

*Brunei Department of Civil Aviation*  
**Airworthiness Information Notice No: 001**

25 February 2013

**RENEWAL PROCESS OF THE CERTIFICATE OF AIRWORTHINESS CHANGES TO PROCEDURE**

**1. INTRODUCTION**

This Airworthiness Information Notice has been produced to inform operators and Maintenance Organisation of changes to processes and procedures applicable to Certificate of Airworthiness renewals.

A new Form is being introduced by the Department of Civil Aviation as part of the Certificate of Airworthiness renewal process. Standard Form SF-52, Issue 2, will replace the CAA AD 202 which has been used in Brunei for many years.

The new form is clearer and more straightforward to use. It also acts as a checklist for the Certificate of Airworthiness renewal process.

Copies of the SF-52 can be obtained from the department in either hard copy or soft copy format. Operators may produce their own version of the SF-52 provided it contains all the required information in an acceptable format.

**2. PROCEDURE**

- 2.1 It is the operator's responsibility to initiate the renewal process for the Certificate of Airworthiness. The operator must, at least six weeks prior to the expiry of a Certificate of Airworthiness, submit an application for renewal using CA Form 3, including the appropriate Fee.
- 2.2 On receipt of the application, the Department of Civil Aviation will contact the Operator and arrange to inspect the aircraft and its technical records.
- 2.3 Accepted personnel from the operator's quality department must oversee and liaise with the Department during the Certificate of Airworthiness process. The nominated individual will be expected to sign the statement at the end of the Form on behalf of the operator recommending the renewal of the certificate
- 2.4 A physical survey of the aircraft, as defined in Section 14 of the SF-52, is required to be performed by the operator. The purpose of the operator survey is to,
  - a. Perform a general visual inspection of the aircraft.
  - b. Checking that all mandatory placards are installed and legible.
  - c. Confirm that the aircraft conforms to the approved Flight Manual.
  - d. Confirm that the aircraft is correctly configured for flight. For example, all require safety equipment is on board, all specified cargo nets installed, etc.

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- e. Review the aircrafts technical records in sufficient detail to confirm that adequate documentary evidence exist to confirm the continued airworthiness of the aircraft

The assessment should be made on the basis of a sample inspection of the aircraft initiated at the discretion of the Operator. The degree of depth of the inspection should be influenced by knowledge of the operator of the aircraft and its history.

- 2.5 An airworthiness flight test is required annually or in accordance with a fleet programme agreed with the Operator. The Airworthiness Section can specify the need for additional flight testing of aircraft subject to a fleet programme. If a flight test is required by the Airworthiness Section, the operator will be informed when the application is received. Circumstances that may require unscheduled flight testing of an aircraft include, but are not limited to:
  - a. Following significant repairs or modifications.
  - b. After a serious incident or accident.
  - c. If doubt exists about the performance of the aircraft.
  - d. If the aircraft has been inactive for an extended period of time.

It is expected that additional flight testing will only be required in exceptional circumstances.

- 2.6 On the date(s) agreed with the operator, the Department of Civil Aviation will perform its inspection of the aircraft and its technical records. At this time, the SF-52 and all the required attachment documents should be presented to the Department's Inspector.
- 2.7 The inspector will inform the operator of any findings that require appropriate action before the Certificate of Airworthiness can be renewed. A copy of the Inspectors Survey Report will be provided to the operator who should take suitable measures to address the findings. The findings do not necessarily have to be corrected prior to the renewal of the Certificate of Airworthiness, if corrective action can be safely deferred in accordance with the AMM, MEL or other approved data acceptable to the Department of Civil Aviation.
- 2.8 If the inspection of the Aircraft and its records by the Department of Civil Aviation is satisfactory, or following written confirmation from the operator that suitable corrective actions have been taken to address any findings. The Department will meet with the Operator's nominated representative to renew the Certificate of Airworthiness.

### **3. IMPLEMENTATION**

- 3.1 Operators will have Six (6) Months to transition to using the SF-52 from the Date of issue of this Airworthiness Information Notice. In the interim, the AD 202 can continue to be used. At the end of the Six Month period all operators should be using the SF-52. If an operator expects that they will be unable to complete the transition within the above timeframe, they should contact the Department of Civil Aviation.