	<b>TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION PERSONNEL LICENSING</b>	<b>Revision: 1</b>
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## 1.0 PURPOSE

This Advisory Circular (AC) provides guidance and outlines the procedure for the alternative approval of foreign Approved Training Organizations (ATOs), flight simulation training devices (FSTDs), and foreign personnel involved in training, testing, or checking, to ensure such training is valid for the issuance of Tanzanian licences and ratings.

## 2.0 REFERENCES

- 2.1 Civil Aviation (Approved Training Organisation) Regulations
- 2.2. ICAO Doc 9841 – Manual on the Approval of Training Organisations
- 2.3. ICAO Doc 9379 – Manual of Procedures for Establishment and Management of a State’s Personnel Licensing *System*

## 3.0 BACKGROUND

- 3.1. In certain cases, specialized training required within Tanzania may not be readily available domestically. This necessitates the approval of foreign ATOs.
- 3.2. While the core approval principles remain the same, the alternative approval process enables TCAA to leverage oversight by the Baseline CAA to reduce regulatory duplication and promote efficiency.

## 4.0 SCOPE

This procedure applies to:

- i. Foreign Approved Training Organizations (ATOs) providing training for Tanzanian license holders or applicants;
- ii. Flight Simulation Training Devices (FSTDs) used for training, testing, or checking;
- iii. Foreign personnel conducting tests, checks, or assessments on behalf of or for Tanzanian licence holders;
- iv. Operators and individuals utilizing foreign training organizations for training recognized by TCAA.

## 5.0 GENERAL APPROVAL POLICY

- 5.1. All foreign ATOs, FSTDs, and checking personnel involved in training or assessment for Tanzanian licence purposes must be approved or designated by TCAA prior to use.
- 5.2. Tanzanian individuals and operators must ensure that the required TCAA approvals are in place before engaging in any training or checks conducted by foreign organizations or personnel.

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5.3. There is no procedural distinction between the approval of training organizations based in Tanzania and those based abroad. However, the approval of a foreign ATO necessitates review of the foreign authority's approval, conditions, and underlying regulatory framework.

5.4. TCAA may require additional oversight, such as a regulatory gap analysis or on-site evaluation, to ensure compliance and safety equivalency with national standards.

5.5. In certain cases, where full implementation of standard approval processes is impractical, an Alternative Approval Procedure may be adopted, ensuring continued adherence to international safety and oversight standards

## **6.0 ALTERNATIVE APPROVAL PROCEDURE**

### **6.1. Application Submission**

Any **individual or organization** seeking to utilize a foreign ATO must submit a **Letter of Intent** to TCAA, accompanied by the following:

- i. Proposed dates or period of training operations;
- ii. Justification for using a foreign training organization;
- iii. Signed formal application stating the specific courses for which approval is requested;
- iv. A compliance checklist identifying regulatory differences between the certifying CAA and TCAA;
- v. A gap analysis covering:
  - a. Instructor and evaluator qualifications,
  - b. Plans to mitigate any regulatory or operational gaps;
- vi. A documented Safety Management System (SMS) including operational risk assessments related to the regulatory differences;
- vii. Copies (electronic or hard) of approved training and procedural manuals

## **7.0 REVIEW AND EVALUATION**

TCAA will:

- i. Assess all submitted documents;
- ii. Contact the certifying Civil Aviation Authority to validate the ATO's approvals;
- iii. Review any flight simulators or foreign checking personnel proposed for Tanzanian personnel by conducting:

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- a. On-site evaluations where required,
- b. Performance and qualification audits of both equipment and personnel.

## 8.0 8CONDITIONS FOR APPROVAL

TCAA will issue a formal approval once the following conditions are met:

- i. The foreign ATO holds a valid approval from its certifying CAA for the courses proposed.
- ii. All training personnel have documented their competency and proficiency as per procedures approved by the certifying CAA.
- iii. Any regulatory differences identified in the gap analysis have been fully addressed through:
  - a. Demonstrated compliance,
  - b. Risk assessment and mitigation plans.
- iv. A gap analysis of instructor and evaluator privileges is submitted with a corrective action plan.
- v. TCAA will grant limited authorizations to foreign instructors/evaluators for use only at the approved ATO.
- vi. Any on-site evaluations deemed necessary by TCAA are completed satisfactorily.
- vii. A formal agreement between the ATO and TCAA is signed, outlining obligations including:
  - a. Reporting of surveillance-relevant information;
  - b. Notification of enforcement actions by the certifying CAA;
  - c. Internal findings and corrective action plans;
  - d. Hazard identification and risk management procedures;
  - e. TCAA’s right to access facilities and documentation for inspection or audit;
  - f. Submission of training documents to TCAA’s SOFIA system.

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## **9.0 ISSUANCE OF APPROVAL**

The formal approval document may include:

- i. A TCAA-issued display certificate and operations specifications for the foreign ATO, including:
  - a. List of authorized training programs,
  - b. Approved aircraft types and FSTDs,
  - c. Authorized instructors and evaluators.
- ii. For foreign FSTDs: An approval letter issued to the Tanzanian operator authorizing simulator use, including any restrictions.
- iii. For foreign checking personnel: A Designation of Authority issued by TCAA under applicable Civil Aviation Regulations.

## **10.0 CONTINUED VALIDITY**

The foreign ATO's approval remains valid for the period specified in the certificate, subject to the following:

- i. The certifying CAA's approval remains current;
- ii. The training organization continues to comply with all terms of the formal agreement;
- iii. Any breach of obligations under the agreement may result in automatic suspension of TCAA approval.

## **11.0 FLOW OF THE ALTERNATIVE APPROVAL PROCEDURE**



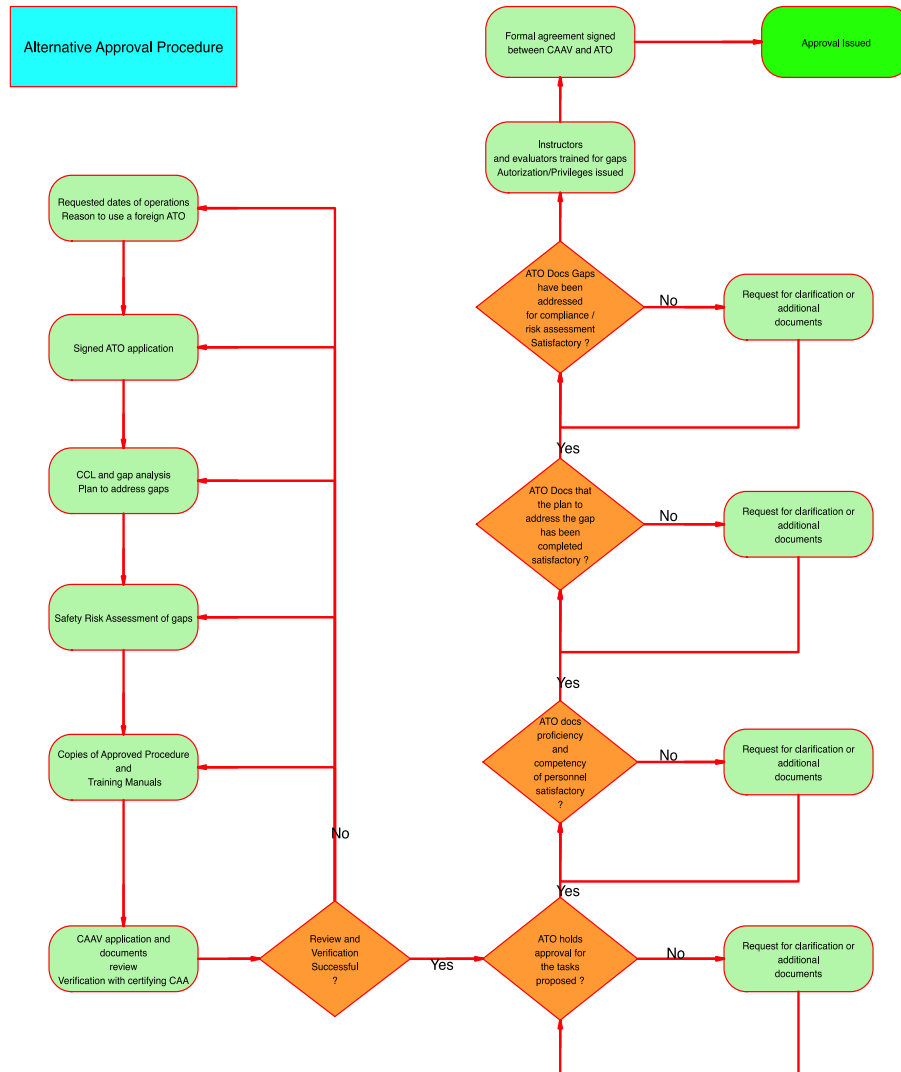
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