

CIVIL AVIATION DIRECTORATE

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Scope

This document outlines the procedures and regulatory framework for the referral of medical assessment cases to the Licensing Authority, in accordance with ARA.MED.125, MED.A.050 and ATCO.MED.A.050. It provides guidance for Aero-Medical Centres (AeMCs) and Aero-Medical Examiners (AMEs) regarding the management of complex, borderline, or otherwise exceptional cases requiring a higher level of aero-medical expertise.

The referral process ensures consistency, transparency, and adherence to medical certification standards as outlined in Part-MED and Part-ATCO.MED. It includes the steps to be followed when a medical assessment outcome cannot be determined at the initial level and must be escalated to the Medical Assessor of the applicant's licensing authority for further review and decision-making. The applicant is kept informed throughout the process and is also made aware of their right to a secondary review by an independent medical board should they contest the outcome of the initial referral.

Additionally, this document describes the procedural and ethical framework for the conduct of secondary reviews, ensuring impartiality, fairness, and comprehensive evaluation in accordance with the applicable regulatory and medical requirements.

1.0 Referral to the licensing authority

ARA.MED.125, MED.A.050, ATCO.MED.A.050

When a medical assessment requires a referral, the AeMC and/or AME would verbally and/or electronically inform the applicant that all his documentation will be referred to the medical assessor of the licensing authority of the applicant. After reviewing all documentation, it will be determined if further investigation is needed, and based on the outcome of the assessment, whether a limitation will be issued or not, or if the certificate will or will not be granted.

The applicant is then informed of his right for a secondary review (Refer to 2.6.2) with an independent board, if applicable. In the interim period if the applicant is already in possession of a Part.MED/Part-ATCO MED Certificate, he will not be allowed to exercise those privileges unless an interim TMC limitation has been granted.

The AMS section ensures that borderline and difficult cases or those not regulated in Part-MED or Part-ATCO.MED, as applicable, are evaluated on a standardised basis.

In all such cases the following procedure is followed:

When an AeMC, or aero-medical examiner (AME) has referred the decision on the fitness of an applicant to the medical assessor:

- a) The AME and/or AeMC will submit Form TM.CAD.472 to the medical assessor of TM CAD;
- b) The medical assessor or medical staff designated by the medical assessor will evaluate the relevant medical documentation and request further medical documentation, examinations, and tests where required;

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- c) The medical assessor will determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) as necessary,
- d) The medical assessor will inform the AeMC or AME of the decision,
- e) In case the applicant is assessed as fit, the medical assessor shall issue, if appropriate, the medical certificate or delegate the issuance to the AeMC or AME that referred the respective applicant, (all the necessary information will be provided to the AeMC or AME by the AMS section in those cases)
- f) If following the evaluation, it is determined that the case is an unfit assessment, then the medical assessor or medical staff designated by the medical assessor will inform the AeMC or AME in writing,
- g) Initial review and assessment of referred cases will be conducted by the AMS section within 30 days from receipt of all documentation. Closure of the referral case depends on the investigations required for the specific case.
- h) Referral cases are recorded in the Referral database found on TM-CAD server in the AMS folders.

The above process is to be observed for all initial medical certification (Class 1, 2 or 3) wherein applicants have a medical condition that requires a mandatory referral to the medical assessor of the relevant licensing authority, in accordance with Part-MED.

2.0 Secondary Review

All elements outlined in section 1.0 are equally applicable to Single-Pilot HEMS operations. ARA.MED.325

The competent authority has a defined procedure for reviewing borderline, contentious and complex cases when an applicant requests a review in accordance with the applicable medical requirements and accredited medical conclusion as defined in point MED.A.010 of Annex IV (Part-MED).

1. The candidate contacts AMS for a secondary review who in turn will inform the CMO of the request.
2. The CMO will request all the medical documentation from the respective AME unless this is already provided.
3. The complete documentation is passed on to a newly appointed medical board. The board will consist of a different clinical medical expert according to the case (i.e: consultant specialising in the area of contention), aviation medicine experts (an independent medical assessor) and AME/s with privileges according to the class of medical certification in question. The CMO may also request the presence on the board of other technical experts according to the case.

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4. For an effective secondary review, the Chief Medical Assessor must ensure that no direct or indirect conflicts of interest exist between the proposed medical board members and the applicant. This includes, but is not limited to, any familial or personal relationships between board members and the applicant, as well as any financial interests involving all parties concerned. A written declaration by all members of the board and applicant, addressing this, will be requested.
5. Once secondary review is complete the medical board will decide on the case and advise the CMO accordingly. The CMO will follow the direction reached and the AMS section will implement the accredited medical conclusions of the review board.
6. The CMO will advise the AME and applicant accordingly and on completion of the process the relevant documents are stored in the filing system.

Mapped example of the above procedure:

Procedure	Status	Comments
1. The candidate contacts AMS for a secondary review who in turn will inform the CMO of the request	In Progress/Completed	
2. The CMO will request all the medical documentation from the respective AME	In Progress/Completed	
3. The complete documentation is passed on to a newly appointed medical board consisting of a different consultants specialising in the area of contention together with an independent assessor	In Progress/Completed	
4. Once secondary review is complete the medical board will decide on the case and advise the CMO accordingly. The CMO will act upon the decision of the medical board.	Pending Secondary Review Outcome.	
5. The CMO will advise the AME and applicant accordingly and on completion of the process the relevant documents are stored in the filing system.	Pending Secondary Review Outcome.	

AEROMEDICAL SECTION