

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	



BRUNEI DEPARTMENT OF CIVIL AVIATION
MINISTRY OF TRANSPORT & INFOCOMMUNICATIONS
NEGARA BRUNEI DARUSSALAM
www.dca.gov.bn

BRUNEI AVIATION REQUIREMENTS

BAR 8 – PART 26 GENERAL REQUIREMENTS FOR AIRWORTHINESS – VOLUME 2 – ADVISORY CIRCULARS

Version 02

Date: 19 September 2026

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

AMENDMENTS

VERSION	DATE	REASON FOR CHANGE / REMARKS
01	01 February 2017	Initial Revision
02	19 September 2026	Revision to the Control of this Document and introductory provisions to: • Reflect the Civil Aviation Act and Civil Aviation Regulations (CAP 290), as amended; • Clarify the authority, applicability and scope of Volume 2; • Clarify that the Advisory Circulars constitute guidance material supporting implementation of the applicable Brunei Aviation Requirements; and • Update the Ministry name and Brunei DCA website address. Revision to BAR AC-01 – Maintenance Programme Guidance to: • Update the maintenance programme application and amendment arrangements; • Revise the model Maintenance Programme Preface and certification statement; • Revise the standard permitted variations to maintenance periods; and • Expand the additional Brunei DCA maintenance requirements, including specific operational approvals, flight recorder systems, Mode S transponder addressing, in-flight entertainment systems and identification of critical maintenance tasks. Revision to BAR AC-03 – Human Factors in Airworthiness to: • Align human factors and safety training guidance with GM2 CAMO.A.305(g) of BAR 8 Part-CAMO; and • Align Fuel Tank Safety training guidance with Appendix XII to AMC1 M.B.102(c) of BAR 8 Part-M. Revision to BAR AC-07 – Maintenance Contracts to: • Replace obsolete Part-M Subpart G references with BAR 8 Part-CAMO requirements; and • Revise the maintenance-contract guidance covering scope of work, subcontracting, airworthiness data, responsibilities, records, occurrence reporting, work planning and monitoring of contracted maintenance.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

		Comprehensive revision to BAR AC-11 – Guidance on Applying for a BAR 8 Part-CAMO Approval to: • Replace the previous Part-M Subpart G application guidance; • Introduce the five-phase certification and variation processes; • Provide guidance on formal applications, compliance statements, CAME preparation, nominated persons, management systems, associated continuing-airworthiness arrangements, demonstration and inspection, findings closure and approval issue; • Provide recommended processing targets and arrangements for inactive applications; and • Introduce applicant submission registers, readiness checklists and supporting evidence indexes. Revision to BAR AC-12 – Implementation of Article 83 bis to: • Withdraw the existing Advisory Circular pending completion of Brunei DCA's review of the applicable regulatory framework; and • Direct users to Aviation Safety Circular 04/2026 for the current implementation status. Revision to BAR AC-14 – Safety Critical Maintenance Tasks to: • Align the guidance with AMC1 and AMC2 to M.A.402(h) of BAR 8 Part-M; and • Correct paragraph numbering and associated regulatory references. Comprehensive revision to BAR AC-15 – Return to Service of Aircraft Items Removed from Unserviceable Aircraft or Recovered from Aircraft Involved in Accidents or Incidents to: • Align the guidance with ICAO Doc 9760 and USOAP-CMA PQ 5.253; • Establish responsibilities for owners, operators, salvage holders, approved maintenance organisations, CAMOs and installers; • Introduce controls for records review, controlled removal, positive identification, quarantine, chain of custody, condition assessment and maintenance; • Clarify the additional assessment required for items recovered from accident or incident aircraft; • Establish authorised release, receiving inspection, rejection and scrapping criteria; and • Introduce a recommended assessment process and minimum item-assessment checklist.
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Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

		Revision to BAR AC-16 to: • Change the title from “The Problem of Bogus Parts” to “Suspected Unapproved Parts”; and • Update applicable Part-CAMO, occurrence-reporting and regulatory references. Comprehensive revision to BAR AC-21 – Model CAME and User Guide for a BAR 8 Part-CAMO Organisation to: • Replace the previous example Part-M CAME with a BAR 8 Part-CAMO model exposition and user guide; • Align the model with BAR 8 Part-CAMO, Part-M and applicable AMC and GM; • Introduce document-control, customisation, compliance-mapping and approval instructions; • Provide model procedures for continuing-airworthiness management, management systems, contracted maintenance and airworthiness reviews; and • Incorporate interfaces with BAR 6 operational approvals, MEL/RIE, operationally derived equipment, flight recorder systems and mass-and-balance control. Introduction of BAR AC-22 – Disposal of Scrapped Aircraft Parts and Appliances: • Providing guidance on the responsibilities, identification, segregation, control, mutilation, marking and disposal of scrapped aircraft parts and materials to prevent their misrepresentation or re-entry into service. • The AC also addresses parts retained for legitimate non-flight use, applicable enforcement provisions, compliance with relevant Laws of Brunei concerning safety, environmental protection and hazardous waste, and the disposal of unsalvageable items covered under BAR AC-15. Introduction of BAR AC-23 – Guidance for Applicants on the Acceptance of Nominated Persons to: • Provide industry guidance based on AIR B003; • Define the nominated persons and management positions covered; • Specify application packages and supporting evidence; • Provide general and function-specific suitability criteria for Part-CAMO and Part-145 personnel; • Address Airworthiness Review Personnel, combined
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Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

		functions, independence and conflicts of interest; and • Describe the application, assessment, acceptance and continued-suitability processes. General amendments throughout the document to: • Align terminology and references with BAR 8 Part-CAMO and the revised BAR framework; • Update references to the Civil Aviation Regulations (CAP 290), BAR 13 and applicable AMC and GM; • Update the Table of Contents and document references; and • make minor typographical, numbering and formatting corrections.
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BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Table of Contents

AMENDMENTS	2
Table of Contents	6
Control of this Document	7
ICAO Compliance Statement	8
BAR AC-01 Maintenance Programme Guidance	9
BAR AC-02 MMELs and MELs	35
BAR AC-03 Human Factors in Airworthiness	43
BAR AC-04 Maintenance Error Management Systems	49
BAR AC-05 Quality Systems in Airworthiness	57
BAR AC-06 Accountable Managers	60
BAR AC-07 Maintenance Contracts	65
BAR AC-08 Battery Charging Facilities	70
BAR AC-09 Aircraft Equipment and Installation Criteria	77
BAR AC-10 Aircraft Field Loadable Software (FLS) & Database Field Loadable Data (DFLD)	79
BAR AC-11 Guidance on applying for BAR 8 Part-CAMO Approval	91
BAR AC-12 Implementation of Article 83bis	114
BAR AC-13 Maintenance Data Control	115
BAR AC-14 Safety Critical Maintenance Tasks	121
BAR AC-15 Return to Service of Aircraft Items Removed from Unserviceable Aircraft or Recovered from Aircraft Involved in Accidents or Incidents	123
BAR AC-16 Suspected Unapproved Parts	131
BAR AC-17 Non Destructive Inspections	135
BAR AC-18 Vibration Health Monitoring (VHM)	136
BAR AC-19 Approval, Operational Serviceability and Readout of Flight Data Recorder and Cockpit Voice Recorder Systems Introduction	137
BAR AC-20 Example BAR 8, Part 145 MOE	138
BAR AC-21 Model CAME and User Guide for A BAR 8 Part-CAMO	139
BAR AC-22 Disposal of Scrapped Aircraft Parts and Appliances	236
BAR AC-23 Guidance for Applicants on the Acceptance of Nominated Persons	239

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Control of this Document

DC.1 Introduction

- DC.1.1 Pursuant to Civil Aviation Act and the Civil Aviation Regulations (CAP 290) and their subsequent amendments, the following Advisory Circulars are hereby established for use by all persons concerned.

The individual Advisory Circulars are consolidated and published as Volume II to the BAR 8, Part-26 which supports the implementation of all BARs under Airworthiness regulatory framework. This BAR constitute the technical guidance material promulgated under ICAO Critical Element 5 (CE-5), serving to facilitate industry implementation of and compliance with the specific operating regulations prescribed in the Brunei Aviation Requirements.

DC.2 Authority for this Requirement

- DC.2.1 This BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars is issued on the authority of the Director of Civil Aviation.

DC.3 Applicability

- DC.3.1 This BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars is applicable to the aviation industry of Brunei Darussalam to all aircraft registered under Brunei Civil Aircraft Registry (“V8-”) excepting meteorological pilot balloons used exclusively for meteorological purposes, unmanned free balloons without a payload and a Remotely Piloted Aircraft Systems (RPAS).

DC.4 Scope

- DC.4.1 This advisory circulars contains materials to facilitate the industry on the basic requirements and processes to be met for civil aviation in Brunei Darussalam. The advisory circulars are addressing the guidance to achieve the compliance to the following BARs:

BAR 8 Part-21 Certification of Aircraft Parts and Appliances

BAR 8 Part-M Continuing Airworthiness Requirements

BAR 8 Part-CAMO Continuing Airworthiness Management Organisation

BAR 8 Part-145 Maintenance Organisation Approvals

BAR 8 Part-26 General requirements for Airworthiness

- DC.4.2 Notwithstanding the requirements in the above BARs, this advisory circulars should be used as a guidance to meet the applicable requirements in BARs. When in doubt, Brunei DCA are to be consulted prior to its application.

DC.5 Definitions

- DC.5.1 Terms not defined within this document shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

ICAO Compliance Statement

ICAO compliance statement to BAR 8 Part 26 General Requirements for Airworthiness

- (a) As a contracting State to ICAO, Brunei DCA has to ensure that it acts consistently with the obligations placed on the State of Brunei under the Convention on International Civil Aviation (Chicago Convention) of December 1944.
- (b) This document is published in support of Brunei DCA's discretionary powers contained in the Civil Aviation Act and Civil Aviation Regulations (CAP290) and includes requirements based on certain International Standards and Recommended Practices (SARPs) contained in Annexes to the Chicago Convention and the relevant ICAO Docs.
- (c) It is the policy of Brunei DCA to have reference to this document when exercising the discretionary powers referred to above and, in particular, it will exercise those powers to ensure the effective implementation of any such requirements based on SARPs.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-01 Maintenance Programme Guidance

1. Introduction

- 1.1. This Advisory Circular provides guidance for the development and submission for approval of an aircraft Maintenance Programme to the Brunei DCA
- 1.2. It is the responsibility of the Brunei DCA to ensure that aircraft on its register are effectively maintained in an airworthy condition. The Brunei DCA approval of the Maintenance Programme provides a mechanism to record minimum standards of airworthiness that the owner/operator must comply with.
- 1.3. An Approved Maintenance Programme (AMP) will be the source of all scheduled inspections, relevant controls and supporting data. The Maintenance Programme should always be active (subject to at least an annual review by the CAMO and amendment) and utilised which enables effective maintenance to be carried out in a logical, concise, clear and controllable manner.
- 1.4. Some of the subject material in this document may not be 'applicable' to a particular aircraft. This can only be confirmed by carrying out a detailed assessment as the aircraft may be affected by subsections of a larger section. Caution should be exercised before assuming that a subject or a subpart of this guidance is considered 'not applicable'.

2. References

ICAO Annex 6
ICAO Annex 8
ICAO Doc 9760
BAR 8, Part M, M.A.302

3. Application for approval

- 3.1. Initial application for approval of a Maintenance Programme should be made to the Brunei DCA on an AIR Form 981 requesting a formal application reference. Details to be provided should include:
 - (a) Owner/s or operator/s name, address and contact details
 - (b) Aircraft type and registration number
- 3.2. On receipt and acceptance of the application, the Brunei DCA will record the application and provide a unique reference number. All further correspondence and supporting documentation must make reference to the unique reference number.

4. Application Liaison

During the application process, the applicant should provide details to the Brunei DCA of a suitable person/s or Continuing Airworthiness Management Organisation (CAMO) who shall be responsible for the initial and subsequent development and control of the programme; this should include ensuring that the programme is suitably amended following regular and annual reviews.

5. Maintenance Programme Presentation

- 5.1. The applicant should review this guidance material, complete the AIR Form 981 application form and submit it together with the following:
 - (a) A draft maintenance programme

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (b) Completed compliance document
- (c) Additional supporting documentation in support of the application
- (d) Payment of the appropriate application fee

Note: The Maintenance Programme can be submitted in hard copy, or electronic format.

- 5.2. The aircraft Maintenance Programme should contain a preface developed in line with the guidance of Appendix A. The objective of the preface is to record the process of controls and explanations of the Maintenance Programme contents.
- 5.3. Where the aircraft Maintenance Programme relies on other published documentation, references should be made to this documentation and, if requested, copies of this supporting documentation should be made available to the Brunei DCA.
- 5.4. The person/s or organisation nominated in paragraph 4 should have in place an appropriate subscription service to ensure any revisions made to the Maintenance Planning Document (MPD) or Chapter 5 inspection requirements are received for analysis to establish applicability and an effective inspection regime.
- 5.5. The manufacturer's Standard Maintenance Practices (SMP), also referred to as manufacturer's maintenance rules, describe the inspection philosophy of the manufacturer.
- 5.6. These must be included and should become part of the introduction section of the Maintenance Programme. Where the manufacturer has not adequately defined an SMP, the applicant should provide for acceptable standards derived from typical and relevant data. This material should be made available to the Brunei DCA.
- 5.7. The MP shall be produced in the English language in a format that is readily understandable to maintenance personnel.

6. Maintenance Programme Basis

- 6.1. The Maintenance Programme is usually based upon the MRB report, the TC holder's maintenance planning document or Chapter 5 of the maintenance manual (the manufacturer's recommended maintenance programme).
- 6.2. The structure and format of these maintenance recommendations may be rewritten by the person/s or approved organisation nominated in paragraph 4 to better suit the operation and thereby establish control of the maintenance programme.
- 6.3. For a newly type-certificated aircraft for which no previously approved maintenance programme exists it will be necessary for the owner or nominated CAMO to comprehensively appraise the manufacturer's recommendations (and the MRB report where applicable), together with other airworthiness information, in order to produce a realistic programme for approval.
- 6.4. In such circumstances it is important to continually monitor the effectiveness of the Maintenance Programme when limited operational/inspection data is available.
- 6.5. For existing aircraft types the operator can make comparisons with previously approved maintenance programmes; however it should not be assumed that a

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

previously approved maintenance programme for one operator is automatically approved for another.

- 6.6. An evaluation should be made of the aircraft utilisation, flight hours, cycles/landings, equipment fit and, in particular, the experience of the owner or approved organisation when assessing an existing programme.
- 6.7. Where the authority considers the proposed Maintenance Programme as not acceptable in its current form, the authority should request appropriate changes such as additional maintenance tasks or de-escalation of check frequencies as necessary.

7. Applicability

- 7.1. It is acceptable to maintain more than one aircraft to the same Maintenance Programme. Typically one operator responsible for the Maintenance Programme would maintain several aircraft in an airworthy condition. The advantages of this would be: fleet optimisation, reliability data gathering and balancing scheduled maintenance tasks such as optimising engine life. In this case each individually registered aircraft would be listed on the programme under registration number.
- 7.2. If more than one aircraft of the same type is placed on a programme, a comparison check will be necessary. This will then be recorded in a supplemental section of the Maintenance Programme and utilised to identify the differences. Reference to the supplement must be clearly identified in the contents and introduction sections of the Maintenance Programme.
- 7.3. It is important if more than one aircraft is to be maintained to the same Maintenance Programme that the applicant liaises closely with the Brunei DCA in order to obtain an early agreement in principle prior to developing the actual Maintenance Programme.

8. Maintenance Programme Approval

- 8.1. The Brunei DCA will only indicate approval of a Maintenance Programme in writing quoting a unique reference number. This reference will normally be issued following a review and acceptance of the initial application. At this stage the approval is considered pending and is identified by the addition of a suffix 'P' to the allocated reference number.
- 8.2. On satisfactory completion of an investigation, the Brunei DCA will provide a formal approval letter that may include conditions and/or limitations. The approval reference should be incorporated in the front section of the Maintenance Programme including any correspondence associated with the Maintenance Programme.

9. Maintenance Programme Amendments

- 9.1. Amendments to the approved maintenance programme shall not be incorporated until approved by the Brunei DCA when satisfied with the content and applicability of all amendments. Applicable supporting information should be supplied to the Brunei DCA to assist in this process.
- 9.2. Application for amendment approval should be made using the AIR Form 981 submission form of this document.

(Note: Forms are available on the Brunei DCA website www.dca.gov.bn/forms).

10. Regular and Annual Reviews

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 10.1. The maintenance programme should be reviewed annually by the CAMO or the owner. All supporting documents that have been referenced in the Maintenance Programme should be considered during the annual review.
- 10.2. For aircraft subject to reliability analysis, the Maintenance Programme review should be conducted at intervals commensurate with the reliability programme.
- 10.3. In order to meet the requirements of BAR 8, Part M It is the responsibility of the nominated person/organisation identified in para 4 to ensure that instructions for continued airworthiness with regard to mandatory and non-mandatory requirements, incorporated design changes (modifications and repairs) and any requirements deemed necessary by the Brunei DCA are evaluated for applicability. Once evaluated, suitable amendments to the Maintenance Programme must be developed and approved.
- 10.4. Regular and annual reviews of the maintenance Programme shall as a minimum include the following items:
 - (a) Applicable Mandatory Directives
 - (b) Applicable evaluations of reliability analysis
 - (c) Operational issues
 - (d) Maintenance findings
 - (e) Type Certificate holder's recommendations
 - (f) Revisions to the MRB report
 - (g) Revisions to Chapter 5 Maintenance Manual
 - (h) Applicable Supplemental Type Certificate Holders' revisions to instructions for continued airworthiness
 - (i) Aircraft utilisation (hours/cycles etc)
 - (j) Changes to aircraft operational utilisation (type of operation and climatic conditions)
 - (k) Review of aircraft and equipment life limits
 - (l) Review of Corrosion Prevention Control Programme (CPCP) tasks and findings
- 10.5. If the aircraft or its engines are not supported by a manufacturer's Reliability programme, because the aircraft is below a particular weight category, reviews of pilot reports (PIREPS), component removal, TBO, MEL usage, defect worksheets, MORs or ASRs for trends or patterns should be undertaken.
- 10.6. The person or organisation responsible for the Maintenance Programme should maintain records of all applicable continued airworthiness information. Following a review of this information, records should be maintained of technical justification supporting the amendment decisions for both inclusion and non-inclusion in the Maintenance Programme.

11. Human Performance

Consideration should be given to human performance, document format and user defined functions within the maintenance programme such as:

- (a) Maintenance Planning:

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Data required to effectively produce maintenance inputs including the arrangement of inspections in a manner that avoids conflict of inspection/maintenance activities, typically known as task orientation.

(b) Mandatory Inspection Tasks:

Ensuring maintenance planning personnel have clear visibility of such tasks preventing any unauthorised escalation.

(c) Required Reporting:

Tasks associated with reporting such as SSID are readily identified.

(d) Critical Task Controls:

Ensuring tasks that are critical in nature are planned and allocated in a segregated manner that prevents the possibility of multiple error maintenance.

(e) Maintenance Resource Planning:

Tasks requiring specialised tooling and or techniques are readily identified with reference to required resources.

12. Pre-Flight inspections

- 12.1. The Maintenance Programme should identify inspection tasks requiring a Certificate of Release to Service. Normally Pre-Flight inspection tasks do not require the issue of a Certificate of Release to Service. Pre-flight inspections can vary between aircraft manufacturers, therefore it is important when determining the content of a pre-flight inspection to consider whether the inspection tasks require a Certificate of Release to Service.
- 12.2. Pre-Flight inspection tasks should remain part of the Maintenance Programme in order to control their effectiveness.
- 12.3. A maintenance task requiring a release to service is normally identified by the aircraft manufacturer. Where this is not clear or is ambiguous, contact should be made with the Brunei DCA to establish when a particular maintenance task requires a Certificate of Release to Service.

13. Migrating Aircraft between Maintenance Programmes (Bridging)

- 13.1. When transferring an aircraft between Maintenance Programmes, the transfer should be carried out in a controlled manner which is also approved by the Brunei DCA.
- 13.2. A 'bridging check' should be determined and form the basis of the technical justification required by the Brunei DCA for their approval of the aircraft transfer.
- 13.3. A 'bridging check' is not in itself a maintenance package; it is the result of a detailed analysis of the transfer aircraft maintenance history in relation to the Maintenance Programme the aircraft is to be placed under. Typically there may be some maintenance activity at the time of transfer; the amount will clearly be influenced by the current maintenance status of the subject aircraft and to the extent the Maintenance Programme has been developed.
- 13.4. The transfer proposal to the Brunei DCA should detail the immediate maintenance activities, the duration of the transition encompassing the scheduled maintenance activities, any variations including escalations to inspection periods.
- 13.5. Consideration should be given to reliability programmes and any significant changes in operation.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 13.6. Records of any CPCP or SSID programme should form part of the transfer analysis.
- 13.7. In order to allow an aircraft to change operators in a timely manner it may be necessary to have an aircraft recorded against two maintenance programmes for a limited time. This is allowable, provided the circumstances and controls associated with the duplication and a suitable end date is clearly annotated and agreed by all parties including the Brunei DCA.
- 13.8. Aircraft records should make reference to the approved transfer arrangements quoting the Brunei DCA approval reference.

14. Maintenance Programme Content

- 14.1. The Maintenance Programme should be developed from the manufacturer's documents which may be chapter 5 of the maintenance manual or derived from an MSG process.
- 14.2. The Template at Appendix '1' to BAR AC-01 identifies subject material that should be considered in the schedule and preface sections of the Maintenance Programme. Completion of this Appendix should provide for visibility of compliance to the requirements of BARs.
(Note: the template may also be available from the Brunei DCA website).
- 14.3. Any repetitive instructions of continued airworthiness derived from modifications and repairs should also be incorporated into the approved Maintenance Programme.
- 14.4. For aircraft types where Certification Maintenance Requirements (CMR) tasks are identified as part of the Type Certification process, these tasks should be subject to separate procedures for escalation.
- 14.5. Visibility of mandatory tasks such as Certification Maintenance Requirements (CMR) and Failure Effect Categories (FEC) found within the MPG-3 logic flow path should be identified in the Maintenance Programme in order that these requirements are not the subject of un-authorised variations to the frequency of inspection (i.e. escalation).
- 14.6. Task frequencies should be clearly identified within the introductory parts of the Maintenance Programme from 'A' Check or 1st Flight of the day to major inspection periods/intervals.
- 14.7. The Maintenance Programme, where possible, should identify aircraft panel charts and aircraft Zones (Zoning).
- 14.8. Where a Supplemental Type Certificate (e.g. cabin interior) has established the configuration of the aircraft, the appropriate configuration inspection manual should be appropriately referred to for aircraft inspections effected by the configuration changes. These would typically be for gaining access and planning for task orientation.

15. Inspection standards

- 15.1. All significant terms and abbreviations used within the Programme/Schedule to define each maintenance task are those defined in accordance with the Type Certificate holder's definitions, current BARs or, in the absence of formal definitions, those quoted in the airline industry standard World Airlines Technical Operations Glossary.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

15.2. The inspection standards applied to individual task inspections must meet the requirements of the Type Certificate holder's recommended standards and practices. In the absence of specific manufacturer's guidance, refer to UK CAA CAP 562 Civil Aircraft Airworthiness Information and Procedures or FAA AC 43-13-1A Aircraft Inspection and Repair or other approved data, as appropriate.

15.3. The Maintenance Programme should include a paragraph describing in detail, mandatory items such as duplicate inspections (either at main base or at third party maintenance organisations that may be unfamiliar with the format of duplicate inspection philosophy). In addition, consideration should also be given to assessment of 'vital points and critical task inspections'.

16. Permitted variations to Maintenance periods

16.1. Periods prescribed by the Maintenance Programme may only be varied with the approval of the Brunei DCA or through a procedure developed in the maintenance programme and approved by the Brunei DCA.

16.2. It is the responsibility of the contracted approved Continued Airworthiness Management organisation to ensure that arrangements are effectively established to maintain the aircraft in accordance with the approved Maintenance Programme.

16.3. Unless specifically prohibited by an Airworthiness Directive or a manufacturer's requirement, and subject to approval by the Brunei DCA for inclusion in the Maintenance Programme, inspection periods may be varied in accordance with the 'Inspection Planning Tolerance – Extensions' (shown in Table 1 below).

Table 1

PERIOD	MAXIMUM VARIATION
Items Controlled by Flying Hours	
5000 flying hours or less	10%
More than 5000 Flying Hours	500 Flying Hours
Items Controlled by Calendar Time	
One year or less	The lesser of 10% or one month
More than 1 year but less than 3 years	2 months
More than 3 years	3 Months
Items controlled by cycles or landings	
500 cycles/landings or less	The lesser of 10% or 25 cycles/landings
More than 500 cycles/landings	The lesser of 10% or 500 cycles/landings

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 16.4. For items that are controlled by more than one limit i.e. flying hours and calendar time, the more restrictive limit will apply.
- 16.5. The extension periods in Table 1 above should be supported by appropriate technical justification. This should be established from a detailed review of the aircraft records, maintenance and operational history. It should also establish inspection requirements that cannot be subject to variation as per Table 1.
- 16.6. The period to the next required inspection shall be deemed to begin at the point prior to when the task/interval was extended. No extension may be taken towards the next required inspection.

17. Task cards

- 17.1. An important feature of Task cards is recognising their role in achieving the required maintenance standard.
- 17.2. Task Cards should be manageable, offer clear sections for correct certification (i.e. sign and stamp) and give clear instructions to maintenance personnel regarding tasks. This includes ensuring that references to other documents have been previously assessed and, if not applicable, the task is amended.
- 17.3. Where task cards contain actual maintenance instruction data, arrangements must be made to ensure appropriate document controls.
- 17.4. Critical task controls particularly regarding error maintenance can be effectively mitigated. Task cards can be formatted in such a manner that provides production maintenance planners appropriate indicators and data to make provisions for segregation, appropriate resources and task orientation.

18. Environmental

- 18.1. Fuel systems are susceptible to microbiological growth in hot humid conditions and increased water content when the aircraft sits on the ground in hot humid climates. Fuel system water sampling tasks and fuel tank structural inspection may need to take into account the likelihood of microbiological contamination and corrosion.
- 18.2. Consideration should be given to routinely monitoring aircraft utilisation and adverse weather conditions (i.e. salt laden atmosphere, high humidity, extreme heat etc). Consideration should include increasing maintenance inputs for cleaning, lubrication and inspection of protective finishes as an example.
- 18.3. There should be mitigations for the effects of operating aircraft on runways that have been categorised as rough surfaces. Manufacturer's recommendations such as service letters and maintenance requirements should be appropriately incorporated into the Maintenance Programme. Typical mitigations are increased lubrication frequencies of undercarriage components and fittings due to the possibility of increase in lubrication migration from bearing surfaces. Where published data is not available, guidance should be sought from the aircraft manufacturer.

19. Corrosion of aircraft structure

- 19.1. Corrosion Control programmes (CPCP) require specific controls, procedures and reporting protocols. The Maintenance Programme should provide details of specific requirements including clear instructions regarding the inspection tasks in order that production maintenance planning is able to resource the tasks appropriately.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 19.2. Where the manufacturer makes no specific reference to corrosion control programmes, this should be taken into account when inspecting structure for condition. The assessment may require adjustment of maintenance programme periods. The application of corrosion inhibitors during maintenance may significantly improve the duration of the airframe.

20. Mandatory Requirements

- 20.1. The inclusion of repetitive Airworthiness Directives (AD) or Service Bulletins (SB) in the Maintenance Programme should be considered to reduce the use of the 'Out of Phase' task management functions.
- 20.2. Fatigue lives and mandatory life limits published by the manufacturer or by the Brunei DCA should be included in the Maintenance Programme.
- 20.3. Fuel Tank System Safety is now a feature for many aircraft types. Mandatory requirements are now published with compliance times. The rectification actions are complex, involving many disciplines. The Maintenance Programme should be amended accordingly ensuring that the appropriate continued airworthiness instructions are referred to.

21. Design Changes

- 21.1. Approved modifications or repairs incorporated on an aircraft may also have 'Instructions for Continued Airworthiness'. These should be assessed and included in the Maintenance Programme.
- 21.2. Significant structural changes may have an effect on structural programmes that may not have been finalised at the time of incorporation. This may be due to a fatigue damage assessment that only affects the fatigue lives from a total cycle/hour amount not yet achieved. In such circumstances it is important to ensure there is a marker in the maintenance programme.

This is to ensure that nearer the operation life when the fatigue effects take hold, material required to amend the structural programme is obtained from the Supplemental Type Certificate holder.

22. Special Operations

- 22.1. Special operational approvals granted by the Brunei DCA such as ETOPS, RVSM, AWOPS, PBN and MNPS etc may involve changes to maintenance inspection requirements, frequencies, or tasks introduced by modification to the aircraft.
- 22.2. In order to satisfy the approval process of special operations, the inspection tasks supporting the aircraft capability should be referenced.

23. Equipment Carriage

- 23.1. Part CAT, SPA, NCC or NCO detail mandatory equipment requirements for certain types of aircraft operation. With regard to the equipment fitted and in order to conform to Brunei DCA requirements, instructions for continued airworthiness should be incorporated into the Maintenance Programme.
- 23.2. Any other equipment carried should also have continued airworthiness instructions incorporated into the Maintenance Programme.
- 23.3. The 'installation modifications' of additional equipment should identify any required continued airworthiness inspections. These may be in the form of suitable vendor manuals. In the absence of such instructions suitable inspection techniques should be identified per paragraph 15.2.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

24. Safety Equipment

- 24.1. Where the aircraft is required to carry safety equipment this should be checked for serviceability at regular intervals. The equipment manufacturer should specify overhaul and life limit periods.
- 24.2. The maintenance programme can make provision for fleet sampling of emergency equipment such as slide rafts. When sufficient operating aircraft allow for a fleet sampling programme, Brunei DCA agreement should be established for its introduction in line with information promulgated by the safety equipment manufacturer.

25. CVR/FDR

- 25.1. For each installed CVR/FDR, arrangements for data acquisition and verification of recorded data should be established with a recognised playback facility.
- 25.2. The type acceptance standards should be applied with regard to periods of testing and recorded data verification for each installed CVR/FDR.
- 25.3. Records should be maintained for a minimum period of 24 months for all testing undertaken.
- 25.4. Instructions from equipment manufacturers and continued airworthiness organisations shall be integrated as scheduled requirements of the Maintenance Programme.
- 25.5. UK CAA publication CAP 731 provides guidance on the serviceability and preservation of FDR and CVR readouts.

26. Battery capacity checks

Routine capacity checks should be carried out at periods specified in accordance with manufacturer's instructions, otherwise the following periods shall apply:

- (a) Lead acid Battery – 3 months
- (b) Ni-Cad Battery – 4 months

27. Weight and balance

- 27.1. An aircraft weighing schedule should be included into the Maintenance Programme.

Note: Any permanent, non-operational role changes to the aircraft either by modification or repair that either adds or reduces weight needs to be assessed, calculated and, if necessary, the aircraft weight records including the Weight and Balance C of G Schedule amended.

- 27.2. The aircraft should be weighed in accordance with the frequency and manner defined in BAR 6, and BAR 8, Part M and should be included within the approved maintenance programme.

28. Low Utilisation Maintenance Programmes (LUMP)

- 28.1. A maintenance-planning document (MPD) is produced by the manufacturer, which is based on an aircraft's "average" annual utilisation based on commercial/marketing criteria.

This is applied during type certification.

- 28.2. It is acknowledged that the annual utilisation of certain owners/operators is outside the range, which is termed "average" for that aircraft's operation.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 28.3. Providing the annual utilisation declared by the owner/operator and included in the front of the maintenance programme is within the definition of the “average” (in other words what the aircraft was designed for) there is no need for a Low Utilisation Maintenance Programme (LUMP).
- 28.4. Where it is determined that the actual aircraft utilisation will be below the Type Certified utilisation, this should be considered as a design change. In such circumstances the Type Certificate holder may have developed a Low Utilisation Maintenance Programme that may be suitable for the specific operation and environment.
- 28.5. An operator proposing to use a Low Utilisation Maintenance Programme should have consulted the Type Certificate holder for technical support in developing their Maintenance Programme.
- 28.6. It is possible that ‘Hard times’ and component overhauls may be additional features.
- 28.7. A reliability programme will be less effective due to lack of statistical data and the MEL may need a review due to changes in the reliability of components.
- 28.8. Generally, the aircraft is assessed for exposure to risk of failures that are heavily dependent on:
- (a) Flight Cycle / Flight Hours ratio
 - (b) Average sector length
 - (c) Operating environment
 - (d) Flight Hours vs. Airframe design life
 - (e) Structures and systems loading
 - (f) Reliability predictions
- For an aircraft on a LUMP normal assessments of the above may prove inadequate. It is important that special consideration is given to these in view of compromises and associated factors of low utilisation.
- 28.9. Recommended lubrication tasks are based on average utilisation predictions therefore lubrication tasks triggered by Flight Cycles or Flight Hours will be less frequent on aircraft with low utilisation, allowing corrosion growth which could be accelerated in a harsh environment.
- 28.10. The owner/operator must consult the Type Certificate holder who may only provide feedback on world fleet reports; therefore the operator will need to add its own experience from its reliability programme to include its own specific experience.
- 28.11. Low utilisation may lead to accumulation of moisture, reduced distribution of oil/grease and possible chemical breakdown of oil/grease. This could lead to increased internal corrosion of structures, power plants and components.
- 28.12. A LUMP should address the accumulation of moisture in cargo holds, door sills and require drains to be regularly checked. This is even more important in winter conditions. The lack of protective oil/grease on exposed surfaces i.e. landing gear oleos will increase corrosion growth.
- 28.13. Seal leakage is a common fault when aircraft sit around in cold conditions for long periods. Some hydraulic fluids, especially reclaimed fluids, would break

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

down and separate, causing internal leaking of actuators when overheated or left for long periods.

- 28.14. Low distribution rates of oil/grease may lead to an increase in the predicted mechanical wear-out rate and corrosion of control cables and mechanical systems. Corrosion is accelerated in moist ground conditions and slower when aircraft are operating in dry cold atmospheres.
- 28.15. Fuselage insulation blankets will be prone to moisture accumulation requiring additional inspections as they are likely to accumulate large quantities of water on the ground due to humidity or inclement weather. If the insulation blankets are not sealed they will soak this water up causing corrosion and increase the aircraft's weight.
- 28.16. Structural areas may not be opened up and inspected for long periods of time as they normally would for servicing and therefore corrosion will progress undetected.
- 28.17. When structural areas are opened up inspection standards may need to be modified from General Visual to Detailed in order to identify known vulnerable areas.
- 28.18. Low Utilisation may affect electronic component reliability due to relatively long periods of power down. In a low voltage electronic system a small amount of resistance due to corrosion build up, possibly due to inactivity, could damage a sensitive system.
- 28.19. Built in Test Equipment (BITE) functionality may be affected, invalidating the statistical assumptions. Some BITE functions only take place on boot up of an electronic system and if this is not happening regularly there may be dormant failures which also means the systems are not checked and exercised on a regular basis.
- 28.20. Battery reliability may be significantly affected by loading profile changes; this includes implanted cells within equipment.
- 28.21. Exposure to corrosion will affect terminals, bond joints and plug breaks, so terminals and joints such as Engine Fire detection systems, which are particularly susceptible to break down from corrosion, and deposits should be considered.
- 28.22. Avionics systems work and function better when used regularly. If left for long periods of time they are susceptible to spurious interference.
- 28.23. Manometric elements in aircraft instrument systems may require additional maintenance due to moisture ingress and fungi contamination. Most instruments are ventilated on a regular basis during normal operation and predominately remain free from contamination; this may not be the case for a low utilised aircraft.

29. Reliability

- 29.1. A Reliability Programme should feature in a Maintenance Programme under the following circumstances:
 - (a) The aircraft maintenance programme is based upon MSG-3 logic.
 - (b) The aircraft maintenance programme includes condition monitored components.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (c) The aircraft maintenance programme does not contain overhaul time periods for all significant system components.
- (d) When specified by the manufacturer's maintenance planning document or MRB.

29.2. A Reliability Programme need not be developed in the following cases:

- (a) The Maintenance Programme is based upon the MSG-1 or -2 logic but only contains hard time or on condition items.
- (b) The aircraft is not above 5700Kgs MTOM or multi engine helicopter.
- (c) The aircraft Maintenance Programme provides overhaul time periods for all significant system components.

Note: for the purpose of this paragraph, a significant system is a system the failure of which could hazard aircraft safety.

29.3. For approval the Brunei DCA will require access to all data used to prepare the reliability programme as submitted.

29.4. The objective of the Reliability Programme should be included in the Maintenance Programme detailing the prime elements of the programme. As a minimum it should include a statement to:

- (a) Substantiate that the existing schedule of inspections is appropriate in maintaining the aircraft in an airworthy condition.
- (b) Identify corrective action to any issues of reliability.
- (c) Establish that system reliability conforms to applicable performance data promulgated by the aircraft manufacturer.
- (d) Determine the optimum level of scheduled inspections.
- (e) Determine the effectiveness of any amendment to the schedule of inspections.

29.5. The extent of the objectives should be directly related to the scope of the programme.

Its scope could vary from a component defect monitoring system for a small operator, to an integrated maintenance management programme for a large commercial operator. The manufacturer's maintenance planning documents may give guidance on the objectives and should be consulted in every case.

29.6. The type of information collected for analysis should be related to the objectives of the programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:

- (a) Pilots' Reports
- (b) Technical Log
- (c) Aircraft Maintenance Access Terminal / On-board Maintenance System readouts
- (d) Maintenance Worksheets
- (e) Workshop Reports

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (f) Reports on Functional Checks
- (g) Reports on Special Inspections
- (h) Stores Issues/Reports
- (i) Air Safety Reports
- (j) Reports on Technical Delays and Incidents
- (k) Other sources: ETOPS, RVSM, LVO (AWOPS)

29.7. Information and data collection sources of information should be listed and procedures for the transmission of information from the sources, together with the procedure for collecting and receiving it should be referred to. These procedures should reside with the organisation responsible for the continued airworthiness management of the aircraft and be reflected in their Maintenance Control Manual.

29.8. Reliability Programmes are dependent on sufficient data sampling. Fleet size is clearly a factor in data gathering. For small fleet sizes of fewer than 6 aircraft of the same type, the following should be considered:

- (a) Complex reliability programmes could be inappropriate for a small fleet. It is recommended that such operators tailor their reliability programmes to suit the size and complexity of operation.
- (b) One difficulty with a small fleet of aircraft consists in the amount of available data that can be processed: when this amount is too low, the calculation of alert level is very coarse. Therefore "alert levels" should be used carefully.
- (c) An operator of a small fleet of aircraft, when establishing a reliability programme, should consider the following:
 - (1) The programme should focus on areas where a sufficient amount of data is likely to be processed.
 - (2) When the amount of available data is very limited, engineering judgement is a vital element. In the following examples, careful engineering analysis should be exercised before taking decisions.
 - (3) A "0" rate in the statistical calculation may possibly simply reveal that statistical data is missing, rather than no potential problem.

29.9. When alert levels are used, a single event may reach the alert level. Engineering judgement is necessary so as to discriminate an isolated incident from an actual need for a corrective action. It is advisable in such circumstances to review other data sources such as other similar operational data to verify decisions made.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX I TO BAR AC-01

Maintenance Programme Preface Document

The purpose of the attached Maintenance Programme Preface Document is to ensure that Maintenance Programmes submitted to the Brunei DCA for approval are standardised and include all Brunei DCA requirements.

The operator may modify the format of this document as necessary, but in all cases the content shall clearly show compliance with the requirement or shall be deleted if not applicable to the operator

Compliance with the Maintenance Programme alone, does not obviate the need for the operator to ensure that at all times the aircraft and its equipment are maintained in an airworthy condition.

The Maintenance Programme Preface Document contains 4 Individual Sections and an Appendix:

Section 1 Identifies the operator and the applicability of the programme. It also lists the Type Certificate holder's documents from which it has been derived.

Section 2 Details the content of the Operator's Certification Statement.

Section 3 Defines the standards and practices to be applied in the Maintenance Programme

Section 4 Identified the Brunei DCA Maintenance, additional requirements

Appendix A sets out the Brunei DCA standard permitted variations to the maintenance periods that may be applied. Where the manufacturer or State of Design or State of Design of Modification recommends permitted variations to the maintenance programme, the decision on which limits to apply should be made in consultation with the Brunei DCA.

Note: These variations are not to be confused with a task escalation programme

Maintenance Programme Approval Procedures

The maintenance programme should be submitted to the Brunei DCA. The approval process will be conducted and completed by the Airworthiness Section. When satisfied that the programme complies with the Brunei DCA Requirements, the Brunei DCA will issue a maintenance programme approval document. Application for the approval of Maintenance Programme shall be made by completion of AIR Form 981 and AIR H013 – AMP Compliance Checklist. The issue of AIR Form 982 constitutes the approval of the maintenance programme by the Brunei DCA.

Amendments to any part of the approved Maintenance Programme, shall be submitted to the Brunei DCA for approval in accordance with the procedures detailed in the operator's CAME, unless the procedures for the indirect approval in the Operator's CAME has been agreed by the Brunei DCA. An example of a suitable maintenance programme amendment approval submission form is provided on the next page.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

MAINTENANCE PROGRAMME AMENDMENT APPROVAL SUBMISSION

Brunei DCA Programme Reference: _____ Issue No: _____ Aircraft Type: _____

Operator's Programme Reference: _____ Issue Date: _____ Amendment No: _____

Item	Action to be taken	Justification	Brunei DCA Remark
1 Introduction page A	Replace with new page dated	Introduction of new check cycle	
2 Introduction page B	Replace with new page dated	Introduction of Aircraft Registration "V8-"	
3 Page 45-Item E12	Replace with new page dated	Revision of forward and aft pressure bulkhead inspection requirements. In accordance with manufacturer's latest requirements	

COMPLIANCE STATEMENT: This Maintenance Programme complies with the manufacturer's minimum maintenance and inspection requirements and the requirements of the Brunei DCA for the airframe, engines (on wing), propeller (if applicable) systems and components except wherein previously or hereby Approved by the Brunei DCA.

Signed: _____ Position: _____ Date: _____
 Organisation: _____ on behalf of: _____

The above requested amendments are approved, with the exception of:

Signed: _____ for the Brunei DCA Date: _____

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

1. MAINTENANCE PROGRAMME PREFACE

1.1 Aircraft/ Engine/ APU/ Propeller Details

This Maintenance Programme is applicable to the following:

Aircraft Type/Model:.....

Aircraft Registration(s).....

Engine(s) Type/Model:.....

APU Type/Model:.....

Propeller Type/Model (if applicable):.....

OPERATOR'S NAME AND ADDRESS (Including CAMO's Name & Address, if different)

.....
.....
.....

1.2 The periods and frequencies of the maintenance tasks and inspections in this Programme

Reference....., **Issue Number**....., **Date**.....

are based on an annual utilisation of **(flying hours)**. If the annual utilisation varies by more than 25% from that stated, the operator accepts that the Maintenance Programme shall be reviewed in order that any necessary adjustments to the maintenance tasks and periods may be made.

1.4* This Maintenance Programme is derived from Maintenance Review Board Report:

Reference / **Issue No.** / **Date**

1.5 *This Maintenance Programme is based on the Type Certificate holder's maintenance recommendations (MPD, MPG or Maintenance Manual) as follows:

Manufacturer's Manual Reference:

Airframe.....

Engine.....

APU.....

Propeller.....

*Delete as applicable

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2. OPERATOR'S CERTIFICATION STATEMENT (SUGGESTED)

In the preparation of this Maintenance Programme to meet the requirements of the Brunei DCA, Civil Aviation Act, Civil Aviation Regulations (CAP 290) & Brunei Aviation Requirements, BAR 8, the recommendations made by the airframe constructors and engine, APU, propeller and equipment manufacturers have been evaluated and, where appropriate, have been incorporated.

This Maintenance Programme lists the tasks and identifies the practices and procedures which form the basis for the scheduled maintenance of the aeroplane(s)/ helicopter(s)* listed in Paragraph 1. The CAMO organisation/ operator/ owner* undertakes to ensure that these aeroplane(s)/ helicopter(s)* will continue to be maintained in accordance with this programme.

The data contained in this programme will be reviewed for continued validity at least annually in the light of operating experience and instructions from the Brunei DCA whilst taking into account new and / or modified maintenance instructions promulgated by the type certificate and supplementary type certificate holders and any other organisation that publishes such data that has been approved by the state of design of the design approval holder and approved for installation in accordance with BAR 8 Part-21.

It is accepted that this programme does not prevent the necessity for complying with any new or amended regulation published by the Brunei DCA from time to time where these new or amended regulations may override elements of this programme.

It is understood that compliance with this programme does not discharge the operator from ensuring that the programme reflects the maintenance needs of the aeroplane/ helicopter, such that continuing safe operation can be assured. It is further understood that the Brunei DCA reserves the right to suspend, vary or cancel approval of the Maintenance Programme if the Brunei DCA has evidence that requirements of the Maintenance Programme are not being followed or required standards of airworthiness are not being maintained.

Name: Position:

Signed:

For and on behalf of the CAMO organisation/ operator/ owner*:
.....

Date:

NOTE: The post holder identified above is either the Accountable Manager / Continuing Airworthiness Manager for an AOC operator's CAMO organisation, a nominated post holder within the CAMO organisation when the aircraft's continuing airworthiness is contracted to an approved organisation or the aircraft owner when the aircraft's continuing airworthiness is not contracted to an approved organisation.

*Delete as applicable

19 September 2026	Uncontrolled when printed	Page 26 of 248
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Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

3. STANDARDS AND PRACTICES

3.1 Flying Times

All periods in this Programme quoted in 'hours flying' are to be calculated and recorded on a 'Take-Off to Touch-Down' basis.

3.2 Certification of Maintenance

The Certification of maintenance must comply with the Civil Aviation Act, Civil Aviation Regulations (CAP 290) and the requirements specified in Brunei Aviation Requirements relating to this Programme.

3.3 Permitted Variations to Maintenance Periods

The periods prescribed by this Program may be varied subject to the conditions and limits contained in Appendix A.

3.4 Airworthiness Directives and Manufacturer's Service Information

The Civil Aviation Act and requires that aircraft must be maintained in accordance with all continuing airworthiness information. This information will originate from the Responsible Authority of the State of Design and/ or State of Manufacture in the form of Airworthiness Directives (or documents of comparable intent) and from the manufacturer in the form of Service Bulletins, Letters, Information Leaflets, etc. resulting from In-Service experience.

Compliance with the mandatory requirements of the Responsible Authority of the country of origin must be achieved unless this requirement is varied by the Brunei DCA or an Alternative Means of Compliance (AMOC) to the AD is accepted by the Brunei DCA.

Continuing Airworthiness and other Service Information must be continuously evaluated by the Operator and/or the contracted Maintenance Organisation and, where necessary, appropriate action must be taken to amend the Maintenance Programme.

3.5 Fatigue Lives and Mandatory Life Limitations

Structural 'fatigue' lives published by the manufacturer or by the Brunei DCA are mandatory for aircraft on the Brunei Civil Aircraft Register ("V8-").

All other life limitations classified as mandatory by the manufacturer must also be observed unless varied by the Brunei DCA.

3.6 Maintenance Practices and Procedures

The practices and procedures necessary to accomplish the requirements of this Programme, or work resulting from its application, must adhere to the standards defined in:

- a) The Type Certificate Holders Overhaul and Repair Manuals
- b) Civil Aviation Regulations (CAP 290) and BAR requirements

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4 ADDITIONAL DCA MAINTENANCE REQUIREMENTS

4.1 Aircraft Battery Capacity Checks

Aircraft batteries shall be maintained in accordance with the manufacturer's recommendations. In the absence of any manufacturer's instructions the following periods apply:

- a) Lead acid Battery - not exceeding 3 months: capacity check, bench test
- b) Ni-Cad Battery - not exceeding 4 months: capacity check, bench test

4.2 Emergency Equipment

The required Emergency Equipment will be maintained to a programme based on the equipment manufacturer's recommendations. In addition, the following requirements are complied with in the Maintenance Programme:

- a) **Emergency equipment is to be checked for correct complement, stowage, installation and expiry date(s) at suitable periods.**
- b) First Aid Kit(s) contents are checked at periods not exceeding 12 months.

4.3 Emergency Escape Provisions (as applicable)

- a) Portable Valise Type Life rafts. At the appropriate Overhaul Period, 10% of all life rafts installed in fleets will be test inflated using system bottle and release mechanisms to the programme prescribed in the Maintenance Program.
- b) Door and Escape Chutes/Slides. Slides and shuts must be inflated and tested as least once every 36 months or prior to overhaul in accordance with MPD recommendations.
- c) Emergency Exits/Hatches. All emergency exits and hatches are functioned by both internal and external means at periods specified in this Maintenance Programme. In the absence of manufacturer's specific recommendations these occur at suitable periods not exceeding 6 months elapsed time.

4.4 Flexible Hoses

Flexible hoses shall be inspected, overhauled or life limited in accordance with the manufacturer's recommendations.

In the absence of manufacturer's recommendations, hoses shall be subject to a programme of pressure testing at periods not exceeding 6 years from installation and 3 yearly thereafter, or in accordance with an alternative programme as agreed by the Brunei DCA.

4.5 Fuel/Oil System Contamination Checks

Consumable fluids, gases etc. uplifted prior to flight will be of the correct specification, free from contamination, and correctly recorded.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Fuel system water drain checks are to be carried out in accordance with CAME procedures. The procedures shall be in accordance with the manufacturer's recommendations. In the absence of manufacturer's recommendations, the frequency of water drain checks shall be approved by the Brunei DCA.

4.6 Pressure Vessels

Pressure vessels (e.g. Oxygen/ Nitrogen) are to be overhauled or tested in accordance with manufacturer's recommendations. In the absence of any such recommendations, the periods specified in British Standard Institute Standard (BSI) BS5430 and/or the appropriate European standards should be applied. (EASA SIB 2015-11) are applied, or in accordance with an alternative Standard as agreed by the Brunei DCA.

4.7 Seat Belts and Harnesses

In the absence of manufacturer's recommendations, all installed seat belts and harnesses shall be subject to a programme of Detailed Visual Inspection at periods not exceeding 6 months.

4.8 All Vital Points and Control Systems

Whenever inspections are made or work is undertaken on vital points, flying or engine control systems, a detailed investigation must be made on completion of the task to ensure that all tools, rags or any other loose articles which could impede the free movement and safe operation of the system(s) have been removed and that the system(s) and installation in the aircraft zone are clean and unobstructed.

If, as a result of the application of tasks associated with the programme, any part of either the main or any associated system is dismantled, isolated, adjusted, repaired or renewed, that part of the system(s) which has been disturbed shall be subjected to an independent inspection in accordance with point M.A.402 to BAR 8 Part-M and associated AMC.

4.9 Altimeter & Speed Indicator

Calibration and leak check system to be carried out in accordance with Type Certificate Holders recommendations or in the absence of such recommendations, the checks are to be carried out at periods not exceeding 1 year. Check calibration in situ is permissible.

4.10 Compass Swing

In the absence of the Type Certificate Holders recommendations, compass swing inspection are to be carried out at a period not exceeding 36 Months.

4.11 Maintenance applicable to Specific Operations Approvals

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The Maintenance Programme contains the necessary tasks required to ensure continued compliance with additional special operations authorisations/approvals:

- Low Visibility Operations (Automatic Approach and Automatic Landing - CAT II/CAT III)*
- Minimum Navigation Performance Specifications (MNPS)*
- Reduced Vertical Separation Minima (RVSM)*
- Extended Range Operations with Two-Engined aircrafts (ETOPS)*
- Offshore Operations (CAT.POL.H.305/ SPA.HOFO.105)*
- Vibration Health Monitoring (VHM) (SPA.HOFO.155)*
- Helicopter Hoist Operations (SPA.HHO.100)*
- Operations over a hostile environment and congested area (CAT.POL.H.420)*
- Helicopter emergency medical services (HEMS) operations (SPA.HEMS.100)*
- Night vision imaging system (NVIS) operations (SPA.NVIS.100)*
- Helicopter External Sling Load Operations (HESLO) (Subpart E, Part SPO)*
- Transport of dangerous goods*
- Other (Specify)

* Delete as applicable

4.12 Customer Furnished Equipment (CFE/VFE/BFE)

The Maintenance Programme contains the necessary tasks required to ensure continued airworthiness of additional equipment fitted to this aircraft.

4.13 Engine and APU Maintenance Programme

For engine and APU's which are controlled by a Reliability Centred Maintenance and Condition Monitored Maintenance Programme, compliance with Appendix 1 to M.A.302 Section 6.

For Engines and APU's controlled by a fixed Hot Section Inspection and Overhaul life these limits must be defined in the Maintenance Programme.

4.14 General Requirement for Airworthiness (Volume I to the BAR 8 Part-26)

Additional mandatory requirements for airworthiness that is applicable to the aircraft type shall be defined in this maintenance programme, unless a more restrictive recommendations are available from the type certificate holder. (e.g. Chapter 26-001 (Fire Precautions – Aircraft Toilets): Inspection of receptacles within toilet areas at periods not exceeding 72 hours).

4.15 Flight Recorder Systems

Approval, Operational Serviceability and Readout of Flight Recorder Systems shall be in accordance with BAR 6 Part CAT (Points CAT.GEN.MPA.190, CAT.GEN.MPA.195, AMC1 CAT.GEN.MPA.195(b) & AMC6 CAT.IDE.A.190).

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The Maintenance Programme should contain the necessary tasks required to ensure that the Flight Data Recorder System(s) remain serviceable with regard to the parameters to be recorded and the duration of recording.

Operator may adopt the necessary tasks to ensure serviceability in accordance with the requirements of UK CAA, CAP 731, Chapter 7, or in accordance with an alternative programme as agreed by the Brunei DCA.

4.16 **Mode “S” Transponder ICAO 24-bit Aircraft Address**

The correct Mode S address should be periodically confirmed for each transponder installed on the aircraft, via a field test set at an appropriate maintenance opportunity (not to exceed a 2 year periodicity). This task should be incorporated into the Approved Maintenance Programme.

4.17 **In-Flight Entertainment Systems (IFE)**

The appropriate maintenance tasks as required by the Type Certificate Holder or the Original Equipment Manufacturer’s Continuing airworthiness Information shall be incorporated into the Approved Maintenance Programme. As an example, the task usually covers the following tasks:

- Inspection of IFE wiring, connectors and harnesses;
- Inspection for chafing, contamination and damage;
- Inspection of seat-mounted IFE equipment;
- Security of equipment racks/boxes;
- Cooling/ventilation checks;
- Functional checks where necessary;
- Inspection of power-supply installations;
- Inspection following seat removal/reconfiguration; and
- Applicable EWIS/zonal inspections covering the IFE installation.

4.18 **Identification of Critical Maintenance Tasks**

Identification of all critical components within the maintenance programme. Monitoring the health of all Critical components and premature failure.

Identification of Critical maintenance tasks including any calculation as part of a maintenance tasks that could adversely affect the safety or performance of the aircraft as per AMC2 145.A.48(b) and AMC1 M.A.402(h) including the addition of biocide.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX A - PERMITTED VARIATIONS TO MAINTENANCE PERIODS

Where the TC/STC holder has not prescribed any variation that may be applied to inspection periods, the operator may vary the periods prescribed by this Programme provided that such variations are within the limits of sub-paragraphs (a) to (d).

Where the TC/STC holder has prescribed variations that may be applied using operator procedures to inspection intervals in the Programme, the operator shall use those tolerance and not those prescribed in sub-paragraphs (a) to (d) below.

Where the TC/STC holder has prescribed tolerances that may be applied to inspection intervals in the Programme, the operator shall use those tolerance and not combine their use with those prescribed in sub-paragraphs (a) to (d) below.

Note: The Programme must specify which of the above is being used.

Variations shall be permitted only when the periods prescribed by this Programme (or documents in support of this Programme) cannot be complied with due to circumstances, which could not reasonably have been foreseen by the operator.

Examples of such circumstances:

- Aircraft on ground away from main base
- Weather conditions preventing return of aircraft
- Maintenance provider goes out of business
- Failure of ground equipment
- Non-availability of a hangar due to late release of another aircraft

The decision to vary any of the prescribed periods shall be made only by the operator. Particulars of every variation so made shall be entered in the appropriate Log Book(s).

The process control of the permitted variations shall be defined in Operator's CAME and

Period Involved	Maximum Variation of the Prescribed Period
(a) <u>Items Controlled by Flying Hours</u>	
(i) 5000 flying hours or less	10%
(ii) More than 5000 flying hours	500 flying hours
(b) <u>Items Controlled by Calendar Time</u>	
(i) 1 year or less	10% or 1 month, whichever is the lesser
(ii) More than 1 year but not exceeding 3 years	2 months
(iii) More than 3 years	3 months
(c) <u>Items Controlled by Landing/Cycles</u>	
(i) 500 landings/cycles or less	10% or 25 landings/cycles, whichever is the lesser
(ii) More than 500 landings/cycles	10% or 500 landings/cycles, whichever is the lesser
(d) <u>Items Controlled by More Than One Limit</u>	

For items controlled by more than one limit, e.g. items controlled by flying hours and calendar time or flying hours and landings/cycles, the more restrictive limit shall be applied.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

NOTES

- (1) The variations permitted above do not apply to
 - (a) Those components for which an ultimate (scrap) or retirement life has been prescribed (e.g. primary structure components with limited fatigue lives, and high energy rotating parts for which containment is not provided). Details concerning all items of this nature are included in the Type Certificate holder's documentation or manuals, and are included in the preface pages to the Maintenance Programme.
 - (b) Those tasks included in the Maintenance Programme which have been classified as mandatory by the Type Certificate/ Supplemental Type Certificate holder or the Brunei DCA.
 - (c) Certification Maintenance Requirement Items (CMR) unless specifically approved by the manufacturer and agreed by the Brunei DCA
 - (d) Critical Design Configuration Control Limitations (CDCCL Items).
 - (e) Airworthiness Limitation Items (ALIs).

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-02 MMELs and MELs

1. Introduction

- 1.1. This Advisory Circular provides background information and guidance with regard to the development, submission and approval of an Operators Minimum Equipment List (MEL).
- 1.2. The Master Minimum Equipment List (MMEL) and associated MEL are alleviating documents. Their purpose is not to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment and such operations are permitted only as a result of careful analysis of each item to ensure that an acceptable level of safety is maintained.

The MEL shall therefore be based on, but not less restrictive than, the relevant MMEL (if this exists) accepted by the Brunei DCA. A fundamental consideration is that the continued operation of an aircraft in this condition should be minimized. An operator retains the option to refuse any alleviation, and may choose not to dispatch with a particular MEL item inoperative.

2. Reference Material

BAR 6, Part ORO.

UK CAA CAP 549

3. MMEL/MEL definition

- 3.1. While the MMEL is for an aircraft type, the MEL is tailored to the operator's specific aircraft and operating environment and may be dependent upon the specific equipment fitted, route structure, geographic location and locations where spares and maintenance capability are available etc.

The MMEL cannot address these individual variables. It is for this reason that an MMEL is not accepted by the Brunei DCA as a substitute for the MEL. It therefore falls on the operator to develop operational "(O)" procedures reflecting the operational requirements of BAR 6 and maintenance "(M)" procedures based on Type Certificate holder (TC) or Supplemental Type Certificate holder (STC) approved data. Documents issued by the Type Certificate holder, STC holder or Dispatch Deviations Guides, pre-approved maintenance and operational procedures etc, should also be reviewed during development of the MEL where these documents are available.

- 3.2. Glossary of terms

‘As required by operating requirements’ - The listed item of equipment is subject to certain provisions (restrictive or permissive) expressed in the applicable operational requirements.

‘Approved by the Brunei DCA’ – Documented by the Brunei DCA as suitable for the purpose intended.

‘Calendar day’ - A 24 hour period from midnight to midnight based on either UTC or local time, as selected by the operator.

‘Day of discovery’ - The calendar day that a malfunction was recorded in the aircraft maintenance record/log book.

‘Dispatch deviation’ guide - For large aircraft, these procedures are normally contained in a manufacturer's attachment to the MMEL, (e.g. sections 2 and 3

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

in Airbus and Dassault manuals) or through a Dispatch Deviation Procedure Guide (DDPG), or a Dispatch Deviation Guide (DDG). For some aircraft, where these documents may not be available from the manufacturer; generated MELs, which contain pre-approved maintenance and operational procedures, may be used.

‘Equipment’ – means item component function or system.

‘Flight day’ - means a 24 hour period (from midnight to midnight) either UTC or local time, as established by the operator, during which at least one flight is initiated for the affected aircraft.

‘If installed’ – means the listed item of equipment is either optional or is not required to be installed on all aircraft covered by the MMEL.

‘Inoperative’ - means in relation to an item, function, component or system, that the equipment item, function, component or system malfunctions to the extent that it does not accomplish its intended purpose or is not consistently functioning within its design operating limits or tolerances. Some systems have equipment that are designed to be fault tolerant and are monitored by digital computers which transmit fault messages to a centralised computer for the purpose of maintenance. The presence of this category of message does not necessarily mean that the system equipment is inoperative.

‘MEL’ - Abbreviation for Minimum Equipment List.

‘MMEL’ - Abbreviation for Master Minimum Equipment List.

‘Rectification interval’ – The limitation imposed with regard to the duration of operations with inoperative equipment.

4. Equipment included in the MEL

4.1. The MEL is a joint operations and maintenance document prepared by an operator to:

- (a) Identify the minimum equipment and conditions for an aircraft to maintain an acceptable level of safety and to meet the operating rules for the type of operation.
- (b) Define operational procedures necessary to deal with inoperative equipment and maintain an acceptable level of safety.
- (c) Define maintenance procedures necessary to secure any inoperative equipment and maintain an acceptable level of safety.

4.2. Most aircraft are designed and certified with a significant amount of equipment redundancy, such that the airworthiness requirements are satisfied by a substantial margin. In addition, aircraft are generally fitted with equipment that is not required for safe operation under all operating conditions, e.g. instrument lighting in day VMC.

5. Development

5.1. The operator should develop its MEL and all subsequent amendments, as a joint operations and maintenance project, based on the current MMEL revision.

5.2. Except as noted above, the operator’s MEL must be revised to reflect the most recent approved version of the MMEL or MMEL Supplement. Where a Dispatch Deviation Guide (DDG) or equivalent document is available; or where an MMEL revision does not affect a procedure, the period allowed for amendment of the MEL is 60 days. Where a DDG or equivalent document is not available; or

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

where the MMEL revision affects a procedure, the period allowed for amendment of the MEL is 120 days. This extended timeframe allows for the drafting and publication of any applicable procedures etc in order to comply with the revision to the MMEL.

- 5.3. The operator's MEL must reflect the current limitations in the applicable MMEL or MMEL Supplement. When a revision is issued to an MMEL or MMEL Supplement, the operator's MEL need not be revised if the change is less restrictive than the existing MEL; therefore if any changes to the MMEL are more restrictive than the operator's MEL, a revision will be required to the MEL.

6. Content

- 6.1. The MELs submitted for approval must contain the following as a minimum:

- 6.2. List of effective pages

A List of Effective Pages (LEP) must be used to ensure that each MEL is up-to-date. It must list the date of the last amendment for each page of the MEL. The date and revision status of each page of the MEL must correspond to that shown on the List of Effective Pages.

- 6.3. Table of contents

The Table of Contents page should list the section for each aircraft system using the ATA 100/2200 listing as found in the MMEL. Pages should be numbered with the ATA system number followed by the item number for that system (e.g., the page following 27-2-1 would be 27-2-2).

- 6.4. MEL preamble

The purpose of the MEL Preamble is to provide direction to company personnel on the philosophy and use of the MEL. Due to the various certification bases for the same aircraft type, it would also be advisable to include references to the documents that the MEL is derived from and is supported by. As an example the list would typically refer to the following publications:

- (a) MMEL;
- (b) MMEL Supplement;
- (c) Cabin handbook;
- (d) Flight Manual;
- (e) Operations Manual;
- (f) Continuing Airworthiness Management Exposition

- 6.5. Notes and definitions

Notes and Definitions are required to allow the user to interpret the MEL properly. Additions and deletions to the Notes and Definitions may be applied to the operator's MEL as required.

- 6.6. Operational and Maintenance procedures

- 6.6.1. These must reflect the requirements of BAR 6, Part CAT, NCC or NCO as applicable for Instruments and Equipment in the operating regulations.

- 6.6.2. Dispatch with inoperative items is often acceptable only with the creation of special operational or maintenance procedures.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 6.6.3. Where the MMEL indicates dispatch with inoperative items as being acceptable, the operator must establish appropriate procedures to ensure an acceptable level of safety will be maintained. Procedures recommended by the Type Certificate holder or Supplemental Type Certificate holder in the form of dispatch deviation guides can be used as a source of information for developing Maintenance (M) and Operational (O) procedures; however the ultimate responsibility for providing acceptable procedures with the MEL rests with the operator.
- 6.6.4. The operator, when comparing the MEL against the MMEL, should ensure that where the (O) or (M) symbols appear, an operational or maintenance procedure has been developed that provides clear direction to the crew members and maintenance personnel of the action to be taken. This procedure should be included in the MEL or associated Operator's Manual.
- 6.6.5. The only exception is when the procedure is contained in another available document, e.g. in another part of the Operations Manual for "(O)" procedures or the Maintenance Manual for "(M)" procedures. In the latter cases, the MEL may refer to a section of the appropriate document; e.g.
- (a) For cabin crew members, such as an Operations Manual or Cabin crew Manual.
 - (b) For Maintenance engineers, such as an Aircraft Maintenance Manual or CAME, etc.
- 6.6.6. It is not acceptable only to reference similar documents, as these documents may not be carried on board the aircraft and could be subject to misinterpretation. The objective is to provide personnel with clear, concise direction on how they are to proceed. Where the MMEL column 5 states "as required by Operating Requirements", this wording shall not appear in the MEL; rather a synopsis of the Regulation shall appear.
- 6.7. Operations Manual procedures
- The operator must establish procedures in the Operations Manual for the use and guidance of crew members when using the MEL. The procedures must align with those in the CAME.
- 6.8. Non-safety related equipment
- 6.8.1. Non-safety related equipment includes those items related to the convenience, comfort, or entertainment of the passengers. They may include items such as galley equipment, movie equipment ash trays stereo equipment, and overhead reading lamps. Non-safety related equipment must not have an effect on the airworthiness or operation of the aircraft. This equipment does not require a rectification interval, and need not be listed in an operator's MEL, if it is not addressed in the MMEL. If an operator chooses to list this equipment in the MEL, it may be given a D category rectification interval provided any applicable exceptions to this rule are:
- (a) Where non-safety related equipment serves a second function, such as movie equipment used for cabin safety briefings, operators must develop and include operational contingency procedures in the MEL in case of an equipment malfunction.
 - (b) Where non-safety related equipment is part of another aircraft system, for example the electrical system, procedures must be developed and included in the MEL for deactivating and securing

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

the related equipment in the event that failure or malfunction of one system will not have a detrimental effect on other systems.

- 6.8.2. In these cases, the item must be listed in the MEL, with compensating provisions and deactivation instructions if applicable. The rectification interval will be dependent on the secondary function of the item and the extent of its effect on other systems.

6.9. Rectification interval categories

The maximum time an aircraft may be operated between the deferral of an inoperative item and its rectification must be specified in the MEL. The rectification interval categories are as follows:

Category A -No standard interval is specified, however, items in this category shall be rectified in accordance with the conditions stated in the MMEL. Whenever the time interval is specified in calendar days, it shall start at 00:01 on the calendar day following the day of discovery.

Category B -Items in this category shall be rectified within three consecutive calendar days, excluding the day of discovery.

Category C -Items in this category shall be rectified within 10 consecutive calendar days, excluding the day of discovery.

Category D - Items in this category shall be rectified within 120 consecutive calendar days, excluding the day of discovery.

6.10. Process compliance

Airworthiness and operational personnel should ensure that operators establish and implement a sound programme that satisfies the Brunei DCA that ongoing surveillance ensures compliance with approved procedures.

6.11. Deferral of items

Procedures for the deferral of MEL items should be included as part of the operator's Continuing Airworthiness Management Exposition (CAME). The operator should ensure that these procedures in the CAME are referenced or copied in the MEL and/or Operations Manual.

6.12. Requirements

These procedures comprise a method for:

- (a) Deferral and/or rectification of inoperative equipment
- (b) Placarding requirements as per the MEL
- (c) Dispatching of aircraft with deferred MEL items
- (d) Using a remote deferral system
- (e) Controlling categorised times
- (f) Training of company personnel who are responsible for MEL compliance procedures

6.13. Review of deferred items

The operator should establish procedures for their Maintenance and Flight operations Departments to periodically review the deferred items, in order to ensure that any accumulation of deferred items neither conflict with each other nor present an unacceptable increase in flight or cabin crew workload.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Notwithstanding the categorisation of item rectification intervals, it should be the aim of each MEL document holder to ensure that inoperative items are repaired as quickly as possible.

7. Application for approval

The applicant must submit a completed Minimum Equipment List (MEL) compliance document to the Brunei DCA (refer to Appendix A of this document) and copies of the following in support of their application for approval of the MEL:

- (a) Current approved version of the Master Minimum equipment list (MMEL) which can be obtained from the manufacturer or foreign national authority as applicable.

(Note: may not be required if a current copy of the MMEL was submitted at the time of Type Acceptance and is currently available and up to date)

- (b) Copy of the Dispatch Deviation Guide, or approved Maintenance and Operational procedures that support the development of the MEL (if requested).

- (c) Two copies of the MEL for approval and accompanying documents.

(Note: Unless copies are submitted in electronic format, whereby one copy will suffice)

- (d) Current approved Aircraft Flight Manual

(Note: may not be required if a current copy of the Aircraft Flight Manual was submitted at the time of Type Acceptance and is currently available and up to date)

8. Approval

The Brunei DCA is responsible for approving the MEL of all operators operating under a BAR 6 AOC. The operator must ensure that they use the latest version of the appropriate MMEL to develop their MEL. The latest supplements can be obtained from the Type Certificate Holder, who normally provides MMELs along with a revision service, on a commercial basis.

Therefore whenever it is intended to make use of an MEL, this must be approved by the Brunei DCA. The MMEL is available from the Type Certificate Holder' however the Type Certificate Holder may not be the original aircraft manufacturer.

9. Further guidance

Further guidance and information can be obtained from the following publications:

(Note: When reviewing other National Authority guidance material, Brunei DCA requirements must be considered and complied with)

- (a) EASA technical guidance leaflet TGL 26 which can be obtained from the following web link:
<http://www.easa.eu.int/certification/flight-standards/OEB-supporting-documents.php>
- (b) FAA Flight standards information management system (FSIMS)
<http://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=MMEL>

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (c) TCCA technical procedure TP9155
<http://www.tc.gc.ca/eng/civilaviation/publications/tp9155-menu-5179.htm>
- (d) UK CAA CAP 549 (available from www.caa.co.uk)

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX A

COMPLIANCE DOCUMENT

Minimum Equipment List (MEL) Approval Submission		Aircraft Type:.....
Item	Action to be Taken	Justification
COMPLIANCE STATEMENT: This MEL complies with the Brunei Civil Aviation (General) Regulations 2016 and BAR 6 and is no less restrictive than the applicable approved State of Design MMEL */Supplement (*delete as appropriate)		
Signed:.....	Print Name:.....	Position:.....
Date:.....	Operator:.....	
To the Operator: Once accepted by the Brunei DCA this amendment should be published, dated and numbered as shown above.		
<u>For Brunei DCA Use only:</u>		
AIRWORTHINESS INSPECTOR		FLIGHT OPERATIONS INSPECTOR
1. Technical Review is completed in accordance with Brunei DCA Procedure E005		2. Flight Operations Review is completed. Operationally and Technically Acceptable
Signed:.....		Signed:.....
Date:.....		Date:.....
Print Name:.....		Print Name:.....
State of Design MMEL/Supp Ref:		
Version/Issue/Rev No:		3. Completed compliance document returned to the operator:
Date:		(initials).....(date)
MEL Ref:		4. Ops Man amendment received and incorporated:
Version/Issue/Rev No:		(initials).....(date)
Date:		

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-03 Human Factors in Airworthiness

1. Introduction

This Advisory Circular provides guidance on Human Factors requirements and training for personnel with Approved Maintenance Organisations. It is intended to support BAR 8, Part 145 and BAR 8, Part M.

The guidance is based on best practice such as BAR 8 Part 145, AMC and Guidance material.

The Fuel Tank Safety topic is included to address FAA SFAR No 88 – “Fuel Tank System Fault Tolerance Evaluation Requirements”, as a result of catastrophic loss of aircraft due to fuel tank explosions and JAA TGL 47.

The EWIS (Electrical Interconnection Wiring System) aspects are introduced as investigations of aeroplane accidents (including the midair explosion of a B747 and the crash of an MD11) and later examinations of different aeroplane types have identified safety concerns associated with aeroplane aging wiring systems that could potentially result in an unsafe condition.

2. Related Material

UK CAA CAP 716: Human Factors in Maintenance.

3. Definitions

CDCCL: Critical Design Configuration Control Limitation. A component identified by a TC/STC holder that may affect fuel tank safety. FAA SFAR 88 and JAA TGL.

EWIS: Electrical Wiring Interconnection System. – Any system wire or connector or module/ terminal block, but not an LRU as defined by EASA AMC 20-21, 20-22 and AMC20-23, and FAA AC 25-27A.

‘Human Factors’ means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance.

‘Human Performance’ means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

4. Human Factors in Organisations

4.1. All staff should be able to demonstrate an understanding of human factors and human performance issues in relation with their job function and be trained in accordance with the guidelines stated in Para 3.2 and Appendix A of this guidance.

4.2. Human Factors elements in Maintenance

In respect to the understanding of the application of human factors and human performance issues, all Approved maintenance organisation personnel should have received an initial and continuation human factors training. This should concern to a minimum:

- (a) Post-holders, managers, supervisors;
- (b) Certifying staff, support staff and mechanics;
- (c) Technical support personnel such as planners, engineers, technical record staff;

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (d) Quality control/assurance staff;
- (e) Specialised services staff;
- (f) Human factors staff/human factors trainers;
- (g) Store department staff, purchasing department staff;
- (h) Ground equipment operators.

4.3. Initial human factors training should cover all the topics of the training syllabus specified in Appendix A either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to meet the particular nature of work for each function within the organisation. For example:

- (a) small organisations not working in shifts may cover in less depth subjects related to teamwork and communication;
- (b) planners may cover in more depth the scheduling and planning objective of the syllabus and in less depth the objective of developing skills for shift working.

All personnel, including personnel being recruited from any other organisation should receive initial human factors training compliant with the organisation's training standards prior to commencing actual job function, unless their competence assessment justifies that there is no need for such training. Newly directly employed personnel working under direct supervision may receive training within 6 months after joining the maintenance organisation.

4.4. The purpose of human factors continuation training is primarily to ensure that staff remain current in terms of human factors and also to collect feedback on human factors issues. Consideration should be given to the possibility that such training has the involvement of the quality department. There should be a procedure to ensure that feedback is formally passed from the trainers to the quality department to initiate action where necessary.

Human factors continuation training should be of an appropriate duration in each two year period in relation to relevant quality audit findings and other internal/external sources of information on human errors in maintenance available to the organisation.

4.5. Human factors training may be conducted by the maintenance organisation itself, or independent trainers, or any training organisations acceptable to the Brunei DCA

4.6. The human factors training procedures should be specified in the Maintenance Procedures Manual.

5. Continuation Training

5.1. Continuation training is a two way process to ensure that certifying staff remain current in terms of procedures, human factors and technical knowledge and that the organisation receives feedback on the adequacy of its procedures and maintenance instructions. Due to the interactive nature of this training, consideration should be given to the possibility that such training has the involvement of the quality department to ensure that feedback is actioned. Alternatively, there should be a procedure to ensure that feedback is formally passed from the training department to the quality department to initiate action.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 5.2. Recurrent Human Factors training should cover changes in relevant requirements such as BAR 8, changes in organisation procedures and the modification standard of the products being maintained plus human factor issues identified from any internal or external analysis of incidents.

It should also address instances where staff failed to follow procedures and the reasons why particular procedures are not always followed.

In many cases the continuation training will reinforce the need to follow procedures and ensure that incomplete or incorrect procedures are identified to the company in order that they can be corrected. This does not preclude the possible need to carry out a quality audit of such procedures.

- 5.3. The Recurrent Human Factors training should be of sufficient duration in each 2 year period to meet the intent of BAR 8, Part 145.A.30 and 145.A.35, and may be split into a number of separate elements.

It should keep certifying staff and other employees updated in terms of relevant technology, procedures and human factors issues which means it is one part of ensuring quality.

Therefore sufficient duration should be related to relevant quality audit findings and other internal/external sources of information available to the organisation on human errors in maintenance.

This means that in the case of an organisation that maintains aircraft with few relevant quality audit findings, continuation training could be limited to days rather than weeks, whereas a similar organisation with a number of relevant quality audit findings, such training may take place over several weeks.

For an organisation that maintains aircraft components, the duration of continuation training would follow the same philosophy but should be scaled down to reflect the more limited nature of the activity. For example certifying staff who release hydraulic pumps may only require a few hours of continuation training whereas those who release turbine engine may only require a few days of such training.

The content of continuation training should be related to relevant quality audit findings and it is recommended that such training is reviewed at least once in every 24 month period.

- 5.4. The method of training is intended to be a flexible process and could, for example, include an Approved Training organisation continuation training course, aeronautical college courses, internal short duration courses, seminars, etc.

The elements, general content and length of such training should be specified in the approved maintenance organisation exposition unless such training is undertaken by an organisation approved under BAR 1, Part 147 when such details may be specified under the approval and cross referenced in the maintenance procedures manual.

- 5.5. The programme for continuation training should list all certifying staff and support staff and when training will take place, the elements of such training and an indication that it was carried out reasonably on time as planned. Such information should subsequently be transferred to the certifying staff and support staff training records.

6. Training Records

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

6.1. The following minimum information as applicable should be kept on record in respect of each staff and support staff:

- (a) Name
- (b) Date of Birth
- (c) Basic Training
- (d) Type Training
- (e) Continuation Training
- (f) Experience
- (g) Qualifications relevant to the authorisation
- (h) Scope of the authorisation
- (i) Date of first issue of the authorisation
- (j) If appropriate – expiry date of the authorisation
- (k) Identification Number of the authorisation

6.2. The record may be kept in any format but should be controlled by the organisation's quality department. This does not mean that the quality department should run the record system.

6.3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.

6.4. The Brunei DCA is an authorised person when investigating the records system for initial and continued approval or when the Brunei DCA has cause to doubt the competence of a particular person.

7. **Fuel Tank Safety and EWIS**

Additional training in fuel tank safety and Electrical Wiring Interconnection Systems (EWIS) for aircraft greater than 5700kg (when relevant) as well as associated inspection standards and maintenance procedures should be required for maintenance organisations' technical personnel, especially technical personnel involved in the compliance of CDCCL and EWIS tasks.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX A

Training syllabus for Human Factor is now combined with Safety Training. Refer to GM2 CAMO.A.305(g) to the BAR 8 Part-CAMO on the training syllabus for initial safety training (including human factors)

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX B

Refer to Appendix XII to AMC1 M.B.102(c) to BAR 8 Part M – Fuel tank safety training.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-04 Maintenance Error Management Systems

1. Introduction

This Advisory Circular provides Brunei DCA and the Industry of Brunei Darussalam with guidance on the implementation of Maintenance Error Management Systems within their organisations.

2. References

BAR 8, Part 145; 145.A.60.

UK CAA CAP 716: Human Factors in Maintenance.

3. General

- 3.1. There can be no argument that a maintenance error has the potential to create an unsafe condition on an aircraft. It is recognised that human beings, who are an important and key part of the aircraft maintenance regime, are not infallible. The possibility of a maintenance error is dependent upon a number of factors, including the way in which individual's carry out their work. The probability and consequences of maintenance error are however largely unpredictable. Their effects may be noticed immediately or may sit as a latent threat until a much later date, possibly coming to light only after the failure of another system or component exposes the weakness the error has created.
- 3.2. It is important for maintenance personnel at all levels to be aware of the potential for error that exists. This can be achieved by better understanding the limitations of human performance and managing the circumstances that may lead to errors being made. Whilst the aim must be to prevent such errors being made in the first place, it is essential that organisations, and the individuals within, learn from the actual events or close calls that may arise from errors being made. This is a key element of an organisational safety management system (SMS).
- 3.3. For the purpose of this guidance a maintenance error is considered to have occurred when the maintenance system, including the human element, fails to perform in the manner expected in order to achieve its safety objectives. A pictorial representation of the 'maintenance system' is shown below.
- 3.4. This Guidance circular addresses the concept of maintenance error management systems through the identification and investigation of maintenance related errors. It also lays out the Brunei DCA's expectations as to how such information should be collated and shared so that aviation safety may be improved through the collective experience of the industry. It is important to examine not just **what** happened but, more importantly, **why** it happened in order to determine the root causes and allow us to identify a strategy that reduces, or ideally eliminates it from occurring again.

4. The Need

- 4.1. In today's operating environment, organisations are expected to have in place an effective SMS to manage the hazards and risks that are inherent in any operation.

Whilst the scale and size of the SMS will vary according to the complexity and scale of an organisation's activities every company should develop safety improvement strategies to support its SMS system and policies. However, in order to do so it must have information about the issues to target. It is important

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

therefore to have knowledge of the changing hazards, risks and any failures in the company's system or working practices in order that changes can be managed or remedial action put in place.

- 4.2. BAR 8, Part 145.A.60 places an obligation on maintenance organisations to “establish an internal occurrence reporting system”. The purpose of such a system is to enable the collection and evaluation of information regarding events which have resulted, or may have resulted, in an unsafe condition that affects flight safety. There are equivalent reporting requirements in the other Brunei DCA Airworthiness Requirements, e.g. BAR 8, Part M.
- 4.3. The internal occurrence reporting procedures under BAR 8, Part 145.A.60 shall seek to identify adverse trends, the corrective actions taken to contain an unsafe situation or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.

This clearly suggest that, notwithstanding the need to formally report occurrences to the various agencies, the organisation is expected to carry out internal investigations, not only against an individual occurrence but looking for possible correlation between events and any underlying trends.
- 4.4. The reporting of occurrences is essential to the improvement of air safety by ensuring that relevant information on safety is reported, collected, stored, protected and disseminated.
- 4.5. The issue of maintenance error is included in the scope of these occurrence reports, including instances of non-compliance or significant errors in compliance with required maintenance procedures.
- 4.6. The collation of incident data will be managed through the Brunei Occurrence Reporting System. In the longer term, this will enable Brunei DCA to have greater visibility about safety data in Brunei and the key risks and threats.
- 4.7. BAR 8, Part 145.A.65 further requires an organisation to establish a safety and quality policy for the organisation. This should extend into the development and publication of working procedures which take account of human factors principles and human performance.

This is very much focused upon the need to avoid putting the individual into a situation where they are pressurised, whether real or perceived, into working outside of the published requirements. However, the requirements also focus upon encouraging personnel to report maintenance related errors/incidents and for the company to analyse previous experiences of maintenance errors.

5. Maintenance Error Management Systems

- 5.1. As noted above, a Maintenance Error Management System (MEMS) should be an inherent element of any organisation's SMS. It partially satisfies the intent of BAR 8, Part 145.A.60 for internal reporting systems, although there will still be reportable technical failures that are not attributable to maintenance error.

More importantly, MEMS creates a means of identifying areas of weakness for the organisation to address. The organisation should also seek to promote and cascade out safety guidance to its staff on how to prevent such errors and to promulgate the potential pitfalls that led to the event. These should somehow be captured and offered to the wider community so that everyone can learn from the collective experience that accumulates, not the one company alone.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

These systems, and the information that they provide will form an important element of Brunei's State Safety Programme.

- 5.2. The Brunei DCA wants industry to provide an environment and underpinning culture whereby maintenance errors may be openly reported by staff and investigated objectively in order that the contributing factors and root causes of such errors can be addressed. The organisation's MEMS system should complement the existing systems for reporting occurrences under the Brunei DCA Occurrence Reporting scheme by looking at the error events in greater detail, the associated underlying circumstances and the root causes with the intention of identifying appropriate corrective actions that are appropriate and effective.
- 5.3. Maintenance errors with serious consequences such as accidents or incidents are often routinely investigated by bodies external to the organisation, such as the Accidents Investigators (NTSB, UK AAIB, BEA in France). However, such involvement should not prevent the organisation itself carrying out a MEMS investigation into an occurrence. There will inevitably be actions which should be looked at and addressed whilst the external investigation proceeds. Whilst there may be an overlap between the functions of the investigation the company must remember that it has to investigate and address the shortfall that resulted in the event.
- 5.4. Operationally significant events (e.g. technical delays, cancellations, etc) may not be legally required to be reported externally but are frequently investigated by organisations, albeit only to apportion responsibility for the event, and to track its consequences rather than specifically to determine cause. Below these levels are events without operational significance (e.g. the omission of an oil filler cap which, by chance, is noticed and corrected before flight), which may rarely be investigated.

Many of these, whilst relatively insignificant on their own, are examples of where the system has failed but, due perhaps to chance, the failure has been caught. These should not be ignored.
- 5.5. In order to gain a better understanding of the problems and the contributory factors, including human factors and performance, company procedures and maintenance manual errors which contribute to such occurrences it is necessary to investigate these before they possibly contribute to or cause an incident or accident in the future.

6. MEMS Policy

- 6.1. The concept of MEMS and the associated investigative techniques have been around in Europe since 2002. The principles were originally proven and incorporated into the requirements of JAR-145 in 2002. However, with the advent of SMS and its wider application across all of an organisation's functional areas, it is important that an organisation's MEMS policy and procedures be revisited, as with any procedure, to ensure that it remains fit for purpose.

Organisations that do not have a MEMS process should look to establish one within the provisions of their SMS. Those organisations that already have a MEMS process should look at it to see if it is adequately identifying the underlying root cause and whether suitable corrective actions are being taken and the success of those actions monitored.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

6.2. Prevailing industry best practice over the last ten years has shown that a MEMS should contain the following elements:

- (a) A cascade of policy from the organisation's Safety Policy and SMS that clearly establishes MEMS;
- (b) Demonstrable corporate commitment with management roles and responsibilities for MEMS clearly defined;
- (c) Clearly identified aims and objectives of the MEMS programme;
- (d) Corporate encouragement of uninhibited reporting and participation by individuals;
- (e) Establishment of a just culture, with clear guidance on disciplinary policies and the associated boundaries identified and published;
- (f) Identification and publication of the events that will typically trigger error investigations;
- (g) An event investigation process which results in the establishment of root cause;
- (h) Investigators selected and trained, including where appropriate training in investigative tools such as MEDA (Maintenance Error Decision Aid);
- (i) MEMS overview education for staff, and more in-depth training for maintenance staff where necessary;
- (j) Appropriate action to address root cause and the associated safety concerns based on investigation findings, including monitoring of its effectiveness;
- (k) Feedback of results to workforce, including where appropriate use of examples during continuation training;
- (l) Feedback from the continuation training into the organisation's Quality system;
- (m) Analysis of the collective data within the organisation showing contributing factor trends and frequencies.

6.3. The aim of the scheme is to identify the factors contributing to incidents, and to make the organisation's system and working practices resistant to similar errors. Whilst not essential to the success of MEMS, it is recommended that for large organisations that a computerised database be used for storage and to assist in the analysis of the collated MEMS data. This would enable the full potential of such a system to be utilised in managing errors.

6.4. The human element includes technicians, engineers, planners, managers, storekeepers – in fact any person contributing to the maintenance process. The foregoing definition differs from that of a human error as it demands consideration of the system failings (e.g. inadequate staffing, organisational factors, tooling availability, ambiguous manuals etc.) as well as the error committed by a person.

7. MEMS – Organisational Procedures

7.1. An organisation should put supporting procedures in place to deliver its MEMS policy.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

These should set out the reporting and MEMS management processes as well as outlining how the organisation intends to carry out investigations, compile reports and feed any findings back into the organisation's SMS and management system.

- 7.2. A maintenance error should be reported through the company's internal system and, if meeting the reporting criteria, also submitted as an Occurrence Report to the Brunei DCA order to comply with the Brunei Civil Aviation Order 2016.
- 7.3. The extent of the investigation will depend upon the nature of the event, the size and the complexity of the organisation (e.g. multi-site, complex procedures, shift working). Small organisations may employ a relatively simple investigative process but should endeavour to use independent staff to carry out the investigation. Larger organisations may wish to use a more formal process with trained investigators and a tool, such as MEDA, to help to manage the investigation and ensure that it uses an appropriate degree of rigour.
- 7.4. Where an occurrence reported via MEMS indicates an unpremeditated or inadvertent lapse by an employee, as described below, the Brunei DCA would expect the employer to act reasonably. It is important that the organisation accepts that free and full reporting is the primary aim in order to establish *why* the event happened by studying the contributory factors that led to the incident, and that every effort should be made to avoid action that may inhibit reporting. This is why the establishment of a just culture is essential.
- 7.5. In the context of error management it is considered that an unpremeditated or inadvertent lapse should not incur any punitive action, but a breach of any expected professional conduct may do so. It is also important to realise that, until the investigation is complete, the individual may not be solely to blame as systemic factors or procedural failures may be a contributory factor.
- 7.6. As a guideline, individuals should not attract punitive action unless:
 - (a) the act was intended to cause deliberate harm or damage;
 - (b) the person concerned does not have a constructive attitude towards complying with safe operating procedures;
 - (c) the person concerned knowingly violated company or regulatory procedures that were readily available, workable, intelligible and correct;
 - (d) the person concerned has been involved previously in similar lapses;
 - (e) the person concerned has attempted to hide their lapse or part in a mishap;
 - (f) the act was the result of a substantial disregard for safety.

"Substantial disregard", for this purpose, means:

- (1) In the case of a certification authorisation holder (e.g. licensed engineer or Certifying Staff but also applicable to base maintenance support and other authorised staff) the act or failure to act was a substantial deviation from the degree of care, judgement and responsibility reasonably expected of such a person.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

(2) In the case of a person holding no maintenance certification responsibility, the act or failure to act was a substantial deviation from the degree of care and diligence expected of a reasonable person in those circumstances.

(g) it can be proven that the person knowingly reported for work in an altered mental or physical state rendering the individual unfit for safe duty.

7.6.1. The degree of culpability would vary depending on any mitigating circumstances that are identified as a result of the MEMS investigation. It follows that any action taken by the organisation would also be on a sliding scale varying from corrective measures such as retraining through to dismissal of the individual.

7.7. In the case of incidents investigated via MEMS, irrespective of whether or not such incidents were brought to the knowledge of the Brunei DCA, the Brunei DCA expects an organisation to address the problems which contributed to these incidents. The organisation should, where possible, implement appropriate measures to prevent the problem from re-occurring, or alternatively monitor future occurrences, according to the degree of risk and likelihood of re-occurrence. A supporting database is useful in these circumstances in helping to assess the frequency of occurrence and any associated trends.

7.8. The Brunei DCA would expect that identified safety issues would be acted upon. There may be immediate actions required to address an unsafe situation with longer term actions following on from the results of the investigation. If the Brunei DCA becomes aware, by whatever means, that a significant safety problem existed and was not being addressed, it reserves the right to take appropriate action.

Note: The statement by an organisation that an incident is undergoing, or has undergone, a MEMS investigation, without any additional information provided to explain why the incident occurred, would not normally be an adequate basis for a MOR closure.

8. Brunei DCA Action

8.1. The Brunei DCA will be checking, as part of its approved organisation oversight process, that an organisation's internal occurrence reporting and investigation process is functioning as described in the procedures approved by the Brunei DCA and in line with the objectives of the programme. The Brunei DCA audit may involve the review of MEMS investigations such that the foregoing can be satisfied. However, the Brunei DCA makes the following assurances that it will:

- (a) subject to item b) below not disclose the name of the person submitting the MEMS report, nor of a person to whom it relates, nor pass on a MEMS report to a third party, unless required to do so by law or unless the person(s) concerned authorises such disclosure.
- (b) take all reasonable steps possible to avoid disclosing the identity of the reporter or of those individuals involved in the occurrence, should any follow-up action arising from a MEMS report be taken.
- (c) not, as its policy, institute criminal proceedings in respect of unpremeditated or inadvertent breaches of the law or requirements, which come to its attention only because they have been reported under the MEMS scheme, except in cases involving dereliction of

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

duty amounting to gross negligence or recklessness. Such an assurance is similar to that provided under the MOR scheme.

8.2. As examples of what the Brunei DCA might require, as evidence that an organisation has a working MEMS programme in accordance with BAR 8, Part 145; Part 145.A.60(b), an inspector may ask to see the following documents and evidence, and in order to satisfy himself, he may wish to speak to individual members of staff at any level within the organisation:

- (a) A copy of the company's safety and disciplinary policy and determine that staff are aware of this policy, and believe that it will be, and has been, applied fairly;
- (b) The procedure describing the company's process for reporting and investigating incidents and errors, and the types of occurrences that would normally be investigated;
- (c) Evidence that occurrences meeting the criteria detailed above have been reported, and to assure himself that occurrences are not frequently going unreported;
- (d) Evidence that occurrences meeting the criteria detailed above have been investigated, and to assure himself that occurrences are being, and have been, fairly investigated. It is hoped that an organisation would cooperate with a surveyor in putting him in touch with individuals who have been party to investigations, but only with the agreement of the individuals concerned;
- (e) Within a large company, evidence that MEMS investigators had received appropriate training;
- (f) Evidence that the organisation had acted, or was acting, upon results of MEMS investigations, based on risk assessment. This may mean that no action had been taken if a risk assessment has deemed that the causes were unlikely, in isolation or in combination, to result in a hazardous event in the future. A surveyor would expect to see evidence of action(s) to prevent root causes, and/or to mitigate the effects of error where appropriate;
- (g) Evidence of feedback to the workforce, on both occurrences and their investigation, and remedial action taken, would also be expected.

8.3. For a small organisation, the surveyor would expect evidence as described above, but on a less structured basis.

8.4. If an organisation has no evidence to offer in the form of reported and investigated occurrences, the surveyor may wish to talk to staff to assure himself or herself that there have been no such occurrences, as opposed to occurrences going unreported and un-investigated. The surveyor would respect staff confidences in seeking such evidence.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

9. Further Information

- 9.1. Maintenance Organisations requiring further information or advice on how to establish a Maintenance Error Management System should contact the Brunei DCA Airworthiness Section.

BRUNEI DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-05 Quality Systems in Airworthiness

1. Introduction

- 1.1. Organisations seeking an approval, should develop, document, implement, and maintain a Quality (Safety) Management System with appropriate internal quality assurance (QA) procedures. Quality Management System, Quality Assurance and Quality Control are explained in the definition section (section 3) of this Guidance Material.
- 1.2. The QA process complements that of safety assurance, with each having requirements for analysis, documentation, auditing and management reviews to assure that certain performance criteria are met. While safety assurance specifically monitors the effectiveness of safety risk controls, QA typically focuses on the organisation's compliance with regulatory requirements.
- 1.3. The complementary relationship between safety assurance and QA allows for the integration of certain supporting processes. Therefore, a QMS should be seen as an integral part of the application, management and maintenance of a Safety Management System (SMS), see BAR 19.
- 1.4. The fundamental objectives of both SMS and QMS may be summarised as:
 - (a) Consistency
 - (b) Error/threat reduction
- 1.5. This Advisory Circular provides guidance on essential elements of a basic Quality Management System (QMS).

2. References

ICAO Doc 9859 Edition 3 – Safety Management Manual Chapter 2.9, Table 5-1.

3. Definitions

- 3.1. The following key terms and phrases are defined to ensure a standard interpretation and understanding of the QMS and internal QA procedures.

Concern

A concern is a derived conclusion, supported by objective evidence that may become a Finding. A concern may generate a Preventive Action.

Controls

Controls are management and operational techniques, activities and procedures that monitor the satisfactory performance of the organisation's operating processes and procedures.

Evidence

Evidence is a documented statement of fact that is based on observations, measurements, or tests that can be verified in a physical way, e.g. copies of documents or parts of documents, images showing the issue, signed file note or statement of circumstances, etc.

Finding

A finding is a conclusion, supported by objective evidence that demonstrates non-compliance with a specific procedure, requirement or standard. A finding will generate a Corrective or Preventive Action.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Inspection

An inspection is the act of observing, measuring, testing, or gauging one or more characteristics of a particular event or action. This is to ensure that correct procedures and requirements are followed during the accomplishment of that event, or action.

Quality control (QC)

QC are procedures to ensure a manufactured product or service complies to a defined set of quality criteria, or meets the requirements of the client or end-user.

Quality Assurance (QA)

QA ensures a number of products or services meet consistently the specified requirements.

Quality Management System (QMS)

The quality management system is the glue that bonds all the following together:

- (a) The organizational structure
- (b) The procedures
- (c) The processes
- (d) The resources

All needed to implement a successful quality management system.

Root cause

The root cause is the underlying organisational or technical system cause, or causes, of any finding or concern.

4. Components of a Quality Management System

- 4.1. The following summarises the main elements needed for a QMS to be developed where required under the BARs. There are many similarities with the content and structure of a safety management system. Wherever possible the systems should be integrated, see BAR 19 for comparison.
- 4.2. The relationship between SMS and QMS, as described by ICAO, is provided in Table 1.

Table 1: Summary comparison of QMS and SMS

QMS	SMS
Quality	Safety
Quality assurance	Safety assurance
Quality control	Hazard identification and risk control
Quality culture	Safety culture
Compliance with requirements	Acceptable level of safety performance
Prescriptive	Performance-based
Standards and specifications	Organizational and human factors
Reactive greater than Proactive	Proactive greater than Predictive

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Source: ICAO Doc 9859 (edition 3) Safety Management Manual Table 5-1

4.2.1. Quality policy

A clear statement of the organisation's policy, management principles and intentions, for a continuous process of improvement to the safety performance.

4.2.2. Roles and responsibilities

Defined in writing for all personnel; and a process for ensuring that everyone is aware of their responsibilities.

4.2.3. Non-compliance, error or deviation

Proactive - an initial hazard identification process; a reporting scheme; and assessments conducted at regular intervals, and whenever changes are planned.

Reactive - collating information from failed or unsafe condition/error reports and accident and incident reports, and ensuring that the requirements of relevant BARs are met.

4.2.4. Rectification and mitigation

A method for the analysis of risks and deciding how these will be mitigated and ensuring implementation, communication and feedback to staff.

4.2.5. Monitoring and evaluation

Conducting reviews or audits of the organisation's processes, and applying conventional QA principles, ensuring that remedial actions have been implemented as planned and that the organisation's systems remain effective and relevant to the operation. Reports made to the Accountable Manager to enable management review.

4.2.6. Objectives for improvement

Planning the quality objectives, and choosing effective methods for quality performance measurement.

4.2.7. Documentation

Documenting all the QMS processes - either as a component of existing manuals or in a separate QMS manual. Include a description of each component of the system and describe the interrelationships between each of these components; and co-ordination with external service providers and contactors, if necessary. Detailed local procedures in other documents can be cross-referenced, so the QMS manual is likely to be thin.

Documenting the regulations, standards and exemptions by which the organisation is regulated.

Training provisions for all staff, including QMS training. The components of the Quality Management System form a continuous cycle of improvement. In terms of Plan, Do, Check, Act.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-06 Accountable Managers

1. Introduction

Organisations holding an Approval under BARs are generally required to have an Accountable Manager who has corporate authority and responsibility for ensuring that the activities conducted under the Approval are performed to the standard required. The title of such a person may vary from BAR to BAR but, essentially the role is common to all approved organisations. The key responsibilities outlined in this guidance must be discharged within any approved organisation by a clearly identified person.

The nomination of a person as Accountable Manager within a BAR Approved Organisation requires specific approval by the Brunei DCA who are responsible for the oversight of that organisational approval. This document provides guidance on the role of the Accountable Manager and the qualifications and qualities required to be acceptable to act in that role.

2. Key Responsibilities and Experience

The exact nature of the Accountable Manager's responsibilities will vary with the size and type of the organisation and so will the experience required to fulfil the post. However there are several particular areas of responsibility which will apply to the role in any organisation. These are described below; they are not exhaustive, but represent key areas of responsibility for the postholder.

2.1. Corporate Authority

The Accountable Manager should occupy an appropriately senior position within the organisation in order to be able to direct its activities but need not be the person who sets overall company policy or objectives. By their CV and the Terms of Reference for the Accountable Manager's position, the nominee must be able to demonstrate the ability to direct the activities of the organisation for which he is responsible.

The term "corporate authority" is used to establish the seniority of the Accountable Manager's position within the organisation and the sort of managerial positions that might possess the required level of authority.

It is not necessary for the position to be the "controlling mind" of the organisation. It is possible for an Accountable Manager to be answerable to and directed by another person or persons, yet retain the appropriate level of authority to ensure that activities are financed adequately and carried out to an acceptable standard.

Appropriate previous experience in a senior management position, preferably within the aviation industry, is a prerequisite for any large organisation, but a lack of such experience in a small organisation need not necessarily disqualify a person from holding the post. In this case the nominee should be able to demonstrate an understanding of sound management principles.

Where a single organisation holds more than one approval, the Accountable Manager should normally have final authority over all activities conducted under the BAR approvals.

2.2. Financial Authority

The Accountable Manager should not only control an allocated budget but also be instrumental in determining what size that budget should be.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

A nominee for this post should therefore be able to demonstrate that they are responsible for determining the level of financing appropriate to the proposed activities and resource levels of the organisation and that they have an appropriate level of autonomy in disbursing the funds allocated as a result. The nominee should be able to demonstrate an understanding of the budgetary process and the ability to ensure that all required resources and management tools are available to support the organisation and to ensure that adequate safety standards are maintained.

In very small organisations, the Accountable Manager will probably have control over the disbursement of company funds.

In larger organisations the Accountable Manager might only have control over a budget allocated by a board of directors; however to meet the requirements of “financial authority” they should have been instrumental in determining the size of the budget and its disbursement.

In very large organisations, where there might be a controlling group with a main board directing subsidiary boards at company level, the layers of corporate management can make it difficult to determine the focus of financial control, but the same test of authority applies, i.e. does the nominated Accountable Manager have appropriate control of the size of their budget and the disbursement of funds allocated to the organisation that they manage?

2.3. Human Resource Management

The management structure itself, including the appointment of those nominated postholders where required by BARS, will normally be the responsibility of the Accountable Manager. The Accountable Manager therefore needs the ability to set up an appropriate management structure, using suitable technically-qualified persons with an adequate knowledge of the standards required by the regulatory authority. He or she must also be able to justify the scale and scope of the proposed management structure and the divisions of responsibilities within it.

An organisation cannot function effectively unless it is adequately staffed. Personnel are needed in sufficient numbers and with the competencies and skills for the jobs they are required to perform, and training will be required to ensure that these are enhanced where necessary and then maintained. The Accountable Manager should normally have overall responsibility for all these human resources matters.

2.4. Safety Management System (SMS)

Any nominee should be able to demonstrate a commitment to the management of safety and a sound knowledge of SMS principles and practices where such a system operates, or is required to operate, within the organisation for which they are responsible.

The nominee should be able demonstrate the importance attached to the management of safety by giving examples of where it applies within the organisation for which they are responsible. Where a SMS has been, or will be, implemented within the organisation in accordance with BAR 19, the nominee should be able to demonstrate knowledge of the principles and practices as they apply within the organisation including, in particular, their own role.

2.5. Quality System

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The Approval may require the establishment of a quality system to support management of the organisation and to monitor compliance both with BARs and with those standards specified by the operator to ensure a safe operation of a product. As the person with ultimate responsibility for meeting the required standards, the Accountable Manager plays an important part in any quality system. He or she is therefore expected to play a central and influential role in the establishment and operation of the organisation's quality system, if required.

Where there is no requirement to establish a formal quality system, the application of quality assurance principles will still be important to the effective management of the organisation, in particular safety management.

A nominee should be able to demonstrate a sound knowledge of quality principles and practices and how those principles and practices are applied within their own organisation including, in particular, knowledge of their own role. Consequently, the nominee should be able to demonstrate a sound knowledge of the regulatory material as it applies to the scope, purpose and function of the quality system within the organisation and particularly their role within it. They should additionally be able to demonstrate an ability to manage quality control or quality assurance functions and to respond to quality assurance input.

2.6. Standards

The Accountable Manager is the manager with ultimate responsibility for operational standards and compliance with the relevant regulations.

Specifically, the Accountable Manager is accountable to the regulatory authority for activities conducted under the terms of the BAR Approval. In practice, technical specialists, appointed to other subordinate managerial roles, may provide the level of regulatory and technical knowledge needed to ensure compliance on a day-to-day basis.

The nominee should be able to demonstrate a basic understanding of the standards required of the organisation for which they will be responsible. This will include a basic understanding of the applicability of the regulatory documents that apply to the organisation and an appropriate level of knowledge of their content and purpose. In particular, the nominee should be able to demonstrate knowledge and understanding of the requirements related to the appointment of those persons within the organisation with designated responsibilities for standards under the relevant requirements, including nominated postholders or their equivalents. Any nominee for the position of Accountable Manager should be able to evaluate the qualities and qualifications required for those persons within the organisation with designated responsibilities for standards.

2.7. Check List

A questionnaire or checklist which can serve as a filter for potential candidates for the role of Accountable Manager is given in the Appendix to this guidance document.

3. Approval of nominee

The nomination of a person as Accountable Manager of an organisation requires approval by the Brunei DCA. Evaluation of the suitability of a nominee will be made against the criteria above.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The organisation putting forward a nominee as Accountable Manager should consult the assigned Brunei DCA inspector at an early stage, providing the fullest information regarding the nominee's fulfilment of these criteria. It is advisable that approval is gained before contractual arrangements concerning employment are concluded with the nominee.

There may be instances where the nominee does not meet fully every aspect of the criteria listed. Nevertheless, where the candidate substantially fulfils the main requirements, the deficit may be remedied by training or managed experience.

For example, the nominee may have limited experience of safety management systems. In such cases, conditional approval may be given subject to the nominee achieving within a specified time the full level of knowledge and experience required and there being readily available to the nominee a source of experience and knowledge in the area in which he is deficient. In addition, conditions may be attached to the organisation's Approval during this period.

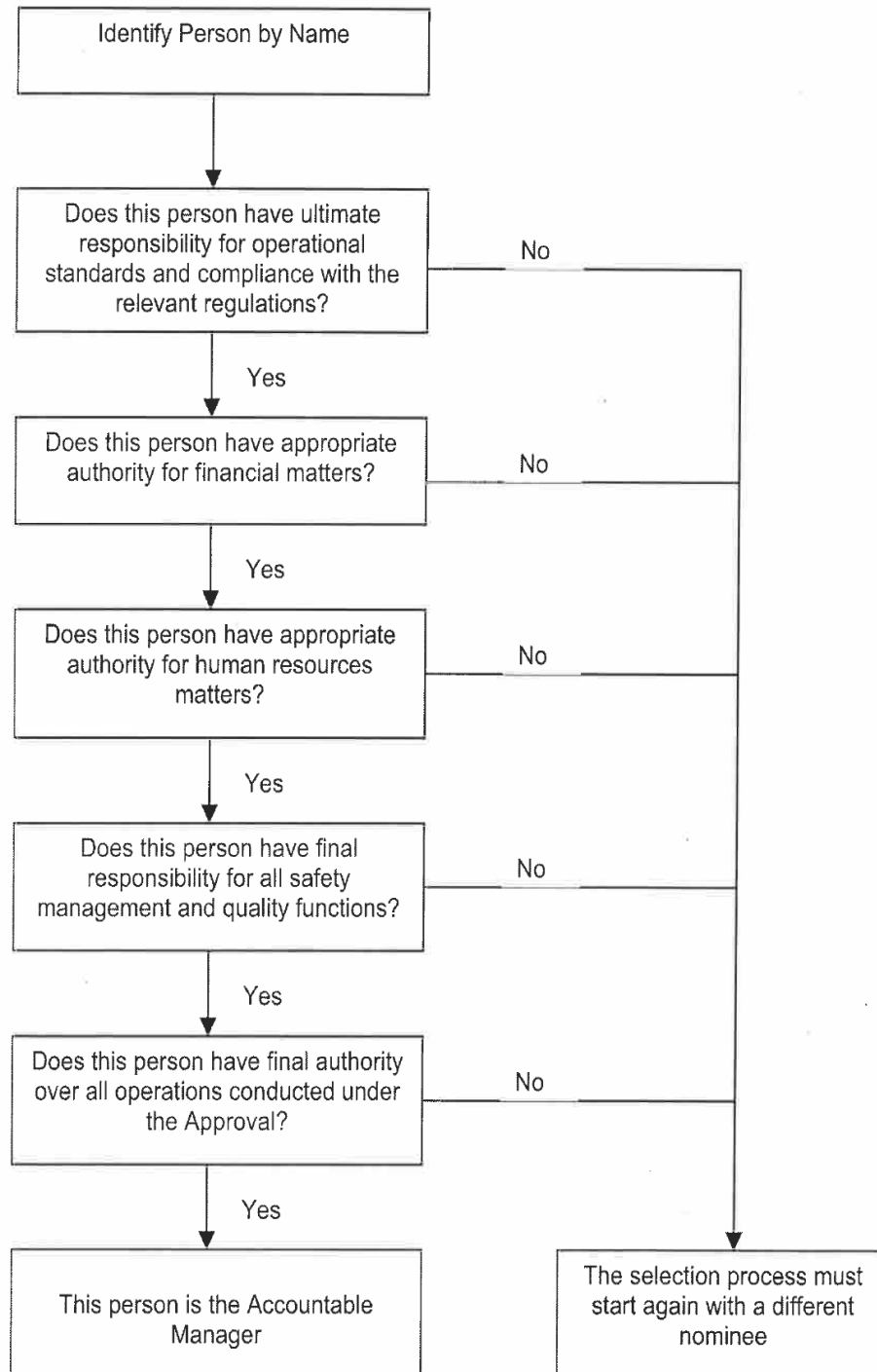
4. Organisational and personnel changes

The senior management of the Approved organisation should notify the Brunei DCA immediately if the Accountable Manager leaves the company or no longer occupies the same post or if the terms of reference associated with the post change substantially.

Any proposed change of Accountable Manager requires the same approval of the regulator as the initial nomination. If there is an interval between the departure of an Accountable Manager and an approved successor taking up the post conditions may be attached to the organisation's Approval or, in extreme cases, the Approval may be suspended

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Appendix Accountable Manager Selection Questionnaire



Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-07 Maintenance Contracts

1. Introduction

This Advisory Circular provides information and guidance to Air Operators and Maintenance Organisations in the process of developing maintenance contract agreements.

2. References

ICAO Annex 8.

ICAO Doc 9760.

BAR 8, Part-M: Continuing Airworthiness.

BAR 8, Part-CAMO: Continuing Airworthiness Management Organisation.

BAR 8, Part-145: Approved Maintenance Organisations.

3. Background & Policies

3.1. Background

In accordance with BAR 6 Part ORA, Air Operators are required to manage the airworthiness of their aircraft by means of a BAR 8, Part-CAMO, Continuing Airworthiness Management Organisation (CAMO). The operator does not need to hold a Maintenance Organisation Approval in accordance with BAR 8, Part 145 and may contract this activity to another organisation holding that approval.

- (a) In the case of commercial air transport, when the operator is not also appropriately approved as a maintenance organisation, the operator shall establish a written maintenance contract between the operator (CAMO) and Approved Maintenance Organisation or another operators AMO, detailing the functions of AMO, ensuring that all maintenance is ultimately carried out by an AMO and defining the support of the quality functions. The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be approved by the Brunei DCA. However, in the case of:

- (1) An aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders addressed to the AMO.
- (2) Component maintenance, including engine maintenance, the contract may be in the form of individual work orders addressed to the AMO.

3.2. Responsibilities

- (a) The operator retains primary airworthiness responsibility regardless of the terms of any contractual arrangement. It is the operator's responsibility to verify the suitability of the arrangement.
- (b) A contracted AMO must have the capabilities and facilities to perform the contracted work.

4. Guidance and Procedures

4.1. General Information

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 4.1.1. It is required that an operator shall have approved maintenance programmes relevant to all types of aircraft in the fleet defining the inspection, maintenance, preventative maintenance and modifications requirements to be performed by him, or contracted to other approved persons that require such work be performed in accordance with the operators Continuing Airworthiness Management Exposition (CAME).
- 4.1.2. Any organisation or person with whom the air operator or AMO has made an arrangement or contract for the performance of any maintenance, preventative maintenance or modifications involving an aircraft and associated aeronautical products is considered a contracted maintenance provider.
- 4.1.3. The use of contracted maintenance providers to complete aircraft maintenance is fundamental to an air operator's maintenance programmes as it would have been with his own internal maintenance facilities.
- 4.1.4. When an air operator uses a maintenance provider to perform all or part of the maintenance on his aircraft or associated aeronautical products, that maintenance provider's organisation becomes in effect the air operator's maintenance organisation.
- 4.1.5. All parts and/or components used by an air operator on his aircraft must be maintained under the air operator's maintenance programme. Leases, exchanges, or other arrangements that do not allow the air operator to be in control of the maintenance of the leased/exchanged part/component while on maintenance are contrary to the regulations.

Traceability of components and parts information may be included in the contract. This could include everything from new parts to the scrapping and/or returning of parts to the air operator. It could also require parts exchanged being in the same configuration.
- 4.1.6. BAR 8, Part 145 requires that the organisation or person makes sure it has capabilities and facilities to perform the intended work.
- 4.1.7. The operator may adopt the publications of a contracted organisation or person in part or in total as methods, techniques, and standards. In this case, the CAME or MOE must describe the applicability and authority of the affected publication.
- 4.1.8. As part of the continuous analysis and surveillance programme, it is required that the operator develops a schedule for accomplishing continuing audits or inspections that are designed to determine the maintenance provider's level of compliance with the air operator's CAME and maintenance programmes.
- 4.1.9. BAR 8, Part-CAMO; CAMO.A.205 requires that any organisation contracting any aircraft or aircraft equipment maintenance work should have a written contract with whomever it has contracted the maintenance to. This helps to ensure and to evaluate that the air operator's requirements and responsibilities are addressed. Additionally, where a CAMO subcontracts any part of its continuing airworthiness management activities to another organisation, the subcontracted organisation shall work under the approval of the organisation.
- 4.1.10. The development of an effective maintenance contract therefore, requires clear understanding of this document, the applicable maintenance contract regulatory requirements, the relevant maintenance programme and the approved maintenance procedures in the CAME or MOE.
- 4.1.11. BAR 6 and 8 emphasise that whatever maintenance arrangement that is in place, the air operator remains primarily responsible for the continued

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

airworthiness of the aircraft, including airframes, engines, propellers, appliances, and parts thereof.

4.1.12. AMO Subcontract activity

When the contracted AMO subcontracts tasks to other unapproved organisations the AMO is responsible for the subcontracted activity (145.A.75). Hence normally it is not required for the operator to audit organisations that an AMO subcontracts with, however it is necessary for the operator to be aware of them and have knowledge and record of their approval and competency status to perform the contracted function(s).

4.2. Maintenance Contract Requirements

4.2.1. An effective maintenance contract agreement should include clauses that address the following:

- (a) The air operator's responsibility for the airworthiness of the aircraft and performance of all elements of the continuous airworthiness maintenance programme.
- (b) A statement that the maintenance provider shall allow the operator/contractor to audit the facilities, equipment, personnel, and records pertaining to the services provided to the air operator at any reasonable time.
- (c) Brunei DCA shall have unlimited access to the contracted facility for inspection.
- (d) A statement that the AMO shall follow the air operator's maintenance programme requirements.
- (e) The maintenance provider declaration to comply with all applicable laws and regulations.
- (f) A statement confirming the adequacy of staffing levels and sufficiency of the facilities and equipment to support a varied fleet mix; and adequacy of record keeping and exchange of information with the operator/contractor.
- (g) That the operator/contractor shall provide all information (including manuals) covering the administration necessary to ensure compliance with the maintenance programme. And that the operator is responsible to verify any information provided by the maintenance provider before application.
- (h) That the contracted organisation shall maintain and make available when required a current listing of persons who have been trained, qualified, and authorised to conduct required maintenance. The persons must be identified by name, occupational title, and the inspection that they are authorised to perform.
- (i) That the operator shall be responsible for record keeping, however, if the operator delegates this responsibility to the maintenance provider, the contract should clearly explain this arrangement.

4.3. Summary

4.3.1. An effective maintenance contract must capture the following information;

- (a) The names of contracting operators

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (b) Contract identification and date
- (c) Place where maintenance will be performed
- (d) Reference documents approved for the control of maintenance
- (e) A clause referring to termination or alteration of the contract

Guidance on the maintenance contracts is given in Appendix A to this document.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Appendix A

Refer to Appendix IV to AMC1 CAMO.A.315(c) to the BAR 8 Part-CAMO.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-08 Battery Charging Facilities

1. Introduction

This Advisory Circular provides guidance on the setting-up and operation of facilities equipped for the purpose of charging aircraft batteries.

2. Applicability

This Advisory Circular is applicable to air operators, maintenance organisations, and other entities involved in setting up, operation and maintenance of aircraft battery charging workshops.

3. References

BAR 8, Part 145; 145.A.40.

4. Background

BAR 8, Part 145; 145.A.40 requires an approved maintenance organization to always have the necessary equipment, tools, material and personnel to perform the approved scope of work. The AMO is also required to have, among others, appropriate housing and facilities. These requirements also apply to workshops/rooms used for the purpose of charging aircraft batteries.

5. Building and Equipment

5.1. General

5.1.1. In no circumstance should the same facility be used for both nickel-cadmium and lead-acid battery charging; and the ventilation arrangements shall be such that no cross contamination can occur.

5.1.2. Buildings and rooms used for the purpose of charging batteries should be well lit and cool and should have a ventilation system which is capable of exhausting all the gases and fumes which may be present during the servicing and charging operations. The floor surface should be of a material which is impervious to acid and alkali, has nonslip qualities and is quick drying and able to be washed down easily. Examples of such materials are dustless concrete, bituminous compound or tiling. Adequate and suitable drainage should be provided for washing down purposes. Because of the fire risk, it is strongly recommended that doors should be fitted so that they open outwards, thus facilitating easy evacuation from the building in the event of fire. To permit free and easy movement of batteries, steps and thresholds should, where possible, be eliminated. If, however, different levels are unavoidable they should be linked by inclines.

5.2. Water Supply

At least one tap in each room where battery charging is carried out should be connected to a mains fresh water supply. Sinks and draining boards and a hot water supply should also be provided.

5.3. Lighting

The level of lighting within the charging rooms should be sufficient to enable the level of the electrolyte in individual cells of batteries to be easily determined without additional lighting. To prevent accidental ignition of gases all electrical fittings should be of a spark-proof design.

5.4. Ventilation

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Hydrogen is given off at all stages of lead-acid battery servicing; the highest concentration being at the end of the charging cycle. Hydrogen is also produced when nickel-cadmium batteries reach the fully charged state; i.e. at the 'overcharge' point and for a 24 hour period thereafter. Heavy corrosive fumes are also emitted when mixing of electrolytes takes place. Therefore, a ventilation system is required which is capable of extracting all gases and fumes, whether heavier or lighter than air.

5.5. Temperatures

5.5.1. Electrolyte Temperature

The maximum permissible electrolyte temperature during charging is normally 50°C (122°F), but some batteries of special design, however, have lower limits; for such batteries the temperature limitations will be specified in the manufacturer's publication for that battery.

5.5.2. Environmental Temperature

Environmental temperatures exceeding 27°C (81°F) for lead-acid batteries and 21°C (70°F) for nickel-cadmium batteries impose time penalties in reaching the fully charged state and may also be deleterious to the batteries. The temperature of battery charging rooms should, therefore, be maintained at a temperature consistent with specified limitations and with a free air flow around each battery or cell.

6. Charging Boards and Benches

6.1. Detailed differences exist between the various types of charging board, but in general each board consists of a pair of terminals, to which the rectified a.c. supply is connected (or in the case of a board which has a built-in rectifier unit, to which the mains supply is connected), together with a number of pairs of output terminals, to which the batteries are connected for charging.

6.2. All the output circuits are internally connected in parallel and are, therefore, independent of each other, with the level of charge being controlled separately for each output circuit. Each pair of output terminals is normally designed to have one group of batteries or cells connected in series.

The parallel connection of batteries to one pair of output terminals is not permitted.

6.3. Charging boards should be mounted directly above the rear of the benches so that the necessity for long connecting cables is avoided.

6.4. Battery connecting cables should be well insulated and should be of a sufficient capacity to carry the charging current required. The free ends of connecting cables should be fitted with suitable connectors, which should be firmly secured to the battery and charging board before commencing charging operations. Connections to the charging boards should not be made or broken when power is switched on. On completion of the charging cycle, power should be switched off and the charging cables should be disconnected, first from the battery and then from the charging board.

6.5. Benches

6.5.1. Benches and associated equipment should be sited so that the need for personnel to lean over batteries is kept to a minimum. It is recommended that the height of battery charging benches be approximately 0.5 m (20 in) from the

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

floor. At this height, lifting strain is minimised and a more effective visual inspection of the batteries can be made.

- 6.5.2. The surfaces of battery charging benches should be acid and alkali resistive and should facilitate cleaning. It is generally considered that batteries should not be allowed to stand directly on wood or concrete, but should rest on suitable grids.

7. Power Supplies

Transformer/rectifiers which normally provide rectified a.c. for charging board supplies should be sited in a fume free, dry and cool position, preferably in a separate room, located as near as possible to the charging boards. Charging boards which require 240/115 volts mains supply should be supplied from a ring main system.

8. Storage

8.1. Batteries

In order to preserve an orderly flow of work through a battery charging room, storage facilities should be provided such that incoming unserviceable batteries may be separated from those ready for issue, preferably in clearly placarded areas. The storage facilities should be further grouped for those batteries requiring initial charge and those awaiting routine servicing. Batteries which are serviceable and awaiting issue are best stored in an area which is not subjected to excessive vibration. It is essential that whilst in store, lead-acid batteries be segregated at all times from nickel-cadmium batteries; preferably in separate store rooms.

8.1.1. Storage Guidelines for Lead Acid Batteries

A charged lead-acid battery which is to be stored for any length of time should be in the "fully charged" condition. Before storing, the electrolyte levels should be checked and the battery bench-charged in accordance with manufacturer's instructions. When fully charged, the battery should be stored in a cool, dry, well ventilated store on an acid resistant tray. Batteries may also be stored in the dry, uncharged state. Additional points to note are as follows:

- (a) Every 4 to 6 weeks (depending on manufacturer's instructions) the battery should be removed from storage and fully recharged, i.e. until voltage and specific gravity readings cease to rise.

Note: Damage to the battery will occur if it is allowed to stand idle beyond the period for charging specified by the manufacturer.

- (b) Regardless of periodic check charges, the battery should be given a complete charge and capacity check immediately before being put into service.
- (c) For new batteries, a complete capacity test to the manufacturer's instructions should be made every 6 months, but if the battery has been in service this test should be made every 3 months.
- (d) Every 12 months, or earlier if a leak is suspected, an insulation resistance test should be carried out to the manufacturer's instructions.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (e) If the conditions mentioned in the previous paragraphs are observed, a battery may remain in storage up to 18 months. A battery should not be allowed to stand in a discharged condition, and electrolyte temperatures should not exceed 48.8°C.

Note: *Trickle charging at low rates is not recommended as damage will occur if idle batteries are subjected to this form of charging.*

8.1.2. Silver-Zinc Batteries and Silver-Cadmium Batteries

These batteries should be stored in clean, dry, cool and well ventilated surrounds, not exposed to direct sunlight or stored near radiators.

- (a) New batteries will normally be supplied in the dry condition with the electrolyte contained in polythene ampoules. If possible, new batteries should be stored in their original packaging together with the related ampoules of electrolyte. For storage periods of more than 2 years, special instructions should be requested from the manufacturers.
- (b) Filled and formed batteries required for use at very short notice may be stored in the charged condition. Manufacturers normally recommend that such batteries should be discharged and recharged every 4 to 6 weeks. The manufacturer's schedule of maintenance should be applied to batteries stored in the charged condition.
- (c) Batteries to be stored out of use for protracted periods, should be discharged at the 40-hour rate until the voltage level measured while discharging, falls below the equivalent of 0.8 volt per cell.
- (d) Before storing batteries, the electrolyte level should be adjusted to near the maximum specified by topping up, using a potassium hydroxide solution of 1.300 sg.
- (e) The need for care in handling potassium hydroxide, because of its caustic content, is stressed.

After topping up or filling, the top of the batteries should be cleaned and the connections and terminals lightly smeared with white petroleum jelly. In no circumstances should sulphuric acid or acid contaminated utensils be used in close proximity to silver-zinc or silver-cadmium batteries.

8.1.3. Nickel-Cadmium Batteries

This type of battery can be stored for long periods without damage, in any state of charge, provided the storage place is clean and dry and the battery is correctly filled.

- (a) For the battery to be ready for use in the shortest possible time, it should be fully charged, correctly topped up and then discharged at normal rate for a period of 1 hour before storage.
- (b) The battery should be cleaned and dried and the terminals and connectors lightly smeared with pure mineral jelly.
- (c) The battery should be inspected at intervals of 6 to 9 months and topped up if necessary.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (d) Before going into service, the battery should be given a double charge and capacity check as recommended by the manufacturer of the particular type of battery.
- (e) The battery should be stored on a shelf or rack, protected from dirt or dust, and where metallic objects such as bolts, hand-tools, etc., cannot drop onto the battery or touch the cell sides.

Note: The above refers to pocket plate nickel-cadmium cells and not to sintered plate nickel-cadmium cells, for which reference should be made to the manufacturer's instructions.

8.1.4. Storage Precautions

It should be noted that sulphuric acid will destroy alkaline batteries; therefore, utensils which have been used for this acid should not be used with such batteries. It is also important to avoid any contamination from the fumes of lead-acid types of batteries.

8.2. Electrolytes

8.2.1. The handling and storage of electrolyte materials should always be in accordance with the manufacturer's instructions. It is, however, essential that when undertaking the mixing or breaking down of these chemicals, separate areas are provided. Glass, earthenware or lead-lined wood containers are suitable for the storage of lead-acid battery electrolyte (sulphuric acid), whilst plain iron, glass or earthenware containers are suitable for the storage of nickel-cadmium battery electrolyte (potassium hydroxide). Galvanised containers or containers with soldered seams must not be used. Each container should be clearly marked as to its contents and should be stored accordingly. Waste or surplus materials should be disposed of in accordance with locally approved instructions. If, however, doubt exists, all electrolytes should be neutralised prior to disposal (*paragraph 8.4*). All mixing vessels, mixing rods and other similar items should be clearly marked with 'acid only' or 'alkaline only' and their use should be restricted accordingly.

8.2.2. Stocks of electrolyte materials which are retained in a battery charging room should be restricted to the quantities required for immediate use. The storing of electrolytes mixed ready for use should be avoided as far as possible.

- (a) Sulphuric acid containers should be kept tightly sealed when not in use, to prevent contamination. Only the container which is required for immediate use should be retained in the charging room.
- (b) Potassium hydroxide is supplied in solid form contained in steel drums. Once a drum has been opened the contents are liable to carbon dioxide contamination. The entire contents should, therefore, always be mixed as soon as a drum has been opened. Any unused mixture should be stored in a stoppered glass container.

8.3. De-mineralised and distilled water are generally supplied in carboys and should be stored separately from the electrolytes, so as to avoid contamination. Carboys should be firmly stoppered when not in use and should be clearly marked as to the contents. Only the water container used for 'topping up' should be kept in the charging room and the stopper should be refitted immediately after use.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

8.4. The neutralising agents for the two types of electrolytes are given below, together with the action that should be taken in the event of contamination and/or spillage.

8.4.1. Sulphuric Acid

The neutralising agents are:

- (a) Saturated solution of bicarbonate of soda
- (b) Ammonia powder
- (c) Borax powder

The acid should be soaked up with sawdust which should then be removed and buried. The affected area should be treated with one of the above, followed by washing down with copious amounts of fresh water.

8.4.2. Potassium Hydroxide

The neutralising agents are:

- (a) Boric acid solution
- (b) Boric acid crystals or powder

The alkali should be soaked up with sawdust, which should then be removed and buried.

The affected area should be treated with one of the above, followed by washing down with copious amounts of fresh water.

8.4.3. Containers of sawdust and neutralising agents should be clearly marked with their contents and use and sited in readily accessible positions.

9. Protection

9.1. To prevent the risk of burns, such personal items as rings, metal watches, watchstraps and identification bracelets should be removed, to avoid contact with connecting links and terminals.

9.2. In general, smoking should only be permitted in rooms which do not have a direct access to battery charging rooms or chemical mixing areas. Naked lights, non-safety matches and automatic lighters should not be taken into battery charging rooms.

9.3. Fire extinguishers of the CO₂ type and buckets of sand should be placed at strategic points inside the building for use in the event of any chemical fires.

10. Documentation

Records of battery servicing should be maintained.

11. Servicing and Test Equipment

11.1. Servicing of aircraft batteries should be carried out in accordance with the instructions contained in the manufacturers' Maintenance Manual.

11.2. In addition to the general engineering hand tools which may be required for aircraft battery servicing, the following specialised items will also be required:

- (a) Hydrometers
- (b) Thermometers
- (c) Battery kits (as supplied by battery manufacturers)

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (d) Capacity test sets
- (e) Leakage tester (lead-acid batteries)
- (f) Filler pumps (for transferring of liquids from one container to another)
- (g) Calibrated test equipment:
 - (1) Insulation resistance tester
 - (2) Universal test meter
 - (3) Digital voltmeter

11.2.1. To prevent cross-contamination between the two types of aircraft batteries, two sets of equipment should be held, each being contained in separate cupboards and clearly marked 'acid only' or 'alkaline only' as appropriate to the application. Wherever possible, tools and equipment comprising the sets should be those manufactured of an insulating material. Each item should be identified as to its application and in the case of hydrometers and thermometers, this is usually best done on the instrument case.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-09 Aircraft Equipment and Installation Criteria

1. Introduction

This Advisory Circular provides information and guidance and serves as acceptable means of compliance for some of the aircraft equipment and instruments require by the BAR 6 Operations Regulations.

2. References

ICAO Annex 6.

ICAO Annex 8.

BAR 6, Part CAT.IDE and Part NCC and Part NCO.

BAR 8, Part 21, Subpart K.

3. Abbreviations

The following abbreviations are used in this circular:

AC Advisory Circular

ACAS Airborne Collision Avoidance System (European Term for TCAS)

AMC Acceptable Means of Compliance

CVR Cockpit Voice Recorder

DCA Department of Civil Aviation (Brunei)

EASA European Aviation Safety Agency

ELT Emergency Locator Transmitter

ETSO European Technical Standards Order (EASA)

EUROCAE European Organization for Civil Aviation Equipment

FAA Federal Aviation Administration (United States of America)

FDR Flight Data Recorder

GPWS Ground Proximity Warning System

ICAO International Civil Aviation Organization

JAA Joint Aviation Authorities

MOPS Minimum Operational Performance Specifications

STC Supplemental Type Certificate

TAWS Terrain Awareness Warning System

TAC Type Acceptance Certificate

TC Type Certificate

TCAS.Traffic Collision Avoidance system (USA Term for ACAS)

TSO Technical Standard Order (FAA)

4. Background

BAR 6 Operations Regulations requires any person who flies an aircraft to ensure that the aircraft is equipped with equipment and instruments specified in the Parts CAT, NCC or NCO as applicable. The Regulation further requires

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

all required equipment and instruments to be approved and installed in accordance with applicable airworthiness requirements specified under BAR 8, Part 21, Subpart K.

5. Required Specifications

- 5.1. The table below lists the applicable operational Equipment TSO (or ETSO) performance standards and the installation criteria as most of the installations will be made by the TC holder or the STC holder to FAA or EASA/JAA standards. These are generally quoted.
- 5.2. If the Applicant or Brunei DCA inspector is unsure as to what the equipment installation complies with they should request that the applicant obtains a statement from the TC or STC holder as applicable.

System	Equipment Minimum Operational Performance Specification	Installation Criteria
CVR	FAA TSC C123() or EASA ETSO C123()	EUROCAE ED-112 (Minimum Operational Performance Specifications (MOPS) for Crash Protected Airborne Recorder Systems)
FDR	FAA TSC C124() or EASA ETSO C124()	EUROCAE ED-112 (Minimum Operational Performance Specifications (MOPS) for Crash Protected Airborne Recorder Systems)
ELT	FAA TSO C91a (now obsolete) or, EASA ETSO 2C91a (for 121.5 MHz and 243.0 MHz ELT), or FAA TSO C126/ EASA 2C126() (for 406 MHz)	TAC or STC (Basic TC Certification basis). FAA AC91-44 exists dealing with operation and maintenance of ELTs
GPWS inc Forward Looking Terrain (TAWS Class A)	FAA TSO C151 () or EASA ETSO TSO C151() - Class A	FAA AC25-23, JAA TGL 12 or EASA CS-ACNS
TCAS (ACAS)	FAA TSO C119c or EASA ETSO C119c to meet latest ICAO Annex 10	FAA AC20-131A, FAA AC20-151, JAA TGL 8 Rev 1, or EASA AMC20-15

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-10 Aircraft Field Loadable Software (FLS) & Database Field Loadable Data (DFLD)

1. Introduction

- 1.1. The Brunei DCA is aware that a lack of adequate control of FLS and DFLD by operators could lead to safety related occurrences.
- 1.2. The purpose of this document is to provide guidance for operators, maintenance organisations and the Brunei DCA on the configuration management, procurement, embodiment and tracking of aircraft FLS and DFLD to ensure that continued airworthiness and operating safety standards are met.
- 1.3. The content of this document is based upon established as well as developing international standards.
- 1.4. It is recognised that operators and maintenance organisations may have already implemented satisfactory alternatives that meet the intent of this document. It will not be necessary for those organisations to change these procedures if they already meet the intent of this document.
- 1.5. The content of this document should be used to supplement the content of the Type Certificate (TC) or Supplemental Type Certificate (STC) holder's instructions.
- 1.6. This document is technology focussed and the content should be considered as applicable to any aircraft using this level of technology.
- 1.7. This document does not apply to software applications for Electronic Flight Bags. For guidance on this subject the reader should refer to EASA AMC 20-25.

2. Definitions

- 2.1. For the purpose of this document the following definitions apply:
 - (a) **Aircraft Configuration List (ACL):** A list of Line Replaceable Units (LRU) and modules with Loadable Software Aircraft Parts (LSAPs) that are applicable to a specific aircraft. This list may be contained on data supplied by the Type Certificate (TC) Holder in a Service Bulletin (SB), Service Information Letter (SIL) or Illustrated Parts Catalogue (IPC), or as a separate tracking system.
 - (b) **Field Loadable Software (FLS):** Software (executable code) that can be loaded without removing the system or equipment from the aircraft. FLS can be loaded onto an aircraft system by a maintenance mechanic/technician in accordance with defined maintenance manual procedures. FLS can be configured as a component of target hardware and thus affect the part number of the target hardware.

There are numerous types of FLS, but most can be categorised as follows:

- (1) **Loadable Software Aircraft Part (LSAP):** FLS that is required to meet a specific airworthiness or operational requirement or regulation and not considered as a component of the target hardware, but is considered to be part of the aircraft approved design and therefore an aircraft part requiring formal controlled release documentation (EASA Form 1 or FAA 8130-3).

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (2) User Modifiable Software (UMS): Software declared by the aircraft Type Certificate holder's design organisation (or Supplementary Type Certificate holder's design organisation) as being intended for modification by the aircraft operator.
- (3) Option Selectable Software (OSS): LSAP that contains approved and validated components and combinations of components that may be activated or modified by the aircraft operator within defined TC/STC Holder boundaries.
- (c) **Database Field Loadable Data (DFLD):** Data that is field loadable into target hardware databases.
 - (1) Database: A term generally misused to describe the "data" that is field loaded into target hardware. However, the database is actually an embedded item that resides within the target hardware and is not, itself, field loadable. The process normally described as "loading a database" actually loads a data file onto the target hardware's embedded database. The updating of the data held on a database, by the uploading of a new data file, will normally be conducted to provide for modifications to operating functions, including the revision of the aircraft performance or navigational data. It should be noted that whilst "LSAP" is only associated with FLS (executable code), certain DFLD should be treated in the same manner, in that they will have their own part number requiring control as an aircraft part and should be accompanied by controlled release documentation (EASA Form 1 or FAA 8130-3). The form of release required for different types of DFLD is defined in paragraph 3.
 - (2) Data File: A specific file that contains the actual data that is the object of the database and is field loaded.
- (d) **Target Hardware:** The hardware such as Line Replaceable Units (LRU) and modules that are intended to be loaded with FLS or DFLD.
 - (1) Examples of target hardware for LSAP (FLS) could be: an Electronic Engine Control (EEC), a Digital Flight Data Acquisition Unit (DFDAU), an Auxiliary Power Unit's Electronic Control Unit (ECU), a Flight Guidance Computer (FGC), or an Integrated Modular Avionics (IMA) Unit.
 - (2) Examples of target hardware with databases that could be field loaded with DFLD that need to be tracked in the same manner as an aircraft part, could include: a Flight Management Computer (FMC), a Terrain Awareness Warning System (TAWS) Computer, or an IMA Unit.
 - (3) Examples of target hardware for UMS could be: Aircraft Condition Monitoring System (ACMS) and In-Flight Entertainment System (IFE).

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

(4) Examples of target hardware for OSS could be an IMA Unit.

- (e) **Media Distribution of FLS or Data files:** A process whereby FLS or Data files are moved from the production organisation or supplier to a remote site (generally the operator) using storage media.
- (f) **Storage Media:** Device that contains a copy of the FLS or Data files such as a diskette, Personal Computer Memory Card International Association (PCMCIA) card, Compact Disc Read Only Memory (CD ROM), Onboard Replaceable Modules (OBRM), file servers or portable data loaders.
- (g) **Electronic Distribution of FLS or Data files:** A process whereby FLS or DFLD are moved from the producer or supplier to a remote site (generally the operator) without the use of FLS storage media.

3. Release of FLS and DFLD

3.1. Methods of Release

The release of FLS and DFLD is dependent upon whether it is required to meet a specific airworthiness or operational requirement, or certification specification.

3.2. Release of Non-Required FLS or DFLD

For FLS or DFLD that is not required to meet a specific airworthiness or operational requirement or regulation, or certification specification, a Certificate of Conformity should be sufficient.

3.3. Release of Required FLS or DFLD

Where the FLS or DFLD is required to perform a function to meet a specific airworthiness or operational requirement or regulation, or certification specification, the following should be taken into account.

3.3.1. LSAP

An EASA Form 1 or FAA 8130-3 should accompany any FLS (executable code) that is required to meet a specific airworthiness or operational requirement or regulation, or certification specification, i.e. LSAP. Examples of LSAP that would require such release could be FLS that is associated with any of the examples of target hardware in paragraph 2(d)(1) above.

3.3.2. DFLD

An EASA Form 1 or FAA 8130-3 should accompany any DFLD (data file) that is required to meet a specific airworthiness or operational requirement or regulation, or certification specification. Examples of DFLD that require such release could be those associated with IMA, as mentioned in paragraph 2(d)(2) above.

3.3.3. Navigational Data

A “Letter of Acceptance” (LOA) as defined on EASA’s website, or equivalent, should accompany the release of any navigational database’s DFLD, where approvals are required (e.g. Precision RNAV), because an EASA Form 1 or FAA 8130-3 cannot be provided.

(a) Type 1 LOA

A Letter of Acceptance granted where a Navigation Database supplier complies with EUROCAE ED-76 / RTCA DO-200A documents with no

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

identified compatibility with an aircraft system. A Type 1 LOA holder confirms that the processes for producing navigation data comply with these Conditions and the documented Data Quality Requirements. A Type 1 LOA holder may not release navigation databases directly to end-users.

(b) Type 2 LOA

A Letter of Acceptance granted where a Navigation Database supplier complies with EUROCAE ED-76 / RTCA DO-200A documents and provides data compatible with specified avionics system(s). A Type 2 LOA holder confirms that the processes for producing navigation data comply with these Conditions and the documented Data Quality Requirements for the avionics systems specified. The Data Quality Requirements must be provided by or agreed with the specified equipment design organisation in accordance with a formal arrangement. A Type 2 LOA holder may release navigation databases directly to end-users. Such releases may also include data packing tools, where the use of such tools has been demonstrated to be ED-76/DO-200A compliant.

A Type 2 LOA holder may interface directly with data originators (such as State AIP providers and operators), or may use data supplied by a Type 1 LOA holder in which case interface with data originators may not be necessary.

3.4. Release Equivalency

It should be noted that Certificates of Conformance are not considered to be equivalent to either an EASA Form 1 or FAA 8130-3.

3.5. Electronic Distribution Release

The Electronic Distribution of FLS or Data files should recognise this requirement and provide an equivalent means of formally controlled release. This will need to be agreed by the Brunei DCA

4. Procurement and Documentation of FLS and DFLD

4.1. FLS and DFLD

FLS and DFLD are normally delivered with the new aircraft and contained in the Target Hardware and in media sets in binders or storage bins, noting that the part number of the Target Hardware may not necessarily indicate the loaded software part number (see Appendix 1 Paragraph 1.4 b)).

4.2. LSAP

Procured LSAP must be obtained from an approved source, using the part number specified and accompanied by an EASA Form 1 or an equivalent acceptable to the Brunei DCA. The part number can typically be confirmed as approved by reference to documents such as the IPC, SB and SIL, or to an appropriately approved modification (TC/ STC).

4.3. DFLD

Data Field Loadable Data files used for the update of databases such as Navigational Databases, Terrain Databases and Model/Engine Databases should be acquired from a source that is acceptable to the Target Hardware Manufacturer, and accompanying documentation and DFLD Storage Media containing the data file should clearly identify this. The DFLD storage media should also be annotated with the originator identification and quality/conformity markings. The Electronic Distribution of DFLD should recognise these points

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

and provide an equivalent level of control agreed by the Brunei DCA. The responsibility of obtaining appropriate confirmation of the authenticity, performance specification and accuracy of the DFLD rests with the operator. It is also recommended that a "confidence" check of the received data be accomplished to ensure that the new data satisfies the intended use. The DFLD should be subjected to a configuration control process acceptable to the Brunei DCA (see Appendix 1 paragraph 1).

4.4. UMS

UMS is FLS that is normally modified by the operator, their contracted maintenance organisation or approved vendor using the appropriate methods identified during initial certification. The responsibility for obtaining adequate documentation confirming the appropriateness of the software rests with the operator. If an instance occurs, when a change to target hardware's software that has been defined as UMS actually modifies aircraft performance information presented to the flight crew, Brunei DCA advice should be sought as approval maybe required and the software classification of UMS may be removed.

4.5. Distribution of FLS and DFLD

FLS and Data Files can be distributed to the aircraft operator using a variety of methods, which include use of software media (such as diskettes), CD ROMs, PCMCIA Cards or electronically, such as via the Internet. The operator is responsible for establishing a process to ensure that the FLS or data file received is the FLS or data file approved and that the FLS or data file has not been corrupted (e.g. making use of a Cyclic Redundancy Check (CRC)). Complying with the aircraft manufacturers recommendations and utilising the recommended tooling could achieve this.

4.5.1. Media Distribution of FLS or DFLD

If the FLS or DFLD is to be supplied using diskettes, CD ROMs or PCMCIA cards the following should be considered:

- (a) The FLS or DFLD should be virus checked upon receipt and stored in a controlled location if not being immediately loaded onto an aircraft system. (This requirement assumes that the media store has appropriate protections and controls to prevent unauthorised access to the media. If this is in any doubt, the FLS or DFLD should be virus checked immediately prior to loading it onto an aircraft system.) The target hardware manufacturer should provide guidance on how this virus checking should be accomplished.
- (b) The method of transportation should be appropriate to ensure that it does not result in damage or corruption of the storage media or FLS or DFLD. If this is in any doubt, the FLS or DFLD should not be loaded onto an aircraft system.
- (c) The FLS or DFLD should be accompanied by the appropriate release paperwork, as stated in paragraph 3.

4.5.2. Electronic Distribution of FLS or DFLD

EDS is increasingly being utilised to transfer FLS or DFLD from the supplier to an operator. The obvious advantages of this are the speed of distribution and the removal of the need for physical transport media. This should be accomplished to an acceptable standard (see Appendix 1 paragraph 1). Such

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

an acceptable standard would normally be that of meeting the intent of the guidance in this document. If the FLS or DFLD is supplied over the Internet this should be accomplished in accordance with a procedure detailed in Appendix 1, paragraph 1.3.

5. FLS and DFLD Storage Media Handling

The operator is responsible for ensuring the suitability of any storage media used. In order to ensure FLS and DFLD integrity, the storage media should be kept and processed in an environment that is not detrimental to that storage media, noting any limitations associated with that media. Additional information may be found in Appendix 1.

6. FLS and DFLD Loading and Certification

6.1. Prior to loading

Prior to loading FLS or DFLD onto the aircraft the operator should consider the points in Appendix 1.

6.2. Loading FLS or DFLD

Loading FLS or DFLD onto aircraft target hardware should be carried out and verified in accordance with the established processes and procedures detailed in the maintenance manual or associated approved maintenance or modification data.

6.3. Recording aircraft FLS and DFLD configuration

All FLS and DFLD loading should be recorded in the Aircraft Configuration List (ACL), and a copy kept on board the aircraft with a further copy also kept in the operators' aircraft maintenance records system.

6.4. Aircraft Release to Service

After any loading of FLS or DFLD a Certificate of Release to Service must be issued by an appropriately authorised/licensed person.

7. Replication of FLS and DFLD

7.1. FLS or DFLD copies

If FLS or DFLD copies are to be made by the aircraft operator for use within their organisation, this should be accomplished using the aircraft type design organisation approved FLS and DFLD Storage Media replication process. This replication should be recorded in an Aircraft FLS/DFLD Replication Register and be traceable to the original source from which copies were made. This is to ensure that this activity could be audited.

7.2. Release documentation

A copy of the original JAA Form One, EASA Form 1, FAA 8130-3, Letter of Acceptance (for navigation databases) or other Brunei DCA accepted release documentation, as defined in paragraph 3, should accompany the FLS or DFLD Storage Media containing copies of the FLS or DFLD (BAR 8, Part 21.303 and BAR 8, Part 145.A.42 refer).

8. Procedure

8.1. Configuration Control

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

It is essential that operators consider use of appropriate procedures such that at any time they can determine the equipment, FLS and DFLD configuration of each aircraft in their fleet.

8.2. Use of notice recommendations

Operators involved in the procurement, modification and embodiment of FLS and DFLD should consider producing a documented procedure within their Company Procedures, Maintenance Management Exposition (MME) or equivalent that describes their means of implementing procedures recommended by this document.

Further guidance can be found within Appendix 1 to this document. It is expected that any procedure would cover the complete cycle from procurement specification; distribution methodology (e.g. Electronic Distribution, media type etc.); receipt inspection and assessment through to embodiment; subsequent testing and release to service. This process should also be considered for inclusion in the operator's internal audit programme.

8.3. Staff

Operators should ensure that sufficient numbers of competent staff are retained in order to ensure that the intent of guidance within this document is met.

9. Recommended Reference Material

USA	Europe	Description
RTCA DO 178B	EUROCAE Doc. ED 12B	Software Considerations in Airborne Systems and Equipment Certification
RTCA DO 200A	EUROCAE Doc. ED 76	Standards for Processing Aeronautical Information
AC120-76 ()	EASA AMC 20-25	Airworthiness and operational consideration for Electronic Flight Bags (EFBs)

Note: or any later versions of the above documents.

9.1. Documents referenced in this document can be obtained from:

EUROCAE, 102 rue Etienne Dolet, 92240-Malakoff, France.

Fax No. +33 (0)140927930

Web site: www.eurocae.org

RTCA Inc. 1828 L Street NW, Suite 805, Washington DC. 20036 USA

Web site: www.rtca.org

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Appendix 1 FLS and DFLD Control, Tooling and Loading

1. Procedures for the control of FLS and DFLD

The operator should consider providing the following for the control of FLS and DFLD:

1.1. FLS and DFLD Register

A controlled FLS and DFLD register, which includes the following:

- (a) The version of the FLS and DFLD owned;
- (b) Which aircraft the FLS and DFLD are installed on;
- (c) The aircraft, systems and equipment that they are only applicable to;
- (d) The functions that the recorded FLS or DFLD performs;
- (e) Where it is stored (on or off aircraft location, including the storage media) and who has access to it;
- (f) Who can decide whether an upgrade is needed and then authorise that upgrade; and
- (g) A record of all replicated FLS/DFLD, traceable to the original source.

1.2. Storage Facility

An appropriate storage facility for the FLS and DFLD. While selecting an appropriate location, the following should be taken in to account:

- (a) Access to the location should be appropriately controlled.
- (b) The environmental conditions within the location should be appropriate for the storage of the FLS and DFLD media and provide protection against all forms of environmental contamination, including water, fire, heat and electrical or magnetic fields.
- (c) If the main source of the FLS and DFLD are an electronic store (e.g. a central database of software programs) that store should be:
 - (1) subject to configuration control processes;

Note: ED-12B/DO-178B provides criteria for such a process by defining the configuration control process's objectives as:

- (i) Configuration items are identified.
 - (ii) Baselines and traceability are established.
 - (iii) Problem reporting, change control, change review, and configuration status accounting are established.
 - (iv) Archive, retrieval, and release are established.
 - (v) Software load control is established.
 - (vi) Software life cycle environment control is established.
- (2) appropriately isolated from the rest of the network to prevent unauthorised access or contamination from viruses. This isolation can be achieved using a series of access control functions and firewalls. However, protecting a networked system against viruses is

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

a complex issue and consideration should be given to this store being separated from the network.

- (d) An appropriate number of backups should be maintained utilising standard software backup techniques.

1.3. FLS and DFLD Receipt Procedures

Specific procedures implemented for the receipt of FLS and DFLD that are transferred using electronic distribution techniques should give consideration to the following:

- (a) That the FLS or DFLD has come from an appropriate source and that sufficient configuration control processes are in place to ensure that the correct data and/or executable code will be supplied.
- (b) That they are accompanied by suitable release documentation.
- (c) That a record of purchase is created.
- (d) That suitable controls are in place to prevent use of FLS and DFLD that have become corrupted during its existence in any “open” environment, such as on the Internet.
- (e) That means are provided to allow detection of corruption.
- (f) That connecting a central electronic store for FLS and DFLD storage directly to the Internet is avoided wherever possible.

However, where this cannot be avoided, or if the FLS or DFLD are ported straight from the Internet to a central electronic store, a means to detect interference or corruption are provided.

1.4. FLS and DFLD Loading Procedures

Specific procedures implemented for the loading of FLS and DFLD, to target hardware, should consider the following:

- (a) The criteria identified within the FLS and DFLD control register, defined in paragraph 1.1 above.
- (b) The appropriate authority to embody FLS onto the aircraft (e.g. Aircraft Manufacturer’s Service Bulletin) has been issued and received, i.e. Aircraft Manufacturer’s SB or an STC.

Note: A vendor SB does not provide the authority to embody a different part number onto the aircraft.

- (c) The need for appropriate verification and recording of target hardware and FLS and certain DFLD part number changes:
 - (1) For airborne equipment having separate part numbers for hardware and FLS/DFLD the FLS/DFLD part numbers need not be displayed on the outside of the unit, as long as it can be verified through some kind of electronic query.

When new FLS/DFLD is loaded into the unit, the same requirement applies and the approved FLS/DFLD part number should be verified before the unit is released for service. It should be noted, that in circumstances where only the top-level FLS/DFLD part number is displayed for an entire FLS/DFLD load, that affects several items of

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

target hardware – such as might be found in IMA applications.

- (i) the verification of this number would be necessary.
- (2) It is the aircraft operator's responsibility to ensure that the maintenance organisation has entered the FLS/DFLD identification in the aircraft maintenance records such that they can update the aircraft configuration information, such as an ACL.
- (3) If airborne equipment has only one part number, which represents a specific configuration of software and hardware, the unit identification on the nameplate should be changed if new software is loaded. In order for this to be embodied on the aircraft this should be accomplished in accordance with an Aircraft Manufacturer's Service Bulletin. The software part number stored in the target computer after data loading should be verified electronically and confirmed to be an approved configuration as detailed in the SB.
- (d) Verification that the upgrade actually is needed.
 - (1) If the system is working as required and the FLS or DFLD upgrade is not introducing a required solution or function addition or change, it is not always necessary to upgrade the FLS or DFLD simply for the sake of upgrading.

Equally, it is possible that the upgrade could introduce problems that did not exist before.
 - (2) It is also necessary to check any support agreements to ensure that customer support for the FLS or DFLD will remain valid.
- (e) Identify what has changed between the different versions of the FLS or DFLD.

This should include identifying and recording within the FLS and DFLD register the problems that have been fixed and what functionality has been added or removed (see paragraph 1.1 d) of this appendix.)

2. Control of FLS or DFLD Tooling

- 2.1. 2.1FLS or DFLD can be loaded into the Target Hardware using a variety of tools as recommended and/or approved by the aircraft or target hardware manufacturer.

These can include OEM supplied tools, Commercial Off The Shelf (COTS) tools or in-house developed tools.

There are a number of issues associated with FLS or DFLD tooling that the aircraft operator would need to take into account if an alternative to the tooling recommended by the aircraft or target hardware manufacturer was to be considered. Prior to seeking the aircraft or target hardware manufacturer's approval for any alternative tools' use, the aircraft operator should take the following items into account. These are associated with the general tool selection, and the control and the suitability of those tools.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2.2. 2.2General Tool Selection

The following general issues should be considered when making a FLS or DFLD tool selection:

- (a) What function is the tool required to perform:
 - (1) Is it simply loading, leaving other tools or processes to perform compatibility checks and validation tasks?
 - (2) Is it loading and validating the final load, leaving initial compatibility checks to other tools or processes?
 - (3) Is it providing all the tasks associated with loading (compatibility checks, loading and validation) and providing a diagnostic feature?
 - (4) Any other combination of the above should be considered.
- (b) Is the tool (which could be a laptop) able to be suitably controlled?
- (c) Does the tool supplier have any previous experience in developing tools for the required purpose?
- (d) Will the tool supplier provide support and training?
- (e) Does the tool provide all the needed functionality or will additional tools or processes be needed?
- (f) Does the tool provide the necessary confirmation of what has been loaded on to the aircraft?
- (g) Do any existing tools that have Brunei DCA acceptance already provide the required functionality?
- (h) How much dependence will be placed on the tool?
- (i) Will the tool supplier provide support for the tool for the duration of its use?
- (j) Is the tool widely used in the industry and does it have a good reputation?
- (k) If the tool isn't widely used in the industry, is there any other way to establish its integrity?
- (l) Will special training be required to use the tool?
- (m) Are there any human factors issues associated with its use?

2.3. Specific Tool Selection – Original Equipment Manufacturer (OEM) and Commercial Off The Shelf (COTS)

The issues detailed above apply to the selection of any tool, regardless of who supplies it. The issues detailed below are specific, additional, considerations that need to be considered for OEM and COTS Tools of software tools. If a tool is going to be supplied by the aircraft Type Certificate holder (STC holder) or the equipment manufacturer, or where COTS tooling is going to be supplied (COTS tools are considered to be those which were not supplied by the aircraft Type Certificate holder (or STC holder) or the equipment manufacturer, or developed by the airline/ maintenance organisation) the following additional issues need to be considered:

- (a) Does the aircraft or target hardware manufacturer recommend it?
- (b) Is the tool needed for the FLS or DFLD and aircraft in question?

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (c) Was the tool actually developed for use with the FLS or DFLD and aircraft in question?
- (d) If the tool was not specifically developed with the FLS or DFLD and aircraft in question, is it compatible with them?
- (e) Is the tool likely to be compatible with the whole fleet?

2.4. Specific Tool Selection – In-house developed tools

If an aircraft operator is considering developing their own tools the following additional issues need to be considered:

- (a) The tool must be developed such that it cannot corrupt the functionality of the aircraft systems it is being used for.
- (b) The aircraft operator or their organisation must have a sufficient understanding of the internal aircraft system functionality to be sure of creating a tool that will work correctly.
- (c) The aircraft operator or their organisation must have personnel that are experienced in writing tools for aircraft maintenance functions and the associated human factors issues.
- (d) The tool should be developed in a suitably controlled fashion.
- (e) The operator should gain acceptance for the use of the tool from the aircraft or target hardware manufacturer.

2.5. Control and suitability of Tools

If tools are to be used by the aircraft operator, specific processes should be introduced to control their use. These processes should ensure that:

- (a) The control of tools including Portable Electronic Devices, such as laptop PCs should prevent the accidental or malicious transfer of viruses.
- (b) Portable Electronic Devices should be equipped with up-to-date virus protection software or virus scanned immediately before they are used to load FLS or DFLD on to an aircraft system's target hardware.
- (c) The ability of the tool to actually run the software that enables loading should be considered.
- (d) Access to the tools should be controlled and recorded.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-11 Guidance on applying for BAR 8 Part-CAMO Approval

Document Status and Use

Item	Detail
Document type	Applicant / industry guidance.
Purpose	To explain the Brunei DCA Part-CAMO certification and change-approval process in practical terms.
Primary DCA process basis	AIR B004 - BAR 8 Part-CAMO Certification, Approval Issue and Changes.
Principal project-control tools	AIR H006 for initial certification; AIR H008 for variation/change projects.
Regulatory basis	BAR 8 Part-CAMO, applicable BAR 8 Part-M provisions, associated AMC/GM and applicable BAR 6 interfaces.
Legal status	Guidance only. It does not replace or amend a regulatory requirement, approval condition, CAME, DCA decision or other applicable law.

How to use this guide: Applicants should use the early chapters to understand the process, the phase-specific chapters to prepare evidence, and the appendices/checklists as a readiness tool before submitting material to Brunei DCA.

1. Purpose, Scope and Audience

This guide is intended to help applicants understand what a mature Part-CAMO application looks like, what Brunei DCA will assess, how the certification project progresses, what can delay a project, and how changes to an existing approval are handled. The audience for this guidance are as follows:

- Initial Part-CAMO applicants, including CAMOs supporting an AOC and stand-alone CAMOs.
- Existing Part-CAMO approval holders applying for a prior-approval change or notifying another change.
- Accountable Managers and nominated management personnel.
- Compliance monitoring, safety, continuing-airworthiness, technical-records, maintenance-programme and airworthiness-review personnel.
- Project teams preparing an AOC-linked CAMO certification or change.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2. Regulatory Framework - What the Applicant is Demonstrating

Certification is not limited to approval of a manual. The applicant must demonstrate that its organisation, resources, management system, continuing-airworthiness processes and supporting arrangements are capable of complying with the requested scope and privileges.

Area	Applicant should be able to demonstrate
Organisation and accountability	Clear legal entity, principal place of business, management structure, reporting lines, responsibilities and Accountable Manager commitment.
Personnel and competence	Adequate staffing, qualifications, experience, competence, recurrent training and authority for assigned functions.
Management system	Safety policy/objectives, hazard identification, safety-risk management, internal safety reporting, management of change and compliance monitoring.
CAME and procedures	Procedures are compliant, internally consistent and accurately describe actual practice.
Continuing airworthiness	Effective control of maintenance programmes, ADs, modifications/repairs, defects, records, life-limited components, maintenance planning and required status information.
Maintenance interfaces	Suitable maintenance arrangements/contracts, including adequate base and scheduled line-maintenance support.
Subcontracting	Clear technical content, interfaces, oversight and retention of CAMO responsibility.
Privileges	Specific privileges are requested only where the organisation can demonstrate capability and applicable eligibility.
Operational interfaces	For AOC-linked CAMOs, continuing-airworthiness arrangements support the AOC and relevant operational/specific approvals.

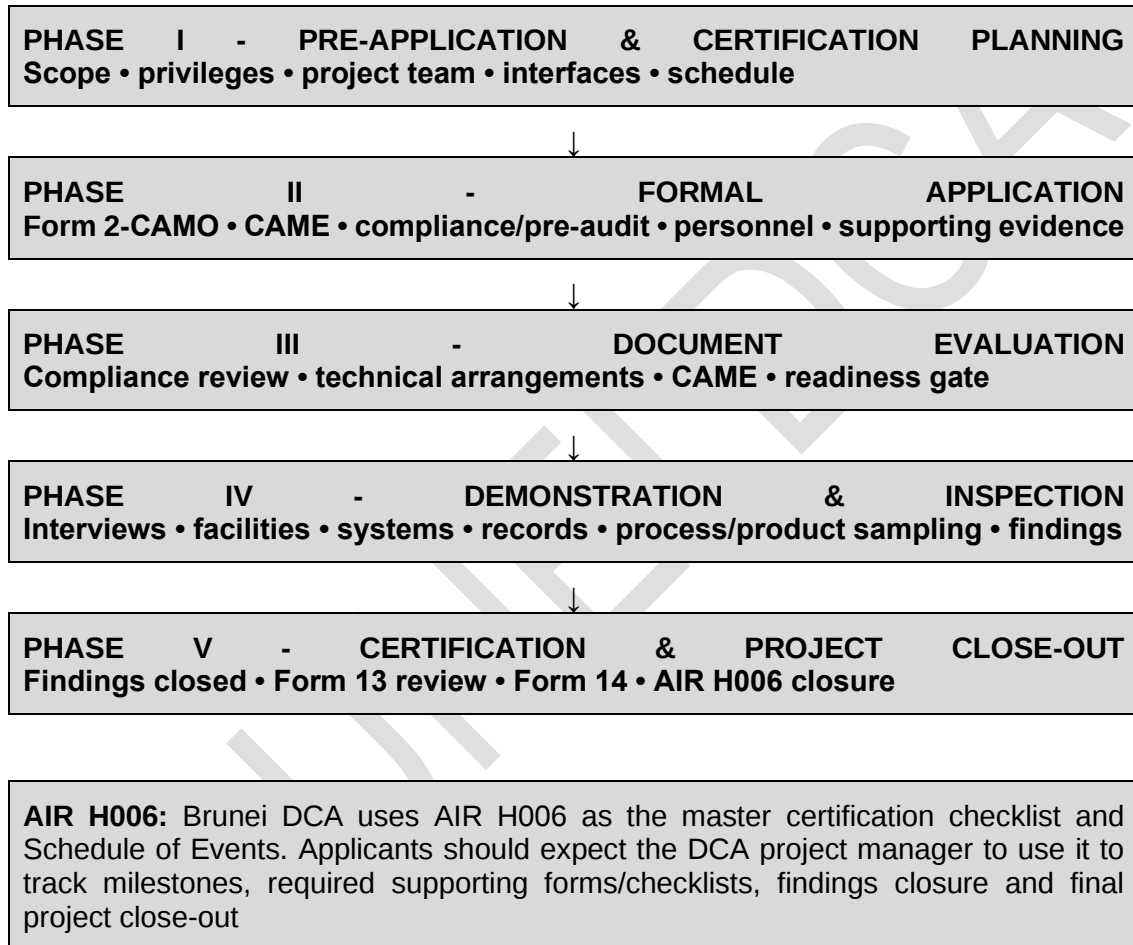
3. Core Principles Applicants Should Understand

- Certification is evidence-based: statements of intent must be supported by procedures, records, systems and competent personnel.
- The organisation's internal pre-audit is part of the initial application evidence and should be a genuine verification of compliance.
- Brunei DCA may review draft documents early, but certification cannot be completed until the necessary final/complete documentation is received.
- The on-site audit is normally undertaken only when the application and supporting documentation are sufficiently mature.
- CAME approval does not, by itself, demonstrate effective implementation.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- The final certificate and terms of approval will not exceed the capability actually demonstrated.
- Applicant-response time is not counted as Brunei DCA processing time under the recommended internal service targets in AIR B004.
- Where a change requires prior approval, it must not be implemented before formal Brunei DCA approval.

4. Initial Certification - Overview



5. Phase I - Pre-Application and Certification Planning

Purpose

5.1 The pre-application phase is intended to establish a common understanding of the proposed operation before substantial assessment effort begins

5.2 Information applicants should bring to the pre-application meeting

- Legal entity name, principal place of business and proposed operating locations.
- Whether the CAMO will support an AOC or operate as a stand-alone CAMO.
- Proposed aircraft type/series/group and fleet size.
- Requested privileges, including airworthiness-review privileges where applicable.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- Proposed Accountable Manager and key nominated personnel.
- High-level organisation chart and intended staffing.
- Proposed maintenance support model, contracted maintenance and subcontracted CAM tasks.
- Target date for readiness and intended approval/effective date.
- Any new aircraft introduction, operational/specific approvals or interfaces that may affect the certification plan.

5.3 Outcome

The expected outcome is a defined certification scope, identified DCA/applicant focal points, an agreed understanding of the evidence required, and a realistic project sequence. AIR H006 is opened by Brunei DCA.

6. Phase II - Formal Application and Completeness Review

6.1 Formal application package

Submission	What good looks like
Form 2-CAMO	Complete, signed, consistent with requested scope, legal entity and proposed locations.
AIR H009 compliance checklist	Every applicable requirement addressed with precise CAME/procedure/evidence references; N/A items justified.
Internal pre-audit	Shows the organisation has independently checked readiness; gaps are closed or transparently controlled.
CAME	Controlled draft/final document aligned with actual structure, systems and responsibilities.
CAME review/cross-reference	Supports efficient traceability to CAMO.A.300 and related requirements.
Nominated-person material	Form 4/ AIR G005 and evidence of qualifications, experience, competence and role authority.
Organisation/resource evidence	Organisation chart, manpower/resource analysis, job descriptions, competence/training system.
Technical/operational evidence	Technical log, AMP/reliability, maintenance contracts, subcontracting, records and approval-interface material, as applicable.

6.2 Completeness versus compliance

A completeness check asks whether the necessary information is present and assessable. It is not the final compliance decision. Acceptance of an application for assessment does not imply that the requested approval will be granted.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Avoid fragmented submissions: Where practicable, submit a controlled package with a document register and revision status. Repeated partial replacements make configuration control and regulatory traceability difficult.

7. The Internal Pre-Audit

The pre-audit should demonstrate that the applicant has internally verified compliance before asking Brunei DCA to certify the organisation.

Weak approach	Stronger approach
Checklist marked 'compliant' without evidence	Requirement mapped to CAME/procedure, implementation evidence sampled and conclusion recorded.
Open issues left for DCA to discover	Internal gaps identified, corrected and effectiveness checked before formal audit.
Only document review	Includes implementation sampling, interviews and records where the process is already operational.
No management visibility	Results reported to responsible management and significant readiness issues tracked to closure.

8. Phase III - Document Evaluation

Brunei DCA evaluates whether the documented system supports the requested approval and is mature enough for implementation verification.

Typical DCA review stream	Examples of material
CAME	Organisation, management system, CAM procedures, contracted maintenance, records, airworthiness review and change procedures.
Management personnel	Role descriptions, qualifications, experience, competence, reporting lines and independence.
AMP / reliability	Programme basis, escalation/control, reliability processes and associated applications/checklists.
Technical log	System description, defect control, deferred defects/MEL interface and records.
Maintenance arrangements	Contracts, work scope, line/base support and CAMO-maintenance interfaces.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Subcontracted CAM tasks	Technical contract content, responsibilities, access, monitoring and CAMO control.
Management system	Safety risk management, compliance monitoring, occurrence/internal reporting, management of change.
Operational approval interface	Continuing-airworthiness controls supporting ETOPS/RVSM/LVO/PBN or other applicable approvals.

8.1 Responding to DCA document-review comments

- Use a response matrix: DCA comment, applicant response, action taken, revised document reference and evidence.
- Do not respond only 'noted' or 'complied' where a procedural correction is required.
- Ensure consequential changes are made across all affected manuals, forms and interfaces.
- Clearly identify revised text and submit a controlled revision.
- Where the applicant disagrees with a comment, explain the regulatory basis and proposed means of compliance rather than silently leaving the text unchanged.

9. Nominated Persons and Key Personnel

Brunei DCA may assess nominated personnel through document review, interview and supporting evidence. Applicants should ensure each nominee understands both the applicable regulatory requirements and the organisation's own CAME.

Assessment theme	Preparation focus
Role and authority	Responsibilities, decision rights, reporting line and escalation path.
Regulatory knowledge	Requirements directly relevant to the nominated function.
CAME knowledge	How the approved procedures are implemented in practice.
Competence	Qualifications, experience, aircraft/operation knowledge and recent relevant activity.
Resources	Ability to identify inadequate staffing/resources and escalate to the Accountable Manager.
Independence/conflict	Separation and independence appropriate to compliance/safety functions.
Interfaces	Coordination with maintenance, Flight Operations, records, planning, safety and compliance functions.

10. CAME Preparation and Approval

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The CAME is the organisation's controlled exposition of how it will comply. It should be usable by personnel and auditable by Brunei DCA.

- Use organisation-specific procedures rather than generic regulatory restatement.
- Identify who does what, when, using which records/system and what happens when the normal process fails.
- Keep organisation charts, titles, delegated responsibilities and reporting lines consistent throughout the CAME.
- Ensure contracted/subcontracted activities are clearly distinguished from retained CAMO responsibilities.
- Define the procedure for changes not requiring prior approval, including scope, management and notification.
- Ensure the Accountable Manager statement is correctly signed.
- Control associated lists and referenced procedures so the approved system is unambiguous.

11. Associated Continuing-Airworthiness Arrangements

Area	Applicant readiness examples
AMP	Approved/proposed programme, source documents, amendment process, escalation controls and reliability interface.
Reliability	Applicability, data sources, alert levels, investigation/action, programme review and reporting.
AD/MCAI	Identification, applicability, planning, embodiment, recording and recurring action control.
Modifications/repairs	Approved data, configuration control, ICA integration and mandatory information for embodied changes.
Life-limited components	Current status, source data, forecast and replacement control.
Defects	Technical-log capture, assessment, MEL/CDL interface, repetitive defects and rectification control.
Records	Completeness, traceability, retention, transfer, electronic controls and access.
Maintenance planning	Due-list integrity, work-order interface, accomplishment evidence and post-maintenance records update.
Contracts	Clear responsibilities, information exchange, records access, occurrence/defect communication and amendment control.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

12. Phase IV - Demonstration and Inspection

The audit verifies that the documented system exists in practice. Brunei DCA may use interviews, facility inspection, system demonstration, record sampling, process tracing and aircraft/product sampling.

Audit area	Possible evidence / demonstration
Management system	Hazard/risk register, safety actions, internal reports, management review, change assessments, compliance programme and audit records.
Personnel	Interviews, competence records, training, authorisations and workload.
Facilities/IT	Workspaces, records systems, data access, backup, technical library and system permissions.
Aircraft status	AD/modification/repair/LLP status, maintenance due list, defects and records.
Maintenance planning	Planning output traced through maintenance accomplishment and records closure.
Reliability	Sample report, adverse trend, investigation, action and programme feedback.
Contracted maintenance	Work package/interface, defect escalation, records return and CAMO acceptance.
Airworthiness review	Eligibility, procedures, supervised review and sample review where privilege is requested.
Operational approvals	Configuration and continuing-airworthiness controls supporting applicable specific approvals.

Sampling: A sample does not limit the organisation's responsibility to the sampled item. The applicant remains responsible for compliance across the full requested scope.

13. Findings, Corrective Action and Closure

Findings identified during certification are recorded by Brunei DCA and confirmed in writing. AIR H007 is used for audit evidence/findings, with AIR G010/Form 13 supporting the formal certification assessment and recommendation. Notwithstanding to the required content as indicated in AIR B008 Findings Template, the following summarises the expected response from organisation.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Corrective-action component	Expected content
Correction / containment	Immediate action on the specific non-compliance and any immediate exposure.
Root cause	Underlying reason the system allowed the non-compliance.
Contributing factors	Additional organisational/process/resource/competence/interface factors.
Corrective / preventive action	Systemic action that addresses the cause and reduces recurrence.
Responsible person	Clear ownership.
Implementation date	Realistic and controlled target.
Objective evidence	Revised controlled documents, records, training, system output, audit/effectiveness evidence.

13.1 What commonly leads to weak corrective action

- Only correcting the sampled record without addressing why the control failed.
- Using 'human error' as the root cause without analysing the system conditions.
- Submitting a revised procedure without evidence that personnel were briefed/trained and the procedure was implemented.
- Setting a closure date but not defining evidence or effectiveness verification.
- Corrective action that conflicts with another approved procedure or contract.

No initial Part-CAMO approval should be recommended while certification findings remain open.

14. Phase V - Certification Decision and Approval Issue

Once the applicable assessment is complete and findings are closed, Brunei DCA completes the certification recommendation and independent review. The approval certificate/terms are then issued where compliance is established.

- The approved scope is based on demonstrated capability.
- The CAME must reflect the final accepted organisation, personnel, systems and privileges.
- For an AOC-linked CAMO, relevant coordination with Flight Operations must be complete.
- Associated approval actions needed to support the scope should be complete.
- AIR H006 is finally reviewed and closed only after the certification file provides a complete and traceable basis for the decision.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Project closure: Issue of Form 14 is the approval action; closure of AIR H006 is the administrative closure of the certification project and confirms that the certification record is complete.

15. Recommended Brunei DCA Processing Targets - Initial Certification

These are internal service targets in AIR B004, not statutory approval deadlines or an entitlement to approval. They apply to DCA-controlled processing time while a complete and assessable submission is with Brunei DCA.

Activity	Recommended DCA target
Pre-application / planning	10 working days
Formal application completeness review	10 working days
Detailed document evaluation	30 working days per complete submission
Nominated-person assessment	15 working days
Schedule certification audit after readiness	20 working days
Written confirmation of audit findings	Within 2 weeks of the on-site audit
Corrective-action review	10 working days per complete submission
Final Form 13 / independent review / approval action	15 working days after findings closure
AIR H006 project close-out	5 working days after Form 14 issue

16. Applicant Inactivity, Return and Restart - Initial Certification

AIR B004 uses administrative controls to prevent a certification project remaining open indefinitely. Before closure for inactivity, Brunei DCA should normally provide written warning and a final opportunity to respond.

Stage / situation	Recommended control
Pre-application does not progress	Close as inactive after 90 days.
Incomplete formal application	30 days to provide missing information + final 30-day warning where appropriate.
No response during document evaluation	60 days + final 30-day warning.
Audit readiness not achieved	90 days + final 30-day warning.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Corrective action outstanding	Normally no more than 90 days unless otherwise agreed based on complexity/safety significance.
Final certification documentation outstanding	60 days + final 30-day notice.
Overall certification project	Management review at 12 months from formal application acceptance.

16.1 Administrative closure versus formal refusal

Administrative closure/return is a project-management action for inactivity or incompleteness. It is distinct from a formal adverse regulatory decision refusing certification. A fresh application may be made after administrative closure.

16.2 Restart

Previous assessment work is not automatically credited after restart. Brunei DCA determines which documents, personnel assessments, audit evidence and other records remain current and relevant, and which must be reassessed.

17. Changes to an Existing Part-CAMO Approval

Approved organisations must distinguish between changes requiring prior approval and changes that may be managed/notified under the approved CAME procedure. The organisation remains responsible for applying its approved change-management process correctly.

Change route	Applicant action
Prior approval required	Apply before the change takes place; provide relevant documentation; do not implement until formal DCA approval is received.
Change not requiring prior approval	Manage and notify in accordance with the DCA-approved CAME procedure and the scope allowed by that procedure.
Unforeseen change	Notify Brunei DCA at the earliest opportunity and coordinate conditions/continued compliance as necessary.

17.1 Typical prior-approval changes

- Changes affecting the scope of the certificate or terms of approval.
- Change to nominated personnel covered by CAMO.A.130.
- Changes to reporting lines between specified nominated personnel and the Accountable Manager.
- Change to the CAME procedure governing changes not requiring prior approval.
- Other matters for which the applicable rules specifically require competent-authority approval.

17.2 Examples affecting scope/terms

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- Organisation name.
- Principal place of business.
- Additional aircraft type/series/group.
- Accountable Manager.
- Additional subcontracted organisation.
- Applicable CAMO/operator contractual arrangements that form part of the approved scope.

Planning lead time: The applicable AMC recommends an amendment application at least 30 working days before the intended change, and notification of a planned nominated-person change at least 20 working days before the proposed change. Unforeseen changes should be notified at the earliest opportunity.

18. Condensed Five-Phase Variation Process Overview

AIR H008 is the principal DCA project-control record for a focused Part-CAMO variation/change assessment. It applies the certification methodology only to the extent necessary for the change.

PHASE I - APPLICATION & CHANGE DEFINITION
Define requested change • approval route • affected requirements • scope of DCA assessment



PHASE II - FOCUSED DOCUMENT EVALUATION
Affected CAME/procedures • evidence • risk assessment where required



PHASE III - TARGETED DEMONSTRATION / INSPECTION
Only where necessary • interview • facility/system check • focused AIR H007 audit



PHASE IV - FINDINGS & CORRECTIVE ACTION
Focused findings • applicant corrective action • DCA verification and closure



PHASE V - APPROVAL & AIR H008 CLOSE-OUT
Formal decision • CAME/Form 14 action where applicable • administrative closure

Proportionality: Unaffected areas do not need to be reassessed merely because a variation is requested. Existing approval and oversight evidence may be credited where it remains current, valid and relevant.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

19. Preparing a Variation / Change Application

Element	Recommended applicant content
Exact change requested	Current state, proposed state, intended date and affected approval element.
Reason for change	Business/operational/technical rationale sufficient to understand the proposal.
Regulatory impact	Affected Part-CAMO/Part-M requirements and whether prior approval is required.
CAME impact	Affected sections, associated procedures/lists and proposed controlled amendment.
Safety management-of-change impact /	Risk assessment where required or appropriate; transition hazards and controls.
Personnel/resource impact	Manpower, competence, responsibilities, reporting lines and workload.
Technical impact	Aircraft type, AMP, reliability, records, contracts, technical data, systems and configuration as applicable.
Implementation plan	Dependencies, transitional arrangements, conditions and intended effective date.
Supporting evidence	Only evidence relevant to the change, plus any evidence requested by DCA.

20. How Brunei DCA Scopes a Variation

The DCA assessment is focused on the extent of the change. Depending on significance, it may range from document review only to a targeted audit, interview, facility inspection or product/process sample.

Example change	Likely assessment emphasis
Organisation name only	Application/CAME amendment and certificate reissue; audit normally unnecessary unless other aspects changed.
New nominated person	Qualifications/experience/competence, role authority, CAME amendment and interview where needed.
Additional aircraft type	Resources, competence, technical data, AMP/reliability, maintenance support, records/systems, CAME scope and implementation readiness.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Additional subcontracted CAM task/provider	Contract technical content, responsibilities, competence, interfaces, access, monitoring and CAMO control.
Change to facilities/system	Suitability, access, records/data integrity, business continuity and implementation.
New/changed privilege	Eligibility, procedures, competence, demonstration and affected approval terms.

21. Recommended DCA Processing Targets - Variations

Phase / activity	Indicative target
Phase I - application and change definition	5 working days
Phase II - focused document evaluation	15 working days for a complete assessable submission
Phase III - targeted demonstration/inspection, where required	Within 15 working days after documented readiness
Phase IV - corrective-action review	10 working days per complete submission
Phase V - final approval action	10 working days after satisfactory completion
Straightforward variation with no audit/interview/extensive technical assessment	Aim for 20 working days from a complete and assessable submission

Targets may be revised for complex changes, multiple approval interfaces, specialist assessments or dependencies outside the Airworthiness Section's direct control.

22. Variation Inactivity, Return and Restart

Situation	Recommended control
Incomplete variation application	30 days + final 30-day warning where appropriate.
No response to focused review comments	60 days + final 30-day warning.
Required demonstration/inspection readiness not achieved	60 days + final 30-day warning.
Corrective action remains outstanding	Normally not more than 90 days unless otherwise agreed.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Variation remains open	Management review at 6 months.
Unresolved without justified basis	Administrative closure/reapplication may be considered by 9 months.

Administrative closure is distinct from formal refusal. On restart, previous evidence is not automatically credited. An inactivity period does not prevent immediate regulatory action where a prior-approval change has already been implemented without approval or where another significant compliance/safety concern exists.

23. Management of Change and Risk Assessment

Applicants should treat organisational change as more than a document amendment. The safety consequences of changes should be identified and controlled through the organisation's management-of-change process.

Consider	Questions for the applicant
People	Do responsibilities, competence, workload, succession or reporting lines change?
Process	Does the change alter planning, records, defect control, reliability, airworthiness review or compliance monitoring?
Technology	Are new IT systems, data interfaces, permissions, backups or migration controls involved?
Facilities	Are work locations, access to data/records or communication interfaces affected?
Contracts	Do responsibilities, information flows, oversight or access rights change?
Aircraft operation /	Does the change affect aircraft configuration, AMP, operational approvals or maintenance support?
Transition	What temporary conditions exist while moving from current to future state, and who controls them?

24. AOC and Operational-Approval Interfaces

Where the CAMO supports an AOC, applicants should ensure that the CAMO application/change is coordinated with the operational approval framework. The Part-CAMO certificate does not itself authorise aircraft operations.

- Keep aircraft types/registrations and effective dates aligned with the AOC plan.
- Ensure continuing-airworthiness arrangements supporting specific approvals are established before operational use.
- Control configuration, maintenance tasks, technical data and defects affecting applicable operational approvals.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- Establish clear communication between CAMO and Flight Operations when an airworthiness condition may affect operational capability.
- Plan changes so CAMO approval, CAME amendment, AOC/OpSpecs action and aircraft introduction do not conflict.

25. Airworthiness Review Privileges

Where airworthiness-review privileges are requested or changed, the applicant should be prepared for a separate eligibility and competence assessment in addition to general CAMO certification.

- Identify proposed Airworthiness Review Personnel and applicable aircraft scope.
- Provide qualifications, experience and competence evidence.
- Demonstrate independence/authority and the approved organisational arrangements.
- Ensure CAME airworthiness-review procedures are complete.
- Provide supervised airworthiness-review evidence where required.
- Ensure authorisation controls and records are established before exercising the privilege.

26. Subcontracting and Maintenance Contracts

Contracting or subcontracting does not transfer the CAMO's regulatory responsibility. Applicants should be able to show how outsourced interfaces remain under effective CAMO control.

Contract-control point	Applicant evidence
Scope	Precisely defined services/tasks and aircraft applicability.
Responsibilities	Who plans, performs, reports, accepts and records each activity.
Data exchange	Technical data, status information, defects, occurrence information and records flow.
Access	CAMO/DCA access to facilities, records and relevant personnel as applicable.
Competence/approval	Provider capability and required approvals/authorisations.
Monitoring	How performance and compliance are monitored and issues escalated.
Change/termination	How contract amendments, provider changes and transition risks are controlled.

27. Common Causes of Delay - and How to Prevent Them

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Cause of delay	Preventive action
Application scope keeps changing	Freeze the intended scope before formal submission; use formal change control if assumptions change.
CAME is generic or inconsistent	Perform an internal cross-functional review against actual systems/contracts/roles.
Pre-audit is superficial	Sample implementation and close internal findings first.
Nominated person not ready	Complete internal competence assessment and role briefing before DCA interview.
Contracts incomplete	Finalise technical responsibilities and information flows before audit readiness.
AMP/reliability not aligned	Resolve aircraft-programme and reliability dependencies early.
Multiple uncontrolled document revisions	Use a submission register and one controlled response package.
Corrective action addresses symptoms only	Perform proper root-cause analysis and submit implementation evidence.
Applicant goes inactive	Maintain a project focal point and respond within agreed periods.
Prior-approval change implemented early	Build regulatory approval into the implementation gate.

28. Recommended Applicant Project Governance

- Appoint one certification/variation project manager as the formal DCA coordination point.
- Maintain a master submission register showing document, revision, date, DCA status and response action.
- Hold internal readiness reviews at the end of each phase.
- Escalate unresolved cross-functional issues to the Accountable Manager before they become DCA findings.
- Maintain an action log for DCA comments, findings and dependencies.
- Keep evidence in a structured electronic folder that mirrors the compliance checklist/audit areas.
- Track applicant waiting time separately from DCA processing time.

29. Applicant Submission Register Template

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Ref	Document / evidence	Rev/date	Applicable phase	Submitted	DCA response / action	Status
1	Form 2-CAMO / application		II			
2	AIR H009 / compliance & pre-audit		II			
3	CAME / amendment		II-III			
4	Nominated-person evidence		II-III			
5	Organisation/resources/competence		II-IV			
6	Management-system evidence		III-IV			
7	AMP/reliability		III-IV			
8	Maintenance/subcontracting contracts		III-IV			
9	Technical log/records/status		III-IV			
10	ARP/privilege evidence		III-IV			
11	Corrective-action evidence		IV-V			
12	Final controlled documents		V			

30. Applicant Readiness Checklist - Initial Certification

Readiness question	Y/N	Evidence / action
Requested scope and privileges are clearly defined.		
Formal application is complete and signed.		
Internal pre-audit is complete and significant gaps are closed.		
CAME is mature, controlled and reflects actual practice.		
Nominated personnel are identified, competent and available.		
Manpower/resources are adequate for the proposed scope.		
SMS/management-system processes are established and demonstrable.		

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Compliance-monitoring programme is established and independent as required.		
AMP/reliability arrangements are ready where applicable.		
Maintenance and subcontracting contracts are complete.		
Technical log and continuing-airworthiness records systems are ready.		
AD/modification/repair/LLP/defect controls are demonstrable.		
Airworthiness-review privilege evidence is ready where requested.		
Operational/specific approval interfaces are addressed.		
Representative aircraft/process records are available for DCA sampling.		
Known internal non-compliances have been corrected or formally controlled.		

31. Applicant Readiness Checklist - Variation / Change

Question	Y/N	Evidence action /
Exact change and intended implementation date are defined.		
Prior-approval versus notification route has been determined.		
Affected requirements and CAME sections are identified.		
Management-of-change/risk assessment is complete where applicable.		
Personnel/resource/contract/system impacts are assessed.		
Revised controlled documents are ready.		
Transition conditions and dependencies are defined.		
Implementation has not occurred where prior approval is required.		
Evidence needed for any interview/audit is available.		

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Applicant focal point and response plan are established.		
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32. Brunei DCA Forms / Checklists - Applicant Road Map

Reference	How it fits the process
AIR G003 / Form 2-CAMO	Formal application for initial approval or amendment, as applicable.
AIR H006	DCA master control for initial certification and Schedule of Events.
AIR H008	DCA master control for focused variation/change assessment.
AIR H009	Part-CAMO compliance checklist; supports applicant compliance demonstration/pre-audit.
AIR H010	CAME review/cross-reference checklist.
AIR H007	Part-CAMO audit checklist; used for objective evidence and audit findings, including focused variation audits where applicable.
AIR G005 / Form 4	Nominated-person acceptance record.
AIR G010 / Form 13	DCA assessment/recommendation report; applicable parts also support change assessment.
AIR G011 / Form 14	Part-CAMO certificate and terms of approval.
AIR H012 / H013	AMP-related assessment/checklist documents, as applicable.
Other specialist checklists	Used where the requested scope includes specific technical/operational approval interfaces.

33. Communication with Brunei DCA

- Use the nominated project focal point and quote the application/approval reference on correspondence.
- State clearly whether a submission is for information, review, approval or closure of a specific comment/finding.
- Identify document revision and date in every transmittal.
- Where a requested date is safety/operationally critical, explain the dependency early; do not assume expedited approval.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- Advise DCA promptly if the proposed scope, implementation date, nominated person, aircraft type or project assumptions change.
- Retain DCA correspondence and approvals as part of the organisation's certification/change record.

34. Regulatory and Procedural References

- BAR 8 Part-CAMO, including CAMO.A.115, CAMO.A.125, CAMO.A.130, CAMO.A.200, CAMO.A.205, CAMO.A.220, CAMO.A.300, CAMO.A.305, CAMO.A.310 and CAMO.A.315, as applicable.
- BAR 8 Part-CAMO Section B provisions reflected in AIR B004, including CAMO.B.300, CAMO.B.305, CAMO.B.310, CAMO.B.330 and CAMO.B.350.
- BAR 8 Part-M, including M.A.201, M.A.301, M.A.302, M.A.303, M.A.305, M.A.306, M.A.403 and Subpart I, as applicable.
- Applicable AMC and GM to BAR 8 Part-CAMO and Part-M.
- BAR 6 requirements relevant to AOC holders and applicable operational/specific approvals.
- AIR B004 and associated Brunei DCA Airworthiness Section procedures/forms.

35. Final Applicant Self-Declaration of Readiness

Before requesting the next certification/variation milestone, the applicant may use the following internal declaration:

Suggested internal declaration: We have reviewed the applicable BAR 8 requirements and the relevant Brunei DCA guidance/checklists for the requested scope. The submitted documentation is controlled and internally coordinated; the organisation has completed the applicable internal verification; known material gaps have been addressed; and the personnel, systems, records and supporting arrangements necessary for the next assessment phase are available for Brunei DCA verification.

Name	Position	Signature	Date

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

36. Appendix A - Suggested Certification Evidence Index

Evidence group	Examples
A. Corporate / approval	Legal entity, organisation details, application, requested scope, AOC interface.
B. Management / personnel	Organisation chart, Form 4, CVs, competence, training, job descriptions, manpower.
C. CAME / procedures	CAME, cross-reference, associated procedures/forms/lists.
D. Management system	Safety policy, hazard/risk registers, internal reporting, management of change, compliance programme/audits.
E. Technical systems	AMP, reliability, technical log, planning, AD, modifications/repairs, LLP, defects.
F. Records	Aircraft status, maintenance records, technical records, retention/transfer controls.
G. Contracts	Maintenance, subcontracted CAM tasks, CAM contracts and interface procedures.
H. Privileges	Airworthiness-review material and other privilege-specific evidence.
I. Operational interfaces	ETOPS/RVSM/LVO/PBN and other applicable continuing-airworthiness support.
J. Findings / closure	DCA findings, RCA/CAP, objective evidence, closure correspondence.
K. Final approval	Final CAME, Form 13/14 correspondence and project close-out records.

37. Appendix B - Suggested Variation Impact Assessment

Impact area	Affected?	Applicant assessment / evidence
Certificate / terms of approval		
CAME / associated procedures		
Accountable Manager / nominated personnel		
Reporting lines / organisational structure		

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Aircraft type / fleet / configuration		
Facilities / locations		
Manpower / competence / training		
IT / records / data migration		
AMP / reliability		
Maintenance arrangements		
Subcontracted CAM tasks		
Airworthiness-review privileges		
Management system / safety risk		
Compliance monitoring		
AOC / operational approvals		
Transition / implementation conditions		

38. Appendix C - Key Applicant Takeaways

- Apply with a system that is ready to be demonstrated, not only a set of draft manuals.
- Use the internal pre-audit to find and fix problems before DCA does.
- Make every compliance statement traceable to procedure and objective evidence.
- Keep the requested approval scope aligned with actual resources and capability.
- Treat DCA document review and on-site audit as two complementary parts of one certification assessment.
- Close findings systemically, with root cause and implementation evidence.
- For changes, determine the approval route early and do not implement a prior-approval change before DCA approval.
- Use AIR H006 as the initial-certification road map and AIR H008 as the focused variation road map.
- Manage inactivity: long pauses can lead to administrative closure and reassessment on restart.
- Maintain a complete certification/change file so the basis of approval remains traceable.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-12 Implementation of Article 83bis

This AC has been removed and Brunei DCA is currently reviewing the regulatory framework for the Implementation of Article 83bis. Refer to Aviation Safety Circular 04/2026 – Status of Implementation of Article 83bis.

BRUNEI DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-13 Maintenance Data Control

1. Introduction

This information leaflet serves as an acceptable means of compliance with airworthiness data requirements

2. Applicability

This guidance is intended for Approved Maintenance Organisations (AMOs) and Continuing Airworthiness Management Organisations that maintain aircraft registered in Brunei Darussalam.

3. References

ICAO Annex 6

ICAO Annex 8

ICAO Doc 9760

Brunei Civil Aviation (general) Regulations 2016

BAR 8, Part M

BAR 8, Part 145

4. Definitions and Abbreviations

4.1. The following definitions are used in this leaflet:

Applicable: means relevant to any aircraft, component, or process specified in the organisations approval class rating schedule and in any associated capability list.

Organisation: This refers to an approved maintenance organisation or continuing airworthiness management organisation (CAMO), unless otherwise specified.

4.2. The following abbreviations are used in this circular:

AMC: Acceptable Means of Compliance

AMO: Approved Maintenance Organisation

CAME: Continuing Airworthiness Management Exposition (Analogous to MCM as per ICAO Annex 6)

CAMO: Continuing Airworthiness Management Organisation

MOE: Maintenance Organisation Exposition (Analogous to MPM as per ICCAO Annex 6).

NDI: Non Destructive Inspection

NDT: Non Destructive Testing

STC: Supplementary Type Certificate

TC: Type Certificate

5. Background

5.1. Brunei Aviation Requirements BAR 8, Part M and 145 requires a CAMO and an AMO to have in its custody airworthiness data appropriate to support the maintenance work managed or performed on the aircraft or aircraft component

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 5.2. The source of the data should be the Brunei DCA, the OEM or any other approved design organisation in the State of manufacture or State of design, as appropriate.
- 5.3. The person or organisation maintaining an aircraft or aircraft component should ensure that all applicable maintenance data is current and readily available for use when required

6. Applicable Maintenance Data

- 6.1. The organisation should use applicable current maintenance data in the performance of maintenance, including modifications and repairs.

The applicable maintenance data includes any of the following:

- (a) Any applicable requirement, procedure, operational directive or information issued by the Authority responsible for the oversight of the aircraft or component;
 - (b) Instructions for continuing airworthiness, issued by TC holders, STC holders, any other organisation required to publish such data, and in the case of aircraft or components from other countries, the airworthiness data mandated by the Authority responsible for the oversight of the aircraft or component;
 - (c) Any applicable standard, such as but not limited to, maintenance standard practices recognised by the Brunei DCA as a good standard for maintenance;
 - (d) Maintenance instructions on how to carry out the particular maintenance task, excluding the engineering design of repairs and modifications.
- 6.2. In the case of maintenance data provided by an operator or customer, the organisation should hold such data when the work is in progress.

7. Additional Requirements

- 7.1. Except as specified in sub-paragraph 6.1(d) above, each AMO should hold and use the following minimum maintenance data relevant to the organization's approval class rating:

- (a) All maintenance regulations/requirements and associated AMC's, approval specifications, and guidance material;
- (b) All applicable national maintenance requirements and notices which have not been superseded by a Brunei DCA requirement, procedure or directive; and,
- (c) All applicable Airworthiness Directives.

- 7.2. In addition to sub-paragraph 7.1, an AMO with an approval class rating in category A -Aircraft, should hold and use the appropriate sections of the following maintenance data where published:

- (a) Operator's aircraft Maintenance Program,
- (b) Aircraft maintenance manual,
- (c) Repair manual,
- (d) Supplementary structural inspection document,
- (e) Corrosion control document,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (f) Service Bulletins,
- (g) Service Letters,
- (h) Service instructions,
- (i) Modification leaflets,
- (j) NDT manual,
- (k) Parts catalogue,
- (l) Type Certificate Data Sheet, and,
- (m) Any other specific document issued by the TC or STC holder as maintenance data

7.3. In addition to sub-paragraph 7.1, an AMO with an approval class rating in category B - Engines/APUs, should hold and use the appropriate sections of the following maintenance data where published :

- (a) Engine/APU maintenance and repair manual,
- (b) Service bulletins,
- (c) Service letters,
- (d) Modification leaflets,
- (e) NDI manual,
- (f) Parts catalogue,
- (g) Type certificate data sheet, and,
- (h) Any other specific document issued by the TC holder as maintenance data

7.4. In addition to sub-paragraph 7.1, an organisation with an approval class rating incategory C - Components other than complete engines/APUs, should hold and use the appropriate sections of the following maintenance data where published:

- (a) Vendor maintenance and repair manual,
- (b) Service Bulletins,
- (c) Service Letters, and
- (d) Any document issued by the TC holder as maintenance data on whose product the component may be fitted when applicable.

7.5. Appropriate sections of the sub-paragraphs 7.2 to 7.4 means in relation to the maintenance work scope at each particular maintenance facility. For example, a base maintenance facility should have almost complete set(s) of the maintenance data whereas a line maintenance facility may need only the maintenance manual and the parts catalogue.

7.6. An organisation only approved in class rating category D –Specialised services, should hold and use all applicable Specialised service(s) process specifications.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

8. Maintenance Data Integrity

- 8.1. The organisation should establish procedures to ensure that if found, any inaccurate, incomplete, or ambiguous procedure, practice, information, or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data
- 8.2. The referenced procedure should ensure that when maintenance personnel discover inaccurate, incomplete, or ambiguous information in the maintenance data they should record the details.
- 8.3. The procedure should then ensure that the AMO notifies the problem to the author of the maintenance data in a timely manner. A record of such communications to the author of the maintenance data should be retained by the AMO until such time as the TC holder has clarified the issue by e.g. amending the maintenance data.
- 8.4. The referenced procedure should be specified in the maintenance organisation's Maintenance Organisation Exposition (MOE).

9. Changes to Maintenance Data

- 9.1. The organisation may only modify maintenance instructions in accordance with a procedure specified in the MOE.
- 9.2. With respect to those changes, the organisation should demonstrate that they (changes) result in equivalent or improved maintenance standards and should inform the TC holder of such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task excluding the engineering design of repairs and modifications.
- 9.3. The referenced procedure should address the need for a practical demonstration by the mechanic to the quality personnel of the proposed modified maintenance instruction. Upon being satisfied, the Quality personnel should approve the modified maintenance instruction and ensure that the TC or STC holder is informed of the modified maintenance instruction.
- 9.4. The procedure should include a paper/electronic traceability of the complete process from start to finish and ensure that the relevant maintenance instruction clearly identifies the modification. Modified maintenance instructions should only be used in the following circumstances;
 - (a) Where the TC / STC holder's original intent can be carried out in a more practical or more efficient manner.
 - (b) Where the TC/STC holder's original intent cannot be achieved by following the maintenance instructions. For example, where a component cannot be replaced following the original maintenance instructions.
 - (c) For the use of alternative tools / equipment.

10. Work (Job) Cards

- 10.1. The organisation should provide a common work card or worksheet system to be used throughout relevant parts of the organisation.

Note: Relevant parts of the organisation means with regard to aircraft base maintenance, aircraft line maintenance, engine workshops, mechanical workshops

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

and avionics workshops. Therefore, for example, engine workshops should have a common system throughout such engine workshops that may be different to that in aircraft base maintenance

- 10.2. The work cards should differentiate and specify, when relevant, disassembly, accomplishment of task, re-assembly, and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary workcards or worksheets to indicate what was actually accomplished by each individual person.

A work card or worksheet system should refer to particular maintenance tasks

- 10.3. In addition, the organisation should either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.
- 10.4. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which should be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks should be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.
- 10.5. Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation should establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.

11. Availability

- 11.1. The organisation should ensure that all applicable maintenance data is readily available for use when required by its maintenance personnel.
- 11.2. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft being maintained, for supervisors, mechanics and certifying staff to study.
- 11.3. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

12. Currency of Maintenance Data

- 12.1. The organisation should establish a procedure to ensure that maintenance data it controls is kept up to date.
- 12.2. In the case of operator/customer controlled and provided maintenance data, the organisation should be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has workorders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 12.3. To keep data up to date a procedure should be set up to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-14 Safety Critical Maintenance Tasks

1. Introduction

This Advisory Circular provides information on dealing with safety critical tasks

2. Applicability

This guidance is intended for Approved Maintenance Organisations (AMOs) and Continuing Airworthiness Management Organisations that maintain aircraft registered in Brunei Darussalam

3. References

ICAO Annex 6

ICAO Annex 8

ICAO Doc 9760

Civil Aviation Regulations (CAP 290)

BAR 8, Part M

BAR 8, Part 145

4. Information

4.1. Detailed requirements on the management of critical maintenance tasks can be found in the AMC1 and AMC2 to M.A.402(h) of the BAR 8 Part-M.

4.2. A factor in a serious incident involving an oil leakage on a large twin engine commercial air transport aircraft was the failure to re-install the drive cover plate on both engines following maintenance.

The Brunei DCA wishes to highlight the potential safety benefit where companies choose to apply aspects of Extended Range Twin Operations (ETOPS) maintenance philosophy to multi-system aircraft in order to avoid the possibility of simultaneous incorrect maintenance on two or more safety critical systems. In this context, such systems are those which have a fundamental influence upon the safe operation of the aircraft, engines and their systems being a case in point.

4.3. Operators and maintenance organisations should consider the following paragraphs when planning, and accomplishing scheduled and non-scheduled maintenance tasks on multi-system aircraft.

(a) Arrangements should be made to stagger scheduled maintenance tasks on essential or primary systems such that the accomplishment of similar critical tasks on two or more systems are segregated. Consideration should be given to introducing procedures that will ensure that such tasks are separated by at least one flight cycle. Where it is not practical to introduce staggered maintenance, inspections and functional checks should be performed independently to ensure system serviceability.

(b) Where it is not practical to introduce staggered maintenance at Base Maintenance inputs or during rectification of Line or Base defects, the use of separate work teams together with the accomplishment of appropriate functional checks to verify system serviceability should ensure a similar level of system integrity.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (c) Procedures should be established to provide maintenance and planning personnel with guidance on the identification and accomplishment of safety critical tasks conducted during scheduled and non-scheduled maintenance activities. Routine task documentation should identify those tasks which may have a critical effect on safety and should clearly identify the individual stages of such tasks. Maintenance Programme or Maintenance Schedule basic rules should provide the necessary standards to ensure the identification of critical scheduled maintenance tasks.

- 4.4. Maintenance personnel's initial and continuation training should highlight the critical
- 4.5. nature of conducting maintenance tasks on essential or primary systems. The instruction given should provide personnel with the necessary information to identify and satisfactorily accomplish such tasks. Training programmes should focus on safety critical tasks and the possible consequences of failure to follow the associated maintenance procedures.
- The development of these training programmes should use feedback from maintenance experience, to enhance the programme and maintenance procedures.
- 4.6. The Brunei DCA considers that the intent of this guidance provides a basis for organisations to adopt good maintenance practices for multi-system aircraft.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-15 Return to Service of Aircraft Items Removed from Unserviceable Aircraft or Recovered from Aircraft Involved in Accidents or Incidents

Purpose

This Advisory Circular provides the controls to be applied before an aircraft item removed from an aircraft no longer in service, or recovered from an aircraft involved in an accident or incident, may be accepted, processed and returned to service. It is intended to prevent items of uncertain identity, history or condition from re-entering the aviation supply system.

An item is not acceptable merely because it appears undamaged or is accompanied by a sale document. Its identity, eligibility, history and condition must be established, the removal and assessment must be controlled, and any release to service must be issued by an appropriately approved organisation using applicable approved maintenance data.

1. Introduction

Aircraft withdrawn from service are frequently used as sources of spare parts. Aircraft involved in accidents or incidents may also be sold as complete salvage or as individual items. In both cases, storage, environmental exposure, abnormal loading, fire, handling, transport, incomplete records or uncontrolled removal may affect an item even where no defect is visually apparent.

This AC establishes an evidence-based route from identification and controlled removal through airworthiness assessment, maintenance and authorised release. Where satisfactory evidence cannot be obtained, the item must not be returned to service

2. Applicability

This AC applies to Brunei DCA-approved maintenance organisations, continuing airworthiness management organisations, operators, owners and persons that acquire, hold, dismantle, assess, maintain, distribute, install or dispose of aircraft items intended for use on aircraft registered in Brunei Darussalam. It also provides guidance to insurers, salvage owners, auctioneers, stockists and distributors whose actions may affect the traceability or condition of such items.

The requirements and privileges of the applicable BAR provisions remain controlling. This AC does not authorise a person to perform maintenance, make an airworthiness determination or issue a release beyond the scope of that person's approval or authorisation.

3. References

- ICAO Annex 6, Operation of Aircraft, as applicable.
- ICAO Annex 8, Airworthiness of Aircraft.
- ICAO Doc 9760, Airworthiness Manual, Part III, Chapter 8, particularly 8.10.8, Parts removed from an aircraft no longer in service, and 8.10.9, Parts recovered from aircraft involved in accidents. These are the subject areas identified in USOAP-CMA PQ 5.253.
- Civil Aviation Regulations (CAP 290), as amended.
- BAR 8 Part M, Part CAMO, Part 145 and Part 21, including applicable AMC and GM.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- BAR AC-16, safeguards for users obtaining aircraft parts in the open market, where applicable.
- Applicable instructions for continued airworthiness, maintenance data, mandatory continuing airworthiness information, approved design changes and repair data.

4. Definitions and principles

Term	Meaning for this AC
Aircraft no longer in service	An aircraft permanently or temporarily withdrawn from operation, including an aircraft stored, retired, de-registered, cannibalised or being dismantled for parts.
Accident or incident aircraft	An aircraft involved in an occurrence that may have imposed abnormal loads, heat, contamination, immersion, electrical effects or other conditions relevant to an item's airworthiness.
Aircraft item	A component, appliance, part, material or assembly intended for installation on an aircraft, engine or propeller.
Parting out	Planned removal of items from an aircraft no longer in service for possible further use.
Quarantine	Physical and administrative segregation preventing use, sale or release pending a documented status decision.
Positive identification	Reliable correlation of the item to its part number, serial number where applicable, configuration, source aircraft and supporting records.

No commercial transaction, certificate of sale, statement from an insurer or physical appearance alone constitutes an airworthiness release. Uncertainty must be resolved before release; it must not be transferred to the installer or operator.

5. Responsibilities

5.1 Owner, Operator, salvage holder or dismantling coordinator

- Preserve the aircraft and item records, occurrence information and chain of custody.
- Ensure that the aircraft is released by the accident investigation authority or other competent authority before removal where an investigation is involved.
- Appoint an appropriately approved maintenance organisation to plan and control removals intended for possible return to service.
- Prevent unauthorised removal, substitution, sale or representation of an item as serviceable.
- Ensure rejected and scrapped items are controlled against re-entry into the supply system.

5.2 Approved maintenance organisation

- Verify that the work is within its approved scope and that competent personnel, facilities, tooling and current maintenance data are available.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- Establish a work package covering removal, identification, inspection, preservation, segregation, assessment, maintenance and final disposition.
- Determine, with the design approval holder or Brunei DCA where necessary, the maintenance and data required to establish eligibility for release.
- Issue a release only after all applicable work and records are complete and the item meets the approved standard.

5.3 CAMO, operator or installer

- Confirm eligibility for the intended aircraft and configuration before installation.
- Verify the authorised release certificate, traceability, life status, modification and repair status, and compliance with mandatory requirements.
- Reject or quarantine an item where records, identity, condition or release documentation are incomplete, inconsistent or suspect.

6. Common prerequisite controls

Before any removal intended for possible return to service, the responsible approved maintenance organisation should open a controlled work package and record, as a minimum:

- aircraft registration, manufacturer, model, serial number and owner or lawful custodian;
- reason for withdrawal from service or, for an occurrence aircraft, the known circumstances and affected zones;
- location, dates and conditions of storage, exposure, recovery and transport;
- authority to access and remove items, including release by the investigation authority where applicable;
- source records available and records missing;
- planned items, removal instructions, tooling, personnel and facilities;
- a unique work order and identification method maintaining correlation among the aircraft, removal record and each item; and
- quarantine and security arrangements pending the final status decision.

7. Parts removed from an aircraft no longer in service

7.1. Pre-removal records review

The records of the aircraft and each intended item must be researched to establish the previous maintenance history and continuing-airworthiness status. The review should include, as applicable:

- identity, installation position and aircraft applicability;
- total time, cycles, landings and time since maintenance; life-limited-part status and back-to-birth traceability where required;
- mandatory continuing airworthiness information compliance;

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- modification, repair, damage and configuration status;
- deferred defects, repetitive inspections, concessions or operational limitations;
- previous removal, shop findings and release records;
- unusual events immediately before storage, including heavy landing, lightning strike, exceedance, contamination or fire; and
- storage programme, preservation actions, environmental exposure and duration of storage.

If the evidence needed to establish identity, eligibility or critical life status cannot be reconstructed from reliable records, the item must not be released for installation. Maintenance cannot recreate an unknown life history.

7.2. **Planned and controlled removal**

The removal process should be controlled as closely as practicable to routine maintenance on an in-service aircraft. The following controls apply:

- (1) Use current applicable maintenance data and the specified tools, equipment and access provisions.
- (2) Use appropriately qualified and authorised maintenance personnel under an approved organisation's procedures.
- (3) Confirm item identity before removal and record part number, serial number where applicable, position, source aircraft and removal reason.
- (4) Suspend open-air disassembly during weather or environmental conditions that could contaminate or damage the aircraft or item.
- (5) Protect openings, electrical connectors, fluid lines and exposed surfaces immediately after disconnection.
- (6) Apply preservation, packaging and electrostatic, shock, moisture or contamination controls appropriate to the item.
- (7) Attach a status label that does not imply serviceability and move the item directly to protected quarantine.
- (8) Record discrepancies, damage and any deviation from the removal instructions in the work package.

7.3. **Condition assessment and further work**

A suitably approved organisation must assess each item before return to service. The extent of inspection and maintenance may range from a detailed external inspection to functional testing, non-destructive testing, disassembly, laboratory examination or complete overhaul. The decision must consider the records review, storage conditions, item criticality and manufacturer's data. Where applicable data do not address the circumstances, the design approval holder must be consulted and additional approved data obtained.

8. **Parts recovered from accident or incident aircraft**

8.1. **Investigation status and evidence**

Aviation insurers and other persons who obtain title to salvage parts may supply to salvage purchasers the details of the accident/incident leading to the aircraft, or aircraft item, being declared as salvage. It is also common practice for

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

aviation insurers to pass over the airworthiness records to the salvage purchaser. Whilst such information and records are an essential part of the assessment, where return to service is being considered, they are not a guarantee that the item is acceptable for re-installation.

8.2. Accident-specific assessment

- Assess whether crash loads could have exceeded proof strength or introduced residual strain, cracks, distortion or impaired function.
- Assess fire and heat exposure, including possible changes to material properties, seals, lubricants, wiring, insulation and heat treatment.
- Assess immersion, extinguishing agents, smoke, biological contamination, corrosion and fluid ingress.
- Assess shock, vibration, electrical transients, lightning, rotor or propeller strike, sudden stoppage and foreign-object damage, as relevant.
- Compare critical dimensions against reliable approved data. If distortion cannot be determined because the original dimensions or suitable limits are unavailable, reject the item.
- Use non-destructive testing, dimensional checks, functional tests or laboratory investigation where required by the assessment or approved data.

8.3. Manufacturer and Brunei DCA consultation

Normal overhaul instructions may not address accident or incident exposure. The design approval holder must be consulted where the existing approved data do not specifically support the assessment and maintenance needed. If the design approval holder cannot provide adequate information, or doubt remains regarding the airworthiness significance or acceptable means of substantiation, the matter should be referred to the Brunei DCA Airworthiness Section before further processing or release.

9. Airworthiness determination and release

The authorised certifying staff must make a documented determination that all of the following are satisfied before an item is released:

Acceptance element	Minimum evidence
Identity and eligibility	Positive part and serial identification; intended installation eligibility; configuration established.
History and life status	Required maintenance history, time/cycle status and life-limited status established without unexplained gaps.
Mandatory and design status	Applicable mandatory requirements, modifications, repairs and limitations identified and addressed.
Condition	Occurrence or storage exposure assessed; required inspections, tests, maintenance and preservation completed to approved data.
Work control	Work order, removal record, findings, parts and materials, independent inspections and certifications complete.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Release	Authorised release certificate or other release permitted by BAR 8 issued by an organisation appropriately approved for the item and work performed.
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A release certificate must accurately describe the work performed and may include necessary remarks identifying the source and any relevant limitations. It must not be used to mask incomplete history, unknown life status or unresolved accident effects. A release by one organisation does not remove the receiving organisation's obligation to verify eligibility and authenticity.

10. Items that must not be returned to service

An item must be rejected and controlled against installation where any of the following applies:

- identity, source, ownership or chain of custody is doubtful;
- required maintenance history, life status or traceability is unavailable or unreliable;
- the effect of abnormal load, fire, heat, contamination, immersion, corrosion, storage or transport cannot be adequately assessed;
- the item is cracked, distorted, overheated or otherwise outside approved limits, or reliable dimensional assessment is not possible;
- applicable approved maintenance data or necessary design approval holder support is unavailable;
- the work required is outside the organisation's approval scope or capability;
- markings, records or release documents are altered, inconsistent, counterfeit or suspected to be unauthorised; or
- any doubt remains that prevents a positive airworthiness determination.

11. Quarantine, scrapping and prevention of re-entry

Items awaiting assessment, rejected items and scrapped items must be physically and administratively segregated from serviceable stock. Status labels should be durable, unambiguous and linked to the work record. Access must be controlled.

An item designated for scrap must be mutilated or otherwise rendered permanently unusable before disposal, unless transferred under a controlled arrangement for legitimate non-flight use, training, research or approved repair evaluation. The record should identify the item, reason for scrapping, method and date of mutilation or transfer, and responsible person. Sensitive identification plates or markings should be destroyed or controlled to prevent fraudulent reuse.

12. Suspected unapproved parts and occurrence reporting

Attention is brought to the BAR AC-16 on Suspected Unapproved Parts. Any item or documentation suspected to be false, altered, unauthorised or misrepresented must be quarantined immediately. The organisation should preserve the item, packaging, records and transaction evidence; notify the Brunei DCA in accordance with applicable reporting requirements; and avoid returning the item to the supplier or otherwise compromising

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

evidence until advised. Relevant safety occurrences must also be reported through the applicable occurrence-reporting system.

13. Records and retention

The organisations involved must retain records in accordance with the applicable BAR requirements and their approved procedures. The complete record set should permit reconstruction of the item's route from the source aircraft to release, installation or disposal and should include:

- authority for removal and, where applicable, investigation release;
- source aircraft and item identity, removal position, date and personnel;
- aircraft and item history reviewed, including identified gaps;
- occurrence, storage, recovery and transport information;
- work orders, worksheets, inspection findings, test results and referenced maintenance or approved data;
- communications and technical dispositions from the design approval holder or Brunei DCA;
- release documentation, receiving inspection and installation eligibility decision; and
- quarantine, rejection, scrapping or controlled-transfer records.

Appendix A Recommended process

Step	Decision or action	Required outcome
1	Establish lawful custody and investigation release, if applicable.	Aircraft or item is available for controlled work.
2	Identify source aircraft, circumstances, records and intended items.	Scope and evidence baseline documented.
3	Can identity, eligibility and required history be established?	If no: quarantine, reject or scrap. If yes: continue.
4	Plan removal using approved organisation, data, tools and competent personnel.	Controlled work package opened.
5	Remove, identify, protect, preserve and quarantine.	Chain of identity and condition maintained.
6	Assess storage or occurrence exposure and define further work.	Approved maintenance, inspection and test requirements established.
7	Are data and evidence sufficient for a positive airworthiness determination?	If no: consult design approval holder or Brunei DCA; otherwise reject.
8	Complete required work and independent inspections.	All work records and findings closed.
9	Authorised certifying staff reviews complete evidence.	Release issued only when all criteria are met.
10	Receiving organisation verifies authenticity and installation eligibility.	Item installed, retained in controlled stock, or rejected.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Appendix B Minimum item assessment checklist

No.	Check	Status / evidence reference
1	Lawful custody and authority to remove confirmed.	
2	Investigation authority release confirmed, where applicable.	
3	Source aircraft identity and reason for withdrawal or occurrence details recorded.	
4	Item part number, serial number, position and eligibility positively identified.	
5	Maintenance, life, mandatory, modification and repair status reviewed.	
6	Unusual events, storage, environmental, recovery and transport exposure assessed.	
7	Removal performed to current maintenance data by authorised personnel.	
8	Openings protected; preservation, packaging and quarantine satisfactory.	
9	Required inspection, NDT, dimensional, functional, laboratory or overhaul work defined.	
10	Design approval holder or Brunei DCA consulted where data were insufficient.	
11	All findings resolved using approved data and all work records complete.	
12	Release issued within approval scope by authorised certifying staff.	
13	Receiving inspection and intended installation eligibility independently verified.	
14	Rejected or scrapped item controlled against re-entry into service.	

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-16 Suspected Unapproved Parts

1. Introduction

This Advisory Circular provides information on dealing with issues pertaining to bogus parts.

2. Applicability

This AC is intended for Approved Maintenance Organisations (AMOs) and Continuing Airworthiness Management Organisations that maintain aircraft registered in Brunei Darussalam

3. References

ICAO Annex 6

ICAO Annex 8

ICAO Doc 9760

Civil Aviation Regulations (CAP 290)

BAR 8, Part-M

BAR 8, Part-CAMO

BAR 8, Part-145

BAR 8, Part-21

4. Background

4.1. The Brunei DCA is concerned about the quantity and variety of unapproved parts which may find their way on to Brunei registered aircraft, in particular helicopters. Evidence from other NAA's indicates that these counterfeit and/or fraudulently identified parts are being imported, largely from North America; however, there is also evidence of such bogus parts originating from the UK and also other foreign sources.

4.2. There is also evidence of the falsification of release documentation (Form One or equivalent) and this has also been observed.

4.3. Installing bogus parts onto aircraft has serious airworthiness implications; to illustrate just how serious, the following two examples are quoted involving aircraft which are available in the international market place:

- (a) A helicopter main rotor blade complete with release documentation was traced as having been scrapped by the manufacturer during the manufacturing process.
- (b) An engine mount described as fitted new to an aircraft in 1979 was traced as having been factory installed in 1966.

5. 5 Unapproved Parts

5.1. For the purpose of this guidance an Unapproved part is a part or material intended for installation on a type certificated product/aircraft, which has been neither manufactured according to approved procedures, nor conforms to an approved type design; or it fails to conform to declared specifications or accepted industry standards (i.e. standard parts).

5.2. Unapproved parts include, but are not limited to:

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (a) Parts specified in the illustrated parts catalogues (IPC) of a type certificated aircraft, but which have been manufactured, reclaimed or reworked and then marked by an unauthorised source and provided with documents which indicate falsely that the part(s) are genuine and conform to the approved type design, or meet a particular industry standard and are offered for use as conforming with an aircraft manufacturer's authorised IPC.
- (b) Parts shipped directly to users by manufacturers, suppliers, or distributors who do not themselves hold appropriate production approvals for the parts, and have not been authorised to make direct shipments to users or stockists by the Type Certificate holder, who alone has production approval, e.g. production overruns. This is a particular phenomenon in the United States.
- (c) Parts which have not been maintained, overhauled or repaired in accordance with the requirements of approved airworthiness data and/or statutory requirements, or that have been maintained, overhauled or repaired by persons not authorised to perform and certify these functions.

6. FAA Suspect Unapproved Parts Notifications

- 6.1. The FAA has intensified efforts to educate the public regarding the potential safety threat posed by aeronautical parts that do not meet applicable design, manufacturing or maintenance requirements. To achieve this, the FAA established a Suspect Unapproved Parts programme (SUPs) and issued guidance in an Advisory Circular 21-29B.
- 6.2. Suspect Unapproved Parts Notifications can be found on FAA Internet site: www.faa.gov/about/office_org/headquarters_offices/avs/offices/sup/
- 6.3. Because of the increased activity being undertaken in the United States against suspect unapproved parts, it is likely that the vendors of these parts will direct their activities towards Asia, Europe and other parts of the world because of the reduced risk of detection.

7. Mandatory Occurrence Reporting Procedures

- 7.1. Users of aircraft components and spares are reminded that suspected unapproved parts should be reported to the Brunei DCA through the Mandatory Occurrence Reporting (MOR) procedures in accordance with BAR 13 – Accident Prevention & Occurrence Reporting.
- 7.2. On receipt of an MOR, and where appropriate, the Brunei DCA will pass the details to the FAA SUPs office by the submission of a SUPS Report. In addition to assisting the FAA, who are implementing a vigorous campaign against unapproved parts, this procedure will enable the CAA to establish the dimensions of the problem as it affects the United Kingdom.
- 7.3. To assist in tracing unapproved parts or material, persons raising an MOR should, as far as possible, provide the following information on their report:
 - (a) The name of the suspected unapproved part.
 - (b) Part number, or any other number on the part.
 - (c) Serial number of part.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (d) List next higher assembly that suspected unapproved part is assembled into (i.e. fuel pump, engine, landing gear) and list part number, if known.
- (e) Quantity of suspected unapproved parts found or identified.
- (f) Make and model number of the aircraft or component that the suspected unapproved part is applicable to.
- (g) The identification of the commercial source of the suspected unapproved part. If the part is identified with Part Manufacturer or Distributor marking, this should be quoted.
- (h) Describe any pertinent facts relating to the suspected unapproved part and identify where the part may be inspected (provide photos, invoices, etc., if available).
- (i) The date suspected unapproved part was discovered.
- (j) Name and address in full or the location where suspected unapproved part(s) was discovered.

7.4. In accordance with normal protocol for confidentiality any SUPS report submitted to the FAA would not give details of the MOR reporter.

7.5. Foreign aircraft and approved component manufacturers can be contacted by users through their UK agent or direct, for verification that specific serial numbered items purported to be manufactured by them are in fact recorded in their archives. As an example, this process was used to verify that a particular helicopter main rotor head was in fact bogus.

8. The Certifying Person and User Responsibility

8.1. The Certifying Person (User) can be either the Approved Organisation, a person authorised in accordance with that organisation's Exposition, or an appropriately Type Rated Licensed Engineer, who issues the Certificate of Release to Service for installation of an aircraft part into an aircraft, its engine(s), propeller(s) or equipment.

8.2. The User of an aircraft part is responsible for ensuring that the part is serviceable and conforms to the standard determined by the appropriate Type Certificate holder as being suitable for the intended application. In order to discharge this responsibility to the satisfaction of the Brunei DCA, the user must, when obtaining an aeronautical part from a supplier:

- (a) Ensure that the purchase order contains accurate definition of the aircraft parts and full details of the quality control and certification requirements to be met by the supplier in satisfying the order;
- (b) Take all necessary steps to verify that the supplier is meeting the requirements of the purchase order. This may require the user visiting the supplier's facilities.

8.3. In order to contain the serious problem of unapproved parts, Commercial Air Transport Operators and associated Maintenance organisations who are users of aircraft spares should ensure that their aircraft spares purchasing policy and procedures are unequivocally stated in their company expositions/engineering procedural documents. They should also ensure that any deviation from that policy must be approved by the quality manager in accordance with procedures acceptable to the Brunei DCA.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 8.4. Other organisations and private owners who purchase aircraft parts or materials can only be advised to exercise extreme caution and remember they will have to convince the user of the authenticity of such spares.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-17 Non Destructive Inspections

1. Introduction

This Advisory Circular provides information on methods of Non Destructive Inspections.

2. Applicability

This AC is intended for Approved Maintenance Organisations (AMOs) and Continuing Airworthiness Management Organisations that maintain aircraft registered in Brunei Darussalam.

3. References

ICAO Annex 6

ICAO Annex 8

ICAO Doc 9760

Civil Aviation Regulations (CAP 290)

BAR 8, Part-M

BAR 8, Part-CAMO

BAR 8, Part-145

4. Information

The following guidances can be found at UKCAA CAP 562, Chapter F:

- Oil And Chalk Processes
- Penetrant Dye Process
- Fluorescant Penetrant Process
- Performance Testing of Penetrant Testing Materials
- Ultrasonic Flaw Detection and Thickness Measurement
- Radiological Examination of Aircraft Structures
- Magnetic Flaw Detection
- Eddy Current Methods
- Endoscope Inspections

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-18 Vibration Health Monitoring (VHM)

1. Introduction

- 1.1. VHM is used on the many of large public transport rotorcraft, operating in Brunei Darussalam. The system has been operating in the UK since the early 1990's. The purpose of embodying VHM was to reduce the likelihood of rotor, rotor drive system and engine failures that could prevent continued safe flight and safe landing. Since the early 1990's the accident rate attributable to such failures for this category of helicopter has reduced significantly, and the UK Civil Aviation Authority believes that VHM played and continues to play a major role in this achievement.
- 1.2. This Advisory Circular provides guidance on acceptable standards that may be used for implementing a Vibration Health Monitoring System on rotorcraft operated in Brunei Darussalam.

2. Applicability

This AC is intended for Continuing Airworthiness Management Organisations or Approved Maintenance Organisations (AMOs) and that operate and Maintain Rotorcraft in Brunei Darussalam.

3. The Standard

UK CAA CAP 753 (as amended) may be used as the standard for installations in Brunei Darussalam. The CAP 753 provides additional guidance for Operators utilising VHM in rotor and rotor drive systems of helicopters; this covers both VHM system design and operation.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-19 Approval, Operational Serviceability and Readout of Flight Data Recorder and Cockpit Voice Recorder Systems Introduction

1. Introduction

Aviation Legislation in Brunei Darussalam reflects ICAO Standards and requires that certain categories of aircraft are equipped with crash protected Flight Data Recorder (FDR) systems and Cockpit Voice Recorder (CVR) Systems. These systems are installed primarily to assist investigations into incidents or accidents or, additionally, either by using the FDR or via secondary Quick Access Recorder (QAR), a number of operators monitor certain operational aspects of their aircraft.

To satisfy legal requirements the installations have to comply with the appropriate minimum requirements dependent upon the class of aircraft. Continued serviceability requires compliance with the installer's maintenance instructions as well as validation of data recorded in flight. This AC provides general advice and guidance for operators of aircraft equipped with FDRs and to the facilities that provide an FDR data readout service of their respective responsibilities to achieve correlation of this activity.

2. Applicability

This AC is intended for Continuing Airworthiness Management Organisations or Approved Maintenance Organisations (AMOs) and that operate and maintain aircraft equipped with CVR and FDR systems in Brunei Darussalam.

3. The Standard to be Adopted

UK CAA CAP 731 (as amended) may be used as the standard to address CVR and FDR serviceability in Brunei Darussalam.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-20 Example BAR 8, Part 145 MOE

1. Introduction

This Advisory Circular provides information for an example BAR 8, Part 145 Maintenance Organisation Exposition (MOE) document that can be used to assist an organisation in compiling their own MOE for its approval.

2. References

BAR 8, Part 145, para 145.A.70

3. Information

4. This document is available from the Brunei DCA or from their website.

The organisations MOE should address all headings of the example MOE. However where a heading is not applicable, the heading should included but the text be identified as “Not Applicable” below it.

BRUNEI DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-21 Model CAME and User Guide for A BAR 8 Part-CAMO

1. Introduction

This Advisory Circular provides information on an example BAR 8, Part-CAMO Continuing airworthiness Management Exposition (CAME) document that can be used to assist an organisation in compiling their own CAME for its approval.

MODEL STATUS - CUSTOMISATION REQUIRED
 This AC contain a model text, not an approval in itself. Replace every [square-bracketed field], delete inapplicable options with a recorded justification, align roles and system names with actual practice, insert controlled forms and contracts, and complete AIR H010 before submission. BAR 8, its AMC/GM and formal Brunei DCA decisions prevail.

2. References

BAR 8, Part-CAMO

3. Example of a Model CAME

Document Control

Approval and Acceptance

Function	Name	Signature	Date
Prepared by	[Name / position]		
Compliance review	[Compliance Monitoring Manager]		
Safety review	[Safety Manager]		
Approved by	[Accountable Manager]		
Brunei DCA approval/ acknowledgement	[Reference]		

Record of Revisions

Issue/Rev	Date	Affected paragraphs	Change classification	Approval notification reference /
01/00	[date]	Initial issue	Prior approval	[DCA reference]
[]	[]	[]	[Prior / indirect]	[]

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

List of Effective Pages

Part / page range	Issue/Rev	Effective date
All pages	01/00	[date]

Controlled Distribution

Copy access	Holder / group	Medium	Update method
Master	Document Control	[Electronic controlled repository]	[Automatic replacement and notification]
01	Brunei DCA	[Electronic]	Formal submission
02	[CAMO personnel]	[Read-only electronic]	Publication alert
03	[Contracted AMO(s)]	[Relevant controlled parts]	Publication alert

Abbreviations and Definitions

Term	Meaning
AD	Airworthiness Directive
AltMoC	Alternative Means of Compliance
AMP	Aircraft Maintenance Programme
AMO	Approved Maintenance Organisation
ARR	Airworthiness Review Report
ARP	Airworthiness Review Personnel
ATL	Aircraft Technical Log
CAM	Continuing Airworthiness Management
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organisation
CMR	Certification Maintenance Requirement

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

DCA	Brunei Department of Civil Aviation
ICA	Instructions for Continued Airworthiness
MEL	Minimum Equipment List
MoC	Management of Change
MRBR/MPD	Maintenance Review Board Report / Maintenance Planning Document
RIE	Rectification Interval Extension
SMS	Safety Management System
SPA	Specific Approval

Table of Contents

Right-click and select Update Field in Word if the table does not populate automatically.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Use and Control of this CAME

This CAME defines how [Operator/CAMO name] manages the continuing airworthiness of aircraft within its approved scope. It is binding on personnel and contracted parties to the extent specified in their responsibilities and agreements. Associated procedures, forms and electronic workflows referenced by this CAME form part of the controlled system and shall remain consistent with it.

Drafting convention

Square brackets identify organisation-specific information or a decision that must be completed. Text beginning “Applicability decision” must be retained only when supported by the approval scope. The word “shall” denotes a mandatory organisational requirement.

Regulatory basis and precedence

The organisation shall comply with current applicable requirements of BAR 8 Part-CAMO, BAR 8 Part-M, their AMC and GM, the conditions of the CAMO approval and relevant Brunei DCA procedures. For an AOC holder, the interfaces with applicable BAR 6 requirements and operational approvals are controlled through this CAME and the operator manuals. If a conflict exists, the regulation and a written Brunei DCA decision take precedence; the discrepancy shall be reported through CAME 2.2 and corrected through CAME 0.5 or 0.6 as applicable.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

GENERAL GUIDANCE FOR PREPARING AND CONTROLLING THE CAME

G.1 Purpose and regulatory status

This model provides an acceptable structure for an operator/CAMO to describe how it complies with BAR 8 Part-CAMO and the applicable continuing-airworthiness requirements of BAR 8 Part-M. It is not an approval, an Alternative Means of Compliance, or a substitute for the regulations. The applicant remains responsible for tailoring every procedure to its organisation, aircraft, systems, privileges, contracts and interfaces.

G.2 How to use this model

Text in square brackets is an instruction or organisation-specific field and shall be completed or deleted. Example text may be retained only where it accurately describes the implemented process. Each procedure shall identify: the trigger; responsible person; inputs and acceptance criteria; sequence of actions; interfaces; decision and escalation points; records; system of control; and means of verifying effectiveness.

A statement that the organisation “complies with” a requirement is not, by itself, an adequate procedure. The final CAME shall describe who does what, when, how, using which controlled data or system, and what objective evidence is retained.

G.3 CAME architecture

The organisation may use either (a) a single CAME containing all procedures and controlled lists, or (b) a CAME supported by associated procedures and lists. Where associated documents are used, the CAME shall still contain the governing policy, responsibilities, interfaces and minimum regulatory control for each subject, together with an exact document and paragraph reference. Part 0 should normally remain within the CAME unless otherwise agreed in writing by Brunei DCA.

Work instructions may provide task-level detail but shall not contradict or replace approved CAME content. They remain under the organisation’s document-control and compliance-monitoring system.

G.4 Writing and applicability conventions

The words “shall” and “must” denote mandatory controls. “Should” denotes recommended practice. “May” denotes permission. “Brunei DCA” means the competent authority. Where a paragraph is not applicable, the organisation shall retain the heading and record a concise, defensible justification; it shall not simply delete a required subject.

G.5 Approval and amendment control

The initial CAME and changes requiring prior approval shall not be implemented before written Brunei DCA approval. Changes managed through an approved indirect-approval procedure may be implemented only within the scope and conditions accepted by Brunei DCA. Every amendment shall be classified, reviewed for regulatory and safety impact, checked for consequential changes, approved internally, recorded in the revision history and communicated to affected personnel.

G.6 Submission package

Unless otherwise agreed, a submission should include: application or covering letter; clean CAME; marked-up CAME showing changes; completed BAR 8 compliance cross-reference/AIR H010 checklist; change classification and management-of-change assessment; affected forms, contracts or associated procedures; evidence of internal

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

compliance and safety review; Accountable Manager approval; and an implementation/training plan.

G.7 Chapter completion format

Each chapter in this model uses four elements: (1) policy and applicability; (2) responsibility and authority; (3) executable procedure; and (4) records and performance assurance. The organisation may use a different format if the same control is demonstrated clearly and consistently.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

PART 0 - GENERAL ORGANISATION, SAFETY POLICY AND OBJECTIVES

0.1 - Safety Policy, Objectives and Accountable Manager Statement

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The Accountable Manager confirms that the organisation will at all times manage the continuing airworthiness of aircraft within its approved scope in accordance with BAR 8 Part-CAMO, applicable Part-M requirements and this CAME. Adequate competent personnel, facilities and financial resources shall be made available. The Safety Manager shall coordinate periodic review of the safety policy and objectives, with significant changes submitted to the Accountable Manager for endorsement.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to safety policy, objectives and accountable manager statement is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for safety policy and measurable/meaningful safety objectives appropriate to size and complexity. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for commitment to comply with BAR 8, approved procedures and applicable mandatory requirements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall establish and apply controls for commitment to adequate resources, competence, reporting, just culture and continuous improvement. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall establish and apply controls for accountable manager responsibility to establish/promote the safety policy. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall establish and apply controls for signed and dated accountable manager statement; countersignature where required by the

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

applicable brunei arrangement. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

6. [Continuing Airworthiness Manager] shall perform and record method for communicating the policy and reviewing its continued suitability at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Signed AM statement, Safety policy/objectives, Management review evidence, Safety communication records. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

0.2 - General Information and Scope of Work

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The CAMO manages the continuing airworthiness of the aircraft listed in CAME Part 5. The approved scope shall not exceed the aircraft type/series and privileges stated on the Brunei DCA approval certificate and terms of approval. Changes affecting the scope shall be processed in accordance with CAME 0.5 before implementation.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to general information and scope of work is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall verify and document official legal/approval name and principal place of business before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
2. [Continuing Airworthiness Manager] shall establish and apply controls for relevant camo facilities/locations and general accommodation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall establish and apply controls for aircraft type/series, registration, fleet quantity, operator/owner and type of operation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall establish and apply controls for requested/approved camo scope and privileges. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall establish and apply controls for relationship with aoc holder, parent/group companies or other organisations where relevant. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Continuing Airworthiness Manager] shall establish and apply controls for applicable maintenance arrangements, amp and cam contract references at an appropriate level. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall ensure how dca access to facilities, aircraft, records, personnel and contracted/subcontracted activities is assured are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Records and performance assurance

Minimum retained evidence: Form 2-CAMO, Form 14/ terms of approval, Fleet list, Facility list, Organisation contracts. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

0.3 - Management Personnel, Responsibilities, Manpower and Training

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The Continuing Airworthiness Manager is responsible for ensuring that sufficient competent personnel are available to perform the approved scope. Manpower shall be reviewed at least annually and whenever fleet, scope, workload, location or organisational structure changes. Any forecast shortfall that may affect compliance shall be escalated to the Accountable Manager with a documented recovery plan.

Process owner: [Department Manager supported by Human Resources]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to management personnel, responsibilities, manpower and training is received. [Department Manager supported by Human Resources] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Department Manager supported by Human Resources] shall establish and apply controls for accountable manager and nominated person(s) for continuing airworthiness. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Department Manager supported by Human Resources] shall perform and record compliance monitoring manager and safety manager at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
3. [Department Manager supported by Human Resources] shall perform and record Airworthiness Review Personnel/persons where applicable at the stated interval and

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

4. [Department Manager supported by Human Resources] shall establish and apply controls for duties, responsibilities, authority, reporting lines and deputising arrangements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Department Manager supported by Human Resources] shall perform and record manpower planning method, workload assumptions, annual/periodic review and escalation of shortfall at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
6. [Department Manager supported by Human Resources] shall establish and apply controls for competence requirements and assessment by job function. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Department Manager supported by Human Resources] shall perform and record training-needs analysis, induction, initial, recurrent/continuation and specialised training at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
8. [Department Manager supported by Human Resources] shall ensure training and competence records; authorisation where applicable are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Organisation chart, Job descriptions, Manpower plan, Training matrix, Competence assessments, Form 4/nominations. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

0.4 - Management Organisation Charts

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The organisation chart in this paragraph represents the approved management structure. Changes to reporting lines involving positions subject to prior approval shall be managed under CAME 0.5. Administrative changes that fall within the approved CAME 0.6 process shall be controlled accordingly.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to management organisation charts is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for accountable manager at the appropriate level. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for direct/functional reporting of nominated continuing-airworthiness personnel. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall perform and record safety and compliance-monitoring reporting lines at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
4. [Continuing Airworthiness Manager] shall perform and record independence of compliance monitoring from activities being audited, as applicable at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
5. [Continuing Airworthiness Manager] shall define and test interfaces with AOC/flight operations and maintenance organisations where useful through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
6. [Continuing Airworthiness Manager] shall establish and apply controls for deputy positions only where formally established. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Current organisation chart, Post-holder list, Job descriptions. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

0.5 - Procedure for Changes Requiring Prior Approval

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

No change requiring prior Brunei DCA approval shall be implemented until written approval has been received. The change owner shall initiate a Management of Change assessment identifying regulatory, safety, personnel, technical, contractual and operational impacts. The Compliance Monitoring Manager shall verify the applicable approval route and completeness of the submission before it is forwarded to Brunei DCA.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to procedure for changes requiring prior approval is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall verify and document list or reference the categories of changes requiring prior approval under camo.a.130 and other

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

applicable requirements before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.

2. [Continuing Airworthiness Manager] shall establish and apply controls for change proposal initiation and responsible person. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall establish and apply controls for regulatory applicability assessment. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall establish and apply controls for management-of-change and safety-risk assessment. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall establish and apply controls for affected came/procedures, personnel, facilities, contracts, aircraft and privileges. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Continuing Airworthiness Manager] shall perform and record internal review/authorisation before dca submission at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
7. [Continuing Airworthiness Manager] shall establish and apply controls for application/supporting evidence and planned implementation date. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Continuing Airworthiness Manager] shall verify and document explicit implementation hold until written dca approval before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
9. [Continuing Airworthiness Manager] shall establish and apply controls for transition/operating conditions and post-implementation verification. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
10. [Continuing Airworthiness Manager] shall ensure records retained are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Change request, Risk assessment, Form 2/change application, Revised CAME, DCA approval, Post-change review. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

0.6 - Procedure for Changes Not Requiring Prior Approval

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Where a proposed change is within the scope approved under this paragraph, the Compliance Monitoring Manager shall verify eligibility before internal approval. If there is doubt whether prior approval is required, the change shall be treated as a prior-approval change and referred to Brunei DCA before implementation.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to procedure for changes not requiring prior approval is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for exact scope and limitations of eligible changes. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall perform and record persons authorised to classify/review/approve the change internally at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
3. [Continuing Airworthiness Manager] shall perform and record compliance review and management-of-change/risk assessment criteria at the stated interval and whenever

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

4. [Continuing Airworthiness Manager] shall establish and apply controls for revision/change identification. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall establish and apply controls for notification to dca and timing/method. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Continuing Airworthiness Manager] shall establish and apply controls for effective-date control and staff communication. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall ensure record retention and compliance-monitoring sampling are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
8. [Continuing Airworthiness Manager] shall establish and apply controls for escalation to 0.5 where eligibility is uncertain. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Change classification record, Internal approval, Notification to DCA, Revised CAME/list, Audit sample. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

0.7 - Alternative Means of Compliance (AltMoC)

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

An Alternative Means of Compliance shall not be used until approved by Brunei DCA. The Compliance Monitoring Manager shall maintain the approved AltMoC register and ensure that any regulatory or organisational change affecting the basis of an AltMoC triggers reassessment.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to alternative means of compliance (altmoc) is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for identification of requirement/amc for which altmoc is proposed. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for technical/compliance/safety justification demonstrating equivalent compliance. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall perform and record internal review and approval for submission at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
4. [Continuing Airworthiness Manager] shall verify and document prior dca approval before use before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
5. [Continuing Airworthiness Manager] shall maintain came/procedure amendments and approved altmoc list as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
6. [Continuing Airworthiness Manager] shall establish and apply controls for communication/training. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall perform and record review when regulations, amc or operating conditions change at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

8. [Continuing Airworthiness Manager] shall establish and apply controls for withdrawal/supersession control. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: AltMoC assessment, DCA approval, AltMoC register, Training/briefing, CAME revision. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

PART 1 - CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.1a - Continuing Airworthiness Records and Aircraft Technical Log System

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Following receipt of maintenance records, Technical Records shall verify aircraft registration, work-order reference, CRS, task completion and required component/AD/modification data before updating the continuing-airworthiness records system. Incomplete or inconsistent records shall be quarantined and referred to the responsible Continuing Airworthiness Engineer for resolution before status is closed.

Process owner: [Continuing Airworthiness Records Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to continuing airworthiness records and aircraft technical log system is received. [Continuing Airworthiness Records Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Records Manager] shall ensure record categories and responsible functions are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
2. [Continuing Airworthiness Records Manager] shall establish and apply controls for all content, issue, use, sector/page control and transfer of information. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Records Manager] shall control electronic/paper system controls, user access and authorisation, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.
4. [Continuing Airworthiness Records Manager] shall establish and apply controls for data entry, verification, correction and audit trail. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Records Manager] shall establish and apply controls for backup, cyber/data protection and recovery arrangements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Continuing Airworthiness Records Manager] shall verify and document transfer from maintenance organisation to camo and acceptance checks before the activity or

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.

7. [Continuing Airworthiness Records Manager] shall ensure retention periods and storage are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
8. [Continuing Airworthiness Records Manager] shall establish and apply controls for loss/corruption response and reconstruction. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
9. [Continuing Airworthiness Records Manager] shall control dca access, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: ATL samples, Aircraft status reports, Records receipt logs, Backup test, Access matrix, Record correction audit trail. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.1b - Application of the Minimum Equipment List (MEL)

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Each MEL-deferred defect shall be entered in the CAMO deferred-defect control system with the applicable category, expiry date and required maintenance action. Planning shall monitor the due date and initiate rectification sufficiently in advance. Any risk of expiry shall be escalated to the Continuing Airworthiness Manager and Flight Operations.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to application of the minimum equipment list (mel) is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall define and test interface between flight crew, maintenance and cargo through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
2. [Continuing Airworthiness Manager] shall ensure defect recording and technical assessment are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
3. [Continuing Airworthiness Manager] shall establish and apply controls for mel item/category identification and rectification interval. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall define and test maintenance procedures and operational procedures interfaces through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
5. [Continuing Airworthiness Manager] shall establish and apply controls for extension/overrun process only where permitted. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Continuing Airworthiness Manager] shall establish and apply controls for parts/material planning and rectification scheduling. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall perform and record repetitive/deferred defect monitoring at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
8. [Continuing Airworthiness Manager] shall establish and apply controls for expiry escalation and aircraft dispatch restriction. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
9. [Continuing Airworthiness Manager] shall ensure technical-log and records closure are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Deferred defect list, MEL control report, Technical log, Rectification work order, Extension approval if applicable. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.2 - Aircraft Maintenance Programme - Development, Amendment and Approval

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME

Policy and responsibility

The AMP Engineer shall review applicable source-document revisions and assess each change for fleet applicability. Mandatory limitations and airworthiness requirements shall be incorporated within the required compliance period. Proposed programme changes shall be technically justified, reviewed for safety and reliability impact and processed through the applicable DCA approval route before becoming effective.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to aircraft maintenance programme - development, amendment and approval is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall establish and apply controls for applicable source documents: mrbr/mpd, als, cmr, ad, ica, operational requirements and experience. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Technical Services Manager] shall establish and apply controls for aircraft/configuration applicability assessment. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

3. [Technical Services Manager] shall verify and document initial amp development and approval route before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
4. [Technical Services Manager] shall perform and record amendment triggers and periodic review at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
5. [Technical Services Manager] shall establish and apply controls for reliability feedback and programme effectiveness. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Technical Services Manager] shall establish and apply controls for escalation/de-escalation or variations where permitted. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Technical Services Manager] shall verify and document indirect approval procedure only where specifically granted before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
8. [Technical Services Manager] shall establish and apply controls for control of mandatory tasks and limitations. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
9. [Technical Services Manager] shall establish and apply controls for distribution/effective-date implementation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
10. [Technical Services Manager] shall define and test interface with planning and maintenance organisation through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: AMP, Source-document review, AMP amendment record, Reliability recommendation, DCA approval/indirect approval record. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.3 - Continuing Airworthiness Records - Responsibilities, Retention and Access

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Technical Records shall maintain a record-retention matrix identifying each record category, regulatory retention period, storage location and responsible owner. Electronic corrections shall preserve an audit trail showing the original entry, revised entry, date and authorised user.

Process owner: [Continuing Airworthiness Records Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to continuing airworthiness records - responsibilities, retention and access is received. [Continuing Airworthiness Records Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Records Manager] shall ensure who creates, receives, checks, updates and archives each record type are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
2. [Continuing Airworthiness Records Manager] shall establish and apply controls for minimum content/traceability standards. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Records Manager] shall ensure retention periods under applicable part-m are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
4. [Continuing Airworthiness Records Manager] shall ensure electronic records controls and audit trail are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
5. [Continuing Airworthiness Records Manager] shall establish and apply controls for storage/environment/security. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

6. [Continuing Airworthiness Records Manager] shall control access rights and dca access, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.
7. [Continuing Airworthiness Records Manager] shall establish and apply controls for transfer when aircraft/operator/camo changes. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Continuing Airworthiness Records Manager] shall establish and apply controls for correction of errors without obscuring original data. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
9. [Continuing Airworthiness Records Manager] shall ensure missing-record investigation and reconstruction are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Records matrix, Retention schedule, Archive index, Transfer certificate, Missing-record investigation. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.4 - Airworthiness Directives and Mandatory Safety Information

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Technical Services shall monitor the defined mandatory-airworthiness-information sources each working day. Each new item shall be assessed against aircraft type, serial number, engine/component applicability and embodied modification/STC status. Applicable actions shall be entered into the maintenance-planning system with the

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

regulatory compliance limit. No aircraft shall be released for operation beyond an applicable mandatory compliance limit unless an approved alternative permits it.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to airworthiness directives and mandatory safety information is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall perform and record authoritative sources monitored and monitoring frequency at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
2. [Technical Services Manager] shall establish and apply controls for responsibility for source surveillance. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Technical Services Manager] shall establish and apply controls for applicability assessment by type, serial number and configuration. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Technical Services Manager] shall establish and apply controls for state of design / state of design of modification mandatory information as applicable. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Technical Services Manager] shall establish and apply controls for technical assessment and method of compliance. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Technical Services Manager] shall establish and apply controls for repetitive action control. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Technical Services Manager] shall define and test planning/work-order interface through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
8. [Technical Services Manager] shall verify and document alternative method/adjustment approval where required before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
9. [Technical Services Manager] shall ensure accomplishment verification and records/status update are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

10. [Technical Services Manager] shall establish and apply controls for overdue/non-compliance escalation and aircraft operational restriction. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
11. [Technical Services Manager] shall establish and apply controls for communication with operator/maintenance organisation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: AD register/status, Applicability assessment, Engineering order, Work order/CRS, Recurring forecast, Modification/STC status. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.5 - Analysis of the Effectiveness of the Maintenance Programme

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Maintenance programme effectiveness shall be reviewed using reliability outputs, repetitive defects, unscheduled removals and significant maintenance findings. Where analysis indicates an ineffective interval or task, Engineering shall initiate a documented investigation and propose an AMP amendment or other corrective action.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to analysis of the effectiveness of the maintenance programme is received. [Technical Services Manager] shall record the

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall perform and record data sources and review frequency at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
2. [Technical Services Manager] shall establish and apply controls for reliability data where programme applicable. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Technical Services Manager] shall establish and apply controls for repetitive defects, unscheduled removals, delays/cancellations, findings, pilot reports and maintenance findings. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Technical Services Manager] shall establish and apply controls for trend/adverse-condition criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Technical Services Manager] shall establish and apply controls for engineering investigation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Technical Services Manager] shall establish and apply controls for corrective action and amp amendment feedback. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Technical Services Manager] shall ensure management/reliability review and records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Reliability reports, Trend analysis, AMP change proposal, Investigation report, Meeting minutes. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.6 - Non-Mandatory Modification and Inspection Policy

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Non-mandatory service information shall be evaluated for safety, reliability, operational, maintenance and configuration impact. A manufacturer's classification alone shall not substitute for the CAMO's applicability and risk assessment. Approved design data shall be used where modification or repair approval is required.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to non-mandatory modification and inspection policy is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall establish and apply controls for sources of sbs/sils/operator information. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Technical Services Manager] shall establish and apply controls for technical, safety, reliability, economic and operational evaluation criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Technical Services Manager] shall perform and record configuration/applicability review at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
4. [Technical Services Manager] shall establish and apply controls for decision authority. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Technical Services Manager] shall establish and apply controls for risk assessment where relevant. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

6. [Technical Services Manager] shall establish and apply controls for approved design data requirement. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Technical Services Manager] shall ensure amp/records/spares/training impact are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
8. [Technical Services Manager] shall define and test operator/aoc interface through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: SB evaluation, Engineering recommendation, Management decision, Modification status. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.7 - Repairs and Modifications

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Before embodiment of a modification or repair, Engineering shall verify that approved data is applicable to the aircraft configuration and that all continuing-airworthiness instructions are identified and subsequently has been approved by Brunei DCA in accordance with BAR 8 Part 21. New ICA tasks shall be assessed and incorporated into the AMP/planning system before the modification is accepted into service.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to repairs and modifications is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall verify and document approved data and design approval source before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
2. [Technical Services Manager] shall verify and document classification/approval route before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
3. [Technical Services Manager] shall establish and apply controls for configuration control and applicability. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Technical Services Manager] shall establish and apply controls for damage/repair assessment and limits. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Technical Services Manager] shall perform and record ica review and incorporation into amp/planning at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
6. [Technical Services Manager] shall maintain weight and balance/afm/equipment-list impact as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
7. [Technical Services Manager] shall establish and apply controls for mandatory information applicable to stcs/modifications. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Technical Services Manager] shall ensure records and modification/repair status are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Minimum retained evidence: Repair file, STC/modification package, ICA assessment, AMP amendment, Weight/balance revision, Status list. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.8 - Defect Reports and Defect Control

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Defects shall be reviewed daily by the responsible CAMO function. Repetitive defects meeting the organisation's defined threshold shall be flagged for engineering investigation. Deferred defects shall remain visible in the aircraft status until rectification and satisfactory records closure are confirmed.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to defect reports and defect control is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for sources: atl, maintenance findings, cabin/ground reports, reliability, occurrence reports. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for technical assessment and airworthiness decision. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall establish and apply controls for mel/cdl or approved-data basis for deferral. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall establish and apply controls for repetitive defect criteria. The control shall identify the input, applicability or acceptance criteria,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

required action, independent check where safety-significant, exception handling and completion record.

5. [Continuing Airworthiness Manager] shall define and test significant defect/occurrence reporting interface through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
6. [Continuing Airworthiness Manager] shall establish and apply controls for rectification planning and due-date control. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall establish and apply controls for troubleshooting and effectiveness. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Continuing Airworthiness Manager] shall ensure closure evidence and records update are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Defect register, Repetitive defect report, Technical log, MEL record, Engineering investigation. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.9 - Engineering Activity

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Engineering instructions shall identify the aircraft applicability, approved/source data, work content, required records and any post-accomplishment action. The CAMO shall

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

not approve design data outside its privileges; design approval shall be obtained from an appropriately approved design organisation or authority where required.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to engineering activity is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall establish and apply controls for engineering scope and responsibilities. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Technical Services Manager] shall establish and apply controls for approved/current source data. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Technical Services Manager] shall establish and apply controls for engineering order/instruction format. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Technical Services Manager] shall perform and record technical review/independent check criteria at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
5. [Technical Services Manager] shall verify and document design approval boundaries before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
6. [Technical Services Manager] shall define and test interface with doa/tch/stch/maintenance organisation through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
7. [Technical Services Manager] shall establish and apply controls for revision/cancellation control. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Technical Services Manager] shall ensure record retention are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Engineering order, Technical assessment, Independent check, Design approval reference. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.10 - Reliability Programme

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Reliability data shall be validated before analysis. Exceedance of an alert level shall trigger a documented investigation identifying probable causes, required corrective action, owner and target date. Closure shall include review of subsequent performance to determine effectiveness.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to reliability programme is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall establish and apply controls for applicability and programme objectives. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Technical Services Manager] shall establish and apply controls for data sources, collection and validation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Technical Services Manager] shall establish and apply controls for parameters, alert levels and statistical/trend methods. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4. [Technical Services Manager] shall establish and apply controls for regular report frequency. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Technical Services Manager] shall establish and apply controls for alert exceedance investigation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Technical Services Manager] shall establish and apply controls for corrective action and ownership. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Technical Services Manager] shall perform and record reliability meeting/review governance at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
8. [Technical Services Manager] shall establish and apply controls for amp escalation/de-escalation recommendations. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
9. [Technical Services Manager] shall ensure effectiveness follow-up and records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Reliability report, Alert report, Investigation, Meeting minutes, AMP recommendation. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.11 - Pre-Flight Inspections

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Pre-flight inspection arrangements shall ensure that any defect or abnormal condition identified is entered in the aircraft technical log and assessed in accordance with the defect/MEL process before flight.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to pre-flight inspections is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for scope and definition of pre-flight inspection. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for who performs it and competence/instructions. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall ensure defect recording and escalation are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
4. [Continuing Airworthiness Manager] shall establish and apply controls for consumables/servicing as applicable. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall establish and apply controls for contracted arrangements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Continuing Airworthiness Manager] shall ensure records and interface with atl are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Pre-flight checklist, Defect records, Contract/instructions. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.12 - Aircraft Weighing

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Before weighing, the CAMO shall define the aircraft configuration and verify weighing-equipment calibration status. The resulting mass and centre-of-gravity data shall be technically reviewed and incorporated into the controlled aircraft/operator weight-and-balance data before operational use.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to aircraft weighing is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for regulatory/operational triggers and periodicity where applicable. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for approved method/facility/provider. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall establish and apply controls for aircraft configuration for weighing. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4. [Continuing Airworthiness Manager] shall establish and apply controls for equipment calibration. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall perform and record calculation/review/approval of results at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
6. [Continuing Airworthiness Manager] shall establish and apply controls for weight and balance report/afm/operator data update. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall ensure record retention are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Weighing report, Calibration certificates, Weight/balance revision. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.13 - Maintenance Check Flight (MCF) Procedures

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Where maintenance data requires an MCF, Engineering shall define the technical objective and required observations. The CAMO shall verify the aircraft maintenance status and coordinate any operational limitations with Flight Operations. MCF results shall be reviewed before the maintenance action is considered satisfactorily completed.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to maintenance check flight (mcf) procedures is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for when an mcf is required and technical basis. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall maintain aircraft configuration/maintenance status before flight as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
3. [Continuing Airworthiness Manager] shall establish and apply controls for open defects and operational limitations. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall define and test maintenance/flight operations coordination through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
5. [Continuing Airworthiness Manager] shall establish and apply controls for required flight profile/data. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Continuing Airworthiness Manager] shall perform and record post-flight defect/data review at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
7. [Continuing Airworthiness Manager] shall define and test release-to-service/maintenance action interfaces through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
8. [Continuing Airworthiness Manager] shall ensure records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: MCF request, Technical briefing, Flight report, Post-flight engineering assessment. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

1.14 - Continuing Airworthiness Management Data

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The Technical Library function shall monitor revisions to subscribed continuing-airworthiness data and make current applicable data available to authorised users. Superseded data shall be removed from active use or clearly identified as obsolete.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to continuing airworthiness management data is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall establish and apply controls for data sources and subscriptions. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Technical Services Manager] shall perform and record receipt/revision monitoring at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
3. [Technical Services Manager] shall establish and apply controls for applicability and distribution. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4. [Technical Services Manager] shall control electronic library access and permissions, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.
5. [Technical Services Manager] shall establish and apply controls for obsolete-data prevention. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Technical Services Manager] shall establish and apply controls for temporary revisions and supplements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Technical Services Manager] shall establish and apply controls for availability to contracted maintenance where required. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Technical Services Manager] shall establish and apply controls for periodic verification. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Technical library register, Revision alerts, Access records, Obsolete-data controls. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

1.15 - Operator, Flight Operations and BAR 6 Airworthiness Interfaces

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The [Nominated Person for Continuing Airworthiness] shall ensure that operational requirements which depend on aircraft configuration, serviceability, maintenance, continuing-airworthiness data or recording systems are translated into controlled CAMO actions. Flight Operations retains operational control; the CAMO retains its continuing-airworthiness responsibilities. Neither function may assume that inclusion in another manual removes the need for a defined interface.

Procedure

1. A controlled interface matrix shall identify every applicable BAR 6 requirement or approval having an airworthiness element, the responsible CAMO and Flight Operations post holders, source documents, records, change triggers and escalation route.
2. MEL amendments and RIE arrangements shall be technically reviewed for maintenance procedures, configuration, placarding, parts, recurring action, rectification planning and expiry control. RIE shall only be used where expressly permitted and shall be notified to all recipients required by the approved process.
3. For ETOPS/EDTO, RVSM, LVO and other Part-SPA approvals, Technical Services shall identify significant systems, CMP/maintenance requirements, configuration standards, reliability thresholds, oil-consumption or condition-monitoring requirements, special tooling/test equipment, training, pre-departure service checks and contracted-AMO obligations.
4. Operational-derived equipment under applicable CAT.IDE provisions shall be included in configuration, AMP, defect, modification and record controls. FDR/CVR installation and serviceability requirements, replay/evaluation, preservation, removal, handling, custody and release of recordings shall be controlled with Flight Operations and Safety/Investigation functions.
5. Mass-and-balance changes arising from weighing, modification, repair, equipment or configuration changes shall be independently checked and transmitted to the controlled operational mass-and-balance system before the aircraft is returned to the affected operation.
6. Changes to operational approvals, routes, fleet, equipment, manuals or contracted support shall trigger management of change under CAME 2.5 and an assessment of AMP, reliability, competence, tooling, spares and technical-contract impacts.
7. At least [quarterly], CAMO and Flight Operations shall review deferred defects, repetitive defects, operational events with technical causes, RIE use, significant-system performance, FDR/CVR status, weight-and-balance changes and open SPA actions. Minutes and assigned actions shall be retained.

Records and performance assurance

Interface matrix; MEL technical review; RIE notification/approval; SPA airworthiness compliance matrix; significant-system list; configuration status; training/tooling evidence;

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

FDR/CVR evaluation and custody records; mass-and-balance transmission record; joint-review minutes and action tracker.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

PART 2 - MANAGEMENT SYSTEM PROCEDURES

2.1 - Hazard Identification and Safety Risk Management

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Safety hazards may be raised by any employee. The Safety Manager shall ensure each accepted hazard is assessed using the approved risk matrix, assigned an owner and, where mitigation is required, tracked to completion. Residual risk shall be accepted only by the authority level defined in this procedure.

Process owner: [Safety Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to hazard identification and safety risk management is received. [Safety Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Safety Manager] shall establish and apply controls for hazard sources: reports, audits, changes, reliability, occurrences, contractors, investigations. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Safety Manager] shall verify and document risk methodology, severity/likelihood and acceptance criteria before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
3. [Safety Manager] shall verify and document risk ownership and acceptance authority before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
4. [Safety Manager] shall establish and apply controls for mitigation planning and due-date control. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Safety Manager] shall establish and apply controls for residual-risk assessment. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Safety Manager] shall perform and record effectiveness monitoring and escalation at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

7. [Safety Manager] shall maintain risk register as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Hazard report, Risk assessment, Risk register, Mitigation evidence. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.2 - Internal Safety Reporting and Investigation

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Personnel are encouraged to report errors, hazards and unsafe conditions without fear of inappropriate punitive action. Reports shall be screened by the Safety Manager for immediate risk, external reporting obligations and investigation needs. Safety lessons shall be communicated while protecting confidential information.

Process owner: [Safety Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to internal safety reporting and investigation is received. [Safety Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Safety Manager] shall establish and apply controls for who may report and available channels. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2. [Safety Manager] shall establish and apply controls for confidentiality/just-culture protections. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Safety Manager] shall establish and apply controls for triage and immediate safety action. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Safety Manager] shall establish and apply controls for investigation criteria and investigator competence. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Safety Manager] shall perform and record root/contributing-factor analysis at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
6. [Safety Manager] shall establish and apply controls for corrective/safety action. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Safety Manager] shall establish and apply controls for feedback to reporter and organisation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Safety Manager] shall perform and record trend analysis and external-reporting interface at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Internal safety report, Investigation, Action log, Trend report. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2.3 - Safety Action Planning

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Each safety action shall have a responsible owner, target date and defined closure evidence. Overdue high-risk actions shall be escalated to the Accountable Manager or Safety Review Board in accordance with the risk-acceptance scheme.

Process owner: [Safety Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to safety action planning is received. [Safety Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Safety Manager] shall establish and apply controls for action source and priority. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Safety Manager] shall establish and apply controls for named owner and due date. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Safety Manager] shall establish and apply controls for resource/management escalation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Safety Manager] shall establish and apply controls for extension criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Safety Manager] shall establish and apply controls for closure evidence. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Safety Manager] shall establish and apply controls for effectiveness verification. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Safety action register, Closure evidence, Management review. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.4 - Safety Performance Monitoring and Measurement

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Safety performance indicators shall be reviewed at the defined frequency. An adverse trend or threshold exceedance shall trigger analysis and, where necessary, a safety action or risk reassessment.

Process owner: [Safety Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to safety performance monitoring and measurement is received. [Safety Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Safety Manager] shall establish and apply controls for safety objectives and indicators. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Safety Manager] shall establish and apply controls for data sources and thresholds/targets. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

3. [Safety Manager] shall perform and record trend review frequency at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
4. [Safety Manager] shall perform and record management review/srb at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
5. [Safety Manager] shall establish and apply controls for action where performance deteriorates. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Safety Manager] shall perform and record periodic review of indicators at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: SPI dashboard, SRB minutes, Safety performance report. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.5 - Management of Change

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Before implementation, the change owner shall identify affected functions and interfaces and assess hazards arising during both transition and steady-state operation. Where prior DCA approval is required, the implementation date shall remain conditional on receipt of that approval.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to management of change is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for change triggers and screening. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for change owner. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall define and test affected people/process/technology/facility/contract/aircraft/operational interfaces through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
4. [Continuing Airworthiness Manager] shall establish and apply controls for hazard identification and risk assessment. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall verify and document regulatory approval route, including 0.5/0.6 before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
6. [Continuing Airworthiness Manager] shall establish and apply controls for transition controls and implementation plan. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall establish and apply controls for communication/training. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Continuing Airworthiness Manager] shall perform and record post-implementation review at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: MoC form, Risk assessment, Implementation plan, Post-change review. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.6 - Safety Training and Promotion

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

All personnel shall receive safety-management training appropriate to their responsibilities. Training content and frequency shall be reviewed following significant regulatory, organisational or safety-system changes.

Process owner: [Safety Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to safety training and promotion is received. [Safety Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Safety Manager] shall establish and apply controls for induction and recurrent sms training. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Safety Manager] shall establish and apply controls for role-specific training for managers/safety personnel. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Safety Manager] shall perform and record training-needs analysis at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4. [Safety Manager] shall establish and apply controls for safety communication methods. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Safety Manager] shall establish and apply controls for lessons learned and promotion. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Safety Manager] shall ensure training records/effectiveness are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Training matrix, Attendance/assessment, Safety bulletin. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.7 - Immediate Safety Action and Emergency Response Coordination

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Where an urgent condition may affect airworthiness, the duty CAMO representative shall initiate the escalation chain, assess affected aircraft and communicate any required restriction to Flight Operations and maintenance. Regulatory reporting and preservation of relevant records shall be initiated without delay.

Process owner: [Safety Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

19 September 2026	Uncontrolled when printed	Page 191 of 248
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Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to immediate safety action and emergency response coordination is received. [Safety Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Safety Manager] shall establish and apply controls for 24/7 or appropriate contact/escalation arrangements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Safety Manager] shall establish and apply controls for immediate technical/safety decision authority. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Safety Manager] shall establish and apply controls for aircraft grounding/restriction communication. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Safety Manager] shall define and test operator erp interface through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
5. [Safety Manager] shall define and test dca/manufacturer/maintenance coordination through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
6. [Safety Manager] shall ensure preservation of records/evidence are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
7. [Safety Manager] shall perform and record post-event review at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Emergency contact list, Event log, Technical instruction, ERP exercise record. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.8 - Compliance Monitoring

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The Compliance Monitoring Manager shall establish an audit programme covering all applicable Part-CAMO/Part-M requirements and approved CAME procedures within the defined cycle. Auditors shall not audit activities for which they are directly responsible where this would compromise independence. Findings shall remain open until objective evidence demonstrates satisfactory correction and corrective action.

Process owner: [Compliance Monitoring Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to compliance monitoring is received. [Compliance Monitoring Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Compliance Monitoring Manager] shall perform and record compliance-monitoring programme and audit cycle at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
2. [Compliance Monitoring Manager] shall establish and apply controls for risk/performance-based planning. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Compliance Monitoring Manager] shall establish and apply controls for auditor competence and independence. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Compliance Monitoring Manager] shall establish and apply controls for process, product, facility and contract/subcontract sampling. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Compliance Monitoring Manager] shall establish and apply controls for finding classification and notification. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Compliance Monitoring Manager] shall perform and record root cause/cap review at the stated interval and whenever a relevant event or adverse trend occurs;

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

unacceptable results shall be escalated to the nominated person and Accountable Manager.

7. [Compliance Monitoring Manager] shall establish and apply controls for follow-up and effectiveness verification. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Compliance Monitoring Manager] shall establish and apply controls for escalation of overdue/significant findings. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
9. [Compliance Monitoring Manager] shall establish and apply controls for reporting to accountable manager. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
10. [Compliance Monitoring Manager] shall perform and record monitoring of contracted/subcontracted activities and indirect approval where applicable at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Audit programme, Audit report, Finding/CAP, Follow-up evidence, AM report. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.9 - Personnel Competency Assessment

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Policy and responsibility

Personnel shall be assessed against competence criteria defined for their actual job function before independent assignment. A change of role, prolonged absence, significant performance concern or major regulatory/system change shall trigger reassessment or targeted training as appropriate.

Process owner: [Department Manager supported by Human Resources]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to personnel competency assessment is received. [Department Manager supported by Human Resources] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Department Manager supported by Human Resources] shall establish and apply controls for job/function competence criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Department Manager supported by Human Resources] shall establish and apply controls for initial assessment before independent assignment. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Department Manager supported by Human Resources] shall establish and apply controls for knowledge, skills, experience and attitude/behavioural elements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Department Manager supported by Human Resources] shall establish and apply controls for aircraft/type/system/regulatory competence. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Department Manager supported by Human Resources] shall perform and record recurrent review frequency/triggers at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
6. [Department Manager supported by Human Resources] shall establish and apply controls for remedial training/supervision. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Department Manager supported by Human Resources] shall verify and document authorisation where used before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

8. [Department Manager supported by Human Resources] shall ensure assessor competence and records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Competence matrix, Assessment form, Training record, Authorisation. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.10 - Management System Record Keeping

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Management-system records shall be retained in a manner that protects confidentiality and integrity while allowing retrieval for internal review and DCA oversight. Access to confidential safety reports shall be limited to authorised personnel.

Process owner: [Continuing Airworthiness Records Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to management system record keeping is received. [Continuing Airworthiness Records Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Records Manager] shall ensure record categories are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2. [Continuing Airworthiness Records Manager] shall establish and apply controls for responsible owner. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Records Manager] shall ensure retention period are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
4. [Continuing Airworthiness Records Manager] shall establish and apply controls for storage/protection/confidentiality. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Records Manager] shall control access rights, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.
6. [Continuing Airworthiness Records Manager] shall establish and apply controls for electronic backup/recovery. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Records Manager] shall control dca access and disposal, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Record-retention matrix, Archive/access log, Backup record. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

2.11 - Occurrence Reporting

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability, BAR 13 and BAR 8 references; identify named post/function, controlled inputs, system/form, time

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The designated function shall review occurrences for reportability and ensure submission to the required recipients within the applicable regulatory timeframe. Initial reporting shall not be delayed solely because the full investigation is incomplete; follow-up information shall be submitted when available.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to occurrence reporting is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for sources and screening. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for reportability criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall establish and apply controls for who submits and to whom. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall establish and apply controls for regulatory timelines. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall define and test mandatory and voluntary/internal reporting interfaces through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.
6. [Continuing Airworthiness Manager] shall establish and apply controls for manufacturer/tch/maintenance/operator communication. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Continuing Airworthiness Manager] shall establish and apply controls for investigation and follow-up. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

8. [Continuing Airworthiness Manager] shall ensure record retention and closure are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Occurrence report, Submission evidence, Investigation, Corrective action. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

PART 3 - CONTRACTED MAINTENANCE PROCEDURES

3.1 - Maintenance Contractor Selection and Contract Management

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Before contracting maintenance, the CAMO shall verify the organisation's approval, capability, facilities and scope against the intended work. The technical contract shall define responsibilities for work-package development, defects, data, records, occurrence information and return of completed maintenance records. Contract performance shall be periodically monitored.

Process owner: [Contract/Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to maintenance contractor selection and contract management is received. [Contract/Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Contract/Technical Services Manager] shall verify and document selection criteria and approval verification before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
2. [Contract/Technical Services Manager] shall establish and apply controls for scope/capability and aircraft type/location. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Contract/Technical Services Manager] shall establish and apply controls for technical contract content and responsibilities. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Contract/Technical Services Manager] shall ensure planning/work package/data/parts/defect/records/occurrence interfaces are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
5. [Contract/Technical Services Manager] shall establish and apply controls for scheduled line/base maintenance arrangements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

6. [Contract/Technical Services Manager] shall perform and record contract review and amendment at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
7. [Contract/Technical Services Manager] shall perform and record performance/compliance monitoring at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
8. [Contract/Technical Services Manager] shall control access for camo/dca, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.
9. [Contract/Technical Services Manager] shall establish and apply controls for termination/change transition. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Contract assessment, Signed contract, Approval certificate/scope, Performance review, Audit report. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

3.2 - Product / Aircraft Audit

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Product audits shall sample the physical aircraft and corresponding records/status to verify that approved procedures produce a compliant airworthy outcome. Any

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

discrepancy with immediate airworthiness significance shall be escalated before completion of the routine audit process.

Process owner: [Compliance Monitoring Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to product / aircraft audit is received. [Compliance Monitoring Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Compliance Monitoring Manager] shall establish and apply controls for audit/sampling programme and selection criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Compliance Monitoring Manager] shall establish and apply controls for aircraft/document/configuration areas sampled. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Compliance Monitoring Manager] shall establish and apply controls for independence/competence of auditor. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Compliance Monitoring Manager] shall ensure recording of discrepancies/findings are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
5. [Compliance Monitoring Manager] shall establish and apply controls for immediate airworthiness escalation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Compliance Monitoring Manager] shall establish and apply controls for corrective action and systemic follow-up. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Compliance Monitoring Manager] shall establish and apply controls for trend feedback to compliance/reliability. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Aircraft audit checklist, Findings, CAP, Trend analysis. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

PART 4 - AIRWORTHINESS REVIEW PROCEDURES

APPLICABILITY DECISION

Retain Part 4 only to the extent that the relevant airworthiness-review privilege is requested and approved. Otherwise state “Not applicable - privilege not held” and remove procedural text that could imply authority.

4.1 - Airworthiness Review Personnel

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation’s actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Airworthiness Review Personnel shall not exercise privileges until all applicable eligibility, supervised-review and DCA acceptance requirements have been satisfied and a controlled internal authorisation has been issued for the applicable aircraft scope.

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to Airworthiness Review Personnel is received. [Airworthiness Review Personnel] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Airworthiness Review Personnel] shall establish and apply controls for eligibility/experience/qualification criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Airworthiness Review Personnel] shall establish and apply controls for knowledge of applicable aircraft and continuing-airworthiness requirements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Airworthiness Review Personnel] shall verify and document formal acceptance/approval where applicable before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
4. [Airworthiness Review Personnel] shall perform and record supervised airworthiness review requirements at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

5. [Airworthiness Review Personnel] shall verify and document scope of individual authorisation before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
6. [Airworthiness Review Personnel] shall establish and apply controls for independence and conflict controls. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Airworthiness Review Personnel] shall establish and apply controls for continuation/recent experience and recurrent competence. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
8. [Airworthiness Review Personnel] shall ensure suspension/revocation and records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: ARS file, Form 4/acceptance, Supervised review, Authorisation, Competence record. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

4.2 - Documented Review of Aircraft Records

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The ARP shall independently review the required aircraft records and status information using the approved checklist. Any inconsistency that prevents a positive determination shall be resolved and supported by objective evidence before the review is concluded.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to documented review of aircraft records is received. [Airworthiness Review Personnel] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Airworthiness Review Personnel] shall establish and apply controls for aircraft identity and registration. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Airworthiness Review Personnel] shall maintain amp compliance/status as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
3. [Airworthiness Review Personnel] shall maintain ad status as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
4. [Airworthiness Review Personnel] shall establish and apply controls for modifications/repairs and ICA. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Airworthiness Review Personnel] shall establish and apply controls for LLP/time-controlled components. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Airworthiness Review Personnel] shall establish and apply controls for defects and mel. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Airworthiness Review Personnel] shall ensure maintenance/CRS records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
8. [Airworthiness Review Personnel] shall maintain weight/balance and AFM status as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
9. [Airworthiness Review Personnel] shall verify and document operational equipment/approval airworthiness aspects where relevant before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
10. [Airworthiness Review Personnel] shall establish and apply controls for discrepancy resolution. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: AR checklist, Aircraft status, Records samples, Discrepancy log. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

4.3 - Physical Survey

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The physical survey shall verify that the aircraft configuration and condition are consistent with the reviewed records. The ARP shall record discrepancies and shall not issue/recommend an ARR until items affecting the airworthiness-review conclusion are satisfactorily resolved.

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to physical survey is received. [Airworthiness Review Personnel] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Airworthiness Review Personnel] shall establish and apply controls for aircraft identification and configuration. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2. [Airworthiness Review Personnel] shall establish and apply controls for markings/placards. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Airworthiness Review Personnel] shall establish and apply controls for physical condition and obvious defects. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Airworthiness Review Personnel] shall ensure installed equipment/configuration against records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
5. [Airworthiness Review Personnel] shall establish and apply controls for required documents onboard where applicable. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Airworthiness Review Personnel] shall establish and apply controls for sampling of modifications/repairs/components. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Airworthiness Review Personnel] shall control survey access and lighting/support, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.
8. [Airworthiness Review Personnel] shall ensure discrepancy recording and resolution are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Physical survey checklist, Photographs where used, Discrepancy closure. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4.4 – Additional Procedures for recommendations to Brunei DCA for the import of aircraft

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME

Policy and responsibility

For an imported aircraft, the ARP shall verify the acceptability and continuity of the previous continuing-airworthiness records and identify any differences between previous mandatory requirements and those applicable under Brunei registration before making a recommendation.

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to import / transfer airworthiness review procedures is received. [Airworthiness Review Personnel] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Airworthiness Review Personnel] shall ensure previous state/authority records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
2. [Airworthiness Review Personnel] shall establish and apply controls for export certificate/airworthiness documentation where applicable. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Airworthiness Review Personnel] shall ensure records completeness and transfer are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
4. [Airworthiness Review Personnel] shall establish and apply controls for AD/mandatory information reconciliation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Airworthiness Review Personnel] shall verify and document modification/repair approval acceptability before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
6. [Airworthiness Review Personnel] shall establish and apply controls for amp transition. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

7. [Airworthiness Review Personnel] shall define and test registration/markings and DCA coordination through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Import checklist, Previous authority documents, Records-gap assessment, DCA correspondence. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

4.5 – Airworthiness Review by Brunei DCA

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The recommendation shall be signed only by appropriately authorised ARP after satisfactory completion of the documented review and physical survey. The complete supporting file shall be retained and made available to Brunei DCA.

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to recommendation to brunei dca is received. [Airworthiness Review Personnel] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

1. [Airworthiness Review Personnel] shall establish and apply controls for eligibility to make recommendation. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Airworthiness Review Personnel] shall perform and record required review/survey completion at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.
3. [Airworthiness Review Personnel] shall establish and apply controls for recommendation content and signatory. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Airworthiness Review Personnel] shall establish and apply controls for supporting documents/evidence. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Airworthiness Review Personnel] shall establish and apply controls for open-item restrictions. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
6. [Airworthiness Review Personnel] shall establish and apply controls for submission and dca query response. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
7. [Airworthiness Review Personnel] shall ensure record retention are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Recommendation form, AR file, Supporting status reports. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4.6 - Issue of Airworthiness Review Recommendation for Certificate of Airworthiness to Brunei DCA

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

An ARR shall be issued only where the CAMO holds the applicable privilege and all regulatory conditions are satisfied. The ARP shall verify the current authorisation scope before signing the certificate.

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to issue of Airworthiness Review Report is received. [Airworthiness Review Personnel] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Airworthiness Review Personnel] shall establish and apply controls for eligibility and privilege verification. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Airworthiness Review Personnel] shall establish and apply controls for controlled-environment/applicability criteria. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Airworthiness Review Personnel] shall perform and record successful review/survey at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager. Airworthiness Review Recommendation shall only be made when all findings have been satisfactorily address. No recommendation to Brunei DCA shall be made if findings are still open.
4. [Airworthiness Review Personnel] shall establish and apply controls for ARR form control and numbering. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record. CAMO shall apply to Brunei DCA for a renewal of COA in a manners established by Brunei DCA.
5. [Airworthiness Review Personnel] shall establish and apply controls for signatory authority. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

6. [Airworthiness Review Personnel] shall ensure distribution and records are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
7. [Airworthiness Review Personnel] shall establish and apply controls for notification to dca where required. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: ARR, Issue register, AR file. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

4.7 - Airworthiness Review Records, Responsibilities, Retention and Access

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Each airworthiness review file shall contain sufficient evidence for an independent person to understand the basis of the ARP conclusion, including discrepancies raised and their closure.

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to airworthiness review records is received. [Airworthiness Review Personnel] shall record the trigger, establish

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Airworthiness Review Personnel] shall establish and apply controls for minimum ar file contents. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Airworthiness Review Personnel] shall maintain checklists/status reports/recommendations/ARR as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
3. [Airworthiness Review Personnel] shall establish and apply controls for discrepancies and closure evidence. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Airworthiness Review Personnel] shall ensure retention period are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
5. [Airworthiness Review Personnel] shall control access/security, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.
6. [Airworthiness Review Personnel] shall control transfer and dca access, while ensuring unrestricted authorised access for Brunei DCA and timely access for personnel who perform the task.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: AR file index, Archive record, ARR register. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

PART 4B - RESERVED

APPLICABILITY DECISION – This part is reserved. Operator may proposed the Permit to Fly procedures to comply to BAR 8 Part 21 Subpart P.

BRUNEL DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

PART 5 - SUPPORTING DOCUMENTS, CONTROLLED LISTS AND APPENDICES

5.1 - Sample Documents / Forms/ ATL system

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The forms listed in this section form part of the CAMO's controlled system. Current electronic versions shall be accessed only through the controlled document repository.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to sample documents / forms is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for form title/reference/revision. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for purpose and responsible user. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall establish and apply controls for blank sample or controlled electronic location. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Continuing Airworthiness Manager] shall establish and apply controls for change control. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Forms register, Sample ATL/form. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

5.2 - List of Airworthiness Review Personnel

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The Compliance Monitoring Manager shall ensure the ARP list reflects only personnel holding current valid authorisation for the stated scope.

Process owner: [Airworthiness Review Personnel]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to list of Airworthiness Review Personnel is received. [Airworthiness Review Personnel] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Airworthiness Review Personnel] shall establish and apply controls for name/identifier. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Airworthiness Review Personnel] shall establish and apply controls for aircraft scope. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Airworthiness Review Personnel] shall verify and document authorisation/acceptance reference before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

4. [Airworthiness Review Personnel] shall maintain status/effective date as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
5. [Airworthiness Review Personnel] shall establish and apply controls for control of changes. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: ARP list, Authorisations. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

5.3 - List of Subcontracted Organisations as per point CAMO.A.125(d)(3)

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Only organisations listed in the current controlled subcontractor list and assessed in accordance with the CAME may perform the defined subcontracted CAM tasks.

Process owner: [Contract/Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to list of subcontracted organisations is received. [Contract/Technical Services Manager] shall record the trigger, establish

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Contract/Technical Services Manager] shall establish and apply controls for organisation/name/location. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Contract/Technical Services Manager] shall establish and apply controls for tasks/scope. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Contract/Technical Services Manager] shall establish and apply controls for contract reference. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Contract/Technical Services Manager] shall verify and document approval/capability where relevant before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
5. [Contract/Technical Services Manager] shall define and test camo responsible interface through controlled responsibilities, communication routes, time limits and acknowledgement/closure records.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Subcontractor list, Contracts, Audit status. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

5.4 - List of Contracted Maintenance Organisations / Contracts as per point CAMO.A.300(a)(13)

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits,

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The list shall be reviewed whenever fleet, maintenance provider, location or contract scope changes.

Process owner: [Contract/Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to list of contracted maintenance organisations / contracts is received. [Contract/Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Contract/Technical Services Manager] shall verify and document organisation and approval number before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
2. [Contract/Technical Services Manager] shall establish and apply controls for location/capability. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Contract/Technical Services Manager] shall establish and apply controls for aircraft/work scope. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
4. [Contract/Technical Services Manager] shall maintain contract reference/effective status as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.
5. [Contract/Technical Services Manager] shall establish and apply controls for line/base arrangements. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

19 September 2026	Uncontrolled when printed	Page 220 of 248
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Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Minimum retained evidence: Maintenance organisation list, Contracts. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

5.5 - Copies / References to Subcontracted CAM Task Contracts (Appendix II to AMC1 CAMO.A.125(d)(3))

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

The CAMO retains responsibility for compliance irrespective of subcontracting. Contract changes affecting approved arrangements shall be assessed under CAME 0.5/0.6 as applicable.

Process owner: [Contract/Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to copies / references to subcontracted cam task contracts is received. [Contract/Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Contract/Technical Services Manager] shall establish and apply controls for controlled contract/reference. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Contract/Technical Services Manager] shall establish and apply controls for detailed task split. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Contract/Technical Services Manager] shall ensure data/records/access/reporting interfaces are defined in the controlled records matrix, protected against alteration or loss, and retrievable for Brunei DCA inspection.
4. [Contract/Technical Services Manager] shall perform and record monitoring arrangements at the stated interval and whenever a relevant event or adverse trend occurs; unacceptable results shall be escalated to the nominated person and Accountable Manager.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

5. [Contract/Technical Services Manager] shall establish and apply controls for amendment control. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: Technical contract, Responsibility matrix. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

5.6 - List of Approved Aircraft Maintenance Programmes as per point CAMO.A.300(a)(12)

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

Planning shall use only the AMP revision identified as current in the controlled AMP register.

Process owner: [Technical Services Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to list of approved aircraft maintenance programmes is received. [Technical Services Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Technical Services Manager] shall establish and apply controls for aircraft/type/registration or fleet applicability. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

2. [Technical Services Manager] shall establish and apply controls for amp reference/revision. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Technical Services Manager] shall verify and document approval reference/date before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
4. [Technical Services Manager] shall verify and document indirect approval status where applicable before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: AMP list, Approval letters. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

5.7 - List of Approved Alternative Means of Compliance as per point CAMO.A.300(a)(14)

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Policy and responsibility

An AltMoC shall be removed from active use when withdrawn, superseded or no longer applicable; affected procedures shall be reviewed accordingly.

Process owner: [Continuing Airworthiness Manager]. The process owner remains accountable for the control even where an activity is performed by another department or contracted organisation. Deputies shall be formally appointed, competent and recorded.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Procedure

The process starts when a regulatory, operational, technical, planning, safety, contractual or periodic-review trigger relevant to list of approved alternative means of compliance is received. [Continuing Airworthiness Manager] shall record the trigger, establish aircraft/fleet and requirement applicability, assign action and due date, and ensure completion is independently checked where the outcome affects airworthiness status.

1. [Continuing Airworthiness Manager] shall establish and apply controls for requirement/amc affected. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
2. [Continuing Airworthiness Manager] shall establish and apply controls for altmoc reference/title. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
3. [Continuing Airworthiness Manager] shall verify and document dca approval reference/date before the activity or privilege is exercised. No person shall proceed where the required internal or Brunei DCA approval is absent, expired or outside scope.
4. [Continuing Airworthiness Manager] shall establish and apply controls for affected came/procedure. The control shall identify the input, applicability or acceptance criteria, required action, independent check where safety-significant, exception handling and completion record.
5. [Continuing Airworthiness Manager] shall maintain status as a controlled, current source of status information, with changes traceable to their origin, reviewer and effective date.

Exceptions, unclear applicability, conflicting data, overdue action or any condition that may affect safe operation shall be escalated without delay to [Nominated Person for Continuing Airworthiness]. Aircraft dispatch or release shall be prevented or restricted until an authorised determination is made. Where required, Flight Operations, the contracted AMO, design approval holder and Brunei DCA shall be informed through recorded communication.

The process owner shall verify closure against objective evidence, update all affected status reports and source systems, and confirm that linked planning, manuals, contracts, training and risk controls remain consistent. Repeat discrepancies or adverse trends shall be entered into the management system under CAME 2.1, 2.2 and 2.8.

Records and performance assurance

Minimum retained evidence: AltMoC register, DCA approvals. Records shall identify the aircraft or fleet, source/trigger, performer, checker/approver, dates, decision basis, action, closure evidence and any external communication. Retention shall comply with the applicable BAR 8 requirement and the Part 5 records matrix.

Compliance Monitoring shall sample this process within the approved audit cycle. The process owner shall monitor timeliness, overdue items, repeat errors and safety-significant exceptions at [monthly/quarterly] intervals and report adverse performance to the management review body.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

The following tables are minimum model registers. Replace sample rows with current controlled data. Where a list is maintained in another controlled system, identify the system, report name, owner, access control and amendment route.

5.A - Aircraft and Approved Scope

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Registration	Type/series	MSN	Operator	Operation	AMP ref/rev	ARR expiry	Status
[]	[]	[]	[]	[]	[]	[]	[]

5.B - Key Management Personnel

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME

Function	Name	Deputy	Acceptance/ref	Effective date
Accountable Manager	[]	[]	[]	[]
Nominated Person - Continuing Airworthiness	[]	[]	[]	[]
Safety Manager	[]	[]	[]	[]
Compliance Monitoring Manager	[]	[]	[]	[]

5.C - Contracted Maintenance Organisations

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Organisation	Approval no.	Location	Rating/scope	Aircraft/work scope	Contract ref	Expiry/review
[]	[]	[]	[]	[]	[]	[]

5.D - Subcontracted CAM Tasks

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Organisation	Task/scope	Contract ref	CAMO owner	Audit status	Review date
[]	[]	[]	[]	[]	[]

5.E - Approved Aircraft Maintenance Programmes

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Fleet/aircraft	AMP ref	Revision/date	Approval route/ref	Effective date
[]	[]	[]	[]	[]

5.F - Airworthiness Review Personnel

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME

Name/ID	Aircraft scope	Acceptance ref	Authorisation ref	Recent experience due	Status
[]	[]	[]	[]	[]	[]

5.G - Approved AltMoC

19 September 2026	Uncontrolled when printed	Page 226 of 248
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Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Requirement/AMC	AltMoC ref	DCA approval ref/date	Affected procedure	Review/status
[None approved / enter details]				

5.H - Controlled Forms

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Form ref	Title/purpose	Owner	Revision	Repository
CAME-F01	Change classification and MoC	[]	[]	[]
CAME-F02	Technical records receipt check	[]	[]	[]
CAME-F03	AD assessment	[]	[]	[]
CAME-F04	Work-package instruction and review	[]	[]	[]
CAME-F05	Occurrence screening/report	[]	[]	[]

5.I - Records Retention Matrix

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Record category	Owner	Minimum retention	Storage/security	Disposal/transfer
Continuing airworthiness records	[]	Applicable BAR 8 period	[]	[]
Management system records	[]	Applicable BAR 8 period	[]	[]
Personnel competence/authorisation	[]	Applicable BAR 8 period	[]	[]
Airworthiness review files	[]	Applicable BAR 8 period	[]	[]

5.J - Operator Airworthiness Interface Matrix

APPLICANT COMPLETION GUIDANCE - Replace model wording with the organisation's actual process. Confirm applicability and BAR 8 references; identify named post/function, controlled inputs, system/form, time limits, interfaces, escalation, retained evidence and monitoring method. Delete this guidance box from the approved CAME.

Operational area	CAMO control	Operations control	Joint record	Review trigger
MEL/RIE	Technical assessment, planning, expiry	Dispatch/operational procedures	Deferred defect status	MEL revision/event
ETOPS/EDTO	CMP, significant systems, reliability, maintenance	Operational approval/procedures	SPA compliance matrix	Approval/configuration change
RVSM/LVO	Configuration, maintenance, test data	Operational approval/procedures	SPA compliance matrix	Approval/configuration change
FDR/CVR	Serviceability, evaluation, handling/preservation	Operational use/event notification	Evaluation/custody record	Event or scheduled evaluation
Mass and balance	Weighing/configuration technical data	Operational load control	Approved mass-and-balance report	Weighing/modification

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX A - MANAGEMENT ORGANISATION CHART

[Insert the approved organisation chart. It shall show the Accountable Manager; nominated continuing-airworthiness post holder; Safety Manager; Compliance Monitoring Manager; technical services, planning and records functions; Airworthiness Review Personnel where applicable; deputies; and relevant interfaces with Flight Operations and contracted maintenance. Compliance-monitoring independence shall be evident.]

Reporting relationship	Model arrangement
Accountable accountability	Accountable Manager
Continuing airworthiness	Nominated Person for Continuing Airworthiness -> Accountable Manager
Safety	Safety Manager -> Accountable Manager
Compliance monitoring	Compliance Monitoring Manager -> Accountable Manager
Operational interface	CAMO <-> Flight Operations nominated post holder
Maintenance interface	CAMO <-> Contracted Part-145 AMO(s)

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX B - ACCOUNTABLE MANAGER STATEMENT

I confirm that this CAME and the associated procedures define the organisation and processes by which [Operator/CAMO name] complies with BAR 8 Part-CAMO, applicable Part-M requirements, the conditions of its approval and relevant operational-airworthiness obligations. I undertake to provide the competent personnel, facilities, systems and financial resources necessary to manage the continuing airworthiness of aircraft within the approved scope. I require all personnel and contracted parties to comply with the applicable provisions of this CAME, to report errors, hazards and occurrences, and to cooperate with investigations and corrective actions. I accept that Brunei DCA may suspend, limit or revoke the approval where compliance is not maintained.

Accountable Manager	Signature	Date
[Full name / title]		

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX C - CHANGE CLASSIFICATION AND SUBMISSION CHECK

Check	Yes/No/N.A.	Evidence reference /
Does the change affect approval scope, privileges, location, nominated personnel, reporting lines, facilities, procedures requiring prior approval or approval conditions?		
Has CAMO.A.130 applicability been assessed by Compliance Monitoring?		
Has a management-of-change and safety-risk assessment been completed?		
Are CAME, associated procedures, forms, contracts, training, systems and lists identified?		
Is implementation held pending written approval where required?		
Has notification/approval evidence been recorded and the effective date controlled?		
Has post-implementation effectiveness been reviewed?		

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX D - AIR H010 SUBMISSION CROSS-CHECK

Verification item	CAME / procedure reference	Evidence / status
All applicable AIR H010 items assessed; N/A justified		
Part 0 consistent with Form 2, Form 4, organisation chart and actual staffing		
Part 1 processes executable and linked to records/status systems		
Part 2 implemented with representative SMS/compliance evidence		
Part 3 contracts match approval scope and actual interfaces		
Part 4 matches requested/approved privileges only		
Part 5 lists, forms, AMP and contracts current and controlled		
BAR 6 operational-airworthiness interfaces mapped and evidenced		
Internal compliance and safety review completed		
Accountable Manager approval completed		

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX E - REGULATORY CROSS-REFERENCE

Requirement area	Principal CAME location
CAMO.A.125 scope and privileges	0.2; Part 4; Part 5
CAMO.A.130 changes	0.5; 0.6; 2.5
CAMO.A.160 occurrence reporting	2.11
CAMO.A.200 management system	0.1; Part 2
CAMO.A.205 contracted activities	3.1; 5.3; 5.5
CAMO.A.220 records	1.3; 2.10; Part 5
CAMO.A.300 CAME content	Whole CAME
CAMO.A.305 personnel	0.3; 2.9
CAMO.A.310 airworthiness review	Part 4
CAMO.A.315 continuing-airworthiness management	Part 1; Part 3
M.A.301 Continuing Airworthiness	Part 1
M.A.302 AMP	1.2; 1.5; 1.10; 5.6
M.A.305 records	1.1a; 1.3
M.A.315 maintenance accomplishment	Part 1; Part 3
M.A.403 defects	1.1b; 1.8
BAR 6 operational-airworthiness interface	1.1b; 1.12; 1.13; 1.15

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX F - BAR 8 PART-CAMO CONTENT AND PROCEDURE MATRIX

This matrix is a drafting and final-review aid. It shall be reconciled with the current BAR 8 Part-CAMO, Part-M, AMC/GM, AIR H010 and the organisation's approved scope at each submission.

BAR 8 control area	Primary CAME location	Minimum expected evidence	Applicability decision
CAMO.A.125 - scope and privileges	0.2; Parts 4/4B; Part 5	Approval terms, scope/fleet list, contracts, privilege controls	Complete
CAMO.A.130 - changes	0.5; 0.6; 2.5	Classification, MoC/risk assessment, DCA approval/notification, implementation evidence	Complete
CAMO.A.160 - occurrence reporting	2.11; 1.8	Screening, reporting, investigation, follow-up and interface records	Complete
CAMO.A.200 - management system	0.1; Part 2	Safety policy, hazards/risks, assurance, action tracking, management review	Complete
CAMO.A.202 - internal safety reporting	2.2	Confidential reporting, just-culture protection, investigation and feedback	Complete
CAMO.A.205 - contracted activities	3.1; 5.3; 5.5	Due diligence, written agreement, access, monitoring and corrective action	As applicable
CAMO.A.220 - record keeping	1.3; 2.10; 4.7; 5.1	Retention matrix, access, integrity, backup, transfer and disposal	Complete
CAMO.A.300 - CAME content	Parts 0-5	Current approved exposition, associated-procedure register, controlled lists	Complete
CAMO.A.305 - personnel	0.3; 2.9; 4.1	Nominations, competence, training, authorisations and manpower plan	Complete
CAMO.A.315 - continuing-airworthiness management	Part 1; Part 3	AMP/AD/defect/work-order controls and maintenance contracts	Complete
Part-M continuing-airworthiness tasks	Part 1; Part 4	Status records, AMP, AD, defects, records and airworthiness-review evidence	Complete
BAR 6 operational interfaces	1.1b; 1.15; 2.7	MEL/RIE, SPA, IDE/FDR/CVR, mass-and-balance and ERP interfaces	AOC/operator only

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

APPENDIX G - CAME APPROVAL AND AMENDMENT WORKFLOW

Step	Activity	Accountable function	Key input/control	Required output
1	Trigger and classify	Document Control with Compliance Monitoring	Change request; regulatory/operational trigger	Classification and affected-document list
2	Assess safety and compliance impact	Process owner, Safety Manager and Compliance Monitoring Manager	MoC/HIRA; BAR 8 cross-reference	Reviewed change package and implementation conditions
3	Prepare controlled amendment	CAME owner	Approved drafting standard; consequential-change review	Clean and marked-up CAME; revised associated documents
4	Internal review and approval	Nominated Person and Accountable Manager	Technical, safety and compliance reviews	Signed internal approval
5	DCA approval or notification	Authorised liaison	Complete submission package	Written DCA decision or recorded notification
6	Implement and communicate	Process owner and Document Control	Effective date; training/briefing; system updates	Distribution evidence and superseded-copy withdrawal
7	Verify effectiveness	Compliance Monitoring and Safety Manager	Post-implementation sampling and performance data	Closure record; corrective action if needed

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-22 Disposal of Scrapped Aircraft Parts and Appliances

1. Introduction

This Advisory Circular provides information on dealing with components/parts/materials that have been removed from aircraft, whereby such parts are to be scrapped and subsequently disposed.

2. Applicability

This AC is intended for Approved Maintenance Organisations (AMOs) and Continuing Airworthiness Management Organisations (CAMO) that maintain aircraft registered in Brunei Darussalam

3. References

ICAO Annex 6

ICAO Annex 8

ICAO Doc 9760

Civil Aviation Regulations (CAP 290)

BAR 8, Part M

BAR 8, Part 145

BAR 8, Part 21

Other applicable Laws of Brunei

4. Background

4.1. This AC reviews the factors involved in establishing the criteria, responsibilities and control of the disposal of scrapped parts and materials to ensure such parts or materials that has been removed from aircraft may not be re-enter into the aircraft and is disposed appropriately.

4.2. There is worldwide evidence that some aircraft parts or materials that were disposed inappropriately reenters into the market and impose risks of re-enter into a an aircraft that is ready for relase to service.

5. Establishing the Responsibilities and Types of Scrapped Parts

5.1. Aircraft Operators and/or owners are responsible for the appropriate disposal of scrapped aircraft parts and materials.

5.2. Those responsible for the disposal of scrapped aircraft parts and materials should consider the possibility of such parts and materials being misrepresented and sold as serviceable at a later date. Caution should be exercised to ensure that the following types of parts and materials are disposed of in a controlled manner that does not allow them to be returned to service:

5.2.1. Parts with non-repairable defects, whether visible or not to the naked eye;

5.2.2. Parts that are not within the specifications set forth by the approved design and cannot be brought into conformity with applicable specifications;

5.2.3. Parts and materials for which further processing or rework cannot make them eligible for certification under an approved system;

5.2.4. Parts subjected to unacceptable modifications or rework that is irreversible;

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 5.2.5. Life-limited parts that have reached or exceeded their life limits, or have permanently missing or incomplete records;
- 5.2.6. Parts that cannot be returned to an airworthy condition due to exposure to extreme forces or heat (refer to BAR AC-15 for aircraft that are involved in aircraft accidents/ incident and/ or parts/materials that has been exposed and affected adversely by storage conditions such as lengthy and inappropriate storage/ adverse environmental factor);
- 5.2.7. Principal structural elements removed from a high-cycle aircraft for which conformity cannot be accomplished by complying with the mandatory requirements applicable to ageing aircraft.
- 5.3. Scrapping of parts and materials may not be appropriate in certain cases when there is an ongoing evaluation process to determine whether a part or material may be restored to an airworthy condition. Examples of these cases include the extension of life limits, the re-establishment of in-service history records or the approval of new repair methods and technologies. In these cases, such parts should be segregated from serviceable parts until the decision has been made as to whether these parts can be restored to an airworthy condition or be scrapped.
- 5.4. Scrapped parts should always be segregated from serviceable parts and when eventually disposed of should be mutilated or clearly and permanently marked. This should be accomplished in such a manner that the parts become unusable for their original intended use and unable to be reworked or camouflaged to provide the appearance of being serviceable.
- 5.5. When scrapped parts are disposed of for legitimate non-flight uses, such as training and education aids, research and development, or for non-aviation applications, mutilation is often not appropriate. In such cases, the parts should be permanently marked indicating that they are not serviceable; alternatively, the original part number or data plate information can be removed or a record kept of the disposition of the parts.
- 5.6. Owners/ Operators including CAMO and AMO should ensure that this AC-22 are followed through in the development and amendments of company procedures relating to the disposal of parts and materials departing from aircraft.
- 5.7. Where a difficulty exists in the process to disposal of parts and materials from aircraft, Airworthiness section of the Brunei DCA's shall be sought for advice. The Brunei DCA will require full details of the circumstances of the disposal and reasons for the difficulties to fulfil this AC.
- 5.8. Should the owners/ operators of the disposed aircraft parts and materials fail to comply with the direction set out in this Advisory Circular constitutes a contravention and, upon conviction, the owner/ operator may be liable to the penalty prescribed under Regulation 87, the owner/operator may be subjected to a fine of maximum BN\$10,000 and/or imprisonment of up to six (6) months or BN\$50,000 and/or imprisonment for a term not exceeding five (5) years.
- 6. Applicable Laws of Brunei related to the disposal of scrapped parts and materials**
 - 6.1. Aircraft Owners and/ or Operators are responsible for the compliance to the related laws of Brunei to ensure disposal of scrapped parts and materials is carried out accordingly.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- 6.2. The Ministry of Energy and Safety, Health and Environment National Authority (SHENA) is the appropriate authority that have oversight over the following laws of Brunei that may govern the safe disposal of scrapped items:
- 6.2.1. Chapter 227 – Workplace Safety and Health
 - 6.2.2. Chapter 228 – Radiation Protection
 - 6.2.3. Chapter 240 – Environmental Protection and Management
 - 6.2.4. Chapter 274 – Hazardous Waste (Control of Export, Import and Transit)
- 6.3. Additionally, for specific, hazardous, or industrial parts, Aircraft Operators and/ Owner should contact the Department of Environment, Parks and Recreation (JASTRe) for approved disposal method.
- 6.4. It is the responsibility of Aircraft Owners and/or Operators to ensure all applicable Laws of Brunei other than in 6.2 above are complied to.

7. **Supplementary Information**

Attention is drawn to Guidance document BAR AC-15 for parts that are recovered from unserviceable aircraft or aircraft involved in accident/ incidents that are deemed to be unsalvageable shall follow the disposal guideline stipulated above.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

BAR AC-23 Guidance for Applicants on the Acceptance of Nominated Persons

1 Purpose and scope

This guidance applies to applicants for, and holders of, approvals under BAR 8 Part-CAMO and BAR 8 Part-145. It covers initial nominations, replacement personnel, changes of responsibility, nominated deputies and other changes that may affect an existing acceptance.

The guidance is based on AIR B003 Acceptance of Nominated Persons and should be read together with the current BAR requirements, applicable AMC and GM, AIR Form 4, and the organisation's approved or proposed CAME or MOE.

2 Regulatory references

- BAR 8 Part-CAMO, including CAMO.A.200 and CAMO.A.305
- BAR 8 Part-M, where applicable to continuing airworthiness and airworthiness review functions
- BAR 8 Part-145, including 145.A.30 and 145.A.200
- BAR 1 Part-66, where a maintenance licence is used as qualifying evidence
- BAR 7, BAR 8 Part-21 and Part-26, where relevant to the nominee's responsibilities
- AIR Form 4 - Nominated Persons
- The organisation's CAME or MOE and associated procedures.

Where this guidance differs from an applicable BAR provision, the BAR provision takes precedence.

3 Persons covered by this guidance

Position	Applicable approval	Acceptance route
Accountable Manager	Part-CAMO and Part-145	Accepted through approval of the CAME or MOE. AIR Form 4 is not normally required under AIR B003.
CAMO nominated person or post holder	Part-CAMO	AIR Form 4 and supporting evidence
Compliance Monitoring Manager	Part-CAMO or Part-145	AIR Form 4 and supporting evidence
Safety Manager	Part-CAMO or Part-145	AIR Form 4 and supporting evidence
Base Maintenance Manager	Part-145	AIR Form 4 and supporting evidence
Line Maintenance Manager	Part-145	AIR Form 4 and supporting evidence
Workshop or Component Maintenance Manager	Part-145	AIR Form 4 and supporting evidence
Other nominated management person	Part-CAMO or Part-145	AIR Form 4 where required by the Brunei DCA

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

NDT Responsible Level 3	Part-145, where nominated	AIR Form 4 and evidence appropriate to the nominated role
Airworthiness Review Personnel	Part-CAMO, where the privilege is requested	AIR Form 4 and supporting evidence

4 When an application is required

- With an initial Part-CAMO or Part-145 approval application.
- Before appointing a new or replacement nominated person.
- Before a nominee assumes an additional nominated function or materially different responsibilities.
- When reporting lines, authority, independence, employment or organisational arrangements change in a manner that may affect acceptance.
- When a previously accepted person no longer meets the applicable qualification, experience, currency or organisational-position requirements.
- When requested by the Brunei DCA following a change to the approval scope or management system.

Applications should be submitted sufficiently in advance to allow completion of the Brunei DCA review before the planned effective date.

5 Application package

The organisation should submit one coordinated package for each nominee. Documents should be current, legible, internally consistent and cross-referenced where appropriate.

No.	Document	What the evidence should show
1	Completed AIR Form 4	Signed and dated by the nominee, where the form requires.
2	Curriculum vitae	Employment history, dates, positions, responsibilities, aircraft or component exposure and relevant management experience.
3	Qualifications and licences	Degrees, diplomas, technical qualifications, BAR 1 Part-66 licence or other relevant credentials, as applicable.
4	Training evidence	Certificates and, where needed, syllabi for regulatory, exposition, management-system, safety, human factors, FTS, EWIS, audit, RCA, aircraft or component training.
5	Experience evidence	Employer letters, job records, authorisations, role descriptions or other evidence substantiating duration, relevance and recency.
6	Job description	Accountabilities, authority, decision rights, resources, reporting lines, interfaces and direct access to the Accountable Manager.
7	Organisation chart	The nominee's position, functional and direct reporting lines, deputies and independence arrangements.
8	CAME or MOE material	Proposed or amended nomination, duties, responsibilities, organisational structure, deputising and associated procedures.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

9	Conflict and independence assessment	Required where duties are combined or the nominee performs operational, maintenance, CAM or compliance functions that may conflict.
10	Transition arrangements	Handover, effective date, acting arrangements and continuity controls for a replacement or new role.
11	Additional function-specific evidence	Evidence identified in Sections 7 to 9 of this guidance.

6 Common suitability expectations

- The nominee understands the responsibilities and limits of the proposed function.
- The nominee has adequate authority, time and access to resources to discharge the responsibilities effectively.
- The reporting line provides direct access to the Accountable Manager where required.
- The person's qualifications, knowledge, experience and recency are proportionate to the organisation's scope, size, complexity and risks.
- The nominee can read, write and communicate in English to an understandable level and understands the language used in applicable continuing-airworthiness or maintenance instructions.
- Combined functions do not impair independence or create unmanaged conflicts of interest.
- Deputising arrangements identify a suitably competent person and preserve continuity during absence.
- The CAME or MOE accurately reflects the proposed organisation and the responsibilities actually assigned.

7 Accountable Manager

The Accountable Manager should have corporate authority to ensure that the activities within the approval can be financed, resourced and carried out in accordance with BAR 8. Although AIR B003 does not normally require an AIR Form 4 for this position, the organisation should provide sufficient evidence through its application and exposition.

Area	Suggested documentary evidence
Corporate authority	Position description, delegation or corporate instrument showing authority over finance and resources. If the person is not the chief executive, evidence of direct access to the chief executive and necessary funding authority.
Management-system understanding	Relevant familiarisation or training covering safety management, safety policy, human factors and compliance monitoring.
Regulatory and exposition understanding	Familiarisation with the applicable Part-CAMO, Part-M, Part-145 and Part-21 requirements and the organisation's CAME or MOE.
Formal commitments	Understanding of the Accountable Manager statement and the organisation's safety policy and objectives.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Air carrier authority	Where applicable, corporate authority for financing the operator's activities and alignment with the applicable air-carrier management arrangements.
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8 BAR 8 Part 145 nominated persons

The level and type of evidence should match the proposed maintenance scope. A nominee responsible for aircraft base maintenance, line maintenance or component maintenance should demonstrate knowledge and experience relevant to that product and environment.

Area	Expected evidence
Regulatory and organisational knowledge	Comprehensive knowledge of Part-145, associated requirements, the MOE, safety policy and relevant organisation procedures.
Management system	Knowledge of management-system requirements and their application, including safety management and compliance monitoring.
Maintenance methods	Knowledge of maintenance methods, records, release-to-service controls and the maintenance environment relevant to the function.
Product knowledge	Knowledge of a relevant sample of aircraft or components within the approval scope. Formal training should normally be at least equivalent to Part-66 Appendix III Level 1 General Familiarisation for relevant aircraft or engine types.
Safety and specialist training	Safety training including human factors; FTS Phase 1 awareness where applicable; EWIS training where relevant.
Qualification	Relevant engineering or technical degree, or an aircraft technician or maintenance engineer qualification with appropriate additional education. Under AIR B003, this may be replaced by two additional years of relevant experience.
Experience	At least five years of relevant work experience, including at least two years in the aeronautical industry in an appropriate position, together with practical experience in aviation safety standards and safe operating practices.
Communication	Adequate English and communication skills, including knowledge of the language used in applicable maintenance instructions.

8.1 Additional Part 145 function specific evidence

Function	Additional evidence expected
Base Maintenance Manager	Evidence relevant to base-input planning, hangar and resource capacity, work-package control, support and certifying staff arrangements, critical-task control and shift handover.
Line Maintenance Manager	Evidence relevant to station capability, line-versus-base scope control, technical-log defects, MEL deferrals, repetitive defects, remote stations and away-from-base maintenance.
Workshop or Component Maintenance Manager	Evidence relevant to the capability list, incoming inspection, process control, special processes, test equipment, component release and control of serviceable, unserviceable and quarantine items.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

Compliance Monitoring Manager	Audit techniques and root-cause analysis training; knowledge of audit planning, product or process sampling, findings, corrective action, effectiveness review, records and reporting. Independence from the activities audited must be demonstrated.
Safety Manager	Knowledge of applicable ICAO and Brunei safety-management requirements, hazard identification, risk management, occurrence or safety investigation, root-cause methods, human factors and safety culture; suitable safety-management experience and leadership skills.
NDT Responsible Level 3	Current Level 3 certification and experience meeting EN 4179 or an equivalent recognised NDT personnel qualification standard, appropriate to the methods and scope for which responsibility is proposed.

9 BAR 8 Part CAMO nominated persons

The organisation should show that each CAMO nominee has knowledge and experience appropriate to the aircraft managed, the privileges requested, the operational context and the management-system responsibilities assigned.

Area	Expected evidence
CAME and management system	Full understanding of the organisation's CAME, safety and quality or compliance systems, and the procedures governing the proposed function.
Applicable requirements	Full understanding of relevant BAR 7 and BAR 8 requirements, including Part-M, Part-CAMO, Part-145, Part-21 and Part-26, as applicable.
Maintenance methods	Full understanding demonstrated through relevant experience and/or training.
Operational interfaces	Where the CAMO supports an AOC holder, knowledge of applicable BAR 6 operational approvals and specifications, relevant operational requirements, the operations manual, MEL and technical-log interfaces.
Aircraft knowledge	Formal training covering a relevant sample of aircraft types and systems within the approval scope, normally at least equivalent to Part-66 Appendix III Level 1 General Familiarisation.
Safety and human factors	Initial and continuation safety training, including human factors, appropriate to the function and organisation.
FTS and EWIS	FTS Phase 1 and 2 plus continuation for CAMO post holders where applicable; EWIS initial and continuation training where applicable.
Qualification	Relevant engineering degree or aircraft maintenance technician qualification with acceptable additional education. AIR B003 permits substitution by five additional years of relevant experience beyond the baseline experience requirement.
Experience	Five years of relevant work experience, including at least two years in the aeronautical industry in an appropriate position, plus practical experience applying aviation safety standards and safe operating practices.
Language	Ability to read, write and communicate in English to an understandable level and to understand the language used in continuing-airworthiness instructions.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

9.1 Function specific CAMO evidence

Function	Additional evidence expected
CAMO post holder or another nominated person	Evidence of authority and competence for the assigned continuing-airworthiness functions, including AMP, AD or MCAI, modifications and repairs, defects, maintenance planning, contracted maintenance and records, as applicable.
Compliance Monitoring Manager	Knowledge and experience in compliance monitoring, manuals and procedures, audit techniques, reporting and recording. The function must be independent from continuing-airworthiness management activities.
Safety Manager	1. Knowledge of ICAO standards and Brunei requirements on safety management; 2. An understanding of management and compliance monitoring systems; risk management; 3. An understanding of investigation and root-cause methodologies; 4. An understanding of human factors; 5. Understanding and promotion of a positive safety culture; 6. Operational experience related to the activities of the organization. 7. Safety-management experience; 8. Interpersonal and leadership skills, and the ability to influence staff. 9. Effective written and oral communication. 10. Data Management, analytical and problem-solving skills

9.2 Air carrier CAMO arrangements

- The Accountable Manager for the CAMO should be the same person as the Accountable Manager for the air carrier where required by CAMO.A.305(b).
- A CAMO nominated person supporting an air carrier should not be employed by a contracted Part-145 organisation unless specifically agreed by the Brunei DCA.
- The nomination package should describe the interfaces between continuing airworthiness, flight operations and maintenance, including authority over operationally derived airworthiness matters.

10 Airworthiness Review Personnel

Where an organisation requests airworthiness review privileges, each proposed airworthiness review person should be supported by evidence addressing all of the following.

Area	Expected evidence
Basic qualification	An appropriate BAR 1 Part-66 licence; or an aeronautical degree or national equivalent; or five additional years of continuing-airworthiness experience beyond the experience requirement below.
Experience	At least five years of continuing-airworthiness experience and appropriate recent continuing-airworthiness management experience.
Aircraft training	Formal training on a relevant sample of aircraft types, normally at least equivalent to Part-66 Appendix III Level 1 General Familiarisation.
Additional training	1. Initial and recurrent safety training including human factors per syllabus CAMO.A.305(g);

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

	2. Appropriate training on the organisation's CAME and associated procedures; 3. Appropriate training on relevant parts of airworthiness regulations including BAR 7, BAR 8 Part-21, BAR 8 Part-26, BAR 8 Part-145, BAR 8 Part-M and Part-CAMO, as applicable. 4. Initial FTS training if applicable, (Appendix III to AMC4 CAMO.A.305(g) and Appendix XII to AMC1 M.A.706(f) and AMC 1 M.B.102(c) – Fuel Tank Safety Training) consistent Level 1 + Level 2 5. EWIS, if applicable; 6. Operator procedures, such as but not limited to the relevant parts of operations manual, MEL, Log Book, etc; 7. Knowledge of Maintenance Methods (can be demonstrated by experience and/or appropriate training).
Organisational position	A position independent from the airworthiness management process, or a position with overall authority over the airworthiness management process for complete aircraft.
Recurrent training	Recurrent training that covers up-to-date information on safety and human factors, FTS, EWIS, organisation procedures and aviation legislation, as applicable to the organization scope of approval and individual authorization held.
Recent experience	At least six months' involvement in continuing-airworthiness management activities in every two-year period, or at least one airworthiness review conducted in the preceding 12 months.

11 Combined functions independence and conflicts

An organisation proposing combined functions should provide a written assessment showing that the arrangement is workable for its size, nature and complexity and that each function remains effective.

- The Compliance Monitoring Manager must remain independent from the continuing-airworthiness management or maintenance functions being monitored.
- Combining safety-management or compliance-monitoring duties with other duties must not create a conflict of interest or impair access to the Accountable Manager.
- The assessment should address workload, competence, authority, access to information, absence coverage, escalation paths and independent review where required.
- Any proposed mitigation, such as independent auditors or external support, should be described in the CAME or MOE and supported by suitable arrangements.

12 Application and acceptance process

- (1) The organisation identifies the proposed function and verifies the nominee against the applicable BAR, AMC, GM and this guidance.
- (2) The organisation completes AIR Form 4 where required and submits the complete supporting package with the proposed CAME or MOE changes.
- (3) The Brunei DCA checks the submission for completeness and may request corrections, clarification or additional documentary evidence.
- (4) The Brunei DCA evaluates eligibility, competence evidence, organisational authority, reporting lines, independence, resources, conflicts and the suitability of the related CAME or MOE provisions.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

- (5) The Brunei DCA records its decision. Acceptance may be granted, granted subject to stated conditions, or not granted where the applicable requirements have not been demonstrated.
- (6) Formal acceptance is completed by the Director or authorised person signing AIR Form 4, where applicable, and by approval or acceptance of the corresponding CAME or MOE provisions.
- (7) The organisation implements the accepted structure and retains the acceptance and supporting records. The nominee may exercise the function only from the approved effective date.

AIR B003 sets a performance measure of 20 days for review and acceptance or rejection of AIR Form 4. Applicants should treat this as an administrative target rather than automatic acceptance. The period depends on receipt of a complete and satisfactory package and may be affected by requests for further information.

13 Possible outcomes

Outcome	Meaning for the applicant
Accepted	The evidence and organisational arrangements demonstrate compliance. The organisation completes the related exposition and change-control actions before the person assumes the function.
Accepted subject to conditions	The Brunei DCA may specify limitations, additional training, supervision, evidence or follow-up actions. The organisation must comply with every condition and applicable effective date.
Not accepted	The nomination does not demonstrate the applicable requirements or organisational suitability. The organisation should address the reasons given and may submit a revised nomination or additional evidence.
Additional information required	The review remains incomplete pending the requested documents, corrections or clarification. This is not an acceptance.

14 Changes after acceptance

- Notify the Brunei DCA before any planned change to an accepted nominated person or to the responsibilities, authority or reporting lines supporting the acceptance.
- For an unplanned vacancy, notify the Brunei DCA without delay and follow the approved CAME or MOE procedure for temporary or acting arrangements.
- Do not assume that acceptance transfers automatically to another position, organisation, approval or enlarged scope.
- Submit revised AIR Form 4 and supporting evidence where required, together with the related exposition amendment, management of change and a handover or transition plan.
- Ensure deputies and acting personnel are competent, properly authorised and used only within the limits and duration of the approved arrangements.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

15 Maintaining continued suitability

Acceptance is based on the person, function, scope and organisational arrangements presented. The organisation remains responsible for ensuring continued competence and effective performance.

- Maintain qualification, training, competence, recency and authorisation records.
- Provide recurrent training appropriate to regulatory changes, exposition changes, aircraft or component scope, safety and human factors, FTS, EWIS and the management system.
- Monitor workload, resources, independence, direct access and the effectiveness of deputising arrangements.
- Review suitability following significant organisational, scope, fleet, location, contracted-activity or personnel changes.
- Make records available to the Brunei DCA during oversight and notify any circumstance that may affect continued acceptance.

16 Applicant submission checklist

Check	Submission item
☐	Correct acceptance route identified: AIR Form 4 or exposition acceptance for the Accountable Manager
☐	AIR Form 4 is complete, signed and dated where required
☐	CV contains dated and relevant employment and responsibility details
☐	Qualifications, licences and technical credentials are attached
☐	Training certificates and any necessary course syllabi are attached
☐	Experience duration, relevance and recency are substantiated
☐	Job description clearly states authority, accountability and interfaces
☐	Organisation chart and direct reporting lines are current
☐	CAME or MOE nomination, duties, deputising and procedures match the proposed arrangement
☐	Independence and conflicts have been assessed for combined functions
☐	Function-specific evidence is included
☐	Handover, effective date and continuity arrangements are defined
☐	All documents are consistent and submitted as one coordinated package

17 Communications and records

Applications, clarifications and supplementary evidence should be submitted through the communication channel specified by the Brunei DCA. The organisation should retain the complete nomination package, correspondence, accepted AIR Form 4, applicable conditions and the approved or accepted CAME or MOE amendment for the period required by its record-control procedures and applicable BAR requirements.

Document	BAR 8 – Part 26 General Requirements for Airworthiness – Volume 2 – Advisory Circulars	
Version	02	

18 Definitions

Term	Meaning
Accountable Manager	The person with corporate authority for ensuring that the approved activities can be financed, resourced and carried out in accordance with the applicable requirements.
AMO	Approved Maintenance Organisation.
CAMO	Continuing Airworthiness Management Organisation.
CAME	Continuing Airworthiness Management Exposition.
MOE	Maintenance Organisation Exposition.
Nominated person	A person nominated by the organisation and required to be acceptable to the Brunei DCA for a defined management or specialist function.
Continuing Airworthiness Experience	Any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
Relevant sample	Typical aircraft, engines, components or systems representative of the organisation's approved or proposed scope of work.
Maintenance methods	Full understanding of maintenance release records, maintenance-programme concepts, hard-time, on-condition and condition-monitoring controls, and when and how maintenance deferment may be used.
Relevant engineering degree	An engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components. This may be replaced by 5 years of experience in addition to the work experience already required for the role. These additional 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.