	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS GENERAL	Revision:0 Advisory circular
Document No.: TCAA-AC-SR-PEL057	<i>Title:</i> Enforcement procedures for License holders, examiners, and ATOs	Page 1 of 3

1.0 PURPOSE

This Advisory Circular provides detailed guidance to personnel license holders, practical examiners, and Approved Training Organizations (ATOs) regarding enforcement procedures. It explains the obligations for cooperation with investigations, the rights of individuals and organizations during enforcement actions, and the appeal processes under the Civil Aviation Regulations. The overarching objective is to maintain transparency, fairness, and consistency in enforcement actions, while ensuring aviation safety and the integrity of the licensing and training system.

2.0 REFERENCES

The Civil Aviation (Personnel Licensing) Regulations, 2017 as amended


3.0 SCOPE

This Circular applies to all personnel license holders, including pilots, air traffic controllers, aircraft maintenance engineers, and flight dispatchers, as well as designated examiners and ATOs under oversight. It covers a wide range of situations, including violations of licensing regulations, failure to cooperate with investigations, submission of false or fraudulent information, procedural breaches, unauthorized training, and non-compliance with directives. The Circular ensures that all enforcement actions are applied consistently across different license categories and organizational types.

4.0 IDENTIFICATION OF VIOLATIONS

Violations include, but are not limited to:

- i. Exercising the privileges of an expired, suspended, or revoked license.
- ii. Providing false, misleading, or fraudulent information during application, renewal, or revalidation.
- iii. Exercising license privileges without holding a valid medical certificate.
- iv. Operating beyond the privileges or limitations endorsed on the license.
- v. Failure to maintain recency of experience or recurrent training requirements.
- vi. Forging or falsifying flight logbooks, training records, or certificates.
- vii. Non-cooperation with mandatory reporting requirements or investigations.

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Document No.: TCAA-AC-SR-PEL057	<i>Title:</i> Enforcement procedures for License holders, examiners, and ATOs	Page 2 of 3

viii. Conducting unauthorized training, using unqualified instructors, or issuing fraudulent completion certificates by ATOs.

ix. Non-compliance with oversight findings, corrective actions, or directives issued by the Authority.

5.0 INVESTIGATION PROCEDURES

All suspected violations are subject to investigation by the Authority. License holders, examiners, and ATOs are formally notified in writing of the investigation and are provided the opportunity to submit statements or supporting documentation. Evidence must be systematically collected, including emails, interview notes, corrective action plan submissions, and other supporting materials, to ensure that enforcement actions are fully substantiated.

6.0 ENFORCEMENT MEASURES


Enforcement action is applied based on the severity of the violation and its impact on aviation safety. The steps range from counseling for minor first-time violations, written warnings for repeated or procedural issues, corrective action plans to address non-compliance, suspension for serious safety-related or deliberate misconduct, and revocation in cases of fraud, repeated violations, or gross negligence.

7.0 Compliance Monitoring

The Authority shall monitor the implementation of these measures, ensuring that all corrective actions are effectively applied and that regulatory compliance is restored. Failure to comply with corrective measures may result in escalation of enforcement action, including suspension or revocation.

8.0 Appeal Process

License holders, examiners, and ATOs have the right to appeal enforcement actions within fourteen days of receiving the notice. Appeals are conducted in accordance with TCAA appeal procedure. Grounds for appeal include errors of law, factual inaccuracies, procedural violations, or disproportionate sanctions.

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Document No.: TCAA-AC-SR-PEL057	<i>Title:</i> Enforcement procedures for License holders, examiners, and ATOs	Page 3 of 3

9.0 DOCUMENTATION AND RECORD-KEEPING

9.1 All enforcement actions, supporting evidence, CAPs, investigation reports, warning letters, suspension or revocation notices, and appeal correspondence are systematically filed in the Licensing enforcement file.

9.2 This file serves as the official record of all licensing enforcement activities and provides traceability for internal audits, ICAO oversight, and regulatory reviews. Proper documentation ensures transparency, accountability, and consistency in the enforcement of licensing regulations.

10.0 RESULTS

- i. Enhanced regulatory compliance
- ii. Transparent and auditable records
- iii. Improved aviation safety and integrity
- iv. Proactive risk management through graduated enforcement
- v. Organizational improvement for ATOs and license holders



Director Safety Regulation