

# Safety Operations Manual Licensing Statement



## Safety Operations Manual Guidance and Checklist

The following pages have been developed as guidance to be used when producing a Safety Operations Manual (SOM), in accordance with the provisions of the Space Industry Regulations 2021 (SIR) Part 8, Chapter 4, Section 4 and Schedule 5, to be submitted to the UK Civil Aviation Authority (CAA) as part of a licence application or whenever a change is made.

This licensing statement will guide you through the structure of an example Safety Operations Manual. It includes the applicable Space Industry Regulations and Guidance Material (GM) that should be considered when writing your Safety Operations Manual.

If you choose to use alternative numbering to the one detailed in the tables below, it is important that you provide us with your numbering or cross reference in the 'Your Reference' columns. (Please see *Column Explanations* for further clarification.)

Your completed statement should be uploaded along with your proposed Safety Operations Manual to the CAA Space Regulation Portal.

This document can be iterated throughout the period of the licence and it may evolve from the version(s) submitted at application stage. Should this be the case, you will be required to complete and submit further licensing statements whenever a revision is made to your Safety Operations Manual.

The Safety Operations Manual is not an approved document, but its instructions to staff should reflect the mitigation measures you will be using during licensed operations. At application stage, the licensing statement contents will be utilised to establish that there is no disparity between the Safety Case measures and the instructions to staff.

<b>Applicant/Company Name:</b>		The licensing statement should be completed for each individual part of the Safety Operations Manual. The completed statement should be uploaded to the CAA Space Regulation Portal.
<b>Safety Operations Manual (SOM) Date:</b>		
<b>SOM Revision no:</b>		
<b>SOM Version no:</b>		

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## Column Explanations

**Safety Operations Manual Content:** This column describes the content required in the Safety Operations Manual, including example structure references.

**SIA, SIR or GM Reference:** This column provides the references to the relevant and applicable sections of the Space Industry Act, Space Industry Regulations or Guidance Material.

**Your Reference:** This column is for you to populate. It is important that you clearly identify where you meet the requirements.

**Licensee Comment:** This column is for you to provide further information and details of the status of your documents.

**CAA Comment:** This column is for CAA use only.

**The following are general requirements, other than Part 8, Chapter 4, Section 4; 90, that must be achieved to comply with the Space Industry Regulation 2021:**

### **Part 4, Chapter 2, Section 1; 28**

(3) An applicant must produce a safety operations manual that will, if the applicant is granted the licence for which it applies, fulfil the requirements of regulation 90 and Schedule 5.

(4) When producing the safety operations manual, the applicant must—

- (a) take into account the outcomes of the steps taken under paragraph (1);
- (b) consult any proposed spaceport licensee;
- (c) consult any proposed range control service provider.

### **Part 4, Chapter 2, Section 2; 30**

(1) On making an application for a launch operator licence or a return operator licence, an applicant must give the regulator a copy of the safety operations manual required by regulation 28 (3).

(2) If the applicant revises the safety operations manual after giving it to the regulator, the applicant must give the regulator the revised safety operations manual without delay.

### **Part 7, Chapter 4; 69(4)(a)(ii)**

Initial training must enable individuals to become familiar with the safety regulations in Part 8, including the procedures set out in the safety operations manual applying to the licensed activities; where this is necessary to enable individuals to perform their roles, or to act as spaceflight participants.

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<b>0 ADMINISTRATION AND CONTROL OF SAFETY OPERATIONS MANUAL</b>				
<b>0.1 Introduction:</b> <b>(a)</b> A statement that the manual complies with all applicable regulations and with the terms and conditions of the license.  <b>(b)</b> A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.  <b>(c)</b> Explanations and definitions of terms and words needed for the use of the manual.				
<b>0.2 System of amendment and revision:</b> <b>(a)</b> Details of the person(s) responsible for the issuance and insertion of amendments and revisions.  <b>b)</b> A record of amendments and revisions with insertion dates and effective dates  <b>(c)</b> A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety.  <b>(d)</b> A description of the system for the annotation of pages or paragraphs and their effective dates.  <b>(e)</b> A list of effective pages or paragraphs.  <b>(f)</b> Annotation of changes (in the text and, as far as practicable, on charts and diagrams).  <b>(g)</b> Temporary revisions.  <b>(h)</b> A description of the distribution system for the manuals, amendments, and revisions.	Part 8 Chapter 4 Section 4 reg 90(3)(5)			

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<b>1 ORGANISATION AND RESPONSIBILITIES</b>				
<b>1.1 Organisational structure.</b> A description of the organisational structure, including the general organogram and operations departments' organograms. The organogram should depict the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments, etc, which pertain to the safety of flight operations, should be shown.	Schedule 4 para 2(c)			
<b>1.2 Prescribed Roles.</b> The name of each prescribed role as prescribed in Part 1 (8) and (9). A description of their function and responsibilities should be included.	Part 3 Chapter 1 Reg 8 and 9 Schedule 4 para 2(c)			
<b>1.3 System and responsibility for promulgation of additional operational instructions and information.</b>  The spaceflight operator must take all reasonable steps to secure that all members of its operating staff:  <b>(a)</b> Are aware of the contents of every part of the Safety Operations Manual which is relevant to their spaceflight duties, and  <b>(b)</b> Undertake those duties in conformity with the relevant provisions of the safety operations manual.	Part 8 Chapter 4 Section 4 reg 90(6)			

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<b>2 MANAGEMENT SYSTEM</b>				
<b>2.1 Safety Policy and Objectives</b> A safety management system must include a written spaceflight safety policy which:	Schedule 4 para 3			

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<p><b>(a)</b> is proportionate to the licensee's safety duty</p> <p><b>(b)</b> sets out the licensee's overall aims and principles of action</p> <p><b>(c)</b> sets out the role and responsibility of management, and its commitment towards continuously improving the licensee's safety performance</p> <p><b>(d)</b> sets out a direct accountability for safety on the part of senior management</p> <p><b>(e)</b> is signed by the accountable manager</p>				
<p><b>2.2 Scope of SMS and contracted activities</b>                      This section should detail what the SMS covers. This section must document the hazards, licensed activities and complexity of the licensee's organisation; practices, procedures, processes and resources for determining and implementing the licensee's spaceflight safety policy.</p> <p>It must also document the coordination with the safety management system of any other licensee or other organisation with whom the licensee must interact during the provision of its licensed activities.</p> <p>When producing the Safety Operations Manual, the applicant must take into account the steps taken in accordance with SIR Part 4 Chapter 2 Section 1(28)</p>	Part 4 Chapter 2 Section 1 reg 28 Schedule 4 para 3			
<p><b>2.3 Documentation of SMS</b>                      This section should describe the way the SMS is documented and recorded. The following matters must be addressed by the safety management system.</p>	Schedule 4 para 4			
<p><b>2.3.1</b> in relation to the organisation and personnel:</p>	Schedule 4 para 4			

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<p>(a) the safety roles and responsibilities of personnel involved in the management of major accident hazards at all levels in the organisation, together with the measures taken to raise awareness of the purpose and content of the licensee's spaceflight safety policy</p> <p>(b) the communication of safety-critical information</p> <p>(c) the identification of the training needs of such personnel and the provision of the training with reference to the training management system the licensee has in place under regulation SIR 58(8)</p> <p>(d) the involvement of employees, agents and sub-contractors involved in the licensed activities, who are important from the point of view of safety</p>				
<p><b>2.3.2 in relation to the identification and evaluation of major accident hazards:</b></p> <p>(a) the adoption and implementation of procedures for systematically identifying major accident hazards and arising from normal and abnormal operation, including subcontracted activities where applicable, and the assessment of their likelihood and severity</p> <p>(b) the procedures referred to in sub-paragraph (a) must take account of:</p> <p style="margin-left: 20px;">(i) human factors in the initiation, prevention, control and mitigation of the consequences of major accident hazards, and</p> <p style="margin-left: 20px;">(ii) the security risk assessment</p>	Schedule 4 para 4			
<p><b>2.3.3 in relation to operational control:</b></p> <p>(a) the adoption and implementation of procedures and instructions for safe operation, including condition monitoring and maintenance of facilities or infrastructure and equipment</p>	Schedule 4 para 4			

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<p><b>(b)</b> (where relevant) the adoption and implementation of procedures and instructions for safe assembly, integration and operation including, where relevant, condition monitoring and maintenance of launch vehicles</p> <p><b>(c)</b> the procedures and instructions referred to in sub-paragraphs (a) and (b) must take account of human factors</p> <p><b>(d)</b> the taking into account of available information on best practices for monitoring and control, with a view to reducing the risk of system failure</p>				
<p><b>2.3.4 in relation to monitoring performance:</b></p> <p><b>(a)</b> the adopting and implementation of procedures for the ongoing assessment of compliance with the objectives set by the licensee's spaceflight safety policy and safety management system, and the mechanisms for investigation and taking corrective action in case of non-compliance or sub-standard safety performance of the safety management system</p> <p><b>(b)</b> the procedures referred to in sub-paragraph (a) may also include performance indicators such as safety performance indicators or other relevant indicators</p>	Schedule 4 para 4			
<p><b>2.3.5 in relation to audit and review:</b></p> <p><b>(a)</b> the adoption and implementation of procedures for periodic systematic assessment of the licensee's spaceflight safety policy and the effectiveness and suitability of the safety management system</p>	Schedule 4 para 4			

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(b) the documented review of performance of the safety policy and safety management system and its updating by senior management, including consideration and incorporation of necessary changes indicated by the audit and review				

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<b>3 MANAGEMENT CHANGE</b>				
<p><b>3.0 Management of Change</b>                      This section should detail how the organisation uses the SMS system to manage change, including detail on the adoption and implementation of procedures for planning changes to licensed activities or organisational change. The procedures must take into account human factors.</p> <p>The licensee may wish to implement an MOC form (see example).</p> <p>NB: Review and revision of safety case and risk assessment</p> <p>A spaceflight operator must review and, where necessary, revise the current safety case before the spaceflight operator introduces an operational change which is likely to materially alter the instructions and procedures in the safety operations manual. This is one of numerous examples of when management of change would need to be initiated in accordance with the documented procedure.</p>	Part 8 Chapter 3 reg 80(1)(a) Schedule 4 para 4			

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<b>4 OCCURRENCE REPORTING</b>				
<b>4.1</b> In relation to Occurrence Reporting  <b>(a)</b> the adoption and implementation of procedures on how to report an occurrence to the CAA, when the SAIA should also be informed and the timescale for reporting an occurrence.  <b>(b)</b> the procedures referred to in sub-paragraph (a) must cover the licensee's system for internal reporting of occurrences, particularly those involving failure of protective measures, and their investigation, mitigating measures put in place, and follow-up on the basis of lessons learned.	Part 16 and Schedule 4 Para 4			
<b>N.B</b> The entity may wish to include a blank example of the CAA Occurrence Reporting form				

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<b>5 EMERGENCY RESPONSE PLAN</b>				
<b>5.0 Emergency Response Plan</b> A spaceflight operator must have in place and maintain an emergency response plan for the operator's spaceflight activities. This section should detail how the organisation would deal with an emergency situation and provide a quick reference guide for key staff members, may be issued as a separate manual but crossed referenced from the SOM.  Procedures to ensure the emergency response plan is reviewed, revised and tested, and that the results of a test of that plan and details of any revisions to that plan are supplied to the regulator.  In relation to planning for emergencies, the adoption and implementation of procedures to identify foreseeable emergencies by systematic analysis, and, the preparation, testing and review of the emergency response plan and the	Part 8 Chapter 4 Section 8 reg 104 Schedule 4 para 4 Schedule 5 para 24 and 25			

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provision of specific training for staff, such training to be given to all personnel working in the licensee's organisation, including relevant subcontracted personnel.				
<p><b>5.1</b> An emergency response plan must:</p> <p><b>(a)</b> detail how the spaceflight operator will respond in an emergency</p> <p><b>(b)</b> be appropriate for the operator's spaceflight activities</p> <p><b>(c)</b> provide for the notification of the relevant emergency services and coordination with any relevant local authority and such services in response to an emergency during the operator's spaceflight activities</p> <p><b>(d)</b> provide for prevention of harm to individuals after the emergency has occurred</p> <p><b>(e)</b> provide for coordination of the spaceflight operator's emergency response plan with:</p> <p style="padding-left: 20px;"><b>(i)</b> the emergency response plan prepared by the spaceport licensee, and</p> <p style="padding-left: 20px;"><b>(ii)</b> any emergency response plans of other organisations with which the spaceflight operator must interact during the operator's spaceflight activities.</p>	Part 8 Chapter 4 Section 8 reg 104 Schedule 4 para 4 Schedule 5; 24 para 25			
<p><b>5.2</b> The spaceflight operator must, at suitable intervals not exceeding three years:</p> <p><b>(a)</b> test the emergency response plan in so far as practicable, and</p> <p><b>(b)</b> review and, where necessary, revise the plan.</p>	Part 8 Chapter 4 Section 8 reg 104 Schedule 4 para 4 Schedule 5 para 24 and 25			
<p><b>5.3</b> The spaceflight operator must supply to the regulator:</p> <p><b>(a)</b> the results of any test of the emergency response plan conducted under paragraph 6.2a, and</p>	Part 8 Chapter 4 Section 8 reg 104 Schedule 4 para 4			

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(b) before or immediately after they come into effect, details of the revisions, if any, it has made to the emergency response plan as a result of a review conducted under paragraph 6.2b.	Schedule 5 para 24 and 25			
<p><b>5.4</b> For the purposes of this regulation “relevant local authority” means:</p> <p>(a) In relation to a launch operator licence, a local authority in whose administrative area the spaceport or other place from which the launch vehicle or carrier aircraft is to be launched or is launched is situated, or</p> <p>(b) in relation to a return operator licence, a local authority in whose administrative area:</p> <p style="margin-left: 20px;">(i) is situated a spaceport or other place at which a planned or controlled landing or a planned but uncontrolled landing of a launch vehicle is to take place or takes place, or</p> <p style="margin-left: 20px;">(ii) an unplanned landing of a launch vehicle in the United Kingdom is likely to take place.</p>	Part 8 Chapter 4 Section 8 reg 104 Schedule 4 para 4 Schedule 5 para 24 and 25			

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<b>6 FATIGUE AND HUMAN FACTORS</b>				
<p><b>6.0 Fatigue and Other Human Factors</b>                      This section should detail instructions and procedures that take account of the effects of fatigue and other human factors related to the ability of any member of the operating staff to carry out their spaceflight duties safely.</p>	Part 7 Chapter 5 reg 74 Part 8 Chapter 4 Section 2 reg 84 Schedule 4 Schedule 5 para 3, 4, 5 and 6			
<p><b>6.1</b> If the launch vehicle has a crew, information about the limitations on flight time, flight duty periods and rest periods for crew members and any other matter intended to manage the effects of spaceflight on the human body and to ensure that the crew.</p>	Part 7 Chapter 5 reg 74 Part 8 Chapter 4 Section 2 reg 84 Schedule 4			

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	Schedule 5 para 3, 4, 5 and 6			
<b>6.2</b> If the launch vehicle has a remote pilot, information about the limitations on flight time, flight duty periods and rest periods for remote pilots and to ensure that the remote pilot.	Part 7 Chapter 5 reg 74 Part 8 Chapter 4 Section 2 reg 84 Schedule 4 Schedule 5 para 3, 4, 5 and 6			
<b>6.3</b> Details of the safety management system which the spaceflight operator has put in place.	Part 7 Chapter 5 reg 74 Part 8 Chapter 4 Section 2 reg 84 Schedule 4 Schedule 5 para 3, 4, 5 and 6			

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<b>7 PREPARATION FOR LAUNCH, RETURN AND OTHER OPERATIONS</b>				
<b>7.1 Preparations for launch, return and other operations</b> This section should detail information regarding preparations for launch, return and other operations.	Part 8 Chapter 4 reg 90, 91, 92, 93, 94, 96 and 97 Schedule 5 para 7			
<b>7.2</b> This should include instructions and procedures about the following:  <b>(a)</b> the arrival of the launch vehicle at the spaceport or other place from which launch is to take place.  <b>(b)</b> storing the launch vehicle at the spaceport or other place from which launch is to take place.  <b>(c)</b> The assembly and integration of any component parts of the launch vehicle including any instructions from the design authority or a person who manufactured the launch vehicle or any of its component parts.	Part 8 Chapter 4 reg 90, 91, 92, 93, 94, 96 and 97 Schedule 5 para 7			

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<p><b>(d)</b> If a launch vehicle is to be reused, satisfying the requirements in regulations 91 and 93.</p> <p><b>(e)</b> The verification and validation of the launch vehicle to satisfy the requirement in regulation 94.</p> <p><b>(f)</b> The integration of any payloads with the launch vehicle.</p> <p><b>(g)</b> The loading of any hazardous material onto the launch vehicle.</p> <p><b>(h)</b> The meteorological and environmental conditions needed to safely load such material.</p> <p><b>(i)</b> The preparations for the use of any carrier aircraft.</p> <p><b>(j)</b> Moving the launch vehicle to the place of launch at the spaceport or other place from which the launch is to take place and finally preparing the launch vehicle.</p> <p><b>(k)</b> Carrying out safety, technical and organisational reviews, including joint procedures for carrying out such reviews, to check the progress of launch preparations, the fitness of the launch vehicle for the operator's spaceflight activities, the fitness of the ground support equipment for supporting those activities and the readiness for use of any flight safety system or any necessary equipment for providing range control services.</p> <p><b>(l)</b> Coordinating and communicating, including joint procedures for coordinating and communicating, with the range control service provider and any site or other place used in connection with the provision of range control services, the spaceport licensee, the relevant meteorological service providers, the relevant air</p>				

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<p>navigation service providers, and the relevant emergency services to ensure the requirements in regulation 96 are satisfied.</p> <p>NB: In this paragraph “design authority” means a person with responsibility for the design of the launch vehicle.</p>				
<p><b>7.3</b> Instructions and procedures for complying with the operator security programme.</p>	<p>Part 8 Chapter 4 Schedule 5 para 7</p>			
<p><b>7.4</b> Instructions about the functions and procedures of a mission management facility or ground control at a spaceport or other place and how such functions and procedures affect the duties of a member of the operating staff.</p>	<p>Part 8 Chapter 4 Schedule 5 para 7</p>			
<p><b>7.5</b> Instructions and procedures for ground operating staff about the types of dangerous conditions or events necessitating such staff to cease work on the launch vehicle or its ground support equipment and withdraw to a safe location.</p>	<p>Part 8 Chapter 4 Schedule 5 para 7</p>			
<p><b>7.6</b> Instructions and procedures for monitoring the progress of the preparations for readiness to launch.</p>	<p>Part 8 Chapter 4 Schedule 5 para 7</p>			
<p><b>7.7</b> Procedures for notifying the regulator about planned operator’s spaceflight activities and for arranging and cooperating with any inspections by the regulator of the launch vehicle, carrier aircraft, any ground support equipment or other equipment.</p>	<p>Part 8 Chapter 4 Schedule 5 para 7</p>			
<p><b>7.8</b> Instructions as to the order of the activities and safety procedures to be followed by ground operating staff on the day of the launch.</p>	<p>Part 8 Chapter 4 Schedule 5 para 7</p>			
<p><b>7.9</b> Instructions and procedures about recording in writing the environmental and meteorological information referred in regulation 97 including the source of that information.</p>	<p>Part 8 Chapter 4 Schedule 5 para 7</p>			

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<b>8 LAUNCH AND OTHER OPERATIONS</b>				
<b>8.1</b> Instructions and procedures about the conditions referred to in SIR regulation 99 and how to satisfy them.	Part 8 Chapter 4 reg 99, 100 and 101 Schedule 5			
<b>8.2</b> Instructions and procedures about the steps to be taken if a launch cannot safely commence.				
<b>8.3</b> Instructions and procedures about the steps to be followed during each phase of the flight of the launch vehicle and other operator's spaceflight activities, including any phase when that vehicle is in orbit, to ensure that the spaceflight operator satisfies the requirements in SIR regulations 100 and 101.				
<b>8.4</b> Instructions about the process to be followed before a flight termination decision is made in accordance with SIR regulation 100(2).				
<p><b>8.5</b> If there is a flight safety system: (instructions and procedures to ensure that the system is capable of operating correctly and of being activated at any time in accordance with paragraphs (c) to (e),</p> <p><b>(a)</b> Instructions and procedures about how to separate flight termination decisions and the actions of flight termination personnel relating to those decisions from the decisions and actions of other operating staff during launch and flight.</p> <p><b>(b)</b> Instructions to flight termination personnel relating to any time that a launch vehicle malfunctions and that malfunction prevents the operator's spaceflight activities being carried out safely.</p> <p><b>(c)</b> instructions relating to any time that a system</p>				

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<p>(i) used to monitor whether or not the launch vehicle remains fit for the operator's spaceflight activities, or</p> <p>(ii) used to detect a malfunction, fails and that failure threatens the carrying out of the operator's spaceflight activities safely.</p> <p>(d) instructions relating to any time that it is necessary to make a flight termination decision for any reason other than one referred to in paragraphs (c) or (d) which threatens or prevents the carrying out of the operator's spaceflight activities safely.</p> <p>(e) instructions to the flight termination personnel on making a flight termination decision and the actions that such personnel must perform to terminate the flight.</p>				
<b>8.6</b> If part of the mission, instructions and procedures about returning the launch vehicle to earth including a re-entry from orbit.				
<b>8.7</b> If the launch vehicle is reusable, instructions and procedures about recovering the launch vehicle to the earth's surface, rendering it safe from major accident hazards and enabling the planned landing.				
<b>8.8</b> Instructions and procedures about the steps to be followed on successful completion of the flight of the launch vehicle or other operator's spaceflight activities.				

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<b>9 LAUNCH VEHICLES WITH CREW OR REMOTE PILOTS</b>				
<b>9.1</b> This section should detail instructions and procedures for the crew members and any remote pilot to satisfy any requirements in these Regulations which apply to such members or pilot.	Schedule 5 para 23			

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<b>10 DANGEROUS GOODS</b>				
<p><b>10.1</b> Information on dangerous goods on board a launch vehicle. Before launch, a spaceflight operator must prepare a list of all dangerous goods on board the launch vehicle and any carrier aircraft.</p> <p><b>10.2</b> The spaceflight operator must retain the lists for a period of three years beginning with the day of the launch of the launch vehicle carrying the human occupants or dangerous goods on those lists.</p> <p><b>10.3</b> Every member of the crew and remote pilot must receive training in co-ordination of the crew, the extent to which human error may affect the safety and efficiency of spaceflight activities, and how this may be mitigated, and the identification and carriage of hazardous material or dangerous goods.</p>	Part 8, Chapter 4, Section 6 reg 98 Schedule 3 para Part 3			

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<b>11 GROUND SUPPORT EQUIPMENT</b>				
<p><b>11.1</b> This section should detail instructions and procedures for using, maintaining, verifying and validating, repairing and servicing any ground support equipment.</p>	Schedule 5 para 26			

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<b>12 MAKING, COLLECTING, RETAINING AND PRESERVING INFORMATION</b>				
<p><b>12.1</b> This section should include instructions and procedures about making recordings referred to in regulation 103(1), and collecting, retaining and preserving the information referred to in regulation 103(2).</p>	Schedule 5 para 27			

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## Compliance Statement of the Operator

We confirm to be compliant with the terms and conditions of:

- Space Industry Act 2018
- Space Industry Regulations 2021

Name of Accountable Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Accountable Manager Signature: