

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS AVMED	Revision: 5 Advisory Circular
Document No.: TCAA-AC-SR-MED02E	Title: Issue, Renewal and Re-issue of Medical Certificate	Page 1 of 5

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) provides guidance and procedures for the issue, renewal and re-issue of Class 1, Class 2 and Class 3 medical certificates. It assists Aviation Medical Examiners (AMEs) and applicants, and describes the AME's responsibility as the Authority's representative in determining fitness.

2.0 APPLICABILITY

- 2.1 This AC applies to applicants for and holders of medical certificates (flight crew, air traffic controllers and cabin crew), to AMEs and to the Authority's Medical Assessors.

3.0 REFERENCES

- (a) Civil Aviation Act, Cap. 80 (R.E. 2023);
- (b) Civil Aviation (Personnel Licensing) Regulations, 2017 (R.E. 2026),
- (c) TCAA Aviation Medicine Protocols;
- (d) TCAA Aviation Medicine Procedure Manual;

4.0 GENERAL

- 4.1 Designated AMEs carry a heavy responsibility. A cursory examination that misses a disqualifying condition can create a safety hazard with serious consequences for air transport, the public and the examiner.
- 4.2 AMEs conduct all examinations at their designated address only and may not name an alternate examiner. When an AME is absent, applicants are referred to another AME.

5.0 CLASSES AND VALIDITY

Class	Applies to (regulation 144)	Validity (regulation 154)
Class 1	CPL and ATPL (aeroplane, helicopter, airship, powered-lift), MPL, flight engineer; also instrument rating applicants	12 months under age 40; 6 months at 40 or above
Class 2	PPL, SPL, CPL (lighter-than-air, glider), cabin crew	24 months under age 40; 12 months at 40 or above
Class 3	Air traffic controllers	24 months under age 40; 12 months at 40 or above

- 5.1 An applicant may hold any class for which the standards are met, but must hold the class required for the privileges exercised.

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- 5.2 **Start of validity.** An initial certificate is valid from the date of examination. For renewal, if the examination is within 45 days before expiry, the new validity starts from the current expiry date; otherwise it starts from the examination date. The AME may reduce the validity when clinically indicated. The Authority may extend validity by up to 45 days (regulation 14) on a request made in CASP.

6.0 APPLICATION PROCESS

- 6.1 The applicant shall:
- (a) complete the online medical history in the CASP medical module, signing the declaration required by regulation 148;
 - (b) book an appointment with a designated AME;
 - (c) present a NIDA card or passport; if identity cannot be verified the AME advises on acceptable identification;
 - (d) undergo the physical and mental examination and provide samples for the required investigations; and
 - (e) pay the AME's examination fee.
- 6.2 A medical certificate shall not be issued to an applicant who refuses to answer any item of the electronic medical form. False declarations are reported to the Authority (regulation 148(2)).

7.0 CERTIFICATION DECISION

- 7.1 After reviewing the history and completing the examination, the AME shall in CASP:
- (a) issue the certificate where all standards are met (regulation 150);
 - (b) issue the certificate with appropriate limitations (regulation 153); or
 - (c) deny the certificate where the standards are not met or a disqualifying condition under regulations 151 and 158 is present.
- 7.2 The full electronic report, signed electronically by the AME and the applicant, is submitted instantly to the Authority (regulation 149). Where a group of examiners is involved, the Authority appoints the head of the group to co-ordinate and sign. The Medical Assessor evaluates reports and makes final assessments (regulation 146); an applicant who does not meet a standard may be considered for an accredited medical conclusion (regulation 153).
- 7.3 The medical assessment (class, expiry and limitations) appears on the holder's electronic licence (First Schedule, item XV).

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8.0 HOLDER OBLIGATIONS

- (a) **Decrease in medical fitness (regulation 12):** a holder aware of a decrease in fitness, including from medication or treatment, shall not exercise the privileges of the licence.
- (b) **Psychoactive substances (regulation 191):** holders shall not engage in any problematic use of substances.
- (c) **Re-examination:** a holder may be required to undergo re-examination at any time where an Inspector or authorised person has reasonable grounds to question fitness.
- (d) **Deferral:** a holder operating far from designated AME facilities may request deferral under TCAA-AC-SR-MED04A.

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9.0 PROCESS SUMMARY

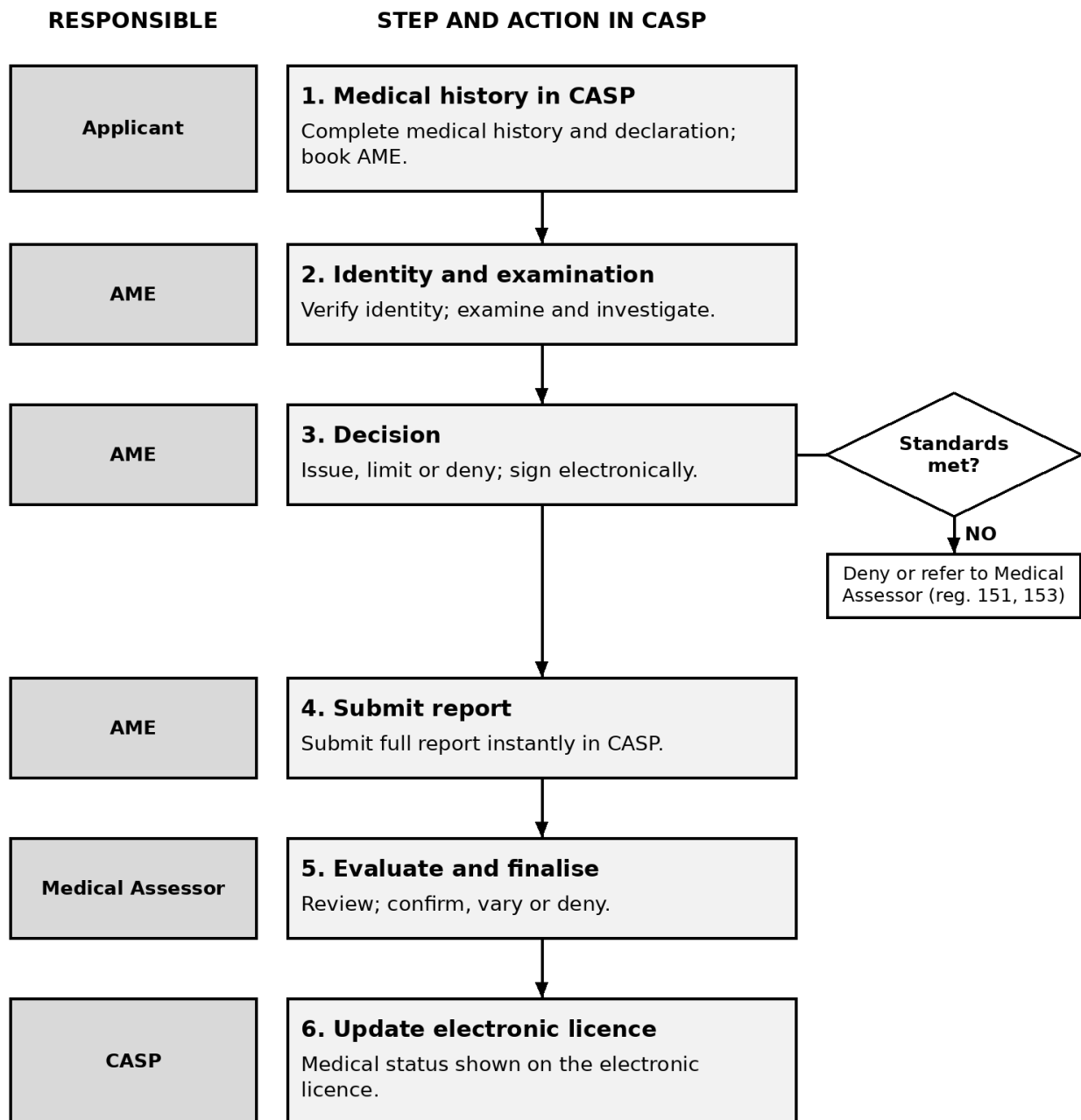


Figure 1 – Issue, renewal and re-issue of a medical certificate

10.0 RECORDS

- 10.1 CASP is the authoritative record of every application, evaluation, test result, decision and document issued under this Advisory Circular. The Medical Assessor shall ensure that the evaluation checklist, the decision of the approving officer and

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all supporting evidence are attached to the applicant's CASP record. Hard-copy records are kept only where CASP cannot hold the original document.

- 10.2 Medical records are confidential (regulation 152); access in CASP is restricted to the AME concerned and the Medical Assessors.

11.0 EFFECTIVE DATE AND CANCELLATION

- 11.1 This Advisory Circular is effective from the date of issue shown below and remains in force until amended, revised or cancelled by the Authority.
- 11.2 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