



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.



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.
- 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

PHASE I - PRE-APPLICATION & CERTIFICATION PLANNING

Scope • privileges • project team • interfaces • schedule



PHASE II - FORMAL APPLICATION

Form 2-CAMO • CAME • compliance/pre-audit • personnel • supporting evidence



PHASE III - DOCUMENT EVALUATION

Compliance review • technical arrangements • CAME • readiness gate



PHASE IV - DEMONSTRATION & INSPECTION

Interviews • facilities • systems • records • process/product sampling • findings



PHASE V - CERTIFICATION & PROJECT CLOSE-OUT

Findings closed • Form 13 review • Form 14 • AIR H006 closure

AIR H006: Brunei DCA uses AIR H006 as the master certification checklist and Schedule of Events. Applicants should expect the DCA project manager to use it to track milestones, required supporting forms/checklists, findings closure and final project close-out

5. Phase I - Pre-Application and Certification Planning

5.1 Purpose

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.
- 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.

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.
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

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.



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.

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.

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.
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

- 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.



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.
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.
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.
- 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

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

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.		
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.		
Applicant focal point and response plan are established.		

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.
- 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



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.

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		
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		



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.