



Technical Instruction

IT-300-18

SUBJECT: DESIGNATION OF MEDICAL EXAMINERS

DATE: 14/01/2026

1. PURPOSE

This Instruction provides guidelines for the administration of the Aviation Medical Examiner System including procedures for designating, renewing and terminating the designation of Aviation Medical Examiners (AME's) under RACSTP 66.4.

2. APPLICABILITY

This instruction applies to individuals willing to apply for a designation as medical examiner, or to existing medical examiners applying for the renewal of their designation. It is also to be used by the INAC Medical Department for the administration of the medical examiners designation system.

3. REFERENCES

RACSTP 66.4

4. BACKGROUND

A. The Civil Aviation Authority (INAC) delegates to each AME the authority to:

- (1) Accept applications for physical examinations necessary for issuing medical certificate;
- (2) Conduct physical examinations for medical certificate
- (3) Issue, renew or deny airman medical certificates to applicants or holders of such certificates based upon whether or not they meet the applicable medical standards in accordance with the RACSTP Part 66;
- (4) Inform the INAC of the results of all medical examinations;
- (5) Report to the INAC any individual case where, in the examiner's judgement, an applicant's failure to meet any requirement could jeopardise flight safety.
- (6) Examine applicants for, and holders of, airman medical certificates to determine whether or not they meet the medical standards for the issuance of an airman medical certificate;
- (7) A medical certificate issued by an Examiner is considered to be affirmed as issued unless, within 60 days after date of issuance (date of examination), it is reversed by the Authority.

5. DEFINITIONS AND ABBREVIATIONS.

For the purpose of this instruction the following abbreviation shall apply:

Medical Examiner- A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Authority to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed in RACSTP Part 66.1, 66.2 and 66.3.

Designation. Authority to assume the responsibilities of an AME as stated on the Certificate of Designation to perform medical examinations may be for Class 1, Class 2 or Class 3 at the discretion of the Authority.

Medical Certificate. The evidence issued by the Aviation Medical Examiner that the licence holder meets specific requirements of medical fitness. It is issued following an evaluation by the Licensing Authority of the report submitted by the designated medical examiner who conducted the examination of the applicant for the licence

Medical Assessor. A physician qualified and experienced in the practice of aviation medicine who evaluates medical reports submitted to the Authority by medical examiners.

Redesignation. Process of renewing the designation of AMEs at intervals of 3 years.

Termination of designation. Withdrawal of an AME's designation before completion of the standard 3-year designation period.

AME – Aviation Medical Examiner

6. DESCRIPTION

6.1 AME responsibilities.

A. AME's assume certain responsibilities directly related to the INAC safety program. They have responsibility to ensure that only those applicants who are physically and mentally able to perform safely, may exercise the privileges of airman licences.

B. To properly discharge the duties associated with these responsibilities, AME's must maintain familiarity with general medical knowledge applicable to aviation. They also must have detailed knowledge and understanding of INAC rules, regulations, policies and procedures related to the medical certification of airmen. They also must possess acceptable equipment and adequate facilities necessary to carry out the prescribed examinations.

6.3 Responsibilities of the head (medical assessor) of the INAC Medical Department (MED)

A. The head of AMD is responsible for:

- (1) Planning, coordinating the conduct of the examination, evaluating all Aviation Medical Certification Standards and Procedures Workshops, supervising and control the medical examiners;
- (2) Developing a training curriculum and lesson plans. In general, the curriculum shall include instruction on paperwork management, completion of forms, regulatory and policy administration, and review of other pertinent information contained in the Manual of Aviation Medicine;
- (3) Establishing the requirements of physical and mental aptitude to satisfy for the candidates to the issuance and revalidation of licences of the aeronautical staff, on the basis of the standards and recommended practices of ICAO;
- (4) Assuring the general cooperation of the system of aviation medicine, including the coordination with the CMAC and the medical examiners;
- (5) Defining the norms of training and qualification of the medical examiners;
- (6) Promoting the training and refresh training of the medical examiners in the branch of the aviation medicine;
- (7) Considering the assignment of the aviation medical examiners;
- (8) Certifying the entities specialized in aviation medicine that issue medical certificate to the airman;

- (9) Evaluate the medical reports emitted by the medical examiners and to determine the conformity of the examinations and tests carried in accordance with the norms and applicable regulations;
- (10) Keeping updates the Manual of Civil Aviation Medicine and to assure its distribution to the interested parties;
- (11) Issuing, amending, suspending or removing medical certificates and maintain the relative registers or documents related to the examinations and medical tests carried out;
- (12) Supervising and controlling of medical examiners.

6.4 Selection and retention of examiners

A. The INAC will designate and retain only professionally qualified, practicing doctor of medicine who have an expressed interest in promoting aviation safety. Only those physicians who enjoy the fullest respect of their associates and members of the public whom they serve shall be designated and retained as AMEs.

6.5 Designation of AMEs

6.5.1 Conditions of the designation

A. An applicant for designation as an AME shall have had, or shall:

- (1) Receive basic training in aviation medicine for Class 2 and 3 medical examinations on the subjects listed in RACSTP 66.4;
- (2) Receive refresher training at regular intervals of 5 years. Before designation, the AME shall demonstrate adequate competency in aviation medicine
- (3) Acquire knowledge and experience of the conditions in which the holders of licences and ratings carry out their duties. The applicant for designation as an AME with authority to perform medical examinations must be a professionally qualified doctor of medicine in good standing.

B. The AME must notify the INAC at any time there is a change in status of licensure to practice medicine.

C. The AME must be informed of the progress in aviation medicine; be thoroughly familiar with instructions as to techniques of examination, medical certificate, and certification of airmen; and abide by the policies, rules, and regulations of the INAC.

D. The AME shall personally conduct all medical examinations at an established office premises. Paraprofessional medical personnel (e.g. nurses, nurse practitioners, doctor assistants, etc.) may perform limited parts of the examinations (e.g. measurement of visual acuity, hearing, phorias, blood pressure, and pulse, and conduct of urinalysis and electrocardiography) under the supervision of the Aviation Medical Examiner.

E. The AME shall conduct the general physical examination, and sign and submit the report to the Authority. In all cases, the Aviation Medical Examiner shall review, certify, and assume responsibility for the accuracy and completeness of the full report of the examination.

F. The Authority retains the right to reconsider any action of an AME under RACSTP 66.4.

6.5.2 Basis for termination of designation

A. Termination or non renewal of designation may be based in whole or in part, on the following criteria:

- (1) No examinations performed after 12 months of initial designation;
- (2) Performance of fewer than five examinations per year after 24 months;
- (3) Disregard or failure to demonstrate knowledge of INAC rules, regulations, policies, and procedures;
- (4) Error rate greater than ten percent on the AME performance report;
- (5) Failure to attend required AME seminars and workshops;
- (6) Movement of the location of practice from where presently designated;

- (7) Failure to participate in any INAC aviation medical program when requested by the INAC;
- (8) Unprofessional office maintenance and appearance;
- (9) Unprofessional performance of examinations;
- (10) Failure to promptly mail reports of medical examinations to the INAC;
- (11) Personal conduct or public notoriety that may reflect adversely on the INAC;
- (12) Loss, restriction, or limitation of a licence to practice medicine;
- (13) Any action that compromises public trust or interferes with the AME's ability to carry out the responsibilities of his or her designation;
- (14) Any illness or medical condition that may affect the doctor of medicine's sound professional judgment or ability to perform examinations;
- (15) Arrest, indictment, or conviction for violation of a law;
- (16) Request by the doctor of medicine for termination of designation;
- (17) Any sufficient evidence exists to demonstrate that a medical examiner has not performed his/her duties in accordance with the prescribed procedures; and
- (18) Any other reason if it is determined to be in the best interest of the INAC to terminate a designation.

6.5.3 Office address and telephone numbers

A. Each AME will be listed under only one office location and telephone number. The AMD is required to promptly advise, in writing, the responsible, as appropriate, of any change in office location or telephone numbers.

6.5.4 Facilities and equipment.

A. The applicant must have adequate facilities for performing the required examinations and possess or agree to obtain such equipment prior to conducting any INAC examinations. The required equipment is listed below:

- (1) Ophthalmoscope. Standard Snellen Test Types for visual acuity (both near and distant) and appropriate eye lane are acceptable.
- (2) Eye Muscle Test Light. May be a spot of light 0.5cm in diameter, a regular muscle test light, or an ophthalmoscope.
- (3) Maddox Rod. May be hand typed.
- (4) Horizontal Prism Bar. Risley, Hughes, or hand prisms are acceptable alternatives.
- (5) 24 Plate Ishihara pseudoisochromatic colour plates for colour vision testing.
- (6) A Wall Target consisting of a 50-inch square surface with a matte finish (may be black felt or dull finish paper), and a 2mm white test object (may be a pin), in a suitable handle of the same color as the background).
- (7) Other vision test equipment that is acceptable as a replacement for 1 through 4 above includes the American Optical Company Site Screener, Bausch and Lomb Orthorator, Keystone Orthoscope or Telebinocular, Titmus Vision Tester, or Stereo Optical Co., OPTEC 2000 VISION TESTER.
- (8) Standard doctor of medicine diagnostic instruments and aids including those necessary to perform urinalysis.
- (9) An electrocardiogram recorder – preferably multi-channel automated analysis type.
- (10) Standard pure tone audiometer, capable of determining, with 5 decibels (dB) precision, from Audiometer 0 to 50 dB, the applicant's thresholds to pure tones at 500, 1,000, 2,000, and 4,000 hertz (Hz).

6.5.5 Prohibited examinations

A. An AME may not perform self-examination for issuance of a medical certificate nor issue a medical certificate to himself or herself. Whoever in any matter 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 result in the medical examination deemed null and void.

6.5.6 Duration of designation.

A. Designations will be valid for a period of three years and will only be renewed if an AME continues to meet the above requirements.

6.6 Surveillance

A. The AMEs shall be subject to continuous surveillance by INAC Medical Department. In order to maintain and renew the designation the AME shall grant to the Authority access to its facilities for inspection and cooperate with the persons designated by the Authority for such inspections.

6.7 Privacy of medical information

- A. Within the INAC, access to an individual's medical information is strictly on a "need to know" basis. The safeguards of the Privacy apply to the application for airman medical certification and to other medical files in the INAC's possession. The INAC does not release medical information without an order from a court of competent jurisdiction, written permission from the individual to whom it applies, or, with the individual's knowledge, during litigation of matters related to certification.
- B. The INAC does, however, on request, disclose the fact that an individual holds an airman medical certificate and its class, and it may provide medical information regarding a pilot involved in an accident to the Investigation Safety Board (ISB) (or to a physician of the appropriate medical discipline who is retained by the ISB for use in aircraft accident investigation.)
- C. The medical information should not be released without the written consent of the applicant or an order from a court of competent jurisdiction.
- D. In order to ensure that release of information is proper, whenever a court order or subpoena is received by the Examiner, the INAC should be contacted. Similarly, unless the applicant's written consent for release is of a routine nature; e.g., accompanying an insurance company request, advice should be sought from the INAC before releasing any information. In all cases, copies of all released information should be retained.
- E. Examiners shall certify at the time of designation, re-designation, or upon request that they shall protect the privacy of medical information.

6.8 Request for reconsideration

A. An Examiner's denial of a medical certificate is not a final denial. An applicant may ask for reconsideration of an Examiner's denial by submitting a request in writing to INAC.

6.9 Authorization for special issuance of a medical certificate

A. At the discretion of the Authority, an Authorization for Special Issuance of a Medical Certificate, valid for a specified period, may be granted to a person who does not meet in fully the provisions of RACSTP 66.4, if the person shows to the satisfaction of the Authority that the duties authorized by the class of medical certificate applied for can be performed without endangering public safety during the period in which the Authorization would be in force. The Authority may authorize a special medical flight test, practical test, or medical evaluation for this purpose. A medical certificate of the appropriate class may be issued to a person who does not meet the provisions of RACSTP 66.4. if that person possesses a valid Authorization and is otherwise eligible. An airman medical certificate issued in accordance with RACSTP 66.4 shall expire no later than the end of the validity period or upon the withdrawal of the Authorization upon which it is based. At the end of its specified validity period, for grant of a new Authorization, the person must again show to the satisfaction of the head Aviation Medical Department (AMD) that the duties authorized by the class of medical certificate applied for can be performed without endangering public safety during the period in which the Authorization would be in force.

B. In granting an Authorization, the head of AMD may consider the person's operational experience and any medical facts that may affect the ability of the person to perform airman duties including:

- (1) The combined effect on the person of failure to meet more than one requirement of this part; and

(2) The prognosis derived from professional consideration of all available information regarding the person.

C. In granting an Authorization, the INAC specifies the class of medical certificate authorized to be issued and may do any or all of the following:

- (1) Limit the duration of an Authorization;
- (2) Condition the granting of a new Authorization on the results of subsequent medical tests, examinations, or evaluations;
- (3) State on the Authorization, and any medical certificate based upon it, any operational limitation needed for safety; or
- (4) Condition the continued effect of an Authorization, and any second or third-class medical certificate based upon it, on compliance with a statement of functional limitations issued to the person in coordination with the Director of Flight Safety Division.

D. In determining whether an Authorization should be granted to an applicant for a third-class medical certificate, the AMD considers the freedom of an airman, exercising the privileges of a private pilot certificate, to accept reasonable risks to his or her person and property that are not acceptable in the exercise of commercial or airline transport pilot privileges, and, at the same time, considers the need to protect the safety of persons and property in other aircraft and on the ground.

E. An Authorization granted to a person who does not meet the applicable provisions of RACSTP 66.4 may be withdrawn, at the discretion of the Authority, at any time if:

- (1) There is adverse change in the holder's medical condition;
- (2) The holder fails to comply with a statement of functional limitations or operational limitations issued as a condition of certification under this section;
- (3) Public safety would be endangered by the holder's exercise of airman privileges;
- (4) The holder fails to provide medical information reasonably needed by the Authority for certification; or
- (5) The holder makes or causes to be made a statement or entry that is the basis for withdrawal of an Authorization.

F. A person who has been granted an Authorization based on a special medical flight or practical test need not take the test again during later physical examinations unless the Authority determines or has reason to believe that the physical deficiency has or may have degraded to a degree to require another special medical flight test or practical test.

G. If an Authorization is withdrawn under paragraph (f) the following procedures apply:

- (1) The holder of the Authorization will be served a letter of withdrawal, stating the reason for the action;
- (2) By not later than 60 days after the service of the letter of withdrawal, the holder of the Authorization may request, in writing, that the Authority provide for review of the decision to withdraw. The request for review may be accompanied by supporting medical evidence;
- (3) Within 60 days of receipt of a request for review, a written final decision either affirming or reversing the decision to withdraw will be issued; and
- (4) A medical certificate rendered invalid pursuant to a withdrawal, in accordance with paragraph (a), shall be surrendered to the Administrator upon request.

H. An Authorization granted to a person who does not meet the applicable provisions of RACSTP 66.4 must be in that person's physical possession or readily accessible in the aircraft.

6.10 Deferral of medical examinations

A. The prescribed re-examination of a licence holder operating in an area distant from Sao Tome and Principe examination facilities may be deferred at the discretion of the INAC, provided that such deferment shall only be made as an exception and shall not exceed:

- (1) A single period of six months in the case of a flight crew member of an aircraft engaged in non-commercial operations;
- (2) Two consecutive periods each of three months in the case of a flight crew member of an aircraft engaged in commercial operations provided that, in each case, a favourable medical report is obtained after examination by a designated medical examiner of the area concerned, or, in cases where such a designated medical examiner is not available, by a physician legally qualified to practise medicine in that area. A report of the medical examination shall be sent to the INAC;
- (3) In the case of a private pilot, a single period not exceeding 24 months where the medical examination is carried out by an examiner designated by the competent Authority of the State in which the applicant is temporarily located. A report of the medical examination shall be sent to the INAC.
- (4) The INAC before deferral the medical examination will evaluate the report obtained by the designated medical examiner of the area concerned within 30 days after the examination.
- (5) The Authority will confirm with that concerned area if the designated medical examiner is authorized to conduct medical examination for issuance of a medical certificate.
- (6) The deferral will be issued in the form F-320-21.

6.11 Aeronautical medical board (CMAC)

- A. Within 60 days after a final denial of an unrestricted airman medical certificate, an airman may petition the INAC for a review of that denial. An AMB will be nominated for evaluating the petition. The petition for AMB review must be submitted in writing to the President of INAC.
- B. The AMB is an independent board that has the authority to review on appeal the suspension, amendment, modification, revocation, or denial of any certificate or license issued by the INAC Administrator.

6.12 Supervision and control of medical examiners

- A. INAC establishes a requirement for the surveillance inspection of each medical examiner each year. The surveillance program shall include a specific observation by the INAC at least once in every 12 months in accordance with the established procedures.
- B. Surveillance of medical examiner. The INAC AMD shall monitor the activity of examiner surveillance by consolidating the results, evaluating the reports, and providing the results to Authority. The INAC AMD shall accomplish this task annually. When significant events are reported, the INAC AMD should provide feedback to the INAC President.

6.13 Evaluation of medical report

- A. The designated medical examiner shall submit the report 5 days after completing an examination to the Authority. The report package will be sent in closed envelope to the head of medical department by an INAC authorized person who does not have permission to open the report.

7. PROCEDURES FOR DESIGNATION

7.1. DESIGNATION.

- A. **Application.** At the time of initial application for designation, the doctor of medicine must submit the following documents or copies thereof:

- (1) Diploma from medical school.
- (2) Certificate of any postgraduate professional training (e.g., internship, residency, fellowship).
- (3) Notice of certification by an specialty board, if applicable.
- (4) Certification of current valid state licence(s), with no restriction or limitations, to practice medicine (e.g., annual, biennial).
- (5) Applicants must sign and submit a statement affirming that:

- (i) There are no current required restrictions of medical practice, and there are no adverse actions proposed or pending that would limit medical practice by any state licensing board, any medical society, any hospital staff, or by any other local, state, or organization that may have licensing or certification authority.
- (ii) There are no known investigations, charged indictments, or pending actions in any local, state, or court.

B. Notification for Designation. For designations INAC shall inform the applicant in writing of his or her designation and shall send to the applicant an appropriately worded Certificate of Designation, Designations of AME in foreign countries are the responsibility of the INAC President.

7.2. Renewal of designation.

A. For renewal the designation the AME shall have completed at least 10 examinations for a medical certificate per year. Re-designation will be at the discretion of the Authority.

Before expiration of designation, the AME desiring designation shall provide the statement (certification of current valid state licence(s) with no restrictions or limitations) to the INAC. The AME who do not wish designation shall return the Aviation Medical Examiner Identification stamp to the INAC, so their names will not be included on the roll of designated AME's. The INAC shall notify the AME who decline designation.

7.3. Terminating or not renewing designation.

- A. In cases where an AME does not comply with RACSTP regulations, medical procedure or is suspected of fraud or any other activity for which emergency action is necessary to assure aviation safety, the INAC President, shall immediately direct the AME in writing, by certified mail, with return receipt requested, to cease all further examinations pending further INAC investigation. The investigation shall be conducted expeditiously. Upon investigation of the matter, the INAC President, shall initiate termination action if such action is warranted in accordance with paragraphs (i) through (iv) of this section.
- B. When the INAC determined that an AME's designation should be terminated or not renewed, the following procedures are applicable:
 - (1) The AME will be notified in writing, by certified mail, with return receipt requested, of the reason(s) for the proposed action. When the reasons are supported by examples of unacceptable conduct, examples should be cited. The reasons cited must be supported by documented surveillance results or the results of the investigations, but these documents should not be included in the letter;
 - (2) The written notification shall give the AME the option to respond in writing or in person and within 15 days of the date of the letter;
 - (3) The decision regarding the proposed action shall be in writing from the INAC President. It shall be sent by certified mail, with return receipt requested. When the decision is made to not renew or to terminate a designation, the reasons must be stated, along with a justification for the decision, Notwithstanding the AME's response, regardless of whether the response was in writing or in person.

7.4. AME identification stamp

- A. The need to assure the integrity of the AME identification stamp, strict control is instituted to prevent fraudulent issuance, improper use, or alteration of the identity stamp.
- B. The head of AMD, assures that the issuance and control of these identification stamps are accomplished.
- C. To prevent any possible fraudulent issuance of an AME identification stamp, the INAC President will designate, by letter, those personnel authorized to sign medical certificate as "Authorizing Official."

D. The acceptance of the designation portion of Aviation Medical Examiner Identification stamp, shall serve as control for the identification. The following paragraphs set forth INAC policy with respect to the administrative controls required for an authorized identification system. The appropriate references include:

- (1) Counterfeiting, misuse, or alteration
- (2) Loss or theft
- (3) Destruction
- (4) Surrender of identification media
- (5) Storage, transmittal, and accountability.

7.5 Evaluation of the medical report

A. The head of medical department will evaluate the report within 5 days after receiving it using a job aid LV-340-01. The medical reports shall contain all information sufficient to enable the head of medical department to audit its content.

B. The following documents shall be attached to the reports:

- (1) Medical examination;
- (2) Laboratories examination;
- (3) Medical examination application;
- (4) ECG graphic;
- (5) Form F-340-05.

C. After reviewing the report, the head of the AMO shall make the determination as to the acceptability of the report of the medical examination conducted by the AME. Two outcomes are possible:

- (1) The report is acceptable and can be filed, after completion of the required forms;
- (2) The report is not acceptable. The Head of MED will determine the certificate action to taken and notify the AME and the certificate holder accordingly.

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Approved by the President of the INAC Board of Directors	
Date: <u>04 / 02 / 26</u>	 _____ Antonio dos Santos Lima (Jurist)