Article 14.4 of Regulation (EC) 216/2008

Exemption Notification form

*This template is recommended to be used for notification of exemptions against Implementing Rules to Regulation (EC) No 216/2008.*

*Once completed by the NAA, this template should be sent to EASA (*[exemptions@easa.euraopa.eu](mailto:exemptions@easa.euraopa.eu)*) as soon as possible in parallel / advance of the formal notification via the Permanent Representation, to EASA, Member States and the European Commission.*

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| --- | --- | --- |
| **Notifying State** | | |
| Member or Associated State [[1]](#endnote-1) |  | |
| Reference of the notification from the State[[2]](#endnote-2) |  | |
| Date of the notification[[3]](#endnote-3) |  | |
| **Exemption** | | |
| Exempted requirements[[4]](#endnote-4) |  | |
| Reason for notification[[5]](#endnote-5) | Repetitive exemption or extension □  Exemption granted for more than 2 months □ | |
| Organisation, operator, aerodrome or person whom the exemption is granted to[[6]](#endnote-6) |  | |
| Aircraft  type/model/variant[[7]](#endnote-7) |  | |
| Serial no.[[8]](#endnote-8) |  | |
| Registration[[9]](#endnote-9) |  | |
| Type of operation[[10]](#endnote-10) |  | |
| ICAO location indicator (when applicable) |  | |
| Exemption applicability date[[11]](#endnote-11) | Issuance date  dd/mm/yyyy | Expiry date  dd/mm/yyyy |
| Reference to previous similar exemptions, if any | date of the earlier exemption granted:  dd/mm/yyyy  If applicable,  reference of former notification: | |
| Details of the exemption  (attach the exemption)[[12]](#endnote-12) |  | |
| Reason for granting exemption[[13]](#endnote-13) | unforeseen urgent operational circumstances □  Please detail: | |
| operational needs of a limited duration □  Please detail: | |
| In case of non approved change/repair:[[14]](#endnote-14) | If applicable, please refer to the EASA Project number:  If no Project number, classification of the change/repair in accordance with Part 21:  Minor □ / Major □ | |
| Justifications of the maintained Level of Safety;  Mitigating measures, if any[[15]](#endnote-15) |  | |
| Additional observations[[16]](#endnote-16)  (if any) |  | |
| Contact Details of NAA[[17]](#endnote-17) |  | |
| Agency Use | | |
| Date received |  | |
| Date and reference of recommendation |  | |

This form should be used to provide the basic details regarding the exemptions to be notified as per Article 14(4) of Regulation (EC) 216/2008. Provision of the data request in English will assist in processing the Agency recommendation in a timely manner

For instructions, please see details next page.

Instructions

1. State where the notification of exemption comes from. [↑](#endnote-ref-1)
2. Reference of the notification letter from the Member State or associated State to the Commission, the Agency and the other Member States. [↑](#endnote-ref-2)
3. Date of issuance of notification letter as mentioned in block 2. [↑](#endnote-ref-3)
4. Refer to Regulation (EC) 216/2008 (hereafter referred to as “Basic Regulation”) and articles. Basically, reference shall be made to Basic Regulation Article 14(4). Specific reference to Implementing Rules can be given in addition (example: Part 21, Part M … with the applicable paragraph corresponding to the NAA remit). [↑](#endnote-ref-4)
5. According to Basic Regulation Article 14(4) , the exemption shall be notified only in those two cases:

   If the exemption is repetitive.

   In this case, and if the former exemption was already notified to the Commission (or to EFTA Surveillance Authority, if applicable), to the Member States and to the Agency: provide the reference of the corresponding notification.

   If the exemption is granted for more than 2 months. [↑](#endnote-ref-5)
6. Name of the organisation, operator,aerodrome or person whom the exemption is granted to. [↑](#endnote-ref-6)
7. Refer to the aircraft type/model/variant concerned by the exemption. [↑](#endnote-ref-7)
8. Refer to the registration concerned by the exemption. [↑](#endnote-ref-8)
9. Refer to the serial number concerned by the exemption. [↑](#endnote-ref-9)
10. If the information is relevant to the exemption, indicate the category of operations (e.g. Commercial Air Transport, private). [↑](#endnote-ref-10)
11. Date of the issuance and date of expiry of the exemption. [↑](#endnote-ref-11)
12. The description of the exemption should allow the Agency’s experts to provide a technical recommendation.

    In the case of a non approved change or repair, the title of the change/repair and the reason of non‑approval shall be given. Classification of the change/repair shall also be indicated in block 12.

    In the case where the change/repair is handled by an approved Design Organisation, brief description of the change/repair shall allow the experts to evaluate the technical status of the change/repair and to assess if the exemption complies with the general safety objectives of the Basic Regulation. [↑](#endnote-ref-12)
13. As per Basic Regulation Article 14(4), the exemption shall be granted only in the event of unforeseen urgent operational circumstances or operational needs of a limited duration. The corresponding case needs to be ticked and a short justification provided. [↑](#endnote-ref-13)
14. In the case where the change/repair is handled by the Agency, the Project number allocated by the Agency after receipt of the application for approval shall be provided so that the Agency’s experts can identify the files. [↑](#endnote-ref-14)
15. Describe how it is ensured that the level of safety is not adversely affected and what mitigating measures are put in place, if any [↑](#endnote-ref-15)
16. Any additional information that can help the Agency to provide a recommendation to the Commission can be added there. [↑](#endnote-ref-16)
17. Provide contact details (e-mail and phone) of the NAA official in charge of this exemption in the case where additional information would be required by the Agency. [↑](#endnote-ref-17)