

## Assessment of AME Premises



Prior to an AME undertaking UK CAA Aeromedical examinations at any new premises, evidence of compliance with the regulations is required. Please complete this form and return it to the CAA at least 4 weeks prior to any change in premises. A separate form is required for each new premises at which an AME wishes to practise.

If approval for the premises is granted by the CAA, an AME approval letter will be issued specifying the new premises at which the AME may practise and the AME Practice Address on the CAA website will be updated.

All AME premises are subject to Audit Visits by the CAA.

**AME NAME:**

**AME NUMBER:**

**DATE FORM COMPLETED BY AME:**

**AME SIGNATURE:**

Information Required	Information provided by AME	Provide Supporting documentation including photographic evidence
New Practice Address:  Primary      Additional  Telephone:  Email:  Do you wish to remove your previous AME Practice Address?		
Correspondence Address/Billing Address: (if different to previous)		

Give names and positions of all your staff involved with aeromedical certification process and aeromedical examinations.		
Are there signed Confidentiality Agreements in place for these staff?		
Is there a chaperone policy?		
What are the arrangements for secure and confidential storage of aeromedical records?		
Is there provision of a waiting area for applicants?		
<p>Aeromedical Examination Room:</p> <p>Is there provision of screening/privacy during the examination?</p> <p>Is there adequate lighting?</p>		
<p>Do you have the necessary medical equipment for aeromedical examinations:</p> <p>Examination couch</p> <p>Vision testing equipment situated at adequate distance from applicant</p> <p><b>ECG machine &amp; interpretive software</b> Type/Brand: Most recent calibration date:</p> <p>Audiogram machine Type/Brand: Most recent calibration date:</p>		

<p>If no Audiogram machine, please state alternative arrangements: (E.g. For Class 2 with Instrument rating.)</p> <p>Blood testing arrangements: Haemoglobin: Type/Brand of machine: Most recent calibration date:</p> <p>Lipids: Type/Brand of machine: Most recent calibration date:</p> <p>Arrangements for other blood tests?</p> <p>Urine testing facilities</p> <p>Onsite:</p> <p>Further investigation:</p>		
<p>What are your arrangements for ECG reading?</p> <p>Give the name, hospital &amp; qualifications of local cardiologist to whom you send your ECGs:</p> <p>Do you have access to other local specialists for referrals?</p> <p>Provide any other information e.g. other equipment/facilities available, other procedures in place, documentation and any policies.</p> <p><b>Attach additional pages if necessary.</b></p>		

<b>FOR CAA ACTION ONLY</b>		
<b>COMMENTS:</b>		
<b>APPROVED BY:</b>		Date:

Please return the completed and signed form via post/email to:

AME Oversight Team  
 Medical Department Civil Aviation Authority  
 Aviation House  
 Beehive Ring Road  
 Crawley  
 West Sussex  
 RH6 0YR

[Ame.support@caa.co.uk](mailto:Ame.support@caa.co.uk)