	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING</p>	<p>Revision: 0 Advisory Circular</p>
<p>Document No.: TCAA-AC- SR-PEL016</p>	<p>Title: Surveillance of Approval, Certificate and License holders</p>	<p style="text-align: center;">Page 1 of 4</p>

1.0 PURPOSE

- 1.1 This Advisory Circular provides guidance to Approved Training Organizations (ATOs) and licence holders on the methods for surveillance as required by the Civil Aviation Regulations. For the purposes of this Circular, the term operator refers to organizations or individuals holding approvals, certificates, or licences issued by the Authority in the area of personnel licensing.
- 1.2 For an operator to be approved, certified, or have their approval or licence renewed, the Authority must be satisfied that the operator is capable of fulfilling the applicable requirements and complies with the relevant Civil Aviation Regulations in an appropriate and continuous manner. The operator must therefore be prepared to undergo surveillance audits by the Authority to ensure ongoing compliance.

2.0 REFERENCES


- a. The Civil Aviation (Approved Training Organization) Regulations;
- b. The Civil Aviation (Personnel Licensing) Regulations;
- c. Inspector Surveillance and Audit Manual (ISAM)

3.0 SURVEILLANCE OF OPERATORS

- 3.1 Surveillance serves both for the purpose of confirming ongoing compliance and as part of the process for initial issuance or renewal of approvals, certificates, or licences under Personnel Licensing.
- 3.2 It is important to distinguish between certification and surveillance activities:
- 3.3 Certification is the process by which an applicant demonstrates compliance with requirements in order to be granted an approval, certificate, or licence.
- 3.4 Surveillance ensures that once certified, the operator continues to comply with the applicable regulations, standards, and conditions of certification through periodic oversight activities such as inspections and audits.

4.0 GENERAL SURVEILLANCE GUIDELINES

- 4.1 Communication of intent to inspect a facility or individual and frequency of inspection.**

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING</p>	<p>Revision: 0 Advisory Circular</p>
<p>Document No.: TCAA-AC- SR-PEL016</p>	<p>Title: Surveillance of Approval, Certificate and License holders</p>	<p style="text-align: right;">Page 2 of 4</p>

- a. Inspectors may contact the operator in advance, where necessary, to make appropriate arrangements for a. Inspectors may contact the operator in advance, when necessary, to arrange surveillance activities such as facility inspections or audits of training programs. These planned inspections are scheduled at appropriate intervals to ensure continuous oversight and compliance.
- b. In addition to planned inspections, the Authority conducts random or unannounced surveillance activities, including ramp inspections, simulator sessions, or proficiency checks. Such unscheduled visits enable observation of actual operational or instructional conduct under normal conditions and enhance the effectiveness of oversight.
- c. When advance notice of an inspection is provided, the operator will be briefed on:
 - i. The purpose and scope of the surveillance;
 - ii. The specific areas or aspects to be inspected;
 - iii. The estimated duration of the visit.
- d. Operators are required to ensure that relevant personnel, such as accountable managers and instructors, are available during inspections to provide documentation, respond to inquiries, and demonstrate compliance with systems and procedures.


Note: For certain routine or random surveillance activities, advance notice may not be given, in order to maintain the integrity and effectiveness of the oversight process.

4.2 Presentation of Credentials

- 4.2.1** Upon arriving at the site of inspection, inspectors will introduce themselves and present official identification.
- 4.2.2** Inspectors will explain the scope and objectives of the inspection, and request access to necessary personnel and documentation.
- 4.2.3** At the conclusion of the inspection, the inspectors will debrief the operator or licence holder on preliminary findings and advise on the next steps.

5.0 EVALUATION OF RECORDS AND REPORTS

- 5.1** Operators (e.g., ATOs) and licence holders are required to maintain up-to-date and accurate records.
- 5.2** The following may be subject to inspection and evaluation:

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING</p>	<p>Revision: 0 Advisory Circular</p>
<p>Document No.: TCAA-AC- SR-PEL016</p>	<p>Title: Surveillance of Approval, Certificate and License holders</p>	<p style="text-align: center;">Page 3 of 4</p>

- a) Training records and syllabi (for ATOs);
- b) Instructor qualifications and currency;
- c) Examination and assessment documentation;
- d) Records of proficiency checks, licence validity, medical certificates, etc.
- e) Analysis of these records helps the inspector determine:
- f) Whether the organization or individual remains in compliance;
- g) If further corrective action or follow-up surveillance is necessary;
- h) Recommendations regarding the renewal, suspension, or revocation of an approval, certificate, or licence.

6.0 CONTINUOUS SURVEILLANCE

6.1 The Authority employs both scheduled and unscheduled surveillance techniques (methods).

6.2 These may include:

- a. Audits of ATO training programs;
- b. Observations of training delivery;
- c. Skill assessments of licence holders;
- d. Ramp inspections involving flight instructors or examiners.


7.0 Surveillance of Foreign Approved Training Organizations (ATOs)

7.1 The Authority recognizes the importance of ensuring that foreign Approved Training Organizations (ATOs) maintain continuous compliance with applicable regulatory requirements.

7.2 As part of the certificate renewal process, the Authority conducts a comprehensive surveillance assessment of foreign ATOs. This assessment is designed to verify that the foreign ATO continues to meet all the necessary standards and conditions for approval.

7.3 Surveillance activities for foreign ATOs during renewal may include, but are not limited to:

- i. Review of updated training documentation and records;
- ii. Evaluation of facilities, equipment, and training resources via available means, including remote inspections or coordination with the foreign State's regulatory authority;
- iii. Assessment of key personnel qualifications and instructional capabilities;

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING</p>	<p>Revision: 0 Advisory Circular</p>
<p>Document No.: TCAA-AC- SR-PEL016</p>	<p>Title: Surveillance of Approval, Certificate and License holders</p>	<p style="text-align: center;">Page 4 of 4</p>

iv. Verification of compliance with any corrective actions or previous findings.

7.4 The outcome of the surveillance during renewal informs the Authority's decision to renew, amend, suspend, or revoke the foreign ATO's approval certificate.

7.5 Where necessary, the Authority may coordinate with the relevant foreign aviation authority to obtain additional information or facilitate onsite inspections.



Director Safety Regulation