

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

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NOTIFICATION OF UNFITNESS BY AIR TRAFFIC CONTROLLERS

1. Introduction

This circular serves to promulgate the procedures of notification of unfitness by holders of Air Traffic Controller's Licence (ATCL) and medical certificate issued under Article 65 of the Air Navigation (Hong Kong) Order 1995 (AN(HK)O). ATCL holders are also reminded 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 In accordance with Article 68 of AN(HK)O, current ATCL holder shall inform the 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 *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.

2.3 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).

2.4 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 HKCAD Approved Medical Examiner (AME) to ascertain she is medically fit to safely exercise those privileges. 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. Means of Notification

- 3.1 ATCL 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, ATCL 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 Fax: (852) 2329 8595

4. Cessation of Deemed Suspension on ATCL

- 4.1 The suspension as is referred to in paragraphs 2.3 and 2.4 shall cease upon the ATCL holder being medically examined and assessed by a HKCAD Approved Medical Assessor (AMA) as fit to resume his/her functions as an air traffic controller.
- 4.1 Details of HKCAD AME and AMA can be found at:
<https://www.cad.gov.hk/english/pdf/List%20of%20AMEs.pdf>.

5. AIC 22/19 is hereby superseded.

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 Air Traffic Controllers

(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 Fax: (852) 2329 8595

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

(licence number)

(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 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 under Article 68(2) of the AN(HK)O, my licence 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