



UNITED REPUBLIC OF TANZANIA
TANZANIA CIVIL AVIATION AUTHORITY
Aeronautical Information Services

AERONAUTICAL INFORMATION CIRCULAR

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The following circular is hereby promulgated for information, guidance and necessary action.

M. Munyagi
Director General

CONTINUING SURVEILLANCE OF CERTIFICATED OPERATORS

1. It is the responsibility of Tanzania Civil Aviation Authority to ensure that the required standards of flight operations are maintained in order to provide a safe and reliable commercial air transportation service to the public. This is executed by exercising continuing surveillance over such operations to ensure that accepted safety practices and proper procedures that will promote safety in operations are maintained. To achieve this objective, the TCAA, and more specifically the inspectorate staff comprising airworthiness, licensing and flight operations staff, shall continuously monitor operations conducted by holders of an AOC and aircraft maintenance approval.
2. The areas that will be covered in all surveillance activities are essentially the same as those examined during the certification process and include:
 - (a) re-evaluation of the operator's organization
 - (b) management effectiveness and control
 - (c) facilities
 - (d) equipment
 - (e) aircraft maintenance
 - (f) operational control and supervision
 - (g) maintenance of flight crew standards
 - (h) passenger/cargo safety procedures
 - (i) security precautions
 - (j) cross checking of operational and personnel records, training company manuals and record of compliance with the provision of the AOC/AMO.
3. Such surveillance activity shall include base, apron inspections and aircraft maintenance records.
4. **Base inspections:** The base inspections shall be performed at the operators principal base of operations, sub-bases and maintenance facilities. The purpose of the inspection is to assess the suitability of the operator's organization, management, facilities, equipment, manuals, personnel and operations, maintenance and training records.

5. **Apron inspections:** The apron inspections shall be conducted at originating, en-route or destination stops. These inspections shall normally be made without prior notice to the operator and consist of selective inspections of aircraft and crews to determine the availability and/or validity of required documents such as:

- Certificate of registration
- Certificate of airworthiness
- Radio licence
- Flight crew licences
- Cabin attendant certificates
- Flight manual
- Operations manual
- Flight log
- Maps, charts, instrument approach charts
- Load sheets
- Aircraft technical log book and certificate of maintenance
- Navigation log
- Checklists.

The inspections shall also assess the operator's methods and procedures used for complying with the regulatory requirements applicable to:

- Flight crew qualifications, certificates or licences and their currency
- Cabin attendant certificates and their currency
- Operational control and supervision procedures
- Weather information
- Aircraft loading procedures
- Mass and balance calculations
- Refueling procedures
- Aircraft serviceability
- Ground servicing procedures
- Cabin equipment and security.

6. **Aircraft maintenance records:**

These records shall be reviewed to ascertain that each aircraft has been maintained in compliance with the operator's maintenance manual and related regulations. It shall be verified that various major inspections, overhauls or equipment replacement have been accomplished in a timely manner. The primary purpose of examining these records is to determine whether the operator is maintaining records as required by the regulations and whether these records are adequate and properly executed.

7. The aircraft and maintenance facility operators are requested to cooperate and provide the necessary assistance in the surveillance inspections to enhance aviation safety.

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