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|  | Civil Aviation Authority  Republic of Maldives | CAA Form 10 |
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| APPLICATION FOR AN EXEMPTION | | |

This application should be sent by email (preferred) or regular mail to the CAA. Contact details of the CAA can be found on the CAA website https://caa.gov.mv/contact.

| 1. Applicant | |
| --- | --- |
| Name of the Applicant | Click or tap here to enter name. |
| Approval Reference | Please enter your CAA approval number (AOC/CAMO/CPL #) or N/A. |
| Contact Person | Click or tap here to enter name. |
| Position | Please enter your position in the company. |
| Address | Click or tap here to enter address. |
| Telephone | Click or tap here to enter phone. |
| Email | Click or tap here to enter email. |

| 2. Application Type | | |
| --- | --- | --- |
| Application Type | Initial |  |
|  | Variation | Enter previous exemption number. |
|  | Renewal | Enter previous exemption number. |

| 2. Exemption | | |
| --- | --- | --- |
| Relevant Rule | Specify the rule for which exemption is sought. Eg. MCAR-M.A.501(a)1. | |
| Short Title | Give a short title. | |
| Dates | Start date of the exemption. | End date of the exemption. |
| Grounds for the Exemption | **Urgent Unforeseen Circumstance** | **Urgent Operational Need** |
| Reason for Exemption & Nature of the Exemption | Describe the urgent unforeseen circumstance or the urgent operational need or both that prevents you from not being able to comply with the rule. | |
| Describe the nature of the relief requested from the regulation. | |

| 3. Justifications | |
| --- | --- |
| Regulatory Aspects | State which other options have been considered, including why it is not possible to adequately address those circumstances or needs in compliance with the applicable requirements. |
| Safety & Environmental Protection Aspects | Describe the prevention and mitigation measures in place and if they will be adequate and effective to ensure an acceptable level of safety and environmental protection. Include the safety assessment in Appendix 1. |
| Market Distortion | Describe how granting this exemption will NOT create an unfair competitive advantage to the applicant. |
| Scope & Duration | Describe how the requested scope and duration is strictly necessary to address the need or circumstances. |

| 6. Declaration | | | | |
| --- | --- | --- | --- | --- |
| Check the below boxes to confirm your understanding and acceptance of 1-4 below: | | | | |
|  | 1. I understand it is an offence under MCAR-19.3B.3 to make, with intent to deceive, any false representation for the purpose of procuring for any person the grant, issue, renewal or variation of any such certificate, licence, approval, permission, exemption or other document. | | | |
|  | 1. I have included all the justifications required in the application form and included the risk assessment in the format specified in Appendix 1. | | | |
|  | 1. I agree to pay the charges payable on application in accordance with CAA Aviation Charges (MCAR-187). Note that the CAA will not process the application until payment is received. | | | |
|  | 1. To the best of my knowledge the particulars entered on this application are accurate. | | | |
|  | |  |  |  |
|  | | Signature |  |  |
|  | | Name of Applicant |  |  |
|  | | On behalf of |  |  |
|  | | Date |  |  |
|  | |  |  |  |

| 7. Additional Information (if required) | | |
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| 8. CAA Use Only | | |
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| Case # |  | |
| Grounds for the Exemption | Urgent Unforeseen Circumstance; and/or  Urgent Operational Need | |
| Conditions for Approval | Circumstances or needs cannot be adequately met in compliance with the applicable requirements. | Yes  No |
| Safety, environmental protection and compliance with the applicable essential requirements are ensured, where necessary with mitigation measures | Yes  No |
| Any possible distortion of market conditions because of granting the exemption has been mitigated as far as possible | Yes  No |
| The exemption is limited in scope and duration to the extent strictly necessary and it is applied in a non-discriminatory manner | Yes  No |
| ICAO SARPS | If the Exemption contravenes ICAO SARPS the notification procedures to ICAO and foreign States performed. | Yes  No  NA |
| Approved | Yes  No | |
| Remarks |  | |
| Reviewed by |  | |
| Signature |  | |
| Approved by |  | |
| Signature |  | |

| Appendix 1 – Risk Assessment | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Exemption | | Short title for the Exemption. | | | | | | | | |
| Names & Qualifications of Assessment Team | | Describe the assessment team. | | | | | | | | |
|  | | | | | | | | | | |
| Hazard Description | Risk Description | | Initial Rating | | | Mitigation Measures  (if applicable) | Final Rating | | | Remarks  (if applicable) |
| L | S | Risk Decision  U, R or A | L | S | Risk Decision  U, R or A |
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Notes: 1. Add additional rows as required. 2. L = Likelihood, S = Severity. 3. U = Unacceptable, R = Review, A = Acceptable

# Risk Assessment Sign Off

I confirm that this Risk Assessment is suitable and sufficient to manage the risks associated with the exemption as referenced above.

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| --- | --- |
| Name | Click or tap here to enter name. |
| Signature |  |
| Date | Click or tap here to enter name. |

# Risk Tolerability Matrix

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| Hazard description = Any condition, event, or circumstance which could induce an accident. |
| Risk description = The potential consequence and location that could result from the hazard. |
| L = Likelihood of the Risk occurring; S = Severity of the Risk consequence; Risk Decision = A combination of the likelihood of a risk occurring in conjunction with the severity of the risk that could result; e.g. Unacceptable, Review or Acceptable as referenced in the chart below. |
| Mitigation measures - Risk control measures to lower the risk to as low as reasonably practical (ALARP). |
| Remarks **-** Any other information relevant to the risk management process which has not been captured elsewhere. E.g. clarity or explanation to a risk assessment calculation or mitigation measure. |

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| --- | --- | --- | --- | --- | --- |
| Risk likelihood (L) | Risk severity (S) | | | | |
| Catastrophic (5) | Hazardous (4) | Major (3) | Minor (2) | Negligible (1) |
| Frequent (5) | Unacceptable | Unacceptable | Unacceptable | Review | Acceptable |
| Occasional (4) | Unacceptable | Unacceptable | Review | Review | Acceptable |
| Remote (3) | Unacceptable | Review | Review | Acceptable | Acceptable |
| Improbable (2) | Unacceptable | Review | Review | Acceptable | Acceptable |
| Extremely improbable (1) | Review | Acceptable | Acceptable | Acceptable | Acceptable |