Article 76(4) of Regulation (EU) 2018/1139

Exemption request form

*This template reflects the information needed to process an exemption request in accordance with Article 71(1) of* Regulation (EU) 2018/1139.

*Providing the data in English will assist in processing the request in a timely manner, increase transparency and facilitate further enquiry.*

|  |  |
| --- | --- |
| EASA reference | Will be given by EASA upon receipt. DOM/YY/xxxx |

*Fields marked with \* are compulsory.*

|  |  |
| --- | --- |
| **Applicant information** | |
| \* Applicant [[1]](#endnote-1) |  |
| \* Reference of the Applicant request[[2]](#endnote-2) |  |
| \* Contact Details[[3]](#endnote-3) | Name:  Email:  Telephone: |
| \* Date of the request notification [[4]](#endnote-4) |  |
| **Exemption request** | |
| \* Title [[5]](#endnote-5) |  |
| \* Domain [[6]](#endnote-6) |  |
| \* Repetitive exemption? | A) NO  Valid from \*………. to \*……….  B) YES  a) Valid from \*………. to \*……….  b) List of previous exemption(s):   1. EASA Reference: 2. Valid from \*………. to \*……….   *(add several if needed)* |
| \* Exempted requirements [[7]](#endnote-7) |  |
| \* Summary of the exemption requested [[8]](#endnote-8) |  |
| \* Reasons for requesting [[9]](#endnote-9) | Unforeseeable circumstances  ……………………………………………  Urgent operational needs  …………………………………………… |
| \* Summary of Mitigating measures, if any [[10]](#endnote-10) | Safety, environmental protection  ……………………………………………  Market distortion:  ……………………………………………  Essential requirement:  …………………………………………… |
| \* Type of operation [[11]](#endnote-11) | N/A  If applicable:  …………………………………………… |
| In case of non-approved change/repair [[12]](#endnote-12) | N/A  EASA Project number: ……………………….  If no Project number, indicate if change/repair, is:   * Minor * Major |
| **Concerned entity(ies)** | |
| \* Organisation, operator, aerodrome or person whom the exemption could be granted to [[13]](#endnote-13) |  |
| Product [[14]](#endnote-14) |  |
| Serial no. [[15]](#endnote-15) |  |
| Registration [[16]](#endnote-16) |  |
| Other information |  |
| Attached documentation [[17]](#endnote-17) |  |

For instructions, please see details next page.

Instructions

1. Applicant requesting the exemption is any legal or natural person to who the Agency has issued a certificate. [↑](#endnote-ref-1)
2. Identification code given by the applicant to that request. Every request notification should relate to one exemption only. [↑](#endnote-ref-2)
3. Provide contact details (e-mail and phone) of the applicant expert in charge of this request whom can be contacted where additional information would be required by the Agency. [↑](#endnote-ref-3)
4. Date of submission of the request. [↑](#endnote-ref-4)
5. Briefly describe the issue the exemption would address. [↑](#endnote-ref-5)
6. Only one domain per request notification:

   ACW – Aircrew

   ADR – Aerodromes

   ATM – Air traffic Management – Air Navigation Systems

   ATCO – Air Traffic Controllers

   AUR – Airspace Usage requirements

   CAW – continuing Airworthiness – Maintenance

   IAW – Initial Airworthiness

   OPS – Air Operations

   SERA

   TCO – Third Country Operator

   UAS – Unmanned Aircraft Systems

   If the flexibility measure is related to several domains, encode only the main one but mention the other(s) in the field “Summary of the exemption”. [↑](#endnote-ref-6)
7. Refer to Implementing Act or Delegated Act, specifying the point, paragraph, alinea, etc… [↑](#endnote-ref-7)
8. The description of the exemption should allow the Agency to issue a Decision and demonstrate compliance with essential requirements.

   *Note: 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-8)
9. Please describe the unforeseeable circumstance and/or the urgent operational need. [↑](#endnote-ref-9)
10. Please indicate the Mitigation measures taken, if any, for ensuring:

    • Safety, environmental protection

    • Market distortion

    • Essential requirements [↑](#endnote-ref-10)
11. If the information is relevant to the exemption, indicate the category of operations (e.g. Commercial Air Transport, private). [↑](#endnote-ref-11)
12. Please indicate classification (Minor / Major) of the change/repair. [↑](#endnote-ref-12)
13. Name of the organisation, operator or person for which the exemption is asked for. In case of Aerodrome it must then also be entered the ICAO location indicator. [↑](#endnote-ref-13)
14. Refer to the product (e.g.aircraft type/model/variant concerned; specific service…) by the exemption (it can be several entries). [↑](#endnote-ref-14)
15. Refer to the serial number (if applicable) of the product concerned by the exemption. [↑](#endnote-ref-15)
16. Refer to the registration (if applicable) of the product concerned by the exemption. [↑](#endnote-ref-16)
17. Please list all attached documents, e.g.:

    Risk assessment

    Supporting documentation

    Rough translation into English from other relevant documents

    Etc… [↑](#endnote-ref-17)