

Document	ADR 012 – Aerodrome Certification Procedures	
Version	1.1	



Brunei Department of Civil Aviation
Negara Brunei Darussalam
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ADR 012
Aerodrome Certification Procedure
Version 1.1

Guidance Material for Aerodrome Operator

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PROCEDURE
ADR 012
Aerodrome Certification Procedure

Version 1.1, Effective Date: 01 June 2026

BRUNEI DCA

FOREWORD

The Aerodrome Standard’s Regulatory Division of the Department of Civil Aviation is responsible for the aerodrome certification process and for promulgating appropriate Aerodrome Standards from BAR 14 Volume 1 to be complied and clearly understood by aerodrome operators.

Hence the issuance of this Civil Aviation Procedure ADR 012 – Aerodrome Certification Procedure, which contains the procedure to be met by the operator of an aerodrome within Brunei Darussalam intended for international use.

Aerodrome operators or applicants for an aerodrome certificate should refer to the applicable sections of this document, together with BAR 14.

This manual may be updated from time to time based on suggestions received or to incorporate any changes based on latest up-to-date SARPs in BAR 14, in the guidance and procedures.

Approved by:

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MOHAMAD AZLAN BIN MOHAMMAD JUNAIDI

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(Date: 16 June 2026)



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Supporting Definitions

Definitions used in the guidance material should be included and should accurately cross-reference to the definitions included in the applicable BARs. A number of terms used throughout the Guidance Material are provided below:

Aerodrome: A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome Certificate: A certificate issued by the Brunei DCA under BAR 14 Volume I Aerodromes and any other applicable requirements, subsequent to the acceptance/approval of the Aerodrome Manual, for the operation of an aerodrome.

Aerodrome Licence: A licence granted by the Brunei DCA under Civil Aviation Act and any other applicable requirements, subsequent to the issuance of a valid Aerodrome Certificate, for the lawful operation of an aerodrome.

Aerodrome Facilities and Equipment: Facilities and equipment, inside or outside the boundaries of the aerodrome, that are constructed or installed, operated and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome Manual: The manual that forms part of the application for an Aerodrome Certificate and is maintained pursuant to national civil aviation regulation.

Note: The name of the Aerodrome Manual, as determined by the Aerodrome Operator, may reflect the nature of the operation or facility such as Operations Manual or Heliport Manual.

Aerodrome Post Holder: Those positions required as part of Aerodrome Certification as identified national civil aviation regulation who are subject to acceptance by the Authority.

Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. This comprises both fixed-wing and variable-wing aircraft as well as balloons and the like, when used for civil purposes.

National Authority: Brunei Department of Civil Aviation

Certified Aerodrome: An aerodrome whose operator has been granted an Aerodrome Certificate by the National Authority under applicable regulations for the operation of an aerodrome.

RASS: Regulatory Aerodrome Standard Section, of Brunei DCA.

1. Introduction

This section describes the purpose, the regulatory responsibilities and regulations in support of the aerodrome certification, pursuant requirements of aerodrome certification found in BAR 14 Volume 1, Chapter 2 Aerodrome Certification.

1.1 Purpose

1.1.1 The information found in this manual are to assist the Aerodrome Operator in the aerodrome certification process or unless otherwise indicated in a particular context.

1.1.2 This manual describes in more details the requirements and procedures for an aerodrome to obtain or retain an Aerodrome Certificate from Brunei DCA Regulatory and to operate with an Aerodrome Certificate in accordance with the specifications contained in the BAR 14 Volume 1 as well as other relevant ICAO specifications through an appropriate regulatory framework and regulations concerning aerodromes.

1.1.3 Additional information and guidance for aerodrome operators may be issued by Brunei DCA Regulatory as a separate advisory publication or incorporated into the applicable BARs to support the aerodrome certification process.

1.1.4 In this regard, this manual provides the relevant information on aerodrome certification as follows:

- A. Brunei DCA Regulatory Aerodrome Standard Section (RASS) Responsibilities
- B. Regulations on aerodrome certification;
- C. Processes and requirements of aerodrome certification;
- D. Aerodrome Manual; and
- E. Aerodrome audit and inspection.

1.2 Brunei DCA RASS Responsibilities

1.2.1 In respect of Aerodrome Certification, Brunei DCA RASS is a subsidiary of Brunei DCA responsible mainly for:

- A. recommends establishing and enforcing Regulations and mandatory Standards in respect of the safety of aerodromes;
- B. certifying that aerodromes subject to the regulations will achieve an acceptable level of safety when operated and maintained in accordance with an accepted Aerodrome Manual; and
- C. assuring the continued safety of operations at certified aerodromes through guidance, audit and inspection.

1.2.2 Notwithstanding the above responsibilities of Brunei DCA RASS, the responsibility for the safety of aerodrome operations rests with the certified aerodrome. A certified aerodrome with an acceptable Safety Management System (SMS) in place is required to maintain its own internal safety audit and inspection program. Brunei DCA RASS will audit the aerodrome operator's program as it deems appropriate.

1.3 Regulations in Support of Aerodrome Certification

All standards and relevant aspects of aerodrome certification are based on the operating regulations and requirements under BAR 14 Volume 1 Aerodromes.

1.3.1 Requirements to hold an Aerodrome Certificates

1.3.1.1 The requirement for the operator of an aerodrome open to international use, to hold an Aerodrome Certificate is stipulated in the BAR 14 Volume 1 Aerodromes Chapter 2.1.1.

1.3.1.2 Brunei DCA RASS has publishes applicable Brunei Aviation Requirements, BAR 14 Volume 1 Aerodromes in support of aerodrome certification.

1.3.1.3 The operator of an aerodrome within Brunei Darussalam intended for international operations shall be in possession of a valid Aerodrome Certificate issued by the Brunei DCA in accordance with the specifications contained in the BAR 14 as well as other relevant ICAO specifications through an appropriate regulatory framework.

Note.1- The definition of aerodrome open to international use shall be in accordance to Article 15 and Article 68 of Chicago Convention (Doc 7300)

Note.2- The aerodrome operator may be issued with an aerodrome licence by another subsidiary of Brunei DCA subsequent to the issuance of a valid aerodrome certificate for the lawful operation of the aerodrome pursuant to Section (35) of Civil Aviation Act, Part 7 Aerodromes.

1.3.2 Exemption

The Exemption from complying with standard provisions under BAR 14 Volume 1 shall be in compliance with the following:

- BAR 14 Volume 1 Aerodromes, Chapter 1.6 Exemptions
- ADR 025 – Procedure on accepting Non-compliances in Aerodromes (Exemption)

1.3.3 Issuance of Aerodrome Certificate (Grant or Refusal)

The Aerodrome Certificate shall be in compliance with the following:

- BAR 14 Volume 1 Aerodromes Chapter 2 Aerodrome Certification Para 2.1.7

1.3.4 Amendment of Aerodrome Certificate

Amending an aerodrome certificate shall be in compliance with the following:

- BAR 14 Volume 1 Aerodromes Chapter 2 Aerodrome Certification Para 2.1.15

1.3.5 Renewal of Aerodrome Certificate

Renewal of an aerodrome certificate shall be in compliance with the following:

- BAR 14 Volume 1 Aerodromes Chapter 2 Aerodrome Certification Para 2.1.12 (b)

1.3.6 Transfer of Aerodrome Certificate

In the event of a change of an Aerodrome Operator, the transfer of an Aerodrome Certificate shall be in compliance with the following:

- BAR 14 Volume 1 Aerodromes Chapter 2 Aerodrome Certification Para 2.1.10

1.3.7 Compliance and Enforcement (Restriction, Suspension or Revocation of an Aerodrome Certificate)

1.3.7.1 Brunei DCA shall enforce the Aerodrome's compliance to the National regulations, which may result in the suspension of operations, in whole or in part, or revocation of aerodrome certificate, pursuant to BAR 14 Volume 1 Aerodromes Chapter 2 Aerodrome Certification Para 2.1.13

1.3.8 Other related regulations

[Reserved].

1.3.9 Changes to Regulations and their Effects on Existing Aerodromes

1.3.9.1 Regulations are subject to changes from time to time. In general, certified aerodrome shall comply with new standards and endeavour to comply the new recommended practices by the applicable date as stipulated in the BAR 14. In case a certified aerodrome has difficulty in compliance with the new standards and/or recommended practices, upon application from aerodrome, Brunei DCA RASS will assess the case and determine whether a time-limited exemption may be granted, depending on the critical nature of the requirement and other aerodrome operational considerations, and subsequent to a safety risk assessment by aerodrome, acceptable to Brunei DCA RASS.

1.3.9.2 In the event of a change in the Aerodrome Regulations in the interim, and unless otherwise directed by Brunei DCA RASS, aerodrome's existing facility that does not meet the new requirements specified in the Regulations must continue to pursue compliance with the standards that were applicable to it under the conditions of the issuance of its Aerodrome Certificate. In this case, a gap analysis and timescales for compliance or an aeronautical study

or safety risk assessment must be submitted to Brunei DCA.

1.3.10 Conflict with Other Regulations, Standards and Recommended Practices

1.3.10.1 Compliance with the requirements specified in the regulations and guidance materials relevant to aerodromes does not absolve an aerodrome operator from obligations in respect of requirements prescribed by other government or statutory authorities. Where another statutory requirement conflicts with the provisions of such regulations, the matter must be referred to Brunei DCA RASS for resolution.

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BRUNEI DCA

2. Processes and Requirements of Aerodrome Certification

2.1 Introduction

2.1.1 This chapter describes further the procedure for the certification of an aerodrome wishing to provide services of international civil aviation as outlined by BAR 14 Volume 1 Aerodromes.

2.1.2 This manual aims to ensure that an applicant/aerodrome operator understands the aerodrome certification requirements set in the BAR 14 Volume 1 and is capable of meeting them. When satisfactorily completed, the certification process would ensure that the applicant/aerodrome operator is able to comply with the applicable requirements of Brunei DCA RASS Aerodrome Regulations.

2.1.3 Under no circumstances will an aerodrome be certificated until Brunei DCA RASS is assured that the applicant/aerodrome operator is capable of fulfilling responsibilities and complying with Brunei DCA regulations in an appropriate and continuing manner. The aerodrome certification process only addresses the aviation safety aspect of the aerodrome. It is the responsibility of the applicant/aerodrome operator to ensure that the use of the site as an aerodrome is in compliance with other States or local statutory requirements such as land-use or environment regulations. The Aerodrome Certificate does not absolve the applicant/aerodrome operator from observing such requirements.

2.1.4 In addition, the processes and requirements for amendment, renewal, transfer, suspension and revocation of the Aerodrome Certificate are also provided.

2.2 Scope of Aerodrome Certification

2.2.1 The scope of aerodrome certification covers all relevant specifications established through the regulatory framework applicable to the aerodrome, which includes at least the following subjects:

- A. compliance of the aerodrome infrastructure with the applicable regulations for the operations the aerodrome is intended to serve;
- B. the operational procedures and their day-to-day operations, when applicable, concerning:
 - 1) aerodrome data and reporting;
 - 2) access to the movement area;
 - 3) aerodrome emergency plan;
 - 4) rescue and fire fighting;
 - 5) inspection of the movement area;
 - 6) maintenance of the movement area;
 - 7) hazardous meteorological conditions;
 - 8) visual aids and aerodrome electrical systems;
 - 9) safety during aerodrome works;
 - 10) apron management;

- 11) apron safety;
- 12) vehicles on the movement area;
- 13) wildlife hazard management;
- 14) obstacles;
- 15) removal of a disabled aeroplane;
- 16) low visibility operations;
- 17) handling of dangerous goods; and
- 18) protection of sites for radar and navigational aids;
- 19) compliance of the Safety Management System with applicable regulations;

C. the aerodrome manual as detailed in the BAR 14 Volume 1 – Aerodromes Chapter 2.2 Aerodrome Manual.

2.3 Aerodrome Certification Process

2.3.1 General

2.3.1.1 The Aerodrome Certificate process follows a number of phases which are subject to acceptance by Brunei DCA before the aerodrome operator may advance to the next phase. The acceptances are milestones to ensure new construction and operations conform to relevant Brunei Darussalam Regulations and applicable BARs.

2.3.1.2 The aerodrome certification process provides for interaction between the applicant/aerodrome operator and Brunei DCA, from initial inquiry to final approval or denial. This certification process consists of:

- A. Phase One - Pre-application;
- B. Phase Two - Formal Application;
- C. Phase Three - Document Evaluation;
- D. Phase Four - Demonstration and Certification Audit; and
- E. Phase Five – Grant or refusal of an aerodrome Certificate.

2.3.1.3 The aerodrome certification process must be used with good judgement. Some phases may be combined depending on the size and complexity of the aerodrome operation.

2.3.2 Phase One – Pre-application

2.3.2.1 This Pre-application phase commences when an applicant/aerodrome operator makes initial inquiries to apply for an Aerodrome Certificate. During this stage, the first meeting between the applicant/aerodrome operator and Brunei DCA takes place, creating the first information exchange on service and guidance regarding the regulations, procedures, responsibilities, aerodrome operations that the applicant/aerodrome operator intends to provide and documentation/data to be submitted.

2.3.2.2 The pre-application phase may be omitted or be shortened if the applicant/aerodrome operator is familiar with the requirements of the Aerodrome Regulations and the operations of an aerodrome.

2.3.2.3 In case of an already functioning aerodrome that needs to be certificated, the applicant/aerodrome operator would still need to contact Brunei DCA with his intention to commence the process, identifying the level of operation of the aerodrome and brief Brunei DCA on his capabilities and intentions.

2.3.2.4 Initial Inquiry - An initial request for information regarding certification could be

verbally coordinated in the first instance, but must be followed up in writing, and provided to Brunei DCA at the time the applicant/aerodrome operator starts its planning and preparation.

2.3.2.5 Brunei DCA will send a letter to acknowledge the receipt of the initial inquiry, together with a point of contact information and pre-application meeting details (e.g. meeting date, time, venue, agenda) to the applicant/aerodrome operator within [14] days after receiving the inquiry letter.

2.3.2.6 Pre-application Meeting - The applicant/aerodrome operator should advise the key management personnel to attend the pre-application meeting, and should prepare to discuss specific aspects of the applicant/aerodrome operator's proposed operation in general terms.

2.3.2.7 At the pre-application meeting, the applicant/aerodrome operator and any of his key personnel attending the meeting should be briefed in as much detail as necessary to ensure that they understand the applicable aerodrome regulations, certification requirements and certification process.

2.3.2.8 The applicant/aerodrome operator should receive the pre-application meeting minutes accompanied by aerodrome certification package within [30] days after the meeting.

2.3.2.9 The applicant/aerodrome operator shall complete the aerodrome certification package and submit the package to Brunei DCA within [30] days upon receipt of the package.

2.3.2.10 The applicant/aerodrome operator and his personnel must be made aware of their responsibilities during the certification process. It is to their benefits to submit required items as soon as they become available and to notify Brunei DCA immediately of any problems or changes in the proposed operation.

2.3.2.11 If the result of the initial assessment is negative, then there is no need to proceed any further and the Brunei DCA will inform the Applicant accordingly.

2.3.2.12 The Applicant may appeal to the Brunei DCA's decisions and submit revised application.

2.3.2.13 The initial assessment, however, does not take into consideration land-use and environmental protection issues that may require approval of other authorities. The Applicant shall provide information regarding these approvals as detailed in the application form ADR 019, where applicable.

2.3.2.14 The process of Pre-application phase is illustrated in Figure [001].

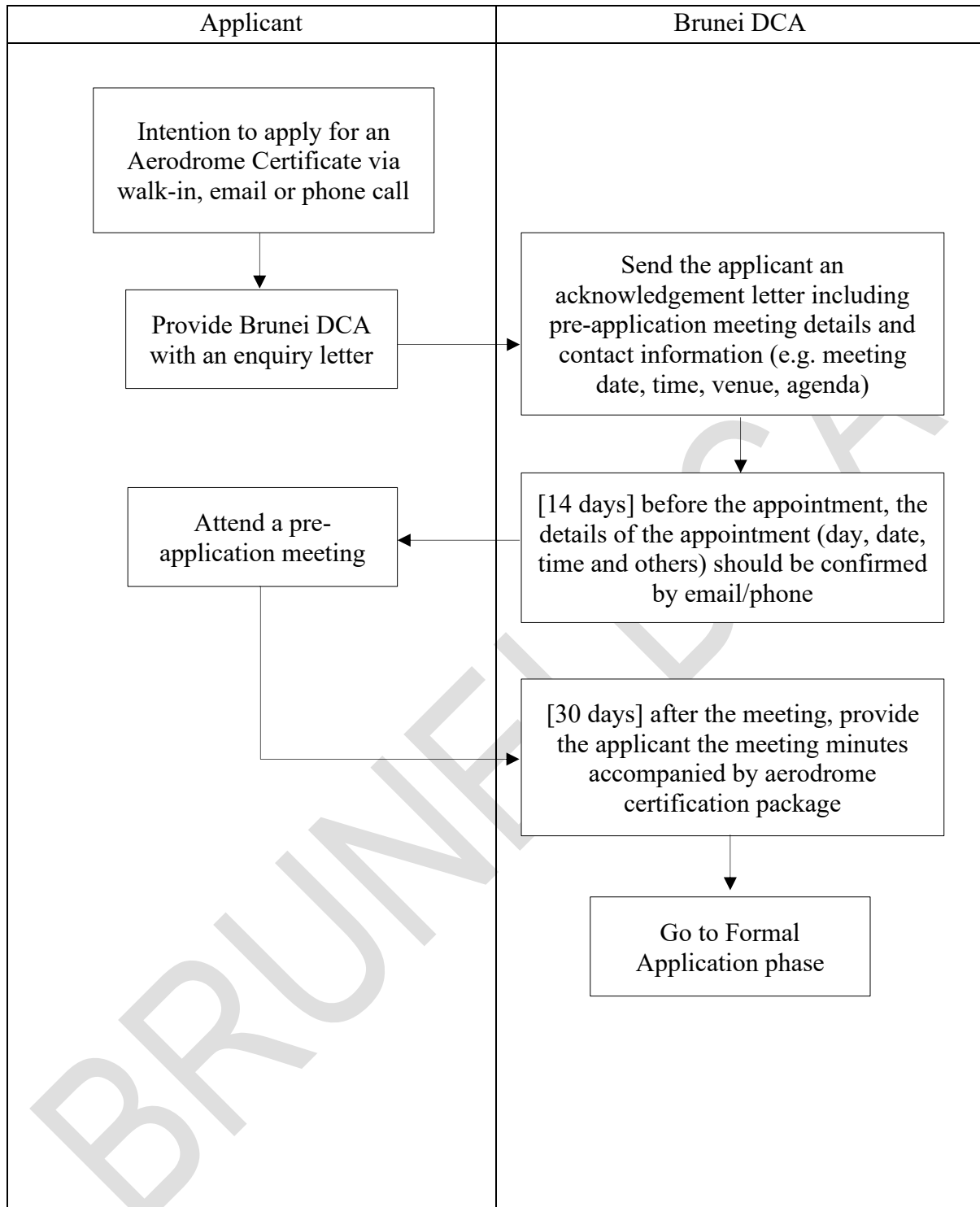


Figure 001

2.3.3 Phase Two – Formal Application

2.3.3.1 For the Formal Application phase, the applicant/aerodrome operator shall submit the completed certification package, which includes an application for Aerodrome Certificate and the following documents as listed as a minimum:

- (1) (Signed)ADR 019 - Application form for an aerodrome certification
- (2) (Signed) Aerodrome Manual
- (3) (Signed) Aerodrome Emergency Plan
- (4) (Acceptable & Signed) Safety Management System (SMS) Manual
- (5) (Completed) ADR 013 -Aerodrome Certification Manual Checklist
- (6) (Completed) ADR 009 – Safety Management System Evaluation Tool

2.3.3.2 Approvals from other State authorities as required by other local statutory requirements shall be obtained by the applicant/aerodrome operator and submitted together with the application.

2.3.3.3 The application shall be submitted in sufficient time to allow for detailed consideration and inspection of the aerodrome before the intended or desired date of grant of the Aerodrome Certificate. For a new application for a certificate, this should normally be submitted six(6) months in advance of the planned start of operations.

2.3.3.4 Upon receipt of the completed application package, the initial review will be conducted to verify that at least those items required for formal application have been submitted. The initial review also permits a determination of whether the submitted material represents a feasible proposal and is of sufficient quality to proceed with the certification process.

2.3.3.5 Brunei DCA may require other documentation to facilitate the assessment of application.

2.3.3.6 Brunei DCA may also ask for clarification or additional information if the information provided in the submission is deemed incomplete or inadequate.

2.3.3.7 The applicant/aerodrome operator may receive a letter informing the outcome of the initial review within 30 days, provided that there is no shortcoming of the submission.

2.3.3.8 The Applicant may appeal to the Brunei DCA's decisions and submit revised application.

2.3.3.9 The initial assessment, however, does not take into consideration land-use and environmental protection issues that may require approval of other authorities. The Applicant shall provide information regarding these approvals as detailed in the application form ADR 019, where applicable

The process of Formal Application phase is illustrated in Figure [002].

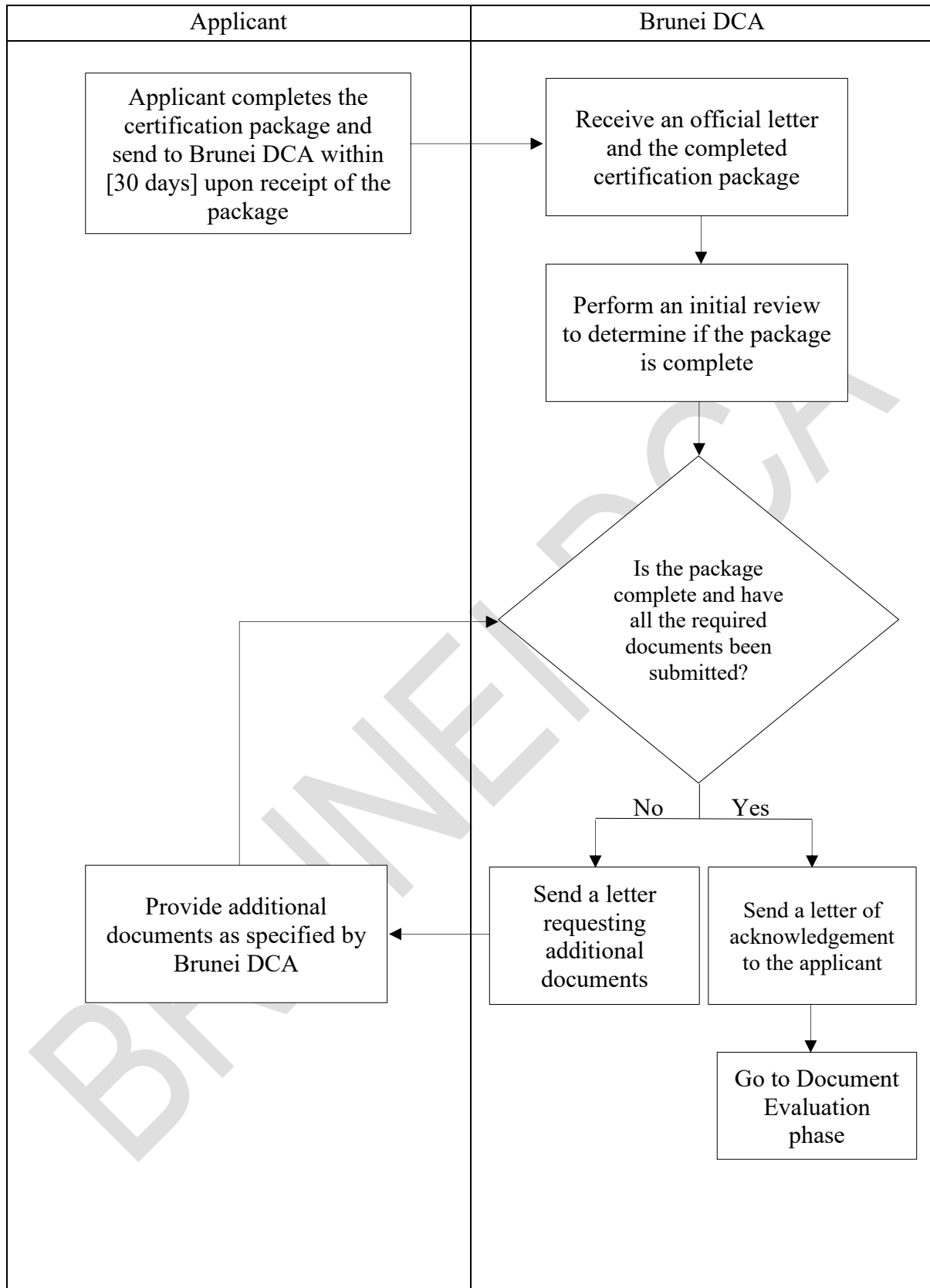


Figure 002

2.3.4 Phase Three – Document Evaluation

2.3.4.1 The purpose of the Document Evaluation Phase is process of the initial assessment to assess all required documents to ensure full compliance with the Aerodrome Regulations applicable to the scale of the proposed aerodrome operations.

2.3.4.2 On receipt of the completed certification package, Brunei DCA will carry out a detailed examination of the Aerodrome Manual and other documents submitted to ensure the completeness of coverage and compliance with the relevant regulations, including the data and information to be published by the Aeronautical Information Services (AIS).

2.3.4.3 It is anticipated that throughout the acceptance process, additional meetings may be necessary and beneficial to both Brunei DCA and the Applicant. Such meetings may be arranged at the request of either party.

2.3.4.4 At the meeting, the Applicant should present any approvals, permits or clearances obtained from other relevant authorities.

2.3.4.5 Brunei DCA may ask for clarification or additional information if the information provided is deemed incomplete or inadequate.

2.3.4.6 The submitted documents by the applicant/aerodrome operator will be retained by Brunei during the currency of the Aerodrome Certificate.

2.3.4.7 The assessment of the Aerodrome Manual and survey report will be conducted for assessing:

- A. the completeness and compliance of its contents, including procedures, description of infrastructure, staffing, equipment, etc. with the regulations; and
- B. the quality, accuracy, and completeness of the aerodrome and obstacle survey.

2.3.4.8 The applicant/aerodrome operator will be informed and provided with application acceptance when the Aerodrome Manual and/or associated manuals (i.e. the SMS Manual and AEP) is accepted or approved. In case of the manual(s) is not accepted or approved, the areas that need amendment to comply with the Aerodrome Regulations and the rectification period will be advised. If the applicant cannot rectify the deviations/deficiencies within the period of time specified by Brunei DCA, the Brunei DCA may reject the application.

Note – The intent of a safety management system is to have in place an organised and orderly approach in the management of aerodrome safety by the aerodrome operator. Annex 19 – Safety Management and BAR 19 – Safety Management contains the safety management provisions applicable to certified aerodromes. Overarching guidance on safety management systems is provided in the ICAO Safety Management Manual (Doc 9859) and in the Manual on Certification of Aerodromes (Doc 9774). Procedures on the management of change; conduct of safety assessment; reporting and analyses of safety occurrences at aerodromes; including runway safety; and continuous monitoring to enforce compliance with applicable specifications so that hazards are identified and risks are assessed and mitigated, are specified in the PANS-Aerodromes (Doc 9981).

2.3.4.9 Once the Aerodrome Manual and/or associated manuals is approved or accepted by Brunei DCA, the applicant/aerodrome operator shall make copies of the manual and distribute them to its stakeholders and other relevant parties in such a manner that all aerodrome operating staff have access to all parts of the manual relevant to each staff member's duties.

2.3.4.10 The applicant/aerodrome operator shall inform Brunei DCA of any changes to the approved Aerodrome Manual and/or associated manuals between the time of application for a certificate and the end of the on-site verification.

2.3.4.11 Upon satisfactory completion of the Document Evaluation Phase, Brunei DCA will coordinate the progression to the Demonstration, Certification Audit and Inspection Phase.

2.3.4.12 If the result of the initial assessment is negative, then there is no need to proceed any further and the Brunei DCA will inform the Applicant accordingly in writing.

2.3.4.13 The Applicant may appeal to the Brunei DCA's decisions and submit revised application.

The process of Document Evaluation phase is illustrated in Figure [003].

BRUNEI DCA

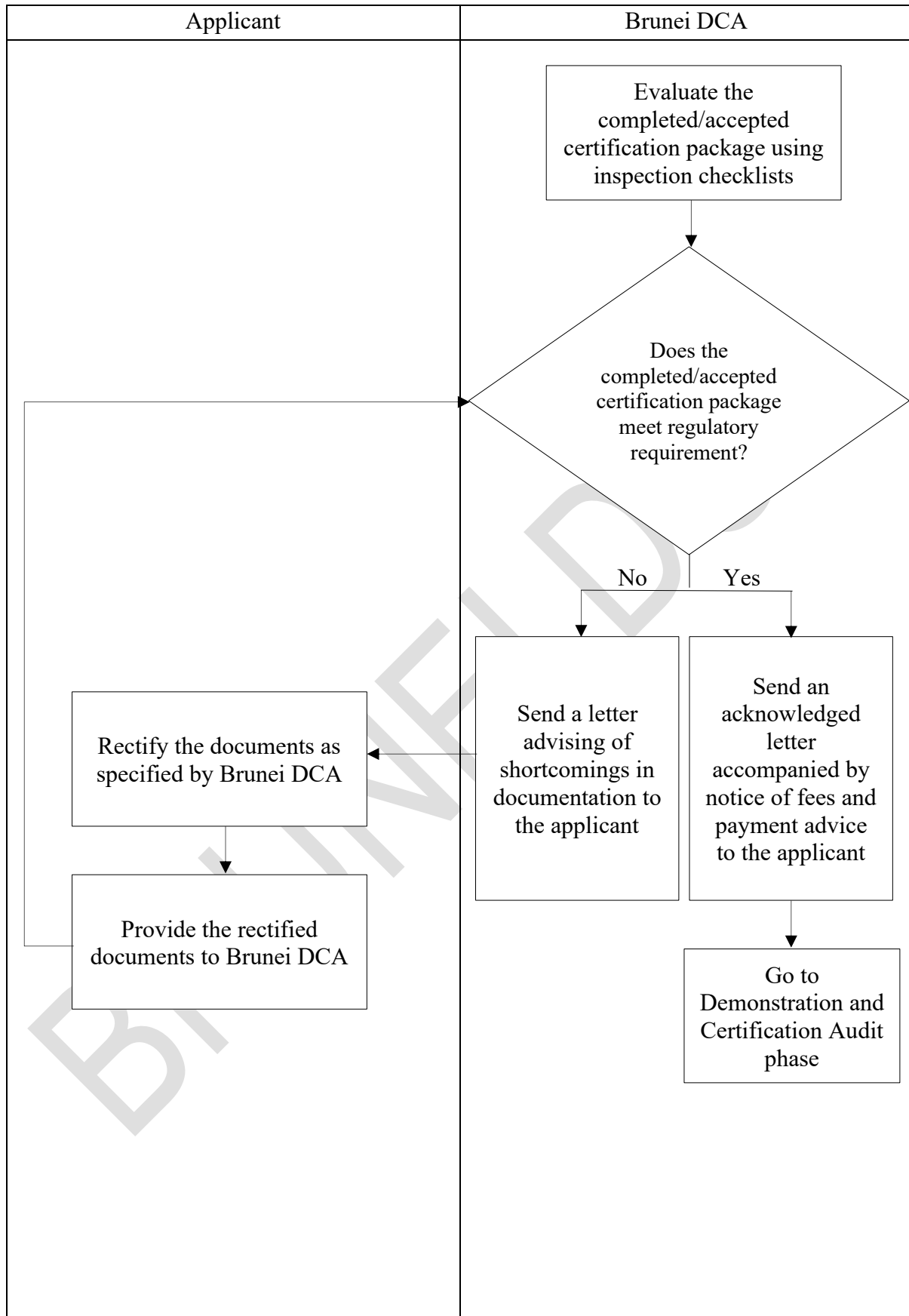


Figure 003

2.3.5 Phase Four – Initial Certification Audit (Demonstration)

2.3.5.1 Initial certification audit (demonstration) will only be conducted after the Brunei DCA has been satisfied with all the documentations submitted by the Applicant.

2.3.5.2 In this Initial Certification Audit phase, the emphasis is on compliance with regulations and safe operating practices.

2.3.5.3 The initial aerodrome certification verification audit consists of checking compliance of documents and information provided by aerodrome operators with the requirements of applicable BAR 14 Vol I and relevant ICAO Doc, followed by on-site verification, including physical characteristics, facilities, equipment, staffing, Safety Management System (SMS), Airport Emergency Plan (AEP), training program and operating procedures to verify regulatory compliance prior to grant or refusal of an Aerodrome Certificate.

Note: This approach is also applicable to verify regulatory compliance prior to transfer or renewal of an Aerodrome Certificate.

2.3.5.4 All aspects of the aerodrome operations, including the management structure, adequacy and competency of operations and maintenance staff, arrangements and provisions for their training, aerodrome site, facilities, equipment, related services and operating procedures, etc. will be assessed in relation to the scale, scope and circumstances of the applicant's proposed operations.

2.3.5.5 Prior to commencing the certification audit and inspection, it is important that the Aerodrome manual and associated manual(s) must be approved and signed, any additional material requested by Brunei DCA must be provided, and the applicable fee must be paid (if applicable).

2.3.5.6 The Applicant will be notified the date when certification audit is to be conducted.

Note (if applicable): Fees are payable by an applicant for an aerodrome certificate or the holder of an aerodrome certificate for the following services:

- (a) Assessment of an application for an aerodrome certificate and subsequent grant of the certificate if the application is successful;
- (b) Application for renewal of an aerodrome certificate and subsequent renewal of the certificate if the application is successful; and
- (c) Other services as specified by the Brunei DCA that may be applicable.

2.3.5.7 The scope of initial certification audit covers the subjects included in the manual(s) in order to confirm that the aerodrome operations are carried out effectively in accordance with the applicable regulation and procedures described in the manual(s); and to physically check and assess the facilities, equipment, services and operational organization and ensure that they comply with BAR 14 Volume I - Aerodromes, applicable BARs and other relevant ICAO SARPs as determined by the Brunei DCA RASS.

2.3.5.8 Brunei DCA RASS will also may assess the physical characteristics and design of the aerodrome to take into account, where appropriate, except land-use and environmental control measures (See 2.3.3.9)

Note: Guidance on land-use planning and environmental control measures is contained in the ICAO Airport Planning Manual (ICAO Doc 9184), Part 2.

2.3.5.9 Due to the wide scope of the certification, the aerodrome inspectors may use the sampling method for verifying particular subjects and select items for more detailed inspection and verification. However, it should be clearly understood that the Brunei DCA RASS sampling method checking process does not absolve the applicant from the responsibility to provide accurate data and information.

2.3.5.10 The areas of technical inspection may include physical characteristics, visual aids, rescue and fire fighting, operations and SMS.

2.3.5.11 The audit of the SMS is normally included at this phase of the initial certification audit. Depending on the implementation status of the SMS at the aerodrome, a specific verification of the SMS can be conducted separately because the aerodrome operator's SMS may not yet be fully operational. Its effectiveness will be assessed during continued oversight and will constitute an important factor in deciding the continued oversight activities that will be carried out.

2.3.5.12 Similarly, the verification of the AEP may be either staged through modules to a full emergency exercise.

2.3.5.13 The audit and inspection of the SMS focuses explicitly on the components required for granting the certificate and, when applicable, covers all other requirements for the SMS. SMS requirements also apply to the aerodrome operator's subcontractors in the domains within the scope of certification.

2.3.5.14 The scope of audit of aerodrome operations and SMS sometimes extends to all users/stakeholders of aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling.

2.3.5.15 Special assessment may be necessary if there are aerodrome facilities that are not in full compliance with the applicable standards requirements contained in the applicable BAR 14. This may involve more time and resources and may result in the application being refused or restrictions being imposed on aircraft operations.

2.3.5.16 A flight operations assessment may be required by Brunei DCA RASS to ensure that the operation of the aerodrome at the location specified in the application will not endanger the safety of aircraft operations.

2.3.5.17 Initial Certification Audit aims to determine an applicant's capability for the scale of the proposed aerodrome operation with regard to safety at the aerodrome by verifying that the aerodrome operations are carried out effectively in accordance with the applicable BARs and procedures described in the approved Aerodrome Manual.

2.3.5.18 This includes the on-site activity during which a certification team of subject matter experts collects and assesses evidence provided by the applicant/aerodrome operator demonstrating that the applicant/aerodrome operator has implemented corrective actions or mitigating measures as agreed in the Corrective Action Plans (CAPs).

2.3.5.19 If the aerodrome operator is not directly responsible for some of the activities within the scope of certification, the on-site verification ensures that there is appropriate coordination between the aerodrome operator and the other stakeholders.

2.3.5.20 Certification Audit and inspection protocols – Brunei DCA will coordinate with the

applicant/aerodrome operator to agree with a program for the on-site demonstration, audit and verification activities, including, but not limited to:

- A. venue, time and attendance of an opening meeting;
- B. allocation of aerodrome inspectors to the audit and verification tasks to a planned timetable;
- C. facilitation of transport, accommodation and subsistence requirements, as applicable;
- D. execution of the on-site audit;
- E. closing meeting; and
- F. compilation of the draft audit report.

2.3.5.21 The applicant/aerodrome operator shall ensure that access is granted to Brunei DCA or appointed inspectors by Brunei DCA for the purpose of ensuring safety at an aerodrome, to:

- A. inspect and carry out tests on the aerodrome facilities, equipment or services;
- B. inspect the aerodrome operator's documents and records; or
- C. verify the aerodrome's safety management system.

The aerodrome operator shall also co-operate in facilitating the above activities.

2.3.5.22 The applicant/aerodrome operator should note that the failure to provide evidence is considered a non-compliance and may result in a finding.

2.3.5.23 The terminology used for the assessment of compliance follows the same terminology used by ICAO for its continuous monitoring approach.

Compliance	Definition of Compliance
<i>Exceeds</i>	Compliant: the aerodrome's standard exceeds BAR 14.
<i>Complies</i>	Complies with BAR 14 (as applicable).
<i>Shortfall</i>	Complies with BAR 14 but does not comply with the aerodrome manual.
<i>Different</i>	The aerodrome's standard is different in character from BAR 14 and compliance/non-compliance cannot be determined.
<i>LESS</i>	Not compliant: the audit found the aerodrome's standard on this issue to be non-compliant with BAR 14
<i>N/A</i>	Not applicable.

2.3.5.24 Any audit item or combinations of items assessed as Shortfall, Different or Less will then be considered by the Brunei DCA for an Aerodrome Safety audit finding(s), which in turn shall be classified as follows:

(i) Level 1 Finding (major non-compliances) :

Level 1 findings are those which pose a significant hazard to aircraft operational safety or which contravenes a legal requirement or which lowers safety standards *or* has the potential to result in loss of life, serious injury or damage to facilities and immediate action by Applicant is required.

(ii) Level 2 Finding (minor non-compliances):

A Level 2 finding non-compliance with the applicable BARs or a finding against the aerodrome operator's procedures, which could possibly hazard the aircraft operational safety indirectly or which could lower safety standards. Immediate action by Applicant is encouraged or by the date agreed with the Brunei DCA.

(iii) Observation :

An observation finding is a recommendation to improve safety standards and/or achieve a better practice by addressing: (1) opportunities for improvements or (2) deficiencies that may lead to potential findings. Immediate action by Applicant is encouraged or by the date agreed with the Brunei DCA.

2.3.5.25 An audit finding is a non-compliance with a particular standard. It is generated in an off-site or on-site verification activity as a result of a lack of compliance with applicable BARs and/or a lack of application of Brunei DCA advisory circular/guidance material or good aviation safety practices. The lack of compliance is expressed in terms of one or more deficiencies.

2.3.5.26 For all finding of non-compliance identified by the Brunei DCA, if any, details regarding the non-compliance such as root cause analysis and corrective/ preventative actions, will be recorded and communicated via Non-Compliance Form presented in Appendix 3.

2.3.5.27 It is important when reviewing non-compliances to ensure that the statements made are factual, supported by objective evidence and are clear, concise and understandable. If there is any doubt as to the ability to support the conclusion made, then the finding shall be discarded.

2.3.5.28 During the certification audit closing meeting, a preliminary list of findings (if any) may be given to the applicant/aerodrome operator.

2.3.5.29 The aerodrome operator is required to submit a Corrective Action Plans (CAPs) addressing all other audit findings together with the determined root cause and planned implementation date to Brunei DCA for approval within 30 days from the date of receipt of the audit report. Normally, this deadline will not be extended without full justification and Brunei DCA approval.

Remedial Action - Correction Action Plan (CAP)

2.3.5.30 An audit report for all non-compliance identified, if any, will also be sent to the applicant/aerodrome operator generally within 14 days after the closing meeting.

2.3.5.31 In case of finding(s), the applicant/aerodrome operator is required to develop a Corrective Action Plan (CAP) proposing ways to eliminate or mitigate the findings, with deadlines for each subsequent action.

2.3.5.32 The corrective action plan shall describe method(s) to be taken by the Applicant to address the non-compliance, the time duration required and the date which compliance will be achieved. (generally 30 days of the date of audit report).

2.3.5.33 The CAP is a written confirmation by the aerodrome operator detailing the measures they intend to take, to address all of the findings of non-compliance. The plan must incorporate

actions that will mitigate or remove the deficiency in the short-term and prevent a future re-occurrence.

2.3.5.34 Every Corrective Action Plan (CAP) generated as a result of audit finding(s) must contain, as a minimum:

- A. determined root cause(s);
- B. the recommendations in need of improvement (from the agreed audit report);
- C. the planned corrective action(s);
- D. the person(s) responsible for implementing and finalizing the corrective action(s); and
- E. time frame for completion.

2.3.5.35 The Brunei DCA, upon receipt and evaluation of Applicant's corrective action plan, may or may not approve the plan and suggestion to revise the plan.

2.3.5.36 Where the correction action plan suggested is not satisfactory or the time duration to correct the findings is considered unacceptable, the Brunei DCA will notify the Applicant to revise his corrective action plan.

2.3.5.37 Where the aerodrome operator fails to submit an acceptable corrective action plan, or to perform the corrective action(s) within the time period accepted or extended by Brunei DCA, the enforcement action, including possible sanctions against an aerodrome operator may be applied. See BAR 14 Volume 1, Chapter 2.1.14

2.3.5.38 Brunei DCA may impose immediate appropriate measures on the applicant/aerodrome operator, if necessary, until actions have been taken to remove or mitigate the findings, including aeronautical study (if applicable), in order to ensure an acceptable level of safety.

2.3.5.39 Repeated or multiple Level 2 finding or observation in a particular area could be an indication of deterioration of the aerodrome operator's standards and controls. In this case the auditor may decide to raise it to Level 1 or Level 2 as a warning and potentially place a restriction on operations.

2.3.5.40 Regardless of the above, Brunei DCA expects –

- A. Major non-compliances on aerodrome facilities, equipment and services shall be immediately corrected by the Applicant (generally 7 days from the date of closing meeting); and
- B. Revision and amendment to correct deficiencies or discrepancies in the Aerodrome Manual and other operating procedures shall be submitted to the Brunei DCA within the agreed date (generally maximum 30 to 60 days from the date of closing meeting).

Dispute or Disagreement

2.3.5.41 In cases where the aerodrome operator being audited/inspected does not agree with any of the finding of non-compliance, it should direct a formal written notice of disagreement to the Brunei DCA within generally 14 days after the closing audit meeting, detailing the reasons for the disagreement. The Brunei DCA may review this and determine subsequent action in accordance with the regulatory requirements and the best interests of aviation safety.

2.3.5.42 Disputes encountered throughout the inspection/audit process that cannot be resolved by the assigned Aerodrome Inspector and team leader shall be reported to Brunei DCA [HRAS] Manager. If Brunei DCA RASS Manager cannot resolve the dispute, the matter shall be referred to the Director of Brunei DCA for resolution.

Closure of the Audit Findings

2.3.5.43 When the corrective actions are found acceptable this should be documented and the audit is considered closed. The aerodrome operator will be notified by the Brunei DCA auditor when the audit is closed.

2.3.5.44 The Brunei DCA may conduct a follow-up audit to certify the non-compliances have been satisfactorily corrected.

Report of Finding following a Regulatory Amendment

2.3.5.45 When new or amended Brunei DCA regulations are introduced, there may be instances whereby aerodrome operators cannot immediately comply with the new requirements. If a finding is raised against a new requirement, the auditor shall take this into consideration in agreeing to a timeline for corrective actions. Alternatively, the aerodrome operator may be asked to conduct an aeronautical study and apply for a deviation. The Auditor will follow-up to close the finding.

2.3.5.46 The process of Demonstration and Audit phase is illustrated in Figure [004].

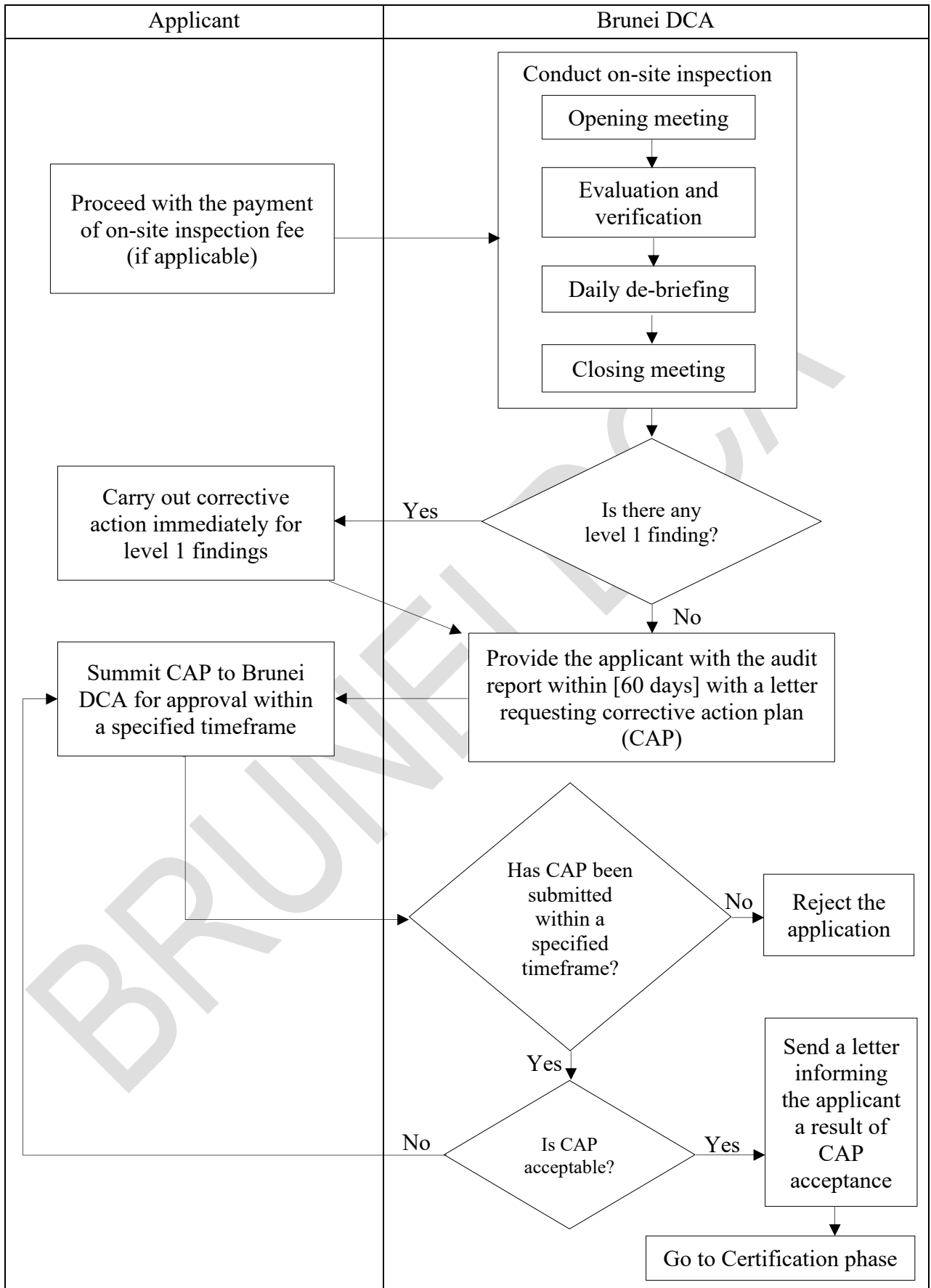


Figure 004

2.3.6 Phase Five – Grant or refusal of an Aerodrome Certificate

2.3.6.1 This phase covers the final assessment of the previous phases, resulting in the issuance or refusal of an aerodrome certificate and if granted, promulgation of the data, information and certification status of the aerodrome.

2.3.6.2 When there is no finding or once the corrective action plans are accepted and mitigation measures are agreed upon, the Brunei DCA may approve the application and grant the aerodrome certificate to the applicant/aerodrome operator subject to the provisions set out in 2.3.6.3 below, Brunei DCA may approve the application and grant an Aerodrome Certificate to the Applicant.

2.3.6.3 Before granting an Aerodrome Certificate, the Brunei DCA must be satisfied the list in 2.18 (a) of BAR 14 Volume 1.

2.3.6.4 Applicant may be required to apply for other certificates or approvals from Brunei DCA for other areas. Other areas that may require certification or approval are from the Air Navigation Standards, Flight Operations Standards and Aviation Security Standards; this will be dependent upon the proposed scale and type of operations.

2.3.6.5 Brunei DCA will only issue an Aerodrome Certificate when completely satisfied that all regulatory and critical safety elements have been adequately addressed. This may also include evidence of any approvals or permissions from relevant authorities

2.3.6.6 If the application is successful, an aerodrome certificate, incorporating conditions, as applicable, shall be granted to the Applicant by the Brunei DCA.

2.3.6.7 Brunei DCA will notify the applicant/aerodrome operator in writing of the granting of the Aerodrome Certificate.

2.3.6.8 If the Brunei DCA refuses to grant an aerodrome certificate to the applicant, Brunei DCA will, within sixty(60) days of the refusal, give the applicant a written notice of the refusal, stating the reasons for the refusal.

2.3.6.9 An application for a certificate of aerodrome may be refused as per list of 2.18 (c) of BAR 14 Volume 1.

2.3.6.10 Brunei DCA will state the granting condition(s) or limitation(s), if any, and the validity/ duration of the certificate in the aerodrome certificate. (See template in this manual).

2.3.6.11 The Aerodrome Certificate issued by Brunei DCA should consists of the following:

- (a) Aerodrome Certificate details
- (b) Standard Conditions – General conditions which are applicable to all aerodrome operators.
- (c) Scope and Specific Conditions – Scope of operations permitted at the aerodrome and any specific conditions applicable to the named aerodrome.
- (d) Deviations – Deviations from national civil aviation regulations or requirements which have been accepted by the National Authority further to assessment of the aerodrome operator’s supporting aeronautical study should be recorded.

- (e) Aerodrome key personnel – in accordance with requirements set out in BAR 14 Volume I Aerodromes.

2.3.6.12 An appendix may be attached to the certificate describing the essential conditions prevailing at the aerodrome, which may include but not limited to:

- A. type of use;
- B. aerodrome reference code elements – element one (aeroplane reference field length) and element two (wing span);
- C. critical aeroplane type(s);
- D. operational conditions for the accommodation of critical aeroplanes for which the facility is provided;
- E. Rescue and Fire Fighting (RFF) category; and
- F. Operational restrictions at the aerodrome.

2.3.6.13 Aerodrome operators shall ensure that the Conditions and Limitations, if any, are brought to the attention of their managerial and operating staff, and strictly complied with. A copy of the Aerodrome Certificate, Conditions and Limitations, if any, shall be included in the aerodrome operator's Aerodrome Manual that is distributed to its stakeholders and other relevant parties.

2.3.6.14 An aerodrome certificate is granted on the condition that the aerodrome operator will, at all times, be in compliance with the applicable regulations and mandatory requirements.

2.3.6.15 Brunei DCA will coordinate with the AIS provider to promulgate the aerodrome data and information, and the certification status of the aerodrome in the Aeronautical Information Publications (AIP).

2.3.6.16 The process of Certification phase is illustrated in Figure [005].

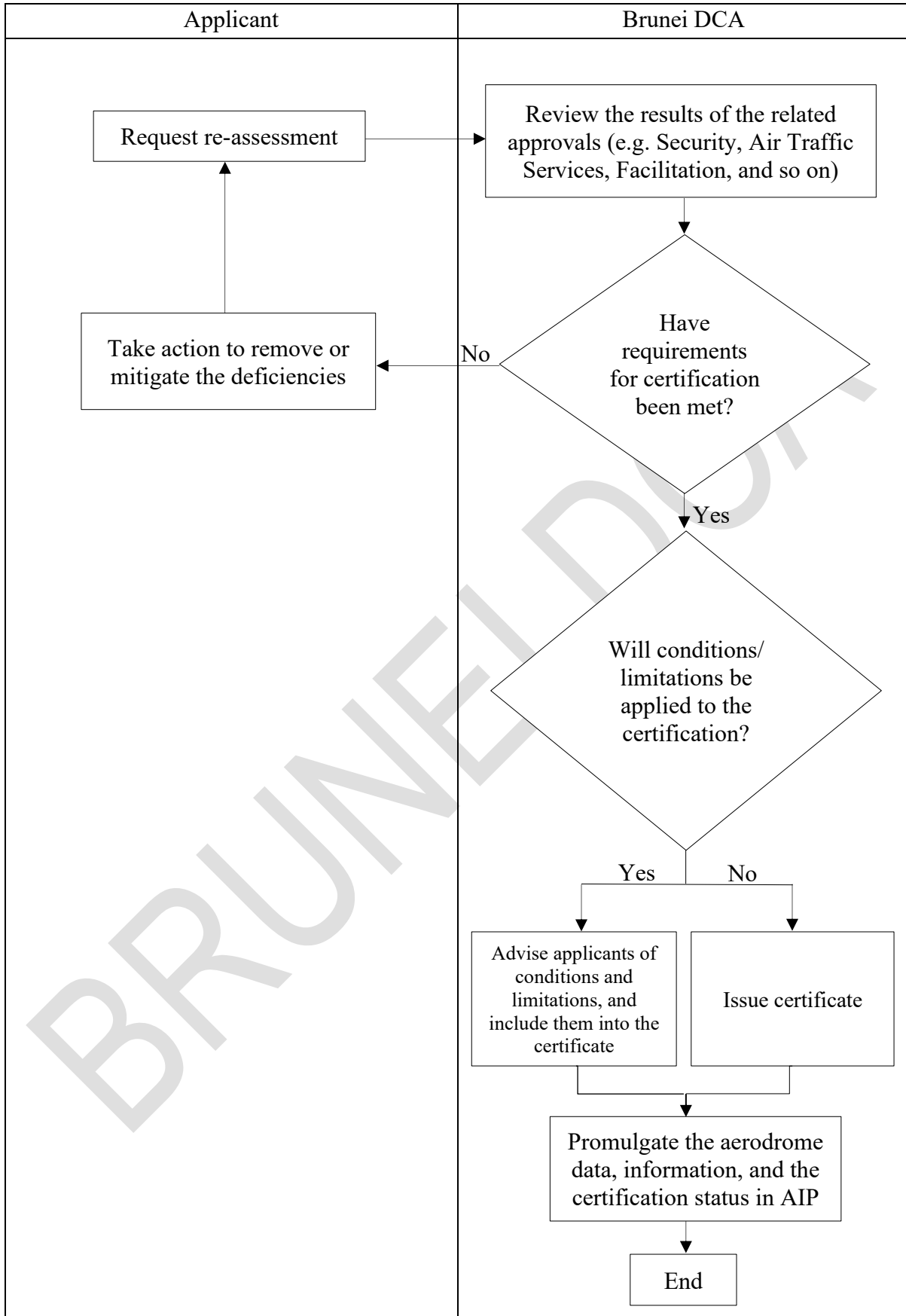


Figure 005

2.3.7 Promulgation of a Certified Aerodrome in the AIP and NOTAM

2.3.7.1 Upon granting of an Aerodrome Certificate, aerodrome operator shall provide all the aerodrome data to the Aeronautical Information Services for publication in the AIP and to ensure that all the aerodrome data is permanently included in the AIP, including the effective dates for which the aerodrome is certified and for which it will commence operations and notifies the Brunei DCA.

2.3.7.2 Where safety concerns are observed on the aerodrome, special conditions or operational restrictions may be attached to the certificate and published in the AIP or by NOTAM until the planned corrective action(s) is completed. In this case, validity of certificate could be shortened, taking the content and duration of the corrective action plan into account.

2.3.8 Validity of an Aerodrome Certificate

2.3.8.1 An aerodrome certificate shall remain in force for an unlimited duration or a period as stated in the certificate, until it is suspended or revoked by the Brunei DCA.

2.3.8.2 The renewal or continuing validity of Aerodrome Certificates depends on the satisfactory outcome of the continued safety oversight by Brunei DCA.

2.3.8.3 An Aerodrome Certificate that has been suspended or revoked must be returned immediately to the Brunei DCA.

2.3.8.4 During the period of validity of the certificate, Brunei DCA monitors the timely implementation of the corrective action plans within the continued oversight plan.

2.3.8.5 The validity shall be published for each aerodrome in the [AD 1.5] section of the AIP.

2.3.8.6 Any change made to the physical characteristics or use of the aerodrome, as documented in the Aerodrome Manual that is not accepted by Brunei DCA shall or may invalidate an Aerodrome Certificate.

2.3.8.7 The Aerodrome Certificate shall remain valid:

- (f) subject to satisfactory outcome of the continued Periodic Surveillance Audits by Brunei DCA;
- (g) subject to any Expiry Date, if any;
- (h) subject to Aerodrome Certification Verification Audits; or
- (i) until the Aerodrome Certificate is either surrendered, transferred or revoked.

2.4 Continued Oversight of the Aerodrome (See more information in ADR 028 Surveillance Programme for certified aerodrome)

Upon granting the certificate to the aerodrome operator, Brunei DCA will continue its safety oversight in order to ensure that the compliance to the given conditions and requirements is maintained.

An announced or unannounced surveillance and inspection shall be conducted by the Brunei DCA or appointed aerodrome inspectorates personnel to ascertain whether the aerodrome certificate holder is or will continue to conduct operations in accordance with the term and condition of the aerodrome certificate, the national law, the BARs, national authority

publications and to ensure that organisation's manuals and procedures are appropriately documented and followed.

2.5 Amendment of an Aerodrome Certificate

2.5.1 An aerodrome certificate may be amended in response to a request by an aerodrome operator or as a consequence of enforcement action by Brunei DCA for a number of reasons:

- A. There is a change in the ownership or management of the aerodrome.
- B. a change of aerodrome name;
- C. a change of aerodrome reference code;
- D. a change of aerodrome boundaries;
- E. a change of type of runway or pavement strength of runway;
- F. a change of aerodrome operations;
- G. to add, remove or amend a deviation;
- H. to add, remove or amend a condition, limitation or special procedure; and
- I. any other reasons that may affect the amendment e.g the holder of the Aerodrome Certificate requests an amendment.

2.5.2 The request for amendment by the aerodrome operator shall be made through Brunei DCA process for assessment and acceptance of changes to an Aerodrome Certificate.

2.5.3 Brunei DCA may amend an Aerodrome Certificate so as to restrict or prohibit specific operations if the aerodrome operator breaches the conditions of the Aerodrome Certificate. The aerodrome operator shall provide written notice of intention to amend an Aerodrome Certificate stating the reasons for the proposed amendment.

2.5.4 Any requested change to the Aerodrome Certificate due to changes in use or operations, should be submitted as part of the aerodrome operator's management of change processes and should include but not be limited to:

- (a) detailed account of the proposed amendment including the reasons for the amendment;
- (b) an assessment of the safety risks associated with the change including the findings of any aeronautical study undertaken by the aerodrome operator; and
- (c) particulars of any consequential changes to the AIP, Aerodrome Manual and/or Aerodrome Emergency Plan.

2.5.5 The process for the amendment of an aerodrome certificate is illustrated in Figure [006].

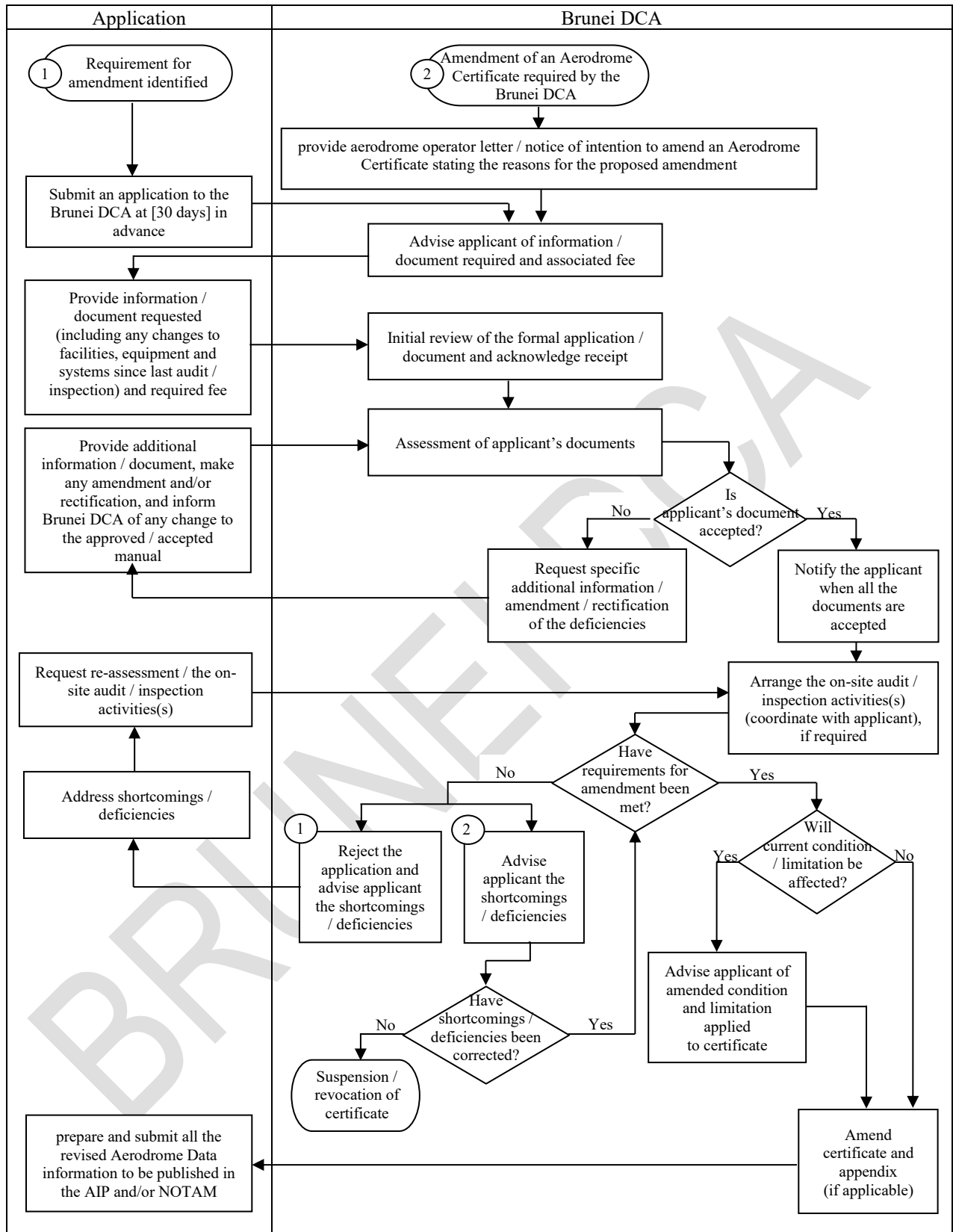


Figure 006

2.6 Renewal of an Aerodrome Certificate

2.6.1 The applicant/aerodrome operator shall request renewal of the aerodrome certificate at least four (4) months before it is due to expire, if applicable.

2.6.2 If the aerodrome has not been audited or inspected within six(6) months of an application for renewal being raised, Brunei DCA will arrange for an audit to be undertaken as part of the renewal process.

2.6.3 The renewal or continuing validity of Aerodrome Certificates depend on the satisfactory outcome of safety surveillance/audits activities by Brunei DCA.

2.6.4 Prior to renewal, Brunei DCA will review outstanding audit/inspection result, corrective actions and, where applicable, conditions and limitations. If it appears that the applicant/aerodrome operator maintains the qualifications and capability to operate the aerodrome, which is open to international or public use, the Brunei DCA will extend a period of validity of the certificate, if any.

2.6.5 The process for the renewal of an aerodrome certificate is illustrated in Figure [007].

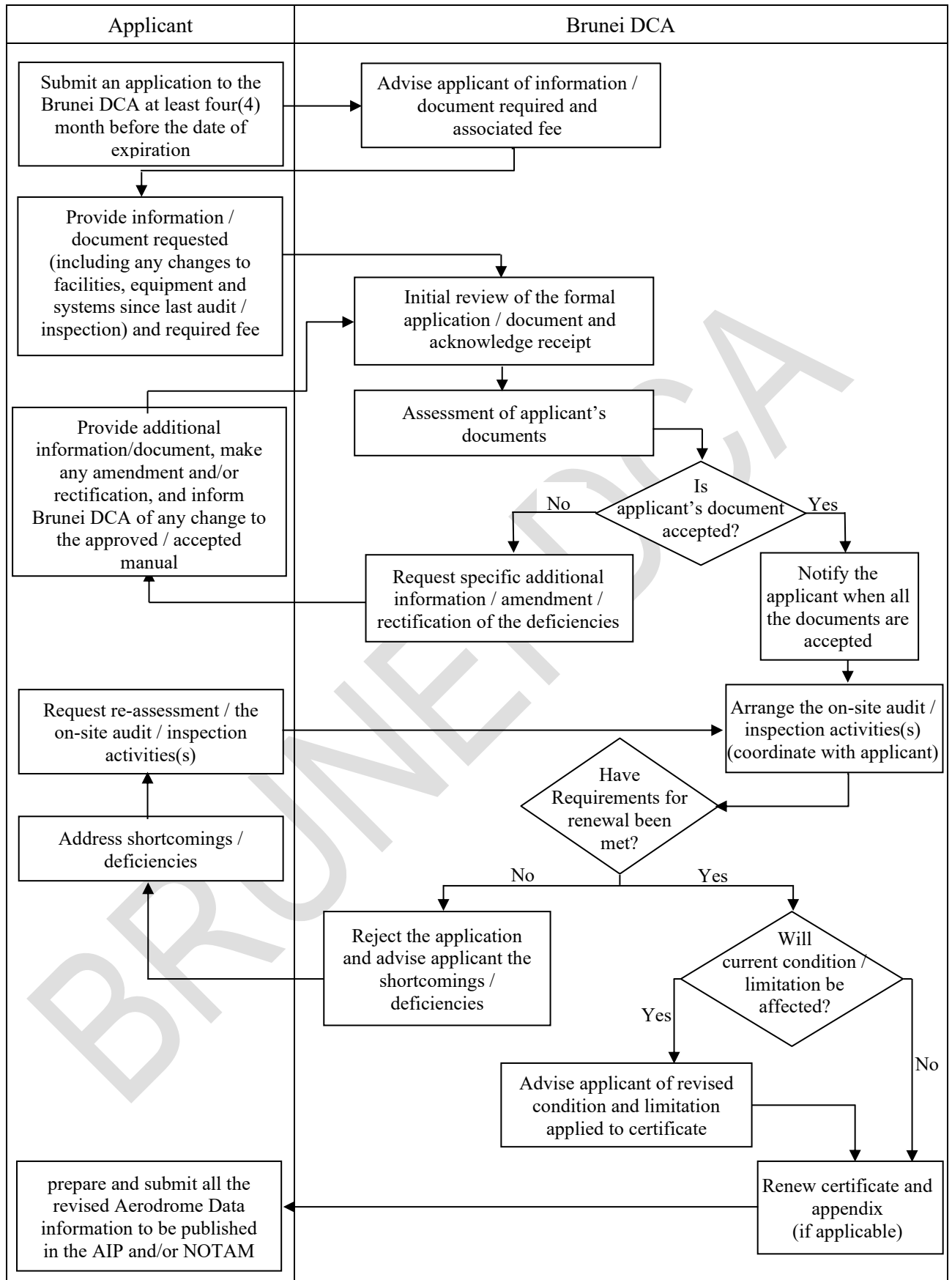


Figure 007

2.7 Transfer of an Aerodrome Certificate

2.7.1 The holder of an aerodrome certificate shall not transfer the rights under the certificate to another person unless written permission has been obtained from the Brunei DCA, and any purported transfer of an Aerodrome Certificate shall be void and of no effect immediately.

2.7.2 Brunei DCA must be satisfied that the proposed transferee will be able to properly operate and maintain the aerodrome in accordance with the applicable BARs.

2.7.3 The submission of the application for transferring the rights shall be made, in accordance with the BAR 14 Volume I Aerodromes, to Brunei DCA at least six(6) months before the intended effective date.

2.7.4 The transfer of an Aerodrome Certificate is subject to phases as detailed in the Aerodrome Certification Process and the following additional conditions and requirements:

- (a) the completed application(s) have been submitted;
- (b) a revised Aerodrome Manual and ADR 13 - Aerodrome Manual Checklist;
- (c) a description of the organisational structure outlining those persons accountable and responsible for safety critical roles as identified in Brunei civil aviation regulation;
- (d) a list of key personnel and Post Holders as well as any required applications for changes to Post Holders;
- (e) a commitment from the proposed Aerodrome Certificate holder to resolve any outstanding deficiencies as identified in findings from previous Brunei DCA audit(s);
- (f) a checklist shall be created by the current and the proposed Aerodrome Certificate holder and contain:
 - (i) confirmation that each condition contained in the BAR process will be met;
 - (ii) a list of all issues relating to the safe operation of the aerodrome and its continued operations during the transfer period; and
 - (iii) details regarding the transition of operational activities and accountabilities of key personnel; acknowledging that the overall accountability resides with the current Aerodrome Certificate holder until their Aerodrome Certificate is revoked.

2.7.5 If the Brunei DCA grants a permission to transfer the right under an Aerodrome Certificate to an applicant/aerodrome operator, the Brunei DCA will, within sixty (60) days of granting the permission, give the applicant/aerodrome operator a written permission and issue a new certificate. The applicant/aerodrome operator shall return the certificate to the Brunei DCA within ten(10) days from the effective date of the new certificate.

2.7.6 Consent to the proposed transfer may be refused if Brunei DCA is not satisfied that the proposed Aerodrome Certificate holder will be able to operate and maintain the aerodrome properly. If Brunei DCA decides to deny consent, it will advise the proposed Aerodrome Certificate holder in writing.

2.7.7 It is important to note that an application for transferring may be refused on the following conditions:

- A. Transferee is not considered a suitable body with the required resources and competence to be able to fulfil the duties of an aerodrome operator;
- B. Transition plan is deemed inadequate to effectively manage safety during the transfer of responsibility;
- C. Documentation, including the proposed Aerodrome Manual, do not meet regulatory requirements;
- D. Other reason, deemed by Brunei DCA to be evidence of the potential inability of the transferee to operate a safe aerodrome;

In this case, the Brunei DCA will inform the applicant/aerodrome operator and the transferee, in writing, of its reason no later than sixty(60) days before the proposed transfer.

2.7.8 The process for the transfer of an aerodrome certificate is illustrated in Figure [008]

BRUNEI DCA

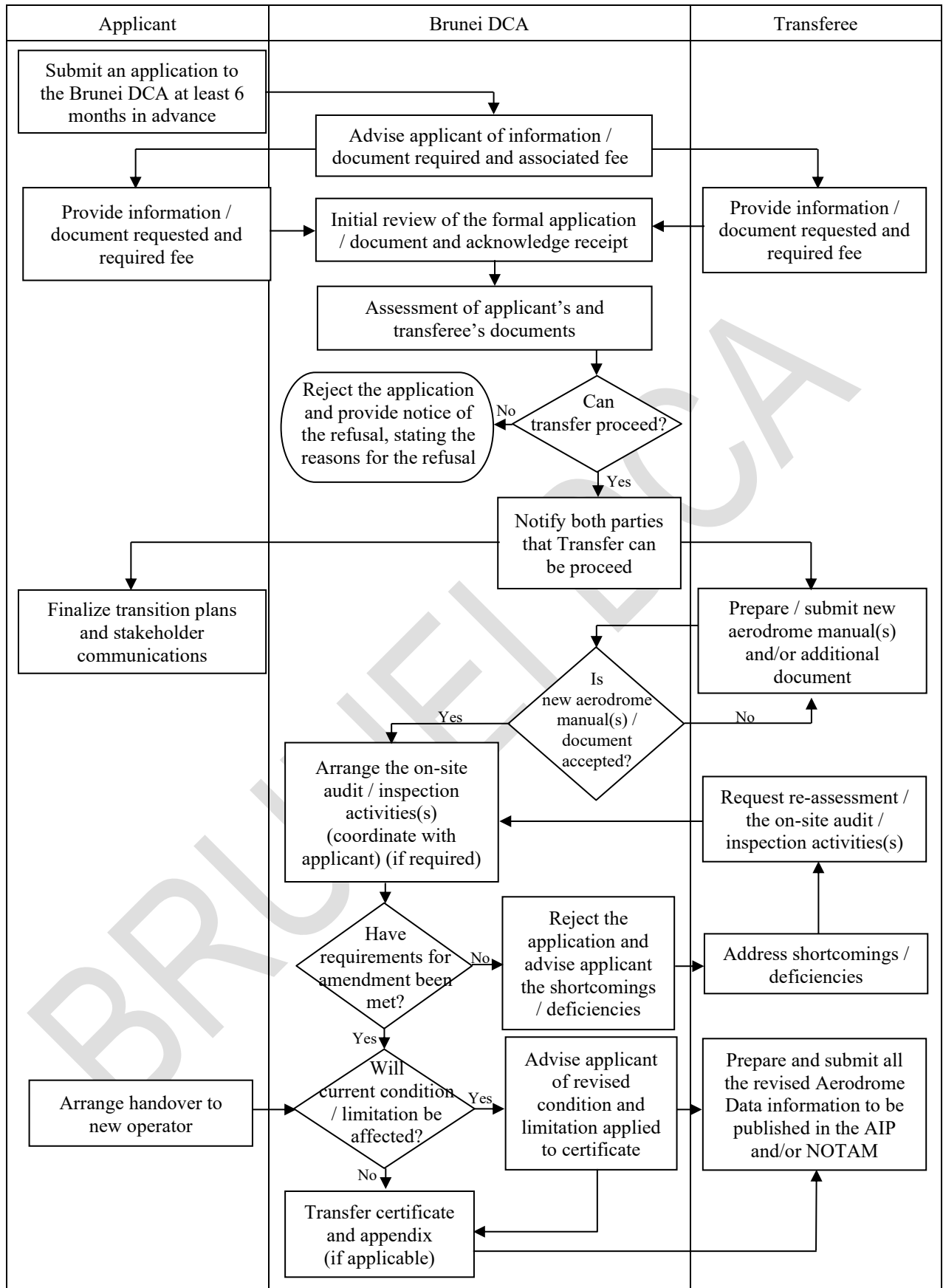


Figure 008

2.8 Suspension or Revocation of Aerodrome Certificate

2.8.1 A suspension or revocation of an aerodrome certificate shall take effect from the date specified in the notice of suspension or revocation.

2.8.2 **Suspension** – it is a temporary enforcement action and it can be reinstated.

2.8.3 Brunei DCA may suspend an aerodrome certificate in the following case:
- Detailed of suspension case that may be considered are given in BAR 14 Vol 1, para 2.1.14 g).

2.8.4 **Revocation** – This enforcement action is a potentially permanent removal of privileges to operate the public aerodrome.

2.8.5 Brunei DCA has the power to revoke an aerodrome certificate in the following cases:
- Detailed of suspension case that may be considered are given in BAR 14 Vol 1, para 2.1.14 h).

2.8.6 An aerodrome certificate that has been revoked must be returned to the Brunei DCA within [10] days from the date of acknowledgement of the order of revocation of the certificate.

2.9 Surrender of an Aerodrome Certificate

2.9.1 An Aerodrome Operator must give Brunei DCA written notice of the date on which the Aerodrome Certificate is to be surrendered in order that suitable promulgation action can be taken. Brunei DCA will cancel the Aerodrome Certificate on the date specified in the notice.

2.10 Forms

All forms relevant to an Aerodrome Certification process are provided in Brunei DCA website (see para 2.3.3.1 of this manual).

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3. Aerodrome Manual

3.1 General

3.1.1 The operator of a certified aerodrome shall have an Aerodrome Manual for the aerodrome.

3.1.2 As part of the certification process, an aerodrome manual which will include all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organization and management including a safety management system, must be submitted by an applicant/aerodrome operator for approval prior to granting an Aerodrome Certificate.

3.1.3 Information provided in the Aerodrome Manual will enable the Brunei DCA to assess the suitability of the aerodrome for the aircraft operations proposed and to judge the applicant's/aerodrome operator's fitness to hold an Aerodrome Certificate. It is also the basic reference guide for conducting site audits and inspections for granting an Aerodrome Certificate, and for subsequent safety oversight surveillance of the aerodrome to be carried out by the Brunei DCA at regular intervals.

3.1.4 The purpose of the Aerodrome Manual is also to provide all such information and instructions as may be necessary to enable the aerodrome operating staff to effectively perform their duties in ensuring that the aerodrome is safe for use by aircraft. To achieve this aim, the Aerodrome Manual shall contain instructions for operating procedures from the aerodrome operator to his operational staff, including contractors and agents working for the aerodrome operator, as well as details of organization structure such as key operational personnel and their areas of responsibility.

3.2 Format of an Aerodrome Manual

3.2.1 An Aerodrome Manual shall comprise of a document covering all matters that need to be addressed, as well as relevant supporting documents and manuals for aerodrome operations that are referred to in the Aerodrome Manual. The contents of aerodrome manual listed in ADR 013 - Aerodrome Manual Checklist provides the minimum requirement to be included in an aerodrome manual provided in Brunei DCA website.

3.2.2 The Aerodrome Manual shall be typewritten or printed, and signed by the aerodrome operator.

Note: The Aerodrome manual should take the form and contains information as detailed in the ADR 013 - Aerodrome Manual Checklist.

- Detailed information of the content of an aerodrome manual are also available in ICAO Doc 9774 - Manual on Certification of Aerodromes Appendix 1 and ICAO Doc 9981 - Procedures for Air Navigation Services (PANS) — Aerodromes, Attachment C to Chapter 2.

3.2.3 The Aerodrome Manual may be supplemented by other documents and manuals, airport circulars, notices and instructions issued by the aerodrome operator on airport operational matters from time to time. The contents of these supplementary materials shall be incorporated into the main Aerodrome Manual if they are permanent in nature.

3.2.4 The Aerodrome Manual is a ‘living document’ and subject to frequent amendment. As such it shall be contained in a binder designed to facilitate easy amendment. The page and paragraph numbering system shall also be designed to allow for easy addition and deletion of information. Information regarding each amendment record, the amendment history and a list of effective pages shall be included in each copy of the Aerodrome Manual.

3.2.5 As a working and reference document for aerodrome operational staff, the Aerodrome Manual must be user-friendly. The information and instructions contained therein must be clear, concise and unambiguous. The Aerodrome operator shall ensure that the Aerodrome Manual prepared for his aerodrome addresses the required contents clearly and comprehensively. The Brunei DCA reserves the right to reject an Aerodrome Manual and/or to request amendment to the Aerodrome Manual if it, or any part of it, is found to be unacceptable, incomplete or inadequate.

3.2.6 At a non-certified and certified aerodrome, if an existing aerodrome facility does not comply with the provisions in BAR 14, the concerned Standards must be identified and recorded in the Aerodrome Manual. It shall include the date or period when that facility was first introduced or last upgraded and an indication from the aerodrome operator of a plan or timescale to bring the facility in compliance with the BAR 14. As part of the site safety audits conducted by the Brunei DCA, evidence to demonstrate efforts to implement the above-mentioned plan or timescale may be required.

3.3 Maintenance and Control of Aerodrome Manual

3.3.1 Brunei DCA requires an aerodrome operator, under BAR 14 Volume I Chapter 2 to:

- A. produce an Aerodrome Manual for his aerodrome and provide the Brunei DCA with a copy thereof which is kept complete and current;
- B. keep at least one complete and current copy of the Aerodrome Manual at the aerodrome and, if the aerodrome is not his principal place of business, keep another such copy of the Aerodrome Manual at his principal place of business;
- C. make the Aerodrome Manual available for inspection by any Brunei DCA authorized person;
- D. make such amendment or addition to the Aerodrome Manual as the Brunei DCA may require for:
 - i. maintaining the accuracy of the Aerodrome Manual;
 - ii. ensuring the safe and efficient operation of aircraft at the aerodrome; or
 - iii. ensuring the safety of air navigation.

3.4 Issue, Distribution and Amendment of an Aerodrome Manual

3.4.1 The Aerodrome Manual is an important safety document and must be issued under the authority of the aerodrome operator and signed by the senior executive of the organization. Any amendments to the Aerodrome Manual shall be approved by the aerodrome operator, or his delegate.

3.4.2 Copies of relevant sections of the Aerodrome Manual shall be made available to each supervisory member of the aerodrome operating staff including those employed by the operator’s contractors or agents, where relevant, so that each member of the aerodrome operating staff:

- A. is aware of the contents of every part of the Aerodrome Manual relevant to his duties; and
- B. is aware of the requirement to undertake duties in conformity with the relevant provisions of the Aerodrome Manual.

3.4.3 For this manual, aerodrome operating staff shall mean all persons, whether or not employed directly by the aerodrome operator, who in the course of their duties are:

- A. concerned with ensuring that the aerodrome is safe for use by aircraft; or
- B. required to have access to the aerodrome maneuvering area or apron.

3.4.4 In addition, sufficient copies of the Aerodrome Manual should be placed at the aerodrome operator's library and at the workplace of other relevant operating staff concerned.

3.4.5 Apart from submission of the Aerodrome Manual to Brunei DCA and internal distribution of copies to relevant operating staff, copies of the Aerodrome Manual (or relevant parts of it) should also be made available to other external parties who have a part to play in aerodrome safety procedures. In particular, the airport emergency section of the Aerodrome Manual should also be extended to all external parties (e.g. Civil Defense, State Police, external Fire Departments or health agencies) involved in the aerodrome emergency plan.

3.4.6 The Aerodrome Manual shall be a controlled document. An aerodrome operator shall appoint a document controller to be responsible for updating and distributing its Aerodrome Manual. Each copy of the Aerodrome Manual shall be numbered, and a list of their holders maintained by the document controller. Amendments shall be recorded on the amendment page in each copy.

3.4.7 Each holder of the Aerodrome Manual shall be responsible for ensuring that his copy is kept up to date. For copies intended for common use, a person shall be designated to look after amendment of those copies.

3.4.8 Manuscript amendments by hand to the Aerodrome Manual are not acceptable. Changes or additions shall be made by an additional or replacement page suitably dated. If the amendment affects the action of external parties, an acknowledgement slip shall be requested from each external party concerned when amendments are circulated to confirm that each party concerned has received and taken notice of the amendment.

3.4.9 The aerodrome operator shall review periodically or shall make prompt amendments to the Aerodrome Manual when there are updates to any part of the contents of the Aerodrome Manual, whenever necessary, in order to maintain the accuracy and currency of the information in the manual, or, when required by the Brunei DCA upon review of the Aerodrome Manual or any proposed updates or amendments. Such amendments required by the Brunei DCA shall be binding on the aerodrome operator.

3.4.10 The Brunei DCA may also issue a written directive to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.

3.4.11 An aerodrome operator must notify the Brunei DCA, as soon as practicable, of any changes that the operator wishes to make, or has made, to the Aerodrome Manual.

3.5 Brunei DCA Approval/Acceptance of the Aerodrome Manual

3.5.1 The Brunei DCA shall approve/accept the Aerodrome Manual and any amendments thereto, provided these meet the requirements of the preceding requirements in BAR 14 and related ICAO Annex 14 and related ICAO Docs, including any amendments to ICAO standards and recommended practices not yet incorporated into the requirements.

3.6 Obligations of the Aerodrome Operator

The aerodrome operator shall comply paragraph 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 2.3.6, 2.3.7, 2.3.8, 2.3.9, 2.3.10 and 2.3.11 of BAR 14 Vol 1.

3.6.1 Coordination Between Aerodrome Operator and ATS Provider

In order to ensure safe aerodrome operations, there is the need to have close coordination between the Aerodrome Operator and the ATS Provider and to coordinate their activities regarding issues related to both aerodrome and aircraft operations.

The coordination may be carried out by means of discussions, meetings and written note. All coordination agreements should be accepted/approved by the Brunei DCA.

The following procedures should be followed in order to ensure close coordination between the Aerodrome Operator and ATS Provider:

(a) **Aerodrome Works**

The Brunei DCA has the responsibility to accept/approve the Method of Workplan from the airport operator for any aerodrome works.

The ATS Provider should inform Aerodrome Operator of the impact of the aerodrome works on aircraft operations and the measures to be taken accordingly. Also, NOTAM actions will be taken if required.

Before issuing the approval of the Method of Workplan to the airport operator, a clearance must be sought from the ATS Provider.

(b) **Construction of buildings and structures in the vicinity of the airport**

Aerodrome Operator should ensure that the views of ATS Provider are sought with regards to PANS OPS procedures before clearance is given for allowing construction of buildings/structures in the vicinity of the airport.

Also, the ATS Provider should inform whether the new building/structure will represent a possible danger to aircraft operations and if they need to be lighted and marked

(c) **Construction of helipads in the vicinity of the airport**

Before accepting/approving the location and construction of a helipad, the Aerodrome Operator should ensure that coordination is carried out with the appropriate section to ensure that the location of the proposed helipad will not affect aircraft operations.

(d) **Bird Strike Reporting**

- I. All bird strikes should be reported to Brunei DCA using the appropriate Bird Strike Reporting Form.
- II. All wildlife hazard and strikes on the movement area should also be reported to the Brunei DCA.
- III. Brunei DCA should then report the bird strike to the ICAO IBIS Programme (submit before the annual deadline set by ICAO).
- IV. The airport operator must ensure that necessary measures be taken to reduce bird strikes at the Airport and the surrounding areas.

The following procedures are followed for the recording and reporting of Bird Strikes:

- I. All bird strikes must be reported by the aerodrome operator and Airlines using the Bird Strike Form.
- II. All details of the location of occurrence of bird strike, flight number, bird type, etc. must be reported to Brunei DCA
- III. Brunei DCA will then examine the Bird Strike Form and forward it to ICAO IBIS Programme.

Brunei DCA may also analyse the trend of bird strikes at any airports and will ensure that necessary measures are being implemented by the airport operator to minimise the risk of bird strikes.

(e) **Incidents on Runway/Apron/Taxiway**

All incidents involving aircraft/aerodrome equipment/people on the runway/apron/taxiway must be reported to the Brunei DCA.

(f) **Disruption/change of Aerodrome Facilities and Services**

Any disruption/change of Aerodrome Facilities and Services and their impact on aircraft operations should be reported to the ATS Provider by the Aerodrome Operator and copied to Brunei DCA. NOTAMs will be issued by ATS Provider if required.

(g) **New Aerodrome Facilities**

Aerodrome Operator should inform ATS Provider of new Aerodrome Facilities being put into service and the associated procedures and copied to Brunei DCA.

(h) **Obstacles on Strip/RESA/Aerodrome**

The Aerodrome Operator should inform the ATS Provider of any obstacle in the Strip/RESA/Aerodrome and the applicable lighting/marketing arrangements and their locations will be published in the AIP.

(i) **Aerodrome Data**

The Aerodrome operator should ensure that all aerodrome data or change in the aerodrome data should be accepted by Brunei DCA prior to being reported to the ATS Provider to be published in the AIP.

- (j) **Lighting Facilities**
All lighting facilities or change in lighting facilities must be reported to Brunei DCA prior to being published by ATS Provider in the AIP.
- (k) **Rescue and Fire Fighting (RFF)**
Aerodrome Operator should inform ATS Provider and Brunei DCA of any change in RFF Aerodrome Category and NOTAM action.
- (l) **Runway Excursion/Incursion**
ATS Provider should report to the Brunei DCA and any appropriate authority of any case of runway excursion/incursion.
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BRUNEI DCA

4. Safety Risk Assessment

Guidance of Safety Risk Assessment is given in BAR 14 Volume 1, Chapter 11 and in ADR 023 - Conducting an Aeronautical Study or Safety Assessment

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BRUNEL DCA

Appendix 2 Sample of Aerodrome Certificate

Brunei DCA
AERODROME CERTIFICATE

By virtue of BAR 14 Volume 1, the [DG] of Brunei DCA issues this certificate to

[Aerodrome Operator]
For the operation of the following aerodrome.
[Name of Aerodrome]
[Latitude, Longitude]

This certificate is used for [type of aerodrome]. The holder of this certificate shall operate the aerodrome listed above in accordance with the conditions and limitations attached to this certificate and shall also comply with the Aerodrome Manual approved by the [DG].

This certificate is effective from [DATE MONTH YEAR] to [DATE MONTH YEAR] until surrendered, suspended or revoked.

The [DG] may suspend or revoke this certificate if it appears that the holder of the certificate violates or fails to comply with BAR 14 Volume 1 Aerodromes, the Aerodrome Manual, the conditions or limitations on operations specified by the [DG] or any other grounds as set out in BAR 14 Volume 1 Aerodromes.

The holder of this Aerodrome Certificate shall not transfer the rights under the certificate to other persons.

Given On [DATE MONTH YEAR]
Signature

[DG] of Brunei DCA

Sample of Conditions and Limitations of the Aerodrome Certificate and Aerodrome Licence**CONDITIONS AND LIMITATIONS OF
AERODROME CERTIFICATE [Certificate No.]**

By virtue of BAR 14 Volume 1 Aerodromes, the [DG] of Brunei DCA issues the conditions and limitations specified below,

1. Type of operation
2. Aerodrome reference code
3. Type of runway
4. Type of approaches
5. General Conditions
 - 5.1 The Aerodrome Operator shall ensure that all the aerodrome facilities, equipment, services and procedures are operated and/or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to the Brunei DCA, the applicable standards and recommended practices set out in the [name of aerodrome] Manual of Implementing Aerodromes Standards and any condition specified in this Aerodrome Certificate.
 - 5.2 The Aerodrome Operator shall ensure that the copy of the Aerodrome Manual submitted to and kept by Brunei DCA are always complete and current.
 - 5.3 [list of any other conditions]
6. Special Conditions
 - 6.1 [list of any other conditions]

Signature

[DG] of Brunei DCA

Appendix 3 - Non-Compliance /Observation Form

NON-COMPLIANCE /OBSERVATION FORM REPORT		NCF Report No:	
Organization:		Date of Non-Compliance finding:	
Name of Auditor:		Type of Audit / Oversight Activity:	
NON-COMPLIANCE FINDING (NCF) / OBSERVATION DETAILED INFORMATION			
Status Level of Non-compliance	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Observation	Deadline for Correction Implementation	
Is Corrective Action requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Deadline for Corrective Action Implementation if requested	
Reference:			
Non-Compliance Statement (<i>Description of the Non-Compliance</i>)			
Auditor / Authorized staff	NCF Opening		NCF Closing
	Name: Signature: Date:		Name: Signature: Date:
NCF acceptance by Aerodrome Manager	Name: Signature: Date:	Position:	
NON-COMPLIANCE / OBSERVATION MANAGEMENT			
Correction (Action to eliminate a detected non-compliance):			
Submitted by:	Name:	Signature:	Date:
Acceptance <input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	Signature:	Date:
Remark:			
Root Cause & Corrective Action Plan (CAP)			

Corrective Action Implementation and evidences:			
Submitted by:	Name:	Signature:	Date:
CAP Acceptance <input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	Signature:	Date:
Remark:			

BRUNEI DCA

Appendix 4 Non-Compliance Extension Request Form

Non-compliance extension request Form			
General Information			
NCF No.			
Name of aerodrome			
Date			
Description of non-compliance extension request (This section for aerodrome operator)			
Description			
Root cause			
Proposed corrective action			
Reason(s) for extension (Attach evidence to support the request)			
Original deadline			
Estimated date of completion			
Submitted by:	Name:	Signature:	
	Position:	Date:	
Acceptance of non-compliance extension request (This section for Brunei DCA)			
Acceptance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, state reason(s):
	Name:		Signature:
	Date:		

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Appendix 5 – Sample Letters**Sample Letter - Granting of an Aerodrome Certificate**

(File reference no. _____)

Date: _____

(Addressee):

Subject: Granting of an Aerodrome Certificate

Dear (Mr./Ms./as appropriate),

This has reference to your letter dated _____ and your application requesting the certification of your aerodrome _____ located at _____

The aerodrome certification process has been completed and your application has been approved. The Aerodrome Certificate is hereby granted and enclosed with this letter.

Under the requirements of [CAA] on its aerodrome surveillance program, your aerodrome will be subject to surveillance and routine inspection by [CAA]. The certification of your aerodrome enables appropriate aeronautical data to be published in the Aeronautical Information Publication (AIP).

Other operational matters in relation to your aerodrome will be undertaken by the assigned aerodrome inspector(s) particularly on the aspect of safety related oversight functions.

Inquiries regarding the certificate and other aerodrome related matters are welcome. Please contact [telephone number] or coordinate with your assigned aerodrome inspector(s).

Very truly yours,

(Name)

(Position)

Sample Letter - Refusal to Grant an Aerodrome Certificate

(File reference no. _____)

Date: _____

(Addressee):

Subject: Refusal to grant an Aerodrome Certificate

Dear (Mr./Ms./as appropriate),

This refers to your letter dated _____ and your application requesting the certification of your aerodrome _____ located at _____

The application has been assessed in accordance with BAR 14 Volume 1 Aerodromes governing Aerodromes and refused for the following reasons:

(Delete whichever items in the following paragraphs do not apply)

a) Following an inspection conducted on the aerodrome's facilities and equipment, it was determined of not meeting the standards specified for certified aerodromes;

b) The assessment of the aerodrome operating procedures revealed that they did not meet the provisions regarding safety of aircraft;

c) The Aerodrome Manual submitted does not contain the particular standards set out in the BAR 14 Volume 1 Aerodromes

d) The foregoing facts and other factors listed below manifested that the aerodrome will not be properly operated and maintained unless full compliance of all the requirements are met as required by civil aviation regulations for aerodromes

(Give the details of each determination)

You were advised of the above-mentioned deficiencies reference our letter dated _____ and your response gave some reservations on compliance with the aerodrome standards.

Inquiries regarding this matter are welcome. Please contact [telephone number] or [telefax no.].

Very truly yours,

(Name)

(Position)

Sample Letter - Granting an Interim Aerodrome Certificate

(File reference no. _____)

Date: _____

(Addressee):

Subject: Granting of an Interim /Temporary Aerodrome Certificate for [name of airport]

Pursuant to [CA Act/CAR-Aerodromes] and BAR 14 Volume 1 Aerodromes, in compliance to ICAO Annex 14 Standards and Recommended Practices (SARPs), having found the airport compliant with [CAA] standards on aerodrome certification as independently audited by [Brunei DCA], hereby approved the issuance of Temporary Aerodrome Certificate to _____ located at _____

Validity: [XX] Months, from _____ to _____, [year].

The temporary aerodrome certificate signifies that the aerodrome has acceptable facilities, safety procedures and system, the airport operator is capable of operating and maintaining the aerodrome in accordance with [CAA] requirements, no major safety issues are present, and that continuing actions to correct deficiencies [findings] have been established and are required to be validated within the duration of the Temporary Certificate.

(Name)

(Position)

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