



Advisory Circular

AC 67-1

Revision 2

16 January 2018

Medical standards and certification - General

General

Civil Aviation Authority Advisory Circulars contain information about standards, practices, and procedures that the Director has found to be an Acceptable Means of Compliance with the associated rule.

An acceptable means of compliance is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate Advisory Circular.

This Advisory Circular also includes guidance material (GM) to facilitate compliance with the rule requirements. Guidance material must not be regarded as an acceptable means of compliance.

Purpose

The Advisory Circular provides details on general requirements related to Part 67 Medical standards and certification.

Related Rules

This Advisory Circular relates specifically to Civil Aviation Rule Part 67.

Change Notice

1. The PNG Medical Manual has been removed from Appendix 2 and released as a standalone manual which is now available on the CASA website.
2. A new Appendix 2 – PNG AME Designation Process checklist has been added.
3. A new paragraph CAR 67.173 has been added, to provide clarity on the competencies of AMEs.
4. A new paragraph has been added to provide clarity on the Process for Designation and Appointment of a PNG AME.

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SUBPART B – Medical certification

Rule 67.55 Applications for medical certificates

Rule 67.55(b)(i) provides for an equivalent form of photographic identification.

The equivalent forms of photographic identification that are acceptable to the Director are:

- A valid and current PNG or foreign passport
- A valid and current PNG Drivers's Licence
- A valid and current photographic national identity document issued by a foreign State

SUBPART D – Designated Aviation Medical Examiners

Rule 67.153 Medical examiner certification requirements

Rule 67.153(a)(2) requires a person applying for a medical examiner certificate to have successfully completed aviation medicine training acceptable to the Director.

The aviation medicine training that is acceptable to the Director includes any of the following:

- Completion of a post-graduate Diploma of Aviation Medicine from either the University of Otago or the Royal College of Physicians (London) ;or
- Completion of both the *aviation physiology* and *clinical aviation medicine* papers offered on a post-graduate basis by the University of Otago; or
- Completion of MD Aviation Medicine from the University of Medical Sciences, Bangalore, India; or
- Board Certification in Aviation Medicine (USA); or
- Australia Certificate of Civil Aviation Medicine (ACCAM), Monash University, Australia; or
- IAASM- SAA Certification in Aviation Medicine for Medical Examiners and Assessors (ICAO Compliant Training Package), Singapore Aviation Academy(SAA).

Rule 67.153(a)(3) requires a person applying for a medical examiner certificate to demonstrate an awareness of aviation regulatory medicine and the conditions in which applicants for medical certificates are employed.

The aviation medicine regulatory awareness training that is acceptable to the Director includes any of the following:

- DAME Workshop conducted by CASA PNG is acceptable for the purpose of this rule.

Rule 67.173 Designated Aviation Medical Examiner competencies

Competencies required to be demonstrated for issue of medical examiner instrument of appointment (IOA) by the Director

To be eligible for the issue of a medical examiner certificate, an applicant must, in addition to satisfying other general requirements, demonstrate competence in performing the functions of a medical examiner. The functions are established in the Civil Aviation Act 2000.

There are four generic competence categories: identification, assessment, management, and audit/review.

Notes:

- For the holders of Medical Examiner Grade 2 Instrument of Appointment, the competencies relate to the conduct of examinations for the purpose of issuing a Class 2 medical certificate.
- For the holders of Medical Examiner Grade 1 Instrument of Appointment, the competencies relate to the conduct of examinations for the purpose of issuing a Class 1, 2 or 3 medical certificate.

The competencies are set at 3 levels as follows:

Familiar	theoretical knowledge of the subject only
Practiced	actual practical experience such that the person could operate under supervision
Expert	the person can operate without supervision and could supervise others.

The table below describes each competency and lists the competency level required of the holders of Medical Examiner Grade 1 IOA and Medical Examiner Grade 2 IOA.

Description of competencies required	Level of competency for:	Level of competency for:
	ME 1	ME 2
Identification		
1) Apply clinical skills to accurately diagnose and evaluate conditions and situations that have the potential to interact adversely with the aviation environment by utilising: <ul style="list-style-type: none"> • Clinical history taking: • Physical and mental examination: • Further investigations or consultant reviews (whether performed or arranged by medical examiner): • Diagnostic skills: • Liaison with colleagues, other health professionals, and other organisations. 	EXPERT	EXPERT
2) Identify aspects of an applicant's medical condition or situation that may cause the applicant to interact adversely with the aviation environment.	EXPERT	PRACTICED
3) Identify the competing or conflicting interests inherent in regulatory medical practice.	PRACTICED	PRACTICED
4) Access additional information, such as journals, scientific research, internet resources, colleagues, and specialist advisors, to support the assessment of an applicant's suitability and safety to operate in an aviation environment.	PRACTICED	PRACTICED
Assessment		
5) Employ evidence-based medical principles and processes in determining and analysing the suitability and safety of an applicant to operate within the aviation environment	EXPERT	PRACTICED
6) Determine and analyse the legislation, regulations, and medico-legal considerations relating to the safety and suitability of an applicant to operate within the aviation environment.	PRACTICED	PRACTICED
7) Critically analyse and utilise additional information, such as journals, scientific research, internet resources, colleagues, and specialist advisors, to support the assessment of an applicant's suitability and safety to operate in an aviation environment.	PRACTICED	PRACTICED

Description of competencies required	Level of competency for:	Level of competency for:
Management		
8) Assessing the risk related to an applicant operating in the aviation environment by applying the necessary standards, methodologies, and processes.	EXPERT	EXPERT
9) Manage conflicting or competing interests in a manner that does not compromise aviation safety or the quality of clinical decision-making.	EXPERT	PRACTICED
10) Effectively communicate: <ul style="list-style-type: none"> • Risk assessment determinations and considerations to applicants, the CAA, colleagues, and other organisations • Information concerning the relevant legislation and regulations to applicants • With colleagues, consultants, and others as necessary for the purposes of obtaining additional information, advice, and guidance. 	EXPERT	EXPERT
11) Manage practice administration and record keeping systems so that: <ul style="list-style-type: none"> • Regulatory risk assessment and risk management decisions and actions are reliably and thoroughly documented • Regulatory risk assessment and risk management decisions can be effectively and unambiguously communicated • Regulatory risk assessment and risk management decisions and actions are easily retrievable over time. 	EXPERT	EXPERT
Review/Audit		
12 Be a constructive participant in monitoring, review, and audit activities through: <ul style="list-style-type: none"> • Taking an active involvement in review processes • Appreciating and accepting review findings and outcomes • Implementing review recommendations. 	PRACTICED	PRACTICED

SUBPART E – Operating Requirements for Medical examiners

Rule 67.203 Continued Compliance

Rule 67.203(a)(5) requires that a person who holds a medical examiner certificate must attend ongoing training courses in aviation medicine and aviation regulation, as may reasonably be required by the Director. On-going participation in professional aviation medicine conferences overseas are recommended.

Process for Designation and Appointment as a PNG Aviation Medical Examiner

A person who wants to be designated as a PNG Aviation Medical Examiner should be familiar with the requirements of Civil Aviation Rule Part 67 -Subpart D and the contents of this Advisory Circular before making application to CASA.

An applicant should apply using form CAA 67/01, and must supply all the attaching documented evidence itemized in the AME Designation Process checklist in Appendix 2. (Note: an incomplete application will be returned to the applicant). Relevant information on PNG Aviation Medicals may be accessed on the casa website at: < <https://casapng.gov.pg/personal-licensing/aviation-medicine/>>

The Principal Medical Officer (PMO) will review all applications in accordance with the requirements summarized in the Appendix 2 AME designation process checklist and make recommendation to the Director for the issue of an instrument of appointment as a PNG Designated Aviation Medical Examiner (DAME). The Director will issue an instrument of appointment, based on the PMO's recommendation. CASA will also update the PNG DAME Register on the website to reflect this change.

Appendix 1

DESIGNATED AVIATION MEDICAL EXAMINER

PART 67 EXPOSITION

Reference : Specimen / Expo / 1	Copy Number :
Issue : Original	Holder :
Date : June 2016	

THE SPECIMEN EXPOSITION

This specimen Exposition has been prepared to provide policy and procedural guidance to those Aviation Medical Examiners (AMEs) wishing to obtain delegation approval from the Director. The contents relate directly to the requirements of Rule Part 67.161.

The text of this guide has been arranged so that each subject is dealt with insofar as the CA Act, CAR Part 67 and advisory circulars defines it. The "Notes" which explain the recommended text and suggest ways in which the DAME might expand it to suit his/her own purposes. It will be appreciated that no single specimen Exposition can meet the needs of all types and sizes of surgery/practices or, indeed, reflect the different organisational structures and corporate policies, which emerge as companies develop.

The guidance given has been expanded by including a suitable text or procedure wherever possible. It must be appreciated that this is not the only method of compliance and may, in fact, be unsuitable for some organisations. Its purpose is only to illustrate the nature of the information required.

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AMENDMENT RECORD

Amendment Number	Amendment Date	Details	Incorporated By	Date Incorporated

DISTRIBUTION LIST

- Copy No. 1 Director of Civil Aviation
- Copy No. 2
- Copy No. 3
- Copy No. 4
- Copy No. 5
- Copy No. 6
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-----ANYBODY'S DAME EXPOSITION-----

DAME EXPOSITION

PART 1

MANAGEMENT

1.1 CORPORATE COMMITMENT BY THE MEDICAL EXAMINER.

DAME EXPOSITION.

This Exposition and any associated referenced manuals defines the organisation and procedures upon which the Designated Aviation Medical Examiner delegation is based as required by rule part 67.161.

These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the DAME delegation.

It is accepted that these procedures do not override the necessity of complying with any new or amended rule published by the Director from time to time where these new or amended rules are in conflict with these procedures.

It is understood that the Director will approve this Medical Surgery whilst the Director is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Director reserves the right to suspend, limit or revoke the DAME delegation if the Director has evidence that procedures are not followed or standards not upheld

Signed.....

Dated.....

DAME (Signature)

For and on behalf of..... (quote organisation's name)

NOTES :- (not for inclusion in the Exposition)

1. This statement satisfies the intent of rule 67.153 & 161(a)(1).
2. Any modification to the statement must not alter its intent.
3. Whenever the DAME is changed it is important that the new DAME signs the statement at the earliest opportunity as part of his/her acceptance by the Director.

-----ANYBODY'S DAME EXPOSITION-----

Note: Chapters 1.2 to 1.7 are self-explanatory and each DAME should provide a simple account of the how they manage each subject within the context of their medical surgery practice.

DAME EXPOSITION

PART 2

PROCEDURES

NOTES :- *(not for inclusion in the Exposition)*

- 1. This specimen exposition is to provide guidance on an acceptable path to compliance with the CAR Part 67.161 requirements. In each case subject headings in the table of contents are suggested in which the particular nature of the organisation's actual procedures should be defined. Subject headings should be deleted if they do not apply and others may be included if that is the most suitable method of describing the particular organisation.*
- 2. TO REDUCE THE SIZE OF THIS DOCUMENT THE REMAINING SUBJECTS ARE NOT ALLOCATED INDIVIDUAL PAGES AS IN PART 1. IT IS RECOMMENDED, HOWEVER, THAT THE FORMAT OF PART 1 IS ADOPTED FOR THE WHOLE EXPOSITION, IN ORDER TO FACILITATE FUTURE AMENDMENT.*



AC 67-1 APPENDIX 2 – PNG AME DESIGNATION PROCESS CHECKLIST

Applicant Name:

Item	<u>CAR 67 Subpart D Criteria for Designation</u>	Compliance Rule 67 Ref.	Applicant Self-check & Initial	CASA PNG Check
1	Applicant is a medical practitioner registered with the Medical Board of Papua New Guinea or the medical board of the Contracting State in which they propose to function as a Designated Aviation Medical Examiner;	67.153(a)(1)		
2	Applicant has successfully completed aviation medicine training or holds the Australian Certificate in Aviation Medicine or an equivalent qualification acceptable to the Director (see AC 67-1 for options on acceptable training)	67.153(a)(2)		
3	Applicant demonstrates an awareness of the aviation regulatory medicine and the conditions in which applicants for medical certificates are employed. (see AC 67-1 for options)	67.153(a)(3)		
4	Clinical Facilities Applicant has access to clinical, administrative and communication facilities adequate for the purpose of carrying out medical examinations to the required standard in accordance with the medical manual;	67.153(a)(4)		
5	Applicant has a reasonable ability to communicate effectively in English.	67.153(a)(5)		
6	Applicant meets the fit and proper persons requirement of the Civil Aviation Act. (FPP1 form completed and signed)	67.153(a)(6)		
7	Exposition Applicant has submitted an Exposition that has been duly signed.	67.161		
8	Application Form Applicant has submitted a fully completed AME application form CAA 67/01, with evidence of all of the above supporting documents attached.	67.155		
9	For renewals, attach Certificate of Attendance at CASA DAME workshop	AC 67-1		

FOR CASA USE ONLY:

We have reviewed the above AME application, and recommend / don't recommend (delete one) the issue of an instrument of appointment to the applicant.

Dr Robin Sios

Principal Medical Officer, CASA PNG.....Date:.....

Mr Patrick Waeda

Senior Personnel Licensing Inspector, CASA PNG.....Date:.....