

**ADVISORY CIRCULAR**

No. : AC-28-01-028

Date : 04 September 2023

**A. SUBJECT.**

Crew Member Certificate Issuance Procedure (CMC)

**B. PURPOSE.**

This Advisory Circular (AC) provides details for Crew Member Certificate (CMC) issuance/renewal procedure

**C. STATUS.**

This is the second edition of AC - 28 - 01 - 028, dated 04 September 2023, and it will remain current until withdrawn or superseded

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- 1.0 Applicability.
- 2.0 Definitions.
- 3.0 CMC Issuance.

**E. REFERENCES.**

- ICAO Annex 9

## Crew Member Certificate (CMC) Issuance Procedure

### 1.0 Applicability.

- 1.1 **Crew Member Certificate (CMC)**. is issued for visa-free entrance of crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State.
- 1.2 **CMC is developed** as a card for identification purposes by crew members, leaving the crew licences to serve their primary purpose of attesting to the professional qualifications of the flight crew members.
- 1.3 **CMC issued** for Jordanian AOC holders staff after a background check has been carried out. In addition, adequate controls such as a certification of employment status of an applicant.
- 1.4 **CMC Validity**. CMC will be issued as follows:
  - a. For Jordanian Nationalities. Three years.
  - b. For non-Jordanian Nationalities. One year.

### 2.0 Definitions.

- 2.1 **Admission**. The permission granted to a person to enter a State by the public authorities of that State in accordance with its national laws.
- 2.2 **Crew member**. A person assigned by an operator to duty on an aircraft during a flight duty period.
- 2.3 **Flight crew member**. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.
- 2.4 **Immigration control**. Measures adopted by States to control the entry into, transit through and departure from their territories of persons travelling by air.

### 3.0 CMC Issuance.

- 3.1 **Eligibility**. Based on operator request, persons eligible for CMC to support their duties on aircraft are:
  - a. Flight crew member.
  - b. Cabin crew member.
  - c. Flight dispatcher.

- d. Load control.
- e. Load master.
- f. Electronic flight bag (EFB) administrator.
- g. Aircraft maintenance personnel.
- h. Performance engineer.
- i. Other personnel. Operators may request a CMC issuance for a persons in addition to the list above such as medical staff, security staff, child minders, escorts, technical staff, entertainers, interpreters etc., based on the fact that, the person is needed to conduct defined task and duties during a flight duty period, subject to CARC acceptance.

### 3.2 CMC Issuance/Renewal requirements.

#### a. General Requirements.

- (1) Assignment letter signed by Flight Operations Post Holder addressing that the applicant is contracted to operate with Jordanian AOC holder.
- (2) Crewmember certificate issuance & renewal application form (CARC Form 28 - 01 – 0209).
- (3) Hold a valid passport.
- (4) Hold a valid security background check.
- (5) Personal photo (Issuance only).
- (6) For non-Jordanian nationals:
  - (a) Hold a valid residence permit.
  - (b) Hold a valid work permit.

#### b. Technical Requirements.

- (1) Flight crew member. Hold a valid JCAR professional pilot license or equivalent validation that includes:
  - (a) Valid type/class rating.
  - (b) Valid English proficiency.
  - (c) Valid JCAR Medical Certificate - Class 1.

- (2) Cabin crew member.
  - (a) Hold JCAR attestation.
  - (b) Hold a valid JCAR Medical Certificate - Class 3.
- (3) Flight dispatcher. Hold a valid JCAR flight dispatcher license or equivalent validation.
- (4) Load control. Qualified and assigned as a load control on specific passengers aircraft type(s).
- (5) Load master. Qualified and assigned as a load master on specific cargo aircraft type(s).
- (6) Electronic Flight Bag (EFB) administrator. Qualified and assigned as a EFB administrator on specific aircraft type(s).
- (7) Aircraft maintenance personnel.
  - (a) Holds a valid JCARs Aircraft Maintenance License (AML) on category A, B1 or B2 and assigned to conduct the required tasks and duties during a flight duty period by the operator.
  - (b) Valid JCAR Medical Certificate - Class 3.
- (8) Aircraft performance engineer. Qualified and assigned as aircraft performance engineer on specific aircraft type(s).
- (9) Other personnel. Qualified and assigned by the operator to conduct defined tasks and duties during a flight duty period, subject to CARC acceptance.



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