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| 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 002 Revision 00 Area ACW Date 21.06.2019 |  |
| Safety Regulation Division | Rannán na Rialachán Sábháilteachta | | |

TITLE: TRANSFER OF 'STATE OF LICENCE ISSUE' (SOLI) TO IRELAND TO OBTAIN AN IAA -ISSUED PILOT LICENCE – PROCEDURES FOR LICENCE AND AEROMEDICAL INFORMATION TRANSFER

1. PURPOSE OF THIS PLAM

This PLAM is issued to describe the procedure for pilots holding a licence issued by another EASA to transfer their 'State of Licence Issue' (SOLI) to Ireland. It describes the required transfer of: -

- 1.1. Flight crew licence information to the Personnel Licensing (PEL) Office of the IAA; and,
- 1.2. Aeromedical records and any other relevant aeromedical information to the Aeromedical Section (AMS) of the IAA.

It also describes the required format and content of those transferred records.

2. REFERENCES

Regulation (EC) No. 2018/1139 (as amended)

Regulation (EC) No. 1178/2011 (as amended)

JAA Administrative & Guidance Material, Section Five: Personnel Licensing, Part 2: Procedures

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3. Transfer of SOLI – General Procedure for Transfer of Pilot Licence Technical Details and Aeromedical Records

3.1. In order to arrange the transfer of pilot licence technical details and aeromedical records, the applicant must complete **IAA Form. No. RPPL-F-100EF** or **IAA Form. No RPPL-F-100M (where only medical records are held.)** Both forms are available on the IAA Website at www.iaa.ie. The IAA will transmit a copy of the completed Form to the Competent Authority (CA) of the State from which the licence is being transferred.

3.2. The licence technical details to be returned to the IAA may be in the format of JAA Standard Document No. 155(a), although the IAA reserves the right to seek any further information or copies of licensing records which is deemed necessary.

3.3. The Aeromedical details to be returned to the IAA may be in the format of JAA Standard Document No. 155(b) but must include a summary of medical history (with dates) to include relevant inactive conditions and active conditions requiring follow-up. This summary report must be provided in the English language (or in the native language and accompanied by an English language translation certified as being correct by the CA) and must be signed by a Medical Assessor employed by or acting on behalf of the Aeromedical Section (AMS) of the CA of the State from which the Licence is being transferred.

(Important Note: If an applicant does not have a current valid Medical Certificate, normally required to support the licence(s) held by the applicant, the transfer process cannot be initiated until their Medical Certificate is renewed by the present SOLI)

4. Progress of Application and Additional Qualifications Obtained during the Transfer Process

4.1. Applicants will be notified initially by an email or letter confirming receipt of their request for a transfer of SOLI and indicating that the request has been transmitted to their present CA.

Important Note: Applicants will not normally hear of any progress sooner than 6 weeks and should be aware that the transfer process may take up to 12 weeks (events such as Brexit can extend this time much more) and may be subject to administrative delays outside the control of the IAA. In the event that an applicant has a query about progress of a SOLI Transfer Application, they should email (not telephone) their query to Licensing@iaa.ie – clearly quoting their name, date of birth and Licence No. Unless extraordinary circumstances occur, the IAA cannot provide a telephone response service to enquiries about progress of SOLI Transfer. Applicants should not make plans based on holding an Irish issued licence until one is issued.

4.2. Once notified, applicants shall arrange for the exchange of their current licence for the Irish licence in a timely manner. At the time of notification the Competent Authority of the original licence will be notified that the licence is ready for exchange so may move to commence their own processes to inactivate the old licence. This is something not within the control of the IAA, therefore no time should be lost in effecting the exchange of licences

4.3. Applicants may undergo a Licence Skill Test (LST) for the initial issue of a Class, Type or Instrument rating, or a Proficiency Check for the revalidation or renewal of such rating, or an Assessment of Competence for the initial issue, revalidation or renewal of an Instructor or Examiner Certificate during the SOLI transfer administrative process. These will be endorsed on the IAA- issued licence as the transfer process is completed, provided that all regulatory requirements have been met. A Class, Type or Instrument rating must be endorsed on an IAA-issued licence within 6 months of the Licence Skill Test. Applicants should also be mindful of the requirement to undertake approved refresher training at an Approved Training Organisation (ATO) in the event of renewal of expired ratings / certificates and that such refresher training must be certified by a Certificate of Completion from the ATO when application for licence endorsement is made.

5. Transfer of SOLI – Note of Information on the Legal requirements

5.1. Pilots – Legal basis for Transfer of SOLI

Transfer of SOLI for pilots is provided for by EU Reg. 1178/2011, ANNEX I [PART-FCL], SUBPART A - GENERAL REQUIREMENTS, FCL.015 (d) ,i.e., where “the pilot has requested a change of competent authority and a transfer of his licensing and medical records to that authority”. The pilot licence holder is free to transfer SOLI between EASA States without requirement to give reasons for transfer.

(Note: An ATPL with “Co-pilot only” restriction will, unless restricted for a medical reason, be recognised as equivalent to CPL only. Upgrade to an IAA-issued ATPL will be considered on the basis of the applicable EU regulations)