




**Jordan Civil Aviation Regulatory Commission**


**Acceptable Means of Compliance/Guidance  
Material to Part-147**

Prepared by

  
Engr Bilal Nazzal  
Chief Maintenance Training Organizations




Reviewed by

  
Dr. Mohammad Al-Husban  
Director Airworthiness Standards

**Dr. Mohammad Al-Husban**  
Director  
Airworthiness Standards

Approved by

  
Capt. Mohammad Amin Al-Quran  
Chief Commissioner/CEO

**APPROVED  
BY JORDAN CARC  
DATE 12/08/2013**

August/2013





Civil Aviation Regulatory Commission  
Acceptable Means of Compliance/Guidance Material to Part-147

TABLE OF CONTENTS

Subject	Page
Preface Page	i
List of Effective Pages	ii
Table of Contents	iii
AMC 147.1	1
GM 147.10 General	1
AMC 147.15 Application	1
AMC 147.100(i) Facility requirements	1
GM 147.100(i) Facility requirements	1
AMC 147.105 Personnel requirements	1
AMC 147.105(b) Personnel requirements	2
GM 147.105(c) Personnel requirements	2
AMC 147.105(f) Personnel requirements	2
GM 147.105(f) Personnel requirements	2
GM 147.105(g) Personnel requirements	2
AMC 147.105(h) Personnel requirements	2
GM 147.105(h) Personnel requirements	2
AMC 147.110 Records of instructors, examiners and assessors	3
GM 147.110 Records of instructors, examiners and assessors	3
GM 147.115(a) Instructional equipment	3



**Civil Aviation Regulatory Commission**  
**Acceptable Means of Compliance/Guidance Material to Part-147**

Subject	Page
AMC 147.120(a) Maintenance training material	4
AMC 147.130(b) Training procedures and quality system	4
GM 147.130(b) Training procedures and quality system	5
AMC 147.135 Examinations	5
GM 147.135 Examinations	6
AMC 147.140 Maintenance training organization exposition	6
AMC 147.145(d) Privileges of the maintenance training organization	6
GM 147.145(d) Privileges of the maintenance training organization	7
GM 147.145(d)3 Privileges of the maintenance training organization	7
AMC 147.A.145(f) Privileges of the maintenance training organization	7
AMC 147.200(b) The approved basic training course	8
AMC 147.200(d) The approved basic training course	8
AMC 147.200(f) The approved basic training course	8
AMC 147.200(g) The approved basic training course	8
AMC 147.205 Basic knowledge examinations	9
AMC 147.210(a) Basic practical assessment	9
AMC 147.210(b) Basic practical assessment	9
AMC 147.300 Aircraft type/task training	10
AMC to Appendix II to Part-147 "Maintenance Training Organization Approval referred to in Part-147"	10
AMC to Appendix III to Part-147 "Certificates of Recognition referred to in Part-147) – CARC Forms 18-149 and 18-150"	11
APPENDIX I	12



**Civil Aviation Regulatory Commission**  
**Acceptable Means of Compliance/Guidance Material to Part-147**

Maintenance training organization exposition (MTOE)	
APPENDIX II CARC Form 18-285	14
APPENDIX III CARC Form 18-22	15
APPENDIX IV CARC Form 18-12	23

# Acceptable Means of Compliance/Guidance Material to Part-147

---

## **AMC 147.1**

A competent authority is the Civil Aviation Regulatory Commission of Jordan thereafter referred to as the CARC .

## **GM 147.10 General**

Such an organization may conduct business from more than one address and may hold more than one Part approval.

## **AMC 147.15 Application**

The application form should contain the information required in CARC Form 18-12.

## **AMC 147.100(i) Facility requirements**

1. For approved basic maintenance training courses this means holding and ensuring reasonable access to copies of all Parts and national aviation legislation, examples of typical aircraft maintenance manuals and service bulletins, Airworthiness Directives, aircraft and component records, release documentation, procedures manuals and aircraft maintenance programs.
2. Except for the Parts and national aviation regulations, the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionic documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

## **GM 147.100(i) Facility requirements**

Where the organization has an existing library of regulations, manuals and documentation required by another Part, it is not necessary to duplicate such a facility subject to student access being under controlled supervision.

## **AMC 147.105 Personnel requirements**

1. The larger maintenance training organization (an organization with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training organization on a day-to-day basis. Such person could also be the accountable manager. In addition, the organization should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph 147.130(b) and an examination manager with the responsibility of managing the relevant Part-147 Subpart C or Subpart D examination system. Such person(s) may also be an instructor and/or examiner.
2. The smaller maintenance training organization (an organization with the capacity to provide training for less than 50 students) may combine any or all of the

# Acceptable Means of Compliance/Guidance Material to Part-147

---

subparagraph (1) positions subject to the competent authority verifying and being satisfied that all functions can be properly carried out in combination.

3. When the organization is also approved against other Parts which contain some similar functions, then such functions may be combined.

## **AMC 147.105(b) Personnel requirements**

With the exception of the accountable manager, CARC Form 18-285 should be completed for each person nominated to hold a position required by 147.105 (b). An example of an CARC Form 18-285 is included in Appendix II to AMC.

## **GM 147.105(c) Personnel requirements**

The maintenance training organization should have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed but may contract, on a part-time basis, instructors for subjects which are only taught on an occasional basis.

## **AMC 147.105(f) Personnel requirements**

Any person currently accepted by the competent authority in accordance with the previous national aviation regulations in force prior to Part-147 coming into force may continue to be accepted in accordance with 147.105(f). Paragraph 3 of Appendix III to AMC to Part-66 provides criteria to establish the qualification of assessors.

## **GM 147.105(f) Personnel requirements**

It is recommended that potential instructors be trained in instructional techniques.

## **GM 147.105(g) Personnel requirements**

Examiners should demonstrate a clear understanding of the examination standard required by Part-66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

## **AMC 147.105(h) Personnel requirements**

Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organization and particular instructor/examiner.

## **GM 147.105(h) Personnel requirements**

1. Records should show for each instructor/examiner when the updating training was scheduled and when it took place.

## **Acceptable Means of Compliance/Guidance Material to Part-147**

---

2. The updating training may be subdivided during the 24 months into more than one element and may include such activities as attendance at relevant lectures and symposiums.

### **AMC 147.110 Records of instructors, examiners and assessors**

1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:
  - (a) Name;
  - (b) Date of birth;
  - (c) Personnel number;
  - (d) Experience;
  - (e) Qualifications;
  - (f) Training history (before entry);
  - (g) Subsequent training;
  - (h) Scope of activity;
  - (i) Starting date of employment/contract;
  - (j) If appropriate – ending date of employment/contract.
2. The record may be kept in any format but should be under the control of the organizations quality system.
3. Persons authorized to access the system should be maintained at a minimum to ensure that records cannot be altered in an un-authorized manner or that such confidential records become accessible to un-authorized persons.
4. The competent authority is an authorized person when investigating the records system for initial and continued approval or when the competent authority has cause to doubt the competence of a particular person.

### **GM 147.110 Records of instructors, examiners and assessors**

Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.

### **GM 147.115(a) Instructional equipment**

1. Synthetic training devices are working models of a particular system or component and include computer simulations.
2. A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.

### **AMC 147.115(c) Instructional equipment**

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example,



## Acceptable Means of Compliance/Guidance Material to Part-147

---

- the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.
2. Appropriate aircraft, engines, aircraft parts and avionic equipment means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example, category B2 avionic training should require, amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.
  3. "Access" may be interpreted to mean, in conjunction with the facilities requirement of 14.100(d), that there may be an agreement with a maintenance organization approved under Part-145 to access such parts, etc.

### **AMC 147.120(a) Maintenance training material**

Training course notes, diagrams and any other instructional material should be accurate. Where an amendment service is not provided, a written warning to this effect should be given.

### **AMC 147.130(b) Training procedures and quality system**

1. The independent audit procedure should ensure that all aspects of Part-147 compliance should be checked at least once in every 12 months and may be carried out as one complete single exercise or subdivided over a 12-month period in accordance with a scheduled plan.
2. In a small maintenance training organization the independent audit function may be contracted to another maintenance training organization approved under Part-147 or a competent person acceptable to the competent authority. Where the small training organization chooses to contract the audit function, it is conditional on the audit being carried out twice in every 12-month period with one such audit being unannounced.
3. Where the maintenance training organization is also approved to another Part requiring a quality system, then such quality systems may be combined.
4. When training or examination is carried out under the subcontract control system:
  - (i) a pre-audit procedure should be established whereby the Part-147 approved maintenance training organization should audit a prospective subcontractor to determine whether the services of the subcontractor meet the intent of Part-147.
  - (ii) a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the Part-147 standard.
  - (iii) the subcontract control procedure should record audits of the subcontractor and have a corrective action follow-up plan.

## Acceptable Means of Compliance/Guidance Material to Part-147

---

5. The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.

### **GM 147.130(b) Training procedures and quality system**

1. The primary objective of the quality system is to enable the training organization to satisfy itself that it can deliver properly trained students and that the organization remains in compliance with Part-147.
2. The independent audit is a process of routine sample checks of all aspects of the training organization's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.
3. A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) for rectification action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.
4. A large training organization (an organization with the capacity to provide training for 50 students or more) should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. For the small training organization (an organization with the capacity to provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager.
5. The management control and follow-up system should not be contracted to outside persons.

The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance. Apart from rectification of findings, the accountable manager should hold routine meetings to check progress on rectification except that in the large training organization such meetings may be delegated on a day-to-day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

### **AMC 147.135 Examinations**

1. Examinations may be computer- or hard-copy-based or a combination of both.
2. The actual questions to be used in a particular examination should be determined by the examiners.

# Acceptable Means of Compliance/Guidance Material to Part-147

---

## **GM 147.135 Examinations**

CARC will determine when or if the disqualified examiner may be reinstated.

## **AMC 147.140 Maintenance training organization exposition**

1. A recommended format of the exposition is included in Appendix I.
2. When the maintenance training organization is approved in accordance with any other Part which also requires an exposition, the exposition required by the other Part may form the basis of the maintenance training organization exposition in a combined document, as long as the other exposition contains the information required by 147.140 and a cross-reference index is included based upon Appendix I.
3. When training or examination is carried out under the subcontract control system, the maintenance training organization exposition should contain a specific procedure on the control of subcontractors as per Appendix I item 2.18 plus a list of subcontractors as required by 147.140(a)12 and detailed in Appendix I item 1.7.
4. The competent authority may approve a delegated exposition approval system for all changes other than those affecting the approval.

## **AMC 147.145(d) Privileges of the maintenance training organization**

1. When training or examination is carried out under the subcontract control system, it means that for the duration of such training or examination, the Part-147 approval has been temporarily extended to include the subcontractor. It therefore follows that those parts of the subcontractor's facilities, personnel and procedures involved with the Part-147 approved maintenance training organization's students should meet requirements of Part-147 for the duration of that training or examination and it remains the Part-147 organization's responsibility to ensure such requirements are satisfied.
2. The maintenance training organization approved under Part-147 is not required to have complete facilities and personnel for training that it needs to subcontract but it should have its own expertise to determine that the subcontractor meets the Part-147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of Part-66 and the aircraft technologies are appropriate.
3. The contract between the maintenance training organization approved under Part-147 and the subcontractor should contain:
  - a provision for CARC to have right of access to the subcontractor;
  - a provision for the subcontractor to inform the Part-147 approved maintenance training organization of any change that may affect its Part-147 approval, before any such change takes place.

# Acceptable Means of Compliance/Guidance Material to Part-147

---

## **GM 147.145(d) Privileges of the maintenance training organization**

1. The pre-audit procedure should focus on establishing compliance with the training and examination standards set out in Part-147 and Part-66.
2. The fundamental reason for allowing a maintenance training organization approved under Part-147 to subcontract certain basic theoretical training courses is to permit the approval of maintenance training organizations which may not have the capacity to conduct training courses on all Part-66 modules.
3. The reason for allowing the subcontracting of only training modules 1 to 6 and 8 to 10 of Appendix I to Part-66 is that most of the related subjects can generally also be taught by training organizations not specialized in aircraft maintenance and the practical training element as specified in 147.200 does not apply to them. On the contrary, training modules 7 and 11 to 17 of Appendix I to Part-66 are specific to aircraft maintenance and include the practical training element as specified in 147.200. The intent of the “limited subcontracting” option as specified in 147.145 is to grant Part-147 approvals only to those organizations having themselves at least the capacity to teach on aircraft maintenance specific matters.

## **GM 147.145(d)3 Privileges of the maintenance training organization**

In the case of type training and examination, the reason for allowing only subcontracting to powerplant and avionic systems is that the related subjects can generally also be imparted by certain organizations specialized in these domains such as the Type Certificate Holder of the powerplant or the OEMs of these avionics systems. In such a case, the type training course should make clear how the interfaces with the airframe are addressed and by whom (the subcontracted organization or the Part-147 organization itself).

## **AMC 147.A.145(f) Privileges of the maintenance training organization**

When an organization approved to provide basic knowledge training or type training is also approved to provide type examination in the cases where type training is not required, appropriate procedures in the MTOE should be developed and approved, including:

1. The development and the conduct of the type examination;
2. The qualification of the examiners and their currency.

In particular, emphasis should be put when such an examination is not regularly conducted or when the examiners are not normally involved in aircraft or activities with technology corresponding to the aircraft type subject to examination. An example would be the case of an organization providing basic knowledge training only for the B1.1 license. This organization should justify how they run type examinations for single piston-engine helicopters in the case of a B1.4 licence.

# Acceptable Means of Compliance/Guidance Material to Part-147

---

## **AMC 147.200(b) The approved basic training course**

Each licence category or subcategory basic training course may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of 147.200 (f) and (g) being satisfied.

## **AMC 147.200(d) The approved basic training course**

1. Where the maintenance training organization approved under Part-147 contracts the practical training element either totally or in part to another organization in accordance with 147.100(d), the organization in question should ensure that the practical training elements are properly carried out.
2. At least 30 % of the practical training element should be carried out in an actual maintenance working environment.

## **AMC 147.200(f) The approved basic training course**

1. In order to follow pedagogical and human factors principles, the maximum number of training hours per day for the theoretical training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, revision, preparation and aircraft visit. In exceptional cases, the competent authority may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factors principles. These principles are especially important in those cases where:
  - Theoretical and practical training are performed at the same time;
  - Training and normal maintenance duty/apprenticeship are performed at the same time.
2. The minimum participation time for the trainee to meet the objectives of the course should not be less than 90 % of the tuition hours. Additional training may be provided by the training organization in order to meet the minimum participation time. If the minimum participation defined for the course is not met, a certificate of recognition should not be issued.

## **AMC 147.200(g) The approved basic training course**

Typical conversion durations are given below:

- a) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1 600 hours and for conversion from holding a Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 combined with B2 should not be less than 2 200 hours. The course should include between 60 % and 70 % knowledge training.

## Acceptable Means of Compliance/Guidance Material to Part-147

---

- b) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory B1.1 to B2 or category B2 to B1.1 should not be less than 600 hours, and should include between 80 % and 85 % knowledge training.
- c) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory B1.2 to subcategory B1.1 should not be less than 400 hours, and should include between 50 % and 60 % knowledge training.
- d) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30 % and 40 % knowledge training.

### **AMC 147.205 Basic knowledge examinations**

The competent authority may accept that the maintenance training organization approved under Part-147 can conduct examination of students who did not attend an approved basic course at the organization in question.

### **AMC 147.210(a) Basic practical assessment**

Where the maintenance training organization approved under Part-147 contracts the practical training element either totally or in part to another organization in accordance with 147.100(d) and chooses to nominate practical assessors from the other organization, the organization in question should ensure that the basic practical assessments are carried out.

### **AMC 147.210(b) Basic practical assessment**

An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of 147.200(e). This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals, and the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

Appendix III to AMC to Part-66 provides criteria for the competence assessment performed by the designated assessors (and their qualifications).

# Acceptable Means of Compliance/Guidance Material to Part-147

---

## **AMC 147.300 Aircraft type/task training**

Aircraft type training may be subdivided in airframe and/or powerplant and/or avionics/electrical systems type training courses. A maintenance training organization approved under Part-147 may be approved to conduct airframe type training only, powerplant type training only, avionics/electrical systems type training only or any combination thereof.

1. Airframe type training course means a type training course including all relevant aircraft structure and electrical and mechanical systems excluding the powerplant.
2. Powerplant type training course means a type training course on the bare engine, including the build-up to a quick engine change unit.
3. The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training course. In some cases, such as for general aviation, it may be more appropriate to cover the interface during the airframe course due to the large variety of aircraft that can have the same engine type installed.
1. Avionics/electrical systems type training course means type training on avionics and electrical systems covered by but not necessarily limited to ATA (Air Transport Association) Chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.

## **AMC to Appendix II to Part-147 “Maintenance Training Organization Approval referred to in Part-147**

The following fields on page 2 “Maintenance Training and Examination Approval Schedule” of the maintenance training and examination organization approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance training organization exposition.
- Date of last revision approved: It refers to the date of the last revision of the maintenance training organization exposition affecting the content of the certificate. Changes to the maintenance training organization exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the maintenance training organization exposition affecting the content of the certificate. Changes to the maintenance training organization exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

## **Acceptable Means of Compliance/Guidance Material to Part-147**

---

### **AMC to Appendix III to Part-147 “Certificates of Recognition referred to in Part-147) – CARC Forms 18-149 and 18-150”**

As stated in Appendix III to Part-147, the CARC Form 18-149 “Certificate of Recognition for Basic Training/Examination” may be issued after completion of either basic training, basic examination or both basic training and basic examination.

Some examples of cases where an CARC Form 18-149 could be issued are the following:

- After successful completion of a full basic course in one licence (sub)category including successful completion of the examinations of all the corresponding modules.
- After successful completion of a full basic course in one licence (sub)category without performing examinations. The examinations may be performed at a different Part-147 organization (this organization will issue the corresponding Certificate of Recognition for those examinations) or at the competent authority.
- After successful completion of all module examinations corresponding to a licence (sub)category.
- After successful completion of certain modules/sub-modules/subjects.

It must be noted that “successful completion of a course” (without the module examinations) means successful completion of the theoretical and practical training including the corresponding practical assessment.



# Acceptable Means of Compliance/Guidance Material to Part-147

---

## APPENDICES TO AMC to PART-147

### APPENDIX I

#### Maintenance training organization exposition (MTOE)

1. The following subject headings form the basis of the MTOE required by 147.140.
2. Whilst this format is recommended, it is not mandatory to assemble the MTOE in this manner as long as a cross-reference index is included in the MTOE as an Appendix and the Part 1 items remain in Part 1.
3. Part 2, 3 and 4 material may be produced as separate detailed manuals subject to the main exposition containing the Part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.
4. Where an organization is approved in accordance with any other Part(s) which require an exposition, it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the Parts 2, 3 and 4. When this method is used, it is essential to include the cross-reference index of Part 4 item 4.3.

#### PART 1 – MANAGEMENT

- 1.1. Corporate commitment by accountable manager
- 1.2. Management personnel
- 1.3. Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
- 1.4. Management personnel organization chart
- 1.5. List of instructional and examination staff  
Note: A separate document may be referenced
- 1.6. List of approved addresses
- 1.7. List of subcontractors as per 147.145(d)
- 1.8. General description of facilities at paragraph 1.6 addresses
- 1.9. Specific list of courses and type examinations approved by the competent authority
- 1.10. Notification procedures regarding changes to organization
- 1.11. Exposition and associated manuals amendment procedure

#### PART 2 – TRAINING AND EXAMINATION PROCEDURES

- 2.1. Organization of courses
- 2.2. Preparation of course material
- 2.3. Preparation of classrooms and equipment
- 2.4. Preparation of workshops/maintenance facilities and equipment
- 2.5. Conduct of theoretical training & practical training (during basic knowledge training and type/task training)
- 2.6. Records of training carried out

# **Acceptable Means of Compliance/Guidance Material to Part-147**

---

- 2.7. Storage of training records
- 2.8. Training at locations not listed in paragraph 1.6
- 2.9. Organization of examinations
- 2.10. Security and preparation of examination material
- 2.11. Preparation of examination rooms
- 2.12. 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
- 2.16. 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 – TRAINING SYSTEM QUALITY 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

# Acceptable Means of Compliance/Guidance Material to Part-147

## APPENDIX II CARC Form 18-285

	<p>The Hashemite Kingdom of Jordan Civil Aviation Regulatory Commission Management Personnel Qualification</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: _____ Signature: _____</p> <p>Date: _____</p>		

CARC Form 18-285A

(Jan. 2011)

# Acceptable Means of Compliance/Guidance Material to Part-147

---

## APPENDIX III

### CARC Form 18-22

#### **PART-147 APPROVAL RECOMMENDATION REPORT**

##### **Part 1: General**

Name of organization:

Approval reference:

Requested approval rating/

CARC Form 18-12  
2 dated\*:

Other approvals held (if app.)

Address of facility audited:

Audit period: from to :

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

CARC surveyor: Signature(s):

CARC office: Date of CARC Form 18-22 Part 1 completion:

\*delete where applicable

# Acceptable Means of Compliance/Guidance Material to Part-147

---

## 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.105	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.110	Records of instructors, examiners and assessors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.115	Instructional equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.120	Maintenance training material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.125	Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.130	Training procedures and quality System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.135	Examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.145	Privileges of the maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## **Acceptable Means of Compliance/Guidance Material to Part-147**

---

--

### **PART-147 APPROVAL RECOMMENDATION REPORT**

#### **PART 3: Compliance with Part-147 maintenance training organization exposition (MTOE)**

Please either tick () the box if satisfied with compliance, or cross (X) 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.

# Acceptable Means of Compliance/Guidance Material to Part-147

## Part 1 MANAGEMENT

- |      |                          |  |
|------|--------------------------|--|
| 1.1  | <input type="checkbox"/> | Corporate commitment by accountable Manager  |
| 1.2  | <input type="checkbox"/> | Management personnel   |
| 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  |



# Acceptable Means of Compliance/Guidance Material to Part-147

- 2.10  Security and preparation of examination material
- 2.11  Preparation of examination rooms
- 2.12  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
- 2.16  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 TRAINING SYSTEM QUALITY 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:

CARC audit staff:

Signature(s):

CARC office:

Date of CARC Form 18-22 Part 3 completion:

# Acceptable Means of Compliance/Guidance Material to Part-147

## 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

# Acceptable Means of Compliance/Guidance Material to Part-147

## 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:

# Acceptable Means of Compliance/Guidance Material to Part-147

## APPENDIX IV CARC Form 18-12

<b>CARC FORM 18-12</b>	<b>APPLICATION FOR PART-147</b> <b>Initial</b> <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> <b>Change</b> <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>Basic Training:</p> <p>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 type="text"/></p> <p>b. The number of contracted staff associated with the proposed approval <input type="text"/></p>	

## Acceptable Means of Compliance/Guidance Material to Part-147

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	Aeroplanes Turbine <input type="checkbox"/>
		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.