



CL: O-PEL005

March 2013

CHECKLIST FOR THE CONVERSION OF A FOREIGN PILOT LICENCE

Item	The name of the document and action	Remarks*		
		S	NS	NA
1	Application Form – check if all items are filled out properly			
2	Photo identification card or Passport – compare to Application Form and check personal details			
	- Name in Full			
	- Date of birth – check if the age of the applicant is appropriate to the licence			
	- Nationality			
3	Pilot's Licence¹			
	- Check if foreign licence is submitted in the English language or accompanied by an English language translation that is signed by an official or representative of the foreign aviation authority that issued the foreign licence			
	- Compare personal details to photo identification card or Passport			
	- Check the date of issue and expiry – licence must be valid			
	- Check and confirm the data below – prepare a request to TCAA of issue of the licence for confirmation of licence, ratings and medical certificate			
	- Check if the applicant (i) Has a licence which is not under an order of revocation or suspension by the country that issued the licence			

¹ The applicant for a certificate of validation shall use only one foreign licence as a basis for obtaining a certificate of validation

*Remarks (mark appropriate): S – satisfactory; N – not satisfactory; NA – not applicable

	(ii) Meets all the International Civil Aviation Organization standards for that licence			
	(iii) Holds a valid medical certificate issued by the contracting state that issued the licence			
	(iv) Meets the applicable aeronautical experience requirements			
	(v) Has passed examinations specified in Regulation 17(4) – see the item 6 – 9 Aeronautical knowledge requirements			
4	Medical certificate – check personal details and			
	- Check if the foreign medical certificate is submitted in the English language or accompanied by an English language translation that is signed by an official or representative of the foreign aviation authority that issued the foreign licence			
	- Check if the applicant has passed required medical examinations (i) Class 1 medical certificate issued by the authority for ATPL, CPL and PPL with IR			
	(ii) Class 2 medical certificate issued by the Authority for PPL without IR and for lighter-than-air category aircraft licence			

		S	NS	NA
4	- Limitations			
	- Check if both medical certificates were issued by appropriate authorized medical examiner			
	- Check the dates of issue and expiry of the medical certificates			
5	Proficiency in English language - Check if the applicant has met the requirements of the English language proficiency in accordance with the requirements contained in the TCARs			
6	Aeronautical knowledge for conversion ATPL			
	- Check if the applicant (i) has passed a composite knowledge test comprising of air law, meteorology, aircraft general knowledge, flight planning, radio aids, navigation, flight performance and planning, human performance, operational procedures, principles of flight and radiotelephony knowledge; and (ii) an initial instrument rating practical test			
7	Aeronautical knowledge for conversion CPL			

*Remarks (mark appropriate): S – satisfactory; N – not satisfactory; NA – not applicable

	<ul style="list-style-type: none"> - Check if the applicant <ul style="list-style-type: none"> (i) has passed a composite knowledge test comprising of air law, meteorology, aircraft general knowledge, flight planning, radio aids, navigation, flight performance and planning, human performance, operational procedures, principles of flight and radiotelephony knowledge; and (ii) an initial instrument rating practical test if the rating is to be included in the licence 			
8	Aeronautical knowledge for conversion PPL			
	<ul style="list-style-type: none"> - Check if the applicant <ul style="list-style-type: none"> (i) has passed a composite knowledge test comprising of air law, meteorology, aircraft general knowledge, flight planning, radio aids, navigation, flight performance and planning, human performance, operational procedures, principles of flight and radiotelephony knowledge and meteorology (ii) an initial instrument rating practical test if the rating is to be included in the licence 			
9	Aeronautical knowledge for conversion lighter-than-air licence			
	- For PPL as specified in item 8 as appropriate			
	- For CPL as specified in item 7 as appropriate			

10	Aeronautical experience for licence			
	- Check if the applicant for conversion of CPL or ATPL has included in the licence an aircraft type rating for either pilot in command or co-pilot respectively			
	- Check if the applicant for conversion of CPL or ATPL has <ul style="list-style-type: none"> (i) the aircraft type endorsed on a foreign licence; (ii) the pilot is current on the aircraft type; and (iii) the type of aircraft is registered in Tanzania 			
	- Check if the applicant for conversion has passed the composite knowledge test for conversion of a foreign licence within the six months preceding the date of the application for the licence			
11	Personal logbook and photocopies of the relevant page(s)			
	- Compare personal details to photo identification card or Passport			

*Remarks (mark appropriate): S – satisfactory; N – not satisfactory; NA – not applicable

	- Check clarity, record keeping and the endorsements pertaining to the category, class or type rating training and aeronautical experience requirements			
12	Other records substantiating the flight experience shown on the Application Form			
13	Two (2) recent passport size photographs (full face).			
14	Copy of work permit – if applicable			
15	Receipt of the applicable fees			
16	If others – specify			

Remarks* S==Satisfactory; NS== Not Satisfactory; NA== Not Applicable

GENERAL REMARKS AND RECOMMENDATIONS

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Date

PEL Officer’s Name and Signature.....

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