



Brunei Department of Civil Aviation

Negara Brunei Darussalam

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Brunei Aviation Requirements

BAR 6 Part ARO Authority Requirements for Operation of Aircraft

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Amendment

| Amendment Number | Date of Issue | Remarks |
|------------------|-------------------------------|------------------|
| V01 | 1 st February 2017 | Initial Issue |
| V02 | 1 st February 2018 | First Amendment |
| V03 | 1 st May 2018 | Second Amendment |
| V04 | 1 st May 2019 | Third Amendment |
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Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Civil Aviation Order 2016 and the Civil Aviation (General) Regulations 2016 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 6 Part ARO Authority Requirements for Operation of Aircraft 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 this Requirement

DC.2.1 This BAR 6 Part ARO Authority Requirements for Operation of Aircraft is issued on the authority of the Director of Civil Aviation.

DC.3 Applicability

DC.3.1 This BAR 6 Part ARO Authority Requirements for Operation of Aircraft is applicable to the aviation industry of Brunei Darussalam.

DC.4 Scope

DC.4.1 BAR 6 Operation of Aircraft contains the operation of aircraft requirements of Brunei Darussalam, and shows compliance with ICAO Annex 6. The requirements in BAR 6 are separated into the following parts with cross references between parts where applicable.

Part Air Operations Cover Requirement

Part ARO Authority Requirements for Air Operations

Part ORO Organisation Requirements for Air Operations

Part DEF Definitions

Part CAT Commercial Air Transport

Part SPA Specific Approvals

Part SPO Special Operations

Part NCC Non Commercial with Complex Motor-Powered Aircraft

Part NCO Non Commercial other than Complex Motor-Powered Aircraft

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.

Part ARO – Authority Requirements for Air Operations

ARO.GEN.005 Scope

This Part establishes requirements for the administration and management system to be fulfilled by the Brunei DCA for the implementation and enforcement of these Requirements regarding civil aviation air operations.

Subpart GEN - General Requirements

Section I - General

ARO.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.

ARO.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 Civil Aviation (General) Regulations 2016. 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

- (1) with ORO.GEN.120 (b)

- (2) for balloons with point BOP.ADD.010 of Part BOP

- (3) for sailplanes with point SAO.DEC.100(c) of Part SAO

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:

- (a) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval, specialised operation authorisation or certificate of the applicant accordingly; and
 - (b) if applicable, inform other States about alternative means of compliance that were accepted as applicable.
- (e) When the Brunei DCA itself uses alternative means of compliance to achieve compliance with the Requirements it shall make them available to all organisations and persons under its oversight.

AMC1 ARO.GEN.120(e) Means of compliance

Demonstration of Compliance

In order to demonstrate that the implementing rules are met, a risk assessment should be completed and documented. The result of this risk assessment should demonstrate that an equivalent level of safety to that established by the acceptable means of compliance (AMC) adopted by the Brunei DCA is reached.

ARO.GEN.125 Information to the Brunei DCA

Not applicable

ARO.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 publish 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 and, when combined action is required, the other States concerned.

Section II – Management

ARO.GEN.200 Management system

- (a) The Brunei DCA shall establish and maintain a management system, including as a minimum:
 - (a) 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;
 - (b) 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;
 - (c) adequate facilities and office accommodation to perform the allocated tasks;
 - (d) 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
 - (e) a person or group of persons, ultimately responsible to the senior management of the Brunei DCA for the compliance monitoring function.
- (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 states 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 or authorised by or making declarations to another State.

AMC1 ARO.GEN.200(a) Management system

General

- (a) All of the following should be considered when deciding upon the required organisational structure:
- (1) the number of certificates, attestations, authorisations and approvals to be issued;
 - (2) the number of declared organisations;
 - (3) the number of certified persons and organisations exercising an activity within the Brunei Darussalam, including persons or organisations certified by other states;
 - (4) the possible use of qualified entities and of resources of other competent authorities to fulfil the continuing oversight obligations;
 - (5) the level of civil aviation activity in terms of
 - (i) number and complexity of aircraft operated;
 - (ii) size and complexity of the Brunei Darussalam's aviation industry;
 - (6) the potential growth of activities in the field of civil aviation.
- (b) The set-up of the organisational structure should ensure that the various tasks and obligations of the Brunei DCA do not rely solely on individuals. A continuous and undisturbed fulfilment of these tasks and obligations of the Brunei DCA should also be guaranteed in case of illness, accident or leave of individual employees.

GM1 ARO.GEN.200(a) Management system

General

- (a) The Brunei DCA should be organised in such a way that:
- (a) there is specific and effective management authority in the conduct of all relevant activities;
 - (b) the functions and processes described in the applicable requirements of the BARs, AMCs, Certification Specifications (CSs) and Guidance Material (GM) may be properly implemented;
 - (c) the organisation and operating procedures for the implementation of the applicable requirements of BARs are properly documented and applied;
 - (d) all Brunei DCA personnel involved in the related activities are provided with training where necessary;
 - (e) specific and effective provision is made for the communication and interface as necessary with other States; and
 - (f) all functions related to implementing the applicable requirements are adequately described.
- (b) A general policy in respect of activities related to the applicable requirements of the BARs should be developed, promoted and implemented by the manager at the highest appropriate level; for example the manager at the top of the functional area of the Brunei DCA that is responsible for such activities.

- (c) Appropriate steps should be taken to ensure that the policy is known and understood by all personnel involved, and all necessary steps should be taken to implement and maintain the policy.
- (d) The general policy, whilst also satisfying additional national regulatory responsibilities, should in particular take into account:
 - (1) the provisions of the Civil Aviation (General) Regulations 2016;
 - (2) the provisions of the applicable BARs and their AMCs, CSs and GM;
 - (3) the needs of industry; and
 - (4) the needs of the Brunei DCA.
- (e) The policy should define specific objectives for key elements of the organisation and processes for implementing related activities, including the corresponding control procedures and the measurement of the achieved standard.

AMC1 ARO.GEN.200(a)(1) Management system

Documented Policies and Procedures

- (a) The various elements of the organisation involved with the activities related to BARs should be documented in order to establish a reference source for the establishment and maintenance of this organisation.
- (b) The documented procedures should be established in a way that facilitates their use.
- (c) They should be clearly identified, kept up-to-date and made readily available to all personnel involved in the related activities.
- (d) The documented procedures should cover, as a minimum, all of the following aspects:
 - (a) policy and objectives;
 - (b) organisational structure;
 - (c) responsibilities and associated authority;
 - (d) procedures and processes;
 - (e) internal and external interfaces;
 - (f) internal control procedures;
 - (g) training of personnel;
 - (h) cross-references to associated documents;
 - (i) assistance from other competent authorities (where required).
- (e) It is likely that the information is held in more than one document or series of documents, and suitable cross-referencing should be provided. For example, organisational structure and job descriptions are not usually in the same documentation as the detailed working procedures. In such cases, it is recommended that the documented procedures include an index of cross-references to all such other related information, and the related documentation should be readily available when required.

AMC1 ARO.GEN.200(a)(2) Management system

Qualification and Training - General

- (a) It is essential that the Brunei DCA has the full capability to adequately assess the continued competence of an organisation by ensuring that the whole range of activities is assessed by appropriately qualified personnel.
- (b) For each inspector, the Brunei DCA should:
 - (a) define the competencies required to perform the allocated certification and oversight tasks;
 - (b) define the associated minimum qualification requirements;
 - (c) establish initial and recurrent training programmes in order to maintain and to enhance inspector competency at the level necessary to perform the allocated tasks; and
 - (d) ensure that the training provided meets the established standards and is regularly reviewed and updated whenever necessary.
- (c) The Brunei DCA may provide training through its own training organisation with qualified trainers or through another qualified training source.
- (d) When training is not provided through an internal training organisation, adequately experienced and qualified persons may act as trainers, provided their training skills have been assessed. If required, an individual training plan should be established covering specific training skills. Records should be kept of such training and of the assessment, as appropriate.

AMC2 ARO.GEN.200(a)(2) Management system

Qualification and Training - Inspectors

- (a) Initial training programme:

The initial training programme for inspectors should include, as appropriate to their role, current knowledge, experience and skills in at least all of the following:

 - (a) aviation legislation organisation and structure;
 - (b) the Chicago Convention, relevant ICAO annexes and documents;
 - (c) implementing rules and the related AMC, CS, and GM
 - (d) management systems, including the assessment of the effectiveness of a management system, in particular hazard identification and risk assessment and non-punitive reporting techniques in the context of the implementation of a 'just culture';
 - (e) auditing techniques;
 - (f) Brunei DCA procedures relevant to the inspectors' tasks;
 - (g) human factors principles;
 - (h) rights and obligations of inspecting personnel of the Brunei DCA;
 - (i) 'on-the-job' training, relevant to the inspector's tasks;

- (j) Technical training including training on aircraft-specific subjects appropriate to the role and tasks of the inspector, in particular for those areas requiring approvals.
- (b) Recurrent training programme:

Once qualified, the inspector should undergo training periodically as well as whenever deemed necessary by the Brunei DCA in order to remain competent to perform the allocated tasks. The recurrent training programme for inspectors should include, as appropriate to their role, at least the following topics:

 - (a) changes in aviation legislation, operational environment and technologies;
 - (b) Brunei DCA procedures relevant to the inspector's tasks;
 - (c) technical training, including training on aircraft-specific subjects, appropriate to the role and tasks of the inspector;
 - (d) and results from past oversight.
- (c) An assessment of an inspector's competency should take place at regular intervals not exceeding three years.

AMC4 ARO.GEN.200(a)(2) Management system

Inspector Qualification For CAT Operations

- (a) For CAT operations of aircraft with an MOPSC of more than 19 seats or with an MCTOM of more than 45 360 kg, an inspector who performs initial certification or oversight tasks relating to:
 - (a) the flight crew operating procedures contained in Part B (e.g. Chapters B-2, B-3, and B-9) of the Operations Manual (OM), or
 - (b) the aircraft/FSTD part of the flight crew training syllabi and checking programmes contained in Part D of the OM,

should have the following qualifications:

 - (i) operational experience in air transport operations appropriate to the allocated tasks;
 - (ii) experience in either operational management within an air transport operation; or as an examiner; or as an instructor; and
 - (iii) hold or have held a valid type rating on the aircraft type concerned; or a class rating as appropriate; or a rating on aircraft types/classes with similar technical and operational characteristics.
- (b) For CAT operations with an MOPSC of 19 seats or less, the authority should establish the inspector qualifications required to perform the allocated initial certification and oversight tasks. The assigned inspector should undergo theoretical training on aircraft systems and operations.
- (c) For in-flight inspections of CAT operations, the inspector should have relevant knowledge of the route and area.

AMC5 ARO.GEN.200(a)(2) Management system

Fatigue Risk Management inspector Training

An inspector involved in the approval process of operator's flight time specification schemes and fatigue risk management (FRM) should receive the following training:

- (a) Initial training
 - (a) Theory and effects of fatigue
 - (b) Human factors related to fatigue
 - (c) Typical hazards and risks related to fatigue, their possible mitigation measures, and the maturity of hazard identification models (reactive, proactive and predictive)
 - (d) FRM training and promotion methodologies and how to support ongoing development of FRM
 - (e) Data collection and analysis methods related to FRM
 - (f) Integration of FRM into the Management System
 - (g) Fatigue management documentation, implementation and assurance methodologies
 - (h) Regulatory framework and current best practices
 - (i) Auditing and assessment of the effectiveness of an operator's FRM
- (b) Recurrent training (at least every 3 years)
 - (a) Review of FRM implementation issues
 - (b) Recent incidents related to fatigue
 - (c) New FRM developments
 - (d) Review of changes in legislation, and best practices

GM1 ARO.GEN.200(a)(2) Management System

Sufficient Personnel

- (a) This GM on the determination of the required personnel is limited to the performance of certification and oversight tasks, excluding personnel required to perform tasks subject to any national regulatory requirements.
- (b) The elements to be considered when determining required personnel and planning their availability may be divided into quantitative and qualitative elements:
 - (a) Quantitative elements:
 - (i) the estimated number of initial certificates to be issued;
 - (ii) the number of organisations certified by the Brunei DCA;
 - (iii) the number of persons to whom the Brunei DCA has issued a licence, certificate, rating, authorisation or attestation;
 - (iv) the estimated number of persons and organisations as well as the estimated number of subcontracted organisations used by those persons and organisations, exercising their activity within the Brunei Darussalam and established or residing in another State;
 - (v) the number of organisations having declared their activity to the Brunei DCA.
 - (vi) the number of organisations holding a specialised operations authorisation issued by the competent authority.
 - (b) Qualitative elements:
 - (i) the size, nature and complexity of activities of certified and declared organisations (AMC1 ORO.GEN.200 (b)), taking into account:
 - (A) privileges of the organisation;
 - (B) type of approval, scope of approval, multiple certification, declared activities;
 - (C) possible certification to industry standards;
 - (D) types of aircraft / flight simulation training devices (FSTDs) operated;
 - (E) number of personnel; and
 - (F) organisational structure, existence of subsidiaries;
 - (ii) the safety priorities identified;
 - (iii) the results of past oversight activities, including audits, inspections and reviews, in terms of risks and regulatory compliance, taking into account:
 - (A) number and level of findings;
 - (B) timeframe for implementation of corrective actions; and
 - (C) maturity of management systems implemented by organisations and their ability to effectively manage safety risks; and
 - (iv) the size and complexity of the Brunei Darussalam's aviation industry and the potential growth of activities in the field of civil aviation, which may be an indication of the number of new applications and changes to existing certificates to be expected.

- (c) Based on existing data from previous oversight planning cycles and taking into account the situation within the Brunei Darussalam's aviation industry, the Brunei DCA may estimate:
 - (a) the standard working time required for processing applications for new certificates (for persons and organisations) and authorisations;
 - (b) the number of new declarations or changed declarations;
 - (c) the number of new certificates and authorisations to be issued for each planning period; and
 - (d) the number of changes to existing certificates and authorisations to be processed for each planning period.
- (d) In line with the Brunei DCA's oversight policy, the following planning data should be determined specifically for each type of organisation certified by the Brunei DCA as well as for declared organisations, including those being authorised:
 - (a) standard number of audits to be performed per oversight planning cycle;
 - (b) standard duration of each audit;
 - (c) standard working time for audit preparation, on-site audit, reporting and follow-up, per inspector;
 - (d) standard number of ramp and unannounced inspections to be performed;
 - (e) standard duration of inspections, including preparation, reporting and follow-up, per inspector;
 - (f) minimum number and required qualification of inspectors for each audit/inspection.
- (e) Standard working time could be expressed either in working hours per inspector or in working days per inspector. All planning calculations should then be based on the same unit (hours or working days).
- (f) It is recommended to use a spreadsheet application to process data defined under (c) and (d), to assist in determining the total number of working hours / days per oversight planning cycle required for certification, oversight and enforcement activities. This application could also serve as a basis for implementing a system for planning the availability of personnel.
- (g) For each type of organisation certified or high risk commercial specialised operation authorised by the Brunei DCA the number of working hours / days per planning period for each qualified inspector that may be allocated for certification, authorisation, oversight and enforcement activities should be determined, taking into account:
 - (a) purely administrative tasks not directly related to oversight and certification;
 - (b) training;
 - (c) participation in other projects;
 - (d) planned absence; and
 - (e) the need to include a reserve for unplanned tasks or unforeseeable events.
- (h) The determination of working time available for certification, authorisation, oversight and enforcement activities should also consider:
 - (a) the possible use of qualified entities; and

- (b) possible cooperation with other competent authorities for approvals involving more than one State.
- (i) Based on the elements listed above, the Brunei DCA should be able to:
 - (a) monitor dates when audits and inspections are due and when they have been carried out;
 - (b) implement a system to plan the availability of personnel; and
 - (c) identify possible gaps between the number and qualification of personnel and the required volume of certification/authorisation and oversight.

Care should be taken to keep planning data up-to-date in line with changes in the underlying planning assumptions, with particular focus on risk-based oversight principles.

GM2 ARO.GEN.200(a)(2) Management system

Inspector Competency

- (a) Competency is a combination of individual skills, practical and theoretical knowledge, attitude, training, and experience.
- (b) An inspector should, by his/her qualifications and competencies, command the professional respect of the inspected personnel.

GM3 ARO.GEN.200(a)(2) Management system

Specific Flight Operations Inspector Qualification

- (a) The following characteristics should be considered in order to establish aircraft types/classes with similar technical and operational characteristics:
 - (a) Engine technology;
 - (b) Certification basis
 - (c) Level of automation;
 - (d) Flight controls logic (e.g. fly-by-wire, conventional, etc.); and
 - (e) Size and mass of the aircraft (e.g. maximum take-off mass, wake turbulence category, etc.).
- (b) The following factors should be considered with regard to knowledge of the route and area:
 - (a) Climatological conditions, e.g. exceptionally cold weather;
 - (b) Availability of adequate aerodromes and their specific features, e.g. high elevation, poor English/communication capability, exceptional approach procedures;
 - (c) Navigational procedures, including PBN requirements, ETOPS and extended diversion time requirements;
 - (d) Communication procedures, including required communication performance, any specific and contingency procedures, e.g. loss of communication, drift down, oxygen escape; and

- (e) Equipment requirements related to search and rescue, e.g. polar, desert operations, oceanic, remote areas.

GM4 ARO.GEN.200(a)(2) Management system

Inspector Training Programmes

- (a) The Brunei DCA may adapt the duration and depth of the individual training programme of an inspector, provided the required competencies are achieved and maintained.
- (b) The following documents, as appropriate to the role of the inspector, are relevant for the initial training programme for inspectors referred to in AMC2 ARO.GEN.200(a)(2):
 - (a) The Chicago Convention and relevant ICAO annexes and documents.
 - (b) Occurrences in civil aviation
 - (c) Regulation (EC) No 216/2008, and related implementing rules such as:
 - (i) BAR 1
 - (ii) BAR 8 (Part-AUR);
 - (iii) Civil Aviation Regulations 2018 Rules of the Air;
 - (iv) (OSD); and
 - (v) BAR 8 (Part-M, Part-145),
- (c) The duration of the on-the-job training should take into account the scope and complexity of the inspector's tasks. The Brunei DCA should assess whether the required competence has been achieved before an inspector is authorised to perform a task without supervision.

GM5 ARO.GEN.200(a)(2) Management system

Fatigue Risk Management Inspector Training

'Theory and effects of fatigue' refers to:

- (a) sleep;
- (b) circadian rhythm;
- (c) adaptation (acclimatisation) after time-jet zone crossing (westbound and eastbound) and jet lag;
- (d) shift work;
- (e) bio-mathematical fatigue models; and
- (f) measurement of fatigue

GM6 ARO.GEN.200(a)(2) Management system

Fatigue Risk Management Inspector Training

Guidance on training for inspectors on fatigue risk management is contained in ICAO Doc 9966 (Manual for the Oversight of Fatigue Management Approaches).

GM7 ARO.GEN.200(a)(2) Management system

Inspector Experience In Either Operational Management Within An Air Transport Operation Or As An Instructor Or As An Examiner

The inspector assigned to certification and oversight tasks should have sufficient experience in roles that enable a thorough understanding of the operational processes.

- (a) Experience in operational management refers to previous appointments in functions of organisational relevance, such as in any of the areas below:
 - (a) flight operations and operational control;
 - (b) flight crew training; and
 - (c) management system

Such appointments should not be limited to senior management functions such as nominated persons in accordance with point (b) of ORO.GEN.210. It is important that the inspector assigned to certification and oversight tasks in accordance with AMC4 ARO.GEN.200(a)(2) have sufficient experience which enables a thorough understanding of the operational processes within air transport operations.

- (b) In the context of the approval and oversight of aircraft specific flight crew training and checking, the inspector should have experience as an instructor.

AMC3 ARO.GEN.200(a)(2) Management system

Qualification and Training — Crew Resource Management (CRM)

For the oversight of the operator's CRM training, the inspectors of the competent authority should be qualified and trained as follows:

(a) Qualification

To fulfil the qualification provisions, inspectors should:

- (a) have adequate knowledge of the relevant flight operations;
- (b) have adequate knowledge of human performance and limitations (HPL);
- (c) have completed initial CRM training;
- (d) have received additional training in the fields of group management, group dynamics and personal awareness; and
- (e) have experience in the assessment of the effectiveness of training programmes and management systems.

(b) Training

The training of inspectors should be both theoretical and practical, and should include:

- (a) in-depth knowledge of the CRM training elements as laid down in Part-ORO; and
- (b) specific skills for the oversight of the operator's CRM training including the assessment of nontechnical skills using proper techniques and methodologies.

ARO.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:
 - (a) put a system in place to initially and continuously assess that the qualified entity complies with Part Air Operations Cover Regulation Essential Requirements.

This system and the results of the assessments shall be documented.
 - (b) established a documented agreement with 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 safety risk management process required by ARO.GEN.200(a)(4) covers all certification or continuing oversight tasks performed on its behalf.

GM1 ARO.GEN.205 Allocation of tasks to qualified entities

Certification/Authorisation Tasks

The tasks that may be performed by a qualified entity on behalf of the Brunei DCA include those related to the initial certification, or specialised operations authorisation and continuing oversight of persons and organisations as defined in this Regulation, with the exclusion of the issuance of certificates, authorisations, licences, ratings or approvals.

ARO.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.

ARO.GEN.220 Record-keeping

- (a) The Brunei DCA shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
 - (a) the management system's documented policies and procedures;
 - (b) training, qualification and authorisation of its personnel;
 - (c) the allocation of tasks, covering the elements required by ARO.GEN.205 as well as the details of tasks allocated;
 - (d) certification processes and continuing oversight of certified organisations;
 - (4a) the process of authorisation of a high risk commercial specialised operation and continuing oversight of an authorisation holder;
 - (e) declaration processes and continuing oversight of declared organisations;
 - (f) details of training courses provided by certified organisations, and if applicable, records relating to FSTDs used for such training;
 - (g) oversight of persons and organisations exercising activities within the territory of Brunei Darussalam, but overseen or certified by another State, as agreed between these states;
 - (h) oversight of operations of other-than complex motor-powered aircraft by non-commercial operators;
 - (i) the evaluation and as applicable, notification to other States of alternative means of compliance proposed by organisations subject to certification and the assessment of alternative means of compliance used by the Brunei DCA itself;
 - (j) findings, corrective actions and date of action closure;
 - (k) enforcement measures taken;
 - (l) safety information and follow-up measures; and
 - (m) the use of flexibility provisions in accordance with Civil Aviation (General) Regulation 2016.
- (b) The Brunei DCA shall maintain a list of all organisation certificates and specialised operations authorisations it issued as well as declarations received.
- (c) All records shall be kept for the minimum period specified in this Requirement. In the absence of such indication, records shall be kept for a minimum period of five years subject to applicable data protection law.

AMC1 ARO.GEN.220(a) Record-keeping

General

- (a) The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a way that ensures traceability and retrievability throughout the required retention period.
- (b) Records should be kept in paper form or in electronic format or a combination of both media. Records stored on microfilm or optical disc form are also acceptable. The

records should remain legible and accessible throughout the required retention period. The retention period starts when the record has been created.

- (c) Paper systems should use robust material, which can withstand normal handling and filing. Computer systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer systems should include safeguards against unauthorised alteration of data.
- (d) All computer hardware used to ensure data backup should be stored in a different location from that containing the working data and in an environment that ensures they remain in good condition. When hardware- or software-changes take place, special care should be taken that all necessary data continue to be accessible at least through the full period specified in the relevant Subpart or by default in ARO.GEN.220 (c).

AMC1 ARO.GEN.220(a)(1);(2);(3) Record-keeping

The Brunei DCA Management System

Records related to the Brunei DCA's management system should include, as a minimum and as applicable:

- (a) the documented policies and procedures;
- (b) the personnel files of the Brunei DCA personnel, with supporting documents related to training and qualifications;
- (c) the results of the Brunei DCA's internal audit and safety risk management processes, including audit findings and corrective actions; and
- (d) the contract(s) established with qualified entities performing certification or oversight tasks on behalf of the Brunei DCA.

AMC1 ARO.GEN.220(a)(4) Record-keeping

Organisations

Records related to an organisation certified or operations authorised by or having declared its activity to the Brunei DCA should include, as appropriate to the type of organisation:

- (a) the application for an organisation approval or the declaration received;
- (b) the documentation based on which the approval has been granted and any amendments to that documentation;
- (c) the organisation approval certificate or specialised operation authorisation, including any changes;
- (d) a copy of the continuing oversight programme listing the dates when audits are due and when such audits were carried out;
- (e) continuing oversight records including all audit and inspection records;
- (f) copies of all relevant correspondence;
- (g) details of any exemption and enforcement actions;
- (h) any report from other competent authorities relating to the oversight of the organisation; and
- (i) a copy of any other document approved by the Brunei DCA.

GM1 ARO.GEN.220(a)(4) Record-keeping

Organisations - Documentation

Documentation to be kept as records in support of the approval includes the management system documentation, including any technical manuals, such as the operations manual, and training manual, that have been submitted with the initial application, and any amendments to these documents.

GM1 ARO.GEN.220(a)(4a) Record-keeping

Authorisation Holders — Documentation

Documentation to be kept as records in support of the authorisation of a high risk commercial specialised operation include the risk assessment documentation and related standard operating procedures (SOP), as well as a description of the management system of the proposed operation and a statement that all the documentation sent to the Brunei DCA has been verified by the operator and found in compliance with the applicable requirements. Any amendments to these documents should be documented.

GM1 ARO.GEN.220 Record-keeping

General

Records are required to document results achieved or to provide evidence of activities performed. Records become factual when recorded. Therefore, they are not subject to version control. Even when a new record is produced covering the same issue, the previous record remains valid.

Section III - Oversight, certification and enforcement

ARO.GEN.300 Oversight

- (a) The Brunei DCA shall verify:
 - (a) compliance with the requirements applicable to organisations or type of operations prior to the issue of a certificate, approval or authorisation, as applicable;
 - (b) continued compliance with the applicable requirements of organisations it has certified, specialised operations it has authorised and organisations from whom it received a declaration;
 - (c) continued compliance with the applicable requirements of non-commercial operators of other-than-complex motor-powered aircraft and;
 - (d) implementation of appropriate safety measures mandated by the Brunei DCA as defined in ARO.GEN.135(c) and (d).
- (b) This verification shall:
 - (a) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - (b) provide the persons and organisations concerned with the results of safety oversight activity;
 - (c) be based on audits and inspections, including ramp and unannounced inspections; and
 - (d) provide the Brunei DCA with the evidence needed in case further action is required, including the measures foreseen by ARO.GEN.350 and ARO.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.
- (d) Without prejudice to the competences of Brunei Darussalam and to its obligations as set out in ARO.RAMP, 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 State responsible for the oversight under (a) may agree to have oversight tasks performed by the Brunei DCA where the activity takes place in Brunei Darussalam. 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.

AMC1 ARO.GEN.300 (a);(b);(c) Oversight

General

The Brunei DCA should assess the organisation and monitor its continued competence to conduct safe operations in compliance with the applicable requirements. The Brunei DCA should ensure that accountability for assessing organisations is clearly defined. This accountability may be delegated or shared, in whole or in part.

AMC2 ARO.GEN.300(a);(b);(c) Oversight

Evaluation Of Operational Safety Risk Assessment

As part of the initial certification or the continuing oversight of an operator, the Brunei DCA should normally evaluate the operator's safety risk assessment processes related to hazards identified by the operator as having an interface with its operations. These safety risk assessments should be identifiable processes of the operator's management system.

As part of its continuing oversight, the Brunei DCA should also remain satisfied as to the effectiveness of these safety risk assessments.

(a) General methodology for operational hazards

The Brunei DCA should establish a methodology for evaluating the safety risk assessment processes of the operator's management system.

When related to operational hazards, the Brunei DCA's evaluation under its normal oversight process should be considered satisfactory if the operator demonstrates its competence and capability to:

- (a) understand the hazards and their consequences on its operations;
- (b) be clear on where these hazards may exceed acceptable safety risk limits;
- (c) identify and implement mitigations including suspension of operations where mitigation cannot reduce the risk to within safety risk limits;
- (d) develop and execute effectively robust procedures for the preparation and the safe operation of the flights subject to the hazards identified;
- (e) assess the competence and currency of its staff in relation to the duties necessary for the intended operations and implement any necessary training; and
- (f) ensure sufficient numbers of qualified and competent staff for such duties.

The Brunei DCA should take into account that:

- (a) the operator's recorded mitigations for each unacceptable risk identified are in place;
- (b) the operational procedures specified by the operator with the most significance to safety appear to be robust; and
- (c) the staff on which the operator depends in respect of those duties necessary for the intended operations are trained and assessed as competent in the relevant procedures.

Evaluation Of Operators' Volcanic Ash Safety Risk Assessment

In addition to the general methodology for operational hazards, the Brunei DCA's evaluation under its normal oversight process should also assess the operator's competence and capability to:

- (a) choose the correct information sources to use to interpret the information related to volcanic ash contamination forecast and to resolve correctly any conflicts among such sources; and
- (b) take account of all information from its type certificate holders (TCHs) concerning volcanic ash-related airworthiness aspects of the aircraft it operates, and the related pre-flight, in-flight and post flight precautions to be observed.

GM1 ARO.GEN.300(a); (b);(c) Oversight

General

- (a) Responsibility for the conduct of safe operations lies with the organisation. Under these provisions a positive move is made towards devolving upon the organisation a share of the responsibility for monitoring the safety of operations. The objective cannot be attained unless organisations are prepared to accept the implications of this policy including that of committing the necessary resources to its implementation. Crucial to the success of the policy is the content of Part-ORO, which requires the establishment of a management system by the organisation.
- (b) The Brunei DCA should continue to assess the organisation's compliance with the applicable requirements, including the effectiveness of the management system. If the management system is judged to have failed in its effectiveness, then this in itself is a breach of the requirements which may, among others, call into question the validity of a certificate, if applicable.
- (c) The accountable manager is accountable to the Brunei DCA as well as to those who may appoint him/her. It follows that the Brunei DCA cannot accept a situation in which the accountable manager is denied sufficient funds, manpower or influence to rectify deficiencies identified by the management system.
- (d) Oversight of the organisation includes a review and assessment of the qualifications of nominated persons.

GM2 ARO.GEN.300(a);(b);(c) Oversight

Volcanic Ash Safety Risk Assessment - Additional Guidance

Further guidance on the assessment of an operator's volcanic ash safety risk assessment is given in ICAO Doc 9974 (Flight safety and volcanic ash – Risk management of flight operations with known or forecast volcanic ash contamination).

GM3 ARO.GEN.300(a);(b);(c) Oversight

Checklist for CRM Training Oversight

The following list includes the major elements for the monitoring of the operator's CRM training:

- (a) development of CRM training considering the operator's management system;
- (b) content of the CRM training syllabus;
- (c) qualification of CRM trainer;
- (d) training facilities:
 - (a) classroom;
 - (b) flight simulation training device (FSTD);
 - (c) aircraft; and
 - (d) cabin training device;
- (e) training methods:
 - (a) classroom training (instructions, presentations and behavioural exercises);
 - (b) computer-based training (CBT);
 - (c) line-oriented flight training (LOFT); and
 - (d) check or test;
- (f) training analysis:
 - (a) pre-course reading and study;
 - (b) integration of the different training methods;
 - (c) competence and performance of the trainer or instructor;
 - (d) assessment of flight crew members; and
 - (e) effectiveness of training.

GM4 ARO.GEN.300(a);(b);(c) Oversight

Oversight Of An Operator Conversion Course (OCC) For Multi-Crew Pilot Licence (MPL) Holders

As part of the initial certification or the continuing oversight of an operator, the competent authority should include the assessment of the OCC provided to MPL holders, who undertake their first conversion course on a new type or at an operator other than the one that was involved in their training for the MPL.

The assessment of the OCC should evaluate whether the operator, in the process of development of the OCC, took the following aspects into account:

- the time elapsed after completion of the initial training, between base training and hiring, and the Line Flying Under Supervision (LIFUS);
- the necessary feedback loop between the Approved Training Organisation (ATO) and the operator involved in the licence training.

AMC1 ARO.GEN.300(a)(2) Oversight

Operational Approvals Issued by State of Registry

When verifying continued compliance of non-commercial operators using an aircraft registered in a country other than the Brunei Darussalam holding operational approvals for operations in PBN, MNPS and RVSM airspace issued by another State of Registry the Brunei DCA should at least assess if:

- (a) the State of registry has established an equivalent level of safety, considering any differences notified to the ICAO Standards for RVSM, RNP, MNPS and MEL; or
- (b) there are reservations on the safety oversight capabilities and records of the State of registry; or
- (c) operators of the State of registry are subject to an operating ban; or
- (d) relevant findings on the State of registry from audits carried out under international conventions exist; or
- (e) relevant findings on the State of registry from other safety assessment programmes of States exist.

GM1 ARO.GEN.300(d) Oversight

Activities within the Territory of the Brunei Darussalam

- (a) Activities performed in the territory of the Brunei Darussalam by persons or organisations established or residing in another State include:
 - (a) activities of:
 - (i) organisations certified by or declaring their activity to the competent authority of any other State; or
 - (i) persons performing operations with other-than-complex motor-powered aircraft; and
 - (b) activities of persons holding a licence, certificate, rating, or attestation issued by the competent authority of any other State.
- (b) Audits and inspections of such activities, including ramp and unannounced inspections, should be prioritised towards those areas of greater safety concern, as identified through the analysis of data on safety hazards and their consequences in operations.

ARO.GEN.305 Oversight programme

- (a) The Brunei DCA shall establish and maintain an oversight programme covering the oversight activities required by ARO.GEN.300 and by ARO.RAMP.
- (b) For organisations certified by the Brunei DCA, 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 required by ARO.GEN and ARO.RAMP and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:
 - (a) audits and inspections, including ramp and unannounced inspections as appropriate; and
 - (b) 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 an oversight planning cycle not exceeding 24 months shall be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation 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:

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

- (d) For organisations declaring their activity to the Brunei DCA, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities and the data of past oversight activities and the assessment of risks associated with the type of activity carried out. It shall include audits and inspections, including ramp and unannounced inspections, as appropriate
- (d1) For organisations holding a specialised operations authorisation, the oversight programme shall be established in accordance with (d) and shall also take into account the past and current authorisation process and the validity period of the authorisation.
- (e) 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.

- (f) 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.

AMC1 ARO.GEN.305(b);(d),(d1) Oversight programme

Specific Nature and Complexity of the Organisation, Results of Past Oversight

- (a) When determining the oversight programme for an organisation, the Brunei DCA should consider in particular the following elements, as applicable:
- (a) the implementation by the organisation of industry standards, directly relevant to the organisation's activity subject to this Regulation;
 - (b) the procedure applied for and scope of changes not requiring prior approval;
 - (c) specific approvals held by the organisation;
 - (d) specific procedures implemented by the organisation related to any alternative means of compliance used; and
 - (e) number of subcontractors.
- (b) For the purpose of assessing the complexity of an organisation's management system, AMC1 ORO.GEN.200 (b) should be used.
- (c) Regarding results of past oversight, the Brunei DCA should also take into account relevant results of ramp inspections of organisations it has certified or authorised, persons and other organisation having declared their activity or persons performing operations with other-than-complex motor-powered aircraft that were performed in other States.

AMC2 ARO.GEN.305(b) Oversight programme

Procedures for Oversight of Operations

- (a) Each organisation to which a certificate has been issued should have an inspector specifically assigned to it. Several inspectors should be required for the larger companies with widespread or varied types of operation. This does not prevent a single inspector being assigned to several companies. Where more than one inspector is assigned to an organisation, one of them should be nominated as having overall responsibility for supervision of, and liaison with, the organisation's management, and be responsible for reporting on compliance with the requirements for its operations as a whole
- (b) Audits and inspections, on a scale and frequency appropriate to the operation, should cover at least:
- (a) infrastructure,
 - (b) manuals,
 - (c) training,
 - (d) crew records,
 - (e) equipment,
 - (f) release of flight/dispatch,
 - (g) dangerous goods,

- (h) organisation's management system.
- (c) The following types of inspections should be envisaged, as part of the oversight programme:
 - (a) flight inspection,
 - (b) ground inspection (e.g. documents and records),
 - (c) training inspection (e.g. ground, aircraft/FSTD),
 - (d) ramp inspection.

The inspection should be a 'deep cut' through the items selected and all findings should be recorded. Inspectors should review the root cause(s) identified by the organisation for each confirmed finding.

The Brunei DCA should be satisfied that the root cause(s) identified and the corrective actions taken are adequate to correct the non-compliance and to prevent re-occurrence.

- (d) Audits and inspections may be conducted separately or in combination. Audits and inspections may, at the discretion of the Brunei DCA, be conducted with or without prior notice to the organisation.
- (e) Where it is apparent to an inspector that an organisation has permitted a breach of the applicable requirements, with the result that air safety has, or might have, been compromised, the inspector should ensure that the responsible person within the Brunei DCA is informed without delay.
- (f) In the first few months of a new operation, inspectors should be particularly alert to any irregular procedures, evidence of inadequate facilities or equipment, or indications that management control of the operation may be ineffective. They should also carefully examine any conditions that may indicate a significant deterioration in the organisation's financial management. When any financial difficulties are identified, inspectors should increase technical surveillance of the operation with particular emphasis on the upholding of safety standards.
- (g) The number or the magnitude of the non-compliances identified by the Brunei DCA will serve to support the Brunei DCA's continuing confidence in the organisation's competence or, alternatively, may lead to an erosion of that confidence. In the latter case, the Brunei DCA should review any identifiable shortcomings of the management system.

GM1 ARO.GEN.305(b);(c);(d);(d1) Oversight programme

Storage Periods Of Records

If the organisation's oversight cycle has been extended, the minimum storage periods for records should be aligned with the extended oversight cycle to ensure that the competent authority has access to all relevant records.

GM1 ARO.GEN.305(b) Oversight Programme

Financial Management

Examples of trends that may indicate problems in a new organisation's financial management are:

- (a) significant lay-offs or turnover of personnel;
- (b) delays in meeting payroll
- (c) reduction of safe operating standards;
- (d) decreasing standards of training;
- (e) withdrawal of credit by suppliers;
- (f) inadequate maintenance of aircraft;
- (g) shortage of supplies and spare parts;
- (h) curtailment or reduced frequency of revenue flights; and
- (i) sale or repossession of aircraft or other major equipment items.

AMC1 ARO.GEN.305(b)(1) Oversight programme

Audit

- (a) The oversight programme should indicate which aspects of the approval will be covered with each audit.
- (b) Part of an audit should concentrate on the organisation's compliance monitoring reports produced by the compliance monitoring personnel to determine if the organisation is identifying and correcting its problems.
- (c) At the conclusion of the audit, an audit report should be completed by the auditing inspector, including all findings raised.

AMC2 ARO.GEN.305(b)(1) Oversight programme

Ramp Inspections

- (a) When conducting a ramp inspection of aircraft used by organisations under its regulatory oversight, the Brunei DCA should, as far as possible, comply with the requirements defined in ARO.RAMP.
- (b) When conducting ramp inspections on other-than-suspected aircraft, the Brunei DCA should take into account the following elements:
 - (a) repeated inspections should be avoided of those organisations for which previous inspections have not revealed safety deficiencies;
 - (b) the oversight programme should enable the widest possible sampling rate of aircraft flying into their territory; and
 - (c) there should be no discrimination on the basis of the organisation's nationality, the type of operation or type of aircraft, unless such criteria can be linked to an increased risk.

- (c) For aircraft other than those used by organisations under its regulatory oversight, when conducting a risk assessment, the Brunei DCA should consider aircraft that have not been ramp inspected for more than 6 months.

AMC1 ARO.GEN.305(b);(c);(d) Oversight programme

Industry Standards

- (a) For organisations having demonstrated compliance with industry standards, the Brunei DCA may adapt its oversight programme, in order to avoid duplication of specific audit items.
- (b) Demonstrated compliance with industry standards should not be considered in isolation from the other elements to be considered for the Brunei DCA's risk-based oversight.
- (c) In order to be able to credit any audits performed as part of certification in accordance with industry standards, the following should be considered:
 - (a) the demonstration of compliance is based on certification auditing schemes providing for independent and systematic verification;
 - (b) the existence of an accreditation scheme and accreditation body for certification in accordance with the industry standards has been verified;
 - (c) certification audits are relevant to the requirements defined in Part-ORO and other BARs as applicable;
 - (d) the scope of such certification audits can easily be mapped against the scope of oversight in accordance with Part-ORO;
 - (e) audit results are accessible to the Brunei DCA; and
 - (f) the audit planning intervals of certification audits in accordance with industry standards are compatible with the oversight planning cycle.

AMC1 ARO.GEN.305(c) Oversight programme

Oversight Planning Cycle

- (a) When determining the oversight planning cycle and defining the oversight programme, the Brunei DCA should assess the risks related to the activity of each organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks.
- (b) The Brunei DCA should establish a schedule of audits and inspections appropriate to each organisation's business. The planning of audits and inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the organisation as part of the organisation's management system. Inspectors should work in accordance with the schedule provided to them.
- (c) When the Brunei DCA, having regard to an organisation's safety performance, varies the frequency of an audit or inspection, it should ensure that all aspects of the operation are audited and inspected within the applicable oversight planning cycle.
- (d) The section(s) of the oversight programme dealing with ramp inspections should be developed based on geographical locations, taking into account aerodrome activity, and focusing on key issues that can be inspected in the time available without unnecessarily delaying the operations.

AMC2 ARO.GEN.305(c) Oversight programme

Oversight Planning Cycle

- (a) For each organisation certified by the Brunei DCA all processes should be completely audited at periods not exceeding the applicable oversight planning cycle. The beginning of the first oversight planning cycle is normally determined by the date of issue of the first certificate. If the Brunei DCA wishes to align the oversight planning cycle with the calendar year, it should shorten the first oversight planning cycle accordingly.
- (b) The interval between two audits for a particular process should not exceed the interval of the applicable oversight planning cycle.
- (c) Audits should include at least one on-site audit within each oversight planning cycle. For organisations exercising their regular activity at more than one site, the determination of the sites to be audited should consider the results of past oversight, the volume of activity at each site, as well as main risk areas identified.
- (d) For organisations holding more than one certificate, the Brunei DCA may define an integrated oversight schedule to include all applicable audit items. In order to avoid duplication of audits, credit may be granted for specific audit items already completed during the current oversight planning cycle, subject to four conditions:
 - (a) the specific audit item should be the same for all certificates under consideration;
 - (b) there should be satisfactory evidence on record that such specific audit items were carried out and that all corrective actions have been implemented to the satisfaction of the Brunei DCA;
 - (c) the Brunei DCA should be satisfied that there is no evidence to believe standards have deteriorated in respect of those specific audit items being granted a credit;
 - (d) the interval between two audits for the specific item being granted a credit should not exceed the applicable oversight planning cycle.

AMC2 ARO.GEN.305(d) Oversight programme

Oversight of Declared Organisations

For organisations having declared their activity to the Brunei DCA, at least one inspection should be performed within each 24-month cycle starting with the date of the first declaration received.

AMC1 ARO.GEN.305(d1) Oversight programme

Oversight of Authorisation Holders

- (a) When determining the oversight programme of authorised high risk commercial specialised operators, the Brunei DCA should assess the risks related to the type of activity carried out by each organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks
- (b) An oversight cycle not exceeding 24 months should be applied. The oversight planning cycle may be extended to a maximum of 48 months if the Brunei DCA has established that during the previous 24 months the organisation has been able to effectively manage safety risks.
- (c) The Brunei DCA should establish a schedule of audits and/or inspections, including unannounced inspections, appropriate to each organisation's business. The planning of audits and inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the organisation as part of the organisation's management system. Inspectors should work in accordance with the schedule provided to them.
- (d) If the specialised operations authorisation is time limited, the Brunei DCA should adapt the schedule of audits and inspections to the duration of the specialised operation authorisation. Audits or inspections may not be necessary if an authorisation is issued for a single flight or event.
- (e) When scheduling audits and inspections, the Brunei DCA should also take into account the activity conducted by the competent authorities of other States. In this case the Brunei DCA should coordinate the audit and inspection schedule with the authority of the State in which territory the activity is taking place.
- (f) Additional audits or inspections to specific operators may be included in the oversight programme on the basis of the assessment of associated risks carried out within the occurrences reporting scheme(s).

GM1 ARO.GEN.305(d1) Oversight programme

Oversight of Authorisation Holders

Past and current authorisation process refers to relevant results of past and current authorisation and oversight activities.

AMC1 ARO.GEN.305(e) Oversight programme

Persons Holding a Licence, Certificate, Rating or Attestation

- (a) The oversight of persons holding a licence, certificate, rating or attestation should normally be ensured as part of the oversight of organisations. Additionally, the Brunei DCA should verify compliance with applicable requirements when endorsing or renewing ratings.
- (b) To properly discharge its oversight responsibilities, the Brunei DCA should perform a certain number of unannounced verifications.

ARO.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. This verification may take into account the statement referred to in ORO.AOC.100(b).
- (b) When satisfied that the organisation is in compliance with the applicable requirements, the Brunei DCA shall issue the certificate(s), as established in Appendices I and II. 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 ORO.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.

AMC1 ARO.GEN.310(a) Initial certification procedure - organisations

Verification Of Compliance

- (a) Upon receipt of an application for an air operator certificate (AOC), the Brunei DCA should:
 - (a) assess the management system and processes, including the operator's organisation and operational control system;
 - (b) review the operations manual and any other documentation provided by the organisation; and
 - (c) for the purpose of verifying the organisation's compliance with the applicable requirements, conduct an audit at the organisation's facilities. The Brunei DCA should require the conduct of one or more demonstration flights operated as if they were commercial flights, or an in-flight inspection should be conducted at the earliest opportunity.
- (b) The Brunei DCA should ensure that the following steps are taken:
 - (a) The organisation's written application for an AOC should be submitted at least 90 days before the date of intended operation, except that the operations manual may be submitted later, but not less than 60 days before the date of intended operation. The application form should be printed in language(s) of the Brunei DCA's choosing.
 - (b) An individual should be nominated by the responsible person of the Brunei DCA to oversee, to become the focal point for all aspects of the organisation certification process and to coordinate all necessary activity. The nominated person should be responsible to the responsible person of the Brunei DCA for confirming that all appropriate audits and inspections have been carried out. He/she should also ensure that the necessary specific or prior approvals required by (b)(3) are issued in due course. Of particular importance on initial application is a careful review of the qualifications of the organisations' nominated persons. Account shall be taken of the relevance of the nominee's previous experience and known record.

- (c) Submissions that require the Brunei DCA's specific or prior approval should be referred to the appropriate department of the Brunei DCA. Submissions should include, where relevant, the associated qualification requirements and training programmes.
- (c) The ability of the applicant to secure, in compliance with the applicable requirements and the safe operation of aircraft, all necessary training and, where required, licensing of personnel, should be assessed. This assessment should also include the areas of responsibility and the numbers of those allocated by the applicant to key management tasks.
- (d) In order to verify the organisation's compliance with the applicable requirements, the Brunei DCA should conduct an audit of the organisation, including interviews of personnel and inspections carried out at the organisation's facilities.

The Brunei DCA should only conduct such audit after being satisfied that the application shows compliance with the applicable requirements.
- (e) The audit should focus on the following areas:
 - (a) detailed management structure, including names and qualifications of personnel required by ORO.GEN.210 and adequacy of the organisation and management structure;
 - (b) personnel:
 - (i) adequacy of number and qualifications with regard to the intended terms of approval and associated privileges;
 - (ii) validity of licences, ratings, certificates or attestations as applicable;
 - (c) processes for safety risk management and compliance monitoring;
 - (d) facilities – adequacy with regard to the organisation's scope of work;
 - (e) documentation based on which the certificate should be granted (organisation documentation as required by Part-ORO, including technical manuals, such as operations manual or training manual).
- (f) In case of non-compliance, the applicant should be informed in writing of the corrections that are required.
- (g) When the verification process is complete, the person with overall responsibility, nominated in accordance with (b)(2), should present the application to the person responsible for the issue of an AOC together with a written recommendation and evidence of the result of all investigations or assessments which are required before the operator certificate is issued. Approvals required shall be attached to the recommendation. The Brunei DCA should inform the applicant of its decision concerning the application within 60 days of receipt of all supporting documentation. In cases where an application for an organisation certificate is refused, the applicant should be informed of the right of appeal as exists under national law.

ARO.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 ORO.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, the Brunei DCA shall:
- (a) notify the organisation about the non-compliance and request further changes;
 - (b) in case of level 1 or level 2 findings, act in accordance with ARO.GEN.350.

AMC1 ARO.GEN.330 Changes – organisations

AOC Holders

- (a) Changes to nominated personnel specified in part ORO:
- (a) Any changes to accountable manager specified in ORO.GEN.210(a) that may affect the certificate or terms of approval/approval schedule attached to it, require prior approval under ARO.GEN.330(a) and ORO.GEN.130(a) and (b).
 - (b) When an organisation submits the name of a new nominee for any of the persons nominated as per ORO.GEN.210 (b), the Brunei DCA should require the organisation to produce a written résumé of the proposed person's qualifications. The Brunei DCA should reserve the right to interview the nominee or call for additional evidence of his/her suitability before deciding upon his/her acceptability.
- (b) A simple management system documentation status sheet should be maintained, which contains information on when an amendment was received by the Brunei DCA and when it was approved.
- (c) The organisation should provide each management system documentation amendment to the Brunei DCA, including for the amendments that do not require prior approval by the Brunei DCA. Where the amendment requires Brunei DCA approval, the Brunei DCA, when satisfied, should indicate its approval in writing. Where the amendment does not require prior approval, the Brunei DCA should acknowledge receipt in writing within 10 working days.
- (d) For changes requiring prior approval, in order to verify the organisation's compliance with the applicable requirements, the Brunei DCA should conduct an audit of the

organisation, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organisation's facilities.

GM1 ARO.GEN.330 Changes – organisations

Change of Name of the Organisation

- (a) On receipt of the application and the relevant parts of the organisation's documentation as required by Part-ORO, the Brunei DCA should re-issue the certificate.
- (b) A name change alone does not require the Brunei DCA to audit the organisation, unless there is evidence that other aspects of the organisation have changed.

ARO.GEN.345 Declaration — organisations

- (a) Upon receiving a declaration from an organisation carrying out or intending to carry out activities for which a declaration is required, the Brunei DCA shall verify that the declaration contains all the information required:

- (1) pursuant to ORO.DEC.100 of (Part-ORO);
- (2) for balloon operators pursuant to BOP.ADD.100 of Part-BOP; or
- (3) for sailplane operators pursuant to SAO.DEC.100 Part-SAO.

After having verified the required information, the competent authority shall acknowledge receipt of the declaration to the organisation.

- (b) If the declaration does not contain the required information, or contains information that indicates non-compliance with applicable requirements, the Brunei DCA shall notify the organisation about the non-compliance and request further information. If deemed necessary the Brunei DCA shall carry out an inspection of the organisation. If the non-compliance is confirmed, the Brunei DCA shall take action as defined in ARO.GEN.350.

AMC1 ARO.GEN.345 Declaration – organisations

Acknowledgement of Receipt

The Brunei DCA should acknowledge receipt of the declaration in writing within 10 working days.

GM1 ARO.GEN.345 Declaration – organisations

Verification - Declaration

The verification made by the Brunei DCA upon receipt of a declaration does not imply an inspection. The aim is to check whether what is declared complies with applicable regulations.

ARO.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, with the organisation's procedures and manuals or with the terms of an approval, certificate, specialised operation authorisation or with the content of a declaration which lowers safety or seriously hazards flight safety.

The level 1 findings shall include:

- (a) failure to give the Brunei DCA access to the organisation's facilities as defined in ORO.GEN.140 and for balloon operators in accordance with points Part-BOP.ADD.035 during normal operating hours and after two written requests;
 - (b) obtaining or maintaining the validity of the organisation certificate or specialised operations authorisation by falsification of submitted documentary evidence;
 - (c) evidence of malpractice or fraudulent use of the organisation certificate or specialised operations authorisation; and
 - (d) 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, certificate, specialised operation authorisation or with the content of a declaration 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.
 - (a) 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.
 - (b) 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 three months. At the end of this period, and subject to the nature of the finding, the Brunei DCA may extend the three-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.
 - (c) 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).

- (d) 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 acting under the provisions of ARO.GEN.300 (d) identifies any non-compliance with the applicable requirements by an organisation certified by, or authorised by or declaring its activity to the Brunei DCA competent authority of another State, it shall inform that competent authority and provide an indication of the level of finding.

GM1 ARO.GEN.350 Findings and corrective actions – organisations

Training

For a level 1 finding it may be necessary for the Brunei DCA to ensure that further training by the organisation is carried out and audited by the Brunei DCA before the activity is resumed, dependent upon the nature of the finding.

GM2 ARO.GEN.350(d) Findings and corrective actions — organisations

Corrective Action Implementation Period

The 3-month period should commence from the date of the communication of the finding to the organisation in writing and requesting corrective action to address the non-compliance(s) identified.

ARO.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 act in accordance with ARA.GEN.355(a) to (d) of Part-ARA.
- (b) 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 laid down in the Requirements and not holding a licence, certificate, rating or attestation issued in accordance with that Requirement, the Brunei DCA shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

GM1 ARO.GEN.355(b) Findings and enforcement measures – persons

General

This provision is necessary to ensure that enforcement measures will be taken also in cases where the Brunei DCA may not act on the licence, certificate or attestation. The type of enforcement measure will depend on the applicable national law and may include for example the payment of a fine or the prohibition from exercising.

It covers two cases:

- (a) persons subject to the requirements laid down in regulations who are not required to hold a licence, certificate or attestation; and
- (b) persons who are required to hold a licence, rating, certificate or attestation, but who do not hold the appropriate licence, rating, certificate or attestation as required for the activity they perform.

ARO.GEN.360 Findings and enforcement measures – all operators

If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by an operator subject to the requirements laid down in the Requirements, the Brunei DCA shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

Subpart OPS Air Operations

Section I - Certification of commercial air transport operators

ARO.OPS.100 Issue of the air operator certificate

- (a) The Brunei DCA shall issue the air operator certificate (AOC) when satisfied that the operator has demonstrated compliance with the elements required in ORO.AOC.100.
- (b) The certificate shall include the associated operations specifications.
- (c) The Brunei DCA may determine specific operational limitations. Such limitations shall be documented in the operations specifications.

GM1 ARO.OPS.100(b) Issue of the air operator certificate

Area Of Operation

- (a) If the area of operation within the operational specifications of Part-ARO is not defined as 'worldwide' or 'with no geographical limit', the Brunei DCA should describe the boundaries of a permissible area of operation by listing for example:
 - (a) a continuous line between a list of coordinates (Lat./Long.);
 - (b) the national boundary of the State of issuance of the AOC;
 - (c) a flight information region (FIR) boundary;
 - (d) a combination of adjacent FIR boundaries;
 - (e) ICAO region(s) as per ICAO Doc 7030; and
 - (f) operations in the Inter-Tropical Convergence Zone (ICTZ).
- (b) The following factors should be taken into account when deciding the area of operation for CAT operations:
 - (a) The adequacy of the operational control and maintenance arrangements within the proposed area of operation.
 - (b) The general suitability of the aircraft which are to be used and in particular:
 - (i) the performance capability of the aircraft with regard to the terrain;
 - (ii) the need for any special equipment;
 - (iii) the aircraft systems and the level of redundancy of those systems, with regard to extremes of weather or climate; and
 - (iv) the need for any special dispatch minima with regard to the content of the MEL.
 - (c) Any special training required for:
 - (i) weather or climatic conditions likely to be encountered; and
 - (ii) compliance with specific approvals under Part-SPA (MNPS, RVSM, etc.).
 - (d) The need for the flight crew to comply with non-standard ATC requirements such as the use of:
 - (i) non-standard phraseology;

- (ii) altitude clearances in metres; and
 - (iii) altimeter settings in inches of mercury, wind speed in metres/sec, visibility in miles, etc.
- (e) The navigation and communication facilities available over the routes proposed and the associated equipment of the aircraft.
- (f) The adequacy of aerodromes or operating sites available within the proposed area, and the availability of current maps, charts, associated documents or equivalent data.
- (g) The availability of adequate search and rescue facilities, and the need to carry special survival equipment and the need for training in the use of the survival equipment.
- (h) Survival equipment available for the operator and installed in the aircraft used.

ARO.OPS.105 Code-share arrangements

In considering the safety of a code-share agreement involving an operator from a state other than Brunei Darussalam, the Brunei DCA shall:

- (a) satisfy itself, following the verification by the operator as set out in ORO.AOC.115, that the operator complies with the applicable ICAO standards;
- (b) liaise with the competent authority of the State of the operator as necessary.

AMC1 ARO.OPS.105 Code-share arrangements

Safety Of A Code-Share Agreement

- (a) When evaluating the safety of a code-share agreement, the Brunei DCA should check that the:
 - (a) documented information provided by the applicant in accordance with ORO.AOC.115 is complete and shows compliance with the applicable ICAO standards; and
 - (b) operator has established a code-share audit programme for monitoring continuous compliance of the third country operator with the applicable ICAO standards.
- (b) The Brunei DCA should request the applicant to make a declaration covering the above items.
- (c) In case of non-compliance, the applicant should be informed in writing of the corrections which are required.

AMC2 ARO.OPS.105 Code-share arrangements

Audits Performed by a Third Party Provider

When audits are performed by a third party provider, the Brunei DCA should verify if the third party provider meets the criteria established in AMC2 ORO.AOC.115 (b).

ARO.OPS.110 Lease agreements for aeroplanes and helicopters

- (a) The Brunei DCA shall approve a lease agreement when satisfied that the operator certified in accordance with Part-ORO complies with:
 - (a) ORO.AOC.110(d), for dry leased-in third country aircraft;
 - (b) ORO.AOC.110(c), for wet lease-in of an aircraft from a third country operator;
 - (c) ORO.AOC.110(e), for dry lease-out of an aircraft to any operator;
 - (d) relevant requirements of continuing airworthiness and air operations, for dry lease-in of an aircraft registered outside Brunei Darussalam and wet lease-in of an aircraft from a state other than Brunei Darussalam.
- (b) The approval of a wet lease-in agreement shall be suspended or revoked whenever:
 - (a) the AOC of the lessor or lessee is suspended or revoked;
 - (b) the lessor is subject to an operating ban.
- (c) The approval of a dry lease-in agreement shall be suspended or revoked whenever
 - (a) the certificate of airworthiness of the aircraft is suspended or revoked.
 - (b) the aircraft is included in the list of operators subject to operational restrictions or it is registered in a State of which all operators under its oversight are subject to an operating ban.
- (d) When asked for the prior approval of a dry-lease out agreement in accordance with ORO.AOC.110(e), the Brunei DCA shall ensure:
 - (a) proper coordination with the competent authority responsible for the continuing oversight of the aircraft, or for the operation of the aircraft, if it is not the same authority;
 - (b) that the aircraft is timely removed from the operator's AOC.
- (e) When asked for prior approval of a dry lease-in agreement in accordance with point ORO.AOC.110(d), the Brunei DCA shall ensure proper coordination with the State of Registry of the aircraft as necessary to exercise the oversight responsibilities of the aircraft.

AMC1 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

Wet Lease-In

- (a) Before approving a wet lease-in agreement the competent authority of the lessee should assess available reports on ramp inspections performed on aircraft of the lessor.
- (b) The Brunei DCA should only approve a wet lease-in agreement if the routes intended to be flown are contained within the authorised areas of operations specified in the AOC of the lessor.

AMC2 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

Short Term Wet Lease-In

The Brunei DCA may approve third country operators individually or a framework contract with more than one third country operator in anticipation of operational needs or to overcome operational difficulties.

GM1 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

Approval

- (a) Except for wet lease-out, approval for an operator to lease an aircraft of another operator should be issued by the competent authority of the lessee and the competent authority of the lessor.
- (b) When an operator leases an aircraft of an undertaking or person other than an operator, the competent authority of the lessee should issue the approval.

GM2 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

Dry Lease-Out

The purpose of the requirement for the Brunei DCA to ensure proper coordination with the authority that is responsible for the oversight of the continuing airworthiness of the aircraft is to ensure that appropriate arrangements are in place to allow:

- (a) the transfer of regulatory oversight over the aircraft, if relevant; or
- (b) continued compliance of the aircraft with the requirements of the Brunei Darussalam regulations.

Section Ia - Authorisation of high risk commercial specialised operations

ARO.OPS.150 Authorisation of high risk commercial specialised operations

- (a) Upon receiving an application for the issue of a high risk commercial specialised operations authorisation, the competent authority of the operator shall review the operator's risk assessment documentation and standard operating procedures (SOP), related to one or more planned operations and developed in accordance with the relevant requirements of Part-SPO.
- (b) When satisfied with the risk assessment and SOP, the competent authority of the operator shall issue the authorisation, as established in Appendix VI. The authorisation may be issued for a limited or an unlimited duration. The conditions under which an operator is authorised to conduct one or more high risk commercial specialised operations shall be specified in the authorisation.
- (c) Upon receiving an application for a change to the authorisation, the competent authority of the operator shall comply with (a) and (b). It shall prescribe the conditions under which the operator may operate during the change, unless the competent authority determines that the authorisation needs to be suspended.
- (d) Upon receiving an application for the renewal of the authorisation, the competent authority of the operator shall comply with (a) and (b). It may take into account the past authorisation process and oversight activities.
- (e) Without prejudice to any additional enforcement measures, when the operator implements changes without having submitted an amended risk assessment and SOP, the competent authority of the operator shall suspend, limit or revoke the authorisation.
- (f) Upon receiving an application for the issue of an authorisation for a cross-border high risk commercial specialised operation, the competent authority of the operator shall review the operator's risk assessment documentation and standard operating procedures (SOP) in coordination with the competent authority of the place where the operation is planned to be conducted. When both authorities are satisfied with the risk assessment and SOP, the competent authority of the operator shall issue the authorisation.

AMC1 ARO.OPS.150 Authorisation of high risk commercial specialised operations

General

The Brunei DCA should make publicly available a list of activities of high risk commercial specialised operations so that operators are informed when to apply for an authorisation.

AMC1 ARO.OPS.150(a);(b) Authorisation of high risk commercial specialised operations

Verification of Compliance

- (a) For the purpose of verifying the operator's standard operating procedures (SOPs), the Brunei DCA may conduct an audit at the operator's facilities or require the conduct of one or more demonstration flights operated as if they were high risk commercial specialised operations.
- (b) An individual should be nominated by the Brunei DCA to become the focal point for all aspects of the authorisation process and to coordinate all necessary activity. This nominated person should confirm to the responsible person of the Brunei DCA issuing the authorisation that all appropriate audits and inspections have been carried out.
- (c) When the verification process is complete, the person, nominated in accordance with (b), should present the application to the person responsible for the issuance of an authorisation together with a written recommendation and evidence of the result of the review of the operator's risk assessment documentation and SOPs, which is required before the authorisation is issued. The Brunei DCA should inform the applicant of its decision concerning the application. In cases where an application for an authorisation is refused, the applicant should be informed of the right of appeal as exists under national law.

GM1 ARO.OPS.150(b) Authorisation of high risk commercial specialised operations

Limitations

The Brunei DCA may issue the authorisation for a limited duration, e.g. for a single event or a defined series of flights, or limit the operating area.

GM1 ARO.OPS.150(c) Authorisation of high risk commercial specialised operations

Change of Name of the Organisation

- (a) Upon receipt of the application for a change of the authorisation, the Brunei DCA should reissue the authorisation.
- (b) A name change alone does not require the Brunei DCA to re-assess the risk assessment and SOPs, unless there is evidence that other aspects of the operation have changed.

AMC1 ARO.OPS.150(f) Authorisation of high risk commercial specialised operations

Authorisation of Cross-Border High Risk Commercial Specialised Operation

- (a) An authorisation for cross-border high risk commercial specialised operations should be issued by the Brunei DCA, when both the Brunei DCA itself and the competent authority of the place where the operation is planned to be conducted are satisfied that the risk assessment and SOPs are appropriate for the area overflown.

- (b) The authorisation should be amended to include those areas for which the operator has received the authorisation to conduct cross-border high risk commercial specialised operation.

GM1 ARO.OPS.150(f) Authorisation of high risk commercial specialised operations

Authorisation of Cross-Border High Risk Commercial Specialised Operation

Cross-border high risk commercial specialised operation means a high risk commercial specialised operation in a territory other than the State than where the operator has its principle place of business

ARO.OPS.155 Lease agreements

- (a) The Brunei DCA shall approve a lease agreement involving a third country registered aircraft or a third country operator when the SPO operator has demonstrated compliance with ORO.SPO.100.
- (b) The approval of a dry lease-in agreement shall be suspended or revoked whenever the certificate of airworthiness of the aircraft is suspended or revoked.

GM1 ARO.OPS.155 Lease agreements

Wet Lease-In

Since ICAO has not stipulated globally harmonised standards for specialised operators and their operation, the applicable requirements involving a third country registered aircraft of a third country operator will be of a local or national nature. Therefore, the Brunei DCA approving a wet lease-in agreement is encouraged to collect information on the oversight system of the state of the operator or state of registry, if applicable, in order to have a better understanding of the operation.

Section II - Approvals

ARO.OPS.200 Specific approval procedure

- (a) Upon receiving an application for the issue of a specific approval or changes thereof, the Brunei DCA shall assess the application in accordance with the relevant requirements of Part-SPA and conduct, where relevant, an appropriate inspection of the operator.
- (b) When satisfied that the operator has demonstrated compliance with the applicable requirements, the Brunei DCA shall issue or amend the approval. The approval shall be specified in:
 - (a) the operations specifications, as established in Appendix II, for commercial air transport operations; or
 - (b) the list of specific approvals, as established in Appendix V, for non-commercial operations and specialised operations.

AMC1 ARO.OPS.200 Specific approval procedure

Procedures for the Approval of Carriage of Dangerous Goods

When verifying compliance with the applicable requirements of SPA.DG.100, the Brunei DCA should check that:

- (a) the procedures specified in the operations manual are sufficient for the safe transport of dangerous goods;
- (b) operations personnel are properly trained in accordance with the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284-AN/905); and
- (c) a reporting scheme is in place.

AMC2 ARO.OPS.200 Specific approval procedure

Procedures for the Approval for Reduced Vertical Separation Minima (RVSM) Operations

- (a) When verifying compliance with the applicable requirements of Subpart D (SPA.RVSM), the Brunei DCA should verify that:
 - (a) each aircraft holds an adequate RVSM airworthiness approval;
 - (b) procedures for monitoring and reporting height keeping errors have been established;
 - (c) a training programme for the flight crew involved in these operations has been established; and
 - (d) operating procedures have been established.
- (b) Demonstration flight(s)

The content of the RVSM application may be sufficient to verify the aircraft performance and procedures. However, the final step of the approval process may require a demonstration flight. The Brunei DCA may appoint an inspector for a flight

in RVSM airspace to verify that all relevant procedures are applied effectively. If the performance is satisfactory, operation in RVSM airspace may be permitted.

(c) Form of approval documents

Each aircraft group for which the operator is granted approval should be listed in the approval.

(d) Airspace monitoring

For airspace, where a numerical target level of safety is prescribed, monitoring of aircraft height keeping performance in the airspace by an independent height monitoring system is necessary to verify that the prescribed level of safety is being achieved. However, an independent monitoring check of an aircraft is not a prerequisite for the grant of an RVSM approval.

(a) Suspension, revocation and reinstatement of RVSM approval

The incidence of height keeping errors that can be tolerated in an RVSM environment is small. It is expected of each operator to take immediate action to rectify the conditions that cause an error. The operator should report an occurrence involving poor height keeping to the Brunei DCA within 72 hours. The report should include an initial analysis of causal factors and measures taken to prevent repeat occurrences. The need for follow-up reports should be determined by the Brunei DCA. Occurrences that should be reported and investigated are errors of:

- (i) total vertical error (TVE) equal to or greater than ± 90 m (± 300 ft);
- (ii) altimeter system error (ASE) equal to or greater than ± 75 m (± 245 ft); and
- (iii) assigned altitude deviation equal to or greater than ± 90 m (± 300 ft).

Height keeping errors fall into two broad categories:

- errors caused by malfunction of aircraft equipment; and
- operational errors

(b) An operator that consistently experiences errors in either category should have approval for RVSM operations suspended or revoked. If a problem is identified that is related to one specific aircraft type, then RVSM approval may be suspended or revoked for that specific type within that operator's fleet.

(c) Operators' actions:

The operator should make an effective, timely response to each height keeping error. The Brunei DCA may consider suspending or revoking RVSM approval if the operator's responses to height keeping errors are not effective or timely. The Brunei DCA should consider the operator's past performance record in determining the action to be taken.

(d) Reinstatement of approval:

The operator should satisfy the Brunei DCA that the causes of height keeping errors are understood and have been eliminated and that the operator's RVSM programmes and procedures are effective. At its discretion and to restore confidence, the Brunei DCA may require an independent height monitoring check of affected aircraft to be performed.

AMC3 ARO.OPS.200 Specific approval procedure

Approval Of Helicopter Offshore Operations

(a) Approval

When verifying compliance with the applicable requirements of Subpart K the Brunei DCA should ensure prior to issuing an approval that:

- (a) the hazard identification, risk assessment and risk mitigation processes are in place;
- (b) operating procedures have been established applicable to the area of operation;
- (c) helicopters are appropriately certified and equipped for the area of operation;
- (d) flight crew involved in these operations are trained and checked in accordance with the training and checking programmes established by the operator; and
- (e) all requirements of Part-SPA, Subpart K are met.

(b) Demonstration flight(s)

The final step of the approval process may require a demonstration flight performed in the area of operation. The Brunei DCA may appoint an inspector for a flight to verify that all relevant procedures are applied effectively. If the performance is satisfactory, helicopter offshore operations may be approved.

AMC4 ARO.OPS.200 Specific approval procedure

Procedures For The Approval Of Commercial Air Transport Operations With Single-Engined Turbine Aeroplanes At Night Or In Instrument Meteorological Conditions (SET-IMC)

- (a) When verifying compliance with the applicable requirements of Subpart L (SET-IMC) of (Part-SPA), the Brunei DCA should check that:
 - (a) the aeroplane is eligible for SET-IMC operations;
 - (b) the maintenance and operational procedures are adequate;
 - (c) a training programme for the flight crew involved in these operations has been established; and
 - (d) the operator has adequately assessed the risks of the intended operations.

In particular, the Brunei DCA should assess the operator's safety performance, experience and flight crew training, as reflected in the data provided by the operator with its application, to ensure that the intended safety level is achieved.

With regard to the operator's specific SET-IMC flight crew training, the Brunei DCA should ensure that it complies with the applicable requirements of Subpart FC (FLIGHT CREW) of (Part-ORO) and Subpart L (SET-IMC) of (Part-SPA), and that it is appropriate to the operations envisaged.

The Brunei DCA should assess the operator's ability to achieve and maintain an acceptable level of power plant reliability by reviewing its engine-trend-monitoring programme and propulsion reliability programme, which are established in accordance with BAR 8 (Part-M

- (b) The Brunei DCA may impose temporary restrictions to the operations (e.g. limitation to specific routes) until the operator is able to demonstrate that it has the capability to operate safely in compliance with all the applicable requirements.
- (c) When issuing the approval, the Brunei DCA should specify:
 - (a) the particular engine-airframe combination;
 - (b) the identification by registration of the individual aeroplanes designated for single-engined turbine aeroplane operations at night and/or in IMC; and
 - (c) the authorised areas and/or routes of operation.

Validation Of Operational Capability

Observation by the Brunei DCA of a validation flight, simulating the proposed operation in the aeroplane, should be carried out before an approval is granted. This should include flight planning and preflight procedures, as well as a demonstration of the following simulated emergency procedures in simulated IMC/night:

- (a) total failure of the propulsion system; and
- (b) total loss of normally generated electrical power.

In order to mitigate the risks associated with the conduct of such emergency procedures, the following should be ensured:

- (a) in case of planned single-pilot operations, the crew should be composed of the commander using view-limiting devices for the purpose of simulating IMC/night and a second rated pilot whose responsibility is to help maintain visual separation from other aircraft, clouds, and terrain;
- (b) the flight should be conducted in visual meteorological conditions (VMC) by day, and additional, more restrictive weather minima may be established for the demonstration of the procedures involving higher risks; and
- (c) touch drills should be used when simulating a total failure of the propulsion system.

GM1 ARO.OPS.200 Specific approval procedure

Limitations For Helicopter Offshore Operations

The Brunei DCA may impose limitations related to routes and areas of operation for offshore helicopter operations. Such limitations may be specified in the operations specifications (OPSSPEC) or specific approved documents or in the aeronautical information publication (AIP) or by other means.

For operations over sea areas, limitations may include a maximum significant wave height under which there is a good prospect of recovery of survivors. This should be linked with the available search and rescue capabilities in the different sea areas.

In order to mitigate the risks associated with the conduct of such emergency procedures, the following should be ensured:

- (a) in case of planned single-pilot operations, the crew should be composed of the commander using view limiting devices for the purpose of simulating IMC/night and a second rated pilot whose responsibility is to help maintain visual separation from other aircraft, clouds, and terrain;
- (b) the flight should be conducted in visual meteorological conditions (VMC) by day, and additional, more restrictive weather minima may be established for the demonstration of the procedures involving higher risks; and
- (c) touch drills should be used when simulating a total failure of the propulsion system.

GM2 ARO.OPS.200 Specific approval procedure

Specific Approvals For Training Organisations

The specific approvals, as established in Part SPA, for non-commercial operations and specialised operations, also apply to training organisations with a principal place of business in Brunei Darussalam.

ARO.OPS.205 Minimum equipment list approval

- (a) When receiving an application for initial approval of a minimum equipment list (MEL) or an amendment thereof from an operator, the Brunei DCA shall assess each item affected, to verify compliance with the applicable requirements, before issuing the approval.
- (b) The Brunei DCA shall approve the operator's procedure for the extension of the applicable rectification intervals B, C and D, if the conditions specified in ORO.MLR.105(f) are demonstrated by the operator and verified by the Brunei DCA.
- (c) The Brunei DCA shall approve, on a case-by-case basis, the operation of an aircraft outside the constraints of the MEL but within the constraints of the master minimum equipment list (MMEL), if the conditions specified in ORO.MLR.105 are demonstrated by the operator and verified by the Brunei DCA.

GM1 ARO.OPS.205 Minimum equipment list approval

Extension of Rectification Intervals

The Brunei DCA should verify that the operator does not use the extension of rectification intervals as a means to reduce or eliminate the need to rectify MEL defects in accordance with the established category limit. The extension of rectification intervals should only be considered valid and justifiable when events beyond the operator's control have precluded rectification.

ARO.OPS.210 Determination of local area

The Brunei DCA may determine a local area for the purpose of operations.

GM1 ARO.OPS.210 Determination of local area

General

The local area should reflect the local environment and operating conditions.

ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

- (a) The Brunei DCA shall designate those areas where helicopter operations may be conducted without an assured safe forced landing capability, as described in CAT.POL.H.420.
- (b) Before issuing the approval referred to in CAT.POL.H.420 the Brunei DCA shall have considered the operator's substantiation precluding the use of the appropriate performance criteria.

AMC1 ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

Approvals that Require Endorsement

- (a) Whenever the operator applies for an approval in accordance with CAT.POL.H.420 for which an endorsement from another State is required, the Brunei DCA should only grant the approval once endorsement of that other State has been received.
- (b) The Operations Specification should be amended to include those areas for which endorsement was received.

AMC2 ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

Endorsement by Another State

- (a) Whenever the operator applies for an endorsement to operate over hostile environment located outside a congested area in another State in accordance with CAT.POL.H.420, the competent authority of that other State should only grant the endorsement once it is satisfied that:
 - (a) the safety risk assessment is appropriate to the area overflown; and
 - (b) the operator's substantiation that preclude the use of the appropriate performance criteria are appropriate for the area overflown.
- (b) The competent authority of that other State should inform the competent authority of the State responsible for issuing the approval.

ARO.OPS.220 Approval of helicopter operations to or from a public interest site

The approval referred to in CAT.POL.H.225 shall include a list of the public interest site(s) specified by the operator to which the approval applies.

AMC1 ARO.OPS.220 Approval of helicopter operations to or from a public interest site

Approvals that Require Endorsement

Whenever the operator applies for an approval in accordance with CAT.POL.H.225 to conduct operations to or from a public interest site (PIS) for which an endorsement from another State is required, the Brunei DCA should only grant such approval once endorsement of that other State has been received.

ARO.OPS.225 Approval of operations to an isolated aerodrome

The approval referred to in CAT.OP.MPA.106 shall include a list of the aerodromes specified by the operator to which the approval applies.

GM1 ARO.OPS.225 Approval of operations to an isolated aerodrome

General

The use of an isolated aerodrome exposes the aircraft and passengers to a greater risk than to operations where a destination alternate aerodrome is available. Whether an aerodrome is classified as an isolated aerodrome or not often depends on which aircraft are used for operating the aerodrome. The Brunei DCA should therefore assess whether all possible means are applied to mitigate the greater risk.

ARO.OPS.230 Determination of disruptive schedules

For the purpose of flight time limitations, the Brunei DCA shall determine, in accordance with the definitions of “early type” and “late type” of disruptive schedules in point ORO.FTL.105 of Part ORO, which of those two types of disruptive schedules shall apply to all CAT operators under its oversight.

ARO.OPS.235 Approval of individual flight time specification schemes

- (a) The Brunei DCA shall approve flight time specification schemes proposed by CAT operators if the operator demonstrates compliance with the Civil Aviation (General) Regulation 2016 and Subpart FTL of Part ORO.
- (b) Whenever a flight time specification scheme proposed by an operator deviates from the applicable certification specifications issued by the Brunei DCA, the Brunei DCA shall apply the procedure described in Civil Aviation (General) Regulation 2016.
- (c) Whenever a flight time specification scheme proposed by an operator derogates from applicable rules, the Brunei DCA shall apply the procedure described in Civil Aviation (General) Regulation 2016.
- (d) Approved deviations or derogations shall be subject, after being applied, to an assessment to determine whether such deviations or derogations should be confirmed or amended. The Brunei DCA shall conduct an independent assessment based on information provided by the operator. The assessment shall be proportionate, transparent and based on scientific principles and knowledge.

GM1 ARO.OPS.235(b);(c) Approval of individual flight time specification schemes

ICAO DOC 9966 (Manual For The Oversight Of Fatigue Management Approaches)

Further guidance on fatigue risk management processes, appropriate fatigue management, the underlying scientific principles and operational knowledge may be found in ICAO Doc 9966 (Manual for the Oversight of Fatigue Management Approaches).

ARO.OPS.240 Specific approval of RNP AR APCH

- (a) When compliance with the requirements in SPA.PBN.105 has been demonstrated by the applicant, the competent authority shall grant a generic specific approval or a procedure-specific approval for RNP AR APCH.
- (b) In the case of a procedure-specific approval, the competent authority shall:
 - (a) list the approved instrument approach procedures at specific aerodromes in the PBN approval;
 - (b) establish coordination with the competent authorities for these aerodromes, if appropriate; and
 - (c) take into account possible credits stemming from RNP AR APCH specific approvals already issued to the applicant.

GM1 ARO.OPS.240 Specific approval of RNP AR APCH

Temporary Limitation On Rvr

Where operators are new to RNP AR APCH operations and their initial application is for RNP < 0.3, it is appropriate to establish a temporary limitation for RVR minima, until operational experience is gained. This period could be based upon time (e.g. 90 days) and a number of conducted operations, as agreed by the competent authority and the operator.

GM2 ARO.OPS.240 Specific approval of RNP AR APCH

References

Additional guidance material for the specific approval of PBN operations, when required, can be found in ICAO Doc 9997 Performance-Based Navigation (PBN) Operational Approval Manual. In particular, a job aid can be found in paragraph 4.7 therein for assessment of applications for RNP AR APCH.

Section III – Oversight of Operations

ARO.OPS.300 Introductory flights

The Brunei DCA may establish additional conditions for introductory flights carried out in accordance with Part-NCO in the territory of Brunei Darussalam. Such conditions shall ensure safe operations and be proportionate.

AMC1 ARO.OPS.300 Introductory flights

Marginal Activity

The Brunei DCA should publish criteria specifying to which extent it considers an activity marginal and how this is being overseen.

GM1 ARO.OPS.300 Introductory flights

Additional Conditions

For introductory flights carried out in the territory of the Brunei Darussalam, the Brunei DCA may establish additional conditions such as defined area of the operation, time period during which such operations are to be conducted, safety risk assessments to be accomplished, aircraft to be used, specific operating procedures, notification requirements, maximum distance flown, pilot qualification, maximum number of passengers on-board, further restrictions on the maximum take-off mass.

Subpart RAMP - RAMP Inspections of Aircraft of Operators under the Regulatory Oversight of another State

ARO.RAMP.005 Scope

This Subpart establishes the requirements to be followed by the Brunei DCA when exercising its tasks and responsibilities regarding the performance of ramp inspections of all aircraft operated within Brunei Darussalam.

GM1 ARO.RAMP.005 Scope

Ramp Inspection Manual

The following information may be found in the ramp inspection manual established by the Brunei DCA.

- (a) Additional guidance and best practices, in the manual and its attachment:
- (b) Additional provisions which are referenced in AMCs to this subpart, in its appendices.

ARO.RAMP.100 General

- (a) Aircraft, as well as their crew, shall be inspected against the applicable requirements.
- (b) In addition to conducting ramp inspections included in its oversight programme established in accordance with ARO.GEN.305, the Brunei DCA shall perform a ramp inspection of an aircraft suspected of not being compliant with the applicable requirements.
- (c) Within the development of the oversight programme established in accordance with ARO.GEN.305, the Brunei DCA shall establish an annual programme for the conduct of ramp inspections of aircraft. This programme shall:
 - (a) be based on a calculation methodology that takes into account historical information on the number and nature of operators and their number of landings at its aerodromes, as well as safety risks; and
 - (b) enable the Brunei DCA to give priority to the inspections of aircraft on the basis of the list referred to in ARO.RAMP.105(a).
- (d) When it so deems necessary, the Brunei DCA, in cooperation with other States in whose territory the inspection shall take place, shall conduct ramp inspections of aircraft to verify compliance with the applicable requirements for the purpose of:
 - (a) certification tasks assigned to the Brunei DCA by the Civil Aviation (General) Regulation 2016; or
 - (b) inspections of an organisation to verify compliance with the applicable requirements in potentially unsafe situations.

AMC1 ARO.RAMP.100(b) General

Suspected Aircraft

In determining whether an aircraft is suspected of not being compliant with the applicable requirements, the following should be taken into account:

- (a) information regarding poor maintenance of, or obvious damage or defects to an aircraft;
- (b) reports that an aircraft has performed abnormal manoeuvres that give rise to serious safety concerns in the airspace of a State;
- (c) a previous ramp inspection that has revealed deficiencies indicating that the aircraft does not comply with the applicable requirements and where the Brunei DCA suspects that these deficiencies have not been corrected;
- (d) lists, referred to in ARO.RAMP.105, indicating that the operator or the State of the operator has been suspected of non-compliance;
- (e) evidence that the State in which an aircraft is registered is not exercising proper safety oversight;
- (f) concerns about the operator of the aircraft that have arisen from occurrence reporting information and non-compliances recorded in a ramp inspection report on any other aircraft used by that operator;
- (g) information stemming from EASA Third-Country Operator (TCO) monitoring activities; or
- (h) any relevant information collected pursuant to ARO.RAMP.110.

AMC1 ARO.RAMP.100(c) General

Annual Ramp Inspection Programme

- (a) Brunei DCA should establish an annual ramp inspection programme and determine the number of inspections for the upcoming calendar year.
- (b) To establish the annual ramp inspection programme, Brunei DCA should consider layer 1 and layer 2 operators as defined in AMC1 ARO.RAMP.150(b)(4)(iii).
- (c) For layer 1 operators, the annual ramp inspection programme should meet the target numbers of inspections as assigned by the Brunei DCA.

The assigned targets for layer 1 operators may be exceeded in the following cases:

- (1) operators recently considered in the lists provided by the Brunei DCA as per ARO.RAMP.105(a); or
- (2) safety reasons that were not identified in the annual programme.

Brunei DCA should keep records of the reasons leading to such over-inspections on layer 1 operators.

- (d) For layer 2 operators, the total planned number of inspections as defined in the annual ramp inspection programme should not be less than the layer 2 operators target assigned by the Brunei DCA.
- (e) The annual ramp inspection programme should take seasonal traffic patterns into account and, as far as possible, evenly distribute the inspections over the year.
- (f) The Brunei DCA should ensure that the annual ramp inspection programme leaves appropriate time and resources to enable the inspections of aircraft operated by layer 2 operators suspected of not being compliant with the applicable requirements.
- (g) The Brunei DCA should ensure that layer 2 operators, including unforeseen ones which cannot be a part of the established annual programme, receive inspections proportionate to the traffic pattern in the State. The following priority criteria should be considered before deciding to inspect the aircraft:
 - (1) prioritised ramp inspections as per ARO.RAMP.105(a);
 - (2) aircraft suspected of not being compliant with the applicable requirements; and
 - (3) inspection of an operator which was not inspected in accordance with ARO.RAMP in any State in the previous 12 months;
- (h) The Brunei DCA should amend the annual ramp inspection programme as necessary to the extent possible:
 - (1) when new targets are assigned by the Brunei DCA;
 - (2) when new layer 2 operators start operations; or
 - (3) following the identification of a significant increase of the safety risks level as per ARO.RAMP.100(c)(1).

ARO.RAMP.105 Prioritisation criteria

- (a) The Brunei DCA shall maintain a list of operators or aircraft identified as presenting a potential risk, for the prioritisation of ramp inspections.
- (b) This list shall include:
 - (a) operators of aircraft identified on the basis of the analysis of available data in accordance with ARO.RAMP.150(b)(4);
 - (b) operators or aircraft communicated to the Brunei DCA by other states and identified on the basis of:
 - (i) an opinion expressed by another state within the context that further verification of effective compliance with relevant safety standards through systematic ramp inspections is necessary; or
 - (c) aircraft operated into Brunei Darussalam by operators subject to an operating ban;

- (d) aircraft operated by operators certified in a State exercising regulatory oversight over operators included in the list referred to in (3);
 - (e) aircraft used by a third-country operator that operates into, within or out of Brunei Darussalam for the first time whose authorisation issued in accordance with ARO.GEN.205 is limited or reinstated after suspension or revocation.
- (c) The list shall be produced, in accordance with procedures established by the Brunei DCA, and updated at least once every four months.

ARO.RAMP.106 Alcohol testing

- (a) The Brunei DCA shall carry out alcohol testing on flight and cabin crew.
- (b) The Brunei DCA shall provide a list of third-country operators for the prioritisation of alcohol testing within the ramp inspection programme in accordance with ARO.RAMP.105 based on a risk assessment performed by the Brunei DCA, taking into account the robustness and effectiveness of existing psychoactive testing programmes.
- (c) When selecting operators for alcohol testing of flight and cabin crew, the Brunei DCA shall use the list established in accordance with point (b).
- (d) Whenever data concerning alcohol tests is included in the centralised database in accordance with point (b) of point ARO.RAMP.145, the Brunei DCA shall ensure that such data excludes any personal data of the crew member concerned.
- (e) In case of a reasonable cause or suspicion, alcohol tests may be carried out at any time.
- (f) The alcohol testing methodology shall apply recognised quality standards that ensure accurate testing results.
- (g) A flight crew or cabin crew member who refuses to cooperate during tests or who has been identified to be under the influence of alcohol after a positive test shall not be allowed to continue his or her duty.

ARO.RAMP.110 Collection of information

The Brunei DCA shall collect and process any information deemed useful for conducting ramp inspections.

AMC1 ARO.RAMP.110 Collection of Information

Collection of Information

The information should include:

- (a) important safety information available, in particular, through:
 - (a) pilot reports;
 - (b) maintenance organisation report;
 - (c) incident reports;
 - (d) reports from other organisations, independent from the inspection authorities;
 - (e) complaints; and
 - (f) information received from whistleblowers (such as, but not limited to, ground handling or maintenance personnel) regarding poor maintenance, obvious damage or defects, incorrect loading, etc..
- (b) information on action(s) taken subsequent to a ramp inspection, such as:
 - (a) aircraft grounded;
 - (b) aircraft or operator banned from the Brunei Darussalam;
 - (c) corrective action required;
 - (d) contacts with the operator's competent authority; and
 - (e) restrictions on flight operations.
- (c) follow-up information concerning the operator, such as:
 - (a) implementation of corrective action(s); and
 - (b) recurrence of non-compliance.

ARO.RAMP.115 Qualification of ramp inspectors

- (a) The Brunei DCA shall have qualified inspectors to conduct ramp inspections.
- (b) Ramp inspectors shall:
 - (a) possess the necessary aeronautical education or practical knowledge relevant to their area(s) of inspection;
 - (b) have successfully completed:
 - (i) appropriate specific theoretical and practical training, in one or more of the following areas of inspection:
 - (A) flight deck;
 - (B) cabin safety;
 - (C) aircraft condition;
 - (D) cargo;
 - (ii) appropriate on-the-job training delivered by a senior ramp inspector appointed by the Brunei DCA;
 - (c) maintain the validity of their qualification by undergoing recurrent training and by performing a minimum of 12 inspections in every 12-month period.
- (c) The training in (b)(2)(i) shall be delivered by the Brunei DCA or by any training organisation approved in accordance with ARO.RAMP.120(a).
- (d) The Brunei DCA shall develop and maintain training syllabi and promote the organisation of training courses and workshops for inspectors to improve the understanding and uniform implementation of this Subpart.

AMC1 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Eligibility Criteria

- (a) The candidate should be considered eligible to become a ramp inspector provided he/she meets the following criteria:
 - (1) has good knowledge of the English language attested by a certificate, unless English was used as a medium of instruction during secondary or higher education; and
 - (2) relevant education or training and appropriate recent work experience (over the previous 5 years) in accordance with one of the following items:
 - (i) has successfully completed 3 years of post-secondary education followed by 2 years aeronautical experience in the field of aircraft operations and/or maintenance, and/or personnel licensing;
 - (ii) has or has had a commercial/airline transport pilot licence and carried out such duties;
 - (iii) has or has had a flight engineer licence and carried out such duties;

- (iv) has been a cabin crew member and carried out such duties in commercial air transport;
- (v) has been licensed as maintenance personnel and exercised the privileges of such a licence;
- (vi) has successfully completed professional training in the field of air transport of dangerous goods, followed by experience in this field; or
- (vii) has successfully completed post-secondary aeronautical education with a duration of at least 3 years, followed by aeronautical experience.

AMC2 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Qualification Process

- (a) The competent authority should ensure that its inspectors meet, at all times, the qualification criteria with regard to training and recent experience.
- (b) Any competent authority or ramp inspection training organisation (RITO) approved in accordance with ARO.RAMP.120(a) may provide the initial theoretical and practical training.
- (c) The senior ramp inspectors delivering the on-the-job training may be appointed by any competent authority.
- (d) The initial theoretical and practical training, as well as the on-the-job training as per ARO.RAMP.115(b)(2), should be completed within 12 months. If the qualification of the candidate is not completed within 12 months, the entire process should be re-initiated.
- (e) The competent authority should issue a formal qualification statement, including the inspection privileges, for each candidate who has successfully completed the initial theoretical, practical, and on-the-job-training, as demonstrated by:
 - (1) for theoretical and practical trainings, a satisfactory evaluation by the competent authority or by the RITO which has delivered the training;
 - (2) for on-the-job training, the positive assessment, made by the senior ramp inspectors who have provided the training, of the candidate's ability to effectively perform ramp inspections in an operational environment;
 - (3) a final assessment of the inspector's competency performed at the end of the initial training process by the competent authority.

AMC3 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Initial Theoretical And Practical Training

- (a) The initial theoretical and practical training for ramp inspectors should be developed on the basis of the syllabi that are established by the Brunei DCA and which are included as appendixes of the ramp inspection manual.
- (b) The duration of the initial theoretical training should be no less than 3 training days, except for cases when previous training can be credited to the candidate, following an assessment made by the Brunei DCA.

In case of an integrated training course, intended to transfer both technical and specific ramp inspection knowledge, the duration of the course should be extended accordingly.

- (a) The duration of the initial practical training should be not less than 1 day. The Brunei DCA may decide to lengthen or shorten the training taking into account the level of expertise of the candidate.

AMC4 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

On-The-Job Training

- (a) The on-the-job training (OJT) should be conducted within the scope defined by ARO.RAMP.005.
- (b) The content of the OJT should be established on the basis of the list of elements to be covered, which is included in appendixes of the ramp inspection manual.
- (c) The competent authority should ensure that only the candidates that have successfully completed the initial theoretical and practical trainings are undertaking the OJT.
- (d) The OJT should comprise 2 phases:

(1) Observation:

During this phase, the candidate should accompany and observe a senior ramp inspector performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities such as reporting).

The senior inspector should also provide details on applicable follow-up activities.

(2) Under supervision:

During this phase, the candidate should perform ramp inspections under the supervision and guidance of a senior ramp inspector.

- (e) The duration of the OJT should be customised to the individual training needs of each candidate. As a minimum, the OJT should include at least 6 observed ramp inspections and 6 ramp inspections performed under the supervision of a senior ramp inspector, over a period of maximum of 6 months. Notwithstanding (a), up to 3 of these observed

ramp inspections and 3 of these inspections under supervision may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.

- (f) The OJT should cover in each phase all inspection items that the inspector will be privileged with, and it should be delivered by senior ramp inspectors who are privileged with the same items.
- (g) The OJT should be documented by the senior ramp inspectors who have provided the training, using OJT forms detailing the training content.
- (h) Certain OJT items may be replaced by alternative training using representative examples when no operational environment is required (e.g. documents, dangerous goods).

AMC5 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Extension Of The Ramp Inspector Privileges

- (a) The Brunei DCA may extend the privileges of a ramp inspector provided that the following conditions are met:
 - (1) the relevant knowledge of the ramp inspector has been satisfactorily complemented by additional theoretical and/or practical training relevant to the scope of the extension; and
 - (2) the ramp inspector has received OJT on the new inspection items that will be added to his/her privileges.
- (b) The Brunei DCA should determine the necessary number of ramp inspections of the OJT on a case-by-case basis, taking into account both the complexity and the criticality of the new items to be covered during this training, as well as the inspector's aeronautical education and practical knowledge.
- (c) Certain OJT items may be replaced by alternative training using representative examples when no operational environment is required (e.g. document inspections, dangerous goods).

AMC6 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Recent Experience and Requalification

- (a) The minimum number of inspections to be performed by a ramp inspector to meet the recent experience requirement should be 12 per calendar year.
- (b) Up to half of these ramp inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.
- (c) In the calendar year during which the ramp inspector is qualified, the minimum number of inspections to meet the recent experience requirement should be determined on a pro rata basis.

- (d) When qualification is lost as a result of failure to perform the minimum number of inspections, the ramp inspector may be requalified by the Brunei DCA after having performed at least half of the missing inspections under supervision of a senior inspector within the following calendar year. These inspections under supervision should not be counted for the recent experience requirements for that calendar year. Up to half of these inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.
- (e) If the ramp inspector cannot regain the qualification following the process described in (d), he/she should perform a complete OJT during the calendar year that follows.
- (f) If the ramp inspector fails to regain the qualification following the process described in (e), the conditions for initial qualification should apply.

GM1 ARO.RAMP.115(b)(1) Qualification of ramp inspectors

English Language Proficiency Certificate

A valid language proficiency certificate means a certificate such as ICAO English Proficiency Level 4, Common European Framework of Reference for Languages: Level B2, or another equivalent certificate.

AMC8 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Senior Ramp Inspectors

- (a) The Brunei DCA may appoint senior ramp inspectors provided the appointees meet the following criteria:
 - (1) the appointee has been a qualified ramp inspector over the 36 months prior to his/her appointment and
 - (2) during the period under (1), the appointee has performed a minimum of 72 ramp inspections with no less than 24 ramp inspections during the last 12-months
- (b) Senior ramp inspector should maintain their seniority only if performing at least 24 ramp inspections during each calendar year. Up to 6 of these ramp inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.
- (c) For the calendar year during which the senior inspector was appointed, the recent experience requirements should be applied on a pro rata basis.
- (d) When seniority is lost, but not the ramp inspector qualification, as a result of failure to perform the minimum number of ramp inspections, it can be regained if:
 - (1) the inspector performs 2 ramp inspections under the supervision of a senior ramp inspector; or
 - (2) the inspector performs the missing number of ramp inspections.

These inspections should be performed within the following year, and should not be counted for the recent experience requirements for that year.

The above provision should not be used for two consecutive years.

- (e) If the senior ramp inspector cannot regain his/her seniority following the provisions under (d), the conditions under (a)(2) apply.
- (f) For each appointed senior ramp inspector, the competent authority should establish, based on his/her experience, the privileges for which he/she may deliver OJT.

AMC2 ARO.RAMP.115(b)(2) Qualification of ramp inspectors

Scope And Duration Of Initial Training

Initial training should encompass:

- initial theoretical training,
- practical training, and
- on-the-job training.

(a) Initial theoretical training

- (a) The scope of the initial theoretical training is to familiarise the inspectors with the framework of the Ramp Inspection Programme, and with the common inspection, finding categorisation, reporting and follow-up procedures. The primary scope of the theoretical training is not the transfer of technical (operational, airworthiness, etc.) knowledge. The trainees should possess such knowledge, either from previous work experience or through specialised training, prior to attending the theoretical course. The duration of the initial theoretical training should be no less than 3 training days.
- (b) In case an integrated course is delivered (consisting of both the transfer of technical knowledge and specific ramp inspection information), the duration of the course should be extended accordingly.
- (c) The initial theoretical training shall be conducted in accordance with the syllabus in AMC1 ARO.RAMP.115 (b)(2)(i).

(b) Practical training

- (a) The scope of practical training is to instruct on inspection techniques and specific areas of attention without any interference with the flight crew. Preferably, this should be done in a non-operational environment (e.g. on an aircraft in a maintenance hangar). Alternatively, aircraft with an adequate turnaround time may be used. In the latter case, the flight and/or ground crew should be informed about the training character of the inspection.
- (b) The duration of the practical training should be no less than 1 training day. The Brunei DCA may decide to lengthen the training based on the level of expertise of the attendees. Practical training may be split into several sessions provided an adequate training tracking system is in place.
- (c) The practical training should be conducted in accordance with the syllabus in AMC2- ARO.RAMP.115 (b)(2)(i).

On-The-Job Training

(c) Scope of on-the-job training

- (a) The objective of the on-the-job training should be to familiarise the trainees with the particularities of performing a ramp inspection in a real, operational environment. The Brunei DCA should ensure that on-the-job training is undertaken only by trainees that have successfully completed theoretical and practical training.
- (b) The Brunei DCA should ensure that the area of expertise of the trainee is compatible with the one of the senior ramp inspector delivering on-the-job training.
- (c) When selecting the operators to be inspected during the on-the-job training programme, the senior ramp inspector should ensure:
 - (i) that the training can be performed on a sufficient level but without undue hindrance or delay of the inspected operator; and
 - (ii) that the ramp inspections are conducted on different operators (i.e. Brunei Darussalam operators, other operators), different aircraft types and aircraft configurations (i.e. jet and propeller aircraft, single aisle and wide-body aeroplanes, passenger operations and cargo operations), different types of operations (i.e. commercial and non-commercial operations, long-haul and short-haul operations).
- (d) On-the-job training should comprise two phases:
 - (i) observing inspector: during this phase the trainee should accompany and observe the senior ramp inspector when performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities: reporting, follow-up); and
 - (ii) inspector under supervision: during this phase the trainee should gradually start to perform ramp inspections under the supervision and guidance of the senior ramp inspector.
- (d) Duration and conduct of on-the-job training
 - (a) The duration of the on-the-job training should be customised to the particular training needs of every trainee. As a minimum, the on-the-job training programme should contain at least six observed ramp inspections and six ramp inspections performed under the supervision of the senior ramp inspector, over a period of a maximum of 6 months. In general, on-the-job training should start as soon as possible after the completion of the practical training and cover all inspection items that the inspector will be privileged to inspect.
 - (b) Appropriate records should be maintained for each trainee documenting the training received (when the trainee is observing the inspection) and his/her ability to effectively perform ramp inspections (under supervision). For this purpose, the senior ramp inspector should use a checklist containing the applicable elements presented in AMC4 ARO.RAMP.115(b)(2). The on-the-job training may be given by more than one senior ramp inspector. Before starting on-the-job training the trainee should be briefed with regard to the general objectives and working methods of the training.
 - (c) Before every inspection the trainee should be briefed with regard to the particular objectives and lessons to be learned during this inspection.
 - (d) After every day of inspection the trainee should be debriefed with regard to his/her performance and progress and areas where improvement is needed.
- (e) Elements to be covered during the on-the-job training

On-the-job training should address the following elements. However, some of the situations described below do not happen very often (i.e. grounding of an aircraft) and should, therefore, be presented by the senior ramp inspector during one of the debriefings.

- (a) Preparation of an inspection:
 - (i) use of Brunei DCA records to prepare an inspection;
 - (ii) other sources of information (such as passenger complaints, maintenance organisation reports, air traffic control (ATC) reports);
 - (iii) areas of concern and/or open findings;
 - (iv) retrieval of updated reference materials: Notices to Airmen (NOTAMs), navigation and weather charts;
 - (v) selection of operator(s) to be inspected (oversight programme, priority list);
 - (vi) task allocation among members of a ramp inspection team; and
 - (vii) daily/weekly/monthly ramp inspection schedule.
- (b) Administrative issues:
 - (i) ramp inspector's credentials, rights and obligations;
 - (ii) special urgency procedures (if any);
 - (iii) national (local) aerodrome access procedures;
 - (iv) safety and security airside procedures; and
 - (v) ramp inspector kit (electric torch, fluorescent vest, ear plugs, digital camera, checklists, etc.).
- (c) Cooperation with airport and air navigation services to obtain actual flight information, parking position, time of departure, etc.
- (d) Ramp inspection:
 - (i) introduction to the pilot-in-command/commander, flight crew, cabin crew, ground crew;
 - (ii) inspection items: according to the area of expertise of the trainee;
 - (iii) findings (identification, categorisation, reporting, evidencing);
 - (iv) corrective actions – class 2;
 - (ii) corrective actions – class 3:
 - (A) Class 3a) enforcement of restriction(s) on aircraft flight operations (cooperation with other services/authorities to enforce a restriction);
 - (B) Class 3b) request of an immediate corrective action(s), satisfactory completion of an immediate corrective action;
 - (C) Class 3c) grounding of an aircraft: notification of the grounding decision to the aircraft commander; national procedures to prevent the departure of a grounded aircraft; communication with the State of operator/registry;
 - (iii) Proof of Inspection:
 - (A) completion and delivery of the Proof of Inspection report; and

- (B) request of acknowledgement of receipt (document or a refusal to sign).
- (e) Human factors elements:
 - (i) cultural aspects;
 - (ii) resolution of disagreements and/or conflicts; and
 - (iii) crew stress.
- (f) Assessment of trainees

The assessment of the trainee should be done by the senior ramp inspector while the trainee is performing ramp inspections under supervision. The trainee should be considered to have successfully completed the on-the-job training only after demonstrating to the senior ramp inspector that he/she possess the professional capacity, knowledge, judgment and ability to perform ramp inspections in accordance with the requirements of this Subpart.

AMC3 ARO.RAMP.115(b)(2) Qualification of ramp inspectors

Qualification of the Inspector After Successful Completion of Training

Qualification of the inspector after successful completion of training

- (a) Successful completion of theoretical training should be demonstrated by passing an evaluation by the Brunei DCA or by the approved training organisation who has delivered the training.
- (b) Successful completion of practical and on-the-job training should be assessed by the senior ramp inspector providing on-the-job training, through evaluation of the trainee's ability to effectively perform ramp inspections in an operational environment.
- (c) The Brunei DCA should issue a formal qualification statement for each qualified inspector listing the inspecting privileges.
- (d) The background knowledge and working experience of the inspector should determine the privileges of the inspector (the scope of his/her inspection; what he/she is entitled to inspect). The numerous varieties in backgrounds of the candidate inspectors make it impossible to issue a full set of templates showing the background-privileges relation. It is, therefore, up to the Brunei DCA to determine the eligibility and the related privileges for the inspector, whereby the following should be considered:
 - (a) background knowledge;
 - (b) working experience; and
 - (c) interrelation of the inspection item with other disciplines (e.g. former cabin crew member may require additional training on MEL issues before being considered eligible for safety items in the cabin).
- (e) The Brunei DCA should issue the qualification statement only after the candidate has successfully completed the theoretical, practical and on-the-job-training.
- (f) The Brunei DCA should put in place a system that will ensure that their inspectors meet at all times the qualification criteria with regard to eligibility, training and recent experience.

AMC7 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Recurrent Training

- (a) The Brunei DCA should ensure that all ramp inspectors undergo recurrent training at least once every 3 years.
- (b) In addition, the Brunei DCA should ensure that additional training is provided to all ramp inspectors when information is received about the necessity for ad hoc training. In developing such training, the Brunei DCA should take into account any instructions related to the training content and the associated timeframe for implementation. This ad-hoc training may be considered as recurrent training.
- (c) Recurrent training should be delivered by the Brunei DCA or by an approved training organisation.
- (d) The recurrent training should cover at least the following elements:
 - (a) regulatory and procedural developments;
 - (b) operational practices;
 - (c) articulation other processes and regulations and
 - (d) standardisation and harmonisation issues.

ARO.RAMP.120 Approval of training organisations

- (a) The Brunei DCA shall approve a training organisation, having its principal place of business in the territory of Brunei Darussalam, when satisfied that the training organisation:
 - (a) has nominated a head of training possessing sound managerial capability to ensure that the training provided is in compliance with the applicable requirements;
 - (b) has available training facilities and instructional equipment suitable for the type of training provided;
 - (c) provides training in accordance with the syllabi developed by the Brunei DCA in accordance with ARO.RAMP.115(d);
 - (d) uses qualified training instructors.
- (b) The training organisation shall be approved to provide one or more of the following types of training:
 - (a) initial theoretical training;
 - (b) initial practical training;
 - (c) recurrent training.

AMC2 ARO.RAMP.120 Approval of training organisations

Oversight of Approved Ramp Inspection Training Organisation

- (a) The oversight programme of ramp inspection training organisations, should be developed taking into account the scope of the approval, the size of the organisation, and the results of past certification and/or oversight activities.
- (b) An oversight cycle not exceeding 24 months should be applied. The oversight planning cycle may be extended to a maximum of 48 months if the Brunei DCA has established that during the previous 24 months:
 - (1) all corrective actions have been implemented within the time period accepted or extended by the competent authority; and
 - (2) no level 1 findings as described in ARO.GEN.350 have been issued.

AMC1 ARO.RAMP.120(a) Approval of training organisations

Approval of a Ramp Inspection Training Organisation by the Brunei DCA

- (a) When evaluating the ramp inspection training organisation's capability to deliver training the Brunei DCA should verify that the training organisation:
 - (1) Has established a detailed description of:
 - (i) the organisational structure;
 - (ii) the facilities and office accommodation;
 - (iii) the instructional equipment;
 - (iv) the instructor recruitment and maintenance of their continuing competence;

- (v) the record keeping system;
- (vi) the process for the development of the training course material and its continuous update; and
- (vii) additional means and methods used to fulfil its tasks,

The documents and information specified above may be included into an organisation manual.

- (2) Has developed the training course materials adequate for all types of training to be delivered;
 - (3) Ensures compliance with its own procedures on adequate control of the training development, preparation, delivery process and records keeping, as well as compliance with the legal requirements. The training organisation should evaluate the effectiveness of the training provided, based upon written feedbacks collected from course participants after each training delivery.
 - (4) Conducts the training in English with the aim to train trainees in the jargon used during ramp inspections;
- (b) The Brunei DCA should issue the approval for an unlimited duration.

AMC1 ARO.RAMP.120(a)(4) Approval of training organisations

Training Instructors

- (a) The Brunei DCA should verify that:
- (1) the training organisation has a sufficient number of instructors with at least adequate:
 - (i) aviation knowledge and experience
 - (ii) knowledge of the Ramp Inspection programme;
 - (iii) knowledge of training delivery techniques; and
 - (iv) English language communication skills.
- (b) Instructors delivering training on inspection items and/or delivering practical training should:
- (1) have been a qualified ramp inspector for 36 months before being nominated as instructors and have performed a minimum of 72 ramp inspections within this period;
 - (2) have conducted at least 24 inspections as qualified ramp inspectors in the calendar year prior to the year in which training is delivered and
 - (3) deliver training only on those inspection items which they are entitled to inspect;
- (c) Notwithstanding (a), for the delivery of the theoretical and practical training on Dangerous Goods, the Brunei DCA may accept instructors who are certified in accordance with the Technical Instructions for the latest effective edition of the Safe Transport of Dangerous Goods by Air (ICAO Doc9284-AN/905), provided that they possess adequate English language communication skills.

ARO.RAMP.125 Conduct of ramp inspections

- (a) Ramp inspections shall be performed in a standardised manner using the form established in Appendix III & IV.
- (b) When performing a ramp inspection, the inspector(s) shall make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
- (c) On completion of the ramp inspection, the pilot-in-command or, in his/her absence, another member of the flight crew or a representative of the operator shall be informed of the ramp inspection's results using the form established in Appendix III & IV.

AMC1 ARO.RAMP.125 Conduct of ramp inspections & ARO.RAMP.130 Categorisation of findings

Inspection Instructions on The Categorisation Of Findings

Inspectors should follow the inspection instructions as defined in the ramp inspection manual on the categorisation of findings established by the Brunei DCA for inspections performed on aircraft used by third country operators and used by the operators under the regulatory oversight of another country (AFOSA).

AMC1 ARO.RAMP.125(b) Conduct of Ramp inspections

General

- (a) The competent authority should put in place appropriate procedures to allow the inspecting team unrestricted access to the aircraft to be inspected. In this respect, ramp inspectors should possess adequate credentials.
- (b) The inspection should start as soon as possible and be as comprehensive as possible within the time and resources available. This means that if only a limited amount of time or resources is available, not all inspection items, but a reduced number of them, may be verified. According to the time and resources available for a ramp inspection, the items that are to be inspected should be selected accordingly, in conformity with the objectives of the ramp inspection programme. Items not being inspected may be inspected during a next inspection.
- (c) During the inspection, ramp inspectors should verify the rectification of previously identified non-compliances. Whenever the time is available does not permit a full, inspection, the items affected by such non-compliances should be prioritised over other items.
- (d) Ramp inspectors should not open by themselves any hatches, doors or panels, which are not intended to be operated by passengers during normal operations, nor should they operate or interfere with any aircraft controls or equipment. When such actions are required for the scope of the inspection, the ramp inspectors should request the assistance of the operator's personnel (flight crew, cabin crew, ground crew).
- (e) During an inspection prior to departure, the Brunei DCA should inform the operator of any potential non-compliance with manufacturer's standards after the crew has confirmed that the pre-flight inspection has been performed.
- (f) The items to be inspected should be selected from the Proof of Inspection (POI).
- (g) Items which have been inspected, as well as any possible findings and observations, should be recorded on the POI and in the ramp inspection tool.

AMC1 ARO.RAMP.125(c) Conduct of ramp inspections

Proof of Inspection

- (a) On completion of the ramp inspection, information about its results should be provided to the pilot-in-command/commander or, in his/her absence, to another member of the flight crew or a representative of the operator, **using the Proof of Inspection (POI) form provided as an appendix to the ramp inspection manual**, regardless of whether or not findings have been identified. When completing the Proof of Inspection (POI), the following should be taken into account:
- (1) Only the remarks mentioned in the POI should be reported as findings in the final ramp inspection report. Any other relevant information which was not included in the POI should only be reported in the final report as a general remark under 'G' or in the additional information box.
 - (2) When handing over the POI to the pilot-in-command/commander or operator representative, the inspector should ask him/her to sign the POI whilst explaining that the signature does in no way imply acceptance of the listed findings. The signature only confirms that the POI has been received by the pilot-in-command/operator representative, and that the aircraft has been inspected on the date and at the place indicated. A refusal to sign by the recipient should be recorded in the document.
- (b) **POIs may be completed electronically, including the required signatures, and may be printed on site or delivered electronically (e.g. by e-mail).**

ARO.RAMP.130 Categorisation of findings

For each inspection item, three categories of possible non-compliance with the applicable requirements are defined as findings. Such findings shall be categorised as follows:

- (a) a category 3 finding is any detected significant non-compliance with the applicable requirements or the terms of a certificate that has a major influence on safety;
- (b) a category 2 finding is any detected non-compliance with the applicable requirements or the terms of a certificate that has a significant influence on safety;
- (c) a category 1 finding is any detected non-compliance with the applicable requirements or the terms of a certificate that has a minor influence on safety.

ARO.RAMP.135 Follow-up actions on findings

- (a) For a category 2 or 3 finding the Brunei DCA, shall:
 - (a) communicate the finding in writing to the operator, including a request for evidence of corrective actions taken; and
 - (i) inform the competent authority of the State of the operator and, where relevant, the State in which the aircraft is registered and where the licence of the flight crew was issued. Where appropriate, the Brunei DCA shall request confirmation of their acceptance of the corrective actions taken by the operator in accordance with ARO.GEN.350 or ARO.GEN.355.
- (b) In addition to (a), in the case of a category 3 finding, the Brunei DCA shall take immediate steps by:
 - (a) imposing a restriction on the aircraft flight operation;
 - (b) requesting immediate corrective actions;
 - (c) grounding the aircraft in accordance with ARO.RAMP.140; or
 - (d) imposing an immediate operating ban.
- (c) When the Brunei DCA has raised a category 3 finding, it shall request the competent authority where the aircraft is landed to take the appropriate measures in accordance with (b).

AMC1 ARO.RAMP.135(a) Follow-up actions on findings

Follow-Up Actions for Category 2 or 3 Findings

- (a) Exceptionally, where multiple category 2 findings have been raised and the accumulation of these findings or their interaction justifies corrective action before the flight takes place, the class of action may be increased to the actions foreseen by ARO.RAMP.135 (b).
- (b) When communicating findings to the operator, the inspecting authority should:
 - (1) Use the ramp inspection tool as the primary communication channel with the operator and limit communication via other channels;
 - (2) request evidence of corrective actions taken, or alternatively the submission of a corrective action plan followed by evidence that planned corrective actions have been taken.

- (3) inform the operator's competent authority and the operator no later than 15 calendar days after the inclusion of the report in the ramp inspection tool in order to permit appropriate action to be taken, as well as to confirm to the operator the findings raised.
- (4) Upload in the ramp inspection tool information on actions taken and responses provided by the operator following the ramp inspection and send a communication to the operator only if the operator's actions have not been satisfactory.
- (5) give the operator a period of 30 calendar days to reply. If the operator does not react to the initial communication within this period, a second request should be sent, including a period of another 30 calendar days to reply, whilst copying the operator's competent authority. If the second attempt is also unsuccessful, the operator's competent authority should be requested to encourage the operator to reply. The Brunei DCA should indicate in such request that no reaction from the operator could be interpreted as a 'lack of ability and/or willingness of an operator to address safety deficiencies'.

AMC1 ARO.RAMP.135(b) Follow-up actions on findings

Classes of Action for Category 3 Findings

- (a) Whenever restrictions on the aircraft flight operation (Class 3a action) have been imposed, the Brunei DCA should conduct appropriate verification of adherence to such restrictions.
- (b) Whenever the operator is required to take corrective actions before departure (Class 3b action), inspectors should verify that the operator has taken such actions. Depending on the circumstances, this verification may take place after the departure
- (c) Whenever a category 3 finding is raised, the aircraft should be grounded only (Class 3 action) if the crew refuses to take the necessary corrective actions or to respect imposed restrictions on the aircraft flight operation. However, grounding might be appropriate if an operator refuses to grant access in accordance with ORO.GEN.140 (in case of a Brunei Darussalam operator) or contrary to international regulation (in case of a third country operator). The Brunei DCA should then ensure that the aircraft will not depart as long as the reasons for the grounding remain. Any records of communication undertaken pursuant to ARO.RAMP.140 (b), as well as other evidences, should be collected and kept as evidential material.
- (d) If inspectors have imposed any restrictions and/or corrective actions, these should be mentioned in the ramp inspection report.

ARO.RAMP.140 Grounding of aircraft

- (a) In the case of a category 3 finding where it appears that the aircraft is intended or is likely to be flown without completion by the operator or owner of the appropriate corrective action, the Brunei DCA shall:
 - (a) notify the pilot-in-command/commander or the operator that the aircraft is not permitted to commence the flight until further notice; and
 - (b) ground that aircraft.
- (b) The Brunei DCA shall immediately inform the competent authority of the State of the operator and of the State in which the aircraft is registered.

- (c) The Brunei DCA shall, in coordination with the State of the operator or the State of Registry, prescribe the necessary conditions under which the aircraft can be allowed to take-off.
- (d) If the non-compliance affects the validity of the certificate of airworthiness of the aircraft, the grounding shall only be lifted by the Brunei DCA when the operator shows evidence that:
 - (a) compliance with the applicable requirements has been re-established;
 - (ii) it has obtained a permit-to-fly in accordance with Part 21, for aircraft registered in Brunei Darussalam;
 - (iii) a permit-to-fly or equivalent document of the State of Registry or the State of the operator for aircraft registered in a state other than Brunei Darussalam; and
 - (iv) permission from third countries which will be overflown, if applicable.

ARO.RAMP.145 Reporting

- (a) Information collected in accordance with ARO.RAMP.125(a) shall be entered into the database referred to in ARO.RAMP.150(b)(2), within 21 calendar days after the inspection.
- (b) The Brunei DCA shall enter into the database any information useful for the application of the Requirements and for the accomplishment of the tasks assigned to it by this Part, including the relevant information referred to in ARO.RAMP.110.
- (c) Whenever the information as referred to in ARO.RAMP.110 shows the existence of a potential safety threat, such information shall also be communicated to other States as applicable without delay.
- (d) Whenever information concerning aircraft deficiencies is given by a person to the Brunei DCA, the information referred to in ARO.RAMP.110 and ARO.RAMP.125(a) shall be de-identified regarding the source of such information.

AMC1 ARO.RAMP.145 Safety reports

Important Safety Information

- (a) When the competent authority receives safety-related information that could be of interest to the entire RAMP community, it should create a 'safety report' and insert it into the ramp inspection tool pursuant to ARO.RAMP.110.
- (b) Safety-related information should be verified by the reporting authority, as far as possible, before insertion in the ramp inspection tool.
- (c) If available, any relevant information contained in documents and pictures should be attached to the 'safety report'.

ARO.RAMP.150 Brunei DCA coordination tasks

- (a) The Brunei DCA shall manage and operate the tools and procedures necessary for the storage and exchange of:
 - (a) the information referred to in ARO.RAMP.145, using the forms as established in Appendices III and IV;
 - (v) the information provided by other countries or international organisations with whom appropriate agreements have been concluded with Brunei Darussalam, or organisations with whom Brunei Darussalam has concluded appropriate arrangements.
- (b) This management shall include the following tasks:
 - (a) store data relevant to the safety information on aircraft landing at aerodromes located in Brunei Darussalam;
 - (b) develop, maintain and continuously update a database containing all the information referred to in (a)(1) and (2);
 - (vi) provide necessary changes and enhancements to the database application;
 - (vii) analyse the database and other relevant information concerning the safety of aircraft and of air operators and, on that basis:
 - (i) advise other competent authorities, as applicable, on immediate actions or follow-up policy;
 - (ii) report potential safety problems to other competent authorities;
 - (iii) propose coordinated actions to other competent authorities, when necessary on safety grounds, and ensure coordination at the technical level of such actions;
 - (viii) liaise with other institutions and bodies, international organisations and third country competent authorities on information exchange.

AMC1 ARO.RAMP.150(b)(4)(iii) Agency coordination tasks

System-Wide Coordination Of Ramp Inspections

In order to ensure a coordinated approach in establishing a risk-based number of ramp inspections for operators, the Brunei DCA should establish annual targets. When doing so, the following should be taken into account:

- (a) Such targets should only be established for operators flying to Brunei Darussalam territories.
- (b) The targets for the upcoming year should be distributed by Brunei DCA at the latest by 1 December and updated at least once during the upcoming year; and
- (c) The targets should be established per Member State for two layers of operators as follows:
 - (1) a target number of inspections for each operator for which the average number of commercial flights for the previous 12 months in Brunei Darussalam is beyond a threshold defined by the Brunei DCA, based on an assessment of the safety risks and the number of flights ('layer 1');
 - (2) an overall target number of inspections for those operators not covered by (1) ('layer 2').

ARO.RAMP.155 Annual report


The Brunei DCA shall prepare and publish an annual report on the ramp inspection system containing at least the following information:

- (a) status of the progress of the system;
- (b) status of the inspections performed in the year;
- (c) analysis of the inspection results with indication of the categories of findings;
- (d) actions taken during the year;
- (e) proposals for further improving the ramp inspection system; and
- (f) annexes containing lists of inspections sorted out by State of operation, aircraft type, operator and ratios per item.

ARO.RAMP.160 Information to the public and protection of information

- (a) The Brunei DCA shall use the information received by it pursuant to ARO.RAMP.105 and ARO.RAMP.145 solely for the purpose of the Requirements and shall protect it accordingly.
- (b) The Brunei DCA shall publish an aggregated information report annually that shall be available to the public containing the analysis of the information received in accordance with ARO.RAMP.145. The report shall be simple and easy to understand, and the source of the information shall be de-identified.

Appendix I - Air Operator Certificate

| | | | |
|--|--|---|---|
| AIR OPERATOR CERTIFICATE (Approval schedule for air transport operators) | |  | |
| Brunei Darussalam ³ | | | |
| Brunei DCA ⁴ | | | |
| Types of operation: Commercial Air Transport (CAT) : Passengers / Cargo / Other ¹ | | | |
| AOC number ⁶ : [DGA/AOC/XXX/XX-XXXX] Valid until suspended or revoked Issue No. [XX] | [Operator Name]⁷ doing business as ⁸ : [xxx] Operator address ¹⁰ : [XXX] Telephone ¹¹ : + [xxxx] Fax: + [xxxx] E-mail: [xxxx] | | Operational points of contact ⁹ : Contact details at which operational management can be contacted without undue delay are listed in Operations Manual Part A, para [XXX]¹² . |
| This certificate certifies that [Name of Operator]¹³ is authorised to perform commercial air transport operations, as defined in the attached operations specifications, in accordance with the Operations Manual and the Brunei Aviation Requirements | | | |
| Date of issue ¹⁴ : [XX XXXX 201X] | Name ¹⁵ : [XXXXXXXXXXXXX] Signature Title: Director of Civil Aviation | | |

1. Other type of transportation to be specified.
2. Reserved
3. Name of the State of the Operator
4. Identification of the issuing competent authority
5. Reserved
6. Approval reference, as issued by the competent authority.
7. Replaced by the operator's registered name.
8. Operator's trading name, if different. Insert "Dba" (for "Doing business as") before the trading name.
9. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.
10. Operator's principal place of business address.
11. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
12. Insertion of the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference. E.g.: "Contact details ... are listed in the operations manual, gen/basic, chapter 1, 1.1"; or "... are listed in the operations specifications, page 1"; or "... are listed in an attachment to this document".
13. Operator's registered name.
14. Issue date of the AOC (dd-mm-yyyy).
15. Title, name and signature of the competent authority representative. In addition, an official stamp may be applied on the AOC.

Form number

OPERATIONS SPECIFICATIONS

No:



E-mail: **XXX**

Title: Director of Civil Aviation

Special Limitations⁹:

| Specific Approvals | Yes | No | Specifications ¹⁰ | Remarks |
|--|--------------------------|--------------------------|--|--|
| Dangerous Goods | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Low Visibility Operations: | | | | |
| Approach and Landing | <input type="checkbox"/> | <input type="checkbox"/> | LTS CAT I ¹¹ [RVR: XXXm DH: XXXft] ¹¹ OTS CAT II [RVR: XXXm DH: XXXft] CAT II [RVR: XXXm DH: XXXft] CAT IIIA [RVR: XXXm DH: XXXft] CAT IIIB [RVR: XXXm DH: XXXft] EVS [RVR: XXXm DH: XXXft] | |
| Take-off | <input type="checkbox"/> | <input type="checkbox"/> | RVR ₁₂ : [XXX]m | |
| RVSM ¹³ <input type="checkbox"/> N/A | <input type="checkbox"/> | <input type="checkbox"/> | | |
| ETOPS ¹⁴ <input type="checkbox"/> N/A | <input type="checkbox"/> | <input type="checkbox"/> | Engine type Threshold distance Max diversion time ¹⁵ | |
| Complex Navigation Specifications for PBN Operations ¹⁶ | <input type="checkbox"/> | <input type="checkbox"/> | RNAV10 (RNP 10) RNAV5 (B-RNAV) RNP4 Basic-RNP1 RNAV1 (P-RNAV) | Limitations and conditions ¹⁷ |

OPERATIONS SPECIFICATIONS

(subject to the approved conditions in the Operations Manual)

No:




| | | | | |
|--|--------------------------|--------------------------|---|--|
| | | | RNP APCH (LNAV) and/or (LNAV/VNAV) RNP APCH (LPV) RNP AR APCH | |
| Minimum Navigation Performance Specification | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Operations of single – engine turbine aeroplane at night or in IMC | <input type="checkbox"/> | <input type="checkbox"/> | (18) | |
| Helicopter operations with the aid of night vision imaging systems | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Helicopter hoist operations | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Helicopter emergency medical service operations | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Helicopter offshore operations | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Cabin Crew Training ¹⁹ | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Issue of CC attestations ²⁰ | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Continuing Airworthiness | <input type="checkbox"/> | <input type="checkbox"/> | CAMO No. CAMO name: ²¹ | |
| Others ²² | <input type="checkbox"/> | <input type="checkbox"/> | Non CDFA approaches Non stabilised approaches Steep Approaches Short Landing operations Isolated aerodromes Increased bank angles Non-commercial operations by AOC aircraft Approaches using Enhanced Vision Systems (EVS) Helicopter operations to/from a public interest site Helicopter operations over a hostile environment located outside a congested area Helicopter operations without a safe forced landing capability Maximum distance from an adequate aerodrome for two-engined aeroplanes without an ETOPS approval (e.g. 180 minutes non-ETOPS) | |

- (a) Telephone and fax contact details of the Brunei DCA, including the country code. e-mail to be provided if available.
- (b) Insertion of associated air operator certificate (AOC) number.
- (c) Insertion of the operator's registered name and the operator's trading name, if different. Insert 'Dba' before the trading name (for 'Doing business as').
- (d) Issue date of the operations specifications (dd-mm yyyy) and signature of the Brunei DCA representative.
- (e) Insertion of ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232).
- (f) Either the registration marks are listed in the operations specifications or in the operations manual. In the latter case the related operations specifications must make a reference to the related page in the operation manual. In case not all specific approvals apply to the aircraft model, the registration marks of the aircraft could be entered in the remark column to the related specific approval.
- (g) Other type of transportation to be specified (e.g. emergency medical services)
- (h) Listing of geographical area(s) of authorised operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
- (i) Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
- (j) List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
- (k) Insertion of applicable precision approach category: LTS CAT I, CAT II, OTS CAT II, CAT IIIA, CAT IIIB or CAT IIIC.. Insertion of minimum runway visual range (RVR) in meters and decision height (DH) in feet. One line is used per listed approach category.
- (l) Insertion of approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.
- (m) Not applicable (N/A) box may be checked only if the aircraft maximum ceiling is below FL290.
- (n) Extended range operations (ETOPS) currently applies only to two-engined aircraft. Therefore the Not applicable (N/A) box may be checked if the aircraft model has more or less than two engines.
- (o) The threshold distance may also be listed (in NM), as well as the engine type.
- (p) Performance-based navigation (PBN): one line is used for each PBN approval (e.g. area navigation (RNAV) 10, RNAV 1, required navigation performance (RNP) 4,...), with appropriate limitations or conditions listed in the 'Specifications' and/or 'Remarks' columns. Individual approvals of specific RNP AR APCH procedures may be listed in the operations specifications or in the operations manual. In the latter case, the related operations specifications should have a reference to the related page in the operations manual.
- (q) Limitations, conditions and regulatory basis for operational approval associated with the PBN approval (e.g. global navigation satellite system (GNSS), distance measuring equipment/DME/inertial reference unit (DME/DME/IRU), ...). Specify if the specific approval is limited to certain runway ends and/or aerodromes.
- (r) Insertion of the particular airframe/engine combination.
- (s) Approval to conduct the training course and examination to be completed by applicants for a cabin crew attestation as specified in Part-CC.
- (t) Approval to issue cabin crew attestations as specified in Part-CC.
- (u) The name of the person/organisation responsible for ensuring that the continuing airworthiness of the aircraft is maintained and a reference to the requirement that requires the work, i.e. Part-M, Subpart G.
- (v) Other approvals or data can be entered here, using one line (or one multi-line block) per authorisation (e.g. short landing operations, steep approach operations, helicopter operations to/from a public interest site, helicopter operations over a hostile environment located outside a congested area, helicopter operations without a safe forced landing capability, operations with increased bank angles, maximum distance from an adequate aerodrome for two-engined aeroplanes without an ETOPS approval, aircraft used for non-commercial operations).

Form No:

Appendix III & IV – Proof of Ramp Inspection & Inspection Report

| Brunei Darussalam - Proof of Inspection & Inspection Report | | | | | | | | | |
|---|--|------------------------|---|--------------------|------------------|---|--|---|--|
| Date: | | Time: | | Place: | |  | | | |
| Operator: | | | State: | | AOC no.: | | | | |
| Route from: | | Flight no: | | Route to: | | | | Flight no: | |
| Flight type (ICAO Annex 6) | | Chartered by Operator: | | Aircraft type: | | | | Aircraft configuration: | |
| Charterer's state: | | | | Registration mark: | | Construction no: | | Free format information of competent authority (logo, contact details tel/fax/email) | |
| Flight crew state(s) of licensing: | | | Acknowledgement of Receipt ^(*) | | | | | | |
| | | | Name: | | Signature: | | | | |
| | | | Function: | | | | | | |

| Check / Remark | | | | Check / Remark | | | | Check / Remark | | | | | | | |
|----------------------|--------------------------------|--|--|---|--|--|--|----------------|-----------------------------|--|--|---------------------------|-----------------------------|--|--|
| A | Flight deck | | | | Flight crew | | | | C | | | Aircraft condition | | | |
| 1 | General condition | | | 20 | Flight crew licence / composition | | | 1 | General external condition | | | 1 | General external condition | | |
| 2 | Emergency exit | | | Journey log book / Technical Log or equivalent | | | | 2 | Doors and hatches | | | 2 | Doors and hatches | | |
| 3 | Equipment | | | 21 | Journey log book or equivalent | | | 3 | Flight controls | | | 3 | Flight controls | | |
| Documentation | | | | 22 | Maintenance release | | | 4 | Wheels, tyres and brakes | | | 4 | Wheels, tyres and brakes | | |
| 4 | Manuals | | | 23 | Defect notification and rectification (incl. Tech Log) | | | 5 | Undercarriage, skids/floats | | | 5 | Undercarriage, skids/floats | | |
| 5 | Checklists | | | 24 | Pre-flight inspection | | | 6 | Wheel well | | | 6 | Wheel well | | |
| 6 | Navigation / instrument charts | | | | | | | 7 | Power plant and pylon | | | 7 | Power plant and pylon | | |

| | | | |
|-------------------------|--------------------------------------|--|--|
| 7 | Minimum equipment list | | |
| 8 | Certificate of registration | | |
| 9 | Noise certificate (where applicable) | | |
| 10 | AOC or equivalent | | |
| 11 | Radio licence | | |
| 12 | Certificate of Airworthiness | | |
| Flight data | | | |
| 13 | Flight preparation | | |
| 14 | Mass and balance calculation | | |
| Safety equipment | | | |
| 15 | Hand fire extinguishers | | |
| 16 | Life jackets / flotation devices | | |
| 17 | Harness | | |
| 18 | Oxygen equipment | | |
| 19 | Independent portable light | | |

| | | | |
|----------|--|--|--|
| B | Safety / Cabin | | |
| 1 | General internal condition | | |
| 2 | Cabin crew station and crew rest area | | |
| 3 | First aid kit / Emergency medical kit | | |
| 4 | Hand fire extinguishers | | |
| 5 | Life jackets / Flotation devices | | |
| 6 | Seat belt and seat condition | | |
| 7 | Emergency exit, lighting, and Independent portable light | | |
| 8 | Slides / Life-Rafts (as required), ELT | | |
| 9 | Oxygen Supply (Cabin Crew and Passengers) | | |
| 10 | Safety Instructions | | |
| 11 | Cabin crew members | | |
| 12 | Access to emergency exits | | |
| 13 | Stowage of passenger baggage | | |
| 14 | Seat capacity | | |

| | | | |
|----|---|--|--|
| 8 | Fan blades Propellers, Rotors (main/tail) | | |
| 9 | Obvious repairs | | |
| 10 | Obvious unrepaired damage | | |
| 11 | Leakage | | |

| | | | |
|----------|--|--|--|
| D | Cargo | | |
| 1 | General condition of cargo compartment | | |
| 2 | Dangerous goods | | |
| 3 | Cargo stowage | | |

| | | | |
|----------|----------------|--|--|
| E | General | | |
| 1 | General | | |

Action Taken

| | |
|--|---|
| | (3d) Immediate operating ban |
| | (3c) Aircraft grounded by inspecting NAA |
| | (3b) Corrective actions before flight |
| | (3a) Restrictions on the aircraft operation |

Item Cat Remark(s)

| | | |
|--|--|--|
| | | |
| | | |

| | |
|--|---|
| | (2) Information to the authority and operator |
| | (1) Information to the pilot-in-command |
| | (0) No remarks |

Inspector(s) sign or number


| | | |
|--|--|--|
| | | |
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| | | |
| | | |

Crew comments (if any):

(*) Signature by any member of the crew or other representative of the inspected operator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicated on this document.

- This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.
- Data submitted in this report can be subject to changes upon entering into the centralised database.

Appendix V - List of Specific Approvals Non-Commercial Operations / Specialised Operations

| | | |
|---|---|---------|
| <p>NON-COMMERCIAL OPERATIONS SPECIFICATIONS</p> <p><i>(subject to the conditions specified in the approval and contained in the operations manual or pilot's operating handbook))</i></p> |  | |
| <p>Issuing Authority Contact Details¹</p> <p>Telephone: +XXXXX Fax: + XXXX E-mail: XXXX</p> | | |
| <p>Specific Approvals No²: [XXX/XXX]</p> <p>Operator Name: [Operator Name] doing business as [Operator trading name]</p> <p>Date³: [XX/XX/XXXX] Signature:</p> <p>Name: [XXXXXXXXXXXXX] Title: Director of Civil Aviation</p> | | |
| <p>Aircraft model and Registration Marks⁴: [Enter Aircraft Types and Registration]</p> | | |
| <p>Type of Specialised Operations (SPO) if applicable⁵: Specify:</p> | | |
| Specific Approvals ⁶ | Specifications ⁷ | Remarks |
| | | |
| | | |
| | | |
| | | |

- (1) Insertion of name and contact details.
- (2) Insertion of the associated number.
- (3) Issue date of the specific approvals (dd-mm-yyyy) and signature of the competent authority representative.
- (4) Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org> / The registration marks should be either listed in the List of Specific Approvals or in the operations manual. In the latter case the List of Specific Approvals shall refer to the related page in the operation manual.
- (5) Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.
- (6) List in this column any approved operations, e.g., Dangerous goods, LVO, RVSM, RNP, MNPS.
- (7) List in this column the most permissive criteria for each approval, e.g. the decision height and RVR minima for CAT II.

Form:

Appendix VI - Authorisation of High Risk Commercial Specialised Operations

| AUTHORISATION OF HIGH RISK COMMERCIAL SPECIALISED OPERATIONS | |
|---|--|
| Issuing Authority: ¹ Authorisation no: ² | |
| Operator Name: ³ Operator address: ⁴ Telephone: ⁵ Fax: E-mail: | |
| Aircraft Model and Registration Marks: ⁶ | |
| Authorised specialised operation: ⁷ | |
| Authorised area or site of operation: ⁸ | |
| Special limitations: ⁹ | |
| This is to confirm that is authorised to perform high risk commercial specialised operation(s) in accordance with this authorisation, operator's Standard Operating Procedures and the Brunei Aviation Requirements | |
| Date of issue ¹⁰ : | Name and Signature ¹¹ : Title: |

FORM NUMBER

1. Name and contact details of the competent authority
2. Insertion of associated authorisation number.
3. Insertion of the operator's registered name and the operator's trading name, if different. Insert "DbA" before the trading name (for "Doing business as").
4. Operator's principal place of business address.
5. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
6. Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/H>.

The registration marks should be either listed in the List of Specific Approvals or in the operations manual. In the latter case the List of Specific Approvals shall refer to the related page in the operation manual.
7. Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.

8. Listing of geographical area(s) or site(s) of authorised operation (by geographical coordinates or flight information region or national or regional boundaries).
9. Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
10. Issue date of the authorisation (dd-mm-yyyy).
11. Title, name and signature of the competent authority representative. In addition, an official stamp may be applied on the authorisation.