

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC-SR-PEL03D	Title: Application for Issue, Renew and Re-Issue of an Instrument Rating	Page 1 of 4

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue and renewal of an Instrument Rating (IR) under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

- 2.1 Regulations 75 to 80 of the Civil Aviation (Personnel Licensing) Regulations as amended;
- 2.2 The prescribed forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

The prescribed Application Form and Forms for assessment of the qualifying experience for the Instrument Rating may be obtained from the certification and licensing portal in TCAA website or from the Authority's Personnel Licensing (PEL) Office.

3.2 The Applicant's Identity

Upload a photo Identification 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 returned to the applicant for proper identification.

3.3 Types of Instrument Ratings

3.3.1 For Aeroplane (A) and Helicopter (H)

- a) An instrument rating (A) is issued to an applicant who qualifies for an instrument rating in an aeroplane.
- b) An instrument rating (H) is issued to an applicant who qualifies for an instrument rating in a helicopter.
- (e) The holder of an instrument rating who applies for an instrument rating in either category of an aircraft is required to meet the pertinent experience requirements and pass the appropriate instrument knowledge examination and skill test for the category.

3.3.2 Instrument rating in a multi-engine aircraft:

- If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such an aircraft from an authorized flight instructor.

3.3.3 Eligibility Requirements

- a) The applicant for the issuance of an Instrument Rating (IR) must meet the eligibility, knowledge, skill, and experience requirements specified under Regulations 75 to 78 of the Civil Aviation (Personnel Licensing) Regulations, as amended. The applicant must hold a valid Private Pilot Licence (PPL), Commercial Pilot Licence (CPL), or Airline Transport Pilot Licence (ATPL). The IR training syllabus, as prescribed in TCAA Advisory Circular TCAA-AC-SR-PEL056, must include comprehensive theoretical and practical instruction

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in instrument flight procedures, and must also incorporate Performance-Based Navigation (PBN) elements. This integrated training ensures that pilots are proficient in both conventional and PBN operations, in compliance with ICAO standards and regulatory requirements.

- b) The applicant for an Instrument Rating (IR) should –
- (i) Have successfully passed both the Aircraft Technical Type Rating (T.T.R) knowledge test and the practical Flight Check-out on the specific aircraft type to be used for instrument flight. The T.T.R training must follow the approved syllabus outlined in the Advisory Circular -TCAA-AC-SR-PEL032, which details the theoretical and practical elements necessary for safe and competent aircraft operation;
 - (ii) For ab-initio applicants, the IR training must be conducted at an Approved Training Organization (ATO) by an instructor who holds a valid instructor rating, is qualified to provide instrument flight instruction, and is type-rated on the aircraft to be used;
 - (iii) After training the applicant must submit a detailed training report to PEL Office or online submission and book for the initial IR flight test. The PEL office, will assign the Instrument Rating examiner to conduct the flight test in accordance with regulatory requirements;
 - (iv) For a conversion of Instrument Rating the applicant is required to practice the IR routes with a Tanzania Licensed instrument rated pilot, who is current on the type to be used for the IR test, after which the applicant is to pass an initial IR flight test;
 - (v) The instructor shall endorse the applicants log book certifying that the applicant is competent and ready for the IR test;
 - (vi) The examiner shall endorse the applicants log book, certifying a pass or fail of the IR test;
 - (vii) Upload the licence to be endorsed and if a PPL must have Class I medical certificate and complete the online application form;
 - (viii) Upload last three pages of the original log book or an acceptable record of flying experience dully certified by the instructor and examiner that the applicant is qualified and competent to exercise the privileges of an instrument rating.

3.3.4 Documents to be uploaded by the Applicant

- a) A properly completed prescribed online application Form;
- b) A Class 1 medical certificate;
- c) Last three pages of Personal logbooks or other acceptable flight records substantiating the flight experience shown on the prescribed online application form.
- d) Ground school IR training report from ATO

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3.3.5 The Practical (Skill) Test

- a) After the applicant is eligible and meets all prerequisites for the instrument rating, the Authorised IR examiner conducts the skill test.
- b) The applicant shall be tested on the requirements outlined in Regulations 27 and 75 of the Civil Aviation (Personnel Licensing) Regulations as amended for the type of aircraft for which the instrument rating is sought. An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the Authorised IR or examiner must test the applicant in all areas.
- c) If the skill test is not completed for reasons other than proficiency, the examiner shall –
 - (i) issue the applicant a Letter of Discontinuance,
 - (ii) return all submitted documents to the applicant.
 - (iii) explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so and inform the PEL Office.

3.3.6 Unsatisfactory Performance:

If an applicant's skill test performance is not satisfactory, the examiner shall:

- a) Terminate the skill test and inform the applicant of the reasons;
- b) Prepare the Notice of Denial;
- c) List the areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;
- d) Indicate the number of skill test failures by the applicant for this rating on the form; and
- e) Give the applicant a copy of the Notice of Denial and retain the original for the Licensing file.

3.3.7 Satisfactory Performance:

When the applicant has satisfactorily met all requirements for the instrument rating sought, the examiner shall:

- a) Prepare a report for the PEL Office and advice on the limitations as appropriate;
- b) An Authorised IR or examiner shall remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements; and
- c) If an instrument rating skill test is done using a single-engine aircraft, the instrument rating shall be limited to single-engine operations only.

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3.3.8 Renewal Requirements and the Renewal Process

- a) The applicant for renewal of an IR rating should meet the specific requirements of Regulation 80 of the Civil Aviation (Personnel Licensing) Regulations as amended
- b) The IR skill test is to be booked with the PEL Office which will allocate the flight test examiner to the applicant.
- c) The applicant for renewal of IR rating should complete the online prescribed renewal application form.
- d) The applicant for renewal of IR rating should be a holder a valid licence and aircraft rating as appropriate.

3.3.9 Requirements for renewal of an instrument rating that has lapsed:

a) From Two-five years:

The applicant shall have received refresher training from a person authorised by the Authority the applicant shall have an endorsement on his personal log book that he has satisfactorily completed a refresher training.

b) Above five years

The applicant shall have received refresher training and pass an initial instrument rating practical test. The refresher training shall be conducted by a holder of Instructor rating who is rated to give instructions on instruments and must be rated on the aircraft type. The applicant shall have an endorsement on his personal log book that he has satisfactorily completed refresher training.

- c) The applicant shall have a valid Class 1 medical certificate.

3.3.10 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be rejected and should not be re-submitted until the discrepancy has been rectified/ corrected.

3.3.11 Issue or Renew of the Instrument Rating

When an applicant has satisfactorily met the requirements for the issue of the rating, and the online prescribed application Form has been completed and submitted, the rating will be issued or renewed.



Director Safety Regulation

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