
PROCEDURES FOR EVALUATING MEDICAL REPORTS

1.0 PURPOSE

1.1 This Order is issued to provide guidelines for Evaluation of Medical Reports prior to Audit Medical Assessment. After completing the Medical Assessment, the AME issues the Applicant, Form 46 in Duplicate for purposes of obtaining a License from the Authority. The process of Evaluation begins when the Medical Report is received by the Authority under cover of “Medical in Confidence” from the AME. Upon receipt by the Authority, the medical documents, Form 46 and the accompanying investigations and Specialists Reports are forwarded to the Authorities Medical Assessor (AMA) for Evaluation.

1.2 The Authority is responsible for oversight and management of the AMEs and establishes policies, plans, procedures, standards and regulations governing the AME. In the course of conducting the Evaluation the AMA thoroughly goes through the documents submitted by the AME to confirm compliance by the AME with the Authority guidelines.

2.0 REFERENCE

2.1 Civil Aviation (Personnel Licensing) Regulations as amended;

2.2 Prescribed Forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 Upon completion of the Medical Assessment, the AME forwards to the Authority the full Medical Report under cover of “Medical in Confidence”. The Medical Report consists of the following:

- a) A copy of fully completed Form 70
- b) Fully completed Form 46 duly signed by the Applicant and witnessed by the AME in part 1; & part 2 of the same form indicating final assessment and signed by the AME for the 2nd time.

- c) Laboratory Reports, X- ray Reports, ECG, Audiogram and other Specialist Reports if any, and
 - d) A cover letter from the AME confirming what has been forwarded.
- 3.1.2 The AMA's Office Registers the documents for the current month and books them for Evaluation.
- 3.1.3 On the basis of first come first served the AMA undertakes evaluation through the following steps:
- a) Checks whether the Form 46 is filled and signed by the Applicant and the AME as per Standard;
 - b) Confirms the issued Medical Certificate is in conformity with the Standards by thoroughly scrutinizing the Form 46 and the accompanying Laboratory, X-rays and Specialist reports;
 - c) On behalf of the Authority Validates the Medical Report in the relevant section of Form 46;
 - d) Issues a monthly report on all the medicals Evaluated in the course of the month. Each Medical will have a remarks column indicating the final disposal of the application;
 - e) In case of referrals, the CMA will initiate the process and follow up until the issue is concluded.

Civil Aviation Authority