



**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.*

M. T. Munyagi  
Director General

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**PROCEDURES TO BE FOLLOWED BY AIR OPERATORS/MAINTANANCE ORGANIZATIONS WHEN APPLYING FOR FLIGHT OPERATIONS/BASE INSPECTIONS OR TRAINING OF TCAA PERSONNEL**

1. A practice has developed for air operators of maintenance organizations to request the Tanzania Civil Aviation Authority at short notice for airworthiness or Flight Operations Inspections for the issue or Renewal of Regulator Civil Aviation Certificates. Inspections for an initial issue or renewal of certificates are supposed to be planned by operators/maintenance organizations well in advance. Urgent requests for such services are therefore not considered appropriate and should be made only on very exceptional cases. Normally when such requests are made, it would not present any problems if operators/maintenance organizations are based in Dar es Salaam. However in the cases of operators/maintenance organization based outside Dar es Salaam or outside Tanzania such urgent requests create logistical and administrative problems for the Tanzania Civil Aviation Authority. A need has been seen therefore, to establish procedures to be followed by operators/maintenance organization when requesting for such services:
  - i) Operators/maintenance organizations are required to submit applications/requests to the Director General at least 30 days before the day the service is required.
  - ii) The Director General will study the application and determine the work involved and the amount of time which would be spent for such an assignment.
  - iii) The Director General will then determine the cost involved and other appropriate fees and advise the operator/maintenance organization accordingly.
  - iv) The operators/maintenance organization will arrange to pay the Director General by a certified crossed cheque or cheques for the services requested. All such cheques will be paid to the Director General. No cash payment will be accepted.

- v) the Director General will decide the date on which the inspection could be carried out and advise the operators/maintenance organization accordingly.
2. Operators who are required to meet the costs for the training of the Directorate personnel shall follow the following procedures:
- i) submit to the Director General the details of the training concerned including the course, contents, duration and place.
  - ii) the Director General shall evaluate the training, determine the costs involved and inform the operator who shall process payments as at (iv) above before travel arrangements are made.
- 2.3 The Tanzania Civil Aviation Authority wishes to stress that the surveyors/inspectors so released shall only attend to the services requested for and shall not be allocated to carry out any other assignments unless specifically cleared by the Director General. The Director General of Tanzania Civil Aviation Authority expects your full co—operation in adhering to these procedures. Requests for cases affecting the efficiency and safety of air operations which may be required to be atten4ed to in an emergency situation will be considered only in exceptional cases and if accepted, the Director General may determine higher fees for the services.