



# Advisory Circular

TCAA-AC-PEL028A

July 2021

## APPLICATION FOR REMOTE PILOT LICENCES AND, RATINGS

### 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 pilots; under the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations, 2018.

### 2.0 REFERENCES

- 2.1 The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations;
- 2.2 All the licences and ratings 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 Tanzania, unless he is a holder of a valid prescribed licence and rating issued in accordance with the Civil Aviation (Remotely Piloted Aircraft Systems) Regulation.

3.1.2 The types of Licences issued are detailed in Regulation 46 of the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations.

3.1.3 The Ratings, Category ratings, Class ratings and aircraft type ratings are issued as prescribed in Regulation 47 of the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations.

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, Forms for assessment of the qualifying flying experience for a licence, or rating may be obtained from the Authority's Personnel Licensing (PEL) Office.



# Advisory Circular

TCAA-AC-PEL028A  
July 2021

3.1.6 The requirements for grant of a licence or rating 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 or rating is made. The knowledge test should be passed before the practical (skill) test is conducted as provided in Second Schedule made under regulation 47 of The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations.

3.1.7 When all the requirements have been met, the applicant should complete the appropriate prescribed application form and submit it to the Personnel Licensing (PEL) Office with the required supporting documents.

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 applications for issue of licences must be accompanied by two copies of recent full face photographs. These should be size 25mm by 30mm from the same negative.

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 and ratings will not be issued unless the applicant holds a valid medical class 3 certificate issued by the Authority designated Medical Examiner. Prospective applicants for Remote pilot licences and ratings 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 as explained in the regulation 48 of The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations.

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 the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the PEL office. 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 the applicable medical certificate, a copy of which should be attached to the application form for the licence or rating sought.



# Advisory Circular

TCAA-AC-PEL028A

July 2021

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 Application Form

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

- 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;
  - (ii) the (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
  - (iii) the (approved or required) flight training;
  - (iv) pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
  - (v) pass in the required practical test on the areas of operation listed in the relevant Civil Aviation (Personnel Licensing) Regulation for which a licence or rating is sought;
  - (vi) the prescribed knowledge and practical tests are completed and passed within the prescribed period;
  - (vii) the prescribed application form is duly completed, signed and dated; and
  - (viii) All the required certifications have been acquired and the supporting documents are all attached.

### 3.4 Evaluation of the Application Form

3.4.1 This is done to ensure that the correct prescribed forms for applying for the licence, certificate or rating are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting it to the application portal or to the PEL Office.



# Advisory Circular

TCAA-AC-PEL028A

July 2021

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

All the knowledge and the practical test results have expiry dates endorsed on the test result slip.

### 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 for the collection by giving their full names, date, and append their official signature on documents- release- register in the PEL Office.

## 4.0 APPLICATION FOR ISSUE, RENEWAL AND 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 Regulations 46 of the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations.

### 4.2 References

4.2.1 Part IV of The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations

4.2.2 The prescribed application forms

### 4.3 The Applicant's Identity

Present 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 application form in the application portal; and if the applicant's identity cannot be verified, the application will be rejected through the system.



# Advisory Circular

TCAA-AC-PEL028A

July 2021

## 4.4 Eligibility Requirements

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

4.4.2 The applicant should:

- a) Be 21 years old for RPL
- b) Have completed a course of training approved by the Authority
- c) Have passed the knowledge test for the licence sought;
- d) 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;
- e) Be holder of a Class 3 Medical Certificate from a designated medical examiner,

## 4.5 Application Requirements

4.5.1 The applicant should attach in the portal application –

- a) Complete the RPL prescribed application form,
- b) Scanned the RPL prescribed exam registration form,
- c) Scanned Class 3 Medical Certificate
- d) Scanned two current photographs, full face
- e) Scanned skill test form
- f) Scanned certificate of course completion
- g) Scanned copy of his/her signature

## 4.6 The Practical (Skill) Test

4.6.1 The applicant is required to pass a practical (skill) test as outlined in Second Schedule made under regulation 36 of The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations for the category, class or aircraft type rating for which a licence or rating is sought.



# Advisory Circular

TCAA-AC-PEL028A  
July 2021

4.6.2 An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant will be tested in all areas in compliance with the requirements of Second Schedule made under regulation 36 of The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations

## 4.7 Renewal Requirements

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

4.7.2 An applicant for renewal shall be required to –

- a) Complete the renewal prescribed application form;
- b) Submit Class 3 Medical Certificate;

## 4.8 Renewal Requirements for a RPL that has lapsed

4.8.1 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 pass a proficiency flight check out on the aircraft rated on, using the privileges of Remote Pilot Licence.;

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; in addition to meeting the requirements of paragraph 3.11.2 (a) 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 and a practical test.



# Advisory Circular

TCAA-AC-PEL028A

July 2021

**d) Above ten years:**

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.

e) 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.

f) The applicant shall have valid Class 3 medical certificate.

#### **4.9 Discrepancies or Ineligibility**

4.9.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the licence and/or rating cannot be issued and explain how the applicant may correct the discrepancies.

#### **4.9.2 Issue or Renewal of the Licence**

When an applicant has satisfactorily met all requirements for the licence and/or rating sought, and the prescribed application forms has been completed, the licence and/or rating may be issued.

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

**Director Safety Regulation**