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## 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 remote pilots; under the Civil Aviation (Personnel Licensing) Regulations, as amended.

## 2.0 REFERENCES

- 2.1 The Civil Aviation (Personnel Licensing) Regulations, as amended;
- 2.2 All the licences, category and class prescribed application forms

## 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 a remotely aircraft registered in the United Republic of Tanzania, unless he is a holder of a valid prescribed licence, category and class issued in accordance with the Civil Aviation (Personnel Licensing) Regulations, as amended.

3.1.2 The types of Licences issued are detailed in the Civil Aviation (Personnel Licensing) Regulations, as amended.


3.1.3 The Category and Class are issued as prescribed in the Civil Aviation (Personnel Licensing) Regulations, as amended.

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 for a licence or category and class may be obtained from TCAA Portal.

3.1.6 The requirements for grant of a licence, category and class 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, category and class is made. The knowledge test should be passed before the practical (skill) test is conducted as provided in the Civil Aviation (Personnel Licensing) Regulations, as amended.

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3.1.7 When all the requirements have been met, the applicant should complete the appropriate prescribed online application form and upload all supporting documents into licensing application system.

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, the Office which will allocate the practical (skill) test flight examiner.

3.1.10 All applicants for issue/renewal of licences shall upload a softcopy of his/ her recent full-face photographs with blue background. The size of the photograph should have a dimension of 2cm by 2.5cm.

3.1.11 Where an applicant has failed a knowledge test, he may appeal 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 Remote Pilot licences category and class 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 remote pilot licences category and class 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 Arrangements for the medical examination are made by the applicant direct to any Authority's authorized Medical Examiner, names of which could be obtained from SOFIA on Medical Examiners module. 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 a copy medical certificate.

3.2.4 An applicant for renewal of a remote 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 Online Application**

3.3.1 Before Submitting the Online Application the applicant should ensure that;

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- a. He is medically fit for the licence or rating sought,
- b. He meets eligibility requirements of the licence or rating applied for concerning:
  - i. Age; (proof of age, date of birth, full name and nationality)
  - ii. The English language in accordance with the language proficiency requirements prescribed in the Civil Aviation (Personnel Licensing) Regulations as amended.
  - iii. The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
  - iv. 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. Pass in the required practical test on the areas of operation listed in the relevant Civil Aviation (Personnel Licensing) Regulation as amended for which a licence or rating is sought;
  - vii. The prescribed knowledge and practical tests are completed and passed within the prescribed period;
  - viii. The prescribed online application form is duly completed, signed and dated
  - ix. Softcopy of applicant's signature (approximately size of 1cm by 1.5cm)
  - x. All the required certifications have been acquired and the supporting documents are uploaded
  - xi. Proof of payment for the licence sought and;
  - xii. Applicant's personal log sheet should be uploaded through Licence application portal.

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

3.4.1 This is done to ensure that the correct prescribed forms for applying for the licence or rating are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting online. For all licences and rating endorsements a certified personal log sheet **MUST** be availed to the Licence application portal.

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3.4.2 Licence or Rating application fees will not be paid until the applicant has met all the prescribed requirements.

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

The validity of the knowledge test results for remote pilot should be six month after passing the knowledge test.

### **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 the ledger book by writing his/her full name, date, and append his/her official signature.

## **4.0 APPLICATION FOR ISSUE, RENEWAL OR RE-ISSUE OF A REMOTE PILOT LICENCE (RPL)**

**4.1** An applicant for issue of a remote pilot licence must have completed all the Licence requirements for (RPL) and must have passed both the knowledge and the practical test as applicable under the Civil Aviation (Personnel Licensing) (Amendments) Regulations, 2023.

### **4.2 References**

4.2.1 The Civil Aviation (Personnel Licensing) Regulations, as amended;

4.2.2 The prescribed online application forms.


### **4.3 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.

### **4.4 Eligibility Requirements**

The applicant for issue of a RPL must meet the specific eligibility requirements of Regulations of the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations.

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#### **4.5 The applicant must**

- 4.5.1 be not less than 18 years old,
- 4.5.2 Have passed the knowledge test for the licence sought;
- 4.5.3 Have passed the practical (skill) test in the category, class and type rating sought. The practical test is conducted by an examiner authorized by the Authority for the task;
- 4.5.4 Be holder of a Class 3 Medical Certificate from a designated medical examiner

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

The applicant should: -

- 4.6.1 complete the RPL prescribed online application form;
- 4.6.2 upload the following documents
  - i. a national Identification Card/Passport or birth certificate,
  - ii. Certificate of completion from ATO
  - iii. academic certificates
  - iv. Knowledge test results
  - v. medical certificate (if applicable);
  - vi. Log sheet not less than 20 flights
  - vii. photograph with blue background of approximately 2cm by 2.5cm;
  - viii. softcopy signature with a dimension of 1cm by 1.5cm, and
  - ix. proof of payment


#### **4.7 The Practical (Skill) Test**

- 4.7.1 The applicant is required to pass a practical (skill) test as outlined in the Civil Aviation (Personnel Licensing) Regulations, as amended for aircraft type rating for which a licence or rating is sought.
- 4.7.2 An applicant who is retesting may be taken as new applicant as outlined in the Civil Aviation (Personnel Licensing) Regulations, as amended

#### **4.8 Renewal Requirements.**

- 4.8.1 To renew an RPL an applicant is required to:
  - a. have a medical certificate Class 3;
  - b. complete the prescribed online application form for renewal;
  - c. upload the following documents;
    - i. medical certificate;
    - ii. log sheet not less than 5 flights; and

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- d. The renewal is affected by endorsing the medical date and the new validity dates that can be viewed through QR CODE.

#### **4.9 Renewal Requirements for RPL that has Lapsed**

##### **4.9.1 To renew a RPL 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 at least five flights including five take offs and landings as pilot in command and pass a skill test on the aircraft rated on under supervision.;

**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 fly at least five flights including five take offs and landings as pilot in command and pass a skill test on the aircraft rated on under supervision and passes the knowledge test in RPL 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, pass a composite RPL knowledge test.

**d. ABOVE TEN YEARS**

- i. 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.
- ii. The training instructor will certify in the applicant's record 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. The applicant shall have valid Class 3 medical certificate.

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## **5.0 INCLUSION OF A REMOTE AIRCRAFT CATEGORY AND CLASS ON A REMOTE PILOT LICENCE.**

### **5.1 General Information**

A holder of a RPL issued by the Authority may be issued a remote aircraft category and class in accordance with the Civil Aviation (Personnel Licensing) Regulations, as amended


- 5.1.1 A RPL is not issued unless it is endorsed with a remote aircraft category and class as applicable.
- 5.1.2 A licence will only be endorsed with a category and class of remote aircraft that is on the Authority Register.
- 5.1.3 An applicant is required to fly each category and class of remote aircraft endorsed on the Licence as pilot in command within a period of twelve months to maintain the currency of category and class in personal log sheet.
- 5.1.4 On renewal or re-issue of a licence, category and class that an applicant is not current on, shall be removed from the licence until recurrency on category and class is established.

### **5.2 Requirement for Category and Class Endorsement**

- 5.2.1 Pass the Skill test examination on the specific category of remote aircraft;
- 5.2.2 Complete flight training on the same category of remote aircraft in preparation for the skill test;
- 5.2.3 The instructor must endorse the log sheet of the applicant by endorsing his name and licence number, indicating that the applicant has been instructed and is competent to operate the remote aircraft;
- 5.2.4 Pass a skill test on the same remote aircraft category with the CAA authorised examiner, who will certify completion of the skill test in the applicants log sheet, by signing and endorsing his name and licence number;
- 5.2.5 The applicant to upload in the system training certificate and log sheet for endorsement.

- 5.3 When all the conditions listed above have been met, the applicant will be advised to pay the prescribed fees after which the remote aircraft category will be endorsed on the applicants licence.

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#### **5.4 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.



**Director Safety Regulation**