Advisory Circular
TCAA-AC-PEL017

October 2007

ISSUE, RENEWAL OR RE-ISSUE OF A MEDICAL CERTIFICATE FOR FLIGHT CREW, CABIN CREW MEMBERS AND AIR TRAFFIC CONTROL 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, 2006 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 shall undergo a medical examination based on the physical and, mental requirements contained in the set standards.

2.0 REFERENCES AND FORMS

2.1 Regulations 135 to 175 of the Civil Aviation (Personnel Licensing) Regulations, 2006;

2.2 Flight crew, Cabin crew members and Air Traffic Control licences application 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, cabin crew members 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 shall have been discovered in the course of a thorough and careful examination, a safety hazard may be created.

3.1.2 The application 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 **Prohibition of "Alternate" Medical Examiners**

3.4 The Aviation Medical Examiner is to conduct all medical examinations at their designated address only. An Aviation Medical Examiner 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 Aviation Medical Examiner's absence from the permanent office, applicants for flight crew, cabin crew members and Air Traffic Control medical certification shall be referred to another Aviation Medical Examiner in the area.

3.5 **Issue of a Medical Certificate**

A medical certificate is issued to any person who meets the medical requirements in regulations 135 to 175 of the Civil Aviation (Personnel Licensing) Regulations, 2006 based on the medical examination and evaluation of the applicant’s history and condition.

3.6 The applicant for a medical certificate is required to –

(a) seek an appointment with an Aviation Medical Examiner;

(b) complete the application Form;

(c) pay the prescribed fees for the medical examination;

(d) furnish the Aviation Medical Examiner with information required by regulation 138 of the Civil Aviation(Personnel Licensing) Regulation, 2006;

(e) submit an official identification card or passport for identification. If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, the Aviation Medical Examiner shall explain what types of identification are acceptable and advise the applicant to return with appropriate identification to reapply.

3.7 **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 15 of the Civil Aviation (Personnel Licensing) Regulations, 2006; but the applicant is required to pass a medical examination with the Authority approved medical examiner of the state of operation.

3.8 **Medical Certification Decision Making**

3.8.1 An Aviation Medical Examiner may issue a medical certificate only if the applicant meets all medical standards, including those pertaining to medical history.

3.8.2 An Aviation Medical Examiner 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 144 and 147 of the Civil Aviation (Personnel Licensing) Regulations.
3.8.3 Aviation Medical Examiners shall be aware that an established medical history or clinical diagnosis described under regulation 148 of the Civil Aviation (Personnel Licensing) Regulations, 2006 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.

3.9 Evaluation of the Medical Reports

The Authority shall 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 Aviation Medical Examiners.

3.10 Classes and Validity of Medical Certificates

3.10.1 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 shall 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 shall hold a Class 1 medical certificate; an applicant who exercises the privileges of a private pilot licence may hold a Class 1 or 2 Medical Certificate.

3.10.2 The three classes of the medical certificates, identifying the application and validity of each class are specified under regulations 135 and 144 of the Civil Aviation (Personnel Licensing) Regulations, 2006.

3.11 Validity Dates of Medical Certificates

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

3.11.2 **Renewal** – An applicant for the renewal examination, and whose medical examination is conducted within 45 days before the flight crew member licence current expiry date shall use the licence 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 expiry date shall use the date of the medical examination as the start date of the new validity period.

3.12 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 shall 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 14 of the Civil Aviation (Personnel Licensing) Regulations, 2006.

3.13 Use of psychoactive substances

Holders of flight crew, cabin crew members and air traffic control licences shall not engage in any problematic use of substances which might render them unable to safely and properly exercise the privileges of the licence in compliance with regulation 177 of the Civil Aviation (Personnel Licensing) Regulations, 2006.
3.14  Re-examination of a Flight Crew, cabin crew member or Air Traffic Controller
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.

3.15  Submission of Medical Certificates and Medical Reports to the Authority

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

3.15.2 Originals and all copies shall be signed by the Aviation Medical Examiner 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.

3.16  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 Aviation Medical Examiner shall be advised by the Authority about disposition of the old forms and certificates. If requested, the Aviation Medical Examiner shall be prepared to account for the forms. The Aviation Medical Examiner is responsible for making provisions to return all the unused forms at the time the Aviation Medical Examiner ceases to exercise the privileges of an Aviation Medical Examiner, either by resignation, retirement, termination, or death.

3.17  Issue or Denial of a Medical Certificate
A medical certificate shall not be issued to an applicant who refuses to answer any of the items on the medical assessment/evaluation form.

3.18  Aviation Medical Examiners Responsibility –
After reviewing the medical history and completing the examination, the Aviation Medical Examiner shall:

a) issue a medical certificate in accordance with regulation 140 of the Civil Aviation (Personnel Licensing) Regulations, 2006;

b) issue a medical certificate with the appropriate limitations in accordance with regulation 143 of the Civil Aviation (Personnel Licensing) Regulation, 2006;

c) deny issuance of a medical certificate in accordance with regulation 141 of the Civil Aviation (Personnel Licensing) Regulation, 2006 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 139 of the Civil Aviation (Personnel Licensing) Regulations, 2006.
By the Authority of
DIRECTOR GENERAL