

Scope

The scope of this document is to serve as guidance to Aero Medical Assessors on various processes in relation to Aeromedical assessments and certification. This is a live document and it is the responsibility of the AMEs to keep update and be familiar with the latest process amendments.

1. Guidance for an Initial Certificate number

Maltese Certified AMEs that require a Certificate Number for the issue of an initial medical certificate of a candidate are kindly requested to contact TMCAD via email and provide the below information:

- Surname and Name
- D.O.B
- Nationality
- Date of Issue
- Class

Medical Certificate numbers are only issued by an AMS officer upon receipt of the above information and any verifications required by the AMS are completed.

2. Guidance for Medical Certificates and Submission of Documents

TMCAD medical certificates are to be issued on the appropriate Security Paper and handwritten, signed and stamped by the AMEs. Each A4 Security Sheet contains 2 printed certificates which can be assigned to two different pilots. The Security Paper for these certificates is provided by TMCAD and sent via courier to the AME as required. When an AME requires a replenishment of the LAPL, Class 1, Class 2 and Class 3 certificates, a request via email is to be sent to the AMS section at least two weeks in advance to ensure these arrive in time. Costs might apply.

The original certificate issued is to be given to the pilot and a signed copy, both by AME and by pilot, is to be kept by the AME according to the documentation procedures.

2.1 Medical Certificates issued to Maltese Licence Holders

A clear scanned copy of the medical assessments conducted, both initial and revalidations, for Maltese Aircrew Licence holders is to be sent via email to the AMS section. The documentation dossier shall include, all the medical assessments conducted, medical reports, test results, ECG a copy of the Part-FCL medical certificate issued and a copy of the identification document of the candidate duly certified by the AME as true and original copy. Unless you are asked to present to us the actual original report forms only scanned documents via email are to be sent to TMCAD.

2.2 Medical Certificates issued to Foreign Licence Holders

When a Maltese licenced AME conducts a medical assessment for a Foreign Aircrew Licence holder, the only document that is required to be sent to the AMS section via email is a copy of the medical certificate issued to the candidate. No other documents are required by TMCAD.

CIVIL AVIATION DIRECTORATE

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3. TMCAD Forms

TMCAD forms that are required for medical assessments can be found in the below link:

<https://www.transport.gov.mt/aviation/medical-services/application-forms-652>

Form TM/CAD/0334 is to be used for Cabin Crew medical certificates. Form is available on the link above.

4. TMCAD Notices

TMCAD Medical specific Notices are available and accessible through the following link:

<https://www.transport.gov.mt/aviation/medicals-services/ams-notices-4334>

It is the responsibility of every AME to check the website regularly for any updates to Notices and Forms. It is also important to use the latest Form issues as outdated versions will not be accepted by TMCAD.

5. European Aero-Medical Repository project – EASA

In the near future TMCAD will also adopt the EAMR system being put in place by EASA. TMCAD will give a virtual briefing session on how to use the system to all AMEs to ensure a smooth transition.

6. Contacts

Whilst all the team in the AMS section will do the utmost to address any communication and queries kindly note that in normal circumstances the acceptable turnaround time for replies is that of 5 working days.

Unless otherwise advised by the AMS section, all medical documentation, and queries by AMEs are to be sent on the below email addresses:

- paul.sciriha@transport.gov.mt
- ams.tm@transport.gov.mt

AEROMEDICAL SECTION