

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL019E	Title: Enforcement, Suspension and Revocation of Licences, Certificates, Ratings, Authorisations and ATO Approvals	Page 1 of 7

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) informs licence and certificate holders, designated and authorised examiners, Aviation Medical Examiners and Approved Training Organisations (ATOs) of the enforcement process of the Authority: what constitutes a licensing violation, their duty to co-operate, the actions the Authority may take, their right to be heard and to appeal, the effect of suspension or revocation on the electronic licence in the Civil Aviation Service Portal (CASP), and how reinstatement is obtained.

2.0 APPLICABILITY

- 2.1 This AC applies to all holders of licences, certificates, ratings and authorisations issued under the Regulations (including pilots, air traffic controllers, aircraft maintenance engineers, flight operations officers and cabin crew), to designated examiners and Aviation Medical Examiners acting on behalf of the Authority, and to ATOs.

3.0 REFERENCES

- (a) Civil Aviation Act, Cap. 80 (R.E. 2023);
- (b) Civil Aviation (Personnel Licensing) Regulations, 2017 (R.E. 2026),
- (c) Civil Aviation (Approved Training Organisations) Regulations, 2017 (R.E. 2026),
- (d) TCAA-O-GEN001A – Enforcement Procedure Manual.

4.0 ENFORCEMENT PRINCIPLES

- 4.1 Every regulatory response to non-compliance is an enforcement action. The Authority applies a graduated, risk-based approach that considers the safety impact of the violation, whether it was deliberate, the compliance history of the person or organisation, and the public interest. Enforcement is safety-driven, proportionate, consistent and transparent, and is applied with due process except where immediate action is required for safety.
- 4.2 CASP is the authoritative record of the status of every licence, certificate, authorisation and approval. Any suspension, revocation or variation is recorded in CASP, so that the electronic licence and its QR verification always show the current status.

5.0 TYPICAL LICENSING VIOLATIONS

- 5.1 Violations include, but are not limited to:
- (a) exercising privileges without a valid licence, rating, medical certificate or authorisation, or while suspended (regulations 190 and 198(1)(a));

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- (b) operating beyond the privileges or limitations endorsed on the licence, or without the required recency or recurrent training;
- (c) forging or altering a licence, certificate or record, or lending a licence to another person (regulation 198(1)(b) and (c));
- (d) making a false representation, or uploading false or altered documents in CASP, to obtain or renew a licence, rating or approval (regulation 198(1)(d));
- (e) falsifying, destroying or omitting entries in logbooks, training or examination records (regulation 198(2));
- (f) presenting a static image, screenshot or printout as an electronic licence;
- (g) examination malpractice, or conduct of a test or check by an examiner outside the scope of the authorisation or not in accordance with the prescribed procedures;
- (h) for ATOs, training outside the approval, using unqualified instructors, issuing false completion certificates, or failing to maintain required records, manuals or procedures; and
- (i) failure to co-operate with an investigation, to report as required, or to comply with a direction of the Authority (regulations 199 and 200).

6.0 DUTY TO CO-OPERATE AND TO REPORT

- 6.1 A holder shall produce a licence, certificate or authorisation for inspection when required (regulation 193). Any person who knows of a violation shall report it to the Authority (regulation 199). Persons and ATOs under investigation shall co-operate, respond to requests for information within the time given, and make records and personnel available.

7.0 INVESTIGATION AND THE RIGHT TO BE HEARD

- 7.1 When a suspected violation is identified, the Authority opens an enforcement case in CASP and notifies the person or ATO in writing, and through CASP, that an investigation is being conducted. The person or ATO is given the opportunity to submit a written statement and supporting documents, which are uploaded to the case.
- 7.2 Unless safety requires immediate action, the Authority gives the person an opportunity to be heard, stating the proposed action, the reasons and the time allowed for a reply, before a final decision to suspend or revoke.

8.0 ENFORCEMENT ACTIONS

- 8.1 The action taken depends on the seriousness of the violation and its effect on safety:

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Action	Typical use	Effect in CASP
Counselling / remedial training	Minor, first-time, unintentional deviation	Case recorded; status unchanged
Written warning	Repeated procedural or documentation errors	Warning recorded on the holder's record
Corrective action plan (CAP)	Non-compliance by an ATO or examiner that can be corrected	CAP and closure evidence uploaded and verified
Provisional suspension (regulation 197(1))	Immediate safety risk, pending investigation	Status: Suspended (provisional)
Suspension or variation (regulation 197(2))	Serious safety-related or deliberate misconduct; lack of competence	Status: Suspended / Varied / Limited
Revocation (regulations 197(2) and 204)	Fraud, falsification, repeated violations or gross negligence	Status: Revoked
Administrative penalty / prosecution (regulations 205 and 206)	Offences under the Regulations	Referral recorded in the case

9.0 GROUNDS FOR SUSPENSION AND REVOCATION

- 9.1 Without limiting regulation 197, the Authority may suspend a licence, certificate, rating or authorisation on grounds including: suspected fraudulent or intentionally false statements or entries; reproduction or alteration for fraudulent purposes; lack of competence or qualification; involvement under investigation in an accident or incident; proven misconduct, recklessness or excessive carelessness; acting contrary to the privileges held; pending investigation of a suspected violation; or conviction for an offence relating to narcotic drugs or psychoactive substances.
- 9.2 The Authority may revoke where, after investigation, it is established that the holder made fraudulent or intentionally false statements or entries; reproduced or altered documents for fraudulent purposes; has lost the skills for the privileges or no longer meets the medical standards; gave untrue information to obtain or keep the document or at a medical examination; was guilty of proven misconduct, recklessness or excessive carelessness; or was convicted for an offence relating to narcotic drugs or psychoactive substances. Revocation is a severe sanction and is considered carefully.

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10.0 ENFORCEMENT NOTICE AND SURRENDER

- 10.1 The decision is communicated by a written enforcement notice, issued through official channels and through CASP, stating the violation, the summary of findings, the action taken, any conditions for corrective action or reinstatement, the time allowed and the right of appeal. A revocation notice also states the obligation to surrender and the earliest date for re-application.
- 10.2 A suspension takes effect immediately or from the time stated in the notice. The holder shall stop exercising the privileges at once.
- 10.3 The holder, or any person in possession of the document, shall surrender a suspended, revoked or varied document within fourteen (14) days (regulation 197(3)). For an electronic licence, surrender is effected by the status change in CASP; any physical licence, certificate or authorisation letter shall also be returned to the PEL Office. A person deprived by a court of the privilege to operate an aircraft shall surrender all licences within fourteen (14) days of the judgement.

11.0 APPEAL

- 11.1 A person or ATO may appeal against an enforcement decision by writing to the Director General within fourteen (14) days of receiving the notice, uploading a copy of the appeal to the CASP case. Grounds of appeal include errors of law, factual inaccuracies, failure of due process and disproportionate action. The outcome is recorded in CASP.

12.0 REINSTATEMENT AND END OF SUSPENSION

- 12.1 Where the Authority finds a lack of competence or qualification, it may require the holder to retake all or part of a knowledge or skill test, or to complete additional training, before reinstatement. The test or training follows the process for the initial issue of the document concerned.
- 12.2 A suspension ends when the appeal is upheld, the required tests, training or experience have been completed and verified, the suspension period ends without revocation, or the document is revoked. The Authority then reinstates the status in CASP and notifies the holder.
- 12.3 Reinstatement of examiner privileges after suspension requires completion of the corrective training or standardisation programme, a satisfactory observation by an assigned Inspector of a live test or check, and confirmation that no further procedural violations have occurred in the relevant oversight period.

13.0 AFTER REVOCATION

- 13.1 Unless otherwise authorised by the Authority, a person whose licence has been revoked may not apply for any licence, certificate, rating or authorisation for one

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(1) year after the date of revocation. A new application is evaluated in full through CASP, and the applicant may be required to be re-tested and to meet the recency requirements of the document sought.

14.0 GRADUATED RESPONSE FOR DESIGNATED EXAMINERS

14.1 The Authority may act on an examiner's designation independently of any action on the examiner's licence. Examiner performance issues are addressed as follows:

Step	Action	Typical criteria	Decided by
1	Counselling	Minor deviation; first occurrence	Principal Inspector
2	Written warning	Repeated procedural error; poor debriefing; documentation issue	Chief PEL/DSR/LEGAL
3	Mandatory retraining / standardisation	Lack of standardisation; ineffective assessment of candidates	Chief PEL
4	Suspension of designation	Serious safety-related misconduct; lack of competence	Director of Safety Regulation
5	Revocation of designation	Proven falsification, repeated violations, fraud, favouritism or bias	Director General, on DSR recommendation

14.2 Each step is recorded in the examiner's CASP file; the examiner is notified in writing and given an opportunity to respond.

15.0 APPROVED TRAINING ORGANISATIONS

15.1 ATO approvals may be suspended, varied or revoked under the Civil Aviation (Approved Training Organisations) Regulations. An ATO shall implement the corrective action plan accepted by the Authority within the time specified and upload closure evidence in CASP. Failure to do so may lead to escalation, including suspension or revocation of the approval.

16.0 PROCESS SUMMARY

16.1 The enforcement process, as seen by the person or ATO concerned, is shown in Figure 1 below.

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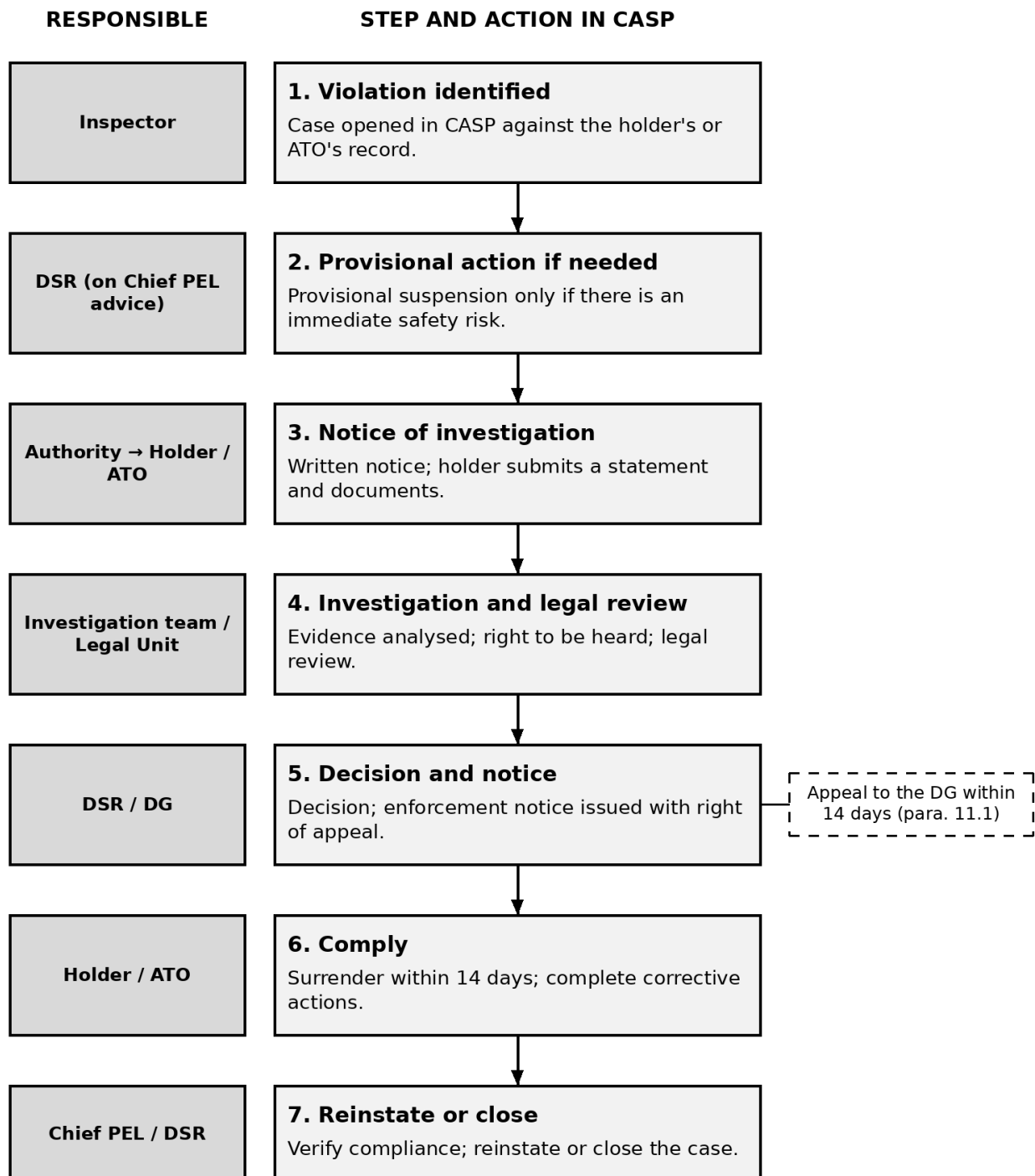


Figure 1 – Enforcement, suspension and revocation

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17.0 RECORDS

- 17.1 All enforcement cases, evidence, statements, reports, legal opinions, notices, appeals and compliance records are kept in the CASP case file linked to the holder's, examiner's or ATO's record. Access is limited to authorised personnel.

18.0 EFFECTIVE DATE AND CANCELLATION

- 18.1 This Advisory Circular is effective from the date of issue shown below and remains in force until amended, revised or cancelled by the Authority.
- 18.2 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