

# Part-M

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## **M.1 General**

(a) This Part establishes the technical requirements and procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:

- (1) Registered in Jordan; or
- (2) Registered in a foreign country and used by an operator for which Jordan ensures oversight of operations.

(b) Paragraph (a) shall not apply to aircraft the regulatory safety oversight of which has been transferred to a foreign country and which are not used by a Jordanian operator,

(c) Organizations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of Part M, and shall be approved in accordance with Subpart G of this Part.

(d) Organizations involved in the maintenance of large aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of Part 145.

(e) Certifying staff shall be qualified in accordance with the provisions of Part 65, except as provided for in M.607 (b) and M.803 of this Part and in 145.30(j) of Part 145 and Appendix IV to Part 145.

## **M.2 Definitions**

For the purpose of this Part, the following definitions apply:

**Aircraft:** means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;

**Certifying staff:** means personnel responsible for the release of an aircraft or a component after maintenance;

**Component:** means any engine, propeller, part or appliance;

**Continuing airworthiness:** means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;

**Large aircraft:** means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5 700 kg, or a multi-engined helicopter;

**Maintenance:** means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;

**Organization:** means a natural person, a legal person or part of a legal person;

**Pre-flight inspection:** means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight.

## **Subpart- A General**

### **M.101 Applicability.**

This part establishes the measures to be taken to ensure that airworthiness is maintained, including maintenance. It also specifies the conditions to be met by the persons or organizations involved in such continuing airworthiness management.

## **Subpart- B Accountability**

### **M.201 Responsibilities.**

(a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:

- (1) The aircraft is maintained in an airworthy condition, and;
- (2) Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;
- (3) The airworthiness certificate remains valid, and;

(4) The maintenance of the aircraft is performed in accordance with the approved maintenance program as specified in M.302.

(b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:

- (1) The lessee is stipulated on the registration document, or;
- (2) Detailed in the leasing contract.

When reference is made in this Part to the 'owner', the term owner covers the owner or the lessee, as applicable.

(c) Any person or organization performing maintenance shall be responsible for the tasks performed.

(d) The pilot-in-command or, in the case of commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organization or by Part 65 certifying staff.

(e) In order to satisfy the responsibilities of paragraph (a), the owner of an aircraft may contract the tasks associated with continuing airworthiness to an approved continuing airworthiness management organization as specified in Part M Subpart G (continuing airworthiness management organization hereinafter) in accordance with Appendix I. In this case, the continuing airworthiness management organization assumes responsibility for the proper accomplishment of these tasks.

(f) In the case of large aircraft, in order to satisfy the responsibilities of paragraph (a) the owner of an aircraft shall ensure that the tasks associated with continuing airworthiness are performed by an approved continuing airworthiness management organization. A written contract shall be made in accordance with Appendix I. In this case, the continuing airworthiness management organization assumes responsibility for the proper accomplishment of these tasks.

(g) Maintenance of large aircraft, aircraft used for commercial air transport and components thereof shall be carried out by a Part 145 approved maintenance organization.

(h) In the case of commercial air transport the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:

(1) Be approved, as part of the air operator certificate issued by the CARC, pursuant to Part M Subpart G for the aircraft it operates; and

(2) Be approved in accordance with Part 145 or contract such an organization; and

(3) Ensure that paragraph (a) is satisfied.

(i) When an operator is requested by the CARC to hold a certificate for its operational activities, other than for commercial air transport, it shall:

(1) Be appropriately approved, pursuant to Part M Subpart G, for the management of the continuing airworthiness of the aircraft it operates or contract such an organization; and

(2) Be appropriately approved in accordance with Part M Subpart F or Part 145, or contract such organizations; and

(3) Ensure that paragraph (a) is satisfied.

(j) The owner/operator is responsible for granting the CARC access to the organization/aircraft to determine continued compliance with this Part.

## **M.202 Occurrence reporting.**

(a) Any person or organization responsible under M.201 shall report to the State of registry, the organization responsible for the type design or supplemental type design and, if applicable, the State of operator, any identified condition of an aircraft or component that hazards seriously the flight safety.

(b) Reports shall be made in a manner established by the CARC and contain all pertinent information about the condition known to the person or organization.

(c) Where the person or organization maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organization maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organization any such condition affecting the owner's or the operator's aircraft or component.

(d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organization identifying the condition to which the report relates.

### **Subpart- C** **Continuing Airworthiness**

#### **M.301 Continuing airworthiness tasks.**

The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by:

- (1) The accomplishment of pre-flight inspections;
- (2) The rectification to an officially recognized standard of any defect and damage affecting safe operation taking into account, for all large aircraft or aircraft used for commercial air transport, the minimum equipment list and configuration deviation list if applicable to the aircraft type;
- (3) The accomplishment of all maintenance, in accordance with the M.302 approved aircraft maintenance program;
- (4) For all large aircraft or aircraft used for commercial air transport the analysis of the effectiveness of the M.302 approved maintenance program;
- (5) The accomplishment of any applicable:
  - (1) Airworthiness directive,
  - (2) Operational directive with a continuing airworthiness impact,
  - (3) Continued airworthiness requirement established by the CARC,

- (4) Measures mandated by the CARC in immediate reaction to a safety problem;
- (6) The accomplishment of modifications and repairs in accordance with M.304;
- (7) For non-mandatory modifications and/or inspections, for all large aircraft or aircraft used for commercial air transport the establishment of an embodiment policy;
- (8) Maintenance check flights when necessary.

**M.302 Maintenance program.**

- (i) Every aircraft shall be maintained in accordance with a maintenance program approved by the CARC, which shall be periodically reviewed and amended accordingly.
- (ii) The maintenance program and any subsequent amendments shall be approved by the CARC.
- (iii) The maintenance program must establish compliance with:
  - 1. Instructions for continuing airworthiness issued by type certificate and supplementary type certificate holders and any other organization that publishes such data in accordance with Part 21, or
  - 2. Instructions issued by the CARC, if they differ from subparagraph 1 or in the absence of specific recommendations, or
  - 3. Instructions defined by the owner or the operator and approved by the CARC if they differ from subparagraphs (1) and (2).
- (d) The maintenance program shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to specific operations. The program must include a reliability program when the maintenance program is based:
  - 1. On Maintenance Steering Group logic, or;

2. Mainly on condition monitoring.

**M.303 Airworthiness directives.**

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by the CARC.

**M.304 Data for modifications and repairs.**

Damage shall be assessed and modifications and repairs carried out using data approved by the CARC or by an approved Part 21 design organization, as appropriate.

**M.305 Aircraft continuing airworthiness record system.**

- (a) At the completion of any maintenance, the associated M.801 certificate of release to service shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no event more than 30 days after the day of maintenance action.
- (b) The aircraft continuing airworthiness records shall consist of, as appropriate, an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for any service life limited component, and the operator's technical log.
- (c) The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks.
- (d) The aircraft continuing airworthiness records shall contain the current:
  1. Status of airworthiness directives and measures mandated by the CARC in immediate reaction to a safety problem;
  2. Status of modifications and repairs;
  3. Status of compliance with maintenance program;
  4. Status of service life limited components;

5. Mass and balance report;
6. List of deferred maintenance.

(e) In addition to the authorized release document, CARC/AIRAW Form 227 or equivalent, the following information relevant to any component installed shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card:

1. Identification of the component, and;
2. The type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component, and;
3. The particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate, and;
4. The current paragraph (d) information applicable to the component.

(f) The person responsible for the management of continuing airworthiness tasks pursuant to Part M Subpart B, shall control the records as detailed in this paragraph and present the records to the CARC upon request.

(g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.

(h) An owner or operator shall ensure that a system has been established to keep the following records for the periods specified:

1. All detailed maintenance records in respect of the aircraft and any life-limited component fitted thereto, at least 24 months after the aircraft or component was permanently withdrawn from service, and;
2. The total time and flight cycles as appropriate, of the aircraft and all life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;

3. The time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail, and;
4. The current status of compliance with maintenance program such that compliance with the approved aircraft maintenance program can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail, and;
5. The current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;
6. Details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.

**M.306 Operator's technical log system.**

(a) In the case of commercial air transport, in addition to the requirements of M.305, an operator shall use an aircraft technical log system containing the following information for each aircraft:

1. Information about each flight, necessary to ensure continued flight safety, and;
2. The current aircraft certificate of release to service, and;
3. The current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the CARC may agree to the maintenance statement being kept elsewhere, and;
4. All outstanding deferred defects rectifications that affect the operation of the aircraft, and;
5. Any necessary guidance instructions on maintenance support arrangements.

(b) The aircraft technical log system and any subsequent amendment shall be approved by the CARC.

(c) An operator shall ensure that the aircraft technical log is retained for 36 months after the date of the last entry.

**M.307 Transfer of aircraft continuing airworthiness records.**

(a) The owner or operator shall ensure when an aircraft is permanently transferred from one owner or operator to another that the M.305 continuing airworthiness records and, if applicable, M.306 operator's technical log are also transferred.

(b) The owner shall ensure, when he contracts the continuing airworthiness management tasks to a continuing airworthiness management organization, that the M.305 continuing airworthiness records are transferred to the organization.

(c) The time periods prescribed for the retention of records shall continue to apply to the new owner, operator or continuing airworthiness management organization.

**Subpart- D**  
**Maintenance Standards**

**M.401 Maintenance data.**

The person or organization maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.

(a) For the purposes of this Part, applicable maintenance data is:

1. Any applicable requirement, procedure, standard or information issued by the CARC,
2. Any applicable airworthiness directive,

3. Applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organization that publishes such data in accordance with Part 21.

4. Any applicable data issued in accordance with 145.45(d).

(c) The person or organization maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organization shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

#### **M.402 Performance of maintenance.**

(a) All maintenance shall be performed by qualified personnel, following the methods, techniques, standards and instructions specified in the M.401 maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task unless otherwise specified by Part 145 or agreed by the CARC.

(b) All maintenance shall be performed using the tools, equipment and material specified in the M.401 maintenance data unless otherwise specified by Part 145. Where necessary, tools and equipment shall be controlled and calibrated to an officially recognized standard.

(c) The area in which maintenance is carried out shall be well organized and clean in respect of dirt and contamination.

(d) All maintenance shall be performed within any environmental limitations specified in the M.401 maintenance data.

(e) In case of inclement weather or lengthy maintenance, proper facilities shall be used.

(f) After completion of all maintenance, a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.

**M.403 Aircraft defects.**

(a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.

(b) Only the authorized certifying staff, according to M.801(b)1, M.801(b)2 or Part 145 can decide, using M.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when:

1. The approved minimum equipment list as mandated by the CARC is used by the pilot; or,
2. Aircraft defects are defined as being acceptable by the CARC.

(c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data.

(d) Any defect not rectified before flight shall be recorded in the M.305 aircraft maintenance record system or M.306 operator's technical log system as applicable.

## **Subpart- E Components**

### **M.501 Installation.**

(a) No component may be fitted unless it is in a satisfactory condition, has been appropriately released to service on a CARC/AIRAW Form 227 or equivalent and is marked in accordance with Part 21 Subpart Q, unless otherwise specified in Part 145 and Subpart F.

(b) Prior to installation of a component on an aircraft, the person or approved maintenance organization shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive configurations may be applicable.

(c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard.

(d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data or as specified in Part 145. Such material shall only be used when the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.

### **M.502 Component maintenance.**

(a) The maintenance of components shall be performed by appropriately approved Subpart F or Part 145 maintenance organizations.

(b) Maintenance on any component may be performed by M.801(b)2 certifying staff only whilst such components are fitted to the aircraft. Such components, nevertheless, can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access.

**M.503 Service life limited components.**

Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance program and airworthiness directives.

**M.504 Control of unserviceable components.**

(a) A component shall be considered unserviceable in any one of the following circumstances:

1. Expiry of the service life limit as defined in the maintenance program;
2. Non-compliance with the applicable airworthiness directives and other continued airworthiness requirement mandated by the Agency;
3. Absence of the necessary information to determine the airworthiness status or eligibility for installation;
4. Evidence of defects or malfunctions;
5. Involvement in an incident or accident likely to affect its serviceability.

(b) Unserviceable components shall be identified and stored in a secure location under the control of the M.502 approved organization until a decision is made on the future status of such component.

(c) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved according to M.304.

(d) Any person or organization accountable under Part M shall, in the case of a paragraph (c) unsalvageable components:

1. Retain such component in the paragraph (b) location, or;

2. Arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component.

(e) Notwithstanding paragraph (d) a person or organization accountable under Part M may transfer responsibility of components classified as unsalvageable to an organization for training or research without mutilation.

## **Subpart -F Maintenance Organization**

### **M.601 Applicability.**

This Subpart establishes the requirements to be met by an organization to qualify for the issue or continuation of an approval for the maintenance of aircraft and components not listed in M.201(f) and (g).

### **M.602 Application.**

An application for issue or variation of a maintenance organization approval shall be made on a form and in a manner acceptable to the CARC.

### **M.603 Extent of approval.**

(a) The grant of approval is indicated by the issue of a certificate (included in Appendix V) by the CARC. The M.604 approved maintenance organization's manual must specify the scope of work deemed to constitute approval.

Appendix IV to this Part defines all classes and ratings possible under Part M Subpart F.

(b) An approved maintenance organization may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organization manual.

### **M.604 Maintenance organization manual.**

The maintenance organization shall provide a manual containing at least the following information:

- (1) A statement signed by the accountable manager to confirm that the organization will continuously work in accordance with Part M and the manual at all times, and;
- (2) The organization's scope of work, and;
- (3) The title(s) and name(s) of person(s) referred to in M.606(b), and;
- (4) An organization chart showing associated chains of responsibility between the person(s) referred to in M.606(b), and;
- (5) A list of certifying staff, and;
- (6) A general description and location of the facilities, and;
- (7) Procedures specifying how the maintenance organization ensures compliance with this Part, and;
- (8) The maintenance organization manual amendment procedure(s).

(b) The maintenance organization manual and its amendments shall be approved by the CARC.

(c) Notwithstanding paragraph (b), minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

### **M.605 Facilities.**

The organization shall ensure that:

(a) Facilities are provided for all planned work, specialized workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.

(b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.

(c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and

tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorized personnel.

#### **M.606 Personnel requirements.**

(a) The organization shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.

(b) A person or group of persons shall be nominated with the responsibility of ensuring that the organization is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.

(c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.

(d) The organization shall have appropriate staff for the normal expected contracted work. The use of temporarily subcontracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.

(e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.

(f) Personnel who carry out specialized tasks such as welding, non-destructive testing/inspection other than color contrast shall be qualified in accordance with an officially recognized standard.

(g) The maintenance organization shall have sufficient certifying staff to issue M.612 and M.613 certificates of release to service for aircraft and components. They shall comply with the requirements of Part 65.

#### **M.607 Certifying staff.**

(a) In addition to M.606(g), certifying staff can only exercise their privileges, if the organization has ensured:

1. That certifying staff can demonstrate that in the preceding two-year period they have either had six months of relevant maintenance

experience or, met the provision for the issue of the appropriate privileges; and,

2. That certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organization procedures.

(b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organization contracted to provide maintenance support may issue a one-off certification authorization:

1. To one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or

2. To any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance license rated for the aircraft type requiring certification provided there is no organization appropriately approved under this Part at that location and the contracted organization obtains and holds on file evidence of the experience and the license of that person.

All such cases must be reported to the CARC within seven days of the issuance of such certification authorization. The approved maintenance organization issuing the one-off certification authorization shall ensure that any such maintenance that could affect flight safety is re-checked.

(c) The approved maintenance organization shall record all details concerning certifying staff and maintain a current list of all certifying staff.

(d) Recommendation of a person for certification as a repairman. A maintenance organization that chooses to use repairmen to meet the applicable personnel requirements of M.606(f) shall certify in a format acceptable to the CARC that each person recommended for certification as a repairman:

(1) Is employed by the organization, and

(2) Meets the eligibility requirements of Part 65, Subpart E.

## **M.608 Components, equipment and tools.**

(a) The organization shall:

1. Hold the equipment and tools specified in the M.609 maintenance data or verified equivalents as listed in the maintenance organization manual as necessary for day-to-day maintenance within the scope of the approval; and,
2. Demonstrate that it has access to all other equipment and tools used only on an occasional basis.

(b) Tools and equipment shall be controlled and calibrated to an officially recognized standard. Records of such calibrations and the standard used shall be kept by the organization.

(c) The organization shall inspect, classify and appropriately segregate all incoming components.

## **M.609 Maintenance data.**

The approved maintenance organization shall hold and use applicable current maintenance data specified in M.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

## **M.610 Maintenance work orders.**

Before the commencement of maintenance, a written work order shall be agreed between the organization and the customer to clearly establish the maintenance to be carried out.

## **M.611 Maintenance standards.**

All maintenance shall be carried out in accordance with the requirements of Part M Subpart D.

**M.612 Aircraft certificate of release to service.**

At the completion of all required aircraft maintenance in accordance with this Subpart, an aircraft certificate of release to service shall be issued according to M.801.

**M.613 Component certificate of release to service.**

(a) At the completion of all required component maintenance in accordance with this Subpart, a component certificate of release to service shall be issued according to M.802, CARC/AIRAW Form 227 shall be issued except for those components fabricated in accordance with M.603(b).

(b) The component certificate release to service document, CARC/AIRAW Form 227, may be generated from a computer database.

**M.614 Maintenance records.**

(a) The approved maintenance organization shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service, including the sub-contractor's release documents, shall be retained.

(b) The approved maintenance organization shall provide an original copy of each certificate of release to service to the aircraft owner, together with an original copy of any specific approved repair/modification data used for repairs/modifications carried out.

(c) The approved maintenance organization shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organization.

1. The records shall be stored in a manner that ensures protection from damage and theft.

2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.

3. Where an approved maintenance organization terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the CARC.

#### **M.615 Privileges of the organization.**

The organization may:

- (a) Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and in the manual.
- (b) Maintain any aircraft and/or component for which it is approved at any other location subject to such maintenance being only necessary to rectify arising defects.
- (c) Issue certificates of release to service on completion of maintenance, in accordance with M.612 or M.613.

#### **M.616 Organizational review.**

To ensure that the approved maintenance organization continues to meet the requirements of this Subpart, it shall organize, on a regular basis, organizational reviews.

#### **M.617 Changes to the approved maintenance organization.**

- (a) In order to enable the CARC to determine continued compliance with this Part, the approved maintenance organization shall notify it of any proposal to carry out any of the following changes, before such changes take place:
  - (1) Selling or transferring all or part of its assets which were essential to the initial approval. In case of selling all assets, the new owner shall apply for an amended approval in accordance with M.602;
  - (2) The name of the organization;
  - (3) The location of the organization;
  - (4) Additional locations of the organization;

- (5) The accountable manager;
- (6) Any of the persons specified in M.606(b);
- (7) The facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

(b) In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

#### **M.618 Continued validity of approval.**

(a) An approval issued is effective from the date of issue until the last day of the 24<sup>th</sup> month after the date of issue. It shall remain valid subject to:

- (1) The organization remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.619, and;
- (2) The CARC being granted access to the organization to determine continued compliance with this Part, and;
- (3) The approval not being surrendered or revoked;

(b) Upon surrender or revocation, the approval certificate shall be returned to the CARC.

#### **M.619 Findings.**

(a) A level (1) finding is any significant non-compliance with Part M requirements which lowers the safety standard and hazards seriously the flight safety.

(b) A level (2) finding is any non-compliance with the Part M requirements which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to paragraph (d), the holder of the maintenance organization approval shall define a corrective

action plan and demonstrate corrective action to the satisfaction of the CARC within a period agreed with the CARC.

(d) When during audits, or by other means, evidence is found showing non-compliance with Part M requirements, the CARC may take the following actions:

(1) For level (1) findings, revoke, limit or suspend, in whole or in part depending upon the extent of the level (1) finding, the maintenance organization approval until successful corrective action has been taken by the organization.

(2) For level (2) findings, grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period, and subject to the nature of the finding, the CARC may extend the three month period subject to a satisfactory corrective action plan.

(e) Action shall be taken by the CARC to suspend, in whole or part, the approval in case of failure to comply within the timescale granted by the CARC.

**Subpart-G**  
**Continuing airworthiness management organization**  
**(CAMO)**

**M.701 Applicability.**

This Subpart establishes the requirements to be met by an organization to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.

**M.702 Application.**

(a) An application for Continuing Airworthiness Management Organization (CAMO) shall be made in the form and in the manner established by the CARC.

(b) The application for:

- (1) An initial issuance of a (CAMO) shall be valid for 180 calendar days starting from the date of application.
  - (2) A variation or amendment of a (CAMO) shall be valid for 90 calendar days starting from the date of application.
- (c) Failure to meet the time limits established under paragraph (b) shall result in the cancellation of the application. In which case the applicant may file a new application with CARC and comply with all the provisions of the applicable original application.

**M.703 Extent of approval.**

- (a) The grant of approval is indicated by the issue of the certificate included in Appendix VI by the CARC. The M.704 approved continuing airworthiness management exposition must specify the scope of work deemed to constitute approval.
- (b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by the CARC, for the aircraft operated.

**M.704 Continuing airworthiness management exposition.**

- (a) The continuing airworthiness management organization shall provide a continuing airworthiness management exposition containing the following information:
- (1) A statement signed by the accountable manager to confirm that the organization will work in accordance with this Part and the exposition at all times, and;
  - (2) The organization's scope of work, and;
  - (3) The title(s) and name(s) of person(s) referred to in M.706(b) and M.706(c), and;
  - (4) An organization chart showing associated chains of responsibility between the person(s) referred to in M.706(b) and M.706(c), and;

- (5) A list of M.707 airworthiness review staff, and;
- (6) A general description and location of the facilities, and;
- (7) Procedures specifying how the continuing airworthiness management organization ensures compliance with this Part, and;
- (8) The continuing airworthiness management exposition amendment procedures.

(b) The continuing airworthiness management exposition and its amendments shall be approved by the CARC.

Notwithstanding paragraph (b), minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

#### **M.705 Facilities.**

The continuing airworthiness management organization shall provide suitable office accommodation at appropriate locations for the personnel specified in M.706.

#### **M.706 Personnel requirements.**

(a) The organization shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part.

(b) For commercial air transport, the paragraph (a) accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.

(c) A person or group of persons shall be nominated with the responsibility of ensuring that the organization is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.

(d) For commercial air transport, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management

and supervision of continuing airworthiness activities, pursuant to paragraph (c).

(e) The nominated post holder referred to in paragraph (d) shall not be employed by a Part 145 approved organization under contract to the operator, unless specifically agreed by the CARC.

(f) The organization shall have sufficient appropriately qualified staff for the expected work.

(g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.

(h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.

#### **M.707 Airworthiness review staff.**

(a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organization shall have appropriate airworthiness review staff to issue Part M Subpart I airworthiness review recommendations. In addition to M.706 requirements, these staff shall have acquired:

(1) At least five years experience in continuing airworthiness with appropriate knowledge of airworthiness regulations, and;

(2) An appropriate Part 65 license with appropriate type rating or an aeronautical degree or equivalent, and;

(3) Formal aeronautical maintenance training, and;

(4) A position within the approved organization with appropriate responsibilities.

(b) Airworthiness review staff nominated by the approved continuing airworthiness organization can only be issued an authorization by the approved continuing airworthiness organization when formally accepted by the CARC after satisfactory completion of an airworthiness review under supervision.

(c) The organization shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.

(d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorization reference.

(e) The organization shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorization. This record shall be retained until two years after the airworthiness review staff have left the organization.

#### **M.708 Continuing airworthiness management.**

(a) All continuing airworthiness management shall be carried out according to the prescriptions of Part M Subpart C.

(b) For every aircraft managed, the approved continuing airworthiness management organization shall:

(1) Develop and control a maintenance program for the aircraft managed including any applicable reliability program,

(2) Present the aircraft maintenance program and its amendments to the CARC for approval and provide a copy of the program to the owner of non commercially operated aircraft,

(3) Manage the approval of modification and repairs,

(4) Ensure that all maintenance is carried out in accordance with the approved maintenance program and released in accordance with Part M Subpart H,

(5) Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,

(6) Ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organization,

(7) Ensure that the aircraft is taken to an appropriately approved maintenance organization whenever necessary,

(8) Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,

(9) Manage and archive all continuing airworthiness records and/or operator's technical log, and

(10) Ensure that the mass and balance statement reflects the current status of the aircraft.

(c) In the case of commercial air transport, when the operator is not appropriately approved to Part 145, the operator shall establish a written maintenance contract between the operator and a Part 145 approved organization or another operator, detailing the functions specified under M.301 (b), M.301 (c), M.301 (e) and M.301 (f), ensuring that all maintenance is ultimately carried out by a Part 145 approved maintenance organization and defining the support of the quality functions of M.712 (b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be approved by the CARC. However, in the case of:

(1) An aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders addressed to the Part 145 maintenance organization.

(2) Component maintenance, including engine maintenance, the contract as referred to in paragraph (c) may be in the form of individual work orders addressed to the Part 145 maintenance organization.

#### **M.709 Documentation.**

The approved continuing airworthiness management organization shall hold and use applicable current M.401 maintenance data in the performance of M.708 continuing airworthiness tasks.

**M.710 Airworthiness review.**

(a) To satisfy the requirements for an M.901 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organization in order to be satisfied that:

- (1) Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;
- (2) The flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;
- (3) All the maintenance due on the aircraft according to the approved maintenance program has been carried out, and;
- (4) All known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
- (5) All applicable airworthiness directives have been applied and properly registered, and;
- (6) All modifications and repairs applied to the aircraft have been registered and are approved according to Part 21, and;
- (7) All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;
- (8) All maintenance has been released in accordance with this Part, and;
- (9) The current mass and balance statement reflects the configuration of the aircraft and is valid, and;
- (10) The aircraft complies with the latest revision of its type design approved by the CARC.

(b) The approved continuing airworthiness management organization's airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part 65 with proper type rating shall be assisted by such qualified personnel.

(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:

1. All required markings and placards are properly installed, and;

2. The aircraft complies with its approved flight manual, and;

(3) The aircraft configuration complies with the approved documentation, and;

(4) No evident defect can be found that has not been addressed according to M.404, and;

(5) No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.

(d) By derogation to M.902(a), the airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.

(e) An M.902 airworthiness review recommendation is issued by appropriately authorized M.707 airworthiness review staff on behalf of the approved continuing airworthiness management organization when satisfied that the airworthiness review has been properly carried out.

(f) A copy of any airworthiness review recommendation issued for an aircraft registered in Jordan shall be sent to the CARC within 10 days.

(g) Airworthiness review tasks shall not be sub-contracted.

(h) Should the outcome of the airworthiness review be inconclusive, the CARC shall be informed.

#### **M.711 Privileges of the organization.**

(a) An approved continuing airworthiness management organization, may:

(1) Manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate.

(2) Manage the continuing airworthiness of commercial air transport aircraft when listed on its air operator certificate.

(3) Arrange to carry out any task of continuing airworthiness within the limitation of its approval with another organization that is working under its quality system.

(b) An approved continuing airworthiness management organization may additionally be approved to make a recommendation for the airworthiness review to the CARC.

(c) An organization shall be registered in Jordan to be granted the privilege pursuant to paragraph (b).

#### **M.712 Quality system.**

(a) To ensure that the approved continuing airworthiness management organization continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.

(b) The quality system shall monitor Part M Subpart G activities. It shall at least include the following functions:

(1) Monitoring that all Part M Subpart G activities are being performed in accordance with the approved procedures, and;

(2) Monitoring that all contracted maintenance is carried out in accordance with the contract, and;

(3) Monitoring the continued compliance with the requirements of this Part.

- (c) The records of these activities shall be stored for at least two years.
- (d) Where a continuing airworthiness management organization is part of a larger organization approved in accordance with another Part, the quality systems may be integrated parts of the organization's quality system.
- (e) In case of commercial air transport the Part M Subpart G quality system shall be an integrated part of the operator's quality system.
- (f) In the case of a small M. Subpart G organization that does not have the privileges granted under M.711(b), the quality system can be replaced by performing organizational reviews on a regular basis.

**M.713 Changes to the approved continuing airworthiness organization.**

In order to enable the CARC to determine continued compliance with this Part, the approved continuing airworthiness management organization shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- (1) The name of the organization.
- (2) The location of the organization.
- (3) Additional locations of the organization.
- (4) The accountable manager.
- (5) Any of the persons specified in M.706(c).
- (6) The facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

## **M.714 Record keeping.**

(a) The continuing airworthiness management organization shall record all details of work carried out. The records required by M.305 and if applicable M.306 shall be retained.

(b) If the continuing airworthiness management organization has the privilege of M.711 (b), it shall retain a copy of each airworthiness review recommendation issued, together with all supporting documents.

(c) The continuing airworthiness management organization shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.

(d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.

(e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.

(f) Where continuing airworthiness management of an aircraft is transferred to another organization or person, all retained records shall be transferred to the said organization or person. The time periods prescribed for the retention of records shall continue to apply to the said organization or person.

(g) Where a continuing airworthiness management organization terminates its operation, all retained records shall be transferred to the owner of the aircraft.

(h) No person may make or cause to be made:

(1) Any fraudulent or intentionally false entry in any record or report that is required to be made, kept, or used to show compliance with any requirement under this part;

(2) Any reproduction, for fraudulent purpose, of any record or report under this part; or

(3) Any alteration, for fraudulent purpose, of any record or report under this part.

(i) The commission by any person of an act prohibited under paragraph (a) of this section, aside from other judicial penalties, is a basis for suspending or revoking the applicable airman certificate or organization's approval.

**M.715 Continued validity of approval**

(a) An approval issued is effective from the date of issue until the last day of the 24<sup>th</sup> month after the date of issue. It shall remain valid subject to:

(1) The organization remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.716 and;

(2) The CARC being granted access to the organization to determine continued compliance with this Part, and;

(3) The approval not being surrendered or revoked.

(b) Upon surrender or revocation, the approval certificate shall be returned to the CARC.

**M.716 Findings.**

(a) A level (1) finding is any significant non-compliance with Part M requirements which lowers the safety standard and hazards seriously the flight safety.

(b) A level (2) finding is any non-compliance with the Part M requirements which could lower the safety standard and possibly hazard the flight safety.

(c) After receipt of notification of findings according to paragraph (d), the holder of the continuing airworthiness management organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CARC within a period agreed with the CARC.

(d) When during audits, or by other means, evidence is found showing non-compliance to Part M requirements, the CARC may take the following actions:

(1) For level (1) findings, revoke, limit or suspend in whole or in part, depending upon the extent of the level (1) finding, the continuing airworthiness management organization approval, until successful corrective action has been taken by the organization.

(2) For level (2) findings, grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period, and subject to the nature of the finding, the CARC may extend the three month period subject to a satisfactory corrective action plan.

(e) Action shall be taken by the CARC to suspend, in whole or part, the approval in case of failure to comply within the timescale granted by the CARC.

## **Subpart- H**

### **Certificate of Release to Service - CRS**

#### **M.801 Aircraft certificate of release to service.**

(a) Except for aircraft released to service by a Part 145 organization, the certificate of release to service shall be issued according to this Subpart.

(b) A certificate of release to service shall be issued before flight at the completion of any maintenance. When satisfied that all maintenance required has been properly carried out, a certificate of release to service shall be issued:

(1) By appropriate certifying staff on behalf of the Part M Subpart F approved maintenance organization; or

(2) By the manufacturer; or

(3) Except for complex maintenance tasks listed in Appendix VII, by certifying staff in compliance with the requirements of Part 65; or

(4) By the M.803 pilot-owner.

(c) In the case of a release to service under (b)(2) the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons under his direct and continuous control.

(d) A certificate of release to service shall contain basic details of the maintenance carried out, the date such maintenance was completed and:

(1) The identity including approval reference of the Part M Subpart F approved maintenance organization and certifying staff issuing such a certificate; or

(2) In the case of subparagraph (b)(2) certificate of release to service, the identity and if applicable license number of the certifying staff issuing such a certificate.

(e) Notwithstanding paragraph (b), in the case of incomplete maintenance, such fact shall be entered in the aircraft certificate of release to service before the issue of such certificate.

(f) A certificate of release to service shall not be issued in the case of any known non-compliance which hazards seriously the flight safety.

(g) If a maintenance results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, the certificate of release to service should not be issued unless those limitations or flight data are appropriately revised.

#### **M.802 Component certificate of release to service.**

(a) A certificate of release to service shall be issued at the completion of any maintenance on an aircraft component whilst off the aircraft.

(b) The authorized release certificate identified as CARC/AIRAW Form 227.

### **M.803 Pilot-owner authorization.**

- (a) The pilot-owner is the person who owns or jointly owns the aircraft being maintained and holds a valid pilot license with the appropriate type or class rating.
- (b) For any privately operated aircraft of simple design with a maximum take-off mass of less than 2730 kg, glider and balloon, the pilot-owner may issue the certificate of release to service after limited pilot owner maintenance listed in Appendix VIII.
- (c) Limited pilot owner maintenance shall be defined in the M.302 aircraft maintenance program.
- (d) The certificate of release to service must be entered in the logbooks and contain basic details of the maintenance carried out, the date such maintenance was completed and the identity and pilot license number of the pilot-owner issuing such a certificate.

### **Subpart- I Airworthiness review certificate**

### **M.901 Aircraft airworthiness review.**

To ensure the validity of the aircraft airworthiness certificate an airworthiness review of the aircraft and its continuing airworthiness records must be carried out periodically.

- (a) An airworthiness review recommendation is issued in accordance with Appendix III (Airworthiness Review Recommendation) on completion of a satisfactory airworthiness review and is valid for one year.
- (b) An aircraft in a controlled environment is an aircraft continuously managed by Part M Subpart G approved continuing airworthiness management organization, which has not changed organizations in the previous 12 months, and which is maintained by approved maintenance organizations. This includes M.803(b) maintenance carried out and released to service according to M.801(b)(2) or M.801(b)(3).

(c) If an aircraft is within a controlled environment, the continuing airworthiness management organization managing the aircraft may, if appropriately approved, issue the airworthiness review recommendation in accordance with M.710.

(d) The airworthiness review certificate is issued by the CARC as part of the process of issuing, continuous validation, or renewing the aircraft airworthiness certificate.

(e) Whenever circumstances show the existence of a potential safety threat, the CARC may decide to carry out the airworthiness review of an aircraft. In this case, the owner or operator shall provide the CARC with:

(1) The documentation required by the CARC,

(2) Suitable accommodation at the appropriate location for its personnel, and

(3) When necessary the support of personnel appropriately qualified in accordance with Part 65.

#### **M.902 Validity of the airworthiness review certificate**

(a) An airworthiness review certificate becomes invalid if:

(1) Suspended or revoked; or

(2) The airworthiness certificate is suspended or revoked; or

(3) The aircraft is not on the aircraft register of Jordan; or

(4) The type certificate under which the airworthiness certificate was issued is suspended or revoked.

(c) An aircraft must not fly if the airworthiness certificate is invalid or if:

(1) The continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part, or;

(2) The aircraft does not remain in conformity with the type design approved by the CARC; or

(3) The aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or

(4) the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or

(5) a modification or repair has not been approved in accordance with Part-21.

(d) Upon surrender or revocation, the airworthiness review certificate shall be returned to the CARC.

### **M.903 Transfer of aircraft registration to another state.**

(a) When transferring an aircraft registration to another State, the applicant shall:

(1) Inform the CARC of the intention to transfer the aircraft to another state, then;

(2) Apply to the CARC for deregistration of the aircraft.

(b) If requested by the applicant, the CARC may issue an Export Certificate of Airworthiness to the state of import of the aircraft.

(c) The applicant shall be responsible for ensuring that the requirements of the importing state are satisfied in respect of the transfer of the aircraft.

### **M.904 Airworthiness certification of aircraft imported into Jordan.**

(a) When importing an aircraft to Jordan from another state, the applicant shall:

(1) Apply to the CARC for the issuance of a Certificate of Registration in accordance with Part 47; and

- (2) Apply to the CARC for the issuance of a Certificate of Airworthiness in accordance with Part -21; and
  - (3) Show the compliance with the Type Certification and Continuing Airworthiness requirements; and
  - (4) Have all maintenance as requested by the continuing airworthiness management organization carried out and any additional maintenance as may be requested by the CARC.
- (b) When satisfied that the aircraft is in compliance with the relevant requirements, the applicant shall submit all documentation in support of the application to the CARC.
- (c) The owner shall allow access to the aircraft and associated documentation for inspection by the CARC.
- (d) An airworthiness certificate will be issued by the CARC when it is satisfied the aircraft complies with the requirements of Part 21.
- (e) The CARC shall also issue the airworthiness review certificate; the airworthiness review certificate is valid for one year unless the CARC has safety reason to limit the validity.

**M.905 Findings.**

- (a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings, the person or organization accountable according to M.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CARC within a period agreed with the CARC including appropriate corrective action to prevent reoccurrence of the finding and its root cause.

END