

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 Commission Regulation (EU) 1178/2011 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 or Commission Regulation (EU) 2015/340 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018. In both regulations, the relevant medical text is found in Annex IV (Part MED and 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 the regulation for Aircrew or ATCOs.

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

UK 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;

UK 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

The Head of Medical Assessment is a Senior Medical Assessor who is responsible for overseeing the process and providing advice to Medical Assessors.

Senior Medical Assessors, except for the Chief Medical Officer (CMO), will undertake secondary review assessments. The Head of Medical Assessment has the lead responsibility for 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 the Head of Medical Assessment.

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 UK Part MED or UK 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).

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
Gatwick Airport South
West Sussex
RH6 0YR

On receipt, the correspondence should be passed to the Head of Medical Assessment and a letter or e-mail should be sent to the applicant which acknowledges receipt of the request and provides a copy of the procedure summarised in **Figure 1**. This should usually be sent within 5 working days of receipt.

The Head of Medical Assessment, 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 Consultant Advisor and/or operational expert 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.

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 e.g. 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. Likewise, if new evidence is being submitted that was not available to the AME or Medical Assessor making the primary review, a request for secondary review may be rejected and the applicant advised to submit the new evidence to their AME in the first instance.

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 UK Part MED or UK 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.

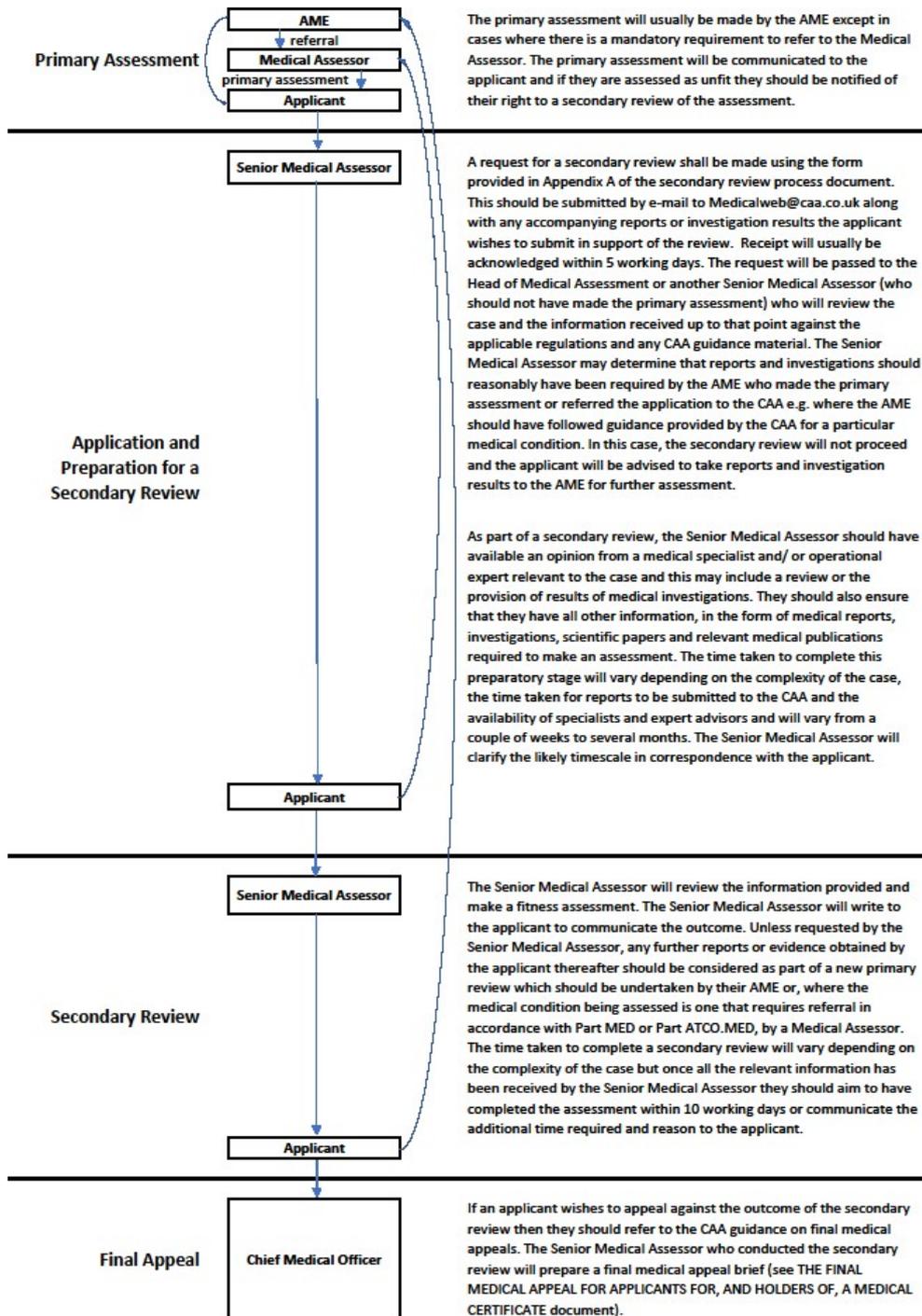
Where an unfit assessment is made or a limitation is confirmed as required then the applicant should be informed of any conditions that might lead to a further review of the assessment and of the final medical appeal process.

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

- Commission Regulation (EU) 1178/2011 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018
- Commission Regulation (EU) 2015/340 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018
- [The Final Medical Appeal for Applicants for, and holders of, a Medical Certificate](#)

Figure 1.



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 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
- Obtain a report from a specialist CAA Consultant Advisor (if appropriate).
- 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 e.g. from CAA Flight Operations or Airworthiness experts.
- Review Medical literature/papers relevant to the case.