



**Reporting Plan v.1.0**  
for  
***SaxaVord Spaceport***

Issued to  
***Shetland Space Centre Limited***  
On  
**15 December 2023**

## 1 SCOPE AND PURPOSE OF THIS REPORTING PLAN

- 1.1 This Reporting Plan sets out necessary information, reporting and notification requirements for Shetland Space Centre Limited (“the Licensee”) relating to (i) the Licensee’s obligations under its Spaceport Licence for SaxaVord Spaceport (“the Licence”), the Act and Regulations, and (ii) the Regulator’s monitoring of the activities permitted by the Licence.
- 1.2 This Reporting Plan must be read with and in the context of the terms and conditions of the Licence, the Act and the Regulations.
- 1.3 The definitions used within the Licence, the Act and the Regulations are adopted in this Reporting Plan.
- 1.4 This Reporting Plan 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 this Reporting Plan is updated, a copy of the amended Reporting Plan will be provided to the Licensee.
- 1.5 The Regulator’s monitoring and enforcement powers set out in section 26 of the Act and at Part 14 of the Regulations, 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 Reporting Plan. Where necessary, this may include the provision of further information by the Licensee, beyond what is specified in this Reporting Plan.
- 1.6 It is the Licensee’s duty to ensure that it is aware of, and compliant with, any ongoing obligations within the Licence, the Act and the Regulations. This Reporting Plan sets out specific reporting requirements at particular points: it does not duplicate all ongoing obligations that apply to the Licensee under the Licence, Act or Regulations.
- 1.7 The Licensee is required to comply with the requirements of this Reporting Plan in accordance with **Condition 4.1** within the Licence. The Regulator may take enforcement action based on any non-compliance with this Reporting Plan and the results of its monitoring activities if necessary.

## 2 INFORMATION REQUIRED TO BE PROVIDED TO THE REGULATOR – PRIOR TO FIRST LAUNCH

- 2.1 The Licensee must submit the following information, documents and/or evidence to the Regulator, as soon as reasonably practicable, and at the latest, by the date specified in writing by the Regulator, once an intended Launch Window for the first launch from SaxaVord Spaceport has been set:
  - 2.1.1 Evidence that the Licensee maintains the financial resources to do the things authorised by the Licence, including but not limited to:

- i a copy of the Licensee's most recent internal management accounts for their business;
- ii financial forecast covering up to and including the period starting post grant of the Licence ending with the intended conclusion date of first launch activities; and
- iii signed audited financial accounts (where signed off and available pre-launch).

2.1.2 A copy of the spaceport's Visitor Management Plan.

2.1.3 The Licensee's procedure for clearing the Launch Exclusion Zone.

2.1.4 An updated cyber security strategy.

2.2 "Launch Window" means the time period during which an intended launch is projected to take place.

2.3 The Licensee must submit the following information, documents and/or evidence to the Regulator, as soon as reasonably practicable in accordance with Regulation 174:

2.3.1 Evidence that the Licensee has made a proposal to the Secretary of State for the designation of a space site security restricted area in accordance with Regulation 174 and that the area has been so designated by the Secretary of State.

2.3.2 Evidence that prior to any person bringing US technology on site the Licensee has made a proposal to the Secretary of State for the designation of a space site security controlled area in accordance with Regulation 174 and that the area has been so designated by the Secretary of State.

### **3 INFORMATION TO BE PROVIDED TO THE REGULATOR – PRIOR TO EACH LAUNCH (INCLUDING FIRST LAUNCH)**

#### **3.1 Information required within a Pre-Launch Report for the purposes of the Assessment of Environmental Effects only**

3.2 The Regulator may require the Licensee to submit a report ahead of a proposed launch ("Pre-Launch Report"), containing the following information, but only to the extent that it is available to the Licensee (having made all reasonable efforts to obtain such information):

3.2.1 proposed launch vehicle parameters including height (metres), number of stages, gross lift-off weight (kilograms) and propellant type and quantities (kilograms);

3.2.2 proposed launch trajectory and location of impact zone(s) for returning materials; and

3.2.3 any other information as specified by the Regulator.

3.3 If a Pre-Launch Report is requested by the Regulator, it must be submitted to the Regulator by the date specified in writing by the Regulator (which will be a minimum of 10 days before a proposed launch).

3.4 The Licensee may submit a combined Pre-Launch Report with the holder of the operator licence for the relevant launch.

### **3.5 Information required separately from the Pre-Launch Report**

3.6 The Licensee must submit the following information, documents and/or evidence to the Regulator, as soon as reasonably practicable and at the latest, by the date specified in writing by the Regulator:

3.6.1 a cyber action plan setting out the cyber controls the Licensee expects to implement prior to each launch, including its timescales for the implementation of each action, noting that the Licensee may submit a combined cyber action plan with the holder of the operator licence for the relevant launch.

3.7 The Licensee must submit any other necessary information to the Regulator prior to each launch (including the first launch), in accordance with any relevant provisions of the Act and the Regulations. The relevant provisions of the Act or Regulations have not been replicated within this Reporting Plan.

## **4 INFORMATION TO BE PROVIDED TO THE REGULATOR – POST EACH LAUNCH (INCLUDING FIRST LAUNCH)**

### **4.1 Information required within a Post-Launch Report for the purposes of the Assessment of Environmental Effects only**

4.2 The Regulator may require the Licensee to submit a report following a launch (“Post-Launch Report”), containing the following information, but only to the extent that it is available to the Licensee (having made all reasonable efforts to obtain such information):

4.2.1 nominal or off-nominal launch;

4.2.2 actual launch vehicle parameters including height (metres), number of stages, gross lift-off weight (kilograms) and propellant type and quantities (kilograms);

4.2.3 proposed launch trajectory and location of impact zone(s) for returning materials;

4.2.4 actual debris amounts (based on launch vehicle parameters) reaching the marine environment and their fate;

4.2.5 calculated actual greenhouse gas emissions for that launch; and

- 4.2.6 any other information as specified by the Regulator.
- 4.3 If a Post-Launch Report is requested by the Regulator, the Licensee must submit it to the Regulator as soon as reasonably practicable (and in any case no later than 30 days following the relevant launch).
- 4.4 The Licensee may submit a combined Post-Launch Report with the holder of the operator licence for the relevant launch.
- 4.5 Information required separately from the Post-Launch Report**
- 4.6 The Licensee must submit the following information, documents and/or evidence to the Regulator, as soon as reasonably practicable and at the latest, by the date specified in writing by the Regulator:
  - 4.6.1 any lessons learnt from the launch.

## **5 UPDATES, NOTIFICATIONS AND INFORMATION TO BE PROVIDED TO THE REGULATOR – GENERAL**

- 5.1 The Licensee is reminded that it must provide updates, notifications and information to the Regulator in all instances where required by the Regulations, noting that any of these matters may be required prior to each launch, and/or post each launch (including first launch). These include but are not limited to the following matters.

### **5.2 Updates**

- 5.2.1 A copy of a reviewed or revised safety case is to be provided to the Regulator, as required by Regulations 155 and 156;
- 5.2.2 A copy of the cyber security strategy upon its annual review, as required by Regulation 185;
- 5.2.3 A copy of the space site security programme upon its annual review, as required by Regulation 170(5);
- 5.2.4 A copy of emergency response plan tests and reviews at regular intervals, not exceeding three years, as required by Regulation 165(4);
- 5.2.5 A copy of the spaceport manual required by Regulation 164 (including any amendments or additions);
- 5.2.6 A copy of the safety management system which complies with the requirements in Schedule 4 of the Regulations, as required by Regulation 163;
- 5.2.7 A copy of the training manual, as required by Regulation 66, including notification of any material changes in accordance with Regulation 68; and

- 5.2.8 A copy of the financial information outlined in paragraph 2.1.1, annually commencing one year following receipt of the Licence.

### **5.3 Notifications**

- 5.4 The Licensee must inform the Regulator in writing as soon as reasonably practicable 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 has 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.
- 5.5 Where the information referred to in paragraph 5.4 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 reasonably practicable 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.
- 5.6 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.
- 5.7 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.
- 5.8 The Licensee must notify the Regulator as soon as reasonably practicable of any known and potential issues between the Licensee and the Ministry of Defence (MOD) in relation to the 'Collaboration Agreement' dated 31<sup>st</sup> August 2023 as amended from time to time.

### **5.9 Information (including in the format of an Annual Report)**

- 5.10 The Licensee must submit a report to the Regulator, covering the 12-month period from the date the Licence is granted, and each subsequent 12-month period the Licence remains in force ("Annual Report"). The Licensee must submit the Annual Report within six months from the relevant period end (or other date as agreed in writing by the Regulator) and must include the following information:
- 5.10.1 the number of launches and attempted launches in the prior 12-month period, including dates and times;

- 5.10.2 the number of launches and attempted launches carried out per calendar month, including dates and times;
  - 5.10.3 the number of launches and attempted launches carried out in any 24-hour period;
  - 5.10.4 the number of launches and attempted launches at night (between the hours of 23:00 and 07:00 local time), including dates and times;
  - 5.10.5 the number of static hotfire tests, including dates and times;
  - 5.10.6 information on progress to reduce greenhouse gas emissions, including implementation of the measures outlined in the Assessment of Environmental Effects; and
  - 5.10.7 any other information as specified by the Regulator.
- 5.11 The Regulator may require the Licensee to submit a separate report, or a new or revised Assessment of Environmental Effects, addressing the combined environmental effects of a variety of Operator launch vehicles operating over time.

**TO BE SIGNED BY THE LICENSEE AND A COPY RETURNED TO THE REGULATOR**

I confirm that I have read and understood the content of the Reporting Plan. I am duly authorised by the Licensee to sign this statement.

Signed: [REDACTED]

Name: [REDACTED]

Position: [REDACTED]

Date: [REDACTED]

**For and on behalf of the Licensee**