APPLICATION FOR AN AIR OPERATORS CERTIFICATE (AEROPLANES) OPERATIONS MANUAL (PART A) GUIDANCE AND CHECKLIST

The following pages have been written and produced for guidance to be used by the applicant when producing an Operations Manual (Part A), in accordance with the provisions of ORO.AOC.100 and ORO.MLR.100, to be submitted to the Brunei Department of Civil Aviation for acceptance/approval.

The compliance statement will guide the applicant through the structure of the operations manual in accordance with AMC3 ORO.MLR.100.

It includes the applicable BAR Implementing Rules (IR), Acceptable Means of Compliance (AMC) and Guidance Material (GM) that should be considered when writing the operations manual.

If the operator also intends to conduct Part-NCC and/or Part-SPO operations under the provisions of this operations manual, additional regulations may apply. The operator should ensure that these regulations are incorporated into the operations manual.

If the applicant wishes to deviate in any way to the AMC, they will need to apply to the Brunei DCA for an Alternative Means of Compliance (AltMoc). For additional information regarding the AltMoc process, please refer to OPS Form 403A

The completed statement should be sent with the proposed operations manual to [flightops.regulatory@dca.gov.bn](mailto:flightops.regulatory@dca.gov.bn)

**Additional Guidance for producing an FTL Scheme**

This compliance statement assumes the applicant will operate aircraft with a Maximum Operating Passenger Seating Configuration (MOPSC) of more than 19 seats, or large scheduled aeroplanes for Commercial Air Transport (CAT). In this case, the operator will need to comply with BAR 6 Subpart FTL and the associated Certification Specifications (CS).

The commission regulations apply all CAT operations with aeroplanes but permits a derogation for helicopters, air taxi, emergency medical service and single pilot CAT, In this case the applicable section of UK DCA CAP371 should be applied.

Operators should only include the requirements of ORO.FTL.120 Fatigue Risk Management (FRM), when they are seeking an FRM approval.

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| **AOC No:** |  | The Compliance Statement should be completed for each individual part of the Operations Manual. The completed statement should be sent to [flightops.regulatory@dca.gov.bn](mailto:flightops.regulatory@dca.gov.bn) |
| **Operations Manual (OM) Date:** |  |
| **(OM) Revision No:** |  |
| **(OM) Issue No:** |  |

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| **Operations Manual Reference** | **BAR Reference** | **OM Ref** | **Operators Comment** | **DCA Comment** |
| **PART A GENERAL/BASIC** |  |  |  |  |
| **0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL** |  |  |  |  |
| **0.1 Introduction:**  (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). |  |  |  |  |
| (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel. | ORO.MLR.101 |  |  |  |
| (c) A list and brief description of the various parts, their contents, applicability and use. | ORO.MLR.101 |  |  |  |
| (d) Explanations and definitions of terms and words needed for the use of the manual. | Article 2 of Part Air Ops Cover Requirements of BAR 6 |  |  |  |
| **0.2 System of amendment and revision:**  (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | ORO.MLR.100 (g)  ORO.MLR.100(h) ORO.GEN.115(b)  ORO.GEN.130 |  |  |  |
| (b) A record of amendments and revisions with insertion dates and effective dates. |  |  |  |  |
| (c) A statement that handwritten amendments and revisions are not  permitted, except in situations requiring immediate amendment or revision in the interest of safety. |  |  |  |  |
| (d) A description of the system for the annotation of pages or paragraphs and their effective dates. |  |  |  |  |
| (e) A list of effective pages or paragraphs. |  |  |  |  |
| (f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams). |  |  |  |  |
| (g) Temporary revisions. |  |  |  |  |
| (h) A description of the distribution system for the manuals, amendments and revisions. | ORO.AOC.150 |  |  |  |

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| **Operations Manual Reference** | **BAR Reference** | **OM Ref** | **Operators Comment** | **DCA Comment** |
| **PART A GENERAL/BASIC** |  |  |  |  |
| **1 ORGANISATION AND RESPONSIBILITIES** |  |  |  |  |
| 1.1 Organisational structure. A description of the organisational structure, including the general organogram and operations departments’ organograms. The organogram should depict the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments, etc., which pertain to the safety of flight operations, should be shown. | ORO.GEN.200 ORO.GEN.210 ORO.AOC.135 |  |  |  |
| 1.2 Nominated persons. The name of each nominated person responsible for flight operations, crew training and ground operations, as prescribed in ORO.AOC.135. A description of their function and responsibilities should be included. | ORO.GEN.210 ORO.AOC.135  AMC1 ORO.AOC.135(a)  AMC2 ORO.AOC.135(a) |  |  |  |
| 1.3 Responsibilities and duties of operations management personnel. A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations. | ORO.AOC.135  AMC1 ORO.GEN.200(a)1  AMC1 ORO.GEN.200(a)(6) |  |  |  |
| 1.4 Authority, duties and responsibilities of the pilot-in- command/commander. A statement defining the authority, duties and responsibilities of the pilot-in-command/commander. | CAT.GEN.MPA.105 CAT.GEN.MPA.110 |  |  |  |
| 1.5 Duties and responsibilities of crew members other than the pilot-in- command/commander. | CAT.GEN.MPA.100  AMC1 CAT.GEN.MPA.100(c)(1)  GM1 CAT.GEN.MPA.100(c)(2) |  |  |  |

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| **2 OPERATIONAL CONTROL AND SUPERVISION** |  |  |  |  |
| 2.1 Supervision of the operation by the operator. A description of the system for supervision of the operation by the operator (see ORO.GEN.110(c)). This should show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items should be described:   1. licence and qualification validity, 2. competence of operations personnel, 3. control, analysis and storage of the required records. 4. Information to be retained on the ground. | ORO.GEN.110  AMC1 ORO.GEN.110(c)  GM1 ORO.GEN.110(c)  BAR 1 Part FCL  ORO.GEN.110(e)  ORO.MLR.115  AMC1 ORO.MLR.115  CAT.GEN.MPA.185 |  |  |  |
| 2.2 System and responsibility for promulgation of additional operational instructions and information. A description of any system for promulgating information which may be of an operational nature, but which is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation should be included. |  |  |  |  |
| 2.3 Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety. Procedures for an aircraft tracking system. | CAT.GEN.MPA.205 |  |  |  |
| 2.4 Powers of the authority. A description of the owers of the competent authority and guidance to staff on how to facilitate inspections by authority personnel. | BAR 6 Part Air Ops Cover Requirements Article 3 paragraph 4  ORO.GEN.105 ORO.GEN.140 CAT.GEN.MPA.190 |  |  |  |

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| **3 MANAGEMENT SYSTEM** |  |  |  |  |
| A description of the management system, including at least the following: | ORO.GEN.200 |  |  |  |
| 1. safety policy; 2. the process for identifying safety hazards and for evaluating and managing the associated risks; | AMC1 ORO.GEN.200(a)(2)  AMC1 ORO.GEN.200(a)(1);(2);(3);(5) |
| (c) compliance monitoring system; | AMC1 ORO.GEN.200(a)(6)  GM1 ORO.GEN.200(a)(6)  GM2 ORO.GEN.200(a)(6) |
| (d) allocation of duties and responsibilities; | AMC1 ORO.GEN.200(a)(1)  AMC1 ORO.GEN.200(a)(1);(2);(3);(5) |
| (e) documentation of all key management system processes. | AMC1 ORO.GEN.200(a)(3)  GM1 ORO.GEN.200(a)(3)  GM3 ORO.GEN.200(a)(3)  GM4 ORO.GEN.200(a)(3) |
|  | AMC1 ORO.GEN.200(a)(4)  GM1 ORO.GEN.200(a)(4)  AMC1 ORO.GEN.200(a)(5)  AMC2 ORO.GEN.200(a)(5)  GM ORO.GEN.200(a)(5) |
|  | AMC 1 ORO.GEN.200(a)(6)  GM1 ORO.GEN.200(a)(6)  GM2 ORO.GEN.200(a)(6)  GM3 ORO.GEN.200(a)(6)  GM4 ORO.GEN.200(a)(6) |
|  | AMC 1 ORO.GEN.200(b) ORO.GEN.205 ORO.GEN.220 ORO.GEN.125 |

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| **PART A GENERAL/BASIC** |  |  |  |  |
| **4 CREW COMPOSITION** |  |  |  |  |
| 4.1 Crew composition. An explanation of the method for determining crew compositions, taking account of the following:  (a) the type of aircraft being used; | ORO.FC.100  AMC1 ORO.FC.100(c) |  |  |  |
| (b) the area and type of operation being undertaken; | ORO.FC.105(b);(c)  AMC1 ORO.FC.105(b)(2);(c) ORO.FC.202(c)  ORO.FC.202(d) |
| (c) the phase of the flight; | ORO.GEN.110  GM1 ORO.FC.105(d) ORO.FC.A.201 |
| (d) the minimum crew requirement and flight duty period planned; | ORO.CC.200  AMC1 ORO.CC.100  GM1 ORO.CC.100  AMC1 ORO.CC.200(c)  AMC1 ORO.CC.200(d) |
| (e) experience (total and on type), recency and qualification of the crew members; | ORO.FC.200 ORO.FC.110 |  |  |  |
| (f) the designation of the pilot-in-command/commander and, if necessitated by the duration of the flight, the procedures for the relief of the pilot-in- command/commander or other members of the flight crew. (see ORO.FC.105); | ORO.FC.105 ORO.FC.201 |  |  |  |
| (g) the designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew. | ORO.CC.200  AMC1 ORO.CC.200(c) |  |  |  |
| 4.2 Designation of the pilot-in-command/commander. The rules applicable to the designation of the pilot-in-command/commander. | See 4.1 (f) |  |  |  |
| 4.3 Flight crew incapacitation. Instructions on the succession of command in the event of flight crew incapacitation. |  |  |  |  |
| 4.4 Operation on more than one type. A statement indicating which aircraft are considered as one type for the purpose of: | ORO.FC.140 ORO.FC.240  AMC1 ORO.FC.240 |  |  |  |
| 1. flight crew scheduling; and 2. cabin crew scheduling. | ORO.CC.250  AMC1 ORO.CC.250(b)  GM1 ORO.CC.250 |

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| **5 QUALIFICATION REQUIREMENTS** |  |  |  |  |
| 5.1 A description of the required licence, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration should be given to the aircraft type, kind of operation and composition of the crew. | ORO.GEN.110 (d) ORO.GEN.110 (e) CAT.GEN.MPA.120 |  |  |  |
| 5.2 Flight crew:   1. Pilot-in-command/commander, 2. Pilot relieving the pilot-in-command/commander, 3. Co-pilot, 4. Pilot relieving the co-pilot, 5. Pilot under supervision, 6. System panel operator, 7. Operation on more than one type or variant. | ORO.FC.105 ORO.FC.205  AMC1 ORO.FC.105(b)(2);(c)  AMC1 ORO.FC.105(c)  AMC2 ORO.FC.105(c)  GM1 ORO.FC.105(d) ORO.FC.A.201 ORO.FC.115 ORO.FC.215 ORO.FC.120 ORO.FC.220 ORO.FC.125 ORO.FC130 ORO.FC.230 ORO.FC.135 ORO.FC.235 ORO.FC.A.250 ORO.FC.140 ORO.FC.240 |  |  |  |
| 5.3 Cabin crew:   1. Senior cabin crew member, 2. Cabin crew member:    1. Required cabin crew member,    2. Additional cabin crew member and cabin crew member during familiarisation flights, 3. Operation on more than one type or variant. | ORO.CC.110 ORO.CC.210 ORO.CC.120 ORO.CC.125 ORO.CC.130 ORO.CC.135 ORO.CC.140 ORO.CC.145 ORO.CC.200 ORO.CC.250 ORO.CC.255 |  |  |  |
| 5.4 Training, checking and supervision personnel:   1. for flight crew; and 2. for cabin crew. | ORO.FC.145(a)(2)  ORO.CC.115  AMC1 ORO.CC.105  CAT.GEN.MPA.115 |  |  |  |
| 5.5 Other operations personnel (including technical crew and crew members  other than flight, cabin and technical crew). |  |  |  |  |

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| **6 CREW HEALTH PRECAUTIONS** |  |  |  |  |
| 6.1 Crew health precautions. The relevant regulations and guidance to crew members concerning health, including the following:   1. alcohol and other intoxicating liquids, 2. narcotics, (c) drugs, 3. sleeping tablets, 4. anti-depressants, 5. pharmaceutical preparations, 6. immunisation, 7. deep-sea diving, 8. blood/bone marrow donation, 9. meal precautions prior to and during flight, 10. sleep and rest, 11. surgical operations | SEE PART MED  CAT.GEN.MPA.170  AMC1 CAT.GEN.MPA.100(c)(1) CAT.GEN.MPA.100(c)(2) |  |  |  |

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| **Operations Manual Reference**  Please refer to page 1 for the type of FTL Scheme required or click on [Flight-](https://www.caa.co.uk/Commercial-industry/Airlines/Flight-time-limitations/EASA-Flight-Time-Limitations/) [Time-Limitations Guidance Material](https://www.caa.co.uk/Commercial-industry/Airlines/Flight-time-limitations/EASA-Flight-Time-Limitations/) | **BAR Reference** | **OM Ref** | **Operators Comment** | **DCA Comment** |
| **7 FLIGHT TIME LIMITATIONS** | | | | |
| 7.1 Flight and duty time limitations and rest requirements. | **Rest Period** ORO.FTL.235 ORO.FTL.235(a) or (b) ORO.FTL.235(d) ORO.FTL.235(e)(1)  AMC1 ORO.FTL.235(b)  CS FTL.1.235  GM1 CS FTL.1.235(b)(3)  GM2 CS FTL.1.235(b)(3)  GM1 ORO.FTL.235(a)(2)  **Nutrition**  ORO.FTL.240  AMC1 ORO.FTL.240  **Records**  ORO.FTL.245  CAT.GEN.MPA.100(b)(5)  **Fatigue Management Training**  ORO.FTL.250  AMC1 ORO.FTL.250 |  |  |  |

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| **Operations Manual Reference**  Please refer to page 1 for the type of FTL Scheme required or click on [Flight-](https://www.caa.co.uk/Commercial-industry/Airlines/Flight-time-limitations/EASA-Flight-Time-Limitations/) [Time-Limitations Guidance Material](https://www.caa.co.uk/Commercial-industry/Airlines/Flight-time-limitations/EASA-Flight-Time-Limitations/) | **BAR Reference** | **OM Ref** | **Operators Comment** | **DCA Comment** |
| **7 FLIGHT TIME LIMITATIONS** | | | | |
| 7.2 Exceedance of flight and duty time limitations and/or reductions of rest periods. Conditions under which flight and duty time may be exceeded or rest periods may be reduced, and the procedures used to report these modifications. | **Operator Responsibilities**  ORO.FTL.110  AMC1 ORO.FTL.110  AMC1 ORO.FTL.110(a)  AMC1 ORO.FTL 110(j)  GM1 ORO.FTL.110(j)  **Crew Member Responsibilities**  ORO.FTL.115 |  |  |  |
| 7.3 A description of the fatigue risk management, including at least the following:   1. the philosophy and principles; 2. documentation of processes; 3. scientific principles and knowledge; 4. hazard identification and risk assessment processes; 5. risk mitigation process; 6. FRM safety assurance processes; and 7. FRM promotion processes | **Fatigue Risk Management (FRM)**  ORO.FTL.120  AMC1 ORO.FTL.120(b)(1)  AMC2 ORO.FTL.120(b)(2)  AMC1 ORO.FTL.120(b)(4)  AMC2 ORO.FTL.120(b)(4)  AMC1 ORO.FTL.120(b)(5)  AMC1 ORO.FTL.120(b)(6)  AMC1 ORO.FTL.120(b)(7)  GM1 ORO.FTL.120 |  |  |  |

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| **8 OPERATING PROCEDURES** | | | | |
| 8.1 Flight preparation instructions. As applicable to the operation: | CAT.OP.MPA.175  AMC1 CAT.OP.MPA.175(a)  GM1 CAT.OP.MPA.175(b)(5) CAT.OP.MPA.145  AMC1 CAT.OP.MPA.145(a)  GM1 CAT.OP.MPA.145(a)  MC1 CAT.OP.MPA.175(a)  GM1 CAT.OP.MPA.175(b)(5) CAT.OP.MPA.270 |  |  |  |
| 8.1.1 Minimum flight altitudes. A description of the method of determination and application of minimum altitudes including: |
| (a) a procedure to establish the minimum altitudes/flight levels for visual flight rules (VFR) flights; and |
| (b) a procedure to establish the minimum altitudes/flight levels for instrument flight rules (IFR) flights. |
| 8.1.2 Criteria and responsibilities for determining the adequacy of aerodromes | CAT.OP.MPA.105 |  |  |  |
| to be used. | CAT.OP.MPA.106 |
|  | CAT.OP.MPA.107 |
|  | CAT.OP.MPA.180 |
| 8.1.3 Methods and responsibilities for establishing aerodrome operating | CAT.OP.MPA.110 |  |  |  |
| minima. Reference should be made to procedures for the determination of the | CAT.OP.MPA.125 |
| visibility and/or runway visual range (RVR) and for the applicability of the actual | AMC1 CAT.OP.MPA 110 |
| visibility observed by the pilots, the reported visibility and the reported RVR. | AMC2 CAT.OP.MPA 110  AMC3 CAT.OP.MPA 110 |
|  | AMC4 CAT.OP.MPA 110 |
|  | AMC5 CAT.OP.MPA 110 |
|  | AMC6 CAT.OP.MPA 110 |
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|  | AMC7 CAT.OP.MPA 110 |
|  | AMC8 CAT.OP.MPA 110 |
|  | AMC9 CAT.OP.MPA 110 |
|  | AMC10 CAT.OP.MPA 110 |
|  | AMC11 CAT.OP.MPA 110 |
|  | GM1 CAT.OP.MPA.110 |
|  | GM2 CAT.OP.MPA.110 |
|  | GM3 CAT.OP.MPA.110 |
|  | GM1 CAT.OP.MPA 110(a) |
|  | CAT.OP.MPA.265 |
|  | CAT.OP.MPA.300 |
|  | CAT.OP.MPA.305 |
|  | CAT.OP.MPA.320 |
|  | AMC1 CAT.OP.MPA 300 |
|  | AMC1 CAT.OP.MPA 305(e) |
|  | GM1 CAT.OP.MPA.305 |

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| **8 OPERATING PROCEDURES** | | | | | | |
| 8.1.4 En-route operating minima for VFR flights or VFR portions of a flight and, where single-engined aircraft are used, instructions for route selection with respect to the availability of surfaces that permit a safe forced landing. | CAT.OP.MPA.135 CAT.OP.MPA.136 |  | |  |  | |
| 8.1.5 Presentation and application of aerodrome and en-route operating | CAT.OP.MPA.135 |  | |  |  | |
| minima. | CAT.OP.MPA.182 |
|  | CAT.OP.MPA.185 |
|  | CAT.OP.MPA.245 |
|  | CAT.OP.MPA.246 |
|  | GM1 CAT.OP.MPA.185 |
| 8.1.6 Interpretation of meteorological information. Explanatory material on the decoding of meteorological (MET) forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions. | Refer AIP GEN |  | |  |  | |
| 8.1.7 Determination of the quantities of fuel, oil and water methanol carried. The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in-flight. This section should also include instructions on the measurement and distribution of the fluid carried on board. Such instructions should take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and of failure of one or more of the aircraft’s power plants. The system for maintaining fuel and oil records should also be described. | CAT.OP.MPA.106 CAT.OP.MPA.150  CAT.OP.MPA.151(Perf B aircraft)  AMC1 CAT.OP.MPA.150(b)  AMC2 CAT.OP.MPA.150(b)  GM1 CAT.OP.MPA.150(b)  GM1 CAT.OP.MPA.150(c)(3)(i)  GM1 CAT.OP.MPA.150(c)(3)(ii) |  | |  |  | |
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|  | CAT.OP.MPA.260 |  | |  |  | |
| 8.1.8 Mass and centre of gravity. The general principles of mass and centre of gravity including the following:   1. definitions; 2. methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations; 3. the policy for using standard and/or actual masses; 4. the method for determining the applicable passenger, baggage and cargo mass; 5. the applicable passenger and baggage masses for various types of operations and aircraft type; 6. general instructions and information necessary for verification of the various types of mass and balance documentation in use; 7. last-minute changes procedures; 8. specific gravity of fuel, oil and water methanol; 9. seating policy/procedures; 10. for helicopter operations, standard load plans. | CAT.POL.MAB.100  CAT.POL.MAB.105  AMC1 CAT.POL.MAB.100(b)  AMC2 CAT.POL.MAB.100(b)  AMC3 CAT.POL.MAB.100(b)  AMC1 CAT.POL.MAB.100(d)  AMC2 CAT.POL.MAB.100(d)  AMC1 CAT.POL.MAB.100(e)  AMC2 CAT.POL.MAB.100(e)  GM1 CAT.POL.MAB.100(e)  GM2 CAT.POL.MAB.100(e)  GM3 CAT.POL.MAB.100(e)  AMC1 CAT.POL.MAB.105(a)  AMC1 CAT.POL.MAB.105(b)  AMC1 CAT.POL.MAB.105(c)  GM1 CAT.POL.MAB.105(e)  GM2 CAT.POL.MAB.105(e)  GM1 CAT.POL.MAB.100(g) |  | |  |  | |

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| **8 OPERATING PROCEDURES** | | | | |
| 8.1.9 Air traffic services (ATS) flight plan. Procedures and responsibilities for the preparation and submission of the ATS flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans. | CAT.OP.MPA.190  AMC1 CAT.OP.MPA.190 |  |  |  |
| 8.1.10 Operational flight plan. Procedures and responsibilities for the | CAT.OP.MPA.175(a) |  |  |  |
| preparation and acceptance of the operational flight plan. The use of the | AMC1 CAT.OP.MPA.175(a) |
| operational flight plan should be described including samples of the operational | CAT.GEN.MPA.150 |
| flight plan formats in use. | ORO.MLR.110 |
| 8.1.11 Operator’s aircraft technical log. The responsibilities and the use of the operator’s aircraft technical log should be described, including samples of the format used. | Refer to BAR PART M |  |  |  |
| 8.1.12 List of documents, forms and additional information to be carried. | CAT.GEN.MPA.180  AMC1 CAT.GEN.MPA.180  GM1 CAT.GEN.MPA.180(a)(5)(6)  GM1 CAT.GEN.MPA.180(a)(9)  GM1 CAT.GEN.MPA.180(a)(14)  GM1 CAT.GEN.MPA.180(a)(23) |  |  |  |
| 8.1.13 For commercial air transport operations with single-engined turbine aeroplanes in instrument meteorological conditions or at night (CAT SETIMC) approved in accordance with Subpart L (SET-IMC) of Annex V (Part-SPA) to Regulation (EU) No 965/2012. | SPA.SET-IMC.100 |  |  |  |
| 8.2 Ground handling instructions. As applicable to the operation: |  |  |  |  |
| 8.2.1 Fuelling procedures. A description of fuelling procedures, including:  (a) safety precautions during refuelling and defueling including when an auxiliary power unit is in operation or when rotors are running or when an engine is or engines are running and the rotor-brakes is on; | CAT.OP.MPA.195 CAT.OP.MPA.200  AMC1 CAT.OP.MPA.195  GM1 CAT.OP.MPA.200 |
| 1. refuelling and defuelling when passengers are embarking, on board or disembarking; and 2. precautions to be taken to avoid mixing fuels. |  |

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| **PART A GENERAL/BASIC** | | | | |
| **8 OPERATING PROCEDURES** | | | | |
| 8.2.2 Aircraft, passengers and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats, embarking and disembarking passengers and when loading and unloading the aircraft. Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, should also be given. Handling procedures should include:   1. special categories of passengers, including children/infants, persons with reduced mobility, inadmissible passengers, deportees and persons in custody; 2. permissible size and weight of hand baggage; 3. loading and securing of items in the aircraft; 4. positioning of ground equipment; 5. operation of aircraft doors; 6. safety on the aerodrome/operating site, including fire prevention and safety in blast and suction areas; 7. start-up, ramp departure and arrival procedures; 8. servicing of aircraft; 9. documents and forms for aircraft handling; 10. special loads and classification of load compartments; and 11. multiple occupancy of aircraft seats. | CAT.OP.MPA.155  AMC1 CAT.OP.MPA.155(b)  AMC2 CAT.OP.MPA.155(b)  AMC3 CAT.OP.MPA.155(b)  GM1 CAT.OP.MPA.155(b)  GM2 CAT.OP.MPA.155(b)  GM3 CAT.OP.MPA.155(b)  GM4 CAT.OP.MPA.155(b)  AMC1 CAT.OP.MPA.155(c)  AMC2 CAT.OP.MPA.155(c)  GM1 CAT.OP.MPA.155(c)  GM2 CAT.OP.MPA.155(c) CAT.OP.MPA.160  AMC1 CAT.OP.MPA.160  AMC2 CAT.OP.MPA.160 CAT.OP.MPA.165  AMC1 CAT.OP.MPA.165  AMC2 CAT.OP.MPA.165  GM1 CAT.OP.MPA.165 |  |  |  |
|  | CAT.OP.MPA.220 CAT.OP.MPA.230 |
|  | CAT.POL.MAB.105  AMC1 CAT.POL.MAB.105 |
| 8.2.3 Procedures for the refusal of embarkation. Procedures to ensure that persons who appear to be intoxicated, or who demonstrate by manner or physical indications that they are under the influence of drugs, are refused embarkation. This does not apply to medical patients under proper care. | CAT.OP.GEN.170 |  |  |  |
| 8.2.4 De-icing and anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These should include descriptions of the types and effects of icing and other contaminants on aircraft whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used should be given, including the following: | CAT.OP.MPA.250  GM1 CAT.OP.MPA.250  GM2 CAT.OP.MPA.250  GM3 CAT.OP.MPA.250  CAT.OP.MPA.255  AMC1 CAT.OP.MPA.255 |  |  |  |
| 1. proprietary or commercial names, 2. characteristics, 3. effects on aircraft performance, 4. hold-over times, 5. precautions during usage. |  |

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| **Operations Manual Reference** | **BAR Reference** | **OM Ref** | **Operators Comment** | **DCA Comment** |
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| **8 OPERATING PROCEDURES** | | | | |
| * 1. **Flight Procedures:**      1. VFR/IFR Policy. A description of the policy for allowing flights to be made under VFR, or for requiring flights to be made under IFR, or for changing from one to the other. | CAT.IDE.A.125 CAT.IDE.A.130 CAT.IDE.A.135  AMC1 CAT.IDE.A.125 & CAT.IDE.A.130  AMC2 CAT.IDE.A.125  GM1 CAT.IDE.A.125 & CAT.IDE.A.130 |  |  |  |
|  | CAT.OP.MPA.100 |
| 8.3.2 Navigation Procedures. A description of all navigation procedures, relevant to the type(s) and area(s) of operation. Special consideration should be  given to: | CAT.OP.MPA.126 |  |  |  |
| 1. standard navigational procedures, including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft; and 2. required navigation performance (RNP), minimum navigation performance specification (MNPS) and polar navigation and navigation in other designated areas; 3. in-flight re-planning; 4. procedures in the event of system degradation; and 5. reduced vertical separation minima (RVSM) | SPA.PBN.100  GM1 SPA.PBN.100  SPA.MNPS.100  GM1 SPA.MNPS.100  SPA.RVSM.100 SPA.RVSM.105 SPA.RVSM.110 SPA.RVSM.115  AMC1 SPA.RVSM.105  AMC2 SPA.RVSM.105  GM1 SPA.RVSM.105(d)(9)  AMC1 SPA.RVSM.110(a) |  |  |  |
| 8.3.3 Altimeter setting procedures, including, where appropriate, use of:   1. metric altimetry and conversion tables; and 2. QFE operating procedures. |  |  |  |  |
| 8.3.4 Altitude alerting system procedures for aeroplanes. | CAT.IDE.A.140 |  |  |  |
| 8.3.5 Ground proximity warning system (GPWS)/terrain avoidance warning | CAT.IDE.A.150 |  |  |  |
| system (TAWS), for aeroplanes. Procedures and instructions required for the | AMC1 CAT.IDE.A.150 |
| avoidance of controlled flight into terrain, including limitations on high rate of | GM1 CAT.IDE.A.150 |
| descent near the surface. | CAT.OP.MPA.290  GM1 CAT.OP.MPA.290 |  |

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| **8 OPERATING PROCEDURES** | | | | |
| 8.3.6 Policy and procedures for the use of traffic collision avoidance system (TCAS)/airborne collision avoidance system (ACAS) for aeroplanes and, when applicable, for helicopters. | CAT.IDE.A.155  CAT.OP.MPA.295  GM1 CAT.OP.MPA.295 |  |  |  |
| 8.3.7 Policy and procedures for in-flight fuel management. | CAT.OP.MPA.280 |  |  |  |
| 8.3.8 Adverse and potentially hazardous atmospheric conditions. Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following:   1. thunderstorms, 2. icing conditions, 3. turbulence, 4. windshear, 5. jet stream, 6. volcanic ash clouds, 7. heavy precipitation, 8. sand storms, 9. mountain waves, 10. significant temperature inversions. |  |  |  |  |
| 8.3.9 Wake turbulence. Wake turbulence separation criteria, taking into account aircraft types, wind conditions and runway/final approach and take-off area (FATO) location. For helicopters, consideration should also be given to rotor downwash. | Refer to Pink AIC |  |  |  |
| 8.3.10 Crew members at their stations. The requirements for crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interest of safety, and including procedures for controlled rest in the flight crew compartment. Use of headset. | CAT.OP.MPA.210 CAT.OP.MPA.225  AMC1 CAT.OP.MPA.210(b)  GM1 CAT.OP.MPA.210 CAT.OP.MPA.215 |  |  |  |
| 8.3.11 Use of restraint devices for crew and passengers. The requirements for crew members and passengers to use safety belts and/or restraint systems during the different phases of flight or whenever deemed necessary in the interest of safety. | CAT.OP.MPA.225 |  |  |  |
| 8.3.12 Admission to flight crew compartment. The conditions for the admission to the flight crew compartment of persons other than the flight crew. The policy regarding the admission of inspectors from an authority should also be included. | ORO.GEN.140  CAT.GEN.MPA.135  AMC1 CAT.GEN.MPA.135(a)(3) |  |  |  |

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| **8 OPERATING PROCEDURES** | | | | |
| 8.3.13 Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats. |  |  |  |  |
| 8.3.14 Incapacitation of crew members. Procedures to be followed in the event of incapacitation of crew members in-flight. Examples of the types of incapacitation and the means for recognising them should be included. |  |  |  |  |
| 8.3.15 Cabin Safety Requirements. Procedures:   1. covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys; 2. to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft; 3. to be followed during passenger embarkation and disembarkation; 4. when refuelling/defuelling with passengers embarking, on board or disembarking; 5. covering the carriage of special categories of passengers; 6. covering smoking on board; 7. covering the handling of suspected infectious diseases. | CAT.GEN.MPA.140  CAT.GEN.MPA.165  CAT.GEN.MPA.170  CAT.OP.MPA.155  CAT.OP.MPA.165  CAT.OP.MPA.195  CAT.OP.MPA.220  CAT.OP.MPA.230  CAT.OP.MPA.240  AMC1 CAT.OP.MPA.155(b)  AMC1 CAT.OP.MPA.165  AMC2 CAT.OP.MPA.165  GM1 CAT.OP.MPA.165  AMC1 CAT.OP.MPA.195 |  |  |  |
| 8.3.16 Passenger briefing procedures. The contents, means and timing of passenger briefing in accordance with Annex IV (Part-CAT). | CAT.OP.MPA.170  AMC1 CAT.OP.MPA.170  AMC1 CAT.OP.MPA.170  GM1 CAT.OP.MPA.170  GM2 CAT.OP.MPA.170 |  |  |  |
| 8.3.17 Procedures for aircraft operated whenever required cosmic or solar radiation detection equipment is carried. |  |  |  |  |
| 8.3.18 Policy on the use of autopilot. |  |  |  |  |
| 8.4 Low visibility operations (LVO). A description of the operational procedures associated with LVO. | SPA.LVO.100 CAT.OP.MPA.115 |  |  |  |

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| **8 OPERATING PROCEDURES** | | | | |
| 8.5 Extended-range operations with two engined aeroplanes (ETOPS). A description of the ETOPS operational procedures. | CAT.OP.MPA.140  AMC1 CAT.OP.MPA.140(d)  GM1 CAT.OP.MPA.140(c) SPA.ETOPS.100  BAR AMC 20-6 |  |  |  |
| 8.6 Use of the minimum equipment and configuration deviation list(s). | ORO.MLR.105  AMC1 ORO.MLR.105(c)  AMC1 ORO.MLR.105(d)(3)  AMC1 ORO.MLR.105(f)  AMC1 ORO.MLR.105(g)  AMC1 ORO.MLR.105(h)  GM1 ORO.MLR.105(a)  GM1 ORO.MLR.105(e);(f)  GM1 ORO.MLR.105(f)  GM1 ORO.MLR.105(g)  GM1 ORO.MLR.105(j) |  |  |  |
| 8.7 Non-revenue flights. Procedures and limitations, for example, for the following:   1. non-commercial operations by AOC holders, a description of the differences to commercial operations, 2. training flights, 3. test flights, 4. delivery flights, 5. ferry flights, 6. demonstration flights, 7. positioning flights, including the kind of persons who may be carried on such flights. | ORO.AOC.125 |  |  |  |
| * 1. Oxygen Requirements:      1. An explanation of the conditions under which oxygen should be provided and used.      2. The oxygen requirements specified for the following persons:  1. flight crew; 2. cabin crew; 3. passengers. | CAT.OP.MPA.285  CAT.IDE.A.230  GM1 CAT.IDE.A.230  CAT.IDE.A.235  AMC1 CAT.IDE.A.235  GM1 CAT.IDE.A.235  CAT.IDE.A.240  AMC1 CAT.IDE.A.240  CAT.IDE.A.245  AMC1 CAT.IDE.A.245 |  |  |  |

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| **8 OPERATING PROCEDURES** | | | | |
| 8.9 Procedures related to the use of type B EFB applications. | SPA.EFB.100  CAT.GEN.MPA.141  GM1 CAT.GEN.MPA.141  GM2 CAT.GEN.MPA.141  AMC1 CAT.GEN.MPA.141(a)  GM1 CAT.GEN.MPA.141(a)  AMC1 CAT.GEN.MPA.141(b)  AMC2 CAT.GEN.MPA.141(b)  AMC3 CAT.GEN.MPA.141(b)  GM1 CAT.GEN.MPA.141(b)  GM2 CAT.GEN.MPA.141(b) |  |  |  |

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| **9 DANGEROUS GOODS AND WEAPONS** | | | | |
| 9.1 Information, instructions and general guidance on the transport of dangerous goods, in accordance with Subpart G of Annex V (SPA.DG) including:   1. operator’s policy on the transport of dangerous goods; 2. guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods; 3. special notification requirements in the event of an accident or occurrence when dangerous goods are being carried; 4. procedures for responding to emergency situations involving dangerous goods; 5. duties of all personnel involved; and 6. instructions on the carriage of the operator’s personnel on cargo aircraft when dangerous goods are being carried.   9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried. | CAT.GEN.MPA.200  GM1 CAT.GEN.MPA.200  SPA.DG.100  CAT.GEN.MPA.200 CAT.GEN.MPA.200(c)  GM1 GAT.GEN.MPA.200 CAT.GEN.MPA.200(b)(1)  AMC2 CAT.OP.MPA.160 CAT.GEN.MPA.140 CAT.GEN.MPA.200(b)(2) CAT.GEN.MPA.200(f) CAT.GEN.MPA.200(d)  SPA.DG.110  AMC1 SPA.DG.110(a)  SPA.DG.110  ORO.MLR.115  ORO.MLR.115(b)(4)  SPA.DG.110(f) CAT.GEN.MPA.200(a) CAT.GEN.MPA.200(e)  AMC1 CAT.GEN.MPA.200(e)  AMC1 SPA.DG.105(b) SPA.DG.110  AMC2 CAT. ORO.GEN.110(j)  CAT.GEN.MPA.155 CAT.GEN.MPA.160  GM1 CAT.GEN.MPA.155  GM1 CAT.GEN.MPA 160  CAT. OP.MPA.160 |  |  |  |

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| **10 SECURITY** | | | | |
| Security instructions, guidance, procedures, training and responsibilities, | ORO.SEC.100 |  |  |  |
| Some parts of the security instructions and guidance may be kept confidential | CAT.GEN.MPA.135 |
|  | AMC1 CAT.GEN.MPA.135(a)(3) |
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| **11 HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES** | | | | |
| Procedures for handling, notifying and reporting accidents, incidents and occurrences. This section should include the following:   1. definition of accident, incident and occurrence and of the relevant responsibilities of all persons involved; 2. illustrations of forms to be used for reporting all types of accident, incident and occurrence (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done; 3. in the event of an accident, descriptions of which departments, authorities and other organisations have to be notified, how this will be done and in what sequence; 4. procedures for verbal notification to air traffic service units of incidents involving ACAS resolution advisories (RAs), bird hazards, dangerous goods and hazardous conditions; 5. procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference; 6. reporting procedures. These procedures should include internal safety-related reporting procedures to be followed by crew members, designed to ensure that the pilot-in-command/commander is informed immediately of any incident that has endangered, or may have endangered, safety during the flight, and that the pilot-in- command/commander is provided with all relevant information. 7. Procedures for the preservation of recordings following a reportable event. | BAR 13  ORO.GEN.160  AMC1 ORO.GEN.160  ORO.GEN.200(a)(3)  GM1 ORO.GEN.200(a)(3)  ORO.GEN.220 |  |  |  |

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| **12 RULES OF THE AIR** | | | | |
| 1. Visual and instrument flight rules 2. Territorial application of the rules of the air 3. Communication procedures, including communication-failure procedures 4. Information and instructions relating to the interception of civil aircraft 5. The circumstances in which a radio listening watch is to be maintained 6. Signals 7. Time system used in operation 8. ATC clearances, adherence to flight plan and position reports 9. Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area 10. Procedures for flight crew observing an accident or receiving a distress transmission 11. The ground/air visual codes for use by survivors, and description and use of signal aids 12. Distress and urgency signals. | ICAO Rules of the Air |  |  |  |

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| **13 LEASING / CODE-SHARE** | | | | |
| A description of the operational arrangements for leasing and code- share, associated procedures and management responsibilities. | ORO.AOC.110  AMC1 ORO.AOC.110  AMC1 ORO.AOC.110(c)  AMC2 ORO.AOC.110(c)  GM1 ORO.AOC.110(c)  AMC1 ORO.AOC.110(f) |  |  |  |
| Codeshare | ORO.AOC.115  AMC1 ORO.AOC.115(b)  AMC2 ORO.AOC.115(b) |  |  |  |

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| **Compliance Statement of the Operator**  We confirm to be compliant with the terms and conditions of:   * Brunei Darussalam Civil Aviation Order 2006, * Brunei Darussalam Civil Aviation Regulations 2006, * Brunei Aviation Requirements, its Implementing rules and applicable amendments concerning technical requirements and administrative procedures including ICAO Standards and Procedures. |
| Name of Accountable Manager: Date: |
| Signature: |