



Secondary review of an AME or Medical Assessor assessment

Introduction

An application for a Class 1, 2, 3 or LAPL medical certificate (required to act as a pilot or an air traffic controller) will be made through an aeromedical examiner (AME) certificated by the Civil Aviation Authority (CAA) or, in the case of an initial Class 1 or 3 medical certificate, through an aeromedical centre (AeMC). The AME (or AeMC), following consideration of any additional reports or information, may assess the applicant as fit or unfit. This is an AME/AeMC primary assessment of fitness.

An application for a light aircraft pilot's licence (LAPL) medical certificate may also be made through the applicant's general medical practitioner (GMP). Where the GMP is unable to issue a LAPL medical certificate, the applicant may request that the application be referred to an AME. Borderline cases, including those that need operational limitations, must be assessed by an AME or AeMC. This is an AME/AeMC primary assessment of fitness.

In some cases, a primary assessment must be made by a medical assessor of the CAA. This may occur either:

- in borderline or complex cases where the AME or AeMC decides to refer the decision to the CAA (Class 1 or 3 medicals); or
- where the applicant has a medical condition that must be referred to the authority in accordance with UK Regulation (EU) 1178/2011 Annex IV (Part MED) or UK Regulation (EU) 2015/340 Annex IV (Part ATCO.MED).

Any case which is subject to primary assessment by a medical assessor will be considered against relevant medical requirements. If further specialist opinion or investigations are required, the applicant will be advised what is required and guided on how these can be obtained.

Mitigating factors such as operational and other limitations may be considered as part of the assessment process.

Where an applicant is assessed as unfit (either by an AME or a medical assessor), they should be informed of their right to a secondary review.

This document sets out the process for the secondary review of a primary medical assessment made by an AME or CAA medical assessor in accordance with Part MED or Part ATCO.MED.

Scope

This procedure outlines the requirements for a secondary review of a medical assessment. The process starts after a primary medical assessment has been made by an aeromedical examiner (AME) or medical assessor (MA) and ends with the communication of the secondary review assessment to the applicant.

Regulation

Part MED.A.025 Obligations of AeMC, AME, GMP and OHMP states:

(b) After completion of the aero-medical examinations and/or assessment, the AeMC, AME, GMP and OHMP shall:

(3) if the person has been assessed as unfit, inform him/her of his/her right of a secondary review.

Part ATCO.MED.A.025 Obligations of AeMC and AME states:

(b) After completion of the aero-medical examinations and assessments, the AeMC and AME shall:

(3) if the applicant has been assessed as unfit, inform him/her of his/her right of a review of the decision;

Responsibilities

Aeromedical Examiners (AMEs) are doctors certificated by the Civil Aviation Authority, who undertake medical examinations for the issuance of all classes of aeromedical certification. They are responsible for the primary assessment of fitness, except in some applications for a Class 1 or 3 medical certificate, where certain medical conditions require a referral to a medical assessor.

The Lead Consultant for Certification is a senior medical assessor who is responsible for overseeing the process and providing advice to medical assessors.

Senior medical assessors are consultant grade doctors, and except for the chief medical officer (CMO), they will undertake the secondary review assessments. The Lead Consultant for certification has the responsibility for overseeing secondary review assessments.

Medical assessors are responsible for primary assessments where there is a mandatory requirement to refer applications to the CAA. Where a request for a secondary review is received this will be passed to a senior medical assessor.

Aeromedical nurse specialists support the medical assessor in ensuring that the appropriate reports and investigations are obtained and advising the applicant and their AME on this.

CAA specialist advisors are asked to review cases and, where relevant, submit written evidence to the senior medical assessor to aid with making an assessment.

Procedure

The procedure is summarised in Figure 1.

Following a primary review by an AME where the applicant is assessed as unfit, they should be informed by the AME of their right to a secondary review. Where the application is referred to the CAA, in accordance with Part MED or Part ATCO.MED and the applicant is assessed as unfit by a medical assessor or has had a limitation added to their certificate, they should be informed by the medical assessor of their right to a secondary review.

A request for a secondary review of the assessment should be made formally to CAA Medical using the form provided (Appendix A). It should usually be made within 6 months of the primary assessment. In exceptional circumstances, the Lead Consultant for Certification may consider requests for a secondary review after this period. However, given the evolving nature of many medical conditions, it is likely that after 6 months a new primary assessment will be needed and applicants should make contact with their AME.

The request for a secondary review and any accompanying supporting documents may be submitted by e-mail to medicalweb@caa.co.uk or by post to:

Medical Department
Civil Aviation Authority
Aviation House
Beehive Ringroad
Crawley
RH6 0YR

On receipt, the correspondence should be passed to a senior medical assessor and a letter or e-mail should be sent to the applicant which acknowledges receipt of the request. This should usually be sent within 5 working days of receipt.

The Lead Consultant for Certification, or another senior medical assessor, will undertake the secondary review and complete the assessment.

The senior medical assessor will review the case and advise the applicant on any further reports or investigations required to assist with an assessment (see Appendix B). This may include reports from the applicant's medical specialists or a CAA specialist advisor and/or operational expert (for example, Flight Operations) and any additional investigations required to enable an assessment to be made. The time taken to complete this preparatory stage will vary depending on the complexity of the case, the time taken for reports to be submitted to the CAA and the availability of specialists and will vary from a couple of weeks to several months according to the complexity of the case or the number of secondary reviews in process.

The senior medical assessor will try to clarify the likely timescale in correspondence with the applicant.

In reviewing the case the senior medical assessor may determine that the reports and investigations should reasonably have been requested by the AME who made the primary assessment or referred the application to the CAA, for example, where the AME should have followed guidance provided by the CAA for a particular medical condition. In this case, the secondary review will not proceed, and the applicant will be advised to take the reports and investigation results to their AME for a further assessment.

Once the senior medical assessor is satisfied that all reports and investigations have been received then the secondary review will proceed. The senior medical assessor will review the information provided and make a fitness assessment. The senior medical assessor will write to the applicant to communicate the outcome. Unless requested by the senior medical assessor, any further reports or evidence obtained by the applicant thereafter should be considered as part of a new primary review which should be undertaken by their AME or, where the medical condition being assessed is one that requires referral in accordance with Part MED or Part ATCO.MED, by a medical assessor.

The time taken to complete a secondary review will vary depending on the complexity of the case but once all the relevant information has been received by the senior medical assessor they should aim to have completed the assessment within 10 working days or communicate the additional time required and reason to the applicant.

Where an unfit assessment is made or a limitation is confirmed as required then the applicant should be informed of any conditions that might lead to a further review of the assessment and of the final medical appeal process.

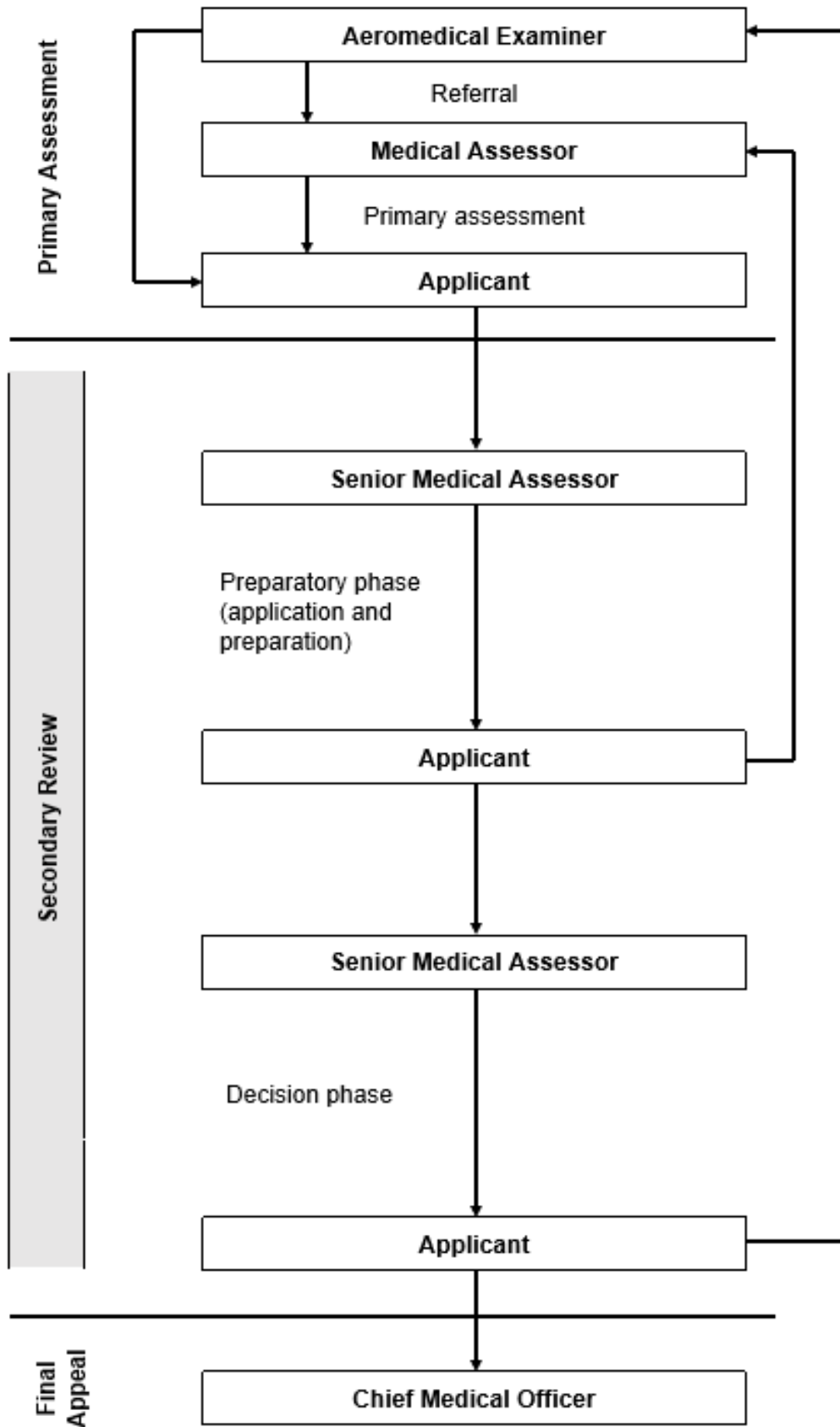
If an applicant wishes to appeal against the outcome of the secondary review then they should refer to the CAA guidance on final medical appeals and apply to the CMO. If the CMO confirms the final medical appeal is to proceed, the senior medical assessor who conducted the secondary review will prepare a final medical appeal brief (see The Final Medical Appeal for Applicants for, and Holders of, a Medical Certificate document).

Related documents, policies, procedures, and work instructions

- [UK Regulation \(EU\) 1178/2011 Annex IV \(Part MED\) Implementing Rules, Acceptable Means of Compliance and Guidance Material](#)
- [UK Regulation \(EU\) 2015/340 Annex IV \(Part ATCO.MED\) Implementing Rules, Acceptable Means of Compliance and Guidance Material](#)
- [The Final Medical Appeal for Applicants for, and Holders of, a Medical Certificate](#)

Figure 1- Procedure for a secondary review

Please see explanatory notes on the next page.



Primary assessment

The primary assessment will usually be made by the AME except in cases where there is a mandatory requirement to refer to the Medical Assessor. The primary assessment will be communicated to the applicant and if they are assessed as unfit, they should be notified of their right to a secondary review of the assessment.

Secondary review

Preparatory phase: A request for a secondary review should usually be made within 6 months of the primary assessment. It shall be made using the form provided in Appendix A of the secondary review process document. This should be submitted by e-mail to Medicalweb@caa.co.uk along with any accompanying reports or investigation results the applicant wishes to submit in support of the review. Receipt will usually be acknowledged within 5 working days. The request will be passed to the Lead Consultant for Certification or another Senior Medical Assessor (who should not have made the primary assessment) who will review the case and the information received up to that point against the applicable regulations and any CAA guidance material. The Senior Medical Assessor may determine that reports and investigations should reasonably have been required by the AME who made the primary assessment or referred the application to the CAA for example, where the AME should have followed guidance provided by the CAA for a particular medical condition. In this case, the secondary review will not proceed, and the applicant will be advised to take reports and investigation results to the AME for further assessment.

As part of a secondary review, the Senior Medical Assessor should have available an opinion from a medical specialist and / or operational expert relevant to the case and this may include a review or the provision of results of medical investigations. They should also ensure that they have all other information, in the form of medical reports, investigations, scientific papers and relevant medical publications required to make an assessment. The time taken to complete this preparatory stage will vary depending on the complexity of the case, the time taken for reports to be submitted to the CAA and the availability of specialists and expert advisors and will vary from a couple of weeks to several months. The Senior Medical Assessor will clarify the likely timescale in correspondence with the applicant.

Decision phase: The Senior Medical Assessor will review the information provided and make a fitness assessment. The Senior Medical Assessor will write to the applicant to communicate the outcome. Unless requested by the Senior Medical Assessor, any further reports or evidence obtained by the applicant thereafter should be considered as part of a new primary review which should be undertaken by their AME or, where the medical condition being assessed is one that requires referral in accordance with Part MED or Part ATCO.MED, by a Medical Assessor. The time taken to complete a secondary review will vary depending on the complexity of the case but once all the relevant information has been received by the Senior Medical Assessor, they should aim to have completed the assessment within 10 working days or communicate the additional time required and reason to the applicant.

Final appeal

If an applicant wishes to appeal against the outcome of the secondary review, then they should refer to the CAA guidance on final medical appeals. The Senior Medical Assessor who conducted the secondary review will prepare a final medical appeal brief (see [The Final Medical Appeal for Applicants for, and Holders of, a Medical Certificate](#) document).

Appendix A

Request for a secondary review form

Name:

CAA Ref Number:

Date of Birth:

Address:

Contact E-mail address:

Please summarise your views on why you disagree with the assessment and your grounds for requesting a secondary review (use additional sheets as necessary):

Class of medical certification requested (including limitations where relevant)

Signed:

Date:

Appendix B

Generic checklist for material to be considered as part of a secondary review

- Check the relevant regulation for any implementing rule (IR) or acceptable means of compliance (AMC) relevant to the condition(s) being assessed.
- Review any CAA guidance material for investigations required and ensure these are available.
- Obtain all relevant CAA and (where relevant) request the applicant provide any relevant NHS medical records.
- In most cases, a report should be available from a specialist in the relevant field of medicine.
- Obtain a report from a specialist CAA consultant advisor or independent specialist in the field(s) of medicine relevant to the condition(s) being reviewed. Occasionally the applicant will be asked to attend for a consultation with the specialist acting as part of the secondary review process.
- Obtain hard copies of investigation results where the result is considered borderline and where a specialist is available to provide interpretation.
- Obtain medical flight test reports if relevant.
- Obtain any non-medical/operational reports that are relevant to the case for example, from CAA Flight Operations or Airworthiness experts.
- Review medical literature/papers relevant to the condition or treatment being considered.