

<b>CARC/AWSD</b>	<b>Airworthiness Instructions</b>
<b>AI No. 18/ADMIN/PUB/1708, issue date: 23/10/2013</b>	
<b>Subject:</b> MOE Procedures for JCAR PART 66 Licence Conversion	
<b>Applicability:</b> This AI is applicable to all Approved Maintenance Organizations.	
<b>Effective:</b> 23/10/2013.	
<b>General:</b> JCAR PART 66 "Personnel Licensing" is effective on 01/09/2013, which requires that all personnel holding the previous CARC licence issued in accordance with JCAR PART 65 to be converted to the new JCAR PART 66 licence. The conversion process has to be reflected in each approved maintenance organization MOE. In this regard, the following procedures are to be incorporated in the Organization's MOE.	
<b>MOE Procedures:</b>  3.4.2.2 JCAR Part 66 requirements On 01/09/2013, the new JCAR Part 66 entered into force; this means that the certifying staff must possess this kind of licence dealing with the scope of authorization (with or without limitation) to continue his work. Until 01/09/2015, these requirements are not mandatory, after this date, to become a certifying staff or support staff, the personnel must hold a JCAR Part 66 licence. The procedure "Conversion of a Part 65 licence into a Part 66 licence" has to be used and a Part 145 procedure has to be developed by every approved maintenance organization to obtain these licences for its certifying staff and support staff. Except for obtaining a JCAR Part 66 licence, the process to become certifying or support staff remains the same (basic training, technical training, specific training, etc.).  3.4.2.2.1 Purpose of this procedure According to the new regulation Part 66, using CARC Guidance Procedure "Conversion of Part 65 licence into a Part 66 licence" (Guidance Procedure AWS 41) is necessary. For the personnel inside the Part 145 organization, one of the three lists will be used: <ul style="list-style-type: none"> <li>- List PR1</li> <li>- List PR2</li> <li>- List PR3</li> </ul> For the personnel who are not inside the organization but were previously inside the organization, the Form PR4 shall be used.  3.4.2.2.2 Quality process The organization has to manage, through the quality process, the matter to fill these forms. For certifying staff already authorized in accordance with the old system, the List PR1 shall be used. This list has to be filled with the information of each certifying staff as mentioned in the conversion procedure. For personnel already in the organization without certifying staff authorization but eligible to certifying staff authorization, the List PR2 shall be used. For personnel in qualification process, that means that the personnel doesn't meet all the relevant requirements of MOE 3.4.2, the List PR3 shall be used. With this particular case, the personnel have to finish their qualification process according to MOE 3.4.2 before 01/09/2015.  For the Form PR4, though the applicant is responsible of filling the form, the Quality manager has to sign it in order to validate the included data and to provide the applicant with related evidences from the organization.	

Approved by:



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**Director Airworthiness Standards**

