

**1. AOC Holder/Applicant Details.**

• Operator name			
• Flight operations post holder contact details	Name	Phone No.	E-Mail

**2. Crew Member Certificate (CMC) Application Details.**

• Applicant Name			
• Nationality			
• Occupation	<input type="checkbox"/> Flight Crew Member <input type="checkbox"/> Load Control <input type="checkbox"/> Aircraft Maintenance Personnel	<input type="checkbox"/> Cabin Crew Member <input type="checkbox"/> Load Master <input type="checkbox"/> Aircraft Performance Engineer	<input type="checkbox"/> Flight Dispatcher <input type="checkbox"/> EFB Administrator <input type="checkbox"/> Other Personnel

**3. Crew Member Certificate Issuance & Renewal Requirements and Assessment.**

No	JCAR OPS 1 Requirements	Applicant Use		CARC Use	
		YES	NO	YES	NO
<b>a. General Requirement.</b>					
(1)	Hold a valid passport				
(2)	Hold a valid security background check clearance				
	<input type="checkbox"/> For non-Jordanian nationals only:				
(3)	Hold a valid residence permit				
	Hold a valid work permit				
<b>b. Technical Requirements.</b>					
<b>(1) <input type="checkbox"/> Flight Crew Member.</b>					
	Hold a valid JCAR professional pilot license or equivalent validation that includes:				
(a)	Valid type/class rating				
	Valid English proficiency				
	Valid JCAR Medical Certificate - Class 1				
<b>(2) <input type="checkbox"/> Cabin Crew Member.</b>					
(a)	Hold JCAR attestation				
(b)	Hold a valid JCAR Medical Certificate - Class 3				
<b>(3) <input type="checkbox"/> Flight Dispatcher.</b>					
(a)	Hold a valid JCAR flight dispatcher license or equivalent validation				
<b>(4) <input type="checkbox"/> Load Control.</b>					
(a)	Qualified and assigned as a load control on specific passengers aircraft type(s)				
<b>(5) <input type="checkbox"/> Load Master.</b>					
(a)	Qualified and assigned as a load master on specific cargo aircraft type(s)				
<b>(6) <input type="checkbox"/> Electronic Flight Bag (EFB) Administrator.</b>					
(a)	Qualified and assigned as a EFB administrator on specific aircraft type(s)				
<b>(7) <input type="checkbox"/> Aircraft Maintenance Personnel.</b>					
(a)	Holds a valid JCARs Aircraft Maintenance License (AML) on category A, B1 or B2 and assigned to conduct the required tasks and duties during a flight duty period by the operator				
(b)	Valid JCAR Medical Certificate - Class 3				
<b>(8) <input type="checkbox"/> Aircraft Performance Engineer.</b>					
(a)	Qualified and assigned as aircraft performance engineer on specific aircraft type(s)				
<b>(9) <input type="checkbox"/> Other Personnel.</b>					
(a)	Define occupation				
	Applicant Justification:				
(b)	Define that, the reason for occupation is essential and justified				
	Applicant Justification:				
(c)	Qualified and assigned by the operator to conduct defined tasks and duties during a flight duty period				



#### 4. Flight Operations Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for crew member certificate issuance, and I am satisfied that the information contained in this application are true, correct and completed		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

#### 5. Crew Member Certificate (CMC) Approval (CARC Use Only):

• Assessment results	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• CMC Issuance	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
• Occupation	<input type="checkbox"/> Flight Crew Member	<input type="checkbox"/> Cabin Crew Member
	<input type="checkbox"/> Load Control	<input type="checkbox"/> Load Master
	<input type="checkbox"/> Aircraft Maintenance Personnel	<input type="checkbox"/> Aircraft Performance Engineer
• Applicant Name		
• Airplane type(s)		
• CMC issuance date		
• CMC expiry date		
• AOC holder name		

  

<b>Approving Inspector Name</b>	<b>Signature</b>	<b>Date</b>

#### 6. SUPPORTING DOCUMENTS (As Applicable):

- Cover letter. Assignment letter signed by Flight Operations Post Holder addressing that the applicant is contracted to operate with the AOC holder/applicant.
- Crewmember certificate issuance & renewal application form. This application form "CARC Form 28-01-0209".
- Copy of a valid passport.
- Copy of a valid security background check clearance.
- For non-Jordanian nationals only:
  - Copy of a valid residence permit.
  - Copy of a valid work permit.
- For flight crewmembers. Copy of a valid JCAR professional pilot license or equivalent validation that includes:
  - Valid type/class rating.
  - Valid English proficiency.
  - Valid JCAR Medical Certificate - Class 1.
- For cabin crew member:
  - Copy of JCAR attestation.
  - Copy of a valid JCAR Medical Certificate - Class 3.
- For flight dispatcher. Copy of a valid JCAR flight dispatcher license or equivalent validation.
- For load control. Copy of the load control qualification list on specific passengers aircraft type(s) as per the operator-training program.
- For loadmaster. Copy of the load master qualification list on the specific cargo aircraft type(s) as per the operator-training program.
- Electronic flight bag (EFB) administrator. Copy of the EFB administrator qualification list on specific aircraft type(s) as per the operator-training program.
- Aircraft maintenance personnel:
  - Copy of a valid JCARs Aircraft Maintenance License (AML) on category A, B1 or B2.
  - Copy of a valid a valid JCAR Medical Certificate - Class 3.
- Performance engineer. Copy of the performance engineer qualification list on the specific aircraft type(s) as per the operator-training program.
- Other personnel. Copy of the specified occupation qualification list as per the operator-training program.