



Advisory Circular

CAA-AC-PEL207

September 2022

PROCEDURE FOR APPEALING AND REVIEW OF MEDICAL ASSESSMENT

1.0 PURPOSE

This Advisory Circular is issued to provide guidance to an applicant for or holder of a medical certificate who is not satisfied by the medical decision taken by the Authority.

2.0 REFERENCES

- 1) The Civil Aviation (Personnel Licensing) Regulations 2022.
- 2) ICAO Doc 9379 Manual of Procedures for Establishment and Management of a State's Personnel Licensing System
- 3) ICAO Doc 9734 Safety Oversight Manual

3.0 GUIDANCE AND PROCEDURES

3.1 Case presentation and appeal

3.2 An applicant for or holder of a medical certificate who is aggrieved by a medical decision of the Authority may appeal against the decision within fourteen (14) days on receipt of the decision.

3.2.1 The Authority will then constitute a committee to review the grievances stated in the appeal.

3.2.2 The decision(s) of the committee are communicated to the applicant within 7 days after the meeting.

4.0 SECONDARY REVIEW OF FITNESS

4.1 After the medical assessment, an aggrieved person may appeal by submitting an application in a manner acceptable to the Authority. The application may be related to any of the following:

- a. issuance of an "unfit" medical certificate by the DME; or
- b. an imposition of a variation or limitation.

4.2 The applicant may include any additional details that he or she wishes to raise in support of his or her appeal

4.3 Personal medical information held by the CAA may be released to the specialist advisers that will provide expert advice regarding the Appeal.

4.4 Preparation for the review report

- 4.4.1 The committee will review the medical record of the applicant including any other information furnished by the applicant.
- 4.4.2 A conclusion will be reached by the committee after review all available information regarding the appeal
- 4.4.3 However, the responsibility for the final aeromedical decision rests with the Medical Assessor, who should have autonomy in making this decision
- 4.4.4 The Authority will furnish the applicant with a copy of the review report/decision, including the reasons for it.

5.0 FINAL DECISION

- 5.1 The Authority will furnish the applicant with a copy of the review report/decision, including the reasons for it. The notification comprises:
- a. The reasons for the decision; and
 - b. The views of the experts upon which the final decision was made.

The final decision of regarding the appeal of the medical decision is made by the Medical Assessor

6.0 COSTS AND CHARGES

All applicable fees and any other expenses incurred, are the responsibility of the applicant.



Civil Aviation Authority