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|  | <p align="center"><b>TANZANIA CIVIL AVIATION AUTHORITY</b><br/> <b>DIRECTORATE OF SAFETY REGULATIONS</b><br/> <b>PERSONNEL LICENSING</b></p> | <p>Revision:5<br/> <b>Advisory Circular</b></p> |
| <p>Document No.:<br/> TCAA-AC-SR-PEL03E</p>                                      | <p><b>Title:</b> Issue of a Pilot Licence and Ratings Based on Military Qualification</p>                                                    | <p><b>Page 1 of 6</b></p>                       |

## ISSUE OF A PILOT LICENCE AND RATINGS BASED ON MILITARY QUALIFICATION

### 1.0 PURPOSE

This Advisory Circular is issued to guide applicants who wish to be issued, through the Civil Aviation Service Portal (CASP), with a pilot licence and ratings on the basis of a Tanzanian military qualification 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 prescribed online application forms in CASP; and
- 2.4 The current Aeronautical Information Circular (AIC) on regulatory fees.

### 3.0 GUIDANCE

#### 3.1 General Information

- 3.1.1 A rated military or former military pilot may apply, on the basis of military training, for a PPL or CPL, an aircraft category and class rating, an instrument rating and, where appropriate, a type rating (regulation 19(1)). A pilot removed from flying status for lack of proficiency or for disciplinary action involving aircraft operations is not eligible.
- 3.1.2 A holder of a Tanzanian military pilot Category A, B, C or D qualification may apply for a PPL or CPL according to the qualification held (regulation 20):
  - (a) Category A – fast jets / high-performance combat aircraft;
  - (b) Category B – multi-engine, transport or heavy military aircraft;
  - (c) Category C – helicopters / rotary-wing aircraft; and
  - (d) Category D – basic or light training aircraft.
- 3.1.3 A type rating is issued only for aircraft types certified for civil operations and registered in the United Republic (regulation 19(4)).

#### 3.2 Requirements for a PPL or CPL

The applicant shall:

- (a) hold a current Tanzanian military pilot qualification that is not under revocation or suspension, and have been in active flying status within the last twelve (12) months;
- (b) meet the minimum age (17 years for a PPL, 18 years for a CPL) and the aeronautical experience for the licence and rating sought;

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- (c) demonstrate English language proficiency at ICAO Level 4 or above;
- (d) for a CPL, pass the Class 1 medical examination, the composite paper (air law, meteorology, aircraft general knowledge, flight planning, radio aids, navigation, flight performance and planning, human performance, operational procedures and principles of flight) and, where the instrument rating is to be included, the initial instrument rating flight test;
- (e) for a PPL, pass the Class 2 medical examination and the composite paper, including radiotelephony;
- (f) pass the composite paper within the six (6) months preceding the application; an applicant who fails three consecutive attempts may not retest until one month has elapsed (regulation 20(7) and (9)); and
- (g) for a CPL, have a type rating as PIC or co-pilot; a military type qualification may be considered where the type is endorsed and certified in the military logbook, the pilot is current on it and it is registered in the United Republic (regulation 20(5) and (6)).

### **3.3 Requirements for an Aircraft or Instrument Rating**

- 3.3.1 For a category, class or type rating, the applicant shall present evidence of a military pilot and instrument proficiency check in the type, and at least ten (10) hours as PIC in that category, class or type, within the twelve (12) months preceding the application (regulation 19(2)).
- 3.3.2 For an instrument rating added to a CPL, the applicant shall, within the preceding twelve (12) months, have passed a military instrument proficiency check in the category and class sought and hold military authorisation to conduct IFR flights on airways in that category and class (regulation 19(3)). An instrument rating may be issued on the basis of a valid military Master Green instrument rating that carries no limitation restricting instrument rating privileges.
- 3.3.3 Only flight time as PIC in the military records is accepted to establish PIC experience; co-pilot or other crew time is not accepted for that purpose.

### **3.4 Knowledge and Practical Tests**

- 3.4.1 A knowledge test is not required to add a rating on the basis of military qualification to an existing licence.
- 3.4.2 An applicant who has been in active flying status as a military pilot within the preceding twelve (12) months and meets the relevant requirements is not required to take a skill test for the issue of a PPL or CPL; otherwise, a skill test is conducted by an examiner authorised by the Authority.

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### 3.5 Application Documents

Upload the following to CASP:

- (a) the completed application form;
- (b) the military identification card, or the certificate of discharge or release;
- (c) at least one of: an order of military flight status as a military pilot; an order showing graduation from a military pilot school with a rating as a military pilot; or an official record of designation as PIC (regulation 19(5));
- (d) the military logbook or flight records certified by the base commander, with a summary of flight time (regulation 20(2));
- (e) the record of the military pilot and instrument proficiency check within the preceding twelve (12) months;
- (f) the relevant valid medical certificate;
- (g) the composite paper result and, where applicable, the instrument rating flight test report;
- (h) evidence of English language proficiency;
- (i) a national identity card or passport, a recent full-face photograph (25 mm by 30 mm, blue background) and a specimen signature; and
- (j) proof of payment generated through CASP Billing.

### 3.6 Conversion of a Foreign Civil Licence Held by a Military Pilot

- 3.6.1 Where a military pilot holds a valid foreign civil licence (for example a PPL or CPL), the application is processed under the conversion provisions of regulation 21 and TCAA-AC-SR-PEL02. Military flight hours may be credited towards the experience requirements only where they are documented in official military logbooks or certified records, are relevant to the category and class sought, and meet standards equivalent to civil requirements.
- 3.6.2 The applicant shall meet the knowledge, skill and medical requirements prescribed for conversion, including any additional tests or checks the Authority may require.

### 4.0 APPLICATION PROCESS IN CASP

- 4.1 All applications for a pilot licence or rating on the basis of military qualification 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 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.
- 4.2 After submission, every application passes through the nine CASP workflow steps shown in Figure 1:

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- (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 Pilot PEL Inspector or Flight Operations 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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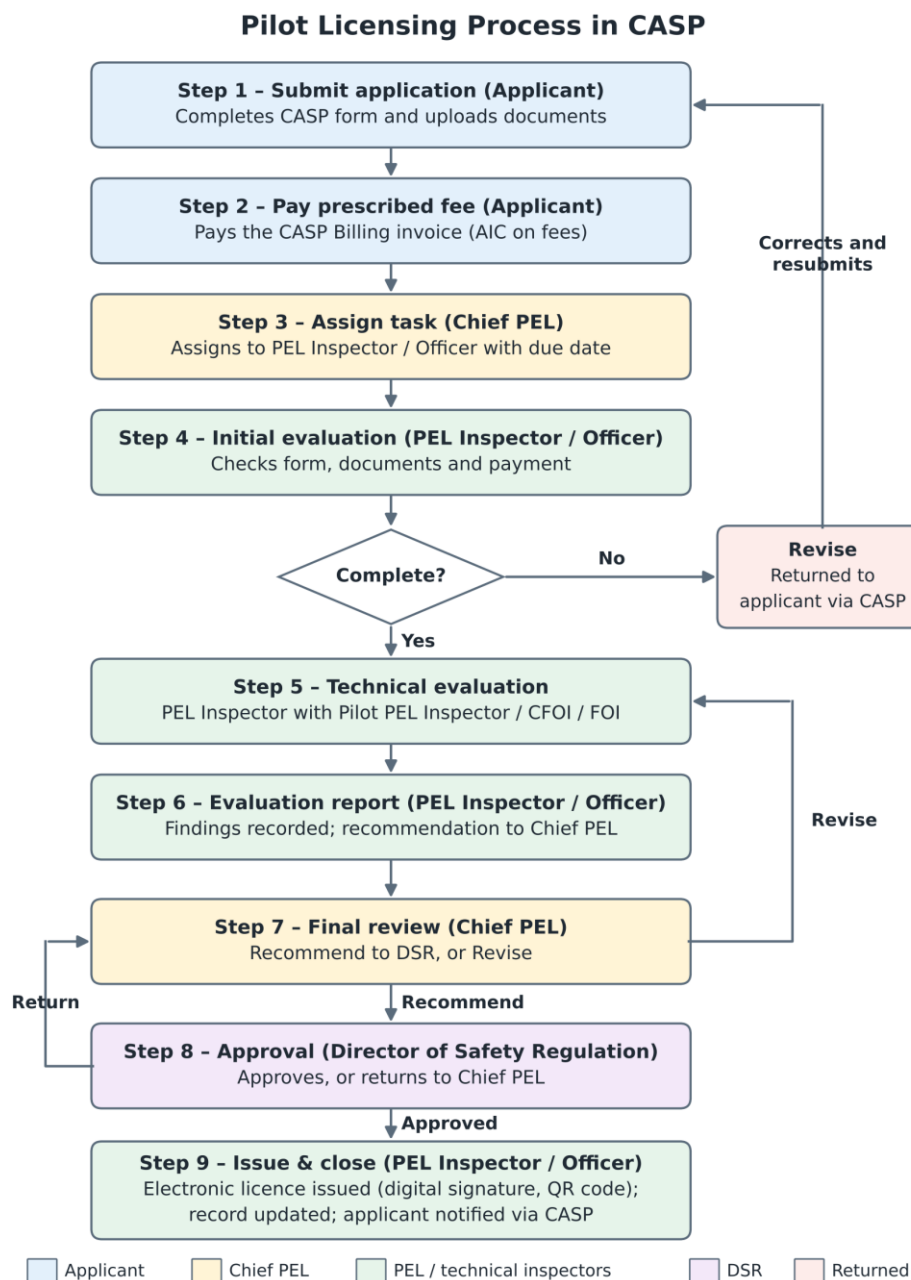


*Figure 1: Licensing process in CASP*

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- 4.3 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.
- 4.4 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.
- 4.5 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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