



Belize Department of Civil Aviation

# ADVISORY CIRCULAR

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<b>Subject:</b>	Amendment Procedure of the Aerodrome Manual	<b>Date:</b> 23/06/2018
<b>Initiated by:</b>	HWP/JR_AGA	<b>AC No.:</b> BDCA AGA-008-2018 <b>Revision:</b> First version

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## 1. SUBJECT

The purpose of the present is to standardize the activities to realize within the civil aviation authority, to produce the amendment of the Aerodrome manual by the Aerodrome operator, as well as advising the Aerodrome operator on amendments made to their Aerodrome manual, all this in accordance with the civil aviation regulations BCAR 139.207 and 139.209.

## 2. WHAT CANCELS THIS AC.

This Advisory Circular does not cancel any previous document.

## 3. WHO DOES THE AC AFFECT?

Aerodrome Operators in Belize with accepted Aerodrome Manuals.

## 4. RELATED READING MATERIAL.

Civil aviation regulation 139 Aerodrome certification, operation and surveillance", BCAR 139.207 and 139.209.

## Approval



Lindsay Garbutt  
Director, Belize Department of Civil Aviation

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## 5. DEFINITIONS AND ACRONYMS

- 5.1. **Advisory Circular:** Publication that instructs, informs or clarifies with respect to relative material about flight security and other issues of operative, technical or administrative character, directed to the users, operators or personal individual or legal that offers services of aeronautical nature.
- 5.2. **Amendment:** Correction that is done to something, this something must by definition fulfill a task, however if this function for which it was designed is not executed favorably, it must undergo a reform of its components to be able to fully comply with it .
- 5.3. **Aerodrome Manual:** Manual that forms part of the request for an Aerodrome Certificate in accordance with the regulations, including any amendment to the manual accepted or approved by the General Directorate of Civil Aviation.
- 5.4. **AGA:** Aerodromes and Ground Aids, Aerodromes, air routes and ground aids.
- 5.5. **BDCA:** Belize Department of Civil Aviation.
- 5.6. **AOM:** Aerodrome Operations Manual
- 5.7. **BCAR:** Belize Civil Aviation Regulations
- 5.8. **SMS:** Safety Management System

## 6. POLICY

- 6.1. Amendments to an aerodrome operator's AOM will not be allowed or recognized without the aerodrome operator having passed the amendment procedure established in this circular.
- 6.2. When the BDCA considers it necessary to maintain an acceptable level of operational safety, the aerodrome operator must include with the request a risk analysis with its action plan, due to the change that involves the amendment to the AOM.

## 7. PERSONNEL INVOLVED

- 7.1. AGA Department Chief
- 7.2. Aerodrome Inspector
- 7.3. Aerodrome Operator

## 8. GROUNDS OF AMENDMENT OF AN A.O.M.

The grounds for amendment of an AOM can be divided into two:

- a. Applicant (aerodrome operator): The operator of a certified aerodrome must amend the Aerodrome Manual (AOM), whenever necessary, to maintain the accuracy of the recorded information, when there are any changes within its facilities, equipment, procedures, etc.
- b. Applicant (BDCA): The BDCA, through the AGA headquarters, may require an aerodrome operator to amend its AOM, if a noncompliance with the /BCAR 139 is detected, changes in the procedures, facilities, equipment or the BDCA considers it necessary for factors that may affect safety.

## 9. PROCEDURE FOR THE AMENDMENT OF AN A.O.M.

### Applicant

9.1. The request for amendment has two origins:

9.1.1. On the initiative of the BDCA, based on the findings of follow-up actions, inspections, surveillance, audits, third-party reports, among others, a breach of the BCAR 139 is detected, and it is determined that the amendment to the AOM, this will be made to the operator by means of an official letter signed by the Aerodrome Inspector and attaching if necessary the AGA-FORM-055 Specific Verification Check List in the Aerodromes Inspector Procedures Manual with the respective findings, and the amendment is made in the part that he considers pertinent. In this case the operator sends the proposed amendment to the inspector for review.

9.1.2. At the request of a party: When the operator requests the amendment for different matters. In this case, the operator must address the official letter to the AGA manager where the reason for the amendment is indicated and the updated list of effective pages is attached, the risk analysis due to being a factor included in the Management of the Change (Element of the structure of an SMS) and the page (s) affected with your amendment. The request must be signed by the management of the aerodrome operator and the BDCA through its aerodrome inspectors will evaluate the origin of the request.

### Assessment of amendment.

9.2. BDCA staff receives the amendment of the AOM (even if the request has been by initiative of BDCA, the operator must perform it and transfer it to the BDCA for evaluation);

9.3. El inspector de aeródromo revisa el expediente de la enmienda del MA, asegurándose que el listado de páginas efectivas identifique las páginas modificadas, la razón de la enmienda al MA y la revisión de las páginas enmendadas;

9.4. Sí existen observaciones respecto a las enmiendas, remite por escrito las observaciones al operador para su corrección, si no existen observaciones ir a paso 9.6.

9.5. Al recibir las correcciones regresa al paso 9.3.

9.6. Remite por escrito la enmienda del MA aprobada y el listado de páginas efectivas con la aprobación correspondiente.

9.7. Adjunta páginas afectadas y listado de páginas efectivas a la parte del MA correspondiente.

9.8. Se actualizan todas las copias existentes del MOA

9.9. Archiva en el expediente del operador.

### 10. AMMENDMENT PROCEDURE FLOW CHART

