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<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 1 of 14</b></p>

## **APPLICATION FOR PILOT LICENCES AND, RATINGS**

### **1.0 PURPOSE**

The Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue of licences, and authorisations for pilots; under the Civil Aviation (Personnel Licensing) Regulations.

### **2.0 REFERENCES**

2.1 The Civil Aviation (Personnel Licensing) Regulations;

### **3.0 GUIDANCE AND PROCEDURES**

#### **3.1 General Information.**

3.1.1 In reference to various Civil Aviation Regulations, no person may act as a crew member of an aircraft registered in Tanzania, unless he is a holder of a valid prescribed licence and rating issued in accordance with the Civil Aviation (Personnel Licensing) Regulation.

3.1.2 The types of Licences issued are detailed in Regulation 4 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.3 The Ratings, category ratings, class ratings and aircraft type ratings are issued as prescribed in Regulation.4 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.4 Nothing in this AC is intended to conflict with the Civil Aviation Regulations or other legislation, which in case of doubt, must be regarded as over-riding.

3.1.5 The prescribed application forms, forms for assessment of the qualifying flying experience for a licence, or rating may be obtained from the Authority website.

3.1.6 The requirements for grant of a licence or rating are to be fulfilled before the application is made, and the prospective applicant should ensure that the results of an examination or test will be valid by the date all the other requirements are met before the application for the licence or rating is made. The knowledge test should be passed before the practical (skill) test is conducted as provided in Regulation 26 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.7 When all the requirements have been met, the applicant should complete the appropriate prescribed online application form attach all required supporting documents and submit the form via the online application portal.

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 2 of 14</b></p>

3.1.8 Licenses are issued after an applicant has undertaken the relevant training and passed the required knowledge examinations and practical (skill) tests.

3.1.9 All the knowledge examinations and the practical (skill) tests are booked with the PEL Office or via the licencing and certification portal, which will allocate the practical (skill) test flight examiner.

3.1.10 All applications for issue of licences must be accompanied by a recent full-face photograph. These should be size 25mm by 30mm with a blue background and should be uploaded on the licencing and certification portal.

3.1.11 Where an applicant has failed a knowledge test, he may appeal the to the Authority, if he wishes to contest the fail result, by presenting the appeal case in writing to the Authority within 14 days from the date of the test result.

### **3.2 Medical Requirements**

3.2.1 Pilot licences and ratings will not be issued unless the applicant holds a valid medical certificate in the appropriate class, issued by the Authority designated Medical Examiner. Prospective applicants for pilot licences and ratings are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.

3.2.2 The medical examination must be made by the applicant directly to any Authority's authorized Medical examiner or via the licencing and certification portal, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners in the TCAA website.. The aviation medical examiner will advise the applicant on the medical examination charges.

3.2.3 On satisfactory completion of the medical examination and on payment of the appropriate doctor's fee, the applicant will be issued with the applicable medical certificate, which should be uploaded with the application.

3.2.4 An applicant for renewal of a pilot licence whose medical examination is conducted within 45 days before the licence current expiry date will use the licence expiry date as the start date of the new validity period. Applicants whose medical examinations are not conducted within 45 days of the licence expiry date will use the date of the medical examination as the start date of the new validity period.

### **3.3 Submission of the Application Form**

3.3.1 Before submitting the online application form the applicant should ensure that;

- a) They are medically medically fit for the licence or rating sought,

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 3 of 14</b></p>

(b) All eligibility requirements of the licence or rating are met, including;

(i) Minimum age; (the applicant should attach on the online application form, a document for the proof of age, nationality and full names)

(ii) English language proficiency; The english language in accordance with the language proficiency requirements prescribed in Regulation 8 of the Civil Aviation (Personnel Licensing) Regulations as amended.

(iii) Required theoretical (knowledge) training; The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;

(iv) Required flight training, The (approved or required) flight training;

(v) Pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;

(vi) Passes in the required knowledge examinations; Pass in the required practical test on the areas of operation listed in the relevant Civil Aviation (Personnel Licensing) Regulation for which a licence or rating is sought;

(vii) Passes in required practical (skill) tests

(viii) Passes in required practical (skill) tests; The prescribed knowledge and practical tests are completed and passed within the prescribed period;

(ix) The prescribed online application form is duly completed, signed and dated; and

(x) All required supporting documents are all uploaded

### **3.4 Evaluation of the Application Form**

3.4.1 This is done to ensure that the correct prescribed forms for applying for the licence, certificate or rating are completed. An applicant is required to check and read through the form and ensure that it is properly done before online submission. For all licences and for all aircraft type rating endorsements a certified personal logbook or an acceptable flying record **MUST** be availed to the licensing officer on the submission of the online application form.

3.4.2 Licence or Rating application fees will through the process of online application.

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 4 of 14</b></p>

### **3.5 Validity of the Examinations Results**

All the knowledge and the practical test results have expiry dates endorsed on the test result slip.

### **3.6 Collection of the completed Licence.**

Unless otherwise requested by the applicant, completed licences are not released by mail, but are collected from the PEL Office, by the applicant or a person authorized by the applicant to do so. The person collecting the licence from the PEL office, whether it is the applicant or an authorized agent, MUST sign for the collection by giving their full names, date, and append their official signature on documents- release- register in the PEL Office.

## **4.0 APPLICATION FOR ISSUE, RENEWAL OR RE-ISSUE OF A STUDENT PLOT LICENCE (SPL)**

**4.1** An SPL is issued in compliance with the Civil Aviation (Personnel Licensing) Regulations.

### **4.2 References**

**4.2.1** The Regulation 36 of the Civil Aviation (Personnel Licensing) Regulations;

### **4.3 The Applicant's Identity**

Upload an identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed online application form. If the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

### **4.4 Eligibility Requirements**

The applicant must meet the SPL specific eligibility requirements of Regulation 36 of the Civil Aviation (Personnel Licensing) Regulations.

### **4.5 The applicant must**

**4.5.1** Be not less than 16 years old, and

**4.5.2** Be holder of a class 2 medical certificate from an authorized medical examiner,

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 5 of 14</b></p>

#### **4.6 Application Requirements.**

The applicant should: -

- 4.6.1 Complete the SPL prescribed online application form;
- 4.6.2 Upload photo identification card or Passport,
- 4.6.3 Upload a valid Class 2 medical certificate,
- 4.6.4 Upload required photograph, and
- 4.6.5 Pay the prescribed fees.

#### **4.7 Renewal Requirements.**

- 4.7.1 For renewal, the applicant must:
  - a. Hold a valid Class 2 medical certificate,
  - b. Complete the prescribed renewal form online,
  - c. Upload the existing SPL, and
  - d. Pay the prescribed renewal fee.
- 4.7.2 The renewal is affected by endorsing the medical date and the new validity dates on the already existing licence via SOFIA system. It will be verified by scanning the QR code on the holder's licence.

#### **4.8 Discrepancies or Ineligibility.**

Applications containing errors or unverifiable information must be corrected before resubmission.

#### **4.9 Issue or Renewal of the licence**

Once all requirements are met and verified by the Authority Licensing office, the licence is issued/renewed.

### **5.0 APPLICATION FOR ISSUE RENEWAL AND RE-ISSUE OF A PRIVATE PILOT LICENCE (PPL)**

**5.1** An applicant for issue of a PPL must have completed all the licence requirements under Regulations 41 to 44 of the Civil Aviation (Personnel Licensing) Regulations. He must have passed both the knowledge and practical tests or if the licence is to be issued on strength of a foreign licence he must have met all the requirements for conversion prescribed under Regulations 21 of the Civil Aviation (Personnel Licensing) Regulations.

#### **5.2 References**

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 6 of 14</b></p>

5.2.1 Regulations 41 to 46 of the Civil Aviation (Personnel Licensing) Regulations;

5.2.2 The prescribed online application form.

### **5.3 The Applicant's Identity**

Upload an identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed online application form; and if the applicant's identity cannot be verified, the application will be rejected.

### **5.4 Eligibility Requirements**

The applicant must meet the PPL specific eligibility requirements of Regulation 41 of the Civil Aviation (Personnel Licensing) Regulations for a specific class rating.

### **5.5 The applicant should:**

5.5.1 Be not be less than 17 years for aeroplanes and helicopters or 16 years for a glider/balloon;

5.5.2 Have passed the knowledge test;

5.5.3 Have passed the practical (skill) test in the class rating sought; either single or multi-engine (Group A or B). The practical test is conducted by an examiner authorized by the Authority;

5.5.4 have met the minimum experience required for the Licence and rating sought in compliance with the requirements of Regulation 44 of the Civil Aviation (Personnel Licensing) Regulations;

5.5.5 Be a holder of a Class 2 Medical Certificate from a designated medical examiner;

5.5.6 Have met the requirements of the English language proficiency under Regulations 8 of the Civil Aviation (Personnel Licensing) Regulations; and

5.5.7 Have met the requirements of Regulation 67 of the Civil Aviation (Personnel Licensing) Regulations (Class Rating) and provide certified logbook records

### **5.6 Application Requirements**

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 7 of 14</b></p>

5.6.1 The applicant should –

- a) complete the PPL prescribed online application form;
- b) complete the flying experience summary form;
- c) upload a current Class 2 Medical Certificate;
- d) upload a prescribed blue background photograph.
- e) Submit the original log book or an acceptable record of flying experience duly certified by the instructor and examiner that the student is qualified and competent to hold a PPL either in single or multi-engine.

## 5.7 The Practical (Skill) Test

- a) The applicant must pass a practical (skill) test as outlined in Regulations 42 of the Civil Aviation (Personnel Licensing) Regulations for the category, class or aircraft type rating for which a licence or rating is sought.
- b) An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant will be tested in all areas in compliance with the requirements of Regulation 42 of the Civil Aviation (Personnel Licensing) Regulation.
- c) During the practical test, an applicant must demonstrate the English language proficiency in accordance with the English language proficiency requirements contained in the First Schedule to the Civil Aviation (Personnel Licensing) Regulations.

## 5.8 Requirements for renewal

5.8.1 The applicant for renewal of a PPL must meet the specific requirements of Regulation 45 of the Civil Aviation (Personnel Licensing) Regulations.

5.8.2 An applicant for renewal shall be required to:

- a) complete the renewal online application form;
- b) upload class 2 medical certificate;
- c) upload the completed the flying experience summary form;
- d) have five hours pilot in command within the last twelve months preceding the date of application for renewal; and
- e) upload a certified logbook or other acceptable record to substantiate the five PIC hours required for renewal. The log book is to be certified by the instructor or the chief pilot, who will certify the

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 8 of 14</b></p>

relevant log book entries by endorsing his signature and licence number, indicating what he is certifying.

**5.8.3 Renewal of a PPL with the following ratings will be as per the following:**

**a. For the single-engine class rating**

The applicant has to complete 5 hours as pilot in command within the preceding 12 months in a single-engine type of aeroplane/rotorcraft.

**b) For glider or lighter than air aircraft.**

The applicant has to complete 3 hours as pilot in command within the preceding 12 months in a glider or lighter than air aircraft.

**c) For multi-engine class rating**

The applicant has to complete 5 hours as pilot in command within the preceding 12 months in a multi-engine type of aeroplane.

**d) For renewal of a licence with an aircraft type rating**

The applicant has to complete 5 hours as pilot in command or a PPL practical (Skill) test within the preceding 12 months in the aircraft type.

**e) In all cases the applicant should present**

- (i) at least a Class 2 medical certificate
- (ii) a logbook or other record for the flight time required

**5.9 Renewal Requirements for a PPL that has Lapsed**

**5.9.1 To renew a licence that has expired for –**

**a) ONE YEAR OR LESS:**

For an applicant who does not have any flying experience during that period; he will be required to fly 5 hours as pilot in command and pass a PPL practical (skill) test on the relevant category and class rating sought using the privileges of A Student Pilot Licence with an Authorised Instructor;

**b) ABOVE ONE YEAR AND UP TO FIVE YEARS:**

For an applicant who does not have any flying experience during that period; he will be required to, in addition to meeting the requirements of paragraph 5.9.1(a) passes the knowledge test in PPL Air law.

**c) ABOVE FIVE YEARS AND UP TO 10 YEARS:**

For an applicant who does not have any flying experience during that period; he will be required to undergo flight training with an Authorised Instructor of at least 10 hours out of which



	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p><b>Page 9 of 14</b></p>

5 hours must be pilot in command on the category and class rating sought; and in addition, pass a composite PPL knowledge and a practical test.

**d) ABOVE TEN YEARS**

For an applicant who does not have any flying experience during that period; he will be required to undergo a competency evaluation by an Approved Training Organization based on the applicant's experience. The ATO will then recommend his ground and flight training program acceptable to the Authority.

e) The training instructor will certify in the applicant's logbook that the required training has been satisfactorily completed before the applicant is allowed to take the knowledge and practical tests. The practical tests will be conducted by an examiner authorized by the Authority.

f) The applicant shall have valid Class 2 medical certificate.

**5.10 Discrepancies or Ineligibility**

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected

**5.11** When all the conditions listed above have been met, and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

**6.0 APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A COMMERCIAL (CPL) AND AN AIRLINE TRANSPORT PILOTS (ATPL) - PROFESSIONAL LICENCES.**

6.1 An applicant for issue of a professional pilot licence must have completed all the Licence requirements under Regulations 47 to 50 and 53 to 56 of the Civil Aviation (Personnel Licensing) Regulations for (CPL) and (ATPL) respectively and must have passed both the knowledge and the practical test as applicable, or if the licence is to be issued on the strength of a foreign licence must have passed the conversion examination under Regulations 21 of the Civil Aviation (Personnel Licensing) Regulations.

**6.2 References**

6.2.1 Regulations 47 to 52 and 53 to 59 of the Civil Aviation (Personnel Licensing) Regulations

6.2.2 The prescribed online application forms

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 10 of 14</b></p>

### 6.3 The Applicant's Identity

Upload an Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

### 6.4 Eligibility Requirements

6.4.1 The applicant for issue of a CPL or ATPL must meet the specific eligibility requirements of Regulations 47 or 53 respectively of the Civil Aviation (Personnel Licensing) Regulations.

6.4.2 The applicants must;

- i. Be at least 18 (CPL) or 21 (ATPL) years old,
- ii. Pass all required CPL/ATPL knowledge examinations
- iii. Pass required practical (skill) tests,
- iv. Meet the flight experience requirements of Regulations 50 and 56,
- v. Hold a valid Class 1 medical certificate,
- vi. Meet English Language Proficiency requirements,
- vii. Pass Technical Type Rating (T.T.R) examination where required,
- viii. Pass type rating flight check-out,

### 6.5 Application requirements

6.5.1 The applicant must;

- i. Complete the CPL/ATPL online application form,
- ii. Upload flying experience summary form,
- iii. Upload Class 1 medical certificate,
- iv. Upload photograph,
- v. Upload certified logbook showing required experience.

### 6.6 The Practical (Skill) Test

6.6.1 Pass a CPL/ATPL skill test for the category, class, or type rating sought as outlined in Regulations 49 and 55 of the Civil Aviation (Personnel Licensing) Regulations for the category, class or aircraft type rating for which a licence or rating is sought.

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 11 of 14</b></p>

6.6.2 Retake all areas if retest is more than 60 days after previous attempt, an applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant will be tested in all areas in compliance with the requirements of Regulation 49 or 55 (as appropriate) of the Civil Aviation (Personnel Licensing) Regulations.

6.6.3 Demonstrate English proficiency during the test., during the practical test, an applicant will be evaluated in the English language proficiency in accordance with the English language proficiency requirements contained in the First Schedule to the Civil Aviation (Personnel Licensing) Regulations.

## **6.7 Renewal Requirements**

6.7.1 The applicant for renewal of a Tanzania CPL or ATPL must meet the specific requirements of Regulations 52 or 59 respectively of the Civil Aviation (Personnel Licensing) Regulations.

6.7.2 An applicant for renewal must;

- i. Complete the renewal application online,
- ii. Upload Class 1 medical certificate,
- iii. Upload flying experience summary form,
- iv. Present minimum 6 PIC hours within the last 6 months, including 6 take-offs and landings,
- v. Upload certified logbook pages showing the required recency.

## **6.8 Renewal Requirements for a CPL or ATPL that has Lapsed**

6.8.1 To renew a CPL or ATPL that has expired for;

### **(a) ONE YEAR OR LESS:**

For an applicant who does not have any flying experience during that period; he will be required to fly 6 hours including six take offs and landings as pilot in command and pass a proficiency flight check out on the aircraft rated on, using the privileges of Private Pilot Licence.;

### **(b) ABOVE ONE YEAR AND UP TO FIVE YEARS:**

For an applicant who does not have any flying experience during that period; he will be required to, in addition to meeting the requirements of paragraph 6.8.1(a) passes the knowledge test in CPL/ATPL Air law.

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p><b>Page 12 of 14</b></p>

**(c) ABOVE FIVE YEARS AND UP TO 10 YEARS:**

For an applicant who does not have any flying experience during that period; he will be required to undergo flight training with an Authorised Instructor of at least 30 hours out of which 20 hours must be pilot in command on the aircraft rated on; and in addition, pass a composite CPL/ATPL knowledge and a practical test.

**d) ABOVE TEN YEARS**

For an applicant who does not have any flying experience during that period; he will be required to undergo a competency evaluation by an Approved Training Organization based on the applicant's experience.

- i. The ATO will then recommend his ground and flight training program acceptable to the Authority.
- ii. The training instructor will certify in the applicant's logbook that the required training has been satisfactorily completed before the applicant is allowed to take the knowledge and practical tests. The practical tests will be conducted by an examiner authorized by the Authority.
- iii. An applicant for renewal of ATPL will be required, in addition to all other relevant requirements of this paragraph meet the requirements for issuance of instrument rating.
- iv. The applicant shall have valid Class 1 medical certificate.

**6.8 Discrepancies or Ineligibility**

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected.

**6.9 Issue or Renewal of the Licence**

When all the conditions listed above have been met, and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p style="text-align: right;"><b>Page 13 of 14</b></p>

## **7.0 INCLUSION OF AN AIRCRAFT TYPE RATING ON A PRIVATE AND ON A PROFESSIONAL PILOT LICENCE.**

### **7.1 General Information**

A holder of a PPL, CPL or ATPL issued by the Authority may be issued an aircraft type rating in accordance with Regulation 68 of the Civil Aviation (Personnel Licensing) Regulations.

7.1.1 A CPL or ATPL is not issued unless it is endorsed with an aircraft type rating either as pilot in command or co-pilot of the aircraft ratings as applicable.

7.1.2 For CPL – an applicant will have endorsements as pilot in command (PIC) in his licence only the aeroplane types with a maximum certificated take-off mass of 5,700 kg or less. Any aeroplane types over 5700 Kg will be endorsed as co-pilot.

7.1.3 For ATPL – an applicant will have endorsements as pilot in command or co-pilot on any aircraft type, he qualifies to operate as either PIC or Co-pilot despite its weight.

7.1.4 A licence will only be endorsed with a rating of the type of aircraft that is on the Civil Aircraft Register.

7.1.5 An applicant is required to fly each type of aircraft endorsed on the Licence as pilot in command or co-pilot within a period of twelve months to maintain the rating currency, outside of which the pilot is considered not current on type.

7.1.6 To regain the currency of a type rating a pilot is required to complete a full type rating flight check- out with a CAA authorised check-out pilot, covering both day and night sections, after a recurrency training on type. No type Rating (T.T.R) knowledge test is required for recurrency on the type.

7.1.7 On renewal or re-issue of a licence, a type rating that an applicant is not current on, shall be removed from the licence until recurrency on type is established.

7.1.8 All the aircraft types of 2,300 kgs and above will require an applicant to have an instrument rating whether the endorsement is for PIC or Co-pilot.

7.1.9 For PPL Group 'C' the endorsement, is for a specific type of aircraft and the procedures are the same as for PIC or Co-pilot on a professional licence.

**NOTE:** *There is no co-pilot endorsement on a PPL.*

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC- SR-PEL01D</b></p>	<p>Title: <b>Application for Flight Crew Licences and Ratings</b></p>	<p><b>Page 14 of 14</b></p>

## 7.2 Requirement for Type Endorsement

7.2.1 Pass the Technical Type Rating (T.T.R). examination on the specific type of aircraft.

7.2.2 Complete flight training on the same type of aircraft in preparation for the type rating flight check-out.

7.2.3 The type rating instructor must endorse the logbook of the applicant by endorsing his name and licence number, indicating that the applicant has been instructed and is competent to operate the aircraft commercially.

7.2.4 Pass a flight check-out on the same aircraft type with the CAA authorised check-out pilot, who will certify completion of the check-out in the applicant's logbook, by signing and endorsing his name and licence number.

7.2.5 The T.T.R knowledge test and the flight check-out (practical) must be passed within the six months preceding the date of endorsement of the aircraft type on the licence; The T.T.R tests results are valid for a period of six months. If an applicant did not endorse his licence within this period, then he shall have to re- sit the T.T.R. examination again prior to endorsement.

7.2.6 Submit the valid original licence to be endorsed with the aircraft type rating.

7.3 When all the conditions listed above have been met, the applicant will be advised to pay the prescribed fees after which the aircraft type rating will be endorsed on the applicant's licence.



**Director Safety Regulation**