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This Aeronautical Information Circular (AIC) is issued for the information, guidance and compliance of all stakeholders.

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Director General

PROVISIONS FOR QUALIFICATION, SELECTION, DESIGNATION, RESPONSIBILITIES, PRIVILEGES AND RECURRENT TRAINING OF DESIGNATED PRACTICAL EXAMINERS AND AIR TRAFFIC CONTROL ON-THE-JOB TRAINING INSTRUCTORS (OJTI)

1.0 INTRODUCTION

- 1.1 The purpose of this Aeronautical Information Circular (AIC) is to notify all air operators, Approved Training Organisations (ATOs), Air Navigation Service Providers, Remotely Piloted Aircraft Systems (RPAS) operators, personnel licence holders, Air Traffic Control On-the-Job Training Instructors (ATC OJTI) and other aviation industry stakeholders in the United Republic of Tanzania of the administrative framework applied by the Tanzania Civil Aviation Authority (TCAA) in the designation, management and oversight of persons authorised to conduct knowledge, skill and oral examinations, tests, checks, training and supervision on behalf of the Authority.
- 1.2 The Civil Aviation (Personnel Licensing) Regulations, 2017, as amended (including by the Civil Aviation (Personnel Licensing) (Other Personnel) (Amendment) Regulations, 2022), empower the Director General to designate suitably qualified persons to conduct such examinations, tests, checks, training and supervision. This Circular consolidates and publishes the qualification, selection, designation, responsibility, privilege, oversight and recurrent training criteria applied by the Authority in administering such designations and authorisations — including the requirements for Air Traffic Controller (ATC) On-the-Job Training Instructors set out in Part VII of the Fourth Schedule to the Regulations — consistent with applicable Civil Aviation Regulations and the relevant ICAO Standards and Recommended Practices (SARPs).
- 1.3 This guidance applies pending formal amendment of the Civil Aviation (Personnel Licensing) Regulations, 2017. It does not amend, replace or override those Regulations or any other applicable Civil Aviation Regulations. Any condition imposed under this Circular shall operate as a condition of designation or authorisation and shall not be construed as creating an offence, penalty or statutory obligation beyond those provided under applicable law.

2.0 REFERENCES

- a) The Civil Aviation (Personnel Licensing) Regulations, 2017;
- b) The Civil Aviation (Safety Management) Regulations, 2018;
- c) The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations, 2026;
- d) ICAO Doc 9868 — Procedures for Air Navigation Services — Training (PANS-TRG);
- e) ICAO Doc 7192, Training Manual, Part D-1 — Maintenance Personnel;
- f) The TCAA Code of Conduct and the TCAA Enforcement Manual;

3.0 APPLICABILITY

3.1 This Circular applies to the designation and authorisation of Designated Examiners (“DEs”) and Air Traffic Control On-the-Job Training Instructors (“ATC OJT”) acting on behalf of the Authority in relation to knowledge, oral, practical and skill examinations, tests, checks, on-the-job training and other assessments falling within their authorised scope, for the following categories of aviation personnel:

- a) Flight Crew (Flight Test Examiners) — PPL, CPL, IR, ATPL, Flight Instructor and Type Rating (single-pilot and multi-crew);
- b) Aircraft Maintenance Engineers (AME/AMEL Practical Examiners);
- c) Air Traffic Controllers (ATC Practical Examiners);
- d) Air Traffic Controllers On- the -Job – Training Instructors (OJT);
- e) Flight Operations Officers/Flight Dispatchers (Dispatch Examiners);
- f) Cabin Crew Members (Cabin Crew Examiners);
- g) Remote Pilots of Remotely Piloted Aircraft Systems (RPAS Practical Examiners);
- h) English Language Proficiency Examiners, Interlocutors and Raters; and
- i) TCAA employees designated to conduct Knowledge, Oral and/or other examinations requiring separate examiner designation under applicable requirements.

4.0 DEFINITIONS

AMEL Practical Examiner. A person authorized by the Authority to conduct practical skill tests, competency assessments and evaluations for the issuance, renewal, revalidation or endorsement of Aircraft Maintenance Engineer Licences and ratings.

ATC On-the-Job Training Instructor (OJT). A person holding a current, valid Air Traffic Controller licence with a valid rating, who additionally holds an On-the-Job Training Instructor (OJT) authorisation issued under Part VII of the Fourth Schedule to the Regulations, authorising that person to provide practical training and supervision, on operational working positions and on synthetic training devices, to a trainee air traffic controller (“OJT student”) in the rating(s) held, while the trainee provides air traffic control service

ATC Practical Examiner. A person authorized by the Authority to conduct Air Traffic Controller licence skill tests, and rating issue, renewal or revalidation tests, proficiency and competency checks.

Cabin Crew Examiner. A person authorized by the Authority to conduct practical and knowledge examinations for the issuance, renewal or endorsement of a cabin crew certificate.

Designated Flight Examiner (DFE). A person, formally authorized by the Authority to conduct knowledge, skill and/or oral examinations, tests or checks for the issuance, renewal, revalidation or endorsement of an aviation personnel licence, rating, certificate or authorization.

Designation/Authorisation. The written authority granted by the Authority specifying the examiner's approved scope, privileges, limitations, conditions and validity period.

Dispatch Examiner. A person authorized by the Authority to conduct knowledge and/or practical examinations for the issuance, renewal or endorsement of Flight Operations Officer/Flight Dispatcher licences or certificates.

Knowledge Examiner. A TCAA employee authorized by the Authority to prepare, administer, mark and/or moderate written or computer-based knowledge examinations for the issuance, renewal or endorsement of an aviation personnel licence, rating or certificate.

On-the-Job Training Instructor (OJTI). An air traffic controller authorized to provide on-the-job training and to assess trainee controllers at an operational position, consistent with ICAO Doc 9868.

Operational Currency. Continued compliance with applicable recency, proficiency and competency requirements for the licence, rating, authorisation or operational function concerned.

Oral Examiner. A TCAA employee authorized by the Authority to conduct oral examinations testing an applicant's knowledge and understanding of the regulatory, technical and operational subjects relevant to the licence, rating or certificate sought.

Recent Experience. Relevant technical or operational experience obtained within the period specified by the Authority for the applicable examiner category.

RPAS Practical Examiner. A person authorized by the Authority to conduct practical skill tests and competency assessments for the issuance, renewal or endorsement of Remote Pilot Licences/Certificates and associated RPAS ratings.

Synthetic Training Device Instructor (STDI). A person holding an Air Traffic Controller licence who holds a Synthetic Training Device Instructor authorisation issued under Part VII of the Fourth Schedule to the Regulations, authorising that person to provide practical training on synthetic training devices for initial training, unit training (other than on-the-job training) and continuation training.

Type Rating Examiner (TRE). A person authorized by the Authority to conduct type rating skill tests, proficiency checks and line checks, and to recommend the issuance, renewal or revalidation of a type rating on a flight crew licence.

5.0 RESPONSIBILITY AND AUTHORITY

5.1 The Personnel Licensing (PEL) Office shall be the lead office responsible for administration of the Designated Examiner scheme, including for:

- a) maintaining current information on examiner designations;
- b) receiving, screening and processing applications;

- c) coordinating technical evaluation with relevant technical sections (Flight Operations, Air Navigation Services, Airworthiness);
- d) coordinating interviews, assessments and recommendations for designation;
- e) maintaining examiner and OJTI records; and
- f) coordinating oversight, recurrent training and enforcement recommendations.

5.2 PEL Inspectors and co-opted technical inspectors shall:

- a) Apply this Circular objectively and consistently and in compliance with the applicable Regulations;
- b) Maintain documented evidence for all tasks performed;
- c) identify and manage conflicts of interest; and
- d) Ensure transparency and procedural fairness.

6.0 GENERAL GUIDANCE

- a) Qualified and experienced aviation personnel are normally designated as Examiners and are not necessarily employees of the Authority. The Authority remains responsible for the designation, management and oversight of Designated Examiners.
- b) Designated Examiners have responsibilities directly related to the civil aviation safety programme, including ensuring that only applicants who demonstrate the required knowledge, skill and competency are recommended for licence or rating issuance, renewal or endorsement.
- c) To properly exercise the privileges of an examiner authorization, a Designated Examiner is required to be qualified, experienced and competent in the area of examination for which authorization is held.
- d) Designation as an Examiner is a privilege granted at the discretion of the Authority and not a right; the Authority may grant, limit, suspend, vary or revoke an authorization at any time in the interest of aviation safety or regulatory compliance.
- e) Applications for authorization shall be submitted using the prescribed forms, obtainable from the Authority's website or licensing portal, and shall be accompanied by supporting documentation demonstrating compliance with the requirements of this Circular.

7.0 MINIMUM QUALIFICATIONS AND EXPERIENCE FOR DESIGNATED EXAMINERS

In conducting eligibility checks, the PEL Inspector shall ensure that an applicant for examiner authorization holds the qualification and experience relevant to the nature and scope of examination sought, in accordance with the category-specific minima below.

7.1 FLIGHT TEST EXAMINERS (PILOTS)

7.1.1 *Minimum qualification. The applicant shall:*

- a) Hold a valid licence and rating at least equal to the licence or rating for which authorization is sought;

- b) Hold a Flight Instructor Rating appropriate to the examining authority sought;
- c) Pass a skill test prescribed by the Authority, supervised by a Flight Test Examiner specifically authorized for that purpose;
- d) Be a person of integrity and sound judgement; and
- e) For applicants who are employees of TCAA, provide evidence of completion of core training courses, including GSI-PEL, ATO, surveillance and auditing techniques, as applicable.

7.1.2 Minimum experience. The applicant shall have logged:

- a) A minimum of 1,000 hours total flight time; and
- b) A minimum of 200 hours providing flight instruction in the appropriate class and category.

7.2 AIRCRAFT MAINTENANCE ENGINEER (AMEL) PRACTICAL EXAMINERS

7.2.1 Minimum qualification. The applicant shall:

- a) Hold a current and valid Aircraft Maintenance Engineer Licence appropriate to the category and sub-category, and at or above the level, to be examined;
- b) Hold assessor/examiner authorization issued by the Authority or another competent authority, or have a background in knowledge examinations, practical maintenance skill assessments and competency assessments for licence issue or extension;
- c) For applicants who are TCAA employees, submit evidence of GSI-PEL completion, ATO certificate, and recurrent/refresher training relevant to their speciality; and
- d) Be a person of integrity and professional standing.

7.2.2 Minimum experience. The applicant shall have:

- a) A minimum of 5 years of aircraft maintenance experience, including at least 2 years exercising certifying privileges relevant to the licence category being assessed;
- b) Demonstrated recent practical experience on the aircraft, systems or tasks relevant to the examination scope; and
- c) Prior documented experience in maintenance instruction, practical task supervision, or internal competence assessment within an Approved Maintenance Organisation or engineering training organisation.

7.3 AIR TRAFFIC CONTROL (ATC) PRACTICAL EXAMINERS

7.3.1 Minimum qualification. The applicant shall:

- a) Hold a current, valid ATC licence with the ratings/endorsements relevant to the unit or position for which examination authorization is sought, at or above the level to be examined;
- b) Hold a valid On-the-Job Training Instructor (OJTI) certificate; and
- c) Hold at least three (3) Air Traffic Management ratings, or as otherwise determined by the Authority.

7.3.2 Minimum experience. The applicant shall have:

- a) At least 2 years of recent operational experience in the relevant ATC rating or unit; and
- b) Demonstrated recent operational currency in the control position to be examined, and prior experience in training, assessment or supervision of ATC personnel.

7.3.3 Additional conditions applicable to the exercise of examiner privileges

The ATC Practical Examiner shall exercise examiner privileges subject to the following additional conditions:

- a) Shall exercise examiner privileges for an assessment leading to the issue, revalidation or renewal of a rating only if the examiner has also held that rating for an immediately preceding period of at least six months;
- b) Shall assess the competence of an applicant for the issue or renewal of an OJTI authorisation only if the examiner holds a current OJTI certificate and has exercised the privileges of the OJTI for at least six months;
- c) Shall assess the competence of an applicant for the issue or renewal of a Synthetic Training Device Instructor (STDI) authorisation only if the examiner holds a current OJTI or STDI authorisation and has exercised the privileges of that authorisation;
- d) Shall assess the competence of an applicant for the issue or renewal of a Designated Examiner (ATC Practical Examiner) authorisation only if the examiner has exercised the privileges of that authorisation at least six months; and
- e) When conducting an assessment for the purpose of issuing or renewing a rating, she shall hold an OJTI certificate and a valid rating for the rating concerned or shall be accompanied by an OJTI who holds the valid rating associated with the assessment, in order to ensure supervision of the operational working position throughout the assessment.

7.4 AIR TRAFFIC CONTROL ON-THE-JOB TRAINING INSTRUCTORS (OJTI)

7.4.1 Minimum qualification. The applicant shall:

- a) Hold a current, valid Air Traffic Controller licence with a valid rating in the unit or position for which OJTI authorization is sought;
- b) Within the year preceding the application, have successfully completed a practical instructional techniques course during which the required instructional knowledge and skills were taught and appropriately assessed; and
- c) Be a person of integrity and sound judgement.

7.4.2 Minimum experience. The applicant shall have:

- a) Exercised the privileges of an Air Traffic Controller licence for a period of at least two (2) years immediately preceding the application;
- b) Exercised, for an immediately preceding period of at least six (6) months, the privilege of the valid rating in which OJTI instruction is to be given; and
- c) Practised instructional skills in the procedures for which OJTI authorization is sought.

7.4.3 Related authorisation to Synthetic Training Device Instructor (STDI)

A Synthetic Training Device Instructor (STDI) authorisation is a related but distinct authorisation, held by persons providing practical training exclusively on synthetic training devices. Provisions specific to the issue and renewal of an STDI authorisation are outside the scope of this Circular, save as referenced at paragraph 13(e) in respect of exchange of an expired OJTI authorisation.

7.5 FLIGHT OPERATIONS OFFICER / FLIGHT DISPATCH EXAMINERS

7.5.1 Minimum qualification. The applicant shall:

- a) Hold a valid Flight Dispatcher licence/endorsement or an Operations/Flight Operations Officer certificate recognised by the Authority;
- b) Where the examination is theoretical only, provide documented evidence of subject-matter competence in operations, navigation, performance, meteorology, minimum equipment lists and mass and balance; and
- c) Hold a certificate in instructional techniques or another recognised teaching qualification.

7.5.2 Minimum experience. The applicant shall have:

- a) At least 3 years of operational experience as a flight dispatcher or operations controller under an Air Operator Certificate (AOC) holder, or 3 years as a pilot with operations control experience (where prior experience is less than 3 years, additional supervised assessment experience shall be required); and
- b) Demonstrable instructional or assessment experience of at least 12 months of instruction/mentoring, or supervised dispatch operations over 90 working days under an AOC holder recognised by the Authority.

7.6 CABIN CREW EXAMINERS

7.6.1 Minimum qualification. The applicant shall:

- a) Hold a valid cabin crew certificate issued by the Authority;
- b) Be currently employed by an AOC holder overseen by the Authority; and
- c) Hold a certificate in cabin crew Training-of-Trainers instruction from an institution recognised by the Authority.

7.6.2 Minimum experience. The applicant shall have:

- a) At least 5 years of operational experience as a flight attendant under an AOC holder; or
- b) At least 3 years of operational experience as a senior purser or senior cabin crew member.

7.7 REMOTELY PILOTE (RPAS) PRACTICAL EXAMINERS

The following minima apply for dedicated RPAS examiner regulations:

7.7.1 Minimum qualification. The applicant shall:

- a) Hold a current, valid Remote Pilot Licence/Certificate appropriate to the category, class and operational scope (including, where relevant, Visual Line-of-Sight and Beyond Visual Line-of-Sight operations) for which authorization is sought, at or above the level to be examined;
- b) Hold a recognised RPAS instructional qualification or demonstrate evidence of instructional competence;
- c) Demonstrate current knowledge of the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations, applicable Advisory Circulars, airspace requirements and safety risk management principles for RPAS operations; and
- d) Be a person of integrity and sound judgement.

7.7.2 Minimum experience. The applicant shall have:

- a) Documented recent RPAS flight operating experience, with currency within the class/category of RPAS to be examined maintained within the preceding 12 months;
- b) Prior experience in the instruction, training or supervision of remote pilots; and
- c) Successfully completed a practical skill assessment observed by a PEL Inspector or a senior authorized RPAS examiner.

7.8 ENGLISH LANGUAGE PROFICIENCY EXAMINERS / INTERLOCUTORS / RATERS

7.8.1 Minimum qualification. The applicant shall:

- a) Hold a certificate of training as an Aviation English Language Proficiency examiner or rater;
- b) Hold or have held an ATC or pilot licence, with demonstrated evidence of radiotelephony operations expertise;
- c) Hold ICAO English Language Proficiency at least Level 5; and
- d) Hold formal qualifications in the English language, or demonstrate significant documented experience in language assessment.

7.8.2 Minimum experience. The applicant shall have:

- a) Practical experience assessing spoken English as an examiner/rater for at least 6 months, or having participated in at least 10 ICAO English language testing activities; and
- b) For initial designation, evidence of successful completion of an approved language rater/interlocutor training course.

7.9 TCAA EMPLOYEE EXAMINERS FOR KNOWLEDGE, ORAL AND TYPE RATING EXAMINATIONS

This sub-section applies specifically to TCAA employees designated to conduct knowledge examinations, oral examinations and/or type rating examinations on behalf of the Authority, in addition to (and distinct from) the practical/skill-test examiner categories at 7.1 to 7.7 above.

7.9.1 Knowledge Examiners

7.9.1.1 Minimum qualification. The applicant shall:

- a) Be a substantively appointed TCAA Personnel Licensing (PEL) Inspector or other technical staff member of the Authority with subject-matter competence in the syllabus area(s) to be examined;
- b) Hold, or have held, a licence, rating or professional qualification relevant to the subject(s) examined, at or above the level of the examination set;
- c) Have completed the ICAO Training Developers Course or completed Examination techniques course
- d) Have completed TCAA's internal examiner/item-writer training, including training in examination construction, standard-setting; and
- e) Demonstrate current knowledge of the applicable Regulations, Advisory Circulars and examination syllabi.

7.9.1.2 Minimum experience. The applicant shall have:

- a) At least 2 years of relevant technical or operational experience in the subject area to be examined; and
- b) Practical experience in question/paper development, moderation or marking, gained through supervised participation prior to independent designation.

7.9.2 Oral Examiners

7.9.2.1 Minimum qualification. The applicant shall:

- a) Be a TCAA employee holding a valid PEL Inspector appointment or equivalent technical designation;
- b) Hold a licence, rating or professional qualification equal to or above the level of the oral examination to be conducted; and
- c) Demonstrate structured-interview and assessment competence, including training in questioning technique, avoidance of bias, and objective scoring.

7.9.2.2 Minimum experience. The applicant shall have:

- a) At least 2 years of relevant technical or operational experience in the subject area; and
- b) Prior participation as an observer or co-examiner in oral examinations before independent designation.

7.9.3 Type Rating Examiners (TRE)

7.9.3.1 Minimum qualification. The applicant shall:

- a) Hold a valid licence and type rating, at or above the level and on the aircraft type for which authorization is sought;
- b) Hold a Type Rating Instructor (TRI) qualification, or equivalent instructional authorization, on the type;

- c) Pass a standardization/assessment conducted by the Authority or an authorized senior TRE; and
- d) Be a person of integrity and sound judgement.

7.9.3.2 Minimum experience. The applicant shall have:

- a) A minimum of 1,500 hours total flight time, including at least 500 hours on the applicable aircraft type or class, or as otherwise prescribed by the Authority;
- b) At least 2 years of recent experience instructing or checking on the type; and
- c) Demonstrated recent operational.

8.0 SELECTION AND DESIGNATION PROCEDURE

8.1 Application

- a) The applicant shall submit the prescribed application form together with all required attachments, including the relevant licence and/or rating, a current medical certificate (where applicable), a logbook or equivalent record of relevant experience, copies of relevant training certificates, and details of any previous examiner designation.
- b) The PEL Inspector shall conduct a document completeness and eligibility check within seven (7) working days of receipt of the application.
- c) Where a discrepancy is identified that cannot be immediately corrected, the Inspector shall issue a written notice of deficiency to the applicant within seven (7) working days; applications with material deficiencies shall be returned and re-submitted only once rectified.

8.2 Notification

Following evaluation of the application and supporting documents, unsuccessful applicants shall be notified with reasons, and successful applicants shall be scheduled and notified of the examiner interview.

8.3 Interview and/or Practical Assessment

- a) A structured interview shall be conducted by the Authority, assessing technical competence, regulatory knowledge, ethics and integrity, judgement, and conflict of interest
- b) Where applicable to the category, the applicant shall additionally undergo a practical examiner assessment/observed skill test covering pre-test briefing, conduct of the test, performance evaluation techniques, and post-test debriefing and documentation.
- c) Interview and assessment outcomes shall be documented using the prescribed checklist and recorded as: Recommended; Recommended with conditions; or Not recommended (with reasons).

8.4 Designation/Authorization

- a) Following successful completion of the selection, evaluation and interview/assessment process and approval by the Director of Safety Regulation, the Authority shall formally appoint the examiner through issuance of an official Letter of Designation/Authorization.
- b) The Letter of Designation/Authorization shall specify, at minimum: the examiner's full name and identification details; the designation reference number; the category and scope of authorization; the type(s) of examination authorized; the duration and validity period;

applicable privileges, limitations and conditions; and obligations regarding compliance, oversight and reporting.

- c) No person shall exercise examiner privileges unless a valid Letter of Designation/Authorization has been issued and remains in force.

8.5 Induction

Newly designated Examiners shall undergo an induction/orientation programme covering compliance with regulatory requirements, procedures and tools for execution of duties, examiner privileges and limitations, the Code of Conduct, conflict of interest, responsibility and accountability, appeal rights, and enforcement for breach, and shall be provided with the relevant Orders, Advisory Circulars, test forms/checklists and Regulations required to perform their duties. These materials remain the property of the Authority and shall be surrendered upon cessation of designation.

9.0 DUTIES AND RESPONSIBILITIES OF DESIGNATED EXAMINERS

9.1 General

A Designated Examiner shall:

- a) Conduct examinations, tests and checks objectively, fairly and consistently, ensuring that applicants meet the required knowledge, skill and competency standards;
- b) Recommend corrective action where deficiencies are identified;
- c) Refrain from examining an applicant whom the examiner has personally instructed or assessed for the same licence, rating or endorsement, except with the Authority's prior written approval;
- d) Maintain the confidentiality, integrity and security of the examination process and materials;
- e) Honour scheduled appointments and promptly notify the Authority of any inability to conduct an examination;
- f) Maintain complete and accurate examination records (including applicant details, test type, date and outcome), sign and submit examination reports to the Authority within prescribed timelines, and retain records for a minimum of three (3) years; and
- g) Comply at all times with the TCAA Code of Conduct and the terms and conditions of designation.

9.2 Conflict of Interest

- 9.2.1** A Designated Examiner shall not examine a candidate whom the examiner has personally instructed or directly assessed for the same licence, rating or endorsement during the relevant training/examination cycle, unless an exception has been approved in writing by the Authority on documented grounds demonstrating that impartiality and examination integrity will not be compromised.
- 9.2.2** A TCAA employee examiner shall, as far as practicable, not conduct an examination for an applicant or organisation for which that employee currently exercises direct certification, inspection, surveillance or enforcement responsibility.

9.3 Additional Responsibilities of TCAA Employee Examiners (Knowledge, Oral and Type Rating Examinations)

In addition to 9.1, a TCAA employee designated as a Knowledge Examiner, Oral Examiner or Type Rating Examiner shall:

- a) Maintain strict separation between the examiner function and any inspection, surveillance, audit or enforcement function performed for the same applicant or organisation, and declare any such conflict to the Chief PEL Inspector before the examination is conducted;
- b) Ensure that examination content, question banks, marking keys and pass standards remain confidential at all times and are not disclosed to candidates, training organisations, or staff not authorized to access them;
- c) Where acting as a Type Rating Examiner, not conduct the type rating skill test or proficiency check of a candidate whom the examiner has personally trained on the type within the preceding training/examination cycle, except with the Authority's prior written approval;
- d) Ensure that examination questions, oral examination guides and assessment standards are periodically reviewed, moderated and updated in accordance with the Authority's quality assurance procedures; and
- e) Report promptly to the Chief PEL Inspector any irregularity, malpractice, or suspected compromise of examination material or process.

10.0 PRIVILEGES AND LIMITATIONS COMMON TO DESIGNATED EXAMINERS

10.1 General

- a) A Designated Examiner shall exercise examiner privileges only within the scope of the authorization issued by the Authority, and only while holding a valid underlying licence, rating and, where applicable, medical certificate;
- b) A Designated Examiner shall not normally examine a candidate whom the examiner has personally instructed or assessed for the same licence, rating or endorsement, except with the Authority's prior written approval;
- c) A Designated Examiner shall maintain objectivity, impartiality and confidentiality, and shall not allow personal interests or employment relationships to influence the outcome of an examination; and
- d) The Authority may limit, suspend, vary or revoke an authorization at any time where necessary in the interest of safety, regulatory compliance, or where the examiner's performance or conduct falls below the required standard. Designation is a privilege granted at the Authority's discretion and not a right.

10.2 Privileges and Limitations Specific to TCAA Employee Examiners (Knowledge, Oral and Type Rating)

A TCAA employee designated as a Knowledge Examiner, Oral Examiner or Type Rating Examiner:

- a) May exercise examiner privileges only within official duty time and in accordance with the Authority's internal work schedule; such duties are performed on behalf of the Authority and are not to be treated as external, private or commercial activity;

- b) Shall not examine a candidate from an organisation over which the examiner currently exercises direct inspection, surveillance or certification oversight, except where the Authority determines in writing that no reasonable conflict of interest exists;
- c) Shall not solicit or receive any fee, gift, gratuity or other benefit from a candidate, employer or training organisation in connection with the conduct of an examination;
- d) Is limited to the subject areas, licence/rating categories and type(s) of examination (knowledge, oral or type rating, as applicable) specified in the employee's designation letter; and
- e) Remains subject to the Authority's internal Code of Conduct and disciplinary procedures, in addition to the enforcement provisions of Section 15 of this Circular, in respect of any breach of examiner duties.

10.3 Privileges and Limitations Specific to ATC On-the-Job Training Instructors (OJTI)

An ATC On-the-Job Training Instructor (OJTI) holding a valid authorization:

- a) May provide practical training and supervision only on operational working positions, and on synthetic training devices, for which the OJTI holds a valid rating;
- b) Shall exercise OJTI privileges only where the OJTI has exercised the privilege of the rating to be instructed in for at least two (2) years, has exercised the privilege of that rating for an immediately preceding period of at least six (6) months, and has practised instructional skills in the procedures in which instruction is to be provided;
- c) Remains subject to the general privileges, limitations and oversight provisions of paragraph 10.1; and
- d) May have the OJTI authorization limited, suspended, varied or revoked by the Authority at any time in the interest of aviation safety or regulatory compliance.

11.0 DURATION OF DESIGNATION

Except where the Authority specifies a shorter period, the duration of a designation shall be twelve (12) months from the date of issue. Designation remains contingent upon continued validity of the examiner's underlying licence, rating and medical certificate (where applicable), and upon continued compliance with examiner duties and conduct requirements.

Notwithstanding the foregoing, the validity period of an ATC On-the-Job Training Instructor (OJTI) authorization shall be three (3) years from the date of issue, in accordance with the Fourth Schedule (Part VII) of the Regulations, and remains contingent upon continued validity of the OJTI's Air Traffic Controller licence and rating and upon continued compliance with the requirements of paragraph 7.4.2.

12.0 RECURRENT TRAINING AND ANNUAL MEETING

The Authority shall coordinate and convene at least one examiner meeting or refresher/standardization workshop annually, for each category of Designated Examiner, to review problem areas, examiner performance, requirements and procedures, and recurrency and proficiency matters. Attendance is mandatory (whether in a physical or virtual format); attendance and outcomes shall be recorded in the examiner's file, and failure to attend without valid excuse may affect eligibility for renewal.

13.0 RENEWAL

- a) An application for renewal shall be submitted at least 30 days before expiry, together with a record of examination activities conducted within the 12 months preceding the application;
- b) The examiner shall have conducted a minimum of four (4) skill tests within the validity period of the authorization, including at least one test conducted under the observation of the Authority;
- c) Renewal is granted at the discretion of the Authority, having regard to the outcome of the evaluation process, surveillance reports on the examiner's performance and conduct, and the continued operational need for the examiner's services; and
- d) A Designated Examiner seeking an extension of examiner privileges to an additional category or scope shall meet the relevant qualification, authorization and experience requirements of the category or scope sought.
- e) Renewal of an ATC OJTI authorisation. An OJTI authorisation may be revalidated within its three-year validity period by successfully completing refresher training on practical instructional skills, provided the requirements of paragraphs 7.4.1 and 7.4.2 continue to be met. Where an OJTI authorisation has expired, it may be renewed by receiving refresher training on practical instructional skills and successfully passing a practical instructor competence assessment (skills test), within the year preceding the application for renewal, provided the requirements of paragraphs 7.4.1 and 7.4.2 are met. Where those requirements are not met, the Authority may consider exchange of the OJTI authorisation for a Synthetic Training Device Instructor (STDI) authorisation, subject to compliance with the applicable requirements of the Regulations.

14.0 SUPERVISION, OVERSIGHT AND QUALITY CONTROL

The Authority shall routinely monitor and supervise the performance of Designated Examiners to ensure compliance with the terms of designation and the applicable Regulations, through performance audits and evaluations, ad hoc checks and observations during tests, review of test records and documentation, and review of recurrency actions including routine proficiency checks under an AOC.

15.0 ENFORCEMENT

Where information indicates that a Designated Examiner or an ATC OJTI may have failed to comply with the applicable Regulations or the terms and conditions of designation or authorisation, the Authority shall assess and, where appropriate, investigate the matter.

Except where immediate action is necessary in the interest of aviation safety, the examiner or ATC OJTI concerned shall be;

- a) notified of the alleged non-compliance;
- b) given a reasonable opportunity to respond; and
- c) informed in writing of the decision and the reasons for it.

Where immediate safety action is necessary, the Authority may temporarily suspend the exercise of the examiner's or OJTI's privileges, to the extent permitted by applicable law, pending completion of the investigation.

Subject to applicable law and the terms of designation, proven non-compliance may result in the limitation, variation, suspension, non-renewal or revocation of the examiner's or OJT's privileges.

Enforcement action shall be proportionate to the nature, seriousness and safety implications of the non-compliance, and shall be undertaken in accordance with applicable legislation and the TCAA Enforcement Manual.

16.0 APPEALS

An applicant or examiner aggrieved by a decision concerning designation or examiner privileges may exercise the applicable review or appeal rights provided under the Civil Aviation Act, applicable Regulations and Authority procedures.

Any decision letter shall inform the affected person of the applicable review or appeal procedure, the authority to which the appeal is submitted and the applicable timeframe.

Unless otherwise provided by law or expressly directed by the competent authority, lodging an appeal shall not automatically suspend a decision taken in the interest of aviation safety.

17.0 PUBLICATION

The Authority may publish and maintain information necessary to enable stakeholders to verify the validity and scope of active examiner designations, subject to applicable law and personal-data protection requirements.

Published information shall be limited to information reasonably necessary for verification, including the examiner's name, examiner category, authorised scope and validity period. Unnecessary personal identifiers shall not be published.

18.0 TRANSITIONAL ARRANGEMENTS AND EFFECTIVE DATE

- a) This Circular will be effective once it is published in the TCAA's website.
- b) Persons holding a valid designation or authorization issued by the Authority prior to the effective date of this Circular may continue to exercise the privileges of that designation until its stated expiry, whereupon renewal shall be subject to this Circular.
- c) This Circular provides guidance pending formal amendment of the applicable Regulations. The Authority shall advise industry, through a further AIC or Notice, once the relevant amendment to the Regulations has been made.

19.0 ENQUIRIES

Enquiries concerning this Circular should be directed to the Personnel Licensing (PEL) Office, Tanzania Civil Aviation Authority, P.O. Box 2819, Dar es Salaam, or by e-mail to tcaa@tcaa.go.tz.