

**Kingdom of Saudi Arabia
General Authority of Civil Aviation**

**SAFETY AND ECONOMIC
REGULATION**

AVIATION STANDARDS DEPARTMENT

**AVIATION MEDICAL EXAMINER
SYSTEM**

Document Number : GACA – 1-03

Edition Number : 1.0

Edition Date : April 2009

Foreword

This order provides guidelines for the administration of the Aviation Medical Examiner System (AME System) including procedures for designating and terminating the designation of aviation medical examiners (AMEs). This order also includes requirements for initial and recurrent training for AMEs.

APPROVED:

Vice President Safety and Economic Regulation
General Authority of Civil Aviation,
Kingdom of Saudi Arabia,

Capt. Mohammed Ali Jamjoom

Effective Date: April, 2009G

Table of Contents

Section No.	Subject	Page No:
1	PURPOSE	1
2	DISTRIBUTION	1
3	DELEGATION OF AUTHORITY	1
4	REFERENCE	2
5	DEFINITIONS	2
6	FORMS AND SUPPLIES	3
7	GENERAL	3
8	SELECTION AND RETENTION OF AMEs	3
9	DESIGNATION	3
10	PROHIBITED EXAMINATIONS	6
11	DURATION OF DESIGNATION	7
12	AUTHORITY DELEGATED TO A DESIGNATED AME	7
13	PROCEDURES FOR DESIGNATION	7
14	AME IDENTIFICATION CARDS	11
15	FORM AVAILABILITY	12
16	DESIGNATION OF MILITARY FLIGHT SURGEONS	12
17	AME SURVEILLANCE & AUDIT PROGRAM	13
Note:	RECOMMENDATION FOR PROFICIENCY	13
Appendix I	GACA AME FORM LIST	14
Appendix II	GACA COMPLIANCE LIST FOR MEDICAL EQUIPMENT USED BY AMES	15
Appendix III	APPLICATION FOR DESIGNATION AS A MEDICAL EXAMINER	16
Appendix IV	ORDER FORM MEDICAL FORMS & STATIONERY REQUISITION	18

GENERAL AUTHORITY OF CIVIL AVIATION	SAFETY & ECONOMIC REGULATION
AVIATION MEDICAL EXAMINER SYSTEM	

1. **PURPOSE.** This order provides guidelines for the administration of the Aviation Medical Examiner System (AME System) including procedures for designating and terminating the designation of aviation medical examiners (AMEs). This order also includes requirements for initial and recurrent training for AMEs consisting of:
 - 1.1. A basic AME seminar prior to designation, conducted by GACA or any International accredited Aviation Institution.
 - 1.2. Successfully passing GACA evaluation proficiency test with a high score, set about 80%.
 - 1.3. At 3 years intervals thereafter attendance at an AME Seminar or equivalent.

2. **DISTRIBUTION.** Designated AMEs, Military Institutions, Traffic Control Centers.

3. **DELEGATION OF AUTHORITY.** The Director of Aviation Medicine Department develops and establishes policies, plans, procedures, standards, and regulations governing the AME System.
 - 3.1. The Director, Aviation Medicine Department is delegated responsibility by President GACA to:
 - 3.1.1. Designate and terminate designation as AMEs of Flight Surgeons at military posts, and medical facilities in coordination with the Surgeons General of the Armed services.
 Designate and terminate designation of civil AMEs.
 Designations of military flight surgeons and civil AMEs are subject to the general procedures and guidelines set out in this order, except as otherwise provided.
Junior AMEs shall perform second-and third-class examinations **only**.
 Limited authority to perform first-class examinations may be granted to certain military AMEs to support special military operations.
 - 3.1.2. Designate and terminate designations of physicians as AMEs (including Senior AMEs) who is located in foreign countries.
 - 3.1.3. Plan, develop, administer, and evaluate medical education programs in support of the AME System.
 - 3.1.4. Monitor the AME System and advise the President-GACA on its administration.
 - 3.1.5. Provide administrative support for the AME system.
 - 3.1.6. Ensure that AMEs properly carry out their duties and meet all requirements and conditions of their designations.

4. REFERENCE.

- 4.1. Section 6 of the Civil Aviation Act of the Kingdom of Saudi Arabia which requires that airmen be in possession of a valid license or certificate in accordance with rules and regulations adopted by GACA.
- 4.2. GACA/FAR 61 establish the duration of medical certificates, and describe the procedure for the issuance of student pilot certificates.
- 4.3. GACA/FAR 67 prescribe the airman medical certification standards and certification procedures.

5. DEFINITIONS.

- 5.1. Airman means an individual who is:

- 5.1.1. In command, or as a member of the crew, navigates aircraft when under way.

- 5.1.2. Directly in charge of inspecting, maintaining, overhauling, or repairing aircraft, aircraft engines, propellers, or appliances in the Kingdom, or,

- 5.1.3. Serving as an aircraft dispatcher or air traffic controller.

- 5.2. Aviation Medical Examiner (AME). A physician designated by GACA and given the authority to accept applications and perform physical examinations necessary to determine qualifications for the issuance of second- and third-class GACA airman medical certificates under GACA/FAR 67. The AME conducts these physical examinations; issues or denies airman medical certificates in accordance with GACA/FAR 67 and the *Guide for Aviation Medical Examiners*; and issues combined medical/student pilot certificates in accordance with GACA/FAR 61.

- 5.3. Senior Aviation Medical Examiner (Senior AME). An AME given the additional authority to accept applications and perform physical examinations necessary to determine qualifications for the issuance of first-class GACA Airman Medical Certificates under GACA/FAR 67. The AME conducts these physical examinations; issues or denies airman medical certificates in accordance with GACA/FAR 67 and the *Guide for Aviation Medical Examiners*; and issues combined medical/student pilot certificates in accordance with GACA/FAR 61.

- 5.4. Physician. A doctor of medicine.

- 5.5. Military Flight Surgeon. A doctor of medicine employed by the KSA Armed Forces (Air Force, Navy, Army, National guard, Coast Guard) who has completed the appropriate military aviation medicine training and has been awarded the title of Flight Surgeon.

- 5.6. Designation. Authority to assume the responsibilities of an AME which commences on the date of a letter of formal notification of designation and remains in effect for 36 months following that date, subject to a satisfactory annual performance evaluation.

GENERAL AUTHORITY OF CIVIL AVIATION	SAFETY & ECONOMIC REGULATION
AVIATION MEDICAL EXAMINER SYSTEM	

5.7. Redesignation. Process of renewing the designation of AMEs at 3-year intervals; however, new AME ID Cards will be issued on a yearly basis during the designation period upon showing of satisfactory performance.

5.8. Reinstatement. Process of designating former AMEs.

5.9. Termination of Designation. Withdrawal of an AMEs designation before completion of the standard 36-month designation period.

5.10. Aeromedical Certification Subsystem (AMCS). A personal computer-based software package that provides for the recording, validation, and electronic transmission of airman medical certification information by AMEs (Under implementation).

6. FORMS AND SUPPLIES. GACA forms and supplies may be obtained from the Director, Aviation Medicine Department, and GACA. The use of any locally designed forms or certificates in lieu of those listed in this order is prohibited. Appendix 1 contains current forms and reports formats.

7. GENERAL. AMEs assumes certain responsibilities directly related to the GACA safety program. They serve in their domain as the aviation safety experts where medical matters are concerned. They have responsibility to ensure that only those applicants who are physically and mentally able to perform safely may exercise the privileges of airman certificates. To properly discharge the duties associated with these responsibilities, AMEs shall maintain familiarity with general medical knowledge applicable to aviation. They also shall have detailed knowledge and understanding of GACA rules, regulations, policies, and procedures related to the medical certification of airman. AMEs must also possess acceptable equipment and adequate facilities necessary to carry out the prescribed examinations.

8. SELECTION AND RETENTION OF AMEs. In the selection and retention of AMEs, GACA will designate only professionally qualified and appropriately licensed physicians of good moral standing, and who are interested in promoting aviation safety. Only those physicians who enjoy the fullest respect of their associates and members of the aviation community whom they serve shall be designated and retained as AMEs.

9. DESIGNATION.

9.1. Authority to Perform Second-and Third-Class examinations.

9.1.1. Criteria for Designation.

9.1.1.1. Qualifications. The applicant for designation as an AME with authority to perform examinations for second or third-class medical certificates and student pilot certificates shall be a professionally qualified physician in good standing in his or her domain. The applicant must be able to read, write, speak, and understand the English language and possess an unrestricted license(s) to practice medicine in the country where he resides' for international AMEs' an unrestricted license to practice in the foreign country in which the designation is sought. The applicant must be engaged in the practice of medicine at an

established office address and located in the Country (if applicable) of designation. The applicant's past professional performance and personal conduct shall be suitable for a position of responsibility and trust. Special consideration and designation will be given to those applicants who are pilots, who have been military flight surgeons, who have advanced training or expertise in aviation medicine, e.g. Diploma, MSC degrees or who were previously designated but have relocated to a new geographical area, All applicants must meet international Civil Aviation Organization (ICAO) recommendation for proficiency.

9.1.1.1.1. The AME should possess one of the following basic training in Aviation Medicine:

9.1.1.1.1.1.FAA basic course in Aviation Medicine for designation as AME.

9.1.1.1.1.2.JAR basic/advance Aviation Medicine Course.

9.1.1.1.1.3.ICAO basic Aviation Medicine Course.

9.1.1.2.Distribution. There shall be a determined need for an AME in the area, based on adequacy of coverage related to the pilot population. Other variables, such as rural vs. urban geographic locations and aviation activity levels, shall be considered when assessing the local needs for designation of additional AMEs.

9.1.1.3.Credentials.

9.1.1.3.1.Initial Application. At the time of initial application for designation, the physician shall submit a completed GACA Form 8520-2, Aviation Medical Examiner Designation Application and the following documents or copies thereof:

9.1.1.3.1.1.MB, BC from an accredited medical school and basic Aviation Medicine Training..

9.1.1.3.1.2.Certificate of any postgraduate professional training (e.g., internship, residency, membership, fellowship).

9.1.1.3.1.3.Ministry of Health license(s) to practice medicine.

9.1.1.3.1.4.Certification by Arab Specialty Board, if applicable.

9.1.1.3.1.5.Current Registration Certificate from the Saudi Council for Health Specialties with no restriction or limitations, to practice medicine.

9.1.1.3.1.6.References from three physicians regarding professional standing and a statement from the employer (Present, Past) that the applicant is a member in good moral standing (attitude, behavior, personality).

9.1.1.3.1.7.A second statement from Supreme Medico Legal Committee (MOH) affirming that:

9.1.1.3.1.7.1. There are no current restrictions of medical practice, and there are no adverse actions proposed or pending that would limit medical practice by any governmental licensing board, or by any organization that may have licensing or certification authority.

9.1.1.3.1.7.2. There are no known investigations, criminal or otherwise charged indictments, or pending actions in any court.

9.1.2. Redesignation. It is the responsibility of the AME to obtain and submit to the appropriate GACA official (i.e., Director, Aviation Medicine Department) items (9.1.1.3.1.5) and (9.1.1.3.1.7) (above) in support of his/her redesignation.

9.1.3. Conditions of Designation. To be designated as an AME, the applicant must comply with the following conditions:

9.1.3.1. Credentials. The AME must notify the Director, Aviation Medicine Department at any time there is a change in status of licensure to practice medicine.

9.1.3.2. Professionalism. Be informed to the principles of aviation medicine; be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of airmen; and abide by the policies, rules, and regulations of GACA.

9.1.3.3. Examinations. Personally conduct all medical examinations at an established office address. Paraprofessional medical personnel (e.g., nurses, Medical Technicians etc) may perform limited part of the examinations (e.g., measurement of visual acuity, hearing, phorias, blood pressure, and pulse, conduct of urine analysis and electrocardiography) under the supervision of the AME. The AME shall conduct the general physical examination, sign the GACA forms, and list his/her GACA designation identification number, both in Item 64 of GACA Form 8500-8 and on the medical certificate. In all cases, the AME shall review, certify, and assume responsibility for the accuracy and completeness of the total report of examination. GACA medical examination fees charged by AMEs should, as a general rule, be equivalent to the fees generally charged for a comparable medical examination service in the geographical area where the AME is located.

9.1.3.4. Continuing Education.

9.1.3.4.1. An AME applicant shall attend a basic AME seminar conducted by GACA or an accredited International Aviation Institution before initial designation. After initial designation, and as a requirement for continued designation, an AME shall attend an AME seminar every 3 years from the date of attendance of the basic seminar. At least one member of the AMEs staff in every office where the AME performs GACA exams shall be orientated to the Aviation Medicine clinical Exam. For physicians inside/outside KSA, continuity of designation is based on attendance at

seminars after initial designation specified at 3 years intervals, satisfactory performance as an AME and by continuing participation in acceptable aviation medicine education and training activities approved by the Director, Aviation Medicine Department.

9.1.3.4.2. AMEs are required to have cockpit and or simulator attendance of 12 hours/year as an observer, subject to prior arrangement with office of the Director, Aviation Medicine Department and other regulatory authorization

9.1.3.5. Office Address and Telephone Numbers. AMEs will be listed in GACA website with telephone number, fax number, e-mail and complete address. The AME is required to promptly advise, in writing the Director, Aviation Medicine Department, of any change in office location or telephone numbers. Movement of the location of practice may lead to termination or nonrenewal of designation. Continuation of designation at a new location is contingent on need (see paragraph 13).

9.1.3.6. Facilities of Equipment. The applicant shall have adequate facilities for performing the required examinations and possess or agree to obtain such equipment prior to conducting any GACA examinations. The required equipment is listed in Appendix II.

9.1.3.7. Conduct. The AME will comply with the policies, orders, and regulations of GACA. In connection with completion of GACA Form 8500-8, AMEs are subject to the Saudi Penal Code, which indicates that whoever in any matter within jurisdiction of any department or agency of KSA knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious or fraudulent statements or representations, or entry, may be fined a sum of money from 1,000 to 10,000 SR. and imprisoned for a period of 1 to 5 years (Article 5 and 6, Falsification Prevention Ordinance, Saudi Penal Code).

9.1.3.8. AMCS Usage. AMEs (except military International AMEs) are required to use AMCS for the recording, validation, and transmission of airman medical certification data unless they specifically request in writing and are given a waiver by the Director, Aviation Medicine Department (AMCS under implementation).

9.1.3.9. Digital Electronic Transmission of Electrocardiogram Data. All Senior AMEs must electronically transmit to AVMED Dept. the electrocardiogram data for first class medical certification examinations, except when waiver is given.

9.2. Authority to Perform First-Class Examinations. For designation as a Senior AME, the physician shall demonstrate, in addition to the criteria in article 9.1.1.1., compliance with the requirements for continued service as an AME and acceptable prior performance as an AME authorized to perform second-and third-class examinations for period of at least 3 years. Exceptions to this 3-year rule may be granted based on the AME's prior military

GENERAL AUTHORITY OF CIVIL AVIATION	SAFETY & ECONOMIC REGULATION
AVIATION MEDICAL EXAMINER SYSTEM	

experience as a flight surgeon and higher university degrees in Aviation/Aerospace Medicine,

10. PROHIBITED EXAMINATIONS. An AME may not perform a self-examination for issuance of a medical certificate nor issue a medical certificate to himself or herself.

11. DURATION OF DESIGNATION. Designations of physicians as AMEs are effective for **3 years** after the date issued unless terminated earlier by GACA or the designee. However, an evaluation of the performance of the AME shall be made every **year**. An unsatisfactory performance evaluation may be cause for termination of designation. In the event of office relocation or change in practice, a designation shall terminate and may be reissued, on request, through the Director, Aviation Medicine Department.

12. AUTHORITY DELEGATED TO A DESIGNATED AME. An AME is delegated the authority to:

- 12.1. Accept applications for physical examinations necessary for issuing medical certificates under GACA, Aviation Medicine Regulations.
- 12.2. Personally conduct physical examinations in accordance with GACA guidance and practices.
- 12.3. Issue or deny GACA airman medical certificates in accordance with GACA, Aviation Medicine Regulations and the *Guide for Aviation Medical Examiners*, subject to reconsideration by responsible GACA official(s).
- 12.4. Issue or deny combined Airman Medical/Student Pilot Certificates in accordance with GACA, Aviation Medicine Regulations subject to reconsideration by responsible GACA official(s).
- 12.5. Defer a medical certification decision to the GACA when the AME does not have sufficient information, or is unsure of whether he/she should issue a medical certificate, or if deferral is recommended by GACA policy or the *Guide for Aviation Medical Examiners*.

13. PROCEDURES FOR DESIGNATION.

13.1. Designation

13.1.1. Application

- 13.1.1.1. Authority to Perform Second-and Third-Class Examinations. Physicians who request authority to perform second-and third-class examinations shall complete GACA Form 8520-2, Aviation Medical Examiner Designation Application and submit the original and one copy to the Director, Aviation Medicine Department.

- 13.1.1.2. Authority to Perform First-Class Examinations. Physicians who request Senior AME status shall submit their requests in writing to the Director, Aviation Medicine Department, together with pertinent certificates, documents and experience certificate.
- 13.1.2. Notification. For designations in their geographical areas of responsibility, the Director Aviation Medicine Department shall inform the applicant in writing of his or her designation. The following item shall be sent to the physicians: an appropriately worded letter from GACA, Certificate of Designation, and GACA Form 8520-4, Aviation Medical Examiner Identification Card and the forms and supplies that are outlined in Appendix 1 of this order. AME identification cards shall expire 1 year after the date issued. Designations of military flight surgeons, and physicians in foreign countries are the responsibility of the Director, Aviation Medicine Department. Designations of physicians in foreign countries require the completion of a professional background check by GACA and through International Aviation Institutions.
- 13.1.3. Forms and Supplies. The items enumerated in Appendix 1 shall be furnished to each designee upon initial designation. The designee shall be informed that misuse of the Airman Medical Certificate, GACA Form 8500-9, and application for Airman Medical Certificate, GACA Form 8500-8, could have a detrimental effect on air safety. Accordingly, these forms shall be afforded an appropriate degree of security, and any loss shall be reported immediately to the Director, Aviation Medicine Department. Forms and supplies shall be made available on a continuing basis to AMEs through the Aviation Medicine Department, by use of the appropriate requisition card (AC Form 8500-33).(Appendix IV)
- 13.2. Designation or Termination of Designation.
- 13.2.1. Evaluation. GACA continuously evaluates the performance of each AME. The Director Aviation Medicine Department is responsible for developing and administrating evaluation procedures to supply selection committees of GACA presidency with data to assist them in designating only those physicians who have demonstrated satisfactory performance in the past and who continue to show an interest in the AME program. In addition the Director, Aviation Medicine Department, shall identify those AMEs committing serious certification errors and notify, in writing, the President, GACA, so that appropriate action may be taken regarding these AMEs. Information collected by the Aviation Medicine Department, includes but is not limited to the following:
- 13.2.1.1. Data on the adequacy of information on reports of medical examinations (GACA Form 8500-8).
- 13.2.1.2. Error rate on reports of medical examinations (GACA Form 8500-8).
- 13.2.1.3. AME interest and participation in Aeromedical program areas.

- 13.2.1.4. Reports from the aviation community concerning the AMEs professional performance and personal conduct as it may reflect on GACA.
- 13.2.1.5. Information from local, provincial law enforcement agencies court, and judiciary systems.
- 13.2.1.6. Compliance with AME Training requirements in accordance with paragraph 1.3.
- 13.2.2. AME Performance Reports. The Director, Aviation Medicine Department, shall furnish the President, GACA with the following reports when evaluating AMEs:
- 13.2.2.1. AME Performance Summary. The annual summary reports of AME performance shall include the number of exams performed by class, the number of exams pending or denied, the types of errors identified and their frequency, the total number and percentage of exams with errors, the number of errors letters sent to the AME, and the number of certificates issued incorrectly to applicants by the AME. Other information such as AME interest and participation in aeromedical programs areas, reports from the aviation community, and information from law enforcement and medical licensing authorities that relate to the performance of AME duties, shall be reported also whenever it becomes available.
- 13.2.2.2. AME Training Summary. The summary report of AME training shall include a listing of each AME who is due or past due for training and the type of designation (Senior AMEs perform first-, second- and third-class examinations).
- 13.2.3. Basis for Termination or Nonrenewable of Designation. Termination or nonrenewable of designation may be based in whole or in part on the following criteria:
- 13.2.3.1. No examinations performed after 12 months of initial designation.
- 13.2.3.2. Performance of an insufficient number of examinations to maintain proficiency.
- 13.2.3.3. Disregard of, or failure to demonstrate knowledge of GACA rules, regulations, policies, and procedures.
- 13.2.3.4. Careless or incomplete reporting of the results of medical certification examinations.
- 13.2.3.5. Failure to comply with the mandatory AME and staff training requirements.
- 13.2.3.6. Movement of the location of practice.
- 13.2.3.7. Unprofessional office maintenance and appearance.

- 13.2.3.8. Unprofessional performance of examinations.
- 13.2.3.9. Failure to promptly mail reports of medical examinations to the GACA.
- 13.2.3.10. Loss, restriction, or limitation of a license to practice medicine.
- 13.2.3.11. Any action that compromises public trust or interferes with the AMEs ability to carry out the responsibilities of his or her designation.
- 13.2.3.12. Any illness or medical condition that may affect the physician's sound professional judgment or ability to perform examinations.
- 13.2.3.13. Arrest, indictment, or conviction for violation of a law.
- 13.2.3.14. Failure, under the requirements of (9.1.3.8) to use AMCS after initial designation or not holding a waiver.
- 13.2.3.15. Failure by a Senior AME under the requirements of 10 (9.1.3.9) to electronically transmit digital electrocardiogram data for first-class medical certification examinations to Aviation Medicine Department, when implemented.
- 13.2.3.16. Request by the physician for termination of designation.
- 13.2.3.17. Any other reason the Director, Aviation Medicine Department deems appropriate.
- 13.2.4. Procedures for AME Redesignation. The Director, Aviation Medicine Department, shall forward the GACA Form 8520-4 (Aviation Medical Examiner Identification Card), to AMEs who meet designation criteria, as certified by records. The physician desiring redesignation shall provide the statement required in (9.1.1.3.1.3) (certification of current valid state license(s) with no restrictions or limitations). Physicians who do not wish to be redesignated shall return the entire GACA Form 8520-4 to the Director, Aviation Medicine Department, so their name will not be included on the roll of designated AMEs. Physicians whose completed GACA Form 8520-4 is not received within 30 days will not be redesignated. The Director, Aviation Medicine Department, shall notify President, GACA of those physicians who decline to be redesignated.
- 13.2.5. Procedures for AME Reinstatements. Reinstatements of a former AME or an AME relocating from one region to another may be authorized at the discretion of the Director, Aviation Medicine Department. However, the applicant shall meet the designation requirements described in paragraph 3.1.1.3 of this order, including currency with AME training requirements.
- 13.2.6. Procedures for Termination or Nonrenewable of AME Designations. The Director, Aviation Medicine Department may terminate or not renew an AME designation.

GENERAL AUTHORITY OF CIVIL AVIATION	SAFETY & ECONOMIC REGULATION
AVIATION MEDICAL EXAMINER SYSTEM	

When it is determined that an AMEs designation should be terminated or not renewed in accordance with the criteria detailed in paragraph 13.2, the following procedures are applicable:

- 13.2.6.1. The AME will be notified in writing, by certified mail, with return receipt requested, of the reason(s) for the proposed action. The reasons shall be specific and shall cite applicable regulations, policies, and orders. The reasons shall be supported by objective evidence, but the evidence need not be included in the letter.
- 13.2.6.2. The written notification shall give the AME the option to respond to the Director, Aviation Medicine Department, in writing or in person and within 15 days of the date of the letter. The notification should advise the AME that he/she may resort to legal counsel. The notification shall also inform the AME that a summary record will be made of any meeting held, between GACA officials and AME, if that is deemed necessary.
- 13.2.6.3. The summary record of any meeting held with the AME shall be sent to the AME, and he/she shall be invited to submit any comments.
- 13.2.6.4. The decision regarding the proposed action shall be in writing from the Director, Aviation Medicine Department. It shall be sent by certified mail, with return receipt requested. When the decision is made not to renew or to terminate a designation, the reasons shall be stated. The decision letter shall also inform the AME that he/she may request reconsideration of the decision by the President, GACA whose decision shall be final.
- 13.2.6.5. In cases where an AME is suspected of fraud or any other activity for which immediate action is necessary, the Director, Aviation Medicine Department, will direct the AME in writing, by certified mail, with return receipt requested, to cease all further examinations pending further GACA investigation, and the AME must comply. The investigation shall be conducted expeditiously. Upon investigation of the matter, the Director, Aviation Medicine Department, will initiate termination action if such action is warranted in accordance with paragraphs (13.2.6) through (13.2.3.17) of this section.
- 13.2.7. Return of Materials. Upon termination or nonrenewable of designation, the AME shall return all GACA materials (including identification card and certificate of designation) to the Director, Aviation Medicine Department. The Director, Aviation Medicine Department shall inform the responsible officer if the materials are not returned within a reasonable period of time so further action may be taken.

14. AME IDENTIFICATION CARDS.

- 14.1. GACA Form 8520-4. The Aviation Medical Examiner Identification Card is prescribed by this order.

14.2. Issuance and Control of AME Identification Cards. The need to assure the integrity of the AME identification card system necessitates that strict controls be instituted to prevent fraudulent issuance, improper use, or alteration of the identification cards.

14.2.1. Responsibility. The Director, Aviation Medicine Department, assures the proper review of GACA Form 8520-4 and the proper issuance and control of identification cards in accordance with the general provisions of GACA Order, GACA Identification Media.

14.2.2. Authorizing Officials. To prevent any possible fraudulent issuance of an AME identification card, the Director, Aviation Medicine Department will designate, by letter, those personnel authorized to sign GACA Form 8520-4 as “Authorizing Officials.”

14.2.3. Protection and Control of AME Identification Media. The acceptance of the designation portion of the Aviation Medical Examiner Card, GACA Form 8520-4, shall serve as the control for the identification media. The following paragraphs of GACA Order set forth GACA policy with respect to the administrative controls required for an authorized identification system. The appropriate references to GACA Order include:

14.2.3.1. Counterfeiting, misuse, or alteration.

14.2.3.2. Loss or theft.

14.2.3.3. Destruction.

14.2.3.4. Surrender of identification media.

14.2.3.5. Storage, transmittal, and accountability.

15. FORM AVAILABILITY. GACA forms related to the AMEs are available from the Director, Aviation Medicine Department, by using the requisition card (AC Form 8500-33). See Appendix 1 for a list of available forms.

16. DESIGNATION OF MILITARY FLIGHT SURGEONS.

16.1. Initial Designation.

16.1.1. Request for Designation. Appropriate representatives of the Surgeons General of the KSA Army, Air Force National Guard, Navy, Coast Guard, may request the Director, Aviation Medicine Department to assign a designation number to a flight surgeon of their service to permit issuance of first-second-and third-class GACA airman medical certificates and the combined medical/student pilot certificates and to authorize the conduct of certification examinations at specified military clinics. Designated military flight surgeons may perform GACA required airman medical certification examinations at government medical facilities as long as the facility is

designated by the Director, Aviation Medicine Department, as a location to perform such examinations.

16.1.2. Application. Military flight surgeons selected for designation shall complete GACA Form 8520-2 (Aviation Medical Examiner Designation Application) and submit the original and one copy to the Director, Aviation Medicine Department.

16.1.3. Notification. If designated, the Director, Aviation Medicine Department, shall inform the requesting Surgeons General (military services), and the applicant military flight surgeon in writing. If designated, supplies outlined in Appendix 1 of this order shall be sent to the government medical facility where the examinations are to be conducted.

16.1.4. Conditions of Designation. Military flight surgeons who are designated as AMEs shall meet the conditions of designation outlined in paragraph 10.A. except, a military flight surgeon shall maintain licensure to practice medicine in the location decided by Air Force, Army etc. Paragraph 9.1.1 of this order is applicable. One staff member of the authorized military medical facility shall be oriented to the Aviation Medicine clinical examination.

17. AME Surveillance and Audit Program: GACA Aviation Medicine Department has instituted an AME Surveillance and Audit Program to ensure that the AMEs are performing medical examination according to Evidence-based medicine, in the highest level achievable and as quality control.

17.1. Each AME is visited in his practicing clinic, once a year to evaluate:

17.1.1. Clinic Set up.

17.1.2. Equipment.


17.1.3. Proficiency in conducting medical exam.

17.1.4. Confidentiality of medical forms and GACA correspondence.

17.2. The Surveillance and Audit is conducted on the basis GACA-SER Form 8500-23

NB. All applicants must meet International Civil Aviation Organization (ICAO) recommendation for proficiency.

Appendix I

Kingdom Of Saudi Arabia General Authority of Civil Aviation Aviation Medicine Department			المملكة العربية السعودية الهيئة العامة للطيران المدني إدارة طب الطيران
GACA AME FORM LIST			
GACA FORMS #	Title		
GACA 8025-1	AME Aircraft Accident Report.		
GACA 8025-2	AME Aircraft Accident Medical Information.		
GACA 8065-1	Electrocardiogram Transmittal .		
GACA 8420-1	Near Vision Acuity Test Card.		
GACA 8500-2	Letter of Denial.		
GACA 8500-7	Report of Eye Evaluation.		
GACA 8500-8	Application for Airman Medical Certificate.		
GACA 8500-9	Medical Certificate.		
GACA 8500-9 R	Lost Certificate.		
GACA 8500-14	Ophthalmological Evaluation of Glaucoma.		
GACA 8500-19	Cardiovascular Evaluation Specifications.		
GACA 8500-20	Medical Exemption Form. (Medical Operational Questionnaire)		
GACA 8500-21	Authorization for Release of Medical Information to the GACA.		
GACA 8500-23	AME Surveillance & Audit Program Form		
GACA-AC 8500-33	Medical Forms and Stationary Requisition.		
GACA-AC 1360-57	Aviation Medicine Department Self-Addressed Envelopes		
GACA 8520-2	Application for Designation as a Medical Examiner		
	Limitation Stamp Document.		
	Airmen Medical License Review List Form.		
	Synopsis of Medical Standards of AME Guidelines.		
	GACA Compliance List for Medical Equipment used by AMEs		
	Protocol For Evaluation of Coronary Heart Disease		
	Protocol for Certification of Insulin-Treated Diabetic Applicants		
	Guide for Aviation Medical Examiners.		
	Specifications For Psychiatric And Psychological Evaluations In Cases Involving Substance Dependence		
	Guidelines For Initial Assessment Of Airmen With History Of Misuse Of Drugs Or Alcohol		

Appendix II

Kingdom Of Saudi Arabia
General Authority Of Civil Aviation
Aviation Medicine Department



المملكة العربية السعودية
الهيئة العامة للطيران المدني
إدارة طب الطيران

GACA Compliance List for Medical Equipment used by AMEs

Name: _____ Location: _____

Exam Room Dimension: _____ Date: _____

Stethoscope <input type="checkbox"/> Sphygmomanometer <input type="checkbox"/> Tuning fork 256Hz <input type="checkbox"/> Hammer <input type="checkbox"/>	
Scale for weight/height <input type="checkbox"/> ENT diagnostic set <input type="checkbox"/> Ophthalmoscope <input type="checkbox"/> EKG machine <input type="checkbox"/>	
Handwash basin <input type="checkbox"/> Sterilization liquid dispenser + soap <input type="checkbox"/> # of Channels _____	
Standard	Acceptable Substitutes
<u>Distant Vision:</u> Snellen 20-foot eye chart and eye lane	AOC Site-Screener <input type="checkbox"/> Bausch & Lomb Orthorator <input type="checkbox"/> Keystone Orthoscope <input type="checkbox"/> Keystone Telebinocular <input type="checkbox"/> Projector with screen <input type="checkbox"/> Titmus Optical Vision Tester <input type="checkbox"/>
<u>Near Vision:</u> GACA Form 8500-1, Near Vision Acuity test card (This card will be provided at the time of designation)	AOC Site-Screener <input type="checkbox"/> Bausch & Lomb Orthorator <input type="checkbox"/> Keystone Orthoscope <input type="checkbox"/> Keystone Telebinocular <input type="checkbox"/> Titmus Optical Vision Tester <input type="checkbox"/>
<u>Color Vision:</u> Pseudoisochromatic plates Dvorine, 2 nd edition <input type="checkbox"/> AOC revised edition or AOC-HRR Ishihara, 16, 24, or 38 plate edition and <input type="checkbox"/> Macbeth Daylight Lamp, Easel Lamp, or color perception testing light as specified in the plate book. <input type="checkbox"/>	Eldridge-Green Color Perception Lantern <input type="checkbox"/> Farnsworth Lantern <input type="checkbox"/> Keystone Orthoscope <input type="checkbox"/> Keystone Telebinocular <input type="checkbox"/> SAMCTT (School of Aviation Medicine Color Threshold Tester) <input type="checkbox"/> Titmus Optical Vision Tester <input type="checkbox"/>
<u>Heterophoria:</u> Horizontal prism bar with graduated prisms beginning with 1 diopter and increasing in power to at least 8 diopters. and Red Maddox rod with handle ½ cm. light source, muscle light or equivalent	AOC Site-Screener <input type="checkbox"/> Bausch & Lomb Orthorator <input type="checkbox"/> Keystone Orthoscope <input type="checkbox"/> Keystone Telebinocular <input type="checkbox"/> Red Maddox rod and individual prisms <input type="checkbox"/> Red Maddox rod and Risley rotary prism <input type="checkbox"/> Titmus Optical Vision Tester <input type="checkbox"/>
<u>Field of vision:</u> 50-inch square black matte surface wall target with center white fixation point; 2mm. white test objects on black-handled holder.	Standard perimeter <input type="checkbox"/>
<u>Hearing:</u> Tuning fork 256K	Access to audiometer and <input type="checkbox"/> Relevant tests. <input type="checkbox"/>

Inspectors Signature _____

Appendix III

Kingdom Of Saudi Arabia
General Authority of Civil Aviation
Aviation Medicine Department



المملكة العربية السعودية
الهيئة العامة للطيران المدني
إدارة طب الطيران

Application for Designation as a Medical Examiner

Please-type or print using block letters; retain a copy for your records

GACA 8520-2:

Personal Details

Last name:		Title:	
First names:		Middle name:	Date of Birth (G):
Postal Address (for correspondence with GACA):			
Practice location (locations where you will be practicing as an AME within a given district):			
Practice Telephone No: +		Practice Fax No: +	
Mobile Phone No: +		After hours contact details: +	
E-mail:			
Information that you wish to be published on the web site for applicant use:			
Address:			
Opening Hours:		Gender:	
Telephone: +		E-mail:	

Criteria for issuance of medical examiner certificate

Medical Registration:		
Saudi Medical Council Registration No:		
Country of practice if not Saudi Arabia (Please state address):		
Medical School:	Degree:	Year:
Internship, Post-Graduate and Specialist Training:		
.....		
.....		
.....		
.....		
.....		

Experience in Aviation Medicine:

.....

.....

.....

.....

.....

.....

.....

Affiliations(s) with Aviation Medicine Organizations:

.....

.....

.....

.....

.....

.....

Attendance of aviation medical scientific meetings in the last three years (Please mention the date and the country):

.....

.....

.....

.....

.....

.....

Current job description and duties:

.....

.....

.....

.....

.....

.....

Attachments:

1. Copy of basic medical degree certificates.
2. Copy of medical specialty degrees.
3. Copy of Saudi Medical Registration.
4. Copies of Aviation Medical Training Courses.

Contacts:

+966-12-613-7850
 +966-12-685-5232
 +966-12-613-7792
 +966-12-613-7791
 Fax. No.+966-2-685-5759
 E-Mail: SER-AvMed@gaca.gov.sa

Note: This form has two pages

Appendix IV

Kingdom Of Saudi Arabia
General Authority of Civil Aviation
Aviation Medicine Department



المملكة العربية السعودية
 الهيئة العامة للطيران المدني
 إدارة طب الطيران

ORDER FORM
Medical Forms & Stationery Requisition

- Please indicate the required quantity in the box to the left of each form you are ordering. Your Name, 5-digit AME number, and email address are required fields and your order cannot be transmitted without them.
- If your office phone number or address has changed since your last order, please complete the optional fields.

AME Name:	
AME Number:	
Email Address:	
Phone Number:	
Street Address1:	
Street Address2:	
City:	
State / Country:	
Zip Code:	

Quantity	GACA/AC Form Number	Title
	GACA 8065-1	Electrocardiogram Transmittal
	GACA 8420-2	Student Medical Certificate
	GACA 8500-1	Near Vision Acuity Test Card
	GACA 8500-2	Letter of Denial
	GACA 8500-7	Report of Eye Evaluation
	GACA 8500-8	Application for Airman Medical Certificate
	GACA 8500-9	Medical Certificate
	GACA 8500-9 R	Medical Certificate (Replacement)
	GACA 8500-14	Ophthalmological Evaluation of Glaucoma
	GACA 8500-19	Cardiovascular Evaluation Specifications
	GACA AC 1360-57	Aeromedical Certification, Self-Addressed Envelope