

Irish Aviation Authority The Times Building 11–12 D'Olier Street Dublin 2, Ireland www.iaa.ie Safety Regulation Division	Údarás Eitliochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D'Olier Baile Átha Cliath 2, Éire Rannán na Rialachán Sábháilteachta	No. PLAM 016 Revision 00 Area MED Date 21.06.2019	
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TITLE: CIVIL AVIATION MEDICAL REVIEW ARRANGEMENTS

1. INTRODUCTION

The purpose of this PLAM is to establish a procedure for primary and secondary reviews of medical decisions comprising independent medical physicians experienced in the practice of aviation medicine to consider and advise on an applicant's fitness for medical certification.

2. REFERENCES

Regulation (EU) 1178/2011 as amended including AMC and GM
Regulation (EU) 2015/340 as amended including AMC and GM
S.I. No. 333 of 2000 IAA (Personnel Licensing) Order 2000 (as amended)
IAA Current Fees Order
Annex 1 to the Chicago Convention
JAR-FCL 3 – Flight Crew Licensing (Medical) (Flight Engineers only)

3. DETAIL

3.1 Terms of Reference

Where an applicant for Class 1; Class 2, Class 3 and/or LAPL medical certificate is denied a medical certificate or a limitation(s) is placed on a medical certificate, the applicant or licence holder, as the case may be, may apply for a review of the decision to deny the issue of the medical certificate or to vary, suspend or revoke the medical certificate as the case may be and may invoke:

- A Primary Review which shall be conducted by a Medical Officer (MO) of the Aeromedical Section (AMS) of the Irish Aviation Authority (IAA); and/or
- A Secondary Review which shall be conducted by the Civil Aviation Medical Review Board (CAMRB) comprising independent medical physicians experienced in the practice of aviation medicine to consider and advise on an applicant's fitness for medical certification.

3.2 Review Policy

3.2.1 Primary Review conducted by the AMS

Where the medical requirements prescribed for the issue of a Class; 1 Class 2 and /or Class 3 medical certificate are not fully met by an applicant the medical certificate shall not be issued, revalidated or renewed by the Aeromedical Examiner (AME). The decision shall be referred to the AMS for review by the AME concerned. Following the review the AMS may issue, revalidate or renew a medical certificate after due consideration has been given to the requirements, acceptable means of compliance and guidance material, expert aeromedical opinion and, if appropriate, the opinion of other relevant experts familiar with the operational environment and to:

- a) the medical deficiency in relation to the operating environment;
- b) the ability, skill and experience of the applicant in the relevant operating environment;
- c) a medical flight test or test in the operating environment, if appropriate; and
- d) the requirement for application of any limitations to the medical certificate.

If more than one limitation is imposed on a medical certificate, the AMS shall ensure that the additive and interactive effects on flight safety are considered prior to certificate issue.

Where an applicant is granted a medical certificate following an AMS review any limitation that may be required shall be stated on the medical certificate. This annotation allows any AME to be aware of the previous AMS review if limitations or special instructions apply and to contact the AMS for more information if deemed necessary.

3.2.2 Secondary Review conducted by the CAMRB

Where, after the AMS review of a case, the decision remains unchanged, or has not been resolved to the satisfaction of the applicant, the applicant may invoke a Secondary Review of his/her case by the CAMRB.

3.2.2.1 Rules of Procedure

- a) The applicant must apply in writing. The appropriate application form is available from the AMS or Manager Personnel Licensing;
- b) The application must be accompanied by the appropriate fee as prescribed in the current IAA Fees Order (Also see section 5);
- c) The application should be made within 45 days of the decision by the AMS and may be accompanied by any additional information the applicant wishes to submit;

- d) The completed application must be submitted to the Manager Personnel Licensing who will appoint a Chairperson to the CAMRB, where possible, within 10 working days of receipt of the complete application and arrange for its immediate transmission to the CAMRB;
- e) The Chairperson of the CAMRB will:
 - 1) notify the applicant in writing of the right to make an oral and/or written medical submission and of the arrangements for same; and
 - 2) indicate the additional information, if any, required in relation to the case;
- f) The CAMRB will convene as soon as practicable but within 45 days of the Chairperson being appointed by the Manager Personnel Licensing to consider all relevant documentation submitted by the AMS and the applicant including the applicant's:
 - 1) AMC/AME Reports; and
 - 2) AMS Review Report; and
- g) The CAMRB will set its own procedures to arrive at its decision;
- h) The CAMRB will convene as often as necessary to arrive at its decision;
- i) The applicant must provide any information required by the CAMRB and submit themselves to such examination as the CAMRB might consider necessary;
- j) The CAMRB may seek additional medical opinion from appropriate specialists;
- k) The applicant will be afforded an opportunity to meet the CAMRB and make the submission as outlined in 3.2.2.1(e)1 above in person if so wished. The Manager will provide the applicant with at least 10 days' notice of the date of this meeting.
- l) The CAMRB will form a medical assessment of the case having completed their consideration of the medical evidence;
- m) The CAMRB will issue an interim report outlining its findings. This report will be issued to the applicant, the AMS and the Manager Personnel Licensing. The applicant and AMS will have 28 days from the issuance of the interim report to reply to the CAMRB outlining any comments, clarifications or findings they wish to contest. A lack of response will be considered as acceptance of the content of the report. The CAMRB will review any submissions made and determine if the report or findings need to be amended.
- n) The CAMRB will complete its final report.

- o) The Chairperson will arrange to make the decision of the CAMRB available simultaneously, in writing and in confidence to:
 - 1) the applicant;
 - 2) the AMS; and
 - 3) the Manager Personnel Licensing; and

- p) The AMS will take full account of any decision made by the CAMRB. Where the AMS identifies difficulties with the adoption of any recommendations these shall be forwarded to Director, SRD for final determination.

- q) The Manager Personnel Licensing shall track each stage of the process.

3.3. Membership of the CAMRB

- a) The Manager Personnel Licensing shall establish a Board comprising at least three but not more than five independent medical physicians registered to practice medicine in the State and experienced in the practice of aviation medicine, one of whom shall be designated by the Manager Personnel Licensing to be Chairperson of the Board;

- b) the Manager Personnel Licensing may appoint a Secretary to the board who is not a medical expert; The Chairman of the CAMRB may coordinate the running of the CAMRB, issuance of notifications etc with the secretary.

- c) the Board may invite medical consultants in a particular medical specialty to attend where it is felt that their additional expertise would be helpful to both the Board and the applicant and relevant to the case under review;

- d) the Manager Personnel Licensing shall nominate two operational experts familiar with the operational environment to be made available to the Board where it is felt that their technical and operational expertise would be helpful to both the Board and the applicant and relevant to the case under review. One nominee shall come from the IAA and the other from the aviation industry (which includes recognised representative bodies) following consultation between the Manager Personnel Licensing and, the applicant: and

- e) the Board shall not consist of any person who decided or was involved in the decision to suspend, revoke or withdraw or deny the medical certificate being the subject of the review in question.

3.4. Medical Requirements

The medical requirements to be applied in primary and secondary reviews will be those of the International Civil Aviation Organisation; the EU; the European Aviation Safety Agency (EASA) and the Joint Aviation Authorities as defined in the applicable EU and Irish Regulations specific to the medical certification and licence to be supported by it.

3.5. Confidentiality

All personnel involved in Primary and Secondary Reviews are required to respect the principal of medical confidentiality.

3.6. Delegation

The Manager Personnel Licensing may delegate all or part of his functions detailed above to a nominated person or persons to support the timely progression of the process.

4. Termination of the CAMRB Process

4.1 Conditions for the termination / conclusion of the CAMRB Process

The CAMRB Process may be terminated / concluded for reasons including the following:

1. issuance of a final report by the CAMRB,
2. a termination request by the applicant.
3. where an applicant has not made a submission to the CAMRB within four months of the application for a CAMRB being made, unless the applicant has advised in writing that they do not wish to make a submission, or they advise in writing that they intend to make an oral presentation to the Board.

In all cases of termination / conclusion the Manager Personnel Licensing will advise the applicant in writing within 15 days of the termination / conclusion, that the Review has been terminated / concluded and will specify the grounds on which it was terminated/ concluded.

5. Fees

5.1 Cost of a secondary review

The costs of any secondary review will be borne by the applicant as specified in the current Fees Order issued by the Irish Aviation Authority. Where the fee is based on a "per hour" rate, the initial charge payable shall be based on a minimum of 10 hours. Any additional hours will be charged as appropriate. The cost of any specialised services or reports that may be required will also be borne in full by each applicant.

Should the CAMRB decide in favour of the applicant, then the applicant will be entitled to a refund of all fees paid to the CAMRB and reasonable expenses incurred.