



Risk Assessment Template for Exemption Evaluation

OVERVIEW OF EXEMPTION REQUEST:	
Name of Applicant/Organizations	
Exemption Reference (if assigned)	
Rule form which Exemption is Sought	
Brief Description of Proposed Exemption	
Duration	From _____ to _____
HAZARD IDENTIFICATION	
List the potential hazards or failure modes introduced by the exemption. Consider what could go wrong because the normal requirement is not met. For each hazard, identify the consequence in the worst-case scenario.	
Hazard 1:	
Potential Consequence:	
Hazard 2:	
Potential Consequence:	
Hazard 3:	
Potential Consequence:	
(Add more as needed)	
INITIAL RISK ANALYSIS (WITHOUT MITIGATIONS)	
List the potential hazards or failure modes introduced by the exemption. Consider what could go wrong because the normal requirement is not met. For each hazard, identify the consequence in the worst-case scenario.	
For each hazard identified, assess:	
- Likelihood (Probability) of the hazard leading to an occurrence under exemption conditions. (Use qualitative terms: Frequent, Occasional, Remote, etc., or numerical if available.) - Severity of the consequence if it occurs. (Use standard severity classes: e.g., Catastrophic, Major, Minor, etc.)	



Initial Risk Level: Determine the risk level or index from the combination of likelihood and severity (using the State's risk matrix or methodology). Indicate if it falls in Acceptable, Tolerable (with mitigation), or unacceptable region prior to mitigation.	
MITIGATION MEASURES	
List the safety measures that will be in place to reduce the risk of each hazard. Mitigations can be proposed by the applicant or added by the CAA. They might include operational restrictions, additional inspections, backup systems, increased monitoring, etc. For clarity, map each mitigation to the hazard(s) it addresses:	
Mitigation 1:	
Addresses Hazard(s):	
Mitigation 2:	
Addresses Hazard(s):	
Mitigation 3:	
Addresses Hazard(s):	
(Ensure all high/tolerable risks have at least one mitigation. Some mitigations may cover multiple hazards.)	
RESIDUAL RISK ANALYSIS (WITH MITIGATIONS)	
Re-assess the Likelihood and Severity for each hazard after implementing the above Mitigations:	
- Hazard 1: New Likelihood – Remote; Severity – Major; Residual Risk: Medium (Tolerable) - Hazard 2: New Likelihood – Extremely Improbable; Severity – Catastrophic; Residual Risk: Medium (Tolerable) - Hazard 3: (if unchanged, copy as is) Likelihood – Occasional; Severity – Minor; Residual Risk: Low (Acceptable)	
Evaluate if the Residual Risk Level is acceptable per State's criteria. (Typically, high risks must be reduced; medium may be tolerated with management decision; low are acceptable.) In this example, assume Hazard 1 and 2 have been reduced to a tolerable level with strong oversight, and Hazard 3 was already acceptable.	
ADDITIONAL CONSIDERATIONS	
Cumulative or Interactive Effects: Consider if multiple exemptions or other concurrent issues could compound risk.	(Example: Pilot's training interval extended and aircraft maintenance check extended at same time – combined effect on safety.)
Impact on Other Parties: Does the exemption pose any risk to others (e.g., other operators, general public) beyond the applicant's operation? If so, addressed by mitigation?	



Human Factors and Organizational Factors: Any concern about human performance or organizational capability that could affect the outcome (e.g., reliance on pilot judgment, workload issues, company's SMS robustness)?		
RISK ASSESSMENT CONCLUSION		
Given the above analysis, is the risk of granting the exemption acceptable with the identified mitigations in place?	Yes / No	
Summary Statement	(e.g., "With the conditions proposed (extra training, limited operations, monitoring), the operational safety risk is reduced to an acceptable level for the duration of the exemption. It is concluded that the exemption can be granted without compromising safety.")	
If no, state reasons and what would be required to achieve acceptability (or conclude exemption cannot be granted safely).		
RECOMMENDED CONDITIONS FOR EXEMPTION		
Based on the mitigation measures and any other regulatory considerations, list the conditions that should be imposed if the exemption is approved. These should correlate with the mitigations:		
(Note: These conditions will be inserted into the exemption letter. E.g., "Aircraft XYZ shall only be operated on daytime cargo flights under VFR during the exemption period.")		
1.		
2.		
3.		
EVALUATION TEAM SIGN-OFF		
(The sign-off signifies that the risk assessment has been completed and reviewed as per Brunei DCA procedures.)		
Lead Evaluator	Name/Position	Signature:
		Date:
Other Team Members	Name/Position	Signature:
		Date:
Reviewed/Concurred by (Supervisor/Manager)	Name/Position	Signature:
		Date: