

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 1 of 8

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) provides guidance to applicants, holders, air operators and Approved Training Organisations (ATOs) on the requirements and the Civil Aviation Service Portal (CASP) procedure for the issue, renewal, re-issue of a Flight Operations Officer (FOO) Licence.

2.0 APPLICABILITY

- 2.1 This AC applies to applicants for and holders of an FOO Licence, to Air Operator Certificate (AOC) holders that employ FOOs for dispatch, flight monitoring and operational control, and to ATOs conducting FOO training.

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 GENERAL INFORMATION – CIVIL AVIATION SERVICE PORTAL (CASP)

- 4.1 Every application for the issue, renewal, re-issue, or replacement of a flight operations officer licence 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.

The paper application forms, which are no longer accepted unless the Authority directs otherwise in writing.

- 4.2 **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.
- 4.3 **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

This is a Controlled Document	TCAA-AC-SR-PEL012E	Issued October 2026
-------------------------------	--------------------	---------------------

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 2 of 8

knowledge tests taken through the Authority, skill-test reports submitted by designated examiners and medical assessments submitted by Aviation Medical Examiners are retrieved by CASP from the Authority's records and need not be uploaded by the applicant, unless CASP requests them.

- 4.4 **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.
- 4.5 **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.
- 4.6 **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.
- 4.7 **False information.** Uploading false, altered or fraudulent documents, or making a false representation in CASP, is a violation of regulation 198(1)(d).
- 4.8 A licensed FOO shall not release a scheduled passenger carrying commercial air transport flight unless qualified by the AOC holder for the operation and the aircraft type used. The FOO Licence is a pre-requisite for, and does not replace, the operator's qualification.

5.0 ELIGIBILITY (REGULATION 117)

- 5.1 An applicant for an FOO Licence shall:
- (a) be at least twenty-one (21) years of age;
 - (b) demonstrate the ability to read, speak, write and understand the English language in accordance with the Second Schedule to the Regulations; and
 - (c) meet the knowledge (regulation 118), experience or training (regulation 119) and skill (regulation 120) requirements described below.

6.0 KNOWLEDGE REQUIREMENTS (REGULATION 118, AS AMENDED IN 2026)

- 6.1 The applicant shall pass the FOO knowledge test, taken covering:

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 3 of 8

- (a) **air law** – rules and regulations relevant to operational control and to the FOO licence holder; appropriate air traffic services practices and procedures;
- (b) **aircraft general knowledge** – principles of operation of aeroplane powerplants, systems and instruments; operating limitations; the minimum equipment list and configuration deviation list;
- (c) **flight performance calculation and planning** – loading and mass and balance; operational flight planning, fuel and alternates, en-route cruise control and extended range operations; ATS flight plans; computer-assisted planning; take-off performance (field length, climb and obstacle criteria); cruise performance (minimum altitudes, decompression, engine-out and gear-down scenario planning); and landing performance (approach climb and field length criteria);
- (d) **human performance** relevant to operational control duties, including the principles of threat and error management;
- (e) **meteorology** – aeronautical meteorology and the interpretation and application of meteorological reports;
- (f) **navigation** – principles of air navigation with particular reference to instrument flight;
- (g) **operational procedures** – use of aeronautical documentation and standard operating procedures; carriage of freight and dangerous goods; accident, incident and emergency procedures; unlawful interference and sabotage;
- (h) **principles of flight** for the appropriate category of aircraft; and
- (i) **radio communication** – procedures for communicating with aircraft and relevant ground stations.

6.2 Knowledge test results are valid for eighteen (18) months after the test is passed (regulation 118(2)). The application for the licence shall be submitted in CASP within that period.

7.0 EXPERIENCE OR TRAINING REQUIREMENTS (REGULATION 119)

7.1 The applicant shall present documentary evidence of one of the following routes, together with evidence of having served under the supervision of a licensed FOO for at least ninety (90) days within the six (6) months immediately preceding the application (regulation 119(2)):

Route (regulation 119(1))	Evidence to be uploaded in CASP
(a) Two (2) years' service in any one, or a combination, of: flight crew member in commercial air transport; meteorologist in an organisation	Academic qualifications; Flight crew licence, ATC licence or meteorologist certificate (verified with the issuing State where foreign);

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 4 of 8

Route (regulation 119(1))	Evidence to be uploaded in CASP
providing operational control; air traffic controller or technical supervisor of FOOs or flight operations systems (at least one year in any capacity combined)	Logbook stamped by the operator and summary of experience (flight crew); Support letter from the organisation stating the duration of service; and Experience report stamped and countersigned by the accountable manager.
(b) At least one (1) year as an assistant in the dispatching of aircraft used in commercial air transport	Academic qualifications; Support letter stating the duration of service; and Experience report countersigned by the accountable manager.
(c) Satisfactory completion of an approved FOO training course	Academic qualifications; and ATO course completion certificate.
(d) At least two (2) years as an assistant in the dispatching of air transport	Academic qualifications; Support letter stating the duration of service; and Experience report countersigned by the accountable manager.

8.0 SKILL REQUIREMENTS (REGULATION 120)

- 8.1 The applicant shall demonstrate the ability to: identify and retrieve aeronautical data relevant to the analysis of operational situations and risks; identify and evaluate risk factors and their consequences; evaluate actions considering risk, safety and regularity; determine a course of action based on the operations manual; apply standard and non-standard procedures for the initiation, planning, continuation, diversion or termination of flights; make an operationally acceptable weather analysis and briefing, including weather trends at destination and alternates; and apply operational limitations and minima.
- 8.2 The skill is demonstrated through a practical assessment conducted at the end of the approved course or the supervised period. The report is uploads in the CASP.

9.0 VALIDITY AND RENEWAL (REGULATIONS 9(12) AND 122)

- An FOO Licence is valid for twenty-four (24) months from the date of issue or renewal.
- The licence may be renewed if the holder has performed FOO duties, exercising the privileges of the licence, in the six (6) months preceding the application. The holder uploads an experience report covering that period, stamped and countersigned by the FOO supervisor.
- The holder shall undergo refresher training at intervals not exceeding two (2) years and upload the certificate in CASP.

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 5 of 8

10.0 RE-ISSUE OF AN EXPIRED LICENCE (REGULATION 122(3))

- 10.1 An applicant whose licence has expired shall have received refresher training acceptable to the Authority and shall, in addition, meet the following requirements according to the time elapsed since expiry:

Time since expiry	Requirements
One (1) year or less	Renewal requirements of regulation 122 and refresher training.
More than one (1) year and up to five (5) years	Renewal requirements, refresher training, and a pass in the Air Law knowledge test.
More than five (5) years and up to ten (10) years	Refresher course at an ATO in preparation for the knowledge and skill tests with an ATO endorsement of competency in the relevant areas; Air Law knowledge test; and renewal requirements.
More than ten (10) years	All requirements for the initial issue of an FOO Licence.

11.0 APPLICATION PROCESS IN CASP

- 11.1 The process is shown in Figure 1 below. Documents to be uploaded are listed in paragraph 7.1 and Appendix A.

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 6 of 8

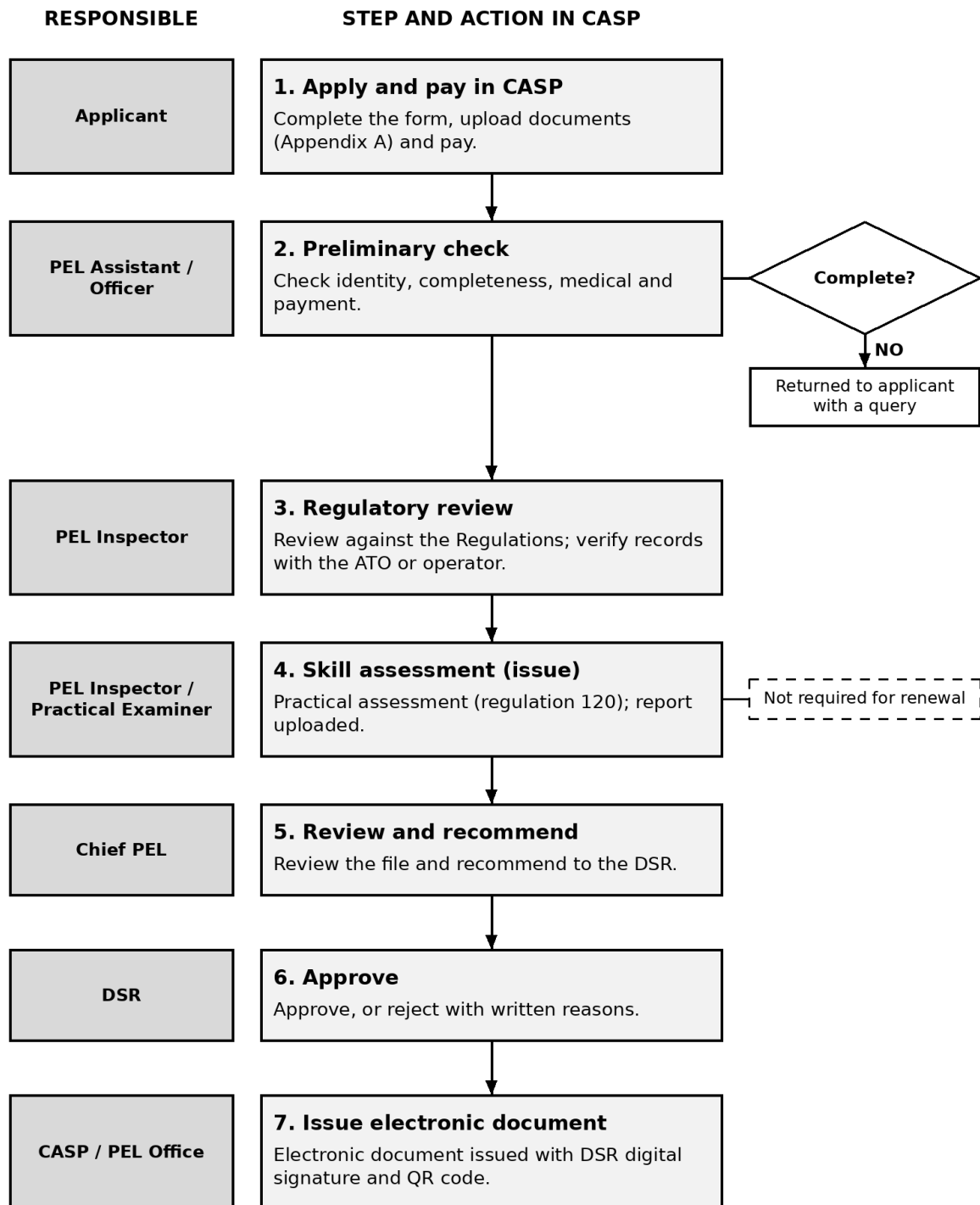


Figure 1 – Issue, renewal, re-issue of an FOO Licence

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 7 of 8

12.0 DISCREPANCIES, REJECTION AND RE-SUBMISSION

- 12.1 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.
- 12.2 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.
- 12.3 Where a document appears to be false or altered, the application is suspended in CASP and the matter is referred for 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.

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.
- 14.3 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

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-PEL012E	Title: Issue, Renewal, Re-issue of a Flight Operations Officer Licence	Page 8 of 8

APPENDIX A: DOCUMENTS TO BE UPLOADED IN CASP

Document	Issue	Renewal	Re-issue
NIDA card or passport	Yes	–	Yes
Evidence for the experience or training route (paragraph 7.1)	Yes	–	> 10 years
Supervised service of 90 days in the preceding 6 months	Yes	–	> 10 years
Knowledge test result (retrieved by CASP)	Yes	–	Air Law
Skill assessment report	Yes	–	If required
Experience report – 6 months preceding application	–	Yes	Yes
Refresher training certificate	–	2-yearly	Yes
Photograph (blue background) and specimen signature	Yes	–	Yes
Proof of payment (generated by CASP)	Yes	Yes	Yes