

INSTRUCTIONS FOR COMPLETION**TARGETED EXEMPTION: FLIGHT CREW LICENCE AND RATING VALIDITY (PEL)**

A TE form must be submitted by the National Continuous Monitoring Coordinator (NCMC) or authorized user from a Member State.

Part A. ICAO Use only

States **should not complete** any of Part A.

Part A provides a unique reference number for the TE in order that it can be quickly and unambiguously referred to, and to ensure other States are able to easily find the information provided regarding this TE. This includes identifying where concurrent use of TEs is in place.

Details will be added by ICAO on submission of a fully completed TE form that meets the requirements as outlined in the following sections. Completion of this section with the TE reference and cross-referencing for other TEs (where applicable) should be taken as evidence that the TE has been successfully submitted and recorded by ICAO.

When States are reviewing TE forms submitted by another State, it should be noted that where Section A has not been completed, the TE form has either not been submitted to ICAO, or does not meet the requirements for completion of Parts B and C as outlined in the following sections.

Part B. Targeted Exemption Details

Part B provides specific detail on the targeted exemption, including which Standard it relates to, when the TE is applicable and who in the State is to be contacted for more details, if required.

The information in **Part B** is also used to enter the TE details into a searchable database, allowing the TE to be easily found by States, by reference number, by affected Standard or by applicability. This action forms part of the ICAO process following submission of a correctly completed form.

1. State

States that issue licences and ratings will be responsible for providing details of PEL TEs. This section should be completed with the full name of the State issuing the TE.

2. Notification Date

This date refers to the date on which the TE was completed and submitted to ICAO for publication. *It is not related to the applicability date.*

Notification should be as far in advance of the start date of the TE as is practicable to allow for submission and processing by ICAO, ensuring the TE details will be available to view at the start of the applicability period.

3. Reason for granting TE

A clear and concise description of the need for a PEL TE should be provided here. An example could be as follows:

Due to social distancing practices, closure of workspaces and other preventive measures, the State is unable to process licence or rating revalidation.

TEs should only be granted for issues that are the result of restrictions imposed by the COVID-19 pandemic, and not in response to systemic issues.

PEL TEs should be issued in accordance with the relevant [TE Decision Trees](#).

Details regarding the plan for a return to normal operation when the TE expires should also be included here.

4. Associated SARP (Target group)

For PEL TEs, only one reference for Annex 1 is provided. States should confirm the Standard for the PEL TE by checking the check box.

5. TE Applicability period

TEs are granted for a specific time period. This must be specified on the form using **From** and **To** dates (in UTC) indicating the start of the TE applicability period and the end date after which it will no longer apply.

Should a TE be required beyond the supplied applicability period, a new TE form will be required to be completed and submitted to ICAO.

Automatic filtering of the database entries for TEs will ensure that only TEs that have not expired (current and future) will be shown for the States when looking for information on existing exemptions.

6. TE approved for use by:

A PEL TE is only issued by States who specify expiry dates on licences or ratings, and where an otherwise qualified pilot is unable to get a revalidation/renewal of their licence or rating.

To qualify under a PEL TE, the pilot should meet the applicable requirements for:

- Pilot proficiency in
 - Annex 6, Part I, 9.4.4.1; OR
 - Annex 6, Part III, 7.4.3.1.
- Flight crew recent experience in:
 - Annex 6, Part I, 9.4.1.1 or 9.4.2.1; OR

- Annex 6, Part II, 3.9.4.2 or 3.9.4.3; OR
- Annex 6, Part III, 7.4.1.1.
- Area route and aerodrome qualification in:
 - Annex 6, Part I, 9.4.3.5; OR
 - Annex 6, Part III, 7.4.2.5.

To complete this section, the specific group of individuals affected by this TE should be identified (e.g. commercial aeroplane pilots, commercial helicopter pilots, private aeroplane pilots). Where multiple groups of individuals are subject to a PEL TE, separate TE forms are required.

Note that:

- a. The TE should only be granted where all other options have been explored and there is no other alternative.
- b. TEs should only apply to a distinct group affected by the issue described in 'Reason for granting TE'.
- c. Detail provided in this section should be sufficient to identify who is subject to the TE without the need for follow up with the State focal point.

7. Operator accountable person

PEL TEs are not normally specific to an operator. This section can be left blank.

8. State focal point

The National Continuous Monitoring Coordinator (NCCM) or authorized user from a Member State will be the contact individual who can submit this form and be contacted by ICAO or another State in the event that additional information is required in respect of the issued TE.

Such questions might include (but are not limited to):

- a. Clarification on the applicability of the TE;
- b. Additional information on the risk assessment conducted by the State before granting the TE;
- c. Additional detail on specific mitigations put in place.

9. State/CAA Accountable person

The TE needs to be authorized by a person of authority within the State. For PEL TEs, this could be the equivalent position to the Head of Personnel Licensing, or if necessary the DG of the Licensing Authority.

By completing and submitting the TE form, along with the accountable person details, the State is officially recognizing that in granting the exemption they have satisfied themselves that:

- a. A risk assessment has been conducted to identify the potential risks to the operation resulting from the TE.
- b. Continued oversight on the part of the State will be conducted for the duration of the applicability period to ensure compliance with the requirements specified in the TE.

TE forms received by ICAO that are not authorized by a suitable individual from the issuing State will be returned for completion.

Part C. Targeted Exemption Elements

Part C of the TE form is intended for the State to outline the additional measures associated with the use of the TE that have been put into place to maintain the acceptable level of safety.

1. Maximum interval

In this section the maximum extension to the validity period established in the licence should be specified.

2. Specific Mitigations

In the case of PEL TEs, where pilots are fully qualified but this is not reflected on the expiry date of their licence or rating, mitigations relate to other means of ensuring that flight crew maintain their competency and proficiency in accordance with the Standards.

States should ensure that operators have a reliable process in place to confirm that crew members remain valid under the terms of the TE. This may require additional checks on operators' training records.

Section 2 should specify how the State will monitor the qualification and proficiency status of pilots subject to a PEL TE.

3. Document to be issued

In this section, any State-issued documentation that provides confirmation that flight crew are operating under a State approved TE, should be identified. Typically for PEL TEs, the PEL TE form itself (with a completed Section A to verify that it has been received by ICAO) would be the document used.

Confirmation that flight crew are eligible to operate under this TE may also be required on ramp inspection in another State, e.g. evidence of a proficiency check completed in the last 6 months and flight crew recency in accordance with Annex 6.