



**Brunei Department of Civil Aviation
INFORMATION NOTICE (AIR)**

Number: IN/AIR- 2021/001

Issued: 16 August 2021

**AIRWORTHINESS SECTION OPERATION FOLLOWING COVID-19 RESTRICTIONS
(Period: 11 August 2021– Until Further Notice)**

1. INTRODUCTION

- 1.1 The purpose of this notice is to inform applicants and operators for the temporary process established for Airworthiness Section Operation following COVID-19 restrictions.
- 1.2 This Notice is issued in the interest of protecting public health due to the current situation of COVID-19 pandemic in the country. In this regard, Regulatory and Finance counters will be temporarily closed effective immediately until a date to be announced later.

2. TEMPORARY OPERATIONS

2.1 Operating Hours

In light of COVID-19, Airworthiness Section will be mainly operating remotely from home (WFH) The operating hours for Airworthiness Section is as follows:

Remote operation hours	07:45 – 12:15 (AM) 13:30 – 16:30 (PM)
Office operation hours (As required and Urgent matters only)	08:00 (AM) – 14:00 (PM) * *See Paragraph 3.2 for urgent matters of Airworthiness

2.2 Schedule Audit/ Inspections/ Meeting:

- 2.2.1 All schedule audits/ inspections during this period will be rescheduled to a later date. Airworthiness section will utilise MS Teams or Zoom application should a remote desktop audit is deemed necessary.
- 2.2.2 All meetings will be rescheduled or conducted via MS Teams or Zoom as required. Kindly contact the relevant personnel in charge of the affected meeting.
- 2.2.3 Application received on or before 07 August 2021 that has been processed for approval will be dispatched accordingly. Electronic copy will be provided via e-mail. If necessitates, an allocated collection time may be arranged with the relevant officers in charge.

2.3 Temporary Process for Application for Services Under Airworthiness Section:

2.3.1 Certificate of Airworthiness (CoA):

2.3.1.1 Application Process:

- Prior to application, payments can be made in accordance with paragraph 2.4 of this notice.
- Once payment has been completed, Application shall be made via e-mail along with the supporting documents which may be shared via online sharing platform:

Recipients (TO)	Respective Airworthiness Personnel-in-Charge's e-mail for the CoA
Recipients (CC)	airworth.regulatory@dca.gov.bn
Subject	*Insert (Initial/ Renewal/ Restricted), Aircraft registration, Airworthiness Review, year of Review* (e.g: Initial V8-ABC Airworthiness Review 2021) (e.g: Renewal V8-ABC Airworthiness Review 2021)
E-mail Attachment	1. Electronic copy of completed application form. 2. Scanned/ electronic copy of the required documents. Government e-mail capacity has a limit of 25MB, for larger files, do provide link to shared folder.

- For BAR 8 Part M Subpart G having Airworthiness Review Privilege, Airworthiness Review Meeting will be done remotely or an online review meeting may be conducted as necessary.
- For Organisation's without Airworthiness Review Privilege, physical survey of aircraft will be conducted online or if necessary, will be carried out physically in accordance with COVID-19 SOP as advise by Ministry of Health.

2.3.1.2 Deliverables:

- Electronic copy of covering letter for DCA statement on Electronic Copy.
- Electronic copy of Certificate of Airworthiness.
- Electronic copy of logbook sticker
- All hardcopy will be retained by the Department until dates which will be announced later. Should operator require the original copy, the original will be dispatched or collection may be arranged with the respective Personnel in Charge.

2.3.2 Other Certificates: Application shall be made via e-mail. Electronic copy of certificate will be provided via e-mail.

2.3.3 Approval of Primary and Secondary Documents:

2.3.3.1 Examples of these documents are: Approved Maintenance Programme, Organisation's Exposition and Manuals, as required.

2.3.3.2 Application Process:

- Application shall be made via e-mail. Once received, the application will be assigned to the relevant personnel for review and further correspondence.
- E-mail shall follow the following format:

Recipients (TO)	airworth.regulatory@dca.gov.bn
Subject	*Insert Organisation's name (RB/BSP/HMSF), type of documents, (initial/ revision), Issue number, Revision Number (or date) * (e.g: ABC Airline Maintenance Organisation Exposition Revision, Issue 01 Revision 04 or Revision dated Aug 21) (e.g: ABC Airline B777 Approved Maintenance Programme Revision, Issue 10 Revision 200)
E-mail Attachment	1. Electronic copy of completed respective organisation's proposal form. (In-PDF signature is preferred over scanned signed copy of form)

	2. Scanned/ electronic copy of the supporting documents. Government e-mail capacity has a limit of 25MB, for larger files, do provide link to shared folder.
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- Online review may be required as necessary.

2.3.3.3 Deliverables:

- Electronic copy of signed organisation's proposal form/ approval page.
- All hardcopy will be retained by the Department until dates which will be announced later. Should operator require the original copy, the original will be dispatched or collection may be arranged with the respective Personnel in Charge.

2.3.4 Approval of Design Changes (Modifications) or Repair:

2.3.4.1 Application Process:

- Application shall be made via e-mail. Once received, the application will be assigned to the relevant personnel for review and further correspondence.
- E-mail shall follow the following format:

Recipients (TO)	airworth.regulatory@dca.gov.bn
Subject	*Insert Organisation's name (RB/BSP/HMSF), Modification Number on AIR Form 10 and Revision * (e.g: ABC Airline Mod no: XXXXX Rev 00)
E-mail Attachment	1. Electronic copy of completed AIR Form 10. (In-PDF signature is preferred over scanned signed copy of form) 2. Scanned/ electronic copy of the supporting documents. Government e-mail capacity has a limit of 25MB, for larger files, do provide link to shared folder.

- Online review may be required as necessary.

2.3.4.2 Deliverables:

- Electronic copy of approved AIR Form 10.
- All hardcopy will be retained by the Department until dates which will be announced later. Should operator require the original copy, the original will be dispatched or collection may be arranged with the respective Personnel in Charge.

2.3.5 Other Application or Correspondences: All other applications or correspondences shall be made via e-mail.

2.4 Online Payment Process:

2.4.1 Online Banking Details:

Name of bank	Bank Islam Brunei Darussalam
Beneficiary name	Government of Brunei Darussalam
Account number	00 001 01 8000089
Swift code	BIBDBNBB
Address	Lot 159, Jalan Pemancha Bandar Seri Begawan BS8711 Negara Brunei Darussalam

Branch	Bandar Seri Begawan
Reference	DCABB1 (Note: Please include the reference (DCABB1) in bank slip payment)

2.4.2 Once payment has been completed, kindly do the following:

Recipients (TO)	rosmohaizan.mohammad@dca.gov.bn ; kewangan.dca@dca.gov.bn ; dygrokiah.ahmad@dca.gov.bn ;
Recipients (CC)	airworth.regulatory@dca.gov.bn
Subject	*Insert organisation (RB/BSP/HMSF)'s name and application fee purpose* (e.g: ABC Airline Application for Certificate of Airworthiness Renewal)
E-mail Attachment	1. Proof of Payment 2. Electronic copy of completed application form which payments has been made for, without the supporting documents.

3. QUERIES

- 3.1 Any queries or further guidance required as a result of this communication should be addressed to airworth.regulatory@dca.gov.bn.
- 3.2 For more information and any associated documents, please visit www.dca.gov.bn.
- 3.3 For urgent matters of each respective areas, please contact the following:

Contact Person	Contact Details
Abdul Khalid bin Hussain Head of Airworthiness	E-mail: khalid.hussain@dca.gov.bn Number: +6737155858

4. AMENDMENT, REVOCATION AND SUSPENSION

- 4.1 Due to the nature of COVID-19, this Notice may be amended at short notice to reflect the current situation of COVID-19 locally.
- 4.2 This Notice will take effect immediately and remain in force until further notice, unless revoked or suspended by the Director of Civil Aviation, Negara Brunei Darussalam

Signature: 
AWANG MOHAMMAD AZLAN BIN MOHAMMAD JUNAIDI
 Act. Director of Civil Aviation

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 Official Stamp

Date: 16 August 2021

External Distributions:
 Director of His Majesty the Sultan's Flight
 Chief Executive Officer, Royal Brunei Airlines
 Head of Aircraft Services, BSP