

**HONG KONG SPECIAL ADMINISTRATIVE REGION
PEOPLE'S REPUBLIC OF CHINA
AERONAUTICAL INFORMATION SERVICE**

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(ISO 9001 CERTIFIED)
AIR TRAFFIC MANAGEMENT DIVISION
CIVIL AVIATION DEPARTMENT
HONG KONG INTERNATIONAL AIRPORT

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NOTIFICATION OF UNFITNESS BY AIR TRAFFIC CONTROLLERS

1. Introduction

1.1 This circular serves to remind every holder of Air Traffic Controller's Licence (ATCL) granted under Article 65 of the Air Navigation (Hong Kong) Order 1995 that he/she shall not exercise the privileges of his/her licence if he/she knows or reasonably suspects that his/her physical, mental, emotional, physiological (such as fatigue) or social condition renders him/her temporarily or permanently unfit to perform such functions or to act in such capacity.

2. Notification of Unfitness

2.1 There is a statutory requirement for the current ATCL holder to inform Director-General of Civil Aviation **as soon as possible** in writing of:-

- (a) Any personal injury or illness involving incapacity to undertake the functions to which his/her licence relates throughout a period of 20 consecutive days; or
- (b) Pregnancy.

2.2 In case of personal injury or illness, the ATCL shall be deemed to be suspended upon the elapse of such period stated in paragraph 2.1(a).

2.3 In case of pregnancy, the ATCL holder shall not be entitled to exercise the privileges of her licence and ratings unless her pregnancy is assessed as a low-risk uncomplicated pregnancy, and she has undergone a medical examination conducted by a CAD Approved Medical Examiner (AME) to ascertain she is medically fit to safely exercise those privileges.

2.4 After her confinement or the termination of her pregnancy, the ATCL holder still has to undergo the above medical examination to ascertain she is medically fit before exercising the privileges.

3. Cessation of Deemed Suspension on ATCL

3.1 The suspension as is referred to in paragraph 2.2 shall cease upon the ATCL holder being

medically examined and assessed by a CAD Approved Medical Assessor (AMA) as fit to resume his/her functions as an air traffic controller.

- 3.2 It is recommended that the air traffic controller should consult an AME who would forward the required information for AMA assessment. Please contact CAD Personnel Licensing Office (PELO) to obtain a list of AMEs.

4. Means of Notification

- 4.1 To inform Director-General of Civil Aviation in writing, an ATCL holder may consider using the notification form at Attachment to this circular or writing a letter in English or Chinese with signature. The notification form or letter should be posted to CAD PELO at the address below:

Director-General of Civil Aviation
(Attention: Personnel Licensing Officer)
Personnel Licensing Office
Civil Aviation Department
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

- 4.2 Should an ATCL holder prefer, the notification form or letter may be sent to PELO by fax on (852) 2329 8595 or email at plo@cad.gov.hk, where all personal data collected for personnel licensing purposes are handled and stored in strict confidence.

This Circular is issued for information, guidance and necessary action
by direction of the Director-General of Civil Aviation
Simon LI

Notification of Unfitness by Air Traffic Controllers

To: Director-General of Civil Aviation
(Attention: Personnel Licensing Officer)
Personnel Licensing Office
Civil Aviation Department
Fax: (852) 2329 8595 / Email: plo@cad.gov.hk

From: _____ (full name of licence holder)
(in Block Capitals)
_____ (number of licence)

Notification Message:

In accordance with Article 68 of the Air Navigation (Hong Kong) Order 1995, I hereby notify you of the following.

(Please tick and delete* as appropriate):

I have reason to believe that I am ***pregnant***. (*Please also submit relevant medical proof for reference*).
I understand that I shall not be entitled to exercise the privileges of my licence and ratings.

I suffer a ***personal injury / illness*** *, which started on _____ (date), involving incapacity to undertake my functions as an air traffic controller throughout a period of 20 consecutive days.

I understand that my licence is deemed to be suspended.

To resume my functions under the licence, I must obtain medical clearance from a CAD Approved Medical Assessor (AMA). If my medical certificate has expired during the interim period, I would also need to undergo a DCA 153 medical examination administered by a CAD Approved Medical Examiner (AME).

My contact details are as follows:

Correspondence address: _____

Email address: _____

Telephone (home): _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____

End of Message