	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING</p>	<p>Revision: 1 Advisory Circular</p>
<p>Document No.: TCAA-AC-SR-PEL054A</p>	<p>Title: Validation and Conversion of Foreign Remote Pilot License</p>	<p>Page 1 of 3</p>

1.0 PURPOSE

This Advisory Circular is issued to provide guidance and procedures for the applicants applying for, validation, and conversion of foreign remote pilot licences, ratings, certificates, and authorizations in accordance with the *Civil Aviation (Personnel Licensing) Regulations, 2017* as amended. The procedure ensures compliance with ICAO Annex 1 requirements.

2.0 REFERENCES

- 2.1 The Civil Aviation (Personnel Licensing) (Amendment) Regulations, 2023
- 2.2 TCAA Online Application System and prescribed electronic application forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The Authority, under the Personnel Licensing (PEL) Office, may validate a foreign remote pilot licence issued by another ICAO Contracting State by issuing a Certificate of Validation carried together with the foreign licence.

3.1.2 The Authority may also issue a Tanzanian remote pilot licence through conversion, based on a valid foreign licence from another ICAO Contracting State, with applicable limitations or restrictions.

3.2 Validation Information

3.2.1 A Certificate of Validation is issued to a holder of a valid foreign remote pilot licence from an ICAO Contracting State.

3.2.2 The validation authorizes the holder to:


- a) Exercise the privileges of the corresponding category and class of remote aircraft;
- b) Qualify other remote pilots on a new type of remote aircraft registered under the Authority.

3.3 Conversion Information

The Authority may issue a Tanzanian Remote Pilot Licence based on a valid foreign remote pilot licence from an ICAO Contracting State, provided the applicant meets all conversion requirements, including knowledge, competency, currency, and recency as prescribed in the Regulations.

3.4 Verification of Licence Authenticity

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In accordance with Regulation 14 (12) of the Civil Aviation (Personnel Licensing) (Amendment) Regulations, 2023, the Authority verifies the authenticity of the foreign remote pilot licence, associated ratings, and medical certificate directly with the issuing State prior to issuing a validation certificate or converted licence.

3.5 Eligibility for the Certificate of Validation or the Conversion

3.5.1 For Validation:

- a) The foreign remote pilot licence must be valid.
- b) The foreign medical certificate must be valid
- c) Any limitations on the foreign licence will apply.
- d) The applicant must be current, meaning the licence, ratings, category, class, and medical certificate must all be valid and in effect at the time of application.
- e) The applicant must also meet recency requirements, having performed remote pilot duties or operational activities within the preceding six (6) months.
- f) The applicant must meet the required experience and competency standards and pass a skill test conducted by an examiner authorized by the Authority.
- g) The applicant must pass the Air Law examination for commercial or private operations.

3.5.2 For a Conversion


- a) The foreign remote pilot licence must be valid.
- b) The foreign medical certificate must be valid
- c) The applicant must hold a valid medical certificate issued by a Tanzania-designated medical examiner.
- d) The applicant must be current in terms of licence, ratings, category, class, and medical validity.
- e) The applicant must have maintained recency by performing remote pilot operations or training activities within the last six (6) months.
- f) The applicant must meet the knowledge, competency, and experience requirements and pass the prescribed conversion examination.
- g) The applicant must pass the practical test (General Flight Test – GFT) for competency checks as required by the Authority.

3.5.3 Holders of East African Partner States Pilot Licence

Holders of valid remote pilot licences issued by Civil Aviation Authorities of East African Partner States shall be required to pass only the Air Law examination. The licence category, class, and medical validity will be transferred provided they are current and the remote aircraft type is on the Authority Register. In addition, the applicant’s competency shall be confirmed through a practical check conducted by an authorized examiner before the issuance of the Tanzanian Remote Pilot Licence.

3.5.4 The Knowledge Test for the Validation or Conversion and skill test

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Theoretical knowledge tests on Air Law and technical subjects shall be conducted in accordance with the Civil Aviation (Personnel Licensing) Regulations as amended. The validity period of the knowledge test results shall be six (6) months from the date of issue. Skill tests, where applicable, shall be conducted by an examiner authorized by the Authority

3.6 Application Requirements:

The Applicants shall submit the following through the TCAA Online Application System:

- a) National ID or Passport
- b) Completed online application form
- c) Foreign remote pilot licence to be validated or converted
- d) Valid Medical Certificate (Class 1 or Class 3) issued by a TCAA-designated Aviation Medical Examiner, or a valid medical certificate issued by a Contracting State that meets the requirements of *ICAO Annex 1*;
- e) Knowledge test report (if applicable)
- f) Logbook or flight experience records
- g) Employment verification or contract with a locally registered company
- h) Recent passport-size photograph (blue background, 2cm x 2.5cm)
- i) Digital signature (1cm x 1.5cm)
- j) Proof of payment of prescribed fees

3.7 Application Review and Discrepancies

If discrepancies are found or the applicant's identity cannot be verified, the application will be rejected. The applicant must correct and resubmit the required documentation before further processing.

3.8 Validity of the Certificate of Validation

A Certificate of Validation shall remain valid for the same period as the foreign remote pilot licence or for a maximum period of three months, whichever is shorter, as specified in the Regulations.

3.9 Issue, of a Certificate of Validation or a Remote Pilot Licence

When the applicant has met all prescribed requirements and submitted a complete application through the online licensing system, the PEL Office shall issue the Certificate of Validation or the Converted Remote Pilot Licence



Director Safety Regulation

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