

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION PERSONNEL LICENSING	Revision: 1
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1.0 PURPOSE

1.1 This Advisory Circular (AC) provides guidance and outlines the procedure for the recognition of foreign Approved Training Organizations (ATOs), Flight Simulation Training Devices (FSTDs), and foreign personnel involved in training, testing, or checking, to ensure such training is valid for the issuance of Tanzanian licences and ratings.

1.2 This procedure is based on the principles of leveraging the safety oversight of the baseline Civil Aviation Authority (CAA) to reduce regulatory duplication while maintaining the required safety standards as prescribed in the Tanzanian Civil Aviation (Approved Training Organisation) Regulations

2.0 REFERENCES

2.1 The Civil Aviation (Approved Training Organisation) Regulations, 2017.

2.2 The Civil Aviation (Approved Training Organisation) (Amendment) Regulations, 2023

2.3 ICAO Doc 9841 – Manual on the Approval of Training Organisations

3.0 BACKGROUND

3.1. Specialized aviation training may not be readily available within Tanzania, making it necessary for operators and individuals to seek training from foreign ATOs.

3.2. In principle, the approval and oversight requirements for foreign ATOs are based on validation method. However, to avoid duplicating effort, TCAA is conducting surveillance on renewal bases.

3.3. This approach promotes efficiency, reduces the regulatory burden on both authorities and industry, and aligns with international best practices for the recognition of foreign training organizations

4.0 SCOPE

This procedure applies to:

- (i) Foreign Approved Training Organizations (ATOs): Organizations located outside Tanzania providing training for Tanzanian license holders or applicants.
- (ii) Flight Simulation Training Devices (FSTDs): Devices used for training, testing, or checking by a foreign ATO.

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- (iii) Foreign Personnel: Personnel (instructors and examiners) conducting training, tests, checks, or assessments on behalf of or for Tanzanian licence holders

5.0 GENERAL APPROVAL POLICY

5.1 All foreign ATOs, their FSTDs, and personnel involved in training or assessment for Tanzanian licence purposes must be recognized by TCAA prior to use.

5.2 Tanzanian individuals and operators are responsible for ensuring that the required TCAA recognitions are in place before engaging in any training or checks conducted by foreign organizations or personnel.

5.3 TCAA may require additional oversight or supplementary requirements to ensure compliance and safety equivalency with national standards, based on a review of the Baseline CAA's regulatory framework.

5.4 The recognition process is structured as a streamlined procedure that takes credit for the approval and oversight activities performed by the Baseline CAA. It does not constitute a full re-approval of the foreign ATO

6.0 PROCEDURE APPLICATION AND DOCUMENT SUBMISSION REQUIREMENTS

6.1 **Letter of Intent:** The applicant (Operator or individual) must submit a Letter of Intent to TCAA, justifying the need to use a foreign ATO and providing the proposed dates or period of training operations.

6.2 **Formal Application:** A signed formal application must be submitted, detailing the specific training courses for which recognition is requested.

6.3 **Required Documentation:** The following documents must be submitted as part of the formal application, either by the applicant or the foreign ATO

- (i) ATO Approval Certificate
- (ii) Training and Procedures Manual(s)
- (iii) Training Programme(s)/Syllabus
- (iv) Compliance Monitoring / Quality Manual
- (v) SMS Manual, where applicable

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- (vi) Instructor and Evaluator Qualifications
- (vii) FSTD Qualification Certificates
- (viii) TCAA Training Supplement, where applicable
- (ix) AOC holder's compliance monitoring and SMS risk assessment.

7.0 **RECOGNITION PROCEDURE.**

The recognition procedure follows a phased approach, similar to the standard ATO approval process but with a focus on validation and gap analysis.

Phase 1: Pre-application and eligibility

- 7.1 Review request: TCAA reviews the request from the AOC holder or applicant to ensure that using a foreign ATO is acceptable for the intended training.
- 7.2 Verify ATO approval: TCAA confirms that the foreign ATO holds a valid approval from its Baseline CAA for the courses proposed.
- 7.3 Initial assessment: TCAA conducts a preliminary review of the Baseline CAA's safety oversight capabilities and regulatory framework.
- 7.4 Request gap analysis: The applicant/ATO is required to submit a regulatory gap analysis comparing their operations and the Baseline CAA's requirements with the applicable TCAR requirements

Phase 2: Formal application and document submission

- 7.5 Receive Application: TCAA confirms the receipt of a formal application and the required supporting documentation as detailed in Section 6 of this AC.

Phase 3: Document review and technical evaluation

- 7.6 Review Training Syllabus: TCAA reviews the training syllabus to confirm the course meets the required TCAR training standards, syllabus content, and minimum training hours.

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7.7 Review Special Training Requirements: TCAA confirms that specific requirements such as Performance-Based Navigation (PBN), Upset Prevention and Recovery Training (UPRT), and Crew Resource Management (CRM) are adequately addressed where applicable.

7.8 Review Instructor and Evaluator Qualifications: TCAA reviews the qualifications and experience of the proposed instructors and evaluators to ensure they meet the baseline requirements and any additional TCAA requirements.

7.9 Record Findings: TCAA documents any missing information or non-compliance and requests corrective action

Phase 4: Validation

7.10 Validation Method: TCAA conducts a desktop validation and onsite inspection.

7.11 FSTD Validation: Where applicable, TCAA validates that the FSTD is properly qualified by the Baseline CAA and suitable for the proposed training.

7.12 Standardize Examiners: TCAA briefs the foreign examiners on TCAA skill test standards, forms, and licensing procedures to ensure standardization

Phase 5: Approval, Issuance, and Surveillance

7.13 Prepare Recognition Documents: TCAA prepares documentation clearly stating the scope of recognition, including:

- i. Approved courses.
- ii. Approved FSTDs and their qualification levels.

7.14 Approved instructors and examiners, where applicable.

7.15 Include Reporting Requirements: TCAA establishes requirements for the ATO to report significant changes, sanctions, simulator problems, or curriculum changes.

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7.16 **Issue recognition:** TCAA issues the signed recognition document to the foreign ATO and the AOC holder.

7.17 **Set up surveillance:** TCAA ensures procedures are in place to receive required reports from the ATO and to conduct periodic surveillance as per surveillance plan.

8.0 **CONDITIONS FOR RECOGNITION**

TCAA will issue a formal recognition once the following conditions are met.

- (i) The foreign ATO holds a valid approval from its Baseline CAA for the courses proposed.
- (ii) All training personnel have documented their competency and proficiency as per the procedures approved by the Baseline CAA and meet any additional TCAA requirements.
- (iii) All identified regulatory differences have been fully addressed through demonstrated compliance, risk assessment, and mitigation plans.
- (iv) The foreign ATO has submitted, or has agreed to submit, training and related records to TCAA's Civil Aviation Service Portal (CASP) or as part of an onsite visit.
- (v) Onsite evaluations conducted by TCAA are completed satisfactorily.

9.0 **ISSUANCE OF APPROVAL ISSUANCE AND SCOPE OF RECOGNITION**

9.1 For Foreign ATOs: TCAA will issue a formal recognition letter/document outlining the scope of approval, which may include:

- (i) List of authorized training programs.
- (ii) Approved aircraft types and FSTDs.
- (iii) Authorized instructors and evaluators.

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9.2 For Foreign FSTDs: An approval letter will be issued to the ATO or operator authorizing use, including any restrictions.

10.0 **CONTINUED VALIDITY CONTINUED VALIDITY AND SURVEILLANCE**

10.1 Period of validity: The recognition remains valid for a period of up to 12 months, or as long as the Baseline CAA's approval remains current. The validity is subject to TCAA's continued acceptance of the Baseline CAA's oversight.

10.2 Conditions for continued validity: Continued validity is subject to:

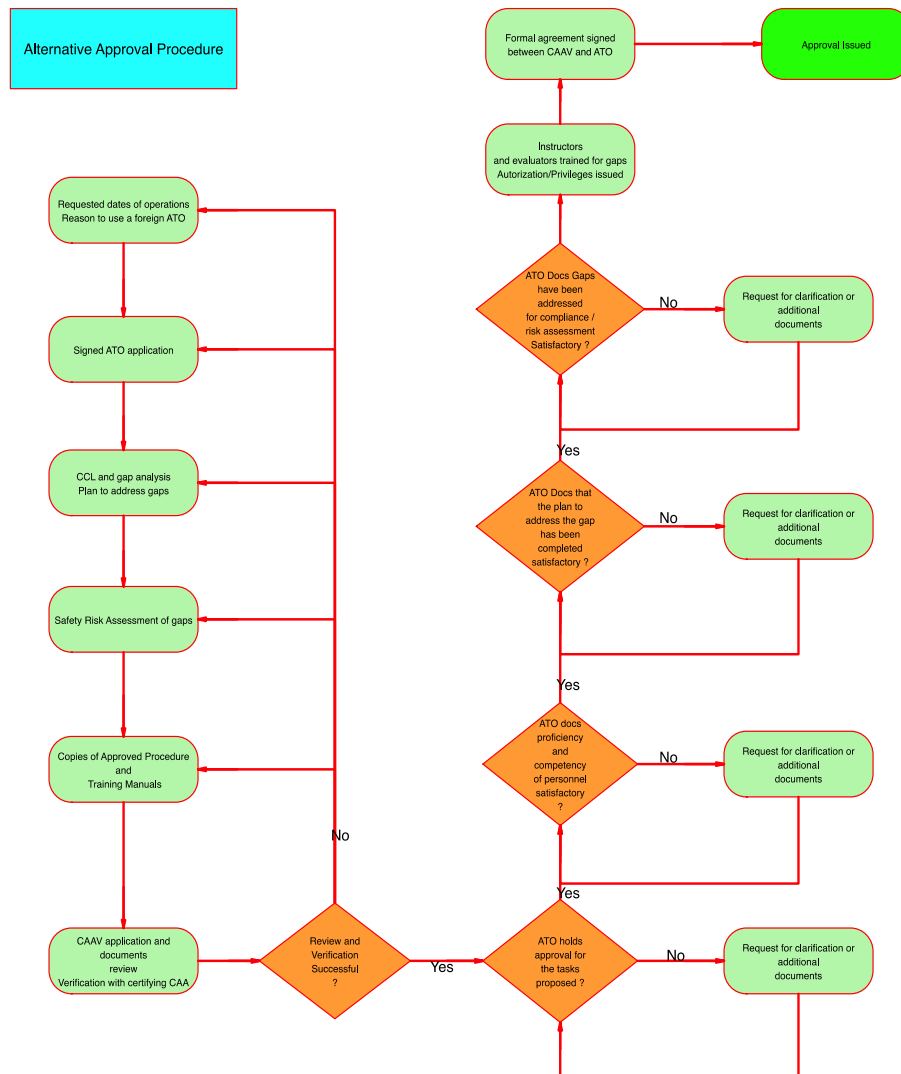
- (i) The Baseline CAA's approval remains current and valid.
- (ii) The training organization continues to comply with all terms of the recognition and the applicable TCARs.

10.3 TCAA rights: The ATO must grant TCAA the right to access facilities and documentation for inspection or audit at any time.

10.4 Breach of Obligations: Any breach of obligations may result in limitation, suspension, or revocation of the TCAA recognition

11.0 **FLOW OF THE ALTERNATIVE APPROVAL PROCEDURE**

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