	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> <b>DIRECTORATE OF SAFETY REGULATIONS</b> <b>PERSONNEL LICENSING</b>	Revision:4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL05D</b>	Title: <b>Application for Issue, Renewal and Reissue of Air Traffic Control Licences and Ratings</b>	<b>Page 1 of 5</b>

## 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue, renewal or re-issue of an Air traffic Controller (ATC) licence including rating(s) or additional rating to the Air Traffic Controller's licence.

## 2.0 REFERENCES

- 2.1 Regulations 101 to 112 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** The prescribed online application forms for the issue, renewal or re-issue of an Air traffic Controller (ATC) licence including rating(s) or additional rating to the Air Traffic Controller's licence may be obtained from the Authority's Personnel Licensing (PEL) Office.


### 3.1.2 Medical Requirements

- a) Air Traffic Controller licences and ratings will not be issued unless the applicant holds a valid Class 3 medical certificate, issued by a Medical Examiner authorised by the Authority. Prospective applicants for Air Traffic Controller 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.
- b) Arrangements for the medical examination are made by the applicant direct to any Authorised Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the Personnel Licensing Office. The approved Medical Examiner will advise the applicant on the examination charges. The application for medical examination can also be requested using the licencing and certification portal.
- c) 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 online application for the licence.

### 3.1.3 The Applicant's Identity

- a) Applicants should submit an 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; and

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b) If the applicant's identity is verified, the application process will continue. If the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

### 3.1.4 Licence and Ratings Issued

- a) To be eligible for a licence and a rating the applicant must:
- (i) Satisfy the Authority that he has acquired the aeronautical knowledge, experience and training required for the rating(s);
  - (ii) Pass the knowledge test covering the subjects appropriate to the licence and rating sought;
  - (iii) Pass a practical test for the licence and rating sought.
- b) The following ratings are issued –
- (i) Aerodrome Control.
  - (ii) Approach Control.
  - (iii) Approach Radar Control.
  - (iv) Approach Precision Radar Control.
  - (v) Area Control; and
  - (vi) Area Radar Control.

### 3.1.5 Eligibility Requirements for Issue of the Licence

- a) The applicant is required to meet the specific eligibility, knowledge, competency and experience requirements for licensing as an air traffic controller under Regulations 102 to 105 of the Civil Aviation (Personnel Licensing) Regulations.
- b) The following list expands on the basic requirements. The applicant must:
- (i) Be at least 21 years of age;
  - (ii) Shall have received and passed an approved training course in air traffic control conducted at an Approved Training Organisation as per requirements of Regulation 101 of the Civil Aviation (Personnel Licensing) Regulations.
  - (iii) Have operational experience in the performance of the duties of an air traffic controller, under the supervision of an appropriately licensed and rated air traffic controller and acquired experience for all areas as specified in Regulation 105 of the Civil Aviation (Personnel Licensing) Regulations;
  - (iv) Have a current Class 3 medical certificate;
  - (v) Present an instructor's recommendation or report as evidence of having met the practical instruction requirements for the practical test. For providing the instructor's recommendation one of the following methods shall be used:

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- (aa) The endorsement can be provided in the relevant prescribed form or
- (ab) In a letter to the Authority
- (vi) Have been checked on English language proficiency under Regulations 8 and 102 of the Civil Aviation (Personnel Licensing) Regulations;
- (vii) Have passed the air traffic controller practical test as specified in Regulation 104 of the Civil Aviation (Personnel Licensing) Regulations; and
- (viii) Have passed the knowledge test under regulations 103 and 104 of the Civil Aviation (Personnel Licensing) Regulations.

### 3.1.6 Application requirements

- a) The applicant is required to upload the following documents to the licensing portal on applying for the Licence or additional rating:
  - (i) A properly completed prescribed online application Form;
  - (ii) A National identification card or Passport; and
  - (iii) The prescribed fees.
  - (iv) A current Class 3 medical certificate;
  - (v) A knowledge test report;
  - (vi) An ATO Certificate certifying that the applicant has received and passed an approved training course in air traffic control;
  - (vii) Personal records substantiating the practical experience.
  - (viii) Recent photograph (approximately 2 cm by 2.5cm) taken from the same negative (full face)
  - (ix) Applicants Signature (approximately 1cm by 1.5cm)

### 3.1.7 Requirements for an Additional Rating

- a) The applicant has to satisfy the Authority that he has acquired the aeronautical knowledge, experience and training required for the rating sought by showing a certificate of graduation from an approved training organisation.
- b) Present an instructor's recommendation or report as evidence of having met the practical instruction requirements for the practical test. For providing the instructor's recommendation one of the following methods shall be used:
  - c) The applicant has to pass the practical tests covering the subjects appropriate to the rating sought

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- d) The applicant has to pass the knowledge and covering the subjects appropriate to the rating sought;

### 3.1.8 Requirements for the rating currency

An air traffic controller rating becomes invalid when the holder of the licence has ceased to exercise the privileges of the rating for a period of six months and shall remain invalid until the holder's ability to exercise the privileges of the rating has been re-established as specified in Regulation 101 of the Civil Aviation (Personnel Licensing Regulation).

### 3.1.9 Requirements for renewal and the renewal process.

- a) For the renewal of the licence and the validity of the rating(s) the applicant has to comply with the requirements of Regulations 112 and 108 of the Civil Aviation (Personnel Licensing) Regulations.
- (i) Complete recency form dully signed and stamped, by the in-charge Air Traffic Management at the ANSP or a designated representative, which indicates that in the last six months, an applicant has worked at the ATC position at which the particular rating is to be renewed. Only the ratings whose privileges has been exercised in the last six months prior to renewal will be renewed.
- (ii) Undergo medical examination by a designated aviation medical examiner and obtain a class three medical certificate.
- b) The applicant shall:
- (i) Fill the Air Traffic Control Licence renewal application form online.
- (ii) Upload the class three medical certificate.
- (iii) Upload the recency form mentioned in 3.1.9 (a) (i) above.

### 3.1.10 Discrepancies or Ineligibility


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

### 3.1.11 RENEWAL OF A LAPSED AIR TRAFFIC CONTROLLER (ATC) LICENCE

- 3.1.11.1 Where an Air Traffic Controller licence has not been renewed by the date of expiry, the validity of the licence standards is lapsed.
- 3.1.11.2 To ensure the validity of the lapsed licence; the licence holder shall meet the requirements subject to the lapsed periods as follows:
- a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry; there are no additional requirements;
- b) **More than six (6) months but not more than two (2) years;**

The applicant shall; -

- i. undertake sixty (60) hours OJT in the category of the rating sought and obtain an endorsement certifying that the applicant has demonstrated proficiency required to

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perform the required ATC duties and responsibilities and

ii. a valid class three medical certificate.

**c) More than (2) years but not more than 5 years:**

The applicant shall; -

- i. undertake a refresher course in an ATO, and obtain an endorsement that the applicant is able to demonstrate, at a level appropriate to the privileges being renewed, the skill, judgment and performance required to provide a safe, orderly and expeditious control service;
- ii. undertake ninety (90) hours OJT in the category of the rating sought and obtain an endorsement certifying that the applicant has demonstrated proficiency required to perform the required ATC duties and responsibilities and
- iii. have a valid Class Three (3) Medical Certificate

**d) More than (five) 5 years,**

The applicant shall; -

- i. undertake a refresher course in an ATO, and obtain an endorsement that the applicant is able to demonstrate, at a level appropriate to the privileges being renewed, the skill, judgment and performance required to provide a safe, orderly and expeditious control service;
- ii. undertake one hundred and twenty (120) hours OJT in the category of the rating sought and obtain an endorsement certifying that the applicant has demonstrated proficiency required to perform the required ATC duties and responsibilities and
- iii. have a valid class three (3) medical certificate

**3.1.12 Issue, Renewal, Re-Issue of the Licence or Additional Rating.**

When an applicant has satisfactorily met the requirements for the issue of the licence and/or rating and the prescribed online application Form has been completed (including payment of relevant fees) and submitted, the PEL officer will initiate the workflow for issue or renewal of the licence.



**Director Safety Regulation**