

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

PHONE	+852 2910 6174
FAX	+852 2910 1180
AFS	VHHHYOYX
EMAIL	aic@cad.gov.hk

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

AIC 15 / 24 20 June 2024
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**NOTIFICATION OF UNFITNESS BY FLIGHT CREW**

**1. Introduction**

This circular serves to promulgate the procedures of notification of unfitness by flight crew holding medical certificate issued under Article 19 or 20 of the Air Navigation (Hong Kong) Order 1995 (AN(HK)O). Medical certificate holders are also reminded 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 In accordance with Article 20(8) of AN(HK)O, current medical certificate holder shall inform the Director-General of Civil Aviation in writing of such unfitness. In the case of *personal injury* involving incapacity to undertake the functions as a member of the flight crew 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. Notification of unfitness is only required as soon as any incapacity subsequent to a surgery for a continuous period of 20 days has elapsed.

**3. Means of Notification**

- 3.1 Medical certificate holders should use the **Medical Certificate Module of the Personnel Licensing Information System (PLIS)** to submit an electronic notification form. Subsequent application for medical clearance should also be made via PLIS if the notification of unfitness has been submitted on PLIS prior. PLIS can be accessed at: <https://plis.cad.gov.hk/>.

- 3.2 Under exceptional circumstances, medical certificate holders may also submit notification of unfitness to the Director-General of Civil Aviation in writing to the following address. A sample notification form is enclosed at **Attachment** for reference.

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  
Email: [plo@cad.gov.hk](mailto:plo@cad.gov.hk) Fax: (852) 2329 8595

#### **4. Cessation of Deemed Suspension on Medical Certificate**

- 4.1 In the case of pregnancy, the suspension may be lifted by the Director-General of Civil Aviation for such period and subject to such conditions as he/she thinks fit and shall cease upon the medical certificate holder being assessed, after the pregnancy has ended, by a Hong Kong Civil Aviation Department (HKCAD) Approved Medical Assessor (AMA) as fit to resume her functions as a member of the flight crew.
- 4.2 In all other circumstances, the suspension shall cease upon the medical certificate holder being assessed by a HKCAD AMA as fit to resume his/her functions as a member of flight crew.
- 4.3 Details of HKCAD AMA can be found at:  
<https://www.cad.gov.hk/english/pdf/List%20of%20AMEs.pdf>.

#### **5. AIC 28/17 is hereby superseded.**

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The Circular is issued for information, guidance and necessary action  
by direction of the Director-General of Civil Aviation  
Victor LIU

### Notification of Unfitness by Flight Crew

(Note: electronic notification can be made via PLIS at <https://plis.cad.gov.hk/>)

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

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 (AN(HK)O), 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 AN(HK)O, my medical certificate is deemed to be suspended. To resume my functions under the licence, I must obtain medical clearance from a HKCAD 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 HKCAD Approved Medical Examiner (AME).

#### My contact details are as follows:

Correspondence address:

\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**End of Message**