

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision:5 Advisory Circular
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APPLICATION FOR PILOT LICENCES AND RATINGS

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance, information and procedures to be followed by applicants and holders in applying, through the Civil Aviation Service Portal (CASP), for the issue, renewal, re-issue and reinstatement of pilot licences, ratings and associated privileges under the Civil Aviation (Personnel Licensing) Regulations, 2017 as amended. It also describes how the Authority processes such applications.

2.0 APPLICABILITY

This AC applies to:

- (a) applicants for, and holders of, a Student Pilot Licence (SPL), Private Pilot Licence (PPL), Commercial Pilot Licence (CPL), Multi-crew Pilot Licence (MPL) and Airline Transport Pilot Licence (ATPL), and the ratings associated with them;
- (b) pilots seeking recognition of Frozen ATPL status;
- (c) Approved Training Organisations (ATOs), authorised instructors and examiners who train, endorse or test applicants; and
- (d) Personnel Licensing (PEL) Inspectors, Officers and Assistants who evaluate applications in CASP.

3.0 REFERENCES

- 3.1 The Civil Aviation Act [CAP. 80 R.E 2023];
- 3.2 The Civil Aviation (Personnel Licensing) Regulations, 2017 as amended;
- 3.4 The Civil Aviation (Approved Training Organisation) Regulations, 2017 (GN. No. 56 of 2017);

4.0 DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

- (a) “Civil Aviation Service Portal (CASP)” means the Authority’s online portal through which all personnel licensing applications are submitted, paid for, processed, approved and recorded.
- (b) “Electronic licence” means a licence generated through CASP, carrying the digital signature of the Authority and a machine-readable (QR) code, in accordance with regulation 4(3) and the First Schedule to the Regulations.

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- (c) “Frozen ATPL” means recognition by the Authority of a pilot’s successful completion of the ATPL theoretical knowledge examinations, prior to meeting the flight experience requirements for the issue of an ATPL (regulation 2, as amended).
- (d) “Recency” means the recent flying experience a pilot must hold to exercise licence privileges, as set out in paragraph 5.8 of this AC.
- (e) “Reinstatement” means the restoration of the privileges of an expired licence or rating under regulation 11(10) and (11).

Flight Simulation Training Device (FSTD) – any one of the following three types of apparatus in which flight conditions are simulated on the ground (regulation 2):

- (i) a **flight simulator**, which provides an accurate representation of the cockpit of a particular aircraft type to the extent that the mechanical, electrical, electronic and other aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type are realistically simulated;
- (ii) a **flight procedures trainer**, which provides a realistic cockpit environment and simulates instrument responses, simple control functions of aircraft systems, and the performance and flight characteristics of aircraft of a particular class; and
- (iii) a **basic instrument flight trainer**, which is equipped with appropriate instruments and simulates the cockpit environment of an aircraft in flight in instrument flight conditions.

An FSTD may be used only when approved by the Authority for the training, testing or checking concerned, for each manoeuvre, procedure or crew member function performed, and for the category, class, type or variant of aircraft it represents (regulations 33 and 34).

Advanced Aviation Training Device (AATD) – for the purposes of this Order, a ground training device that is not specific to an aircraft type, representing the cockpit of a generic category and class of aircraft (for example single-engine or multi-engine aeroplane) with instrument displays, flight controls and engine controls, and approved by the Authority only for defined instrument and procedural training tasks. An AATD is not a flight simulator; for crediting purposes it is treated as a basic instrument flight trainer and cannot represent a particular aircraft type.

4.2 Abbreviations

Abbreviation	Meaning
AATD	Advanced Aviation Training Device
AIC	Aeronautical Information Circular
ATO	Approved Training Organisation
ATPL	Airline Transport Pilot Licence

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Abbreviation	Meaning
CFOI	Chief Flight Operations Inspector
CPL	Commercial Pilot Licence
CSEE	Certificate of Secondary Education Examination
DSR	Director of Safety Regulation
ELP	English Language Proficiency
FOI	Flight Operations Inspector
FSTD	Flight Simulation Training Device
GFT	General Flying Test
IR	Instrument Rating
MCTOM	Maximum Certificated Take-Off Mass
MPL	Multi-crew Pilot Licence
PEL	Personnel Licensing
PIC	Pilot-in-Command
PPL	Private Pilot Licence
QR	Quick Response (code)
SPL	Student Pilot Licence
TRE	Type Rating Examiner
TTR	Technical Type Rating (examination)

5.0 GENERAL INFORMATION

5.1 General

- 5.1.1 No person may act as a flight crew member of an aircraft registered in the United Republic of Tanzania unless he or she holds a valid licence and rating issued by the Authority, or a licence rendered valid by the Authority, in accordance with the Regulations.
- 5.1.2 The pilot licences issued by the Authority are listed in regulation 4(1)(a), and the category, class, type, instrument, night and instructor ratings in regulation 5.
- 5.1.3 Nothing in this AC is intended to conflict with the Regulations or other legislation which, in case of doubt, shall prevail.
- 5.1.4 All applications are made online through CASP. Hard-copy application forms are not accepted.

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5.1.5 The requirements for the licence or rating sought shall be fulfilled before the application is made. Applicants should ensure that their knowledge and practical test results will still be valid on the date the application is submitted (see paragraph 5.4).

5.1.6 Where an applicant does not yet meet the requirements for a particular pilot licence, he or she shall obtain an SPL to receive and log flight instruction (regulations 4(2) and 36(1)).

5.1.7 Approved training for flight crew shall be conducted within an ATO approved under the Civil Aviation (Approved Training Organisation) Regulations (regulation 35(8)).

5.2 Medical Requirements

5.2.1 A pilot licence or rating will not be issued unless the applicant holds a valid medical certificate of the appropriate class issued by an Aviation Medical Examiner designated by the Authority. Prospective applicants are advised to confirm their medical fitness before committing to substantial training expense.

5.2.2 The list of designated Aviation Medical Examiners is published in the current AIC on the TCAA website. The applicant arranges the examination directly with the medical examiner, who advises on the examination charges.

5.2.3 The medical certificate shall be uploaded to CASP with the application. The medical assessment (class, expiry date and any limitation) is shown on the electronic licence.

5.2.4 For renewal, where the medical examination is conducted within 45 days before the licence expiry date, the licence expiry date is used as the start of the new validity period. Where it is conducted earlier, the date of the medical examination is used.

5.2.5 A licence holder shall not exercise the privileges of the licence when aware of any decrease in medical fitness, and shall inform the Authority as required by regulation 12.

5.3 English Language Proficiency

5.3.1 Applicants for aeroplane, airship, helicopter and powered-lift pilot licences shall demonstrate English language proficiency to the level specified in the Second Schedule to the Regulations (regulation 8).

5.3.2 Holders assessed at Operational Level (Level 4) are re-evaluated every three years and at Extended Level (Level 5) every six years. The ELP level is endorsed in the Remarks section of the electronic licence.

5.4 Knowledge Examinations and Practical (Skill) Tests

5.4.1 Knowledge examinations and practical (skill) tests are booked through CASP. The PEL Office allocates the examination session and the authorised examiner for the practical test. Results are recorded in CASP against the applicant's record.

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- 5.4.2 Before a knowledge test, the applicant shall hold an endorsement from an authorised instructor certifying completion of the required ground training, and shall present proper identification (regulation 26(1)).
- 5.4.3 The knowledge test shall be passed before the practical test is conducted (regulation 27(3)).
- 5.4.4 Knowledge test results are valid for (regulation 26(3)):
- (a) PPL – twelve (12) months;
 - (b) CPL – eighteen (18) months; and
 - (c) ATPL and MPL – five (5) years.
- 5.4.5 An ATPL applicant may take the practical test within two years after the expiry of the knowledge test if continuously employed as a flight crew member by an AOC holder and has completed that operator's approved qualification training (regulation 27(4)).
- 5.4.6 Practical test results for a pilot licence or type rating are valid for six (6) months (regulation 28(5)).
- 5.4.7 Where a practical test is not completed in one day, or is discontinued, the remaining areas shall be completed within sixty (60) days of the start of the test, failing which the entire test shall be retaken (regulations 27(2) and 28(4)).
- 5.4.8 An applicant who fails a knowledge or practical test may re-apply only after receiving further training and an endorsement from an authorised instructor (regulation 30).
- 5.4.9 An applicant who wishes to contest a knowledge test result may appeal in writing to the Authority, through CASP, within fourteen (14) days of the date of the result.
- 5.5 Age Limitations**
- 5.5.1 The age limitations in regulation 15 apply to pilots engaged in commercial air transport operations.
- 5.5.2 Under regulation 15(5) and (6), as amended, a pilot who has attained 65 years may hold, renew and exercise the privileges of a Type Rating Instructor (TRI), Flight Instructor (FI) or Type Rating Examiner (TRE) provided that:
- (a) the privileges are exercised strictly within an ATO or an approved corporate training framework;
 - (b) the flight is solely for instruction, training or proficiency checking and carries no commercial passengers or revenue cargo; and
 - (c) the instructor or examiner holds a valid Class 1 medical certificate and retains a CPL or ATPL.
- 5.5.3 Such an instructor may act as PIC on non-revenue, strictly instructional flights in multi-crew or dual-controlled aircraft where the student pilot does not yet hold the appropriate rating.

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5.6 Photograph, Identity and Signature

- 5.6.1 Every application for the issue of a licence shall include a recent full-face photograph, 25 mm by 30 mm, with a blue background, uploaded to CASP.
- 5.6.2 The applicant shall upload a national identity card or passport. The details shall match the personal information entered in CASP; where identity cannot be verified, the application will be returned.
- 5.6.3 The applicant shall upload a specimen of his or her ordinary signature, which is reproduced on the electronic licence (regulation 11(9)).

5.7 Validity of a Licence

- 5.7.1 Pilot licences are issued with an expiry date linked to the validity of the holder's medical certificate, as prescribed in regulation 9. Instrument and night ratings are valid for twelve (12) months (regulation 9(8) and (9)).
- 5.7.2 A pilot licence is valid and current only when the holder concurrently:
 - (a) holds a valid medical certificate of the class required for the privileges exercised;
 - (b) holds a valid instrument rating where the aircraft or operation requires it;
 - (c) holds a valid ELP endorsement at the required level;
 - (d) holds valid category, class and type ratings, as applicable, for the aircraft operated; and
 - (e) meets the recency requirements in paragraph 5.8 (regulation 11(1)).
- 5.7.3 Failure to maintain any of these requirements renders the licence privileges invalid until validity is re-established.

5.8 Recent Experience (Recency)

- 5.8.1 A pilot shall not act as PIC or co-pilot of an aircraft carrying passengers unless, within the preceding ninety (90) days, he or she has made at least three (3) take-offs and three (3) landings in an aircraft of the same category, class and, where applicable, type.
- 5.8.2 For flights at night, the three take-offs and three landings shall have been made at night.
- 5.8.3 The take-offs and landings shall be made as sole manipulator of the controls, or under the supervision of an authorised instructor.
- 5.8.4 A pilot who does not meet these requirements shall not exercise the licence privileges until the take-offs and landings are completed under the supervision of an authorised instructor or examiner.
- 5.8.5 During evaluation of an application, the PEL Inspector verifies recency from the logbook or flight records uploaded to CASP.

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6.0 LICENSING PROCESS IN CASP

6.1 Applicant Account

- 6.1.1 Each applicant creates and maintains a personal user account in CASP. Through the account the applicant completes the prescribed application form, uploads supporting documents, pays the prescribed fees, tracks the status of the application and receives notifications, including requests for correction.
- 6.1.2 Applicants are responsible for the accuracy of the information submitted. Supporting documents shall be clear, complete and legible scanned copies of the originals; the Authority may request the originals for verification.

6.2 Before Submitting an Application

- 6.2.1 Before submitting an application the applicant should ensure that:
- (a) he or she holds a valid medical certificate of the appropriate class;
 - (b) the eligibility requirements for the licence or rating are met, including minimum age, English language proficiency, theoretical and flight training, aeronautical experience and recency;
 - (c) the required knowledge examinations and practical tests have been passed and the results are still valid;
 - (d) the logbook or other acceptable flight record has been certified by the instructor or examiner, as applicable, showing the name and licence number of the person certifying and what is certified; and
 - (e) the correct application form in CASP has been selected and fully completed, and all required documents are ready for upload.

6.3 Processing Steps

Every pilot licensing application (issue, renewal, re-issue, reinstatement, addition of a rating or type, or Frozen ATPL recognition) is processed in CASP through the following steps, shown in Figure 1:

- 6.3.1 Step 1 – Submission (Applicant). The applicant completes the prescribed application form in CASP and uploads the supporting documents.
- 6.3.2 Step 2 – Payment (Applicant). The applicant pays the invoice generated through CASP Billing, in accordance with the AIC on regulatory fees.
- 6.3.3 Step 3 – Assignment (Chief PEL). The Chief PEL assigns (designates) the application to a PEL Inspector or Officer for evaluation, with a due date.
- 6.3.4 Step 4 – Initial evaluation (PEL Inspector/Officer). The form, documents and payment are checked for completeness and validity, including the medical certificate, logbook or flight

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records, examination results, skill test report, and the authorisation of the instructor and examiner named. Where the application is incomplete, it is returned to the applicant through CASP (Revise) with clear instructions for correction.

- 6.3.5 Step 5 – Technical evaluation (PEL Inspector, with the Pilot PEL Inspector or CFI/FOI). The application is evaluated against the Regulations using the PEL evaluation checklists, covering training, flight experience, aircraft category, class or type, recency and the conduct of the skill test.
- 6.3.6 Step 6 – Evaluation report (PEL Inspector/Officer). Findings and minutes are recorded in CASP and the recommendation is submitted to the Chief PEL.
- 6.3.7 Step 7 – Final review (Chief PEL). The Chief PEL reviews the evaluation and recommends the application to the DSR, or returns it to the Inspector/Officer for revision.
- 6.3.8 Step 8 – Approval (Director of Safety Regulation). The DSR approves the licensing action in CASP, or returns the application to the Chief PEL.
- 6.3.9 Step 9 – Issue and closure (PEL Inspector/Officer). The electronic licence is issued in CASP with the digital signature of the Authority and a QR code; the applicant's record is updated, the application is closed and the applicant is notified through CASP.

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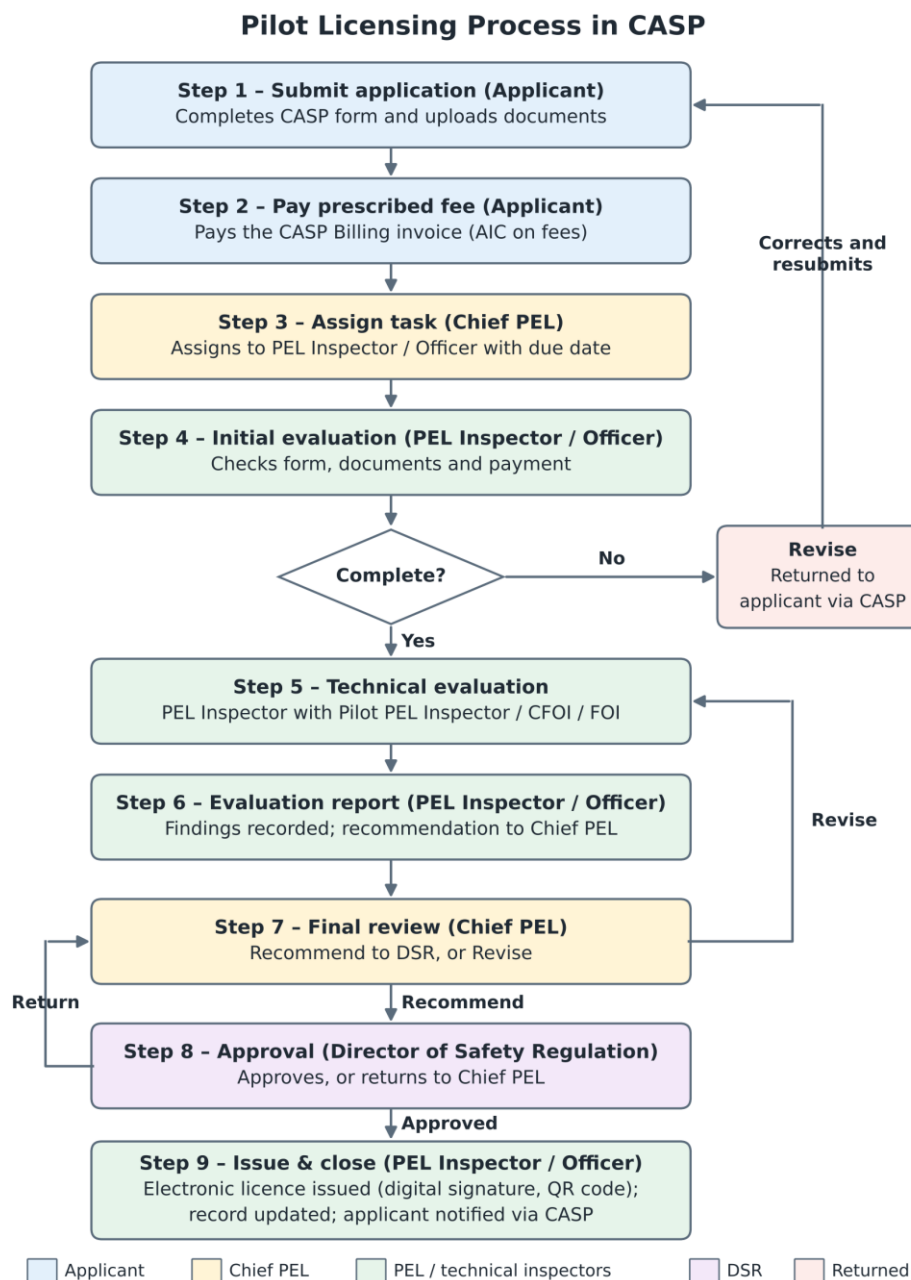


Figure 1: Pilot licensing process in CASP

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6.4 Discrepancies and Ineligibility

- 6.4.1 Where a discrepancy exists that cannot be corrected immediately, the application is returned to the applicant through CASP stating the reasons. It shall not be resubmitted until the discrepancy has been corrected.
- 6.4.2 Where the applicant does not meet the requirements of the Regulations, the application is not approved and the applicant is informed of the reasons through CASP.
- 6.4.3 Submission of false or fraudulent information may result in refusal of the application and enforcement action under the Regulations.

6.5 The Electronic Licence

- 6.5.1 All pilot licences are issued as electronic licences conforming to the First Schedule to the Regulations. Physical collection of licences from the PEL Office and the documents-release register are no longer required.
- 6.5.2 The holder shall carry the licence, displayed on a mobile electronic device or available at the work site in a verifiable form, when exercising its privileges (regulation 190) and shall present it for inspection on request (regulation 193).
- 6.5.3 The authenticity and validity of the licence are verified by scanning its QR code, online or offline. A screenshot, photocopy or printout that cannot be verified through the QR code is not accepted as evidence of a valid licence.
- 6.5.4 Renewals, additions of ratings and other changes are reflected on the electronic licence through CASP; there is no need to submit the existing licence for physical endorsement.

6.6 Records

- 6.6.1 CASP is the authoritative record of the licensing history of each holder. All findings, checklists, minutes and correspondence are kept under Documents & Records of the application.

6.7 Fees

- 6.7.1 Fees for licences, ratings, knowledge examinations and practical tests are as published in the current AIC on regulatory fees and are paid through CASP Billing. An application is not assigned for evaluation until the fee has been paid.

6.8 Status of Applications

- 6.8.1 The applicant may track the status of the application in CASP at any time. Queries on an application should be raised through CASP or with the PEL Office, quoting the CASP application reference number.

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7.0 STUDENT PILOT LICENCE (SPL)

7.1 References

Regulations 36 to 40 of the Regulations.

7.2 Eligibility

7.2.1 An applicant for an SPL shall (regulation 36(2)):

- (a) be at least sixteen (16) years of age;
- (b) be able to read, speak, write and understand the English language;
- (c) hold a valid Class 2 medical certificate; and
- (d) have attained at least a pass of grade D at CSEE in each of Physics (or Engineering Science), Basic Mathematics, Geography and English.

7.3 Application Requirements

7.3.1 The applicant shall, through CASP:

- (a) complete the SPL application form;
- (b) upload a national identity card or passport;
- (c) upload a valid Class 2 medical certificate;
- (d) upload the CSEE certificate or result slip;
- (e) upload the photograph and specimen signature; and
- (f) pay the prescribed fee.

7.4 Renewal

7.4.1 An SPL may be renewed when the holder has passed a Class 2 medical examination (regulation 40). The applicant shall complete the renewal application in CASP, upload the new medical certificate and pay the renewal fee.

7.4.2 The new medical date and validity are updated on the electronic licence through CASP and can be verified by scanning the QR code. The SPL is valid as prescribed in regulation 9(4).

7.5 Issue or Renewal

7.5.1 Once the requirements are met and the application has passed through the steps in paragraph 6.3, the SPL is issued or renewed in CASP.

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8.0 PRIVATE PILOT LICENCE (PPL)

8.1 References

Regulations 41 to 46, 66 and 67 of the Regulations.

8.2 Eligibility

8.2.1 An applicant for a PPL shall (regulation 41):

- (a) be at least seventeen (17) years of age, or sixteen (16) years for a glider or balloon;
- (b) meet the English language proficiency requirements of regulation 8;
- (c) hold a valid Class 2 medical certificate;
- (d) have received the ground training and an instructor endorsement for the knowledge test, and passed the knowledge test on the areas in regulation 42;
- (e) have received the flight training in regulation 43 and an instructor endorsement for the practical test;
- (f) meet the aeronautical experience in regulation 44 for the category and class rating sought (for aeroplanes, not less than 40 hours of flight time, or 35 hours in an approved course, including 10 hours solo with 5 hours solo cross-country); and
- (g) pass the practical test, conducted by an examiner authorised by the Authority, for the category and class rating sought (single-engine or multi-engine).

8.2.2 A PPL issued on the strength of a foreign licence is processed under TCAA-AC-SR-PEL02.

8.3 Application Requirements

8.3.1 The applicant shall, through CASP:

- (a) complete the PPL application form;
- (b) upload a national identity card or passport, the photograph and specimen signature;
- (c) upload a valid Class 2 medical certificate;
- (d) complete and upload the flying experience summary form;
- (e) upload the logbook or other acceptable flight record, certified by the instructor and examiner;
- (f) upload the knowledge test result and practical test report; and
- (g) pay the prescribed fee.

8.4 The Practical (Skill) Test

8.4.1 The applicant shall pass a practical test for the category, class or type rating sought, in accordance with regulations 28 and 43.

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8.4.2 An applicant retesting may be given credit for areas of operation passed on the previous test, provided the retest is completed within sixty (60) days. Otherwise all areas shall be retested.

8.4.3 During the practical test the applicant shall demonstrate English language proficiency in accordance with the Second Schedule to the Regulations.

8.5 Renewal

8.5.1 A PPL may be renewed when the holder has logged, as PIC within the twelve (12) months preceding the application (regulation 46):

- (a) for aeroplanes (single-engine or multi-engine class), rotorcraft, microlight or light sport – not less than 5 hours in the category, class or type held; and
- (b) for gliders or lighter-than-air aircraft – not less than 3 hours.

8.5.2 For a PPL with an aircraft type rating, the 5 hours as PIC shall be in the type, or a PPL practical test in the type shall have been passed within the preceding 12 months.

8.5.3 The applicant shall, through CASP, complete the renewal form, upload a valid Class 2 medical certificate, the flying experience summary form and the certified logbook or other record substantiating the PIC hours, and demonstrate recency in accordance with paragraph 5.8. The logbook is certified by the instructor or chief pilot, who endorses his or her signature and licence number and states what is certified.

8.6 Reinstatement of a Lapsed PPL

8.6.1 An application to reinstate a PPL that has expired is made through CASP under regulation 11(10) and (11). An applicant with no flying experience during the lapse shall meet the following:

- (a) Lapsed one year or less – fly 5 hours as PIC and pass a PPL practical test in the category and class sought, using the privileges of an SPL with an authorised instructor;
- (b) Lapsed above one year and up to five years – meet (a) and pass the PPL Air Law knowledge test;
- (c) Lapsed above five years and up to ten years – complete at least 10 hours of flight training with an authorised instructor, of which 5 hours as PIC, in the category and class sought, and pass a composite PPL knowledge test and a practical test; and
- (d) Lapsed above ten years – undergo a competency evaluation by an ATO, which recommends a ground and flight training programme acceptable to the Authority, followed by the knowledge and practical tests.

8.6.2 In all cases the instructor shall certify in the logbook that the training has been completed before the tests are taken; practical tests are conducted by an examiner authorised by the Authority; and the applicant shall hold a valid Class 2 medical certificate.

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9.0 COMMERCIAL PILOT LICENCE (CPL) AND AIRLINE TRANSPORT PILOT LICENCE (ATPL)

9.1 References

Regulations 47 to 52 (CPL) and 53 to 59 (ATPL) of the Regulations, as amended by GN. No. 258 of 2026.

9.2 Eligibility – CPL

9.2.1 An applicant for a CPL shall (regulations 47 to 50):

- (a) be at least eighteen (18) years of age;
- (b) hold a PPL issued under the Regulations, or meet the requirements pertaining to military licences;
- (c) meet the English language proficiency requirements;
- (d) hold a valid Class 1 medical certificate;
- (e) have received the required ground and flight training with instructor endorsements, and passed the CPL knowledge examinations;
- (f) for aeroplanes, have not less than 200 hours of flight time, or 150 hours if completed during a course of approved training, as pilot of aeroplanes; the Authority determines whether FSTD time is acceptable, with credit limited to a maximum of 20 hours (regulation 50(a), as amended), together with the other experience in regulation 50; and
- (g) pass the CPL practical test for the category and class or type sought.

9.3 Eligibility – ATPL

9.3.1 An applicant for an ATPL shall (regulations 53 to 56):

- (a) be at least twenty-one (21) years of age;
- (b) hold a valid CPL and an instrument rating, or meet the military or foreign licence alternatives in regulation 53(c);
- (c) meet the English language proficiency requirements;
- (d) hold a valid Class 1 medical certificate;
- (e) have passed the ATPL knowledge examinations (or hold Frozen ATPL status – see paragraph 10.0);
- (f) have the aeronautical experience in regulation 56 (for aeroplanes, not less than 1,500 hours; for helicopters, not less than 1,000 hours); and
- (g) pass the ATPL practical test.

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9.4 Type Rating and Endorsement on Issue

- 9.4.1 A CPL or ATPL is issued with at least one aircraft type rating, as PIC or co-pilot, in accordance with paragraph 12.0. Where required, the applicant shall have passed the TTR examination and the type rating flight check-out.

9.5 Application Requirements

- 9.5.1 The applicant shall, through CASP:
- (a) complete the CPL or ATPL application form;
 - (b) upload a national identity card or passport, the photograph and specimen signature;
 - (c) upload a valid Class 1 medical certificate;
 - (d) complete and upload the flying experience summary form;
 - (e) upload the certified logbook showing the required experience;
 - (f) upload the knowledge examination results, practical test report and, where applicable, TTR result and check-out report;
 - (g) upload the ATO course completion certificate where the approved-course hours are claimed; and
 - (h) pay the prescribed fee.

9.6 The Practical (Skill) Test

- 9.6.1 The applicant shall pass a CPL or ATPL practical test for the category, class or type rating sought (regulations 49 and 55). Retest credit and English language proficiency apply as in paragraphs 8.4.2 and 8.4.3.

9.7 Renewal

- 9.7.1 A CPL or ATPL may be renewed when the holder has logged, as PIC or co-pilot within the six (6) months preceding the application, not less than 6 hours including 6 take-offs and landings (for lighter-than-air CPL, 3 hours and 3 launches and landings) (regulations 52 and 59).
- 9.7.2 The applicant shall, through CASP, complete the renewal form, upload a valid Class 1 medical certificate, the flying experience summary form and the certified logbook or operator flight record, and demonstrate recency in accordance with paragraph 5.8.

9.8 Reinstatement of a Lapsed CPL or ATPL

- 9.8.1 An application to reinstate a CPL or ATPL that has expired is made through CASP under regulation 11(10) and (11). An applicant with no flying experience during the lapse shall meet the following:
- (a) Lapsed one year or less – fly 6 hours as PIC, including six take-offs and landings, and pass a proficiency flight check on the aircraft rated, using the privileges of a PPL;

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- (b) Lapsed above one year and up to five years – meet (a) and pass the CPL/ATPL Air Law knowledge test;
- (c) Lapsed above five years and up to ten years – complete at least 30 hours of flight training with an authorised instructor, of which 20 hours as PIC on the aircraft rated, and pass a composite CPL/ATPL knowledge test and a practical test; and
- (d) Lapsed above ten years – undergo a competency evaluation by an ATO, which recommends a ground and flight training programme acceptable to the Authority, followed by the knowledge and practical tests.

9.8.2 The instructor shall certify in the logbook that the training has been completed before the tests are taken, and practical tests are conducted by an examiner authorised by the Authority. An applicant for reinstatement of an ATPL shall also meet the requirements for the issue of an instrument rating. The applicant shall hold a valid Class 1 medical certificate.

10.0 FROZEN ATPL STATUS

10.1 References

Regulation 2 (definition) and regulation 54A of the Regulations, introduced by GN. No. 258 of 2026.

10.2 General

- 10.2.1 The Authority recognises a pilot as holding Frozen ATPL status where the pilot has passed all the ATPL theoretical knowledge examinations in accordance with the requirements prescribed by the Authority (regulation 54A(1)).
- 10.2.2 Frozen ATPL status is a recognition of theoretical knowledge credit and is not a licence. The holder shall not exercise any privileges other than those of the licence and ratings currently held (regulation 54A(2)).
- 10.2.3 The validity of the ATPL theoretical knowledge credit is determined by the Authority (regulation 54A(4)) and is stated in the confirmation issued through CASP.

10.3 Application Requirements

- 10.3.1 The applicant shall, through CASP:
 - (a) complete the Frozen ATPL recognition application;
 - (b) hold a valid CPL (and instrument rating) issued by the Authority;
 - (c) upload the ATPL ground training completion certificate from an ATO and the results of all ATPL theoretical knowledge examinations; and
 - (d) pay the prescribed fee, if any.
- 10.3.2 The application is processed through the steps in paragraph 6.3. On approval, Frozen ATPL status is recorded against the holder's record in CASP and the holder is notified.

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10.4 Conversion to a Full ATPL

- 10.4.1 A holder of Frozen ATPL status becomes eligible for the issue of an ATPL on meeting the flight experience and other requirements prescribed in paragraph 9.3 (regulation 54A(3)), while the theoretical knowledge credit remains valid. The application for the ATPL is made through CASP as in paragraph 9.5.

11.0 MULTI-CREW PILOT LICENCE (MPL)

11.1 References

Regulations 60 to 65 of the Regulations, as amended by GN. No. 258 of 2026.

11.2 Eligibility

- 11.2.1 An applicant for an MPL shall:

- (a) be at least eighteen (18) years of age and meet the English language proficiency requirements;
- (b) hold a valid Class 1 medical certificate;
- (c) have met the knowledge requirements for the ATPL (aeroplane) in an approved training course, together with the additional requirements underpinning the approved adapted competency model, with knowledge training fully integrated with skill training (regulation 61, as amended);
- (d) have completed an approved training course of not less than 240 hours, including actual and simulated flight as pilot monitoring (regulation 63(1), as amended);
- (e) have received dual flight instruction to achieve the final competency standard in all competencies of the approved adapted competency model (regulation 62(2), as amended); and
- (f) have demonstrated, as pilot flying and pilot monitoring, the competencies of the adapted competency model required to perform as co-pilot of a turbine-powered aeroplane certificated for a minimum crew of two pilots under VFR and IFR (regulation 63(4) and (5), as amended).

- 11.2.2 The adapted competency model is approved by the Authority on the basis of the ICAO aeroplane pilot competency framework. The competency standards and performance criteria are made publicly available by the Authority (regulation 63(6)).

11.3 Application Requirements

- 11.3.1 The applicant shall, through CASP, complete the MPL application form and upload the identity documents, photograph and signature, Class 1 medical certificate, ATO course completion certificate and competency assessment records, knowledge examination results and the certified training record, and pay the prescribed fee.

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11.4 Renewal

- 11.4.1 An MPL may be renewed when the holder has logged not less than 6 hours as PIC or co-pilot and 6 take-offs and landings within the six (6) months preceding the application (regulation 65). The renewal is made through CASP as in paragraph 9.7.2.

12.0 AIRCRAFT TYPE RATINGS

12.1 General

- 12.1.1 A holder of a PPL, CPL, MPL or ATPL may have an aircraft type rating added to the licence in accordance with regulation 68.
- 12.1.2 A CPL or ATPL shall not be issued unless it carries at least one aircraft type rating, as PIC or co-pilot, as applicable.
- 12.1.3 A CPL holder may be rated as PIC only on aeroplanes with a maximum certificated take-off mass (MCTOM) of 5,700 kg or less (regulation 51(3)); aeroplane types above 5,700 kg are rated as co-pilot.
- 12.1.4 An ATPL holder may be rated as PIC or co-pilot on any type for which he or she qualifies, irrespective of mass.
- 12.1.5 A type rating is added only for an aircraft type entered in the Tanzania Civil Aircraft Register.
- 12.1.6 A commercial pilot shall hold a valid instrument rating to act as pilot of an aeroplane with an MCTOM of over 2,300 kg (regulation 68(2)), whether as PIC or co-pilot.
- 12.1.7 A pilot shall operate each aircraft type rated on the licence, as PIC or co-pilot, at least once within twelve (12) months to remain current on that type. On renewal or re-issue, a type rating on which the pilot is not current is removed from the licence until currency is re-established.
- 12.1.8 For a PPL Group 'C', the rating is for a specific aircraft type and the procedures are the same as for PIC on a professional licence. A PPL shall not carry a co-pilot rating.

12.2 Requirements for a Type Rating

- 12.2.1 The applicant shall:
- (a) pass the TTR knowledge examination on the aircraft type (regulation 68(3)(e));
 - (b) complete type rating training on the same type, including normal, abnormal and emergency procedures, instrument procedures where applicable, crew coordination and, for aeroplane type ratings, upset prevention and recovery training (regulation 68(6));
 - (c) for aeroplanes with an MCTOM over 5,700 kg, complete not less than 30 hours of flight simulator time and 3 hours of actual flying in the type, or not less than 36 hours in a Level D FSTD of the type approved by the Authority (regulation 68(3));

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- (d) obtain the type rating instructor's logbook endorsement, showing the instructor's name and licence number, certifying that the applicant has been trained and is competent on the type; and
- (e) pass a flight check-out on the same type with an examiner or check-out pilot authorised by the Authority, who certifies the check-out in the logbook with his or her name, signature and licence number.

12.2.2 The TTR examination and flight check-out shall be passed within the six (6) months preceding the date the type is added. Where the type is not added within that period, the TTR examination shall be retaken.

12.3 Application

12.3.1 The applicant shall, through CASP, complete the application for addition of a type rating, upload the TTR result, training record, instructor endorsement, check-out report and the certified logbook, and pay the prescribed fee. On approval, the type rating is added to the electronic licence in CASP.

12.4 Regaining Currency on a Lapsed Type Rating

12.4.1 To regain currency, the pilot completes recurrency training and a check with an authorised examiner, covering day and night operations. A TTR examination is not required except where stated below. The requirements depend on the length of the lapse:

- (a) Six (6) months or less – a competency check with an authorised examiner;
- (b) Above six (6) months and up to twelve (12) months – refresher flight training of not less than 6 hours, including 6 take-offs and 6 landings, and a competency check with an authorised examiner;
- (c) Above twelve (12) months and up to five (5) years – refresher technical knowledge training on the type, refresher flight training and a proficiency check with an authorised examiner;
- (d) Above five (5) years and up to ten (10) years – refresher technical knowledge training including a type-specific knowledge test, refresher flight training and a proficiency check with an authorised examiner; and
- (e) Above ten (10) years – the type rating is treated as a new type rating: full initial type rating training, the TTR examination and a GFT with an authorised examiner.

12.4.2 On completion, the logbook is endorsed by the instructor and/or examiner and the results are submitted through CASP. The type rating is valid only after it has been approved by the Authority and shown on the electronic licence.

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12.5 Use of FSTDs and AATDs – Limitations

12.5.1 Time or tests in a device are credited only where the device is approved by the Authority for the task, the level or type of device, and the aircraft type or variant it represents (regulations 33 and 34). Applicants shall upload the device approval details with the training records in CASP.

12.5.2 **Issue of a type rating.** Apply the following limitations:

- (a) for aeroplanes over 5,700 kg MCTOM, the training shall comprise not less than 30 hours in a flight simulator of the type plus 3 hours of actual flying in the aircraft type, or not less than 36 hours in a Level D FSTD of the type approved by the Authority (regulation 68(3));
- (b) only a flight simulator that represents the type (and variant) sought may be credited towards the flight simulator hours in (a); a flight procedures trainer of the type may be used for systems and procedures (part-task) training but its time is not counted as flight simulator time unless the Authority has approved it for that purpose;
- (c) a basic instrument flight trainer or an AATD shall not be used for, or credited towards, type rating training, the type rating skill test or the type flight check-out, because it does not represent a particular aircraft type;
- (d) the type rating skill test or flight check-out may be conducted in a flight simulator only where that simulator is approved by the Authority for the test; otherwise it is conducted in the aircraft (regulations 29(1) and 34(1)); and
- (e) upset prevention and recovery training (regulation 68(6)) may be conducted in an FSTD only within the device's validated training envelope.

12.5.3 **Renewal and regaining currency of a type rating.** Apply the following limitations:

- (a) the competency or proficiency check may be conducted in a flight simulator of the type approved by the Authority for that check (regulations 11(5) and 34(2));
- (b) refresher flight training may be conducted in an approved flight simulator of the type, but the take-offs and landings required to re-establish recency shall be completed in the aircraft, or in a Level C or Level D flight simulator approved by the Authority for that purpose;
- (c) where the type rating has lapsed for more than ten (10) years, the limitations for the issue of a type rating in paragraph 12.5.2 apply; and
- (d) an AATD or a basic instrument flight trainer shall not be used for type rating refresher training, recurrency training or checks.

12.5.4 **Maximum device credit towards licence and rating experience:**

- (a) PPL (aeroplane or rotorcraft) – not more than 5 hours in a flight simulator or synthetic flight trainer (regulation 44);

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- (b) CPL (aeroplane) – FSTD time only where the Authority determines it acceptable, limited to a maximum of 20 hours (regulation 50(a) as amended by GN. No. 258 of 2026);
- (c) ATPL – credit for FSTD time limited to a maximum of 100 hours, of which not more than 25 hours in a flight procedures trainer or a basic instrument flight trainer (regulation 56(1)); and
- (d) Instrument Rating – of the 40 hours of instrument time, not more than 20 hours (or 30 hours where a flight simulator is used) may be instrument ground time under the supervision of an authorised instructor (regulation 78(2)(b)). AATD time approved by the Authority may be credited only as instrument ground time within this limit.

13.0 ADDITIONAL CATEGORY, CLASS, NIGHT AND INSTRUMENT RATINGS

13.1 Category and Class Ratings

- 13.1.1 A pilot seeking an additional category rating shall have the required training and experience, an instructor endorsement and pass the knowledge and practical tests appropriate to the licence and category sought (regulation 66).
- 13.1.2 A pilot seeking an additional class rating shall have an instructor endorsement and pass the practical test for the class sought. The training time requirements and an additional knowledge test are not required if the pilot already holds the category at that licence level (regulation 67).

13.2 Night Rating

- 13.2.1 A PPL holder shall not act as PIC at night unless the licence includes a night rating or an instrument rating (regulation 71).
- 13.2.2 The applicant shall have received five hours of dual night flying instruction and completed five flights as PIC including five take-offs and landings at night (regulation 72). The rating is valid for twelve (12) months.
- 13.2.3 For renewal, the holder shall have carried out, as PIC within the preceding six (6) months, not less than five take-offs and five landings at night (regulation 74).

13.3 Instrument Rating

- 13.3.1 An applicant for an instrument rating shall (regulations 75 to 78):
 - (a) hold a PPL, CPL or ATPL with the category and type rating appropriate to the instrument rating sought;
 - (b) hold a valid Class 1 medical certificate;
 - (c) have received the ground training in regulation 76 (as amended) and passed the instrument rating knowledge test, unless already holding an instrument rating in another category;

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- (d) have not less than 50 hours of cross-country flight time as PIC, of which 10 hours in the category, and 40 hours of instrument time, of which not more than 20 hours (30 hours in a flight simulator) may be instrument ground time;
- (e) for multi-engine privileges, have received 15 hours of dual instrument instruction in a multi-engine aeroplane; and
- (f) pass the instrument rating practical test in the aircraft or an approved FSTD.

13.3.2 The instrument rating is valid for twelve (12) months from the flight test and is renewed by passing a flight test in an aircraft, or approved FSTD, of a type rated on the licence (regulations 9(8) and 80).

13.4 Application

13.4.1 Applications for the addition or renewal of these ratings are made through CASP, uploading the instructor endorsement, training record, knowledge test result (where required), practical or flight test report and certified logbook, and paying the prescribed fee. The rating is shown on the electronic licence once approved.

14.0 RE-ISSUE, CHANGE OF PARTICULARS AND REPLACEMENT

14.1 A holder may apply through CASP to change the name on a licence, attaching a court order or other legal document verifying the change; the Authority issues a replacement licence (regulation 194).

14.2 A holder shall update a change of physical address in CASP at least fourteen (14) days in advance, and a change of mailing address upon the change (regulation 195).

14.3 A holder may apply through CASP for re-issue of a licence where the electronic licence cannot be displayed or verified, or the device has been lost (regulation 196).

14.4 These applications are processed through the steps in paragraph 6.3.



JOHN NZULULE
DIRECTOR OF SAFETY REGULATION