



CC/ATCG/Operations/2021/06

13.09.2021

**The Director General of Civil Aviation
DGCA Headquarter
Opp. Safdarjung Airport
New Delhi - 110003**

SUB:- Request for Amendment in guidelines on Class 3 Medical Assessment for ATCOs-reg.

Sir,

Reference may please be made to interim guidelines on **Procedure for Class 3 Medical Assessments for ATCOs.**

Refer Para 13 of the said document, the time limit of 90 days at the disposal of DGCA for issuance of fitness certificate in case of TUF/SME appears impracticable. It is important to mention here that before a controller appears in person for medical examination by DGCA medical examiner or IAF Boarding center, a significant time is lost in doing the pre-examination formalities. These pre-examination formalities include sending the medical documents between ATCO, AMA, DGCA and other agencies for approvals / co-ordination. As the ATCO concerned has already been off-channel for a long duration due to his sickness, this further delay of 4-5 months in procedural issue would mean every such controller would definitely lose his Rating Recency and would have to undergo the procedure for revalidation. This in-turn would mean an ATCO who reported sick for one month might not be actually available for next six months due to fitness issues. **It is suggested that maximum time at the disposal of DGCA for issuance of fitness should be brought down to 30 days.**

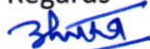
2. As per Para 19, all cases of sickness or injury less than 20 days to be reported to AAI, AMA for fitness. Here, reference may please be made to Manual of Civil Aviation Medicine, DOC 8984, Part 1, Chapter 1, Para 1.2.33, & Annex 1, Chapter 1, 1.2.6.1.1 Recommendation which specifies the medical conditions requiring advice from a medical examiner before return to operations (relevant pages of Doc 8984 copy attached).

In light of the Annex 1 recommendations and provisions contained in Doc 8984 Manual of Civil Aviation Medicine, it is requested that ATCOs may please be allowed to take medical leaves of less than 20 days on account of any minor illness for which any specialized medical examination is not required, and station ATS in-charges may please be allowed to accept return of such ATCOs to perform operational duties. If required, a list of such minor illnesses may please be published by AMA, AAI.

ATC Guild (India) requests your good office to issue necessary instructions to amend guidelines issued in respect of para 13 & para 19 of Procedure for Class 3 Medical Assessments for ATCOs.

Assuring you best co-operation.

Regards



(Alok Yadav)

General Secretary

Enclosures:

1. Guidelines issues for PROCEDURE FOR CLASS3 MEDICAL ASSESSMENTS FOR ATCOs.
2. Relevant pages of DOC 8984 (Manual of civil Aviation Medicine) & Annex1.

Copy to :

1. The Chairman, A AI, CHQ, Rajiv Gandhi Bhawan, New Delhi – 110003
2. The Member (ANS), AAI, CHQ, Rajiv Gandhi Bhawan, New Delhi – 110003
3. The Executive Director (CAP), AAI, CHQ, Rajiv Gandhi Bhawan, New Delhi – 110003

PROCEDURE FOR CLASS 3
MEDICAL ASSESSMENT FOR
AIR TRAFFIC CONTROLE OFFICER (ATCO)

1. An applicant for grant/renewal of a Student Air Traffic Controller's licence or Air Traffic Controller's licence/rating shall hold a valid Class 3 Medical Assessment issued in accordance with the Civil Aviation Requirement CAR Section 7 Series C Part I Issue II dt 12/10/2017 on 'Medical Requirements and Examination for Flight Crew/Air Traffic Controllers Licences and Ratings' (Revised on dated 05 Apr 21).
2. No ATCO shall exercise the privileges of his/her licence/ rating, unless he/she holds a valid Class 3 Medical Assessment.
3. It is therefore important to ensure that ATCOs are examined periodically and if any disability/disease occurs or is detected, a suitable aeromedical decision is taken for the fitness to perform their job.
4. The medical examination shall be carried out as per relevant DGCA procedures and ICAO guidelines on the subject.
5. An Air Traffic Controller, for a Medical Assessment, shall undergo a medical examination based on the following requirements (as per Para 6.5 of Chapter 6 of Annex 1- Personnel Licensing): -
 - (a) Physical and Mental Requirements
 - (b) Visual and Colour Perception
 - (c) Hearing Requirements
6. Class 3 Medical Assessment shall be valid from the date of medical examination for a period, not greater than: -
 - (a) 04 (four) years – For age up to 40 years
 - (b) 02 (two) years – For age above 40 years but up to 50 years
 - (c) 01 (one) year – For age above 50 years

(However, the remainder period of validity after the licence/rating holder attains the age of 40 years or 50 years shall be reduced to half)

Initial Medical Examinations

7. Initial Class 3 medical examination shall be carried out by **DGCA empanelled Class 1 medical examiners only.**

8. ATSTO/ATS-in-charge(s) shall seek appointment with the nearest available DGCA empanelled Class 1 Medical Examiner for medical examination. Applicants shall undergo medical investigations (as specified in Appendix 'A' to this procedure) within a period of 30 days from the examination date. On the date of appointment, the ATCO shall report to the Class 1 Medical Examiner with his/her identity proof and a recent passport size photograph (with name and date annotated on the front). The medical examination shall be conducted on GoI Form CA 34 (Re-revised). On completion of the medical examination, the medical examiner will hand over a copy of CA 35 ('Medical Certificate') to the applicant ATCO. The medical examiner will forward the signed medical reports (completed Form CA 34 & CA 35 along with all original investigation reports and opinions), by registered post/speed-post/courier, to Gp Capt Medical Service (Civil Aviation), at DGCA for approval and issuance of 'Medical Assessment', at the following address: -

Kind Attn: Gp Capt Medical Service (CA), Medical Directorate,
Directorate General of Civil Aviation, Headquarters
Opposite Safdarjung Airport, Aurobindo Marg
New Delhi – 110 003

The following should be annotated on top of envelop and CA 34 'Class 3 Medical Examination Report'.

Renewal Medical Examinations

9. All applicants for Class 3 medical examination shall undergo medical investigations for the Renewal Medical Examination (as per their age) as specified.

10. Renewal of Class 3 medical examination will be carried out by DGCA empanelled Class 3 medical examiners (Class 3 examiners are the Class 1 medical examiners and Class 2 medical examiners who have more than 3 years of experience as Class 2 medical examiners. List of medical examiners is available on DGCA website at <https://www.dgca.gov.in/digigov-portal/?page=jsp/dgca/inventorylist/personal/medical/class3/class%203%20medical%20examiners.pdf>

11. Only the GoI Medical Examination Forms (CA 34/34A and CA 35) to be used by the DGCA empanelled Medical Examiners and these forms are to be filled by 'hand' only. After completion of medical examination, these forms shall be submitted by the Medical Examiner to DGCA for approval and issuance of Medical Assessment by the medical assessors at DGCA.

12. Applicants for Class 3 renewal medical examination shall indicate to the medical examiner whether a Medical Assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension. They shall submit a copy of their last medical assessment and same shall be annotated at relevant Paras of CA-34 A.

13. While the Medical Assessment issued from DGCA is awaited, the ATCO shall be in possession of 'Medical Certificate' (CA 35) issued by the medical examiner for exercising the privileges of his/ her licence/ratings. In case of a delay in receipt of Medical Assessment, the ATCO shall inform DGCA and AMA, AAI. AMA, AAI shall coordinate with DGCA for timely issuance of medical assessments (within 90 days). However, **Post Temporary Unfitness (TU) & Special Medical Examination, the ATCO can exercise the privileges of his/her license/ rating only after issuance of Medical Assessment by the DGCA.**

14. The Medical Assessors at DGCA may supersede the aeromedical disposition given by the DGCA empanelled Medical Examiners. And, where necessary, the Medical Assessors at DGCA may declare the licence/rating holder 'Temporary Unfit' or 'Permanent Unfit'. In such a scenario, the ATCO shall cease to perform his/her ATC duties immediately on receipt of information from DGCA or AMA, AAI.

15. The period of validity of the medical assessment shall commence from the date following the date of validity of the previous medical assessment, provided that the renewal medical examination has been conducted not earlier than a period of forty five days (45 days) prior to the 'date of expiry' of the validity of previous medical assessment.

16. The final recommendations for ATCO's medical assessment could be any one of the following: -

- (a) Medically Fit
- (b) Temporary Unfit
- (c) Permanently Unfit

17. ATCO shall not exercise the privileges of his/her licence/rating unless declared fit after a fresh medical examination in the event of his/her having suffered from a sickness or injury which: –

(a) Renders him/her incapable of discharging his/her duties for a continuous period of more than 20 days.

(b) Or is likely to cause unfitness or impair his/her efficiency in the discharge of duties.

18. In the above scenario, the licence holder shall immediately notify all the relevant details of the sickness or injury to AMA, AAI.

19. In case of sickness or injury involving unfitness for the work for which ATCO is licensed for a period of less than or equal to 20 days, the AMA, AAI can declare the ATCO medically fit after evaluating the medical documents. However, in certain cases the AMA, depending on the merits of such cases, issue final disposition for fitness after consultation with Med Directorate, DGCA.

20. In case of absence from the duty for medical reasons (due to any surgery or illness) for a continuous period of more than 20 days or when due for review after 'Temporary Unfitness' period is over, the licence/rating holder shall undergo a Special Medical Examination. The procedure for this special medical examination is as under: -

(a) After the licence/rating holder has clinically recovered, he/she will forward all relevant medical documents (by email) to the AMA, AAI.

(b) AMA of AAI and DGCA Medical Directorate shall jointly take a decision on where to conduct the Special Medical Examination; at an IAF Boarding Centre or by DGCA empanelled Examiner.

(c) The concerned licence/rating holder shall be conveyed to report to any IAF Boarding Centre (based on the availability of appointment) or Class 1/Class 3 Medical Examiner for Special Medical Examination along with prescribed application format (placed as Appendix 'B').

(d) The special medical examination shall be conducted for the relevant system (Medical/Surgical/Ophthalmology/ENT) on form CA 34 A /35. The envelope shall be annotated as 'Special Medical Examination for Class 3 Assessment' in bold letters and forwarded to DGCA by the fastest means for issuance of Medical Assessment.

(e) Once the licence/rating holder obtains an appointment with DGCA empanelled Medical Examiner, the same shall be intimated to ATS-in-charge. And, once the Special Medical Examination is completed, the date and details of the special medical examination shall be intimated to AMA, AAI for upkeep of records.

(c) Once Medical Assessment is issued by DGCA to the licence/rating holder, a copy of the same shall be submitted to ATS-in-charge, who shall communicate the same to AMA AAI through e-mail.

Procedure for Medical Assessment during Pregnancy

21. On confirmation of pregnancy, an ATCO, shall not exercise the privileges of her ratings/ licence and inform ATS in-charge. She shall consult the AMA, AAI for her fitness to exercise privileges of her rating/ licence.

22. The ATCO shall submit the medical fitness report from her treating specialist in Obstetrics/Gynaecology and relevant investigation reports to AMA, AAI at the earliest to enable him/her to make the assessment on her medical fitness.

23. In case of 'low-risk' and 'uncomplicated' pregnancy, the fitness assessment shall be limited to the period until the end of the 34th week of gestation.

24. Post-pregnancy, in case of 'normal vaginal delivery', fitness shall be granted by AMA, AAI after reviewing her hospital discharge summary, relevant investigation reports and 'medical certificate' from her treating specialist in Obstetrics/Gynaecology.

25. Under following conditions, the concerned ATCO shall undergo a 'Special Medical Examination' by a DGCA empaneled Class 3 Medical Examiner:

- (a) Following termination of pregnancy; Spontaneous/ induced abortion (without any sequelae)
- (b) Delivery by a Caesarean Section
- (c) Complication following a vaginal delivery

26. For the Special Medical Examination mentioned in para 25, the licence/rating holder shall follow the following procedure: -

(a) Obtain an appointment from any DGCA empanelled Class 3 Medical Examiner for Special Medical Examination. Carry all relevant medical documents including certificate from her treating Specialist in Obstetrics/Gynaecology,

Hospital discharge summary and relevant investigation reports. The medical examiner shall forward this 'Special Medical Examination' documents to DGCA as per the procedure given at para 20 above. Medical Assessment shall be issued by DGCA.

Early Renewal Medical Examination

28. The licence/rating holder can undergo an early renewal medical examination provided he/she has completed half the validity period of previous medical assessment and not within 45 days of the expiry of validity of previous medical assessment. However, the licence/rating holder has to apply for early renewal medical examinations to DGCA Medical Directorate, on the prescribed form (placed as Appendix 'B') through AMA, AAI with tenable reasons. The licence/rating holder can undergo early renewal only after the approval of his/her application by Medical Directorate, DGCA.

Licence /rating holder can undergo an early renewal medical examination provided he/she has completed half the validity period of previous medical assessment.

Lapse of Medical Assessment Validity

29. The Medical Assessment is considered 'invalid' after the validity date. In order to undergo renewal medical examination after the expiry of validity of medical assessment, the licence/rating holder has to apply to the Medical Directorate DGCA through AMA, AAI, on the prescribed format (placed as Appendix 'B') stating a tenable reason for the delay or the lapsed period. However, if the lapsed period (as calculated from the date of last medical examination) is four (04) years or more, a fresh Re- Initial Medical Examination shall be conducted.

In case the ATCO is posted to the Regional/ Corporate HQs, AAI or on foreign course etc. where Class 3 Medical requirements is not necessitated, he/she should submit the official document to that effect to DGCA along with the application.

Appeal Procedure

30. In case an ATCO is awarded a Permanent or Temporary Medical Unfitness, the procedure for appeal against the decision of Medical Directorate, DGCA is laid down in Para 7 of CAR Section 7 Series C Part I Issue II dated 12 Oct 2017 on 'Medical Requirements and Examination for Flight Crew/Air Traffic Controllers Licences and Ratings' (Revised dated 05 Apr 21).

Appendix 'A'

MEDICAL INVESTIGATIONS
(TO BE CARRIED OUT FOR ATCOs)

<u>S.No</u>	<u>Occasion</u>	<u>Investigation to be Carried out</u>
1.	Initial Medical Examination	(a) Blood Hb %, TLC & DLC (b) Urine RE, ME & Specific Gravity (c) ECG Resting (d) Blood Urea (e) Serum Creatinine (f) Blood Sugar (F&PP) (g) Lipid Profile (h) Liver Function Test (j) CXR (k) USG Abdomen and Pelvis (l) Ophthalmic Examination by Eye Specialist (m) Pure Tone Audiometry with ENT Splt Opinion
2.	Every Renewal Medical Examination	(a) Blood Hb %, TLC & DLC (b) Urine RE, ME & Specific Gravity (c) ECG Resting (To be opined by Medical / Aviation Medical Specialist) (d) Blood Urea (e) Serum Creatinine (f) Blood Sugar (F) upto 39 yrs of age & Blood Sugar (F,PP) after the age of 40 yrs and above (f) Ophthalmic Examination by Eye Specialist (g) Pure Tone Audiometry with ENT Splt Opinion (upto the age of 50 years)
3.	Medical Examination at	(a) All investigations mentioned at S.No. 2

	40 yrs and 50 yrs of age	(b) Lipid Profile (c) Liver Function Test (d) USG Abdomen and Pelvis
4.	Once in 2 yrs after 50 yrs of age.	(a) All investigations mentioned at S.No. 2 (b) Lipid Profile (c) Liver Function Test (d) USG Abdomen and Pelvis (e) Pure Tone Audiometry

Note: -

For Female ATCOs, Gynaecologist opinion with every Medical Examination.

Appendix 'B'

APPLICATION FOR PERMISSION FOR EARLY/DELAYED/SPECIAL /POST TEMP UNFIT/RENEWAL/RE-INITIAL MEDICAL EXAMINATION

Medical Dte,
DGCA HQ
Opposite Safdarjung Airport, Aurobindo Marg
New Delhi – 110 003

Date:

1. I, (Name), PMR No 1-...../.....-L-2 (AAI Employee Id No:.....) request permission for undergoing early/delayed/special Class-III medical examination since (state reason(s) for delay or early medical examination).....
.....
.....
.....

2. My particulars are as follows: -

(a) Email Id (In Capital letters)

(b) Contact Number.....

(c) Postal Address.....

(d) Date of Birth with Age:.....

(e) Details of last medical

(i) Date Valid up to:

(ii) Place of Medical

(iii) Status Fit/ Temporary Unfit/ Permanent Unfit.....

(f) Forthcoming Medical Date.....at Medical Centre/ Examiner.....

3. I hereby declare that I have not exercised the privileges of my license when my medical was not valid.

Yours faithfully,

Enclosures:

1. Copy of Last Medical Assessment issued by DGCA.
2. Documents supporting reason for delay/ early/ special e.g. medical certificates if reason is related to medical illness

REMARKS BY MED DTE DGCA

Appendix 'C'

**APPLICATION FOR REVIEW MEDICAL EXAMINATION POST TEMPORARY
UNFITNESS/SPECIAL MEDICAL EXAMINATION**

Medical Dte,
DGCA HQ,
Opposite Safdarjung Airport,
Aurobindo Marg, New Delhi – 110 003

1. Name (Capital Letters Only) _____
2. PMR File No _____
3. DOB _____ Age (As on date) _____
4. AAI Employee ID _____
5. Contact No. _____
6. E-Mail ID (Capital Letters only) _____
7. Details of Last Medicals Examination (a) Medical Centre/Examiner _____
(b) Date of Medical _____
8. Last Medical Valid up to (As per Medical Assessment _____
issued by DGCA Medical Cell/AMA, AAI)
Attach copy of last medical Assessment
9. Forthcoming Medical: -
(a) Medical Type (*Tick one option*)
a) Review after Temporary Unfit
b) Special Medical
(*Kindly attach necessary relevant medical documents
like Cure Certificate, Hospitalization Documents,
Investigations etc.*)
(b) Intended Dates of Appointment a) _____
(for IAF Boarding Centre Only) b) _____
(c) Intended Centres a) _____
(If all the options are filled, then earliest b) _____
date will be allotted in either of the c) _____
given options)

Place

Date

Signature of Individual

Remarks by AMA AAI

Remarks of Med Dte DGCA HQ Permitted Review/Special Medical Examination combined with
Re-Initial/Early/Delayed at

- i. Class 3 Medical Examiner
- ii. Class 1 Medical Examiner
- iii. IAF Boarding Centre (on _____ at _____)

1.2.6 Decrease in medical fitness

1.2.6.1 Holders of licences provided for in this Annex shall not exercise the privileges of their licences and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

1.2.6.1.1 **Recommendation.**— *States should ensure that licence holders are provided with clear guidelines on medical conditions that may be relevant to flight safety and when to seek clarification or guidance from a medical examiner or Licensing Authority.*

Note.— *Guidance on physical and mental conditions and treatments that are relevant to flight safety about which information may need to be forwarded to the Licensing Authority is contained in the Manual of Civil Aviation Medicine (Doc 8984).*

1.2.6.1.2 **Recommendation.**— *Each Contracting State should, as far as practicable, ensure that licence holders do not exercise the privileges of their licences and related ratings during any period in which their medical fitness has, from any cause, decreased to an extent that would have prevented the issue or renewal of their Medical Assessment.*

1.2.7 Use of psychoactive substances

1.2.7.1 Holders of licences provided for in this Annex shall not exercise the privileges of their licences and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges.

1.2.7.2 Holders of licences provided for in this Annex shall not engage in any problematic use of substances.

1.2.7.3 **Recommendation.**— *Contracting States should ensure, as far as practicable, that all licence holders who engage in any kind of problematic use of substances are identified and removed from their safety-critical functions. Return to the safety-critical functions may be considered after successful treatment or, in cases where no treatment is necessary, after cessation of the problematic use of substances and upon determination that the person's continued performance of the function is unlikely to jeopardize safety.*

Note.— *Guidance on suitable methods of identification (which may include biochemical testing on such occasions as pre-employment, upon reasonable suspicion, after accidents/incidents, at intervals, and at random) and on other prevention topics is contained in the Manual on Prevention of Problematic Use of Substances in the Aviation Workplace (Doc 9654).*

1.2.8 Approved training and approved training organization

Note.— *The qualifications required for the issue of personnel licences can be more readily and speedily acquired by applicants who undergo closely supervised, systematic and continuous courses of training, conforming to a planned syllabus or curriculum. Provision has accordingly been made for some reduction in the experience requirements for the issue of certain licences and ratings prescribed in these Standards and Recommended Practices, in respect of an applicant who has satisfactorily completed a course of approved training.*

1.2.8.1 Approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.

1.2.8.2 The approval of a training organization by a State shall be dependent upon the applicant demonstrating compliance with the requirements of Appendix 2 to this Annex and the relevant provisions contained in Annex 19.

1.2.6.1.2 Recommendation. — *Each Contracting State should, as far as practicable, ensure that licence holders do not exercise the privileges of their licences and related ratings during any period in which their medical fitness has, from any cause, decreased to an extent that would have prevented the issue or renewal of their Medical Assessment.*

1.2.29 The provisions of Annex 1, 1.2.6.1, would apply if there is a decrease in medical fitness attributable to the effects of intercurrent disease, injury, alcohol or other psychoactive substances, medication, fatigue, sleep disturbances due to time zone changes, adverse climatic conditions and disrupted regular work/rest schedules which might render the holder of a licence or rating incapable of meeting the medical requirements of his licence or rating.

1.2.30 Previous editions of Annex 1 contained a Recommendation that licence holders should inform the Licensing Authority of pregnancy, decrease in medical fitness for more than 20 days, and the continued use of prescribed medication. However, experience has shown that Licensing Authorities have interpreted this Recommendation in different ways and, following discussion with States, it was revised to the wording above.

1.2.31 It is clearly important that licence holders are aware of those medical conditions that may affect flight safety, both immediately and in the long term, so that, if they have developed a medical condition, they know when to seek medical help, and when to cease flying. Licensing Authorities may wish to place more or less emphasis on particular aspects of fitness for holders of licences issued by their State, depending on the prevalence of particular diseases in their licence holders.

1.2.32 States can provide information about relevant physical and mental conditions in many ways. Examples include: internet website; information circular; medical examiner briefing. The most effective way(s) is likely to differ from State to State. A medical examiner briefing may be effective, and for Class 1 applicants under 40 years of age it is suggested that this could be formally included in the preventive and educative part of the medical assessment.

1.2.33 For many conditions, modern medical practice has changed the length of time required in hospital, and some conditions, which in the past involved a lengthy hospital stay, can now be dealt with very quickly, sometimes even on an outpatient basis. One State lists the following conditions as requiring advice from a designated medical examiner before a return to operations can be considered:

- a) any surgical operation
- b) any medical investigation with abnormal results
- c) any regular use of medication
- d) any loss of consciousness
- e) kidney stone treatment by lithotripsy
- f) coronary angiography
- g) transient ischaemic attack
- h) abnormal heart rhythms including atrial fibrillation/flutter.

1.2.34 In many instances of ill-health a medical practitioner without any training in aviation medicine may be unable to provide appropriate advice to a licence holder regarding fitness to fly. Any licence holder should be aware of the action to take in the event of suffering a common cold, without having to seek advice from a designated medical examiner unless there are complicating factors, but for more serious conditions advice concerning fitness to operate should be readily available from those with specialist knowledge, e.g. a designated medical examiner or the aviation medicine section of the Licensing Authority. If a "temporarily unfit" assessment is made, the method for regaining fitness should be clear and, when fitness is regained, return to operations should not be unduly delayed. If a licence holder is affected by any medical condition such as those mentioned in the list above (which is not exhaustive), he should be aware of the need to seek aeromedical advice before again exercising the privileges of his licence.