



GOVERNMENT OF INDIA

**OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPP SAFDARJANG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS**  
**SECTION 7 - FLIGHT CREW STANDARDS**  
**TRAINING AND LICENSING**

**SERIES C PART IV**

**ISSUE I, 25<sup>TH</sup> JANUARY 2019**

**EFFECTIVE: FORTHWITH**

F. No. AV/22025/30/DMS/Med Vol. II

Subject: Empanelment of Medical Examiner for Conduct of Class 2 Medical Examination.

**1. INTRODUCTION**

- 1.1 Rule 39B of the Aircraft Rules, 1937 regarding medical standards of flight crew stipulates that no license or rating required for any of the personnel of the aircraft shall be issued or renewed unless the applicant undergoes a medical examination with an approved medical authority and satisfies the medical standards as notified by Director General. Further, CAR Section 7 Series C Part I specifies the approved medical authorities who can conduct the medical examinations.
- 1.2 This CAR deals with requirements for empanelment of medical examiners by DGCA for conducting Class 2 Initial & Renewal medical examination.
- 1.3 This CAR is issued under the provisions of Rules 133A of the Aircraft Rules, 1937.

**2. REQUIREMENTS FOR MEDICAL EXAMINERS**

2.1 The medical examiner shall meet the following qualification requirements:-

- (i) MBBS
- (ii) Minimum two weeks training in Aviation Medicine at IAM, IAF Bangalore.
- (iii) Shall be registered with Medical Council of India/State Medical Council.

- (iv) Shall have the requisite infrastructure and facility to conduct the medical exam (location, place, timings, IT, medical eqpt). Certain reputed consultants in ENT, Ophthalmology, Cardiology, Psychiatry may be co-opted by the examiner. Similarly, diagnostic facilities may also be co-opted. In case of Labs, they must be NABL accredited.
- (v) He/ She must submit NOC from his/her Employer.
- (vi) It will be the responsibility of the examiner to facilitate the medical exam in the least possible time and with minimum inconvenience to the aircrew.

### **3. MEDICAL FACILITY**

- 3.1 The medical facility shall have an office for the medical examiner having a telephone connection with internet (for the purpose of according appointments/interactions with aircrew/DGCA).
- 3.2 The facility shall have place for conduct of medical examination and filling up of necessary forms.
- 3.3 The medical facility may be either owned or taken on rent by medical examiner.  
Note: In case the medical examiner is using the medical facility of a renowned hospital then NOC from the hospital permitting to use of their facility for conduct of medical examination during the period of empanelment shall be submitted to DGCA.
- 3.4 Class 2 medical examiner may choose to conduct the entire medical examination by him/herself or co-opt other specialists/ hospitals/institutes for ENT/Ophthalmology/ECG/Laboratory tests.
- 3.5 The responsibility of all medical examination conducted shall be on the Class 2 medical examiner who is required to ensure that the medical examinations are done comprehensively and comply with ethical standards. Hence he/she should make the co-opted specialists aware of the significance of aviation medical examination and its implications. Details of the co-opted specialists shall have to be disclosed by the medical examiner to DGCA.
- 3.6 The medical facility should have availability of a female attendant who needs to be present during medical examination of all female candidates.

#### **4. EMPANELMENT PROCESS**

- 4.1 Information regarding empanelment shall be made available in the 'Public Notices' section of the DGCA website (<http://dgca.gov.in>). The notification would be published every year based on the requirement.
- 4.2 In response to the notification, persons desirous of being empanelled as Class 2 medical examiners by DGCA for conducting Class 2 Initial and Renewal medical examination shall apply on plain paper to 'Director Medical Services (Civil Aviation), Directorate General of Civil Aviation, Medical cell, Opposite Safdarjung Airport, New Delhi-110003'.
- 4.3 The envelope shall be superscribed 'Application for Class 2 Medical Examiner'. Application by Email/Fax shall not be accepted. Applicants should ensure that all requirements mentioned in para 2 have been fulfilled.
- 4.4 Experience of 01 week training in Aviation Medicine will be considered only for Class 2 medical examiners who were empanelled before September 2018.

#### **5 PROFESSIONAL INTERVIEW**

- 5.1 Applicants fulfilling qualifications and experience requirements specified in paragraph 2 above, shall be called for a professional interview for empanelment as Class 2 medical examiners by a DGCA Board consisting of a DGCA officer, one representative from O/o DGMS (Air) and DMS (CA).
- 5.2 Applicants shall be expected to have adequate awareness of provisions regulating the Class 2 Initial & Renewal medicals including knowledge of relevant CARs, AIC including ICAO Standards and Recommended Practices.
- 5.3 Applicants are expected to make their own travel arrangements for attending the interview.

#### **6. APPROVAL**

- 6.1 On completion of successful interview. Class 2 medical examiners are empanelled for a period of 3 years which may be extended for a further period of three years at a time, subject to re-assessment.

#### **7. EXTENSION OF APPROVAL**

- 7.1 Class 2 medical examiners may apply for extension to DGCA after completion of two and half years.
- 7.2 For extension, the Class 2 medical examiner should have attended at least one physical & two e-workshops conducted by DGCA in the last 3 years to update their knowledge regarding Aviation Medicine and policies/ guidelines

of DGCA on medical matters. There should be no case of proficiency related matter or professional misconduct against the medical examiner.

- 7.3 The application for extension shall be assessed by DMS (CA). Based on the fulfilment of criteria as mentioned in para 7.2 and recommendations of DMS (CA), approval for extension of empanelment will be accorded by DGCA.

## **8. CONDUCT OF CLASS 2 MEDICAL EXAMINATION**

- 8.1 Guidance material. The Class 2 medical examiner shall be briefed about availability of guidance and reference material along with forms CA 34/34A/35 on DGCA website. A copy of forms CA 34/34A/35 is placed as Appendix A, B & C respectively.

- 8.2 The following steps will be followed by the Class 2 medical examiners for conduct of Class 2 Initial/Renewal medical examination:-

- 8.2.1 Accord of appointment. Based on the contact details of the medical examiner on the DGCA website, the applicant shall contact the medical examiner by phone/email. The medical examiner shall grant an appointment after verifying that the medical examination is not due at IAM/AFCME/MEC (E) or DGCA Empanelled Aeromedical Evaluation Center by virtue of a specific annotation on CA-35/Medical Assessment issued by DGCA.

- 8.2.2 Pilot Medical Record (PMR) from DGCA. The PMR shall not be dispatched for medical examination conducted by Class 2 medical examiners. The applicant must carry a copy of the previous medical assessment issued by DGCA.

- 8.2.3 Documentation. The filling up of forms CA-34/34A/35 by the applicant shall be in presence of the Class 2 medical examiner with a specific reference to history and consequences of withholding relevant information. The identity of the flight crew must be positively established at all points including during conduct of investigations.

- 8.2.4 Fee. The Class 2 medical examiner may collect reasonable charges from the applicant.

- 8.2.5 Investigations. The mandatory investigations required for Class 2 Medical Examination are mentioned in Appendix 'A'. Additional tests may be requested based on findings at clinical examination. Tests will be done at any NABL/NABH accredited lab/ institution and at DGCA approved Air Force Class I centers. The laboratory/center will always establish the identity of the

applicants and endorse the same. The Class 2 medical examiner shall give a request for investigation to the applicant. The applicant in turn would get the investigations done at the laboratory/center after paying fee for the same to the laboratory/center. The reports to be uploaded on eGCA portal by the applicant which will be validated by medical examiner.

- 8.2.6 Eye & ENT check. The Class 2 medical examiner may conduct the medical examination themselves or get it done by a co-opted referral service by a reputed specialist.
- 8.2.7 General Medical Examination & filling of necessary forms CA-34/34A/35. This has to be done by the Class 2 medical examiner. A copy of CA-35 is to be handed over to the applicant. For guidelines regarding periodicity and issue of DGCA Medical Assessment, Public Notices (updated time to time) promulgated on DGCA website shall be referred.
- 8.2.8 Dispatch of CA-34/34A/35 to DGCA. If medical examination forms are filled manually, the completed form CA 34/34A & 35 along with all investigation reports and opinion in original are to be dispatched to Medical Cell, DGCA by fastest means and records maintained. The envelope shall not be folded and shall be superscribed 'Class 2 Medical Examination Report'. A copy shall also be sent electronically on [dms-ca.dgca@gov.in](mailto:dms-ca.dgca@gov.in).
- 8.2.9 Medical Record. A copy of the forms CA 34/34A & 35 and investigation reports shall be maintained by the Class 2 medical examiner in hard and/or soft copy for a period of three years. Class 2 medical examiners must ensure confidentiality of medical documents.
- 8.2.10 Unfit cases & and incomplete medical examination. The form CA 34/34A and 35 of cases who are declared unfit or where the medical examination is not completed are also to be forwarded to DGCA with recommendations. Cases of unfitness shall be intimated to/discussed with Medical Cell at DGCA on priority. Review for fitness after a recommended period of unfitness shall be done at AFCME/IAM/MEC (East)/DGCA or DGCA Empanelled Aeromedical Evaluation Center/ Class 1 Medical Examiner on a case to case basis as sanctioned by DMS (CA).

## 9. GENERAL

- 9.1 Medical Examiners should ensure that applicant holding a Class 1 Medical Assessment cannot undergo a Class 2 medical examination, unless approved by DGCA.
- 9.2 Reference material for the conduct of medical examination are Handbook for DGCA Empanelled Medical Examiners/Examination Centers, Procedure &

Training Manual, Civil Aviation Requirements (CAR) Section 7 Series C Part I, Aeronautical Information Circulars and ICAO handbook (latest edition) of Civil Aviation Medicine. These are available on DGCA website (<http://dgca.nic.in>).

- 9.3 Class 2 examiners may carry out tele-consultation on administrative/professional aspects with DMS/JDMS between 1100 and 1730h, on 011-24610629 or through e-mail [dms-ca.dgca@gov.in](mailto:dms-ca.dgca@gov.in)/[doctor.dgca@nic.in](mailto:doctor.dgca@nic.in)
- 9.4 DGCA may carry out audit of medical examiners including record maintenance and inspection of medical facility.
- 9.5 A Class 2 Examiner may face penalty if he/she fails to comply with rule/regulations under aircraft rule 133A and DGCA guidelines/CARs. Level of penalties are as under:

| Sl. No. | Levels                         | Type of non-compliance  | Type of Penalties  |
|---------|--------------------------------|---|--|
| (a)     | Level 3<br>(Minor Infractions) | Unintentional errors or small mistakes  | Show cause notice, letter of caution and warning letter                          |
| (b)     | Level-2<br>(Moderate offenses) | Repeated minor infractions or significant errors, issue of two show cause notices or two warning letters. | Temporary suspension* for a period as per significance of errors/non-compliance. |
| (c)     | Level 1<br>(Major offenses)    | Intentional malpractices, violations, two temporary suspensions in three year cycle                       | Permanent suspension*  |

\* Temporary suspension and permanent suspension will be decided by Committee of officers and vetted by DG (CA). Above are broad guidelines. The intention, impact, repetition of offences and mitigating circumstances will be taken into consideration before deciding level and penalty.

## 10 **MISCELLANEOUS**

- 10.1 Class II Medical Examiner can conduct a maximum of 10-12 Medical Examinations per day / 250 in a month which will include all types of medicals. Cabin Crew medicals.
- 10.2 The mandatory investigations required for various Class 2 medical examinations are as per Appendix 'A'.

- 10.3 Class 1 Initial Medical Examination of civil aircrew can be conducted on the basis of 'Fit' CA-35 (Medical Certificate) issued by DGCA Medical Examiner after completion of Class 2 Medical Examination. For guidelines regarding periodicity and issue of DGCA Medical Assessment, Public Notices (updated time to time) promulgated on DGCA website shall be referred.
- 10.4 All investigations for conduct of Class 1 Medical Examination to be repeated at the examination center conducting Class 1 Medical examinations as per Class 1 requirement irrespective of availability of investigation reports of Class 2 Medical Examinations. Radiological investigations conducted during Class 2 Medical Examination can be accepted at the discretion of examination center if carried out within last two months.
- 10.4 Time duration between initial Class 2 and Class 1 Medical Examination should be of minimum of 01 month (30 days).
- 10.5 Print out of CA-35 form to be ink signed in person by candidate and Medical Examiner at the time of issue.
- 10.6 All empanelled Medical examiners, clinics/centers to maintain details of dependent laboratories, specialists, super specialists if any. They should submit details like address, contact details, Email ID etc. to DMS DGCA. They should coordinate surveillance/ inspection of these entities whenever DGCA authority visits them.
- 10.7 Medical examiners should check that all the investigation reports submitted by applicants are with ID verified endorsement (details such as Driving Licence/ Voter ID / Passport Numbers etc. are mentioned in the report). They should also check that these reports are signed by concerned specialist.
- 10.8 All empanelled medical examiners, clinics/centers to mention working hours of their establishment, which will be published along with Medical Examiners list on DGCA website. Medical examination and issue of CA-35 should preferably be done within these working hours.

Director General Civil Aviation

**Appendix 'A'**

**LIST OF INVESTIGATIONS FOR CLASS 2 MEDICAL EXAMINATION**

|     |                                      |  |
|-----|--------------------------------------|--|
| (a) | Initial Medical Examination          | Blood Hb%, TLC, DLC,<br>Urine RE/ME<br>ECG (R)<br>X-Ray Chest PA View,<br>Pure Tone Audiometry<br>(PTA)  |
| (b) | Renewal before 40 years of age       | Blood Hb%, TLC, DLC<br>Urine RE/ME   |
| (c) | Renewal between 40-49 years of age   | (i) Blood Hb%, TLC, DLC<br>Urine RE/ME.<br>(ii) ECG (R) and<br>PTA every 5 yearly  |
| (d) | Renewal between 50- 59 years of age  | (i) Blood Hb%, TLC, DLC<br>Urine RE/ME<br>(ii) ECG (R) and<br>PTA every two yearly   |
| (e) | At 40,45,50,55 years                 | (i) Blood Hb%, TLC, DLC<br>Urine RE/ME<br>Blood Sugar F & PP<br>Lipid Profile<br>ECG (R)<br>PTA<br>(ii) Any other tests if<br>clinically indicated.  |
| (f) | Renewal at and after 60 years of age | (i) Blood Hb%, TLC, DLC<br>Urine RE/ME<br>Blood Sugar F & PP *<br>HbA1C*<br>Lipid Profile<br>ECG (R)<br>PTA<br>(ii) PSA<br>USG Abdomen<br>Chest X-Ray PA View,<br>TMT once at 60 years<br>and then at 5 yearly<br>interval.<br>(iii) Any other tests if<br>clinically indicated. |

\* Two yearly.