



جابتن قنربغن عوام
DEPARTMENT OF CIVIL AVIATION
MINISTRY OF COMMUNICATION | BRUNEI DARUSSALAM

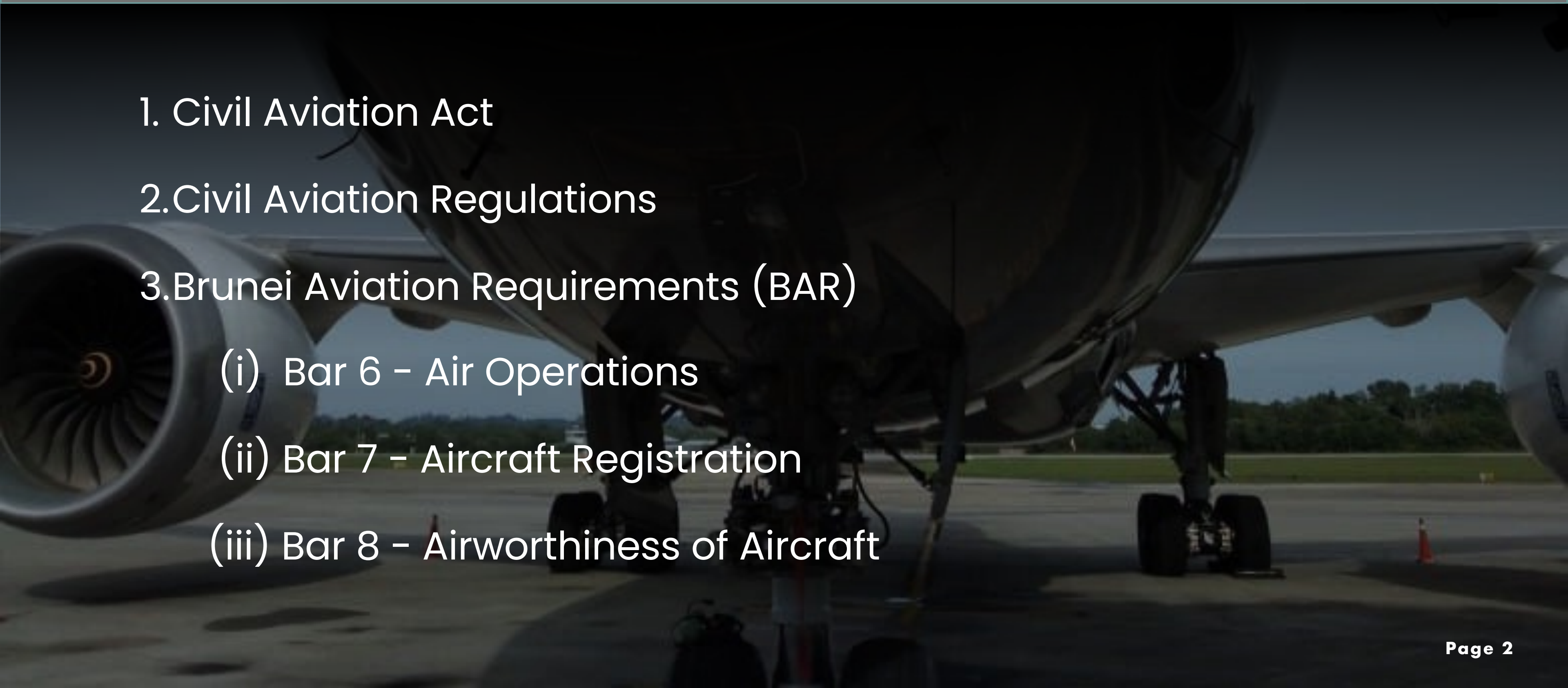
AIR OPERATOR CERTIFICATION PROCESS

FLIGHT OPERATIONS SECTION

Regulatory Division

Department of Civil Aviation



- 
1. Civil Aviation Act
 2. Civil Aviation Regulations
 3. Brunei Aviation Requirements (BAR)
 - (i) Bar 6 – Air Operations
 - (ii) Bar 7 – Aircraft Registration
 - (iii) Bar 8 – Airworthiness of Aircraft

Focal point of Air Operator Certification:

- Flight Operations Section,
Regulatory, Division

Flight Operations:

- Form OPS010 – AOC Application
- Form OPS010P – Prospective Operator's
Pre-assessment Statement (POPS)

Contact:

flightops.regulatory@dca.gov.bn

PHASE I – PRE APPLICATION

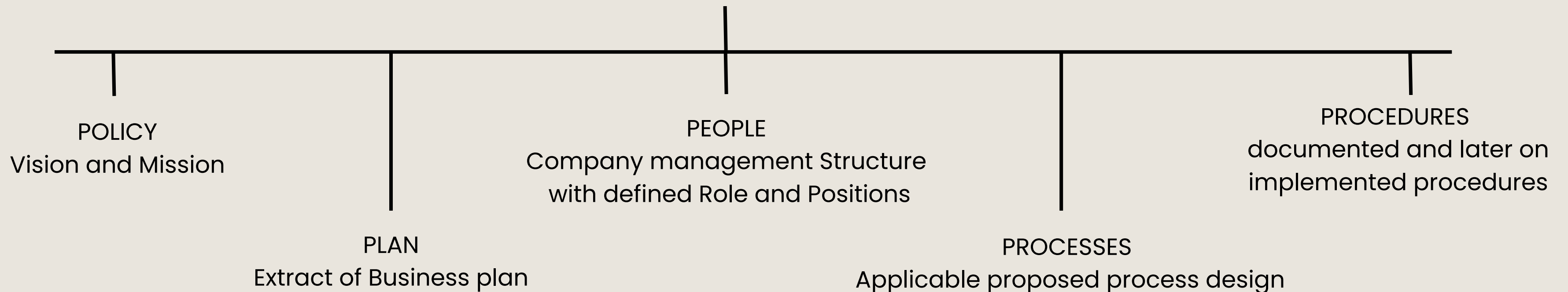
Completion of Form OPS010P - Prospective Operator's Pre-assessment Statement (POPS) form

Purpose → To establish intent and commitment of applicant on the planned certification process.

Attention to requirement of BAR 6 ORO.MLR.100



Key areas to be identified:

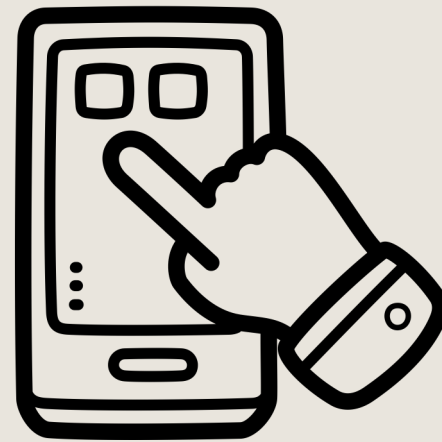


CERTIFICATION PROCESS | 3

The Certification Process is sub-divided into **FIVE (5) PHASES**:



PHASE I – Pre-application Meeting



PHASE II – Formal Application



PHASE III – Document Compliance



PHASE IV – Demonstration and Inspection

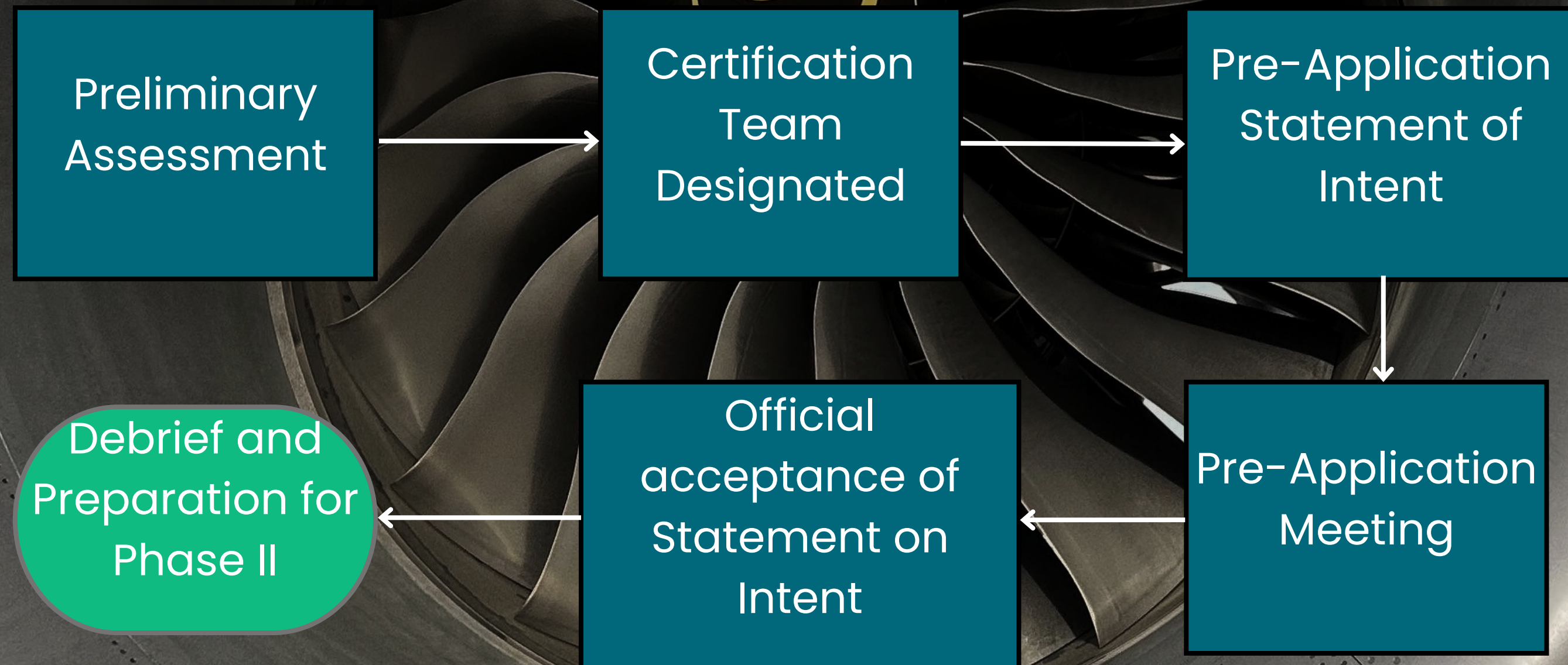


PHASE V – Certification



PHASE I – PRE APPLICATION | 4

PROCESS FLOW



PRELIMINARY ASSESSMENT

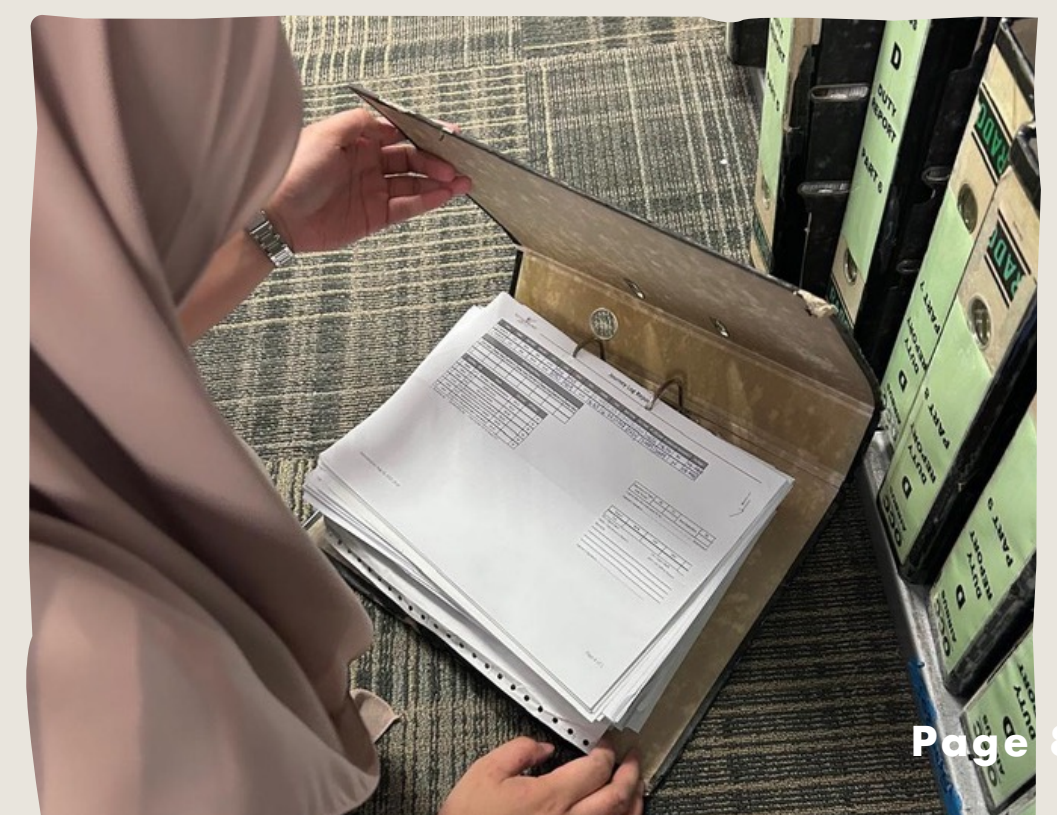
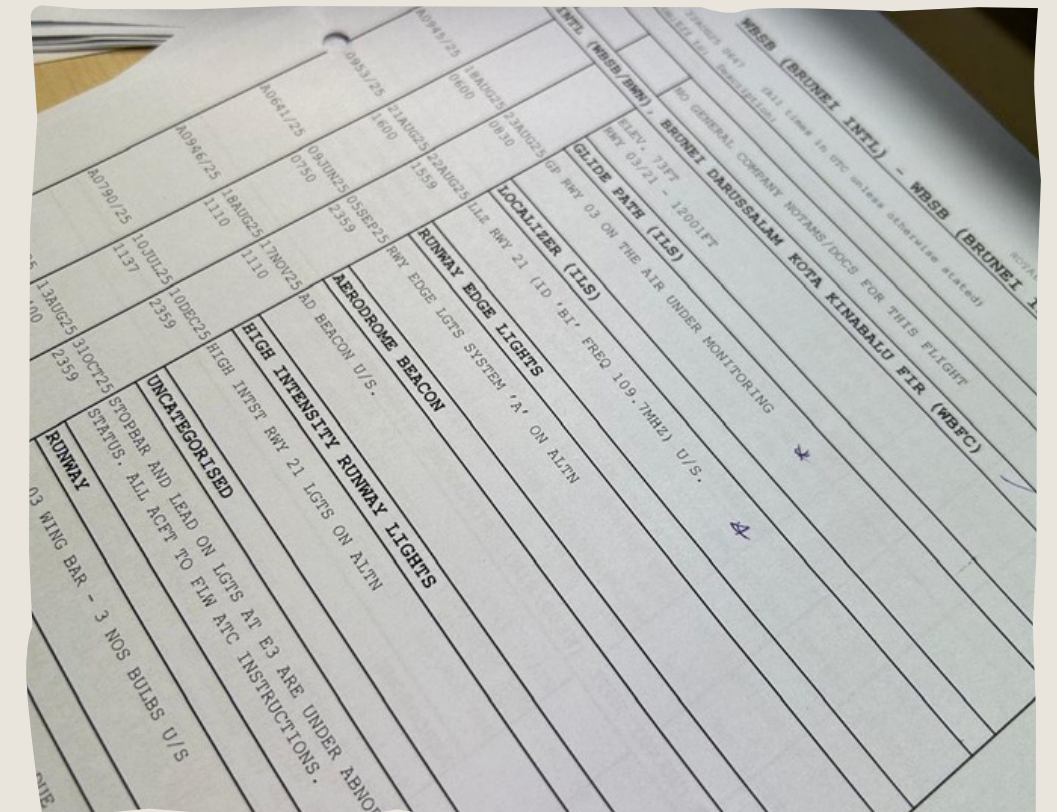
A. General

1. Business Plan / Permit / ROC
2. Type of Operations
3. Aircraft Type and Model
4. Main Base of the Proposed Operations
5. Desired Date of Operation to commence



B. Document

1. Intial Compliance Checklist
2. Operations Manual
3. Company Maintenance Manual
4. Safety Management System
5. Operation Training Manual
6. MEL & CDL
7. Approved Flight Manual
8. Route Chart Subscription
9. Maintenance Program





C. Information on Management Organisation

1. Key Personnel

- a. Title;
- b. Name;
- c. Background;
- d. Qualifications; and
- e. Experience

2. Flight Crew

3. Flight Instructors

4. Engineer

D. Special Authorisation to Support Operations

E. Proposed Routes

- Geographical Tracks;
- Minimum Flight Altitudes; and
- Destination and alternate aerodromes to be used including Data on Instrument Approach Procedures, Proposed Aerodrome Minima, Navigation and Communication Facilities.

F. Nature of Operations – Passenger/ Cargo, Day/ Night, VFR/IFR, etc

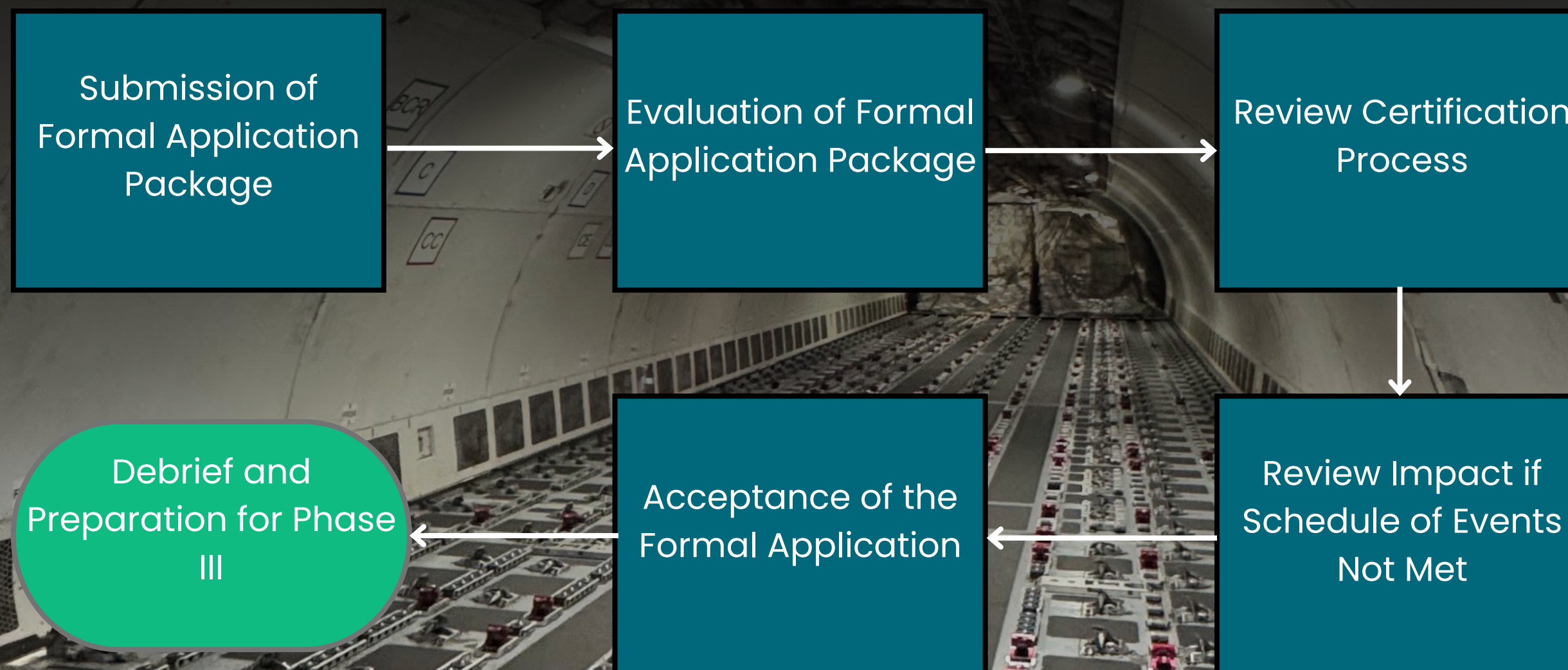
G. Aircraft Data – Document of Purchase, Leases Contract or letter of Intent

H. Arrangements for Maintenance and Inspection of Aircraft and Associated Equipment

I. Arrangement for Flight Crew Personnel Training.

PHASE II – FORMAL APPLICATION

PROCESS FLOW



FORMAL APPLICATION PACKAGE – LETTER

1. Statement that the application as a Formal Application for an AOC
2. Full and Official Legal Name
3. Mailing Address
4. Primary (Base) Operating Location
5. Management Personnel (Names and Titles)
6. The Nature of Proposed Operations
7. Desired Date for Operation to Commence
8. Management Personnel Fit and Proper
9. Pre Application Statement of Intent Official Acceptance



PHASE II – FORMAL APPLICATION | 5

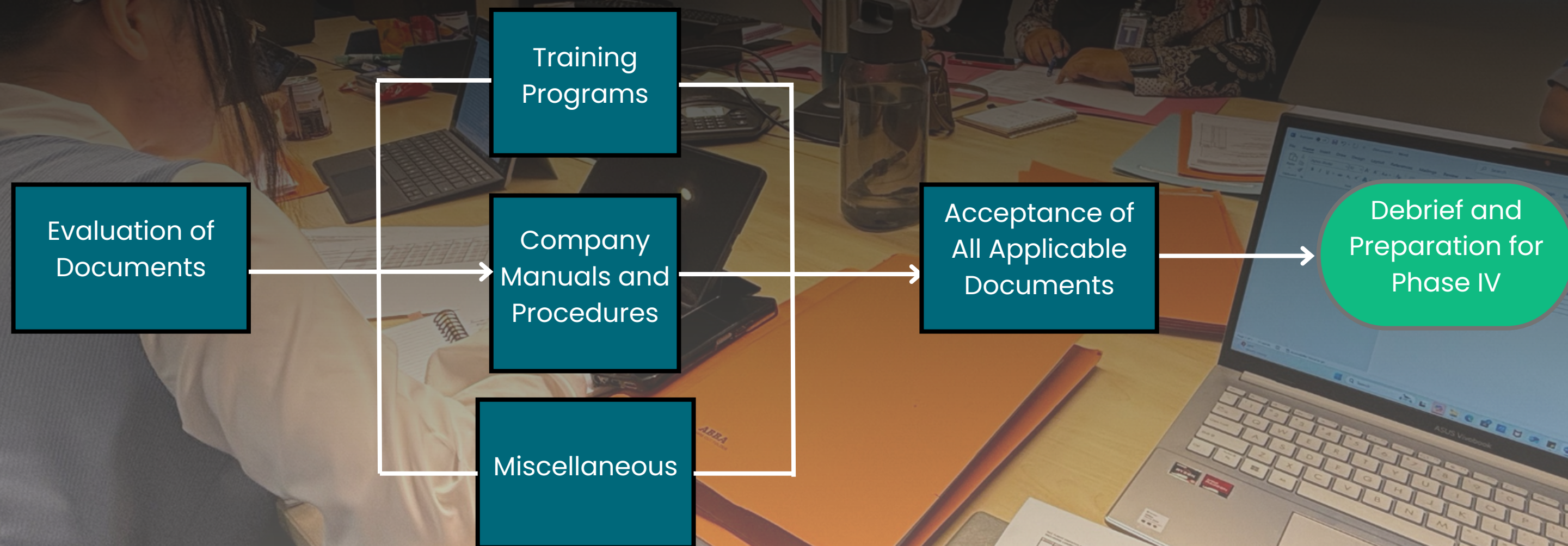


FORMAL APPLICATION PACKAGE – ATTACHMENTS

1. Proposed Operations Specifications (Ops Spec)
2. Schedule of Events
3. Initial Statement of Compliance
4. CVs Accountable Manager and required Key management Personnel (Nominated Postholders)
5. Safety Management System (SMS) Manual
6. List of Aerodrome(s) and Areas of Operations
7. List of Aircraft(s)
8. Documents of Purchase, Lease(s), Contract(s) or Letter of Intent(s)
9. Arrangements for Training, Qualifications and Facilities
10. Company Operation Manual
11. Company Maintenance Manual and Program
12. Detail of the Method of Operation Control

PHASE III – FORMAL APPLICATION

PROCESS FLOW

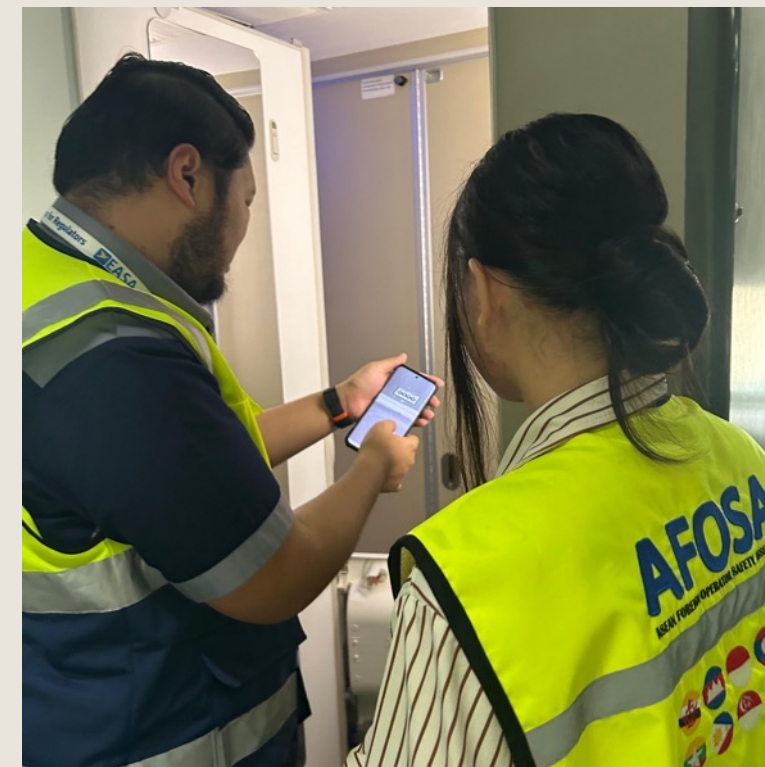


COMPANY MANUALS

1. Operations Manual (OM); Part A, Part B, Part C and Part D
2. Aircraft Flight Manual (AFM)
3. Aircraft checklists
4. Dangerous Goods program (if applicable)
5. Security Program
6. Maintenance
7. Ground Minimum Equipment List (MEL) and configuration Deviation List (CDL)
8. Handling
9. Safety Management System (SMS)
10. Etc.

TRAINING PROGRAMS

1. Flight Crew
2. Cabin Crew
3. Flight Dispatcher
4. Maintenance Personnel
5. Ground Personnel

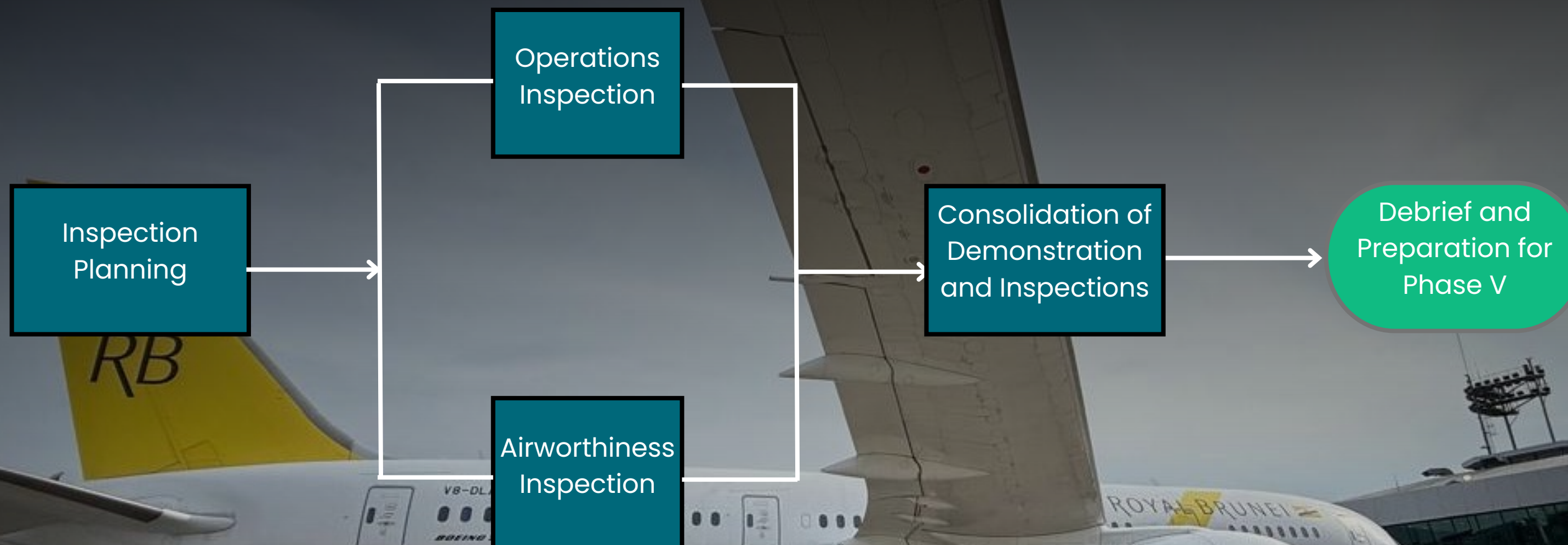


MISCELLANEOUS

1. Aircraft Lease
2. Emergency Response Plan (ERP)
3. Maintenance Contracts / Agreements
4. Training Contracts (if applicable)
5. Proving Flight Plan
6. Financial Assessment
7. Statement of Compliance
8. Flight Time Limitation (FTL) scheme (ORO.FTL.125)

PHASE IV – DEMONSTRATION AND INSPECTION

PROCESS FLOW



OPERATIONS

1. **Check C** (Cabin)

- Conducted during non-revenue proving flight.

1. **Check D** (Documents)

- Further separated into three (3) parts:
 - Dr – Inspection of Returned Flight Documentations;
 - Df – Inspection of Flight Time records;
 - Dt – Inspection of Training records

1. **Check F** (Flight)

- Non-revenue proving flight

1. **Check G** (Ground)

- Inspection of one or more ground support functions such as baggage, freight control and passenger.

1. **Check O** (Operator Competency)

- Assessing the suitability of the management structure and competence

1. **Check Q** (Compliance Monitoring)

- To establish that the prospective AOC holder has an effective compliance monitoring system.

1. **Check S** (Safety Management)

- To establish that the prospective AOC holder has an effective Safety Management System (SMS)

1. **Check T** (Training)

- Training conducted by or on behalf of the company.



OPERATIONS

Special approvals inspection, if applicable:



Reduced Vertical
Separation Minima
(RVSM)



Performance Based
Navigation (PBN)



Low Visibility Operations
(LVO)



Extended Diversion Time
Operations
(EDTO/ETOPS)



Dangerous Goods
(incl. Training
Approval)



Minimum Navigation
Performance Specification
(MNPS)



Electronic Flight Bag
(EFB)



Night Vision
Imaging Systems
(NVIS)



Helicopter Hoist
Operations
(HHO)



Etc.



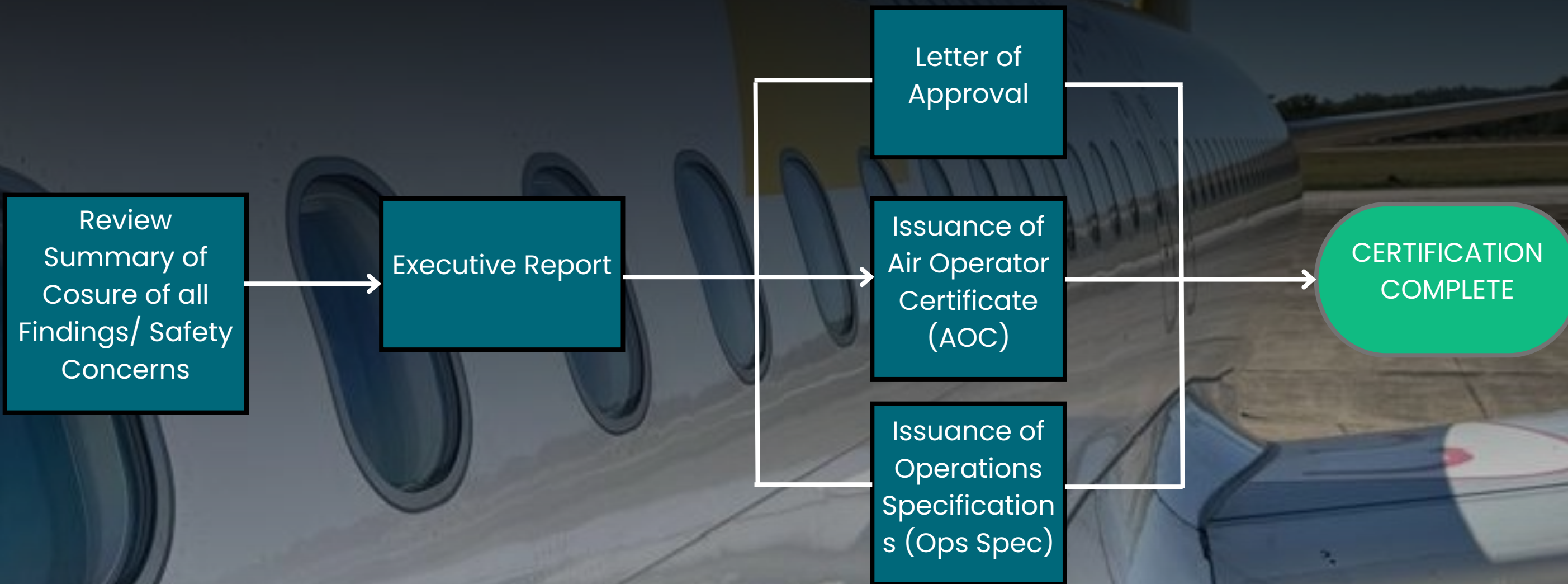
AIRWORTHINESS

Will be coordinated by the Brunei DCA Airworthiness
Inspector



PHASE V – CERTIFICATION

PROCESS FLOW



CERTIFIED AIR OPERATOR



The company has now completed the AOC certification process and able to commence operations.

The AOC holder is now subject to Brunei Department of Civil Aviation's **Oversight Programme**.