

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
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PROCEDURE FOR DESIGNATION OF FLIGHT EXAMINERS

1.0 PURPOSE

This Advisory Circular (AC) provides guidance, information and the procedure to be followed by a person applying through the Civil Aviation Service Portal (CASP) for the issue, renewal, extension or reinstatement of an authorisation as a Flight Examiner (FE), Type Rating Examiner (TRE) or Simulator Flight Examiner (SFE), and for appointment as an examiner under special conditions or as a Senior Designated Examiner, in accordance with regulations 7, 9, 15, 91, 91A and 92 of the Civil Aviation (Personnel Licensing) Regulations, 2017 (R.E. 2026) as amended.

The objective is to ensure that only suitably qualified, experienced and competent persons are authorised to conduct skill tests, proficiency checks and competency assessments on behalf of the Authority, and that they maintain their qualification and proficiency throughout the validity of the authorisation.

2.0 SCOPE

This AC applies to applicants for, and holders of:

- (a) a Flight Examiner (FE) authorisation for aeroplanes, helicopters or other aircraft categories;
- (b) a Type Rating Examiner (TRE) authorisation;
- (c) a Simulator Flight Examiner (SFE) authorisation for an approved Flight Simulation Training Device (FSTD);
- (d) appointment as an examiner under special conditions (regulation 91A (1)); and
- (e) appointment as a Senior Designated Examiner (regulation 91A (2)).

3.0 REFERENCES

- 3.1 The Civil Aviation Act (CAP. 80 R.E 2023);
- 3.2 The Civil Aviation (Personnel Licensing) Regulations, 2017 (R.E. 2026)

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- 3.3 The Civil Aviation (Personnel Licensing) (Amendment) Regulations, 2026
- 3.4 The Civil Aviation (Approved Training Organisation) Regulations, 2017;
- 3.5 Aeronautical Information Circular (AIC) 17/26
- 3.6 The prescribed online application forms in CASP and the current AIC on regulatory fees; and
- 3.7 The TCAA Code of Ethics and Conduct.

4.0 DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

Examiner Authorisation – the electronic authorisation issued through CASP specifying the examiner’s category, scope of privileges, aircraft category, class or type, limitations, authorisation number and validity period.

Observed practical assessment – a skill test or proficiency check conducted by the applicant, in the role of examiner, under the observation of an Inspector of the Authority (regulation 91(4)).

Senior Designated Examiner – a person authorised and appointed by the Authority, possessing extensive experience and qualifications, to conduct or oversee testing, checking and certification of licence holders and to provide mentorship, supervision and standardisation among other designated examiners (regulations 2 and 91A (2)).

Standardisation – training, briefings and calibration activities conducted or approved by the Authority to ensure that all examiners apply the same standards, procedures and judgement.

4.2 Abbreviations

Abbreviation	Meaning
CASP	Civil Aviation Service Portal
Chief PEL	Chief Personnel Licensing
DSR	Director of Safety Regulation

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Abbreviation	Meaning
FE	Flight Examiner
FI / TRI / SFI	Flight Instructor / Type Rating Instructor / Simulator Flight Instructor
FSTD	Flight Simulation Training Device
SFE	Simulator Flight Examiner
TRE	Type Rating Examiner

5.0 GENERAL INFORMATION

- 5.1 Designation as an examiner is a privilege granted at the discretion of the Authority and not a right. Examiners are normally qualified industry personnel and are not necessarily employees of the Authority; the Authority remains responsible for their designation, supervision and oversight.
- 5.2 All applications for examiner authorisation, renewal, extension and reinstatement are submitted, paid for, evaluated, approved and recorded in CASP. Hard-copy applications are not accepted.
- 5.3 The examiner categories and their privileges are:

Category	Privileges	Regulation
Flight Examiner (FE)	Conduct skill tests and proficiency checks for licences and ratings within the scope of the authorisation.	91
Type Rating Examiner (TRE)	Conduct type rating skill tests, proficiency checks and line checks on the aircraft type(s) specified, and recommend issue, renewal or revalidation of the type rating.	91, 92

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Category	Privileges	Regulation
Simulator Flight Examiner (SFE)	Conduct tests and checks in an approved FSTD within the scope specified by the Authority.	91, 92(3)
Examiner under special conditions	Perform specified licensing functions where internal inspector resources are limited.	91A (1)
Senior Designated Examiner	Conduct or oversee testing and checking, and provide mentorship, supervision and standardisation of other examiners.	91A (2)

- 5.4 Under regulation 9(2), an Examiner Authorisation is valid for the term issued by the Authority but in any case, not more than twelve (12) months, and remains valid only while the holder's licence, ratings and medical certificate remain valid.

6.0 ELIGIBILITY REQUIREMENTS

6.1 Requirements common to all categories

The applicant shall:

- (a) hold a valid licence and the rating(s) for which authorisation to conduct skill tests or proficiency checks is sought (regulation 91(1)(a));
- (b) hold a valid medical certificate of the class appropriate to the licence, where applicable;
- (c) hold ICAO English Language Proficiency at Level 4 or above, endorsed on the licence;
- (d) have no record of enforcement action, falsification of records or misconduct that would make the applicant unsuitable to act on behalf of the Authority; and
- (e) be a person of integrity and sound judgement.

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6.2 Flight Examiner (FE)

- (a) hold the appropriate flight instructor rating for the skill tests to be conducted (regulation 91(1)(b));
- (b) have logged at least 1,000 hours of flight time and 200 hours providing flight instruction in the appropriate category and class (regulation 91(2)); and
- (c) have recent experience and operational competency on the aircraft category and class concerned.

6.3 Type Rating Examiner (TRE)

- (a) have logged at least 1,000 hours of flight time and 200 hours providing flight instruction in the appropriate category and class (regulation 91(2));
- (b) hold a valid type rating and a Type Rating Instructor (TRI) qualification, or an equivalent instructional authorisation acceptable to the Authority, on the type for which authorisation is sought; and
- (c) have recent experience instructing or checking on the type.

6.4 Simulator Flight Examiner (SFE)

- (a) hold, or have held, a pilot licence and the type rating for the aircraft type represented by the FSTD;
- (b) hold a TRI or Simulator Flight Instructor (SFI) qualification on the type; and
- (c) have completed FSTD examiner training on the operation of the device and the conduct of evaluations in it (regulation 92(3)).

6.5 Examiner training (regulation 92)

Before the observed practical assessment, the applicant shall have completed examiner training that includes:

- (a) **ground training** – examiner duties, functions and responsibilities; applicable regulations and procedures; methods and techniques for conducting tests and checks; evaluation of performance including detection of improper or insufficient training and of personal characteristics that could adversely affect safety;

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corrective action after unsatisfactory tests; and approved methods for normal, abnormal and emergency procedures;

- (b) **flight training** – conducting evaluations from the left and right pilot seats, the consequences of improper or untimely safety measures, and safety measures from either seat for emergencies that may develop during an evaluation; and
- (c) **FSTD training** (SFE and TRE) – conducting checks in the FSTD and operating the device.

6.6 Examiners aged 65 and above

Under regulation 15(5) and (6), as amended by GN. No. 258 of 2026, a pilot aged 65 or above may hold, renew and exercise TRE privileges only where:

- (a) the privileges are exercised strictly within an Approved Training Organisation (ATO) or an approved corporate training framework;
- (b) the flight is conducted solely for instruction, training or proficiency checking and carries no commercial passengers or revenue cargo; and
- (c) the examiner holds a valid Class 1 Medical Certificate and retains a CPL or ATPL.

The Examiner Authorisation of such a holder will carry these conditions as limitations.

7.0 NOMINATION AND SELECTION OF EXAMINERS

7.1 Need for examiners

The Authority designates examiners according to need and not on application alone. At least once a year, the Chief PEL reviews the number of designated examiners in each category, class, type and FSTD against the expected number of skill tests and proficiency checks, the introduction of new aircraft types, the location of training and operations, and the availability and performance of existing examiners. Where a need is identified, the Authority may invite nominations by notice on the TCAA website or by letter to ATOs and AOC holders.

7.2 Nomination

A person may be considered for designation through one of the following routes:

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- (a) Nomination by an organisation – an ATO, AOC holder or other approved organisation nominates a person it employs or contracts, by a letter from its Accountable Manager uploaded with the application. The letter states the need for the examiner, the proposed scope, the expected number of tests or checks per year, the nominee's role in the organisation, and how the organisation will manage conflicts of interest under paragraph 12.0;
- (b) Individual application – a person who is not nominated by an organisation may apply on their own behalf, stating the category, class or type and the area in which they intend to provide examiner services; or
- (c) Invitation by the Authority – the Authority may invite a suitably qualified person to apply where a need cannot otherwise be met, including for designation under special conditions (paragraph 9.0) or as a Senior Designated Examiner (paragraph 10.0).

An organisation should not nominate more examiners than its training and checking activity justifies.

7.3 Selection criteria

Selection is based on documentary evidence and demonstrated performance. An applicant who meets the eligibility requirements of paragraph 6.0 is evaluated against the following criteria:

- (a) experience on the category, class or type beyond the minimum required, including instructional and checking experience;
- (b) instructional record – the results of candidates recommended by the applicant for skill tests in the preceding twenty-four (24) months, as recorded in CASP, including first-attempt pass rates;
- (c) compliance record – surveillance findings, occurrences, complaints or enforcement action involving the applicant, as held by the Authority;
- (d) professional reference – confirmation of the applicant's competence and conduct from the Head of Training, Chief Flight Instructor, Chief Pilot or equivalent of a current or previous employer, who is not a relative of the applicant;

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- (e) need and availability – the extent to which the applicant meets the need identified under paragraph 7.1, and the applicant’s availability to conduct tests; and
- (f) independence – the extent of any conflict of interest declared under paragraph 12.2, and whether it can be managed.

7.4 Selection decision

- 7.4.1 The selection evaluation is carried out after the eligibility review and before the standardisation session, so that an applicant who is not selected is not put to the cost of an observed assessment. The evaluation is recorded on the Examiner Selection Evaluation Sheet in CASP.
- 7.4.2 Where more eligible applicants meet the selection standard than the identified need requires, applicants are ranked on the evaluation and those ranked highest are selected.
- 7.4.3 An applicant who is not selected is informed of the reasons through CASP. An eligible applicant who was not selected only because there was no need may be reconsidered if a need arises within twelve (12) months, without a new eligibility review.
- 7.4.4 No person who has a conflict of interest with the applicant takes part in the evaluation or the selection decision.

8.0 LICENSING PROCESS IN CASP

8.1 General

- 8.1.1 Every application is processed through the nine CASP workflow steps shown in Figure 1. Each step shows its owner and due date, and the applicant can track the status of the application in CASP.
- 8.1.2 Where an application is incomplete, it is returned to the applicant through CASP (Revise) with clear instructions. The applicant corrects and resubmits the application; it does not move forward until the correction is made.

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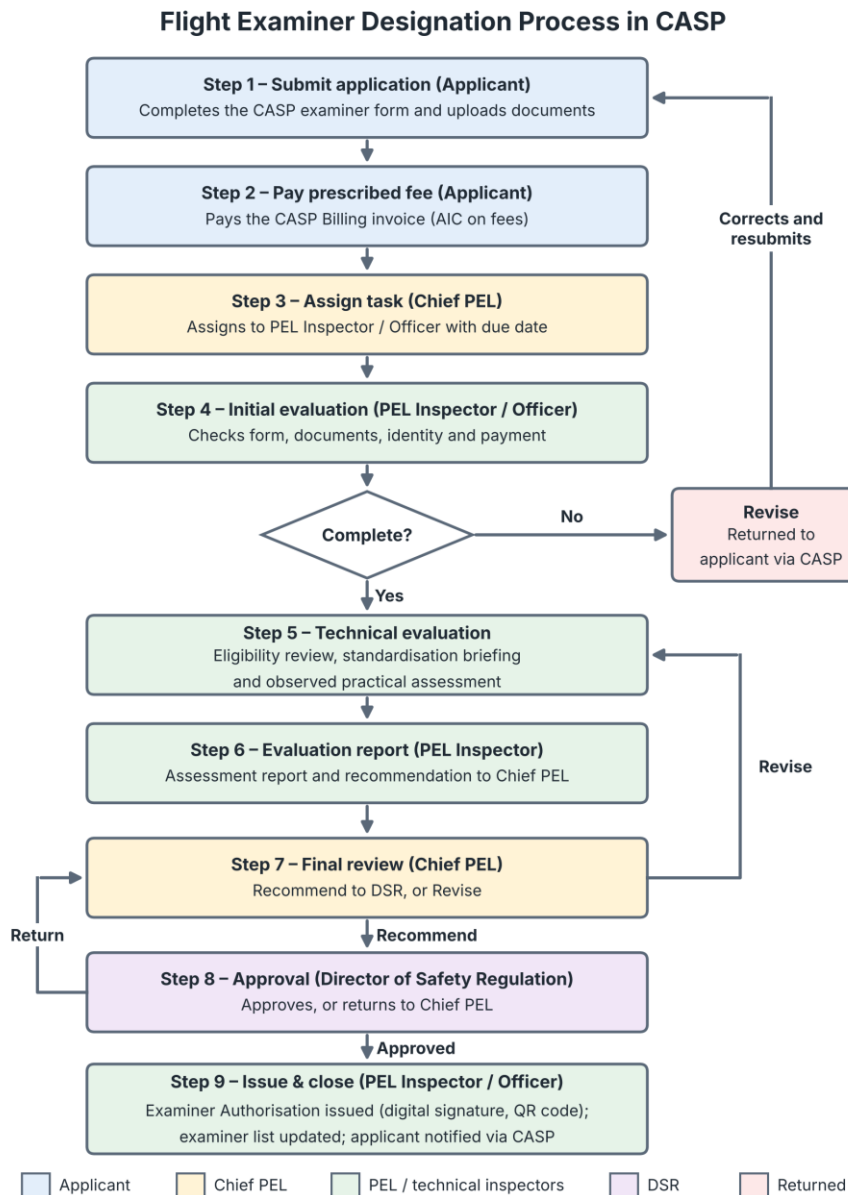


Figure 1: Flight examiner designation process in CASP

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8.2 Step 1 – Submission of the application (Applicant)

The applicant logs in to CASP, selects the Examiner Authorisation application form (initial, renewal, extension or reinstatement), states the category, aircraft category, class or type and the privileges sought, and uploads:

- (a) the licence showing all ratings, limitations and the language proficiency endorsement;
- (b) the current medical certificate, where applicable;
- (c) evidence of the instructor rating or qualification (FI, TRI or SFI);
- (d) logbook extracts and a signed summary of total flight time;
- (e) a curriculum vitae and any previous or foreign examiner authorisation;
- (f) where nominated by an organisation, a letter of nomination from its Accountable Manager in accordance with paragraph 7.2(a);
- (g) national identity card or passport, and a recent full-face photograph;
- (h) the name and contact details of at least one professional referee (paragraph 7.3(d));
- (i) a completed Conflict of Interest Declaration (paragraph 12.2); and
- (j) any other document requested by the Authority.

8.3 Step 2 – Payment (Applicant)

The applicant pays the invoice generated through CASP Billing in accordance with the current AIC on regulatory fees. The application is not assigned for evaluation until payment is confirmed. Fees paid are not refundable.

8.4 Steps 3 and 4 – Assignment and initial evaluation (Authority)

The Chief PEL assigns the application to a PEL Inspector or Officer, who checks the completeness, legibility and consistency of the form, documents, identity and payment. The applicant may be asked through CASP to provide additional documents or clarification.

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8.5 Step 5 – Technical evaluation, standardisation and observed assessment

8.5.1 Eligibility review and selection. The PEL Inspector, with the Flight Operations Inspector where applicable, evaluates the licence, ratings, medical certificate, instructor qualification, experience, examiner training and professional record against paragraph 6.0. Where the applicant is eligible, the Inspector carries out the selection evaluation in paragraph 7.3 before the standardisation session is scheduled.

8.5.2 Standardisation briefing and regulatory knowledge check. The applicant attends one session with the Authority covering the Authority briefing and examiner standardisation (conduct of tests and checks, assessment standards, completion of test reports in CASP, standardisation of examiner judgement, management of unsatisfactory performance, debriefing, ethics and conflict of interest). During the session the Inspector checks the applicant's knowledge of the Regulations, test standards and examiner responsibilities. The applicant is expected to demonstrate a thorough understanding of the standards required for objective assessment.

8.5.3 Observed practical assessment. The applicant is notified through CASP of the date, place and whether the assessment will be conducted in an aircraft or an approved FSTD. The applicant conducts at least one skill test or proficiency check in the role of examiner under the observation of an Inspector, including briefing, conduct of the test, assessment of the candidate, debriefing and recording (regulation 91(4)). The applicant arranges the candidate, aircraft or FSTD, and safety pilot where required.

8.6 Steps 6 to 8 – Recommendation and approval

The Inspector records the assessment results in CASP and recommends approval, approval with limitations, additional assessment or rejection. The Chief PEL reviews the recommendation and recommends it to the DSR, who approves the authorisation in CASP.

Where the authorisation is approved with limitations, the limitations are stated on the Examiner Authorisation. Where the application is rejected, the reasons are recorded in CASP and communicated to the applicant in accordance with paragraph 19.0.

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8.7 Step 9 – Issue of the Examiner Authorisation

The electronic Examiner Authorisation is issued in CASP with the digital signature of the Authority and a QR code, and specifies:

- (a) the examiner's full name and authorisation number;
- (b) the examiner category and scope of privileges;
- (c) the aircraft category, class or type, or FSTD;
- (d) limitations and conditions, including any operator, ATO or location limitation; and
- (e) the validity period.

The applicant is notified through CASP, and the examiner's name, category, scope and validity are added to the published list of designated examiners.

A specimen of the Examiner Authorisation is shown in Appendix A. The format generated in CASP may be updated from time to time without amendment to this AC.

8.8 Induction and working tools

A newly designated examiner completes an induction covering compliance with the Regulations, examiner privileges and limitations, the use of CASP for test reports, the Code of Conduct, conflict of interest, accountability, appeals and enforcement. The examiner is given access to the relevant Orders, ACs, test standards, forms and checklists, which remain the property of the Authority and are surrendered when the designation ends.

9.0 DESIGNATION UNDER SPECIAL CONDITIONS (REGULATION 91A (1))

- 9.1 The Authority may appoint qualified personnel under special conditions as examiners to perform certain licensing functions in the event of limited internal inspector resources. This route is exceptional and does not replace the normal designation process in paragraph 8.0.
- 9.2 Special designation may be considered where no suitably qualified local examiner is available, specialised aircraft type expertise is required, a new aircraft type is introduced

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to the Tanzanian register, remote operations prevent access to approved examiners, or operational continuity or aviation safety otherwise justifies the appointment.

- 9.3 The applicant shall hold a valid licence and qualifications equivalent to paragraph 6.0, possess extensive operational experience on the type and, where applicable, hold an examiner authorisation issued by another Contracting State.
- 9.4 The application is made through CASP with the documents in paragraph 8.2 and a statement of the operational need from the operator or ATO. Where the applicant holds a foreign licence or examiner authorisation, the Authority verifies its authenticity, validity, scope and enforcement history directly with the issuing State before any recommendation is made.
- 9.5 Special designation is based mainly on documentary assessment. The applicant receives the standardisation briefing; an observed assessment is required where the Authority considers it necessary.
- 9.6 A Special Examiner Authorisation is limited to the aircraft type, operator, examinations, location and period specified, and normally does not exceed the period of the operational need.

10.0 SENIOR DESIGNATED EXAMINER (REGULATION 91A (2))

- 10.1 The Authority may appoint as a Senior Designated Examiner a current examiner with extensive experience and qualifications and a satisfactory oversight record, to conduct or oversee testing and checking and to provide mentorship, supervision and standardisation among other examiners.
- 10.2 Applicants should normally have held an Examiner Authorisation in the category concerned, with no adverse oversight findings. Appointment is by invitation or application through CASP and follows the steps in Figure 1.
- 10.3 A Senior Designated Examiner may be tasked by the Authority to observe examiners, to deliver standardisation sessions and to advise on aircraft-specific matters, but does not replace the Authority's decision-making responsibility.

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11.0 RESPONSIBILITIES OF DESIGNATED FLIGHT EXAMINERS

A designated flight examiner shall:

- (a) conduct tests and checks only within the scope of the Examiner Authorisation, objectively, fairly and in accordance with the prescribed test standards;
- (b) before each test, verify the candidate's identity, eligibility and instructor endorsement in CASP (regulation 27);
- (c) not examine a candidate to whom the examiner has given flight instruction for the licence or rating sought, except with the Authority's prior written approval under paragraph 12.5;
- (d) not exercise examiner privileges while the examiner's own licence, rating, medical certificate or authorisation is not valid;
- (e) upload the signed test report, Letter of Discontinuance or Notice of Disapproval to CASP within the time specified in the Examiner Authorisation;
- (f) notify the PEL Office through CASP in advance of each scheduled test, as specified in the Examiner Authorisation, so that the Authority may observe it;
- (g) honour scheduled appointments and, where a test is cancelled, advise the candidate to contact the PEL Office for another examiner;
- (h) keep a record of each test conducted (candidate, type of test, date, aircraft or FSTD and result) for at least three (3) years; and
- (i) comply with the TCAA Code of Conduct and not solicit or accept any benefit that could compromise impartiality.

12.0 CONFLICT OF INTEREST

12.1 A conflict of interest exists where a personal, family, financial or employment relationship could influence, or could reasonably appear to influence, the examiner's impartiality in conducting a test or check.

12.2 **Declaration.** The applicant completes the Conflict of Interest Declaration in CASP with the initial application and with each renewal, disclosing:

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- (a) employment or contract with any ATO, AOC holder or other organisation whose candidates the applicant may test;
- (b) ownership, shareholding, directorship or other financial interest in such an organisation;
- (c) family members (spouse, child, parent, sibling or in-law) who hold, or are training for, a licence or rating, or who hold a management position in such an organisation; and
- (d) any other relationship that could affect impartiality.

The examiner updates the declaration through CASP within seven (7) days of any change.

12.3 Prohibited situations. An examiner shall not test or check a candidate where the examiner:

- (a) has given the candidate flight instruction for the licence or rating sought (paragraph 11.0(c)), except as provided in paragraph 12.5;
- (b) is a family member of, or has a close personal relationship with, the candidate;
- (c) has a financial interest in the outcome of the test, other than the normal examiner fee; or
- (d) has any other relationship with the candidate that a reasonable person would consider likely to affect impartiality.

12.4 Examiners employed by an ATO or AOC holder. An examiner may test candidates of the organisation that employs or contracts the examiner, within the scope of the authorisation, provided that:

- (a) the examiner did not instruct the candidate for the test;
- (b) the organisation does not link the examiner's pay, bonus or continued employment to test results;
- (c) the organisation does not put pressure on the examiner over the outcome of a test, and the examiner reports any such pressure to the Chief PEL, who treats the report in confidence; and

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(d) the examiner accepts the increased oversight of in-house testing applied by the Authority under paragraph 14.0.

12.5 Where a conflict cannot be avoided. Where a conflict under paragraph 12.3(a) exists and no other examiner is reasonably available, the examiner may request the Authority's prior written approval through CASP, stating the reasons. The Authority may approve the test subject to conditions, such as observation by an Inspector, or may assign another examiner or Inspector. Approval is given for one candidate and one test only. Conflicts under paragraph 12.3(b) to (d) are not approved.

12.6 Fees and benefits. The examiner charges only the fee agreed with the candidate or organisation in advance, does not accept any payment, gift or favour linked to a test result, and does not offer or imply a guaranteed pass.

12.7 Failure to declare. Failure to declare a conflict of interest, or testing a candidate in a prohibited situation, is misconduct and may result in action under paragraph 18.0. Tests conducted while the conflict existed may be reviewed, and the candidates concerned may be required to be re-examined.

12.8 Authority personnel. Inspectors and other personnel of the Authority who evaluate, select or oversee an applicant or examiner declare any conflict of interest with that person, and are replaced where a conflict exists.

13.0 MAINTENANCE OF EXAMINER QUALIFICATION AND PROFICIENCY

To keep the authorisation valid, the examiner shall:

- (a) maintain the validity and recency of the licence, ratings, instructor qualification and medical certificate on which the authorisation is based;
- (b) conduct at least four (4) skill tests or proficiency checks within each validity period;
- (c) be observed by the Authority conducting at least one (1) test or check within each validity period;
- (d) attend the annual examiners' meeting convened by the Authority; failure to attend without valid reason may affect renewal; and

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- (e) complete any refresher training required by the Authority following regulatory changes or oversight findings.

14.0 OVERSIGHT BY THE AUTHORITY

The Authority monitors designated examiners through planned observation of tests, review of test reports and results in CASP (including pass-rate trends), surveillance of operators and ATOs, review of complaints and occurrences, and standardisation activities. Where an examiner's performance is questioned by an accident, incident or other evidence, the Authority may require the examiner to be checked by an Inspector or another authorised examiner. Examiners who test candidates of their own employer are observed more often (paragraph 12.4).

15.0 RENEWAL OF THE EXAMINER AUTHORISATION

- 15.1 The examiner applies for renewal through CASP within thirty (30) days before expiry, uploading the current licence, ratings and medical certificate, a list of the tests and checks conducted during the validity period, evidence of attendance at standardisation activities, and an updated Conflict of Interest Declaration.
- 15.2 The application is processed through the steps in Figure 1. Renewal is granted at the discretion of the Authority, having regard to paragraph 13.0, the results of oversight, and the continued need for the examiner's services. The Authority may require an observed test before renewal.
- 15.3 An examiner who does not apply before expiry shall not exercise examiner privileges until the authorisation is reinstated under paragraph 16.0.

16.0 EXPIRY, LAPSE AND REINSTATEMENT

- 16.1 An Examiner Authorisation ceases to be valid on expiry, suspension, revocation, voluntary surrender, or when the underlying licence, rating, medical certificate or instructor qualification ceases to be valid.
- 16.2 Reinstatement of a lapsed authorisation depends on the length of the lapse:

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Period since expiry	Requirements for reinstatement
Up to six (6) months	Renewal application with a written explanation of the lapse, and a refresher briefing on changes introduced since expiry.
Six (6) to twenty-four (24) months	Renewal application, evidence of continued operational currency, full standardisation training and a satisfactory observed practical assessment.
More than twenty-four (24) months	Full initial designation process under paragraphs 7.0 and 8.0. Previous examiner experience is taken into account but does not exempt the applicant from any stage.

- 16.3 Following suspension, privileges are reinstated only after the corrective actions, training or reassessment required by the Authority have been completed satisfactorily.

17.0 EXTENSION OF EXAMINER PRIVILEGES

An examiner may apply through CASP to add a category, class, type or FSTD to the authorisation. The applicant shall meet the requirements of paragraph 6.0 for the privilege sought and complete an observed practical assessment on it, unless the Authority determines otherwise.

18.0 ENFORCEMENT AND APPEALS

- 18.1 Where an examiner conducts tests outside the scope of the authorisation, falsifies records, fails to declare a conflict of interest, fails to maintain currency or otherwise breaches the Regulations or the terms of designation, the Authority will notify the examiner, give a reasonable opportunity to respond, and inform the examiner in writing of its decision and the reasons. Where immediate safety action is necessary, privileges may be suspended pending investigation.
- 18.2 Proven non-compliance may result in counselling, additional training, restriction, variation, suspension, non-renewal or revocation of the authorisation under regulation 197 and the TCAA Enforcement Manual.

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18.3 An applicant or examiner aggrieved by a decision may appeal in accordance with the Civil Aviation Act and the Authority's appeal procedure. An appeal does not automatically suspend a decision taken in the interest of aviation safety.

19.0 DISCREPANCIES OR INELIGIBILITY

Where a discrepancy that cannot be corrected immediately exists in the application, it is returned through CASP with the reasons and the corrective action required, and should not be resubmitted until the discrepancy has been corrected. Where the applicant is not eligible, the reasons are recorded in CASP and communicated to the applicant.

20.0 PUBLICATION

The Authority publishes on the TCAA website the name, category, authorised scope and validity of each designated examiner, so that applicants, operators and ATOs can verify that an examiner is authorised. Unnecessary personal information is not published.

21.0 EFFECTIVE DATE AND CANCELLATION

21.1 This AC is effective on publication on the TCAA website.

21.2 Examiner Authorisations issued before the effective date remain valid until their stated expiry, after which renewal is subject to this AC.



JOHN NZULULE

DIRECTOR OF SAFETY REGULATION

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APPENDIX A – SPECIMEN DESIGNATED FLIGHT EXAMINER AUTHORIZATION CERTIFICATE

Page 1 – Certificate. Items in square brackets are completed in CASP for each examiner.



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT

TANZANIA CIVIL AVIATION AUTHORITY



ISO 9001:2015
CERTIFIED

DESIGNATED FLIGHT EXAMINER AUTHORIZATION CERTIFICATE

1. **Authorization Number:** TCAA/DE/[XX]

3. **Name of holder:** [FULL NAME OF EXAMINER]

4. **Organisation:**
[NAME OF OPERATOR / ATO], [TOWN]

2. **Expiry:** [DD Month YYYY]

5. **Examiner qualification:**
Observation (TCAA): [DD Month YYYY]

6. **Scope of authorization:**
DESIGNATED FLIGHT EXAMINER ([AIRCRAFT TYPE]) – [TESTS AND CHECKS AUTHORISED, e.g. PROFICIENCY CHECKS FOR RENEWAL OF [TYPE] TYPE RATINGS AND SKILL TESTS FOR RENEWAL OF INSTRUMENT RATINGS], IN THE AIRCRAFT OR AN APPROVED FSTD

7. **Limitations:** [Limitations, e.g. restricted to [aircraft type] type rating and Instrument Rating renewals, conducted in the aircraft or an approved FSTD]

I hereby certify that the holder of this authorization has been duly authorised as a Designated Flight Examiner in accordance with Regulations 91 and 92 of the Civil Aviation (Personnel Licensing) Regulations, 2017, as amended.

This authorization is not transferable and, unless suspended, revoked or otherwise terminated by the Authority, shall continue to be effective until the expiry date stated herein.

[Digital signature of the Authority – CASP]

JOHN NZULULE
DIRECTOR OF SAFETY REGULATION

QR CODE
(CASP)

Issuance Date: [DD MONTH, YYYY]

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Page 2 – Conditions of Authorization



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA CIVIL AVIATION AUTHORITY



ISO 9001:2015
CERTIFIED

**DESIGNATED FLIGHT EXAMINER AUTHORIZATION
CONDITIONS OF AUTHORIZATION**

1. The holder of this authorization is authorised to exercise examiner privileges only within the scope stated on the Designated Flight Examiner Authorization Certificate, namely: (a) [privilege]; (b) [privilege]; and (c) the tests and checks specified in (a) and (b) in an approved FSTD, where applicable.
2. All examinations shall be conducted in accordance with applicable TCAA regulations, procedures and approved forms.
3. The holder shall maintain a valid authorization, licence, medical certification and examiner standardization as required by the Authority.
4. The holder shall maintain valid insurance coverage during the exercise of examiner privileges.
5. The Authority shall convene an annual examiners' meeting once a year and conduct periodic standardization and refresher sessions for examiners. The holder shall attend these, and continued validity of this authorization is subject to compliance with such requirements.
6. This authorization does not relieve the holder of the responsibility to comply with all applicable Civil Aviation Regulations. The Authority shall not be held liable for any act or omission arising from the conduct of the holder's examiner duties.

[Digital signature of the Authority – CASP]

JOHN NZULULE
DIRECTOR OF SAFETY REGULATION

QR CODE
(CASP)

Issuance Date: [DD MONTH, YYYY]