

Training Manual Licensing Statement



Training Manual Guidance and Checklist

The following pages have been developed as guidance to be used when producing a Training Manual, in accordance with the provisions of Space Industry Regulations 2021 Part 7; Chapter 3, 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 the Training Manual in accordance with Schedule 3; Part 2. It includes the applicable Space Industry Regulations and Guidance Material (GM) that should be considered when writing your Training 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 Training 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 Training Manual.

Applicant/Company Name:		The licensing statement should be completed for each individual part of the Training Manual. The completed statement should be uploaded to the CAA Space Regulation Portal.
Training Manual (TM) Date:		
TM Revision No:		
TM Version No:		

Column Explanations

Training Manual Content: This column describes the content required in the Training 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.

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The following are general requirements that must be achieved to comply with the Space Industry Regulations 2021:

Part 7 Chapter 3; 66

- (1) The licensee must –
 - (a) Compile a training manual which complies with the requirements in Part 2 of Schedule 3, and
 - (b) Apply to the regulator for approval of those sections of that training manual which relate to relevant individuals (the “relevant sections”).
- (4) At any time after the application is received and before it is determined, the regulator may require the applicant to provide it with such further information as it reasonably considers necessary to enable it to determine the application.
- (7) The licensee must ensure that each copy of the training manual is kept up to date.

Part 7 Chapter 3; 68

- (1) The applicant must inform the regulator in writing as soon as possible of any material change in any of the information provided to the regulator in or with the application for approval of sections of the training manual relating to relevant individuals or in response to a requirement from the regulator under regulation 66(4).

It is important to note that the regulator will only approve those sections of the training manual that apply to “relevant individuals” (“RIs”) if a specific role is needed by the type of licence. “RI” is a term used in regulation 58 (Responsibility of licensees) as shorthand for any person fulfilling a specified role at regulation 56 or a specified capacity at regulation 57.

Specified roles (RI) at regulation 56:

- launch director
- flight termination personnel
- flight crew and remote pilots
- sub-orbital aircraft engineer
- range operations manager
- range safety manager

Specified capacity (RI) at regulation 57:

- Spaceflight participant

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Training Manual Reference	SIA, SIR, GM Reference	Your Reference	Licensee Comment	CAA Comment
0 ADMINISTRATION AND CONTROL OF TRAINING 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 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 7, Chapter 3; 67 Part 7, Chapter 3; 68			
0.3 Changes to the Training Manual The regulator must be informed in writing of any material changes to the Training Manual as soon as possible in or with	Part 7, Chapter 3; 68			

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the application for approval of sections relating to relevant individuals or in response to a requirement from the regulator. NB. The licensee may wish to initiate the Management of Change (MOC) described in the Safety Operations Manual (SOM) to track and manage these changes when made. If so, reference should be made to the relevant SOM section.				

Training Manual Reference	SIA, SIR, GM Reference	Your Reference	Licensee Comment	CAA Comment
1 RECORDS				
1.1 Retention Policy This section should detail how the records specified in Part 7; 1(60)(2), are to be kept.	Part 7 Chapter 1; 60			

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2 ADMINISTRATION OF TRAINING MANUAL				
2.1 Contents of the Training Manual This section should detail information regarding the requirements of the Training Manual.	Part 7 Chapter 3; 66(1) Schedule 3, Part 2, Para 30			
2.1.1 in relation to procedures and guidance related to the Training Manual: (a) The training policy, including guidance on objective assessment and the need for impartiality. Including provisions for independent confirmation that an individual meets the required standard of competency (b) The procedures for determining and recording that an individual has met the required standard of competency to undertake a role (c) The procedures for recording results of training undertaken by relevant individuals, and keeping the records of those results, including the measures to ensure the confidentiality of personal information	Schedule 3, Part 2, Para 31, 38, 45, 41, 44, 37, 42b			