

THE SECONDARY REVIEW AND FINAL MEDICAL REVIEW PROCESS FOR APPLICANTS FOR, AND HOLDERS OF, A CABIN CREW MEDICAL REPORT

Introduction

An application for a cabin crew Medical Report (required to act as member of cabin crew) will be made through an Aeromedical Examiner (AME) or Occupational Health Medical Practitioner (OHMP) certificated by the Civil Aviation Authority (CAA). The AME or OHMP, following consideration of any additional reports or information, may assess the applicant as fit or unfit. This is an AME/OHMP primary assessment of fitness. 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 an OHMP), they should be informed of their right to a secondary review. The review will be undertaken by a CAA Medical Assessor assessing the applicant as fit or unfit. In the case of an unfit assessment, there is a final medical review stage, undertaken by the Head of Medical Assessment and another Senior Medical Assessor.

Scope

This document outlines the process for a secondary and final review of a cabin crew medical report assessment.

Regulation

Commission Regulation (EU) 1178/2011 Annex IV (**Part MED**)

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 applicant has been assessed as unfit, inform him or her of his or her right to have the decision reviewed in accordance with the procedures of the competent authority;

Responsibilities

The Occupational Health Medical Practitioner or Aeromedical Examiner should undertake a cabin crew medical assessment in accordance with Part MED and the guidance provided by the CAA. If they assess the applicant as unfit they should, in addition to informing the applicant in

writing, sign post the applicant to the relevant page of the CAA website where this document can be found.

A **Medical Assessor** will be responsible for undertaking secondary reviews of a fitness assessment.

The **Head of Medical Assessment**, who is a Senior Medical Assessor, has responsibility for overseeing the process and will undertake the final medical review assessment together with another **Senior Medical Assessor**.

Aeromedical Nurse Specialists support the Medical Assessors in ensuring that the appropriate reports and investigations are obtained and advising the applicant and their OHMP or AME on this.

CAA specialist advisors may on occasion be asked to review cases and, where relevant, submit written evidence to the (Senior) Medical Assessor to aid with making an assessment.

Procedure

If, following a Primary or Secondary Review, a medical report has been issued stating the applicant is unfit or there are limitations added then the applicant can request a review by completing the form found in Appendix A and submitting it, along with supporting documents, to the CAA Medical Department by e-mail to medicalweb@caa.co.uk or by post to:

Medical Department,
Civil Aviation Authority,
Aviation House,
Beehive Ring Road,
Crawley,
West Sussex
RH6 0YR

Such a review may be on the basis that:

- 1) the applicant disagrees with the opinion reached and is providing medical evidence to support a different assessment.
- 2) the applicant agrees with the medical decision but disagrees with the consequential decision on the appropriate action (e.g. a limitation of attestation privileges).

The applicant must indicate their grounds for requesting a review and provide any relevant evidence. For example, if the applicant disagrees with the OHMP or AME decision, they must indicate what part of the decision they disagree with, and why.

Receipt of the request will normally be acknowledged within 5 working days.

The Medical Assessor (in the case of secondary reviews) or the Head of Medical Assessment (in the case of final reviews) may disallow a review if, in their opinion the request is frivolous, vexatious or the applicant fails to explain clearly the grounds for requesting a review.

A review will consist of a consideration of the information obtained by the OHMP or AME for the primary review (and, in the case of a final review, by the Medical Assessor for a secondary review) and the information submitted by the applicant with the request for the review. The medical assessor or Head of Medical Assessment may discuss the application with a CAA consultant advisor in the relevant medical specialty and may request further medical reports or evidence from the applicant. On occasion, the applicant may be asked to arrange an appointment so that they can meet with a (senior) medical assessor to discuss aspects of their fitness. Any fees incurred in providing this further information or attending an appointment will be the responsibility of the applicant and not the authority.

During a secondary review, the Medical Assessor may determine that reports and investigations should reasonably have been required by the AME or OHMP who made the primary assessment, e.g. where the AME or OHMP should have followed guidance provided by the CAA for a particular medical condition. In this case, a secondary review will not proceed and the applicant will be advised to take reports and investigation results to the AME or OHMP for a further primary assessment.

Similarly, if significant new medical evidence is presented, the Medical Assessor or Head of Medical Assessment may require that the applicant takes this to their OHMP or AME for a new primary assessment and to reconsider the statements on the Cabin Crew Medical Report.

Timescales for requesting a review

A request for a secondary review should be made within 3 months of the primary assessment and a request for a final review should be made within 28 days of receiving the Secondary Review decision from the Medical Assessor. The CAA may allow an extension to this time limit if there is good reason for doing so. The maximum extension permitted is three months. Beyond this the applicant should seek a new primary assessment with an AME or OHMP.

Outcome of a review

When all the information required by a Medical Assessor or the Head of Medical Assessment has been received a review will proceed. The applicant will be notified of the outcome within 10 working days of the completion of the review. The outcome may be a Cabin Crew Medical Report with a fit assessment, a fit assessment with limitations or an unfit assessment. The applicant will be notified of the reason for the decision. Where a review of limitations on a Medical Report with a fit assessment is requested, the outcome of the review may be an unfit assessment. In the case of a final medical assessment, the Head of Medical Assessment will make the final decision on fitness on behalf of the CAA.

Related Documents, Policies, Procedures and Work Instructions

- [Commission Regulation \(EU\) 1178/2011 Annex IV \(Part MED\) Implementing Rules, Acceptable Means of Compliance and Guidance Material](#)

Appendix A



Request for Cabin Crew Secondary Review or Final Medical Review

Review being requested	Secondary review / Final Medical Review
Name	
Date of birth	
Address	
Contact telephone number	Home: Mobile:
Contact e-mail address	
Medical condition(s)	
Assessment on current cabin crew medical report (if one is held)	
Date of assessment (should be within last 6 months)	
Grounds for requesting a review	
Medical assessment (including limitations) requested?	
List documents attached (e.g. medical reports, investigation results)	
Signed	Date

Appendix B

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

- Check any IR, AMC/GM and CAA guidance material for investigations required and ensure these are available.
- Obtain all relevant CAA and NHS medical records
- Ensure that a report is available from an external specialist in the relevant field of medicine
- Where relevant, 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.
- Obtain hard copies of investigation results where the result is considered borderline and where a specialist is available to provide interpretation.
- Obtain Occupational Health reports if relevant
- Obtain any non-medical/operational reports that are relevant to the case from CAA operations experts.
- Review Medical literature/papers relevant to the case.