

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATION PERSONNEL LICENSING	Revision: 0 Advisory Circular
TCAA- AC-SR-PEL017	Title: Issuance, Reissuance, Upgrade and Renewal of Instru (Flight Instructor Rating and Ground Instructor Licence)	Page 1 of 2

1.0 PURPOSE

This AC provides guidance to applicants, Approved Training Organisations (ATOs), authorised instructors and holders on the requirements and process for the issuance of an initial Flight Instructor Rating or Ground Instructor Licence, the addition of a further category/class rating (upgrade), the renewal of a current rating/licence, and the renewal of an expired Flight Instructor Rating or Ground Instructor Licence, under the Civil Aviation (Personnel Licensing) Regulations, 2017.

2.0 APPLICABILITY

This AC applies to applicants for, and holders of, a Flight Instructor Rating issued in conjunction with a Commercial Pilot Licence (CPL) or Airline Transport Pilot Licence (ATPL), and to applicants for, and holders of, a Ground Instructor Licence (basic, advanced and/or instrument rating). It is intended for use by applicants, ATOs providing instructor training, and authorised instructors.

3.0 REFERENCES

- a) Civil Aviation (Personnel Licensing) Regulations, 2017 as amended
- c) Civil Aviation (Approved Training Organisations) Regulations;
- e) ICAO Doc 9868 — Procedures for Air Navigation Services — Training (PANS-TRG);

4.0 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
ATO	Approved Training Organisation
ATPL	Airline Transport Pilot Licence
CPL	Commercial Pilot Licence
FIR	Flight Instructor Rating
GIL	Ground Instructor Licence
PIC	Pilot-in-Command
Issuance	The first time grant of a Flight Instructor Rating or Ground Instructor Licence to a person who has never held that rating/licence
Upgrade / Additional category	The addition of a further aircraft category, class, or (for GIL) rating to an existing Flight Instructor Rating or Ground Instructor Licence
Renewal	The extension of the validity of a current (not expired) Flight Instructor Rating or Ground Instructor Licence
Conversion	The process of issuing a Tanzanian Flight Instructor Rating to an applicant who holds a current, equivalent instructor qualification issued by another Contracting State, following verification and, where required, additional testing
Reissuance (of an	The re-establishment of a Flight Instructor Rating or Ground Instructor Licence

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Term	Meaning
expired rating)	after it has lapsed/expired

5.0 GUIDANCE

5.1 Issuance of an Initial Flight Instructor Rating

In accordance with regulation 81 of the Civil Aviation (Personnel Licensing) Regulations, 2017, an applicant for an initial Flight Instructor Rating should:

- be at least eighteen (18) years of age;
- hold a CPL or ATPL with an aircraft category and class rating appropriate to the Flight Instructor Rating sought, and, where applying with an aeroplane category and multi-engine class rating, hold an instrument rating;
- hold a logbook endorsement from an authorised instructor confirming completion of the fundamentals of instructing;
- have passed the knowledge test on the areas listed as (techniques of applied instruction, the learning process, elements of effective teaching, student evaluation, training programme development, lesson planning, classroom instructional techniques, use of training aids, analysis and correction of student errors, human performance, and hazards of simulating in-flight failures);
- hold a logbook endorsement on the areas of operation and have passed the practical (flight) test on those areas, appropriate to the rating sought, in an aircraft or an approved synthetic flight trainer used under an approved course at an ATO;
- for an aircraft category rating, hold a logbook endorsement and demonstrate instructional proficiency in stall awareness, spin entry, spins, and spin-recovery procedures;
- have logged at least fifteen (15) hours as PIC in the category, class and type of aircraft appropriate to the rating sought; and
- have received, under the supervision of an authorised flight instructor, not less than twenty (20) hours of instruction in flight instructional techniques, and have practised instructional techniques in the relevant flight manoeuvres and procedures.

5.2 Issuance of an Initial Ground Instructor Licence

In accordance with regulation 113, an applicant for a Ground Instructor Licence (GIL) should:

- be at least eighteen (18) years of age;
- meet the language proficiency requirements of the Second Schedule to the Regulations;
- pass a knowledge test on the fundamentals of instructing (learning process, effective teaching, student evaluation, course development, lesson planning, classroom techniques, use of training aids, analysis and correction of student errors, and human performance) — not required if the applicant already holds a Flight Instructor Rating;

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- d) pass a knowledge test on the aeronautical knowledge areas as appropriate to the rating sought; and
- e) hold or have held a CPL or ATPL, or pass the knowledge requirements corresponding to the rating sought.

5.3 Upgrade / Addition of a Category, Class or Rating

An applicant for an additional category Flight Instructor Rating should meet the full eligibility requirements that apply to the additional rating sought. For a GIL, an applicant seeking to add a rating (basic, advanced or instrument) should meet the requirements corresponding to that rating, including the instrument ground instructor rating holding a valid instrument rating and meeting the instrument rating knowledge requirements.

5.4 Renewal of a current (not expired) Flight Instructor Rating

A Flight Instructor Rating is valid for twelve (12) months from the date of the instructor flight test or renewal. It may be renewed if the applicant, before expiry:

- a) passes a practical test for renewal of the rating, or for additional flight instructor privileges; or
- b) presents evidence of having, within the twelve (12) months preceding the application, endorsed at least five (5) students for a practical test, at least eighty percent (80%) of whom passed on the first attempt; or
- c) presents evidence of having performed as a flight instructor or company check pilot and logged not less than twenty (20) instructional hours in the preceding twelve (12) months; or
- d) presents a certificate of successful completion of an approved flight instructor refresher course (ground and/or flight training) within the ninety (90) days preceding expiry.

5.5 Renewal of an expired Flight Instructor Rating (Reissuance)

Where a Flight Instructor Rating has expired, the holder shall pass a flight instructor's practical test before the rating can be renewed. Applicants are encouraged to apply for renewal before expiry to avoid the additional requirement to re-sit the practical test.

5.6 Renewal of a Ground Instructor Licence

A Ground Instructor Licence is valid for twenty-four (24) months from the date of issue or renewal. The holder should not perform ground instructor duties unless the holder has served for at least three (3) months as a ground instructor within the twelve (12) months preceding the renewal.

5.7 Privileges, limitations and recordkeeping

The privileges and limitations applicable to Flight Instructor Rating holders are set out in regulations 87 and 88, and those applicable to Ground Instructor Licence holders are set out in regulation 114. Every Flight Instructor Rating holder should maintain the training records required by regulation 85 (a signed logbook or record for each person trained, and a record of solo and test endorsements), retained for three (3) years from the date the training was given.

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5.8 Maintenance of competency of instructors

The holder of a Flight Instructor Rating (FIR) shall not exercise the privileges of the rating unless he or she has conducted at least ten (10) hours of flight instruction within the preceding twelve (12) months.

Where the holder has not met this requirement, he or she shall:

- Successfully complete a Flight Instructor proficiency check with an authorised examiner in accordance with the applicable requirements; or
- Apply for the reissuance of the Flight Instructor Rating in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2017.

5.8.1 Practical implication:

A Flight Instructor who has not conducted at least ten (10) hours of flight instruction within the preceding twelve (12) months shall not exercise the privileges of the rating. The instructor may only resume instructional privileges after competency has been re-established through a successful proficiency check or upon reissuance of the Flight Instructor Rating.

Note: This requirement complements the renewal and reissuance provisions outlined in Sections 5.4 and 5.5 of this Advisory Circular.

5.9 Application guidance

Applicants are advised to submit the following with an application for issuance, upgrade, renewal, or reissuance of an Instructor Rating:

- a completed licensing application form for the relevant instructor rating/licence;
- certified copies of the current CPL/ATPL (for FIR);
- logbook extracts/endorsements evidencing the relevant instruction, experience and, where applicable, PIC hours;
- evidence of the knowledge test(s) passed and their validity;
- for renewal, evidence of the training record/refresher course/practical test report; and
- the applicable fee, as prescribed by the Authority.

6.0 Conversion/Transfer of a Foreign Flight Instructor Rating

An applicant who holds a current Flight Instructor Rating, or an equivalent instructor certificate/qualification, issued by another ICAO Contracting State, and who wishes to obtain a corresponding Tanzanian Flight Instructor Rating or Ground Instructor Licence, should note the following:

- Underlying licence: a Flight Instructor Rating can only be added to an eligible Tanzanian pilot licence. An applicant must already hold a Tanzanian CPL or ATPL.
- Current standing: the foreign instructor rating/qualification must be current and must not be under suspension or revocation by the issuing State at the time of application.

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- c) Verification of authenticity: the Authority will verify the authenticity of the foreign instructor rating and the standing of its holder directly with the civil aviation authority of the issuing State before any credit is given towards the Tanzanian requirements.
- e) Instructional experience: documented instructional hours obtained under a foreign rating may, at the Authority's discretion and subject to verification, be credited toward the experience requirement
- f) Practical test: the applicant is required to complete a practical (flight) test with a TCAA designated Flight Test Examiner, in an aircraft or approved synthetic flight trainer, to demonstrate instructional competence under Tanzanian airspace, procedures and regulations. A foreign instructor practical test result is not, by itself, accepted in place of this test.
- g) Language proficiency: the applicant must meet the English language proficiency requirements of the Second Schedule, as for any other applicant.
- i) Validity of the converted rating: a Flight Instructor Rating issued on conversion is valid for twelve (12) months from the date of the practical test, on the same basis as an initial issuance and is thereafter subject to the same renewal requirements as any other Flight Instructor Rating under regulation 89.

In addition, an applicant applying under this section should submit: a certified copy of the foreign instructor rating/certificate and the underlying foreign pilot licence; a letter or certificate of good standing from the issuing State's civil aviation authority confirming that the instructor rating is current and not suspended or revoked.

7.0 EFFECTIVE DATE

This AC takes effect on the date of approval shown below and remains in effect until amended, revised or cancelled by the Authority.



Director Safety Regulation

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