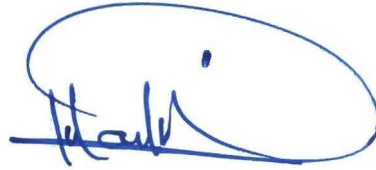


PART-M

Continuing Airworthiness Management

This part of Jordanian Civil Aviation Regulations is hereby issued under the authority and provision of the Civil Aviation Law No. (41) of 2007.



**Capt. Haitham Misto
Chief Commissioner/CEO
Civil Aviation Regulatory Commission**



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GENERAL**M.100****I. Objective**

- (a) This Part establishes the technical requirements for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:
- (1) Registered in Jordan, including aircraft referred to as:
 - i. Aircraft specifically designed or modified for research, experimental or scientific purposes, and likely to be produced in very limited numbers,
 - ii. Aircraft of which at least 51 % is built by an amateur, or a non-profit making association of amateurs, for their own purposes and without any commercial objective,
 - iii. Aircraft that have been in the service of state entities, and the aircraft is of a type for which a design standard has been accepted by CARC.
 - iv. Aeroplanes, helicopters and powered parachutes having no more than two seats, a maximum take-off mass (MTOM) of no more than:
 - a. 300 kg for a land plane/helicopter, single-seater. or
 - b. 450 kg for a land plane/helicopter, two-seater. or
 - c. 330 kg for an amphibian or floatplane/helicopter single-seater; or
 - d. 495 kg for an amphibian or float plane/helicopter two-seater, provided that, where operating both as a floatplane/helicopter and as a land plane/helicopter, it falls below both MTOM limits, as appropriate.
 - e. 472,5 kg for a land plane, two-seater equipped with an airframe mounted total recovery parachute system.
 - f. 315 kg for a land plane single-seater equipped with an airframe mounted total recovery parachute system; and, for Aeroplanes, having the stall speed or the minimum steady flight speed in landing configuration not exceeding 35 knots calibrated air speed (CAS);
 - v. Single and two-seater gyroplanes with a maximum takeoff mass not exceeding 560 kg.
 - vi. Gliders with a maximum empty mass, of no more than 80 kg when single seater or 100 kg when two-seater, including those which are foot launched.
 - vii. Replicas of aircraft meeting the criteria of above, for which the structural design is similar to the original aircraft.
 - viii. Unmanned aircraft with an operating mass of more than 150 kg.
 - (2) Registered in a foreign country and used by a Jordanian operator, where their regulatory safety oversight has been delegated to CARC.

- (b) Paragraph (a) (1) 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) The provisions of this regulation related to commercial air transport are applicable to licensed air carriers as defined by Jordanian Civil Aviation Law and the applicable regulations.
- (d) The continuing airworthiness requirements of JCAR Part-T are applicable to continuing airworthiness of aircraft registered in a foreign country and components for installation thereto for which their regulatory safety oversight has not been delegated to Jordan, and used by an operator for which Jordan ensures oversight of operations; dry leased-in by a licensed air carrier.
- (e) This Part establishes the technical requirements for ensuring the oversight of a maintenance organization as specified in Subpart F of Part-M.

II. Definitions

Within the scope of this Part, the following definitions shall apply:

- (a) ‘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;
- (b) ‘Certifying staff’ means personnel responsible for the release of an aircraft or a component after maintenance;
- (c) ‘Component’ means any engine, propeller, part or appliance;
- (d) ‘Complex motor-powered aircraft’ shall mean:
 - (1) An aeroplane:
 - i. With a maximum certificated take-off mass exceeding 5700 kg, or
 - ii. Certificated for a maximum passenger seating configuration of more than nineteen, or
 - iii. Certificated for operation with a minimum crew of at least two pilots, or
 - iv. Equipped with (a) turbojet engine(s) or more than one turboprop engine, or
 - (2) A helicopter certificated:
 - i. For a maximum take-off mass exceeding 3175 kg, or
 - ii. For a maximum passenger seating configuration of more than nine, or
 - iii. For operation with a minimum crew of at least two pilots, or
 - (3) A tilt rotor aircraft;
- (e) ‘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;

- (f) 'Commercial air transport (CAT) operation' means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration;
- (g) 'Critical maintenance task' means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety;
- (h) 'LA1 aircraft' means the following manned Light Aircraft:
 - i. An aeroplane with a Maximum Take-off Mass (MTOM) of 1200 kg or less that is not classified as complex motor-powered aircraft;
 - ii. A sailplane or powered sailplane of 1200 kg MTOM or less;
 - iii. A balloon with a maximum design lifting gas or hot air volume of not more than 3400 m³ for hot air balloons, 1050 m³ for gas balloons, 300 m³ for tethered gas balloons;
 - iv. An airship designed for not more than four occupants and a maximum design lifting gas or hot air volume of not more than 3400 m³ for hot air airships and 1000 m³ for gas airships;
- (i) 'LA2 aircraft' means the following manned Light Aircraft:
 - i. An aeroplane with a Maximum Take-off Mass (MTOM) of 2000 kg or less that is not classified as complex motor-powered aircraft;
 - ii. A sailplane or powered sailplane of 2000 kg MTOM or less;
 - iii. A balloon;
 - iv. A hot air ship;
 - v. A gas airship complying with all of the following characteristics:
 - 3 % maximum static heaviness,
 - Non-vector thrust (except reverse thrust),
 - Conventional and simple design of structure, control system and ballonet system, and
 - Non-power assisted controls;
 - vi. A very Light Rotorcraft;
- (j) 'LSA aircraft' means a light sport aeroplane which has all of the following characteristics:
 - i. A maximum Take-off Mass (MTOM) of not more than 600 kg;
 - ii. A maximum stalling speed in the landing configuration (V_{S0}) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft's maximum certificated takeoff mass and most critical center of gravity;
 - iii. A maximum seating capacity of no more than two persons, including the pilot;
 - iv. A single, non-turbine engine fitted with a propeller;
 - v. A non-pressurized cabin;
- (k) 'Large aircraft' means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700 kg, or a multi-engined helicopter;

- (l) '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;
 - (m) 'Organization' means a natural person, a legal person or part of a legal person; such an organization may be established at more than one location whether or not within the territory of Jordan;
 - (n) 'Pre-flight inspection' means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight;
 - (o) 'Principal place of business' means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;
 - (p) 'limited operations' means the operations of other-than-complex motor-powered aircraft for:
 - (i) cost-shared flights by private individuals, on the condition that the direct cost is shared by all the occupants of the aircraft, pilot included and the number of persons sharing the direct costs is limited to six;
 - (ii) competition flights or flying displays, on the condition that the remuneration or any valuable consideration given for such flights is limited to recovery of direct costs and a proportionate contribution to annual costs, as well as prizes of no more than a value accepted by CARC;
 - (iii) introductory flights, parachute dropping, sailplane towing or aerobatic flights performed either by a training organization having its principal place of business in Jordan and approved in accordance with applicable JCARs, or by an organization created with the aim of promoting aerial sport or leisure aviation, on the condition that the aircraft is operated by the organization on the basis of ownership or dry lease, that the flight does not generate profits distributed outside of the organization, and that whenever non-members of the organization are involved, such flights represent only a marginal activity of the organization;
- For the purpose of this Regulation, 'limited operations' are not considered as CAT operations or commercial specialized operations;
- (q) 'specialized operation' means any operation other than commercial air transport where the aircraft is used for specialized activities such as agriculture, construction, photography, surveying, observation and patrol, aerial advertisement;
 - (r) 'introductory flight' means any flight against remuneration or other valuable consideration consisting of an air tour of short duration, offered by an approved training organization or an organization created with the aim of promoting aerial sport or leisure aviation, for the purpose of attracting new trainees or new members;

- (s) 'competition flight' means any flying activity where the aircraft is used in air races or contests, as well as where the aircraft is used to practice for air races or contests and to fly to and from racing or contest events.
- (t) 'flying display' means any flying activity deliberately performed for the purpose of providing an exhibition or entertainment at an advertised event open to the public, including where the aircraft is used to practice for a flying display and to fly to and from the advertised event.

III. Continuing Airworthiness Requirements

1. The continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of this Part.
2. Organizations and personnel involved in the continuing airworthiness of aircraft referred to in M.100.I.(a) and components for installation thereto, including maintenance, shall comply with the provisions of this Part and where appropriate those specified in Part-145 and Part-66.
3. By derogation from paragraph 1, the continuing airworthiness of aircraft referred to in M.100.I.(a) holding a permit to fly shall be ensured on the basis of the specific continuing airworthiness arrangements as defined in the permit to fly issued in accordance with Part-21.
4. Maintenance programs shall be approved in accordance with the requirements set out in this Part.

IV. Maintenance Organizations Approvals

Maintenance organization approvals shall be issued in accordance with the provisions of Subpart F, or the provisions of Part-145.

V. Certifying Staff

Certifying staff shall be qualified in accordance with the provisions of Part-66, except as provided for in points M.606(h), M.607(b), M.801(d) and M.803 of this part and in point 145.30(j) of Part 145 and Appendix IV to Part 145.

VI. Training Organization requirement.

Organizations involved in the training of personnel referred to in Paragraph V shall be approved in accordance with Part-147 to be entitled:

- (a) to conduct recognized basic training courses; and/or
- (b) to conduct recognized type training courses; and

VII. Entry Into Force

This regulation shall enter into force on the day following that of its publication in CARC official website.

SUBPART A — GENERAL**M.101 Scope**

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 licensed air carriers, 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-66 certifying staff.
- (e) In the case of aircraft used by licensed air carriers, the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:
- (1) ensure that no flight takes place unless the conditions defined in point (a) are met;
 - (2) be approved, as part of its air operator certificate, as a continuing airworthiness management organization pursuant to Part M Subpart G (CAMO) for the aircraft it operates; and
 - (3) be approved in accordance with Part-145 or establish a contract in accordance with M.708(c) with such organization.
- (f) For complex motor-powered aircraft used for commercial specialized operations, or CAT other than those by licensed air carriers, or commercial Approved Training Organizations (ATOs), the operator shall ensure that:
- (1) no flight takes place unless the conditions defined in paragraph (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by an approved CAMO. When the operator is not CAMO approved itself then the operator shall establish a written contract; approved by CARC, in accordance with Appendix I with such an organization, and
 - (3) the CAMO referred to in (2) is approved in accordance with Part-145 for the maintenance of the aircraft and/or components for installation thereon, or it has established a contract in accordance with M.708(c) with such organizations.

- (g) For complex motor-powered aircraft not included in point (e) or point (f), the owner shall ensure that:
- (1) no flight takes place unless the conditions defined in paragraph (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by an approved CAMO. When the owner is not CAMO approved itself then the owner shall establish a written contract; approved by CARC, in accordance with Appendix I with such an organization, and
 - (3) the CAMO referred to in (2) is approved in accordance with Part-145 for the maintenance of the aircraft and/or components for installation thereon, or it has established a contract in accordance with M.708(c) with such organizations.
- (h) For other than complex motor-powered aircraft, used for commercial specialized operations, or CAT other than those by licensed air carriers, or commercial ATOs, the operator shall ensure that:
- (1) no flight takes place unless the conditions defined in point (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by an approved CAMO. When the operator is not CAMO approved itself then the operator shall establish a written contract; approved by CARC, in accordance with Appendix I with such an organization, and
 - (3) the CAMO referred to in point (2) is approved in accordance with Part-M Subpart F or Part-145 for the maintenance of the aircraft and/or components for installation thereon, or it has established a contract in accordance with M.708(c) with such organizations.
- (i) For other than complex motor-powered aircraft not included in point (e) or (h), or used for 'limited operations', the owner is responsible for ensuring that no flight takes place unless the conditions defined in point (a) are met. To that end, the owner shall:
- (1) contract the tasks associated with continuing airworthiness to an approved CAMO through a written contract in accordance with Appendix I, which will transfer the responsibility for the accomplishment of these tasks to the contracted CAMO, or;
 - (2) manage the continuing airworthiness of the aircraft under its own responsibility, without contracting an approved CAMO, or;
 - (3) manage the continuing airworthiness of the aircraft under its own responsibility and establish a limited contract for the development of the maintenance program and for processing its approval in accordance with point M.302 with:
 - an approved CAMO, or
 - in the case of LA2 aircraft, a Part-145 or Part-M Subpart F maintenance organization.

This limited contract transfers the responsibility for the development and processing the approval of the maintenance program to the contracted organization.

- (j) The owner/operator shall ensure that any person authorized by CARC is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities, to determine compliance with this Part.

M.202 Occurrence reporting.

- (a) Any person or organization responsible in accordance with point M.201 shall report to CARC, 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 which endangers the flight safety.
- (b) Reports shall be made in a manner established by 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:

- (a) The accomplishment of pre-flight inspections;
- (b) The rectification in accordance with the data specified in point M.304 and/or point M.401, as applicable, of any defect and damage affecting safe operation, taking into account, the minimum equipment list (MEL) and configuration deviation list, when applicable;
- (c) The accomplishment of all maintenance, in accordance with the M.302 approved aircraft maintenance program;
- (d) For all complex motor-powered aircraft or aircraft used by licensed air carriers the analysis of the effectiveness of the M.302 approved maintenance program;
- (e) The accomplishment of any applicable:
 - (1) Airworthiness directive,
 - (2) Operational directive with a continuing airworthiness impact,
 - (3) Continued airworthiness requirement established by CARC,
 - (4) Measures mandated by CARC in immediate reaction to a safety problem;
- (f) The accomplishment of modifications and repairs in accordance with M.304;
- (g) For non-mandatory modifications and/or inspections, for all complex motor-powered aircraft or aircraft used by licensed air carriers the establishment of an embodiment policy;
- (h) Maintenance check flights when necessary.
- (i) When required by the applicable JCAR to be installed on aircraft, the continued serviceability of the flight recorder systems shall be ensured by:
 - (1) Conducting operational checks and evaluations of recordings from the flight recorder systems,
 - (2) Maintenance of up-to-date sufficient documentation concerning Flight Data Recorder (FDR) parameter allocation, conversion equations, periodic calibration and other serviceability/maintenance information,
 - (3) Verification of the measurement range, recording interval and accuracy of parameters on installed equipment,
 - (4) Make the documentations in item (i)(2) available to accident investigation authorities, when needed.

M.302 Aircraft maintenance program.

- (a) Maintenance of each aircraft shall be organized in accordance with an aircraft maintenance program.
- (b) The aircraft maintenance program and any subsequent amendments shall be approved by CARC.
- (c) Notwithstanding paragraph (b), minor amendments to the aircraft maintenance program may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organization as part of

the Continuing Airworthiness Management Exposition and shall be approved by CARC.

- (d) The aircraft maintenance program must establish compliance with:
- (1) instructions issued by CARC;
 - (2) instructions for continuing airworthiness :
 - (i) issued by the holders of the type certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, JTSO authorization or any other relevant approval issued under (Part-21);and
 - (ii) included in the certification specifications referred to in point 21.A.90B or 21.A.431B of the (Part-21) if applicable;
 - (3) additional or alternative instructions proposed by the owner or the continuing airworthiness management organization once approved in accordance with point M.302, except for intervals of safety related tasks referred in paragraph (e), which may be escalated, subject to sufficient reviews carried out in accordance with paragraph (g) and only when subject to direct approval in accordance with point M.302(b).
- (e) The aircraft maintenance program shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations.
- (f) For complex motor-powered aircraft, when the maintenance program is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance program shall include a reliability program.
- (g) The aircraft maintenance program shall be subject to periodic reviews and amended accordingly when necessary. These reviews shall ensure that the program continues to be valid in light of the operating experience and instructions from CARC whilst taking into account new and/or modified maintenance instructions promulgated by the type certificate and supplementary type certificate holders and any other organization that publishes such data in accordance with JCAR Part-21.
- (h) In the case of LA1 aircraft not involved in commercial operations, compliance with points (b), (c), (d), (e), and (g) may be replaced by compliance with all the following conditions:
- (1) The aircraft maintenance program shall clearly identify the owner and the specific aircraft to which it refers, including any installed engine and propeller.
 - (2) The aircraft maintenance program shall either:
 - comply with the ‘Minimum Inspection Program’, contained in point (i), corresponding to the particular aircraft, or
 - comply with points (d) and (e).The maintenance program shall not be less restrictive than the ‘Minimum Inspection Program’.
 - (3) The aircraft maintenance program shall include all the mandatory continuing airworthiness requirements, such as repetitive Airworthiness

Directives, the Airworthiness Limitation Section (ALS) of the Instructions for Continued Airworthiness (ICA) or specific maintenance requirements contained in the Type Certificate Data Sheet (TCDS).

In addition, the aircraft maintenance program shall identify any additional maintenance tasks to be performed because of the specific aircraft type, aircraft configuration and type and specificity of operation. The following elements shall be taken into consideration as a minimum:

- Specific installed equipment and modifications of the aircraft.
- Repairs incorporated in the aircraft.
- Life Limited components and flight safety critical components.
- Maintenance recommendations, such as Time Between Overhaul (TBO) intervals, recommended through service bulletins, service letters, and other non-mandatory service information.
- Applicable operational directives/requirements related to the periodic inspection of certain equipment.
- Special operational approvals.
- Use of the aircraft and operational environment.
- Pilot-owner maintenance (if applicable).

(4) *Reserved.*

(5) The aircraft maintenance program shall be reviewed at least annually. This review of the maintenance program shall be performed either:

- by the person who performs the airworthiness review of the aircraft in accordance with point M.710(ga), or
- by the Part-M Subpart G organization managing the continuing airworthiness of the aircraft in those cases where the review of the maintenance program is not performed in conjunction with an airworthiness review.

If the review shows discrepancies on the aircraft linked to deficiencies in the content of the maintenance program, the person performing the review shall inform CARC, and the owner shall amend the maintenance program as agreed with CARC.

(i) In the case of LA1 aircraft other than airships, not involved in commercial operations, the ‘Minimum Inspection Program’ referred to in point (h) shall comply with the following conditions:

(1) It shall contain the following inspection intervals:

- For LA1 aeroplanes and LA1 Touring Motor Gliders (TMG), every annual or 100 h interval, whichever comes first. A tolerance of 1 month or 10 h may be applied to that interval as long as the next interval is calculated from the date or hours originally scheduled.
- For LA1 sailplanes, LA1 powered sailplanes other than TMG and LA1 balloons, every annual interval. A tolerance of 1 month may be applied to that interval as long as the next interval is calculated from the date originally scheduled.

- (2) It shall contain the following:
- Servicing tasks as required by the Design Approval Holder's requirements.
 - Inspection of markings.
 - Review of weighing records and weighing process.
 - Operational test of transponder (if existing).
 - Operational test of the pitot-static system.
 - In the case of LA1 aeroplanes:
 - Operational checks for power and rpm, magnetos, fuel and oil pressure, engine temperatures.
 - For engines equipped with automated engine control, the published run-up procedure.
 - For dry-sump engines, engines with turbochargers and liquid-cooled engines, an operational check for signs of disturbed fluid circulation.
 - Inspection of the condition and attachment of the structural items, systems and components corresponding to the following areas:
 - For LA1 aeroplanes:
 - Airframe
 - Cabin and cockpit
 - Landing gear
 - Wing and center section
 - Flight controls
 - Empennage
 - Avionics and electrics
 - Power plant
 - Clutches and gearboxes
 - Propeller
 - Miscellaneous systems such as the ballistic rescue system
 - For LA1 sailplanes and LA1 powered sailplanes:
 - Airframe
 - Cabin and cockpit
 - Landing gear
 - Wing and center section
 - Empennage
 - Avionics and electrics
 - Power plant (when applicable)
 - Miscellaneous systems such as removable ballast, drag chute and controls, and water ballast system
 - For LA1 hot-air balloons:
 - Envelope

- Burner
- Basket
- Fuel containers
- Equipment and instruments
- For LA1 gas balloons:
 - Envelope
 - Basket
 - Equipment and instruments

Until such time as this Regulation specifies a ‘Minimum Inspection Program’ for airships, their maintenance program shall comply with points (d) and (e).

M.303 Airworthiness directives

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

M.304 Data for modifications and repairs

Damage shall be assessed and modifications and repairs carried out using as appropriate:

- (a) Data approved by CARC; or
- (b) Data approved by a Part-21 design organization; or
- (c) Data contained in the certification specifications referred to in point JCAR 21.A.90B or JCAR 21.A.431B.

M.305 Aircraft continuing airworthiness record system.

- (a) At the completion of any maintenance, the certificate of release to service required by point M.801 or point 145.50 shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no case more than 30 days after the day of the maintenance action.
- (b) The aircraft continuing airworthiness records shall consist of:
 - (1) an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service life limited component as appropriate, and,
 - (2) When required in point M.306, 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 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 Form 18-0227 (as amended) or equivalent, the following information relevant to any component installed (engine, propeller, engine module or service life-limited component) 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, as appropriate, of the aircraft, engine, propeller, engine module or service life-limited component to which the particular component has been fitted, along with the reference to the installation and removal of the component, and;
 - (3) The date together with the component's 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 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, until such time as the information contained therein is superseded by new information equivalent in scope and detail but not less than 36 months after the aircraft or component has been released to service; and
 - (2) The total time in service (hours, calendar time, cycles and landings), of the aircraft and all service life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service; and
 - (3) The time in service (hours, calendar time, cycles and landings) 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, commercial specialised operations and commercial ATO operations in addition to the requirements of M.305, the 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 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 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.

- (a) 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.
- (b) For the purposes of this Part, applicable maintenance data is:
 - (1) any applicable requirement, procedure, standard or information issued by 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.

Except for maintenance performed by a maintenance organization approved in accordance with Part-145, any person or organization performing maintenance shall:

- (a) be qualified for the tasks performed, as required by this part;
- (b) ensure that the area in which maintenance is carried out is well organized and clean in respect of dirt and contamination;
- (c) use the methods, techniques, standards and instructions specified in the M.401 maintenance data;
- (d) use the tools, equipment and material specified in the M.401 maintenance data. If necessary, tools and equipment shall be controlled and calibrated to an officially recognized standard;
- (e) ensure that maintenance is performed within any environmental limitations specified in the M.401 maintenance data;
- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimized;
- (h) ensure that an error capturing method is implemented after the performance of any critical maintenance task; and
- (i) carry out a general verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or 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) , M.801(c), M.801(d) 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 the MEL as mandated by CARC is used by the pilot or by the authorized certifying staff.
- (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 or the MEL.
- (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 Form 18-0227 (as amended) or equivalent and is marked in accordance with Part 21 Subpart Q, unless otherwise specified in Part-21, Part 145 or Part M 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 conformity to specification statement plus both the manufacturing and supplier source.

M.502 Component maintenance

- (a) Except for components referred to in point 21.A.307(c), the maintenance of components shall be performed by maintenance organizations appropriately approved in accordance with Subpart F of Part M or with Part-145.
- (b) By derogation from paragraph (a), maintenance of a component in accordance with aircraft maintenance data or, if agreed by CARC, in accordance with component maintenance data, may be performed by an A-rated organization approved in accordance with Part M Subpart F or with Part-145 as well as by certifying staff referred to in point M.801 (b)(2) only whilst such components are fitted to the aircraft. Nevertheless, such organization or certifying staff may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this point. Component maintenance performed in accordance with this point is not eligible for the issuance of a CARC Form 18-0227 (as amended) and shall be subject to the aircraft release requirements provided for in point M.801.
- (c) By derogation from point (a), maintenance of an engine/Auxiliary Power Unit (APU) component in accordance with engine/APU maintenance data or, if agreed by CARC, in accordance with component maintenance data, may be performed by a B-rated organization approved in accordance with Subpart F of Part M or with Part-145 only whilst such components are fitted to the engine/APU. Nevertheless, such B-rated organization may temporarily remove this component for maintenance, in order to improve access to the component,

except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph.

- (d) By derogation from point (a) and point M.801 (b)(2), maintenance of a component while installed or temporarily removed from an LA1 aircraft other than licensed air carriers and performed in accordance with component maintenance data, may be performed by certifying staff referred to in point M.801 (b)(2), except for:
 - (1) Overhaul of components other than engines and propellers, and;
 - (2) Overhaul of engines and propellers for aircraft other than CS-VLA, CS-22 and LSA.

Component maintenance performed in accordance with point (d) is not eligible for the issuance of a CARC Form 18-0227 (as amended) and shall be subject to the aircraft release requirements provided for in point M.801.

- (e) Maintenance of components referred to in 21.A.307(c) of Part-21 shall be performed by an A-rated organization approved in accordance with Subpart F of Part-M or Part-145, by certifying staff referred to in point M.801(b)(2) or by the pilot-owner referred to in point M.801(b)(3) while such a component is fitted to the aircraft or temporarily removed to improve access. Component maintenance performed in accordance with this point is not eligible for the issuance of a CARC Form 18-0227 (as amended) and shall be subject to the aircraft release requirements provided for in point M.801.

M.503 Service life limited components.

- (a) Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance program and airworthiness directives, except as provided for in point M.504(c).
- (b) The approved service life is expressed in calendar time, flight hours, landings or cycles, as appropriate.
- (c) At the end the approved service life, the component must be removed from the aircraft for maintenance, or for disposal in the case of components with a certified life limit.

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 CARC;
 - (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 an approved maintenance organization until a decision is made on the future status of such component. Nevertheless, for aircraft not used in commercial air transport other than large aircraft, the person or organization that declared the component unserviceable may transfer its custody, after

identifying it as unserviceable, to the aircraft owner provided that such transfer is reflected in the aircraft logbook or engine logbook or component logbook.

- (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 point (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 point (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 ORGANISATION

M.601 Scope.

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 other than complex motor powered aircraft and components to be installed therein not used by licensed air carriers.

M.602 Application.

An application for issue or change of a maintenance organization approval shall be made on a form and in a manner established by CARC.

M.603 Extent of approval.

- (a) An organization involved in activities subject to this Subpart shall not exercise its activities unless approved by CARC; Appendix V to Part-M provides the template certificate for this approval.
- (b) The maintenance organization's manual referred to in point M.604 shall specify the scope of work deemed to constitute approval. Appendix IV to Part-M defines all classes and ratings possible under Subpart F.
- (c) 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.

- (a) 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 if applicable, airworthiness review staff and staff responsible for the development and processing of the maintenance program, with their scope of approval, and;
 - (6) A list of locations where maintenance is carried out, together with a general description 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 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 point (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, airworthiness reviews and development of maintenance programs 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 66.
- (h) By derogation from paragraph (g), the organization may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organization's manual:
 - (1) For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organization may issue a limited certifying staff authorization to the aircraft commander on the basis of the flight crew license held, provided that the organization ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;
 - (2) In the case of aircraft operating away from a supported location the organization may issue a limited certifying staff authorization to the aircraft

commander on the basis of the flight crew license, provided that the organization ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.

- (i) If the organization performs airworthiness reviews and issues the corresponding airworthiness review recommendation for LA1 aircraft not involved in commercial operations in accordance with M.901(l), it shall have airworthiness review staff qualified and authorized in accordance with M.901(l)(1).
- (j) If the organization is involved in the development and processing of approval of the maintenance program for LA2 aircraft not involved in commercial operations in accordance with M.201(e)(2), it shall have qualified staff who shall be able to show relevant knowledge and experience.

M.607 Certifying staff and airworthiness review 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 they meet the requirements of point 66.20(b) of Part 66,
 - (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 three 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 CARC within seven days after issuing 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 airworthiness review staff and maintain a current list of all certifying staff and airworthiness review staff together with their scope of approval as part of the organization's manual pursuant to point M.604(a)5.

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 organization requesting maintenance 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 Form 18-0227 (as amended) shall be issued except for those components maintained in accordance with points M.502(b) and M.502(d) or M.502(e) and components fabricated in accordance with M.603(c).
- (b) The component certificate of release to service document, CARC Form 18-0227 (as amended), 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 the issue of the certificate of release to service, including the sub-contractor's release documents and for the issue of any airworthiness review certificate and recommendation shall be retained.
- (b) The approved maintenance organization shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific 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. In addition, it shall retain a copy of all the records related to the issue of recommendations and airworthiness review

certificates for three years from the date of issue and shall provide a copy of them to the owner of the aircraft.

- (1) The records under this point shall be stored in a manner that ensures protection from damage, alteration 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 three years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by CARC.

M.615 Privileges of the organization.

The maintenance organization approved in accordance with Subpart F of Part M may:

- (a) Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organization manual;
- (b) Arrange for the performance of specialized services under the control of the maintenance organization at another organization appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organization Manual approved by CARC directly;
- (c) Maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organization Manual;
- (d) Issue certificates of release to service on completion of maintenance, in accordance with M.612 or M.613.
- (e) If specifically approved to do so for LA1 aircraft not involved in commercial operations,
 - (1) reserved
 - (2) perform airworthiness reviews and issue the corresponding recommendations, under the conditions specified in point M.901(l) and M.904(a)(2) and (b).
- (f) Develop the maintenance program and process its approval in accordance with point M.302 for LA2 aircraft not involved in commercial operations, under the conditions specified in point M.201(e)(2), and limited to the aircraft ratings listed in the approval certificate.

The organization shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

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.

In order to enable 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) 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.606(b);
- (6) The facilities, equipment, tools, material, procedures, work scope, certifying staff and airworthiness review 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.618 Continued validity of approval.

- (a) An approval issued is effective from the date of issue until the last day of the 24th 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) 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 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 CARC within a period agreed with CARC.
- (d) When during audits or by other means evidence is found showing non-compliance to a requirement laid down in this Part, CARC shall take the following actions:
 - (1) For level 1 findings, immediate action shall be taken by CARC to 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, CARC shall 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, CARC can extend the three months period subject to a satisfactory corrective action plan.

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

SUBPART G — CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

M.701 Scope.

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 issue or change of a continuing airworthiness management organization approval shall be made on a form and in a manner established by 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 change of a CAMO approval 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 approval is indicated on a certificate included in Appendix VI issued by CARC.
- (b) Notwithstanding paragraph (a), for licensed air carriers, the approval shall be part of the air operator certificate issued by CARC, for the aircraft operated.
- (c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point M.704.

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(a), M.706(c) and M.706(d);
 - (4) An organization chart showing associated chains of responsibility between all the person(s) referred to in M.706(b) and M.706(c), and M.706(d) and;
 - (5) a list of the airworthiness staff referred to in point M.707.
 - (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, and;

- (9) The list of approved aircraft maintenance programs, or, for aircraft not used by licensed air carriers, the list of “generic” and “baseline” maintenance programs.
- (b) The continuing airworthiness management exposition and its amendments shall be approved by CARC.
- (c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organization as part of the exposition and be approved by CARC.

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 licensed air carrier, 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 licensed air carrier, 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 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.
- (i) Reserved.
- (j) The organization shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in points M.706 (a), M.706(c), and M.706 (d).
- (k) For complex motor-powered aircraft and for aircraft used by licensed air carriers the organization shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review

and/or quality audits in accordance with a procedure and to a standard agreed by CARC.

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 airworthiness review recommendations referred to in Subpart I:
- (1) For all aircraft used by licensed air carriers, and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:
 - (i) at least five years' experience in continuing airworthiness, and;
 - (ii) an appropriate license in compliance with Part 66 or a nationally recognized maintenance personnel qualification appropriate to the aircraft category or an aeronautical degree or equivalent, and;
 - (iii) formal aeronautical maintenance training, and;
 - (iv) a position within the approved organization with appropriate responsibilities.
 - (v) notwithstanding points "i" to "iv", the requirement laid down in point M.707(a)(1)(ii) may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.707(a)(1)(i).
 - (2) For aircraft not used by licensed air carriers of 2730 kg MTOM and below, and balloons, these staff shall have acquired:
 - (i) at least three years' experience in continuing airworthiness, and;
 - (ii) an appropriate license in compliance with Part-66 or a nationally recognized maintenance personnel qualification appropriate to the aircraft category or an aeronautical degree or equivalent, and;
 - (iii) appropriate aeronautical maintenance training, and;
 - (iv) a position within the approved organization with appropriate responsibilities;
 - (v) Notwithstanding points "i" to "iv", the requirement laid down in point M.707(a)(2)(ii) may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.707 (a)(2)(i).
- (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 CARC after satisfactory completion of an airworthiness review under supervision of CARC or under the supervision of the organization's airworthiness review staff in accordance with a procedure approved by CARC.
- (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 CARC for approval, unless covered by an indirect approval procedure in accordance with point M.302(c), and for aircraft not used by licensed air carriers provide a copy of the program to the owner or operator responsible in accordance with M.201,
 - (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,
 - (10) Ensure that the mass and balance statement reflects the current status of the aircraft.
- (c) In the case of complex motor-powered aircraft or aircraft used for CAT, or aircraft used for commercial specialized operations or commercial ATO operations, when the continuing airworthiness management organization is not appropriately approved to Part-145 or Part-M Subpart F, the organization shall in consultation with the operator, establish a written maintenance contract with a Part-145 or Part-M Subpart F 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 or Part-M. Subpart F approved maintenance organization and defining the support of the quality functions of M.712(b).

- (d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the Part-145 or Part-M Subpart F maintenance organization in the case of:
- (1) an aircraft requiring unscheduled line maintenance,
 - (2) component maintenance, including engine maintenance.

M.709 Documentation.

- (a) The approved continuing airworthiness management organization shall hold and use applicable current maintenance data in accordance with point M.401 for the performance of continuing airworthiness tasks referred to in point M.708. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organization only needs to keep such data for the duration of the contract, except when required by point M.714.
- (b) For aircraft not involved used by licensed air carrier, the approved continuing airworthiness management organization may develop “baseline” and/or “generic” maintenance programs in order to allow for the initial approval and/or the extension of the scope of an approval without having the contracts referred to in Appendix I to Part M. These “baseline” and/or “generic” maintenance programs however do not preclude the need to establish an adequate Aircraft Maintenance Program in compliance with point M.302 in due time before exercising the privileges referred to in point M.711.

M.710 Airworthiness review.

- (a) To satisfy the requirements for the airworthiness review of an aircraft referred to in point M.901, 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 CARC; and
- (11) If required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of Part-21.
- (b) The airworthiness review staff of the approved continuing airworthiness management organization shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part-66 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.403, and;
 - (5) No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.
- (d) By derogation to M.901(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) The recommendation for the issue of the airworthiness review certificate can only be issued:
 - (1) by airworthiness review staff appropriately authorised in accordance with point M.707 on behalf of the approved continuing airworthiness management organization or by certifying staff in cases provided for in point M.901(g), and
 - (2) When satisfied that the airworthiness review has been completely carried out and that there is no non-compliance which is known to endanger flight safety.
- (f) A copy of any airworthiness review recommendation issued for an aircraft registered in Jordan shall be sent to CARC within 10 days.
- (g) Airworthiness review tasks shall not be sub-contracted.
- (ga) For LA1 aircraft not involved in commercial operations for which the aircraft maintenance program has been established in accordance with M.302(h), the aircraft maintenance program shall be reviewed in conjunction with the airworthiness review. This review shall be accomplished by the person who performed the airworthiness review.
- (h) Should the outcome of the airworthiness review be inconclusive or should the review under point M.710(ga) show discrepancies on the aircraft linked to deficiencies in the content of the maintenance program, CARC shall be informed by the organization as soon as practicable but in any case, within 72 hours from the moment the organization identifies the condition to which the

review relates. The airworthiness review recommendation shall not be issued until all findings have been closed.

M.711 Privileges of the organization.

- (a) A continuing airworthiness management organization approved in accordance with Subpart G of this Part may:
 - (1) Manage the continuing airworthiness of aircraft, except those used by licensed air carriers as listed on the approval certificate;
 - (2) Manage the continuing airworthiness of commercial air transport aircraft when listed both on its approval certificate and on its Air Operator Certificate (AOC);
 - (3) Arrange to carry out limited continuing airworthiness tasks with any contracted organization, working under its quality system, as listed on the approval certificate;
 - (4) Reserved.
- (b) An approved continuing airworthiness management organization registered in Jordan may additionally be approved to carry out airworthiness reviews referred to in point M.710 and:
 - (1) Reserved.
 - (2) Issue a recommendation for the airworthiness review to CARC.

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 the approved continuing airworthiness management organization is approved in accordance with another Part, the quality system may be combined with that required by the other Part.
- (e) For licenced air carriers the M Subpart G quality system shall be an integrated part of the operator's quality system.
- (f) In the case of a small organization not managing the continuing airworthiness of aircraft used by licensed air carrier, the quality system may be replaced by regular organizational reviews subject to the approval of CARC, except when the organization issues airworthiness review recommendation for aircraft above 2730 kg MTOM other than balloons. In the case where there is no quality

system, the organization shall not contract continuing airworthiness management tasks to other parties.

M. 713 Changes to the approved continuing airworthiness organization.

In order to enable 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 certificate and recommendation issued, together with all supporting documents.
- (c) Reserved
- (d) The continuing airworthiness management organization shall retain a copy of all records referred to in paragraphs (b) and (c) until two years after the aircraft has been permanently withdrawn from service.
- (e) The records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (f) 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.
- (g) 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.
- (h) Where a continuing airworthiness management organization terminates its operation, all retained records shall be transferred to the owner of the aircraft.

M.715 Continued validity of approval

- (a) An approval issued is effective from the date of issue until the last day of the 24th 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) 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 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 CARC within a period agreed with CARC.
- (d) When during audits or by other means evidence is found showing non-compliance to a requirement laid down in this Part, CARC shall take the following actions:
 - (1) For level 1 findings, immediate action shall be taken by CARC to 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, CARC shall 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, CARC can extend the three months period subject to a satisfactory corrective action plan.
 - (3) Action shall be taken by CARC to suspend in whole or part the approval in case of failure to comply within the timescale granted by 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 maintenance organization approved in accordance with Part 145, the certificate of release to service shall be issued according to this Subpart.
- (b) No aircraft can be released to service unless a certificate of release to service is issued at the completion of any maintenance, when satisfied that all maintenance required has been properly carried out, by:
 - (1) appropriate certifying staff on behalf of the a maintenance organization approved in accordance with Part M Subpart F; or
 - (2) certifying staff in compliance with the requirements laid down in Part-66, except for complex maintenance tasks listed in Appendix VII to this Part for which point 1 applies; or
 - (3) by the Pilot-owner in compliance with point M.803;
- (c) By derogation from point M.801(b)(2) for LA1 aircraft not used in CAT or not used in commercial specialized operations or not used in commercial ATO operations, aircraft complex maintenance tasks listed in Appendix VII may be released by certifying staff referred to in point M.801(b)(2);
- (d) By derogation from point M.801(b), in the case of unforeseen situations, when an aircraft is grounded at a location where no approved maintenance organization appropriately approved under this part or Part-145 and no appropriate certifying staff are available, the owner may authorize any person, with not less than three years of appropriate maintenance experience and holding the proper qualifications, to maintain according to the standards set out in Subpart D of this part and release the aircraft. The owner shall in that case:
 - (1) obtain and keep in the aircraft records details of all the work carried out and of the qualifications held by that person issuing the certification; and
 - (2) ensure that any such maintenance is rechecked and released by an appropriately authorized person referred to in point M.801(b) or an organization approved in accordance with Subpart F of Part M, or with Part-145 at the earliest opportunity but within a period not exceeding seven days; and
 - (3) notify the organization responsible for the continuing airworthiness management of the aircraft when contracted in accordance with point M.201(e), or CARC in the absence of such a contract, within seven days of the issuance of such certification authorization;
- (e) In the case of a release to service in accordance with point M.801(b)(2) or point M.801(c), the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons subject to his/her direct and continuous control;
- (f) A certificate of release to service shall contain as a minimum:
 - (1) Basic details of the maintenance carried out; and
 - (2) The date such maintenance was completed; and
 - (3) The identity of the organization and/or person issuing the release to service, including:

- (i) the approval reference of the maintenance organization approved in accordance with Subpart F of Part M and the certifying staff issuing such a certificate; or
 - (ii) In the case of point M.801(b)(2) or M.801(c) certificate of release to service, the identity and if applicable license number of the certifying staff issuing such a certificate;
- (4) The limitations to airworthiness or operations, if any.
- (g) By derogation from paragraph (b) and notwithstanding the provisions of paragraph (h), when the maintenance prescribed cannot be completed, a certificate of release to service may be issued within the approved aircraft limitations. Such fact together with any applicable limitations of the airworthiness or the operations shall be entered in the aircraft certificate of release to service before its issue as part of the information required in paragraph (f)(4);
- (h) A certificate of release to service shall not be issued in the case of any known noncompliance which endangers flight safety.

M.802 Component certificate of release to service.

- (a) A certificate of release to service shall be issued at the completion of any maintenance carried out on an aircraft component in accordance with point M.502.
- (b) The authorized release certificate identified as CARC Form 18-0227 (as amended) constitutes the component certificate of release to service, except when such maintenance on aircraft components has been performed in accordance with point M.502(b), point M.502(d) or point M.502(e), in which case the maintenance is subject to aircraft release procedures in accordance with point M.801.

M.803 Pilot-owner authorization

- (a) To qualify as a Pilot-owner, the person must:
 - (1) hold a valid pilot license (or equivalent) issued or validated by CARC for the aircraft type or class rating; and
 - (2) own the aircraft, either as sole or joint owner; that owner must be:
 - (i) one of the natural persons on the registration form; or
 - (ii) a member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator, and that member is directly involved in the decision making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance.
- (b) For any non-complex motor-powered aircraft of 2 730 kg MTOM and below, sailplane, powered sailplane or balloon, that are not used in CAT, or not used in commercial specialized operations or not used in commercial ATO operations, the pilot-owner may issue a certificate of release to service after limited pilot-owner maintenance as specified in Appendix VIII.
- (c) The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance program referred to in point M.302.

- (d) The certificate of release to service shall be entered in the logbooks and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed and the identity, the signature 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 shall be carried out periodically.

- (a) An airworthiness review certificate is issued in accordance with Appendix III (CARC Form 18-0015a (as amended)) on completion of a satisfactory airworthiness review. The airworthiness review certificate is valid for one year;
- (b) An aircraft in a controlled environment is an aircraft:
 - (1) continuously managed during the previous 12 months by a unique continuing airworthiness management organization approved in accordance with Subpart G of Part M, and
 - (2) Which has been maintained for the previous 12 months by maintenance organizations approved in accordance with Subpart F of Part M, or with Part-145. This includes maintenance tasks referred to in point M.803(b) carried out and released to service in accordance with point M.801(b)(2) or point M.801(b)(3).
- (c) For all aircraft used by licensed air carrier, and aircraft above 2730 kg MTOM, except balloons, that are in a controlled environment, the organization referred to in (b) managing the continuing airworthiness of the aircraft may, if appropriately approved, and subject to compliance with paragraph (k) issue an airworthiness review recommendation in accordance with point M.710, and;
- (d) For all aircraft used by licensed air carrier and aircraft above 2730 kg MTOM, except balloons, that
 - (1) are not in a controlled environment, or
 - (2) which continuing airworthiness is managed by a continuing airworthiness management organization that does not hold the privilege to carry out airworthiness reviews,

The airworthiness review certificate shall be issued by CARC upon satisfactory assessment based on a recommendation made by a continuing airworthiness management organization appropriately approved in accordance with Subpart G of Part M sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.710;

- (e) For aircraft not used by licensed air carriers of 2730 kg MTOM and below, and balloons, any continuing airworthiness management organization approved in accordance with Subpart G of this Part and appointed by the owner or operator may, if appropriately approved and subject to point (k):
 - (1) issue the airworthiness review recommendation in accordance with point M.710,
 - (2) Reserved
- (f) Reserved.
- (g) By derogation from points M.901(e) and M.901(i)(2), for LA1 aircraft not used in CAT or not used in commercial specialized operations or not used in commercial ATO operations, the airworthiness review certificate will be issued

- by CARC upon satisfactory assessment, based on a recommendation made by certifying staff formally approved by CARC and complying with provisions of Part-66 as well as requirements laid down in point M.707(a)(2)(i), sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with M.710;
- (h) Whenever circumstances reveal the existence of a potential safety threat, CARC shall carry out the airworthiness review and issue the airworthiness review certificate;
 - (i) In addition to point (h), CARC may also carry out the airworthiness review and issue the airworthiness review certificate in the following cases:
 - (1) when the aircraft is managed by a continuing airworthiness management organization approved in accordance with Subpart G of Part M located in another country,
 - (2) for all balloons and any other aircraft of 2730 kg MTOM and below, if it is requested by the owner;
 - (j) When CARC carries out the airworthiness review, the owner or operator shall provide CARC with:
 - (1) the documentation required by 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-66 or equivalent personnel requirements laid down in point 145.30(j)(1) and (2) of Part 145;
 - (k) An airworthiness review certificate cannot be issued if there is evidence or reason to believe that the aircraft is not airworthy;
 - (l) For LA1 aircraft not involved in commercial operations, the Part-145 or M. Subpart F maintenance organization performing the annual inspection contained in the maintenance program may, if appropriately approved, perform the airworthiness review and issue the corresponding airworthiness review recommendation, subject to the following conditions:
 - (1) The organization nominates airworthiness review staff complying with all the following requirements:
 - (i) The airworthiness review staff hold a certifying staff authorization for the corresponding aircraft.
 - (ii) The airworthiness review staff have at least three years of experience as certifying staff.
 - (iii) The airworthiness review staff are independent from the continuing airworthiness management process of the aircraft being reviewed or have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed.
 - (iv) The airworthiness review staff have acquired knowledge of the parts of this Part relevant to continuing airworthiness management.
 - (v) The airworthiness review staff have acquired proven knowledge of the procedures of the maintenance organization relevant to the airworthiness review and issue of the airworthiness review recommendation.

- (vi) The airworthiness review staff have been formally accepted by CARC after having performed an airworthiness review under the supervision of CARC or under the supervision of the organization's airworthiness review staff in accordance with a procedure approved by CARC.
- (vii) The airworthiness review staff have performed at least one airworthiness review in the last twelve-month period.
- (2) The airworthiness review is performed at the same time as the annual inspection contained in the maintenance program and by the same person who releases such annual inspection, being possible to use the 90 days anticipation provision contained in M.710(d).
- (3) The airworthiness review includes a full documented review in accordance with point M.710(a).
- (4) The airworthiness review includes a physical survey of the aircraft in accordance with points M.710(b) and (c).
- (5) An airworthiness review recommendation is issued, on behalf of the maintenance organization, by the person who performed the airworthiness review when satisfied that:
 - (i) the airworthiness review has been completely and satisfactorily carried out; and
 - (ii) the maintenance program has been reviewed in accordance with point M.710(ga); and
 - (iii) there is no non-compliance which is known to endanger flight safety.
- (6) A copy of the airworthiness review recommendation issued is sent to CARC within 10 days of the date of issue.
- (7) CARC is informed within 72 hours if the organization has determined that the airworthiness review is inconclusive or if the review under point M.901(l)(5)(ii) shows discrepancies on the aircraft linked to deficiencies in the content of the maintenance program.
- (8) The manual or exposition of the maintenance organization describes all the following:
 - (i) The procedures for the performance of airworthiness reviews and the issue of the corresponding airworthiness review recommendation.
 - (ii) The names of the certifying staff authorized to perform airworthiness reviews.
 - (iii) The procedures for the review of the maintenance program.

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.
- (b) 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 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 is not in compliance with the Part-21.
- (c) Upon surrender or revocation, the airworthiness review certificate shall be returned to CARC.

M.903 Airworthiness certification of aircraft exported to another state.

- (a) When exporting an aircraft to another State, the applicant shall:
- (1) Inform CARC of the intention to exporting the aircraft to another state, then;
 - (2) Apply to CARC for deregistration of the aircraft.
- (b) If requested by the applicant, 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 export 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 CARC for the issuance of a Certificate of Registration in accordance with Part 47,
 - (2) for aircraft other than new, have an airworthiness review carried out satisfactorily in accordance with point M.901;
 - (3) Apply to CARC for the issuance of a Certificate of Airworthiness in accordance with Part -21,
 - (4) Show the compliance with the Type Certification and Continuing Airworthiness requirements,
- (b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organization or maintenance organization, if applicable, shall send a documented recommendation for the issuance of an airworthiness review certificate to CARC.
- (c) The owner shall allow access to the aircraft and associated documentation for inspection by CARC.
- (d) An airworthiness certificate will be issued by CARC when it is satisfied the aircraft complies with the requirements of Part 21.
- (e) CARC shall also issue the airworthiness review certificate; the airworthiness review certificate is valid for one year unless 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, according to point (d) the person or organization accountable referred to in point M.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of CARC within a period agreed with CARC including appropriate corrective action to prevent reoccurrence of the finding and its root cause.
- (d) When during audits or by other means evidence is found showing non-compliance to a requirement laid down in this Part, CARC shall take the following actions:
 - (1) For level 1 findings, immediate action shall be taken by CARC to 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, CARC shall 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, CARC can extend the three months period subject to a satisfactory corrective action plan.
 - (3) Action shall be taken by CARC to suspend in whole or part the approval in case of failure to comply within the timescale granted by CARC.

APPENDICES

Appendix- I Continuing Airworthiness Management Contract

1. When an owner/operator contracts in accordance with M.201 a Part-M Subpart G approved continuing airworthiness organization in accordance with M.201 to carry out continuing airworthiness management tasks, upon request by CARC a copy of the contract shall be sent by the owner/operator to CARC once it has been signed by both parties.
2. The contract shall be developed taking into account the requirements of Part-M and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.
3. It shall contain as a minimum the:
 - aircraft registration,
 - aircraft type,
 - aircraft serial number,
 - aircraft owner or registered lessee's name or company details including the address,
 - CAMO details including the address,
 - type of operation.
4. It shall state the following:

The owner/operator entrusts to the CAMO the management of the continuing airworthiness of the aircraft, the development of a maintenance program that shall be approved by CARC, and the organization of the maintenance of the aircraft according to said maintenance program.

According to the present contract, both signatories undertake to follow the respective obligations of this contract.

The owner/operator declares, to the best of their belief, that all the information given to the CAMO concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the CAMO.

In case of any non-conformity with this contract, by either of the signatories, it will become null. In such a case, the owner/operator will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform CARC within two full weeks.
5. When an owner/operator contracts a CAMO in accordance with M.201 the obligations of each party shall be shared as follows:
 - 5.1. Obligations of the CAMO:
 1. have the aircraft's type in the scope of its approval;
 2. respect the conditions to maintain the continuing airworthiness of the aircraft listed below:
 - (a) develop a maintenance program for the aircraft, including any reliability program developed, if applicable;

- (b) declare the maintenance tasks (in the maintenance program) that may be carried out by the pilot-owner in accordance with point M.803(c);
 - (c) organize the approval of the aircraft's maintenance program;
 - (d) once it has been approved, give a copy of the aircraft's maintenance program to the owner/operator;
 - (e) organize a bridging inspection with the aircraft's prior maintenance program;
 - (f) organize for all maintenance to be carried out by an approved maintenance organization;
 - (g) organize for all applicable airworthiness directives to be applied;
 - (h) organize for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be corrected by an approved maintenance organization, coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements;
 - (i) inform the owner each time the aircraft shall be brought to an approved maintenance organization;
 - (j) manage all technical records;
 - (k) archive all technical records.
3. organize the approval of any modification to the aircraft according to Part-21 before it is embodied;
 4. organize the approval of any repair to the aircraft according to Part-21 before it is carried out;
 5. inform CARC whenever the aircraft is not presented to the approved maintenance organization by the owner as requested by the approved organization;
 6. inform CARC whenever the present contract has not been respected;
 7. ensure that the airworthiness review of aircraft is carried out when necessary and a recommendation is sent to CARC;
 8. send a copy of an airworthiness review recommendation to CARC within 30 days prior to aircraft airworthiness review certificate due date;
 9. carry out all occurrence reporting mandated by applicable regulations;
 10. inform CARC whenever the present contract is denounced by either party.
- 5.2. Obligations of the owner/operator:
1. have a general understanding of the approved maintenance program;
 2. have a general understanding of Part-M;
 3. present the aircraft to the approved maintenance organization agreed with the CAMO at the due time designated by the CAMO's request;
 4. not modify the aircraft without first consulting the CAMO;
 5. inform the CAMO of all maintenance exceptionally carried out without the knowledge and control of the CAMO;
 6. report to the CAMO through the logbook all defects found during operations;
 7. inform CARC whenever the present contract is denounced by either

- party;
8. inform CARC and the CAMO whenever the aircraft is sold;
 9. carry out all occurrence reporting mandated by applicable regulations.
 10. inform on a regular basis the CAMO about the aircraft flying hours and any other utilization data, as agreed with the CAMO;
 11. enter the certificate of release to service in the logbooks as mentioned in point M.803(d) when performing pilot-owner maintenance without exceeding the limits of the maintenance tasks list as declared in the approved maintenance program as laid down in point M.803(c);
 12. inform the CAMO not later than 30 days after completion of any pilot-owner maintenance task in accordance with point M.305(a).

Appendix- II

Authorized Release Certificate CARC Form 18-0227

These instructions relate only to the use of the CARC Form 18-0227 (as amended) for maintenance purposes. Attention is drawn to Part-21 of which covers the use of the CARC Form 18-0227 (as amended) for production purposes.

1. Purpose and use

- 1.1 The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances; hereafter referred to as 'item(s)'.
- 1.2 Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3 The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The 'approved design data' mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4 The Certificate is not a delivery or shipping note.
- 1.5 Aircraft are not to be released using the Certificate.
- 1.6 The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- 1.7 A mixture of production released and maintenance released items is not permitted on the same Certificate.

2. General format

- 2.1 The certificate shall comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognizable.
- 2.2 The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognizable and legible. If in doubt consult CARC.
- 2.3 The User/Installer responsibility statement can be placed on either side of the form.
- 2.4 All printing shall be clear and legible to permit easy reading.
- 2.5 The certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 2.6 The certificate should be in English, and if appropriate, in one or more other languages.
- 2.7 The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading.

- 2.8 Limit the use of abbreviations to a minimum, to aid clarity.
- 2.9 The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate.

3. Copies

- 3.1 There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.

4. Error(s) on a certificate

- 4.1 If an end-user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
- 4.2 The new Certificate must have a new tracking number, signature and date.
- 4.3 The request for a new Certificate may be honoured without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 12 by the following statement; “This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service”. Both Certificates should be retained according to the retention period associated with the first.

5. Completion of the release certificate by the originator.

Block 1 The logo of CARC and

“The Hashemite Kingdom of Jordan”

“Civil Aviation Regulatory Commission“

Block 2 CARC Form 18-0227 header

“AUTHORIZED RELEASE CERTIFICATE”

“CARC Form 227”

Block 3 Form Tracking Number

Enter the unique number established by the numbering system/procedure of the Organization identified in block 4; this may include alpha/numeric characters.

Block 4 Organization Name and Address

Enter the full name and address of the approved organization (refer to CARC Form 18-0127 (as amended) AMO Approval Certificate or Part-M Subpart F approval certificate) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Work Order/Contract/Invoice

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

Block 6 Item

Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.

Block 7 Description

Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

Block 8 Part Number

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

Block 9 Quantity

State the quantity of items.

Block 10 Serial Number

If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter "N/A"..

Block 11 Status/Work

The following describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

(i)	Overhauled		Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holders, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by CARC. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
(ii)	Repaired		Rectification of defect(s) using an applicable standard (1).
(iii)	Inspected/Tested		Examination, measurement, etc. in accordance with an applicable standard (1) (e.g. visual inspection, functional testing, bench testing etc.).
(iv)	Modified		Alteration of an item to conform to an applicable standard (1).
(1) Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to CARC. The applicable standard shall be described in block 12.			

Block 12 Remarks

Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main CARC Form 18-0227 (as amended). Each statement must clearly identify which item(s) in Block 6 it relates to.

Examples of information to be entered in block 12 are:

- i. Maintenance data used, including the revision status and reference.
- ii. Compliance with airworthiness directives or service bulletins.
- iii. Repairs carried out.
- iv. Modifications carried out.
- v. Replacement parts installed.
- vi. Life limited parts status.
- vii. Deviations from the customer work order.
- viii. Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- ix. Information needed to support shipment with shortages or re-assembly after delivery.
- x. For maintenance Organizations approved in accordance with Subpart F of Part-M, the component certificate of release to service statement referred to in point M.613.
- xi. “Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance to the requirements of Subpart F of Part-M and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER PART-145.”

If printing the data from an electronic CARC Form 18-0227 (as amended), any appropriate data not fit for other blocks should be entered in this block.

Block 13a-13e

General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorized use.

Blocks 14a

Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box “other regulations specified in block 12” is marked, then the regulations of the other airworthiness authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

For all maintenance carried out by maintenance Organizations approved in accordance with Subpart F of (Part M), the box “other regulation specified in block 12” shall be ticked and the certificate of release to service statement made in block 12. In that case, the certification statement “unless otherwise specified in this block” is intended to address the following cases:

- a. Where the maintenance could not be completed.
- b. Where the maintenance deviated from the standard required by Part-M.
- c. Where the maintenance was carried out in accordance with a requirement other than that specified in Part-M. In this case block 12 shall specify the particular national regulation.

For all maintenance carried out by maintenance Organizations approved in accordance with Part-145, the certification statement “unless otherwise specified in block 12” is intended to address the following cases;

- a. Where the maintenance could not be completed.
- b. Where the maintenance deviated from the standard required by Part-145.
- c. Where the maintenance was carried out in accordance with a requirement other than that specified in Part-145. In this case block 12 shall specify the particular national regulation.

Block 14 b Authorized Signature

This space shall be completed with the signature of the authorized person. Only persons specifically authorized under the rules and policies of CARC are permitted to sign this block. To aid recognition, a unique number identifying the Authorized person may be added.

Block 14c Certificate/Approval Number

Enter the Certificate/Approval number/reference. This number or reference is issued by CARC.

Block 14d Name

Enter the name of the person signing block 14b in a legible form.

Block 14e Date

Enter the date on which block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year


User/Installer Responsibilities

Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

“THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.”

 <p>The Hashemite Kingdom of Jordan Civil Aviation Regulatory Commission</p>		<p>2. AUTHORIZED RELEASE CERTIFICATE CARC FORM 227</p>			3. Form Tracking Number
4. Organization Name and Address:					5. Work Order/Contract/Invoice
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.	11. Status/Work
12. Remarks					
13a. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12			14a <input type="checkbox"/> <u>Part-145.50</u> Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.		
13b. Authorized Signature		13c. Approval/Authorization Number		14b. Authorized Signature	
13d. Name		13e. Date (dd mmm yyyy)		14c. Certificate/Approval Ref. No.	
				14e. Date (dd mmm yyyy)	
<p>USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.</p>					

CARC Form 18-0227 (as amended)

Appendix- III
Airworthiness Review Certificate

JORDAN CIVIL AVIATION
REGULATORY COMMISSION



هيئة تنظيم الطيران المدني
الأردني

Airworthiness Review Certificate

Registration No. :

Pursuant to the Civil Aviation Law and Regulations in force, the Civil Aviation Regulatory Commission hereby certifies that the following aircraft:

Aircraft Manufacturer:

Aircraft Type :

Registration Mark:

Aircraft MSN:

is considered to be airworthy at the time of the issue.

Date of Issue:

Date of Expiry:

Director Airworthiness Standards

Airworthiness Review Recommendation

- (a) For the purpose of issuance and renewals of a Certificate of Airworthiness and an Airworthiness Review Certificate, the following actions are required:
1. Organizations managing the continuing airworthiness or the aircraft registered in their AOC and having granted the privileges to make a recommendation for the airworthiness review to CARC, shall develop a process and produce the records for submittal to CARC in accordance with the items from (1) through (6) of 'Aircraft Airworthiness Review Process', detailed below.
 2. Organizations managing the continuing airworthiness of the aircraft registered in their AOC shall develop a process and produce the records for submittal to CARC in accordance with items (1) through (3), and items (5.1) through items (5.7) of 'Aircraft Airworthiness Review Process',
 3. Organizations shall customize their own form in accordance with items (5) and (6); which is to be included in their CAME.
- (b) Aircraft Airworthiness Review Process
1. Plan is established for Aircraft Airworthiness Review by the organization
 2. A documented review process of aircraft records is established and at least includes the following:
 - 2.1 Aircraft registration records
 - 2.2 Aircraft continuing airworthiness record system (M.305)
 - 2.3 Operator's technical log system (M.306)
 - 2.4 Deferred defects, minimum equipment list and configuration deviation list (as applicable)
 - 2.5 Aircraft flight manual including aircraft configuration
 - 2.6 Aircraft Maintenance Program
 - 2.7 Aircraft Maintenance Data
 - 2.8 Relevant work packages
 - 2.9 AD status
 - 2.10 Modification & SB status
 - 2.11 Modification & repair approvals
 - 2.12 List of service life limited component
 - 2.13 Airworthiness Approval Tag (CARC Form 18-0227 (as amended) or equivalent, e.g. EASA Form 1, ...etc.)
 - 2.14 Mass & balance report and equipment list
 - 2.15 Aircraft engine and propeller Type Certificate Data Sheets
 - 2.16 ARS/CAMO produces records' compliance report which declare that the aircraft continuing Airworthiness records have been reviewed and found in compliance with part-M regulatory requirements
 3. A physical survey process of the aircraft is established and at least includes the following:

- 3.1 All required marking and placards are properly installed
- 3.2 The aircraft complies with its approved flight manual
- 3.3 The aircraft configuration complies with the approved documentation
- 3.4 No evident defect may exist which has not been addressed according to M.404
- 3.5 No inconsistencies may exist between the aircraft and item (2) documented review of records
- 3.6 In addition, the physical survey may include as applicable:
 - 3.6.1 Maintenance, e.g. operational test, test of emergency equipment, visual inspection requiring panel opening, ...etc.
 - 3.6.2 Verifications checks during flight
- 3.7 ARS/CAMO produce physical survey compliance report which declares that the physical survey has been carried out and the aircraft is found in compliance with Part-M regulatory survey requirement
4. The airworthiness review recommendation together with the continuing airworthiness records compliance report and the aircraft physical survey compliance are submitted to CARC.
5. The Airworthiness review recommendation contains at least the following information:
 - 5.1 General Information
 - 5.1.1 Part-M, Subpart G organization information
 - 5.1.2 Owner/Lessee information
 - 5.1.3 Date and place the document review and the aircraft survey were carried out
 - 5.1.4 Period and place the aircraft may be available for CARC inspection
 - 5.2 Aircraft information
 - 5.2.1 Make and model
 - 5.2.2 MSN
 - 5.2.3 Manufacturing date
 - 5.2.4 Registration marks
 - 5.2.5 Total time and cycle
 - 5.2.6 Flight manual reference
 - 5.2.7 Weight and center of gravity data
 - 5.2.8 Maintenance program reference
 - 5.3 Owner Request or his authorized agent for a new Airworthiness Review Certificate/Certificate of Airworthiness renewal
 - 5.4 List of organization having carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last airworthiness review certificate
 - 5.5 The compliance status of the review of the aircraft continuing airworthiness records

- 5.6 The compliance status of the aircraft physical survey with a precise list of the areas of the aircraft that were surveyed and their status
- 5.7 The list of all finding made during the airworthiness review (documents review and physical survey) with the corrective action(s) carried out
- 5.8 A Statement signed by the airworthiness review staff recommending issuance of the airworthiness review certificate
6. The Airworthiness Review Recommendation statement:
 - 6.1 The Airworthiness Review Recommendation statement confirms that the aircraft in its current configuration complies with the following:
 - 6.1.1 Airworthiness directives up to the latest published issue,
 - 6.1.2 Type Certificate Data Sheet,
 - 6.1.3 Maintenance program,
 - 6.1.4 Component service life limitations,
 - 6.1.5 The valid weight and center of gravity schedule reflecting the current configuration of the aircraft,
 - 6.1.6 Part 21 for all modifications and repairs,
 - 6.1.7 The current flight manual including supplements, and
 - 6.1.8 The applicable operational requirements,
 - 6.2 The statement's compliance items clearly state the exact reference of the data used in establishing compliance, e.g the number and issue of the certificate data sheet used,
 - 6.3 The statement confirms that the statement's compliance items are properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log.

Appendix- IV

Class and Ratings System to be used for the Approval of Maintenance Organizations referred to in Part-M Subpart F and Part-145

1. Except as stated otherwise for the smallest organization in paragraph 12, table referred to in point 13 provides the standard system for the approval of maintenance organization under Subpart F of Part-M and Part-145. An organization must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to table referred to in point 13, the approved maintenance organization is required to indicate *scope of work* in its maintenance organization manual/exposition. See also point 11.
3. Within the approval class(es) and rating(s) granted by CARC, the scope of work specified in the maintenance organization exposition defines the exact limits of approval. It is therefore essential that the approval class (es) and rating(s) and the organization's scope of work are matching.
4. A category A class rating means that the approved maintenance organization may carry out maintenance on the aircraft and any component (including engines/APUs), in accordance with aircraft maintenance data or, if agreed by CARC, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, A-rated approved maintenance Organization may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. This will be subject to a control procedure in the maintenance Organization exposition to be approved by CARC. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. A category B class rating means that the approved maintenance Organization may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by the CARC, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance Organization may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organization approved with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance Organization exposition to be approved by the CARC. The maintenance Organization exposition scope of work shall reflect such activity where permitted by the CARC.

6. A category C class rating means that the approved maintenance Organization may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance Organization approved with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance Organization exposition to be approved by CARC. The maintenance Organization exposition scope of work shall reflect such activity where permitted by CARC.
7. A category D class rating is a self-contained class rating not necessarily related to a specific aircraft, engine or other component. The D1—Non-Destructive Testing (NDT) rating is only necessary for an approved maintenance organization that carries out NDT as a particular task for another organization. A maintenance organization approved with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organization manual containing NDT procedures, without the need for a D1 class rating.
8. In the case of maintenance Organizations approved in accordance with Part-145, category A class ratings are subdivided into ‘Base’ or ‘Line’ maintenance. Such an Organization may be approved for either ‘Base’ or ‘Line’ maintenance or both. It should be noted that a ‘Line’ facility located at a main base facility requires a ‘Line’ maintenance approval.
9. The ‘limitation’ section is intended to give CARC flexibility to customize the approval to any particular organization. The table referred to in point 13 specifies the types of limitation possible. Whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organization. (An example could be avionic systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance Organization is approved to carry out maintenance up to and including this particular type/task.
10. When reference is made to series, type and group in the limitation section of class A and B. Series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series or Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc; type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type or Cessna 172RG type; any number of series or types may be quoted. Group means for example Cessna single piston engine aircraft or Lycoming non-supercharged piston engines, etc.
11. When a lengthy capability list is used which could be subject to frequent amendment, then such amendment may be in accordance with the indirect approval procedure referred to in point M.604(c) or 145.70 (c) as applicable.

12. A maintenance organization which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

CLASS	RATING	LIMITATION
CLASS AIRCRAFT	RATING A2 AEROPLANES 5700 KG AND BELOW	PISTON ENGINE 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 HELICOPTERS	SINGLE PISTON ENGINE 3175 KG AND BELOW
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APU'S.	C1 TO C22	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED.

It should be noted that such an organization may be further limited by CARC in the scope of approval dependent upon the capability of the particular organization.

13. Table

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5700 kg	[Rating reserved to Maintenance Organizations approved in accordance with Part-145] [Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks] <i>Example: Airbus A320 Series</i>	[YES/ NO]*	[YES/ NO]*
	A2 Aeroplanes 5700 kg and below	[Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks] <i>Example: DHC-6 Twin Otter Series</i>	[YES/ NO]*	[YES/ NO]*
	A3 Helicopters	[Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s)] <i>Example: Robinson R44</i>	[YES/ NO]*	[YES/ NO]*
	A4 Aircraft other than A1, A2 and A3	[Shall state aircraft category series or type and/or the maintenance task(s).]	[YES/ NO]*	[YES/ NO]*
ENGINES	B1 Turbine	[Shall state engine series or type and/or the maintenance task(s)] <i>Example: PT6A Series</i>		
	B2 Piston	[Shall state engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[Shall state engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	[Shall state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s).] <i>Example: PT6A Fuel Control</i>		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors - Hatches			
	C5 Electrical Power & Lights			
	C6 Equipment			
	C7 Engine - APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter - Rotors			
	C11 Helicopter - Trans			
	C12 Hydraulic Power			
	C13 Indicating -recording system			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & Vacuum			
	C18 Protection ice/rain/fire			
	C19 Windows			
	C20 Structural			
	C21 Water ballast			
	C22 Propulsion Augmentation			
SPECIALISED SERVICES	D1 Non Destructive Testing	[Shall state particular NDT method(s)]		
(*) Delete as appropriate				

Appendix- V

Approval Certificate for Part M Subpart F Maintenance Organization



**The Hashemite Kingdom of Jordan
Civil Aviation Regulatory Commission**

**Part M Subpart F Maintenance Organization
Approval Certificate**

Approval No.: CARC.MF.xx

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

[Organization Name]

Maintenance Organization

[Organization Address]

As a Part M Subpart F Maintenance Organization approved to maintain the products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service using the above approval number and, when stipulated, to issue airworthiness review recommendations as specified in point M.901(1) of the same regulation for those aircraft listed in the attached approval schedule.

Conditions:

1. This approval is limited to that specified in the scope of work section of the approved maintenance organization manual as referred to in Subpart F of Part M.
2. This approval requires compliance with the procedures specified in the approved maintenance organization manual,
3. This approval is valid whilst the approved maintenance organization remains in compliance with Part M, and
4. Subject to compliance with the foregoing conditions, this approval shall remain valid until the expiry date, unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of First Issue:

Date of Re-issue:

Date of Expiry:

Chief Commissioner

Date of attached Approval Schedule:

Approval Schedule

Organization Name: **[Organization Name] Maintenance Organization**

Approval No.: **CARC.MF.xx**

Class	Rating	Limitation
Aircraft (**)	(***)	(****)
Engine (**)	(***)	(****)
Components other than complete engines or APU's (**)	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
Specialized Services (**)	(***)	

This approval is limited to the products, parts and appliances and to the activities specified in the work section of the approved maintenance organization manual.

Reference: Maintenance Organization Manual at latest amendment.

Date of issue:

Chief Commissioner

**Appendix- VI
Approval Certificate Part-M Subpart G Continuing Airworthiness
Management Organization**



**The Hashemite Kingdom of Jordan
Civil Aviation Regulatory Commission**

CAMO Approval Certificate

Approval No.: **CARC.CAMO.xxx**

Pursuant to the Civil Aviation Law and Regulations in force and subject to the conditions specified below, the Civil Aviation Regulatory Commission hereby certifies;

Continuing Airworthiness Management Organization

as a continuing management organization as referred to in JCAR Part-M Subpart G approved to manage the continuing airworthiness of the following aircraft and to issue recommendations after an airworthiness review as specified in M.710 when stipulated:

Aircraft type	Approved maintenance program reference	ARR authorized	Organization(s) working under the quality system of CAMO

Date of First Issue:

Date of Re-issue:

Date of Expiry:

Chief Commissioner

CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the approved continuing airworthiness management exposition as referred to in JCAR Part-M Subpart G.
2. This approval requires compliance with the procedures specified in the approved continuing airworthiness management exposition.
3. This approval is valid whilst the approved continuing airworthiness management organization remains in compliance with JCAR Part-M.
4. Where the continuing airworthiness management organization contracts under its Quality System the service of an/several organization(s), this approval remains valid subject to such organization(s) fulfilling applicable contractual obligations.
5. Subject to compliance with conditions 1 to 4 above, this approval remains valid until the expiry date unless the approval has previously been surrendered, superseded, suspended or revoked. If this form is also used for AOC holders, the AOC number shall be added to the reference, in addition to the standard number, and the condition 5 shall be replaced by the following extra conditions:
6. This approval does not constitute an authorization to operate the types of aircraft referred to in paragraph 1. The authorization to operate the aircraft is the Air Operator Certificate (AOC).
7. Termination, suspension or revocation of the AOC automatically invalidates the present approval in relation to the aircraft registrations specified in the AOC, unless otherwise explicitly stated by CARC.
8. Subject to compliance with the previous conditions, this approval shall remain valid until the expiry date unless the approval has previously been surrendered, superseded, suspended or revoked.

Appendix- VII Complex Maintenance Tasks

The following constitutes the complex maintenance tasks referred to in M.801(b)(2) and M.801(c):

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:
 - (a) a box beam;
 - (b) a wing stringer or chord member;
 - (c) a spar;
 - (d) a spar flange;
 - (e) a member of a truss-type beam;
 - (f) the web of a beam;
 - (g) a keel or chine member of a flying boat hull or a float;
 - (h) a corrugated sheet compression member in a wing or tail surface;
 - (i) a wing main rib;
 - (j) a wing or tail surface brace strut;
 - (k) an engine mount;
 - (l) a fuselage longeron or frame;
 - (m) a member of a side truss, horizontal truss or bulkhead;
 - (n) a seat support brace or bracket;
 - (o) a seat rail replacement;
 - (p) a landing gear strut or brace strut;
 - (q) an axle;
 - (r) a wheel; and
 - (s) a ski or ski pedestal, excluding the replacement of a low-friction coating.

2. The modification or repair of any of the following parts:
 - (a) aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture;
 - (b) aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15cm (6inches) in any direction;
 - (c) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding
 - (i) the swaging of a repair splice or cable fitting, and
 - (ii) the replacement of a push-pull tube end fitting that is attached by riveting; and
 - (d) Any other structure, not listed in (1) that a manufacturer has identified as primary structure in its maintenance manual structural repair manual or instructions for continuing airworthiness.

3. The performance of the following maintenance on a piston engine:
 - (a) Dismantling and subsequent reassembling of a piston engine other than:

- (i) To obtain access to the piston/cylinder assemblies; or
 - (ii) To remove the rear accessory cover to inspect and/or replace oil pump assemblies, where such work does not involve the removal and re-fitment of internal gears;
 - (b) Dismantling and subsequent reassembling of reduction gears;
 - (c) welding and brazing of joints, other than minor weld repairs to exhaust units carried out by a suitably approved or Authorized welder but excluding component replacement;
 - (d) The disturbing of individual parts of units which are supplied as bench tested units, except for the replacement or adjustment of items normally replaceable or adjustable in service.
4. The balancing of a propeller, except:
- (a) For the certification of static balancing where required by the maintenance manual;
 - (b) Dynamic balancing on installed propellers using electronic balancing equipment where permitted by the maintenance manual or other approved airworthiness data;
5. Any additional task that requires:
- (a) Specialized tooling, equipment or facilities; or
 - (b) Significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.

Appendix- VIII

Limited Pilot Owner Maintenance

In addition to the requirements laid down in (Part M), the following basic principles are to be complied with before any maintenance task is carried out under the terms of Pilot-owner maintenance:

(a) Competence and responsibility

1. The Pilot-owner is always responsible for any maintenance that he performs.
2. Before carrying out any Pilot-owner maintenance tasks, the Pilot-owner must satisfy himself that he is competent to do the task. It is the responsibility of Pilot-owners to familiarize themselves with the standard maintenance practices for their aircraft and with the aircraft maintenance program. If the Pilot-owner is not competent for the task to be carried out, the task cannot be released by the Pilot-owner.
3. The Pilot-owner (or his contracted continuing airworthiness management Organization referred to in Subpart G, of this part) is responsible for identifying the Pilot-owner tasks according to these basic principles in the maintenance program and for ensuring that the document is updated in a timely manner.
4. The approval of the maintenance program has to be carried out in accordance with point M.302.

(b) Tasks

The Pilot-owner may carry out simple visual inspections or operations to check for general condition and obvious damage and normal operation of the airframe, engines, systems and components.

Maintenance tasks shall not be carried out by the Pilot-owner when the task:

1. Is critical maintenance task;
2. Requires the removal of major components or major assembly and/or;
3. Is carried out in compliance with an Airworthiness Directive or an Airworthiness Limitation Item, unless specifically allowed in the AD or the ALI and/or;
4. Requires the use of special tools, calibrated tools (except torque wrench and crimping tool) and/or;
5. Requires the use of test equipment or special testing (e.g. NDT, system tests or operational checks for avionic equipment) and/or;
6. Is composed of any unscheduled special inspections (e.g. heavy landing check) and/or;
7. Is effecting systems essential for the IFR operations and/or;
8. Is listed in Appendix VII or is a component maintenance task in accordance with points M.502(a), (b), (c) or (d), and /or;
9. Is part of the annual or 100h check contained in the Minimum Inspection Program described in M.302(i).

The criteria 1 to 9 listed above cannot be overridden by less restrictive instructions issued in accordance with "M.302(d) Maintenance Program".

Any task described in the aircraft flight manual as preparing the aircraft for flight (Example: assembling the glider wings or pre-flight), is considered to be a pilot task and is not considered a Pilot-owner maintenance task and therefore does not require a Certificate of Release to Service.

(c) Performance of the maintenance Pilot-owner tasks and records

The maintenance data as specified in point M.401 must be always available during the conduct of Pilot-owner maintenance and must be complied with. Details of the data referred to in the conduct of Pilot-owner maintenance must be included in the Certificate of Release to Service in accordance with point M.803(d).

The Pilot-owner must inform the approved continuing airworthiness management Organization responsible for the continuing airworthiness of the aircraft (if applicable) not later than 30 days after completion of the Pilot-owner maintenance task in accordance with point M.305(a).