

Part A1 – Application for Exemption

(A1-1) Details of Applicant			
Applicant's Name (Organization / Person)			
Applicant's Address			
Certificate/Approval/License, etc. details:	Reference/Number	Expiry Date (dd-mmm-yyyy)	
(A1-2) Particulars of Requested Exemption			
References to the specified requirements in the applicable regulations, rules, implementing standards or directive from which exemption are sought should be specified below:			
Reference to Requirements	Text or Details of relevant Requirements		
(A1-3) Details of any person, aircraft or aeronautical product, or type of aircraft or aeronautical product, or material or kind of material, or service or kind of service to be affected by the exemption			
(A1-4) If the exemption will affect a particular kind of operation, provide details of such operation.			
(A1-5) Indicate which other parties may be affected by granting exemption			
Airlines		Maintenance Organizations	
Air Crew		Ground Operations/staff	
Air Navigation Services		Training Organizations or Simulators	
Aerodromes		Rescue and Fire Fighting	
Security		General Public	
Others? Specify:			
(A1-6) The reasons why the exemption is necessary			
(A1-7) Associated implication if such exemption is not granted			

Part A2 – Details of Applicant's Safety Measures

(A2-1) Safety risk assessment, analysis or aeronautical study (as applicable) performed? <i>(if yes, briefly list in the below; full details to be attached to this application)</i>			YES NO
Description of Hazards	Description of Consequence	Safety Risk Level or Index	Tolerability Level
(A2-2) Mitigation Measures to address Safety Risk and to uphold the equivalent level of safety as desired by the relevant regulations, proposed? <i>(if yes, briefly list in the below; full details to be attached to this application)</i>			☐ YES ☐ NO
Mitigation Measures	Post Mitigation Risk Level or Index	Post Mitigation Tolerability Level	
(A2-3) List the details of Public Interest Factors Considered			
<i>(if not exists indicate NIL)</i>			
(A2-4) Is the Applicant aware of any information on relevant accidents or incidents related to similar conditions either due to or requiring exemption?			
<i>If (YES), provide details of Accident/Incident / (NO) state "NIL"</i>			

Part A3 – Declaration by the Applicant

(A3-1) Will the applicant seek to operate under the proposed exemption outside of Oman's airspace?

☐ YES

☐ NO

If (yes) indicate whether the exemption would contravene any provision of the standards and recommended practices of the International Civil Aviation Organization (ICAO), otherwise (NO) indicate "NIL".

(A3-2) Type of Processing request (Normal/Emergency processing)**a) Normal processing:**

- The application shall be submitted in a **timely manner, in advance** of the proposed duration of the exemption as specified by the "**Exemption Procedure Manual (ERPM)**", point (4) "**REQUIRED PROCESSING TIME**".

b) Emergency processing:

- Where an applicant seeks emergency processing, the application must **contain supporting facts and reasons** why the application was not filed in a timely manner, and the reasons it is an emergency.
- An application may be **rejected** if the CAA finds that the applicant has not justified the failure to apply in a timely manner.

Type of processing is requested:

☐ Normal Processing; or

(read above notes)

☐ Emergency processing (justification attached).
(A3-3) Duration of Exemption

Start Date (dd-mmm-yyyy)

End Date (ddd-mmm-yyyy)

(A3-4) Applicant Requesting Exemption

(Accountable Manager / CEO / Nominated Post Holder as applicable on behalf of an Organization)

Full Name

Title

Email

Phone

The applicant (as detailed above) hereby declares that the information provided in this application is correct and that no relevant information has been withheld. **Signature:**

Date of application(ddd-mmm-yyyy):

LIST OF ATTACHED DOCUMENTS: (indicate Nil in case of no attachment)

Application for Exemption

(for CAA use only)

Part B1 – Evaluation and recommendation of Exemption

(B1-1)	Department responsible for Evaluating Exemption	
	Inspector Responsible	
	Email of Inspector	

	(B1-2) Checklist and evaluation of Exemption Package	Assessment		
1	Has the applicant clearly specified the details of the exemption sought?	SAT.	N/SAT.	N/A
2	Do the details include the reasons why the exemption is sought?	SAT.	N/SAT.	N/A
3	Do the details include the duration of the exemption?	SAT.	N/SAT.	N/A
4	Has the applicant clearly indicated the factors considered in making the request?	SAT.	N/SAT.	N/A
5	Do the public interest and safety factors considered, as applicable?	SAT.	N/SAT.	N/A
6	Has the applicant's proposed means to comply with the relevant regulation including mitigation measures to ensure safety is not compromised?	SAT.	N/SAT.	N/A
7	Has the applicant submitted all relevant documents to support the application?	SAT.	N/SAT.	N/A
8	If certified, has the applicant provided the details of the certificate in force?	SAT.	N/SAT.	N/A
9	Is the application for exemption submitted as part of an application of a certificate/approval?	SAT.	N/SAT.	N/A
10	Are there any known safety concerns that are yet to be addressed by the applicant?	SAT.	N/SAT.	N/A
11	Has the applicant conducted and submitted a safety risk assessment for all the identified safety implications?	SAT.	N/SAT.	N/A

(B1-3) Legal Considerations	If applicable specify the relevant information, otherwise indicate "NIL"
If granted, will this exemption infringe on any other DGCAR regulatory requirements?	
If granted, will this exemption infringe on the provisions of any other laws of the Sultanate of Oman?	
Are there any other legal implications relative to this application?	

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(B1-4) Hazards Associated with Granting Exemption		
Description of Hazards	Consequence	Conditions/Mitigation Measures for Exemption

(B1-5) RISK ASSESSMENT After Conditions/Mitigation Imposed		
	Probability	Severity
Risk Assessment (Post Mitigation)		

(B1-6) Terms, Conditions and Limitation.	
The CAA will in the interests of the Aviation Safety impose or specify terms, conditions and limitation to be complied with when granting an exemption from the specified requirements: State such Terms, conditions and Limitations below:	

(B1-7) Inspector Recommendation for Granting Exemption	
Evaluated by:	
Date: (dd-mmm-yyyy)	

Risk Assessment Matrix (See CAR-100 Appendix 3)		Risk Severity				
		A Catastrophic	B Hazardous	C Major	D Minor	E Negligible
Risk Probability	5 – Frequent	5A	5B	5C	5D	5E
	4 – Occasional	4A	4B	4C	4D	4E
	3 – Remote	3A	3B	3C	3D	3E
	2 – Improbable	2A	2B	2C	2D	2E
	1 – Extremely Improbable	1A	1B	1C	1D	1E

Part B2 – Decision on Granting of Exemption**(B2-1) Department Director Review and Recommendation for Granting Exemption**

Evaluation	Indicate the Evaluation outcomes
Has the risk assessment been done using appropriate risk management tools?	
Is the risk assessment done by the applicant adequate for all the risks identified for this exemption application?	
Are the Applicant's proposed means - including their mitigations -, appropriately upholds the desired level of safety of the relevant Requirements?	
Recommendation for Granting or Denial of the Exemption	
Department Director Signature:	
Date:	

(B2-2) DIRECTOR GENERAL of CIVIL AVIATION REGULATIONS - EXEMPTION APPROVAL/REJECTION

Exemption Status (Granted or Denied):	
(if) Granted, From Date: (dd-mmm-yyyy)	
(if) Granted to Date: (Final/Expiry)	
Exemption Instrument to be Published:	
DGCAR Name	
DGCAR Signature	