



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

Number: IN/PEL- 2022/001

Issued: 22 March 2022

TEMPORARY PROCESS FOR PERSONNEL LICENSING MATTERS

Recipients must ensure that this notice is copied to all members of their staffs who may have an interest in the information.

Applicability:	
Aerodrome	Not primarily affected
Air Traffic Control Officer	All licensed personnel
Air Navigation Service Provider	All licensed personnel
Airworthiness	All licensed personnel
Flight Operations	All licensed personnel
Licensed / Unlicensed Personnel	All licensed personnel
Safety / Security	Not primarily affected

1. INTRODUCTION

- 1.1 The purpose of this notice is to detail the temporary process established for Personnel Licensing (PEL) matters such as licenses, approved training organisations and other PEL matters.

2. TEMPORARY PROCESS

2.1 Submission of application

- 2.1.1 All submissions or any general correspondence may be submitted via Regulatory In-Tray (drop box) located at DCA HQ Reception Counter, Ground Floor or made via e-mail: e-licensing@dca.gov.bn
- 2.1.2 Application forms can be attained from 'Personnel Licensing' under form's tab in the department website at www.dca.gov.bn.
- 2.1.3 All submission shall include all the required supporting documents.
- 2.1.4 Specific instructions for application of Validation of FCL, AMEL, ATCO licenses, ATO and PEL correspondences (including Aeromedical) are detailed in para 2.2, 2.3, 2.4, 2.5 and 2.6 respectively.

2.2 Application for validation of licence to fly as an operating crew of aircraft registered in Brunei

- 2.2.1 Payment shall be made in cash (BND) via counter at DCA Finance Division, Ground Floor. **Online payment is currently not accepted.** The Finance Counter opening hours are as follows:

Opening days	Monday to Thursday
Opening hours	09:00 – 11:00 (am) 14:00 – 15:00 (pm)

- 2.2.2 Once payment via Finance Counter have been made, applications along with the copy of payment receipt and supporting documents shall be submitted via Regulatory In-Tray (drop box), located at DCA HQ Reception, Ground Floor or made via e-mail as follows:

Recipients (TO)	e-licensing@dca.gov.bn
Recipients (CC)	hizami.yasmin@dca.gov.bn
Subject	*Insert validation number, name and purpose (new/renewal)* (e.g: OPS9999 Ahmad Mohammad Renewal of Validation Application)
E-mail attachment	1. Electronic copy of completed application form including the scanned copy of payment receipt. 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.

2.3 Application for BAR 1 Part 66 – Aircraft Maintenance Engineering Licence

- 2.3.1 Payments are not required for BAR 1 Part 66 Licence.
- 2.3.2 The applications along with the supporting documents may be submitted via Regulatory In-Tray (drop box) located at DCA HQ Reception, Ground Floor or submitted via e-mail as follows:

Recipients (TO)	e-licensing@dca.gov.bn
Recipients (CC)	khalid.hussain@dca.gov.bn
Subject	*Insert AMEL number, name and purpose (initial/amendment/renewal)* (e.g: BRN.66.XXXX Mohammad Ahmad Amendment of AMEL Application)
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.

2.4 Application for BAR 1 Part ATCO Licence.

- 2.4.1 Payments are not required for BAR 1 Part ATCO Licence.
- 2.4.2 The applications along with the supporting documents may be submitted via Regulatory In-Tray (drop box) located at DCA HQ Reception, Ground Floor or submitted via e-mail as follows:

Recipients (TO)	e-licensing@dca.gov.bn
Recipients (CC)	norhidayah.ismail@dca.gov.bn
Subject	*Insert ATCO number, name and purpose (initial/amendment/renewal)* (e.g: XXXXX Mohammad Ahmad Amendment of ATCOL Application)
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.

2.5 Approved Training Organisation and other PEL matters

- 2.5.1 All application, renewal or validation of ATO may be submitted via Regulatory In-Tray (drop box) located at DCA HQ Reception, Ground Floor or submitted via e-mail in the following format:

Recipients (TO)	e-licensing@dca.gov.bn
Recipients (CC)	hizami.yasmin@dca.gov.bn (for BAR 1 Part ORA / CC / MED) khalid.hussain@dca.gov.bn (for BAR 1 Part 147) norhidayah.ismail@dca.gov.bn (for BAR 1 Part ATCO-MED/ ATC School)
Subject	*Insert organisation name, certificate / approval reference (if applicable), type of approval and purpose (initial/amendment/renewal)* (e.g: ABC School, ref: 147-XXX, BAR 1 Part 147, Amendment Application)
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.

2.6 Other PEL matters including Aeromedical

- 2.6.1 All other PEL matters such as general correspondence and including Aeromedical related may be submitted via regulatory in-tray (drop box) located at DCA HQ reception, Ground Floor, or made via e-mail: e-licensing@dca.gov.bn

2.7 Collection Method

- 2.7.1 Licenses and approval will be issued in hardcopy (originals).
- 2.7.2 Date and time of collection for the licenses and approval will be advised via e-mail upon issuance of licenses and approval. The collection method will be via Regulatory Out-Tray (outbox) at the DCA HQ Reception, Ground Floor.

3. QUERIES

- 3.1 Any queries or further guidance required as a result of this communication should be addressed to e-licensing@dca.gov.bn
- 3.2 For urgent matters of each respective areas, please contact the following:

PEL SUBJECT	CONTACT DETAILS
Validation of Pilot Licence	E-mail: hizami.yasmin@dca.gov.bn Number: +6738783059
BAR 1 Part 66 Licence	E-mail: khalid.hussain@dca.gov.bn Number: +6737155858
BAR 1 Part ATCO Licence	E-mail: norhidayah.ismail@dca.gov.bn Number: +6738834614
Other PEL matters	E-mail: e-licensing@dca.gov.bn

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.
- 4.3 This notice will supersede the previous notice ref: IN/PEL-2021/002 dated 16 August 2021.

Signature:
(MOHAMAD AZLAN BIN MOHAMMAD JUNAIDI)
Act. Director of Civil Aviation

Date: 22 March 2022



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Official Stamp

External distributions:

Director of His Majesty the Sultan's Flight
Chief Executive Officer, Royal Brunei Airlines
Head of Aircraft Services, BSP
School of Aviation, IBTE
Designated Medical Examiners (DME)

Internal distributions:

Air Navigation Services Division, Department of Civil Aviation