

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 1 of 9

THE SUSPENSION AND REVOCATION OF LICENCE, CERTIFICATE, RATING AND AUTHORIZATION

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures for the suspension and revocation of a licence, Certificate, Rating or Authorisation under the civil aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

Regulation 197 of the Civil Aviation (Personnel Licensing) Regulations;

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The holder of any license or certificate issued under the Civil Aviation (Personnel Licensing) Regulations who violates any provision of the civil aviation regulations or order issued there under, is subject to suspension or revocation of the license, certificate, rating or authorisation, in accordance with Regulation 197 of the Civil Aviation (Personnel Licensing) Regulations. This process applies not only to licence or certificate holders but also to designated Flight Examiners, ATC Practical Examiners, and AME Practical Examiners acting on behalf of the Authority. Failure to carry out assessments in accordance with prescribed procedures constitutes grounds for enforcement action.

3.1.2 Any license, certificate, rating or authorisation issued under these regulations ceases to be effective, if it is surrendered, suspended, or revoked.

3.1.3 A holder or any person having possession or custody of any documents which have been revoked, suspended or varied under these Regulations shall surrender it to the Authority within fourteen days from the date of revocation, suspension or variation.

3.1.4 Unless safety in air transport requires immediate action, prior to a final determination to suspend or revoke, the Authority shall provide the person with an opportunity to be heard as to why the licence, certificate, rating or authorisation should not be suspended or revoked.

3.1 Reasons and determination for suspension

The reason for suspension is indicated in regulation 197 of the Civil Aviation (Personnel Licensing) Regulations. If after re-inspection, re-examination or any other investigation of matters that concern safety in civil aviation, whether in private operation or in

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 2 of 9

commercial air transport or in the public interest, the Authority may suspend or revoke a licence, certificate, rating or authorisation.

3.1.1 The reasons for suspension are, and not limited to the following:

- a) Any suspicion of fraudulent or intentionally false statement,
- b) Any suspicion of fraudulent or intentionally false entry in any logbook, record, or report that the regulations require, or non- compliance with any requirement of these regulations,
- c) Any reproduction for fraudulent purpose,
- d) Any alteration,
- e) Lack of competence,
- f) Lack of qualification,
- g) During an investigation of an aircraft accident or an incident,
- h) In case of proven misconduct, recklessness or excessive carelessness,
- i) If the holder has acted in contradiction to his or her privileges;
- j) Pending the investigation of a suspected violation of the regulations or the aviation law under which the regulations are effected;
- k) If the holder is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances.

3.1.2 The Authority reviews the results of the investigation and considers whether the licence or certificate, in whole or in part, should be suspended or revoked, taking into account safety in civil aviation or commercial air transport and the public interest.

3.2 Notice of suspension and revocation of licence, certificate or authorisation.

The suspension of the licence or rating shall take effect immediately or from such time as the Authority informs the holder in writing about the action taken to suspend or to revoke a licence, certificate or authorisation. The notice shall forthwith be given to the holder of

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 3 of 9

the certificate or the license, together with a statement of the reasons for the suspension or revocation

3.3 Appealing against suspension

The holder of the suspended licence, certificate, rating or authorisation may appeal the suspension decision by writing to the Director General of the Authority within fourteen days after receiving a suspension notice.

3.4 Suspension period and termination of the suspension

3.4.1 If the Authority requires the knowledge and/or skill test to be taken, before re-instatement, the person involved shall be notified of the requirement in writing

3.4.2 The Authority will cancel a suspension after the holder:

- a) has won the appeal; or
- b) has passed the required knowledge and/or skill tests;
- c) has gained the required experience; or
- d) by revocation of the licence, certificate, rating or authorisation.

3.4.3 A licence, certificate or authorisation that had been suspended may be returned to the holder in the following cases:

- a) When the period of suspension has ended and revocation has not taken place.
- b) When all relevant requirements have been met.

3.4.4 Once the suspension has been cancelled, other than by revocation, the Authority shall return the licence, certificate or authorisation to the owner.

3.5 Re-instatement requirements

3.5.1 If the Authority discovers facts indicating either a lack of competency or lack of qualification, the Authority may require an applicant for or the holder of any licence, certificate, rating or authorisation to retake all or part of the knowledge or skill tests or additional training required for any licence, rating, authorisation or certificate.

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 4 of 9

3.5.2 Discovery of these facts can occur during inspection or investigation and in such a case, the Authority shall decide whether the applicant or holder should:

- a) Retake all or part of a knowledge test;
- b) Retake all or part of a skill test; or
- c) Have additional training for the skill test or knowledge test.

3.5.3 The process for the demonstration of knowledge and the skill is as for the initial issue of the licence, certificate, rating or authorisation affected.

3.5.4 In cases involving designated examiners, reinstatement of examiner privileges following suspension shall only be permitted after the individual has successfully completed the required corrective training or standardization programme, has been observed by an assigned inspector during the conduct of a live assessment or check, and where the Authority has confirmed that no further procedural violations have occurred during the relevant oversight period.

3.6 Reasons for revocation

3.6.1 If, after re-inspection, re-examination or any other investigation, the safety in civil aviation or commercial air transport and the public interest requires, the Authority may revoke a licence, certificate or authorisation, for the following regulatory reasons:

- a) Any fraudulent or intentionally false statement.
- b) Any fraudulent or intentionally false entry in any logbook, record, or report that these regulations require, or non- requirement of these regulations.
- c) Any reproduction of document for fraudulent purpose.
- d) Any alteration.
- e) If the holder has lost the skills for exercising the privileges mentioned in the document, or fails to meet the appropriate medical standards as shown by the results of a medical examination or test
- f) If the holder has made a statement contrary to the truth in obtaining or maintaining that licence, rating, authorisation or certificate, or has provided incorrect data at a medical examination and/or test required for the issue, maintenance or renewal of the licence, rating, authorisation or certificate.
- g) In case of proven misconduct, recklessness or excessive carelessness.

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 5 of 9

- h) If the holder is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances.
- 3.6.2** The holder of the licence will be notified in writing by the Authority of the revocation with the reasons therefore.
- 3.7 Review and determination for revocation**
- 3.7.1** Revocation will take place, if after re-examination, re-inspection or other investigation, the Authority determines revocation is warranted.
- 3.7.2** The Authority reviews the results of the investigation and considers whether the licence or certificate, in whole or in part, should be revoked, taking into account safety in civil aviation or commercial air transport and the public interest.
- 3.7.3** Revocation of a licence is a severe sanction, and should be considered carefully.
- 3.8 Notification and hearing process for revocation**
- 3.8.1** The Law specifies that a person subject to revocation must be notified, in writing, regarding the sanction of revocation and given the opportunity to appeal.
- 3.8.2** The person subject to revocation will be notified in writing by the Director General concerning:
- a) The Authority's determination of revocation.
 - b) The reason for revocation.
 - c) The opportunity to answer any charges and to be heard before revocation.
 - d) The time period for answering the charges.
- 3.8.3** If the person involved does not use the opportunity to answer the charges and/or to be heard, the Authority will send a notice of revocation.
- 3.8.4** The notification to revoke (in writing) shall contain the terms of the revocation of the licence, rating, authorisation or certificate, which will include:
- a) Reasons for revocation;

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 6 of 9

- b) A statement that the person shall be obligated to surrender the licences, certificate or authorisation within 14 days from the date of revocation;
- c) Appeal possibility;
- d) Re-application possibilities after 1 year.

3.8.5 In cases of emergency, the person involved is given immediate notification regarding the revocation. The notification will inform the licence holder to cease exercising the privileges and surrender the licence, rating, authorisation or certificate without having the possibility to be heard before the revocation.

3.9 Surrendering the revoked licence to the Authority

3.9.1 A person who has had a licence, certificate, rating or authorisation revoked shall be obliged to hand over to the Authority all the licences or certificates in his or her possession applicable to the revocation within 14 days from the date of revocation. The notification from the Authority should be delivered in a way that ensures its receipt.

3.9.2 The notification from the Authority should be delivered in a form and manner to ensure verification of its receipt.

3.9.3 A person who has been denied the privilege to manipulate the controls of an aircraft by judgement of a court, shall be equally obliged to hand over to the Authority all licences and certificates in his or her possession within 14 from the date of judgement

3.9.4 The requirements for appealing a revocation are the same as for a suspension.

3.9.5 Unless otherwise authorized by the Authority, a person whose licence has been revoked may not apply for any other licence, certificate, rating, or authorisation for 1 year after the date of revocation.

3.10 Issue of a new licence after the revocation period

The Application and evaluation process for the new licence must be completed to consider the applicant's eligibility for the licence, certificate, or authorisation. The applicant may be required to be tested or re-examined in the relevant areas and meet the currency requirements necessary for the licence sought.

3.11 Enforcement Process for Designated Flight and Practical Examiners

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 7 of 9

3.11.1 The Authority shall apply a graduated enforcement system for designated examiners, including Flight, Air Traffic Controller (ATC), and Aircraft Maintenance Engineer (AME) practical examiners.

3.11.2 The steps below describe how examiner performance issues are addressed

Table 1: Examiner Disciplinary Response Framework

Step	Action	Criteria	Responsible Office
1.	Counselling	Minor deviation; first occurrence	Principal Inspector
2.	Written Warning	Repeated procedural error; poor debriefing; documentation issue	Licensing Section
3.	Mandatory Retraining	Lack of standardization; ineffective assessment of candidate	Flight Standards/Training Oversight
4.	Suspension of Examiner Authority	Serious safety-related misconduct; lack of competence	Director Safety Regulation
5.	Revocation of Examiner Authority	Proven falsification, repeated violations, or fraud	Director General, upon Safety Regulation recommendation

3.11.3 Each enforcement step must be documented in the examiner's file. The examiner shall be notified in writing and given an opportunity to respond, as per Regulation 197 and Section 3.8 of this Circular.

4.0 Designation, Oversight, and Renewal of Flight, ATC, and AME Practical Examiners

4.1 Initial Designation

- 4.1.1** The Authority shall designate flight and practical examiners based on experience, qualifications, and demonstrated knowledge of regulatory and assessment procedures.
- 4.1.2** Designated examiners may be appointed by the Authority to conduct assessments across various licensing categories. These include flight crew licensing for Private Pilot Licence (PPL), Commercial Pilot Licence (CPL), and Airline Transport Pilot Licence (ATPL); practical testing for Air Traffic Controllers (ATC); and competency assessments for

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 8 of 9

Aircraft Maintenance Engineers (AME). Each designation shall be based on the examiner's qualifications, experience, and demonstrated ability to conduct evaluations in accordance with the applicable regulatory standards and procedures.

4.1.3 All examiners must undergo initial training prior to designation by the Authority. This training is designed to ensure that examiners possess the necessary knowledge, skills, and standardization to conduct fair, objective, and consistent assessments in accordance with regulatory requirements. The training shall cover applicable Civil Aviation Regulations, examiner responsibilities, assessment techniques, evaluation criteria, bias mitigation, safety oversight responsibilities, and professional conduct.

4.2 Oversight and Monitoring

4.2.1 All designated examiners are subject to continuous oversight by the Authority to ensure the consistency, integrity, and regulatory compliance of their assessment practices. This oversight includes both random and scheduled observations of check rides or practical assessments conducted by the examiner, systematic review of assessment documentation and reporting, and the analysis of feedback received from candidates and instructors involved in the testing process.

4.2.2 Findings from these oversight activities shall be formally documented and maintained in the examiner's file. Such findings will form the basis for decisions related to the renewal, suspension, or revocation of examiner designation, as deemed appropriate by the Authority.

4.3 Recurrent Training Requirements

4.3.1 All designated examiners shall undergo recurrent training at least once every 24 months to maintain standardization, regulatory alignment, and assessment proficiency. This training shall include updates on applicable civil aviation regulations and procedures, Human Factors and Crew Resource Management (CRM) principles as applied to examiner duties, standardization techniques for consistent evaluation, error detection methods, and guidance on bias reduction and professional conduct during assessments.

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
Document No.: TCAA-AC- SR-PEL019D	Title: The Suspension and Revocation of Licence, Certificate, Rating and Authorization	Page 9 of 9

4.3.2 The recurrent training shall be planned and delivered by the operator or service provider, and shall be jointly coordinated by the Personnel Licensing section to ensure consistent and uniform implementation across all categories of designated examiners.

4.4 Renewal of Examiner Authorization

4.4.1 Renewal of examiner authorization shall only be granted if the examiner has successfully completed the required recurrent training within the established cycle, has conducted a minimum number of assessments such as five (5) per year, attended Authority meetings/seminar and has not been subject to any unresolved procedural concerns or enforcement actions. As part of the renewal process, the Authority may also require the examiner to be observed conducting a live assessment to verify continued competence and adherence to prescribed evaluation standards.

4.5 Suspension or Revocation of Examiner Designation

4.5.1 The Authority may suspend or revoke an examiner's designation independently of any action taken on the examiner's licence. Such enforcement measures may be triggered by non-standard or inconsistent assessments, submission of incomplete or false documentation, evidence of favouritism or misconduct during testing activities, or any breach of the examiner code of conduct. These actions are taken to preserve the integrity, objectivity, and safety of the licensing and certification process.



Director Safety Regulation