

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 1 Advisory Circular
Document No.: TCAA-AC-SR-PEL017A	Title: Issue, Renewal, Upgrade and Re-issue of Instructor Qualifications (Flight Instructor Rating, Ground Instructor Licence, SFI and TRI)	Page 1 of 13

1.0 PURPOSE

1.1 This Advisory Circular (AC) provides guidance to applicants, holders, Approved Training Organisations (ATOs) and air operators on the requirements and the Civil Aviation Service Portal (CASP) procedure for the issue, upgrade, renewal, re-issue and conversion of the following instructor qualifications:

- (a) Flight Instructor Rating (FIR) endorsed on a Commercial Pilot Licence (CPL) or Airline Transport Pilot Licence (ATPL);
- (b) Ground Instructor Licence (GIL) with a basic, advanced and/or instrument rating; and
- (c) Flight Simulator Instructor (SFI) authorisation and Type Rating Instructor (TRI) privileges.

1.2 It also gives effect to the Civil Aviation (Personnel Licensing) (Amendment) Regulations, 2026, which allow instructors and examiners aged 65 years and above to continue to exercise instructional privileges under defined conditions.

2.0 APPLICABILITY

2.1 This AC applies to applicants for, and holders of, the instructor qualifications listed in paragraph 1.1, to ATOs that conduct instructor training, and to air operators whose pilots hold TRI or SFI privileges.

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 (Personnel Licensing) (Amendment) Regulations, 2026 ;
- (d) Civil Aviation (Approved Training Organisations) Regulations, 2017 (R.E. 2026).

4.0 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Issue	First-time grant of an instructor rating, licence or authorisation to a person who has never held it.
Upgrade (additional category, class or rating)	Addition of a further aircraft category or class to an FIR, or of a further rating (basic, advanced or instrument) to a GIL.

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Term	Meaning
Renewal	Extension of the validity of a current (not expired) instructor qualification.
Re-issue	Re-establishment of an instructor qualification that has expired.
Conversion	Issue of a Tanzanian instructor qualification on the basis of a current equivalent qualification issued by another ICAO Contracting State.
SFI	Flight Simulator (Synthetic Flight) Instructor – instructor authorised to give instruction in a flight simulation training device (FSTD) (regulation 113A).
TRI	Type Rating Instructor – instructor authorised to give type rating training on a specific aircraft type, in the aircraft or an approved FSTD.
ATO / FSTD / PIC	Approved Training Organisation / Flight Simulation Training Device / Pilot-in-Command.
CASP	Civil Aviation Service Portal – the Authority's electronic licensing system.

5.0 GENERAL INFORMATION – CIVIL AVIATION SERVICE PORTAL (CASP)

- 5.1 Every application for the issue, renewal, re-issue, upgrade, conversion or replacement of an instructor rating, licence or authorisation covered by this Advisory Circular shall be made electronically through the Authority's Civil Aviation Service Portal (CASP), accessed through the Authority's website www.tcaa.go.tz.
- 5.2 **Applicant account.** The applicant shall create, or log in to, a personal CASP account. The personal details entered shall be identical to those on the applicant's National Identification (NIDA) card or passport, which shall be uploaded as proof of identity. One person shall hold only one CASP account and shall not share log-in credentials. Where the identity of the applicant cannot be verified, the application will be returned without further processing.
- 5.3 **Uploading documents.** Supporting documents shall be uploaded as clear, complete and legible colour scans (PDF or JPEG). A passport-size photograph with a blue background (approximately 2 cm × 2.5 cm) and a specimen signature (approximately 1 cm × 1.5 cm) shall be uploaded where requested. Results of knowledge tests taken through the Authority, skill-test reports submitted by designated examiners and medical assessments submitted by Aviation Medical

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Examiners are retrieved by CASP from the Authority's records and need not be uploaded by the applicant, unless CASP requests them.

- 5.4 **Fees.** The applicant shall pay the prescribed fee using the payment details generated by CASP. An application is not processed until the payment is confirmed in CASP.
- 5.5 **Queries and status.** The applicant shall track the status of the application and respond to any query raised by the Personnel Licensing (PEL) Office through CASP within the time stated in the query. An application whose query is not answered within that time may be closed, and a new application will be required.
- 5.6 **Electronic licence.** On approval, the Authority issues the licence, certificate, rating or authorisation electronically in accordance with regulation 4(3) and the First Schedule to the Regulations. The electronic document carries the digital signature of the Director of Safety Regulation and a machine-readable (QR) code through which its authenticity and current status can be verified online and offline. A static image, screenshot or printout is not acceptable as a substitute for the electronic licence.
- 5.7 **False information.** Uploading false, altered or fraudulent documents, or making a false representation in CASP, is a violation of regulation 198(1)(d).

6.0 FLIGHT INSTRUCTOR RATING (FIR)

6.1 Eligibility for initial issue (regulation 81)

An applicant for an initial Flight Instructor Rating shall:

- (a) be at least eighteen (18) years of age;
- (b) hold a CPL or ATPL with an aircraft category and class rating appropriate to the FIR sought and, where the FIR is sought with an aeroplane category and multi-engine class rating, an instrument rating;
- (c) hold a logbook endorsement from an authorised instructor on the fundamentals of instructing (regulation 82) and have passed the corresponding knowledge test;
- (d) hold a logbook endorsement from an authorised instructor on the areas of operation (regulation 84) and have passed the practical test on those areas in a representative aircraft, or in an approved FSTD used under an approved ATO course;
- (e) for an FIR with an aircraft rating, hold a logbook endorsement and demonstrate instructional proficiency in stall awareness, spin entry, spins and spin recovery;

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- (f) have logged at least fifteen (15) hours as PIC in the category, class and type of aircraft appropriate to the FIR sought; and
- (g) have received not less than twenty (20) hours of instruction in flight instructional techniques under the supervision of an authorised flight instructor (regulation 84).

6.2 Knowledge test (regulation 82)

In addition to the CPL knowledge requirements, the applicant shall pass a knowledge test covering techniques of applied instruction; assessment of student performance; the learning process; elements of effective teaching; student evaluation and testing; training programme development; lesson planning; classroom instructional techniques; use of training aids; analysis and correction of student errors; human performance relevant to flight instruction; and hazards involved in simulating system failures and malfunctions in the air. The test is booked and the result is recorded in CASP.

6.3 Practical (skill) test

The practical test is conducted by a Designated Flight Examiner holding Instructor Rating Examiner privileges on behalf of the applicant once the instructor's recommendation is uploaded; the PEL Inspector assigns the examiner in CASP, and the examiner uploads the signed test report in CASP within the period. A retest after failure requires further training and a fresh instructor endorsement (regulation 30).

6.4 Additional category or class (upgrade) (regulation 86)

An applicant for an additional category FIR shall meet the eligibility requirements of regulation 81 that apply to the additional rating sought, including the practical test in that category or class.

6.5 Privileges and limitations (regulations 87 and 88)

- (a) An FIR holder may supervise solo student flights and give flight and ground instruction for the issue or renewal of a PPL, CPL, instrument rating and FIR, within the category, class and type for which the holder is rated.
- (b) An instructor shall not conduct more than eight (8) hours of flight training in any twenty-four (24) consecutive hours.
- (c) Training for a licence or rating in a multi-engine aeroplane or helicopter requires at least five (5) hours PIC in the specific make and model.
- (d) Instruction of candidates for an FIR requires a valid FIR exercised within the last twenty-four (24) months and at least two hundred (200) hours of flight

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training given as a flight instructor in the relevant category (eighty (80) hours in gliders for a glider rating).

- (e) Instruction in an FSTD required for the issue of a licence or rating requires an SFI authorisation (paragraph 8.0).

6.6 Instructors aged 65 years and above (regulation 15(5) and (6), as amended in 2026)

A pilot who has attained the age of 65 years may hold, renew and exercise the privileges of an FI, TRI or TRE authorisation provided that:

- (a) the privileges are exercised strictly within an ATO or an approved corporate training framework;
- (b) the flight is conducted solely for flight instruction, training or proficiency checking and carries no commercial passengers or revenue cargo; and
- (c) the instructor holds a valid Class 1 medical certificate and retains a CPL or ATPL, as determined by the Authority's Medical Assessor.

On instructional flights in multi-crew environments or dual-controlled aircraft where the student does not yet hold the appropriate rating, such an instructor may act as PIC provided the flight remains non-revenue and strictly instructional. The applicant shall declare the ATO or training framework in CASP when applying.

6.7 Validity and renewal (regulations 9(15) and 89)

An FIR is valid for twelve (12) months from the date of the instructor flight test or renewal. It may be renewed before expiry if the holder:

- (a) passes a practical test for renewal of the FIR or for additional flight instructor privileges; or
- (b) uploads a record showing that, within the twelve (12) months preceding the application, the holder endorsed at least five (5) students for a practical test and at least eighty per cent (80%) passed at the first attempt; or
- (c) uploads a record showing that, within the preceding twelve (12) months, the holder performed as a flight instructor or company check pilot and logged not less than twenty (20) instructional hours; or
- (d) uploads a certificate of completion of an approved flight instructor refresher course (ground and/or flight) within the ninety (90) days preceding expiry.

6.8 Re-issue of an expired FIR (regulation 90)

The holder of an expired FIR shall pass a flight instructor practical test before the rating is re-issued. Holders are advised to apply for renewal before expiry to avoid this requirement.

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6.9 Maintenance of competency (regulations 10 and 11)

An FIR holder shall not exercise the privileges of the rating unless the holder has conducted at least ten (10) hours of flight instruction within the preceding twelve (12) months. A holder who has not met this requirement shall either complete a flight instructor proficiency check with a Designated Flight Examiner, or apply for re-issue of the FIR, before resuming instruction.

6.10 Trainee records (regulation 85)

The FIR holder shall sign the logbook or approved training record of each person trained, keep a record of solo and test endorsements (name, date, kind of test and result), and retain these records for three (3) years. These records are the evidence uploaded in CASP for renewal under paragraph 6.7(b) and (c).

7.0 GROUND INSTRUCTOR LICENCE (GIL)

7.1 Eligibility (regulation 113)

An applicant for a GIL shall:

- (a) be at least eighteen (18) years of age;
- (b) meet the English language proficiency requirements of the Second Schedule to the Regulations;
- (c) pass a knowledge test on the fundamentals of instructing (the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, classroom training techniques, techniques of applied instruction, use of training aids, analysis and correction of student errors and human performance relevant to ground instruction), unless the applicant holds an FIR issued under the Regulations; and
- (d) pass a knowledge test on the aeronautical knowledge areas appropriate to the rating sought, unless the applicant holds or has held a CPL or ATPL as appropriate (regulation 115).

Knowledge test results for a GIL are valid for eighteen (18) months after the test is passed (regulation 113(4)).

7.2 Ratings, knowledge basis and privileges (regulations 113(2), 114 and 115)

GIL rating	Knowledge basis	Privileges
Basic	CPL aeronautical knowledge (regulation 48), or holds/has held a CPL	Ground training for the PPL and associated ratings and for a PPL flight check-out; recommendation for the PPL knowledge test.

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GIL rating	Knowledge basis	Privileges
Advanced	ATPL aeronautical knowledge, or holds/has held an ATPL	Ground training for any pilot licence or rating and any flight check-out; recommendation for any licence knowledge test.
Instrument	Basic or advanced basis plus the instrument rating knowledge (regulation 76) and a valid instrument rating	Ground training for the instrument rating and an instrument proficiency check; recommendation for the instrument rating knowledge test.

A GIL is issued with one of the basic, advanced or instrument ratings, or with a combination of basic and instrument or advanced and instrument. Within the limitations of the rating, the holder may endorse the logbook or training record of a person to whom the training or recommendation was given.

7.3 Additional rating

An applicant for an additional GIL rating shall complete the necessary training and pass the knowledge test for the rating sought, and apply in CASP as an upgrade.

7.4 Validity, recency and renewal (regulations 9(16), 113(5) and 116)

- (a) A GIL is valid for twenty-four (24) months from the date of issue or renewal.
- (b) The holder shall not perform the duties of a ground instructor unless, within the twelve (12) preceding months, the holder has served for three (3) months as a ground instructor.
- (c) The holder shall apply for renewal in CASP within the ninety (90) days before expiry and upload satisfactory evidence, certified by the ATO, of having served as a ground instructor for at least three (3) months within the past twelve (12) months.
- (d) The holder shall complete a refresher training course at intervals not exceeding five (5) years and upload the certificate in CASP.

7.5 Re-issue of a lapsed GIL (regulation 116(3))

Where the GIL has lapsed for more than ninety (90) days, the applicant shall apply for re-issue in CASP after completing refresher training acceptable to the Authority, and shall be re-tested to demonstrate proficiency against the instructor requirements of the Regulations.

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8.0 FLIGHT SIMULATOR INSTRUCTOR (SFI) AND TYPE RATING INSTRUCTOR (TRI)

8.1 SFI authorisation (regulations 87(3) and 113A)

- (a) The applicant shall hold a professional pilot licence (CPL or ATPL) with instructional experience, including at least one (1) year of experience as an instructor in an FSTD.
- (b) The applicant shall demonstrate the ability to instruct, through a skill test in the category, class and type of aircraft for which the authorisation is sought.
- (c) The SFI authorisation includes instruction in an FSTD for the issue of a class or type rating in the appropriate aircraft category, within the ATO or operator approved training programme and only in an FSTD approved by the Authority.
- (d) The authorisation is valid for one (1) year. The holder may apply for renewal within the ninety (90) days before expiry, subject to a successful proficiency check.
- (e) Where the authorisation has expired for more than ninety (90) days, the applicant shall complete refresher training and pass a proficiency check on the simulator for the applicable category, class or type.

8.2 TRI privileges

- (a) The applicant shall hold a valid CPL(A) or ATPL(A) (or the helicopter equivalent), a valid type rating on the type to be instructed, and, where training will be given in the aircraft, an FIR.
- (b) The applicant shall complete a TRI course approved by the Authority and an assessment of competence conducted by a TCAA Inspector or a Designated Flight Examiner authorised for that purpose.
- (c) A TRI may conduct initial, recurrent and refresher type rating training in the aircraft or an approved FSTD for the type(s) endorsed. A TRI shall not conduct skill tests or proficiency checks for licence or rating issue; these are reserved to a Type Rating Examiner (TRE) .
- (d) TRI privileges are valid for not more than twelve (12) months (regulation 9(2)) and are renewed on evidence of instructional activity and a successful assessment of competence.

9.0 CONVERSION OF A FOREIGN INSTRUCTOR QUALIFICATION

- 9.1 An applicant holding a current flight instructor qualification issued by another ICAO Contracting State may apply in CASP for a Tanzanian FIR or GIL, subject to the following:

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- (a) an FIR can only be added to a Tanzanian CPL or ATPL, which the applicant shall already hold or obtain;
- (b) the foreign qualification shall be current and not suspended or revoked; the applicant shall upload a certified copy of the foreign qualification and licence and a letter of good standing from the issuing authority;
- (c) the Authority verifies authenticity directly with the issuing authority before any credit is given; instructional hours under the foreign qualification may be credited at the Authority's discretion;
- (d) the applicant shall pass a practical test with a TCAA Designated Flight Examiner, in an aircraft or approved FSTD, demonstrating instructional competence under Tanzanian airspace, procedures and regulations; a foreign practical test result is not accepted in its place;
- (e) the applicant shall meet the English language proficiency requirements; and
- (f) the converted FIR is valid for twelve (12) months from the date of the practical test and is renewed in the same way as any other FIR.

10.0 APPLICATION PROCESS IN CASP

- 10.1 The process for issue, upgrade, renewal, re-issue and conversion is shown as a flowchart in Figure 1 below. The documents to be uploaded are listed in Appendix A.

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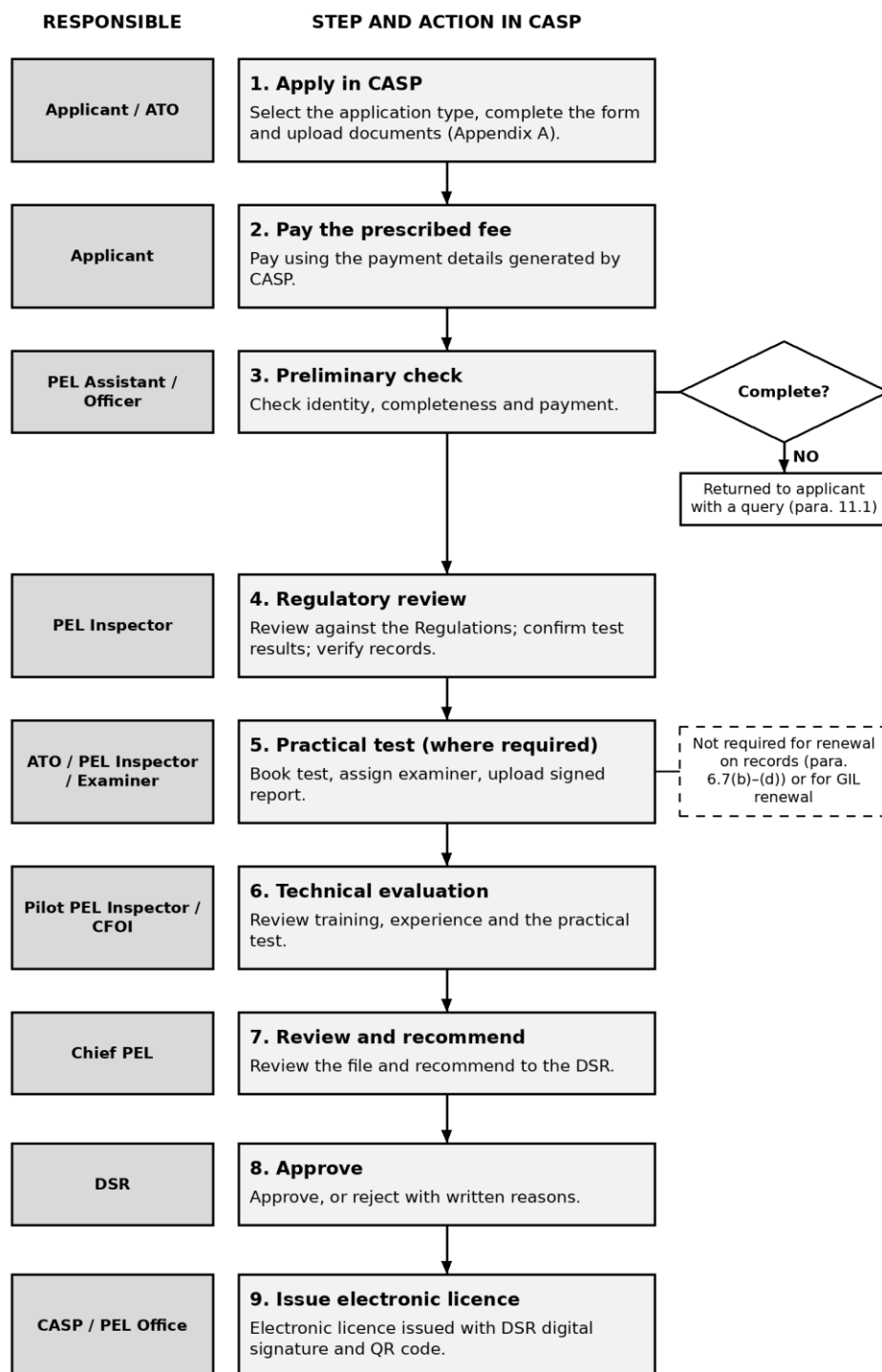


Figure 1 – Issue, upgrade, renewal, re-issue and conversion of instructor qualifications

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11.0 DISCREPANCIES, REJECTION AND RE-SUBMISSION

- 11.1 Where the PEL Office finds a discrepancy that can be corrected, the application is returned to the applicant in CASP with a query stating the discrepancy. The applicant shall correct the discrepancy and re-submit the same application; a new application and fee are not required.
- 11.2 Where the applicant does not meet a requirement of the Regulations, the application is rejected in CASP with a written statement of the reasons and of the requirement not met. The applicant may submit a new application once the requirement has been met.
- 11.3 Where a document appears to be false or altered, the application is suspended in CASP and the matter is referred for enforcement.

12.0 OVERSIGHT AND ENFORCEMENT

- 12.1 Instructors and ATOs are subject to surveillance by the Authority, including observation of training, review of training records and feedback from trainees. Non-compliance, including instructing outside the privileges held or falsifying endorsements or records shall be dealt under enforcement.

13.0 RECORDS

- 13.1 CASP is the authoritative record of every application, evaluation, test result, decision and document issued under this Advisory Circular. The PEL Office 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.
- 13.2 ATOs shall retain instructor training records and the records of instructional activity used as evidence for renewal for at least three (3) years and make them available to the Authority on request.

14.0 EFFECTIVE DATE AND CANCELLATION

- 14.1 This Advisory Circular is effective from the date of issue shown below and remains in force until amended, revised or cancelled by the Authority.
- 14.2 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.

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DIRECTOR OF SAFETY REGULATION

APPENDIX A: DOCUMENTS TO BE UPLOADED IN CASP

Document	FIR issue / upgrade	FIR renewal / re-issue	GIL issue / renewal	SFI / TRI
NIDA card or passport	Yes	Yes	Yes	Yes
Current CPL/ATPL (Tanzanian)	Yes	Yes	If applicable	Yes
Valid medical certificate (retrieved by CASP)	Yes	Yes	–	Yes
Instructor course completion certificate from ATO	Yes	–	Yes	Yes
Logbook extracts / endorsements (instruction, PIC hours, spin training)	Yes	Yes	–	Yes
Knowledge test result (retrieved by CASP)	Yes	–	Yes	–
Practical test / proficiency check report (uploaded by examiner)	Yes	If applicable	–	Yes
Record of students endorsed / instructional hours / refresher certificate	–	Yes	–	Yes
ATO certificate of service as ground instructor (3 months in 12)	–	–	Renewal	–
Refresher training certificate	–	Re-issue	Re-issue / 5-yearly	Expired > 90 days
Foreign qualification, licence and letter of good standing	Conversion	–	Conversion	Conversion
Declaration of ATO / training framework (holders aged 65+)	If applicable	If applicable	–	If applicable
Proof of payment (generated by CASP)	Yes	Yes	Yes	Yes

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