



13 November 2024

AEROMEDICAL ADVISORY NO. 03-2024

**SUBJECT: POLICY AND GUIDELINES ON ACCEPTABILITY OF
LABORATORY/DIAGNOSTIC TEST RESULTS DONE OUTSIDE
CAAP-OFSAM FACILITY**

This Advisory is issued to inform all airmen applicants applying for issuance of various Classes of Aviation Medical Certificates on the established policy and guidelines on acceptability of laboratory or diagnostic test results done outside of CAAP-OFSAM health facility.

To maintain the quality, accuracy, reliability, integrity and authenticity of the various laboratory and diagnostic test results submitted to the Authority, and to provide means of monitoring and verifying the results from the source, the following quality standards and guidelines are established:

I. Test Result Forms

- a. Test result/s to be submitted must be in original copy or Certified True Copy.
- b. Test result forms must contain the name, address and contact information of the laboratory and diagnostic center or health facility and must be completely signed.
- c. Printed system generated test results released electronically which may or may not contain signature are acceptable but must show the electronic copy sent by the laboratory or health facility via SMS or email for acceptability.
- d. Test results must be clear and must not have any alterations and/or erasures.

II. Laboratory and Diagnostic Center/ Health Facility

- a. Test/s must be from DOH (Department of Health) licensed or certified laboratory and diagnostic centers or health facilities.

III. Evaluation Methodology

- a. Receiving aeromedical staff shall examine the submitted test result/s based on the above standard requirement (Item I and II).




IV. Documentation and Reporting


- a. If there are any doubts or discrepancies, the receiving staff shall contact the laboratory and diagnostic center or health facility for clarification and verification.
- b. For system generated electronic or digital result/s, receiving staff shall look for digital signatures or encryption that confirm the document's authenticity, and check for timestamps that indicate when the results were generated and transmitted.
- c. Keep a record of the observation/s or finding/s, the verification and communications made with the laboratory and diagnostic center or health facility, and the decision/s or action/s taken.
- d. Documentation and reporting of these discrepancies or concerns is important for future reference and shall be included in the monthly accomplishment report of the unit.

This policy and guidelines shall be effective immediately and shall be reviewed from time to time or as necessary.

For your guidance and compliance.


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Noted by:


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