

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision:5 Advisory Circular
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VALIDATION AND CONVERSION OF FLIGHT CREW LICENCES

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures to be followed by applicants applying, through the Civil Aviation Service Portal (CASP), for a certificate of validation or the conversion of a foreign flight crew licence, rating or authorisation under the Civil Aviation (Personnel Licensing) Regulations, 2017 as amended.

2.0 REFERENCES

- 2.1 The Civil Aviation (Personnel Licensing) Regulations, 2017 as amended,
- 2.2 The prescribed online application forms in CASP; and
- 2.3 The current Aeronautical Information Circular (AIC) on regulatory fees.

3.0 GUIDANCE

3.1 General Information

- 3.1.1 **Validation.** The Authority may render valid a licence issued by another ICAO Contracting State by issuing a certificate of validation, carried with the foreign licence, with limitations as appropriate (regulations 6B and 16).
- 3.1.2 **Conversion.** The Authority may issue a Tanzanian licence on the basis of a valid foreign licence, with limitations as appropriate (regulations 21 and 22).
- 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-PEL01E; 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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3.1.4 A **current type rating** means a valid type rating on which the pilot has met all requirements, including a valid medical certificate, proficiency checks and recurrent training within the prescribed period. **Recency** means at least three take-offs and three landings in the type or class within the preceding ninety (90) days.

3.2 Certificate of Validation

3.2.1 A certificate of validation is issued to a holder of a foreign licence and not to a holder of a Tanzanian licence. It may be granted with PPL, PPL/IR, CPL, CPL/IR, MPL, ATPL or flight engineer privileges, to:

- (a) exercise PPL, CPL or ATPL privileges on Tanzanian-registered aircraft;
- (b) qualify other pilots on a new type introduced to the Tanzania Civil Aircraft Register; or
- (c) conduct a ferry flight.

3.3 Verification of the Foreign Licence

3.3.1 The Authority verifies the authenticity of the foreign licence, ratings and medical certificate with the State of issue before a certificate of validation or converted licence is issued (regulations 16(4), 18(8) and 21(10)).

3.3.2 The Authority also confirms that the issuing State has filed no differences to ICAO Annex 1 affecting the licence, and that its ICAO Effective Implementation (EI) score is 60% or above with no Significant Safety Concern in personnel licensing. A licence from a State that does not meet these conditions is not validated or converted.

3.3.3 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 State of issue, 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 State of issue has not filed a difference on the requirements for the issue of the licence.

3.3.4 The certificate of validation or converted licence is issued only after the State of issue has confirmed the authenticity of the licence and the licence has been found to comply with Annex 1.

3.4 Requirements for a Certificate of Validation

The applicant shall:

- (a) hold a valid foreign licence that meets ICAO Annex 1 and is not under revocation or suspension, using only one foreign licence as the basis;

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- (b) hold a current medical certificate issued by the State of issue (Class 1 for CPL, MPL, ATPL and flight engineer privileges);
- (c) accept that the privileges will not exceed those of the foreign licence and will be limited to the aircraft types endorsed on it that are on the Tanzania Civil Aircraft Register;
- (d) be of the age specified for the licence privileges sought, and meet in full the experience requirements and qualifications for the licence whose privileges are sought (supported by your personal logbook); be current on the type, with at least three take-offs and landings as PIC or co-pilot within the preceding ninety (90) days;
- (e) pass the Tanzanian Air Law examination, except for ferry flights or test flights, or as the Authority decides otherwise;
- (f) for PPL privileges, pass a flight check-out with a CPL or ATPL holder authorised by the Authority; the Authority may require a skill test for other privileges (regulation 18(9));
- (g) demonstrate English language proficiency at ICAO Level 4 or above; and
- (h) for a non-national, hold proof of employment from a prospective Tanzanian air operator.

3.5 Requirements for Conversion

The applicant shall:

- (a) hold a valid foreign licence and ratings that meet ICAO standards and are not under revocation or suspension;
- (b) hold a valid medical certificate from the State of issue and pass the Tanzanian medical examination with an Aviation Medical Examiner designated by the Authority (Class 1 for CPL, MPL and ATPL; Class 2 for PPL);
- (c) be of the age specified for the licence sought, and meet the aeronautical experience requirements for the Tanzanian licence sought;
- (d) pass the composite conversion paper 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 until one month has elapsed (regulation 21(7), (9) and (11));
- (e) for ATPL or MPL, pass an initial instrument rating flight test; for CPL, where the instrument rating is to be included;
- (f) pass a practical test (GFT) on the type intended for conversion and be current, with at least three take-offs and three landings on the type within the preceding ninety (90) days;
- (g) for CPL, MPL or ATPL, have at least one type rating; a type may be transferred only where it is endorsed on the foreign licence, the pilot is current on it and it is on the Tanzania Civil Aircraft Register (regulation 21(5) and (6)); and
- (h) demonstrate English language proficiency at ICAO Level 4 or above.

3.5.1 Conversion of a flight engineer licence follows regulation 22.

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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. When the Partner State licence is renewed, a new certificate is issued through CASP on presentation of the renewed licence, which may be submitted electronically without travelling in person.
- 3.6.2 Otherwise, a holder of a pilot licence issued by an EAC Partner State converting to a Tanzanian licence is required to pass only the Air Law examination and the practical test (GFT). The medical certificate and current ratings are transferred, provided the aircraft type is on the Tanzania Civil Aircraft Register and competency is shown on a check ride. This applies only to the initial issue; thereafter the licence is maintained and renewed under the Regulations.

3.7 Application Documents

Upload the following to CASP:

- (a) the completed validation or conversion application form, stating the privileges, category, class, type or ratings sought;
- (b) a certified copy of the foreign licence showing all ratings and endorsements;
- (c) the relevant medical certificate(s);
- (d) a certified English translation, signed by an official of the issuing authority, of any licence or document not in English;
- (e) the logbook or other records substantiating the flight experience, with a summary of the last twelve (12) months;
- (f) evidence of English language proficiency;
- (g) knowledge and practical test reports, where already completed; and, where a skill test is required, the instructor's recommendation form with the required endorsements, as evidence that the practical requirements have been met;
- (h) type training certificates for any type rating to be transferred;
- (i) for non-residents, the operator's offer, introduction letter or employment agreement from a prospective Tanzanian air operator;
- (j) a national identity card or passport, a recent full-face photograph (25 mm by 30 mm, blue background) and a specimen signature; and
- (k) proof of payment generated through CASP Billing.

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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, ratings and medical certificate (regulations 6B(3), 16(5), 17(5) and 18(5)). It ceases to be valid if the foreign licence is revoked or suspended.
- 3.8.2 A converted licence is valid as prescribed in regulation 9 and is thereafter maintained and renewed in accordance with TCAA-AC-SR-PEL01.

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 flight crew 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
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

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- 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 Pilot PEL Inspector or Flight Operations 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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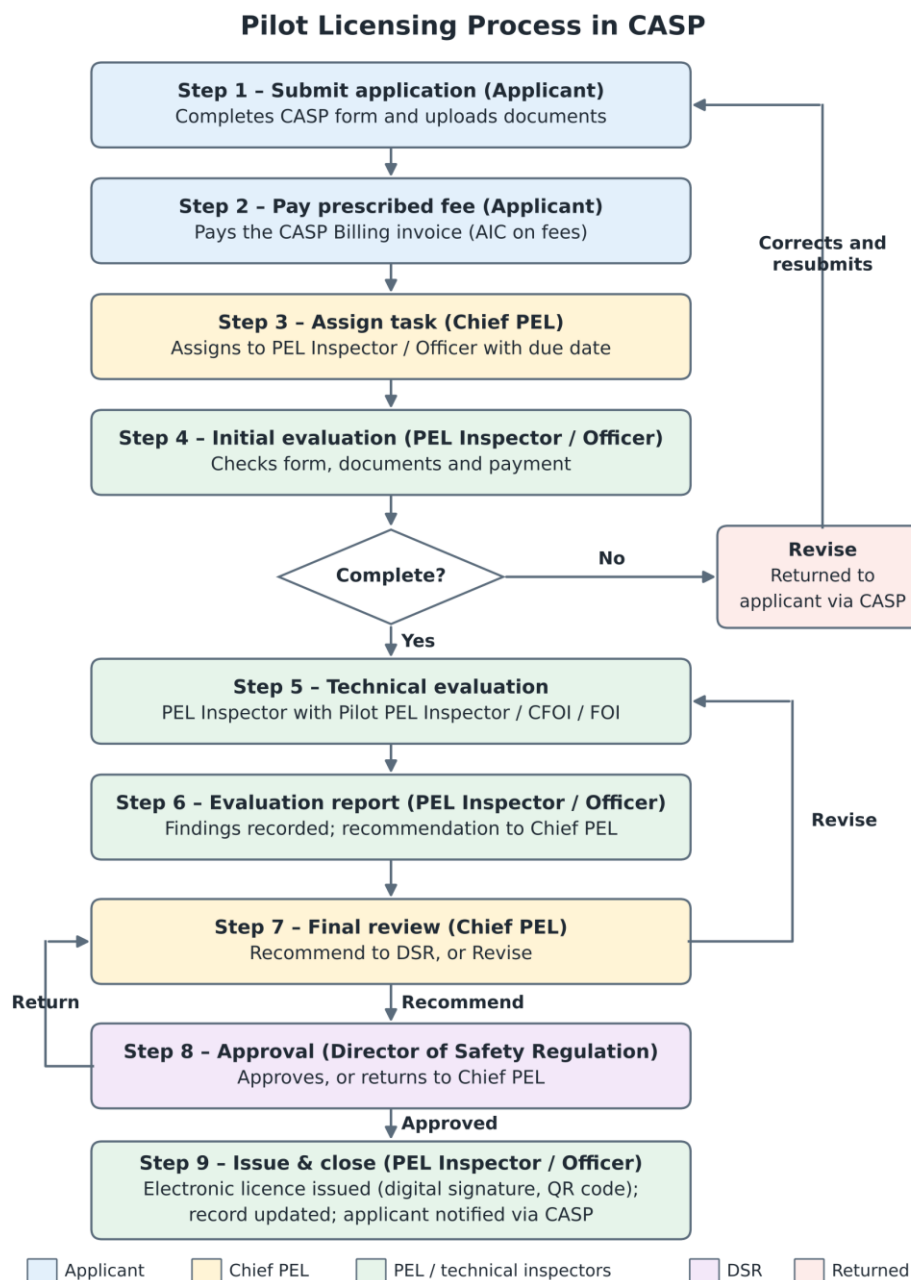


Figure 1: Validation and conversion process in CASP

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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 State of issue, 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 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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