

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 version) not the browser.

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.