

AME Case Referral Form

Please ensure you are using Internet Explorer or that you download and view the form directly in Adobe Acrobat Reader (latest full version) not the browser.
See page 2 for further useful information.



CAA Reference:	Applicant status: Initial application Existing or previous certificate holder.		
Applicant Name:	Relevant Medical Class : Class 1 Class 2 Class 3 LAPL		
DOB:	Current Status : Fit Unfit Referred		
Assessment Required: 1. CAA Class 1/3 mandatory referral (referral is required by Regulation or CAA guidance material) 2. Referral to remove OML/other limitation (that cannot be removed by an AME or caseworker) 3. CAA Class 1/3 complex fitness assessment 4. Complex Class 2 case where referral follows discussion with or is at the direction of the CAA. 5. Pilot is part of the insulin treated diabetes protocol 6. CAA has required applicant/ certificate holder to submit follow up reports or investigations 7. Referral previously returned to AME for additional information*	Clinical summary: (please provide detail for EACH condition)		
Documents Attached:	Date	Date	
Exercise ECG		X-ray	
Echocardiogram		Ultrasound	
24-hr ECG		CT Scan	
Angiogram inc CD		MRI scan	
Perfusion scan		Blood tests	
GP Records		Other	
Medical Reports (list clinician name)		Date	
I confirm that I have made a clear summary entry on MARS to facilitate early assessment and a quick turnaround of the case. AME name: _____ AME Number: _____ Email: _____ Date: _____			

****PLEASE SEE GUIDANCE OVERLEAF****

Guidance Material AME CASE REFERRAL FORM

This form has been created to standardise AME requests when referring an assessment of aircrew and ATCO applicants.

The more detail that is provided in a case summary, the easier it is to complete an assessment and / or provide advice, in much the same way as you expect of a referral letter to or from a professional colleague.

If you have been unable to reach a decision, in addition to a summary of the case, please detail the specific aspect of the case which you find challenging and provide your preliminary certificatory decision. This will help us guide your decision-making processes on similar cases in the future and may also in some cases lead to the development of additional guidance material for AMEs'.

SUBMISSION

Once you have completed the referral form, select the 'Send to CAA' button in the bottom right-hand corner. Select 'continue' with 'Default email application' ticked. This will open an email addressed to Medicalweb@caa.co.uk with your completed referral form attached. Attach all the documents that you listed on the referral form, and then send the email.

Assessment required

The CAA publishes the EU medical regulations on the medical areas of the CAA website. All LAPL and Class 2 decisions should normally be made by the AME 'in consultation' with the CAA. The CAA has produced extensive guidance material for all systems and this should be used with the regulations as the basis for decision-making. The Aeromedical Nurse Specialists (ANS) are additionally available to assist in the first instance. Other medical assessment guidance material (e.g. DVLA driving standards) and textbooks of aviation medicine are available.

If you are contemplating a referral of a routine case or a complex Class 2 case, it may be useful to first discuss with peer AMEs' for advice on cases that they may have had similar experience in dealing with before. If you decide that you still need to refer the case, you should discuss the case with either a CAA ANS or Medical Assessor.

Please note that where the form or attachments are incomplete or incorrect, we will refer the case back to you for correction/completion. To avoid delays in assessing your case, please ensure you have attached all the information required before submitting it.

*When resubmitting a referral (e.g. if providing missing information) please also tick one of boxes 1-6 as well as box 7.

Viewing and Submission

Our forms are created using Adobe Acrobat and include features that allow you to save the completed form locally. However, there are many free PDF viewers available on the market and their features may not work well in some software environments.

For instance, Adobe Acrobat has a 'highlight fillable fields' feature which may obscure any filled in text if you use another Reader. Switch this feature off and your submitted form should submit satisfactorily.

Further, iPads have a hybrid version of Adobe Acrobat Reader pre-loaded that does not allow for form filling, please download the free full version.

Since the removal of the Adobe plugin for Chrome, PDF forms do not function well in that browser. Please download a copy of the form to your computer and open it directly in Adobe Reader, complete it and submit as an attachment in the usual way.

We have not noticed, or been advised of, any faults concerning the use of Adobe Acrobat with Egress.