

Dear Colleagues,

Welcome to this newsletter which contains important information.

Holiday hours:

The CAA office for general enquiries will be closed from 4pm Friday 20 December 2024 until 8am Monday 6 January 2025.

The medical unit will have reduced staff on 23 and 24 December and 3 January 25

Please include CAA Client ID on all communications

This is most appreciated to ensure easy access to the information required and also to confirm we have the right person.

Have you sent that assessment to CAA?

We are regularly finding assessments that have been completed are not reaching us. Please ensure you have a system in place to confirm that assessments have been forwarded to CAA within 5 working days of completing the assessment.

Requesting CAA Participant numbers (Client ID's)

We are encouraging participants to register via My Aviation for their CAA Participant numbers.

When an ME requests a CAA Participant number (Client ID), the team will email the participant instructions on how to create their unique number. (see page 2 for the email example).

Consultation - GD Exceptions for Temporary Medical Conditions

We're seeking feedback on the General Directions for Exceptions for Temporary Medical Conditions, which was last updated in 2019.

View consultation page and provide feedback by 20 January here [Consultation - GD Exceptions for Temporary Medical Conditions | aviation.govt.nz](https://aviation.govt.nz/consultation-gd-exceptions-temporary-medical-conditions).

ME Reports

When a participant requires periodic ME review as part of their surveillance, please ensure the reports that you write for CAA include the CAA participant ID and are signed and dated.

Air New Zealand Bulk Funding

With the recent changes in computer programmes at the Authority, we no longer charge Air NZ at the time of extension. If you see an Air NZ pilot who has had an extension issued they will need to pay the application fee the same as anyone else. The exception of course is if

they are seen by an Air NZ Medical Examiner at the Air NZ offices.

What's coming in 2025

Just a heads up. Look out for some new clinical guidelines and a refreshed medical website.

Safe Haven is looking to be launched in March as well.

Refreshed Medical Assessment Report (MAR).

We would like to thank you for your ongoing support and express our appreciation for the work you do.

Wishing you and your loved ones a happy and safe holiday season.

Best regards

from the Aviation Medicine Team



Dear XXX

Prior to your appointment with your medical examiner, you will need a CAA participant number.

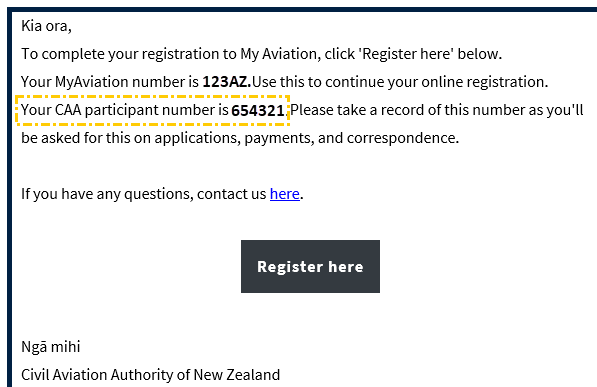
To receive your CAA participant number please register with MyAviation here: [CAA Participant Registration](#)

You will need:

- A unique email address
- A computer/laptop with internet connection
- A smartphone with an authentication app installed and a camera.

Please note:

- Helpful how-to videos and FAQs are available at [Help with online services | aviation.govt.nz](#)
- After registering, email your medical examiner your CAA participant number as soon as possible
- Below is an example of the email you will receive – please use your CAA participant number for all correspondence. (Do not use the MyAviation number).



If you are unable to register for MyAviation please contact the medical unit on 04 5609466 or email med@caa.govt.nz