KENYA CIVIL AVIATION AUTHORITY

Check List

For Supervision and Control of an Aviation Medical Examiner

Item	The name of the document and action	Remarks*		
		S	N	NA
1	**ID or Passport** – compare to Letter of Designation and check personal details			
	- Name in Full			
	- Date of birth – is he/she at least 18 years of age			
	- Nationality – consider dual citizenship			
2	**Copy of work permit –** if applicable			
3	**Letter of Designation**			
	- Compare personal details to ID or Passport			
	- Check Kenya licence(s) to practice medicine and if there is a statement affirming that:			
	(i) There are no current restrictions of medical practice and			
	(ii) There are no adverse actions proposed or pending that would limit medical practice by the Kenya licensing board, the Drug Enforcement Administration, any medical society, any hospital staff, or by any other organization that may have licensing or certification authority			
	- Check if the AME conducts medical examinations in the office as has provided to Authority			
	(i) The office address at which he/she will conduct all medical examinations			
	(ii) Telephone number to the office			
4	**Training requirements**			
	- Check if the AME has received introduction training as prescribed by the Authority			
	- Check if the AME has received refresher training at regular intervals as prescribed by the Authority			
5	**Documentation and Guidance Material being used by AME**			
	- ICAO Annex 1 – Personnel Licensing			
	- ICAO Manual of Civil Aviation Medicine (ICAO Doc 8984)			
	- The Civil Aviation Act – The Civil Aviation (Personnel Licensing) Regulations			

*Remarks (mark √ appropriate): S – Satisfactory; N – Not Satisfactory; NA – Not Applicable

Item	The name of the document and action	Remarks*		
		S	N	NA
5 con	**KCAA Technical Guidance Materials**			
	- KCAA PEL Orders:			
	(i) KCAA-O-PEL020 – Procedure for the Designation of an Aviation Medical Examiner			
	(ii) CAA-O-PEL021 – Issue, Renewal or Re-issue of Medical Certificate for Flight Crew Member and Air Traffic Controller Licences			
	(iii) KCAA- O –PEL029 Procedure for evaluating medical reports			
	(iv) KCAA O- PEL030 Procedure for auditing of Medical Assessment			
	(v) KCAA- O- PEL031 Ensuring Confidentiality of medical reports			
	- KCAA PEL Advisory Circulars			
	(i) KCAA-AC-PEL014 – Procedure For The Designation Of An Aviation Medical Examiner			
	(ii) KCAA-AC-PEL015 – Issue, Renewal Or Re-Issue Of A Medical Certificate For Flight Crew And Air Traffic Controller Licences;			
	(iii) And other important medical publication – if applicable			
6	**Procedure for medical examinations**			
	- Review and confirm that Procedure for medical examinations are obeyed			.
7	**Facilities and equipment**			
	- Check if the AME has got adequate facilities for performing the required examinations. The minimum equipment is as listed below:			
	(i) Standard Snellen Test Types for visual acuity (both near and distant) and appropriate eye lane			
	(ii) Muscle Test-Light			
	(iii) Maddox Rod			
	(iv) Horizontal Prism Bar			
	(v) Color Vision Test Apparatus			
	(vi) A wall Target			
	(vii) Other vision test equipment that is acceptable as a replacement for (i) through (iv) above			
	(viii) Standard doctor diagnostic instruments and aids including those necessary to perform urinalysis			
	(ix) Electrocardiographic equipment			
	(x) Audiometric equipment			

8	Records			
	Check if the AME have the right equipments for keeping all medical reports and records in a safe and confidential environment			

*Remarks (mark √ appropriate): S – Satisfactory; N – Not Satisfactory; NA – Not Applicable

GENERAL REMARKS AND RECOMMENDATIONS

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      Date   PEL Officer's Name and Signature