



# Advisory Circular

TCAA-AC-PEL014E

August 2023

## ISSUE, RENEWAL AND RE-ISSUE OF A CABIN CREW MEMBER CERTIFICATE (CCM), INCLUDING ADDITIONAL AIRCRAFT TYPE RATING.

### 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal and re-issue of a Cabin Crew Member Certificate.

### 2.0 REFERENCES

- 2.1 Regulations 138 to 143 of the Civil Aviation (Personnel Licensing) Regulations, 2017
- 2.2 The prescribed Application Forms

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

- 3.1.1 The prescribed online application forms, for issue, renewal and re-issue of a Cabin Crew Member Certificate may be accessed through the Authority's website **<http://eservices.tcaa.go.tz/sofia>**.

#### 3.2 The Applicant's Identity

An applicant shall upload a photo 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 returned to the applicant.

##### 3.2.1 Eligibility Requirements

- a) An applicant for issue of a Cabin Crew Member Certificate must meet the specific eligibility, knowledge, skill and experience requirements for a CMC under Regulations 139 to 143 of the Civil Aviation (Personnel Licensing) Regulations, 2017.
- b) The applicant should –
  - (i) Be at least 18 years old;
  - (ii) Have passed all the knowledge and practical test as specified in regulations 140 and 141 of the civil aviation (Personnel Licensing) Regulations, 2017;
  - (iii) Have been checked on the ability to read, speak and understand English language under Regulation 139 of the Civil Aviation Personnel Licensing) Regulations, 2017.



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- (iv) Have a current Class 2 medical certificate;
  - (v) Have completed a course of training approved by the Authority
  - (vi) Present an instructor's report or a letter of recommendation as evidence of having met the requirements for the issue of a certificate.
- (vi) The applicant for additional ratings must have passed a knowledge test relevant to the aircraft type rating sought.

### 3.2.2 Online Application Requirements

The applicant is required to complete the online application form through the Authority's website [http:// eservices.tcaa.go.tz/sofia](http://eservices.tcaa.go.tz/sofia) and upload the following;

- i. A national Identification Card/Passport or birth certificate;
- ii. A certificate from an approved course of training
- iii. Academic certificates;
- iv. Knowledge test results;
- v. A valid Class 2 medical certificate
- vi. Photograph with blue background of approximately 2cm by 2.5cm;
- vii. Softcopy signature with a dimension of 1cm by 1.5cm,
- viii. An evidence for successfully completion of aircraft type rating training and
- ix. Proof of payment

### 3.2.3 Category and Aircraft Type Ratings

- a) A specific aircraft type must be placed on the Cabin Member Certificate
- b) Type ratings are issued in the following aircraft
  - (i) All aircraft with a seating capacity of 20 or more passengers; or
  - (ii) Any aircraft considered necessary by the Authority

### 3.2.4 Requirements for additional aircraft type rating

The applicant is required to obtain the necessary instruction and pass the knowledge test for the aircraft type rating sought.

### 3.2.5 Requirements for the Aircraft Type Rating Currency

The applicant must have received annual safety and emergency procedures training (SEPT) from an authorized instructor and present proof of the SEPT training as endorsed in the personal training record.



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### 3.2.6 Requirements for Renewal

A cabin crew member certificate shall be renewed if the applicant meets the renewal requirements under Regulation 143 of the Civil Aviation (Personnel Licensing) Regulations, 2017.

### 3.2.7 The Renewal Process

- a) The applicant should Complete the prescribed online renewal application form;
- b) The applicant should present a valid Class 2 medical certificate from an authorized |medical examiner;
- c) The applicant should present proof of the required Safety Emergency Procedures (SEP) under Regulation 143 of the Civil Aviation (Personnel Licensing) Regulations.

#### 3.2.1 The applicant shall;

- a) complete the renewal prescribed online application form;
- b) Upload the following documents;
  - i. A valid Class 2 medical certificate
  - ii. A copy of competence card
  - iii. A copy of the existing cabin crew member certificate and
  - iv. Proof of payment.

### 3.2.8 Discrepancies or Ineligibility

If a discrepancy is noted during the evaluation in any of the documents, the application will be rejected and return to the applicant until the discrepancies have been rectified/corrected.

### 3.2.9 Issue or Renewal of the Certificate or Additional Rating

When all the conditions listed above have been met, and satisfactorily accepted by the Authority's Licensing Office, the certificate will be issued, renewed or re-issued.

### 3.3 Renewal of lapsed Cabin Crew Certificate

If a cabin crew certificate has lapsed, the applicant will be required to undergo recurrency training from an Approved Training Organisation (ATO) and submit a recurrency training report to the Authority before a licence can be renewed.

A handwritten signature in blue ink, appearing to read 'M. Ash', is written over a horizontal line.

**Director Safety Regulation**