

**Civil Aviation Regulatory Commission**  
**Administrative Requirements to Issue or Vary the Part-147 Maintenance Training**  
**Organization Approval**

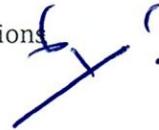
**Jordan Civil Aviation Regulatory Commission**

## Guidance Procedure: AWS 44

**Requirements to Issue or Vary the Part-147**  
**Maintenance Training Organization Approval**

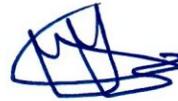
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October/2013





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**Abbreviations**

<b>CARC</b>	Civil Aviation Regulatory Commission
<b>CEO</b>	Chief Executive Officer
<b>JCAR</b>	Jordan Civil Aviation Regulations
<b>AWSD</b>	Airworthiness Standards Department
<b>MTO</b>	Maintenance Training Organization
<b>MTOE</b>	Maintenance Training Organization Exposition



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**1. Scope**

This Guidance Procedure provides the requirements to issue or vary the maintenance training organization approval.

The certification of Approved Maintenance Training Organizations in accordance with Part-147 regulations involves monitoring of maintenance training activities and inspection of training organization facilities throughout Jordan in a consistent manner. It is essential the processes provide for quick and efficient response to requests emanating from the MTOs for purposes of variations to their approvals.

CARC has applies the maintenance training organization approval Guidance Procedure as it is described herein. This procedure is based on and satisfies the conditions and provisions of the Part-147 regulation. Furthermore, the intents of this procedures are to assure standardization of procedures and methods employed within CARC system.

**2. Authority**

Civil Aviation Regulatory Commission ( CARC ) has designated the Airworthiness Standards Department as the responsible Department for the Maintenance Training Organization approvals.

A new application for CARC Part 147 Maintenance Training Organization Approval shall be made in accordance with Part 7 of CARC Order 18-9015 “ Airworthiness Inspector’s Handbook” by using CARC Form 18-12. This Application form shall be sent directly to

Airworthiness Standards Department  
Civil Aviation Regulatory Commission  
P.O. Box 7547, Amman 11110, Jordan  
Phone: +962 6 488 7042  
e-mail: diraws@carc.gov.jo

Details about on CARC’s Regulation including fees and charges can be found on the CARC website (www.carc.gov.jo).

**3. Initial Issue of a Part -147 Approval**

The following procedure is intended to ensure that CARC carries out the approval process in a consistent and standard manner ensuring that the process is in accordance with the JCAR regulations and related AMC & GM.

**3.1 Application**

Organizations seeking CARC Part 147 approval shall apply on a form and in a manner acceptable to CARC by using CARC Form 18-12.



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**3.2 Approval Procedure**

For the purpose of Part-147 scope of approval recommendation , CARC Form18- 22 will be used to verify compliance with Part -147 as follows:

- Part 1: General, summary
- Part 2: Compliance audit review
- Part 3: MTOE compliance review
- Part 4: Findings status
- Part 5: Approval recommendation

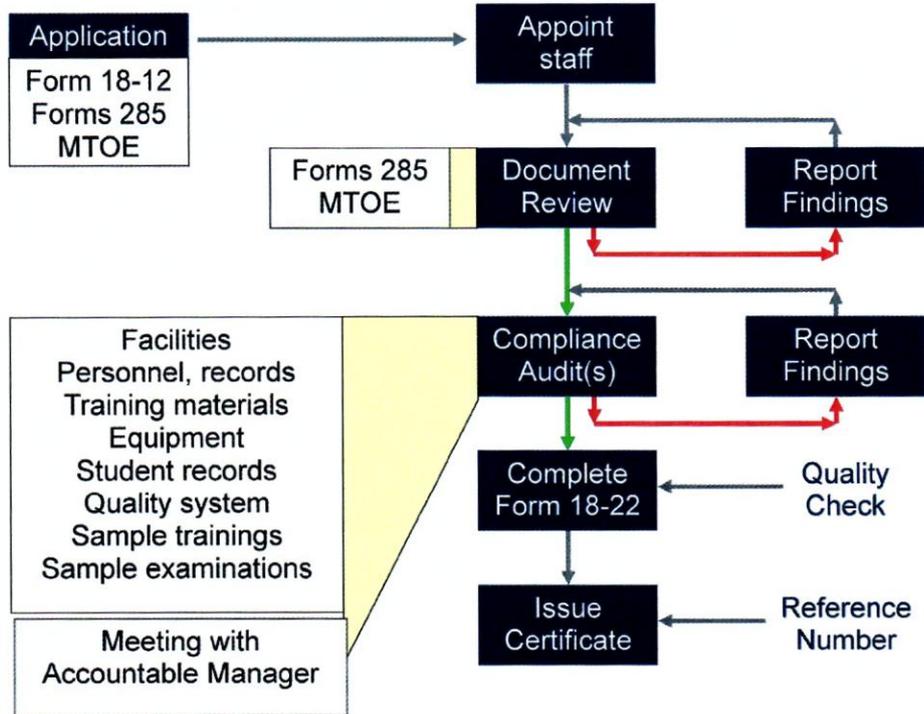
**3.3 Approval Process**

- Using CARC Form 18-22
- Exposition Review
- Verification of compliance
- Audit findings recorded and confirmed in writing
- All findings closed before issue of approval
- Record closure date and reference
- Approval reference number: CARC.MTO.XXXX
- Approval Certificate CARC Form 122  
(Schedule of approval (must match to MTOE))



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## Approval Process



### 3.4 CARC Auditing

- Meeting with applicant
- Appointment of audit team
- Sampling of trainings / examinations
  - Minimum 1 basic and 1 type training / examination
  - Minimum 3 hours per training
  - Other locations (as appropriate)
- Accompanied by Quality Manager
- Debrief of findings at the end of audit
- Reporting on CARC Form 18-22
- Organization's Question Databank:
  - During the approval a sample of questions (basic and type training) should be assessed by the authority
  - Content, level and understanding, numbers of questions used and also frequency of usage – change process, usage of same questions etc.
  - Basic Training: MCQ and essay check against Appendix I and II of Part-66
  - Type Training: MCQ check against Appendix III of Part-66



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**3.5 Procedure for approval and changes to the approval**

- (a) Upon receipt of an application, CARC shall:
  - 1. review the maintenance training organization exposition; and
  - 2. verify the organization's compliance with the requirement of Part-147.
- (b) All findings identified shall be recorded and confirmed in writing to the applicant.
- (c) All findings shall be closed in accordance with Part 147.130 before the approval is issued.
- (d) The reference number shall be included on the approval certificate in a manner specified by CARC.

**3.5.1 Pre-Application Meeting**

Once an applicant's letter of intent has been submitted to CARC, the latter will schedule a pre - application meeting. This meeting will take place at CARC's premises and the applicant will be given the «MTO Application Package Documents» which includes the following:

- Application Form (CARC Form 18-12)
- Part-147 Conformance Document
- Management Personnel Acceptance Form (CARC Form 18-285)
- A list of the required Manuals/Documents for submission.

A briefing is also given to the applicant during this meeting on the MTO certification process, applicable regulation, including guidance on the completion of the application form and conformance document. The Chief of the MTO Division, or his delegate, is the person responsible to conduct and offer guidance at this pre-application meeting. The applicant should be represented (at a minimum), by the Accountable Manager and the Training Manager. It should also be explained to the Applicant at this time the need for an appropriate person designated as the focal point for the company during the MTO certification process. One of the functions of this person will be to assure that all the findings issued by the CARC are directed to, and properly addressed by the appropriate personnel within the company. It will be much more efficient for the certification team to track the status of findings and comments through this person rather than several persons responsible for specific areas. Another function of this company coordinator will be to arrange the on-site visits and ensure that the appropriate company personnel will be present and available.

The following documents/guidance lists will be given:

- CARC Application Form 18-12.
- CARC Form 18-285.
- Conformance Document Part-147.

The above Manual/Documentation list are available on-line to all interested applicants. During any meeting with the applicant minutes of meetings should be kept and recorded to the relevant files.

During this meeting the following should be accomplished:

- specification of the regulation(s) and the applicable procedures.
- clarification of the requirements bound in the MTOE.
- clarification of the associated requirements (data, tool, training material, staff).



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- determine if the applicant's business activities justify the grant of Part-147 Approval.
- Appointment a date for the Application & Application Meeting.

### **3.5.2 Application & Application Meeting**

For the initial issue of a Part-147 MTO Certificate, the applicant must submit the completed CARC Form 18-12 and CARC Form 18-285.

Upon receipt of the application documentation, and prior to the Application Meeting, a "Certification Team" is assigned to oversee the MTO certification process of the applicant by the Airworthiness Standard Department Director. In any case, the knowledge, experience and background of the persons assigned will be considered in the appointment of the team and matched to the complexity of the MTO activity.

In order for the Application to be considered officially submitted, the above CARC Forms must be submitted along with all required Manuals/Documentation as described in detail in paragraph 3.5.3

If complete, the application will be attempted to be processed within 90 days. The 90 day period will not commence until all the documentation has been submitted. The quality of the documentation submitted will also have an effect on the 90 day period.

The Application Meeting, which officially starts the MTO certification process, should not be held unless it is assured that all the documents required with the application will be completed and ready to be officially submitted at least three days prior to the Application Meeting. The Application Meeting should be cancelled and rescheduled if the application documentation is not complete as stated.

The Application Meeting is only held if the appropriate personnel, as mentioned above, are present.

The main objectives of the Application Meeting are to:

- Introduction of the Organization's Management personnel to the CARC MTO Certification Team.
- Assurance that the applicant's maintenance team understands the MTO certification process.
- Answering any questions the Applicant may have.
- Distribution of the documents/manuals to the appropriate maintenance members of the Certification Team.
- Discussion and agreement of the target dates for the various phases outlined in the Certification Schedule.

### **3.5.3 Submission of Required Manual(s)/Documentation**

According to Part 147.140 and AMC 147.140, The potential MTO Organization's management personnel should submit the following:

- Completed CARC Form 18-12
- Completed CARC Form 18-285

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- Maintenance Training Organization Exposition (MTOE) (Ref. Appendix I AMC 147)
- Part-147 Conformance Document

### **3.5.4 Management personnel qualification**

The qualifications of the Accountable Manager and the other Managers are described in detail as follows:

#### **I. Accountable Manager**

The Accountable Manager has to be accepted by CARC in written form. There are no special qualifications required for the acceptance of the Accountable Manager, however he must have only the corporate authority of ensuring that all training commitments can be financed and carried out according to Part-147.

#### **II. Training Manager**

The Training Manager could also be the Accountable Manager. The Training Manager must have:

- Knowledge requirements
  - Technical Engineering degree
  - Administrative skills
  - Communication skills
  - Knowledge and understanding of the relevant Aviation Regulations (CS-Definitions, Part- 147, Part-66, Part-145, Civil Aviation Law No. 41 (as amended) and the MTOE procedures.
  - Knowledge of Training Instructional techniques.
  - Knowledge of Aviation techniques.
- Experience requirements
  - 3 years active as trainer in a technical training department

#### **III. Training Quality Manager**

The Training Quality Manager must have:

- Knowledge requirements
  - Knowledge and understanding of the relevant Aviation Regulations (CS-Definitions, Part-147, Part-66, Part-145, Civil Aviation Law No. 41 (as amended) and the MTOE procedures
  - Administrative skills
  - Communication skills
  - attended an internal audit training.
  - attended a Quality System or Quality Management Training.

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- Experience requirements:
  - two years experience in a quality function.

IV. Examination Manager

The Examination Manager must have:

- Knowledge requirements:
  - Communication skills.
  - Personal integrity.
  - Knowledge and understanding of the relevant Aviation Regulations and MTOE procedures.
  - Knowledge of Aviation techniques.
- Experience requirements:
  - Two years experience in performing examinations.

V. Examiners/Instructors/Assessors

The examiner/instructor/assessor must have:

- General Knowledge requirements for Examiners/Instructors/Assessors:
  - Communication skills.
  - Personal integrity.
  - Knowledge and understanding of the relevant Aviation Regulations and MTOE Procedures.
  - Knowledge of Aviation techniques.
  - Continuation Training according to Part-147 Paragraph 147.105 (h).
- Additional Experience requirements for Examiners:
  - Performing of three examinations under the supervision of the examination manager.
- Additional Knowledge requirements for Instructors:
  - Knowledge in instructional techniques.
  - Knowledge in the subject to be trained.
- Additional Knowledge Requirements for Practical Assessors:
  - Aircraft Type Training (ATA 104 Level 3) on the A/C Type to be assessed.
  - one year Aircraft Maintenance Experience.

Note: A CARC Form 18-285 is necessary for the Training Manager, Training Quality Manager, Examination Manager and Examiners.

### 3.5.5 Manual(s)/Documentation Review

- The review of the submitted Manual(s)/Documentation is carried out by the Airworthiness Certification Team to assess the Part-147 & AMC requirements. This is conducted by a general review of the Part-147 documents/manual(s) submitted by the



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applicant with the application. This review provides the applicant with timely initial feedback and assesses the applicants understanding of the requirements.

- The Certification Team will evaluate the Part-147 Conformance Document. If the Conformance Document needs further work, it should be returned to the MTO together with the comments summary as an attachment to an Audit Finding Form.
- The Certification Team will evaluate the MTO Organization's MTOE in order to establish that it complies with Part-147.140. The evaluation will be conducted in conjunction with the Part-147 Conformance Document to record queries, topics to be checked on audit and unsatisfactory items. If the MTOE needs further work, it should be returned to the MTO together with the comments summary as an attachment to an Audit Finding Form, The MTOE must include the subject headings (as applicable) listed in Appendix I of the 147 AMC and reflect the preferred procedures. Exposition approval will be accomplished when all items identified in CARC Form 18-22 Part 3, have been identified and evaluated as satisfactory.

### **3.5.6 On-Site Inspection(s)**

For an initial approval application, a statement signed by the Organization's Quality Assurance Manager shall always be provided before the audit takes place, confirming that documents, procedures, training/exam material, facilities and personnel subject to the application have been reviewed and audited showing compliance with all applicable requirements.

During the on-site inspection phase the facilities, personnel, training and examinations procedures, instructional equipment of the MTO organization are assessed for compliance by using CARC Form 189-22.

Attendance of the Accountable Manager during the start of the audit and opening meeting is requested in this stage. The purpose of the opening meeting is :

- CARC Certification Team Introduction to the MTO's Management.
- explaining the purpose of the certification procedure - to comply with CARC requirements.
- The process to be followed.
- Audit Finding Forms explanation and the Leveling of Findings, all Level 1 & 2 findings must be closed before the approval can be granted for the Initial approval.
- Conducting the Closing Meeting - This will either be a debrief at the end of the on-site audit or a specific meeting set for a few days later when the report has been produced and can be handed to the MTO.



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**3.5.7 Audit Follow-up**

The MTO organization has to respond to the findings report (if applicable) and resubmits the Audit Finding Form with either the full corrective action described on the form or cross referenced as an attachment.

The Certification Team will evaluate the closures, where necessary, carrying out a follow-up audit and closes the findings, completing also CARC Form 18-22, Part 4

**3.5.8 Recommendation**

Once compliance of the applicant with Part-147 has been established, the Team Leader or the will recommend to CARC the Part 147 approval of the organization. This includes the recommendation for the MTOE approval and the acceptance of management personnel. For that purpose he will prepare a recommendation package to be reviewed for quality check. The recommendation package is then forwarded to AWSO Director.

**3.5.9 Preparation for Issue of the Approval (Part-147)**

Once the Certification Team is satisfied that all findings are closed for the applicable items, as described above, they will prepare the Certification folder to be presented to the AWSO Director.

The following is a list of the Certification folder contents :

- Completion of the Documentation Check Sheet.
- CARC Form 18-12.
- CARC Form 18-285 and copy of acceptance letter.
- MTOE approval letter and file record.
- CARC Form 18-22, Parts 1, 2, 3, 4, 5.
- Audit Finding Closure documents.
- Draft of letter to MTO forwarding the CARC Form 18-122.

**3.5.10 Issue of the Approval**

Following the Quality Check conducted by Team Leader ,reviewed by Chief MTO and validated by the Airworthiness Standards Director, the CARC CEO will sign and stamp the approval certificate and associated letters and pass them back to the AWSO Director for processing. The maintenance training organization approval certificate format shall be as detailed in Appendix II of Part 147.

*Note 1: In accordance with 147.10, a Training Organization shall be an organization or part of an organization registered as a legal entity. For commercial organizations a copy of the current Certificate of Incorporation (certificate of trade registration) shall be provided.*



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*Note 2: The intended scope of approval should be detailed as much as possible. It shall mention the class (Basic or Type/Task Training).*

*Note 3: For Basic Training, it is not possible to apply for a few modules only. Only applications for a full Basic Training Course will be considered, even when the organization intends to then subcontract part of the training iaw 147.145 (c)(2).*

### **3.5.11 Time Frame**

The normal time frame to process a PART 147 approval is about 3 months from the allocation to CARC Certification Team; however the amount of time taken is largely dependent on the ability of the applicant to produce the documentation required and to rectify any non conformity that may be identified during the certification process. Unless duly justified failure to meet this time frame might lead CARC to terminate the application

## **4. Continued Validity**

The approval certificate will be issued for a two years period. It shall remain valid subject to the organization remaining in compliance with Part147, and the MTO in accordance with the provisions related to the handling of findings; and CARC being granted access to the organization to determine continued compliance with Part 147; and the certificate not being surrendered or revoked.

### **4.1 Findings**

- Audits covering all subjects in 24 months
- Findings
  - Level 1: three days for rectification
  - Level 2: agreed period, up to 6 months
    - Initial 3 months notification to Quality Manager
    - Subsequent 3 months notice to Accountable Manager
  - Failure: revocation, suspension or limitation in whole or in part

*Note: For an initial Audit the findings should not be classified as Level 1 or 2 as no action can be taken against the certificate. Unless otherwise agreed by CARC, a maximum of three months shall be allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings during this three months period could lead the CARC to terminate the application.*

### **4.2 Revocation, Suspension or Limitation**

- Suspension on reasonable grounds for potential safety threat.
- Suspension, revocation or limitation on failure to rectify findings in allocated time.



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**5. Variation of –Part-147 Approval (Ref:147.105)**

MTO organization, issued an approval in accordance with Part-147 wishing to alter any of the elements listed below, must submit a CARC Form 18-12 or an application in the form of a letter to CARC.

A Part-147 approval variation application, received from the MTO, is required for any of the following reasons:

- Name or address (location) of the principal place of business of the MTO has changed.  
The organization submits a new application as a matter of urgency stating that only the name of the organization has changed including a copy of the organization exposition with the new name.  
On receipt of the application and the organization exposition, CARC will reissue the approval certificate valid only up to the current expiry date.
- Any change(s) to the scope of approval (training / examination approval schedule) of the MTO.
- A change of accountable manager requires the maintenance training organization to submit such fact to CARC as a matter of urgency together with the amendment to the Accountable Manager exposition statement.
- A change of any of the senior personnel specified in Part 147.105(b) or the examination staff in 147.105 (e) requires the maintenance training organization to submit a Form 285 in respect of the particular person to CARC. If satisfied that the qualifications and experience meet the standard required by Part-147, CARC will indicate acceptance in writing to the maintenance training organization.
- A change in the maintenance training organization's exposition requires CARC to establish that the procedures specified in the exposition are in compliance with the intent of Part-147 and then to establish if these are the same procedures intended for use within the training facility.
- Any additional basic or aircraft type training courses requires the maintenance training organization to make a new application to CARC together with the submission of an amended exposition.

CARC will follow the procedure of paragraph 7.6.6 of the Airworthiness Inspector's Handbook in so far as the change affects such procedures unless it is satisfied that the maintenance training organization has a well-controlled procedure to qualify such change when it is not necessary to conduct a full audit.

**Note:** A name change alone does not require CARC to audit the organization, unless there is evidence that other aspects of the maintenance training organization have changed. The complete or partial reorganization of a training organization will require the re-audit of those elements that have changed. For this purpose the MTO should submit the affected manual(s)/Documentation for evaluation by CARC. The Part-147 approval variation process follows the steps of the initial Part-147 approval as described above.



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**6. Forms**

**6.1 CARC FORM 18-12**

 <b>CARC</b>	<b>The Hashemite Kingdom of Jordan</b> <b>Civil Aviation Regulatory Commission</b> <b>Application for Part-147</b>	
Initial <input type="checkbox"/>	Renewal <input type="checkbox"/>	Change <input type="checkbox"/>
<p>1. Registered Name &amp; Address of the Applicant:</p> <p>2. Trading Name (if different):</p> <p>3. Addresses Requiring Approval:</p> <p>4. Contact Details: Name: Tel: Fax: E Mail:</p> <p>5. Legal Status of the organization (please include with this application a copy your certificate of Incorporation)</p>		
<p>6. Scope of Part-147 Approval Relevant to this application (See other side for training course designators to be used):</p> <p style="margin-left: 40px;">Basic Training:</p> <p style="margin-left: 40px;">Type Training:</p> <p>7. Does the organization hold approval under Part-21 */Part-145 */Part-M * * Cross out whichever is not applicable</p> <p>8. Staff Number</p> <p>a. The total number of staff employed by the organization in order to comply with Part 147 <input style="width: 50px;" type="text"/></p> <p>b. The number of contracted staff associated with the proposed approval <input style="width: 50px;" type="text"/></p>		



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9. Application for training/examination(tick appropriate box(es))				
Class	Ratings		Limitations	
Basic Training	B1	TB1.1	Aeroplanes Turbine <input type="checkbox"/>	
		TB1.2	Aeroplanes Piston <input type="checkbox"/>	
		TB1.3	Helicopters Turbine <input type="checkbox"/>	
		TB1.4	Helicopters Piston <input type="checkbox"/>	
	B2	TB2	Avionics <input type="checkbox"/>	
		B3	TB3	Piston-engine non-pressurized aeroplanes 2 000 kg MTOM and below <input type="checkbox"/>
			A	TA1
TA2	Aeroplanes Piston <input type="checkbox"/>			
TA3	Helicopters Turbine <input type="checkbox"/>			
TA4	Helicopters Piston <input type="checkbox"/>			
Type / Tasks	B1	T1	Quote Aircraft Type	
	B2	T2	Quote Aircraft Type	
	A	T3	Quote Aircraft Type	
	C	T4	Quote Aircraft Type	
10. Declaration of Accountable Manager			(Stamp)	
I declare that the information provided on this form is correct.				
Signature of Accountable Manager:		Date of Application:		
11. For CARC Use ONLY			(Stamp)	
Date received:				
Inspector Name:		Inspector Signature:		
12. Submission Instructions				
Please send this form to CARC with any required fee to be paid under Legislation and the applicable directives issued by the Civil Aviation Regulatory Commission.				



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**6.2 CARC Form 18-285**

	<p><b>The Hashemite Kingdom of Jordan</b>  <b>Civil Aviation Regulatory Commission</b>  <b>Management Personnel Qualification</b></p>
<p>1. Qualifications and Experience of Management Personnel for which a statement must be furnished to CARC as required by JCAR; Ref.: _____</p>	
<p>2. Title / First Name / Surname:</p>	
<p>3. Position within the Organization:</p>	
<p>4. Duties and responsibilities:</p>	
<p>5. Qualifications relevant to the item 3 position:</p>	
<p>6. Work experience relevant to the item 3 position:</p>	
<p>7. Organization:</p>	
<p>I hereby certify that all information given in this application and attachments thereto are true, correct and complete.</p> <p>Accountable Manager's Name and Signature</p>	<p>Date</p>
<p><b>For CARC use only</b></p>	
<p>CARC Inspector(s) accepting this person:</p>	
<p>Name:</p>	<p>Signature:</p>
<p>Date:</p>	



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**6.3 CARC Form 18-22**

<b>PART-147 APPROVAL RECOMMENDATION REPORT</b>
<p><b>Part 1: General</b></p> <p>Name of organization:</p> <p>Approval reference:</p> <p>Requested approval rating/</p> <p>CARC Form 18-122 dated*:</p> <p>Other approvals held (if app.)</p> <p>Address of facility audited:</p> <p>Audit period: from to :</p> <p>Date(s) of audit(s):</p> <p>Audit reference(s):</p> <p>Persons interviewed:</p> <p>CARC surveyor: Signature(s):</p> <p>CARC office: Date of CARC Form 18-22 Part 1 completion:</p> <p>*delete where applicable</p>



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**PART-147 APPROVAL RECOMMENDATION**

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

The five columns may be labeled and used as necessary to record the approved training/examinations, facility, including subcontractor's, reviewed. Against each column used of the following Part-147 subparagraphs 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	<input type="checkbox"/>							
147.105	Personnel requirements	<input type="checkbox"/>							
147.110	Records of instructors, examiners and assessors	<input type="checkbox"/>							
147.115	Instructional equipment	<input type="checkbox"/>							
147.120	Maintenance training material	<input type="checkbox"/>							
147.125	Records	<input type="checkbox"/>							
147.130	Training procedures and quality System	<input type="checkbox"/>							
147.135	Examinations	<input type="checkbox"/>							
147.145	Privileges of the maintenance training organization	<input type="checkbox"/>							
147.150	Changes to the maintenance training organization	<input type="checkbox"/>							





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- |      |                          |  |
|------|--------------------------|--|
| 1.3  | <input type="checkbox"/> | Duties and responsibilities of 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 | <input type="checkbox"/> | Conduct of practical assessments (during basic knowledge training and type/task training)                     |
| 2.14 | <input type="checkbox"/> | Marking and record of examinations  |
| 2.15 | <input type="checkbox"/> | Storage of examination records  |
| 2.16 | <input type="checkbox"/> | Examinations at locations not listed in paragraph 1.6   |
| 2.17 | <input type="checkbox"/> | Preparation, control & issue of basic training course certificates.   |
| 2.18 | <input type="checkbox"/> | Control of subcontractors.  |

**Part 3**

**TRAINING SYSTEM QUALITY PROCEDURES**

- |     |                          |                                    |
|-----|--------------------------|------------------------------------|
| 3.1 | <input type="checkbox"/> | Audit of training                  |
| 3.2 | <input type="checkbox"/> | Audit of examinations              |
| 3.3 | <input type="checkbox"/> | Analysis of examination results.   |
| 3.4 | <input type="checkbox"/> | Audit and analysis remedial action |
| 3.5 | <input type="checkbox"/> | Accountable manager annual review  |



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- 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:

CARC audit staff:

Signature(s):

CARC office:

Date of CARC Form 18-22 Part 3 completion:

**PART-147 APPROVAL RECOMMENDATION REPORT**

**Part 4: Findings regarding 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



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**PART-147 APPROVAL RECOMMENDATION REPORT**

**Part 5: Part-147 approval or continued approval or change recommendation**

Name of organization:

Approval reference:

Audit reference(s):

Applicable Part-147 amendment status:

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 referenced..... be continued.

Name of recommending CARC surveyor:

Signature of recommending CARC surveyor:

CARC office:

Date of recommendation:

CARC Form 18-22 review (quality check) :

Date:



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**Maintenance Training Organization Approval referred to in Part-147 (CARC Form 18-122)**

**CIVIL AVIATION REGULATORY COMMISSION OF JORDAN**

**MAINTENANCE TRAINING ORGANIZATION APPROVAL CERTIFICATE**

Approval Number: CARC.MTO. XXXXX

Pursuant to the Civil Aviation Law No. (41) of 2007, and the Jordanian Civil Aviation Regulations (JCAR) Part 147 for the time being in force and subject to the conditions specified below, the Civil Aviation Regulatory Commission (CARC) hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance training organization in compliance with Part-147 approved to provide training listed in the attached approval schedule and issue related certificates of recognition to students using the above references.

**CONDITIONS:**

1. This approval is limited to that specified in the scope of work section of the approved maintenance training organization exposition as referred to in Part-147; and
2. This approval requires compliance with the procedures specified in the approved maintenance training organization exposition; and
3. This approval is valid whilst the approved maintenance training organization remains in compliance with Part-147.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for two years duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue: .....

Date of this revision: .....

Revision No: .....

Signed: .....

For the competent authority: **Civil Aviation Regulatory Commission of Jordan**



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**MAINTENANCE TRAINING AND EXAMINATION ORGANIZATION APPROVAL  
SCHEDULE**

**Civil Aviation Regulatory Commission of Jordan**

Organization: [COMPANY NAME AND ADDRESS]

CLASS	LICENCE	LIMITATION	
BASIC	B1	TB1.1 TB1.2 TBI.3 TB1.4	AEROPLANES TURBINE AEROPLANES PISTON HELICOPTERS TURBINE HELICOPTERS PISTON
	B2	TB2	AVIONICS
	B3	TB3	PISTON-ENSINE NON-PRESSURISED AEROPLANES 2 000 KG MTOM AND BELOW
	A	TA.1 TA.2 TA.3 TA.4	AEROPLANESTURBINE AEROPLANES PISTON HELICOPTERS TURBINE HELICOPTERS PISTON
TYPE / TASK	C	XXX	[QUOTE AIRCRAFT TYPE]
	B1	T1	[QUOTE AIRCRAFT TYPE]
	B2	T2	[QUOTE AIRCRAFT TYPE]
	A	T3	[QUOTE AIRCRAFT TYPE]

This approval schedule is limited to those trainings specified in the scope of work section of the approved maintenance training organization exposition,

Maintenance Training Organization Exposition reference: .....

Date of original issue: .....

Date of last revision approved: ..... Revision No: .....

Signed: .....

For the competent authority: Civil Aviation Regulatory Commission of Jordan



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**6.5 Certificates of Recognition referred to in Part-147**

**6.5.1 Basic Training/ CARC Form 18-149**

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**CERTIFICATE OF RECOGNITION  
CIVIL AVIATION REGULATORY COMMISSION OF JORDAN**

This certificate of recognition is issued to:

[NAME]  
[DATE and PLACE OF BIRTH]  
By  
[COMPANY NAME AND ADDRESS]

Approval Number: CARC.MTO. XXXX

a maintenance training organization approved to provide training within its approval schedule and in accordance with Part-147.

This certificate confirms that the above named person either successfully passed the approved basic training course (\*) stated below for the time being in force.

[BASIC TRAINING COURSE (\*)]  
[LIST OF PART-66 MODULES/DATE OF EXAMINATION PASSED]

Date: .....  
Signed: .....



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**6.5.2 Type Training/ CARC Form 18-150**

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**CERTIFICATE OF RECOGNITION CIVIL AVIATION  
REGULATORY COMMISSION OF JORDAN**

This certificate of recognition is issued to:

[NAME]  
[DATE and PLACE OF BIRTH]  
By  
[COMPANY NAME AND ADDRESS]

Approval Number: CARC.MTO. XXXX

a maintenance training organization approved to provide training and conduct examinations within its approval schedule and in accordance with Part-147.

This certificate confirms that the above named person either successfully passed the theoretical and/or practical elements of the approved type training course stated below and the related examinations for the time being in force.

[AIRCRAFT TYPE TRAINING COURSE ]  
[START and END DATES]  
[SPECIFY THEORETICAL ELEMENTS OR PRACTICAL ELEMENTS]  
and/or  
[AIRCRAFT TYPE EXAMINATION ]  
[END DATE]

Date: .....  
Signed: .....  
For: [COMPANY NAME]



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**6.6 Part-147 -Evaluation Checklist/ Conformance Document**

<b>ORGANISATIONAL REQUIREMENTS</b>			
<b>MTOE Ref.</b>	<b>Facility requirements (147. 100)</b>	<b>SAT</b>	<b>UN-SAT</b>
Part 1	Check adequacy of size and structure of the facilities to ensure protection from the prevailing weather elements and the proper operation of all planned training and examination on any particular day.		
Part 1	Check that the accommodation and classrooms for the instruction of theory and examinations satisfy for the scope of activities and are appropriate and separated from other facilities.		
Part 2	Check that the maximum number of students (= 25) for knowledge training is never exceeded.		
Part 2	Check the adequacy (size) of the accommodation for examinations and the arrangements that no student can read the paperwork or computer screen of any other student from his/her position during examinations.		
Part 2	Check that appropriate maintenance of the accommodation is ensured in order that students are able to concentrate on their studies or examination without undue distraction or discomfort.		
Part 2 Part 3	Check for the adequacy, arrangements and accessibility of the basic training workshops.		
Part 2	Check for access and adequacy of appropriate facilities and examples of aircraft types in case of aircraft type/task training.		
Part 2	Check that the maximum number of students (= 15) for practical training per supervisor has never exceeded.		
Part 1	Check for enough and adequate office accommodation for the management staff, instructors, knowledge examiners and practical assessors (as appropriate) as to ensure that they can prepare for their duties without undue distraction or discomfort.		
Part 1	Check for the adequacy and use of the secure storage room, that examination papers and training records are kept in good condition and are retained for a period of at least five years following completion of the particular student's course (Ref. 147125)		
Part 1	Check for availability in the library of all training material appropriate to the scope and level of training undertaken.		
<b>Personnel requirements (147. 105)</b>			



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Part 1	Verify that the accountable manager is still in a position to ensure that all training commitments can be financed and carried out to the required standards.		
Part 1	Check the adequacy and competence of the management staff and verify that they take-up the responsibility to ensure that the maintenance training organization shall remain in compliance with Part 147.		
Part 1	Check that the organization has at any given point in time contracted sufficient staff to plan/perform the required knowledge and practical training or to conduct the required knowledge examinations and/or practical assessments.		
Part 2	Check that any staff hired from another organization to provide practical training and assessments are appropriately nominated for such tasks.		
Part 1	Check that the combined roles (if any) of instructors, examiners and assessors comply with the recognized experience and qualification standards.		
Part 3	Check the adequacy and compliance of the experience and qualifications of the instructors, knowledge examiners and practical assessors with the published criteria.		
Part 3	Check that all nominated knowledge examiners and practical assessors are listed in the MTOE and accepted in accordance with the procedures given in the MTOE.		
Part 3	Check that the instructors and knowledge examiners have received their updating training every 24 months and that the training as received was relevant to current technology, practical skills and human factors.		
<b>Records of instructors, examiners and assessors (147.110)</b>			
Part 2	Check the availability and completeness of the records of all instructors, knowledge examiners and practical assessors.		
Part 1	Check that instructors, knowledge examiners and practical assessors are in receipt of their terms of reference.		
<b>Instructional equipment (147.115)</b>			
Part 1 Part 2	Check for the adequacy of the presentation equipment in order to ensure that each student can easily read the presentations from any given position in the classroom. Check (as appropriate) for the availability of representative synthetic training devices.		
Part 2	Check for the availability of all tools and equipment in the basic training workshops and/or maintenance facilities as to perform the approved scope of training.		
Part 2	Check for the availability of a selection of the appropriate aircraft, engines, aircraft parts and avionics equipment in the basic training workshops and/or maintenance facilities.		
Part 2	Verify that access to the appropriate aircraft type is		



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	ensured if no use is made of synthetic training devices.		
<b>Maintenance training material (147.120)</b>			
Part 2 Part 4	Check as applicable the provisioning, accuracy / adequacy of the maintenance training course material relevant to the aircraft maintenance license (sub-)category of the basic knowledge syllabi as specified in Part-66.		
Part 2 Part 4	Check as applicable the provisioning, accuracy / adequacy of the maintenance training course material relevant for the aircraft type of the type course content as required by Part-66.		
Part 1	Verify that students have access to examples of maintenance documentation and technical information in the library.		
<b>Records (147.125)</b>			
Part 1	Check that all student training, examination and assessment records are kept for five years following completion.		
<b>Training procedures and quality system (147. 130)</b>			
Part 3	Check compliance with Part 147 to ensure proper training standards and check if the training procedures are acceptable.		
Part 3	Check the establishment and functioning of the independent audit function. Check the audit capabilities of the appointed auditors and their independence of the areas to which they are assigned for conducting the audits.		
Part 3	Check the adequacy of the feedback system of audit findings, awareness of the status of findings by the accountable manager and the follow-up of audit findings to ensure, as necessary, corrective actions.		
<b>Examinations/preparation (147. 135)</b>			
Part 1 Part 2	Verify that all examination questions are not accessible for unauthorized persons, securely stored and returned to authorized staff after use during the examinations.		
Part 2	Verify the adequacy of the procedure if disqualification of any student has occurred.		
Part 2	Verify the adequacy of the procedure and the information provided to the CARC if disqualification of any examiner has occurred.		
<b>Maintenance training organization exposition (147. 140)</b>			
MTOE	Check on the contents and clarity of the Maintenance Training Organization Exposition, the validity of the revisions (if any) .		
CARC Approval statement	Ensure the approval statement by the CARC if the MTOE is found to be in compliance with requirements.		



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CARC Approval statement	Check the content and relevance of the procedure for minor amendments of the MTOE by the training organization and approve or disapprove the inclusion of the procedure in the MTOE by taking into account the capability of the organization to act accordingly.		
<b>Privileges of the maintenance training organization (147. 145)</b>			
Part 1	Check that the conduct of the basic training courses to the Part-66 syllabus are permitted and in accordance with the procedures of the MTOE.		
Part 1	Check that the conduct of the aircraft type training in accordance with Part-66 is permitted and in accordance with the procedures of the MTOE.		
Part 2	Check that the conduct of the examinations and supervised. Verify that the examinations will be held in accordance with the procedures of the MTOE.		
Part 2	Check that the issue of certificates is permitted and in accordance with Appendix III of Part 147 and that the procedures for issuing the certificates are stated in the MTOE and followed accordingly.		
Part 1	Verify that the training, knowledge examinations and practical assessments is only carried out at the locations identified in the approval certificate and/or at any location specified in the MTOE.		
Part 2	Verify the correct use of different locations (if any).		
Part 2	Check that any subcontracting is carried out in accordance with the procedures in the MTOE and only takes place under the control of the maintenance training organization quality system.		
Part 1	Check that subcontracting of basic theoretical training and examination is limited to Part-66 Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.		
Part 1	Check that subcontracted type training and examination is limited to power plant and avionics systems.		
<b>Changes to the maintenance training organization (147. 150)</b>			
Part 1	Verify that no changes to the organization, procedures, key staff, etc. Have taken place without the required notification and acceptance of the CARC.		
Part 1	Verify the compliance with any prescribed condition by the CARC in case of changes to the maintenance training organization for which it was allowed to continue to operate during such changes (if any).		
<b>THE APPROVED BASIC TRAINING COURSE</b>			
<b>The approved basic training course (147. 200)</b>			
Part 2	Check the contents of the basic training course for the acceptance of the knowledge training, knowledge examination, practical training and the practical assessment.		



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Part 2	Check the appropriate content of the knowledge training element covering the subject matters for a category or subcategory A, B1 or B2 aircraft maintenance license as specified in Part-66.		
Part 2	Check that the knowledge examination element cover a representative cross section of subject matter from the 147.A.200(b) training element.		
Part 2	Check the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular Part-66 complete module.		
Part 2	Check the quality and compliance of the practical assessment element with the given procedure in the MTOE.		
Part 2	Check that the duration of the basic training courses comply with Part-147 Appendix I and the figures given in the applicable MTOE section.		
Part 2	Check the duration of conversion courses (if any) comply with the requirements of the established MTOE procedure.		
<b>Basic knowledge examinations (147. 205)</b>			
Part 2	Check that the basic knowledge examinations fully comply with the standard defined in Part-66.		
Part 2	Verify that the basic knowledge examinations are conducted without the use of training notes.		
Part 2	Check that the knowledge examinations cover a representative cross section of the subjects from the particular module of training completed in accordance with Part-66.		
<b>Basic practical assessment (147. 210)</b>			
Part 2	Check that the basic practical assessments are carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshop/maintenance facility.		
Part 2	Check the correct achievement and use of the assessed pass.		
<b>AIRCRAFT TYPE/TASK TRAINING</b>			
<b>Aircraft type/task training (147. 300)</b>		<input type="checkbox"/>	<input type="checkbox"/>
Part 1	Check that the aircraft type/task training comply with the aircraft type and/or task standard specified in Part 66	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aircraft type examinations and task assessments (147. 305)</b>		<input type="checkbox"/>	<input type="checkbox"/>
Part 2	Check that the aircraft type examinations or aircraft task assessments (as applicable) specified in Part-66 comply with the aircraft type and/or task standard specified in Part 66.	<input type="checkbox"/>	<input type="checkbox"/>

