



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

**Part 1: General.**

Name of Organization:

Approval/Acceptance No:

CARC Form 18-0261 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					
145.36	Records of airworthiness review staff					
145.40	Equipment, Tools					
145.42	Components					
145.45	Maintenance Data					
145.47	Production Planning					
145.48	Performance of maintenance					
145.50	Certification of Maintenance					
145.55	Maintenance Records					
145.60	Occurrences Reporting					
145.65	Safety and quality policy, maintenance procedures and quality system					
145.70	Maintenance organization exposition (See Part 3)					
145.75	Privileges of the organization					
145.80	Limitations on the organization					
145.85	Changes to the organization					
145.95	Findings					
M.201(c)	Responsibilities					
M.403 (b)	Aircraft defects					

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"/> | Corporate commitment by the accountable manager.  |
| 1.2  | <input type="checkbox"/> | Safety and Quality Policy.  |
| 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"/> | Notification procedure to the competent authority regarding changes to the organization's activities / approval / location / personnel. |
| 1.11 | <input type="checkbox"/> | Exposition amendment procedures.  |

#### 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 from outside contractors.  |
| 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"/> | Cleanliness standards of maintenance 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 in use and its completion.
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		Reporting of defects to the competent authority /Operator/Manufacturer.
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 for LA1 aircraft not involved in commercial operations.
2.30		Development and approval processing for maintenance programs for LA2 aircraft not involved in commercial operation.
<b>Part L2 Additional Line Maintenance Procedures.</b>		
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.
<b>Part 3 Quality System Procedures.</b>		
3.1		Quality audit of organization's procedures.
3.2		Quality audit of aircraft and/or components.
3.3		Quality audit remedial action procedure.
3.4		Certifying staff and support staff qualification and training procedures.
3.5		Certifying staff and support staff records.
3.6		Quality audit personnel

- |  |                          |  |
|--|--------------------------|--|
| 3.7  | <input type="checkbox"/> | Qualifying inspectors.   |
| 3.8  | <input type="checkbox"/> | Qualifying mechanics.  |
| 3.9  | <input type="checkbox"/> | Aircraft / aircraft component maintenance tasks exemption process control.   |
| 3.10   | <input type="checkbox"/> | Concession control for deviation from organization's procedures.   |
| 3.11   | <input type="checkbox"/> | Qualification procedure for specialized activities such as NDT, welding etc.   |
| 3.12   | <input type="checkbox"/> | Control of manufacturers' and other maintenance working teams.   |
| 3.13   | <input type="checkbox"/> | Human Factors training procedure.  |
| 3.14   | <input type="checkbox"/> | Competence assessment of personnel.  |
| 3.15   | <input type="checkbox"/> | Training Procedures for on-job training as per Section 6 of appendix III to Part 66.   |
| 3.16   | <input type="checkbox"/> | Procedure for the issue of a recommendation to the competent authority for the issue of Part 66 license.                         |
| <b>Note:</b>   | <input type="checkbox"/> | An SMS manual shall be submitted to CARC by a maintenance organization for approval in accordance with Part 19 of JCAR.          |
| <i>Reference to GM 145.65 "Safety management system"</i> |                          | The SMS manual for a maintenance organization may be integrated in one manual if the organization holds other approvals by CARC. |

**Part 4 Operators.**

- |     |                          |                                  |
|-----|--------------------------|----------------------------------|
| 4.1 | <input type="checkbox"/> | Contracted operators.            |
| 4.2 | <input type="checkbox"/> | Operator's procedures/paperwork. |
| 4.3 | <input type="checkbox"/> | Operator record completion.      |

**Part 5 Appendices.**

- |     |                          |                                     |
|-----|--------------------------|-------------------------------------|
| 5.1 | <input type="checkbox"/> | Sample Documents.                   |
| 5.2 | <input type="checkbox"/> | List of sub-contractors.            |
| 5.3 | <input type="checkbox"/> | List of Line maintenance locations. |
| 5.4 | <input type="checkbox"/> | List of Part-145 organizations.     |

**Part 6 Operators Maintenance Procedures**

- |     |                          |  |
|-----|--------------------------|--|
| 6.1 | <input type="checkbox"/> |  |
|-----|--------------------------|--|

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

- |     |                          |  |
|-----|--------------------------|--|
| 7.1 | <input type="checkbox"/> |  |
|-----|--------------------------|--|

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)  <b>Findings</b>	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 CARC Form 18-0127 Approval Number CARC.AMO.xx be continued.

Or, it is recommended that the Part-145 scope of acceptance specified in CARC Form 18-0215 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 Standards (Name & Sig.):

Date: