

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.

Applicant/Company Name:		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.
Safety Operations Manual (SOM) Date:		
SOM Revision no:		
SOM Version no:		

Safety Operations Manual Licensing Statement

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.

Safety Operations Manual Licensing Statement

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

Safety Operations Manual Licensing Statement

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1 ORGANISATION AND RESPONSIBILITIES				
1.1 Organisational structure. 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)			
1.2 Prescribed Roles. 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)			
1.3 System and responsibility for promulgation of additional operational instructions and information. The spaceflight operator must take all reasonable steps to secure that all members of its operating staff: (a) Are aware of the contents of every part of the Safety Operations Manual which is relevant to their spaceflight duties, and (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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2 MANAGEMENT SYSTEM				
2.1 Safety Policy and Objectives A safety management system must include a written spaceflight safety policy which:	Schedule 4 para 3			

Safety Operations Manual Licensing Statement

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(a) is proportionate to the licensee's safety duty (b) sets out the licensee's overall aims and principles of action (c) sets out the role and responsibility of management, and its commitment towards continuously improving the licensee's safety performance (d) sets out a direct accountability for safety on the part of senior management (e) is signed by the accountable manager				
2.2 Scope of SMS and contracted activities 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. 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. 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)	Part 4 Chapter 2 Section 1 reg 28 Schedule 4 para 3			
2.3 Documentation of SMS This section should describe the way the SMS is documented and recorded. The following matters must be addressed by the safety management system.	Schedule 4 para 4			
2.3.1 in relation to the organisation and personnel:	Schedule 4 para 4			

Safety Operations Manual Licensing Statement

Safety Operations Manual Reference	SIA, SIR, GM Reference	Your Reference	Licensee Comment	CAA Comment
(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 (b) the communication of safety-critical information (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) (d) the involvement of employees, agents and sub-contractors involved in the licensed activities, who are important from the point of view of safety				
2.3.2 in relation to the identification and evaluation of major accident hazards: (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 (b) the procedures referred to in sub-paragraph (a) must take account of: (i) human factors in the initiation, prevention, control and mitigation of the consequences of major accident hazards, and (ii) the security risk assessment	Schedule 4 para 4			
2.3.3 in relation to operational control: (a) the adoption and implementation of procedures and instructions for safe operation, including condition monitoring and maintenance of facilities or infrastructure and equipment	Schedule 4 para 4			