



Dear AME

As the role of the AME has evolved, the requirement to transfer records into an AME's practice has changed. Please therefore ensure that you adhere to the guidance and policies outlined in the Good Aviation Medical Practice document, the AME Terms and Conditions, and Data Protection and Confidentiality obligations.

As you are aware from 2010 we have been monitoring transfers of medical records. If a record is transferred by an AME or by someone working within their practice and no subsequent medical or service activity takes place, an investigation is undertaken. If there are no acceptable reasons for the transfer and/or appropriate consent has not been obtained, the AME's approval will be reviewed and appropriate action will be taken.

We would strongly suggest that before you transfer an applicant's record into your practice you ensure you have some way of demonstrating that consent has been obtained from the applicant. Any transfer of medical records without an applicant's consent is unacceptable and contrary to the CAA third party system access agreement for AMEs' access to the online system.

As a reminder, the transfer of an applicant's records into your practice is required when you wish to view a record of an applicant who is not currently within your practice group. The AME on Line system will require you to have at least 3 identifiers (CAA ref; Surname and Date of Birth), before showing you the AME Transfer Screen. By completing the AME transfer screen, you are confirming that you have gained consent from the applicant. You need to choose (from the drop-down list) the type of ID you have seen, and a free text box where you are able to add a comment.

Examples of Transfers:

- Transfer could, for example, be instigated at the time of booking an appointment with you so as to give you reasonable time to review the record. The booking of an appointment will usually confer consent to transfer the record but you should be able to demonstrate that a booking request has been received.
- An applicant may contact you for advice and you need to access their records to be able to assist them. You must be able to demonstrate that you have spoken to the individual who has granted consent, make an entry of this in 'Contact Management', taking heed at all times that the full record is accessible to applicants under Data Protection Access requests.
- An applicant may require casework to be undertaken or new tests to be recorded when their previous AME is not available and therefore needs to attend another AME.

On each occasion, it is essential that consent is gained and a record of this must be logged against the applicant's record to be able to show that the applicant has given you consent to view their full aviation medical record.

Please do not hesitate to contact us if you anticipate any problems with complying with these requirements or if you have any queries.

Kind regards

Dr Michael J A Trudgill

MSc MB BCh MRCP MFOM Dip IMC RCS(Ed) DAvMed FAsMA FRAeS
GMC No 3310566

Head of Oversight and Training
Safety and Airspace Regulation Group
UK Civil Aviation Authority

web. www.caa.co.uk/medical