



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

## **ADR 017**

**Aerodrome Certification Issuance and  
Verification  
Version 1.0**

**Guidance to certify an aerodrome by Aerodrome Inspector**

<b>Procedure</b>	Brunei DCA	
	<b>Aerodromes Standards Section</b>	
<b>ADR 017</b>	Aerodrome Certification Issuance and Verification	
	Version: 1.0	Date: April 2024
	Procedure Owner: Head of Aerodromes Standards Section	

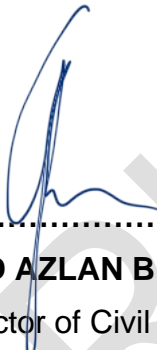
## Foreword

This Civil Aviation Procedure ADR 017 is issued by the Department of Civil Aviation to provide Brunei DCA personnel with additional information and guidance on the policy, procedures and processes for the provision of Aerodrome Certification in addition to which is described in the ADR 012 Aerodrome Certification Procedure and Surveillance, pursuant to Brunei Aviation Requirement, BAR 14 Vol. 1 – Aerodrome

Organisations shall use these guidelines to ensure compliance with the respective provisions of the relevant BAR's issued.

This manual may be updated from time to time based on suggestions received or to incorporate any changes in the guidance and procedures

## Approved by:



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**MOHAMAD AZLAN BIN MOHAMMAD JUNAIDI**

Acting Director of Civil Aviation  
 Department of Civil Aviation  
 Ministry of Transport and Infocommunications  
 Brunei Darussalam



(Date: 22 April 2024)

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## Aerodrome Certification Issuance and Verification

RELATED MATERIAL	ASSOCIATED MATERIAL
ICAO Annex 14 and 19	ICAO Doc 9774
BAR 14 Volume I and II; and BAR 19	ADR 006 Aerodrome Inspectorate Handbook
	ADR 012 Aerodrome Certification Procedure and Surveillance

### 1 Introduction

This procedure is the framework for Brunei DCA to certify aerodromes further to the related material and associated material above; including that which is described in the ADR 012 [Company] Aerodrome Certification Procedure and Surveillance Manual.

### 2 Requirement

BAR 14 Volume I and II requires that an operator of an aerodrome within Brunei Darussalam open to international operations or public use shall be in possession of an Aerodrome Certificate. The criteria for certification are contained in BAR 14 Volume I and II, BAR 19 and associated material and in ADR 012 Aerodrome Certification Procedure and Surveillance Manual.

### 3 Purpose

The purpose of this procedure is to provide Brunei DCA personnel with additional guidance on the policy, procedures and processes for the provision of Aerodrome Certification in addition to which is described in the ADR 012 Aerodrome Certification Procedure and Surveillance Manual. Please note there may be additional certification or approval processes required for Air Navigation Services or Flight Operations.

### 4 Responsibility

It is the responsibility of Aerodrome Inspectorates to review the aerodrome certification applications and supporting documentation provided; communicate any shortcomings; conduct an Aerodrome Certification Verification Audit and recommend certification only when all elements of the procedure have been adequately addressed.

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**5 Application Process**

5.1 Aerodrome operators will submit an Aerodrome Certification Application Form (ADR 019) to Brunei DCA as prescribed in the BAR 14 Volume I - Aerodromes.

5.2 [Company] Brunei DCA support Unit will receive the application, review for completeness and refer to Aerodromes Standards Section for further action.

**5.3 Aerodrome Inspectorate Actions**

Senior/Aerodrome Inspectorate will review the submitted application and supporting information; undertaking the following process:

- (a) The Aerodrome Inspectorate shall ensure elements required in ADR 019 are met and detailed by the Applicant.
- (b) The Applicant should initiate a meeting with Brunei DCA Aerodromes Inspectorate to discuss the application and provide details of their proposed timeline and action plan for certification if available.
- (c) The Aerodrome Inspectorate may give specific consideration to Environmental Control: Siting and Orientation of the aerodrome during the initial assessment review.
- (d) In the event there is a deficiency in the application, the Aerodrome Inspectorate shall detail this and provide their recommendation on whether the application should be re-submitted or if the acceptance may be granted with a condition to remediate the deficiency at a later stage of the certification process.
- (e) The Aerodrome Inspectorate may request an update on the details of the applicant's proposed timeline and action plan for certification if necessary.
- (f) After the success of an initial assessment review, the Aerodrome Inspectorate shall arrange to conduct an Aerodrome Certification Verification Audit in accordance with the process for Aerodrome Certification Verification Audit.
- (g) The Applicant should coordinate with Brunei DCA [Company] to arrange any necessary interviews for proposed Aerodrome Post Holders.
- (h) The Aerodrome Inspectorate may attend any required full certification emergency exercise and may provide a report.
- (i) The Aerodrome Inspectorate shall ensure that all documents required including Aerodrome Manual and supporting Aerodrome Manual Checklist (ADR 013) and applicable Safety Management Systems (SMS) documentation are acceptable.
- (j) The Aerodrome Inspectorate shall ensure the applicant has raised applications for any deviations or specific conditions which are to be included on the Aerodrome Certificate.
- (k) The Aerodrome Inspectorate shall complete the relevant section of the Aerodrome Certification Processing Form (ADR 011).
- (l) In the event there is still a deficiency in the application, the Aerodrome Inspectorate shall detail this and provide their recommendation on whether:
  - (i) the application should be re-submitted,
  - (ii) if the [Company] Brunei DCA should refuse to grant an Aerodrome Certificate; or

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- (iii) if specific conditions or restrictions should be included as part of the Aerodrome Certificate – Part 2.

Note: An Aerodrome Certificate will only be issued when Brunei DCA [Company] is completely satisfied that all critical safety elements have been adequately addressed. However, the Aerodrome Certificate shall not be issued if there are any outstanding Level 1 Findings or without an action plan to address or mitigate any Level 2 Findings.

## 6 Management Actions

6.1 The appropriate levels of management will:

- (a) Review the Inspectorate’s recommendations and document their response to these recommendations – agree/disagree;
- (b) Coordinate with other disciplines within Brunei DCA [Company] if necessary;
- (c) Organise any required internal briefing meetings or other communications such as press releases;
- (d) Ensure any deviations or conditions have been processed according the necessary processes;
- (e) Check the Aerodrome Certificate for completeness and accuracy; and
- (f) Make appropriate recommendations and comments to the next level of management (if necessary).

6.2 Subject to confirmation from the Aerodrome Inspectorate, Brunei DCA [Company] will sign the Aerodrome Certificate and issue to the Aerodrome Operator.

## 7 Amendment or Transfer of an Aerodrome Certificate

- 7.1 An aerodrome operator may request an amendment or transfer of an Aerodrome Certificate.
- 7.2 The appropriate application will be submitted to Brunei DCA [Company] and processed in line with the published procedures by DCA Brunei and as outlined in 5.3 above.
- 7.3 In the case of an amendment some part(s) of the Aerodrome Certificate the Certification Coordinator will assign the relevant application to the Allocated Inspectorates for review and assessment.
- 7.4 In the case of an amendment resulting in transfer of an Aerodrome Certificate, the proposed aerodrome operator must submit a new application Aerodrome Certification Application Form (ADR 019).
- 7.5 Upon successful completion of the Aerodrome Certificate process, the Support Coordinator shall coordinate with the Aerodrome Inspectorate to take the original certificate from the previous Aerodrome Certificate Holder.

# Procedure

# Brunei DCA Aerodromes Standards Section

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### General Aerodrome Certification Application Process by Brunei DCA

