	<p align="center">TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING</p>	<p>Revision: 2</p> <p align="center">Advisory circular</p>
<p>Document No.: TCAA-AC-SR-PEL026B</p>	<p>Title: Procedure for Validation and Conversion of a Foreign Aircraft Maintenance Engineer Licence</p>	<p align="center">Page 1 of 4</p>

1.0 PURPOSE

The Advisory Circular is issued to provide guidance, information and procedures required to be followed Aircraft Maintenance Engineers (AMEs) in applying for validation and conversion of licences, certificates, ratings and authorizations under the Civil Aviation (Personnel Licensing) Regulations

2.0 REFERENCES

- 2.1 Regulations 23 to 24 of the Civil Aviation (Personnel Licensing) Regulations;
- 2.2 Prescribed online application forms available through the TCAA licensing portal
- 2.3 Validation Certificate and the Aircraft Maintenance Engineer Licence

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 In accordance with Regulation 23 of the Civil Aviation (Personnel Licensing) Regulations, the Authority may validate a foreign AME licence issued by another ICAO Contracting State by issuing a validation certificate, which must be carried alongside the foreign licence. This process is referred to as validation.


3.1.2 According to Regulation 24, the Authority may issue a Tanzanian AME licence to an applicant who holds a valid foreign licence issued by an ICAO Contracting State. This process is called conversion. Both processes are now initiated and completed through the TCAA licensing portal

3.2 Validation Information

3.2.1 A certificate of validation is issued to a holder of a foreign licence and NOT to a Tanzanian Licence holder. The basis for validation of a foreign aircraft maintenance engineer licence is Regulation 23 of the Civil Aviation (Personnel Licensing) Regulations. The Authority may grant a validation certificate with Aircraft Maintenance Engineer privileges to an individual, based on a foreign licence of an ICAO Contracting State.

3.2.2 A validation certificate is a means of recognising a foreign licence and giving authority to the holder to use the foreign licence to carry out maintenance and certify State registered aircraft for the following operations:

- i. For commercial operations authorized by TCAA;
- ii. For qualification of other personnel (AMEs or pilots) on new aircraft types introduced into the Tanzanian Aircraft Register;
- iii. For ferry flights.

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3.3 Conversion Information

The basis foreign licence of an ICAO Contracting State, if the applicant meets the conversion requirement. Conversion is based on Regulation 24 of the Civil Aviation (Personnel Licensing) Regulation and allows the Authority to issue a Tanzanian AME licence to an applicant with a valid foreign licence from an ICAO Contracting State. The applicant must meet all conversion requirement outlined in the applicable regulations and complete the process online via the portal.

3.4 Verification of the Foreign Licence

The Authority will confirm the authenticity of the foreign licence directly with the issuing State before proceeding with validation or conversion.

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 licence based on the foreign licence under Regulations 23 and 24 of the Civil aviation (Personnel Licensing) Regulations.

3.5.2 For a Certificate of Validation


- i. The foreign AME licence must be valid and ICAO-compliant.
- ii. Any restrictions or limitations on the foreign licence will be upheld.
- iii. The validation certificate will only allow maintenance on aircraft types that are both listed on the foreign licence and on the Tanzanian Aircraft Register.
- iv. The applicant must successfully complete the **Air Law** examination through the TCAA licensing portal.

3.5.3 Holders of East African Partner States Engineer's Licence

Holders of AME licences issued by Civil Aviation Authorities of East African Partner States are only required to pass the **Air Law** examination. Valid type ratings will be transferred to the Tanzanian licence if the ratings are current and the aircraft is on the Tanzanian register. This special consideration applies **only at the initial issue**, after which the Tanzanian licence will be maintained and renewed according to national regulations.

3.5.4 The Knowledge Test for the Validation or Conversion

The Applicants must undertake theoretical knowledge tests in technical subjects and Air Law as required by Regulations 23 and 24 of the Civil Aviation (Personnel Licensing) Regulations. These tests are scheduled and administered through the TCAA licensing portal.

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3.5.5 The Practical (skill) tests (if required)

The skill test for the licence privileges sought will be conducted by an examiner authorized by the Authority. Skill tests may be required depending on the licence privileges sought. These will be conducted by a TCAA-authorized examiner.

3.6 Application Requirements

3.6.1 Accessing the Licensing System

- i. Visit the official TCAA website: <https://www.tcaa.go.tz>
- ii. Navigate to the Personnel Licensing Portal.
- iii. Create an account or log in to your existing profile.

3.6.2 Application Submission

Choose "Validation" or "Conversion" under the AME Licence section, then complete the application by uploading the following:

- i. A completed online application form
- ii. A valid foreign AME licence (PDF or scanned copy)
- iii. Knowledge test results (if already completed)
- iv. Logbook or records proving relevant maintenance experience
- v. Recent passport-sized photograph (if required)
- vi. Valid ID or Passport
- vii. Proof of payment of the applicable processing fees

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 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 Discrepancies or Ineligibility

If there is a discrepancy in any submitted documentation that cannot be resolved immediately, the application will be returned through the portal for correction. The applicant must re-submit once the issue is resolved.

3.9 Validity of the Validation Certificate and the Converted Licence

- i. The validation certificate is valid for a maximum of six (6) months.
- ii. The converted Tanzanian AME licence is valid for twenty-four (24) months as per Regulation 9 of the Civil Aviation (Personnel Licensing) Regulations.

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3.10 Issue of a Certificate of Validation or a Converted Licence

Once the applicant has met all requirements for validation or conversion and the application has been approved through the licensing portal, the applicable fee must be paid. Upon confirmation of payment, the certificate of validation or the converted licence will be issued.



Director Safety Regulation