



TANZANIA CIVIL AVIATION AUTHORITY

ALL OPERATORS LETTER (2024/04)

Ref No: TCAA/AOL/2024/04
Date: 29 November 2024
From: Tanzania Civil Aviation Authority
To: AOC holders and AMOs
Attention: Accountable Managers / Quality Managers

Subject: OPERATIONAL STATUS REPORTS

All operators are required to submit **operational status reports** in quarterly basis in respect of their operations. This must be aligned with government financial year starting 01st July through 30th June.

APPLICABILITY

This AOL (2024/04) is applicable to Air Operators certified and holding Tanzanian Air Operator Certificate (AOC) conducting scheduled and non-scheduled commercial air transport operations, and Approved Maintenance Organizations (AMO) certified and holding TCAA approvals.

REFERENCE

This AOL (2024/04) is in reference to regulations 16 and 56 of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2017 as amended.

ISO 9001:2015 Certified

Aviation House Nyerere / Kitunda Road Junction, Banana Ukonga Area, P.O. Box 2819, 21111 Dar es Salaam,
Tanzania Tel: +255 22 219 8100 Fax: +255 22 2844304 Email: tcaa@tcaa.go.tz Website: www.tcaa.go.tz



ACTIONS REQUIRED

1. Manpower Available

Quality Manager to submit names and qualifications including their titles (e.g. Accountable Manager, Director of Safety, Chief Pilot, Training Manager, Instructors, Certifying Engineer etc) for pilots, cabin crew, flight operations officers and engineers currently under employment with the organization.

2. Route Structure

Quality Manager (AOC) to submit current route network (diagram) and flight schedules including frequencies. These reports must be submitted physically by the last day of each quarter in hard copies to Chief Flight Operations Inspector (CFOI).

3. Quality Audits – AOC

Quality Manager (AOC) to submit audit reports to the Authority on quarterly basis. These reports must be submitted physically by the last day of each quarter in hard copies to Chief Flight Operations Inspector (CFOI).

Note that, all submissions of these audit reports must be accompanied with original annual audit plan along with achieved audit plan.

4. Quality Audits – AMO

Quality Manager (AMO) to submit audit reports to the Authority on quarterly basis. These reports must be submitted physically by the last day of each quarter in hard copies to Chief Airworthiness (CAI).

Note that, all submissions of these audit reports must be accompanied with original annual audit plan along with achieved audit plan.

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5. Safety Reports – AOC / AMO

Director of Safety (AOC/AMO) to submit safety reports including root cause analysis to the Authority on quarterly basis. These reports must include the following:

- a) Safety survey reports and resolution (if any)
- b) Incidents register with their root cause (if concluded)
- c) Hazard register (Updated)
- d) FDM reports (Analysed)
- e) Safety Performance Report (SPIs and SPTs) and
- f) Evidence of Safety Promotion (Feedback, Meetings, Resolutions etc)

The reports above must be submitted physically by the last day of each quarter in hard copies to Chief Flight Operations Inspector (CFOI) and Chief Airworthiness (CAI).

Note: For all the reports above, if submitted in soft copies, they must be sent through E-mail to tcaa@tcaa.go.tz and the sender must confirm with the Authority that his reports have been received.

The above is for your information and compliance.

A handwritten signature in blue ink, appearing to read 'Salim Msangi', is written over a horizontal blue line.

Salim Msangi

DIRECTOR GENERAL