

AME Conditions

GENERAL

1. The AME shall undertake the medical examinations and issue, defer or deny medical certificates as set out in the AME Approval and EASA Certificate.
2. The AME shall inform the UK CAA if the approval or certification criteria are no longer met.
3. The AME shall meet the registration, licensing and fitness to practise requirements of the UK General Medical Council or relevant overseas National Medical Regulatory Body.
4. The AME shall comply with the regulations, law, policies and procedures, explanatory material and other guidance on civil aviation matters issued by the UK CAA.
5. It is the AMEs responsibility to remain up to date with the latest guidance material issued by the CAA. The AME shall ensure that a procedure is in place to keep up to date with the CAA's policies and procedures, and that email is accessed at least once a month.
6. The AME shall examine and assess applicants according to the requirements as specified by the UK CAA.
7. The AME shall consult with and if appropriate, refer any Class 1 or 3 applicant who does not fully meet the requirements. For Class 2 applicants who do not fully meet the requirements the AME may consult with the AMS.
8. All examination and investigation documents must be made available by the AME to the AMS for audit purposes. The reports of medical examinations and supporting information shall be submitted to the AMS promptly, and no longer than 2 weeks following the undertaking of the medical examination.
9. The AME shall notify any change in an applicant's fitness assessment to the AMS. This should be by telephone for class 1 and 3 and via AME Online for class 2 and LAPL.
10. Regular aeromedical refresher training shall be undertaken as determined by the UK CAA, and the AME shall maintain up-to-date knowledge of clinical and aeromedical practice.
11. The AME shall not change a decision made by the AMS.

12. The AME shall respect confidentiality at all times and shall not divulge any information obtained from an individual in respect of an application for a medical certificate without the informed consent of the individual concerned.
13. The AME shall demonstrate adequate facilities, procedures, documentation and functioning equipment suitable for aeromedical examinations. The UK CAA may specify specific items of equipment that must be used for reasons of standardisation and quality control.
14. The AME shall demonstrate and maintain a professional and safe standard of practice.

AUDIT

15. The AME shall permit auditors appointed by the UK CAA to conduct visits to their practice premises, with or without reasonable notice.
16. The AME shall inform the UK CAA if any AME Certification held, issued by another Aviation Authority, is suspended or revoked and on what grounds.
17. The AME shall inform the UK CAA if they are subject to a written complaint about their aeromedical practice, or disciplinary investigation or proceedings by a medical regulatory body.
18. The AME shall, at least 2 weeks prior to any change in practice address, postal address, email address or contact telephone number give written notification to the UK CAA of such a change.
19. The AME shall have adequate professional indemnity cover for their aeromedical practice.
20. The security of aeromedical documentation and certificates shall be ensured by the AME.
21. The AME shall not represent the UK CAA or respond to media enquiries on behalf of the UK CAA without the consent of the UK CAA.
22. Upon retirement as an AME or revocation of an approval, an AME shall return all AME and other stamps to the UK CAA and destroy any unused examination forms and medical certificates.
23. Upon retirement as an AME or revocation of an approval, an AME shall manage all licensing medical records as directed by the UK CAA.
24. Any contravention of these Conditions may result in enforcement investigation and action by the CAA.

IT & AME Online

25. Access to the AeroMedical Examiner (AME) Online System (the System) shall be limited to AMEs and to named staff members within their medical practice. AMEs must ensure that all staff are technically competent to carry out their tasks whilst using the System.
26. AMEs and their named staff will be issued with Secure ID tokens and Logon Identifiers by the CAA in order to access the System. Each person with a Secure ID token will be required to agree electronically with these Conditions. Passwords must not be divulged to any other person, and under no circumstances is it permitted to log on using another persons secure ID token. Secure ID Tokens will remain the property of the CAA and must be returned, upon request, to the CAA.
27. AMEs will be responsible for all Secure ID tokens and for all actions on the System attributable to their, or their staff members', individual Secure ID tokens and Logon Identifiers. If any staff member with access to the System leaves their employ, the AME must immediately advise the CAA.
28. AMEs and their staff will take all reasonable steps to ensure the security of connections to the System and take due care to control physical access to equipment that could be used to gain access to the CAA network, systems and/or data.
29. System access will be provided solely across the Internet to the CAA Authentication Servers. AMEs must ensure that any connection used by their practice will not link the System to any other network such as to allow a 3rd party access to the system.
30. The CAA will not be responsible for the provision, installation, operation and maintenance of all software, hardware and other equipment associated with the System at any AME site.
31. The title and all intellectual property rights in all information, data, programs, procedures embodied in the System remains with the CAA at all times.
32. The CAA provides access to the System for the sole purpose of allowing AMEs and their named staff to retrieve medical records held electronically by the Authority for the purpose of undertaking periodic medicals and managing case reviews for the purpose of certificatory decision-making. Access to medical records other than those of pilots or ATCOs belonging to the AME's practice is prohibited. Transfers into practice of applicants' records are monitored by the CAA and AMEs should be able to demonstrate compliance with this paragraph.
33. The AME must, before using the System to access an individual pilot/ATCO's medical record, have advised that individual of this electronic process and gained consent to access the record. By accessing the individual's medical record the AME warrants that they have obtained such consent and that the consent is documented.

34. AMEs and their staff will observe Medical Confidentiality and the requirements of the UK Data Protection Act pertaining to the processing, storage and transmission of personal data which is obtained by access to the System.
35. AMEs and their staff shall not use any information, data, programs or procedures obtained from the System for any purpose other than for the medical assessment of pilots and ATCOs under the AME Online scheme.
36. The CAA reserves the right to use electronic mechanisms to audit connections to the System by AMEs and their staff.

Finance

37. AMEs are responsible for all fees as per the published Statutory Scheme of Charges.

Glossary of Terms:

AME – AeroMedical Examiner

AMS – Authority Medical Section

UK CAA – United Kingdom Civil Aviation Authority

EASA – European Aviation Safety Agency

AME Online System or ‘The System’ – the IT application software that the AME is able to log on to and submit medical data to the UK CAA database.

ATCO – Air Traffic Controller