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AIC
Series C

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SCHEDULING OF INSPECTION FOR ISSUE AND RENEWALS OF CERTIFICATE OF AIRWORTHINESS, CERTIFICATE OF REGISTRATION OR PERMIT TO FLY A FOREIGN REGISTERED AIRCRAFT BASED IN BELIZE

1. Introduction

The Belize Department of Civil Aviation (BDCA) is aware that the needs of the aviation industry are ever changing and owner/operators must respond to those needs rapidly and effectively. The Belize Department of Civil Aviation, in its commitment to efficiently manage aviation in Belize must respond to the needs of all owners/operators. In order to attend to all aviation matters, the Department must schedule its time appropriately.

2. Purpose

The purpose of this Aeronautical Information Circular (AIC) is to establish procedures to be followed by all **owners, operators and approved maintenance organizations** when requesting issue or renewal of a Certificate of Airworthiness (C of A), Certificate of Registration (C of R) and/or a Permit to Fly a Foreign Registered Aircraft Based in Belize.

3. Background

Applications have either been submitted beyond its expiration date or a week before they are urgently required. This action does not allow the Department to satisfactorily meet its professional commitments. In order to establish an organized procedure with a reasonable period of time that will allow proper scheduling of inspections necessary for the issue or renewal of Certificates of Airworthiness, Certificates of Registration, as well as Permit to Fly a Foreign Registered Aircraft Based in Belize, the following procedure has been established.

3. Procedure

- 3.1. Aircraft Owners/Operators desirous of applying for the issue/renewal of a Certificates of Airworthiness, Certificates of Registration, and/or Permit to fly a foreign registered aircraft based in Belize must make a request for inspection, at least, two (2) weeks prior to the intended inspection date. This can be done via telephone to BDCA Airworthiness Unit or by email to the following address: airworthiness@civilaviation.gov.bz. In both cases Aircraft Owners/Operators must confirm and be given confirmation, by email, of the final date for the scheduled inspection.
- 3.2. The inspection will be carried out on the scheduled date. Aircraft Owners/Operators must make all relevant aircraft records and documents available to the inspector. The aircraft should be ready for inspection.
- 3.3. If any discrepancies are found during the inspection process, the Department will issue a survey report noting the findings to the aircraft owner/operator.
- 3.4. The owner/operator will perform the corrective action and will remit a report of rectifications to the Department.
Note: The Belize Department of Civil Aviation reserves the right to re-inspect any aircraft after receiving the report of rectifications.
- 3.5. Once the Department has received all necessary documents and the applicable forms have been filled and signed by all respective personnel, it will then prepare all necessary Certificates/Permits. This process will take a maximum of three (3) working days.
- 3.6. The Belize Department of Civil Aviation will notify the aircraft owners/operators when the certificate is ready for release. Before any Certificate is released, payment must be made directly to the Department's reporting office located inside the Phillip Goldson International Airport (PGIA), where a receipt will be issued. The receipt shall then be presented to the Department (Airworthiness) in order to effect the release of the Certificate/Permit.
- 3.7. BDCA will not grant extension or renewal of the Certificate/Permit to anyone who does not comply with the procedure above.

END