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**BELIZE**  
DEPARTMENT OF CIVIL AVIATION  
AERONAUTICAL INFORMATION SERVICE



**AIC**  
C002/23  
17<sup>th</sup> February, 2023

## **PROCEDURE FOR PROCESSING PUBLICATIONS**

The Department of Civil Aviation, in accordance with BCAR 15 (Belize Civil Aviation Regulations) establishes the following procedure to indicate who the authorized persons are and what internal coordination must be done for the application of publications such as NOTAM, AIC (Aeronautical Information Circular) and SUPPLEMENTS to the AIP to the AIM office:

### **Persons Authorized to request publications**

Director of the BDCA.  
Deputy Director of the BDCA.  
Chief Operations Officer  
Chief Air Traffic Controller or whoever is in charge  
Chief of AIM or whoever is in charge  
Airworthiness Inspectors and Authorized Operations Officers

NOTAM requests submitted by military entities will be channeled to the Deputy Director of Civil Aviation via a written formal request and copied to the Director of Civil Aviation, the Chief Air Traffic Control officer or designated person. Whenever requests are submitted to the AIM Office by military entities, the AIM Technician shall ensure the proper protocol is followed.

NOTAM requests submitted by other entities including the Belize COCESNA Regional Office will be channeled to the Deputy Director of Civil Aviation and copied to the Director of Civil Aviation and to the Chief Air Traffic Control Officer.

NOTAM requests for the activation of establish danger, restricted or prohibited areas and activities requiring temporary airspace restrictions must be submitted at least 2 weeks in advance. Other NOTAM request must be submitted at least 2 days in advance except in the case of unserviceability, release of radioactive material, toxic chemicals and other events that cannot be foreseen.

The Chief of AIM or the AIM Technician on duty will publish NOTAM that are the responsibility of the AIM office or whenever an emergency occurs.

When a publication request is received by the AIM Office, the AIM will decide whether to publish the information either as a NOTAM, an AIC or a Supplement to the AIP.

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

In the event of a declared emergency, the AIM technician may receive verbal instructions from the persons indicated above to publish the corresponding NOTAM (s), after which he / she will carry out the procedures for filling out the necessary forms.

**This AIC C002/23 replaces AIC C006/17**

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