

SCHEDULE 3

Training and qualification

PART 2

Training manual

30. The training manual must contain the matters set out in paragraphs 31 to 47.

31. The training policy of the licensee, including guidance on objective assessment, the need for impartiality, and what provision is made for independent confirmation that an individual meets the required standard of competency.

32. The responsibilities of the training manager.

33. The responsibilities of instructors carrying out any part of the training programme.

34. Information for instructors on the training programme, including—

- (a) the syllabus and content for each course on the training programme,
- (b) what assessments are to be carried out on the training programme, and
- (c) the facilities, equipment and instructional material to be used on each course on the training programme.

35. The locations where any training is to be carried out.

36. The procedures established by the licensee to satisfy its obligations under regulation 72(1), and, where the licensee will be undertaking spaceflight activities with individuals on board a launch vehicle, to enable crew members and spaceflight participants to satisfy their obligations under Chapter 5 of Part 8.

37. The entry requirements for applicants for each role.

38. The procedures to be adopted for determining that an individual has met the required standard of competency to undertake a role, and for recording that fact.

39. A full description of the training programme, including—

- (a) a schedule of all the training provided, indicating—
 - (i) the priority and sequence of courses of training,
 - (ii) the intervals at which recurrent training will be provided, and
 - (iii) when assessments will be carried out;
- (b) a statement of the standards, objectives and training goals for each course of training included in the training programme, setting out—
 - (i) what training is provided, at each level referred to in regulation 69(3)(a),
 - (ii) who will be providing the training,
 - (iii) when practical instruction, in the form of group training, exercises and simulations, will be used,
 - (iv) what theoretical instruction will be given, and
 - (v) what criteria a participant has to satisfy to pass a course, and
- (c) a description of—
 - (i) any aircraft referred to in regulation 70(3), and

(ii) any simulated training devices or other equipment referred to in regulation 71, which is used in any of the training given on the training programme, and how it is intended to be used in the training programme.

40. A full description of the arrangements made for undertaking mission rehearsals in compliance with regulation 70(5), including the time at which mission simulations are held, and who participates in them.

41. A statement describing any arrangements which have been made with a third party for the provision of any services or equipment by the third party, setting out precisely what services or equipment are to be provided by that third party.

42. A statement of how the licensee, other than a spaceport licensee, will ensure that relevant individuals, before undertaking any role in relation to licensed activities, have undertaken the required training, and have reached the required level of competence and medical fitness for their roles, including—

- (a) a description of the procedures for testing the competency of relevant individuals, and the standards to be applied in relation to each role;
- (b) the procedures for medical assessments and medical examinations.

43. A statement of the policy in relation to individuals who do not fully complete training, fail a competency test, or withdraw or are withdrawn from training.

44. Where the licensee will be undertaking spaceflight activities with individuals on board a launch vehicle, the informed consent procedures applying to the crew and any spaceflight participants.

45. The procedures of the licensee, other than a spaceport licensee, for recording results of training undertaken by relevant individuals, and keeping the records of those results, including the measures being taken to ensure the confidentiality of personal information.

46. The measures being taken to assess the performance of training instructors and to review the adequacy and suitability of the training being provided.

47. A section setting out the measures the licensee is taking to satisfy the medical requirements in these Regulations which apply to the licensee's activities, which must, where appropriate to those activities, contain—

- (a) the licensee's policy in relation to medical fitness;
- (b) information on the responsibilities of the licensee, and the training manager in relation to medical fitness under regulations 58(6)(c) and 58(7)(b), 63(1)(a), and 72 to 77;
- (c) information on the responsibilities of the aeromedical examiner and medical staff taking part in the licensee's medical programme;
- (d) the medical requirements for any flight crew, remote pilots and spaceflight participants under this Part;
- (e) the obligations of any flight crew, remote pilots and spaceflight participants under regulations 72 to 77;
- (f) information for approved medical examiners, any flight crew and spaceflight participants and their medical advisers on—
 - (i) when medical examinations and assessments will be held, and how they will be conducted;
 - (ii) where medical examinations will be conducted, and what equipment and facilities are available for them;

- (iii) what medical reports will be required for the purpose of medical assessments;
- (iv) what conditions may be imposed on a certificate or confirmation of medical fitness under regulation [73\(6\)](#);
- (g) a list of the medical records kept by the licensee under regulation [77](#).