Operation manual for applicants

<Applicant>

07. Method to confirm the details of correction instructions and apply for corrections

Table of Contents

01. Introduction
(For those who wish to confirm the details of correction instructions and apply for corrections in 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
  - Cancellation of application
  - Download the Permission Slip
  - Edit plane and operator information

- This manual describes the method for confirming the details of correction instructions and applying for corrections for flight permission/approval in the Drone Information Platform System, so refer to this when carrying out necessary procedures.

- In addition to this manual, 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 ⓘ 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. Flight permission/approval: Steps to be followed for confirming the corrected application

Apply for corrections to the flight permission/approval in the Drone Information Platform System.

Start the confirmation of the application status 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 list of applications

Select the "Application list" button on the main menu.

Step 3: Select the application for which you wish to apply for correction

Select the "Edit" button for the application for which you wish to apply for correction.

Step 4: Confirm the details of correction

Select the "Confirm Correction Details" button on the Application Details screen.

Step 5: Make corrections to the application form

After confirming the correction instructions, select the "Edit" button.

Step 6: Enter the plane overview and plane details

Enter the flight information of the plane to be registered.

Step 7: Select the plane and the operator

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

Step 8: Confirmation of the application contents

Select the application form, the attached documents, etc., and confirm the contents.

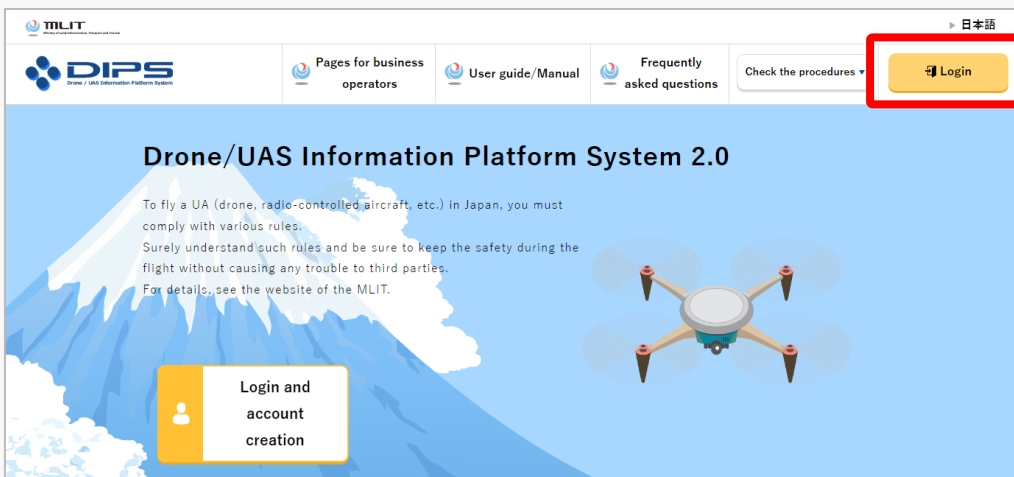**Step 9: Submission of application form**

Confirm the contents of the application form and submit.

Correction to application is 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.

Step 5 onwards is the same as new application

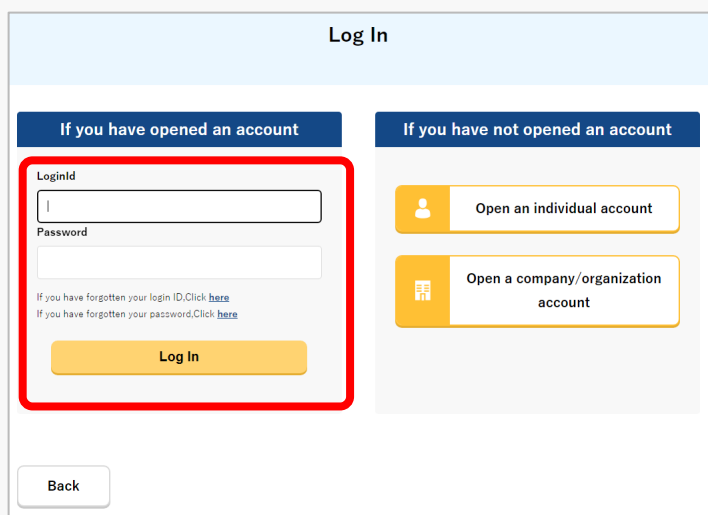# 04. Step 1: Log in to the Drone Information Platform System(1/3)

Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(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.

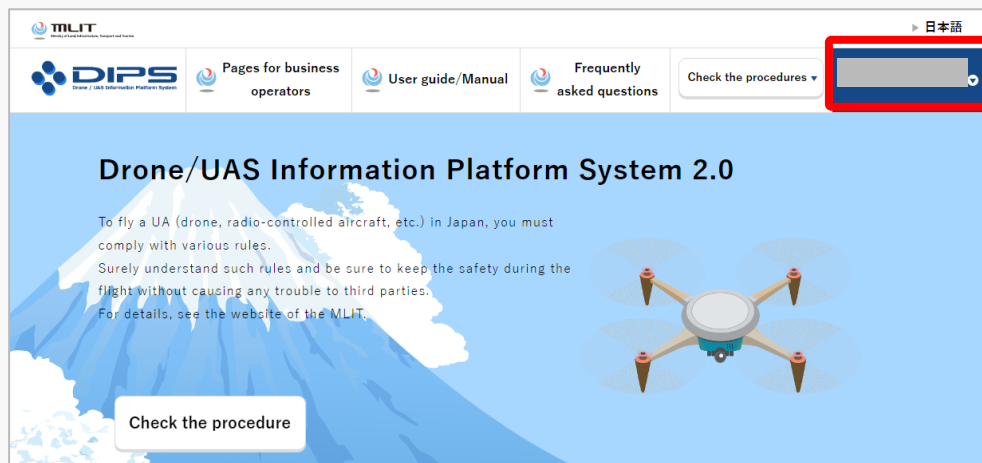Points to note!

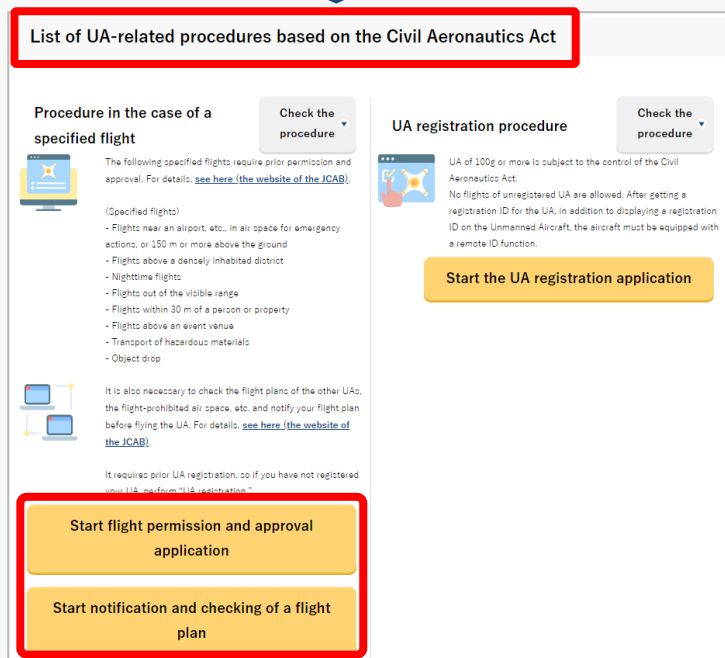You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 list of applications

On the Flight Permission/Approval Main Menu page, press the "Application list" button.

06. Step 3: Select the application for which you wish to apply for correction

Application information management／Application list

List of applications applied or under creation.
For acquisition of a permission slip, confirmation of the correction instruction contents, cancellation of an application, etc., click the "Edit" button.

Purpose of the flight	Category	Permission number	Procedure status		
Other 1	II A		Waiting for judgement	Edit	
Other 1	II A		Under creation of a corrected application	Edit	
Other 1	II A		Procedure finished (canceled)	Edit	
Other 1	II A		Waiting for judgement	Edit	
Other 1	II A		Waiting for judgement	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Waiting for judgement	Edit	
Other 1	II A		Procedure finished	Edit	
Other 1	II A		Under creation	Edit	Del

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The Application Information Management/ Application List page will be displayed, and the application form with an correction instruction will be the one that has "Under creation of a corrected application" in the "Procedure Status" column. so click the "Edit" button.

07. Step 4: Confirm the details of correction (1/3)

Application information management／Details of the application

Application information management / Details of the application

The application contents and state are as follows. Depending on the application state, you can perform acquisition of a permission slip, confirmation of the correction instruction contents, correction application, cancellation of the application, etc. To save or print an application, select the form, etc. and save and print it from the browser.

Application reception number	P221051099
Category	II A
Procedure status	Under creation of a corrected application

Correction contents

Edit

No	Application
1	Form 1 Permission/Approval Applicant for Flight of Unmanned Plane
2	Form 2 Letter of Confirmation of Standard Conformity for Functions and Performance of Unmanned Plane
3	Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane

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Cancellation

On the Application Information Management/Details of the Application page, press the "Correction contents" button.

07. Step 4: Confirm the details of correction (2/3)

Confirmation of the correction instruction contents

The correction instruction for the application contents is as follows.
Confirm the contents and make a correction application from the application details screen.

Application in general 【Creation of an application (1/4) Screen to entry the flight overview / Creation of an application (2/4) Screen to entry the flight details】

Plane 【Operator information edit screen / Creation of the application (3/4) Operator selection screen】

Operator 【Operator information edit screen / Creation of the application (3/4) Operator selection screen】

Flight manual 【Creation of the application (3/4) Plane/Operator selection screen 】

Other information (purchased insurance, emergency contact and attachments) 【Creation of an application (4/4) Screen to entry other details, etc.】

Close

As the 'Confirmation of the correction instruction contents' page will be displayed, confirm the details of correction instructions.

To finish the confirmation and return to the original screen, press the "Close" button.

Points to note

- If any of the following corrections are required, you will need to follow a different procedure than usual when correcting your application. For details, please refer to the table on the next page, "Method to correct applicant/plane/operator".
  (1) Corrections to applicant information (company name, name of the representative, telephone number, e-mail address)
  (2) Corrections to basic information of the plane (apart from conformity to additional standards)
  (3) Corrections to knowledge, ability, or career information of the operator

07. Step 4: Confirm the details of correction (3/3)

Method to correct applicant/plane/operator

No	Contents that need correction	Operational procedure for making corrections	Reference locations in this manual	Remarks
1	Corrections to applicant information (company name, name of the representative, telephone number, e-mail address)	(1) Make corrections to applicant information	Operation 1-10.	
		(2) Copy the application for which correction instructions have been received	Operation 1-04.	Even if the applicant information is changed, it cannot be reflected in the already submitted application form. Copy the submitted application form and submit it as a new application.
		(3) Withdraw the application for which correction instructions have been received	Operation 1-08.	Please note that if you withdraw before copy, you will not be able to copy the file.
2	Corrections to basic information of the plane (apart from conformity to additional standards)	(1) Make corrections to plane information	Operation 1-10.	
		(2) Start editing the application for which correction instructions have been received	Operation 1-07.	
		(3) Create application form (STEP03) Display the Plane/ Operator selection screen	Operation 1-01.	
		(4) Delete and reselect the plane that is subject to correction	Operation1-01-10	In order to reflect the modifications made in (1) in the application form, the selected plane information must be deleted and then reselected.
3	Corrections in the information regarding knowledge, ability, or career information of the operator	(1) Make corrections to the operator information	Operation 1-10.	
		(2) Start editing the application for which correction instructions have been received	Operation 1-07.	
		(3) Create application form (STEP03) Display the Plane/ Operator selection screen	Operation 1-01.	
		(4) Delete and reselect the operator that is subject to correction	Operation1-01-10	In order to reflect the contents corrected in (1) in the application form, it is necessary to delete the selected operator information once and select it again.

08. Step 5: Make corrections to the application form

On the Application Information Management/ Details of the Application page, press the "Edit" button and make corrections in the application.

Points to note

- The application form creation (STEP01) plane overview page will be displayed. For subsequent creation, refer to the manual for preparing a new application form.