

United Kingdom Civil Aviation Authority



Oversight and Monitoring Plan v.1.0

for

Cornwall Airport Limited

Issued to

Cornwall Airport Limited, trading as Cornwall Airport Newquay

On

15 November 2022

1. SCOPE AND PURPOSE

- 1.1 This Oversight and Monitoring Plan (“the OMP) sets out reporting requirements for **Cornwall Airport Limited** (“the Licensee”) to support the Regulator’s oversight and monitoring of the activities permitted by the **Spaceport Licence** granted to the Licensee (“the Licence”). The OMP must be read with and in light of the terms and conditions of the Licence, the Act and the Regulations.
- 1.2 The definitions used within the Licence, the Act and the Regulations are adopted in this OMP.
- 1.3 This OMP may be updated by the Regulator from time to time during the period of the Licence. The Regulator will inform the Licensee prior to any amendment. Whenever the OMP is updated, a copy of the amended OMP will be provided to the Licensee.
- 1.4 The Regulator’s monitoring and enforcement powers set out at Part 14 of the Regulations and in section 26 of the Act, and the Licensee’s obligations under that Part, as well as under any other Part of the Regulations that applies to the Licensee, are not affected by this OMP. Where necessary, this may include the provision of further information from the Licensee, beyond what is specified in the OMP.
- 1.5 The Regulator may take enforcement action based on the results of its monitoring and oversight activities if necessary.
- 1.6 Guidance in relation to the Regulator’s monitoring powers and requirements can be found on the Regulator’s website.
- 1.7 The Regulator is not bound by the terms of this OMP and may take other action as it thinks appropriate. In particular, the Regulator will maintain a programme of oversight, and will notify the Licensee in advance of any planned oversight under this programme. The Regulator will endeavour to provide details as soon as possible, but advance notice may be limited if any unplanned oversight is required under the Regulator’s monitoring and enforcement powers set out at Part 14 of the Regulations.

2. NOTIFICATIONS REQUIRED – GENERAL

- 2.1. The Licensee must provide an update to the Regulator in all instances where required by the Regulations, including but not limited to:
 - 2.1.1. A copy of the revised Safety Case is to be provided to the Regulator as required by Regulations 155-156;
 - 2.1.2. A copy of the cyber security strategy upon its annual review, as required by Regulation 185;
 - 2.1.3. A copy of the space site security programme upon its annual review, as required by Regulation 170(5);
 - 2.1.4. A copy of Emergency Response Plan tests and reviews at regular intervals, not exceeding three years, as required by Regulation 165(4); and
 - 2.1.5. A copy of any additions or amendments to the Spaceport Manual, as required by Regulation 164(3).

- 2.2. The Licensee must inform the Regulator in writing as soon as possible of any material change in any of the information provided to the Regulator by or on behalf of the Licensee, whether in or with the application for this Licence or after this Licence has been granted and/or come into effect, as required by Regulation 282(2). Failure to do so may amount to the Licensee committing an offence in accordance with Regulation 283 and may result in penalties in accordance with Regulation 284.
- 2.3. Where the information referred to in paragraph 2.2 above was provided by a person other than the Licensee, the Licensee must inform the Regulator in writing of any material change in that information as soon as possible after the Licensee becomes aware that the information in question was provided to the Regulator and of the change in the information, as required by Regulation 282(3). Failure to do so may amount to the Licensee committing an offence in accordance with Regulation 283 and may result in penalties in accordance with Regulation 284.
- 2.4. The Licensee must notify the Regulator of any Occurrence within 72 hours of the time at which the Licensee became aware of the Occurrence, as required by Regulation 271.
- 2.5. The Licensee must provide the Regulator with written notice of a change of individual undertaking a prescribed role, in advance of the proposed change, as required by Regulation 13(1). Such notice must be accompanied by information about the individual's suitability to carry out the prescribed role, to be provided sufficiently in advance of the proposed change to allow the Regulator to carry out any checks deemed necessary.
- 2.6. The Licensee must provide the Regulator with a copy of the output of any cyber security ASSURE audit carried out on Cornwall Airport Newquay in its capacity as an aerodrome, if and when such an audit is carried out. An ASSURE audit is the CAA accredited third-party cyber security audit model for aviation organisations.
- 2.7. The Licensee must provide the following information, by way of annual report to the Regulator, no later than 31 January (or other date agreed in writing by the Regulator) each year the Licence is in force:
 - 2.7.1. Measures implemented in relation to achieving carbon neutrality for that year;
 - 2.7.2. Effectiveness of those measures; and
 - 2.7.3. Progress against the Licensee's Carbon Neutrality Action Plan.

3. NOTIFICATIONS REQUIRED – PRE-LAUNCH

- 3.1. The Licensee must provide the following documents and information to the Regulator once an intended Launch window has been set (or as agreed in writing by the Regulator):
 - 3.1.1. Evidence that the Licensee maintains the financial resources to do the things authorised by the Licence, including a copy of the Licensee's most recent internal management accounts for their business and financial forecast covering up to and including the entire period over which launch activities are intended to take place.
- 3.2. "Launch window" means the time period during which an intended launch is projected to take place by the spaceflight operator.