

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 Advisory Circular
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1.0 PURPOSE

This Procedure establishes the requirements, application process, assessment procedures, designation, oversight, renewal and maintenance of competency for Flight Examiners (FE), Type Rating Examiners (TRE) and Simulator Flight Examiners (SFE).

The procedure also establishes the process for appointment of examiners under Special Conditions in accordance with Regulation 91A of the Civil Aviation (Personnel Licensing) Regulations.

The objective is to ensure that only suitably qualified, experienced and competent persons are authorized to conduct skill tests, proficiency checks and competency assessments on behalf of the Authority while maintaining the highest standards of aviation safety, integrity, impartiality and standardization.

2.0 REFERENCES

- a) Regulations 91, 91A and 92 of the Civil Aviation (Personnel Licensing) Regulations;
- b) Personnel Licensing Procedures Manual;
- c) Applicable Advisory Circulars.

3.0 APPLICABILITY

This procedure applies to all persons seeking designation as:

- a) Flight Examiner (FE);
- b) Type Rating Examiner (TRE);
- c) Simulator Flight Examiner (SFE);
- d) Examiner under special conditions.

4.0 EXAMINER CATEGORIES

4.1 Flight Examiner (FE)

A Flight Examiner is authorized to conduct skill tests, proficiency checks and competency assessments for licences, ratings and authorizations within the scope of the examiner authorization.

4.2 Type Rating Examiner (TRE)

A Type Rating Examiner is authorized to conduct examinations, checks and assessments for aircraft type ratings and related authorizations on aircraft types specified in the authorization.

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4.3 Simulator Flight Examiner (SFE)

A Simulator Flight Examiner is authorized to conduct assessments using approved Flight Simulation Training Devices (FSTD) within the scope specified by the Authority.

4.4 Examiner under special conditions

A Examiner under special conditions is an examiner appointed by the Authority to support examiner mentoring, standardization, supervision and quality assurance activities.

PART A – STANDARD EXAMINER DESIGNATION PROCESS

5.0 ELIGIBILITY REQUIREMENTS

Before applying for designation, an applicant shall demonstrate compliance with the following minimum requirements.

5.1 Licensing requirements

The applicant shall:

- a) Hold a valid licence appropriate to the examiner privileges sought;
- b) Hold the relevant aircraft category, class or type rating;
- c) Hold a valid medical certificate where applicable;
- d) Hold the qualifications necessary to exercise the privileges being assessed.

5.2 Instructor requirements

The applicant shall hold an appropriate Flight Instructor Rating or other qualification acceptable to the Authority.

5.3 Experience requirements

The applicant shall possess at least:

- a) 1,000 hours total flight time;
- b) 200 hours flight instruction;
- c) Operational experience appropriate to the aircraft category, class or type;
- d) Recent experience and operational competency applicable to the privileges sought.

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5.4 Knowledge Requirements

The applicant shall demonstrate adequate knowledge of:

- a) Civil Aviation Regulations;
- b) Personnel Licensing Standards;
- c) Skill Test Standards;
- d) Proficiency Check Procedures;
- e) Human Factors;
- f) Examiner Responsibilities;
- g) Assessment Methodology;
- h) Examiner Ethics and Professional Conduct.

6.0 APPLICATION PROCEDURE

6.1 Initial Application

An applicant seeking designation shall submit a formal application to the Authority accompanied by the following documents:

- a) Completed examiner application form;
- b) Copy of licence and ratings;
- c) Medical certificate;
- d) Instructor rating certificate;
- e) Examiner training certificate;
- f) Logbook extracts;
- g) Evidence of operational experience;
- h) Previous examiner authorization where applicable;
- i) Any additional information requested by the Authority.

Applicant guidance

Applicants should ensure that all submitted documentation is current, complete and certified where required. Incomplete applications may be returned without processing.

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6.2 Administrative review

Upon receipt of the application, the Authority shall conduct an administrative review to verify:

- a) Completeness of the application;
- b) Authenticity of documents;
- c) Payment of applicable fees;
- d) Eligibility for further processing.

Applicant Guidance

The applicant may be requested to provide additional documentation or clarification before the application proceeds to technical evaluation.

6.3 Technical evaluation

The Authority shall conduct a detailed assessment of:

- a) Flight experience;
- b) Instructional experience;
- c) Aircraft category, class or type experience;
- d) Regulatory knowledge;
- e) Professional background;
- f) Previous examiner activities.

The purpose of the evaluation is to determine whether the applicant possesses sufficient experience and maturity to exercise examiner responsibilities independently.

6.4 Examiner interview

The applicant shall attend an examiner interview conducted by the Authority.

The interview shall assess:

- a) Knowledge of licensing regulations;
- b) Skill test requirements;
- c) Assessment techniques;
- d) Examiner conduct and ethics;

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- e) Decision making ability;
- f) Understanding of examiner responsibilities.

Applicant Guidance

Applicants are expected to demonstrate a thorough understanding of applicable regulations and the standards required for objective assessment of licence holders.

6.5 Examiner standardization training

Where required, the applicant shall successfully complete examiner standardization training approved by the Authority.

The training shall include:

- a) Examiner responsibilities;
- b) Conduct of tests and checks;
- c) Assessment standards;
- d) Report writing;
- e) Standardization of examiner judgement;
- f) Ethics and conflict of interest management.

6.6 Practical assessment

The applicant shall conduct a skill test, proficiency check or competency assessment under observation by an Inspector or authorized Examiner.

The applicant shall demonstrate competency in:

- a) Pre test briefing;
- b) Conduct of examination;
- c) Assessment of performance;
- d) Examiner judgement;
- e) Debriefing techniques;
- f) Completion of records and reports.

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6.7 Recommendation

The assigned Inspector shall prepare an evaluation report containing:

- a) Assessment results;
- b) Observations;
- c) Identified limitations;
- d) Recommendation for approval or rejection.

6.8 Approval process

The recommendation shall be reviewed by the Authority and submitted to the chief responsible for Personnel Licensing or Safety Regulation/DG for approval.

The Authority may:

- a) Approve;
- b) Approve with limitations;
- c) Request additional assessment;
- d) Reject the application.

6.9 Issuance of examiner authorization

Where approved, the Authority shall issue an Examiner Authorization specifying:

- a) Examiner category;
- b) Scope of privileges;
- c) Aircraft category, class or type;
- d) Applicable limitations;
- e) Authorization number;
- f) Validity period.

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PART B – DESIGNATION UNDER SPECIAL CONDITIONS (REGULATION 91A)

7.0 GENERAL

Regulation 91A provides an exceptional mechanism allowing the Authority to appoint qualified personnel as instructors or examiners where special circumstances exist and where normal examiner resources are insufficient.

The use of Regulation 91A shall remain exceptional and shall not replace the normal examiner designation process established under Regulation 91.

8.0 CIRCUMSTANCES JUSTIFYING SPECIAL DESIGNATION

The Authority may apply Regulation 91A where:

- a) Internal inspector resources are limited;
- b) No suitably qualified local examiner is available;
- c) Specialized aircraft type expertise is required;
- d) A new aircraft type is introduced;
- e) Remote operations prevent access to approved examiners;
- f) Operational continuity would otherwise be compromised;
- g) Aviation safety considerations justify such appointment.

9.0 ELIGIBILITY REQUIREMENTS FOR SPECIAL DESIGNATION

The applicant shall:

- a) Hold a valid licence appropriate to the privileges sought;
- b) Hold qualifications equivalent to those required under Regulation 91;
- c) Possess extensive operational experience;
- d) Hold examiner authorization issued by another Contracting State where applicable;
- e) Meet any additional conditions established by the Authority.

10.0 FOREIGN LICENCE AND EXAMINER VERIFICATION

Where the applicant holds a foreign licence or foreign examiner authorization, the Authority shall verify the credentials with the State of Issue.

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Verification shall include:

10.1 Licence verification

- a) Licence authenticity;
- b) Licence validity;
- c) Rating validity;
- d) Medical validity;
- e) Enforcement history.

10.2 Examiner authorization verification

The Authority shall verify:

- a) Current examiner status;
- b) Scope of examiner privileges;
- c) Aircraft types authorized;
- d) Validity period;
- e) Suspension or enforcement history.

10.3 Regulatory assessment

The Authority shall assess:

- a) Equivalence of licensing standards;
- b) Examiner experience;
- c) Aircraft-specific competency;
- d) Suitability for the intended designation.

This process shall be conducted in a manner similar to the verification process used for foreign licence validation or conversion.

11.0 SPECIAL DESIGNATION PROCESS

11.1 Submission of application

The applicant submits:

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- a) Application Form;
- b) Licence;
- c) Ratings;
- d) Medical certificate;
- e) Examiner authorization;
- f) Logbook evidence;

11.2 Verification with issuing authority

The Authority shall formally verify the applicant's credentials with the State of Licence Issue and, where applicable, the State that issued the examiner authorization.

11.3 Technical assessment

PEL and Flight Operations Inspectors shall desktop assess:

- a) Experience;
- b) Qualifications;
- c) Competency;
- d) Aircraft-specific expertise;
- e) Need for the appointment.

11.4 Authority standardization briefing

The applicant shall receive a briefing covering:

- a) National regulations;
- b) Licensing procedures;
- c) Examination forms;
- d) Reporting requirements;
- e) Administrative procedures.

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11.5 Observation or competency assessment

Where deemed necessary, the Authority may require:

- a) An observed skill test;
- b) A proficiency check;
- c) An examiner assessment;
- d) Additional standardization training.

11.6 Approval

The Authority shall determine whether the special designation is justified and whether safety will be maintained.

11.7 Issuance of Special Authorization

The Authority may issue a Special Examiner Authorization specifying:

- a) Type of designation;
- b) Aircraft type;
- c) Scope of privileges;
- d) Operational limitations;
- e) Duration of authorization;
- f) Any special conditions applicable to the authorization.

12.0 LIMITATIONS

The Authority may limit the authorization to:

- a) Specific aircraft types;
- b) Specific operators;
- c) Specific examinations;
- d) Specific locations;
- e) Defined periods.

13.0 RENEWAL OF EXAMINER AUTHORIZATION

13.1 General

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An examiner seeking renewal of an Examiner Authorization shall demonstrate continued competency, regulatory compliance, operational currency and active participation in examiner activities during the validity period of the authorization.

The Authority may renew an Examiner Authorization where satisfied that the examiner continues to meet the requirements prescribed under Regulations 91 and 92 and the requirements contained in this Procedure.

13.2 Renewal eligibility requirements

An applicant for renewal shall:

- a) Hold a valid examiner authorization;
- b) Continue to hold the licence and ratings associated with the examiner privileges exercised;
- c) Continue to hold the required Flight Instructor Rating, where applicable;
- d) Demonstrate recent examiner activity;
- e) Demonstrate continued operational competency and recency;
- f) Successfully complete examiner standardization or refresher training required by the Authority;
- g) Comply with any additional requirements established by the Authority.

13.3 Renewal application

The examiner shall submit the renewal application not less than thirty (30) days before expiry of the authorization.

The application shall include:

- a) Completed renewal application form;
- b) Evidence of examiner activity conducted during the validity period;
- c) Evidence of recent operational experience;
- d) Evidence of attendance at examiner standardization or refresher training;
- e) Copy of current licence and ratings;
- f) Copy of current medical certificate, where applicable;
- g) Any additional information required by the Authority.

13.4 Renewal assessment process

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Upon receipt of the application, the Authority shall:

13.4.1 Administrative review

Verify completeness of the application and supporting documents.

13.4.2 Licensing verification

Verify:

- a) Licence validity;
- b) Rating validity;
- c) Instructor privileges;
- d) Medical validity.

13.4.3 Examiner activity review

Verify examiner activity conducted during the validity period.

13.4.4 Competency assessment

Determine whether additional observation, reassessment or standardization is required.

13.4.5 Approval

Approve, approve with limitations, defer or reject the renewal application.

13.5 Renewal by observation

Where considered necessary, the Authority may require the examiner to successfully conduct a skill test, proficiency check or competency assessment under observation by an Inspector before renewal is granted.

13.6 Renewal validity

Upon successful completion of the renewal process, the Authority may renew the authorization for the period prescribed by the Civil Aviation Regulations.

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13.7 EXPIRY, LAPSE AND REINSTATEMENT OF EXAMINER AUTHORIZATION

13.7.1 Expiry of Authorization

An Examiner Authorization shall cease to be valid upon:

- a) Expiry of the validity period specified in the authorization;
- b) Suspension by the Authority;
- c) Revocation by the Authority;
- d) Voluntary surrender by the examiner;
- e) Failure to maintain the underlying licence, rating, medical certificate or qualification required for the exercise of examiner privileges.

No person shall exercise examiner privileges after the authorization has expired, been suspended or revoked.

13.7.2 Renewal Prior to Expiry

An examiner seeking continuation of examiner privileges shall submit a renewal application before the expiry date of the authorization.

Where the Authority determines that all applicable renewal requirements have been satisfied, the authorization may be renewed without interruption of examiner privileges.

13.7.3 Lapse of authorization not exceeding twenty four (24) months

Where an examiner authorization has expired and remained lapsed for a period not exceeding twenty four (24) consecutive months, the Authority may require the examiner to complete one or more of the following before reinstatement:

- a) Examiner refresher training;
- b) Examiner standardization training;
- c) Demonstration of recent operational competency;
- d) Observation during the conduct of a skill test, proficiency check or competency assessment;
- e) Examiner competency reassessment;
- f) Any additional assessment considered necessary by the Authority.

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Upon satisfactory completion of the applicable requirements, the Authority may reinstate the examiner authorization and restore examiner privileges.

13.7.4 Lapse of authorization exceeding twenty four (24) months

Where an examiner authorization has remained expired for a period exceeding twenty four (24) consecutive months, the applicant shall be considered to have lost examiner currency and standardization.

The applicant shall not be eligible for renewal and shall be required to undergo the complete initial examiner designation process applicable to a new applicant.

The applicant shall comply with all requirements applicable to an initial designation, including:

- a) Submission of a new examiner application;
- b) Eligibility assessment;
- c) Verification of qualifications and experience;
- d) Examiner training and standardization, where required;
- e) Examiner interview;
- f) Practical examiner assessment conducted under observation by the Authority;
- g) Approval and designation in accordance with the procedures established for initial examiner authorization.

Any previously held examiner authorization shall not, by itself, constitute evidence of current competency.

13.7.5 Reinstatement Following Suspension

Where an examiner authorization has been suspended, the Authority may require the examiner to successfully complete corrective actions, refresher training, standardization activities, competency reassessment or any other action considered necessary before examiner privileges are reinstated

13.7.6 Authority determination

In determining the extent of reassessment required following a lapse or suspension, the Authority may consider:

- h) Previous examiner experience;
- i) Recent operational experience;
- j) Aircraft category, class or type complexity;

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- k) Previous examiner performance and oversight history;
- l) Availability of examiner activity records;
- m) Safety considerations;
- n) Time elapsed since examiner privileges were last exercised.

Notwithstanding the above, where the lapse exceeds twenty four (24) consecutive months, the Authority shall normally require the applicant to complete the full initial designation process.

15.7 LOSS OF EXAMINER CURRENCY OR COMPETENCY

Where an examiner fails to maintain the recency, competency, qualification, operational experience or standardization requirements prescribed by this Procedure, the Authority may:

- o) Restrict examiner privileges;
- p) Suspend examiner privileges;
- q) Require refresher training;
- r) Require participation in examiner standardization activities;
- s) Require an observed skill test, proficiency check or competency assessment;
- t) Require a full examiner reassessment.

Examiner privileges shall not be exercised until the Authority is satisfied that the examiner has successfully completed the corrective actions and has re-established the competency necessary to safely exercise examiner privileges



Director Safety Regulation