

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 1 Advisory Circular
Document No.: TCAA-AC-SR-PEL036A	Title: Re-issue of Aircraft Maintenance Engineer Licence (AMEL) to Comply with the B1/B2 Licensing System	Page 1 of 7

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) guides holders of an Aircraft Maintenance Engineer Licence (AMEL) in the old categories "A", "C", "A and C", "R" and "X" on converting to the B1 and B2 licence categories through the Civil Aviation Service Portal (CASP) before the end of the transition period on 27 March 2027.

2.0 APPLICABILITY

- 2.1 This AC applies to holders of a valid AMEL issued in the old categories, to Approved Maintenance Organisations (AMOs), ATOs and air operators that employ them, and to PEL Inspectors evaluating conversions.

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).
- (b) Personnel Licensing AMEL Syllabus;

4.0 GENERAL INFORMATION – CIVIL AVIATION SERVICE PORTAL (CASP)

- 4.1 Application for the issue, renewal, re-issue, upgrade, conversion or replacement of an aircraft maintenance engineer 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 are no longer accepted unless the Authority directs otherwise in writing (for example, during a declared CASP outage).

- 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 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.

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- 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).

5.0 TRANSITION REQUIREMENTS

- 5.1 Under regulation 5(11), AMELs in categories A, C, A and C, X and R shall not be renewed beyond March 2027 and shall be converted by the Authority into the appropriate B1 or B2 category on request by the holder. The Authority has set **27 March 2027** as the last day of the transition period.
- 5.2 Privileges of an old-category AMEL that has not been converted will be invalid from 27 March 2027. It is the responsibility of the holder to apply in good time. Holders are advised to apply as early as possible and not later than two (2) months before 27 March 2027, to allow time for any module examinations.
- 5.3 A holder who has not converted by 27 March 2027 loses the privileges of the licence and shall be re-examined.

6.0 CATEGORY MAPPING

- 6.1 Table 1 shows the new category to which each old category without type rating is converted.

Old category	New category
"A" Aeroplanes	B1.1 or B1.2
"C" Gas turbine engines	B1.1
"C" Piston engines	B1.2
"A" and "C" Turbine-engined rotorcraft	B1.3

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Old category	New category
"A" and "C" Piston-engined rotorcraft	B1.4
"A" and "C" Gas turbine airship	B1.5
"A" and "C" Piston airship	B1.6
"X" Electrical; Instruments; Compass compensation; Automatic pilots (aeroplanes and rotorcraft)	B2
"R" Radio communication and navigation; Radar	B2

7.0 CONVERSION REQUIREMENTS

7.1 Modules already covered by the old category are credited. The applicant shall pass the examination modules shown in Table 2, taken through the Authority's knowledge testing process (TCAA-AC-SR-PEL018D). Module numbers follow the Personnel Licensing AMEL Syllabus, which is aligned with EASA Part-66 Appendix I.

Old category held	Converted to	Examination required
"A" Aeroplanes	A1/B1.1	Module 15 (Gas Turbine Engine) and Module 17 (Propeller)
"C" Gas turbine engines	A1/B1.1	Module 11A (Turbine Aeroplane Aerodynamics, Structures and Systems)
"A" Aeroplanes	A2/B1.2	Module 16 (Piston Engine) and Module 17 (Propeller)
"C" Piston engines	A2/B1.2	Module 8 (Basic Aerodynamics) and Module 11B (Piston Aeroplane Aerodynamics, Structures and Systems)
"A" and "C" Turbine rotorcraft	A3/B1.3	None – modules covered are compatible
"A" and "C" Piston rotorcraft	A4/B1.4	None – modules covered are compatible
"A" Aeroplanes; "A" and "C" Piston rotorcraft; "A" and "C" Gas turbine rotorcraft; "C" Gas turbine engines	B2	Module 13 (Aircraft Aerodynamics, Structures and Systems) and Module 14 (Propulsion – avionic systems)
"X" Electrical	B2	Module 13 (excluding 13.5 Electrical Power, ATA 24) and Module 14
"X" Instruments	B2	Module 13 (excluding 13.8 Instrument Systems, ATA 31) and Module 14
"X" Automatic pilots – aeroplanes	B2	Module 13 (excluding 13.3 Auto Flight, ATA 22) and Module 14
"X" Automatic pilots – rotorcraft	B2	Module 13 (excluding 13.3 Auto Flight, ATA 22) and Module 14
"R" Radio communication, navigation and pulse systems	B2	Module 13 (excluding 13.4 Communication and Navigation, ATA 23/34) and Module 14
"X" Compass compensation	B2	Determined case by case, based on the other categories held and the experience requirements of regulation 125

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8.0 TYPE AND GROUP RATINGS

- 8.1 Type or group ratings endorsed on the old licence are reviewed during the evaluation and transferred to the corresponding B1 or B2 category where the rating falls within the privileges of the new category. Any rating that cannot be transferred is identified in the evaluation and the holder is advised in CASP of the requirements of regulation 126 for its grant.

9.0 APPLICATION PROCESS IN CASP

- 9.1 The holder applies in CASP under "AMEL re-issue – B1/B2 conversion" and uploads the documents in Appendix A, including the online application form duly signed and certification from an authorised person at the applicant's place of work (AMO, ATO or air operator). The process is shown in Figure 1 below.

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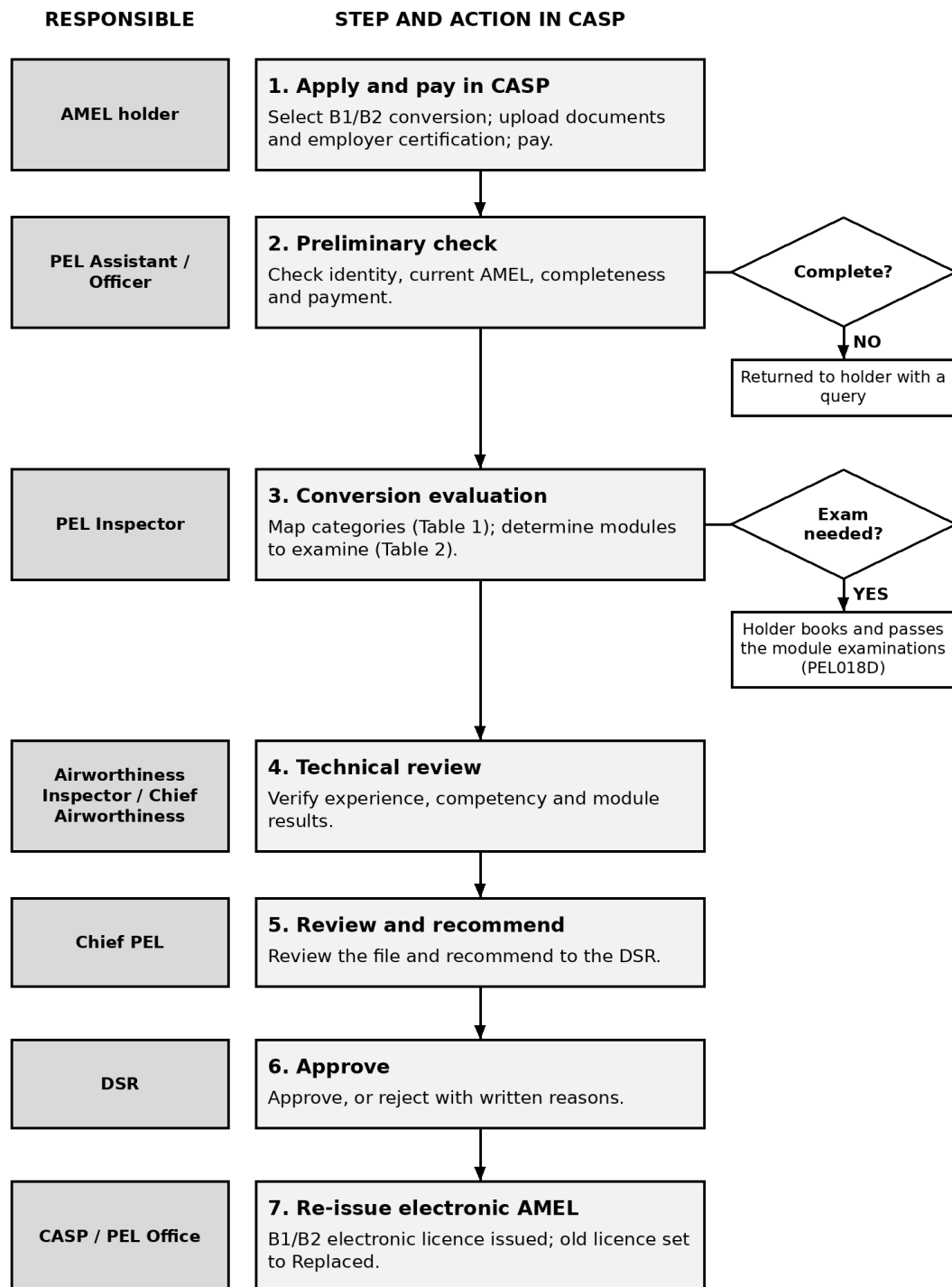


Figure 1 – Re-issue of an old-category AMEL in the B1/B2 system

10.0 DISCREPANCIES, REJECTION AND RE-SUBMISSION

10.1 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

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applicant shall correct the discrepancy and re-submit the same application; a new application and fee are not required.

- 10.2 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.
- 10.3 Where a document appears to be false or altered, the application is suspended in CASP and the matter is referred for enforcement.

11.0 RECORDS

- 11.1 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.

12.0 EFFECTIVE DATE AND CANCELLATION

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



JOHN NZULULE
DIRECTOR OF SAFETY REGULATION

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APPENDIX A: DOCUMENTS TO BE UPLOADED IN CASP

Document	Required
NIDA card or passport	Yes
Current AMEL (old category), including type or group ratings	Yes
Signed online application form	Yes
Certification of current employment and experience by an authorised person of the AMO, ATO or air operator	Yes
Certificates of training in the modules credited (where available)	If available
Module examination results (retrieved by CASP)	Where Table 2 requires examination
Proof of payment (generated by CASP)	Yes