

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision:4 Advisory Circular
Document No.: TCAA-AC-SR-PEL28D	Title: Application for Issue, Renewal and Re-Issue of Remote Pilot Licences, Category and Class	Page 1 of 7

APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF REMOTE PILOT LICENCES, CATEGORY AND CLASS

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures to be followed in applying, through the Civil Aviation Service Portal (CASP), for the issue, renewal and re-issue of remote pilot licences (RPL), category and class ratings and authorisations for remote pilots under the Civil Aviation (Personnel Licensing) Regulations, 2017 [CAP. 80 R.E. 2026] as amended.

2.0 REFERENCES

- 2.1 The Civil Aviation (Personnel Licensing) Regulations, 2017;
- 2.2 The Civil Aviation (Personnel Licensing) (Amendment) Regulations, 2026;
- 2.3 The Civil Aviation (Remotely Piloted Aircraft Systems) Regulations;
- 2.4 The Civil Aviation (Approved Training Organisation) Regulations, 2017;
- 2.5 The prescribed online application forms in CASP; and
- 2.6 The current Aeronautical Information Circular (AIC) on regulatory fees.

3.0 GENERAL INFORMATION

- 3.1 No person may act as remote pilot-in-command or remote co-pilot of a remotely piloted aircraft (RPA) in the aeroplane, airship, glider, rotorcraft, powered-lift or free balloon category unless he or she holds a remote pilot licence issued under the Regulations and the Civil Aviation (Remotely Piloted Aircraft Systems) Regulations (regulation 65A(1)).
- 3.2 The RPA category rating, and the class and type ratings appropriate to the RPA and remote pilot station (RPS) used in the demonstration of competency, are endorsed on the licence (regulations 65A(2) and 65D).
- 3.3 Nothing in this AC is intended to conflict with the Regulations or other legislation which, in case of doubt, shall prevail.
- 3.4 The requirements for the licence, category and class shall be met before the application is made, and the knowledge test shall be passed before the practical (skill) test. Knowledge test results for a remote pilot are valid for six (6) months.
- 3.5 Knowledge examinations and skill tests are booked through CASP; the PEL Office allocates the examiner. An applicant who wishes to contest a knowledge test result may appeal in writing, through CASP, within fourteen (14) days of the result.

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3.6 Medical Requirements

- 3.6.1 The applicant shall hold a current Class 3 medical certificate, or a Class 1 medical certificate where required by the Authority on the basis of the work environment and responsibilities of the RPAS operation (regulation 65B(2) and (3)), issued by an Aviation Medical Examiner designated by the Authority. The list of designated examiners is published in the current AIC on the TCAA website.
- 3.6.2 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; otherwise the date of the medical examination is used.

4.0 STUDENT REMOTE PILOT

- 4.1 To be eligible as a student remote pilot, an applicant shall be at least eighteen (18) years of age, be able to read, speak and understand English, and hold a valid Class 3 medical certificate (regulation 65K(1)).
- 4.2 A student remote pilot shall not fly an RPA solo unless under the supervision, or with the authority, of an authorised RPAS instructor, and shall not fly solo on international RPAS operations except by arrangement between the States concerned.

5.0 ISSUE OF A REMOTE PILOT LICENCE

5.1 Eligibility

The applicant shall:

- be at least eighteen (18) years of age (regulation 65B(1));
- hold the medical certificate described in paragraph 3.6;
- demonstrate English language proficiency in accordance with regulation 8 and the Second Schedule;
- have completed competency-based remote pilot training in an ATO, including dual training from an authorised RPAS instructor covering all phases of flight, abnormal and emergency conditions, upset prevention and recovery and IFR operations (regulations 65B(5) and 65N);
- have passed the knowledge examination on the subjects in regulation 65L(1) (air law, general RPAS knowledge, flight performance and planning, human performance, meteorology, navigation, operational procedures, principles of flight and radiotelephony);
- have gained the experience needed to demonstrate the required competencies (regulation 65M); and
- pass a skill test, conducted by an examiner authorised by the Authority, demonstrating all competencies of the adapted competency model as remote pilot-in-command in the

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category, class and type sought, including C2 link management (regulations 65B(6), 65E and 65L(2)).

- 5.1.1 Where the privileges are to be exercised on a multi-engine RPA, the applicant shall have received dual instrument training in a multi-engine RPA and demonstrated the ability to operate under IFR with degraded propulsion (regulations 65L(3) and 65N(6) and (7)). Night privileges require dual instruction in night flying, including take-off, landing and navigation (regulation 65I(2)).
- 5.1.2 The use of an FSTD to acquire experience or demonstrate competency shall be approved by the Authority (regulation 65F). Credit for RPAS flight time follows regulation 65H.

5.2 Application Documents

Upload the following to CASP:

- (a) the completed RPL application form;
- (b) a national identity card, passport or birth certificate;
- (c) the ATO certificate of completion and academic certificates;
- (d) the knowledge test result and skill test report;
- (e) the medical certificate;
- (f) the certified personal log sheet showing not less than twenty (20) flights;
- (g) 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.

5.3 The Practical (Skill) Test

- 5.3.1 The skill test is conducted for the category, class and type sought. An applicant who is retesting may be treated as a new applicant, as determined by the examiner in accordance with the Regulations.

6.0 CATEGORY AND CLASS RATINGS

- 6.1 An RPL is not issued unless it carries an RPA category and class, and only for a category and class of RPA on the Authority's register.
- 6.2 To add a category or class, the applicant shall complete training on the category in an ATO, or training by the RPA manufacturer or its agent, or a flight test by the Authority (regulation 65C(1)); obtain the instructor's log sheet endorsement (name and licence number); and pass a skill test with an examiner authorised by the Authority, who certifies it in the log sheet. The training certificate and log sheet are uploaded to CASP.

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6.3 Any limitation to act as remote co-pilot, or as remote pilot only during the cruise phase, is endorsed on the licence (regulation 65D(4) and (5)).

6.4 The holder shall fly each category and class endorsed on the licence as remote pilot-in-command at least once within twelve (12) months to remain current. On renewal or re-issue, a category or class on which the holder is not current is removed until currency is re-established.

7.0 RENEWAL OF A REMOTE PILOT LICENCE

7.1 To renew an RPL the applicant shall hold a valid medical certificate, complete the renewal form in CASP, and upload the medical certificate, a certified log sheet showing not less than five (5) flights in the validity period, and proof of payment.

7.2 On approval, the new medical date and validity are updated on the electronic licence and can be verified by scanning the QR code.

7.3 Reinstatement of a Lapsed RPL

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

- (a) **one year or less** – at least five flights, including five take-offs and landings, as remote pilot-in-command under supervision, and a skill test on the RPA rated;
- (b) **above one year and up to five years** – the requirements of (a) and a pass in the RPL Air Law knowledge test;
- (c) **above five years and up to ten years** – flight training with an authorised RPAS instructor and a pass in a composite RPL knowledge test and a skill test; and
- (d) **above ten years** – a competency evaluation by an ATO, the ATO's recommended ground and flight training programme accepted by the Authority, the instructor's certification of completion, and the knowledge and skill tests conducted by an examiner authorised by the Authority.

7.4 In all cases the applicant shall hold a valid medical certificate.

8.0 RE-ISSUE

8.1 A holder may apply through CASP to change the name on a licence, attaching a court order or other legal document verifying the change (regulation 194), or for re-issue where the electronic licence cannot be displayed or verified (regulation 196).

9.0 APPLICATION PROCESS IN CASP

9.1 All applications for the issue, renewal or re-issue of a remote pilot licence or the addition of a category or class are made online through the Civil Aviation Service Portal (CASP). Hard-copy applications are not accepted. The applicant creates a personal CASP account, completes the

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prescribed form, uploads clear scanned copies of the supporting documents, pays the prescribed fee through CASP Billing and tracks the status of the application in CASP. The Authority may ask to see the originals.

9.2 After submission, every application passes through the nine CASP workflow steps shown in Figure 1:

- (a) Step 1 – the applicant submits the application and supporting documents;
- (b) Step 2 – the applicant pays the invoice generated through CASP Billing, in accordance with the AIC on regulatory fees;
- (c) Step 3 – the Chief PEL assigns the application to a PEL Inspector or Officer;
- (d) Step 4 – the PEL Officer checks the form, documents, identity and payment; an incomplete application is returned to the applicant (Revise) with instructions for correction;
- (e) Step 5 – the PEL Inspector, with the RPAS/Pilot PEL Inspector, evaluates the application against the Regulations;
- (f) Step 6 – the evaluation report and recommendation are submitted to the Chief PEL;
- (g) Step 7 – the Chief PEL reviews the evaluation and recommends it to the Director of Safety Regulation (DSR), or returns it for revision;
- (h) Step 8 – the DSR approves the licensing action; and
- (i) Step 9 – the electronic licence or certificate, carrying the digital signature of the Authority and a QR code, is issued in CASP and the applicant is notified.

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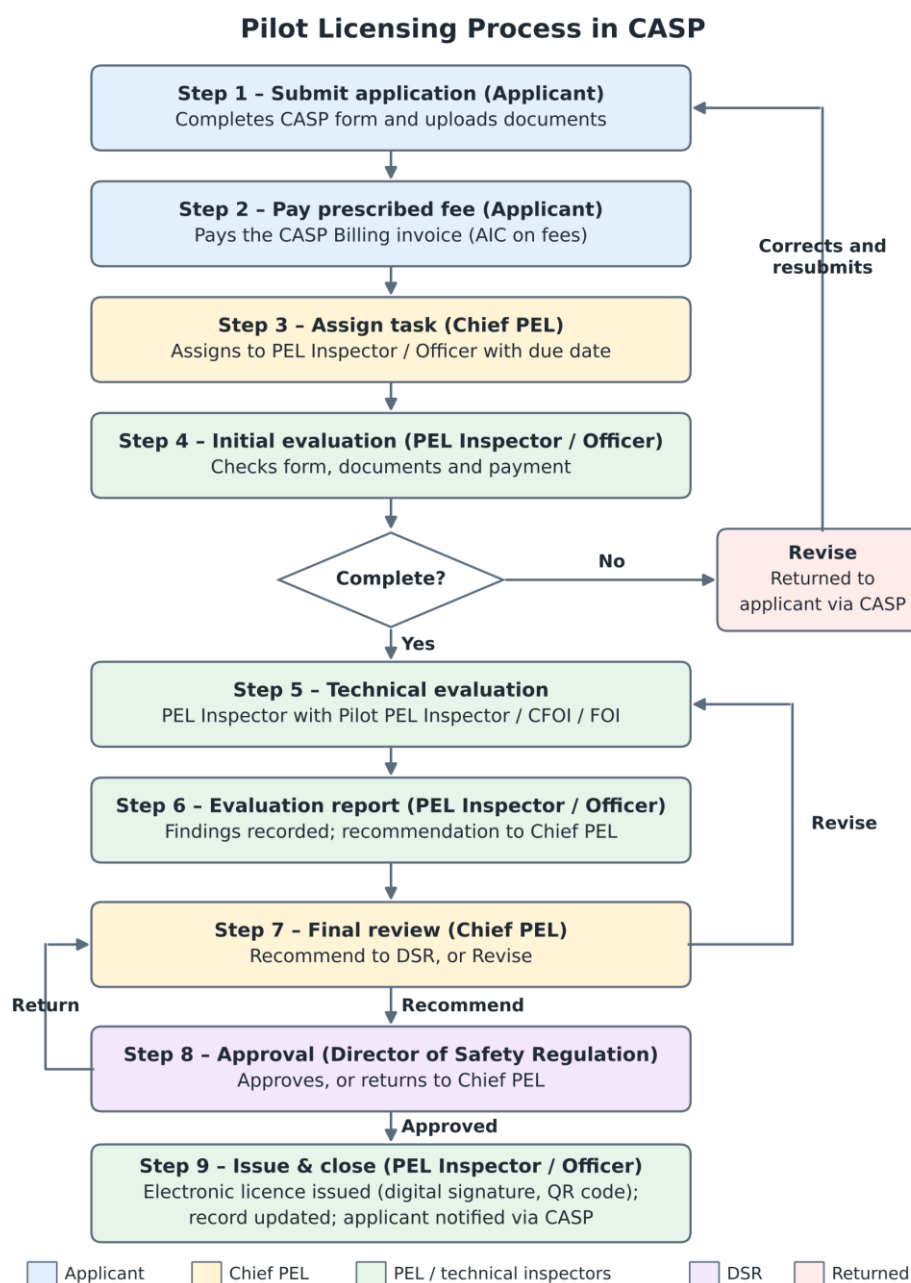


Figure 1: Licensing process in CASP

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- 9.3 Knowledge examinations and practical (skill) tests are booked through CASP; the PEL Office allocates the examination session and the authorised examiner. Results are recorded in CASP against the applicant's record.
- 9.4 Where a discrepancy cannot be corrected immediately, the application is returned through CASP with the reasons and shall not be resubmitted until it has been corrected. Where the applicant is not eligible, the reasons and the way to qualify are given through CASP. Submission of false or fraudulent information may lead to refusal and enforcement action.
- 9.5 Licences and certificates are issued electronically. Physical collection from the PEL Office is no longer required. The holder carries the licence on a mobile device, or in a verifiable form at the work site, and presents it for inspection on request (regulations 190 and 193); its validity is verified by scanning the QR code. Renewals and added ratings are updated on the electronic licence through CASP.



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