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|  | <p style="text-align: center;"><b>TANZANIA CIVIL AVIATION<br/>AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p> | <p style="text-align: center;">Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p> |
| <p>Document No.:<br/><b>TCAA-AC-SR-PEL02D</b></p>                                 | <p style="text-align: center;"><b>Title: Validation and Conversion of Flight<br/>Crew Licences</b></p>                                                                                                      | <p style="text-align: center;"><b>Page 1 of 5</b></p>                                                      |

## 1.0 PURPOSE

The Advisory Circular is issued to provide guidance, information and procedures required to be followed by applicants in applying for validation certificate and conversion of licences, certificates, ratings and authorizations under the Civil Aviation (Personnel Licensing) Regulations currently in force

## 2.0 REFERENCES

- 2.1 Regulations 16, 21 and 22 of the Civil Aviation (Personnel Licensing) Regulations
- 2.2 The prescribed application forms.

## 3.0 GUIDANCE AND PROCEDURES

### 3.1 General Information

3.1.1 Under the Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations, the Authority may validate a foreign licence issued by another Contracting State, by issuing a certificate of validation which will be carried with the foreign licence, with limitations or restrictions imposed as appropriate. This process is referred to as validation.


3.1.2 Under Regulations 21 and 22 of the Civil Aviation (Personnel Licensing) Regulations, the Authority may issue a licence based on the foreign licence, to an applicant who holds a valid licence issued by another Contracting State, with limitations and restrictions imposed as appropriate. This process is referred to as conversion.

### 3.2 Validation Information

3.2.1 A certificate of validation is issued to a holder of a foreign licence and NOT to a Tanzania Licence holder. The basis for validation of a foreign flight crew licence is Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations. The Authority may grant a validation certificate with PPL, CPL, ATPL or Flight Engineer privileges to an individual, based on a foreign licence of an ICAO Contracting State.

3.2.2 The Authority may grant a certificate of validation with PPL, PPL/IR, CPL, CPL/IR, ATPL or Flight Engineer privileges to an individual, based on a foreign licence of an ICAO Contracting State. A certificate of validation is a means of recognising a foreign licence and giving authority to the holder to use the foreign licence to fly Tanzania registered aircraft, for the following purposes.

- a) PPL, CPL and ATPL privileges.
- b) To qualify other pilots on a new type of aircraft introduced in the country's register; and
- c) To ferry a flight.

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### 3.3 Conversion Information


- 3.3.1 The basis for conversion of a foreign flight crew licence is Regulations 21 and 22 of the Civil Aviation (Personnel Licensing) Regulations. The Authority may grant a licence to an applicant based on a valid foreign licence of an ICAO Contracting State, if the applicant meets the conversion requirement.
- 3.3.2 A current aircraft type rating refers to a pilot holds a valid type rating for a specific aircraft and is legally authorized to operate it, having met all regulatory requirements, including a valid medical certificate, any required proficiency checks, and recurrent training within the prescribed period. It confirms that the pilot is qualified and legally competent to act as Pilot-in-Command or co-pilot on that aircraft type.
- 3.3.3 Recency refers to a pilot's recent operational experience on a specific aircraft type or class, demonstrating that the pilot has maintained the practical skills necessary for safe flight. It is measured by completing a minimum number of flight operations such as take-offs, landings, or instrument approaches within a prescribed period (e.g., the last 90 days) as required by aviation regulations. Recency ensures that a pilot's hands on proficiency is current, even if their licence and type rating are valid.

### 3.4 Verification of the Foreign Licence

The Authority will seek the authenticity of the foreign licence and certificate presented for validation or conversion to be confirmed by the state of issue.

### 3.5 Eligibility for the Certificate of Validation or the Conversion


- 3.5.1 An applicant for a certificate of validation or conversion of a licence is required to meet the specific eligibility, knowledge, competency and experience requirements for the issue of a certificate of validation or Tanzania licence based on the foreign licence under Regulations 16, 17 and 18 of the Civil aviation (Personnel Licensing) Regulations.
- 3.5.2 **For a Certificate of Validation**
- a) The foreign licence must be valid;
  - b) The applicant must have a valid foreign medical certificate issued by the contracting state that issued the licence;
    - a) Any limitations on the foreign licence will apply as appropriate;
    - b) The certificate of validation will authorize the applicant to fly only the aircraft types physically endorsed on the foreign licence and which are on the Tanzania Aircraft Register, as specified in Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations;
  - c) The applicant must be current on the aircraft type being flown. The licence holder shall hold a valid licence, rating, medical certificate, and, where a valid proficiency checks on that aircraft type. The applicant shall also fully meet the experience requirements and qualifications for the Tanzanian licence for which the privileges are sought.

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- d) The applicant must meet the recency requirements on the aircraft type being flown. The licence holder must have logged, as Pilot-in-Command (PIC) or co-pilot, at least three take-offs and landings within the ninety (90) days preceding the date of application for validation. The applicant shall also fully meet the experience requirements and qualifications for the Tanzanian licence for which the privileges are sought.
- c) The applicant for a certificate of validation for PPL privileges must pass a flight check-out conducted by a holder of a CPL or ATPL authorised by the Authority;
- d) Applicants applying for a validation certificate for the purpose of ferry flights or test flights are exempted from the Tanzanian Air Law examination.
- e) The applicant for a certificate of validation to exercise the privileges of Commercial pilot for commercial operations must pass the Tanzania Air law examination; and
- f) The applicant for validation of a foreign licence shall demonstrate English Language proficiency at ICAO Operational Level 4 or higher.

### 3.5.3 For Conversion

- a) The foreign licence must be valid,
- b) The applicant must have a valid foreign medical certificate issued by the contracting state that issued the licence;
- c) The applicant must have a valid medical certificate from a Tanzania designated medical examiner
- d) Any limitations on the licence will apply as appropriate.
- e) The applicant must be current on the aircraft type being flown. The licence holder shall hold a valid licence, rating, medical certificate, and, where applicable, a valid proficiency checks on that aircraft type. The applicant shall also fully meet the experience requirements and qualifications for the Tanzanian licence for which the privileges are sought.
- f) The applicant must meet the recency requirements on the aircraft type being flown. The licence holder must have logged, as Pilot-in-Command (PIC) or co-pilot, at least three take-offs and landings within the ninety (90) days preceding the date of application for conversion. The applicant shall also fully meet the experience requirements and qualifications for the Tanzanian licence for which the privileges are sought.
- g) The aircraft type intended for conversion must be endorsed on the applicant's foreign licence and must also be registered in the United Republic of Tanzania.
- h) The applicant for a conversion must pass the prescribed conversion examination for the licence sought.
- i) The applicant for licence conversion must pass a practical test (General Flying Test) on the aircraft type intended for conversion and must have maintained recency with at least three take-offs and three landings on that aircraft type.
- j) The applicant for conversion of a foreign licence shall demonstrate proficiency at ICAO Operational Level 4 or higher.

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### 3.5.4 Holders of East African Partner States Pilot Licence

Holders of pilot licences issued by the Civil Aviation Authorities of East African Partner States will be required to pass only the Air Law examination and the practical test (General Flying Test). The medical certificate and the ratings on the licence will be transferred to the Tanzanian licence, provided they are current and the aircraft type is registered in the Tanzania Civil Aircraft Register, on which the applicant must demonstrate competency through a check ride. The special consideration for East African licences applies only to the initial issue of the licence. Thereafter, the licence will be maintained and renewed in accordance with the Civil Aviation Regulations.

### 3.5.5 The Knowledge Test for the Validation or Conversion

The theoretical knowledge test on technical subjects and air law will be conducted as per Regulations 21 for a pilot and 22 for a Flight Engineer of the Civil Aviation (Personnel Licensing) Regulations.


### 3.5.6 The Practical (skill) tests (if required)

The skill test for the licence privileges sought will be conducted by an examiner authorized by the Authority.

## 3.6 Application Requirements:

The applicant is to submit to the Authority the following documents attached to the application form:

- 3.6.1 A properly completed prescribed application Form;
- 3.6.2 The foreign licence to be validated or converted;
- 3.6.3 The relevant foreign medical certificate;
- 3.6.4 A knowledge test report and/or practical test report;
- 3.6.5 Personal logbooks or other records substantiating the flight experience shown on the Application Form;
- 3.6.6 For non-residents, a person shall have a proof of employment from a prospective air operator
- 3.6.7
- 3.6.8 Recent photograph (approximately 2 cm by 2.5cm) taken from the same negative (full face)
- 3.6.9 Applicants Signature (approximately 1cm by 1.5cm)
- 3.6.10 The proof of payment.

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### 3.7 The Applicant's Identity

Present a photo Identity 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, and the applicant will have to return with the proper identification.

### 3.8 Application Process

Applications for conversion and validation should submit should be submitted online via the authority licencing and certification portal and follow the instructions stipulated their in.

### 3.9 Discrepancies or Ineligibility

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

### 3.10 Validity of the Certificate of Validation and the Converted Licence

The validity of the certificate of validation shall be for the same period as the foreign licence being validated for PPL privileges, or for a maximum period of three months for the operations conducted under an Air Operator Certificate (AOC) holder. The converted licence will be valid as per the requirements of Regulations 9 and 11 of the Civil Aviation (Personnel Licensing) Regulations.

### 3.11 Issue, of a Certificate of Validation or a Converted Licence

When an applicant has satisfactorily met all requirements for the Validation or Conversion, and the prescribed application form has been completed and presented to the PEL Office, the applicant is advised to pay the prescribed fees, after which the certificate of validation or a licence is issued.



**Director Safety Regulation**