

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	



**Brunei Department of Civil Aviation**  
**Negara Brunei Darussalam**  
[www.mtic.gov.bn/dca](http://www.mtic.gov.bn/dca)

## **Brunei Aviation Requirements**

# **BAR 1 Part ARA Authority Requirements for Aircrew**

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Table of Contents

Brunei Aviation Requirements	1
BAR 1 Part ARA Authority Requirements for Aircrew	1
Table of Contents	2
Control of this Document	5
Subpart GEN - General Requirements	7
Section I - General.....	7
ARA.GEN.105 Definitions.....	7
ARA.GEN.115 Oversight documentation .....	8
ARA.GEN.120 Means of compliance .....	8
ARA.GEN.125 Information to the Brunei DCA .....	9
ARA.GEN.135 Immediate reaction to a safety problem .....	9
Section II - Management .....	9
ARA.GEN.200 Management system .....	9
ARA.GEN.205 Allocation of tasks to qualified entities.....	10
ARA.GEN.210 Changes in the management system.....	10
ARA.GEN.220 Record-keeping .....	10
Section III - Oversight, certification and enforcement.....	11
ARA.GEN.300 Oversight.....	11
ARA.GEN.305 Oversight programme.....	12
ARA.GEN.310 Initial certification procedure – organisations .....	13
ARA.GEN.315 Procedure for issue, revalidation, renewal or change of licences, ratings, certificates or attestations – persons .....	13
ARA.GEN.330 Changes – organisations.....	14
ARA.GEN.350 Findings and corrective actions – organisations .....	14
ARA.GEN.355 Findings and enforcement measures – persons .....	15
Subpart FCL - Specific Requirements Relating to Flight Crew Licensing	17
Section I - General.....	17
ARA.FCL.120 Record-keeping .....	17
Section II - Licences, ratings and certificates .....	17
ARA.FCL.200 Procedure for issue, revalidation or renewal of a licence, rating or certificate	17
ARA.FCL.205 Monitoring of examiners .....	17
ARA.FCL.210 Information for examiners.....	17
ARA.FCL.215 Validity period.....	18
ARA.FCL.220 Procedure for the re-issue of a pilot licence .....	18

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

ARA.FCL.250 Limitation, suspension or revocation of licences, ratings and certificates .....	18
Section III - Theoretical knowledge examinations .....	19
ARA.FCL.300 Examination procedures.....	19
Subpart CC - Specific Requirements Relating to Cabin Crew .....	20
Section I - Cabin crew attestations .....	20
ARA.CC.100 Procedures for cabin crew attestations .....	20
ARA.CC.105 Suspension or revocation of cabin crew attestations.....	20
Section II - Organisations providing cabin crew training or issuing cabin crew attestations ..	20
ARA.CC.200 Approval of organisations to provide cabin crew training or to issue cabin crew attestations .....	20
Subpart ATO - Specific Requirements Related to Approved Training Organisations (ATOs)	22
Section I - General.....	22
ARA.ATO.105 Oversight Programme.....	22
ARA.ATO.120 Record-keeping .....	22
Subpart FSTD - Specific Requirements Related to the Qualification of Flight Simulations Training Devices (FSTDs)	23
Section I - General.....	23
ARA.FSTD.100 Initial evaluation procedure.....	23
ARA.FSTD.110 Issue of an FSTD qualification certificate .....	23
ARA.FSTD.115 Interim FSTD qualification .....	24
ARA.FSTD.120 Continuation of an FSTD qualification .....	24
ARA.FSTD.130 Changes .....	24
ARA.FSTD.135 Findings and corrective actions – FSTD qualification certificate .....	24
ARA.FSTD.140 Record keeping.....	25
Subpart AeMC - Specific Requirements Relating to Aero-Medical Centres (AeMCs)	26
Section I - General.....	26
ARA.AeMC.110 Initial certification procedure .....	26
ARA.AeMC.150 Findings and corrective actions – AeMC.....	26
Subpart MED - Specific Requirements Relating to Aero-Medical Certification	27
Section I - General.....	27
ARA.MED.120 Medical assessors.....	27
ARA.MED.125 Referral to the licensing authority.....	27
ARA.MED.130 Medical certificate format .....	27
ARA.MED.135 Aero-medical forms .....	28
ARA.MED.145 GMP notification to the competent authority .....	28
ARA.MED.150 Record-keeping.....	28
Section II - Aero-medical examiners (AMEs).....	29

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

ARA.MED.200 Procedure for the issue, revalidation, renewal or change of an AME certificate	29
ARA.MED.240 General medical practitioners (GMPs) acting as AMEs .....	29
ARA.MED.245 Continuing oversight of AMEs .....	29
ARA.MED.250 Limitation, suspension or revocation of an AME certificate .....	29
ARA.MED.255 Enforcement measures .....	30
Section III - Medical certification .....	30
ARA.MED.315 Review of examination reports .....	30
ARA.MED.325 Secondary review procedure .....	30
ARA.MED.330 Special medical circumstances .....	30
Appendix I to Part ARA	32
Appendix II to Part-ARA	37
Appendix III to Part-ARA	39
Appendix IV to Part-ARA	41
Appendix V to Part-ARA	45
Appendix VI to Part-ARA	46

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Control of this Document

### DC.1 Introduction

DC.1.1 Pursuant to Civil Aviation Order 2006 and the Civil Aviation Regulations 2006 and their subsequent amendments, the following requirements are hereby established for compliance by all persons concerned, the Director of Civil Aviation is empowered to adopt and amend Brunei Aviation Requirements. In accordance herewith, the following requirement is hereby established for compliance by all persons concerned. This requirement shall be known as BAR 1 Part ARA Authority Requirements for Aircrew and any reference to this title shall mean referring to the requirements to be met for civil aviation in Brunei Darussalam.

### DC.2 Authority for these Requirements

DC.2.1 This BAR 1 Part ARA Authority Requirements for Aircrew is issued on the authority of the Director of Civil Aviation.

### DC.3 Applicability

DC.3.1 This BAR 1 Part ARA Authority Requirements for Aircrew is applicable to the aviation industry of Brunei Darussalam.

### DC.4 Scope

DC.4.1 BAR 1 Personnel Licensing contains the personnel licensing requirements of Brunei Darussalam, and shows compliance with ICAO Annex 1. The requirements in BAR 1 are separated into the following parts with cross references between parts where applicable.

- Part Aircrew Cover Requirement
- **Part ARA Authority Requirements for Aircrew**
- Part ORA Organisational Requirements for Aircrew
- Part FCL Flight Crew Licensing
- Part CC Cabin Crew
- Part FOO/FD Flight Operation Officer and Flight Dispatcher
- Part MED Medical
- Part 66 Aircraft Maintenance Licence
- Part 147 Approved Training Organisations
- Part ATCO (Air Traffic Control Officer) Licensing and Medical

### DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Part ARA Authority Requirements for Aircrew

BRUNEL DCA

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Subpart GEN - General Requirements

### Section I - General

#### ARA.GEN.105 Definitions

For the purposes of this Part and of Part-ORA, the following definitions apply:

1. **“Acceptable Means of Compliance (AMC)”** are non-binding standards adopted by the Brunei DCA to illustrate means to establish compliance with the Requirements;
2. **“Alternative means of compliance”** are those that propose an alternative to an existing AMC or those that propose new means to establish compliance with the Requirements for which no associated AMC have been adopted by the Brunei DCA;
3. **“Approved training organisation (ATO)”** means an organisation qualified for the issue or continuation of an approval to provide training for pilot licences and associated ratings and certificates;
4. **“Basic instrument training device model (BITD model)”** means a defined hardware and software combination, which has obtained a BITD qualification;
5. **“Certification specifications (CS)”** are technical standards adopted by the Brunei DCA indicating means to show compliance with the ICAO Standards which can be used by organisations for the purpose of certification; Brunei DCA adopts these standard where practical to do so.
6. **“Flight instructor (FI)”** means an instructor with the privileges to provide training in an aircraft, in accordance with Part-FCL;
7. **“Flight simulation training device (FSTD)”** means a training device which is:
  - (a) in the case of aeroplanes, a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT), or a basic instrument training device (BITD);
  - (b) in the case of helicopters, a full flight simulator (FFS), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);
8. **“FSTD qualification”** means the level of technical ability of an FSTD as defined in the compliance document;
9. **“FSTD user”** means the organisation or person requesting training, checking or testing through the use of an FSTD to an ATO;
10. **“Grounding”** means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;
11. **“Guidance Material (GM)”** means non-binding material developed by the Brunei DCA that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of the Requirements;
12. **“BAR 6 ARO.RAMP”** means the Subpart RAMP of Part ARO to the Requirement on Air Operations;
13. **“Other training device (OTD)”** means an aid used for pilot training other than an FSTD that provides for training where a complete flight deck or cockpit environment is not necessary;
14. **“Part-ARA”** means the Authority Requirements for Aircrew;

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

15. **“BAR 6 Part-ORO”** means the Organisational Requirements for Air Operators.;
16. **“Part-CC”** means the Requirements on Cabin Crew for Civil Aviation Aircrew;
17. **“Part-FCL”** means the Requirements on Flight Crew Licensing for Civil Aviation Aircrew;
18. **“Part-MED”** means the Medical Requirements for Civil Aviation Aircrew;
19. **“Part-ORA”** means the Organisational Requirements for Civil Aviation Aircrew;
20. **“Principal place of business”** means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in these Requirements are exercised;
21. **“Qualification test guide (QTG)”** means a document designed to demonstrate that the performance and handling qualities of an FSTD represent those of the aircraft, class of aeroplane or type of helicopter, simulated within prescribed limits and that all applicable requirements have been met. The QTG includes both the data of the aircraft, class of aeroplane or type of helicopter and FSTD data used to support the validation.

#### **ARA.GEN.115 Oversight documentation**

The Brunei DCA shall provide all legislative acts, standards, rules, technical publications and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.

#### **ARA.GEN.120 Means of compliance**

- (a) The Brunei DCA shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with the Requirements. When the AMC are complied with, the related Requirements are met.
- (b) Alternative means of compliance may be used to establish compliance with the Requirements.
- (c) The Brunei DCA shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with the Requirements.
- (d) The Brunei DCA shall evaluate all alternative means of compliance proposed by an organisation in accordance with ORA.GEN.120 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the Brunei DCA finds that the alternative means of compliance are in accordance with the Requirements, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly;
- (e) When the Brunei DCA itself uses alternative means of compliance to achieve compliance with the Requirements it shall:
  - (1) make them available to all organisations and persons under its oversight.



Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

### **ARA.GEN.125 Information to the Brunei DCA**

- (a) Any organisation shall without undue delay notify the Brunei DCA in case of any significant problems with the implementation of the Requirements.
- (b) Any organisation shall provide the Brunei DCA with safety-significant information stemming from the occurrence reports it has received.

### **ARA.GEN.135 Immediate reaction to a safety problem**

- (a) The Brunei DCA shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) The Brunei DCA shall implement a system to appropriately analyse any relevant safety information received and without undue delay provide any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to the Requirements.
- (c) Upon receiving the information referred to in (a) and (b), the Brunei DCA shall take adequate measures to address the safety problem.
- (d) Measures taken under (c) shall immediately be notified to all persons or organisations which need to comply with them under the Requirements.

## **Section II - Management**

### **ARA.GEN.200 Management system**

- (a) The Brunei DCA shall establish and maintain a management system, including as a minimum:
  - (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with the Requirements. The procedures shall be kept up-to-date and serve as the basic working documents within the Brunei DCA for all related tasks;
  - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
  - (3) adequate facilities and office accommodation to perform the allocated tasks;
  - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the Brunei DCA to ensure implementation of corrective actions as necessary; and
  - (5) a person or group of persons, ultimately responsible to the senior management of the Brunei DCA for the compliance monitoring function.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (b) The Brunei DCA shall, for each field of activity including management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The Brunei DCA shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned including on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of Brunei Darussalam, but certified by the competent authority of another State.

#### **ARA.GEN.205 Allocation of tasks to qualified entities**

- (a) Tasks related to the initial certification or continuing oversight of persons or organisations subject to the Requirements shall be allocated by Brunei Darussalam only to qualified entities. When allocating tasks, the Brunei DCA shall ensure that it has:
  - (1) a system in place to initially and continuously assess that the qualified entity complies with the Requirements.  
This system and the results of the assessments shall be documented;
  - (2) established a documented agreement with a the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
    - (i) the tasks to be performed;
    - (ii) the declarations, reports and records to be provided;
    - (iii) the technical conditions to be met in performing such tasks;
    - (iv) the related liability coverage; and
    - (v) the protection given to information acquired in carrying out such tasks.
- (b) The Brunei DCA shall ensure that the internal audit process and a safety risk management process required by ARA.GEN.200(a)(4) cover all certification or continuing oversight tasks performed on its behalf.

#### **ARA.GEN.210 Changes in the management system**

- (a) The Brunei DCA shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in the Requirements. This system shall enable it to take action as appropriate to ensure that its management system remains adequate and effective.
- (b) The Brunei DCA shall update its management system to reflect any change to the Requirements in a timely manner, so as to ensure effective implementation.

#### **ARA.GEN.220 Record-keeping**

- (a) The Brunei DCA shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
  - (1) the management system's documented policies and procedures;
  - (2) training, qualification and authorisation of its personnel;
  - (3) the allocation of tasks, covering the elements required by ARA.GEN.205 as well as the details of tasks allocated;

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (4) certification processes and continuing oversight of certified organisations;
  - (5) processes for issuing personnel licences, ratings, certificates and attestations and for the continuing oversight of the holders of those licences, ratings, certificates and attestations;
  - (6) processes for issuing FSTD qualification certificates and for the continuing oversight of the FSTD and of the organisation operating it;
  - (7) oversight of persons and organisations exercising activities within the territory of Brunei Darussalam, but overseen or certified by the competent authority of another State, as agreed between these authorities;
  - (8) findings, corrective actions and date of action closure;
  - (9) enforcement measures taken;
  - (10) safety information and follow-up measures; and
  - (11) the use of flexibility provisions in accordance with the Civil Aviation Regulations.
- (b) The Brunei DCA shall maintain a list of all organisation certificates, FSTD qualification certificates and personnel licences, certificates and attestations it issued.
  - (c) All records shall be kept for the minimum period specified in these Requirements. In the absence of such indication, records shall be kept for a minimum period of 5 years subject to applicable data protection law.

### **Section III - Oversight, certification and enforcement**

#### **ARA.GEN.300 Oversight**

- (a) The Brunei DCA shall verify:
  - (1) compliance with the requirements applicable to organisations or persons prior to the issue of an organisation certificate, approval, FSTD qualification certificate or personnel licence, certificate, rating, or attestation, as applicable;
  - (2) continued compliance with the applicable requirements of organisations it has certified, of persons and of FSTD qualification certificate holders;
  - (3) implementation of appropriate safety measures mandated by the Brunei DCA as defined in ARA.GEN.135(c) and (d).
- (b) This verification shall:
  - (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
  - (2) provide the persons and organisations concerned with the results of safety oversight activity;
  - (3) be based on audits and inspections, including ramp and unannounced inspections; and
  - (4) provide evidence needed in case further action is required, including the measures foreseen by ARA.GEN.350 and ARA.GEN.355.
- (c) The scope of oversight defined in (a) and (b) shall take into account the results of past oversight activities and the safety priorities.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (d) The scope of the oversight of activities performed in the territory of Brunei Darussalam by persons or organisations established or residing in another State shall be determined on the basis of the safety priorities, as well as of past oversight activities.
- (e) Where the activity of a person or organisation involves more than one State, the competent authority responsible for the oversight under (a) may agree to have oversight tasks performed by the Brunei DCA where the activity takes place. Any person or organisation subject to such agreement shall be informed of its existence and of its scope.
- (f) The Brunei DCA shall collect and process any information deemed useful for oversight, including for ramp and unannounced inspections.

### **ARA.GEN.305 Oversight programme**

- (a) The Brunei DCA shall establish and maintain an oversight programme covering the oversight activities required by ARA.GEN.300 and by BAR 6 ARO.RAMP.
- (b) For organisations certified by the Brunei DCA and FSTD qualification certificate holders, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:

- (1) audits and inspections, including ramp and unannounced inspections as appropriate; and
- (2) meetings convened between the accountable manager and the Brunei DCA to ensure both remain informed of significant issues.

- (c) For organisations certified by the Brunei DCA and FSTD qualification certificate holders an oversight planning cycle not exceeding 24 months shall be applied.

The oversight planning cycle may be increased if there is evidence that the safety performance of the organisation or the FTSD qualification certificate holder has decreased.

The oversight planning cycle may be extended to a maximum of 36 months if the Brunei DCA has established that, during the previous 24 months:

- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;
- (2) the organisation has continuously demonstrated under ORA.GEN.130 that it has full control over all changes;
- (3) no level 1 findings have been issued; and
- (4) all corrective actions have been implemented within the time period accepted or extended by the Brunei DCA as defined in ARA.GEN.350(d)(2).

The oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organisation has established, and the Brunei DCA has approved, an effective continuous reporting system to the Brunei DCA on the safety performance and regulatory compliance of the organisation itself.

- (ca) Notwithstanding (c), for organisations only providing training towards the LAPL, PPL, SPL or BPL and associated ratings and certificates, an oversight planning cycle not exceeding 48 months shall be applied. The oversight planning cycle shall be reduced if

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

there is evidence that the safety performance of the organisation holder has decreased.

The oversight planning cycle may be extended to a maximum of 72 months, if the Brunei DCA has established that, during the previous 48 months:

- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks, as demonstrated by the results of the annual review in accordance with ORA.GEN.200(c);
  - (2) the organisation has continuously maintained control over all changes in accordance with ORA.GEN.130 as demonstrated by the results of the annual review in accordance with ORA.GEN.200(c);
  - (3) no level 1 findings have been issued; and
  - (4) all corrective actions have been implemented within the time period accepted or extended by the Brunei DCA as defined in ARA.GEN.350(d)(2).
- (d) For persons holding a licence, certificate, rating, or attestation issued by the Brunei DCA the oversight programme shall include inspections, including unannounced inspections, as appropriate.
- (e) The oversight programme shall include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.

#### **ARA.GEN.310 Initial certification procedure – organisations**

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, the Brunei DCA shall verify the organisation's compliance with the applicable requirements.
- (b) When satisfied that the organisation is in compliance with the applicable requirements, the Brunei DCA shall issue the certificate(s), as established in Appendixes III and V to this Part. The certificate(s) shall be issued for an unlimited duration. The privileges and scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate(s).
- (c) To enable an organisation to implement changes without prior Brunei DCA approval in accordance with ORA.GEN.130, the Brunei DCA shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

#### **ARA.GEN.315 Procedure for issue, revalidation, renewal or change of licences, ratings, certificates or attestations – persons**

- (a) Upon receiving an application for the issue, revalidation, renewal or change of a personal licence, rating, certificate or attestation and any supporting documentation, the Brunei DCA shall verify whether the applicant meets the applicable requirements.
- (b) When satisfied that the applicant meets the applicable requirements, the Brunei DCA shall issue, revalidate, renew or change the licence, certificate, rating, or attestation.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

### **ARA.GEN.330 Changes – organisations**

- (a) Upon receiving an application for a change that requires prior approval, the Brunei DCA shall verify the organisation's compliance with the applicable requirements before issuing the approval.

The Brunei DCA shall prescribe the conditions under which the organisation may operate during the change, unless the Brunei DCA determines that the organisation's certificate needs to be suspended.

When satisfied that the organisation is in compliance with the applicable requirements, the Brunei DCA shall approve the change.

- (b) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received Brunei DCA approval as defined in (a), the Brunei DCA shall suspend, limit or revoke the organisation's certificate.
- (c) For changes not requiring prior approval, the Brunei DCA shall assess the information provided in the notification sent by the organisation in accordance with ORA.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, the Brunei DCA shall:
- (1) notify the organisation about the non-compliance and request further changes; and
  - (2) in case of level 1 or level 2 findings, act in accordance with ARA.GEN.350.

### **ARA.GEN.350 Findings and corrective actions – organisations**

- (a) The Brunei DCA shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by the Brunei DCA when any significant non-compliance is detected with the applicable requirements of the Requirements, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety.

The level 1 findings shall include:

- (1) failure to give the Brunei DCA access to the organisation's facilities as defined in ORA.GEN.140 during normal operating hours and after two written requests;
  - (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
  - (3) evidence of malpractice or fraudulent use of the organisation certificate; and
  - (4) the lack of an accountable manager.
- (c) A level 2 finding shall be issued by the Brunei DCA when any non-compliance is detected with the applicable Requirements, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard flight safety.
- (d) When a finding is detected during oversight or by any other means, the Brunei DCA shall, without prejudice to any additional action required by the Requirements, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified. Where relevant, the Brunei DCA shall inform the State in which the aircraft is registered.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (1) In the case of level 1 findings the Brunei DCA shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.
- (2) In the case of level 2 findings, the Brunei DCA shall:
  - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially shall not be more than 3 months. At the end of this period, and subject to the nature of the finding, the Brunei DCA may extend the 3-month period subject to a satisfactory corrective action plan agreed by the Brunei DCA; and
  - (ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
- (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the Brunei DCA, the finding shall be raised to a level 1 finding and action taken as laid down in (d)(1).
- (4) The Brunei DCA shall record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- (e) Without prejudice to any additional enforcement measures, when the Brunei DCA identifies any non-compliance with the applicable requirements of the Requirements by an organisation certified by the competent authority of another State, it shall inform that competent authority and provide an indication of the level of finding.

#### **ARA.GEN.355 Findings and enforcement measures – persons**

- (a) If, during oversight or by any other means, evidence is found by the Brunei DCA that shows a non-compliance with the applicable requirements by a person holding a licence, certificate, rating or attestation issued in accordance with the Requirements, the Brunei DCA shall raise a finding, record it and communicate it in writing to the licence, certificate, rating or attestation holder.
- (b) When such finding is raised, the Brunei DCA shall carry out an investigation. If the finding is confirmed, it shall:
  - (1) limit, suspend or revoke the licence, certificate, rating or attestation as applicable, when a safety issue has been identified; and
  - (2) take any further enforcement measures necessary to prevent the continuation of the non-compliance.
- (c) Without prejudice to any additional enforcement measures, when the Brunei DCA finds evidence showing a non-compliance with the applicable requirements by a person holding a licence, certificate, rating or attestation issued by the competent authority of any other State, it shall inform that competent authority.
- (d) If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person subject to the Requirements and not holding a licence, certificate, rating or attestation issued in accordance with the

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

Requirements, the Brunei DCA shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

BRUNEI DCA



Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## **Subpart FCL - Specific Requirements Relating to Flight Crew Licensing**

### **Section I - General**

#### **ARA.FCL.120 Record-keeping**

In addition to the records required in ARA.GEN.220(a), the Brunei DCA shall include in its system of record-keeping results of theoretical knowledge examinations and the assessments of pilots' skills.

### **Section II - Licences, ratings and certificates**

#### **ARA.FCL.200 Procedure for issue, revalidation or renewal of a licence, rating or certificate**

- (a) Issue of licences and ratings. The Brunei DCA shall issue a pilot licence and associated ratings, using the form as established in Appendix I to this Part.
- (b) Issue of instructor and examiner certificates. The Brunei DCA shall issue an instructor or examiner certificate as:
  - (1) an endorsement of the relevant privileges in the pilot licence as established in Appendix I to this Part; or
  - (2) a separate document, in a form and manner specified by the Brunei DCA.
- (c) Endorsement of licence by examiners. Before specifically authorising certain examiners to revalidate or renew ratings or certificates, the Brunei DCA shall develop appropriate procedures.
- (d) Endorsement of licence by instructors. Before specifically authorising certain instructors to revalidate a single-engine piston or TMG class rating, the competent authority shall develop appropriate procedures.

#### **ARA.FCL.205 Monitoring of examiners**

- (a) The Brunei DCA shall develop an oversight programme to monitor the conduct and performance of examiners taking into account
  - (1) the number of examiners it has certified; and
  - (2) the number of examiners certified by other competent authorities exercising their privileges within the territory where the competent authority exercises oversight.
- (b) The Brunei DCA shall maintain a list of examiners it has certified. The list shall state the privileges of the examiners and be published and kept updated by the Brunei DCA.
- (c) The Brunei DCA shall develop procedures to designate examiners for the conduct of skill tests.

#### **ARA.FCL.210 Information for examiners**

- (a) The Brunei DCA shall notify examiners of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

applicable in its territory, which shall be used by examiners when conducting skill tests, proficiency checks or assessments of competence.

- (b) The Brunei DCA may provide examiners it has certified and examiners certified by other competent authorities exercising their privileges in their territory with safety criteria to be observed when skill tests and proficiency checks are conducted in an aircraft.

#### **ARA.FCL.215 Validity period**

- (a) When issuing or renewing a rating or certificate, the Brunei DCA or, in the case of renewal, an examiner specifically authorised by the Brunei DCA, shall extend the validity period until the end of the relevant month.
- (b) When revalidating a rating, an instructor or an examiner certificate, the Brunei DCA, or an examiner specifically authorised by the Brunei DCA, shall extend the validity period of the rating or certificate until the end of the relevant month.
- (c) The Brunei DCA, or an examiner specifically authorised for that purpose by the Brunei DCA, shall enter the expiry date on the licence or the certificate.
- (d) The Brunei DCA may develop procedures to allow privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the endorsement on the licence or certificate.

#### **ARA.FCL.220 Procedure for the re-issue of a pilot licence**

- (a) The Brunei DCA shall re-issue a licence whenever necessary for administrative reasons and:
  - (1) after initial issue of a rating; or
  - (2) when paragraph XII of the licence established in Appendix I to this Part is completed and no further spaces remain.
- (b) Only valid ratings and certificates shall be transferred to the new licence document.

#### **ARA.FCL.250 Limitation, suspension or revocation of licences, ratings and certificates**

- (a) The Brunei DCA shall limit, suspend or revoke as applicable a pilot licence and associated ratings or certificates in accordance with ARA.GEN.355 in, but not limited to, the following circumstances:
  - (1) obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence;
  - (2) falsification of the logbook and licence or certificate records;
  - (3) the licence holder no longer complies with the applicable requirements of Part-FCL;
  - (4) exercising the privileges of a licence, rating or certificate when adversely affected by alcohol or drugs;
  - (5) non-compliance with the applicable operational requirements;
  - (6) evidence of malpractice or fraudulent use of the certificate; or

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (7) unacceptable performance in any phase of the flight examiner's duties or responsibilities.
- (b) The Brunei DCA may also limit, suspend or revoke a licence, rating or certificate upon the written request of the licence or certificate holder.
- (c) All skill tests, proficiency checks or assessments of competence conducted during suspension or after the revocation of an examiner's certificate will be invalid.

### **Section III - Theoretical knowledge examinations**

#### **ARA.FCL.300 Examination procedures**

- (a) The Brunei DCA shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.
- (b) In the case of the ATPL, MPL, commercial pilot licence (CPL), and instrument ratings, those procedures shall comply with all of the following:
  - (1) Examinations shall be done in written or computer-based form.
  - (2) Questions for an examination shall be selected by the Brunei DCA, according to a common method which allows coverage of the entire syllabus in each subject.
  - (3) The examination in communications may be provided separately from those in other subjects. An applicant who has previously passed one or both of the examinations in visual flight rules (VFR) and instrument flight rules (IFR) communications shall not be re-examined in the relevant sections.
- (c) The Brunei DCA shall inform applicants of the languages available for examinations.
- (d) The Brunei DCA shall establish appropriate procedures to ensure the integrity of the examinations.
- (e) If the Brunei DCA finds that the applicant is not complying with the examination procedures during the examination, this shall be assessed with a view to failing the applicant, either in the examination of a single subject or in the examination as a whole.
- (f) The Brunei DCA shall ban applicants who are proven to be cheating from taking any further examination for a period of at least 12 months from the date of the examination in which they were found cheating.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Subpart CC - Specific Requirements Relating to Cabin Crew

### Section I - Cabin crew attestations

#### ARA.CC.100 Procedures for cabin crew attestations

- (a) The Brunei DCA shall establish procedures for the issue, record-keeping and oversight of cabin crew attestations in accordance with ARA.GEN.315, ARA.GEN.220 and ARA.GEN.300 respectively.
- (b) Cabin crew attestations shall be issued, using the format and specifications established in Appendix II to this Part, either
  - (1) by the Brunei DCA;  
and/or, if so decided by the Brunei DCA
  - (2) by an organisation approved to do so by the Brunei DCA.
- (c) The Brunei DCA shall make publicly available:
  - (1) which body(ies) issue cabin crew attestations in Brunei Darussalam; and
  - (2) if organisations are approved to do so, the list of such organisations.

#### ARA.CC.105 Suspension or revocation of cabin crew attestations

The Brunei DCA shall take measures in accordance with ARA.GEN.355, including the suspension or revocation of a cabin crew attestation, at least in the following cases:

- (a) non-compliance with Part-CC or with the applicable requirements of Part-ORO and Part-CAT, where a safety issue has been identified;
- (b) obtaining or maintaining the validity of the cabin crew attestation by falsification of submitted documentary evidence;
- (c) exercising the privileges of the cabin crew attestation when adversely affected by alcohol or drugs; and
- (d) evidence of malpractice or fraudulent use of the cabin crew attestation.

### Section II - Organisations providing cabin crew training or issuing cabin crew attestations

#### ARA.CC.200 Approval of organisations to provide cabin crew training or to issue cabin crew attestations

- (a) Before issuing an approval to a training organisation or a commercial air transport operator to provide cabin crew training, the Brunei DCA shall verify that:
  - (1) the conduct, the syllabi and associated programmes of the training courses provided by the organisation comply with the relevant requirements of Part-CC;
  - (2) the training devices used by the organisation realistically represent the passenger compartment environment of the aircraft type(s) and the technical characteristics of the equipment to be operated by the cabin crew; and

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (3) the trainers and instructors conducting the training sessions are suitably experienced and qualified in the training subject covered.
- (b) Organisations may be approved to issue cabin crew attestations; the Brunei DCA shall only grant such approvals to organisations complying with the requirements in (a). Before granting such an approval, the Brunei DCA shall:
  - (1) assess the capability and accountability of the organisation to perform the related tasks;
  - (2) ensure that the organisation has established documented procedures for the performance of the related tasks, including for the conduct of examination(s) by personnel who are qualified for this purpose and free from conflict of interest, and for the issue of cabin crew attestations in accordance with ARA.GEN.315 and ARA.CC.100(b); and
  - (3) require the organisation to provide information and documentation related to the cabin crew attestations it issues and their holders, as relevant for the Brunei DCA to conduct its record-keeping, oversight and enforcement tasks.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Subpart ATO - Specific Requirements Related to Approved Training Organisations (ATOs)

### Section I - General

#### ARA.ATO.105 Oversight Programme

The oversight programme for ATOs shall include the monitoring of course standards, including the sampling of training flights with students, if appropriate to the aircraft used.

#### ARA.ATO.120 Record-keeping

In addition to the records required in ARA.GEN.220, the Brunei DCA shall include in its system of record- keeping details of courses provided by the ATO, and if applicable, records relating to FSTDs used for training.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

# **Subpart FSTD - Specific Requirements Related to the Qualification of Flight Simulations Training Devices (FSTDs)**

## **Section I - General**

### **ARA.FSTD.100 Initial evaluation procedure**

- (a) Upon receiving an application for an FSTD qualification certificate, the Brunei DCA shall:
  - (1) evaluate the FSTD submitted for initial evaluation or for upgrading against the applicable qualification basis;
  - (2) assess the FSTD in those areas that are essential to completing the flight crew member training, testing and checking process, as applicable;
  - (3) conduct objective, subjective and functions tests in accordance with the qualification basis and review the results of such tests to establish the qualification test guide (QTG); and
  - (4) verify if the organisation operating the FSTD is in compliance with the applicable requirements. This does not apply to the initial evaluation of basic instrument training devices (BITDs).
- (b) The Brunei DCA shall only approve the QTG after completion of the initial evaluation of the FSTD and when all discrepancies in the QTG have been addressed to the satisfaction of the Brunei DCA. The QTG resulting from the initial evaluation procedure shall be the master QTG (MQTG), which shall be the basis for the FSTD qualification and subsequent recurrent FSTD evaluations.
- (c) Qualification basis and special conditions.
  - (1) The Brunei DCA may prescribe special conditions for the FSTD qualification basis when the requirements of ORA.FSTD.210(a) are met and when it is demonstrated that the special conditions ensure an equivalent level of safety to that established in the applicable certification specification.
  - (2) When the Brunei DCA has established special conditions for the qualification basis of an FSTD, it shall be accompanied by a full description of the special conditions prescribed, and a safety assessment demonstrating that an equivalent level of safety to that established in the applicable Certification Specification is met.

### **ARA.FSTD.110 Issue of an FSTD qualification certificate**

- (a) After completion of an evaluation of the FSTD and when satisfied that the FSTD meets the applicable qualification basis in accordance with ORA.FSTD.210 and that the organisation operating it meets the applicable requirements to maintain the qualification of the FSTD in accordance with ORA.FSTD.100, the Brunei DCA shall issue the FSTD qualification certificate of unlimited duration, using the form as established in Appendix IV to this Part.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

#### **ARA.FSTD.115 Interim FSTD qualification**

- (a) In the case of the introduction of new aircraft programmes, when compliance with the requirements established in this Subpart for FSTD qualification is not possible, the Brunei DCA may issue an interim FSTD qualification level.
- (b) For full flight simulators (FFS) an interim qualification level shall only be granted at level A, B or C.
- (c) This interim qualification level shall be valid until a final qualification level can be issued and, in any case, shall not exceed 3 years.

#### **ARA.FSTD.120 Continuation of an FSTD qualification**

- (a) The Brunei DCA shall continuously monitor the organisation operating the FSTD to verify that:
  - (1) the complete set of tests in the MQTG is rerun progressively over a 12-month period;
  - (2) the results of recurrent evaluations continue to comply with the qualification standards and are dated and retained; and
  - (3) a configuration control system is in place to ensure the continued integrity of the hardware and software of the qualified FSTD.
- (b) The Brunei DCA shall conduct recurrent evaluations of the FSTD in accordance with the procedures detailed in ARA.FSTD.100. These evaluations shall take place:
  - (1) every year, in the case of a full flight simulator (FFS), flight training device (FTD) or flight and navigation procedures trainer (FNPT); the start for each recurrent 12-month period is the date of the initial qualification. The FSTD recurrent evaluation shall take place within the 60 days prior to the end of this 12-month recurrent evaluation period;
  - (2) every 3 years, in the case of a BITD.

#### **ARA.FSTD.130 Changes**

- (a) Upon receipt of an application for any changes to the FSTD qualification certificate, the Brunei DCA shall comply with the applicable elements of the initial evaluation procedure requirements as described in ARA.FSTD.100(a) and (b).
- (b) The Brunei DCA may complete a special evaluation following major changes or when an FSTD appears not to be performing at its initial qualification level.
- (c) The Brunei DCA shall always conduct a special evaluation before granting a higher level of qualification to the FSTD.

#### **ARA.FSTD.135 Findings and corrective actions – FSTD qualification certificate**

The Brunei DCA shall limit, suspend or revoke, as applicable, an FSTD qualification certificate in accordance with ARA.GEN.350 in, but not limited to, the following circumstances:

- (a) obtaining the FSTD qualification certificate by falsification of submitted documentary evidence;



Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (b) the organisation operating the FSTD can no longer demonstrate that the FSTD complies with its qualification basis; or
- (c) the organisation operating the FSTD no longer complies with the applicable requirements of Part-ORA

#### **ARA.FSTD.140 Record keeping**

In addition to the records required in ARA.GEN.220, the Brunei DCA shall keep and update a list of the qualified FSTDs under its supervision, the dates when evaluations are due and when such evaluations were carried out.

BRUNEI DCA

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Subpart AeMC - Specific Requirements Relating to Aero-Medical Centres (AeMCs)

### Section I - General

#### **ARA.AeMC.110 Initial certification procedure**

The certification procedure for an AeMC shall follow the provisions laid down in ARA.GEN.310.

#### **ARA.AeMC.150 Findings and corrective actions – AeMC**

Without prejudice to ARA.GEN.350, level 1 findings include, but are not limited to, the following:

- (a) failure to nominate a head of the AeMC;
- (b) failure to ensure medical confidentiality of aero-medical records; and
- (c) failure to provide the Brunei DCA with the medical and statistical data for oversight purposes.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Subpart MED - Specific Requirements Relating to Aero-Medical Certification

### Section I - General

#### ARA.MED.120 Medical assessors

The Brunei DCA shall appoint one or more medical assessor(s) to undertake the tasks described in this Section. The medical assessor shall be licensed in medicine and have:

- (a) postgraduate work experience in medicine of at least 5 years;
- (b) specific knowledge and experience in aviation medicine;
- (c) specific training in medical certification.

#### ARA.MED.125 Referral to the licensing authority

When an AeMC, or aero-medical examiner (AME) has referred the decision on the fitness of an applicant to the Brunei DCA:

- (a) the medical assessor or medical staff designated by the Brunei DCA shall evaluate the relevant medical documentation and request further medical documentation, examinations and tests where necessary; and
- (b) the medical assessor shall determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) as necessary.

#### ARA.MED.130 Medical certificate format

The medical certificate shall conform to the following specifications:

- (a) Content
  - (1) State where the pilot licence has been issued or applied for (I),
  - (2) Class of medical certificate (II),
  - (3) Certificate number commencing with the UN country code of the State where the pilot licence has been issued or applied for and followed by a code of numbers and/or letters in Arabic numerals and Latin script (III),
  - (4) Name of holder (IV),
  - (5) Nationality of holder (VI),
  - (6) Date of birth of holder: (dd/mm/yyyy) (XIV),
  - (7) Signature of holder (VII),
  - (8) Limitation(s) (XIII),
  - (9) Expiry date of the medical certificate (IX) for:
    - (iii) Class 1 single pilot commercial operations carrying passengers,
    - (iv) Class 1 other commercial operations,
    - (v) Class 2,
    - (vi) LAPL,

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (10) Date of medical examination
- (11) Date of last electrocardiogram
- (12) Date of last audiogram
- (13) Date of issue and signature of the AME or medical assessor that issued the certificate.
- (14) Seal or stamp (XI)
- (b) Material: The paper or other material used shall prevent or readily show any alterations or erasures. Any entries or deletions to the form shall be clearly authorised by the Brunei DCA.
- (c) Language: Certificates shall be written in the national language(s) and in English and such other languages as the Brunei DCA deems appropriate.
- (d) All dates on the medical certificate shall be written in a dd/mm/yyyy format.

#### **ARA.MED.135 Aero-medical forms**

The Brunei DCA shall use forms for:

- (a) the application form for a medical certificate;
- (b) the examination report form for class 1 and class 2; and
- (c) the examination report form for light aircraft pilot licence (LAPL) applicants.

#### **ARA.MED.145 GMP notification to the competent authority**

Reserved

#### **ARA.MED.150 Record-keeping**

- (a) In addition to the records required in ARA.GEN.220, Brunei DCA shall include in its system of record-keeping details of aero-medical examinations and assessments submitted by AMEs or AeMCs.
- (b) All aero-medical records of licence holders shall be kept for a minimum period of 10 years after the expiry of their last medical certificate.
- (c) For the purpose of aero-medical assessments and standardisation, aero-medical records shall be made available after written consent of the applicant/licence holder to:
  - (1) an AeMC or AME for the purpose of completion of an aero-medical assessment;
  - (2) a medical review board that may be established by the Brunei DCA for secondary review of borderline cases;
  - (3) relevant medical specialists for the purpose of completion of an aero-medical assessment;
  - (4) the medical assessor of the Brunei DCA or another State for the purpose of cooperative oversight;
  - (5) the applicant/licence holder concerned upon their written request.
- (d) The Brunei DCA may make aero-medical records available for other purposes than those mentioned in (c) in accordance with Brunei Darussalam Data Protection laws.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

(e) The Brunei DCA shall maintain lists:

(1) of all AMEs that hold a valid certificate issued by Brunei DCA; and

These lists shall be disclosed to other States upon request.

## **Section II - Aero-medical examiners (AMEs)**

### **ARA.MED.200 Procedure for the issue, revalidation, renewal or change of an AME certificate**

- (a) The certification procedure for an AME shall follow the provisions laid down in ARA.GEN.315. Before issuing the certificate, the Brunei DCA shall have evidence that the AME practice is fully equipped to perform aero- medical examinations within the scope of the AME certificate applied for.
- (b) When satisfied that the AME is in compliance with the applicable requirements, the Brunei DCA shall issue, revalidate, renew or change the AME certificate for a period not exceeding 3 years, using the form established in appendix VI to this Part.

### **ARA.MED.240 General medical practitioners (GMPs) acting as AMEs**

Reserved

### **ARA.MED.245 Continuing oversight of AMEs**

When developing the continuing oversight programme referred to in ARA.GEN.305, the Brunei DCA shall take into account the number of AMEs exercising their privileges within the territory where the Brunei DCA exercises oversight.

### **ARA.MED.250 Limitation, suspension or revocation of an AME certificate**

- (a) The Brunei DCA shall limit, suspend or revoke an AME certificate in cases where:
  - (1) the AME no longer complies with applicable requirements;
  - (2) failure to meet the criteria for certification or continuing certification;
  - (3) deficiency of aero-medical record-keeping or submission of incorrect data or information;
  - (4) falsification of medical records, certificates or documentation;
  - (5) concealment of facts appertaining to an application for, or holder of, a medical certificate or false or fraudulent statements or representations to the Brunei DCA;
  - (6) failure to correct findings from audit of the AME practice; and
  - (7) at the request of the certified AME.
- (b) The certificate of an AME shall be automatically revoked in either of the following circumstances:
  - (8) revocation of medical licence to practice; or
  - (9) removal from the Medical Register.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## **ARA.MED.255 Enforcement measures**

If, during oversight or by any other means, evidence is found showing a non-compliance of an AeMC, or an AME, the Brunei DCA shall have a process to review the medical certificates issued by that AeMC or AME and may render them invalid where required to ensure flight safety.

## **Section III - Medical certification**

### **ARA.MED.315 Review of examination reports**

The Brunei DCA shall have a process in place to:

- (a) review examination and assessment reports received from the AeMCs and AMEs and inform them of any inconsistencies, mistakes or errors made in the assessment process; and
- (b) assist AMEs and AeMCs on their request regarding their decision on aero-medical fitness in contentious cases.

### **ARA.MED.325 Secondary review procedure**

The Brunei DCA shall establish a procedure for the review of borderline and contentious cases with independent medical advisors, experienced in the practice of aviation medicine, to consider and advise on an applicant's fitness for medical certification.

### **ARA.MED.330 Special medical circumstances**

- (a) When new medical technology, medication or procedures are identified that may justify a fit assessment of applicants otherwise not in compliance with the requirements, research may be carried out to gather evidence on the safe exercise of the privileges of the licence.
- (b) In order to undertake research, a competent authority, in cooperation with at least one other competent authority, may develop and evaluate a medical assessment protocol based on which these competent authorities may issue a defined number of pilot medical certificates with appropriate limitations.
- (c) AeMCs and AMEs may only issue medical certificates on the basis of a research protocol if instructed to do so by the Brunei DCA.
- (d) The protocol shall be agreed between the competent authorities concerned and shall include as a minimum:
  - (1) a risk assessment;
  - (2) a literature review and evaluation to provide evidence that issuing a medical certificate based on the research protocol would not jeopardise the safe exercise of the privileges of the licence;
  - (3) detailed selection criteria for pilots to be admitted to the protocol;
  - (4) the limitations that will be endorsed on the medical certificate;
  - (5) the monitoring procedures to be implemented by the competent authorities concerned;
  - (6) the determination of end points for terminating the protocol.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- (e) The protocol shall be compliant with relevant ethical principles.
- (f) The exercise of licence privileges by licence holders with a medical certificate issued on the basis of the protocol shall be restricted to flights in aircraft registered in the States involved in the research protocol. This restriction shall be indicated on the medical certificate.
- (g) The participating competent authorities shall:
  - (1) provide the Brunei DCA with:
    - (i) the research protocol before implementation;
    - (ii) the details and qualifications of the nominated focal point of each participating competent authority;
    - (iii) documented reports of regular evaluations of its effectiveness;
  - (2) provide the AeMCs and AMEs within their jurisdiction with details of the protocol before implementation for their information.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Appendix I to Part ARA

### Flight crew licence

The flight crew licence issued by Brunei DCA in accordance with Part FCL shall conform to the following specifications:

- (a) Content. The item number shown shall always be printed in association with the item heading. Items I to XI are the 'permanent' items and items XII to XIV are the 'variable' items which may appear on a separate or detachable part of the main form. Any separate or detachable part shall be clearly identifiable as part of the licence.
  - (1) Permanent items:
    - (i) State of licence issue;
    - (ii) title of licence;
    - (iii) serial number of the licence commencing with the UN country code of the State of licence issue and followed by 'FCL' and a code of numbers and/or letters in Arabic numerals and in Latin script;
    - (iv) name of holder (in Latin script, even if the script of the national language(s) is other than Latin);
    - (iva) date of birth;
    - (v) holder's address;
    - (vi) nationality of holder;
    - (vii) signature of holder;
    - (viii) Brunei DCA and, where necessary, conditions under which the licence was issued;
    - (ix) certification of validity and authorisation for the privileges granted;
    - (x) signature of the officer issuing the licence and the date of issue; and
    - (xi) seal or stamp of the Brunei DCA.
  - (2) Variable items
    - (xii) ratings and certificates: class, type, instructor certificates, etc., with dates of expiry. Radio telephony (R/T) privileges may appear on the licence form or on a separate certificate;
    - (xiii) remarks: i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency, ratings for Annex II aircraft when used for commercial air transportation; and
    - (xiv) any other details required by the Brunei DCA (e.g. place of birth/place of origin).
- (b) Material. The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by the Brunei DCA.
- (c) Language. Licences shall be written in the national language(s) and in English and such other languages as the Brunei DCA deems appropriate.



Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Cover page

Brunei DCA name and logo (English and any language(s) determined by the Brunei DCA)	Requirements
Brunei Darussalam	
FLIGHT CREW LICENCE (English and any language(s) determined by the Brunei DCA)	Size of each page shall be one-eighth A4
Issued in accordance with Part-FCL This licence complies with ICAO standards, except for the LAPL and EIR privileges	
(English and any language(s) determined by the Brunei DCA)	
Form number (all pages?)	

## Page 2

I	State of issue	Requirements
III	Licence number	Serial number of the licence will always commence with the UN country code of the State of licence issue followed by ".FCL.".
IV	Last and first name of holder	
IVa	Date of birth (see instructions)	Standard date format is to be used, i.e. day/month/year in full (e.g. dd/mm/yyyy).
XIV	Place of birth	
V	Address of holder: Street, town, area, postal code	
VI	Nationality	
VII	Signature of holder	
VIII	Issuing competent authority E.g.: This CPL(A) has been issued on the basis of an ATPL issued by.....(third country other than Brunei Darussalam)	
X	Signature of issuing officer and date	
XI	Seal or stamp of issuing Brunei DCA	

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

Page 3

II	Titles of licences, date of initial issue and country code	Abbreviations used will be as used in Part-FCL (e.g. PPL(H), ATPL(A), etc.).  Standard date format is to be used, i.e. day/month/year in full (e.g. dd/mm/yyyy).
IX	Validity: The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege.  .....  A document containing a photo shall be carried for the purposes of identification of the licence holder.	This document is not specified, but a passport would suffice when outside the State of licence issue.
XII	Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board aircraft in (specify the language) .....	
XIII	Remarks:  Language Proficiency: (language(s)/level/validity date)	All additional licensing information required and privileges established by ICAO Directives/Regulations to be entered here.  Language proficiency endorsement(s), level and validity date shall be included.  In case of LAPL: LAPL not issued in accordance with ICAO standards.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Page 4

XII Ratings, certificates and privileges Ratings to be revalidated		Requirements
Class/Type/IR	Remarks and Restrictions	
.....	.....	<p>These pages are intended for use by the Brunei DCA or the examiner specifically authorised for this purpose to state requirements following the initial issue of ratings, or the renewal of expired ratings.</p> <p>Initial issues of ratings, instructor and examiner certificate privileges will always be entered by the Brunei DCA. Revalidation or renewal of ratings or certificates will be entered by the Brunei DCA or by specifically authorised examiners.</p> <p>Operational limitations will be entered in the Remarks/ Restrictions against the appropriate restricted privilege, e.g. IR skill test taken with co-pilot, restricted instruction privileges to 1 aircraft type.</p>
.....	.....	
.....	.....	
.....	.....	
.....	.....	
.....	.....	
.....	.....	
.....	.....	
.....	.....	
.....	.....	
Instructors		
.....	.....	
.....	.....	
.....	.....	
Examiners		
.....	.....	
.....	.....	
.....	.....	

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

Pages 5, 6 and 7:

Ratings that are not validated will be removed from the licence by the Brunei DCA and not later than 5 years from the last revalidation.

XII/XIII

Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiners certificate no.	Examiners signature

Page 8

Abbreviations used in this licence		
		E.g. ATPL (airline transport pilot licence), CPL (commercial pilot licence), IR (instrument rating), R/T (radio telephony), MEP (multi-engine piston aeroplanes), FI (flight instructor), TRE (type rating examiner), etc.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Appendix II to Part-ARA

### Standard format for cabin crew attestations

Cabin crew attestations issued in accordance with Part-CC shall conform to the following specifications:

<p><b>1. CABIN CREW ATTESTATION</b>  <i>Issued in accordance with Part-CC</i></p> <p><b>2. Reference Number:</b></p> <p><b>3. State of Issue:</b></p> <p><b>4. Full name of holder:</b></p> <p><b>5. Date and place of birth</b></p> <p><b>6. Nationality:</b></p> <p><b>7. Signature of holder:</b></p> <p><b>8. Brunei DCA:</b></p> <p><b>9. Issuing body:</b> <i>official seal, stamp or logo</i></p> <p><b>10. Signature of issuing officer:</b></p> <p><b>11. Date of Issue:</b></p> <p>12. The holder may only exercise the privileges to act as cabin crew on aircraft engaged in commercial air transport operations if he/she complies with the requirements in Part-CC for continuous fitness and valid aircraft type qualifications.</p> <p>Form number</p>
--

#### Instructions:

- (a) The cabin crew attestation shall include all items in accordance with items 1 -12 as listed and described below.
- (b) Size shall be determined by Brunei DCA, and the material used shall prevent or readily show any alterations or erasures.
- (c) The document shall be printed in English and such other languages as the Brunei DCA deems appropriate.
- (d) The document shall be issued by the Brunei DCA or by an organisation approved to issue cabin crew attestations. In that latter case reference to the approval by the Brunei DCA shall be stated.

Item 1: The title "CABIN CREW ATTESTATION" and the reference to Part-CC.

Item 2: Attestation reference number shall commence with the UN country code of Brunei Darussalam followed by at least the two last numbers of the year of issue and an individual reference/number according to a code established by the Brunei DCA

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

- Item 4: The full name (surname and first name) stated in the official identity document of the holder.
- Items 5 and 6: Date and place of birth as well as nationality as stated in the official identity document of the holder.
- Item 7: The signature of the holder.
- Item 8: Identification details of the competent authority where the attestation is issued shall be entered and shall provide the full name of the Brunei DCA, postal address, and official seal, stamp or logo as applicable.'
- Item 9: If the Brunei DCA is the issuing body, the term "Brunei DCA" and official seal, stamp or logo shall be entered.
- In the case of an approved organisation, identification details shall be entered and shall at least provide the full name of the organisation, postal address and if applicable, the logo and:
- (a) in the case of a commercial air transport operator, the air operator certificate (AOC) number and detailed reference to the approvals by the Brunei DCA to provide cabin crew training and to issue attestations; or
  - (b) in the case of an approved training organisation, the reference number of the relevant approval by the Brunei DCA.
- Item 10: The signature of the officer acting on behalf of the issuing body.
- Item 11: Standard date format shall be used: i.e. day/month/year in full (e.g. dd/mm/yyyy).
- Item 12: The same sentence in English and its full and precise translation into such other languages as the Brunei DCA deems appropriate.

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Appendix III to Part-ARA

### CERTIFICATE FOR APPROVED TRAINING ORGANISATIONS (ATOs)

**Brunei DCA**

#### APPROVED TRAINING ORGANISATION CERTIFICATE

[CERTIFICATE NUMBER/REFERENCE]

Pursuant to BAR 1 Personnel Licensing and subject to the conditions specified below, the Brunei Aviation Requirements hereby certifies

**[NAME OF THE TRAINING ORGANISATION]**

**[ADDRESS OF THE TRAINING ORGANISATION]**

as a Brunei Darussalam Part-ORA certified training organisation with the privilege to provide Part-FCL training courses, including the use of FSTDs, as listed in the attached training course approval.

#### CONDITIONS:

This certificate is limited to the privileges and the scope of providing the training courses, including the use of FSTDs, as listed in the attached training course approval.

This certificate is valid whilst the approved organisation remains in compliance with Part-ORA, Part-FCL and other applicable Requirements.

Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.

Date of issue:

Signed:

Aviation Director

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## APPROVED TRAINING ORGANISATION CERTIFICATE TRAINING COURSE APPROVAL

Attachment to ATO Certificate Number:

[CERTIFICATE NUMBER/REFERENCE]

[NAME OF THE TRAINING ORGANISATION]

has obtained the privilege to provide and conduct the following Part-FCL training courses and to use the following FSTDs:

Training course	Used FSTD(s), including letter code (1)
(1) As indicated on the qualification certificate.	

This training course approval is valid as long as:

- (a) the ATO certificate has not been surrendered, superseded, limited, suspended or revoked; and
- (b) all operations are conducted in compliance with Part-ORA, Part-FCL, other applicable Requirements, and, when relevant, with the procedures in the organisation's documentation as required by Part-ORA.

Date of issue:

Signed:

Aviation Director



Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Appendix IV to Part-ARA

### FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE

#### Introduction

Brunei DCA Form 145 shall be used for the FSTD qualification certificate. This document shall contain the FSTD Specification including any limitation(s) and special authorisation(s) or approval(s) as appropriate to the FSTD concerned. The qualification certificate shall be printed in English and in any other language(s) determined by the Brunei DCA.

Convertible FSTDs shall have a separate qualification certificate for each aircraft type. Different engine and equipment fit on one FSTD shall not require separate qualification certificates. All qualification certificates shall carry a serial number prefixed by a code in letters, which shall be specific to that FSTD. The letter code shall be specific to the Brunei DCA.

BRUNEI DCA

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE

### REFERENCE:

Pursuant to BAR 1 Personnel Licensing and subject to the conditions specified below, the Brunei DCA hereby certifies that

FSTD [TYPE AND LETTER CODE]

located at [NAME and ADDRESS OF THE ORGANISATION]

has satisfied the qualification requirements prescribed in Part-ORA, subject to the conditions of the attached FSTD specification

This qualification certificate shall remain valid subject to the FSTD and the holder of the qualification certificate remaining in compliance with the applicable requirements of Part-ORA, unless it has been surrendered, superseded, suspended or revoked.

Date of issue:

Signed:

Aviation Director

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Brunei DCA

FSTD QUALIFICATION CERTIFICATE: [Reference]

### FSTD SPECIFICATIONS

- A. Type or variant of aircraft:
- B. FSTD qualification level:
- C. Primary reference document:
- D. Visual system:
- E. Motion system:
- F. Engine fit:
- G. Instrument fit:
- H. ACAS fit:
- I. Windshear:
- J. Additional capabilities:
- K. Restrictions or limitations:
- L. Guidance information for training, testing and checking considerations

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

CAT I	RVR	m	DH	ft	
CAT 11	RVR	m	DH	ft	
CAT III	RVR	m	DH	ft	
(lowest minimum)					
LVTO	RVR	m			
Recency					
IFR-training/check					/
Type rating					
Proficiency checks					
Autocoupled approach					
Autoland/roll out guidance					/
ACAS I/II					/
Windshear warning system/predictive windshear					/
WX-radar					
HUD/HUGS					/
FANS					
GPWS/EGPWS					/
ETOPS capability					
GPS					
Other					

Date of issue:

Signed:

Aviation Director

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Appendix V to Part-ARA

<p style="text-align: center;"><b>CERTIFICATE FOR AERO-MEDICAL CENTRES (AeMCs)</b></p> <p style="text-align: center;"><b>Brunei DCA</b></p> <p style="text-align: center;"><b>AERO-MEDICAL CENTRE CERTIFICATE</b></p> <p style="text-align: center;"><b>REFERENCE:</b></p> <p>Pursuant to BAR 1 Personnel Licensing and subject to the conditions specified below, the Brunei DCA hereby certifies</p> <p style="text-align: center;"><b>[NAME OF THE ORGANISATION]</b></p> <p style="text-align: center;"><b>[ADDRESS OF THE ORGANISATION]</b></p> <p>as a Part-ORA certified Aero-medical Centre with the privileges and the scope of activities as listed in the attached terms of approval.</p> <p><b>CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. This certificate is limited to that specified in the scope of approval section of the approved organization manual;</li> <li>2. This certificate requires compliance with the procedures specified in the organization documentation as required by Part-ORA.</li> <li>3. This certificate shall remain valid subject to compliance with the requirements of Part-ORA unless it has been surrendered, superseded, suspended or revoked.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Date of issue:</div> <div>             Signed:              Aviation Director           </div> </div>
--

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## Appendix VI to Part-ARA

### CERTIFICATE FOR AERO-MEDICAL EXAMINERS (AMEs)

**Brunei DCA**

#### AERO-MEDICAL EXAMINER CERTIFICATE

CERTIFICATE NUMBER/REFERENCE:

Pursuant to BAR 1 Personnel Licensing and subject to the conditions specified below, the Brunei DCA hereby certifies

**[NAME OF THE AERO-MEDICAL EXAMINER]**

**[ADDRESS OF THE AERO-MEDICAL EXAMINER]**

as aero-medical examiner

#### CONDITIONS:

1. This certificate is limited to the privileges specified in the attachment to this AME certificate;
2. This certificate requires compliance with the Requirements and procedures specified in Part-MED.
3. This certificate shall remain valid for a period of 3 years until [DD/MM/YYYY] subject to compliance with the requirements of Part-MED unless it has been surrendered, superseded, suspended or revoked.

Date of issue:

Signed:

Aviation Director

Document	BAR 1 Part ARA Authority Requirements for Aircrew	
Version	01	

## AERO-MEDICAL EXAMINER CERTIFICATE

Attachment to AME certificate number:

### PRIVILEGES AND SCOPE

***[Name and academic title of the aero-medical examiner]*** has obtained the privilege(s) to undertake aero-medical examinations and assessments for the issuance of medical certificates as stated in the table below and to issue these medical certificates for:

LAPL	[yes/date]
Class 2	[yes/date]
Class 1 revalidation/renewal	[yes/date]/[no]

Date of issue:

Signed:

Aviation Director