

|                   |                                                           |                              |
|-------------------|-----------------------------------------------------------|------------------------------|
| <b>Procedure</b>  | <b>Brunei DCA</b>                                         |                              |
|                   | <b>Flight Operations Section</b>                          |                              |
|                   | <b>Section 3 – AOC Oversight</b>                          |                              |
|                   | Revision No: <b>07</b>                                    | Date: <b>01 October 2026</b> |
| <b>OPS 310(C)</b> | Procedure Owner: <b>Head of Flight Operations Section</b> |                              |

**APPLICATION FOR AN AIR OPERATORS CERTIFICATE  
OPERATIONS MANUAL (PART C)  
GUIDANCE AND COMPLIANCE CHECKLIST**

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

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

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

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

If the applicant wishes to deviate in any way to the AMC, they will need to apply to the Brunei DCA for an Alternative Means of Compliance (AltMoc). For additional information regarding the AltMoc process, please refer to Brunei DCA Form OPS403A.

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

|                                                                  |                              |                                                                                                                                                                                                                                       |
|------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AOC No:</b>                                                   |                              | The Compliance Statement should be completed for each individual part of the Operations Manual. The completed statement should be sent to<br><br><a href="mailto:flightops.regulatory@dca.gov.bn">flightops.regulatory@dca.gov.bn</a> |
| <b>Operations Manual (OM) Date:</b>                              |                              |                                                                                                                                                                                                                                       |
| <b>(OM) Issue No:</b>                                            |                              |                                                                                                                                                                                                                                       |
| <b>(OM) Revision No:</b>                                         |                              |                                                                                                                                                                                                                                       |
| For DCA use only                                                 |                              |                                                                                                                                                                                                                                       |
| <b>Brunei DCA Inspector Name:</b>                                | <b>Brunei DCA Signature:</b> | <b>Date:</b>                                                                                                                                                                                                                          |
|                                                                  |                              |                                                                                                                                                                                                                                       |
| <b>Satisfactory and Compliant with the relevant requirements</b> |                              | <b>YES / NO</b>                                                                                                                                                                                                                       |

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| <b>OPS 310(C)</b> | <b>Section 3 – AOC Oversight</b>                          |                              |
|                   | Revision No: <b>07</b>                                    | Date: <b>01 October 2026</b> |
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### **OPERATIONS MANUAL – Part C**

**PA = Prior Approval; A = Applicable, NA = Not Applicable; Reference – OM reference; C = Compliant, NC = Not Compliant**

| Item No                                                | Regulatory Reference                               | Item                                                                                                                                                                                       | A/NA | OM Reference | Compliance Criteria                                                                                                                                                                                                                                                                                                                                                     | C/NC | Remarks |
|--------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| 1                                                      | ORO.MLR.100                                        | The operator shall ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are written.            |      |              |                                                                                                                                                                                                                                                                                                                                                                         |      |         |
| 2                                                      | ORO.MLR.100                                        | The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principles.                                                              |      |              |                                                                                                                                                                                                                                                                                                                                                                         |      |         |
| 3                                                      | AMC1 ORO.MLR.100                                   | For the route and aerodrome part of the OM, material produced by the operator may be supplemented with or substituted by applicable route guide material produced by a specialist company. |      |              |                                                                                                                                                                                                                                                                                                                                                                         |      |         |
| <b>ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL</b> |                                                    |                                                                                                                                                                                            |      |              |                                                                                                                                                                                                                                                                                                                                                                         |      |         |
| 4                                                      | AMC3 ORO.MLR.100<br>ORO.GEN.110 (a)<br>ORO.MLR.100 | <u>Introduction</u><br>A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate.                  |      |              | The content of the OM shall reflect the requirements set out in this Part, in Part-CAT, Part-SPA, Part-NCC, Part-SPO and Part-IAM, as applicable, and shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC), the SPO authorisation or the declaration and the list of specific approvals, as applicable. |      |         |
| 5                                                      | AMC3 ORO.MLR.100<br>ORO.GEN.110 (b)                | A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.                                                                      |      |              | Every flight shall be conducted in accordance with the provision of the ops manual.                                                                                                                                                                                                                                                                                     |      |         |
| 6                                                      | AMC3 ORO.MLR.100                                   | Explanations and definitions of terms and words needed for the use of the manual.                                                                                                          |      |              | Definitions to be checked according to Part DEF..                                                                                                                                                                                                                                                                                                                       |      |         |

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## Brunei DCA Flight Operations Section

### OPS 310(C)

#### Section 3 – AOC Oversight

Revision No: **07**

Date: **01 October 2026**

Procedure Owner: **Head of Flight Operations Section**

| Item No | Regulatory Reference                                | Item                                                                                                                                                              | A/NA | OM Reference | Compliance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | C/NC | Remarks |
|---------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| 7       | AMC3 ORO.MLR.100<br>ORO.MLR.100                     | <u>System of amendment and revision</u><br>(a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions.                   |      |              | For amendments required to be notified in accordance with ORO.GEN.115(b) and ORO.GEN.130(c), the operator shall supply the Brunei DCA with intended amendments in advance of the effective date; and<br><br>For amendments to procedures associated with prior approval items in accordance with ORO.GEN.130, approval shall be obtained before the amendment becomes effective.<br><br>When immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for. |      |         |
| 8       | AMC3 ORO.MLR.100<br>ORO.MLR.100                     | A record of amendments and revisions with insertion dates and effective dates.                                                                                    |      |              | The operator shall incorporate all amendments and revisions required by the Brunei DCA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |         |
| 9       | AMC3 ORO.MLR.100<br>ORO.MLR.100                     | A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety. |      |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |         |
| 10      | AMC3 ORO.MLR.100<br>ORO.MLR.100                     | A description of the system for the annotation of pages and their effective dates.                                                                                |      |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |         |
| 11      | AMC3 ORO.MLR.100<br>ORO.MLR.100                     | A list of effective pages or paragraphs.                                                                                                                          |      |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |         |
| 12      | AMC3 ORO.MLR.100<br>ORO.MLR.100                     | Annotation of changes (in text pages and, as far as practicable, on charts and diagrams).                                                                         |      |              | The OM shall be kept up to date. All personnel shall be made aware of the changes that are relevant to their duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |         |
| 13      | AMC3 ORO.MLR.100<br>ORO.MLR.100<br>AMC1 ORO.MLR.100 | Temporary revisions.                                                                                                                                              |      |              | The operator should describe the conditions for temporary revisions including any other information as per applicable requirements from Brunei DCA.                                                                                                                                                                                                                                                                                                                                                                                                                             |      |         |

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Revision No: 07

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| Item No                                                                   | Regulatory Reference                                         | Item                                                                                                                                                                                                                                                                            | A/NA | OM Reference | Compliance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | C/NC | Remarks |
|---------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| 14                                                                        | AMC3 ORO.MLR.100<br>ORO.AOC.150<br>ORO.MLR.100               | A description of the distribution system for the manuals, amendments and revisions.                                                                                                                                                                                             |      |              | <p>The operator shall be capable of distributing operational instructions and other information without delay.</p> <p>All operations personnel shall have easy access to the portions of the OM that are relevant to their duties.</p> <p>The OM shall be kept up to date. All personnel shall be made aware of the changes that are relevant to their duties.</p> <p>Each crew member shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties. Each holder of an OM, or appropriate parts of it, shall be responsible for keeping their copy up to date with the amendments or revisions supplied by the operator.</p> |      |         |
| ROUTE/ROLE/AREA AND AERODROME/OPERATING SITE INSTRUCTIONS AND INFORMATION |                                                              |                                                                                                                                                                                                                                                                                 |      |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |         |
| 15                                                                        | AMC3 ORO.MLR.100                                             | Instructions and information relating to communications, navigation and aerodromes/operating sites including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome/operating site planned to be used, including the following: |      |              | <u>Using an isolated aerodrome as destination aerodrome for operations with aeroplanes requires prior approval</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |         |
| 16                                                                        | AMC3 ORO.MLR.100<br>CAT.OP.MPA.145                           | (a) minimum flight level/altitude;                                                                                                                                                                                                                                              |      |              | <p>Definition of minimum flight level and minimum flight altitude as per ICAO Annex 2.</p> <p>Usually, it is the highest of MGA, MEA or the minimum available in the class of airspace in which the aircraft is operating.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |
| 17                                                                        | AMC3 ORO.MLR.100<br>CAT.OP.MPA.110<br>AMCs<br>CAT.OP.MPA.110 | (b) operating minima for departure, destination and alternate aerodromes;                                                                                                                                                                                                       |      |              | <p>Take-off minima and landing minima should be considered.</p> <p>AMCs provide details regarding the minima to be fulfilled.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |         |
| 18                                                                        | AMC3 ORO.MLR.100                                             | (c) communication facilities and navigation aids;                                                                                                                                                                                                                               |      |              | For each route/area flown, a description of the communication facilities and navigation aids should be done.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |         |

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Revision No: **07**

Date: **01 October 2026**

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| Item No | Regulatory Reference                                                     | Item                                                                                                                                                                                    | A/NA | OM Reference | Compliance Criteria                                                                                                                                                                                                                                   | C/NC | Remarks |
|---------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| 19      | AMC3 ORO.MLR.100                                                         | (d) runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities;                                                                                        |      |              |                                                                                                                                                                                                                                                       |      |         |
| 20      | AMC3 ORO.MLR.100<br>CAT.OP.MPA.125<br>CAT.OP.MPA.130<br>CAT.OP.MPA.131   | (e) approach, missed approach and departure procedures including noise abatement procedures;                                                                                            |      |              |                                                                                                                                                                                                                                                       |      |         |
| 21      | AMC3 ORO.MLR.100                                                         | (f) communication-failure procedures;                                                                                                                                                   |      |              | For each route/area flown, a description of the communication failure procedures should be done.                                                                                                                                                      |      |         |
| 22      | AMC3 ORO.MLR.100<br>CAT.GEN.MPA.180                                      | (g) search and rescue facilities in the area over which the aircraft is to be flown;                                                                                                    |      |              |                                                                                                                                                                                                                                                       |      |         |
| 23      | AMC3 ORO.MLR.100                                                         | (h) a description of the aeronautical charts that should be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity; |      |              |                                                                                                                                                                                                                                                       |      |         |
| 24      | AMC3 ORO.MLR.100                                                         | (i) availability of aeronautical information and MET services;                                                                                                                          |      |              |                                                                                                                                                                                                                                                       |      |         |
| 25      | AMC3 ORO.MLR.100                                                         | (j) en-route communication/navigation procedures;                                                                                                                                       |      |              |                                                                                                                                                                                                                                                       |      |         |
| 26      | AMC3 ORO.MLR.100<br>ORO.FC.105(b)(2);(c)<br>AMC1<br>ORO.FC.105(b)(2);(c) | (k) aerodrome/operating site categorisation for flight crew competence qualification;                                                                                                   |      |              | The operations manual should describe the method of categorisation of aerodromes and provide a list of those aerodrome categorised as B or C.<br>All aerodromes to which an operator operates should be categorised in one of these three categories: |      |         |

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| Item No | Regulatory Reference                                                     | Item                                                | A/NA | OM Reference | Compliance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | C/NC | Remarks |
|---------|--------------------------------------------------------------------------|-----------------------------------------------------|------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| 26 A    | AMC3 ORO.MLR.100<br>ORO.FC.105(b)(2);(c)<br>AMC1<br>ORO.FC.105(b)(2);(c) | Aerodrome categorisation<br>Continuation of item 26 |      |              | (i) category A - an aerodrome that meets all the following conditions:<br><br>(A) a straight-in 3D instrument approach procedure with a glide path angle of not more than 3.5 degrees to each runway expected to be used for landing;<br><br>(B) at least one runway with no performance-limited procedure for take-off and/or landing, such as no requirement to follow a contingency procedure for obstacle clearance in the event of an engine failure on take-off from any runway expected to be used for departure; and<br><br>(C) night operations capability. |      |         |

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| Item No | Regulatory Reference                                                     | Item                                                | A/NA | OM Reference | Compliance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | C/NC | Remarks |
|---------|--------------------------------------------------------------------------|-----------------------------------------------------|------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| 26 B    | AMC3 ORO.MLR.100<br>ORO.FC.105(b)(2);(c)<br>AMC1<br>ORO.FC.105(b)(2);(c) | Aerodrome categorisation<br>Continuation of item 26 |      |              | <p>(ii) category B - an aerodrome that does not meet the category A conditions or which requires extra considerations due to:</p> <p>(A) non-standard approach aids and/or approach patterns, such as restrictions on the availability of straight-in instrument approach procedures;</p> <p>(B) unusual local weather conditions, such as environmental features that can give rise to turbulence, windshear or unusual wind conditions;</p> <p>(C) unusual characteristics or performance limitations, such as unusual runway characteristics in length, width, slope, markings or lighting that present an atypical visual perspective on approach;</p> <p>(D) any other relevant considerations, including obstructions, physical layout, lighting, etc., such as restrictions on circling in certain sectors due to obstacles in the circling area;</p> <p>(E) training or flight crew experience requirements stipulated by the competent authority responsible for the aerodrome that do not include instruction in an FSTD or visiting the aerodrome.</p> |      |         |
| 26 C    | AMC3 ORO.MLR.100<br>ORO.FC.105(b)(2);(c)<br>AMC1<br>ORO.FC.105(b)(2);(c) | Aerodrome categorisation<br>Continuation of item 26 |      |              | <p>(iii) category C - an aerodrome:</p> <p>(A) that requires additional considerations to those of a category B aerodrome;<br/>or</p> <p>(B) for which flight crew experience or qualification requirements stipulated by the competent authority responsible for the aerodrome include instruction in an FSTD or visiting the aerodrome.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |         |

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| Item No                        | Regulatory Reference                                                     | Item                                                                                                                                                                                                                                                                                                                                           | A/NA | OM Reference | Compliance Criteria                                                                                                                                                                                                                                                                                                                                        | C/NC | Remarks |
|--------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| 26<br>cont                     | AMC3 ORO.MLR.100<br>ORO.FC.105(b)(2);(c)<br>AMC1<br>ORO.FC.105(b)(2);(c) | Aerodrome categorisation<br>Continuation of item 26                                                                                                                                                                                                                                                                                            |      |              | Offshore installations may be categorised as category B or C aerodromes, taking into account the limitations determined in accordance with AMC1 SPA.HOFO.115 'Use of offshore locations'. For details on "Prior to conducting operations to Category B or Category C aerodromes", please refer to AMC1 ORO.FC.105(b)(2);(c) for the relevant requirements. |      |         |
| 27                             | AMC3 ORO.MLR.100<br>CAT.OP.MPA.105                                       | (I) special aerodrome/operating site limitations (performance limitations and operating procedures, etc.).                                                                                                                                                                                                                                     |      |              | For category B and C aerodromes, a specific briefing should be developed addressing:<br>Generalities related to the aerodrome<br>Special requirements (training, etc.)<br>Operational restrictions/limitations<br>Operating procedures                                                                                                                     |      |         |
| <b>SET-IMC - LANDING SITES</b> |                                                                          |                                                                                                                                                                                                                                                                                                                                                |      |              |                                                                                                                                                                                                                                                                                                                                                            |      |         |
| 28                             | AMC3 ORO.MLR.100                                                         | Information related to landing sites available for operations approved in accordance with Subpart L (SET-IMC) of Annex V (Part-SPA) to Regulation (EU) No 965/2012, including:<br>(a) a description of the landing site (position, surface, slope, elevation, etc.);<br>(b) the preferred landing direction; and<br>(c) obstacles in the area. |      |              | See also the CAT SET-IMC checklist                                                                                                                                                                                                                                                                                                                         |      |         |

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Procedure Owner: **Head of Flight Operations Section**

#### Compliance statement by the Nominated Person responsible for producing the operations manual

I hereby confirm that the operations manual has been satisfactorily prepared and reflects the requirements set out in the applicable regulations and the scope of the intended operation. The operations manual complies with applicable regulations, and meets the certification conditions and approved operations specifications

|                          |  |
|--------------------------|--|
| Name of Nominated Person |  |
| Signature                |  |
| Date                     |  |

#### Compliance statement by the Compliance Monitoring Manager

I hereby verify that the operations manual has been satisfactorily prepared and reflects the requirements set out in the applicable regulations and the scope of the intended operation.

|                                       |  |
|---------------------------------------|--|
| Name of Compliance Monitoring Manager |  |
| Signature                             |  |
| Date                                  |  |

#### Compliance statement by the Accountable Manager

I hereby confirm that the operations manual has been satisfactorily prepared and reflects the requirements set out in the applicable regulations and the scope of the intended operation. I understand that if the operations manual does not comply with the applicable requirements this may delay the AOC application time frames if applicable.

|                             |  |
|-----------------------------|--|
| Name of Accountable Manager |  |
| Signature                   |  |
| Date                        |  |

|                   |                                                                   |                              |
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| <b>Procedure</b>  | <div>Brunei DCA</div> <div><b>Flight Operations Section</b></div> |                              |
| <b>OPS 310(C)</b> | <b>Section 3 – AOC Oversight</b>                                  |                              |
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Additional OPS310(C) references

Use these references with the Part C checklist where applicable to the approved scope of operation.

**Operational information sources**

Operator's Flight Guide; Enroute Charts; Aerodrome Charts; Decompression Procedure Charts

**Flight crew and document carriage**

ORO.FC.105; AMC1 ORO.FC.105(b)(2);(c); CAT.GEN.MPA.180 (a) (12)

**Aeroplane performance**

CAT.POL.A.245; CAT.POL.A.250; CAT.POL.A.255; CAT.POL.A.345; CAT.POL.A.350; CAT.POL.A.355

**Performance based navigation**

SPA.PBN.100; GM1 SPA.PBN.100; SPA.PBN.105; AMC1 SPA.PBN.105(d); AMC2 SPA.PBN.105(d); AMC3 SPA.PBN.105(d); AMC1 SPA.PBN.105(f)

**Minimum navigation performance specifications**

SPA.MNPS.100; GM1 SPA.MNPS.100; SPA.MNPS.105; AMC1 SPA.MNPS.105

**Reduced vertical separation minima**

SPA.RVSM.100; SPA.RVSM.105; AMC1 SPA.RVSM.105; AMC2 SPA.RVSM.105; GM1 SPA.RVSM.105(d)(9); SPA.RVSM.110; AMC1 SPA.RVSM.110(a); SPA.RVSM.115; UK CAA CAP 793

**SET IMC applicability**

For Brunei applications, the landing-site information in item 28 is assessed in accordance with the applicable Subpart L SET-IMC of Part-SPA to BAR 6. Retain the description of each landing site (position, surface, slope and elevation), preferred landing direction and obstacles in the area.