

**CIVIL AVIATION DIRECTORATE**

Transport Malta, Pantar Road, Lija, LJA 2021, Malta. Tel:+356 2555 2365 Fax:+356 2123 9278 [info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

**Scope**

The scope of this document is to serve as guidance to Aero Medical Assessors on various processes in relation to Aeromedical assessments and certification. This is a live document and it is the responsibility of the AMEs to keep update and be familiar with the latest process amendments.

**1. Guidance for an Initial Certificate number**

Maltese Certified AMEs that require a Certificate Number for the issue of an initial medical certificate of a candidate are kindly requested to contact TMCAD via email and provide the below information:

- Surname and Name
- D.O.B
- Nationality
- Date of Issue
- Class

Medical Certificate numbers are only issued by an AMS officer upon receipt of the above information and any verifications required by the AMS are completed. Preferably the below table is used when requesting an Initial Certificate Number:

Surname	Name	D.O.B.	Nationality	Date of Issue	Class	AME No.

**2. Guidance for Medical Certificates and Submission of Documents**

TMCAD medical certificates are to be issued on the appropriate Security Paper and handwritten, signed and stamped by the AMEs. Each A4 Security Sheet contains 2 printed certificates which can be assigned to two different pilots. The Security Paper for these certificates is provided by TMCAD and sent via courier to the AME as required. When an AME requires a replenishment of the LAPL, Class 1, Class 2 and Class 3 certificates, a request via email is to be sent to the AMS section at least two weeks in advance to ensure these arrive in time. Costs might apply.

The original certificate issued is to be given to the pilot and a signed copy, both by AME and by pilot, is to be kept by the AME according to the documentation procedures.

**2.1 Medical Certificates issued to Maltese Licence Holders**

A clear scanned copy of the medical assessments conducted, both initial and revalidations, for Maltese Aircrew Licence holders is to be sent via email to the AMS section. The documentation dossier shall include, all the medical assessments conducted, medical reports, test results, ECG a copy of the Part-FCL medical certificate issued, a copy of the identification document of the candidate duly certified by the AME as true and original copy as well as Form TM/CAD/0199 duly filled in. This form also acts as a checklist for AME’s for the documentation and medical assessments that need to be submitted, such as Lipid Profiles at the age of 40. Unless you are asked to present to us the actual original report forms only scanned documents via email are to be sent to TMCAD.

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**2.2 Medical Certificates issued to Foreign Licence Holders**

When a Maltese licenced AME conducts a medical assessment for a Foreign Aircrew Licence holder, the only document that is required to be sent to the AMS section via email is a copy of the medical certificate issued to the candidate. No other documents are required by TMCAD.

**3. TMCAD Forms**

TMCAD forms that are required for medical assessments can be found in the below link:

<https://www.transport.gov.mt/aviation/medical-services/application-forms-652>

Form TM/CAD/0334 is to be used for Cabin Crew medical certificates. Form is available on the link above.

**4. TMCAD Notices**

TMCAD Medical specific Notices are available and accessible through the following link:

<https://www.transport.gov.mt/aviation/medicals-services/ams-notices-4334>

It is the responsibility of every AME to check the website regularly for any updates to Notices and Forms. It is also important to use the latest Form issued as outdated versions will not be accepted by TMCAD.

**5. European Aero-Medical Repository – EASA**

As established in ARA.MED.160, AMEs are to address the requirements in ARA.MED.160 (d) and upload immediately upon having examined an applicant for a Class 1 initial, revalidation or renewal on the EAMR portal. All relevant fields of the system are to be filled in and updated.

When data is not being properly recorded in the European aero-medical data repository (EAMR due to unavailability of the system, the AeMCs and AMEs are to ensure data from any records not rendered during the unavailability period are updated in the EAMR without undue delay when the system recovers.

**6. Regulatory Obligations**

It is the responsibility of all AMEs to ensure that medical certificates are issued on the basis of the requirements of Commission Regulation 1178/2011 and Commission Regulation 2015/340 as applicable in accordance with their AME Certificate privileges. To this effect, they are to ensure to keep updated with all regulatory requirements included amended regulations as and when published.

During medical assessments, AMEs shall enquire and ensure that applicants do not hold more than one medical certificate issued in accordance with Part-MED and Part-ATCO.MED.

**7. Contacts**

Whilst all the team in the AMS section will do the utmost to address any communication and queries as promptly as possible, kindly note that in normal circumstances the acceptable turnaround time for replies is that of 8 working days.

In order to streamline communication as much as possible, AMEs are requested to follow the below lines of communication for their different requirements:

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- Renewals, revalidations, initial (class 2/CC) that do not require the immediate attention of Dr Paul Sciriha, are to be sent to the AMS email on [ams.tm@transport.gov.mt](mailto:ams.tm@transport.gov.mt) . DO NOT COPY Dr Sciriha’s individual email address. Subject of email is to CLEARLY state the following – **RENEWAL or REVALIDATION or INITIAL – NAME of Pilot or Cabin Crew.**
- Generic questions such as but not limited too, request for a medical certificate number, request for security paper etc. are to be sent to the AMS email on [ams.tm@transport.gov.mt](mailto:ams.tm@transport.gov.mt) DO NOT COPY Dr Sciriha’s individual email address.
- Send all referrals or any other confidential communication to Dr Paul Sciriha’s individual email address on [paul.sciriha@transport.gov.mt](mailto:paul.sciriha@transport.gov.mt)

**AEROMEDICAL SECTION**