



**UNITED REPUBLIC OF TANZANIA  
TANZANIA CIVIL AVIATION AUTHORITY  
Aeronautical Information Services**

**AERONAUTICAL INFORMATION CIRCULAR**

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*The following circular is hereby promulgated for information, guidance and necessary action.*

***Margaret T. Munyagi***  
***Director General***

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**APPLICATION AND PAYMENT FOR INSTRUMENT RATING ISSUE/RENEWAL TESTS**

**1.0 Background**

1.1 Having experienced some difficulties involving private arrangements between Designated Examiners and applicants for issue and renewal of pilots' instrument ratings (I/R), the Authority has established a different process that ensures transparency in payment and uphold of standards in the conduct of I/R tests. This is a result of the discussion after pilots and operators had brought up this matter to the Authority through the Civil Aviation Technical Committee and our subsequent consultations with the appropriate stakeholders. The arrangements between the applicant and Designated Examiners will no longer be accepted by the Authority. This would uphold standards of the conducted tests and ensure effective supervision and oversight.

1.2 With effect from 1<sup>st</sup> July 2006, payments for these services are to be made at the Authority's office and an official receipt issued. The Authority shall be responsible for the appointment of the Examiner after booking of the I/R Test has been formally accepted.

**2.0 Application and payment for Issue or Renewal of I/R**

2.1 The applicant shall make the booking and payment at the Authority's Personnel Licensing Offices at least two weeks prior to expiry of his/her Instrument Rating. The payment shall cover both the published renewal fees in the AIC and the charges for the Designated Examiner.

2.2 The charges for the Examiner for initial and renewal I/R Test will be equivalent in Tanzanian Shillings of one hundred (100) United States Dollars or, in the case of a partial I/R Re-test, equivalent in Tanzanian Shillings of fifty (50) United States Dollars at the current rate of exchange. It is only upon full payment of the fees and the required charges, that the application will be recorded to have been officially received.

2.3 The applicant shall indicate the tentative dates and time he/she will be available for the test.

**3.0 Assigning the Examiner**

3.1 The Authority will contact and allocate a Designated Examiner for that test and inform the applicant accordingly by the best possible means available including a phone call, letter, email or fax. It is anticipated that both Designated Examiners and pilots in general will cooperate to ensure that appointed and agreed timings are adhered to by all the parties concerned to obviate possible frustration of this process.

**4.0 Examiners payment**

4.1 The Authority will pay the I/R Designated Examiner upon submission of the I/R Test Results Form to the Personnel Licensing office.

**5.0 Exception from the procedures**

5.1 Airlines and companies that would normally use simulators for their pilots I/R issue/renewal tests need only inform the Personnel Licensing Office the names of examiners for each of their candidates. In these cases, the crew scheduling officers are advised to arrange I/R Renewal Tests such that one examiner does not conduct the tests for the same candidate consecutively.

**END**

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