

Aviation Psychology Australia

Pre-assessment document checklist

For CASA psychological, psychometric, cognitive and neuropsychological assessments. Bring or send these items before your appointment so the psychologist can complete a thorough, independent review.

How to use this checklist

Tick each item you have already gathered. If an item does not apply, write N/A. Please do not exclude relevant records — incomplete or selective records can delay the assessment and may affect the usefulness of the report.

Referral and identification

	CASA letter, email or DAME referral setting out the questions to be answered
	Current passport, driver licence or other government-issued photo ID
	Aviation Medical Certificate (current or most recent) and class applied for
	CASA Aviation Reference Number (ARN), if known

Medical and psychiatric history

	GP records covering the period since the diagnosis or event under review
	Psychiatrist or psychiatric nurse practitioner reports, letters and discharge summaries
	Psychologist reports, including previous testing or treatment summaries
	Hospital admissions, emergency department presentations and discharge summaries
	Medication history: current and past prescriptions, dosages, dates, prescriber names
	Substance use history, if relevant, including alcohol and other drugs

Condition-specific records

	ADHD: childhood assessment records, school reports, prior diagnosis documentation
	Anxiety / depression / PTSD: treating clinician letters, treatment plans, progress notes
	Autism spectrum: diagnostic report, cognitive assessment, supporting developmental history
	Sleep disorder: sleep study report, CPAP / treatment compliance data, specialist letter

	Head injury / concussion: incident report, acute records, specialist follow-up, imaging reports
	Cognitive concerns: prior neuropsychological or cognitive assessment reports

Functional and collateral information

	Work / employment history and current aviation duties (if applicable)
	Employer or airline medical / HR correspondence, if relevant
	Consent for the psychologist to contact treating professionals
	Consent for the psychologist to request records from previous clinicians

Before your appointment

	Completed intake and consent forms returned at least 48 hours before the first session
	All records uploaded or emailed in one batch, clearly labelled by source and date
	List of current medications and any changes in the last 12 months
	List of previous aviation medical assessments or CASA correspondence
	Confirmation of payment arrangements or accepted fee estimate

Notes / additional items

Aviation Psychology Australia
Independent aviation-focused psychological assessment
aviationpsychologyaustralia.com.au