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BELIZE
DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION SERVICE



AIC
C005/24
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OPERATIONAL DIRECTIVES AND ADVISORY CIRCULARS

1. Introduction

1.1 This Aeronautical Information Circular (AIC) is issued by Belize Department of Civil Aviation (BDCA) to provide guidance on the use of Operational Directives and Advisory Circulars for the promulgation of safety information within the Belize civil aviation industry. This document establishes a standardized framework for the dissemination and compliance with safety-related information, ensuring a coordinated and effective approach to enhancing aviation safety.

2. Purpose

2.1 The primary purpose of this AIC is to outline guidelines regarding issuance and adherence to Operational Directives (ODs) and Advisory Circulars (ACs) within the jurisdiction of the BDCA. ODs and ACs play a crucial role in communicating critical safety information to stakeholders in the aviation industry. By following this guidance, operators, maintenance organizations, and other relevant entities can proactively address safety concerns and comply with regulatory requirements.

2.2 The BDCA may issue an Operational Directive through which it prohibits, limits or subjects an operation to certain conditions in the interest of operational safety. The OD shall contain the reason for its issuance, the applicability and duration and the actions required by operators. ODs are mandatory in nature and may be issued with immediate effect.

2.3 The BDCA may issue an Advisory Circular which shall provide additional guidance and information on how to meet regulatory requirements established in Belize Civil Aviation Regulations (BCARs). ACs describe an acceptable means, but not the only means of compliance to the BCARS. ACs are advisory in nature and does not constitute a regulation. This AC does not change, add to, or delete regulatory requirements or authorize deviations from regulatory requirements.

All users are reminded to visit this AIS office in accordance with the international and national standards of ICAO.

3. Applicability

3.1 This AIC applies to all entities operating within the regulatory framework of the BDCA, including but not limited to:

- Airline operators
- General aviation operators
- Maintenance organizations
- Design and manufacturing organizations
- Air navigation service providers
- Training organizations
- Any other entity involved in civil aviation operations within the jurisdiction

Operators and organizations falling under the jurisdiction of the BDCA are responsible for familiarizing themselves with the content of this AIC and ensuring compliance with the safety related information disseminated.

4. Publication and Distribution of Operational Directives and Advisory Circulars

4.1 Publication Process

4.1.1 Authorship and Approval: ODs and ACs are drafted by subject matter experts within the BDCA. The drafting process involves collaboration among various units, including safety, and technical experts. Once drafted, the documents undergo a thorough review process for accuracy, clarity, and compliance with regulatory standards.

4.1.2 Approval and Authorization: ODs and ACs must receive formal approval from the Director of Civil Aviation. Once approved, the documents are authorized for publication.

4.1.3 Publication Format: ODs and ACs are published in a standardized format that includes a unique identifier, issuance date, effective date, and a clear title reflecting the subject matter. The content is organized in a structured manner, providing detailed information on the nature of the directive, associated safety considerations, and compliance requirements.

4.2 Distribution Process

4.2.1 Distribution Method: The BDCA maintains a centralized distribution hub responsible for disseminating ODs and ACs to the relevant stakeholders. The BDCA disseminates the information to the relevant aviation stakeholders via info@civilaviation.gov.bz and thereafter publishes the documents on the Department's website at www.civilaviation.gov.bz.

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4.2.2 Targeted Recipients: ODs and ACs are targeted to specific recipients based on their relevance and applicability. These may include operators, maintenance organizations, design and manufacturing entities, and other stakeholders directly impacted by the safety information provided in the directive or advisory.

4.2.3 Accessibility and Archives: The BDCA ensures that ODs and ACs are easily accessible to all relevant stakeholders. Archived copies are maintained for historical reference, allowing stakeholders to access and review past directives and advisories as needed.

5. Feedback Mechanism

5.1 The BDCA supports a feedback mechanism to receive comments, questions, or concerns from stakeholders regarding ODs and ACs. This feedback loop allows for continuous improvement, ensuring that future directives and advisories benefit from the collective knowledge and experience of the aviation community. All feedback should be forwarded to the BDCA at info@civilaviation.gov.bz for review.

6. Conclusion

6.1 This AIC serves as a key reference document for the issuance and compliance with Operational Directives and Advisory Circulars within BDCA jurisdiction. By adhering to the guidelines outlined herein, the aviation community can enhance safety practices and contribute to the continuous improvement of the overall safety performance in Belize civil aviation.

<http://civilaviation.gov.bz>

This **AIC C005/24** replaces **AIC C011/10**

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