

# FLYRIGHT Ltd

## Advice for UK Class 1, 2 and 3 Applicants

Thank-you for booking your appointment for your aviation medical with me. This information should help your medical go smoothly.

You must have an active CAA Portal account. If you do not, I cannot undertake your medical. Please inform me as we may need to rearrange your appointment till this is done. Information on opening a CAA Portal Account is available on:

<https://www.flyright.ltd/caa-portal-information/>

and detail information can be downloaded from:

<https://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=9459>

Once you have booked go to your CAA Portal account website at the link below and do your medical application. You must ensure you pay the correct CAA Fee for your medical otherwise your medical will not be able to be undertaken.

<https://portal.caa.co.uk/>

Fill it in carefully. You are advised to fill in the form as if it is the first time you have filled it in. Please be aware that simply putting "No change" is not acceptable. Please ensure you have done this a day or two before your appointment as there will be no facilities to do this at your appointment. If it is not completed and the CAA fee paid I will then not be able to undertake your medical and you will still be charged a fee for the wasted appointment and you will need to rebook when you have done this correctly.

### Terms of Booking

By booking an appointment you are agreeing to the following terms and conditions. If you do not agree to these terms then the appointment cannot be booked. Please read them carefully as they contain important information.

A non-refundable appointment booking fee of £30 is charged. As long as your appointment is cancelled at least 72 hours before it was due to take place, this fee can be used against a future appointment by emailing me directly via the website contact page <https://www.flyright.ltd/contact/>. After this time a further booking fee will be payable.

You must have an active CAA Portal Account. You MUST fill in your medical application form online and pay the CAA fee. If you do not fill in your form or pay the fee I CANNOT do your medical. If you turn up to your medical and you have not done this then you accept you will pay the full balance for your medical but that your medical will not take place and you will need to rebook.

You must ensure you read the information documents. You must download the communications consent from the section for your class of medical, print it off, fill in and bring it with you to your medical. You must also download, print off and fill in the Mental Health Questionnaire and also bring this with to your appointment.

You must inform in advance if you require a chaperone as it may not be possible to arrange this on the day. Please use the Questions/Comments and Other Information box on the booking site to request this. If you do not arrange this in advance, you accept that the medical may not take place and you will pay the full balance for your medical and you will have to rebook again accordingly and pay again in full.

You understand that to ensure your medical goes smoothly you undertake to do the following:

- You MUST bring official photo ID such as passport or driving licence-we cannot proceed unless you bring this with you and you will have to pay the balance of your medical fee and will need to rebook again.
- If you wear glasses bring them with you AND the prescription.
- You must bring your previous medical certificate with you (if you have one).
- If, at a previous medical, you have been advised to bring additional reports or results please ensure you bring these with you.

- You accept that, if findings at your medical require further information, further charges can be incurred and you may need to have an in person review appointment to complete the medical.
- You accept that any charges incurred from third parties in providing information that is necessary for you to meet the regulatory requirements are the sole responsibility of the applicant concerned.

Payment (minus deposit paid) is required on the day. I can accept in payment cash, visa/mastercard debit or credit cards. Cheques are accepted with a £3.00 surcharge (no surcharge for cheques if card machine is not working).

### **ON ARRIVAL FOR YOU MEDICAL**

Please DO NOT use the self-check in machine but always go to the desk. Please present your photo ID, past certificate (if you have one) and your opticians prescription (if you have one) to the receptionist for her to copy and ensure you collect a white top bottle to do a fresh urine sample in. The receptionist will return your documents to you and please bring these and your urine sample with you down to my room when you are called. Please remember that if you fail to bring your ID, other required documents or a means of payment then we will be unable to issue your certificate and may not be able to proceed with the medical at all.

I look forward been of service and helping you Flyright!