the number must cross-refer to the same number in a box in Part 2 or 3 of this report.

Note B: As stated in Part 1 any comments recorded in this Part 4 should be copied to the organization surveyed together with Part 1.

Note C: In case of a partial clearance of a finding with some outstanding action remaining, this action has to be identified.

No.	Finding	Level	Outstanding Action	Closure	
				Date	Rep. ref.

Name and Signature of Inspector: _____ **Date:** _____





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Part 5: Part 21 Subpart G Approval Recommendation

Organization:

Approval Reference:

Survey Reference:

Recommendation For:

Issue/Variation

The following Part 21 Subpart G Terms of approval are recommended for the above organization at the address(es) specified in Part 1 of this report:

Continuation of existing approval

It is recommended that the Part 21 Subpart G Terms of approval identified in CARC Approval reference (*State Approval No.*) be continued

Name and Signature of Inspector:

Date:

Director Airworthiness Approval

Date:

