

KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 267 TAHUN 2017

TENTANG

PETUNJUK TEKNIS

PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 183-05

(*STAFF INSTRUCTION PART 183-05*)

TENTANG

ADMINISTRASI PERWAKILAN

DOKTER PENGUJI KESEHATAN PENERBANGAN YANG DITUNJUK

(*ADMINISTRATION OF DESIGNATED AVIATION MEDICAL EXAMINER
REPRESENTATIVES/DAMER*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : a. bahwa dalam rangka melaksanakan ketentuan dalam Butir 183.21 Sub Bagian C Peraturan Menteri Perhubungan Nomor KM 39 Tahun 2001 tentang Penerima Pendelegasian Wewenang Direktur Jenderal, mengatur Direktur Jenderal Perhubungan dapat menunjuk Dokter Penguji Kesehatan Penerbangan sebagai perwakilan dari Direktur Jenderal ;
- b. bahwa dalam rangka memberikan panduan bagi pelaksanaan administrasi perwakilan dokter pengujian kesehatan penerbangan perlu disusun suatu petunjuk teknis;
- c. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada butir a dan b, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 183-05 (*Staff Instruction Part*

183-05) tentang Administrasi Perwakilan Dokter Penguji Kesehatan Penerbangan Yang Ditunjuk (*Administration of Designated Aviation Medical Examiner Representatives /DAMER*);

- Mengingat :
1. Undang-Undang Republik Indonesia Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
 2. Peraturan Presiden Nomor 7 Tahun 2015 tentang Organisasi Kementerian Negara (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 5);
 3. Peraturan Presiden Nomor 40 Tahun 2015 tentang Kementrian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75);
 4. Peraturan Menteri Perhubungan Nomor KM 39 Tahun 2001 Tentang Pendelegasian Wewenang Direktur Jenderal;
 5. Peraturan Menteri Perhubungan Nomor PM 189 Tahun 2015 tentang Organisasi dan Tata Kerja Kementerian Perhubungan (Berita Negara Republik Indonesia Tahun 2015 Nomor 1844);
 6. Peraturan Menteri Perhubungan Nomor PM 69 Tahun 2017 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 67 (*Civil Aviation Safety Regulation Part 67*) Tentang Sertifikasi dan Standar Kesehatan Penerbangan (*Medical Standard and Certification*);

MEMUTUSKAN

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 183-05 (*STAFF INSTRUCTION PART 183-05*) TENTANG ADMINISTRASI PERWAKILAN DOKTER PENGUJI KESEHATAN PENERBANGAN YANG DITUNJUK (*ADMINISTRATION OF DESIGNATED AVIATION MEDICAL EXAMINER/DAMER*).

Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 183-05 (*Staff Instruction Part 183-05*) Tentang Administrasi Perwakilan Dokter Penguji Kesehatan Penerbangan Yang Ditunjuk (*Administration of Designated Aviation Medical Examiner Representatives /DAMER*) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan ini.

Pasal 2

Direktur Kelaikudaraan dan Pengoperasian Pesawat Udara mengawasi Pelaksanaan Peraturan ini.

Pasal 3

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan : Jakarta

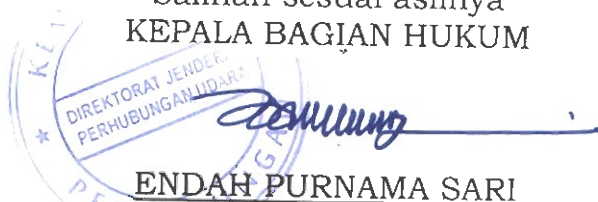
Pada tanggal : 2 OKTOBER 2017

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M.Sc

Salinan sesuai aslinya
KEPALA BAGIAN HUKUM


ENDAH PURNAMA SARI
Pembina / (IV/a)
NIP. 19680704 199503 2 001

Staff Instruction

SI 183 – 05

Administration of Designated Aviation Medical
Examiner Representatives (DAMER)

Amendment: 0

Date : August 2017

SUMMARY OF AMENDMENTS

AMENDMENT No.	DATE	REFERENCE	REMARK
0	August 2017	CASR 67 CASR 183 ICAO Annex 1 ICAO Doc 9379	To include new requirement for harmonization with ICAO Annex 1 and Doc. 9379.

FOREWORD

1. PURPOSE : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Aviation Medical Center (AMC) for selection, appointment, surveillance, training, renewal, and termination of Aviation Medical Examiner Designee.
2. REFERENCES : This Staff Instruction should be used in accordance with the applicable regulations.
3. CANCELATION : -
4. AMENDMENT : Amendment of this Staff Instruction will be approved by the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVILAVIATION

signed

Dr. Ir. AGUS SANTOSO, M.Sc

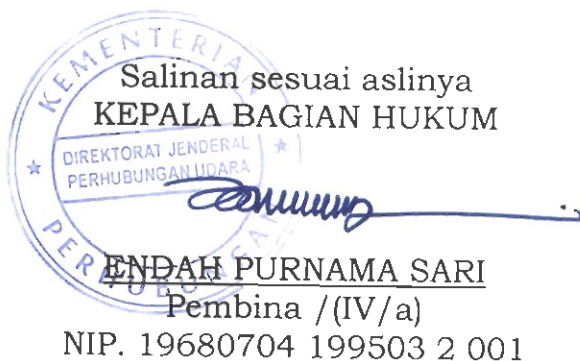

Salinan sesuai aslinya
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CHAPTER I. GENERAL

1. Purpose

This staff instruction provides guidance for the selection and appointment the Designated Aviation Medical Examiner. It also emphasizes the importance of the designee's knowledge of administering oral and practical tests. Compliance with these procedures ensures that applicants meet a satisfactory level of competence required for medical certification.

The designee function is vital to enhancing the DGCA's public service role and enhancing overall safety in the national aviation system. The DGCA appoints designees to leverage its workforce and provide certification services to the public, and the designee conduct the medical assessment in accordance with DGCA policy and guidance.

2. Definition

Designated Aviation Medical Examiner (DAMER). A DAMER is an individual, appointed in accordance with CASR part 183, section 183.21, who meets the general qualification requirements set forth in this staff instruction.

The Employer of DAMER. The medical unit where DAMER is employed.

The Medical Unit. Medical organization approved by Ministry of Health.

CHAPTER II. SELECTION AND APPOINTMENT

1. Selection

The DGCA office determines the need for and ability to manage a designee:

- a. Determining Need. The DGCA office considers several factors in determining the need for a designee including, but not limited to:
 - 1) Activity level of current designees performing similar work.
 - 2) Demand/convenience to the public, as determined by the:
 - Ability to provide examinations within a reasonable period of time, and
 - Number of complaints from the public for lack of availability of certification.
 - 3) Geographic dispersion as determined by the distance an applicant must travel to get to the designee.
- b. Determining the Ability to Manage. The DGCA office reviews several criteria to determine the ability to manage a designee including, but not limited to:
 - 1) Effect of workload on DGCA Aviation Medical Examiner,
 - 2) Funding (e.g., travel allocation) needed to oversee the designee workforce, and
 - 3) Availability of trained DGCA Aviation Medical Examiner.

The DGCA selects qualified applicants for DAMER appointment based on the recommendations from the Employer of DAMER, the applicant record in aviation industry, exhibit integrity, professionalism, and sound judgment.

Designee applicants must complete an application package and submit it to the DGCA for review and consideration. The package must contain AMC Form No.183-01, Application & Statement of Qualification and a letter from the Employer of DAMER.

The DGCA will review an application package to ensure the designee applicant meet the following requirement:

- 1) Is employed by medical unit.
- 2) Hold a medical doctor degree diploma with 3 years experiences or hold aviation medical specialist diploma.

- 3) Have an access to the appropriate medical assessment equipments / laboratory to support medical assessment.
- 4) Satisfactory completion of Basic Training in Aviation Medicine or Flight Surgeon Training for medical doctor degree.
- 5) Satisfactory completion of training of aviation medical examinations procedures.

2. Appointment

After the prospective designee meet the qualification requirement, AMA will conduct the Competency Test using AMC Form No. 67-05 that include :

- Demonstration of medical assessment preparation.
- Demonstration of medical assessment
- Demonstration of medical assessment report submission

The DGCA office will issue the Identification Card and AMC Form No. 183-02, Certificate of Designation for presentation to the designee, if the prospective designee pass the competency test.

Note: By signing the designee application, the designee applicant acknowledges that the designation is a privilege, not a right, and that the DGCA can terminate any designation at any time or for any reason he or she deems appropriate.

- a. Designation. The DAMER can be issued for the following designation:
 - 1) Category 1
Conducts medical assessment for Medical Certificate Class 1, Class 2 and Class 3.
 - 2) Category 2
Conducts medical assessment for Medical Certificate Class 2 and Class 3.
- b. Applying for Reinstatement. Reinstatement is used in instances where a former designee is applying for privileges, after the not-for-cause termination of his or her designation, to the DGCA. Former designees wishing to apply for reinstatement must submit the completed application directly to the DGCA office. The DGCA office, will determine if there remains a need for the designee, and if it possesses the ability to manage. The former designee must meet the applicable training requirements described in this staff instruction.

- c. Serving Outside the Republic of Indonesia. A designee may be appointed to serve outside the Republic of Indonesia if there is a demonstrated need that such designation will serve Indonesia citizens abroad and that an DGCA office can properly supervise the designee's activities.

CHAPTER III. OVERSIGHT AND RENEWAL

1. Oversight.

Each designee operates under the direct supervision of the and includes the following functions:

- a. Resolve Questions. DGCA Aviation Medical Assessor who supervise the activities of designees must always welcome the opportunity to discuss current rules, procedures, and standards with designees upon request to resolve any questions the designee may have relating to their performance and responsibilities.
- b. Surveillance. The DGCA will develop the surveillance program for Designated Aviation Medical Examiner Representative (DAMER), the program must include:
 - 1) Develop the surveillance plan, to ensure each DAMER will be observed at least once a year.
 - 2) Observe or inspect the DAMER in accordance with surveillance plan using AMC Form No. 183-03, DAMER Surveillance Checklist.
 - 3) Take the appropriate action based on the surveillance result, including suspension or revoked the certificate, and analysis for considering the next surveillance plan.
 - 4) Record the surveillance result including the appropriate action.

2. Expiration.

The appointment is for a period of 1 year. After the initial appointment period, the DGCA office will determine the duration of the designation. The duration of the designation cannot exceed 1 year. The expiration date appears on the designee's Certificate of Designation (COD).

3. Renewal.

A designee may be renewed if the continuation of the designation is justified, and the designation is in the DGCA's interest. The designee is responsible for submitting a timely renewal package. The DGCA office must notify the designee that renewal has occurred and issue a new COD. A designation will be renewed under the following conditions:

- The DGCA office determines that a need still exists;

- The managing DGCA office still has the ability to manage the designee; and
 - The designee continues to meet the eligibility requirements in Chapter 2, paragraph 1.
- a. The Aviation Medical Examiner Meeting. The designee should attend a meeting or seminar held by the DGCA office to discuss designee procedures, problems, and designation renewal.
- b. Training Requirements. The Refresher Training in Aviation Medicine must be completed.
- c. Renewal Application Package. The designee must apply for renewal to the managing DGCA office at least 45 calendar-days before the expiration of the designation. It is the designee's responsibility to complete the renewal application package. The package must include:
- 1) AMC Form No.183-01, Application & Statement of Qualification and a letter from the Employer of DAMER
 - 2) A copy of the designee's current COD;
 - 3) A record of all designee activity conducted since the issuance or last renewal of their designation; and
 - 4) A current certificate of training showing the designee has successfully completed an initial or refresher training.
- d. Certificate of Designation. After expiration of the designee's COD, the designee may not exercise the privileges of the designation unless he or she has a current COD signed by the DGCA office.
- e. Knowledge and Skill.
- The determination that the designee's knowledge of and application of current procedures and standards are adequate for renewal of the designation may be based on oversight or surveillance of the designee and the designee's attendance at a meeting or seminar conducted for the purpose of standardization.

CHAPTER IV. TERMINATION AND APPEAL

1. Termination.

Termination is the action by the DGCA office to rescind a designation at any time for any reason the DGCA considers appropriate.

a. Types of Termination.

- 1) Termination for Cause. Termination for cause is a negative finding based on a designee's performance and changes his or her employment. In the event that a reexamination of an applicant becomes necessary due to an inadequate test performed by the designee, and he or she change to another organization, the DGCA will immediately terminate the designee.
- 2) Termination Not-for-Cause. Termination not-for-cause can be for any reason not specific to a designee's performance (e.g., lack of need for the designee or ability to manage the designee by the DGCA office).

Note: A designee may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing, sent to the DGCA office, and be accompanied by the designee's Certificate of Designation (COD).

b. Termination Letter.

The decision regarding the termination of a designation will be provided to the designee in writing. Upon notification of termination (verbal or written) by the DGCA office, the designee must immediately cease the exercise of his or her designee privileges. In the case of verbal notification, the managing DGCA office must follow up with written notification.

2. Appeal.

The designee or designee applicant may request an appeal under certain circumstances.

- a. Non-appeal Termination. Termination based on the lack of need, the inability of the DGCA office to manage the designee, loss of a prerequisite certification, or failure to meet training requirements cannot be appealed.

- b. Written Termination Appeal. If the designee wishes to appeal his or her termination, the designee must make the request in writing to DGCA office. The DGCA will conduct the Management Meeting, and the Management Meeting final decision will be notified in writing to the designee within 60 calendar-days.

CHAPTER V. PRIVILEGES, LIMITATIONS, AND RESPONSIBILITIES

Designated who are qualified and authorized by the Directorate General of Civil Aviation (DGCA) and recommended by the medical unit to conduct the DGCA medical assessment to issuance of the medical certificate.

1. Privileges

A designated aviation medical examiner is authorize to conduct medical assessment and may issue medical certificate for which the designated aviation medical examiner has been authorized and been found competent.

Designated aviation medical examiners are authorized to do the following:

- 1) Conduct medical assessment and sign Medical Assessment Report AMC Form No. 67-02.
- 2) Sign the Medical Certificate AMC Form No. 67-03 only to applicants who have been assessed and found fit.

2. Limitations.

Appropriate Designation. DAMER must not conduct Medical Assessment if it has no designation on his or her certificate.

a. Locations.

DAMER shall not conduct medical assessment outside the medical unit that the DAMER is employed, unless authorized by the DGCA office.

b. Medical assessment requirement.

DAMER must not exempt any applicant from the medical assessment requirements.

3. Responsibilities.

a. DAMER Responsibilities.

Each designee must represent the DGCA examiner in a manner that reflects positively on the DGCA.

- 1) Honor Appointments. Designees should honor appointments made as promptly as possible. The designee is also expected to

make his or her services available to all applicants on an equitable basis.

- 2) Undivided Attention. Designees must give undivided attention to the applicant during the entire assessment period.
- 3) Private/Confidential Discussion. Designees must ensure that discussion following any assessment is private and is confidential.
- 4) Knowledge and Skill. A designee must maintain a high degree of knowledge and skill in the subject areas required for airman medical certification, evaluation, and medical assessment techniques.
- 5) AMC Form No. 67-02, Medical Assessment Report. Sign the appropriate "RECOMMENDATION" column on AMC Form No. 67-02 only to applicants who have been assessed.

b. The Employer of DAMER Responsibilities.

The Employer of DAMER is responsible for the following:

- 1) Ensure the designee applicant meet the eligibility requirements listed in Chapter 2, paragraph 1 before issuing the letter of recommendation.
- 2) Provide an adequate medical assessment equipment/laboratory.
- 3) Notify in writing to DGCA after DAMER is no longer employee.

CHAPTER V. RECORDS & APPLICABLE FORM

1. Record

DGCA must maintain list of the designee and personal file for each Designated Aviation Medical Examiner Representative (DAMER). The record will be retained for two years and will be kept on AMC office.

The record must contain the following:

- 1) AMC Form No 67-01, Application & Statement of Qualification
- 2) Letter of Recommendation from The Employer of DAMER.
- 3) A copy of Medical Doctor Degree or Aviation Medical Specialist Diploma
- 4) A copy of Certificate of Designation
- 5) A copy of National ID or Passport
- 6) A copy of basic or advance aviation medical training certificate.
- 7) A copy of Aviation Medical Examination Procedure Training Certificate
- 8) AMC Form No. 67-05, Aviation Medical Examiner Competency Test

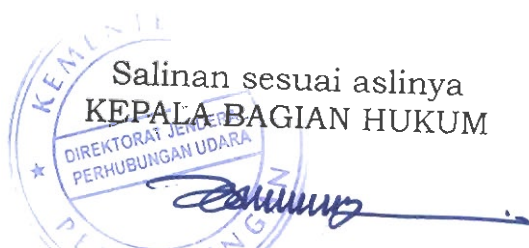
2. Applicable Form

- 1) AMC Form No. 183-01 Applications and Statement of Qualification
- 2) AMC Form No. 183-02 Certificate of Designation
- 3) AMC Form No. 183-03 DAMER Surveillance Checklist
- 4) AMC Form No. 67-02 Medical Assessment Report.

DIRECTOR GENERAL OF CIVILAVIATION

signed

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