



Reporting Plan V.1.0
for
SaxaVord Range

Issued to
Shetland Space Centre Limited
On
23 April 2024

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 Range Control Licence (“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 update. Whenever this Reporting Plan is updated, a copy of the updated 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 3.1** 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 TO BE PROVIDED TO THE REGULATOR - PRIOR TO ALL LAUNCHES (INCLUDING FIRST LAUNCH)

- 2.1 The Licensee must submit the following information, documents and/or evidence to the Regulator no later than 30 days prior to the start of the Launch Window:
 - 2.1.1 The co-ordinates of the identified warning, restricted and exclusions zones as well as the expected time periods for their operation

- 2.1.2 The launch specific list of the procedures, and each of the procedures version numbers, in addition to the specific hardware/assets to be used.
- 2.1.3 Details of the schedule of notifications relating to the range.
- 2.2 “Launch Window” means the time period during which an intended launch is planned to take place.
- 2.3 The Licensee must submit the following information, documents and/or evidence to the Regulator no later than 60 days prior to all launches:
 - 2.3.1 Verification of compatibility of the tracking system with the launch vehicle including limits of the hardware, material properties and the resultant link budget calculations.
- 2.4 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:
 - 2.4.1 Appropriate Notices to Aviation (NOTAMs) that have been issued by the relevant air navigation service providers of the states affected by a proposed launch as required by ICAO Annex 11, (Attachment C, 6.3,6.4).
 - 2.4.2 Appropriate Marine Safety Information (MSI) notifications that have been issued by the relevant authorities of the states affected by a proposed launch.

3 UPDATES AND NOTIFICATIONS TO BE PROVIDED TO THE REGULATOR – GENERAL

- 3.1 The Licensee is reminded that it must provide updates, notifications and information to the Regulator in all instances where required by the Regulations. These include but are not limited to the following matters:
 - 3.1.1 Any changes to the relevant agreements in place with the air navigation service providers of states whose airspace falls within the designated range, as required by Regulations 43 and 44(a).
 - 3.1.2 Prior notice of any material alteration or amendment to the safety management systems or quality management systems arrangements, as required by Regulation 52.
 - 3.1.3 A copy of the training manual, as required by Regulation 66, including notification of any material changes in accordance with Regulation 68.
 - 3.1.4 A copy of the space site security programme upon its annual review, as required by Regulation 170(5).
 - 3.1.5 A copy of the cyber security strategy upon its annual review, as required by Regulation 185.
- 3.2 The Licensee must provide the Regulator with written notice of a change of any 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 by the Regulator.

3.3 The Licensee must submit the following information annually, commencing one year following receipt of the Licence:

3.3.1 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 forecasts for the following 12 months; and
- III. Signed audited financial accounts.

3.4 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 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.

3.5 Where the information referred to in paragraph 3.5 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.

3.6 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.

**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:

Name:

Position:

Date:

For and on behalf of the Licensee