



**Hashemite Kingdom of Jordan**  
**Civil Aviation Regulatory Commission**  
**Part-147 Approval Recommendation Report**

**Part 1: General.**

Name of Organization:

Approval No:

Requested Approval Rating:

CARC Form 18-0122 dated \*:

Other approvals held

*(If applicable):*

Address of Facility(ies) Audited:

Audit period    From:

To:

Date(s) of Audit:

Audit reference(s):

Persons interviewed:

Airworthiness Inspector(s):

Signature(s):

Date of Form 22 part 1 completion:

\*delete where applicable

**Part 2: Part-147 Compliance Audit Review.**

The five columns may be labeled & used as necessary to record the approved training/examinations, facility, including subcontractor's, reviewed. Against each column used of the following JCAR-147 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				
147.100	Facility requirements				
147.105	Personnel requirements				
147.110	Records of instructors, examiners and assessors				
147.115	Instructional equipment				
147.120	Maintenance training material				
147.125	Records				
147.130	Training procedures and quality System				
147.135	Examinations				
147.145	Privileges of the MTO				
147.150	Changes to the MTO				
147.160	Findings				
147.200	Approved basic training course				
147.205	Basic knowledge examinations				
147.210	Basic practical assessment				
147.300	Aircraft type/task training				
147.305	Aircraft type examinations and task assessments				

Airworthiness Inspector(s):

Signature(s):

Date of Form 22 part 2 completion:

### Part 3: Compliance with 147 Maintenance Training Organization Exposition (MTOE).

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"/> | Corporate commitment by the accountable manager.                                                                   |
| 1.2  | <input type="checkbox"/> | Management personnel.                                                                                              |
| 1.3  | <input type="checkbox"/> | Duties and responsibilities of the management personnel,. instructors, knowledge examiners and practical assessor. |
| 1.4  | <input type="checkbox"/> | Management personnel organization chart.                                                                           |
| 1.5  | <input type="checkbox"/> | List of instructional and examination staff.                                                                       |
| 1.6  | <input type="checkbox"/> | List of approved addresses.                                                                                        |
| 1.7  | <input type="checkbox"/> | List of subcontractors as per 147.145(d)                                                                           |
| 1.8  | <input type="checkbox"/> | General description of facilities of paragraph 1.6 addresses                                                       |
| 1.9  | <input type="checkbox"/> | Specific list of courses and type examinations approved by CARC                                                    |
| 1.10 | <input type="checkbox"/> | Notification procedures regarding changes to organization                                                          |
| 1.11 | <input type="checkbox"/> | Exposition and associated manuals amendment procedures                                                             |

#### Part 2 Training and Examination Procedures

- |      |                          |                                                                                                               |
|------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| 2.1  | <input type="checkbox"/> | Organization of courses                                                                                       |
| 2.2  | <input type="checkbox"/> | Preparation of course material                                                                                |
| 2.3  | <input type="checkbox"/> | Preparation of classrooms and equipment                                                                       |
| 2.4  | <input type="checkbox"/> | Preparation of workshops/maintenance facilities and equipment                                                 |
| 2.5  | <input type="checkbox"/> | Conduct of theoretical training & practical training (during basic knowledge training and type/task training) |
| 2.6  | <input type="checkbox"/> | Records of training carried out                                                                               |
| 2.7  | <input type="checkbox"/> | Storage of training records                                                                                   |
| 2.8  | <input type="checkbox"/> | Training at locations not listed in paragraph 1.6                                                             |
| 2.9  | <input type="checkbox"/> | Organization of examinations                                                                                  |
| 2.10 | <input type="checkbox"/> | Security and preparation of examination material                                                              |
| 2.11 | <input type="checkbox"/> | Preparation of examination rooms                                                                              |
| 2.12 | <input type="checkbox"/> | Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations) |

- 2.13  Conduct of practical assessments (during basic knowledge training and type/task training)
- 2.14  Marking and record of examinations
- 2.15  Storage of examination records
- 1.16  Examinations at locations not listed in paragraph 1.6
- 2.17  Preparation, control & issue of basic training course certificates
- 2.18  Control of subcontractors

**Part 3 Quality System Procedures**

- 3.1  Audit of training
- 3.2  Audit of examinations
- 3.3  Analysis of examination results
- 3.4  Audit and analysis remedial action
- 3.5  Accountable manager annual review
- 3.6  Qualifying the instructors
- 3.7  Qualifying the examiners and the assessors
- 3.8  Records of qualified instructors & examiners

**Part 4 Appendices**

- 4.1  Example of documents and forms used
- 4.2  Syllabus of each training course
- 4.3  Cross-reference index - if applicable

MTOE Reference:

MTOE Amendment:

Airworthiness Inspector(s):

Signature(s):

Date of Form 22 part 3 completion:

**Part 4: Findings Part-147 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 2 or 3 ref.	Audit reference (s) Findings	L e v e l	Corrective action		
			Date due	Date closed	Reference

**Part 5: Part-147 Approval or Continued Approval Or Change Recommendation**

Name of organization:

Approval No.:

Audit reference(s):

The following Part-147 scope of approval is recommended for this organization:

Or, it is recommended that the Part-147 scope of approval specified in CARC Form 18-122 Approval Number CARC.MTO.xx be continued.

Name of recommending Airworthiness Inspector(s):      Signature of Airworthiness Inspector(s):

Date of recommendation:

Chief Division (*Name & Sig.*):

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

Date: