

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS AVMED	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-MED01E	Title: Designation, Renewal and Oversight of Aviation Medical Examiners (AMEs)	Page 1 of 7

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) provides guidance to medical doctors, both national and foreign, who seek designation as an Aviation Medical Examiner (AME), and to designated AMEs, on the conditions, privileges, renewal and termination of their designation. It also introduces the Civil Aviation Service Portal (CASP) for submitting applications and for the electronic submission of medical reports.

2.0 APPLICABILITY

- 2.1 This AC applies to applicants for, and holders of, AME designation (Junior, Senior and Foreign AMEs) and to the Authority's Medical Assessors who evaluate and oversee them.

3.0 REFERENCES

- (a) Civil Aviation Act, Cap. 80 (R.E. 2023); and
- (b) Civil Aviation (Personnel Licensing) Regulations, 2017 (R.E. 2026),
- (c) TCAA Aviation Medicine Protocols;
- (d) TCAA Aviation Medicine Procedure Manual;

4.0 GENERAL INFORMATION

- 4.1 AMEs are not employees of the Authority but, during their designation, act under the jurisdiction of the Director General. Their responsibility is to determine, on behalf of the Authority, whether applicants for medical certificates are fit to exercise the privileges of their licences (regulations 145 and 147). The Authority retains the right to reconsider any action of an AME (regulation 147(2)).
- 4.2 AMEs are expected to have extensive knowledge of aviation medicine, to be familiar with the Regulations and the Authority's guidance, to hold the necessary equipment, and to be respected by colleagues and the public.
- 4.3 Applications for designation and renewal are made through CASP, accessed through www.tcaa.go.tz, and all medical examination reports are submitted through the CASP medical module.

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5.0 QUALIFICATIONS AND CATEGORIES

- 5.1 To be designated, a doctor shall (regulation 145(2)): hold a Bachelor degree of Doctor of Medicine and current registration with the Medical Council of Tanganyika or the Zanzibar Medical Council; have completed aviation medicine training at an institution recognised by the Authority; demonstrate adequate competence in aviation medicine; and have practical knowledge of the conditions in which licence holders carry out their duties.

Category	Privileges and conditions
Junior AME	Examinations for Class 2 medical certificates. After one (1) year of satisfactory performance, may apply for Senior AME designation. The Authority may grant additional privileges to selected Junior AMEs, by location or other circumstances, with enhanced oversight.
Senior AME	Examinations for Class 1, Class 2 and Class 3 medical certificates.
Foreign AME	Classified as Senior AME. Must meet the Tanzanian criteria, hold designation from the CAA of the State concerned, provide a Certificate of Good Standing from the State medical council, and accept an on-site visit by the Medical Assessor. Applications are assessed case by case for need and cost; the applicant covers travel costs of inspections and supervision.

6.0 APPLICATION REQUIREMENTS

- 6.1 The applicant shall apply in CASP and upload:
- (a) a covering letter to the Director General requesting designation;
 - (b) National Identification (NIDA) card or passport;
 - (c) academic qualifications in medicine and evidence of aviation medicine training;
 - (d) a valid licence to practise medicine;

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- (e) a description of the facilities and equipment owned or used (paragraph 9.0); and
- (f) a statement of no current restrictions on practice and no pending adverse action by the Medical Council, the regulatory authority for medicines, any medical society, hospital or other licensing body (foreign applicants: from their own medical council).

7.0 CONDITIONS OF DESIGNATION

- (a) **Credentials:** promptly inform the Authority, in CASP, of any change in the status of the licence to practise.
- (b) **Examinations:** conduct all examinations personally at the designated address; no temporary address and no alternate examiner. Visual acuity, hearing, phorias, blood pressure, pulse, urinalysis and ECG may be performed by paraprofessional staff under direct supervision.
- (c) **Accountability:** sign the electronic medical report and certificate in CASP and take responsibility for the accuracy and completeness of the whole report.
- (d) **Reports:** submit every report to the Medical Assessor instantly through CASP, whether the examination was completed, terminated or unsatisfactory (regulation 149).
- (e) **Self-examination:** an AME shall not examine or certify him- or herself.
- (f) **Contact details:** keep the office location and telephone number current in CASP.
- (g) **Fees:** charge fees in line with comparable medical examination services.

8.0 REFRESHER TRAINING AND FAMILIARISATION

- (a) An AME shall attend an AME refresher seminar at intervals of not more than five (5) years (regulation 145(3)), at the AME's own cost.
- (b) An AME shall be scheduled for a familiarisation flight or ATC tower visit at least once every five (5) years.

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(c) Attendance is recorded in the AME's CASP file and is considered at renewal.

9.0 FACILITIES AND EQUIPMENT

9.1 The applicant shall have adequate facilities and the following equipment before conducting any examination: visual acuity charts (near, intermediate and distant) and occluder; muscle-test light; Maddox rod; prism bar; an acceptable colour vision test (pseudo-isochromatic plates such as Ishihara, or an accepted substitute); a visual-field wall target; standard diagnostic instruments including urinalysis; digital electrocardiograph with electronic transmission; and audiometric equipment or a referral arrangement for audiometry.

10.0 DESIGNATION AND WORKING TOOLS

10.1 On approval the AME receives, through CASP, the electronic certificate of designation (to be displayed in the premises), a CASP medical-module account with a personal designation number (replacing the physical stamp for electronic reports), and access to the relevant Regulations, Orders, ACs, Aviation Medicine Manual and Protocols.

11.0 VALIDITY AND RENEWAL

- (a) A designation is valid for twelve (12) months from the date of issue unless terminated earlier.
- (b) The AME shall apply for renewal in CASP at least twenty-one (21) days before expiry, uploading a valid medical practising licence. Failure to apply in time may be taken as lack of intention to renew.
- (c) Renewal requires a minimum of five (5) medical examinations in the year, unless otherwise granted for geographical reasons, and depends on the continued need for the AME's services and on satisfactory oversight results (regulation 146(5)).

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12.0 OVERSIGHT AND TERMINATION

- 12.1 The Medical Assessor periodically evaluates each AME's competence, including review of reports in CASP and inspections. AMEs involved in significant certification errors are notified in writing for remedial action.
- 12.2 Designation may be terminated or not renewed for: no examinations in the first twelve (12) months; disregard of the Regulations and procedures; careless or incomplete reporting; failure to attend required training; unprofessional premises or examinations; failure to submit reports promptly; loss, restriction or limitation of the licence to practise; conduct compromising public trust; a medical condition affecting professional judgement; arrest, indictment or conviction; the AME's own request; or any other reason the Authority considers appropriate.

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13.0 APPLICATION PROCESS IN CASP

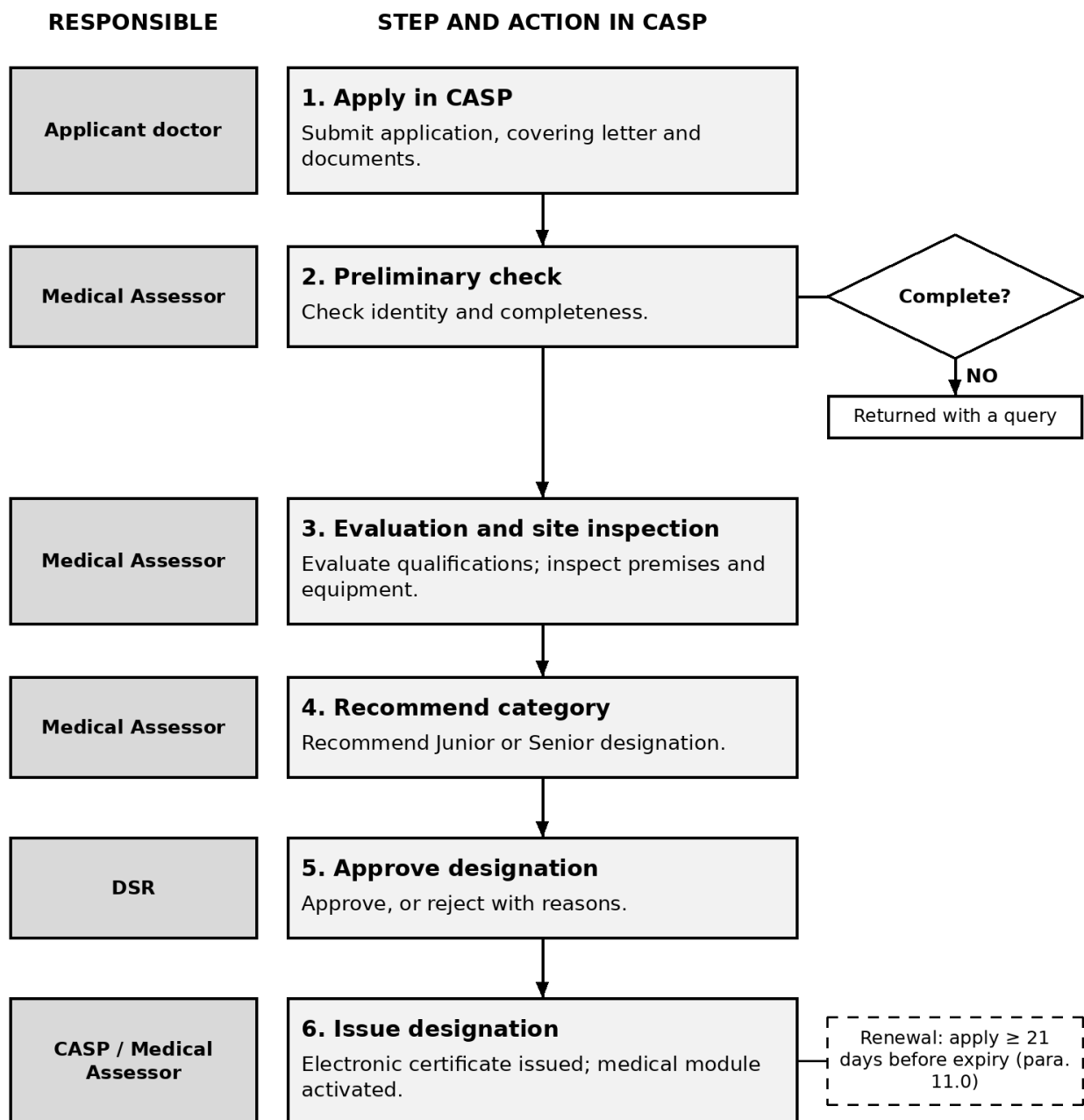


Figure 1 – Designation and renewal of an Aviation Medical Examiner

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14.0 RECORDS

- 14.1 CASP is the authoritative record of every application, evaluation, test result, decision and document issued under this Advisory Circular. The Medical Assessor shall ensure that the evaluation checklist, the decision of the approving officer and all supporting evidence are attached to the applicant's CASP record. Hard-copy records are kept only where CASP cannot hold the original document.

15.0 EFFECTIVE DATE AND CANCELLATION

- 15.1 This Advisory Circular is effective from the date of issue shown below and remains in force until amended, revised or cancelled by the Authority.
- 15.2 Applications submitted before the effective date shall be completed under the documents in force when they were submitted, unless the applicant elects to proceed under this Advisory Circular.



JOHN NZULULE

DIRECTOR OF SAFETY REGULATION