



THE UNITED REPUBLIC OF TANZANIA

CHAPTER 80

THE CIVIL AVIATION ACT

THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATION)  
REGULATIONS

[SUBSIDIARY LEGISLATION]

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CHAPTER 80

THE CIVIL AVIATION ACT

THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATION)  
REGULATIONS

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CHAPTER 80

THE CIVIL AVIATION ACT

REGULATIONS

*(Made under section 5(1))*

THE CIVIL AVIATION (APPROVED TRAINING ORGANIZATION)  
REGULATIONS

[24<sup>th</sup> February, 2017]

[DPG]

GN Nos.  
56 of 2017  
482 of 2017  
356 of 2023

PART I  
PRELIMINARY PROVISIONS

Citation

1. These Regulations may be cited as the Civil Aviation (Approved Training Organizations) Regulations.

Application

2. These Regulations shall apply to all persons operating or maintaining a training organisation registered in the United Republic of Tanzania.

Interpretation  
GN No.  
356 of 2023  
reg. 2

3. In these Regulations, unless the context otherwise requires-

“accountable manager” means the manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Authority and any additional requirements defined by the approved training organization;

“aeroplane” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain

- fixed under given conditions of flight;
- “aircraft avionics” refers to a term designating any electronic device-including its electrical part-for use in an aircraft, including radio, automatic flight control and instrument systems;
- “aircraft” means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;
- “approved training” means training conducted under special curricula and supervision approved by the Authority;
- “Approved Training Organization” also herein referred to as ATO, means an organization approved by the Authority to perform approved training as specified in these Regulations and operating under the supervision of the Authority;
- “ATS surveillance service” refers to a term used to indicate a service provided directly by means of an ATS surveillance system;
- “Authority” means the United Republic of Tanzania Civil Aviation Authority;
- “Certify as to airworthy” means to certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof;
- “competency-based training and assessment” means training and assessment that are characterized by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards;
- “distance learning” means a formalized method of learning without being in regular face-to-face contact with an instructor in a classroom;
- “head of training” means an individual responsible for the organization’s activities, policies, practices, and procedures while ensuring the continued maintenance for the training organization’s approval status;

“ICAO competency framework” means a selected group of competencies, developed by ICAO for a given aviation discipline, with associated description and observable behaviours.

“online course” means a program of learning that is organized according to a training syllabus and that takes place in a virtual space;

“procedure manual” means a manual containing procedures, instructions and guidance for use by personnel of the approved training organization in the execution of their duties in meeting the requirements of the certificate;

“quality manager” means the manager, acceptable to the Authority, responsible for the management of the quality system, monitoring function and requesting corrective actions;

“quality System” means the documented organizational procedures and policies; the internal audit of those policies and procedures; and the management review and recommendation for quality improvement;

“satellite ATO” means an ATO at a location other than a primary location of the ATO;

“synthetic flight trainer” means any one of the following three types of apparatus in which flight conditions are simulated on the ground:

(a) a flight simulator, which provides an accurate representation of the cockpit of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

(b) a flight procedures trainer, which provides a realistic cockpit environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular

class; or

- (c) a basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the cockpit environment of an aircraft in flight in instrument flight conditions;

“training manual” means a manual containing the training goals, objective, standards syllabi, and curriculum for each phase of the approved training course;

“training specifications” means a document issued to an approved training organization certificate holder by the Authority that specifies training program requirements and authorizes the conduct of training, checking, and testing with any of the attendant limitations.

## PART II

### CERTIFICATION AND LOCATION REQUIREMENTS

Requirements for  
an ATO Certificate  
GN No.  
356 of 2023  
reg. 3

4.-(1) A person, other than-

- (a) an Air Operator or Approved Maintenance Organisation certificate holder conducting training of its own personnel under the Civil Aviation (Air Operator Certification and Administration) Regulations, and the Civil Aviation (Approved Maintenance Organisation) Regulations, respectively; and
- (b) an operator with a approved training programme in its Operations Manual under Civil Aviation (Operation of Aircraft) Regulations,

shall not hold out as or operate an approved training organization without, or in violation of, an ATO certificate and training specifications issued under these Regulations.

(2) A person who intends to conduct training, testing or checking in synthetic flight trainers shall apply for certificate in terms of these Regulations.

(3) A person who contravenes subregulation (1) commits an offence.

(4) The Authority shall issue an ATO certificate and training specifications for providing courses for flight crew licences and ratings and for courses for personnel other than flight crew members, as approved by the Authority to an ATO that meets the requirements of these Regulations.

(5) A holder of an ATO certificate shall, at all times, display that certificate at a conspicuous place in the school.

(6) The Authority shall only approve training organisation that provide the following:

(a) any training activity that leads towards the issue of a licence, rating, authorization or approval;

(b) training services necessary for an Operator to meet the requirements of the Civil Aviation (Air Operator Certification and Administration) Regulations and the Civil Aviation (Approved Maintenance Organization) Regulations;

(c) special curricular training designated to meet-

- (i) qualifications based training requirements including those considered acceptable through the approval of an alternative compliance mechanism; or
- (ii) competency based training and assessment requirements; and
- (iii) training requirements considered acceptable through approval of an alternative compliance.

(7) The applicant of the approved training organization shall comply with the requirements of these Regulations and the Civil Aviation (Safety Management) Regulations.

( 8) The training organization that is exposed to safety risks related to aircraft operations during the provision of its services shall establish a Safety Management System.

5. All approved trainings shall be conducted at the

GN No.  
69 of 2017

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55 of 2017

GN No.  
757 of 2018

Training  
organisations

training organizations approved by the Authority.

Evaluation and  
checking

6. Where the Authority has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorized by the Authority or designated by the training organization in accordance with criteria approved by the Authority.

Application for  
issuance or  
amendment of an  
ATO certificate  
GN No.  
356 of 2023  
reg. 4  
Cap.4  
s.8

7.-(1) An applicant for an ATO certificate and training specifications, shall apply to the Authority, at least ninety days before the beginning of the training.

(2) An applicant for an ATO certificate shall submit an application on a form to be prescribed by the Authority, which shall contain:

- (a) a statement showing that the minimum qualification requirements for each management position are met;
- (b) a description of the minimum qualifications and ratings for each instructor;
- (c) a statement acknowledging that the applicant may notify the authority within ten working days of any change made in the assignment of persons in the required management or instructors positions;
- (d) the proposed training specifications requested by the applicant;
- (e) a description of the training equipment that the applicant proposes to use such as the aircraft, the synthetic flight trainers including any special equipment used for each phase of training;
- (f) a listing of the aerodromes or sites at which training flights originate, if applicable, and a description of the applicant's training facilities, equipment and qualifications of personnel to be used;
- (g) the training program, including manuals, curricula, outlines, courseware, procedures and documentation to support the items

- required in Regulations 23, 27 and 28;
  - (h) a description of a record keeping system that will identify and document the details of training, qualification, and licencing of students, instructors, and evaluators;
  - (i) a description of quality control measures proposed;
  - (j) the method of demonstrating the applicant's qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in the Civil Aviation (Personnel Licencing) Regulations if the applicant proposes to do so; and
  - (k) a statement of compliance showing how the applicant has met all applicable requirements in these Regulations.
- (3) An ATO shall:
- (a) submit the manual establishing procedures acceptable to the Authority to ensure compliance with these regulations; and
  - (b) the procedures which include a quality system which meets the requirements specified in regulation 17.
- (4) An applicant for an ATO certificate shall ensure that the facilities and equipment described in the application are-
- (a) available for inspection and evaluation prior to approval; and
  - (b) in place and operational at the location of the ATO prior to the issue of a certificate under these Regulations.
- (5) The Authority shall after inspection, issue to an applicant who meets the requirements of these Regulations-
- (a) an ATO certificate containing-
    - (i) the name and location of an ATO;
    - (ii) the date of issue and period of validity of the certificate;
    - (iii) the authorized locations of operations; and

- (iv) training courses for the following categories, as applicable, flight crew training, training for personnel other than flight crew and other training as approved by the Authority;
- (b) training specifications containing-
  - (i) authorization for the ATO;
  - (ii) the type of training authorized, including approved training courses;
  - (iii) the rating, category, class and type of aircraft, or parts of the aircraft, that may be used for training, testing and checking;
  - (iv) for each synthetic flight trainer that may be used for training, testing and checking, the make, model and series of aircraft being simulated, the qualification level and the identification number assigned by the Authority;
  - (v) any aircraft, or part of the aircraft, approved for training, as appropriate;
  - (vi) the staff required to perform and meet the requirements of these Regulations; and
  - (vii) any other items the Authority may require or allow.
- (6) The Authority may refuse to issue an ATO certificate if it finds that the applicant does not comply with the requirements of these Regulations.
- (7) The Authority may amend an ATO certificate or the training specifications-
  - (a) on the Authority's own initiative; or
  - (b) upon application by the certificate holder.
- (8) An applicant for amendment of an Approved Training Organisation certificate and training specifications, shall apply to the Authority at least forty five days before the beginning of any proposed training.
- (9) An application for amendment under subregulation (8) shall contain the following

requirements-

- (a) statement showing management personnel meet the requirements as prescribed in the Third Schedule to these Regulations;
- (b) description of the minimum qualifications and ratings for each instructor;
- (c) the proposed amendments of the training specifications requested by the applicant;
- (d) qualifications of personnel to be used under the proposed amendment;
- (e) revised Approved Training Organisation documents including training program, manuals, curricula, course outlines, courseware and procedures required to support training;
- (f) where applicable, a description of any additional quality control measures propose;
- (g) where applicable, a method of demonstration of the applicant's qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in the Civil Aviation (Personnel Licencing) Regulations, and
- (h) updated statement of compliance showing how the applicant has met requirements as provided in these Regulations and Civil Aviation Regulations.

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(10) A training organisation located outside the United Republic of Tanzania may apply for the United Republic of Tanzania ATO certificate, to provide training leading to a license issued by Authority provided the requirements of these Regulations are met.

Validity of the  
certificate

8. A certificate issued or renewed to an approved training organization (ATO) shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by the Authority unless the-

- (a) Authority amends, suspends, revokes or otherwise terminates the certificate; or
- (b) ATO surrenders it to the Authority.

Inspection

9.-(1) The Authority shall conduct inspections at least once annually.

(2) Notwithstanding subregulation (1), the Authority shall, at any time, have unrestricted access to inspect an ATO certificate holder's facilities, records, personnel and equipment to determine the ATO's ongoing compliance with these Regulations, where an inspector of the Authority presents valid aviation safety inspector credentials.

(3) An inspection shall also be conducted on the applicant for, or on the holder of an ATO certificate based outside the United Republic of Tanzania.

(4) The inspection carried out pursuant to this Regulation shall focus on-

- (a) adequacy of, and qualifications of Staff;
- (b) validity of instructors' licences, ratings and logbooks;
- (c) training aircraft, associated documents and maintenance records;
- (d) synthetic flight trainers qualification and approval;
- (e) facilities: library, class rooms, training equipment adequacy to the courses being conducted and the number of students;
- (f) documentation: documents related to the courses; updating system; training and operations manuals;
- (g) training records and assessment forms;
- (h) flight instruction including pre-flight briefing, actual flight debriefing for ATOs for flight crew training;
- (i) examination: management and control;
- (j) instruction program for personnel other than flight crew; and
- (k) quality assurance system.

(5) The Authority shall, after conducting the inspection, notify an ATO certificate holder, in writing, of any deficiencies found during the inspection.

Renewal of  
certificate  
GN No.  
356 of 2023  
Reg. 4

10.-(1) An approved training organization may apply for renewal of its ATO certificate at least thirty days before the expiry date in order to ensure continuity of the training, provided the ATO meets the requirements prescribed in these Regulations.

(2) The Authority shall inspect an ATO that applies for a renewal to ensure that the ATO meets the requirements prescribed in these Regulations.

(3) An application for renewal of a certificate made more than thirty days after the expiry of the certificate shall be treated as a new application unless the Authority directs otherwise.

Suspension or  
revocation

11. The Authority shall suspend or revoke an approved training organization certificate, where it is established that a certificate holder has not met, or no longer meets the requirements of these Regulations.

Certificate holder  
responsibilities

12. A holder of an approved training organization certificate shall-

- (a) ensure that the facilities and working environment of the ATO are appropriate for the tasks to be performed;
- (b) ensure that it has the necessary technical data, equipment, training devices and material to conduct the courses for which it is approved.
- (c) not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change is approved by the Authority in advance;
- (d) maintain the records required by these Regulations in facilities adequate for that purpose; and
- (e) describe the method used for the completion and retention of the training records.

Quality system for  
ATO

13.-(1) An approved training organization shall establish a quality system that is acceptable to the Authority which includes:

- (a) an independent audit procedure to monitor training standards;
- (b) the integrity of knowledge examinations and practical assessments; and
- (c) compliance with and adequacy of procedures.

(2) The management of the quality system must include feedback of the independent audit findings to the ATO senior management personnel and ultimately to the accountable manager to ensure, as necessary, corrective action.

(3) The quality system shall meet the requirements prescribed in the First Schedule to these Regulations.

Location of  
Principal Business  
Office

14. An applicant for, or holder of an approved training organization a certificate shall establish and maintain a principal business office that is physically located at the address shown on the certificate.

Satellite ATOs

15.-(1) A holder of an approved training organization certificate may conduct training in accordance with a training program approved by the Authority at a satellite ATO if-

- (a) the facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements;
- (b) the instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO; and
- (c) the ATO certificate holder's training specifications reflect the name and address of the satellite ATO and the approved training courses offered at the satellite ATO.

(2) The Authority shall issue training specifications which prescribe the operations required and authorized at each satellite ATO.

(3) An ATO may sub-contract certain activities to any other organizations subject to the approval of the Authority.

(4) The ultimate responsibility for the training provided by the satellite ATO remains with the principal

ATO.

(5) The ATO and the satellite ATO shall enter into a written agreement defining the safety and quality-related services to be provided.

(6) The satellite ATO's safety related activities relevant to the agreement shall be included in the ATO's quality assurance programme.

Changes requiring  
notice to the  
Authority

16.-(1) An approved training organization shall notify the Authority, within thirty days, of any of the following changes:

- (a) the Accountable Manager;
- (b) the Quality Manager;
- (c) the instructional staff; and
- (d) the housing, training facilities and equipment, procedures, training programs and work scope that could affect the approval.

(2) The Authority may prescribe the conditions under which the ATO may operate during the period such changes as specified in subregulation (1) occurs unless the Authority determines that the approval be suspended.

Training Manual  
and Procedures  
Manual  
GN No.  
356 of 2023  
Reg. 5

17.-(1) An applicant or a holder of an ATO certificate shall prepare and maintain a Training Manual and Procedures Manual (TMPM) as set out in the Second Schedule to these Regulations-

- (a) containing information and instructions to enable staff to perform their duties; and
- (b) giving guidance to students on how to comply with course requirements, as listed in the Training Manual and Procedures Manual (TMPM).

(2) An ATO-

- (a) may combine the TMPM; and
- (b) shall ensure that the TMPM is amended as necessary to keep the information contained therein up to date.

(3) Copies of amended Training Manual and Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been

issued after being approved by the Authority.

(4) The training organization shall provide training and procedures manual for the use and guidance of personnel concerned.

Safety Programme  
and management  
System  
GN Nos.  
356 of 2023  
reg. 6  
757 of 2018

18.-(1) The approval of training organization by the Authority shall be dependent upon the applicant demonstrating compliance with the requirement of the Civil Aviation (Safety Management) Regulations, 2018.

(2) An applicant for an ATO certificate whose training operations involve live aircraft operation or other training operations shall prepare and submit to the Authority a safety management manual.

(3) A holder of an ATO certificate shall maintain an up-to-date safety management manual approved by the Authority.

(4) The safety management manual referred to in subregulation (1) and (2) shall be prepared in accordance with the Civil Aviation (Safety Management) Regulations.

(5) Subject to subregulations (1) and (3), approval of a training organization by the Authority shall be dependent upon the applicant demonstrating compliance with the requirements contained in the Civil Aviation (Safety Management) Regulations.

(6) The holder of an ATO certificate shall ensure that the safety management manual is amended as necessary to keep the information contained therein up-to-date.

(7) Copies of all amendments to the safety management manual shall be furnished promptly to all organizations or persons to whom the manual has been issued after being approved by the Authority.

(8) The training organization shall make available the safety management manual for the use and guidance of personnel concerned.

PART III  
TRAINING FOR FLIGHT CREW

Flight crew  
training courses  
GN No.  
356 of.2023  
reg. 6

19.-(1) The Holder of Approved Training Organization Certificate shall not conduct the flight crew training complementary or non-complementary courses without the approval of the Authority.

(2) Subject to subregulation (1), the approved complimentary courses shall be as follows:

- (a) private pilot licence course;
- (b) commercial pilot licence course;
- (c) instrument rating course;
- (d) instrument rating-multi-crew;
- (e) airline transport pilot licence course;
- (f) multi-crew pilot licence course;
- (g) flight engineer licence course;
- (h) flight navigator licence course;
- (i) flight instructor course;
- (j) instructor course for additional type or class ratings;
- (k) Ground instructor course;
- (l) instructor course for synthetic flight training; and
- (m) any other course as the Authority may direct.

(2) The Authority may authorize an ATO certificate holder to conduct non-complementary courses in accordance with the procedure prescribed by the Authority:

- (a) Aviation Security Course;
- (b) Aircraft ground handling;
- (c) Aircraft Accident Investigation;
- (d) Crew resource management;
- (e) Safety Management systems;
- (f) Dangerous goods
- (g) teaching and instructional;
- (h) techniques course;
- (i) Quality management;
- (j) Extended diversion time operation or EDTO;
- (k) Engine or crew resource management

- integrated course;
  - (l) refresher courses;
  - (m) category II and III Ops;
  - (n) loss of control in flight;
  - (o) upset prevention and recovery;
  - (p) class rating course;
  - (q) type rating course;
  - (r) any other course as may be acceptable to the Authority; and
  - (s) refresher courses;
- (3) The Holder of Approved Training Organisation certificate who intends to conduct the courses shall apply to the Authority in a prescribed form and manner.
- (4) The holder shall demonstrate to the Authority the capability to conduct the courses in terms of:
- (a) detailed and elaborated curriculum that meets the current industry requirements;
  - (b) a training with qualified and competent instructors appropriate to the desired courses;
  - (c) sufficient facilities and equipment appropriate to the course requirements; and
  - (d) any other requirement as the Authority may direct.
- (5) The Authority after being satisfied that, the holder meets prescribed requirements shall approve the application.

Personnel  
GN No.  
356 of.2023  
reg. 7

20.-(1) The Approved Training Organisation shall prove to the satisfaction of the Authority that it has employed adequate number of qualified and competent staff as follows:

- (a) an accountable manager;
- (b) a quality manager;
- (c) a head of training;
- (d) safety manager, as applicable;
- (e) a chief flight instructor, as applicable;
- (f) a chief ground instructor as applicable;
- (g) an adequate number of ground and flight instructors; and

(h) any other instructors relevant to the course provided.

(2) An instructor to be used for flight training shall hold an instructor rating certificate or authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations relevant to the instructions given.

(3) The instructional personnel shall receive initial and continuous training appropriate to their assigned tasks and responsibilities.

(4) The responsibilities and qualifications of the management personnel employed in an ATO shall be as specified in the Third Schedule.

(5) Without prejudice to subregulation (1), the Authority may approve additional positions, where the ATO is able to show that it can conduct the training with the high training standard under the direction of fewer or different categories of management personnel due to the-

- (a) kind of training conducted;
- (b) number of students; and
- (c) locations of training.

(6) An ATO shall prescribe the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training of the personnel referred to in subregulation (1).

(7) The competence of training personnel shall be in accordance with procedures prescribed and accepted by the Authority.

Training program  
and approval

21.-(1) An applicant for, or a holder of an ATO certificate, shall develop training a program for each type of course offered and apply to the Authority for approval of the training program.

(2) The training programme in subregulation (1) shall include-

- (a) a breakdown of flying and theoretical knowledge instruction in either a week-byweek or phase presentation, a list of standard exercises and a curriculum summary; in particular, synthetic flight training and theoretical knowledge instruction shall be

- phased in such a manner as to ensure that students shall be able to apply to flying exercises the knowledge gained on the ground;
- (b) the minimum aircraft and flight training equipment requirements for each proposed program;
  - (c) the minimum instructor qualifications for each proposed program; and
  - (d) a program for initial training and continuing training of each instructor employed to instruct in a proposed program.

(3) The content and sequence of the training program shall be acceptable to the Authority.

(4) An approved training programme shall provide a level of competency that is at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.

(5) The qualifications required for the issuance of a personnel licenses can be more readily and speedily acquired by applicants who undergo closely supervised, systematic and continuous courses of training, conforming to a planned syllabus or curriculum. Provision has accordingly been made for some reduction in the experience requirements for the issue of certain licenses and ratings prescribed in the Civil Aviation (Personnel Licensing) Regulations, in respect of an applicant who has satisfactorily completed a course of approved training.

(6) The approved training for flight crew shall be conducted within an approved training organization.

Online training  
GN No.  
356 of.2023  
reg. 7

21A.-(1) A person shall not conduct any online training provided for under these Regulations and the associated Civil Aviation (Personnel Licensing) Regulations as amended unless such program has been approved by the Authority.

(2) An applicant for, or a holder of an approved training organization certificate shall-

- (a) apply to the Authority for approval of the desired online training program;

(b) ensure that each training program submitted to the Authority for approval meets the applicable requirements as contained in the Civil Aviation (Personnel Licensing) Regulations;

(c) submit training and procedure manual;

(d) indicate in the application:

(i) courses which are part of the program;

(ii) requirements of the Civil Aviation (Personnel Licensing) Regulations which may be satisfied;

(iii) list of teaching aids and instructors; and

(iv) where applicable for online courses, clearly indicate, training program (syllabus) for online courses.

(3) Where the Authority is satisfied that the applicant's online training programme does not meet the applicable requirements, it shall require the holder to make revision in the training programme.

(4) The Authority may approve the following online courses:

(i) flight operations officer recurrence;

(ii) cabin crew recurrence;

(iii) instrument rating recurrence;

(iv) crew resource management;

(v) dangerous goods awareness; and

(vi) safety Management system.

(5) Competency-based training for aircraft maintenance engineers, air traffic controllers and flight operation officers shall be conducted within an approved training organization's facilities.

Aircrafts for  
training purposes

22.-(1) A holder of an approved training organization certificate shall provide an adequate fleet of aircrafts for training purposes that is appropriate to the courses of training for flight crew licences and ratings.

(2) The fleet provided under subregulation (1) shall-

(a) be fitted with duplicated primary flight

controls for use by the instructor and the student and which do not have a swing-over flight controls;

- (b) be appropriate to the courses of training, aeroplanes and suitable for demonstrating stalling and spin avoidance;
- (c) in the case of helicopters be appropriate to the courses of training and suitable for autorotation demonstration; and
- (d) be suitably equipped to simulate instrument meteorological conditions and suitably equipped for instrument flight training and testing.

Synthetic flight  
trainers

23.-(1) A holder of an approved training organization certificate providing synthetic flight training shall-

- (a) satisfy the Authority that suitably equipped synthetic flight trainers are provided having regard to the number of students and organization of courses; and
- (b) show that each synthetic flight trainer used for training, testing and checking will be or is specifically qualified and approved by the Authority for:
  - (i) each manoeuvre and procedure for the make, model and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and
  - (ii) each training program or training course in which the synthetic flight trainer is used, if that program or course is used to satisfy any requirement of these Regulations.

(2) Synthetic training devices shall be qualified according to the requirements established by the United Republic of Tanzania and their use shall be approved by the Licensing Authority to ensure that they are appropriate to the task.

Aerodrome and  
sites

24.-(1) An applicant for, or holder of, an approved training organization certificate that intends to conduct or conducts flight training shall show that it has continuous use of each airport and sites for helicopter training at which training flights originate and that the airport has an adequate runway and other necessary equipment.

(2) A base aerodrome and any alternative base aerodrome at which flying training is being conducted shall have at least the following facilities-

(a) at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum take-off or maximum landing mass authorized, and touchdown autorotation as appropriate-

(i) under calm wind of not more than five knots conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;

(ii) clearing all obstacles in the take-off flight path by at least fifty feet;

(iii) with the power plant operation and the landing gear, if applicable recommended by the manufacturer; and

(iv) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;

(b) wind direction indicator that is visible at ground level from the ends of each runway;

(c) have adequate runway electrical lighting if used for night training; and

(d) have a traffic direction indicator when-

(i) the airport does not have an operating control tower; and

(ii) traffic and wind advisories are not available;

(e) sites shall be available for-

(i) confined area operation training;

- (ii) simulated engine off autorotation; and
- (iii) sloping ground operation.

## Training facilities

25.-(1) An applicant for, or a holder of an ATO certificate shall, subject to the determination by the Authority, have facilities appropriate for the maximum number of students expected to be taught at any time.

(2) The minimum facilities shall be-

(a) for flight operations-

- (i) an operation room;
- (ii) a flight planning room;
- (iii) adequate briefing rooms; and
- (iv) an office for the instructors;

(b) for knowledge instructions-

- (i) classroom accommodation;
- (ii) suitable demonstration equipment;
- (iii) a radio telephony training and testing facility;
- (iv) a library; and
- (v) an office for instructors.

(3) A holder of an ATO certificate shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program unless that change is approved by the Authority in advance.

## PART IV

TRAINING FOR LICENCES AND RATINGS FOR AIRCRAFT  
MAINTENANCE ENGINEERS, AIR TRAFFIC CONTROLLERS AND  
FLIGHT OPERATION OFFICERS

Training courses  
for licenses and  
ratings for aircraft  
maintenance  
engineers, air  
traffic controllers  
and flight  
operation officers  
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26.-(1) The holder of Approved Training Organization Certificate shall not conduct the complimentary and non-complimentary training courses for licences and ratings for aircraft maintenance engineers, air traffic controllers, flight operation officers and cabin crew member without the approval of the Authority.

(2) Subject to subregulation (1), the approved courses shall be as follows:

- 
- (i) complimentary courses-
    - (a) aircraft maintenance engineers' basic course;
    - (b) airframe rating, power plant rating, avionics rating course;
    - (c) air traffic controller licence course;
    - (d) training for ratings for air traffic controller licences;
    - (e) flight operation officer/dispatcher course;
    - (f) flight radio telephone operator course;
    - (g) cabin crew member course; and
    - (h) any other course as the Authority may direct;
  - (ii) non complimentary courses-
    - (a) aviation security course;
    - (b) aircraft ground handling;
    - (c) aircraft accident investigation;
    - (d) crew resource management;
    - (e) safety management systems;
    - (f) dangerous goods;
    - (g) teaching and instructional techniques course;
    - (h) quality management ;
    - (i) extended diversion time operation;
    - (j) engine or crew resource management integrated course;
    - (k) refresher courses;
    - (l) category II and III operations;
    - (m) class rating course;
    - (n) type rating course; and,
    - (o) any other course as the Authority may direct.
- (3) The holder of Approved Training Organisation certificate who intends to conduct the courses shall apply to the Authority in a prescribed form and manner.
- (4) The holder shall demonstrate to the Authority the capability to conduct the courses in terms of-
- (a) detailed and elaborated curriculum that meets the current industry requirements;
  - (b) a training with qualified and competent instructors appropriate to the desired courses;
  - (c) sufficient facilities and equipment appropriate to the course requirements; and
  - (d) any other requirement as the Authority may

direct.

(5) The Authority shall after being satisfied that, the holder meets the requirements as prescribed, approve the application.

Training  
requirements for  
personnel

27.-(1) The ATO shall ensure that all instructional personnel referred to under regulation 20 receive initial and continuation training appropriate to their assigned tasks and responsibilities of the training program established by the training organization and shall include training in knowledge and skills related to human performance.

(2) The personnel specified in this regulation shall submit their credentials to the Authority showing that they have relevant qualifications and satisfactory experience related to approve training as appropriate in accordance with the Third Schedule to these Regulations.

Training Program  
and approval

28.-(1) An applicant for, or a holder of an approved training organization certificate shall-

- (a) apply to the Authority for an approval of a training program;
- (b) ensure that each training program submitted to the Authority for approval meets the applicable requirements;
- (c) indicate in the application-
  - (i) courses which are part of the program; and
  - (ii) requirements of the Civil Aviation (Personnel Licensing) Regulations which may be satisfied.

(2) Where the Authority finds that the approved training programme does not meet the applicable requirements, it shall require the holder to revise the training programme.

Training facilities,  
equipment and  
material for aircraft  
maintenance  
engineer courses

29.-(1) An applicant for, or a holder of an ATO certificate that intends to conduct or conducts aircraft maintenance engineer courses shall have suitable facilities, as determined by the Authority, appropriate for

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the maximum number of students expected to be taught at any time and the ratings sought, as follows:

- (a) an enclosed adequately equipped classroom;
- (b) a well equipped library;
- (c) workshops, equipment, tools, adequate supply of materials, special tools and similar articles for the rating sought;
- (d) adequate office facilities; and
- (e) secure storage facilities for examination papers and training records.

(2) An applicant for, or holder of an ATO certificate with approved licenced maintenance engineer courses shall have and maintain the adequate instructional equipment as is appropriate to the rating sought.

(3) A holder of an ATO certificate shall not make any change in the facility, equipment or material that have been approved for a particular training program, without prior approval of the Authority.

(4) An applicant for, or holder of an ATO certificate who intends to conduct aircraft maintenance engineer courses shall ensure that the tools, equipment, materials, and instructional equipment required by paragraph (1) and (2) are in a satisfactory working condition.

(5) The holder of Approved Training Certificate shall make sure that the competency approved training course for aircraft maintenance engineers is conducted within an Approved Training Organization.

Training facilities,  
equipment and  
material for air  
traffic controllers  
or flight radio  
telephony operator  
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30.-(1) An applicant for, or a holder of, an ATO certificate to train air traffic controllers or flight radio telephony operators shall have facilities as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time and the ratings sought, as follows:

- (a) well equipped library;
- (b) an enclosed adequately equipped classroom;
- (c) well designed simulators appropriate for the rating sought;
- (d) adequate office accommodation for

instructors;

- (e) control desk or console where applicable;
- (f) ICAO approved syllabus for rating being sought; and
- (g) secure storage facilities for examination papers and training records.

(2) An applicant for, or a holder of, an ATO certificate offering air traffic control or flight radio telephony operator courses shall-

- (a) maintain instructional equipment as is appropriate to the rating sought;
- (b) not make any change in facilities, equipment, simulators or materials that have been approved for a particular training unless that change without prior approval of the Authority; and
- (c) ensure that the equipment, materials, and simulators required by paragraph (a) and (b) are in satisfactory working condition for instructional and practice purposes.

(3) The holder of Approved Training Certificate shall make sure that, the competency approved training course for air traffic controllers, flight Operations Officer or flight radio telephony operator, remotely pilot and cabin crew is conducted within an Approved Training Organization.

Training facilities,  
equipment and  
material for flight  
operations officers  
or cabin  
crewmembers

31.-(1) An applicant for, or holder of an ATO certificate to train flight operations officers or cabin crewmembers shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:

- (a) adequate enclosed classroom;
- (b) flight operations facilities, including-
  - (i) an operations room;
  - (ii) flight planning room;
  - (iii) an office for the instructors; and
- (c) suitable demonstration equipment and cabin mock-ups;
- (d) suitable radio telephony training and testing

facility (for flight operations officer training only);

(e) a library; and

(f) secure storage facilities for examination papers and training records.

(2) An applicant for, or a holder of an ATO certificate for flight operations officers or cabin crew members courses shall-

(a) have and maintain instructional equipment appropriate for the training sought;

(b) not make a substantial change in facilities, equipment or material that have been approved for a particular training program, without prior approval by the Authority; and

(c) ensure that the equipment and materials, required by paragraph (a) and (b) be in satisfactory working condition for instructional and practice purposes.

Advertising  
limitations

32.-(1) An approved training organization shall not-

(a) conduct or advertise to conduct any training, testing, or checking that is not approved by the Authority where that training is designed to satisfy any requirement of these Regulations;

(b) make any statement relating to its ATO certification and training specifications that is false or designed to mislead any person contemplating enrolment in that ATO; or

(c) advertise that the ATO is certified unless it clearly differentiates between courses that have been approved under these Regulations and those that have not been approved under these Regulations.

(2) An ATO who has surrendered its certificate, whose certificate has been suspended, revoked, or terminated shall promptly-

(a) remove all indications, including signs, wherever located, that the ATO was certified by the Authority; and

- (b) notify all advertising agents, and advertising media employed by the ATO to cease all advertising indicating that the ATO is certified by the Authority.

## PART V EXEMPTIONS

### Requirements for Application

33.-(1) A person may apply to the Authority for an exemption from any of the provisions of these Regulations.

(2) An application for an exemption shall be submitted to the Authority at least sixty days in advance of the proposed effective date, to obtain timely review.

(3) An application for an exemption shall-

- (a) contain the applicant's-
  - (i) name;
  - (ii) physical address and mailing address;
  - (iii) telephone number;
  - (iv) fax number where available; and
  - (v) email address where available;
- (b) be accompanied by a fee prescribed by the Authority;
- (c) a citation of the specific requirement from which the applicant seeks exemption;
- (d) an explanation of why the exemption is needed;
- (e) a description of the type of operations to be conducted under the proposed exemption;
- (f) the proposed duration of the exemption;
- (g) an explanation of how the exemption would be in the public interest, that is, benefit the public as a whole;
- (h) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question;
- (i) a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or

- incidents of which the applicant is aware; and
- (j) if the applicant seeks to operate under the proposed exemption outside of the United Republic of Tanzania's airspace, an indication whether the exemption would contravene any provision of the Standards and Recommended Practices of the International Civil Aviation Organization (ICAO) as well as the Regulations pertaining to the airspace in which the operation will occur.

(3) Where the applicant seeks expedient processing of the application, the application must contain supporting facts and reasons that the application was not filed in time, and the reasons why it should be processed expeditiously.

(4) The Authority may deny an application for exemption from the application of any of the provisions of these Regulations if the Authority finds that the applicant has not given sufficient reasons for the exemption within the period specified in Regulation 31(2).

Initial review by  
the Authority

34.-(1) The Authority shall review an application for accuracy and compliance with the requirements of regulations 31 and 32.

(2) Where the Authority is satisfied that the application for review meets the requirements, of this regulation, the Authority shall publish a detailed summary of the application in the Government Gazette for comment by the public and specify the date by which comments must be received by the Authority for consideration.

(3) Where the filing requirements of Regulations 31 and 32 have not been met, the Authority shall notify the applicant and take no further action until when the applicant corrects the application and re-files it in accordance with these Regulations.

(4) Where the request is for emergency relief, the Authority shall publish the application or the Authority's decision as soon as possible after processing the

application.

Evaluation of the  
request

35.-(1) The Authority shall, upon the initial review and where the filing requirements have been satisfied, conduct an evaluation of the request to determine whether-

- (a) an exemption would be in the public interest;
- (b) the applicant's proposal would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) a grant of the exemption would contravene the applicable International Civil Aviation Organisation Standards and Recommended Practices; and
- (d) the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

(2) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request.

(3) The summary referred to in subregulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) Where the exemption affects a significant population of the aviation community of the United Republic of Tanzania, the Authority shall publish the summary in the aeronautical information circular.

## PART VI GENERAL PROVISIONS

Possession of the  
licence

36.-(1) A holder of a licence, certificate or authorisation issued by the Authority shall affix the licence, certificate or authorisation at a conspicuous place at the work site when exercising the privileges of the

licence, certificate or authorisation.

(2) A flight crew of a foreign registered aircraft shall hold a valid licence, certificate or authorisation and have that licence, certificate or authorisation in his physical possession or at the work site when exercising the privileges of the licence, certificate or authorisation.

Drug and alcohol  
testing and  
reporting

37.-(1) A person who performs any function requiring the Authority's approval may be tested for drug or alcohol usage.

(2) Where the Authority or any person authorised by the Authority wishes to test a person for the percentage by weight of alcohol in the blood, or for the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, and that person:

(a) refuses to submit to the test; or

(b) having submitted to the test, refuses to authorise the release of the test results,

the Authority may suspend or revoke the certificate of the approved training organization (ATO) that employs that person.

(3) In determining whether to suspend or revoke the certificate of the ATO, the Authority shall consider all relevant factors, including-

(a) whether the ATO had knowledge of the drug or alcohol use;

(b) whether the ATO encouraged the person to refuse the drug or alcohol test;

(c) whether the ATO dismissed the person who failed or refused the drug tests; or

(d) the position that person held in the ATO.

(4) The Authority shall require the ATO to show cause as to why that person should not be dismissed from the employment of the ATO.

(5) A person who is convicted, whether in or outside the United Republic of Tanzania, for any offence relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, shall be dismissed from the

employment of the ATO.

(6) The Authority may suspend or revoke the certificate of an ATO that refuses to dismiss from its employment a person convicted under subregulation (4)

Inspection of  
license certificates  
and authorisations

38. A person who holds a License, certificate or authorisation required by these Regulations shall present it for inspection upon a request from the Authority or any other person authorised by the Authority.

Change of Name

39.-(1) A holder of a certificate or authorisation issued under these Regulations may apply to the Authority for change of the name on a certificate or authorisation.

(2) The holder shall include with any such request-

- (a) the current certificate or authorisation; and
- (b) a court order, or other legal document verifying the name change.

(3) The Authority may change the certificate or authorisation and issue a replacement.

(4) The Authority shall return to the holder the original documents specified in subregulation 2(b) and retain copies thereof and return the replaced certificate or authorisation with the appropriate endorsement.

Change of Address

40.-(1) A holder of a certificate or authorisation issued under these Regulations shall notify the Authority of the change in the physical and mailing address and shall do so in the case of-

- (a) physical address, at least fourteen days in advance; and
- (b) mailing address upon the change.

(2) A person who fails to notify the Authority of the change of physical address in terms of subregulation (1) shall not exercise the privileges of the certificate or authorisation.

Replacement of  
documents

41. A person may apply to the Authority, in the prescribed form, for replacement of documents issued

under these Regulations if such documents are lost or destroyed.

Certificate  
Suspension and  
Revocations

42.-(1) The Authority may, where it considers it to be in the public interest, suspend provisionally, pending further investigation, any certificate, approval, exemption, authorisation or such other document issued, granted or having effect under these Regulations.

(2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it considers it to be in the public interest, revoke, suspend, or vary any certificate, approval, exemption or such other document issued or granted under these Regulations.

(3) The Authority may, where it considers it to be in the public interest, prevent any person or aircraft from flying.

(4) A holder or any person having the possession or custody of any certificate, approval, exemption or such other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within 14 days from the date of revocation, suspension or variation.

(5) The breach of any condition subject to which any certificate, approval, exemption or any other document, has been granted or issued under these Regulations shall render the document invalid during the continuance of the breach.

Use and retention  
of certificates and  
records

43.-(1) A person shall not:

- (a) use any certificate, approval, exemption or such other document issued or required by or under these Regulations which has been forged, altered, revoked, or suspended, or to which he is not entitled;
- (b) forge or alter any certificate, approval, exemption or such other document issued or required by or under these Regulations;
- (c) lend any certificate, approval, exemption or such other document issued or required by or

- under these Regulations to such other person;
- (d) make any false representation for the purpose of procuring for himself or any other person the grant issue renewal or variation of any such certificate, approval, or exemption or such other document;
- (e) purport to issue any certificate or exemption for the purpose of these Regulations unless he is competent, qualified and authorised to do so under these Regulations; and
- (f) issue any certificate of the kind referred to in paragraph (e) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

(2) A person shall not mutilate, alter, render illegible or destroy any records, or any entry made therein, required by or under these Regulations to be maintained, or knowingly make, or procure or assist in the making of, any false entry in any such record, or wilfully omit to make a material entry in such record, during the period for which it is required under these Regulations to be preserved.

(3) All records required to be maintained under these Regulations shall be recorded in a permanent and indelible material.

#### Record keeping

44.-(1) A holder of an ATO certificate shall have a system to maintain and retain the following records for a minimum period of ten years from the date of completion of training:

- (a) details of training given to individual students;
- (b) detailed and regular progress reports from instructors including assessments, and regular progress tests and examinations; and
- (c) trainee information, including, names, course, certificates held, expiry dates of medical certificates and if applicable, ratings.

(2) An ATO shall-

- (a) maintain a system for recording the

qualifications and training of instructional and examining staff, where appropriate; and

(b) submit training records and report as required by the Authority.

(3) The records of qualifications and training of instructors and examiners shall be retained for a minimum period of ten years after the instructor or examiner ceases to perform a function for the training organization.

(4) The format of the student training records shall be specified in the training manual.

Reports of  
violation  
Cap. 80

45.-(1) A person who knows of a violation of the Civil Aviation Act, any amendment under the Act, any rule, regulation, or order issued thereunder, shall report the violation to the Authority.

(2) The Authority will determine the nature and type of any additional investigation or enforcement action that need be taken.

Enforcement of  
directions  
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46. A person who fails to comply with any direction given to him by the Authority or by any authorised person under these Regulations commits an offence.

Aeronautical user  
fees

47.-(1) The Authority may notify the fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, licence or other document, including the issue of a copy thereof, or the undergoing of any examination, test, inspection or investigation or the grant of any permission or approval, required by, or for the purpose of these Regulations any orders, notices or proclamations made thereunder.

(2) Upon an application being made in connection with which any fee is chargeable in accordance with the subregulation (1), the applicant shall be required, before the application is entertained, to pay the fee so chargeable.

(3) If, after payment has been made, the application is withdrawn by the applicant or otherwise ceases to have effect or is refused, the Authority shall not

refund the payment made.

Application of  
regulations to  
Government and  
visiting forces, etc.

48.-(1) These Regulations shall apply to aircraft, not being military aircraft, belonging to or exclusively employed in the service of the Government, and for the purposes of such application, the department or other authority for the time being responsible for management of the aircraft shall be deemed to be the operator of the aircraft, and in the case of an aircraft belonging to the Government, to be the owner of the interest of the Government in the aircraft.

(2) Except as otherwise expressly provided, the naval, military and air force authorities and member of any visiting force and property held or used for the purpose of such a force shall be exempt from the provision of these regulations to the same extent as if the visiting force formed part of the military force of the United Republic of Tanzania.

Extra-territorial  
application of  
Regulations

49. Except where the context otherwise requires, the provisions of these Regulations-

- (a) in so far as they apply, whether by express reference or otherwise, to aircraft registered in the United Republic of Tanzania, shall apply to such aircraft wherever they may be;
- (b) in so far as they apply, whether by express reference or otherwise, to other aircraft, shall apply to such aircraft when they are within the United Republic of Tanzania;
- (c) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything by any person in, or by any of the crew of, any aircraft registered in the United Republic of Tanzania, shall apply to such persons and crew, wherever they may be; and
- (d) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything in relation to any aircraft registered in the United Republic of Tanzania

by other persons shall, where such persons are citizens of the United Republic of Tanzania, apply to them wherever they may be.

## PART VII OFFENCES AND PENALTIES

### Penalties

50.-(1) A person who contravenes any provision of these Regulations, orders, notices or proclamations made thereunder for which the contravention occurs in relation to an aircraft, the operator of that aircraft and the pilot-in-command, even if the operator or, the pilot in-command is not the person who contravened that provision, therein the operator a pilot in-command shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed for the purposes of the following provisions of this Regulation to have contravened that provision unless he proves that the contravention occurred without his consent or connivance and that he exercised all due diligence to prevent the contravention.

(2) If it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations, orders, notices or proclamations made thereunder was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention by that person of that provision.

(3) Where a person is charged with contravening a provision of these Regulations orders, notices or proclamations made thereunder by reason of his having been a member of the flight crew of an aircraft on a flight for the purpose of commercial air transport operations, the flight shall be treated, without prejudice to the liability of any other person under these Regulations, as not having been for that purpose if he proves that he neither knew nor had reason to know that the flight was for that purpose.

(4) A person who contravenes any provision of these Regulations, orders, notices or proclamations made

thereunder not being a provision referred to in subregulation (9) shall, upon conviction, be liable to a fine, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.

(5) In case an aircraft is involved in a contravention and the contravention is by the owner or operator of the aircraft, the aircraft shall be subject to a lien for the penalty.

(6) Any aircraft subject to alien for the purpose of subregulation (5) may be seized by and placed in the custody of the Authority.

(7) The aircraft shall be released from custody of the Authority upon-

- (a) payment of the penalty or the amount agreed upon in compromise;
- (b) deposit of a bond in such amount as the Authority may prescribe, conditioned upon payment of the penalty or the amount agreed upon in compromise; and
- (c) receiving an order of the court to that effect.

(8) The Authority and any person specifically authorised by name by him or any police officer not below the rank of inspector specifically authorised by name by the Minister, may compound offences under Part A of the Schedule by assessing the contravention and requiring the person reasonably suspected of having committed the offence to pay to the Authority a sum equivalent in Tanzanian shillings of five hundred United States dollars.

(9) If any person contravenes any provision specified in Part B of the Schedule, upon conviction is liable to a fine not less than the equivalent in Tanzanian Shillings of one thousand United States Dollars or to imprisonment for a term of twelve months or to both.

(10) Where any person is aggrieved by any order made under subregulation (8), he may, within twenty one days of such order being made, appeal against the order to a higher court and the provisions of Part X of the Criminal Procedure Act, shall apply *mutatis mutandis*, to

every such appeal as if it were an appeal against a sentence passed by a district court in the exercise of its original jurisdiction.

General penalty

51. A person who contravenes any provision of these Regulations for which no penalty has been provide, commits an offence and shall-

- (a) be liable to a fine of the sum equivalent in Tanzanian shillings of five hundred United States dollars; and
- (b) may have his certificate, approval, authorisation, exemption or such other document revoked or suspended.

## PART VIII TRANSITION, SAVINGS AND REVOCATION

Transition, savings  
and revocation  
GN. No  
30 of 2012

52.-(1) The Civil Aviation (Approved Training Organisations) Regulations are hereby revoked.

(2) All valid licences, certificates, permits or authorisation issued or granted by the Authority before the commencement of these Regulations shall remain operational until their expiry or are revoked, annulled or replaced.

### FIRST SCHEDULE

#### QUALITY SYSTEM

*(Made under Regulation 13(3))*

#### APPROVED TRAINING ORGANISATION: QUALITY SYSTEM

Interpretation

1. In this Schedule:

- “quality” means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs;
- “quality assurance” means all those planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given requirements, including the ones specified by the ATO in relevant manuals;
- “quality manual” means the document containing the relevant information pertaining to the ATO’s quality system and quality assurance programme;
- “quality audit” means a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives; and
- “small ATO” means an ATO with capacity to train a maximum of 50 students.

Elements for  
training

- 2. The quality system of an ATO for training for licences and ratings shall address the following five elements-
  - (a) determination of the organization’s training policy and training and flight safety standards;

- (b) determination and establishment of assignment of responsibility, resources, organization and operational processes, which will make allowance for policy and training and flight safety standards;
- (c) follow up system to ensure that policy, training and flight safety standards are complied with;
- (d) registration and documentation of deviations from policy, training and flight safety standards together with necessary analysis, evaluations and correction of such deviations; and
- (e) evaluation of experiences and trends concerning policy, training and flight safety standards.

Requirements  
for quality  
system 563

3.-(1) Purpose of a Quality System. The implementation and employment of a Quality System will enable the ATO to monitor compliance with the relevant parts of the Procedures Manual and the Training Manual, and any other standards as established by the ATO or the Authority, to ensure safe and efficient training.

(2) Quality Policy and Strategy

- (a) the ATO shall describe how it formulates, deploys, and reviews its policies and strategies and turns them into plans and actions. A formal written Quality Policy Statement shall be established as a commitment by the Accountable Manager as to what the Quality System is intended to achieve. The Quality Policy shall reflect the achievement and continued compliance with relevant parts of the Procedures Manual and the Training Manual together with any additional standards specified by the ATO or the Authority.
- (b) the Accountable Manager will have overall responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities.

(3) Quality System-

- (a) the Quality System of the ATO shall ensure compliance with and the adequacy of training activities conducted;
- (b) the ATO will specify the basic structure of the Quality System applicable to all training activities conducted; and
- (c) the Quality System will be structured according to the size of the ATO and the complexity of the training to be monitored.

(4) Scope- A quality System will address the following-

- (a) Leadership;
- (b) Policy and Strategy;
- (c) Processes;
- (d) The relevant provisions of Civil Aviation (Personnel Licensing) Regulations and these Regulations;

- (e) Additional standards and training procedures as stated by the ATO;
- (f) The organizational structure of the ATO;
- (g) Responsibility for the development, establishment and management of the Quality System;
- (h) Documentation, including manuals, reports and records;
- (i) Quality Assurance Programme;
- (j) The required financial, material and human resources;
- (k) Training requirements; and
- (l) Customer satisfaction.

(5) Feedback System. The quality system will include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system also specifies who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

(6) Documentation. Relevant documentation includes the relevant part(s) of the Training and Procedures Manual, which may be included in a separate Quality Manual. In addition, the relevant document also includes the following:

- (a) Quality Policy;
- (b) Terminology;
- (c) Specified training standards;
- (d) A description of the organization;
- (e) The allocation of duties and responsibilities;
- (f) Training procedures to ensure regulatory compliance; and

(g) Quality Assurance Programme.

(7) Quality Assurance Programme-

- (a) the Quality Assurance Programme includes all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures;
- (b) the Quality Assurance Programme describes:
  - (i) Schedule of the monitoring process
  - (ii) Audit procedures
  - (iii) Reporting procedures
  - (iv) Follow-up and corrective action procedures
  - (v) Recording System
  - (vi) The training syllabus
  - (vii) Document control;
- (c) the Quality Assurance Programme of the ATO shall identify the persons within the ATO who have the experience, responsibility and authority to-
  - (i) Perform quality inspections and audits as part of ongoing Quality Assurance;
  - (ii) Identify and record any concerns or findings, and the evidence necessary to substantiate such

- concerns or findings;
  - (iii) Initiate or recommend solutions to concerns or findings through designated reporting channels;
  - (iv) Verify the implementation of solutions within specific timescales; and
  - (v) Report directly to the Quality Manager.
- (8) Quality Inspection-
  - (a) the primary purpose of a quality inspection is to observe a particular event, action or document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved;
  - (b) typical subject areas for quality inspections are:
    - (i) all training courses covered under these regulations;
    - (ii) Maintenance;
    - (iii) Technical Standards; and
    - (iv) Training Standards.
- (9) Audits
  - (a) an audit is a systematic, and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted;
  - (b) audits include at least the following quality procedures and processes:
    - (i) An explanation of the scope of the audit;
    - (ii) Planning and preparation;
    - (iii) Gathering and recording evidence; and
    - (iv) Analysis of the evidence;
  - (c) the various techniques that make up an effective audit are:
    - (i) Interviews or discussions with personnel;
    - (ii) A review of published documents;
    - (iii) The examination of an adequate sample of records;
    - (iv) The witnessing of the activities which make up the training; and
    - (v) The preservation of documents and the recording of observations;
- (10) Auditors-
  - (a) the ATO must decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team shall have relevant training and/or operational experience; and
  - (b) the responsibilities of the auditors will be clearly

defined in the relevant documentation.

(11) Auditor's independence-

- (a) auditors shall not have any day-to-day involvement in the area of the operation or maintenance activity which is to be audited. An ATO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of parttime auditors;
- (b) an ATO whose structure and size does not justify the establishment of full-time auditors may undertake the audit function by the use of part-time personnel from within its own organization or from an external source under the terms of an agreement acceptable to the Authority; and
- (c) in all cases the ATO will develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the ATO.

(12) Audit Scope-

ATOs are required to monitor compliance with the Training and Procedures Manuals they have designed to ensure safe and efficient training. In doing so they should as a minimum, and where appropriate, monitor:

- (a) Organization
- (b) Plans and objectives
- (c) Training Procedures
- (d) Flight Safety
- (e) Manuals, Logs and Records
- (f) Flight and Duty Time limitations
- (g) Rest requirements and scheduling
- (h) Aircraft Maintenance and operations interface
- (i) Maintenance programmes and continued airworthiness
- (j) Maintenance accomplishment

(13) Audit Scheduling-

- (a) a Quality Assurance Programme will include a defined audit schedule and a periodic review cycle. The schedule may be flexible, and allow unscheduled audits when trends are identified. Follow-up audits will be scheduled when necessary to verify that corrective action was carried out and that it was effective;
- (b) an ATO will establish a schedule of audits to be completed during a specific calendar period. All aspects of the training are to be reviewed within a period of twelve months in accordance with the programme unless an extension to the audit period is accepted as

explained below;

- (c) an ATO may increase the frequency of their audits at their discretion but should not decrease the frequency without the acceptance of the Authority. It is considered unlikely that a period of greater than twenty four months would be acceptable for any audit topic; and
- (d) where an ATO defines the audit schedule, significant changes to the management, organization, training, or technologies must be considered, as well as changes to the regulatory requirements.

(14) Monitoring and corrective action-

- (a) the primary aim of monitoring within the Quality System is to investigate and judge its effectiveness, thereby ensuring that defined policies and training standards are complied with continuously. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The ATO shall establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. The objective of this monitoring activity is eliminating the causes of unsatisfactory performance;
- (b) any non-compliance identified shall be communicated to the manager responsible for taking corrective action or, if appropriate, the Accountable Manager. Such non-compliance shall be documented to support further investigation, to determine the cause, and to enable the development of recommendations of appropriate corrective actions;
- (c) the Quality Assurance Programme shall include procedures to ensure that corrective actions are developed in response to findings. These quality procedures will allow for the monitoring of corrective actions to verify their effectiveness and that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The Accountable Manager will have the ultimate responsibility for ensuring, through the Quality Manager(s), that corrective action has re-established compliance with the standard required by the Authority and any additional requirements established by the ATO.

(15) Corrective action-

- (a) Subsequent to the quality inspection or audit, the ATO will determine:
  - (i) the seriousness of any findings and any need for immediate corrective action;
  - (ii) the origin of the finding;

- (iii) what corrective actions are required to ensure that the non-compliance does not recur;
  - (iv) A schedule for corrective action;
  - (v) the identification of individuals or departments responsible for implementing corrective action; and
  - (vi) allocation of resources by the Accountable Manager, where appropriate;
- (b) The Quality Manager shall-
- (i) verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;
  - (ii) verify that corrective action includes the elements outlined in paragraph (14) above;
  - (iii) monitor the implementation and completion of corrective action;
  - (iv) provide management with an independent assessment of corrective action, implementation and completion; and
  - (v) evaluate the effectiveness of corrective action through the follow-up process.
- (16) Management Evaluation-
- (a) a management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures;
  - (b) a management evaluation considers the results of quality inspections, audits and any other relevant indicators, as well as the overall effectiveness of the management organization in achieving stated objectives. A management evaluation also identifies and corrects trends, and prevents, where possible, future nonconformities. Conclusions and recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action; and
  - (c) the responsible manager is an individual who has the authority to resolve issues and take action. The Accountable Manager will decide upon the frequency, format, and structure of internal management evaluation activities.
- (17) Recording-
- (a) accurate, complete and readily accessible records documenting the result of the Quality Assurance Programme are to be maintained by the ATO. Records are essential to enabling an ATO to analyze and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed; and
  - (b) the following records are to be retained for a period of

five years:

- (i) audit schedules;
- (ii) quality inspection and audit reports;
- (iii) responses to findings;
- (iv) corrective action reports;
- (v) follow-up and closure reports; and
- (vi) management evaluation reports.

(18) Quality Assurance Responsibility for Satellite ATOs.

The ATO will ensure that the satellite ATO has the necessary authorisations or approvals, and commands the necessary resources and competence to undertake the tasks. If the ATO requires the satellite ATO to conduct activity which exceeds the satellite ATO's authorisation or approval, the ATO is responsible for ensuring that the satellite ATO's quality assurance takes account of such additional requirements.

(19) Quality System Training-

- (a) correct and thorough training is essential to optimise quality in every organization. In order to achieve significant outcomes of such training the ATO will ensure that its staff understands the objectives as laid down in the Quality Manual;
- (b) those responsible for managing the Quality System are to receive training covering-
  - (i) an introduction to the concept of Quality System;
  - (ii) quality management;
  - (iii) concept of Quality Assurance;
  - (iv) quality manuals;
  - (v) audit techniques;
  - (vi) reporting and recording; and
  - (vii) the way in which the Quality System will function in the ATO.
- (c) time must be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources is to be governed by the size and complexity of the operation concerned;
- (d) sources of Training; and
- (e) quality management courses are available from the various national or international institutions, and an ATO may consider whether to rely on such institutions in training those personnel likely to be involved in the management of Quality Systems. Organizations with sufficient, appropriately-qualified staff may consider whether to carry out in-house training.

(20) Quality Systems for small ATO-

- (a) the requirement to establish and document a Quality

System, and to employ a Quality Manager applies to all ATOs;

- (b) complex quality systems may be inappropriate for small ATOs and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. An ATO will tailor its quality system to suit the size and complexity of its training and allocate resources accordingly;
- (c) small ATOs may develop a Quality Assurance Programme that employs a checklist. The checklist must have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist contents and achievement of the Quality Assurance should be undertaken;
- (d) the small ATO may decide to use internal or external auditors or a combination of the two. In these circumstances, external specialists and or qualified organizations may perform the quality audits on behalf of the Quality Manager;
- (e) where the independent quality audit function is conducted by external auditors, the audit schedule will be described in the relevant documentation; and
- (f) whatever arrangements are made, the main ATO retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

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## SECOND SCHEDULE

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*(Made under Regulation 17(1))*

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### ATO TRAINING MANUAL AND PROCEDURES MANUAL CONTENTS

GN No.

356 of 2023

reg.12

Part I -Content  
Requirements For  
All Atos

The training and procedures manual should include the elements appropriate to the type of training to be provided.

#### 1. GENERAL

1.1 Preamble relating to the use and applicability of the manual.

- 1.2 Table of contents.
- 1.3 Amendment, revision and distribution of the manual:
  - (a) procedures for amendment;
  - (b) record of amendments page;
  - (c) distribution list; and
  - (d) list of effective pages.
- 1.4 Glossary of definitions and significant terms, including a list of acronyms and/or abbreviations.
- 1.5 Description of the structure and layout of the manual, including:
  - (a) the various parts and sections, as well as their contents and use; and
  - (b) the numbering system for headings and paragraphs.
- 1.6 Description of the scope of training authorized under the ATO's terms of approval.
- 1.7 Organization (chart of the ATO's management organization.)
- 1.8 Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to-
  - (a) accountable manager;
  - (b) head of training;
  - (c) maintenance manager ; if applicable;
  - (d) quality manager;
  - (e) maintenance manager, if applicable;
  - (f) safety manager, if applicable;
  - (g) chief instructors;
  - (h) instructors; and
  - (i) evaluators, including those with examiner functions, and auditors.
- 1.9 Policies dealing with-
  - (a) the ATO's objectives, including ethics and values;
  - (b) the selection of ATO personnel and the maintenance of their qualifications;
  - (c) the training programme design and development, including the need for programme validation and review;
  - (d) the evaluation, selection and maintenance of training material and devices;
  - (e) the maintenance of the training facilities and equipment;
  - (f) the development and maintenance of a quality system (QS) governance model; and
  - (g) the development and maintenance of a culture focused on safety in the workplace, including, when applicable, implementation of a safety management system (SMS).
- 1.10 Description of the facilities and equipment available,

including:

- (a) general-use facilities, including offices, stores and archives, and library or reference areas;
- (b) the number and size of classrooms, including installed equipment; and
- (c) the type and number of training devices, including their location if other than at the main training site.

Staff Training

- 2.1 Identification of persons or positions responsible for the maintenance of the standards and performance criteria of the training, and for ensuring the competency of personnel.
- 2.2 Details of the procedures to validate the qualifications and determine the competency of instructional personnel.
- 2.3 Details of the initial and recurrent training programmes for all personnel.
- 2.4 Procedures for proficiency checks and upgrade training.

Training Programmes

Training programmes cover each individual training programme conducted by the ATO for its clients and consist of a training plan, a practical training syllabus and a theoretical knowledge syllabus as described below.

3.1 Training plan

3.1.1 The aim of the course in the form of a statement of what the student is expected to be able to do as a result of the training, the level of performance and the training constraints to be observed.

3.1.2 Pre-entry requirements:

- (a) minimum age;
- (b) education or qualification requirements; and
- (c) medical requirements

3.1.3 Credit for previous knowledge, experience or other qualifications, proof of which should be obtained from the Authority before the training commences.

3.1.4 Training curricula-

- (a) theoretical training (knowledge);
- (b) practical training (skills)
- (c) training in the domain of human factors;
- (d) assessment and examinations; and
- (e) monitoring of the training process, including assessment and examination activities.

3.1.5 Credit for previous knowledge, experience or other qualifications, proof of which should be obtained from the Authority before the training commences.

3.1.6 Training curricula-

- (a) theoretical training (knowledge)
- (b) practical training (skills)
- (c) training in the domain of human factors;
- (d) assessment and examinations; and
- (e) monitoring of the training process, including

assessment and examination activities.

3.1.7 Training policies in terms of-

- (a) restrictions regarding the duration of training periods for students and instructors; and
- (b) minimum rest periods (if applicable).

3.1.8 Procedures for the conduct of student evaluation for-

- (a) conditions to be met before tests;
- (b) procedures for remediation training before retest and for re-writing of knowledge tests;
- (c) test reports and records;
- (d) skill progress checks and skill tests;
- (e) knowledge progress tests and knowledge tests, including knowledge test preparation, types of questions and assessments, and standards required for a pass; and
- (f) Question analysis and review and issuing of replacement exams (applicable) to knowledge test.

3.1.9 Policy and procedures regarding training effectiveness for-

- (a) coordination between training services;
- (b) requirements for reporting and documentation;
- (c) internal feedback for detecting training deficiencies;
- (d) interim performance or competency standards at various stages of training to ensure standardization;
- (e) individual student duties;
- (f) correcting unsatisfactory progress;
- (g) changing instructors;
- (h) the maximum number of instructor changes per student; and
- (i) suspending a student from training

3.2 Syllabi for non-competency-based training program

3.2.1 Practical training syllabus

3.2.1.1 A statement of the phases of the course and how the phases will be arranged to ensure completion in the most suitable learning sequence, and that exercises will be repeated at the appropriate frequency.

3.2.1.2 The syllabus hours for each phase and for groups of lessons within each phase, and when progress tests are to be conducted.

3.2.1.3 A statement of the interim competency standards required before progressing from one phase to the next to include minimum experience requirements and satisfactory exercise demonstration.

3.2.1.4 Requirements for instructional methods, particularly with respect to adherence to syllabi and training specifications.

3.2.1.5 Instruction for the conduct and documentation of all progress checks.

3.2.1.6 Instruction, where applicable, given to all examining staff regarding the conduct of examinations and tests.

3.2.2 Theoretical knowledge syllabus

The syllabus for theoretical knowledge instruction should be

structured with a training specification and objective for each subject.

### 3.3 Syllabus for competency-based training programmes

#### 3.3.1 Ideally, training programmes should be competency-based.

3.3.2 Competency-based training programmes are based upon a training needs analysis to define the competencies required to perform a job, an activity or a task. Such programmes use an integrated approach in which the training in the underlying knowledge to perform a task is followed by practice of the task so that the trainee acquires the competencies and the underlying knowledge, skills and attitudes related to the task in a holistic way. At the end of the course, trainees must demonstrate that they have acquired the competencies necessary to perform a task and met the performance criteria identified for the job.

3.3.3 The syllabus is structured as a single document that is organized around milestones and subdivided into modules containing a training objective and applied to both the theoretical knowledge and practical training delivered by the module.

Tests and Checks  
conducted by the  
ATO for the  
Issuance of a  
Licence or a  
Rating

For conducting the testing required for the issuance of a licence or rating in accordance with the training and procedures manual, the manual should include-

- (a) the name(s) of the personnel with testing authority and the scope of the authority;
- (b) the role and duties of the authorized personnel;
- (c) if the ATO has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirements for appointment as well as the selection and appointment procedure;
- (d) applicable procedures;
- (e) the procedures to be followed in the conduct of checks and tests; and
- (f) the methods for completion and retention of testing records as required by the Licensing Authority.

Records

Procedures regarding-

- (a) attendance records;
- (b) student training records;
- (c) staff training and qualification records;
- (d) persons responsible for checking records and student personal logs;
- (e) nature and frequency of record checks;
- (f) standardization of record entries;
- (g) personal log entries; and
- (h) security of records and documents.

Safety  
Management

The training and procedures manual, must address the ATO's SMS by reference to a separate manual or including the SMS practices in

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| System                                                        | the training and procedures manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Quality Assurance (QA)                                        | Provide a brief description of the QA practices by reference to a separate quality manual or including the QA practices in the training and procedures manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Appendices                                                    | As required- <ul style="list-style-type: none"> <li>(a) sample progress test forms;</li> <li>(b) sample logs, test reports and records; and</li> <li>(c) a copy of the ATO's approval document.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Part II - Additional Content For Flight Training Organization | The training and procedures manual for ATOs that provide flight training utilizing aircraft should include additional elements as outlined below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| (Utilizing Aircraft) Flight Training - General                | <p>9.1 Qualifications, responsibilities and succession of command of management and key operational personnel including but not limited to-</p> <ul style="list-style-type: none"> <li>(a) chief flight instructor; and</li> <li>(b) chief ground instructor.</li> </ul> <p>9.2 Policies and procedures dealing with-</p> <ul style="list-style-type: none"> <li>(a) approval of flights;</li> <li>(b) responsibilities of the pilot-in-command;</li> <li>(c) flight planning procedures — general;</li> <li>(d) carriage of passengers;</li> <li>(e) operational control system;</li> <li>(f) reporting of safety hazards, incidents and accidents;</li> <li>(g) duty periods and flight time limitations for flying staff members and students; and</li> <li>(h) minimum rest periods for flying staff members and students.</li> </ul> <p>9.3 Description of the facilities and equipment available including:</p> <ul style="list-style-type: none"> <li>(a) flight simulation training devices and training aircraft;</li> <li>(b) maintenance facilities and apron parking areas for training aircraft;</li> <li>(c) computer-based classrooms; and</li> <li>(d) dispatch control and briefing areas.</li> </ul> |
| Aircraft Operating Information                                | <p>10.1 Certification and operating limitations.</p> <p>10.2 Aircraft handling, including-</p> <ul style="list-style-type: none"> <li>(a) performance limitations;</li> <li>(b) use of checklists;</li> <li>(c) standard operating procedures; and</li> <li>(d) aircraft maintenance procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

- 10.3 Instructions for aircraft loading and securing of load.
- 10.4 Fueling procedures.
- 10.5 Emergency procedures.
- 11. routes
  - 11.1 Performance criteria, e.g. take-off, en-route and landing.
  - 11.2 Flight planning procedures including-
    - (a) fuel and oil requirements;
    - (b) minimum safe altitudes;
    - (c) planning for contingencies (e.g. emergency or diversion scenarios); and
    - (d) navigation equipment.
  - 11.3 Weather minima for all instructional training flights during day, night, VFR and IFR operations.
  - 11.4 Weather minima for all student training flights at various stages of training.
  - 11.5 Training routes and practice areas.
- 12. flight training plan
  - 12.1 Training curricula including, as applicable:
    - (a) single-engine flights;
    - (b) multi-engine flights;
    - (c) theoretical knowledge for flights; and
    - (d) flight simulation.
  - 12.2 The general arrangements of daily and weekly programmes for flying training, ground training and flight simulation training.
  - 12.3 Training policies in terms of-
    - (i) weather constraints;
    - (ii) maximum student training times for flight, theoretical knowledge and flight simulation training, per day/week/month;
    - (iii) restrictions in respect of training periods for students;
    - (iv) duration of training flights at various stages;
    - (v) maximum individual student flying hours in any day or night period;
    - (vi) maximum number of individual student training flights in any day or night period; and
    - (vii) minimum rest periods between training periods.

## THIRD SCHEDULE

*(Made under Regulations 20(3))*APPROVED TRAINING ORGANISATION MANAGEMENT PERSONNEL  
RESPONSIBILITIES AND QUALIFICATIONSGN. No.  
356 of 2023  
reg. 12Accountable  
Manager

## 1.-(1) The Accountable Manager:

*(i) Responsibilities*

- (a) is the Chief Executive and corporate authority for ensuring that all training commitments are financed and carried out to the standard required by the Authority and any additional requirements defined by the aviation training organisation; and
- (b) may delegate in writing to another person within the organization, the day-to-day management but not the overall approval management responsibility.

*(ii) qualifications:*

- (a) a background in the management of training organization
- (b) knowledge of the Civil Aviation (Approved Training Organization) Regulations and the regulations and other materials published by the Authority that are applicable to the courses taught by the ATO; and
- (c) a thorough understanding of the organization and training program of the ATO.

Quality  
Manager

## 2.-(1) The Quality Manager shall-

*(i) Responsibilities*

- 3. have the primary role to verify, by monitoring activities in the field of training, that the standards required by the Authority, and any additional requirements as established by the ATO are being carried out properly;
- 4. be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved;
- 5. have direct access to all parts of the ATO's organization; and
- 6. In the case of small ATO's, the posts of the Safety Manager and the Quality manager may be combined.

7. in the case that the posts of the Safety Manager and the Quality Manager are combined the quality audits shall be conducted by independent personnel.

*(ii) qualifications*

- (a) be technically qualified person in at least one field of the training to be conducted;
- (b) have at least two years experience in the training to be conducted; and
- (c) have successfully completed a training in quality management recognized by the Authority

Safety  
Manager

*(i) Safety Manager*

*(a) Responsibilities*

- (i) The scope of the safety manager's duties shall include safety planning, safety programme implementation and the operation of the ATO SMS; and
- (ii) The safety manager, like the quality manager, should report directly to the head of training;

*(b) Qualifications:*

- (i) have undergone safety Management system Course or equivalent course recognised by the Authority;
- (ii) hold an aviation licence or have proven knowledge and experience in the aviation environment; and
- (iii) possess sound knowledge of safety management principles and practices.

PART B - FLIGHT CREW TRAINING

Head of  
training

1. The Head of Training shall have-

*(a) Responsibility;*

The Head of Training shall have overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction, and for supervising the progress of individual students

*(b) Qualifications:*

- (i) a current professional pilot licence and ratings related to the flying training courses conducted by the ATO;
- (ii) at least 3 years' experience in training as a flight instructor for professional pilot licences; and
- (iii) provide evidence of management training and experience in training supervision.

Chief Flight  
Instructor

2. The Chief Flight Instructor shall-

*(i) Responsibility:*

The Chief Flight Instructor shall be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction;

(ii) *Qualification:*

- (a) hold the highest valid professional pilot licence related to the flying training courses conducted in the ATO;
- (b) hold the rating(s) related to the flying training courses conducted by the ATO;
- (c) hold a valid flight instructor rating for at least one of the types of aircraft used for training by the ATO.

Flight and  
Synthetic  
Flight  
Instructors

3.-(1) Flight and Synthetic Flight Instructors

(a) Flight Instructor Qualification

- 1. a professional valid pilot licence and ratings related to the flying training courses conducted by the ATO;
- (i) a flight instructor rating on the types of aircraft used for training by the ATO; and
- (ii) an instrument rating instructor endorsement where he or she is to conduct instrument rating training.
- 2. an instrument rating instructor endorsement if he is to conduct instrument rating training.
- (2) A Synthetic flight instructor shall-
  - (a) be a holder or have held a professional pilot licence; and
  - (b) possess an authorization from the Authority.

(b) Synthetic Flight Instructor qualification-

- (i) hold or have held a professional pilot licence; and
- (ii) possess an authorization from the Authority for the synthetic training as provided in the applicable Civil Aviation (Personnel Licensing) Regulations.

Chief Ground  
Instructor

4. The Chief Ground Instructor-

(a) *Responsibility*

be responsible for the supervision of ground instructors and for the standardisation of all ground instruction;

(b) *Qualification*

in addition to fulfilling all the requirements for ground instructor licence as provided in the Civil Aviation (Personnel Licensing) Regulations, the chief ground instructor shall have the level of knowledge commensurate with the level of training in the ATO training specifications.

Ground  
instructor  
qualification

5. A Ground Instructors'-

(a) *Responsibility*

The Ground instructor shall be responsible for the supervision of

student pilot and ensure has operational experience required.

(b) *Qualification*

- (a) fulfil all the requirements for ground instructor's licence as provided in Civil the Aviation (Personnel Licensing) Regulations commensurate with the level of training to be conducted; or
- (b) be a subject matter expert or hold a qualification relevant to the support subjects of instruction as prescribed by the Authority; and
- (c) subject to paragraph (ii):
  - (i) have received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
  - (ii) hold at least a certificate in a teaching discipline.

Flight engineer  
instructors'  
qualification

6. Flight engineer instructors' qualification

(a) *Responsibility*

The Flight Engineer instructor shall be responsible for the supervision of student pilot and ensure has operational experience required.

(b) *Qualification*

- (i) hold a flight engineer licence and ratings related to the training courses to be conducted;
- (ii) hold an instructor's endorsement in his licence from the Authority on the course to be conducted; and
- (iii) hold an authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations if he is to conduct training in synthetic flight trainer.

PART C - A REMOTELY PILOTED AIRCRAFT TRAINING

Chief remote  
pilot  
instructor

1. Chief remote pilot instructor

(i) Responsibility:

The Chief RPAS Instructor shall be responsible for the supervision of RPAS flight and synthetic RPAS instructors and for the standardisation of all RPAS instruction and synthetic RPAS instruction;

(ii) Qualification:

The Chief RPAS Instructor shall:

- (i) hold a valid RPAS licence with the highest level of RPA category and type ratings related to the RPAS training courses conducted or sought by the training organization;
- (ii) hold a valid RPAS instructor rating;
- (iii) have at least one year experience in the RPAS operations;
- (iv) provide evidence of management training and experience in training supervision; and

- (v) received training in the teaching and instructional techniques provided in the applicable Civil Aviation (Personnel Licensing) Regulations.

Remote pilot  
instructor:

2. Remote pilot instructor:

The instructor should:

- (a) hold a valid remote pilot license with the category and type rating appropriate to the RPAS on which he or she is to conduct the training; and
- (b) hold an RPAS instructor rating, or
- (c) undertake instruction techniques training appropriate to the RPA and RPAS he or she is to conduct training on.

#### PART D - A AIRCRAFT MAINTENANCE ENGINEERING TRAINING

Head of  
Training

1. The Head of Training:

##### *(a) Responsibility*

The Head of Training shall have overall responsibility for ensuring satisfactory integration of engineering training, that includes practical and theoretical knowledge instruction and for supervising the progress of individual students.

##### *(b) Qualification*

- (i) hold or have held an AMEL with at least three years experience in aircraft maintenance training; and
- (ii) provide evidence of management training and experience in training supervision.

Chief Aircraft  
Maintenance  
Engineering  
Instructor

2. Chief Aircraft Maintenance Engineering Instructor

##### *(a) Responsibility*

The Chief Aircraft Maintenance Engineering Instructor shall be responsible for the supervision of instructors and for the standardisation of all engineering instructions.

##### *(b) Qualification*

- (i) hold or have held a valid AMEL with ratings related to the courses to be conducted by the ATO;
- (ii) have
  - 1. received training in the teaching and instructional techniques provided in the applicable Civil Aviation (Personnel Licensing) Regulations; or
  - 2. at least a certificate in a teaching discipline.
- (iii) provide evidence of management training and experience in training supervision.

Aircraft  
Maintenance  
Engineering

3. Aircraft Maintenance Engineering Instructor

## Instructor

*(a) Responsibility*

The Aircraft Maintenance Engineering Instructor shall be responsible for the supervision of AMEL student for all engineering instructions.

*(b) qualification*

- (i) hold or have held a valid AMEL with ratings related to the courses to be conducted by the ATO; or
- (ii) an academic qualification relevant to the support subjects of instruction as prescribed by the Authority; and
- (iii) have
  - 3. received training in the teaching and instructional techniques provided by Civil Aviation (Personnel Licensing) Regulations; or
  - 4. at least a certificate in a teaching discipline.

## PART E - AIR TRAFFIC CONTROL TRAINING

Head of  
training

## 1. Head of Training

*(a) Responsibility*

The Head of Training shall have overall responsibility for ensuring satisfactory integration of ATS training in both, theoretical and simulator training, and for supervising the progress of individual students.

*(b) Qualification*

- (i) hold a valid ATC licence with ratings related to the courses to be conducted by the ATO;
- (ii) have at least three years experience in a training supervisory role;
- (iii) have
  - (a) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
  - (b) hold at least a certificate in a teaching discipline; and
- (iv) provide evidence of management training and experience in training supervision.

Air Traffic  
Control  
Chief Instructor

## 2. Air Traffic Control Chief Instructor

*(a) Responsibility*

The Air Traffic Control Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and simulator instructions.

*(b) Qualification*

- (i) hold a valid air traffic control licence with ratings related to the ATC courses conducted; and

- (ii) have at least two years experience in a training supervisory role;
- (c) have
- (i) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
- (ii) at least a certificate in a teaching discipline.

Air Traffic  
Control  
Instructor

### 3. Air Traffic Control Instructor

#### (a) Responsibility

The Air Traffic Control Instructor shall be responsible for the supervision of the students in all theoretical and simulator instructions.

#### (b) Qualification

##### (iii) Hold:

- (a) a valid air traffic control licence with ratings related to the ATC courses to be conducted by the ATO; or
- (b) an academic qualification relevant to the support subjects of instruction such as Mathematics, geography as prescribed in the applicable technical guidance materials; and

##### (iv) have:

- (c) received training in teaching and instructional techniques as provided by the civil Aviation (Personnel Licensing) Regulations; or
- (d) at least a certificate in a teaching discipline.

Head of  
Training

## PART F - FLIGHT OPERATIONS OFFICER (FOO) TRAINING

### 1. Head of Training

#### (a) Responsibility

The Head of Training shall have overall responsibility for ensuring satisfactory integration of Flight Operations training in both, theoretical and practical training, and for supervising the progress of individual students.

#### (b) Qualification

##### (i) hold or have held:

- a. a valid Flight Operations Officer's Licence with at least three years experience in training; or
- b. hold or have held a valid Airline Transport Pilot Licence or Commercial Pilot Licence with at least three years experience in training.

##### (ii) provide evidence of management training and experience in training supervision;

Flight  
Operations

### 2. Flight Operations Chief Instructor

Chief Instructor

*(a) Responsibility*

The Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and practical instructions

*(b) Qualification*

- (i) hold or have held:
  - a. a valid Flight Operations Officer's Licence with at least two years experience in training; or
  - b. a valid Airline Transport Pilot Licence or commercial pilot licence with at least two experience in training;
- (ii) provide evidence of management training and experience in training supervision.

Flight  
Operations  
Instructor

## 3. Flight Operations Instructor

*(a) Responsibility*

The Flight Operations Instructor shall be responsible for the supervision of the students during instructions and for the standardization of all theoretical and practical instructions

*(b) Qualification*

The Flight operations Instructor shall hold or have held:

- (a) A valid flight operations officers' licence; or
- (b) A valid airline transport pilot licence or commercial pilot licence; or
- (c) hold an academic qualification relevant to the support subjects of instruction as prescribed in the applicable technical guidance materials; and have:
- (d) received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
- (e) hold at least a certificate in a teaching discipline.

## PART G – CABIN CREW MEMBER (CCM) TRAINING

Cabin Crew  
Member  
Chief Instructor

## (i) Cabin Crew Member Chief Instructor

*(a) Responsibility*

The Chief Instructor shall be responsible for the supervision of the instructors and for the standardisation of all theoretical and practical instructions.

*(b) Qualification*

The chief cabin crew member chief instructor shall:

- (i) hold a valid cabin crew member certificate with at least two

- years experience in training;
- (ii) provide evidence of management training and experience in training and supervision.

Cabin Crew  
Member  
Instructor

Cabin Crew Member Instructor

The Cabin Crew Member Instructor shall:

1. hold a valid cabin crew member certificate; or
  2. hold qualifications relevant to the support subjects of instruction as prescribed by the Authority; and
- (iii) have received training in teaching and instructional techniques as provided by the Civil Aviation (Personnel Licensing) Regulations; or
- (iv) hold at least a certificate in a teaching discipline.

#### FOURTH SCHEDULE

*(Made under regulation 50)*

#### OFFENCES AND PENALTIES

GN. No.  
482 of 2017  
reg. 2

| Regulation Number | Regulation Title                                                                                            | Penalties |
|-------------------|-------------------------------------------------------------------------------------------------------------|-----------|
| 7(1),(2)          | Requirements for an ATO Certificate.                                                                        | A(ii)     |
| 10                | Certificate holder responsibilities.                                                                        | A(ii)     |
| 11                | Quality systems for an ATO.                                                                                 | A(ii)     |
| 23(3)             | Training facilities .                                                                                       | B         |
| 27(3)             | Training facilities equipment and material for aircraft maintenance engineer course.                        | B         |
| 28(3)             | Training facilities, equipment and material for air traffic controllers or flight radio telephony operator. | B         |
| 29(3)             | Training facilities, equipment and material for flight operations officers or cabin crew members.           | B         |
| 30                | Advertising limitations.                                                                                    | B         |
| 37                | Inspection of licences and certificates.                                                                    | A(ii)     |
| 42(1),(2),(4),(5) | Use and retention of certificates and records.                                                              | B         |
| 45                | Enforcement of directions.                                                                                  | A         |