Operation manual for applicants

<Applicant>

02. How to proceed with change application

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01. Introduction (For those who wish to make a change application for a flight permission/approval)

- In the Drone Information Platform System, the following procedures for flight permission/approval for Unmanned Plane can be performed.
  - New application
  - Change application
  - Renewal application
  - Copy the application form
  - Confirm the list of application forms
  - Confirmation of application status
  - Confirm the details of correction instructions and apply for corrections
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information

- This manual describes how to operate the Drone Information Platform System to apply for making changes in flight permission/approval, so please refer to it when performing this procedure.

- In addition to this manual, please refer to the Frequently Asked Questions page on the Drone Information Platform System for a deeper understanding of the system.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.

- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ℹ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)

- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.

- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.

- For detailed information regarding the 'Unmanned Plane Registration System', the new system to achieve level 4, and other flight rules,
  Refer to the Ministry of Land, Infrastructure, Transport and Tourism website

  *Click on the link to open the external site.

03. Steps to be followed for change application for flight permission/approval

Follow the steps below to apply using the Drone Information Platform System.

Start the change application for flight permission/approval

Step 1: Log in to the Drone Information Platform System

Enter your login ID and password to log into the Drone Information Platform System.

Step 2: Proceed to change application

On the main menu, select the "Create (change)" button.

Step 3: Select the application to be changed

Select the relevant application from the Application list.

Step 4: Select the reason for changes in application

Select the reason for changes in application.

Step 5: Select the plane and the operator

Enter information about the plane to be flown, the operator and the manual.

Step 6: Conformation of the application contents

Select the application form, attachments, etc., and confirm the contents.

Step 7: Submission of application form

Confirm the contents of the application form and submit.

**Change application completed**

The details of your application will be checked by the Regional Civil Aviation Bureau, airport office, etc., and you will be notified by email when the confirmation is complete.

*A change application refers to an application used to change the part of the application content, and continue the flight within the period of permission and approval that has already been received. If an application for a permit or approval subject to change has been submitted through this system, please follow the procedure below to submit the application for change. If an application for a permit or approval subject to change has been submitted in writing or by some other method other than this system, please submit the application as a regular new application.

The main contents of the application for which the change request is possible, are as follows.

- Unmanned Plane registration mark
- Aircraft certificate number of the Unmanned Plane or matters relating to the functions and performance of the Unmanned Plane
- Unmanned Plane Pilot Certificate number of the person flying the Unmanned Plane or flight history of the Unmanned Plane and matters related to the knowledge and abilities required to fly the Unmanned Plane
- Matters concerning the system necessary to ensure safety when flying Unmanned Plane

04. Step 1: Log in to the Drone Information Platform System(1/3)
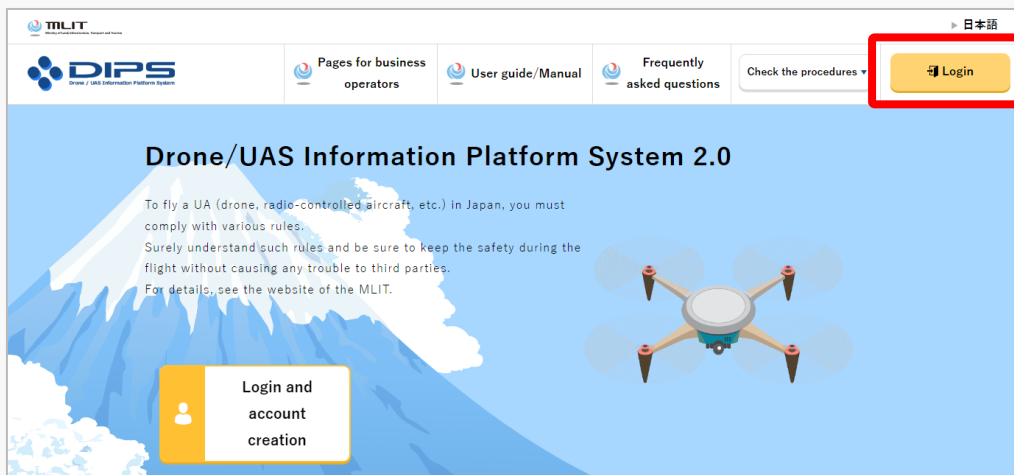
Access to the DIPS2.0 top page.

(https://www.ossportal.dips.mlit.go.jp/portal/top/)

Click the "Login" button.

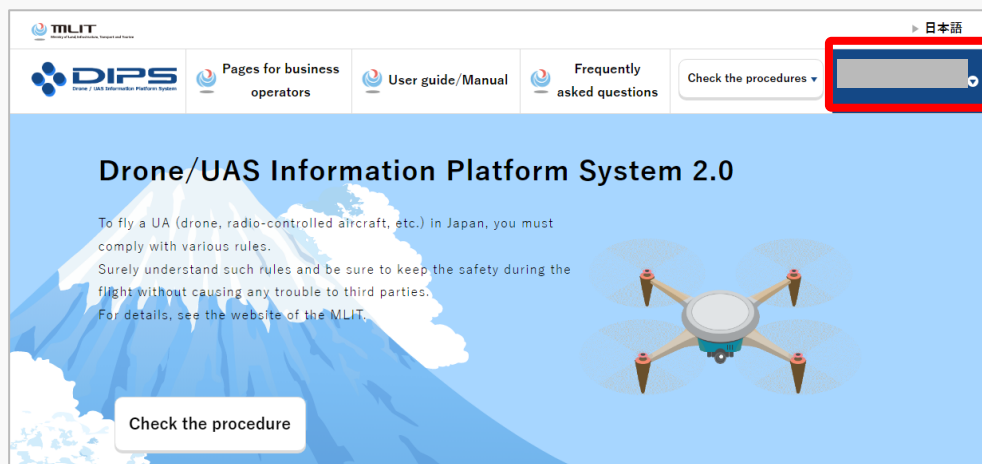On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*The login ID is 3 letters + 6 numbers. (Example) ABC123456

04. Step 1: Log in to the Drone Information Platform System(2/3)

Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.
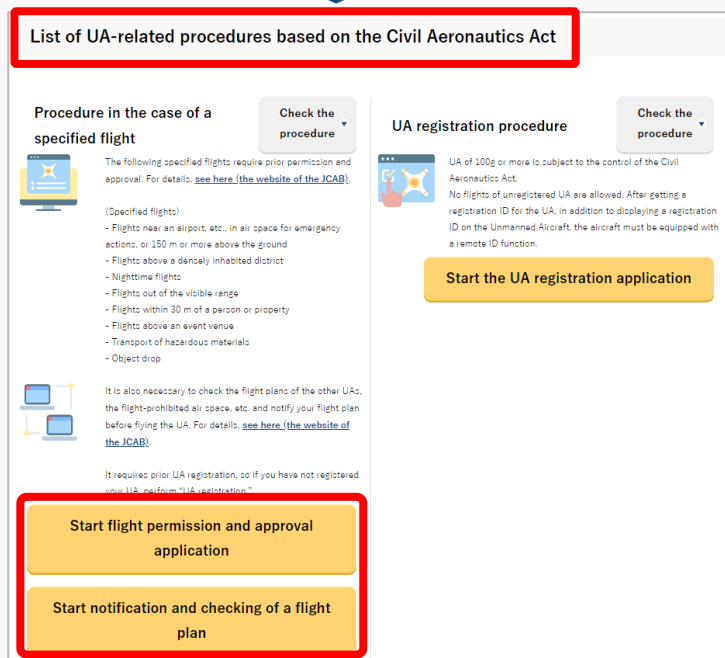
Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

04. Step 1: Log in to the Drone Information Platform System(3/3)

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure

The following specified flights require prior permission and approval. For details, see here (the website of the JCAB).

(Specified flights)
- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop

It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, see here (the website of the JCAB).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure

UA of 100g or more is subject to the control of the Civil Aeronautics Act.
No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure

In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, see here (the website of the JCAB).

"Accidents"
- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious incidents"
- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UA certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure

Flying a UA above a third-party land out of visible range without any assistant or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, see here (the website of the JCAB) and here (the website of the JCAB), respectively.

Start the UA certification application

Start the skill certification application

05. Step 2: Proceed to change application

On the Flight Permission/Approval Main Menu page, press the "Create change" button.

06. Step 3: Select the application to be changed

The page, Application information management/Application list (change) will open. To submit the change application, press the "Cng" button on the application form.

Points to note
Only the applications with status as "Review finished" or "Procedure finished" are displayed in the list, and those with other procedural status are not displayed.

07. Step 4: Select the reason for changes in application

The page, Selection of reason change application will open. Put a check on the applicable reason for the change application and press the "Change" button.

Reasons for change application that correspond to main items are as follows.

Item number	Change application item	Reason for change application
1	Unmanned Plane registration mark	Plane information
2	Certificate number or matters related to functions and performance of the Unmanned Plane	Plane information
3	Unmanned Plane Pilot Certificate number of the person flying the Unmanned Plane or flight history of the Unmanned Plane and matters related to the knowledge and abilities required to fly the Unmanned Plane	Information on operator
4	Matters concerning the system necessary to ensure safety when flying Unmanned Plane	Flight manual

08. Step 5: Select the plane and the operator

The page, Selection of plane/operator will open.

Points to note

- The following items cannot be changed in the change application.

Item number	Items that cannot be changed	Description
1	Flight date and time	In the change application, it is not possible to apply by changing the date and time of the flight.
2	Place of submission	In the change application, it is not possible to apply by changing the place of submission.

- Subsequent creation (Step 5: Select the plane and the operator, Step 6: Confirmation of the application contents, Step 7: Submission of application form) are the same as creating a new application form. Please refer to P01-46-57 of "01. Process for new application" in the operation manual to proceed with the creation.

- The flight permission approval form for the original application, that was the source of the change application is automatically granted, so there is no need to attach it in the "Other Attachments" section.