

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

AIC  
28/17  
28 December 2017

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**NOTIFICATION OF UNFITNESS BY FLIGHT CREW**

**1. Introduction**

1.1 This circular serves to remind every holder of a medical certificate issued under Article 19 or 20 of the Air Navigation (Hong Kong) Order 1995 that he/she is not entitled to act as a member of the flight crew of an aircraft registered in Hong Kong 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 medical certificate holder to inform Director-General of Civil Aviation in writing of such unfitness. In the case of *injury* or *pregnancy*, the notification is required **as soon as possible**. For other reasons, such as *illness*, the notification is required **as soon as a continuous period of 20 days has elapsed**. In all these circumstances, the medical certificate is deemed to be suspended.

2.2 *Surgery is not considered an injury*. The notification is only required as soon as any subsequent incapacity for a continuous period of 20 days has elapsed.

**3. Cessation of Deemed Suspension on Medical Certificate**

3.1 In the case of pregnancy, the suspension may be lifted by Director-General of Civil Aviation for such period and subject to such conditions as he thinks fit and shall cease upon the medical certificate holder being assessed, after the pregnancy has ended, by a Civil Aviation Department (CAD) Approved Medical Assessor (AMA) as fit to resume her functions as a member of the flight crew.

3.2 In all other circumstances, the suspension shall cease upon the medical certificate holder being assessed by a CAD AMA as fit to resume his/her functions as a member of flight crew.

3.3 It is recommended that the medical certificate holder should consult a CAD Approved Medical Examiner (AME) and the AME would forward the required information for AMA assessment. For more information on CAD AMAs and AMEs, please refer to CAD website (<http://www.cad.gov.hk/english/aeromedical.html>).

#### **4. Means of Notification**

4.1 To inform Director-General of Civil Aviation in writing, a medical certificate 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 Personnel Licensing Office (PELO) at the below address:

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 a medical certificate holder so prefer, the notification form or letter may be sent to PELO by fax on (852) 2329 8595 or email at [plo@cad.gov.hk](mailto:plo@cad.gov.hk), where all personal data collected for personnel licensing purposes are handled and stored in strict confidence.

4.3 The older version of notification form in AIC 06/16 may be accepted till **31 March 2018**, at CAD's discretion.

**5. AIC 06/16 is hereby superseded.**

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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 Flight Crew**

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](mailto:plo@cad.gov.hk)

From: \_\_\_\_\_ (full name of licence/medical certificate holder)

(in Block Capitals)

\_\_\_\_\_ (type and number of licence)  
\_\_\_\_\_ (name of operator, if any)  
\_\_\_\_\_ (expiry date of medical certificate)

**Notification Message:**

In accordance with the Air Navigation (Hong Kong) Order 1995, I hereby notify you of the following (please tick as appropriate):

- I suffered a personal *injury*, which occurred on \_\_\_\_\_ (date), involving incapacity to undertake my functions as a member of the flight crew; or
- I suffered an *illness or other medical event*, which started on \_\_\_\_\_ (date), involving incapacity to undertake my functions as a member of the flight crew for which a period of 20 days has elapsed by now; or
- I have reason to believe that I am *pregnant* (please also submit relevant medical proof for reference).

I understand that under Article 20(8) of the Air Navigation (Hong Kong) Order 1995 (Cap. 448C), my medical certificate 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 period of deemed suspension, 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**