



CL: O-PEL005C

March 2013

CHECK LIST FOR THE CONVERSION OF A FOREIGN FLIGHT ENGINEER LICENCE

Item	The name of the document and action	Remarks*		
		S	NS	NA
1	Application Form – check if all items are filled out properly			
2	Photo identification card or Passport – compare to Application Form and check personal details			
	- Name in Full			
	- Date of birth – check if the age of the applicant is appropriate to the licence			
	- Nationality –			
3	Flight Engineer Licence			
	- Check if foreign licence is submitted in the English language or accompanied by an English language translation that is signed by an official or representative of the foreign aviation authority that issued the foreign licence			
	- Compare personal details to photo identification card or Passport			
	- Check the dates of issue and expiry – licence must be valid			
	- Check and confirm the data below – prepare a request to TCAA of issue of the licence for confirmation of licence, ratings and medical certificate			
	- Check if the applicant			
	(i) Has a licence which is not under an order of revocation or suspension by the country that issued the licence			
	(ii) Meets all the International Civil Aviation Organization standards for that licence			

*Remarks (mark appropriate): S – satisfactory; N – not satisfactory; NA – not applicable

	(iii) Holds a valid Class 1 medical certificate issued by the contracting state that issued the licence			
	(iv) Meets the applicable aeronautical experience requirements			
	(v) Has passed examinations specified in Regulation 18(4) – see item 6 Aeronautical knowledge requirements			
4	Medical certificate – check personal details and			
	- Check if the foreign medical certificate is submitted in the English language or accompanied by an English language translation that is signed by an official or representative of the foreign aviation authority that issued the foreign licence			
	- Check if the applicant has valid Class 1 medical certificate issued by the Authority			
	- Limitations			
	- Check if both medical certificates were issued by the appropriate authorized medical examiners			
	- Check the dates of issue and expiry of the medical certificates			

		S	NS	NA
5	Proficiency in English language - Check if the applicant has met the requirements of English language proficiency in accordance with the requirements contained in the CARs			
6	Aeronautical knowledge for conversion FEL - Check if the applicant (i) Has passed a composite knowledge test comprising of air law, meteorology, aircraft general knowledge, flight performance and planning, human performance, operational procedures, principles of flight and radiotelephony			
7	Aeronautical experience for conversion FEL - Check if the applicant for conversion of FEL has (i) the aircraft type endorsed on a foreign licence (ii) the flight engineer is current on the aircraft type; and (iii) the type of aircraft is registered in Tanzania			
	- Check if the applicant for conversion has passed the composite knowledge test for conversion of a foreign licence within the six months preceding the date of the application for the licence			
8	Personal logbook and photocopies of the relevant page(s) - Compare personal details to photo identification card or Passport			

*Remarks (mark appropriate): S – satisfactory; N – not satisfactory; NA – not applicable

	- Check clarity, record keeping and the endorsements pertaining to the category, class or type rating training and aeronautical experience requirements			
9	Other records substantiating the flight experience shown on the Application Form			
10	Two (2) recent passport size photographs (full face).			
11	Copy of work permit – if applicable			
12	Receipt of the applicable fees			
13	If others – specify			

Remarks*S==Satisfactory; NS==Not Satisfactory; NA== Not Applicable

GENERAL REMARKS AND RECOMMENDATIONS

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Date.....

PEL Officer's Name and Signature

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