

Document	ADR 012 Aerodrome Certification Manual	
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Brunei Department of Civil Aviation
Negara Brunei Darussalam
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Brunei DCA

ADR 012 Aerodrome Certification Manual

**Guidance Material for Brunei Darussalam
Aerodrome Industry and Brunei DCA Aerodromes
Inspector**

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

Table of Contents

Table of Contents	2
1. CHAPTER 1: Regulation in Support of Aerodrome Certification	3
1.1. Application	3
1.2. Applicability of Brunei Aviation Requirements	3
1.3. Supporting Definitions	3
1.4. Aerodrome Certification	4
2. CHAPTER 2: Issue and Verification of an Aerodrome Certificate	7
2.1. Application	7
2.2. Applicability	7
2.3. References	7
2.4. Aerodrome Requirements	8
2.5. Aerodrome Certification Process	9
2.6. The Aerodrome Certificate	11
2.7. Transfer of an Aerodrome Certificate	11
2.8. Amendment of an Aerodrome Certificate	12
2.9. Regulatory Oversight of the Aerodrome	12
3. CHAPTER 3: Aerodrome Certification Verification Audit	13
3.1. Introduction	13
3.2. Purpose	13
3.3. Audit Programme	13
3.4. Audit Phases	15
3.5. Regulatory Surveillance and Enforcement	21
3.6. Report of Finding following a Regulatory Amendment	21
Appendix A Example of Aerodrome Certificate	22

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

1. CHAPTER 1: Regulation in Support of Aerodrome Certification

1.1. Application

Brunei DCA publish applicable Brunei Aviation Requirements (BARs) in support of aerodrome certification. Below are sample clauses and definitions in support of this requirement, which have been assessed by Brunei DCA. There are elements such as the acceptance of Aerodrome Post Holders which are addressed in BAR 14 and BAR 19.

1.2. Applicability of Brunei Aviation Requirements

1.2.1. BAR 14 (Volume I and II) and BAR 19 apply to all applicable aerodromes in Brunei Darussalam involved in civil aviation activities. Where reference is made to an aerodrome, this term relates both to an aerodrome and a heliport and to fixed wing and rotary wing operations.

1.2.2. Any operator of an aerodrome open to international operations or public use shall be in possession of an Aerodrome Certificate.

The aerodrome operators holding an Aerodrome Certificate may be subject to initial and on-going 'Scheme of Charges'.

1.3. Supporting Definitions

1.3.1. 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 document issued to an aerodrome operator by the National Authority under national civil aviation regulation to which authorises operation of an aerodrome intended for public use.

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 DCA Aerodrome Standards

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

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.

1.4. Aerodrome Certification

1.4.1. Process to obtain an Aerodrome Certificate

1.4.1.1. Further to the requirements of BAR 14 Volume I or Volume II, an operator of an aerodrome open to international operations or public use shall apply to Brunei DCA for an Aerodrome Certificate.

1.4.1.2. Operators of aerodromes required to hold an Aerodrome Certificate further to 1.2.2 should refer to Guidance Material for Aerodrome Operators – Chapter 2 The Issue and Verification of an Aerodrome Certificate in this document.

1.4.1.3. Application Form ADR 019 for an Aerodrome Certificate shall be submitted to Brunei DCA.

1.4.2. Grant of an Aerodrome Certificate

1.4.2.1. Subject to the below provisions, Brunei DCA Aerodrome Standards may approve the application and grant an Aerodrome Certificate to the applicant.

1.4.2.2. Before granting an Aerodrome Certificate, Brunei DCA Aerodrome Standards must be satisfied that:

- (a) The aerodrome's facilities, services and equipment are in accordance with the BARs and other relevant ICAO Standards and Recommended Practices;
- (b) The Aerodrome Manual prepared for the applicant's aerodrome contains all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organisation and management;
- (c) The aerodrome operator's Safety Management System and supporting operating procedures make satisfactory provision for the safety of aircraft in accordance with BAR 19;

Note: Guidance on an aerodrome safety management system is given in the ICAO Safety Management Manual (SMM) (Doc 9859), ICAO Manual on Certification of Aerodromes (Doc 9774), UK CAA CAP795 and CAP1059

- (d) The aerodrome Rescue Firefighting Service is staffed, trained, equipped, operated and organised to the meet the applicable requirements;
- (e) The applicant will be able to operate and maintain the aerodrome properly;
- (f) Applicable payment of any required Service Fees has been received;

Note: This is subject to the on-going 'Scheme of Charges'. Payment of the Scheme of Charges does not guarantee the issue of an Aerodrome Certificate.

- (g) In addition to the application for an Aerodrome Certificate applicants may be required to apply for other certificates or approvals from Brunei DCA; this will be dependent upon the proposed scale and type of operations. Other areas that may require certification or approval are Air Navigation Standards, Flight Operations Standards and Aviation Security Standards.
- (h) The applicant meets the Personnel Requirements in 1.4.7; and the applicant may also be required to obtain approvals from other relevant

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

authorities (i.e. municipalities, Civil Defence, local sections of Brunei DCA, etc.)

- 1.4.2.3. Brunei DCA may refuse to grant an Aerodrome Certificate or impose operating restrictions and/or sanctions at a certified aerodrome in the event of non-compliance with the certification requirements or an unresolved safety deficiency/concern. In such cases Brunei DCA shall notify the applicant in writing of its reasons.

Further to successful completion of the application while granting the Aerodrome Certificate, Brunei DCA may endorse the conditions of the type of use of the aerodrome and other details as shown in the Aerodrome Certificate.

1.4.3. **Validity of an Aerodrome Certificate**

- 1.4.3.1. The validity of the Aerodrome Certificate is based upon the physical characteristics, type of use of the aerodrome and continued operation in accordance with BAR 14.

- 1.4.3.2. 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 invalidate an Aerodrome Certificate.

- 1.4.3.3. The Aerodrome Certificate shall remain valid:

- (a) subject to the payment of a renewal as detailed in the Scheme of Charges (where applicable);
- (b) subject to Periodic Surveillance Audits;
- (c) subject to any Expiry Date;
- (d) subject to Aerodrome Certification Verification Audits; or
- (e) until the Aerodrome Certificate is either surrendered, transferred or revoked.

1.4.4. **Surrender of an Aerodrome Certificate**

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.

1.4.5. **Transfer of an Aerodrome Certificate**

The Brunei DCA may approve the transfer of an Aerodrome Certificate to a transferee where:

- (a) the current holder of the Aerodrome Certificate notifies Brunei DCA in writing before ceasing aerodrome operations of its intention and proposed date to cease operations;
- (b) the current holder of the Aerodrome Certificate notifies Brunei DCA in writing of the name of the proposed transferee;
- (c) the proposed transferee meets the requirements set out in 1.4.2.2.

1.4.6. **Restriction, Suspension or Revocation of an Aerodrome Certificate**

- 1.4.6.1. Brunei DCA may restrict, suspend or revoke an Aerodrome Certificate with reference to the national laws.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

1.4.6.2. Brunei DCA may restrict, suspend or revoke an Aerodrome Certificate in the event of non-compliance with the certification requirements or unresolved safety deficiency/concern. In such cases the National Authority shall notify the aerodrome operator in writing of its reasons.

Note: Brunei DCA may wish to publish details of or make reference to its enforcement or on-notice processes in support of the above clause.

1.4.7. **Personnel Requirements for Aerodrome Certificate Holders**

Each Aerodrome Operator prior to the grant of an Aerodrome Certificate and on an on-going basis shall engage, employ or contract:

- (a) sufficient and qualified personnel for the planned tasks and activities to be performed related to the operation, maintenance and management of the aerodrome in accordance with the applicable requirements and the Aerodrome Operator's training programme;
- (b) sufficient number of supervisors to defined duties and responsibilities, taking into account the structure of the organisation and the number of personnel employed;
- (c) Accountable Manager – the person who has the authority within the Aerodrome Operator's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by national civil aviation regulation and specifically has the following:
 - (i) Full control of the human resources required for the operations authorised to be conducted under the Aerodrome Certificate;
 - (ii) Full control of the financial resources required for the operations authorised to be conducted under the Aerodrome Certificate;
 - (iii) Final authority over operations authorised to be conducted under the Aerodrome Certificate;
 - (iv) Direct responsibility for the conduct of the organisation's affairs; and
 - (v) Final responsibility for all safety issues;
- (d) If fixed wing operations occur at the aerodrome, additional Aerodrome Post Holders responsible for safety critical aspects for the aerodrome operation to include the following:
 - (i) Aerodrome Safety - a person who shall be the responsible individual and focal point for the development and maintenance of an effective safety management system in accordance with applicable national civil aviation regulation;
 - (ii) Aerodrome Operations – a senior person who is responsible for ensuring that the aerodrome and its operation comply with the requirements of national civil aviation regulation;
 - (iii) Aerodrome Maintenance – a senior person who is responsible for ensuring that the aerodrome's maintenance programmes for safety critical infrastructure comply with the requirements of national civil aviation regulation; and
 - (iv) Aerodrome Rescue & Firefighting – a competent person who is responsible for establishing and effectively managing all aspects of

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

Rescue and Firefighting Services as per the requirements of applicable national civil aviation regulation.

2. CHAPTER 2: Issue and Verification of an Aerodrome Certificate

2.1. Application

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

The guidance reflects a process based on three stages (see also Section 2.5 of this guidance manual):

- Stage 1 – Application Acceptance
- Stage 2 – Design Compliance and Construction Acceptance Aerodrome Certification
- Stage 3 – Operational Acceptance and Issue of Certificate

Brunei DCA can elect to have any number of stages in the certification process which should align to the BARs. It is noted there are additional milestones, such as audits and acceptance of actions plans, which are part of established activities for initial and on-going oversight. Brunei DCA may wish to include these as formal stages of certification if established oversight procedures do not otherwise exist.

2.2. Applicability

2.2.1. Any operator of an aerodrome open to public use shall be in possession of an Aerodrome Certificate. Brunei DCA may limit scope of certification to aerodromes used only for international operations or expand the scope of certification to aerodromes serviced by other air services or those which provide facilities for operations using instrument approach or departure procedures.

2.2.2. The applicant for an Aerodrome Certificate must be a legal entity (company, individual or government) being the operator of the aerodrome:

- (a) The owner of the land on which the aerodrome is located;
- (b) The occupier of the land on which the aerodrome is located; or

The operator of the aerodrome holding a written consent from the owner or occupier of the land on which the facility is located.

2.3. References

ICAO Annex 14 and Annex 19
 ICAO Doc 9184, 9859
 BAR 14 Volume I and II (as applicable)
 BAR 19
 Relevant UK CAA CAP 795, 1059, 437, 1264
 Ground Operation Manual
 Airside Safety Manual

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

2.4. Aerodrome Requirements

2.4.1. Brunei DCA will assess the acceptability of sites for an Aerodrome Certificate against relevant BARs.

2.4.2. Assessments, site visits and audits may involve representation from various disciplines within Brunei DCA to assess physical characteristics; visual aids; supporting manuals; safeguarding; survey data; as well as safety management, security and emergency services against relevant Brunei Darussalam Regulations and applicable BARs.

2.4.3. Brunei DCA will also assess the physical characteristics and design of the aerodrome to take into account, where appropriate, land-use and environmental control measures further to relevant Brunei Darussalam Regulations and applicable BARs.

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

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

Note 1: Brunei DCA may publish a date by which all applicable aerodromes must hold an Aerodrome Certificate in order to operate or to continue operations.

2.4.5. Scheme of Charges for Aerodrome Certificate (where applicable)

2.4.5.1. Applicants must pay fees, subject to the on-going Brunei DCA Scheme of Charges and may varied from time to time, in respect of an Aerodrome Certificate: a) upon submission of an application for an Aerodrome Certificate; and b) on a periodic basis after the grant of an Aerodrome Certificate.

Payment of fees does not guarantee the grant or continuation of an Aerodrome Certificate. Applicable fees must be submitted according to instructions provided by Brunei DCA.

2.4.6. Timescale for processing of Applications

Applicants must submit required paperwork sufficiently early to allow for detailed consideration of the application, site inspection and unforeseen circumstances. Brunei DCA will not make decisions regarding issuance of an Aerodrome Certificate to meet accelerated timescales outside those published in this guidance or commercial deadlines set by the applicant.

2.4.7. Permissions and Approvals

2.4.7.1. It is the sole responsibility of the aerodrome operator to obtain the appropriate permissions and approvals from any other relevant authority outside of Brunei DCA.

2.4.7.2. Aerodromes used for international operations may also require approvals from other government or supporting national authorities.

2.4.7.3. If Air Navigation Services such as Air Traffic Control; Communication, Navigation & Surveillance; Meteorology; or Aeronautical Information Services are to be provided at the aerodrome, additional approvals may be required.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

2.4.7.4. The aerodrome operator may also require appropriate approvals from other bodies such as local authorities for planning/building permissions.

The aerodrome operator shall provide evidence of the above permissions and approvals to Brunei DCA.

2.5. Aerodrome Certification Process

2.5.1. Stage 1 – Application Acceptance

The purpose of the Stage 1 acceptance is to allow the applicant to commence detailed planning for a new aerodrome, or compliance assessment of an existing aerodrome. A Stage 1 submission is **not an authorisation** for the applicant to commence physical work or aircraft operations.

2.5.1.1. The applicant will complete the details required in application form ADR 019 and submit an application for Stage 1 acceptance.

2.5.1.2. Stage 1 submission requirements include the following:

- (a) nominated representative as a point of contact for the application;
- (b) details of the intended scope of operations;
- (c) approvals, permits, or clearances from other relevant authorities; and
- (d) declaration accepting the terms and conditions of holding and maintaining an Aerodrome Certificate as detailed in the BARs.

2.5.1.3. The applicant should initiate a meeting with Brunei DCA to discuss the application and the contents of the submission.

Note: 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.

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

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

Brunei DCA will provide an acceptance of the Stage 1 application further to the evaluation of the application and meeting with the applicant.

2.5.2. Stage 2 – Design Compliance and Construction

The purpose of the Stage 2 acceptance is to allow the applicant to commence actual construction or remedial works. The Stage 2 submission will provide details on the proposed or existing physical characteristics of the aerodrome.

2.5.2.1. The applicant shall submit an application for Stage 2 acceptance.

2.5.2.2. For an existing aerodrome the applicant should conduct an assessment of the facility against the applicable physical characteristic requirements contained in BAR 14 Volume I or II

2.5.2.3. If the facility does not meet the applicable physical characteristic requirements, then a Stage 2 application should be submitted together with an action plan showing what actions are to be undertaken in order for the aerodrome to comply.

2.5.2.4. If the assessment indicates that the aerodrome meets the applicable physical characteristic requirements, then the applicant should submit a Stage 2

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

application and include drawings, photographs if appropriate and an obstacle limitation survey to support the application.

2.5.2.5. The Stage 2 submission requirements include the following:

- (a) completed Stage 2 application form;
- (b) a compliance matrix demonstrating compliance with national civil aviation regulations with regard to the physical characteristics and visual aids appropriate to the scope and scale of the proposed operations;
- (c) drawings to support the compliance matrix;
- (d) an action plan showing what actions are to be undertaken in order for the aerodrome to comply with national civil aviation regulation, if necessary;
- (e) an obstacle limitation surface assessment with an action plan indicating the action to be taken to mitigate any identified obstacles; and
- (f) evidence of payment of the Scheme of Charges (if applicable).

2.5.2.6. Brunei DCA may ask for clarification or additional information if the information provided within the Stage 2 submission is deemed incomplete or inadequate.

Brunei DCA will provide a full acceptance of the Stage 2 application further to the evaluation of the application, compliance matrix and the detail provided within the construction drawings.

2.5.3. **Stage 3 – Operational Acceptance**

The purpose of the Stage 3 acceptance is to provide the applicant with an operational acceptance of the aerodrome and for aircraft operations to commence.

2.5.3.1. The Stage 3 submission provides information on the completed aerodrome along with the Aerodrome Manual, final compliance matrix and other supporting documentation.

2.5.3.2. The applicant shall submit an application for Stage 3 acceptance.

2.5.3.3. Stage 3 submission requirements include the following:

- a) evidence that any actions identified during the self-assessment process have been completed;
- b) a final compliance matrix;
- c) as-built drawings/photographs to support the compliance matrix;
- d) a compliant and functional final version of the Aerodrome Manual;
- e) a completed Aerodrome Manual Checklist (ADR 013);
- f) evidence that all security, emergency planning and any requirements relating to the provision of Air Navigation Services have been satisfied;
- g) confirmation that any required Post Holders have been accepted by the DCA; and
- h) any other documents or evidence as requested by Brunei DCA.

2.5.3.4. Brunei DCA will conduct an audit of the facilities and equipment, including sampling of policies and procedures and other related safety activities. The aerodrome certificate holder/operator will be required to complete and submit Aerodrome Safety Report (ADR 008) prior to each periodic audit by Brunei DCA.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

- 2.5.3.5. The aim of the audit is to verify compliance with the applicable requirements, through the examination of documentation, demonstration of compliance and technical inspections. It should be noted that the Brunei DCA audit, inspection, testing or sampling processes do not absolve the applicant from the responsibility to provide accurate information and documentary evidence.
- 2.5.3.6. Brunei DCA will produce an audit report (ADR 004) identifying any shortfalls in compliance.
- 2.5.3.7. If shortfalls in compliance are identified during the audit, the applicant will be required to provide an acceptance confirmation of the audit report together with an action plan with timescales to rectify or mitigate all findings to a level acceptable to Brunei DCA.
- 2.5.3.8. 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 mentioned in Stage 1.

2.6. The Aerodrome Certificate

The aerodrome certificate issued by Brunei DCA may reflect the certificate template as shown in ICAO Doc 9774 Appendix 2 (see also Appendix A of this Manual). The Aerodrome Certificate 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.

2.7. Transfer of an Aerodrome Certificate

- 2.7.1. 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.
- 2.7.2. The transfer of an Aerodrome Certificate is subject to stages as detailed in the Aerodrome Certification Process and the following additional conditions and requirements:
- (a) the completed application and required Fees (if applicable) have been paid;
 - (b) a revised Aerodrome Manual and 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;

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

- (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.

2.7.3. 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.

2.8. Amendment of an Aerodrome Certificate

2.8.1. An Aerodrome Certificate may be amended by Brunei DCA in response to a request by the aerodrome operator or as a consequence of enforcement action by the national authority.

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

2.8.3. 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. Brunei DCA shall provide written notice of intention to amend an Aerodrome Certificate stating the reasons for the proposed amendment.

2.8.4. 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.

2.9. Regulatory Oversight of the Aerodrome

2.9.1. In Brunei Darussalam, an Aerodrome Certificate is granted by Brunei DCA in accordance with BAR 14. The aerodrome certificate is with regard to the aerodrome operator's previous conduct and experience, the equipment, organisation, staffing, maintenance and other arrangements.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

2.9.2. Brunei Darussalam Civil Aviation Order 2006 Section 36 (2) provides that Brunei DCA may, on sufficient safety grounds restrict, revoke, suspend or vary an Aerodrome Certificate.

2.9.3. Accordingly, Brunei DCA may only grant and permit an Aerodrome Certificate to continue where it is satisfied that the aerodrome operator can ensure that the aerodrome and its airspace are safe for use by aircraft.

Refer to Appendix A for an example of an Aerodrome Certificate.

3. CHAPTER 3: Aerodrome Certification Verification Audit

3.1. Introduction

The process for Aerodrome Certification Audit Programme should be read in conjunction with ICAO Doc 9734, Safety Oversight Manual.

ICAO Doc 9734, Safety Oversight Manual and the ICAO Annexes establish the standards in support of the eight critical elements essential to the state safety oversight system. Audits are part of surveillance activity associated with these critical elements proactively ensure that aerodrome certificate holders continue to meet the established requirements and function at the level of competency and safety required by Brunei DCA to the activities for which they are certified.

3.2. Purpose

The purpose of this chapter is to explain the procedures and guidelines required for the initial verification and on-going surveillance audits of certified aerodromes in accordance with BAR 14 Volume I or II and BAR 19, accordingly, with defined responsibilities, goals and methods for audit of certified aerodromes by Brunei DCA. The aim of this approach is to create a professional, harmonious relationship between the Regulator and the aerodrome operator to conduct efficient and effective audits by collecting information in the least disruptive manner and fostering a culture of partnership, no blame, transparency and self-disclosure.

Note: the aerodrome operator may use this approach to conduct internal audits.

3.3. Audit Programme

3.3.1. Brunei DCA Aerodromes Standards will be responsible for the development and approval of an 12-15 monthly Audit Programme. Effective audit programmes should be carefully planned and executed and can be based on a risk-based approach.

3.3.2. Aerodrome Inspectorate will be responsible for implementing the approved Audit Programme.

3.3.3. The following are the objectives of an Audit Programme:

- (a) Ascertain whether the aerodrome operator is or will continue to conduct operations in accordance with the national law, the BARs, national authority publications and ensure that organisation's manuals and procedures are appropriately documented and followed;
- (b) Ensure the aerodrome manual includes required content and the aerodrome operator demonstrates effective implementation of its obligations;

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

- (c) Provide assurance that the aerodrome operator's competency, operating practices and records of compliance meet requirements;
- (d) Provide the opportunity to identify gaps in aerodrome operator's implementation of the applicable BARs, guidance material or best practices if such actions are required or would result in improvements in operating safety environment;
- (e) Detect and track the resolution of safety concerns residing in the aviation system; and
- (f) Establish whether the aerodrome operator may operate or continue to operate under an aerodrome certificate or if the aerodrome shall be restricted, suspended or revoked.

Note: This would include the ability to analyse safety deficiencies, forward recommendations, support the resolution of identified deficiencies, as well as take enforcement action when appropriate.

3.3.4. Types of Aerodromes Audits

Surveillance activities are conducted at different intervals depending on the type of the audit to be conducted. The scope, depth and complexity of the audit along with size and type of operation shall require individual auditor planning.

Type of Aerodrome Audit	Frequency
Aerodrome Certification Verification Audit	Inspection undertaken for the purpose of assessing the aerodrome operator's documentation, facilities, services and equipment to verify regulatory compliance prior to grant, transfer or renewal of an aerodrome certificate.
Periodic Surveillance audit	The frequency is based on the complexity of operations and proficiency operations. The maximum period between two audits is based on the aerodrome operator's risk profile and shall not exceed 18 months.
Mid-Audit Review	May be conducted between periodic audits when deemed necessary by auditors to review any outstanding findings or accepted action plans
Special Inspections (Ad-hoc)	When an auditor has identified a trend in the reduction of safety, a special inspection may be undertaken with or without notification to the aerodrome operator.

3.3.5. Audits include following general characteristics:

- (a) A specific work activity title;
- (b) A definite beginning and a definite end;

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

- (c) Defined procedures;
- (d) Specific objectives; and
- (e) Reporting of findings.

3.3.6. Tools and Checklists

Tools and checklists are powerful audit tools and if used correctly they shall enable Inspectors to focus on the task in hand and act as a guide / aid memoire, provider of continuity and a record of audit coverage.

Examples of checklists which support safety oversight of certified aerodromes may include the following:

- (i) Aerodrome Manual Checklist (ADR 013)
- (ii) SMS Evaluation (ADR 009)
- (iii) Aerodrome Self-Assessment Checklist (ADR 008)
- (iv) Aerodrome Core Item Checklist (ADR 005)
- (v) Rescue Firefighting Services Core Item Audit Checklist
- (vi) Aerodrome Emergency Plan Audit Checklist

3.4. Audit Phases

The Aerodrome Certification Verification Audit is divided into eleven phases:

- Phase 1 - Audit Planning and Preparation
- Phase 2 - Audit Notification
- Phase 3 - Opening Meeting
- Phase 4 - Audit Conduct
- Phase 5 - Evaluation of Results
- Phase 6 - Closing Meeting
- Phase 7 - Notification of Audit Findings
- Phase 8 - Corrective Actions
- Phase 9 - Follow-up Actions
- Phase 10 - Records
- Phase 11 - Audit Closure

3.4.1. Phase 1 – Audit Planning and Preparation

Planning is vital to ensure that a surveillance programme is effective and efficient. The auditor shall have a complete and clear understanding of the aerodrome operator and its procedures.

The auditor are encouraged to gather as much as information prior to the audit and must verify the aerodrome operator's level of compliance with the latest published BARs.

All audits must be planned in order to ensure that Brunei DCA resources are correctly utilised and aerodrome operators are not unduly inconvenienced. The planning phase shall take into consideration:

- (a) Access to the aerodrome;

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

- (b) Presence of key personnel; and
- (c) Knowledge of the audit process.

Management should appoint a lead auditor for an audit with two or more auditors. The lead auditor shall determine the scope of the audit in consultation with the rest of the team and if necessary conduct a briefing to establish the following:

- (a) Information on the aerodrome and aerodrome operator;
- (b) The audit scope, elements, targets, timings, etc;
- (c) Roles and responsibilities of each auditor;
- (d) Locations to be visited,
- (e) Team travel arrangements;
- (f) Opening and Closing Meeting arrangements; and
- (g) Distribution of the relevant documentation.

3.4.2. Phase 2 - Audit Notification

For scheduled audits sufficient notice time, no less than two weeks, shall be given to the aerodrome operator.

3.4.3. Phase 3 - The Opening Meeting

The purpose of this phase is to:

- (a) Explain the purpose of the audit including the objective and scope of the audit;
- (b) Introducing different representatives;
- (c) Provide short summary of the audit programme;
- (d) Confirming the arrangements for the Closing Meeting;
- (e) Plan and agree on alternative arrangements, where necessary;
- (f) Confirm housekeeping arrangements (office to work from, escorts, etc.); and
- (g) Confirm which auditees shall provide corrective actions to any findings.

3.4.4. Phase 4 - Audit Conduct

The task of the auditor when conducting the audit is to verify compliance with the national law, BARs, national authority publications and ensure that organisation's manual and procedures are appropriately documented and followed. In this regard, the auditor shall carefully review the regulation to identify the applicable requirements.

Note: The auditor always needs "Objective Evidence" taking into consideration that an audit is a fact finding mission, not a fault finding mission.

Each element of the audit shall be conducted with the following guidelines in mind:

- (a) Identify the current practices;
- (b) Establish that the practices are appropriate;
- (c) Establish that the documentation matches the practices;

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

- (d) Review the system for regulatory compliance;
- (e) Identify any immediate safety-significant problems;
- (f) Aerodrome operator's compliance to latest published regulations; and
- (g) Other things to consider, such as:
 - (i) Are the people appropriately trained/qualified?
 - (ii) Are there sufficient controls in the system (quality assurance processes)?
 - (iii) Shall the process continue if key personnel are not available (do they have a contingency)?
 - (iv) When issues are uncovered ask "why" to get to the root cause of the problem and report on that root cause
 - (v) Are the procedures in accordance with the Brunei Aviation Requirements?
 - (vi) Are the documents reviewed and approved adequately by authorised personnel prior to issue?
 - (vii) Are invalid or obsolete documents promptly removed from all points of use?
 - (viii) Are there any activities for which no document procedures exist?

Each auditor shall record the findings and notes of the audit on the audit checklist. This shall include sufficient detail to identify what was observed during the audit including details of records sampled, names of staff interviewed and deficiencies found.

3.4.5. Phase 5 - Evaluation of Results

The auditor shall evaluate the audit results to establish which findings are reportable. A finding is valid if it can be cross-referenced to the national law, BARs, guidance materials or any documents approved or accepted by the Brunei DCA such as the Aerodrome Manual.

A finding is categorised as Level 1, Level 2 or Level 3.

3.4.5.1. Level 1 Finding:

- (a) Level 1 findings are those which pose a hazard to aircraft operational safety or which contravenes a legal requirement or which lowers safety standards. This non-compliance might be with the: applicable provisions of the national law:

- Brunei Aviation Requirements
- the aerodrome operator's certification requirements;
- conditions of an existing aerodrome certificate; or
- the aerodrome operator's procedures or systems.

In determining whether a Level 1 shall be assigned to a particular finding, the auditor shall exercise sound judgement and seek management concurrence, prior to formally reporting the finding

Consequence

- (b) Aerodrome Certification Verification Audit for aerodromes not yet in operation: This category of finding, if not rectified by the aerodrome operator will result in restrictive conditions on the proposed aerodrome

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

certificate or result in the refusal of the Brunei DCA to grant an aerodrome certificate.

- (c) Aerodrome Certification Verification Audit for operating aerodromes or Periodic Surveillance Audit: This category requires immediate corrective or containment action by the aerodrome operator, failure of which shall result in limitation or suspension of operations as well as limitation, suspension revocation of any existing aerodrome certificate.

Timeframe for Corrective Actions

- (d) Depending on the seriousness of the finding, its impact on the safety and if necessary a risk assessment by the audit, the auditor may give the aerodrome operator, up to seven working days to provide the appropriate corrective action plan.
- (e) Where a particular Level 1 finding requires an action on the spot, such as grounding an aircraft, the Auditor shall notify verbally, followed by email to the organisation pending formal notification from the Brunei DCA.
- (f) However, some corrective actions may require a longer time than the time set by the auditor. It is up to the auditor to extend the timeline based on the corrective action plan provided by the aerodrome operator further to management approval.

Other Considerations

- (g) If the Level 1 is confirmed, the auditor shall decide if the situation require enforcement action in the case of violation against national laws, demonstration of gross negligence, incompetence, or evidence of wilful act, sabotage, failure to give the Brunei DCA access to the aerodrome operator's facilities or record, falsification of documentary evidence, malpractice or fraudulent use of the aerodrome certificate or absence of an accountable manager.

3.4.5.2. Level 2 Finding:

- (a) 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 or which could lower safety standards.

Consequence

- (b) Certification Verification Audit for aerodromes not yet in operation: This category of finding, if not rectified by the aerodrome operator, must be supported by a corrective action plan which remediates the deficiency and is acceptable to the Brunei DCA.

Time Frame for Corrective Action

- (c) For Level 2 finding, the Auditor, based on his/her judgment, may grant 30 days for the corrective actions to be implemented. However, it is up to the Auditor to extend the timeline based on the corrective action plan provided by the organisation.

Other Considerations

- (d) Repeated or multiple Level 2 findings 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 and potentially place a restriction on operations.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

3.4.5.3. Level 3 Finding:

- (a) A level 3 finding is an observations or recommendation to improve safety standards and/or achieve a better practice by addressing: (i) opportunities for improvements or (ii) deficiencies that may lead to potential findings.

Timeframe for Corrective Actions

- (b) For Level 3, the auditor may grant up to three months for the corrective actions to be implemented however, not all Level 3 finding will necessarily warrant corrective actions and therefore may be closed based on the aerodrome operator's acknowledgement.
- (c) 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.
- (d) In addition to the above, the auditor shall always analyse the audit report and establish the following before presenting the final report:
- (i) Is the deficiency an isolated error or a system breakdown?
 - (ii) Is the aerodrome operator already aware of the problem?
 - (iii) Has the deficiency been reported during previous audits?
 - (iv) Can the corrective action rectify the problem before the report is prepared? If this is the case, it shall still be raised as a finding.

3.4.6. Phase 6 - The Closing Meeting

The purpose of the Closing Meeting is to ensure the following is established:

- (a) To continue the communication process with the aerodrome operator's management and to feedback the results of the audit, together with any conclusions reached.
- (b) To ensure that the aerodrome operator's management is aware of and fully understand the findings and associated implications, and what they need to do next.
- (c) To mark the end of phases 4 and 5.

The auditor shall use the cover the following items during the Closing Meeting:

- (a) Explain the purpose of the meeting including the objective and scope of the audit, for the benefit of any participants who may not have been at the opening meeting.
- (b) Thank the aerodrome operator for its cooperation, hospitality, provision of facilities and professional manner in which it participated in the audit process (as appropriate).
- (c) The findings shall then be presented and accepted/rejected by the aerodrome operator if they are justified and documented.
- (d) The auditor shall allow for some discussion on corrective actions of findings in order these are clear.
- (e) If the findings are of significant nature, the auditor shall not leave the aerodrome operator's offices without a firm commitment from the aerodrome operator's management as to when the corrective actions shall be addressed to Brunei DCA.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

- (f) The auditors shall try not to become involved in a debate on findings, but shall advise the organisation that these conclusions shall be followed by a notification of audit findings.

3.4.7. Phase 7 - Notification of Audit Findings

The Brunei DCA shall provide the organisation with a formal report no later than 10 working days from the last day of the audit unless there is a Level 1 finding, in which case the report shall be raised as soon as possible but in no more than 3 working days from the date of detection.

The lead auditor shall complete the audit report. The following conditions shall be observed:

- (a) All audit reports shall include a completed Aerodrome Audit Report (ADR 004)
- (b) Where an audit involves assessments over multiple disciplines, a single, consolidated report should be raised.
- (c) Audit reports shall include an audit summary briefly explain the scope of the audit, its purpose, the location, the number of findings, the general impression, positive points etc.
- (d) The date of a finding in the report shall reflect the actual date when the finding was discovered.
- (e) Findings shall be recorded in order of severity.
- (f) Each finding shall have a response based on the level of the finding and/or auditor's recommendation.
- (g) The audit report shall be endorsed and dated by the auditor.
- (h) The report is confidential and then it shall not be distributed to a third party without permission from management.

3.4.8. Phase 8 - Corrective Actions

Depending upon the nature and level of the findings, it is very important for the aerodrome operator to submit an action plan for corrective actions along with the root cause. A plan for corrective actions is a set of actions taken to immediately rectify the finding including preventive actions to ensure no new occurrence.

Once the proposed plan is received, the auditor may either accept or request further corrective actions even if a presentation of evidences from the operator is required. If additional information is required by from the aerodrome operator the auditor may extend the deadline of the action.

3.4.9. Phase 9 – Follow-up Actions

Follow-up is required prior to the closure of the audit to verify that all proposed corrective actions are implemented. The auditor may plan a follow-up audit to verify that the corrective actions are satisfactory completed. The results of the follow-up audit shall be recorded.

The auditor may hold face-to-face review meetings with the aerodrome operator to ensure timely follow-up on the corrective actions. The auditor will keep records of these meetings.

Whenever an audit finding has not been actioned within the time limit specified, the auditor shall attempt to determine the reason. If there is no acceptable reason for the delay, the auditor shall refer the matter to management for action.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

If there is no response further to management intervention then the matter may be considered in the context of enforcement action.

3.4.10. Phase 10 – Records

The auditor is responsible for ensuring that records for the audit are appropriately recorded.

3.4.11. Phase 11 - Closure of the Audit

When the corrective actions are found acceptable this should be documented and the audit is considered closed. The auditor shall notify the aerodrome operator when the audit is closed.

3.5. **Regulatory Surveillance and Enforcement**

Auditors must be aware of the relationship between audit and enforcement action. During the course of an audit when an auditor discovers a finding which may result in enforcement action, the enforcement procedures should be consulted.

3.6. **Report of Finding following a Regulatory Amendment**

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 audit 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 shall follow-up to close the finding.

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

Appendix A Example of Aerodrome Certificate



Negara Brunei Darussalam Brunei Department of Civil Aviation

Aerodrome Certificate

[Insert Aerodrome Name e.g *Brunei International Airport*]

Certificate Reference: [Insert reference code e.g *BN: WBSB-001*]

Pursuant to Brunei Aviation Requirement BAR 14 Volume I / II * (*delete as appropriate*) of Brunei Darussalam Ministry of Transport and Infocommunications and subject to the conditions specified below, the Brunei Department of Civil Aviation hereby certifies that:

Aerodrome Organisation Name

Address Line 1

Address Line 2

Post Code

Country

is authorised to operate [Insert Aerodrome Name e.g *Brunei International Airport*] in accordance with the provisions of Brunei Aviation Requirement BAR 14 Volume I/II, the aerodrome certification bases, the terms of the certificate and the aerodrome manual.

This certificate shall remain valid for an unlimited duration, unless it is surrendered or revoked.

Date of original issue: ***DD Month YYYY***

Signed:

For the Brunei DCA

Document	ADR 012 Aerodrome Certification Manual	
Version	ADR 012 Issue 1	

Terms of the Certificate

Certificate Reference	[Enter Reference to match front reference]
Aerodrome Name and ICAO location indicator	
Conditions to operate	
Runway declared distances Runway designator, TORA, TODA, ASDA, LDA, in metres for each runway, including intersection take-off if applicable. This will include any FATO required for Heliports	
Types of Approaches	
Aerodrome reference code	
Scope of aircraft operations requiring a higher aerodrome reference code letter	
Rescue and fire fighting level of service	
Other	
Key Personnel / Post-Holders	