

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 5 Advisory Circular
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1.0 PURPOSE

- 1.1 This Advisory Circular (AC) guides pilots on the requirements for the issue, renewal, re-issue and conversion of an Instrument Rating (IR) under the Civil Aviation (Personnel Licensing) Regulations, 2017 (R.E. 2026). It also introduces the Civil Aviation Service Portal (CASP) and the electronic licence.

2.0 APPLICABILITY

- 2.1 This AC applies to applicants for and holders of an instrument rating (aeroplane or helicopter), and to the ATOs, instructors and Designated Flight Examiners involved in their training and testing.

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 (GN No. 258 of 2026); and
- (d) Civil Aviation (Approved Training Organisations) Regulations, 2017 (R.E. 2026),

4.0 GENERAL INFORMATION – CIVIL AVIATION SERVICE PORTAL (CASP)

- 4.1 With effect from October 2026, every application for the issue, renewal, re-issue, upgrade, conversion or replacement of a instrument rating 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. CASP replaces the earlier SOFIA licensing and certification portal links and the paper application forms, which 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

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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).

5.0 TYPES OF INSTRUMENT RATING

- 5.1 An IR(A) is issued to an applicant who qualifies in an aeroplane and an IR(H) to one who qualifies in a helicopter. A holder of an IR in one category who applies for an IR in the other category shall meet the experience requirements and pass the skill test for that category; the knowledge test is not repeated (regulation 75(2)(c)).
- 5.2 If the privileges are to be exercised on multi-engine aircraft, the applicant shall receive dual instrument instruction in a multi-engine aircraft from an authorised flight instructor. An IR skill test completed in a single-engine aircraft is limited to single-engine operations.
- 5.3 A commercial pilot shall not act in an aeroplane of maximum certificated take-off mass over 2,300 kg unless the licence includes an instrument rating (regulation 68(2)).

6.0 ELIGIBILITY (REGULATION 75)

- 6.1 An applicant for an instrument rating shall:

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- (a) hold a valid Private Pilot Licence or Commercial Pilot Licence (or ATPL) with the aircraft category and type rating for the IR sought;
- (b) hold a valid Class 1 medical certificate;
- (c) have passed the aircraft technical type rating knowledge test and practical flight check-out on the aircraft type to be used for the IR (TCAA-AC-SR-PEL032);
- (d) have completed IR training: for ab-initio applicants, at an ATO following TCAA-AC-SR-PEL056 (integrating conventional and PBN procedures), given by an instructor holding a valid flight instructor rating with instrument privileges and type-rated on the aircraft used;
- (e) for helicopters, have operational experience by sole reference to instruments, including a level 180° turn;
- (f) have passed the IR knowledge test, unless already holding an IR in another category;
- (g) hold a logbook endorsement from the instructor certifying competence and readiness for the IR test; and
- (h) pass the IR skill test in the aircraft category and type, or in an approved FSTD.

7.0 KNOWLEDGE REQUIREMENTS (REGULATION 76, AS AMENDED IN 2026)

- 7.1 The ground training and knowledge test cover air law for IFR flight; aircraft general knowledge, including the use, limitation and serviceability of avionics, electronic devices and instruments necessary for IFR flight and the use and limitations of automation; flight performance and planning; human performance; meteorology; navigation, including practical air navigation using radio navigation systems; operational procedures; and radiotelephony. The test is taken under TCAA-AC-SR-PEL018D and the result is recorded in CASP.

8.0 CONVERSION OF A FOREIGN INSTRUMENT RATING

- 8.1 An applicant converting a foreign IR shall practise the IR routes with a Tanzanian-licensed instrument-rated pilot who is current on the type to be used for the test, then pass an initial IR skill test. The foreign IR is verified with the issuing authority through CASP.

9.0 THE SKILL TEST

- (a) After training, the ATO or applicant uploads the training report in CASP and books the IR skill test. The PEL Inspector assigns an IR examiner designated.

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- (b) The applicant is tested on the requirements of regulations 27 and 75 for the aircraft type used. An applicant retesting within sixty (60) days may be credited with areas already passed; after sixty (60) days all areas are retested (regulation 27(2)).
- (c) If the test is not completed for reasons other than proficiency, the examiner issues a Letter of Discontinuance, uploads it in CASP and explains how the test may be completed and rescheduled.
- (d) If performance is unsatisfactory, the examiner terminates the test, explains the reasons, completes a Notice of Denial listing the areas not passed and the number of failures, gives the applicant a copy and uploads the original in CASP. A retest requires further training and an instructor endorsement (regulation 30).
- (e) If performance is satisfactory, the examiner endorses the logbook and uploads the test report with any limitations in CASP. Limitations are removed when the applicant presents evidence of meeting the relevant requirements.

10.0 VALIDITY, RENEWAL AND RE-ISSUE (REGULATIONS 9(8) AND 80)

- (a) An instrument rating is valid for twelve (12) months from the date of the initial or renewal flight test.
- (b) For renewal, the holder applies in CASP and books the renewal flight test before expiry. The test is conducted on an aircraft, or an approved FSTD, of a type rating included in the licence. The holder shall hold a valid licence, aircraft rating and Class 1 medical certificate.
- (c) Where the IR has lapsed for two (2) to five (5) years, the applicant shall complete refresher training from a person authorised by the Authority, obtain a logbook endorsement of satisfactory completion and pass the renewal flight test.
- (d) Where the IR has lapsed for more than five (5) years, the applicant shall complete refresher training from a flight instructor with instrument privileges who is rated on the type, and pass an initial IR skill test.

11.0 APPLICATION PROCESS IN CASP

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

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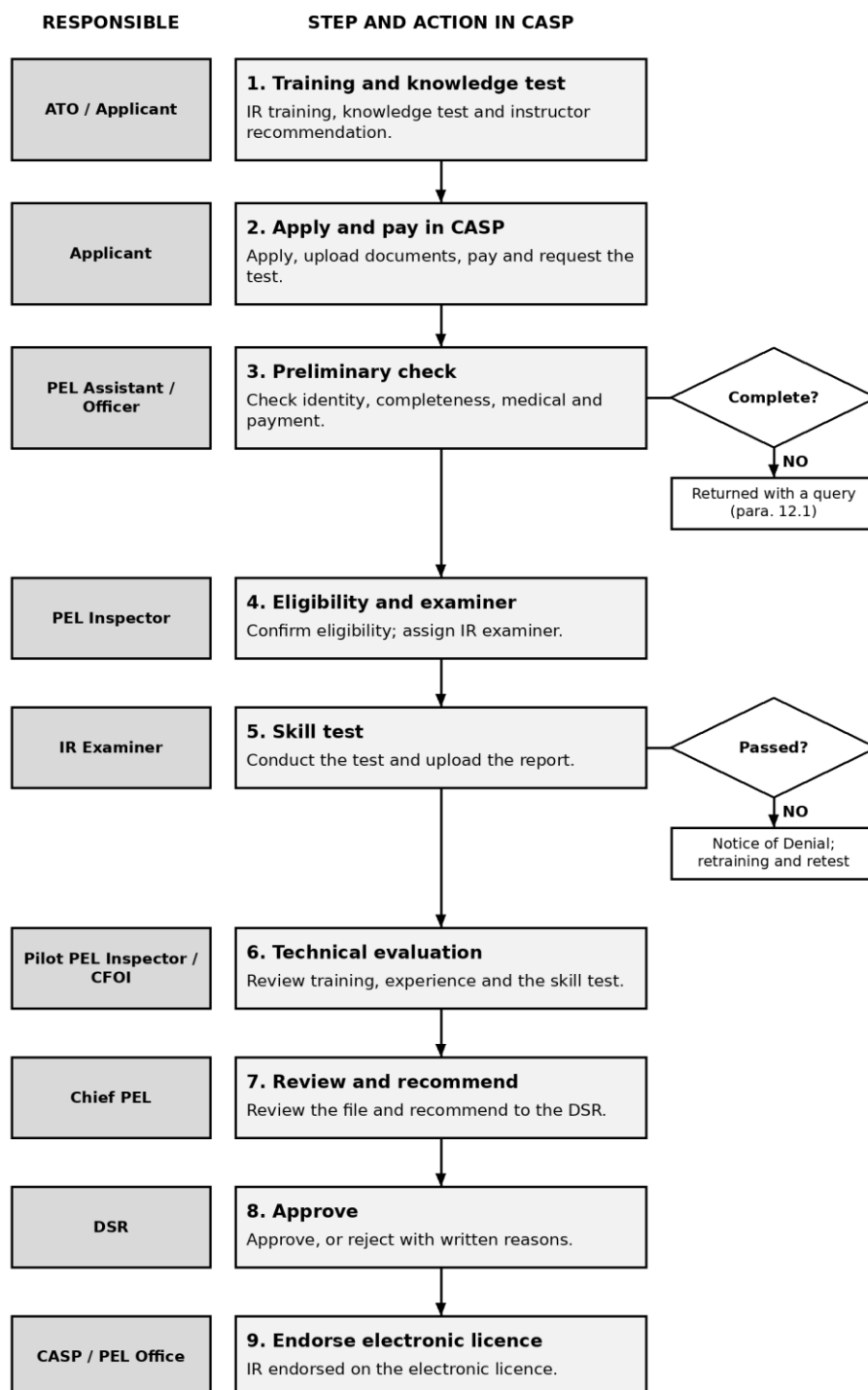


Figure 1 – Issue, renewal, re-issue and conversion of an instrument rating

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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.
- 14.2 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

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APPENDIX A: DOCUMENTS TO BE UPLOADED IN CASP

Document	Issue / conversion	Renewal	Re-issue (lapsed)
NIDA card or passport	Yes	Yes	Yes
Pilot licence to be endorsed	Yes	Yes	Yes
Class 1 medical certificate (retrieved by CASP)	Yes	Yes	Yes
Last three pages of logbook, certified by instructor and examiner	Yes	Yes	Yes
ATO ground school and flight training report	Yes	–	Refresher
Knowledge test result (retrieved by CASP)	Yes	–	–
Technical type rating test and flight check-out	Yes	–	–
Skill test report (uploaded by examiner)	Yes	Yes	Yes
Foreign IR and verification of authenticity	Conversion	–	–
Proof of payment (generated by CASP)	Yes	Yes	Yes