



# Update ME

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A brief update from the  
Civil Aviation Authority  
Central Medical Unit

16 February 2007

## Welcome to 2007

This is the first CMU Newsletter of 2007. We wish all a prosperous year and hope this letter finds you refreshed.

In this update we will concentrate on a number of procedural bits of advice to make ours and your life easier. This is based on observations made at times at file review.

## Applications form:

Some questions are occasionally missed by the applicant. This may be an oversight or due to hesitation in answering for some reason. These questions are often important, such as medication taken etc. and should all be answered.

We suggest that you review carefully the questionnaire, highlighting any positive or missing answer.

## GME form:

Urinalysis: This is easily overlooked if the applicant is unable to pass a specimen when asked.

Eye examination: The tick in the box is frequently omitted, raising doubt as to whether it is the examination or its report that has been omitted. We acknowledge the possible human factor cause for this and relocation of the box is being considered. Meanwhile we ask for your diligence in ensuring completion of the form.

CV risk assessment: The GD timing of routine examination specify when this should be done. There are still occasions when this is missing.

## MAR:

This document is part of the certification process. A copy should be given to the applicant, duly signed, dated and stamped.

## Certificate:

When a multicrew restriction is imposed on the certificate, the expiry date box for "single pilot carrying passengers" should be filled with a "N/A" or a dash, to avoid any possibility for confusion or legal ambiguity.

## Checking the paper work:

Many of the omissions that we observed can be remedied by a check of the paperwork before sending. While we appreciate the time pressure experienced in clinical medicine, a 2 minutes check at this time can save much time later, not only for CMU staff but also for the ME concerned. The use of software with built in checks also helps to reduce errors on the certificate.

## Documents for CAA:

Please send us the documents promptly, within 5 working days. The copy of the MAR and certificate is to be signed and stamped. A weekly mailing to CAA will achieve this.

## Communication with the Applicant:

It is useful practice to send the certificate under cover of a letter explaining the pilots' obligation and any endorsements, particularly at first issue. This can also contain advice about the convener process when declining a certificate or when imposing significant restrictions.

If an Accredited Medical Conclusion is such that a certificate cannot be issued, it remains critical to complete the assessment and inform the applicant of the decision to decline, and of the convener process. There have been a few cases where this was not done, giving rise to difficulties and even complaints.

We trust these tips will assist in avoiding later requests by CMU for time consuming corrections.