

PART A: Applicant for Exemption

This application form is to be completed by individuals or organizations requesting an exemption from CAAT regulations, requirements, or standards. All sections must be completed, and the application must be submitted to the Director General for review and assess at least **90 working days** prior to the proposed effective date. Failure to provide sufficient information may result in delays or rejection of the application. Following the instructions in Attachment will ensure the application is complete, facilitating timely review and decision-making by CAAT.

Exemption Number (Given by CAAT):	CAAT-EXE-xxx(Department)-xx/202x
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SECTION 1 - GENERAL INFORMATION

1.1 This is applicant for seeking exemption for:

- Personnel
- Approved Training Organization (ATO)
- Flight Operations
- Airworthiness
- Approved Maintenance Organization (AMO)
- Air Navigation Services
- Aerodrome
- Aeromedical Organization/Office
- Unmanned Aircraft System (UAS)
- Other (specify) _____

1.2 Name of Applicant: (Name and mailing address of applicant (if an organization, include business name if different from company name))

- (1) Name of Applicant/Organization: _____
- (2) Street Address: _____
- (3) Mailing Address (if different): _____
- (4) Contact Information:
- Telephone Number: _____
 - Email Address: _____
- (5) Agent for Purposes Related to the Application (if applicable):
- Name: _____
 - Contact Details: _____
- (6) Thai Agent for Non-Citizens or Non-Legal Residents (if applicable):
- Name: _____
 - Contact Details: _____

1.3 Type of License/Certificate/Approval and Number	Expiry Date

SECTION 2 – DETAILS OF EXEPMTION SOUGHT

2.1 Relevant provision of CAAT regulations, requirements, or standards for which exemption is sought

2.2 The category under which exemption sought

TEMPORARY PERMANENT

Justification:

2.3 Duration of Exemption

Period for which exemption is required: _____ Days/Months

Proposed Duration of the Exemption: Start Date: _____ End Date: _____

2.4 Reasons why the exemption is needed (The reasons provided should be detailed and self-explanation)

Reasons for Seeking Exemption:

Reasons for Non-Compliance:

Associated implication if such exemption is not granted:

2.5 Safety and Risk assessments report

Safety and Risk Assessments, Analysis, Aeronautical Studies (attach reports if applicable):

Mitigation Measures Adopted:

Indication as to When Compliance Can be Expected:

2.6 Description of the Type of Operations to be Conducted under the Exemption:

2.7 Will the Exemption Affect a Particular Kind of Operation? (If yes, provide details):

YES NO

Details:

2.8 How the Exemption Will Benefit the Public (Public Interest):

What factors were considered by the applicant in the determination of Public Interest?

- a) _____
 b) _____
 c) _____

(If required additional page(s) may be included.)

Are conditions related to Public Interest required?

2.9 Alternative Means to Ensure Safety/Security Equivalent to the Regulation:

What factors were considered by the applicant to ensure equivalent level of Safety/Security?
 Identify criteria and formulate as conditions of the exemption:

- a) _____
 b) _____
 c) _____

(If required additional page(s) may be included.)

2.10 Review and Discussion of Any Known Safety/Security Concerns (including relevant accidents/incidents):

2.11 Operations Outside Thailand Airspace

Operations Outside Thailand Airspace (Tick One):

- YES NO

If Yes, will the Exemption Contravene ICAO Standards?

- YES NO

Details:

2.12 Indicate which other parties may be affected by granting exemption

Airlines		AMO	
Air Crew		ATO	
Air Traffic Controllers		Ground Staff	
Aerodrome		Rescue and Fire Fighting	
Security		General Public	
Other (Specify)			

SECTION 3 – ACTION PLAN AND MITIGATION MEASURES

3.1 Action Plan for Rectification and Review (Temporary Exemption):

(For temporary exemption, the action plan for rectification and review of noncompliance, including the mitigation measures adopted for ensuring the safety during the exemption period)

Action Plan for Rectification and Review for Temporary Exemption:

Mitigation Measures for Safety During the Exemption Period:

3.2 Mitigation Measures for Permanent Exemption (if applicable):

(For permanent exemption, the mitigation measures adopted to ensure safety of aircraft operation. Complete safety assessment report shall be enclosed)

Mitigation Measures for Permanent Exemption (if applicable):

Safety Assessment Conducted:

SECTION 4 – EMERGENCY PROCESSING (IF APPLICABLE)

(If the applicant seeks emergency processing, the application must contain Supporting facts and reasons for why the application was not timely filed and Justifications for why emergency processing is essential.)

Supporting Facts and Reasons for Emergency Processing:

SECTION 5 – SUPPORTING DOCUMENT CHECKLIST

Attach all applicable documents to support the exemption request:

- Risk Assessments Report
- Analysis or Aeronautical Studies
- Action Plan for Rectification (if temporary exemption)
- Mitigation Measures (for temporary or permanent exemptions)
- Relevant Certificates or Approvals
- Any Other Supporting Documents (specify): _____

SECTION 6 – UNDERTAKING BY THE APPLICANT

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld. I also undersigned, hereby undertake to:

1. Annually review the conditions or mitigation measures specified under this exemption and submit periodic Progress Reports on my compliance with the exemption conditions,;

2. Address any resultant non-compliance, particularly in the event of significant changes in the activity;

3. Comply with all obligations and requirements imposed by CAAT regarding this exemption.

4. Acknowledge that CAAT will conduct site inspections or document reviews to ensure compliance with the approved exemption.

Signature: _____

Name (in capital letters): _____

Position/Title: _____

Date: _____

Note:

1) It is an offence to make any false representation with the intent to deceive, for the purpose of obtaining exemption

2) Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.

ATTACHMENT

Instructions for Completing Exemption Application – Part A

The following instructions will help applicants accurately complete **Part A** of the CAAT Exemption Application Form. Failure to provide sufficient and accurate information may lead to processing delays or rejection of the application. Ensure that all sections are completed, and required supporting documents are attached.

SECTION 1 – GENERAL INFORMATION

This section collects essential details about the applicant and their request.

1.1 Exemption Type:

1. Indicate the area for which the exemption is sought by selecting the appropriate checkbox (e.g., Personnel, Airworthiness, ATO). If "Other" is selected, provide a specific description.

1.2 Applicant Details:

1. **Name of Applicant/ Organization:** Enter the full legal name of the individual or organization applying.
2. **Street Address and Mailing Address:** Provide the complete physical address. If the mailing address is different, specify it separately.
3. **Contact Information:** Include a valid telephone number and email address for correspondence.
4. **Agent Details (if applicable):** If an agent is submitting the application on behalf of the applicant, provide their name and contact information.
5. **Thai Agent for Non-Citizens or Non-Legal Residents:** Non-Thai applicants must specify a Thai agent for service.

1.3 License/Certificate/Approval Details:

1. Enter the type, number, and expiry date of the relevant license, certificate, or approval associated with the exemption.

SECTION 2 – DETAILS OF EXEMPTION SOUGHT

2.1 Relevant Provision:

1. Specify the regulation, requirement, or standard from which the exemption is being sought. Include reference numbers or titles.

2.2 Category of Exemption:

1. Select "Temporary" or "Permanent." Provide a detailed justification for the chosen category, explaining why the exemption is required.

2.3 Duration of Exemption:

1. Specify the start and end dates or the duration (in days or months) for which the exemption is requested.

2.4 Reasons for Seeking Exemption:

1. Clearly explain why the exemption is necessary, including the reasons for non-compliance and the implications if the exemption is not granted.

2.5 Safety and Risk Assessments:

1. Provide details of safety and risk assessments, including analyses, aeronautical studies, and mitigation measures adopted to manage risks. Attach supporting reports if applicable.
2. Indicate when full compliance can be expected if the exemption is temporary.

2.6 Description of Operations:

1. Describe the type of operations that will be conducted under the exemption, including details about aircraft, flight purpose, and operational scope.

2.7 Impact on Specific Operations:

1. Indicate whether the exemption will affect a particular type of operation (e.g., international flights, specific routes). If yes, provide detailed explanations.

2.8 Public Interest:

1. Describe how granting the exemption will benefit the public or the aviation industry. List specific factors that support the exemption's public interest.

2.9 Alternative Safety Measures:

- Provide a detailed description of alternative means to ensure safety and security equivalent to the regulation. Identify the criteria used to formulate these measures.

2.10 Safety/Security Concerns:

1. Discuss any known safety or security concerns associated with the regulation, including information about relevant incidents or accidents.

2.11 Operations outside Thailand Airspace:

1. Indicate whether the exemption involves operations outside Thailand's airspace. If yes, specify whether it would contravene ICAO Standards and provide details.

2.12 Affected Parties:

1. Identify other parties or entities that may be affected by the exemption (e.g., airlines, air crew, air traffic controllers).

SECTION 3 – ACTION PLAN AND MITIGATION MEASURES

3.1 Action Plan for Temporary Exemption:

1. Provide a detailed plan for rectifying non-compliance and monitoring safety during the exemption period.

3.2 Mitigation Measures for Permanent Exemption:

1. If the exemption is permanent, describe long-term mitigation measures to ensure safety. Attach a complete safety/security assessment report.

SECTION 4 – EMERGENCY PROCESSING (IF APPLICABLE)

1. If requesting emergency processing, provide detailed justifications explaining why the application was not submitted in a timely manner and why emergency processing is essential. Supporting evidence must be included.

SECTION 5 – SUPPORTING DOCUMENT CHECKLIST

Attach all required documents to support the exemption request, including:

1. Risk Assessments Report
2. Analysis or Aeronautical Studies
3. Action Plans (for temporary exemptions)
4. Mitigation Measures (for temporary or permanent exemptions)
5. Relevant Certificates or Approvals
6. Other Supporting Documents (specify as applicable)

SECTION 6 – UNDERTAKING BY THE APPLICANT

Read and sign the undertaking to confirm the following:

1. The information provided is accurate and complete.
2. The applicant agrees to annually review the conditions or mitigation measures.
3. The applicant will address any resultant non-compliance and comply with all obligations imposed by CAAT.

Signature Requirements:

1. The form must be signed by the applicant or an authorized representative.

General Notes

1. **Submission Deadline:** Submit the completed form at least **90 working days** prior to the proposed effective date.
2. **Completeness:** Ensure all fields are completed and required documents are attached to avoid delays.
3. **Accuracy:** Provide accurate and truthful information, as any discrepancies may lead to rejection of the application.
4. **Assistance:** If you need help completing the form, contact CAAT's relevant department for guidance