



Aero-medical information for pilot licence holders applying for change of licensing authority (State of Licence Issue – SOLI process) and transfer of licensing and medical records to Civil Aviation Agency of Latvia

This is an information to describe SOLI process when the pilot has requested a change of licensing authority and transfer¹ of aero-medical records to Civil Aviation Agency (CAA) of Latvia from EASA member (or associated) state. Medical Certificates not mutually recognised also must follow the SOLI process but the applicant will have to pass the initial Part-MED medical examination in addition.

Procedures for transfer of aero-medical records are as follows:

- In order to initiate transfer of aero-medical records, the applicant must complete and submit an application form² to the Licensing authority Aero-medical section (AMS) of his **present state of license issue** (SOLI). The form can be obtained from the present Licensing authority AMS. Template <Application Form for the Transfer of Medical Records to AMS CAA LVA> is also available on website <http://www.caa.lv/en/forms/medical> Note: If the applicant does not have a valid Medical Certificate, the transfer process cannot be initiated until his Medical Certificate to be revalidated/renewed by the present SOLI.
- Licensing authority AMS performs validation of the applicant's medical records, medical history data, initial and latest aero-medical examinations and current Medical Certificate. Summary of the aero-medical report to be written in English (or in native language and accompanied by English translation certified as being correct) and should be signed by Medical Assessor employed by or acting on behalf of the Licensing authority AMS.

The minimum documents required for the applicant's medical file:

- copy of **initial or earliest available medical Application and Examination Report** forms;
 - all forms and supporting **documents from previous transfers**;
 - copy of most recent medical examinations:
 - **Electrocardiogram**;
 - **Audiogram**;
 - **Ophthalmological Examination Report**;
 - copy of **current Medical Certificate and supporting Application and Examination Report** forms
 - a **SOLI form** or Transfer form or Summary Report including supporting aero-medical assessment and clinical reports relevant to the medical history of the applicant, signed, stamped and dated **by the Medical Assessor of the current Competent Authority**.
- Documents to be submitted to the following address:
- Aero-medical section
Civil Aviation Agency
Airport RIGA 10/1, Marupes novads
LV-1053 LATVIA*
- or by e-mail – above mentioned electronically authenticated information to be submitted to the e-mail address: aviacijas.medicina@caa.gov.lv
- Review of received aero-medical records by the AMS CAA of Latvia. AMS reserves the right to seek any further information or copies of medical records which are deemed necessary. Note: The review process may take several days and may be subject to administrative delays outside of the control of the AMS.
 - Applicant will be notified by an e-mail or letter confirming receipt and validation of his or her aero-medical records.
 - AMS CAA of Latvia will issue a new EASA Class 1, 2 or LAPL Medical Certificate dated from most recent aero-medical examination.

If you have any questions or concerns, please contact AMS CAA:

E-mail: aviacijas.medicina@caa.gov.lv

Phone: (+371) 67507902

¹ REGULATION (EC) No 216/2008 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC; COMMISSION REGULATION (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council:

² - FCL.015 Application and issue, revalidation and renewal of licences, ratings and certificates : - ARA.GEN.315 Procedure for issue, revalidation, renewal or change of licences, ratings, certificates or attestations – persons

APPLICATION FOR THE TRANSFER OF MEDICAL RECORDS BETWEEN MEDICAL SECTIONS OF LICENCING AUTHORITIES