


Irish Aviation Authority The Times Building 11–12 D’Olier Street Dublin 2, Ireland www.iaa.ie	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D’Olier Baile Átha Cliath 2, Éire	No. PLAM 038 Revision 0 Area AME Date 31.08.2023 Page 1 of 6	
Safety Regulation Division	Rannán na Rialachán Sábháilteachta		

TITLE: TRANSITION TO MySRS FOR AIRCRAFT MAINTENANCE LICENCE APPLICATIONS – INITIAL PHASE: CATEGORY A FIRST TIME APPLICATIONS ONLY

INTRODUCTION

MySRS ("My Safety Regulation System") is the IAA's new digital platform. You will be able to access all your aviation related services on MySRS in the coming months with some areas already available through it.

This PLAM details the transition of Aircraft Maintenance Licence (AML) applications and processing into MySRS and the rollout of a new electronically signed version of the AML.

LAUNCH

MySRS will launch for the following AML Type

Category A – Initial - First time applications only.

From the date of transition applications for above shall be made using the MySRS platform.

TRANSITION

From 31st August 2023, applications for the initial issue of a Category “A” Part-66 AML will only be accepted through the MySRS platform. Please do not make any application through the MySRS portal if you already have a Part-66 AML of any category with the IAA or another Aviation Authority at this time.

Hardcopy applications received after that date will be returned to the applicant without review for resubmission through the MySRS portal.


Applications for any other Maintenance Engineering service including existing application shall continue in the present format.

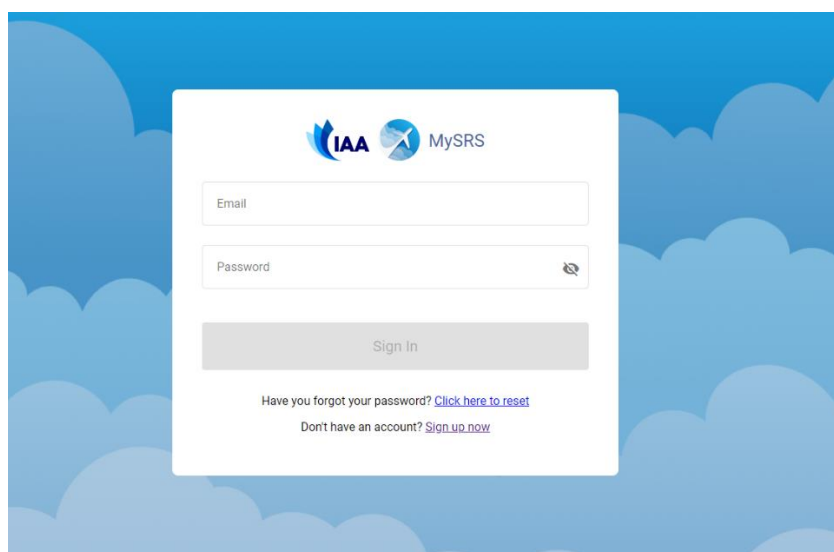
MySRS ACCOUNT

To access MySRS you must first create an online account.

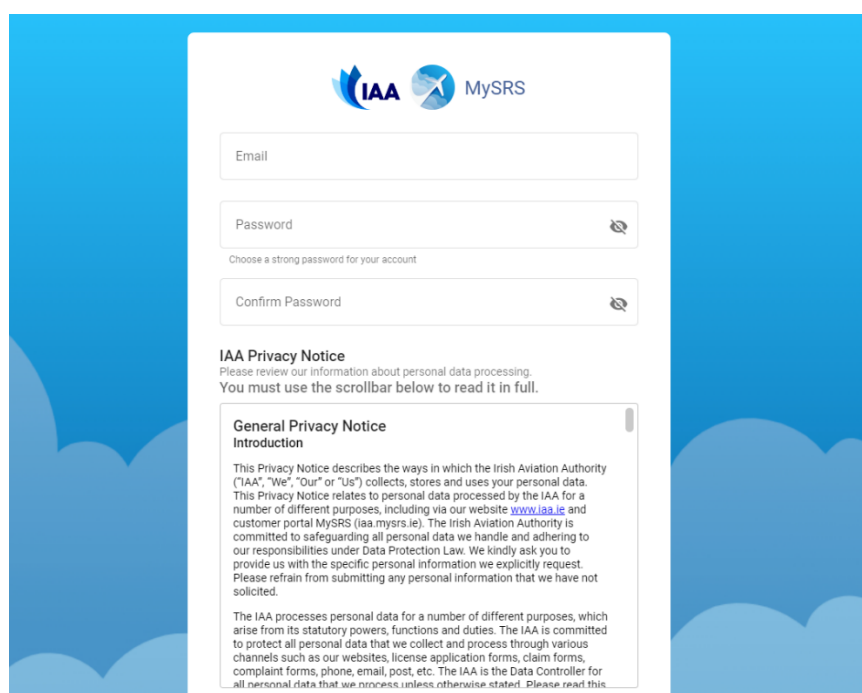
Part 1 – Creating an Account with MySRS

1. Using ‘Google Chrome’ or ‘Edge’ or ‘Mozilla’ – create an account.
2. After selecting the MySRS account link below, Select “Don’t have an account? Sign up now”.
3. Enter your email address.
4. Create a password.
5. Scroll down to read through the data privacy notice in full.
6. Scroll down to read through the terms and conditions
7. Tick the Privacy Notice consent box and tick the Terms & Conditions consent box.
8. To activate your account, please use the link **sent** to your **email inbox**.

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1. After selecting the MySRS account link below, Select “Don't have an account? Sign up now”.



2. Scroll down to read through the data privacy notice in full

Please watch this video which summarises Part 1: <https://vimeo.com/510487819>

Please use this link to create your MySRS account: <https://iaa.mysrs.ie/auth/sign-up>

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Part 2 – Your Account is Setup – Verify your Identity

1. When logged into your account select the button “verify your identity”.
2. You will need to enter personal details.
3. You need to enter your address. If you hold an IAA licence you should use the address as stated on your licence and upload a copy of your passport. If you enter your Eircode the address fields will automatically update.
4. To upload a copy of your passport - you can upload an Adobe file containing your identity document or a Picture file (for example jpeg file).

Please watch this video which summarises Part 2: <https://vimeo.com/510488114>

Part 3 – Your Identity is Verified – Setup Two Factor Authentication (2FA)

1. This step happens after your identity is verified (allow 3-10 days)
2. Two Factor Authentication (2FA) is required - you need to download one of the following apps on your smart phone: ‘Google Authenticator’ or ‘Authy’ or ‘Microsoft Authenticator’ or ‘FreeOTP’.
3. When your identity is verified using the link **sent** to your **email** sign into your account and then you will need to setup two factor authentication by using the app you have downloaded (step 1).
4. When setting up two factor authentication you will be shown a QR code to scan using the app on your phone.
5. You will be presented 5 password recovery keys – **take a photo and save them somewhere safe** – they will no longer be available once your 2FA is set-up.

Please watch this video which summarises Part 3: <https://vimeo.com/510487926>

Part 4 – Your Identity is Verified – Setup your Default Signature

1. When your identity is verified, it is recommended to upload your signature as this makes signing applications faster and issuing documentation more efficient (especially if you are a licence holder).

Please watch this video which explains how to upload your signature: <https://vimeo.com/528250169>


Please take some time to confirm the accuracy of the information that you provide at this time as further changes may require a re-verification.

Once your account has been verified you are recommended to review and update your personal preferences in the “My Account” area.

ORGANISATION VERIFICATION

Depending on the type of application to be made your employer may be required to verify elements of an application such as experience. You will be required to submit a prescribed verification document that you will be able to download during the application process. It is likely that the organisation will be contacted to verify any submitted documents.

SET UP SUPPORT

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The IAA has prepared extensive guidance material relating to the steps required to access MySRS by an individual and an organisation.

Videos available to help with an application are on the MySRS “help-account” after you login to the MySRS platform.

Additional guidance for each service available from MySRS may be found as links located on the left of the home page when you log into the platform.

A messaging service is also available if additional support is required. This functionality is also accessible in the same location as detailed above.

LICENCE ISSUANCE FROM MySRS

Licences processed through the MySRS platform shall be issued electronically signed in accordance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (The eIDAS Regulation).

When issued and signed, the licence shall be available to download directly from your MySRS profile. The downloaded licence shall not be altered in any way and is only valid as issued. Unapproved alteration of the digital file will invalidate the licence. In addition to the electronic signing of the digital document each issued licence shall contain a QR code that may be used by third parties to verify the authenticity of the document presented to them. Note that the electronically signed digital document is the actual licence.

Please see Appendix 1 for a sample of an electronically issued Part-66 licence.

During the phased rollout of the MySRS platform, two styles of AML will be issued:

- The traditional hardcopy format issued as A6 pages in a black wallet.
- The newer electronically signed licence issued through the MySRS platform.


The style of licence available to a licence holder is dependent on the application method available for the service sought. There is no option for a licence holder to request a specific style.

APPLICATION FOR INITIAL CATEGORY A AML

From the date of transition applications for above shall be made using the MySRS platform. Applicants will be prompted to provide the required information for the application and to upload certification, experience logs etc as required for the application.

Each application is provided with a unique reference number and applicants will be able to monitor the stage of the application from within the MySRS platform. Note that any communication specific to the application shall be contained within the MySRS platform. A generic email with no detail therein will be sent to your personal email address advising you to log into MySRS to view the detail.

Original documentation may be required to be inspected prior to completion of an application and such documentation should be forwarded to:

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Engineer Licensing Section
Personnel Licensing Division
Irish Aviation Authority
The Times Building
11–12 D’Olier Street
Dublin 2, D02 T449
Ireland

Please include the following information with the original documentation:

- Application Reference Number
- Specific address for return of original documentation if different to your address listed in MySRS.

Existing Part-66 AML holders shall not use the MySRS platform to submit an application at this time.

PAYMENT FOR APPLICATION

The fee for an application shall be applied and taken at the point of application. Please note that if an application is rejected that fees submitted are expended. It is incumbent on the applicant to ensure a valid application is submitted.

Payment shall only be accepted though one of the following formats:

- Visa Debit/Credit/Prepaid
- Mastercard Debit/Credit/Prepaid
- American Express
- Cartes Bancaires (for customers in France only)

The payment description on your card or account statement will appear as "IAA-MYSRS"

Full details relating to charges through MySRS may be viewed at <https://iaa.mysrs.ie/general>.

REQUIRED LICENCEHOLDER / APPLICANT / ORGANISATION ACTION

Any applicants for a Category A AML shall create an account on the MySRS portal. Organisations required to support an application shall signed the required experience verification document.

Applications shall be submitted as specified on MySRS

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**Safety Regulation
 Division**






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 na hÉireann**
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APPENDIX 1 – SAMPLE AIRCRAFT MAINTENANCE LICENCE – ELECTRONICALLY SIGNED PER REGULATION (EU) No 910/2014

<p>AN CAONTAS EORPACH / EUROPEAN UNION ÉIRE / IRELAND</p>  <p>ÚDARÁS EITLÍOCHTA NA hÉIREANN IRISH AVIATION AUTHORITY</p> <p>Cuid-66 / Part-66 COITHABHÁIL AEARTHAÍ CEADÚNAS AIRCRAFT MAINTENANCE LICENCE</p> <p>III. Umhír Cheadúnais / Licence No. IE.66.100126</p> 	<p>IVa. Full name of holder: MARY SMITH</p> <p>IVb. Date and place of birth: 18/04/1997,</p> <p>V. Address of holder: 11-12 D'Olier Street Dublin D02 T449</p> <p>VI. Nationality of holder:</p> <p>VII. Signature of holder:</p> 	<p>VIII. CONDITIONS:</p> <p>This licence shall be signed by the holder and be accompanied by an identity document containing a photograph of the licence holder.</p> <p>Endorsement of any categories on the page(s) entitled 'Part-66 CATEGORIES' does not permit the holder to issue a certificate of release to service for an aircraft.</p> <p>This licence, when endorsed with an aircraft rating, meets the intent of ICAO Annex 1.</p> <p>The privileges of this licence holder are prescribed by Regulation (EU) No 1321/2014 and, in particular, Annex III (Part-66) thereto.</p> <p>This licence remains valid until the date specified on the limitation page unless previously suspended or revoked.</p> <p>The privileges of this licence may not be exercised unless in the preceding two-year period, the holder had either six months of maintenance experience in accordance with the privileges granted by the licence, or met the provisions for the issue of the appropriate privileges.</p> <p>This document has been signed using a Qualified Electronic Signature according to EU Regulation #102014. It is the responsibility of the user to establish the validity of this document using Adobe signature panel and the QR code herein printed.</p>	<p>IX. Part-66 CATEGORIES</p> <table border="1"> <thead> <tr> <th>VALIDITY</th> <th>A</th> <th>B1</th> <th>B2</th> <th>B2L</th> <th>B3</th> <th>L</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>Aeroplanes Turbine</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Aeroplanes Piston</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Helicopters Turbine</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Helicopters Piston</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Avionics</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Complex motor-powered aircraft</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Aircraft other than complex motor-powered aircraft</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Balloon, powered sailplanes, BLA aeroplanes, balloons and airships</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Piston-engine non pressurised aeroplanes of 2000kg MTOM and below</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>X. Signature of issuing officer & date: 25/08/2023</p> <p>XI. Seal of issuing authority</p>  	VALIDITY	A	B1	B2	B2L	B3	L	C	Aeroplanes Turbine								Aeroplanes Piston								Helicopters Turbine			X					Helicopters Piston								Avionics								Complex motor-powered aircraft								Aircraft other than complex motor-powered aircraft								Balloon, powered sailplanes, BLA aeroplanes, balloons and airships								Piston-engine non pressurised aeroplanes of 2000kg MTOM and below							
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Signed and all signatures are valid.

Signatures

Validate All

Rev. 1: Signed by [Redacted]

Signature is valid:

Source of Trust obtained from European Union Trusted Lists (EU)

This is a Qualified Electronic Signature according to EU Regulation

Document has not been modified since this signature was issued

Signer's identity is valid

The signature includes an embedded timestamp.

Signature is LTV enabled

Signature Details

Reason: I, [Redacted], confirm that the document is correct

Location: Irish Aviation Authority, Dublin, Ireland

Certificate Details...

Last Checked: 2023.08.31 11:54:23 +01'00'

Field: Signature0 on page 1

[Click to view this version](#)

Electronic verification of signature available from Adobe file. QR code provides for verification directly from IAA platform.