

 <p>Fax: (255) 22 2844300, 2844302  PHONE: (255) 22 2198100, 2844291  AFS: HTDQYOYO  E-MAIL: <a href="mailto:tcaa@tcaa.go.tz">tcaa@tcaa.go.tz</a>, <a href="mailto:ais@tcaa.go.tz">ais@tcaa.go.tz</a>  Website: <a href="http://www.tcaa.go.tz">www.tcaa.go.tz</a></p>	<p align="center"><b>UNITED REPUBLIC OF TANZANIA</b>  <b>TANZANIA CIVIL AVIATION AUTHORITY</b>  Aeronautical Information Management  Nyerere/ Kitunda Road Junction  Aviation House, 1st Floor,  P.O. Box 2819, DAR ES SALAAM</p>	<p align="center"><b>AIC</b>  <b>4/25</b>  (White179)  <b>24 APR</b></p>
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The following circular is promulgated for information, guidance and necessary action

*Salim R. Msangi*

**Director General**

**AUTHORIZATION OF INSTRUCTOR OR EXAMINER UNDER SPECIAL CONDITIONS**

**REFERENCES:**

- i. The Civil Aviation (personnel Licensing) Regulations, 2017
- ii. The Civil Aviation (Personnel Licensing) (Amendment) Regulations, 2023

**1. PURPOSE**

This AIC is to inform all training organizations, air operators, and licensed personnel for the existing provisions concerning the appointment of flight instructors and flight examiners in circumstances where there are no personnel or pilots with qualification to comply with regulations or Advisory Circular (AC) TCAA-AC-SR-PEL010C to be appointed as instructor or examiner.

**2. BACKGROUND**

In accordance with Regulation 91 of the Civil Aviation (Personnel Licensing) Regulations, 2017, the Authority may appoint qualified personnel as instructors or examiners to perform certain licensing functions. The current framework, however, does not provide clear operational procedures for such appointments in the event of limited internal inspector resources.

The procedure will enable the Authority to temporarily designate qualified pilots under strict criteria and controlled conditions, thereby maintaining safety, compliance, and service continuity.

**3. KEY PROVISIONS TO CONSIDER.**

The AIC will focus on the following key provisions:

**a. Special Appointments**

Where TCAA lacks sufficient inspectors to conduct skill tests, assessments of competence, or monitoring duties, the DSR may appoint designated instructors or examiners on a case-by-case basis to support these functions under temporary authority.

**b. Eligibility Criteria for Special Appointment**

Candidates for such appointments must meet the following minimum requirements:

- i. Hold or have held a valid and current instructor or examiner authorization recognized by TCAA.
- ii. Have at least 1,500 hours total flying experience, including a minimum of 200 hours of instructional or checking experience on a similar aircraft (eg. same number of engines, same type of propulsion, equivalent mass, equivalent level of instrumentation and single or multi-crew operation).
- iii. The appointed personnel shall have the relevant aircraft type rating or class rating valid.
- iv. Have a proven record of compliance with regulatory requirements and no safety-related violations as indicated in fifth schedule (Offences and Penalties) of the Civil Aviation (Personnel Licensing) Regulations, 2017.

**c. Duration and Scope**

Appointments shall be:

- i. **Time-bound**, typically not exceeding twelve (12) months unless reviewed and extended if they comply with renewal requirement found in the Advisory circular TCAA-AC-SR-PEL010C.
- ii. **Task-specific**, clearly stating the scope of responsibilities (e.g., initial tests, renewals, operator checks).

**d. Oversight & Reporting**

- i. All activities conducted under special appointment must be reported to TCAA.
- ii. Reports must include check results, candidate details, and any irregularities.
- iii. TCAA retains the right to audit or revoke the appointment at any time.

**e. Conflict of Interest**

Instructors or examiners under special appointment must not conduct tests or assessments for pilots:

- Within their own line management chain.
  - Where personal or financial conflicts of interest may exist.
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