

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 3 Advisory Circular
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1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for authorization as Aircraft Maintenance Engineer Examiner under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Regulations 91 and 92 of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed Online application forms

3.1

3.0 GUIDANCE AND PROCEDURES

3.2 General Information

The prescribed online application forms for issue or renewal of an Aircraft Maintenance Engineer Examiner Authorization may be obtained from the Authority's Personnel Licensing (PEL) Office or completed online using the licensing and certification portal.

3.3 The Applicant's Identity

Applicants must present a valid photo Identification Card or Passport, with details matching the information provided on the application form. If the applicant's identity cannot be verified, the application will be rejected until the proper identification is presented.

3.4 Eligibility requirements for issue of the Authorisation

3.4.1 The applicant is required to meet the eligibility requirements under the Civil Aviation (Personnel Licensing) Regulations and its prescribed procedures.

3.4.2 An applicant shall –

- a) Be technically qualified and must hold all category, class, and type ratings for each aircraft for which authorization is sought;
- b) Hold a valid Aircraft Maintenance Engineer licence with the privilege to instruct for the licence or rating.;
- c) Be current and qualified to act as an Aircraft Maintenance Engineer on the category, class, or type for which authorization is sought throughout the duration of the authorization;
- d) Have a satisfactory record as an Aircraft Maintenance Engineer in regard to accidents, incidents, and regulatory compliance;

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- e) Be a person of integrity.

3.5 Application Requirements

- a) The applicants must attach/upload the following to the application form:
- i. A properly completed prescribed online application form.
 - ii. A valid Aircraft Maintenance Engineer licence.
 - iii. Personal logbooks or acceptable records substantiating the experience declared in the application form.
- b) If the applicant does not meet the applicable criteria the Authority will advise the applicant how the deficiency may be corrected.

3.6 Requirements for Authorisation

3.6.1 The ground, flight and simulator training for examiners shall be in compliance with the Civil Aviation (Personnel Licensing) Regulations.

3.6.2 Each candidate selected for authorization by the Authority must pass a practical evaluation by an authorized examiner/ inspector before the authorization.

3.5.3 The applicant for an examiner authorization shall have conducted at least one test in the role of an examiner for which authorization is sought. The test shall include briefing, conduct of oral examination, conduct of the practical test, assessment of the candidate for the skill test is given, debriefing, recording and documentation of the test results. This practical test shall be observed by an examiner specifically authorized by the Authority for the purpose.

3.7 Authorization Procedures

3.6.1 An aircraft maintenance engineer examiner may be authorized to perform specific testing functions such as practical, oral, written, proficiency and type rating tests. An examiner may perform only the functions for which he is authorized. The aircraft maintenance engineer examiner shall hold a aircraft maintenance engineer licence, the rating and authorization for which he is authorized to conduct tests.

3.6.2 The Examiner shall be notified in writing by the Authority, of his reference number, responsibilities and privileges.

3.6.3 The Authority shall notify each Approved Training Organization, AMO and operators, of the aircraft maintenance engineer examiners who have been designated to conduct relevant tests.

3.7 Aircraft Maintenance Engineer Examiner Privileges and Limitations

3.7.1 An authorized AME examiner shall conduct examinations, proficiency checks, and practical tests only within the scope of their authorization.

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3.8 Examining requirements and procedures

3.8.1 An examiner must conduct all the practical tests and proficiency checks according to the applicable requirements and procedures.

3.8.2 An examiner is expected to honour appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a test if the postponement is at the examiner's request.

3.8.3 If an examiner cancels a test without rescheduling, the examiner shall inform the PEL office of the Authority. The PEL office will make arrangements to provide another examiner.

3.8.4 Oral portions of practical tests must be conducted in a distraction-free environment, with results discussed privately with the candidate.

3.8.5 An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.

3.8.6 An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for always demonstrating aviation safety.

3.8.7 If an examiner's performance is found unsatisfactory due to accidents, incidents, or deficiencies, the Authority may require the examiner to undergo a recheck or refresher assessment.

3.9 Annual Meetings

3.9.1 The Authority shall hold at least one annual meeting with AME examiners to review problem areas, examiner performance, requirements, and procedures. Attendance is mandatory and will be recorded.

3.9.2 During these meetings, the Authority will also issue updated guidance materials outlining current standards, regulatory requirements, and examination procedures.

3.9.3 In addition, the Authority conducts post-assessment reviews, including sampling of examination reports, to ensure consistency, standardization, and adherence to regulations across all authorized AME examiners.

3.9.4 Examiners are reminded of their obligation to maintain strict confidentiality regarding all examination materials, candidate performance records, and Authority correspondence. Examination results must only be shared with the applicant, relevant training organization (where applicable), and the Authority. Unauthorized disclosure or misuse of examination information constitutes a breach of examiner responsibilities and may result in suspension or termination of authorization.

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3.10 Re-Authorization

- 3.10.1 Examiners should apply for renewal at least 21 days before expiry of their authorization.
- 3.10.2 The Applications must include a record of all examinations conducted in the previous 12 months.
- 3.10.3 Renewal requires evidence that the examiner has conducted the minimum number of authorized tests during the previous 12 months.

3.11 Aircraft maintenance Engineer Examiner's Records

- 3.11.1 An Aircraft Maintenance Engineer Examiner shall:
 - a. Sign the logbook or other official record of each person examined.
 - b. Maintain a personal record of each examination conducted, including candidate name, type of test, date, and result.
 - c. Retain examination records for at least three years, in accordance with Regulation 85 of the Civil Aviation (Personnel Licensing) Regulations.

3.12 Discrepancies or Ineligibility.

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

3.13 Issue of the Authorization|

Applicants who meet all criteria will be issued an Aircraft Maintenance Engineer Examiner Authorization in the form of a designation letter or certificate, specifying type, privileges, and expiration date.

3.14 Non-Renewal or Termination of the Authorisation

- 3.14.1 The examiner services may be terminated by non-renewal or cancellation of authorization.
- 3.14.2 Where there is no longer a need for the examiner services the authorization will be terminated either for the whole authorization or for a part of the authorization.

4.0 Supervision of AME Examiners

4.1 Methods of Supervision

The Authority shall exercise oversight of designated Aircraft Maintenance Engineer (AME) Examiners through the following measures:

- i. Review of records and documentation e.g examination reports, records, and related documentation submitted by examiners
- ii. Monitoring of candidate feedback and results e.g candidate feedback, examination results

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- iii. Recurrent training i.e examiners will be required to participate in refresher training, conducted during the annual meeting of AME Examiners.

4.2 Frequency of Surveillance

The Authority shall conduct surveillance of AME examiners at least once annually, and more frequently when required due to incidents, complaints, or as determined by risk-based safety oversight assessments.



Director Safety Regulation