



KENYA CIVIL AVIATION AUTHORITY

Advisory Circular

CAA-AC-PEL051

June 2023

PROCEDURE FOR THE DESIGNATION AND RE-DESIGNATION OF AN AVIATION MEDICAL EXAMINER

1.0 PURPOSE

- 1.1 This Advisory Circular is issued to provide guidelines for the designation and re-designation of an Aviation Medical Examiner (AME) including termination of the designation.
- 1.2 AMEs are designated by the Authority to conduct medical examinations for purposes of licensing or certifying aviation personnel and thus, the Authority is responsible for oversight and management of the AMEs and establishes policies, regulations, procedures, standards, and plans governing the AME.
- 1.3 This Advisory Circular therefore applies to prospective applicants for designation and re-designation as AMEs.
- 1.4 This Advisory Circular supersedes CAA-AC-MED16C dated September 2019.

2.0 REFERENCE

- 2.1 The Civil Aviation Act, 2013 (as amended)
- 2.2 Civil Aviation (Personnel Licensing) Regulations.
- 2.3 Application Form: FORM-AC-PEL051-A -- Application for Designation and Re-designation of AME
- 2.4 Aviation Medical Examination Procedures Manual Doc. No. 0013

3.0 GUIDANCE AND PROCEDURE

3.1 General Information

- 3.1.1 AMEs are designated and are not employees of the Authority. However, they have responsibilities directly related to the Civil Aviation Authority safety oversight function.
- 3.1.2 It is the responsibility of designated AMEs to ensure that only those applicants who are physically and mentally able to perform their aviation duties safely are medically certified.

- 3.1.3 To effectively discharge the duties associated with these responsibilities, once designated, AMEs shall maintain familiarity with general medical knowledge applicable to aviation.
- 3.1.4 Applicants for AME designation are expected to have detailed knowledge and understanding of the civil aviation laws, regulations, policies, and procedures related to the medical certification.
- 3.1.5 Additionally, AMEs are expected to also have suitable and acceptable medical equipment and adequate facilities necessary to conduct the prescribed examinations.
- 3.1.6 The Authority reserves the right to limit the number of AMEs as may be necessary to ensure the objectives of aviation medical examinations are met and support the aviation oversight system as provided for in the Civil Aviation Act.

3.2 Designation Of An AME

- 3.2.1 The Authority will only designate an AME under the Civil Aviation (Personnel Licensing) Regulations, to professionally qualified and appropriately licensed medical doctors.
- 3.2.2 An AME is expected to be a professional in good standing with the Medical Practitioners and Dentists Council and a respectable member of the society with good reputation.
- 3.2.3 The Authority may approve both national and foreign AMEs as may be necessary to support the execution of its mandate under the Civil Aviation Act.

NOTE

A foreign AME is a physician in another State who is designated by the Authority to conduct medical assessment for Kenyan Licence/Certificate holders.

3.3 Application Requirements

- 3.3.1 A medical doctor who meets the requirements for designation as an AME shall submit their request to the Authority using the prescribed form (Form: AC-PEL051-A, Application Form for Designation and Re-Designation of an AME) and attach the following documents:
 - 3.3.1.1 A copy of their national identification card or passport
 - 3.3.1.2 A copy of Licence(s) to practice medicine
 - 3.3.1.3 Copies of relevant academic qualifications
 - 3.3.1.4 Aviation Licence(s) or certificate(s) (if applicable)
 - 3.3.1.5 Proof of Membership of professional Association or Body
 - 3.3.1.6 Certificate of Good Conduct or a police clearance certificate

3.4 Reviewing of the Application

- 3.4.1 The Authority will receive and evaluate the documents and records and check the Application Form for accuracy.
- 3.4.2 The Authority will inspect the identification documents submitted by the applicants to establish the applicant's identity and compare the identification with the personal information provided on the prescribed application form, and if there are gaps in identification the documents will be returned, and the applicant required to resubmit the application.

3.5 Eligibility for the Designation

3.5.1 In consideration of an application for designation as an AME the Authority shall determine the eligibility of applicants by considering qualification and experience for the designation as specified under the Civil Aviation (Personnel Licensing) Regulations.

3.6 Conditions of Designation and Re-Designation

3.6.1 To be designated as an AME, the applicant must meet with the following conditions:

3.6.1.1 **Credentials:** An applicant shall furnish the Authority with information regarding the status of the licence to practice medicine.

3.6.1.2 **Professionalism:** Be knowledgeable in the principles of aviation medicine; be familiar with techniques of medical examination and assessment. Exhibit a high sense of professionalism and ethical conduct.

3.6.1.3 Capacity to Conduct Examinations

(a) The AME shall personally conduct all medical examinations at the designated location.

(b) Paraprofessional medical personnel (e.g., nurses, nurse practitioners, doctor assistants, etc.) may perform limited parts of the examinations (e.g., measurement of visual acuity, hearing, phorias, blood pressure, and pulse, and conduct of urinalysis and electrocardiography) under the supervision of the AME.

(c) The AME shall conduct the general physical examination and sign the Authority medical examination report Form: AC-PEL052-A -- Application for Medical Assessment -- and thereafter submit the duly completed Form and any applicable attachments to the Authority. In all cases, the AME shall review, certify, and assume responsibility for the accuracy and completeness of the full report of the examination.

3.7 Medical Examination Fees

3.7.1 The medical examination fees charged by AMEs should, be equivalent to the fees charged for a comparable medical examination service.

3.8 AME's Contact

3.8.1 An AME will be listed with the physical address, postal address, telephone contact and email address.

3.8.2 The AME shall advise the Authority in writing within 14 days of any change in their address.

3.9 Prohibition

3.9.1 An AME may not perform self-examination for issue or re-issue of a medical certificate to him or herself or close family members for purposes of issuance of a Licence or Certificate.

3.10 Duration Of Designation

3.10.1 An AME may be provisionally designated for an initial period of 12 months.

3.10.2 Upon successful completion of 12 months, a provisional AME may be recommended for designation as a Regular AME subject to meeting the established performance requirements. [REDACTED]

3.11 Responsibility of the AMEs

3.11.1 An AME is responsible for conducting medical examinations of applicants for medical certificates in accordance with Civil Aviation (Personnel Licensing) Regulations.

3.11.2 Report to the Authority any individual cases where, in his judgment, an applicant for a licence or certificate fails to meet any requirement, which could jeopardize flight safety.

3.11.3 Submit the signed medical evaluation report Form: AC-PEL052-A -- 'Application for Medical Assessment' to the Authority as required by the Civil Aviation (Personnel Licensing) Regulations, within 14 days of conducting medical assessment.

3.12 AME Identification

3.12.1 The Authority has established a system for identification of designated AMEs to be used to identify the Examiners, indicating each Examiner's designation number. There will be a stamp issued by the Authority for use by an examiner on certifying medical examination reports, medical certificate, and records.

3.13 Aviation Medical Examiner Refresher Seminars

3.13.1 The purpose of AME Refresher training is to develop aeromedical knowledge, clinical proficiency, and commitment to aviation safety. The refresher training is designed to provide standardisation in the application of the Authority's medical certification policies, procedures, and regulations.

3.13.2 After initial designation, and as a requirement for continued designation, an AME shall attend an AME refresher training at least once every 3 years.

3.13.3 Travel costs and other expenses for the AME to attend seminars are the responsibility of the AME.

3.14 Operational Environment Familiarisation

3.14.1 In order to acquire practical knowledge of, and experience in the operational environment in which the holders of licenses and certificates perform their duties, an AME will be required to be 'scheduled' for familiarisation at least once within the validity of each designation under the Civil Aviation (Personnel Licensing) Regulations.

3.14.2 Familiarisation may be conducted on a flight, flight simulator, ATC Control Rooms or any other operational environment approved by the Authority.

3.14.3 The Authority will develop and implement a programme for an AME familiarisation in operational areas of licensed and certified personnel.

3.15 Facilities and Equipment

3.15.1 The applicant shall have adequate facilities for performing the required examinations and possess or agrees to obtain such equipment prior to conducting any Aviation Medical examinations. Some of the equipment is as listed below:

3.15.1.1 Standard Snellen's Test Types for visual acuity (both near and distant) and appropriate eye lane. Near Vision Acuity Test Card may be used for near and intermediate vision testing. Metal, plastic or cardboard opaque occluder.

- 3.15.1.2 Muscle Test-Light: May be a penlight 0.5cm in diameter, a regular muscle-test light, or an ophthalmoscope.
- 3.15.1.3 Colour Vision Test Apparatus. Pseudoisochromatic plates, (Ishihara Concise 14, 24 or 38 plate editions; or acceptable substitutes.
- 3.15.1.4 Other vision test equipment that is acceptable as a replacement includes the American Optical Company Site-Screener, Bausch and Lomb Orthorator, Keystone Orthoscope or Telebinocular, Titmus Vision Tester, or Stereo Optical Co. OPTEC 2000 vision tester.
- 3.15.1.5 Standard doctor diagnostic instruments and aids including those necessary to perform urinalysis.
- 3.15.1.6 Electrocardiographic equipment. An Aviation Medical Examiner shall have access to 12-lead three channel digital electrocardiographic equipment.
- 3.15.1.7 Audiometric equipment. Aviation Medical Examiners must have access to audiometric equipment or a capability of referring applicants to other medical facilities for audiometric testing.

3.16 Letter Of Designation

- 3.16.1 When an applicant for designation as AME has satisfactorily met all requirements for the designation, and the prescribed application Form has been completed, the Director General or designated personnel shall issue the Letter of Designation.
- 3.16.2 Ensure the prescribed Authorisation fees is paid (if applicable).
- 3.16.3 Prepare the Letter of Designation.
- 3.16.4 Allocate the AMEs designation number.
- 3.16.5 Provide the applicant with an AMEs Certifying Stamp.
- 3.16.6 Make a copy of the Letter of Designation for the AME file.
- 3.16.7 Provide applicant with the Letter of Designation.
- 3.16.8 File all documents in the AME file.

3.17 Re-Designation

- 3.17.1 An AME may continue to conduct medical examinations for purposes of certification and licensing provided that:
 - 3.17.1.1 The AME designation is renewed and kept current.
 - 3.17.1.2 They have conducted a minimum of ten examinations within the authorization period.
- 3.17.2 An AME shall apply for re-designation at least 21 days before it expires. If the AME has not applied within 21 days before the expiration date without a valid reason, it shall be understood that the AME does not desire to renew the designation.

- 3.17.3 An AME that is not re-designated will be required to apply as a new applicant.
- 3.17.4 The AME must submit to the Authority a completed prescribed application form for re-designation along with a list of activities and tests done within the previous 12 months preceding the application.

3.18 Limitation And/or variation Of Designation

- 3.18.1 Where the Authority has reasonable grounds to believe that a violation of the Authorisation has occurred, the Authority may impose limitations and/or variations, suspend or revoke AME's Authorization in order to enhance aviation safety.
- 3.18.2 The Authority will identify AMEs committing critical errors in the medical certification process and notify them, in writing, as required, and take appropriate action.

3.19 Revocation of the Designation

- 3.19.1 Revocation of Designation may be based in whole or in part on the following criteria:
 - 3.19.1.1 Loss, restriction, or limitation of a licence to practice medicine.
 - 3.19.1.2 No examinations performed within the 12 months of the initial Designation.
 - 3.19.1.3 Disregard of or failure to demonstrate knowledge of the civil aviation rules, regulations, policies, and procedures.
 - 3.19.1.4 Careless or incomplete reporting of the results of medical examinations.
 - 3.19.1.5 Failure to comply with the mandatory AME training requirements.
 - 3.19.1.6 Unprofessional medical facility maintenance and appearance.
 - 3.19.1.7 Unprofessional performance of examinations.
 - 3.19.1.8 Failure to submit medical examinations evaluation reports and records to the Authority within fourteen days.
 - 3.19.1.9 Any action that compromises public trust or interferes with the AME's ability to carry out the responsibilities of his or her Designation.
 - 3.19.1.10 Any illness or medical condition that may affect the AME's sound professional judgment or ability to perform examinations.
 - 3.19.1.11 Arrest, indictment, or conviction for violation of Law.
 - 3.19.1.12 Request by the AME for termination of Designation; and
 - 3.19.1.13 Any other reason the Authority deems appropriate.

4.0 RESULTS OF AME APPLICATION EVALUATION

- 4.1 Applications for AME designation that are successful shall be issued a Letter of Designation with such terms and conditions that the Authority shall consider necessary.



Civil Aviation Authority

Appendices

Appendix I

1. FORM-AC-PEL051-A -- Application form for designation and re-designation as an aviation medical examiner
2. FORM: AC-PEL051-B -- Operational Environment Familiarization Form for Aviation Medical Examiners