

Courtesy Translation¹

Procedure for the transfer of medical data and medical documentation for the State of Licence Issue (SOLI) change of a flight license or an attestation and related ratings and certifications.

1. - Introduction -

These provisions concern solely the transfer of the medical data and related medical records of flight licence holder or ATCOs, whose licence has been issued by one of the EASA Member States, in the event of a formal request for the change of the State of Licence Issue (SOLI).

Please note that, does not fall in the forecast of this procedure the transfer of medical records related to single medical examinations, for medical certificate revalidation/renewal, got in Italy by pilots or ATCOs, whose licence or certificate is under the responsibility of another Easa Member State.

For the above mentioned cases, the medical documentation transmission to the competent Authority for a flight license/certificate will take place directly by aero-medical examiner (AME) or aero-medical center (AeMC), who have issued the certificate/medical report.

2. - Disclosure -

In application of the principles set out in the Air Crew Regulation (EU Regulation n.1178/2011 and subsequent amendments and additions) and in the Regulation ATCO (Regulation UE 2015/340), which define the rules for the issuance, revalidation, renewal or transfer of a license/attestation and related ratings and certifications, the holder of a medical certificate Class 1/2/3 or LAPL, issued by certified Aero-medical Examiner (AME) or Aero-medical Center (AeMC), who intends to change the State of Licence Issue (SOLI) held shall require also the transfer of related medical records of the Initial and the last renewal/revalidation examination, last electrocardiogram and audiogram performed, if required by the new SOLI.

Therefore, this procedure applies to the holders of licenses/certificates, for the transfer of medical data (SOLI form) and medical records related to the medical certificate relevant to the license/certificate owned, from Italy to other EASA countries and from these to Italy.

For license/attestation holders, issued by another EASA Member State, who underwent medical examinations at Italian certified AME or AeMC, the relevant medical documentation concerning the examination, must be directly sent by AMEs and AeMCs to the NAA responsible for that license/attestation.

In detail:



a) for the change of SOLI from Italy to other EASA Member State, the holder of a license/attestation shall submit the attached form to ENAC Aeromedical Section (AMS) for the issuance of the SOLI form and the transfer of medical records to the National Aviation Authority, that will be competent for their licence/flight certificate (new SOLI);

b) for the change of SOLI from other EASA Member State to Italy, the holder of a license/attestation, shall activate this procedure by submitting the attached form to ENAC Aeromedical Section (AMS), in order to complete the request presented to ENAC Personnel Licensing & Operations Regulation Dept (for more information, please, visit the following page: <https://www.enac.gov.it/sicurezza-aerea/certificazione-del-personale/personale-di-volo/piloti/modulistica/modulistica-piloti/trasferimento-licenza-di-pilotaggio-relativo-fascicolo-medico-in-ambito-easa>)

3. - Implementation of the procedure and the SOLI Form issuance for the transfer of medical data and related documentation -

The application of this procedure is assigned to ENAC Aeromedical Section (AMS).

4. - Presentation of the application -

The application to initiate the medical data and related documentation transfer procedure must be submitted to ENAC AMS by the holder of the medical certificate, using the form provided in the website www.enac.gov.it page *Medicina Aeronautica* (Aviation Medicine) - [Trasferimento dati medici](#) (SOLI procedure).

The application form and related attachments may be submitted:

- via Certified Mail to the ENAC address protocollo@pec.enac.gov.it if the applicant holds a certified electronic mail address (PEC);
- to the ENAC AMS email address medical.verification@enac.gov.it if the applicant does not hold a PEC;
- to the postal address of ENAC Aviation Regulation Directorate - Aeromedical Section - Viale del Castro Pretorio, n. 118 - 00185 Rome Italy.

For email transmissions, the application form and related annexes must be forwarded in *pdf* format only.

5. - Application Form and attachments -

The application form must be legibly filled, with the date, the signature and the following attachments and documentation:



1. Application form (application, personal data, medical data and consent form);
2. Form for the transfer of medical records;
3. Copy of the last medical certificate;
4. Copy of a valid identity document (e.g.: passport).

In the event that the expiry of the aero-medical certificate held is next to the date of submission of the application, it is advisable to undergo earlier the revalidation medical taking into account Air Crew Regulation - requirement MED.A.045 b) and ATCO regulation – requirement ATCO.MED.A.045(b).

It is not required to submit other documentation, such as medical reports, in addition to the above.

Note also that for the activation of this procedure for the transfer of medical data and medical file **from Italy to another EASA Member State, any payment is due.**

6. - Medical data and medical documentation transfer for the change of SOLI from other EASA Member State to Italy -

For the transfer of medical data and documentation requests intended for the change from another EASA Member State of Licence Issue (SOLI) to Italy, in addition to the application and related annexes, the following documents are to be sent by the Authority responsible for the license/attestation:

- SOLI form signed by a *medical assessor* of the AMS of NAA competent of the license or attestation to be transferred;
- copy of the medical records of the initial aero-medical examination, last renewal/revalidation and of the last electrocardiogram and audiogram performed, if required.

Upon receipt of SOLI Form and medical records, ENAC AMS reserves the right to inform ENAC Personnel Licensing & Operations Regulation Dept, responsible for flight licenses issuance, if emerging medical issues might render the applicant unable to safely exercise the privileges of the license/attestation to be transferred.

7. - SOLI Form for the transfer of medical data and medical documentation for the change of SOLI from Italy to other EASA Aviation Authorities -

Once satisfactorily carried out the provided checks, and after the acquisition of the necessary information, ENAC AMS shall issue and consequently deliver the SOLI Form to the AMS of the receiving EASA Aviation Authority (new SOLI).



The SOLI Form is released exclusively on ENAC letterhead and is signed by a medical assessor of the AMS, therefore the presentation of forms drawn up by other EASA Aviation Authorities is not necessary.

By forwarding the SOLI Form, ENAC AMS transmit to the AMS of the receiving EASA Aviation Authority, which will become responsible of the license or attestation (new SOLI), the medical data relating to the initial medical examination, the last renewal/revalidation certification carried out by the Aero-medical Centers (AeMC) or the Aero-medical Examiners (AME), certified according to EASA rules, jointly with a brief medical report in the case significant events such as diseases, trauma or surgery in the medical history of the applicant occurred.

The ENAC AMS will give written notice to the applicant about the transmission of the SOLI form to AMS of the receiving EASA Aviation Authority (new SOLI).

8. - Processing of applications -

The processing of the application will follow the chronological order of submission. Completeness and appropriateness of the information contained in the application forms are essential in order to facilitate the examination of the instances by ENAC AMS.

Incomplete or incorrect applications can therefore lengthen the time of investigation of the requests.

9. - Privacy -

In accordance with EU Regulation 2016/679 (GDPR) and national rules on the personal data protection, to ensure confidentiality, the processing system of personal data done by the Aeromedical Section (AMS) of ENAC takes place according to lawfulness, and transparency and it pursues specific, explicit and legitimate purposes, limited to the performance of its institutional functions. The personal data collected by the AMS, for purposes related to the SOLI procedure, will be processed only by the staff of the AMS for the purpose of the transfer requested by the owner of the data.

10. - Commencement -

This procedure is applicable from the date of publication on the ENAC website.

1. This is not an official translation, but it is to be intended as courtesy translation. The official text is the Italian one.

