



# ADVISORY CIRCULAR

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## BURUNDI CIVIL AVIATION AUTHORITY

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### PROCEDURE FOR THE AUTHORISATION OF AN AVIATION MEDICAL EXAMINER

#### 1.0 PURPOSE

This Advisory Circular is issued to guide an applicant wishing to be considered for authorization as an Aviation Medical Examiner (AME) under the Civil Aviation (Personnel Licensing) Regulations.

#### 2.0 REFERENCE

- 2.1 Regulations 138 of the Civil Aviation (Personnel Licensing) Regulations as amended
- 2.2 The prescribed application form.

#### 3.0 GUIDANCE AND PROCEDURES

##### 3.1 General Information.

The prescribed application forms for the designation as an aviation medical examiner may be obtained from the Authority's Personnel Licensing (PEL) Office.

##### 3.2 Responsibilities Of an AME

3.2.1 AME's have certain responsibilities directly related to the Authority safety programme. They have a responsibility to ensure that only those applicants who are physically and mentally able to perform safely may exercise the privileges of licences and certificates.

3.2.2 To properly discharge the duties associated with these responsibilities, AMEs shall maintain familiarity with general medical knowledge applicable to aviation. They also shall have sound knowledge and understanding of the Civil Aviation rules, regulations, policies, and procedures related to the medical certification. AMEs must also possess acceptable equipment and adequate facilities necessary to carry out the prescribed examinations.

### **3.3 Authorization of an AME**

The Authority will issue authorization under Regulation 6(1) (g) of the Civil Aviation (Personnel Licensing) Regulations, only professionally qualified and appropriately licensed doctors. Only those doctors who enjoy the respect of their associates and members of the public whom they serve shall be authorised and be retained as AMEs.

### **3.4 Application Requirements**

3.4.1 An applicant will be required to bring the following documents attached to the application form on applying for the authorization:

- a) a properly completed prescribed Application Form;
- b) A certified report to demonstrate adequate competence in aviation medicine and substantiating the experience and training shown on the Application Form;
- c) Burundi licence(s) to practice medicine; and
- d) A statement affirming that there are no current restrictions of medical practice, and there are no adverse actions proposed or pending that would limit medical practice by the licensing board, the Drug Enforcement Administration, any medical society, any hospital staff, or by any other organization that may have licensing or certification authority.

### **3.5 The Applicant's Identity**

Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

### **3.6 Conditions of Authorization**

**3.7 Credentials** – The AME must notify the Authority of a change in the status of the licence to practice medicine;

**3.8 Professionalism** – Be informed of the principles of aviation medicine; be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of all persons requiring aviation medical certification as specified in Regulations 133 to 170 of the Civil Aviation (Personnel Licensing) Regulations; and abide by civil aviation policies, rules, and Regulations.

**3.9 Examinations** – The AME shall personally conduct all medical examinations at an established office address. Paraprofessional medical personnel (e.g. nurses, nurse practitioners, doctor assistants, etc.) may perform limited parts of the examinations (e.g. measurement of visual acuity, hearing, phorias, blood pressure, and pulse, and conduct of urinalysis and electrocardiography) under the supervision of the AME.

3.9.1 The AME shall conduct the general physical examination, and sign the Authority form and the report to the Authority. In all cases, the AME shall review, certify, and assume responsibility for the accuracy and completeness of the full report of the examination.

3.9.2 The Authority retains the right to reconsider any action of an AME under Regulation 139 (3) of the Civil Aviation (Personnel Licensing) Regulations.

**3.10 AME's Contact** – The AME will be listed in the PEL Office with the office location and telephone number, and shall promptly advise the Authority, in writing, any change in office location or telephone numbers.

**3.11 Discrepancies or Ineligibility** – If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected.

**3.12 Medical Examination Fees** – The medical examination fees charged by AMEs should, as a general rule, be equivalent to the fees generally charged for a comparable medical examination service. All designated AMEs should harmonize the examination fees.

**3.13 Conduct Of The Examination** - The AME will comply with civil aviation policies, orders and regulations. The AMEs attention is drawn to Regulations 141 of the Civil Aviation (Personnel Licensing) Regulations.

**3.14 Prohibited Examinations** – An AME may not perform self-examination for issue of a medical certificate nor issue a medical certificate to himself.

**3.15 Duration Of An AME's Designation** – Designation of an AME is valid and effective from the date indicated on the designation letter unless terminated earlier in writing, by the Authority. For continued service as an AME, a new designation shall be made by the expiry date if applied for.

**3.16 Re-Designation of an AME** – Re-designation of an AME will call for the same requirements and procedure as for the initial.

### **3.17 Administration of AMEs**

**3.17.1 Authorization Numbering** – Each AME shall be issued with a certifying stamp by the Authority bearing the AMEs personal designation number.

#### **3.17.2 An AME is authorized to:**

- a) Examine an applicant in accordance with medical requirements, and issue medical certificates under Regulation 139 of the Civil Aviation (Personnel licensing) Regulations.
- b) submit the signed medical evaluation report to the Authority as required by Regulation 134 of the Civil Aviation (Personnel Licensing) Regulations; and
- c) Report to the Authority any individual cases where, in his judgment, an applicant for a licence or certificate fails to meet any requirement, which could jeopardize flight safety.

### **3.18 Aviation Medical Examiner Seminars**

3.18.1 The purpose of AME Seminars is to develop aero medical knowledge and clinically proficient AMEs committed to aviation safety. They are also designed to provide standardization in the application of the Authority medical certification policies, procedures and regulations.

3.18.2 After initial designation, and as a requirement for continued designation, an AME shall attend an AME seminar every 3 years. .

3.18.3 Travel costs and other expenses for the AME to attend seminars are the responsibility of the AME.

### **3.19 Familiarization Flight**

In order to acquire practical knowledge of, and experience in the conditions in which the holders of licenses and ratings carry out their duties, AMEs will be required to undertake a familiarization flight under the requirements of Regulation 138 (2) (d) of the Civil Aviation (Personnel Licensing) Regulations. The familiarization flight will be authorized in accordance with Regulation 55 of the Authority under the Civil Aviation (Operations of Aircraft) Regulations.

### **3.20 Facilities And Equipment**

3.20.1 The applicant shall have adequate facilities for performing the required examinations and possess or has an arrangement approved by the Authority on how and where to obtain such equipment prior to conducting any Aviation Medical examinations.

3.20.2 Some of the equipment is as listed below:

a) **Standard Snellen Test Types for visual acuity (both near and distant) and appropriate eye lane.**

Near Vision Acuity Test Card may be used for near and intermediate vision testing. Metal, Opaque plastic or cardboard occlude.

b) **Muscle Test-Light.**

May be a spot of light 0.5cm in diameter, a regular muscle-test light, or an ophthalmoscope.

c) **Maddox Rod** – May be hand type.

d) **Horizontal Prism Bar**

Risley, Hughes, or hand prism are acceptable alternatives.

e) **Colour Vision Test Apparatus.**

Pseudoisochromatic plates, (American Optical Company (AOC), 1965 edition; AOC-HRR, 2<sup>nd</sup> edition); Dvorine, 2<sup>nd</sup> edition; Ishihara, Concise 14 -, 24 -; or 38- plate editions; or Richmond (1983 edition, 15-plates). Acceptable substitutes are: Farnsworth Lantern; Keystone Orthoscope; Keystone Telebinocular; LKC Technologies Inc., Apt-5 Color Vision Tester; OPTEC 2000

Vision Tester (Models 2000PAME, and 2000OPI); Titmus Vision Tester; Titmus II Vision Tester (Model Nos. TII and TIIS); and Titmus 2 Vision Tester (Models T2A and T2S).

f) A wall Target consisting of a 50-inch square surface with a matte finish (may be black felt or dull finish paper) and a 2-mm white test object (may be a pin) in a suitable handle of the same colour as the background.

g) Other vision test equipment that is acceptable as a replacement for 1 through 4 above includes the American Optical Company Site-Screener, Bausch and Lomb Orthorator, Keystone Orthoscope or Telebinocular, Titmus Vision Tester, or Stereo Optical Co. OPTEC 2000 VISION TESTER.

h) Standard doctor diagnostic instruments and aids including those necessary to perform urinalysis.

**i) Electrocardiographic equipment.**

Aviation Medical Examiners must have access to digital electrocardiographic equipment with electronic transmission capability.

**j) Audiometric equipment.**

All Aviation Medical Examiners must have access to audiometric equipment or a capability of referring applicants to other medical facilities for audiometric testing.

**3.21 Issue of the letter of designation.**

When an applicant has satisfactorily met all the requirements for the designation and the prescribed Application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the designation fees if applicable and the Designation Letter is issued.

**3.22 Termination of Designation**

3.22.1 The Authority shall identify those AMEs committing serious certification errors and notify them in writing as required, so that appropriate action may be taken.

3.22.2 Termination or non-renewal of designation may be based in whole or in part on the following:

- a) No examinations performed within the 12 months of the initial designation.
- b) Disregard of or failure to demonstrate knowledge of the civil aviation authority rules, regulations, policies, and procedures.
- c) Careless or incomplete reporting of the results of medical examinations.
- d) Failure to comply with the mandatory AME training requirements.
- e) Unprofessional office maintenance and appearance.
- f) Unprofessional performance of examinations.

- g) Failure to promptly deliver medical examinations evaluation reports to the Authority.
- h) Loss, restriction or limitation of the licence to practice medicine.
- i) Any action that compromises public trust or interferes with the AME's ability to carry out the responsibilities of his designation.
- j) Any illness or medical condition that may affect the doctor's sound professional judgment or ability to perform examinations.
- k) Arrest, indictment or conviction for violation of law.
- l) Request by the doctor for termination of designation.
- m) Any other reason the Authority may deem appropriate.

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**Director General**  
**Burundi Civil Aviation Authority**