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REPUBLIC OF CYPRUS

**MINISTRY OF TRANSPORT, COMMUNICATIONS
AND WORKS
DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION SERVICES
NICOSIA CYPRUS**

A I C

**N 007/18
20 JUN**

**MANAGEMENT OF MEDICAL CERTIFICATES FOR AIR TRAFFIC
CONTROLLERS AND TRAINEE AIR TRAFFIC CONTROLLERS**

1. APPLICABILITY

This AIC shall apply to Aeromedical Examiners (AMEs) approved by the National Supervisory Authority (NSA) of Republic of Cyprus, the Aeromedical Centers (AMC) approved by the Department of Civil Aviation of Cyprus (DCAC), the Aeromedical Section (AMS) of the (DCAC), Air Traffic Controllers (ATCOs) and Trainee ATCOs falling under the responsibility of the NSA, the NSA Licensing Section, the Registry of the DCAC and the Chief Operations Officer (COO).

2. PURPOSE

The purpose of this AIC is to define the administrative procedure to be followed for the handling of Medical Reports and Certificates for ATCOs and Trainee ATCOs.

3. REFERENCED DOCUMENTS

- AIC N 001/09
- Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011, 6.3.2015 O.J. L 63/1 (hereinafter "Commission Regulation (EU) 2015/340").

4. ADMINISTRATIVE PROCEDURE

For the issuance of Medical Certificates for ATCOs and Trainee ATCOs the following procedure shall be followed:

1. The application form for the issuance of the Medical Certificate shall be completed by the ATCOs and Trainee ATCOs and submitted to the AME or AMC prior to the examination.
2. The medical examination report shall be completed by AMEs or AMC's.
3. The AMEs or AMC's shall forward, through the DCAC Registry, the Medical Certificates, the medical examination report as well as the accompanying examination records to the AMS, within five (5) working days from the date of examination.
4. The DCAC Registry shall forward the Medical Certificates, the medical examination report as well as the accompanying examination records to the AMS within three (3) working days.

5. Following the appropriate verification, the AMS shall forward a copy of the Medical Certificate to the head of the NSA and the COO within five (5) working days.
6. The AMS is responsible for the archiving of the Medical Certificates, the medical examination reports and any accompanying examination records.
7. The relevant NSA and ANSP databases shall be updated and a copy of the certificate shall be archived in the relevant NSA and ANSP files.
8. In the cases where an applicant has been found to be medically unfit and/or the Medical Certificate has been suspended, or revoked, the AME or AMC shall notify the head of the NSA, the COO and the head of the AMS immediately by phone, followed by a written notice to be sent within two (2) working days.

5. REPEALS AND AMENDMENTS

AIC N 001/12, dated 20 April 2012 is hereby cancelled.

6. Further Information

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