Operation manual for applicants

<Applicant>
10. How to edit plane and operator information

Table of Contents

01. Introduction
(For those who wish to edit operator and plane information for 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 modifying the plane or operator information for flight permission/approval in the Drone Information Platform System, so refer to this when carrying out this task.

- 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 edit operator and plane information

Follow the steps below to perform edits in the Drone Information Platform System.

Start editing the application information

⬇

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 the registered information
On the main menu, select the "Registration and change of unmanned plane information" or "Registration and change of operator Information" button.

⬇

Step 3: Edit plane and operator information
Select the "Edit" button from the registered information list

⬇

Step 4: Confirm the registration of plane and operator information
Edit the items you want to change and then register.

⬇

Editing is completed

Step2 onwards
is the same as new
application

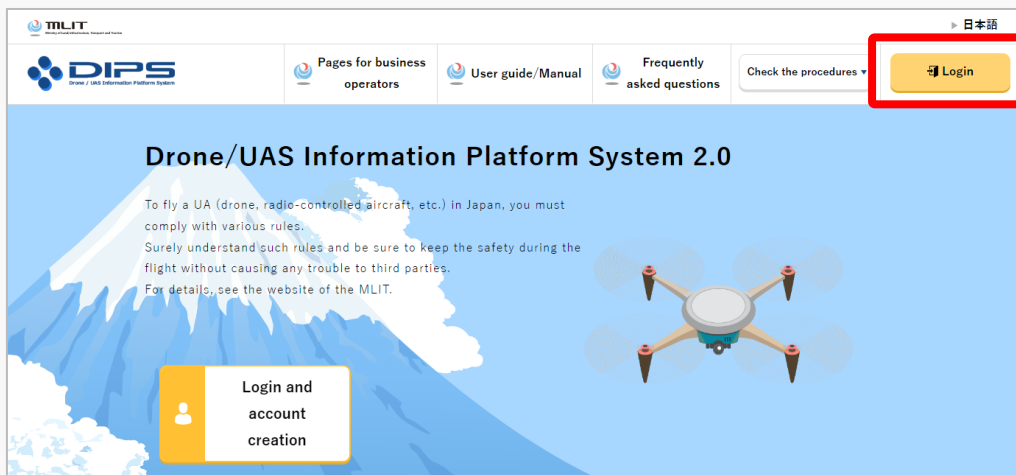Plane information and operator information registered in this system can be edited at any time after registration.

This information is also used to create the application form, but if the application form was created before the edits were made, the information entered at the time of creation is reflected, and the edits will not be reflected in the completed or submitted application form.
If you want to receive permission with the plane and operator information reflecting the edited content, create a new application form after editing.

Refer to the manual for new application for how to add plane information and operator information.

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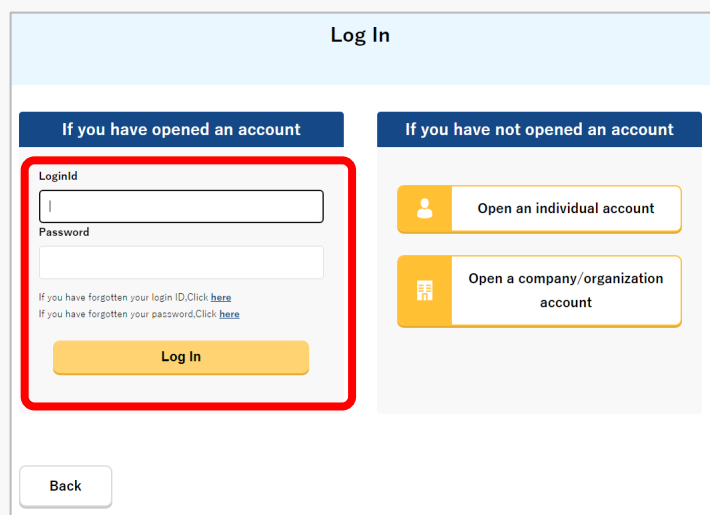
(https://www.ossportal.dips.mlit.go.jp/portal/top/)

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.
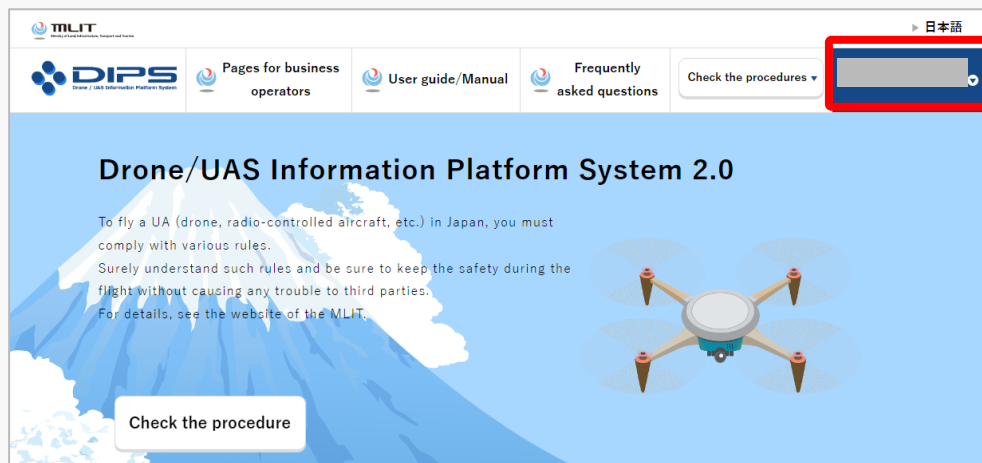
Points to note!

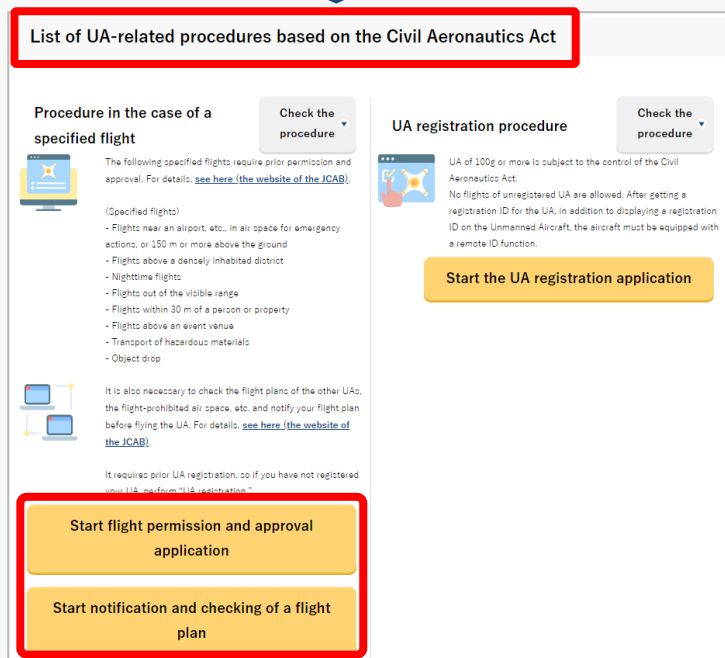You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*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 change the registered information

Flight permission/approval main menu will be displayed.

To make the changes in the registered unmanned plane information, press the "Registration and change of unmanned plane information" button, and to make changes in the registered operator information, press the "Registration and change of operator information" button.

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Points to note

- For subsequent steps, refer to <u>Create a new application (Step 2 (2) and Step 3 (2))</u> and proceed.

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