



Hashemite Kingdom of Jordan
Civil Aviation Regulatory Commission
Part-145 Approval/Acceptance Recommendation Report

Part 1: General.

Name of Organization:

Approval/Acceptance No:

18 OF-0261 Reference:

AMO postal address:

AMO Principal Place of address:

Address of Facility(ies) Audited:

Audit period From:

To:

Audit Date:

Type of Audit:

(on site, desktop,...)

Nature of Audit:

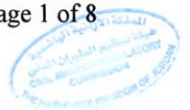
(initial, change, sample,...)

Persons interviewed:

Airworthiness Inspector(s):

Signature(s):

Date of Form 268 part 1 completion:



Part 2: Part-145 Compliance Audit Review.

The five columns may be labeled & used as necessary to record the approval class and/or product line reviewed. Against each column used of the following JCAR-145 sub-paragraphs please either tick (✓) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject	Finding No.	Finding No.	Finding No.	Finding No.	Finding No.
145.20	Terms of approval					
145.25	Facility requirements					
145.30	Personnel requirements					
145.35	Certifying Staff and support staff					
145.37	airworthiness review staff					
145.40	Equipment and Tools					
145.42	Components					
145.45	Maintenance Data					
145.47	Production Planning					
145.48	Performance of maintenance					
145.50	Certification of Maintenance					
145.55	Record-keeping					
145.60	Occurrences Reporting					
145.65	maintenance procedures					
145.70	Maintenance organization exposition (See Part 3)					
145.75	Privileges of the organization					
145.85	Changes to the organization					
145.95	Findings					
145.120	Means of compliance					
145.140	Access					
145.155	Immediate reaction to a safety problem					
145.200	Management system					
145.202	Internal safety reporting scheme					
145.205	Contracting and subcontracting					

Airworthiness Inspector(s):

Signature(s):

Date of Form 268 part 2 completion:



Part 3: Compliance with 145.70 Maintenance Organization Exposition.

Please either tick (✓) the box if satisfied with compliance; or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 1 Management.

- | | | |
|------|--------------------------|---|
| 1.1 | <input type="checkbox"/> | Statement by the accountable manager. |
| 1.2 | <input type="checkbox"/> | Safety Policy and objectives. |
| 1.3 | <input type="checkbox"/> | Management personnel. |
| 1.4 | <input type="checkbox"/> | Duties and responsibilities of the management personnel. |
| 1.5 | <input type="checkbox"/> | Management Organization Chart. |
| 1.6 | <input type="checkbox"/> | List of Certifying staff, support staff and airworthiness review staff (Note: a separate document may be referenced). |
| 1.7 | <input type="checkbox"/> | Manpower Resources. |
| 1.8 | <input type="checkbox"/> | General description of the facilities at each address intended to be approved. |
| 1.9 | <input type="checkbox"/> | Organization's intended scope of work. |
| 1.10 | <input type="checkbox"/> | Procedures for changes (including MOE amendment) requiring prior approval |
| 1.11 | <input type="checkbox"/> | Procedures for changes (including MOE amendment) not requiring prior approval |
| 1.12 | <input type="checkbox"/> | Procedure for alternative means of compliance (AltMoC) |

Part 2 Maintenance Procedures.

- | | | |
|------|--------------------------|--|
| 2.1 | <input type="checkbox"/> | Supplier evaluation and subcontract control procedure. |
| 2.2 | <input type="checkbox"/> | Acceptance/inspection of aircraft components and material and installation. |
| 2.3 | <input type="checkbox"/> | Storage, tagging, and release of aircraft components and material to aircraft maintenance |
| 2.4 | <input type="checkbox"/> | Acceptance of tools and equipment. |
| 2.5 | <input type="checkbox"/> | Calibration of tools and equipment. |
| 2.6 | <input type="checkbox"/> | Use of tooling and equipment by staff (including alternate tools). |
| 2.7 | <input type="checkbox"/> | Procedure for controlling working environment and facilities. |
| 2.8 | <input type="checkbox"/> | Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff. |
| 2.9 | <input type="checkbox"/> | Repair procedure. |
| 2.10 | <input type="checkbox"/> | Aircraft maintenance program compliance. |
| 2.11 | <input type="checkbox"/> | Airworthiness Directives procedure. |
| 2.12 | <input type="checkbox"/> | Optional modification procedure. |



2.13		Maintenance documentation development, completion and sign-off.
2.14		Technical record control.
2.15		Rectification of defects arising during base maintenance.
2.16		Release to service procedure.
2.17		Records for the operator.
2.18		Occurrence reporting.
2.19		Return of defective aircraft components to store.
2.20		Defective components to outside contractors.
2.21		Control of computer maintenance record systems.
2.22		Control of man-hour planning versus scheduled maintenance work.
2.23		Critical maintenance tasks and error-capturing methods.
2.24		Reference to specific maintenance procedures.
2.25		Procedures to detect and rectify maintenance errors.
2.26		Shift / task handover procedures.
2.27		Procedures for notification of maintenance data inaccuracies and ambiguities to the type certificate holder.
2.28		Production planning procedures.
2.29		Airworthiness review procedures and records.
2.30		Fabrication of parts
2.31		Procedure for component maintenance under aircraft or engine rating
2.32		Maintenance away from approved locations
2.33		Procedure for assessment of work scope as line or base maintenance
Part L2 Additional Line Maintenance Procedures.		
L2.1		Line maintenance control of aircraft components, tools, equipment, including inspection for removal of the de-icing/anti-icing fluid residues, etc.
L2.2		Line maintenance procedures related to servicing/fuelling/de-icing, etc.
L2.3		Line maintenance control of defects and repetitive defects.
L2.4		Line procedure for completion of technical log.
L2.5		Line procedure for pooled parts and loan parts.
L2.6		Line procedure for return of defective parts removed from aircraft.
L2.7		Line procedure for critical maintenance tasks and error-capturing methods.
Part 3 Quality System Procedures.		
3.1		Hazard identification and safety risk management schemes.
3.2		Internal safety reporting and investigations.
3.3		Safety action planning.
3.4		Safety performance monitoring.
3.5		Change management.



3.6		Safety training (including human factors) and promotion.
3.7		Immediate safety action and coordination with the operator's ERP
3.8		Compliance monitoring.
3.8.1		Audit plan and audit procedures.
3.8.2		Product audit and inspections.
3.8.3		Audit findings — corrective action procedure.
3.9		Certifying staff and support staff qualifications, authorisation and training procedures.
3.10		Certifying staff and support staff records.
3.11		Airworthiness review staff qualification, authorisation and records.
3.12		Compliance monitoring and safety management personnel.
3.13		Independent inspection staff qualification.
3.14		Mechanics qualification and records.
3.15		Process for exemption from aircraft/aircraft component maintenance tasks.
3.16		Concession control for deviations from the organisation's procedures.
3.17		Qualification procedure for specialised activities such as NDT, welding, etc.
3.18		Management of external working teams.
3.19		Competency assessment of personnel.
3.20		Training procedures for on-the-job training.
3.21		Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence.
3.22		Management system record-keeping.



Part 4 Operators.

- 4.1 Contracted operators.
- 4.2 Operator's procedures/paperwork.
- 4.3 Operator record completion.

Part 5 Appendices.

- 5.1 Sample Documents.
- 5.2 List of sub-contractors.
- 5.3 List of Line maintenance locations.
- 5.4 List of Part-145 organizations.
- 5.5 List of used AltMoC.

Part 6 Operators Maintenance Procedures

- 6.1

Part 7 NAA Supplementary Procedures For a NAA Part-145 Maintenance Organization

- 7.1

MOE Reference:

MOE Revision status:

MOE Issue/Amendment date:

CARC MOE Supplement Issue/Amendment date:
(in case of FAMO acceptance process)

Total number of staff declared in this MOE revision:

Airworthiness Inspector(s):

Signature(s):

Date of Form 268 part 3 completion:



Part 4: Findings Part-145 Compliance Status.

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organization for the necessary corrective action.

Part 145 Reference	Audit reference (s) Findings	L e v e l	Corrective action		
			Date due	Date closed	Reference



Part 5: Part-145 Approval or Continued Approval Or Change Recommendation

Name of organization:

Approval/Acceptance No.:

Audit reference(s):

The following Part-145 scope of approval /acceptance is recommended for this organization:

Or, it is recommended that the Part-145 scope of approval specified in 18 OF-0127 Approval Number CARC.AMO.xx be continued.

Or, it is recommended that the Part-145 scope of acceptance specified in 18 OF-0215 Acceptance Number CARC.F.AMO.xx be continued.

Name of recommending Airworthiness Inspector(s):

Signature of Airworthiness Inspector(s):

Date of recommendation:

Chief Division (*Name & Sig.*):

Director Airworthiness Oversight (*Name & Sig.*):

Date:

