



Advisory Circular

CAA-AC-PEL052

June 2023

ISSUE, RENEWAL OR RE-ISSUE OF A MEDICAL CERTIFICATE

1.0 PURPOSE

- 1.1 This Advisory Circular is issued to provide guidance on the application for issue, renewal, and re-issue of Class 1, 2 and 3 medical certificates.
- 1.2 It informs, educates, and communicates to applicants for medical certificates on the requirements and standards to be met for the issue, re-issue, or renewal of a medical certificate.
- 1.3 This Advisory Circular describes an aviation licence/certificate holders' responsibilities in applying for medical certificates. Also, it provides information on the process of applying for and processing medical certificates.
- 1.4 This Circular supersedes **CAA-AC-MED017C** dated **September 2019**.

2.0 REFERENCES

- 2.1 The Civil Aviation Act (as Amended)
- 2.2 The Civil Aviation (Personnel Licensing) Regulations.

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

- 3.1.1 The designated Aviation Medical Examiner (AME) is responsible for the assessment of applicants for issuance, renewal, or re-issue of medical certificates in respect of the flight crew, cabin crew member, and Air Traffic Controllers.
- 3.1.2 While it is the responsibility of the AME to ensure only medically fit applicants are issued with the

medical certificate, applicants are reminded of their responsibility to provide accurate, complete, and verifiable information when seeking for a medical certificate. Medically certifying an unqualified person to exercise privileges of a licence/certificate can have dire consequences for the public, the State, the AME, and the applicant.

4.0 DESIGNATION OF AN AVIATION MEDICAL EXAMINER (AME)

- 4.1 AMEs are designated by the Authority to examine applicants for medical fitness for the issue, renewal, or re-issue of a medical certificate in accordance with the Civil Aviation (Personnel Licensing) Regulations.
- 4.2 Therefore, the license/certificate holders and new applicants (for licence/certificate) are required to ensure that they undergo medical examinations by a designated AME.
- 4.3 The list of designated AMEs is published by the Authority in the Aeronautical Information Circular (AIC).

5.0 NO "ALTERNATE" EXAMINERS DESIGNATED

- 5.1 The applicants are advised that AMEs shall only conduct medical examinations at their designated location as per the AIC referred to in 4.3.
- 5.2 Additionally, AMEs shall neither conduct examinations at a temporary location nor name an alternate examiner to act on their behalf.
- 5.3 In the absence of an AME from their designated location, applicants are advised to seek the services of another AME.

6.0 ISSUANCE OF A MEDICAL CERTIFICATE

- 6.1 A medical certificate is issued to any person who meets the physical and mental health standards and requirements prescribed in the Civil Aviation (Personnel Licensing) Regulations, based on the medical examination and evaluation of the applicant's history and medical condition.
- 6.2 The applicant for a medical certificate is required to:
 - 6.2.1 Seek an appointment with an AME.
 - 6.2.2 Complete Form: AC-PEL052-A – Application Form for Medical Assessment.
 - 6.2.3 Pay the applicable doctor's fees.
 - 6.2.4 Furnish the AME with any additional medical information required to meet the standards and requirements described in the Civil Aviation (Personnel Licensing) Regulations.
 - 6.2.5 Present a National Identification Card or Passport or Certificate of Birth (for underage applicants) for identification.

7.0 DEFERRAL OF MEDICAL EXAMINATION

- 7.1 The medical examination for renewal of a licence, when the holder is operating in an area distant from the designated medical examiner's facilities, may be deferred by the Authority under the Civil Aviation (Personnel Licensing) Regulations.
- 7.1.1 For non-commercial operation, a single period of six months
- 7.1.2 For commercial operations, two consecutive periods of three months each provided that there is a favorable medical report from a designated medical examiner in the State of operations.

8.0 MEDICAL CERTIFICATION DECISION MAKING

- 8.1 An AME may issue a medical certificate only if the applicant meets all medical standards, including those pertaining to medical history.
- 8.2 An AME may not issue a medical certificate if the applicant fails to meet specified minimum standards or demonstrates any of the health conditions described in the Civil Aviation (Personnel Licensing) Regulations.
- 8.3 The applicant should be aware that there are specifically disqualifying conditions described under the Civil Aviation (Personnel Licensing) Regulations.

9.0 CLASSES OF MEDICAL CERTIFICATES

- 9.1 An applicant may apply and be granted any class of medical certificate if 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 licence/certificate held as follows:

Medical Certificate Class	Licence/Certificate
Class 1	Airline Transport Pilot Licence, Commercial Pilot Licence, Flight Engineer
Class 2	Private Pilot Licence or a Cabin Crew Member Certificate
Class 3	Air Traffic Control Licence, Remote Pilot License

- 9.2 The three classes of medical certificates and the validity of each class are specified under the Civil Aviation (Personnel Licensing) Regulations.

10.0 VALIDITY OF MEDICAL CERTIFICATES

- 10.1 **For Initial and Re-issue Medical Assessment:** Validity of a medical certificate begins on the date the medical examination is performed.
- 10.2 **For Renewal Medical Assessment:** Applicants whose medical examinations are conducted within 45 days before the pilot's licence current expiry date will use the licence expiry date as the start

date of the new validity period.

- 10.3 Applicants whose medical examinations are conducted after the current expiry date or earlier than 45 days before licence expiry date will use the date of the medical examination as the start date of the new validity period.
- 10.4 **Reduction of the medical validity period** – The period of validity of a medical certificate may be reduced by an AME or medical assessor when clinically indicated.

11.0 DECREASE IN MEDICAL FITNESS

- 11.1 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 authorisations at any time 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 the Civil Aviation (Personnel Licensing) Regulations.
- 11.2 Any Licence/Certificate holder who has been unwell for a period exceeding 20 days shall notify and seek medical assistance and advice from an AME or the Medical Assessor to assess the medical fitness and decide whether they are fit to resume the exercise of their privileges.
- 11.3 In case of serious medical condition or specifically disqualifying health condition, a secondary review by the medical assessor will be required before resuming duties.
- 11.4 The Licence/Certificate holder's medical certificate will be suspended until they are confirmed as fit to perform their duties by the AME or the Medical Assessor.

12.0 USE OF PSYCHOACTIVE SUBSTANCES

- 12.1 Holders of flight crew, cabin crew member and air traffic controller licences must 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 the Civil Aviation (Personnel Licensing) Regulations.

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

13.0 RE-ASSESSMENT OF LICENCE OR CERTIFICATE HOLDERS

- 13.1 A medical certificate holder may be required to undergo a re-assessment at any time if, in the opinion of the Chief Medical Assessor 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.

14.0 ISSUE, DEFERRAL, REFERRAL OR DENIAL OF A MEDICAL CERTIFICATE

- 14.1 After reviewing the medical history and completing the examination, the AME may:
 - 14.1.1 Issue a medical certificate in accordance with the Civil Aviation (Personnel Licensing) Regulations.
 - 14.1.2 Issue a medical certificate with the appropriate limitations in accordance with the Civil Aviation (Personnel Licensing) Regulations.
 - 14.1.3 **Deferral:** For an applicant who does not meet the prescribed standards and requirements, the AME shall defer issuance of a medical certificate until the appropriate standards have been met or the Authority decides otherwise.
 - 14.1.4 **Referral:** For an applicant who does not meet the standards and requirements due to serious health conditions, shall be referred to the Authority for further determination.
 - 14.1.5 Deny issuance of a medical certificate in accordance with the Civil Aviation (Personnel Licensing) Regulations. Issue the applicant with a Letter of Denial. [redacted]
 - 14.1.6 Issue the applicant the original of the relevant medical certificate and a copy retained in the applicant's medical file.
- 14.2 The AME shall submit the full medical report and records to the Authority under the Civil Aviation (Personnel Licensing) Regulations.

15.0 RESULTS

- 15.1 Completion of this task results in the issue of one of the following:
 - 15.1.1 A Medical Certificate.
 - 15.1.2 A Letter of Denial.
 - 15.1.3 A Referral or Deferral
 - 15.1.4 Submission of a full Medical Report to the Authority within 14 days.



Civil Aviation Authority

Appendices

Appendix I

1. Form: AC-PEL052-A -- Application form for Medical Assessment
2. Form: AC-PEL052-B -- Medical Certificate
3. Form: AC-PEL052-C -- Aviation Medical Examiner's Referral to the Authority For Medical Review
4. Form: AC-PEL-052-D -- Referral to Specialist for Review
5. Form: AC-PEL052-E -- Consent form for releasing health records
6. Form: AC-PEL052-F -- Medical Flight Test Form
7. Form: AC-PEL052-G -- Medical Examination Reports and Records Submission Form
8. Form: AC-PEL052-H -- Letter of Denial of Medical Certificate