



Advisory Circular

CAA-AC-PEL 017

Issue 2

November, 2013

ISSUE, RENEWAL OR RE-ISSUE OF A MEDICAL CERTIFICATE FOR FLIGHT CREW MEMBERS AND AIR TRAFFIC CONTROLLER LICENCES

1.0 PURPOSE

1.1 This Advisory Circular is issued to provide guidance and procedures for issue, renewal and re-issue of Class 1, Class 2 and Class 3 medical certificate. It provides information to assist an Aviation Medical Examiner (AME), in performing his duties in an efficient and effective manner, under the Civil Aviation (Personnel Licensing) Regulations and to assist applicants for medical certificates on the requirements and standards to be met for the issue, re-issue or renewal of a medical certificate.

1.2 It also describes the Examiner's responsibilities as the Authority's representative in medical certification to determine the fitness of flight crew and air traffic controllers to hold a medical certificate. Each person to be issued a medical certificate must undergo a medical examination based on the physical and, mental requirements contained in the set standards.

2.0 REFERENCES

2.1 Regulations on Medical records to Acquired Immunodeficiency Syndrome of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed medical certification forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 A designated medical examiner takes on a heavy responsibility of medically certifying the flight crew and Air Traffic Controllers. The consequences of negligent or wrongful certification, which would permit an unqualified person to take the controls of an aircraft or control air traffic, can be serious for safety of air transport, the public and the examiner. If the examination is cursory and the examiner fails to find a disqualifying defect that should have been discovered in the course of a thorough and careful examination, a safety hazard may be created.

3.1.2 The prescribed medical certification forms and the certificates for the issuance of a medical certificate may be obtained from the Authority's Personnel Licensing (PEL) Office.

3.2 Aviation Medical Examiners

Designated Medical Examiners are delegated by the Authority to examine for medical fitness of applicants for the issue, renewal or re-issue of a medical certificate.

3.3 No "Alternate" Examiners Designated

The AME is to conduct all medical examinations at their designated address only. An AME is not permitted to conduct examinations at a temporary address and is not permitted to name an alternate Examiner to act on his behalf. During an AME's absence from the permanent office, applicants for flight and cabin crew member and Air Traffic Controller medical certification must be referred to another AME in the area.

3.4 Issue of a Medical Certificate

A medical certificate is issued to any person who meets the medical requirements prescribed in Regulations on Medical certificates issued by the authority to Acquired Immunodeficiency Syndrome of the Civil Aviation (Personnel Licensing) Regulations based on the medical examination and evaluation of the applicant's history and condition.

3.5 The applicant for a medical certificate is required to:

3.5.1 seek an appointment with an AME;

3.5.2 complete the prescribed medical certification form;

3.5.3 Pay the doctor's fees for the medical examination;

3.5.4 Furnish the AME with information required by Regulation on Medical records of the Civil Aviation(Personnel Licensing) Regulation;

3.5.5 Present a photo Identification Card or Passport for identification. If the applicant's identity cannot be verified because of lack of identification or inadequate identification, the AME will explain what types of identification are acceptable and advise the applicant to return with appropriate identification to reapply.

3.6 Deferral of Medical Examination

The medical examination for renewal of a licence, when the holder is operating in an area distant from the Authority designated medical examiner facilities, may be deferred by the Authority under Regulation on Deferral of medical examination of the Civil Aviation (Personnel Licensing) Regulations; but the applicant is required to pass a medical examination with the Authority approved medical examiner of the state of operation.

3.7 Medical Certification Decision Making

3.7.1 An AME may issue a medical certificate only if the applicant meets all medical standards, including those pertaining to medical history.

3.7.2 An AME may not issue a medical certificate if the applicant fails to meet specified minimum standards or demonstrates any of the findings or diagnoses described in Regulations on Prohibition of medical certification and Medical requirements of the Civil Aviation (Personnel Licensing) Regulations.

3.7.3 AMEs must be aware that an established medical history or clinical diagnosis described under Regulation on Physical and mental requirements of the Civil Aviation (Personnel Licensing) Regulations is to be regarded as disqualifying.

Note: A history of acute toxic psychosis need not be regarded as disqualifying, provided that the applicant has suffered no permanent impairment.

3.8 Evaluation of the Medical Reports

The Authority will use the services of a doctor who is experienced in the practice of aviation medicine, to evaluate medical reports submitted to the Authority by the AMEs.

3.9 Classes and Validity of Medical Certificates

3.9.1 An applicant may apply and be granted any class of a medical certificate as long as the applicant meets the required medical standards for that class of medical certificate. However, an applicant must have the appropriate class of medical certificate for the flying duties the applicant intends to exercise. For example, an applicant who exercises the privileges of an airline transport pilot licence must hold a Class 1 medical certificate; an applicant who exercises the privileges of a private pilot licence or a cabin crew member certificate may hold a Class 1 or 2 medical certificate and an applicant who exercises the privileges of an air traffic control licence must hold a class 3 medical certificate.

3.9.2 The three classes of the medical certificates, identifying the application and validity of each class are specified under Regulations on Medical certificates issued by the Authority and Validity of medical certificate of the Civil Aviation (Personnel Licensing) Regulations.

3.10 Validity Dates of Medical Certificates

3.10.1 Initial – Validity of a medical certificate begins on the date the medical examination is performed.

3.10.2 Renewal

a) An applicant for the renewal examination, and whose medical examination is conducted within 45 days before the licence/certificate current expiry date will use the licence/certificate expiry date as the start date of the new validity period. An applicant whose medical examination is conducted after the current expiry date or earlier than 45 days before licence/ certificate expiry date will use the date of the medical examination as the start date of the new validity period.

b) **Reduction of the medical validity period** – The period of validity of a medical certificate may be reduced by an AME when clinically indicated.

3.11 Decrease in Medical Fitness

A person who holds a current medical certificate issued by the Authority and who is taking medication or receiving other treatment for a medical condition that results in the person being unable to meet the requirements for the medical certificate must not exercise the privileges of their licenses, certificates, ratings or authorizations at anytime they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise the privileges in compliance with Regulation on Decrease in medical fitness of the Civil Aviation (Personnel Licensing) Regulations.

3.12 Use of psychoactive substances

Holders of flight crew member, air traffic controller licences and cabin crew member certificates must not engage in any problematic use of substances which might render them unable to safely and properly exercise the privileges of the licence/certificate in compliance with Regulation on Use of psychoactive substance of the Civil Aviation (Personnel Licensing) Regulations.

3.13 Re-examination of a Flight Crew member ,Air Traffic Controller and Cabin Crew member

A medical certificate holder may be required to undergo a re-examination at any time if, in the opinion of the inspector of the Authority or in the opinion of a person authorised by the Authority for the purpose, there is a reasonable basis to question the holder's ability to meet the medical standards, that are applicable to the medical certificate holder's operation.

3.14 Submission of Medical Certificates and Medical Reports to the Authority

3.14.1 All certificates and medical reports, unless otherwise directed by the Authority, must be submitted to the Authority by a medical examiner within 14 days after completion of a medical examination.

3.14.2 Originals and all copies must be signed by the AME and the applicant. In the case of the medical exam being carried out by a constituted group of Examiners, the Authority shall appoint the head of the group responsible for coordinating the results of the examination and signing the report.

3.15 Protection and Destruction of Application Forms

Examiners are cautioned to provide adequate security for blank medical application and certificate forms to ensure that they do not become available for illegal use. When new or revised medical forms and certificates are issued, an AME will be advised by the Authority about disposition of the old forms and certificates. If requested, the AME should be prepared to account for the forms. The AME is responsible for making provisions to return all the unused forms at the time the AME ceases to exercise the privileges of an AME, either by resignation, retirement, termination, or death.

3.16 Examiners Responsibility to review Application

A medical certificate shall not be issued to an applicant who refuses to answer any of the items on the medical assessment/evaluation form.

3.17 Issue or Denial of a Medical Certificate – After reviewing the medical history and completing the examination, the AME shall:

- a) issue a medical certificate in accordance with Regulation on Issue of medical certificate of the Civil Aviation (Personnel Licensing) Regulations;
- b) issue a medical certificate with the appropriate limitations in accordance with Regulation on Issue of special medical certificate with a limitation of the Civil Aviation (Personnel Licensing) Regulation;
- c) deny issuance of a medical certificate in accordance with Regulation on Denial of medical certificate of the Civil Aviation (Personnel Licensing) Regulation and issue the applicant with a certificate of denial;

- d) give the applicant the original of the relevant medical certificate, and retain a copy for the applicant's medical file; or
- e) the full medical report shall be forwarded to the Authority as required by Regulation on Aviation medical examiner submission of signed medical evaluation report of the Civil Aviation (Personnel Licensing) Regulations.

A handwritten signature in black ink, appearing to be 'James', written in a cursive style.

Civil Aviation Authority