DIRECTORATE GENERAL OF
CIVIL AVIATION

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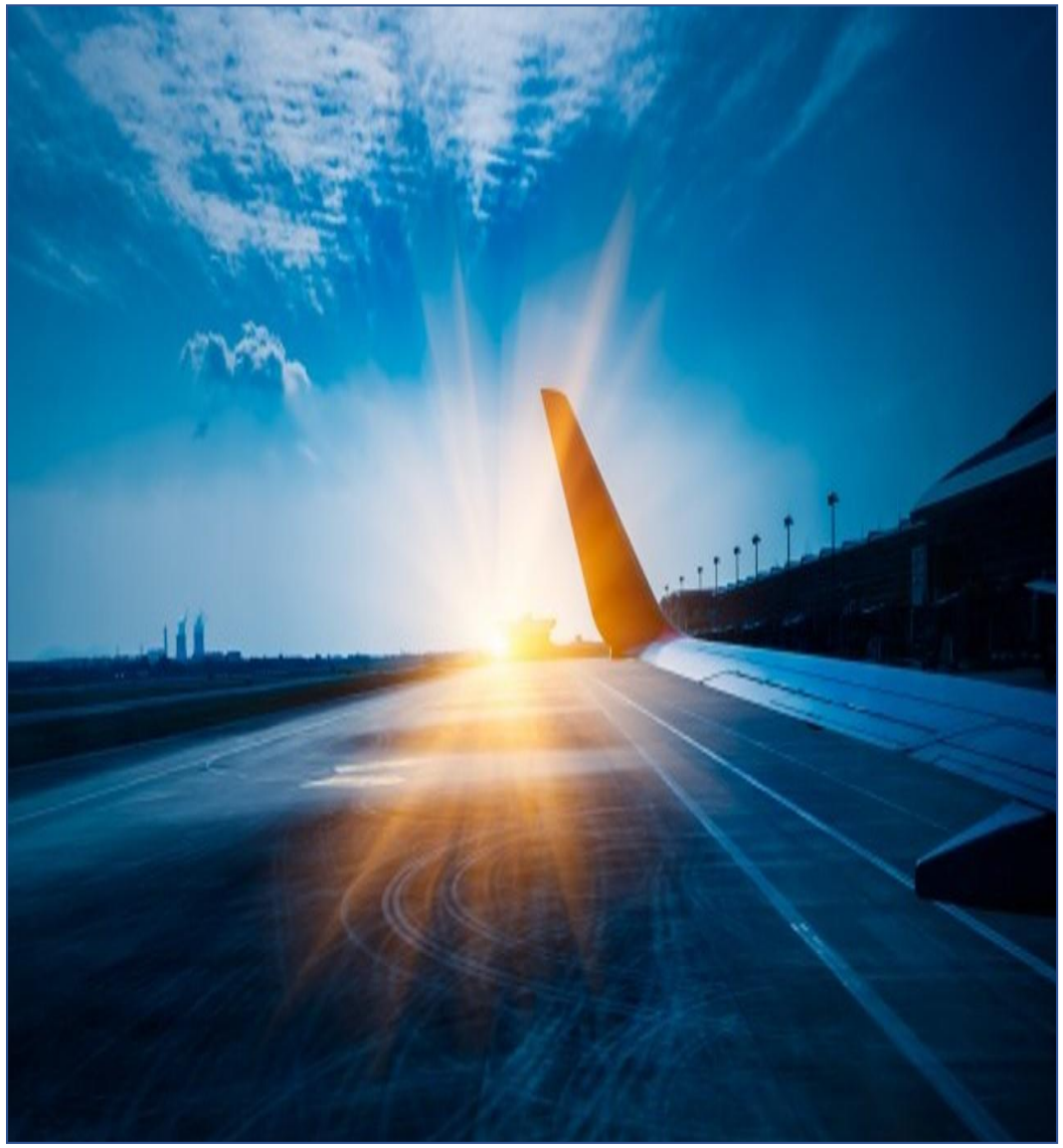
## Renewal of Medical Assessment: Class I

# Training Objectives

By the end of this module, you will be able to:

- Identify the pre-requisites for renewal of a medical assessment by Class I applicants.
- Define the renewal process for a class I medical assessment.
- Distinguish between the case scenarios for existing pilots.
- List down different sections from a medical form.
- Apply validation and business rules.



# Introduction

The Directorate of Medical is responsible for the approval and issuance of Class I, II and III medical assessment to a pilot applicant/Air Taxi and Commercial Operator (ATCO) which is a pre-requisite for issuing a license.

This training aims at covering the following topics:

- Renewal of class I medical assessment.
- The pre-requisites and process flow for obtaining a medical assessment.
- The components of a form used for filing a medical assessment (Renewal).
- The roles and responsibilities of each party involved.

## Introduction

All candidates must obtain a medical clearance each time they wish to get their licenses renewed.

This topic gives an insight to the procedure of undergoing the renewal of a medical examination with an approved medical authority as per the medical standards notified by the Medical Directorate of DGCA. In this training we will cover the renewal procedure for Class I candidates. Class I medical assessment is required for applicants and holders of:

**Commercial Pilot's License (Airplane and Helicopter)**

- Application registration with existing computer and PMR no
- Medical form submission
- Medical examination
- Renewal of medical assessment
- Renewal of Medical Certificate

# Pre-requisites for Class I Renewal

# Understanding the pre-requisites

All candidates must obtain a medical clearance each time they wish to get their licenses renewed.

The applicant must be registered on the DGCA portal with a valid eGCA ID.

The candidate must be over and equivalent to 16 years of age but not more or equal to 65 years.

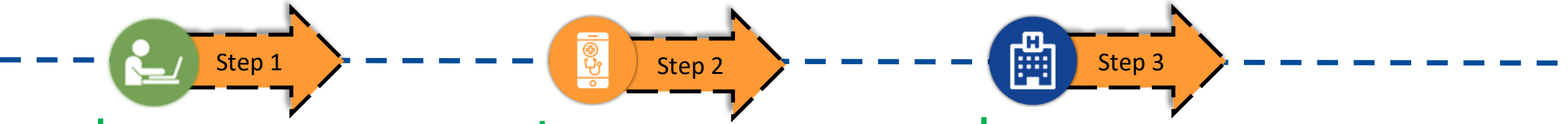
If the applicant do not have a prior medical assessment. The candidate must also have an approved NOC from the Medical Directorate.

Renewal is done based on last medical assessment validity.

# Process Flow:
# Class I Medical Renewal

## The Flow Chart

Let us understand how a medical assessment is issued to Class I applicants.




The applicant visits the eGCA portal and signs-up as a existing user. A unique ID is issued and sent as an email or a text message.

Next, the applicant visits the eGCA portal to raise a request for a Medical.

Applicant selects the DGCA empaneled Class 1 Examiner for medica.

## The Flow Chart

Let us understand how a medical assessment is issued to Class I applicants.

The applicant is then required to fill the e-form as per the nature of request. He / She submits the application online along with a photograph. The e-form must contain the applicant's complete personal details and medical declaration.

An application ID is generated on form submission. Additionally, an email and SMS notification is sent to the applicant.

The email will contain the list of blood tests that he/she needs to perform.

Upload investigation reports before going for the medical examination.

***Note:*** *Format of an e-application*

E-Application ID–YYYY/eGCA ID/MD/MEA/0000000001

- YYYY- Current Year
- MD – Medical Directorate
- MEA- Medical Examination Assessment

## The Flow Chart

Let us understand how a medical assessment is issued to Class I applicants.

The applicant visits the DGCA empaneled Class 1 Examiner for checkup and re-validates the form in front of the examiners.

The Applicant has to carry hard-copy of ID proof that he had uploaded during registration and that ID will be verified.

The examiner will conduct the checkup and after that the applicant will be issued a medical certificate.

The medical certificate is available for download at the eGCA portal.

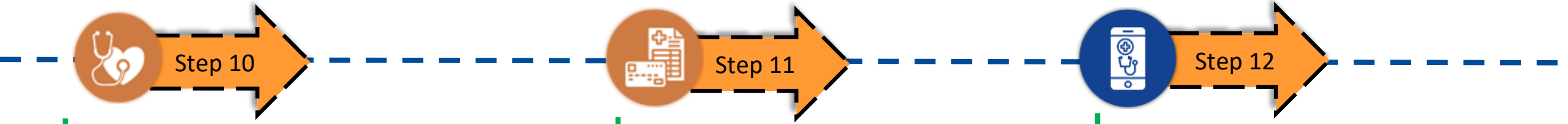
DMS(CA) at the Medical Directorate receives the medical application.

The Medical Directorate DMS(CA)/team marks the applicant as fit/temporary unfit/permanent Unfit.

***Note:*** *In case of DGCA empaneled examiners, a single examiner will conduct the checkup.*

## The Flow Chart

Let us understand how a medical assessment is issued to Class I applicants.




In case of fit, the medical assessment will be sent over eGCA portal as well sent through email.

In case of temporary unfit, recommendation will be sent to the applicant through email.

In case of permanent unfit the e-application goes to DGMS (air) for approval.

A medical assessment is generated, and a PDF is available for download at eGCA portal with applicant login.

The medical assessment in a PDF format is sent to the applicant and the applicant's employer.

***Note:*** *For renewal, the applicant must apply 0-30 days prior to expiry of validity.*

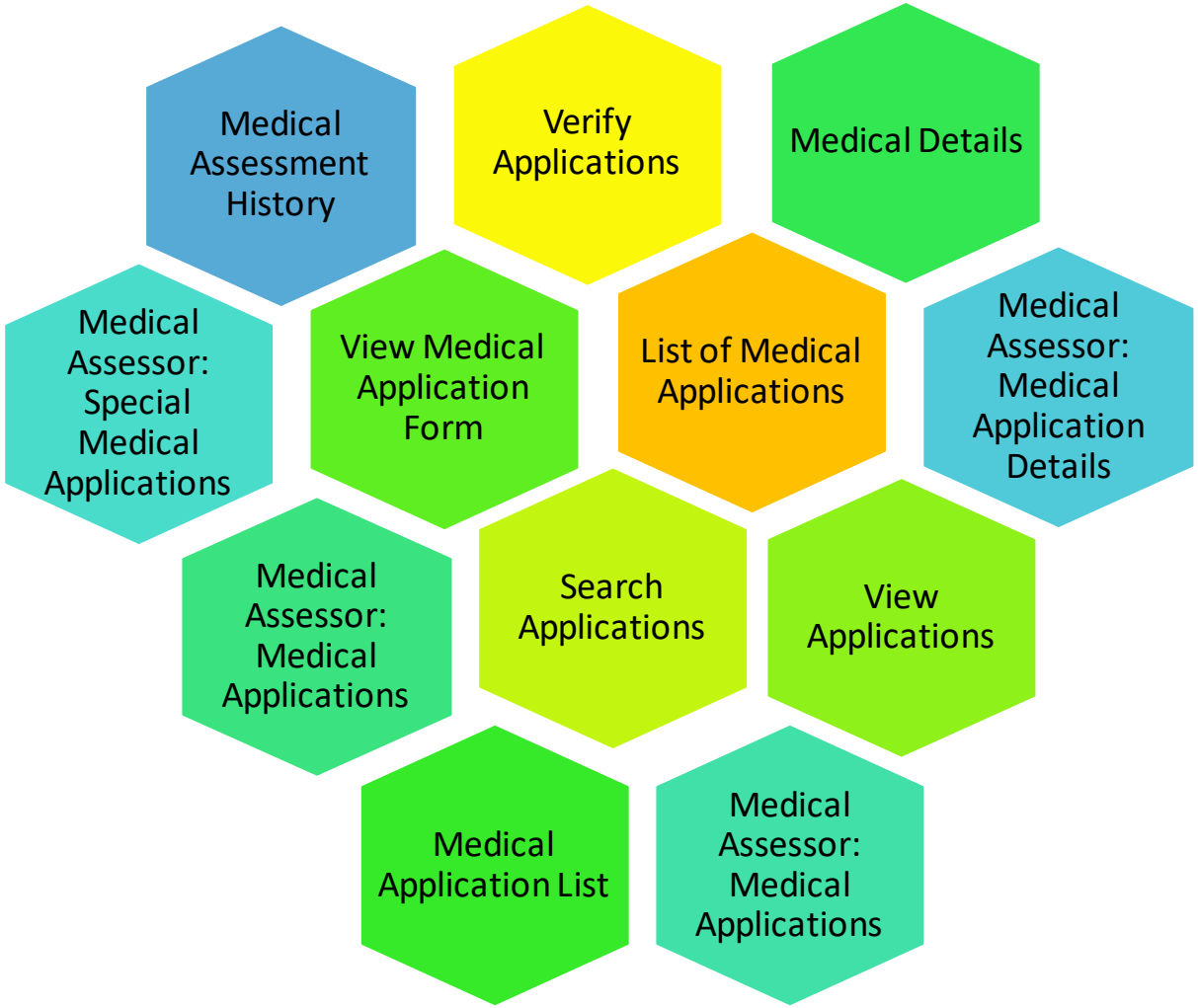
***Note:*** *If the applicant was declared temporary unfit in the last assessment, he/she can reapply after completion of unfit period.*

*He/She can only apply in 5 main centers within 0-30 days post unfit period.*

# Form Details: Renewal

# Form Details: Common Forms

The following forms are for renewal of a medical assessment:



# Form Details: Introduction

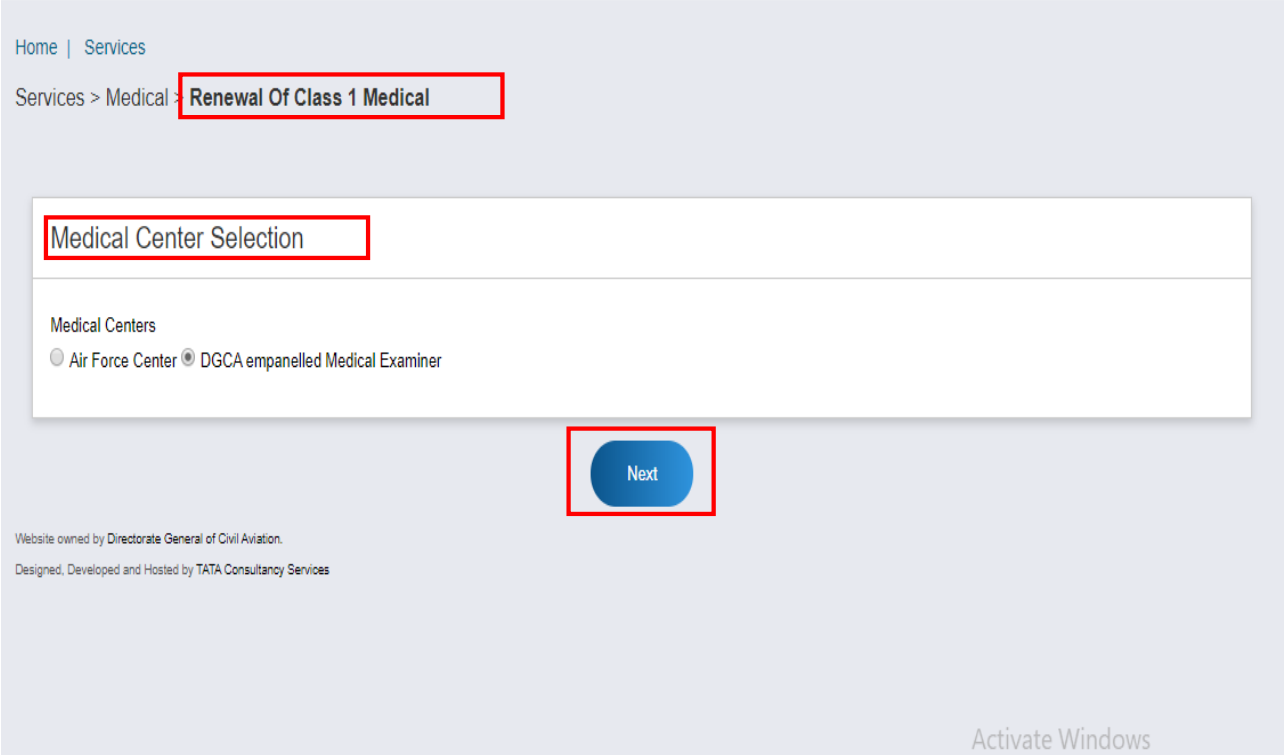
Before we dive into the topic, let us take a quick look at some important common details about different e-forms:

- Whatever information and details the applicants have submitted, will be visible to the medical examiners. Whatever reports and information shared by applicant and examiners, will be visible to the DGCA officers.
- All forms, meant for applicant and examiner, will have a preview button for reviewing it before submission.

In the following few screens, we will look at different e-form.

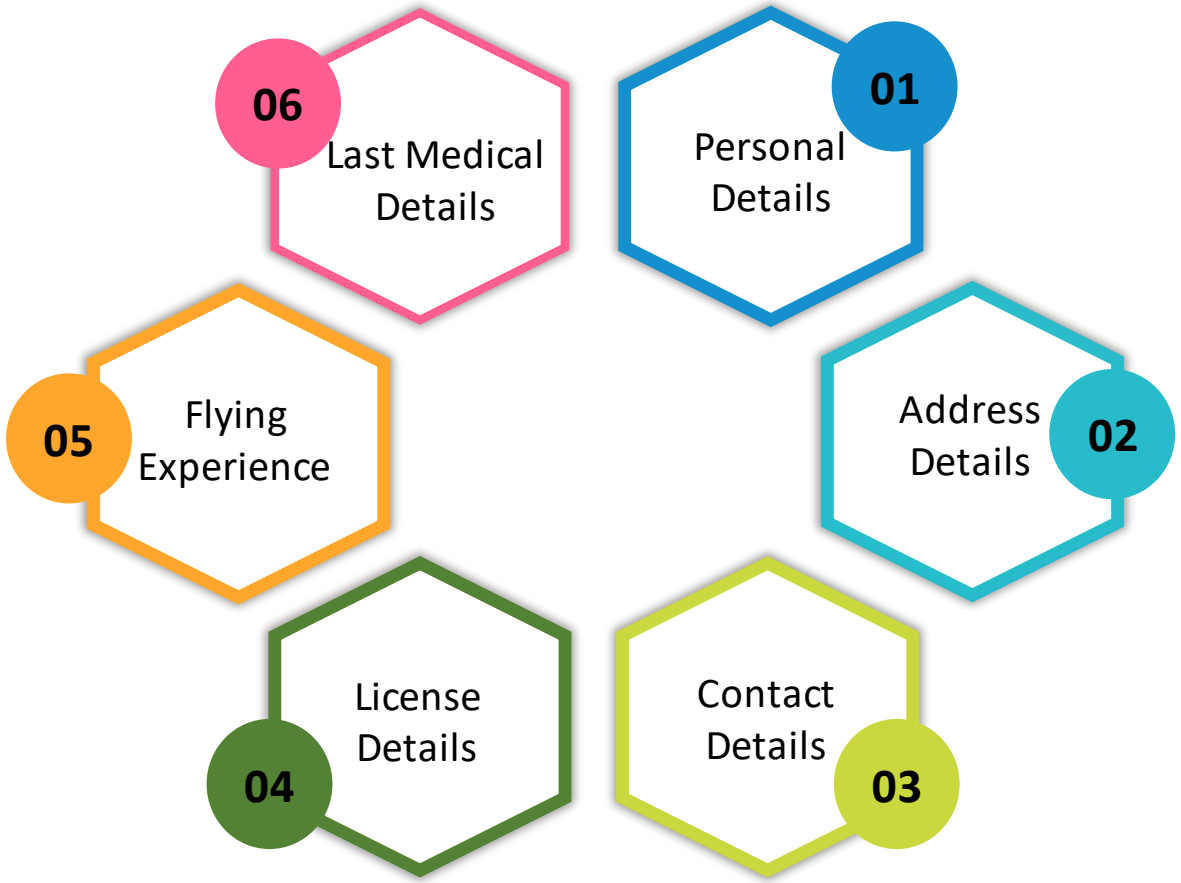
DGCA Empaneled Class 1
Examiner

# Renewal of Class 1 Medical : Medical Center Selection



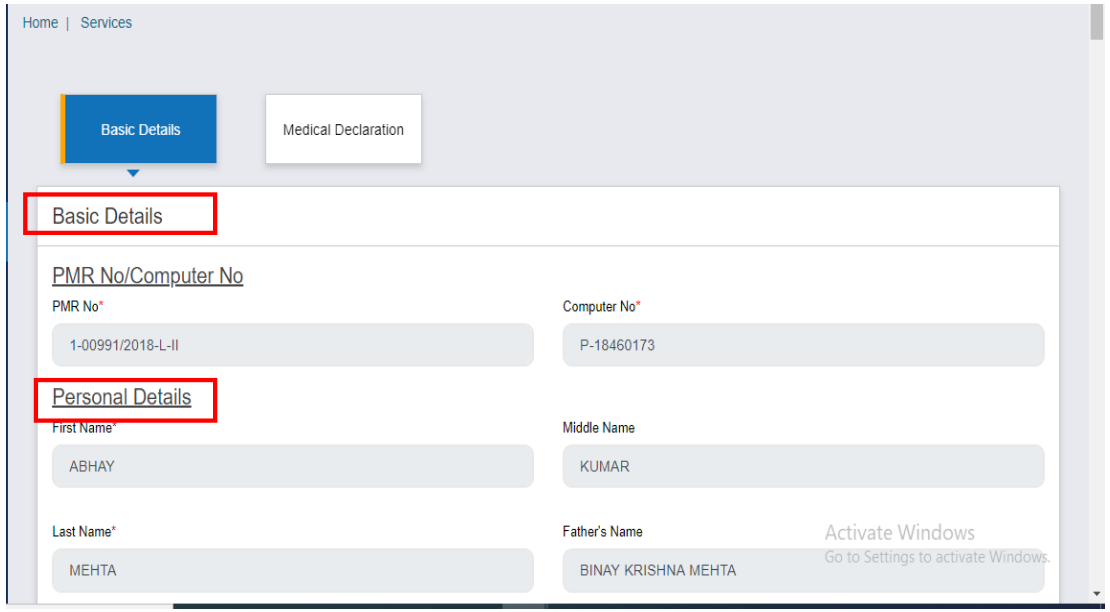
# Renewal of Class 1 Medical : Basic Details

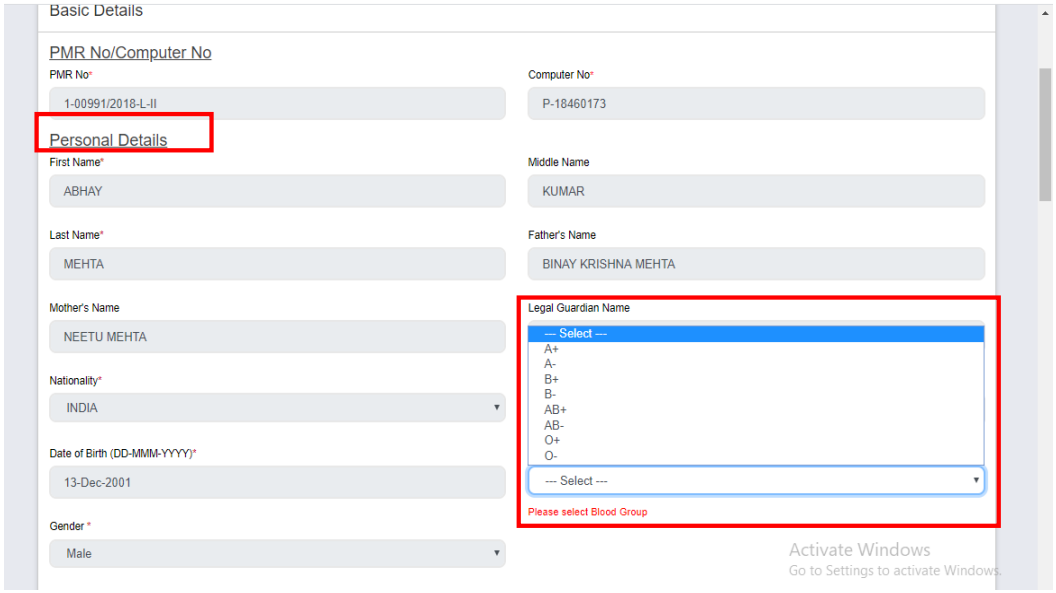
An applicant sees the following sections in the ‘Basic Details’ tab of the application form:



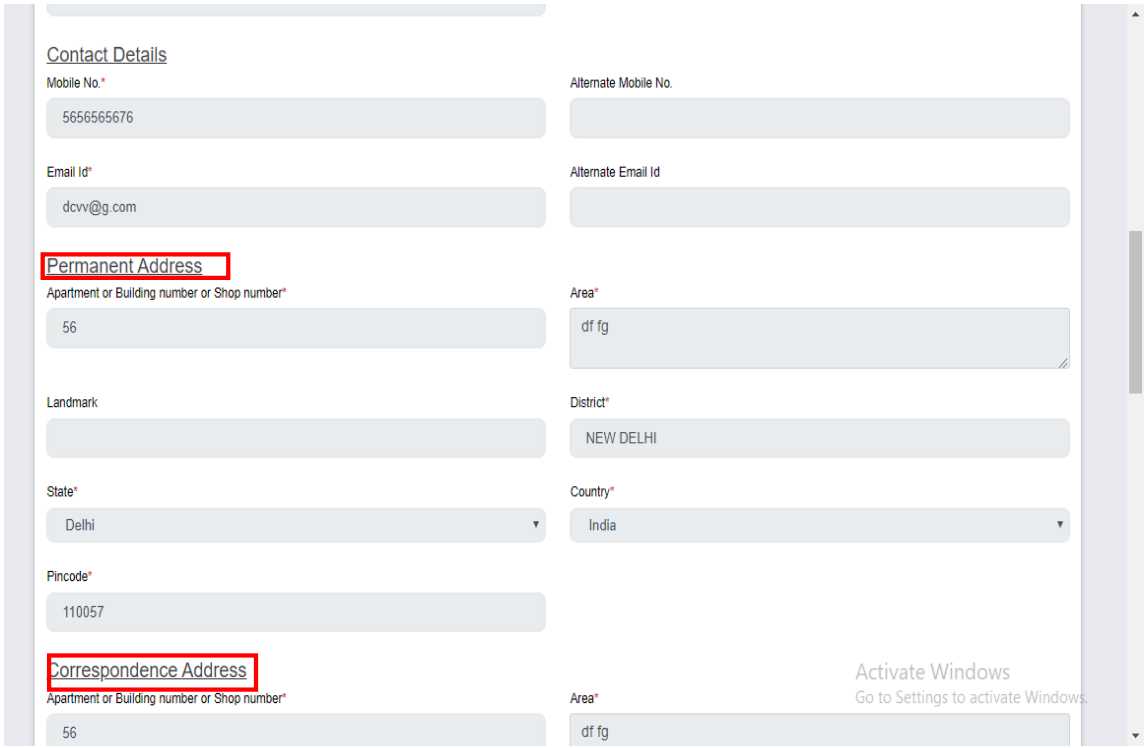
# Renewal of Class 1 Medical : Basic Details

After selecting the medical center, then on click of Next, the applicant will be redirected to the Basic Details tab.

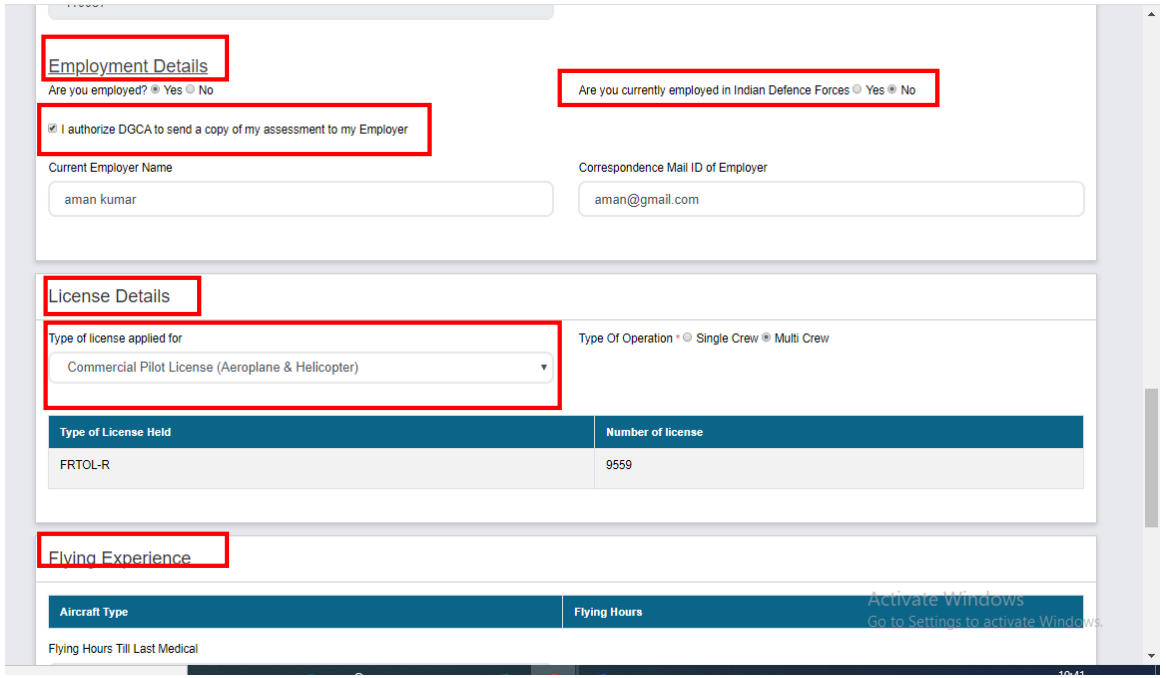


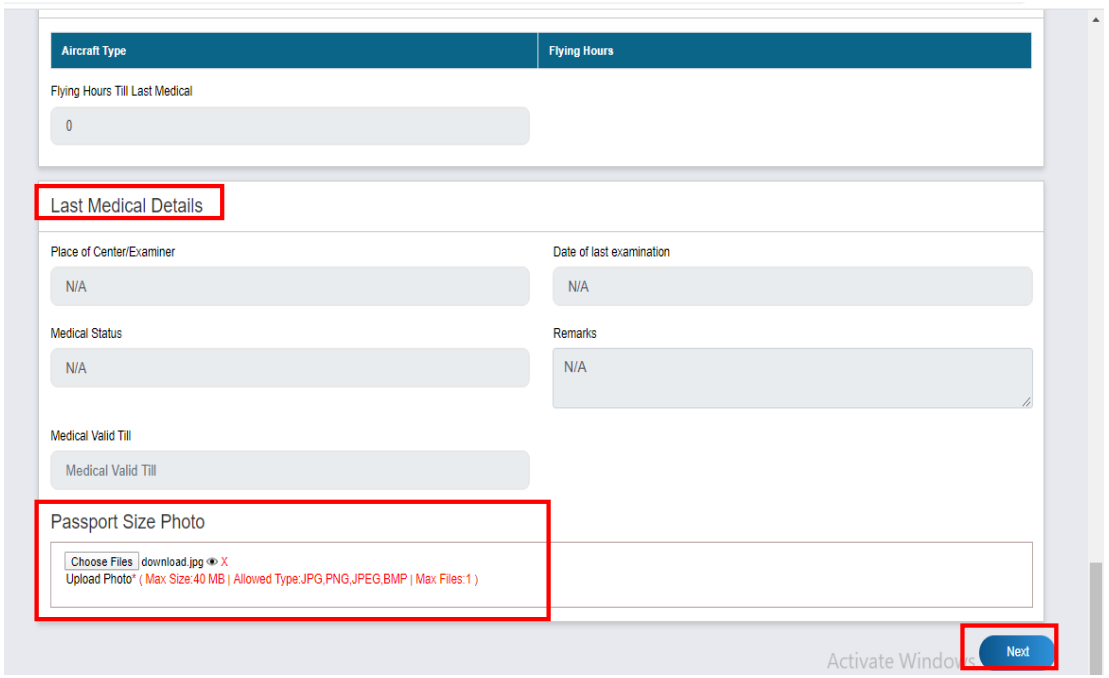



# Renewal of Class 1 Medical : Basic Details



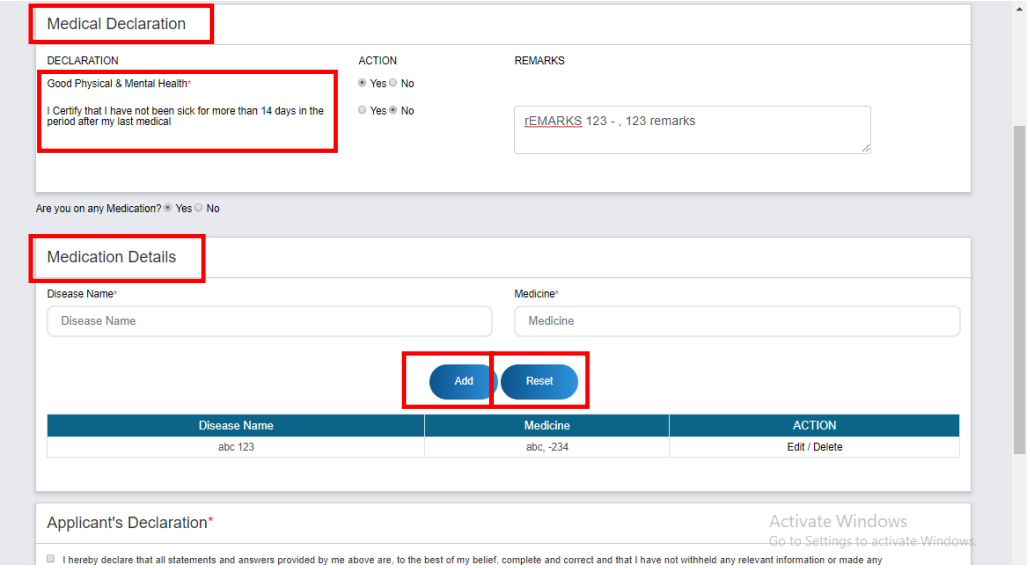
# Renewal of Class 1 Medical : Basic Details

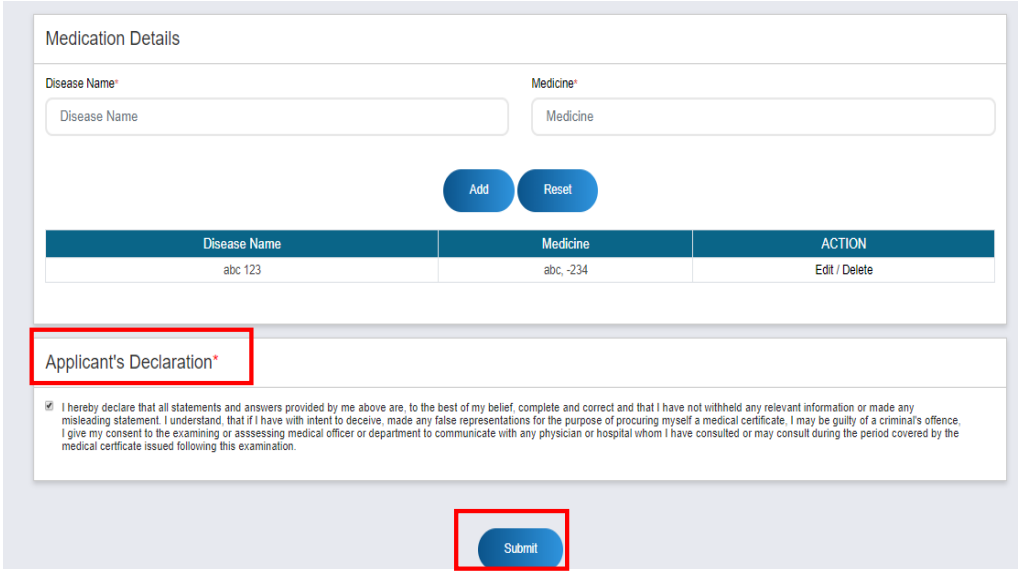


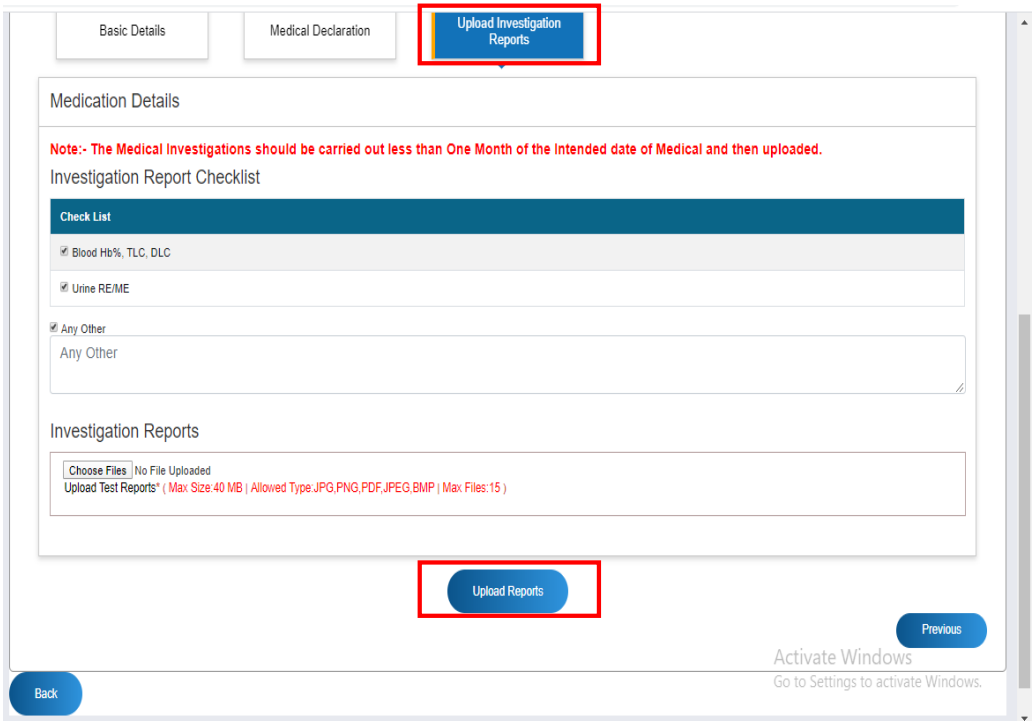
# Renewal of Class 1 Medical : Medical Declaration

Medical Declaration tab consist of medical declaration, medical details and applicant's declaration.

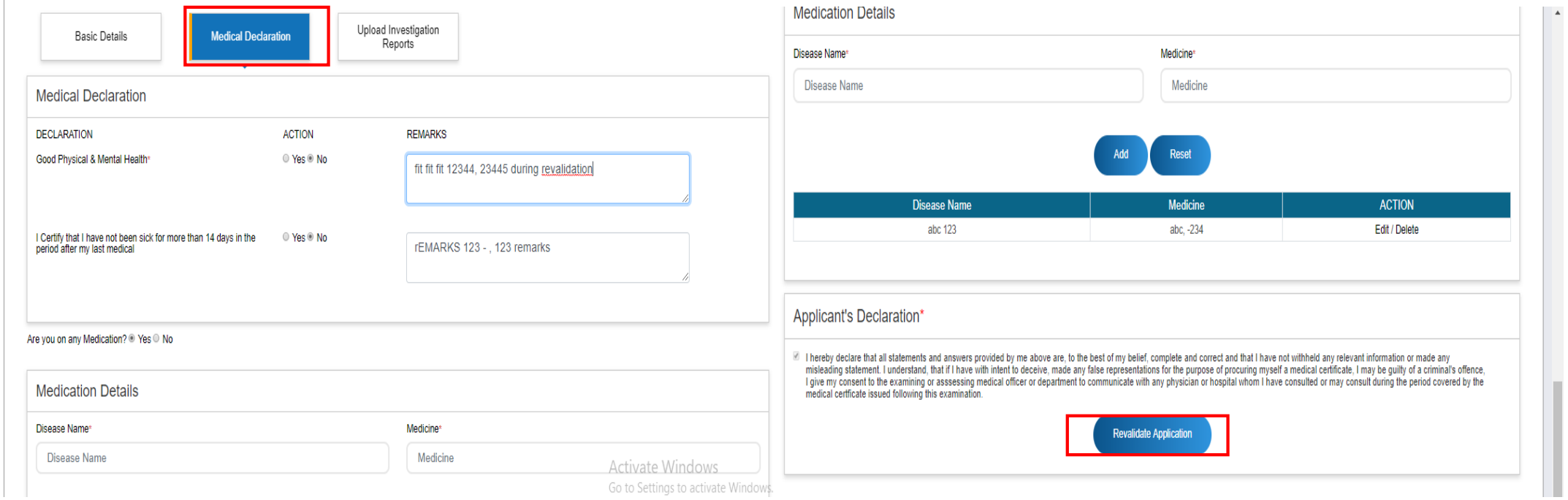


# Renewal of Class 1 Medical : Upload Investigation Reports



# Renewal of Class 1 Medical : Re-validation Screen



# Payment: SMS and Email

| S.No | Event | Details | Description |
|---|---|---|---|
| 1 | Send Back of Medical Request to Examiner Medical Request back to Examiner | Medical Request back to Examiner | Your request has been SEND BACK TO EXAMINER by DGCA with Application Id XXXXXXXXXXXXXXX on DDMMYYYY. |
| 2 | On successful submission of Medical Request for Class I,II or III for Civil/DGCA Examiner | Request Medical through Portal Application | Your request has been SUCCESSFULLY REGISTERED for MEDICAL with Application Id XXXXXXXXXXXXXXX on DDMMYYYY.<br>For the list of list of required investigation, please check your registered EMAIL ID. |
| 3 | 30 days prior to last Medical Assessment expiry | 30 days prior to last Medical Assessment expiry | Your last Medical Assessment will expire on DDMMYYYY. Kindly apply for renewal before expiry. |
| 4 | Submission of Medical application by Examiner | When applicant is marked as FIT by the examiner | Examiner has SUCCESSFULLY COMPLETED your Medical Request for Application Id XXXXXXXXXXXXXXX on DDMMYYYY.<br>For Medical Certificate, please check your registered EMAIL ID/eGCA Portal. |
| 5 | Submission of Medical application by Examiner | When applicant is marked as Temporary/Permanently UNFIT by the examiner. | Your Medical Request with Application Id xxxxxXXXXXXXX has been COMPLETED by the MEDICAL EXAMINER with recommendation.<br>For Medical Certificate, please check your registered EMAIL ID/eGCA Portal. |
| 6 | Submission of Medical application by Medical Assessor | When applicant is marked as FIT by the DGCA | Your Medical Request has been SUCCESSFULLY COMPLETED by DGCA for Application Id XXXXXXXXXXXXXXX on DDMMYYYY.<br>For Medical Assessment, please check your registered EMAIL ID/eGCA Portal. |
| 7 | Submission of Medical application by Medical Assessor | When applicant is marked as Temporary/Permanently UNFIT DGCA. | Your Medical Request with Application Id xxxxx has been COMPLETED , You have been declared TEMPORARY UNFIT till DDMMYYYY on DDMMYYYY. |
| 8 | 2 Month prior to last Medical Assessment expiry | 2 Month prior to last Medical Assessment expiry | Your last Medical Assessment will expire on DDMMYYYY. |

# Renewal: Roles and Operations

## Roles and Operations

All candidates must obtain a medical clearance each time they wish to get their licenses renewed.

Pilot/ATCO

- Request for Medical Assessment to DMS
- Visit Medical Centers/Examiners for Medical Assessment

Medical Center

- View Medical Application
- Assignment of Medical Application to individual examiners
- Verification of Applicant
- Complete Medical Application
- Issue of Medical Certificate

Medical Assessor

- View Medical Application
- Assignment of Medical Application within team
- Complete Medical Request
- Issue of Medical Assessment

# Validation and Business Rules: Issuance and Renewal

# Validation and Business Rules: General Rules for Medical Application

Listed below some general validation and business rules for issuance of a medical assessment:

- Class I candidates are required to pay the following amount of money depending on their application status (Applicable for Air Force):
  - 3000 rupees (Initial issuance of license)
  - 2000 rupees (Renewal of license)
- There are only few slots available at Air Force Hospitals. Limited slots are available everyday with DMS(CA) for special cases booking. (Applicable for Air Force)
- Applicant is allowed to upload test reports at one go.
- The President of board for Air Force Center/Admin at the civil hospital assigns different sections of the e-form to different examiners (up to four examiners).
- A medical examiner can not consecutively examine an applicant twice. An applicant is appointed a new examiner each time (new or renewal). (Applicable for DGCA empaneled Medical Examiners / Civil Hospitals)
- An examiner can search the e-application using the eGCA ID/E-Application. Only one search is allowed at a time. (Applicable for DGCA empaneled Medical Examiners / Civil Hospitals)
- An e-application ID is valid for 30 days' after the submission an application. (Applicable for DGCA empaneled Medical Examiners / Civil Hospitals)
- If medical parameters are out of the specified range, then the field should be highlighted with red color or if examiner mark a field as abnormal it should also be highlighted with red color.

# Q & A

# Thank You