

MotorSport Vision Racing Race Meeting - Supplementary Regulations Issue ONE

1. **MotorSport Vision Racing will organise a race meeting at Brands Hatch Indy 25th July 2020 and Brands Hatch GP on 26th July 2020**

Circuit length 1.208 miles/ 1944 km, direction clockwise. FIA Grade: TWO
 Circuit length 2.433 miles/ 3.916 km, direction clockwise. FIA Grade: TWO

Races will be organised for the Races/Series/Championships listed below under the following Motorsport UK Permit Numbers:

Interclub: National:

The Meeting will be under the General Regulations of Motorsport UK (incorporating the provisions of the International Sporting Code of the FIA), these Supplementary Regulations, the Series/Championship Regulations of the Series/Championships (if applicable) in the list below and any written instructions issued for the event by the organisers. All timings will be confirmed in Final Instructions.

2. **ELIGIBLE CARS AND COMPETITORS AND ENTRIES**

Race Title	Max No of Starters	Competitors Licence Status	Permit
Ferrari Challenge UK	34 (Indy) 46 (GP)	National	National
Ferrari Formula Classic	34 (Indy) 46 (GP)	Interclub	Interclub

3. **ELIGIBLE VEHICLES** - All vehicles must comply with Series/Championship Technical Regulations where appropriate.

4. **JUDGES** - The Judges of Fact will be published in an official bulletin in accordance with G10.2.

5. **ENTRIES** - Entries open on publication of these Regulations and close on Wednesday 22nd July 2020. Entry fees and other detail are on the entry form.

Entry fees and passes issued will be in accordance with individual Series/Championship Regulations, where applicable or according to the entry forms. All personnel and vehicle passes will identify the team to which they are issued, and are issued on the condition that they are strictly not for resale. All passes remain the property of MSV/MSVR as applicable. Failure to comply with the above will be considered a breach of these Regulations and the conditions of admission of the landowner. Only vehicles with the relevant passes will be admitted to the paddock. No private cars will be allowed in the Paddock unless specifically authorised.

Entrants or their accredited representatives will be responsible for all persons concerned with their entry complying with these Regulations.

In addition to MOTORSPOK UK regulation D16, the Organisers reserve the right to refuse an entry at their discretion.

The number of starters permitted to start each race will be in accordance with the track licence.

MSVR reserve the right to cancel or amalgamate races if entries fall below 12.

MSVR reserve the right to accept entries from competitors holding a valid licence issued by any ASN.

ENTRY FEES - Any entry not accompanied by the correct entry fee is not a valid entry. Full refunds will be given for any cancellations received before midday on the Tuesday prior to a meeting. No refunds will be given for any cancellations received after this deadline, even if you have an accident in testing in the days leading up to the event.

Refunds - Unless otherwise stated in Series/Championship Regulations entry fees may be refunded to competitors who notify the organisers, in writing, before noon on the Tuesday prior to the event and return all paperwork and tickets to the Entry Secretary. A stamped addressed envelope must accompany returned paperwork and passes. Surplus entries practising in a single class race and failing to qualify - No refund. Nominated reserves who do not get a race will be considered for a refund and the amount will depend on the circumstances. NO REFUND will be payable after noon on the Tuesday prior to the meeting.

Competitors must be members of MSVR. Membership of MSVR is free of charge upon receipt of a valid race entry.

6. **SIGNING ON** - Signing on for all races will take place at the location specified in Final Instructions.

Entries from competitors outside of the UK (excluding Eire) must comply with the FIA's requirements as this event is NCAFP listed and open to entries from Overseas. Any foreign competitor must comply with the event eligibility and the FIA requirements as follows - Competitors and drivers who wish to take part in a national competition organised abroad can only do so with the prior approval of their own ASN. Some countries include this approval on their competitor licence, for others they will need a letter of approval which the competitor should forward with their entry and a copy of their licence.

7. **DRIVER CHANGES** - Any application for change of driver or vehicle must be made in writing to the Secretary of the Meeting, in accordance with MOTORSPOK UK section D 25.1.12.

8. **SCRUTINEERING** - All vehicles must comply with Series/Championship Technical Regulations and the appropriate MOTORSPOK UK and Supplementary Regulations.

All competitors must present their cars for scrutineering at the place and times indicated in the Final Instructions. All cars must be available for inspection in a race ready state. No car may practice or race unless approved by the Scrutineers. Drivers must present racewear for inspection at this time. Entrants and Drivers must be present at scrutineering and sign the necessary indemnities at documentation.

Drivers must wear crash helmets and clothing as specified by FIA/MOTORSPOK UK Regulations during all practice sessions and races. These items must be available for scrutineering with the car.

Race numbers on cars must comply with MOTORSPOK UK J 4.

9. **TIMING** - All competitors are required to use an AMB TranX 260 or MYLAPS X2 transponder which can be either direct powered or battery.

10. **QUALIFICATION AND STARTS** - All drivers should complete a minimum of 3 laps and record a time in the appropriate session in accordance with the appropriate Series/Championship and Supplementary Regulations to qualify. Grid positions will be set in accordance with Q 12.9, except where amended by Series/Championship Regulations.

The Stewards of the Meeting may permit drivers of cars to start who have not reached the qualification minima providing they do not eliminate drivers who have qualified to start.

Grid formations and start procedures will be in accordance with the relevant Series/Championship and/or Supplementary Regulations. Judges of Fact will be appointed to determine false starts.

Pits assistance and refuelling will be in accordance with Series/Championship and/or Supplementary Regulations. Unless otherwise advise in Final Instructions or by Bulletin the mandatory speed limit of 60 kph will apply in the Pit Lane for all practice sessions and races.

The organisers will issue with the Final Instructions, specific Pit and Paddock Instructions and Fuel and Fire Regulations which will have the same force as these Regulations. Entrants must supply at least one fire extinguisher per car for their Paddock area.

Unless otherwise stated elsewhere (e.g. Championship Regs, Event Finals, Event Bulletins) cars which require any mechanical assistance (for the avoidance of doubt, this includes any form of tele-handler or recovery vehicle) will not be permitted to re-join the qualifying or race (except in the event of a Red Flag where Motorsport UK regulations will apply). Cars pushed by hand by the marshals will be permitted to continue. This rule will take effect as soon as the vehicles have left the assembly area.

11. PENALTIES – The Clerk of the Course may impose a Stop & Go or Drive Through penalty in accordance with MOTORSPORT UK regulation Q 12.6.

Unless otherwise advised penalties for track limit infringements during a race will be applied in accordance with the 2020 Motorsport UK JUDICIAL PROCEDURES document. During qualifying lap times can be removed for track limit infringements. Regulation Q14.4.2 applies at all times.

12. AWARDS - Prizes and awards will be in accordance with individual arrangements and Series/Championship Regulations.

13. FINISH - The end of the practice or race signal will be given at the finish line when the leading car completes the scheduled race distance or duration or any amended race distance or session.

After taking the chequered flag at the end of the practice sessions and races, competitors must exit the circuit in accordance with instructions which will be issued with the Final Instructions.

14. PARC FERMÉ - In addition to any Parc Fermé required for this Series/Championship by MOTORSPORT UK regulations, the Organisers may at their discretion specify as many Parc Fermé as may be deemed necessary for the proper conduct of the event.

15. RESULTS - Provisional results will be published, in accordance with regulations, as soon as possible after each race or at the end of the meeting and will be available from Race Administration. Provisional results will be published on the Official Notice Board

16. COMPETITORS INSTRUCTIONS - Any additional instructions published will be deemed to have the same power as these Regulations. Such additional instructions will be issued to competitors as official bulletins and displayed on the Official Notice Board.

Failure to attend the mandatory briefings for specific races may result in penalties in accordance with the appropriate Series/Championship and/or Supplementary Regulations.

The procedure for protests and appeals is in accordance with the 2020 MOTORSPORT UK Year Book Appendix 4.

17. TV / FILMING / VIDEO - Should Filming of the event be advised in the Final Instructions then H 28 will apply. Video equipment must not be fitted to any vehicle without express permission from the circuit. Any driver/team transgressing this regulation may be penalised. Once permission has been obtained (if applicable) video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.

18. SAFEGUARDING OFFICER – The safeguarding officer for MSVR is Mr James Bolton King – James.King@msv.com.

19. COMMERCIAL VEHICLES - These Supplementary Regulations permit the use of commercial vehicles at this race meeting, in accordance with J.5.20.6.

20. CHAMPIONSHIP POINTS - Unless specified differently in Championship regulations, if a race is stopped and cannot be resumed, no points will be awarded if the leader has completed less than 2 laps, half points will be awarded if the leader has completed more than 2 laps but less than 75% of the original race distance, and full points will be awarded if the leader has completed more than 75% of the original race distance

In accordance with Motorsport UK General Regulation Q5.7 any race that has been run, in its entirety, under Safety Car conditions shall be declared null and void.

21. IMPORTANT NOTICES TO ALL COMPETITORS

- a) Although at present starting positions are intended to be based upon the times set in the scheduled qualifying periods, the Organisers reserve the right to use GR provisions Q 4.5 and Q 12.9.1 to form grids if practice periods are disrupted by adverse weather conditions. In such circumstances re-arrangements will be notified to competitors by way of bulletins/PA announcements issued by the Clerk of the Course.
- b) False starts will be penalised in accordance with Q 12.4.
- c) All vehicles *must* be fitted with suitable towing eyes or in the case of single seaters, a clearly marked alternative to fit this purpose. *This will be checked at Scrutineering.*
- d) All competitors are reminded that except while on the course, no Competition Vehicle may be driven at a speed exceeding 10mph without the specific approval of the Clerk of the Course. Vehicles must not be test-run on any of the circuit roadways.
- e) Pit Lane – competitors must not exit the pit lane when the Red Light at the pit exit is illuminated.
- f) MSV/MSVR shall not be liable in the event of damage caused to vehicles being recovered from the track or other areas in the venue.
- g) No child or young person below the age at which a driving licence may legally be issued, may ride a motor-cycle of any type within the circuit grounds or the paddock at any time.
- h) No pegs or stakes may be put into the Paddock Tarmac or concrete surface. No painting or decaling of Pit Garage floors, walls or doors may be undertaken without the prior permission of the Circuit Management.
- i) The Organisers may lead cars to the grid, from the Assembly Area, behind a Safety/Course Car to get grids formed up while the circuit may be partially blocked. In such circumstances competitors must be aware of and safely negotiate any partial blockage of the track.
- j) Should any race generate more than one red flag the organisers reserve the right to reschedule it to the end of the programme time permitting.
- k) All hospitality must be approved in writing in advance by MSV
- l) Any hospitality set-up that includes food for more than 50 people may be subject to a charge.
- m) A fine may be applied to any competitor that fails to clear the nominated areas in the times allotted.
- n) Please see Appendix A for Health & Safety information and other circuit notices.
- o) MSVR shall not be liable in the event of damage caused to vehicles being recovered from the track.
- p) In cases where variations permitted by MOTORSPORT UK are provided for in specific Championship Sporting & Technical regulations these SR's respect and allow those variations.
- q) The paddocks must be vacated by 21:00 hours on Sunday 26th July 2020

22. OFFICIALS OF THE MEETING

Motorsport UK Steward:	tbn
Club Stewards:	tbn
Event Director & Senior Clerk of the Course:	tbn
Secretary of the Meeting:	tbn
Chief Timekeeper:	tbn
Chief Scrutineer:	tbn
Chief Medical Officer:	tbn

Other Officials will be named in Final Instructions or by Bulletin.

Supplementary Regulations – Appendix A

Notice to Competitors

It is forbidden to hammer pegs or stakes into any tarmac surface or deposit fuel, oil or chemical substances onto any tarmac surface in the paddock area. Any person damaging the surface may be excluded from the Event and the Competitor shall be subject to pay immediately liquidated damages of £1000.

No markings are to be made on the Circuit or paddock surfaces, the pit lane and pit garage floors.

Roadways and the firelanes in the paddock area are kept clear at all times. Any vehicle parked in these areas to be towed away.

All waste oil must be placed in the containers provided and all used tyres and fuel containers must be removed from the site for safe and legal disposal.

Competitors must not wash vehicles so as to cause an undue nuisance or partial flooding of the Venue or any part thereof.

If oil or any other substance likely to cause danger to others or to the track surface is being dropped from any vehicle the competitor must ensure that the vehicle is stopped immediately.

MSV may seek damages from the competitor in the event of an excessive cleaning-up operation caused through bad preparation or negligence.

All vehicles taking part in the Event must comply with the current noise limits imposed by the relevant Governing Body, as measured in accordance with the procedures contained in the Regulations.

1. Storage and Use of Petroleum Spirit

1.1 A maximum of 25 litres of fuel can be stored inside each garage, at any one time.

1.2 All petroleum spirit must be stored in appropriate fuel containers complying with all relevant safety standards, away from any source of ignition.

1.3 All containers must be indelibly marked; "Petrol - Highly Flammable.

1.4 All empty containers must be removed from the venue after the event.

1.5 Generators should be powered by diesel and used in the open air.

1.6 Appropriate fire extinguishers must be readily accessible near any fuel store or refuelling activity.

1.7 Personnel must be trained and wear appropriate fire retardant personal protective equipment (PPE), before using petrol; especially when refuelling.

1.8 Vehicle refuelling is to take place in the open air where possible. If refuelling inside the garages all users must adhere to the 'Refuelling Hazard' signage displayed, as reproduced below;

1.8.1 Petroleum spirit – Highly flammable

1.8.2 No smoking and remove all ignition sources

1.8.3 Switch off engine

1.8.4 Open all doors and shutters – Good ventilation required

1.8.5 Check location of your nearest fire extinguisher

1.8.6 Maximum 25 litres of fuel stored in this garage

1.9 A no smoking ban and no ignition sources in the vicinity must be enforced by the person in charge of the refuelling process.

1.10 A vehicle must be cooled before refuelling.

1.11 Drivers and passengers must be outside a vehicle during refuelling and it's recommended all personnel stand a minimum 3m away.

1.12 When refuelling is in process a second person must be nearby, ready with a fire extinguisher.

1.13 Your attention is drawn to The Petroleum (Consolidation) Act 1928, The Petroleum (Consolidation) Regulations 2014, the Petroleum Spirit (Motor Vehicles) Regulations 1929, The Control of Substances Hazardous to Health Regulations 2002 (and amendments) and The Regulatory Reform (Fire Safety) Order 2005, must be complied with.

1.14 Participants are reminded that fuel is available for sale at the Venue. As such it is unnecessary for Participants to carry large quantities of fuel.

2. Hazardous Substances

2.1 Some vehicle parts, for example brake and clutch linings may contain asbestos. Participants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.

2.2 Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.

2.3 Various other substances may cause disease or ill health even after very short exposures. Manufacturers guidance must always be followed. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request (Safety Data Sheets).

2.4 Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using any COSHH substances.

2.5 The requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) must be complied with.

3. Electrical Safety

3.1 All portable electrical equipment must be maintained in a safe condition and hold a valid Portable Appliance Test (PAT) Certificate.

3.2 Cables should be flexible (not of semi rigid type used for household wiring) and covered by matting when crossing walkways or fire lanes. Neoprene covered cable will resist damage by oil.

3.3 All electrical equipment to be used externally should be weatherproof.

3.4 Only British Standard UK plugs or adaptors permitted in site sockets, no overloading of circuits, particularly in the pit garages.

3.5 Hand tools should preferably be of the "double insulated" or "all insulated" type, as these provide valuable protection against electric shock.

3.6 Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.

3.7 The Electricity at Work Regulations 1989 must be complied with, or any deviations documented.

4. Fire Precautions

4.1 Smoking is prohibited in all enclosed areas, including without limitation in the pit garages and in the pit lane. Smoking is also prohibited in all MSV vehicles.

4.2 All potential sources of ignition should be kept away from petroleum spirit and vapours. Clear no smoking signage displayed where possible.

4.3 Barbecues and cooking equipment are prohibited in pit areas, including garages.

4.4 Fire extinguishers must be annually serviced or inspected, with the date displayed on the bottle, for checking.

4.5 Temporary structures to have; an adequate gap separating them from other structures, recommend minimum 3 meters; clearly displayed fire extinguishers next to each fire exit door and clearly visible fire exit signage above each fire door.

4.6 Fire lanes, roadways and hatch markings to be kept clear at all times.

4.7 Ensure safe access and egress is available in and around team areas, this includes the provision of adequate lighting levels for evacuation purposes.

4.8 Catering outlets should hold a minimum of one fire blanket and an additional appropriate fire extinguisher.

4.9 Fire extinguishers should not be removed from any fire points unless they are to be used on a fire.

4.10 All fires must be reported immediately to an official, marshal or other member of staff, even if extinguished.

4.11 Personnel must be trained in the correct use of fire extinguishers.

4.12 MSV permission is required before hot works commence on site.

4.13 All fire notices and orders to evacuate must be complied with.

4.14 The requirements of the Regulatory Reform (Fire Safety) Order 2005 must be complied with.

5. Working at Height

5.1 Personnel are encouraged to work at ground level where at all possible.

5.2 Personnel working at height must be protected from falling eg. trained using harnesses and ropes, or handrails.

5.3 All working at height must be well planned and supervised with safe systems of work followed.

5.4 Reassess working at height safe working practices during adverse weather conditions.

5.5 No one should work underneath those working at height.

5.6 Appropriate non-slip footwear and personal protective equipment to be worn.

5.7 No one is permitted to spectate from a truck roof, tail lift, generator, waste bin, or other infrastructure on site.

5.8 Manufacturer's guidance to be followed when using ladders, step ladders and all working at height equipment.

5.9 Domestic ladders or step ladders must not be used on site, only commercial ladders and step ladders.

5.10 All ladders, step ladders and any equipment must be checked for damage and removed from use where faulty.

5.11 The Working at Heights Regulations 2005 must be adhered to.

6. Vehicle Safety

6.1 A maximum 10 mph speed limit is in force on site for all vehicles, including bicycles, where permitted.

6.2 Public (and children) are permitted in working paddock areas, therefore drivers/riders must take extra care in these tight localised areas.

6.3 Venue signage must be adhered to.

6.4 All vehicles ridden or driven on site must be road worthy and covered by a valid third-party insurance (including when riding all mopeds, scooters and quad-bikes).

6.5 All personnel using vehicles on site must hold the relevant current UK driving license (or equivalent).

6.6 Helmets must be worn by those riding scooters and mopeds outside the paddock and pits. It is MSV's recommendation that helmets are worn at all times riding around site.

- 6.7 All vehicles must at all times, keep to the marked roads when moving around the Venue.
- 6.8 Tail lifts must never be left in the middle position; they must either be fully lowered or closed after loading/unloading.
- 6.9 Children are not permitted to ride scooters at any time, or be carried as passengers.
- 6.10 Mobile phones must not be used whilst riding or driving.
- 6.11 Keys must be removed from the ignition of all vehicles when parked or not in use.
- 6.12 Riders or passengers on scooters or motorbikes must not carry unsecured loads.
- 6.13 Hover-boards, electric balance boards or equivalent (non road legal) electric scooters are prohibited from site (disabled blue badge holders may be permitted to ride electric vehicles to aid access, with MSV permission).
- 6.14 Vehicles must be driven or ridden as per manufacturers instructions and with the set amount of passengers. (Eg. A 2 seat buggy must not carry more than 1 passenger with the driver – no standing on the back).
- 6.15 Breaches to this guidance may result in vehicle keys being taken and vehicles confiscated until teams leave site.

7. Compressed Gas Equipment

- 7.1 Explosions from over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- 7.2 All airlines should be in good condition, well maintained and be inspected regularly.
- 7.3 Always stand clear when inflating tyres and wear protective eye wear.
- 7.4 Compressed gas equipment to be used by well trained personnel only, no under 16 year olds. Any form of horseplay involving compressed air or gas is prohibited.
- 7.5 Compressed gas cylinders should be stored safely, in a well ventilated, upright positions, in accordance with the relevant working practices and legislation.
- 7.6 The requirements of the Pressure Systems Safety Regulations 2000 must be complied with on site.

8. Jacks and Axle Stands

- 8.1 Vehicles should only be raised and lifted on jacks and supported by axle stands which are in good condition, well maintained and rated to lift the vehicle weight safely.
- 8.2 Jack vehicles only on level undamaged ground.
- 8.3 Use the hand brake and chocks to stop the vehicle moving.
- 8.4 Vehicle engines should not be run whilst the weight of the vehicle is supported.
- 8.5 Follow manufacturer's guidance for using and maintaining equipment. Thorough examinations and testing is required every 6 months, with regular inspections and checks when used.
- 8.6 Lifting Operations and Equipment Regulations 1998 (LOLER), and Provision and Use of Work Equipment Regulations 1998 (PUWER), must be adhered to.

9. General Working Practices

- 9.1 All working areas should be kept clean and tidy and any waste should be removed regularly and placed in the containers provided.
- 9.2 All spillages should be cleaned up immediately.
- 9.3 All trailing cables, wires and hoses should not be allowed to create a trip hazard - use cable matting, or tape down safely, burying of cables is not permitted.
- 9.4 Whenever vehicle engines are being run, adequate ventilation must be ensured.
- 9.5 Pathways and roads should not be obstructed by storage boxes, vehicles or kit.
- 9.6 All site safety notices must be complied with.
- 9.7 Any person carrying out any work must ensure that they adopt safe working practices at all times, and comply with any relevant statutory provision and/or published guidance.
- 9.8 Personnel under the age of 16 are not allowed in the pits area or pit lane.
- 9.9 Drones are prohibited from site (unless flown by a professional operator with CAA permission, insurance and pre-authorisation paperwork signed by the Circuit Manager).

10. Noise

- 10.1 Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.
- 10.2 All personnel should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.
- 10.3 It is recommended ear protection is worn when working in pits lanes and in pit garages, where particularly high levels of noise are recorded.
- 10.4 Where any person is at work the requirements of the Noise at Work Regulations 2005, must be complied with.

11. Manual Handling of Loads

- 11.1 Lifting, carrying and propelling loads by bodily force can be a major cause of injuries. Personnel are required to train their staff in safe manual handling techniques.
- 11.2 All manual handling lifting should be well planned and safe, with the weight of loads being lifted known.
- 11.3 Where any person is at work the requirements of the Manual Handling Operations Regulations 1992 must be complied with.

12. Waste

- 12.1 All waste oil must be placed in the containers marked "waste oil."
- 12.2 Waste tyres and empty petrol/oil containers should not be left at the Venue.
- 12.3 Personnel are urged to take any other form of waste with them when they leave the Venue, or to place it in the refuse containers provided.
- 12.4 Your attention is drawn to the requirements of the Environmental Protection Act 1990.

13. First Aid

- 13.1 Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services.
- 13.2 To call the first aid or emergency services contact any official or member of the venue management.

14. Public Safety

- 14.1 Personnel should be aware that the Paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury.
- 14.2 Personnel should exercise particular caution when the paddock is busy and during pits and track walkabouts.

15. Incident Reporting

- 15.1 All accidents where any person sustains injury, or where damage to property occurs, must be reported immediately to an official or a member of the venue management.

16. Temporary Structures

- 16.1 All temporary structures must be constructed as per manufacturer's instructions, adhering to safe method statements, risk assessments and safe working practices, by competent, well trained personnel only.
- 16.2 Structural plans and weight loading calculations must be known and adhered to during build and breakdown activities.
- 16.3 Emergency procedures to be devised and staff trained on them eg. how and when to close a structure down safely in high winds.
- 16.4 Competent supervisor to sign-off the structure before it is used by members of the public or MSV staff.

17. Track Regulations and Governing Bodies Regulations

- 17.1 Participants and Competitors are reminded of their obligations to comply with the requirements of the appropriate Track Regulations or Governing Body's regulations at all times. These Guidance Notes should be read.