

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision:2 Advisory Circular
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VALIDATION AND CONVERSION OF FOREIGN REMOTE PILOT LICENCES

1.0 PURPOSE

This Advisory Circular is issued to provide guidance and procedures for applicants applying, through the Civil Aviation Service Portal (CASP), for the validation or conversion of foreign remote pilot licences, ratings, certificates and authorisations in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2017 as amended, and ICAO Annex 1.

2.0 REFERENCES

- 2.1 The Civil Aviation (Personnel Licensing) Regulations, 2017 as amended,
- 2.2 The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations;

3.0 GUIDANCE

3.1 General Information

- 3.1.1 The Authority may validate a foreign remote pilot licence issued by another ICAO Contracting State by issuing a certificate of validation carried with the foreign licence (regulations 6B and 16).
- 3.1.2 The Authority may issue a Tanzanian remote pilot licence by conversion of a valid foreign remote pilot licence, with limitations as appropriate (regulation 21).
- 3.1.3 The main differences between validation and conversion are:

Item	Validation	Conversion
What you receive	An electronic certificate of validation, used only together with your foreign licence.	An electronic Tanzanian licence.
Keeping it valid	Your foreign licence, ratings and medical certificate must remain valid. The certificate is valid for a maximum of three (3) months.	Renewed under Tanzanian requirements in accordance with TCAA-AC-SR-PEL28D; your foreign licence may lapse without affecting it.
Extra privileges	Cannot give more privileges than the foreign licence. New ratings must first be added to the foreign licence.	Additional ratings may be added to the converted licence.

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3.2 Validation

- 3.2.1 A certificate of validation is issued to a holder of a valid foreign remote pilot licence and authorises the holder to exercise the privileges of the corresponding category and class of RPA, or to qualify other remote pilots on a new type of RPA registered with the Authority.

3.3 Verification of Licence Authenticity

- 3.3.1 The Authority verifies the authenticity of the foreign remote pilot licence, ratings and medical certificate with the issuing State before issuing a certificate of validation or converted licence (regulations 16(4) and 21(10) and (12)). A licence issued by a State with an ICAO Effective Implementation score below 60%, or with a Significant Safety Concern in personnel licensing, is not validated or converted.
- 3.3.2 Verification is one of the first actions the Authority takes after your application is accepted, and is done in two parts:
- (a) **Authenticity** – the Authority sends a verification request form to the licensing authority of the issuing State, requesting that it be returned with the requested details completed, to confirm the authenticity of the licence and certificates you presented; and
 - (b) **Compliance with ICAO Annex 1** – the Authority checks the Supplement to ICAO Annex 1 to confirm that the issuing State has not filed a difference on the requirements for the issue of the licence.
- 3.3.3 The certificate of validation or converted licence is issued only after the issuing State has confirmed the authenticity of the licence and the licence has been found to comply with Annex 1.

3.4 Requirements for Validation

The applicant shall:

- (a) hold a valid foreign remote pilot licence that is not under revocation or suspension;
- (b) hold a valid medical certificate;
- (c) accept any limitation on the foreign licence;
- (d) be current – the licence, ratings, category, class and medical certificate valid at the time of application;
- (e) have performed remote pilot duties or operational activities within the preceding six (6) months;
- (f) be of the age specified for the licence privileges sought, and meet the experience and competency standards and pass a skill test with an examiner authorised by the Authority;
- (g) pass the Air Law examination; and
- (h) demonstrate English language proficiency.

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3.5 Requirements for Conversion

The applicant shall:

- (a) hold a valid foreign remote pilot licence and a valid foreign medical certificate;
- (b) pass the Class 3 medical examination with an Aviation Medical Examiner designated by the Authority (regulation 21(4)(f)), or Class 1 where required by the Authority;
- (c) be current in licence, ratings, category, class and medical validity, and have performed remote pilot operations or training within the last six (6) months;
- (d) be of the age specified for the licence sought, and meet the knowledge, competency and experience requirements and pass the composite conversion paper (air law, navigation and charts, meteorology, radiotelephony, RPAS general and flight performance, operating procedures and management system performance) within the six (6) months preceding the application; the result is valid for six (6) months and an applicant who fails three consecutive attempts may not retest for one month (regulation 21(4)(f), (7), (9) and (11)(d));
- (e) pass the practical test (GFT) as required by the Authority;
- (f) submit the licence and medical certificate in English, or with an English translation signed by an official of the issuing authority (regulation 21(2)); and
- (g) for a non-national, hold proof of employment with a locally registered operator (regulation 21(1)(f)).

3.6 Holders of Licences Issued by EAC Partner States

- 3.6.1 Once automatic validation under regulation 6C is officially implemented among the EAC Partner States, a certificate of validation will be issued on presentation of a valid and current Partner State licence, valid no longer than that licence, and renewed through CASP on presentation of the renewed licence. Until then, holders of valid remote pilot licences issued by EAC Partner States are required to pass only the Air Law examination; the category, class and medical validity are transferred if current and the RPA type is on the Authority's register, and competency is confirmed by a practical check with an authorised examiner before the Tanzanian licence is issued.

3.7 Application Documents

Upload the following to CASP:

- (a) the completed validation or conversion application form;
- (b) the foreign remote pilot licence;
- (c) a valid medical certificate (Class 1 or Class 3) issued by an Aviation Medical Examiner designated by the Authority, or by a Contracting State in accordance with ICAO Annex 1;
- (d) the knowledge test report and skill test report, where applicable;

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- (e) the log sheet or flight experience records;
- (f) employment verification or contract with a locally registered company;
- (g) a national identity card or passport, a recent full-face photograph (25 mm by 30 mm, blue background) and a specimen signature; and
- (h) proof of payment generated through CASP Billing.

3.8 Validity

- 3.8.1 A certificate of validation is valid for a maximum of three (3) months and never beyond the validity of the foreign licence (regulations 6B(3) and 16(5)). A converted licence is maintained and renewed in accordance with TCAA-AC-SR-PEL28.

4.0 HOW TO APPLY THROUGH CASP

- 4.1 Both validation and conversion are applied for, paid for, processed and completed through the Civil Aviation Service Portal (CASP). Hard-copy applications are not accepted. Scan each document clearly (PDF or JPEG) before you start.

4.2 Step-by-step actions by the applicant:

Step	Applicant action in CASP	Result
1	Create a CASP account or log in. Make sure your name is exactly as it appears on your passport or ID.	Account and profile available
2	Under the remote pilot licence services, select Validation or Conversion.	Correct form opened
3	Complete all mandatory fields of the form, stating the privileges, category, class, type or ratings sought.	Form completed
4	Upload the documents listed in this AC.	Documents attached
5	Review and submit the application.	CASP generates an invoice
6	Pay the invoice through CASP Billing in accordance with the AIC on regulatory fees. The application is not assigned for evaluation until payment is confirmed.	Application goes to the Chief PEL
7	Track the application. If it is returned under Revise, correct it as instructed and resubmit.	Application continues
8	When invited, sit the knowledge test(s) and any skill test or flight check-out, carrying a valid photo ID.	Results recorded in CASP

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Step	Applicant action in CASP	Result
9	On approval you are notified through CASP. View your electronic certificate of validation or licence and check all details; report any error immediately.	Certificate or licence issued

- 4.3 **What the Authority does.** After payment, the Chief PEL assigns the application; a PEL Officer checks completeness and requests verification of your licence from the issuing State; the PEL Inspector and the RPAS/Pilot PEL Inspector evaluate the application; the Chief PEL recommends it and the Director of Safety Regulation approves it; the certificate or licence is then issued in CASP (Figure 1).

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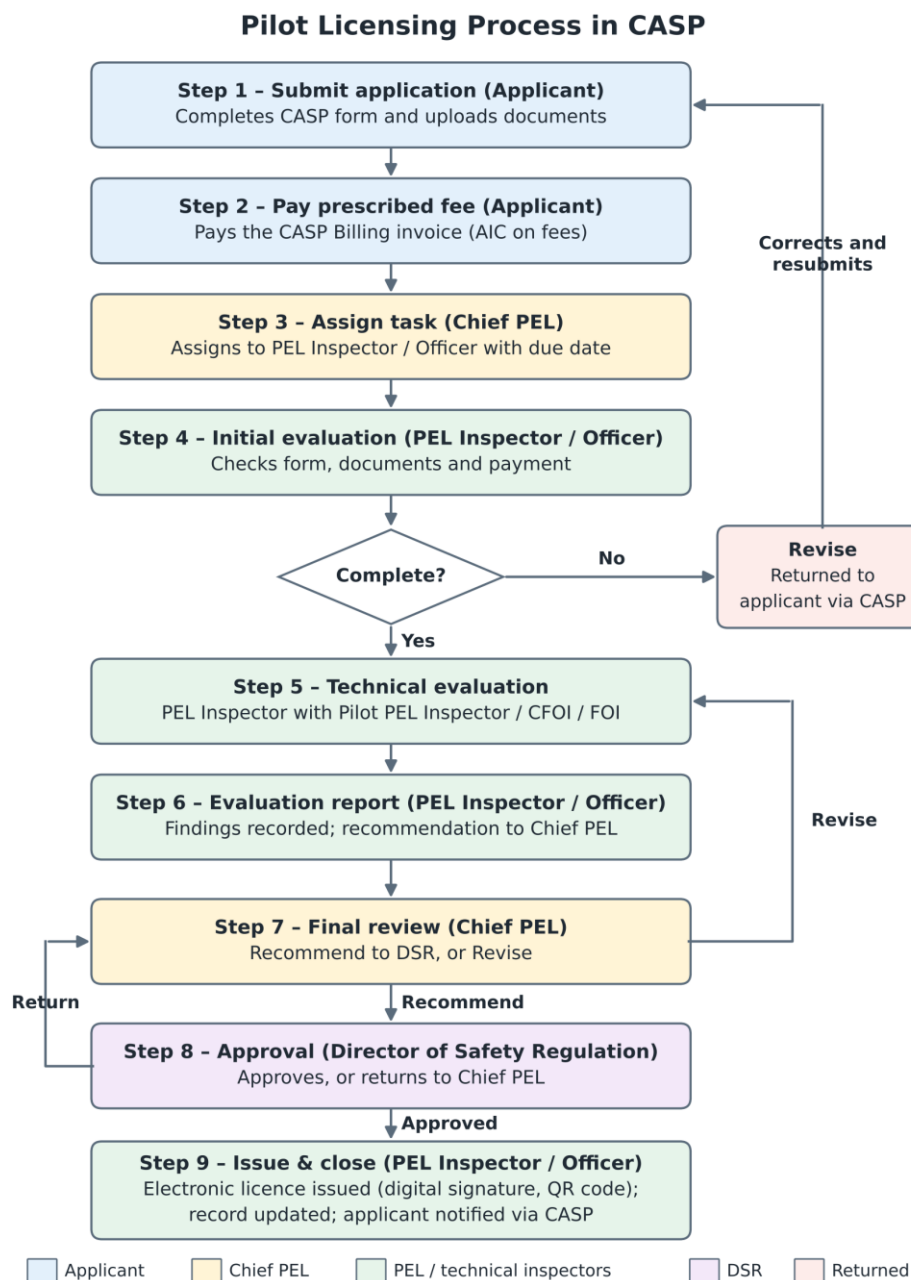


Figure 1: Validation and conversion process in CASP

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- 4.4 **Processing time.** The Authority confirms the authenticity of your licence directly with the issuing State, so processing time depends partly on how quickly that State replies. Apply early, and you may ask your licensing authority to respond promptly to the Authority's request.
- 4.5 **Identity.** The details on the uploaded ID or passport must match the personal information in CASP. If your identity cannot be verified, the application is returned and you must provide proper identification. Where the identification appears to be falsified, the application is not processed further and the matter is referred for enforcement action.
- 4.6 **Discrepancies or ineligibility.** If a document has a discrepancy that cannot be resolved immediately, the application is returned through CASP for correction and you resubmit once it is resolved. If you are not eligible, the reasons and the corrective action required are given through CASP. A licence that does not meet ICAO Annex 1 requirements, or that is not confirmed by the issuing State, is not validated or converted. Where you are not eligible for validation or conversion, you may be advised to apply for the initial issue of a Tanzanian remote pilot licence.
- 4.7 **Issue.** The certificate of validation or converted licence is issued as an electronic document in CASP, with the digital signature of the Authority and a QR code. Keep it available on a mobile device, or at the work site in a form that can be verified, when exercising the privileges. The holder of a certificate of validation may later apply through CASP for conversion of the foreign licence.



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