## **Application for Flight Permit Approval**



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- Step8 : Enter other details, etc.
- Step9 : Confirm the application contents
- Step10: Submit application form

\*Application for change and renewal of level 3.5 flights, etc. Reference to '02. How to proceed with change application' and '03. How to proceed with renewal application'.

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**Operation manual for applicants** 

# <Applicant> 01.Process for newapplication



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## 01. Introduction (For those who wish to apply for a new 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, so refer to this when performing necessary procedures.
- In addition to this manual, please refer to the <u>Frequently Asked Questions</u> page on the Drone Information Platform System for a deeper understanding of the system.
- Various notification emails will be sent to the registered email address when registering applicant information. The contents of the e-mail will include information necessary for using the system and the review status of your application. Before using the system, please make sure that the domain information@dips.mlit.go.jp is set to receive e-mails.
- Since it takes certain time to review the documents, please submit the application forms at least 10 business days (excluding Saturdays, Sundays, and holidays) prior to the scheduled flight start date.
   If an application is incomplete, it may take time to obtain additional confirmation, and it may not be possible to obtain permission/approval by the scheduled flight date, we request that you submit your application well in advance, approximately 3 to 4 weeks from the scheduled flight start date.



## 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 the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>
   \*Click on the link to open the external site.



## 03. Items required for new application for flight permission/approval

The following information is required when registering or changing unmanned plane information or operator information.

Various information	Item	
Registration and change of unmanned plane information	<ul> <li>*Even if you have already registered, the following is required for self-made planes, etc.</li> <li>Information on compliance with standards</li> <li>Name of the flight control device</li> <li>Manufacturer name</li> <li>Information of the operational limits of planes</li> <li>Information of the flight method</li> </ul>	<ul> <li>*The following too are required for new registration of a test flight notification reported plane or a notification of a radio control club.</li> <li>Notification number of test flight</li> <li>Manufacturer name</li> <li>Model name or title</li> <li>Type of plane</li> <li>Serial number etc.</li> <li>Maximum takeoff weight</li> </ul>
Registration and change of operator information	<ul> <li>Full name</li> <li>Furigana</li> <li>Contact number</li> <li>Email address</li> <li>* When creating a new operator (without skill certification), registration of website is optional.</li> </ul>	<ul> <li>Address</li> <li>Information on the compliance of the operator with the standards</li> <li>Flight record so far</li> <li>ation organization skill certification information provided on</li> </ul>

#### Prepare the following information for a new application for flight permission/approval.

Various information	Item
Information on Applicant	Emergency contact (name/phone number)
Other details	<ul> <li>Drone Information Platform System account (Example: ABC123456 3 letters + 6 numbers)</li> <li>Flight and plane information</li> <li>Information manual to be used</li> <li>Information on operator</li> <li>Information such as insurance</li> </ul>



### 04. Steps for new application for flight permission/approval

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

Start the New application for flight permission/approval

#### **Step1 : Log in to the Drone Information Platform System**

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

#### Step2: Register unmanned plane information

Enter the plane information from "Registration and change of unmanned plane information" on the main menu.

#### **Step3: Register operator information**

Enter the operator information from "Registration and change of operator information" on the main menu.

#### **Step4: Proceed to new application**

Select the "Create (new)" button on the main menu.

#### Step5: Carry out simple category judgment

Enter the required items and the flight category will be determined.

#### **Step6: Enter the flight overview and flight details**

Enter the flight information of the plane to be flown.

Step7: Select the plane and the operator

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

#### Step8: Enter other details, etc

Enter insurance status, emergency contact, the type of permission slip forms, etc.

#### **Step9: Confirm the application contents**

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

#### Step10: Submit application form

Confirm the contents of the application form and submit.

#### New application completed

The application will be verified by the Regional Civil Aviation Bureau or the airport office, etc. and you will be notified by email when the confirmation is complete.

#### **%Points to note!**

For new applications for level 3.5 flights, etc, proceed with reference to <u>11. Process for new applications for level 3.5 flight, etc.</u>



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





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



### 05. 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.



Acquisition procedure of LLA

### 05. 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	UA registration procedure	Procedures in the event of an accident, etc. related to a UA	certification and UA remote pilot certification
Procedure in the case of a specified flight       Drecedure         Image: Specified flight       Image: Specified flight: require prior permission and approval. For details, <u>we here (the website of the JCAB</u> ).         Image: Specified flight:       Image: Specified flight:         Image: Specified flight:       Im	UA registration procedure       Check the procedure         Item to the folger more is subject to the control of the Civil Asian subject to t	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Acquisition procedure of UA certification       Check the procedure         certification       Image: Check the procedure         image: Check the procedure       Image: Check the procedure         image: Check theck the procedure       Image: Check th



### 06. Step 2: Register unmanned plane information (1/11)

Flight permission /	approval main menu
Prepare the information necessary for a fl Registration and change of unmanned plane inf <mark>or</mark>	ight permission / approval application
	Registration and change of operator information
mation	Redistanthe operator information to apply for

On the Flight permission/approval main menu page, press the "Registration and change of unmanned plane information" button.



## 06. Step 2: Register unmanned plane information (2/11)



\* A  $\bigcirc$  is displayed in each column for those planes that have acquired type-1 or type-2 plane certification

The page with the Plane information list will open. Planes for which the plane registration procedure has been completed and the Registration ID, etc., issued for the plane are displayed.

If you want to edit or delete registered plane information, press the "Edit" or "Del" button.

- (1) For editing, go to "Step2 (1) When editing registered plane information".
- (2) For deletion, go to "Step2 (2) When deleting registered plane information"

If you want to provide aircraft information to other accounts, press the "Plane information provision to other accounts" button.

(3) Go to "Step2 (3) When providing plane information to other accounts"

If you want to refer to/cancel plane information currently provided to other accounts, click the "Reference/cancellation of plane information provided to other accounts" button.

(4) Go to "<u>Step2 (4) When referencing to plane information provided to other</u> <u>accounts</u>"

If you wish to register a plane that has already been registered for a test flight or a radio control club, press the "Registration of test flight notification and radio control club notification reported plane" button.

(5) Go to <u>"Step2 (5) When entering information for test flight notification</u> reported plane or notification of a radio control club<u>"</u>



## **06.** Step 2: Register unmanned plane information (3/11) (1) When editing registered plane information

Edit o	f plane information (basic information)
Enter the correct information	of the plane (manufacturer name, model name and registration ID, etc.).
I .Plane informa	tion
Registration ID, etc.	
Notification number of a t est flight, etc.	

22

IV.Information of model certificated unmanned plane or individual plane certific ated unmanned plane

Back

Next

Edit the items to be changed on the Edit of plane information (basic information) page and press the "Next" button.

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

\*The following items can be edited.

- I. Plane information (Some parts such as registration marks cannot be edited)
- II. Information about self-made planes
- III. Information on modification of unmanned plane posted on website

\*Provide the information in the column "IV. Information of model certificated unmanned plane or individual plane certificated unmanned plane", if the plane you own is a model-certified plane, or an individually certified plane.

\*For unmanned planes listed on the website, please check the website of the Japan Civil Aviation Bureau. Also, if it conforms to the flight configuration of the unmanned plane, no documentation is required to be attached.



## **06.** Step 2: Register unmanned plane information (4/11) (1) When editing registered plane information

F	Plane standard conformity information
Enter the information reg	arding the conformity to the standards of the plane.
Plane	
Model name	
Manufacturer name	

22

Power supply system		<ul> <li>Loss of main aircraft power sup</li> <li>Loss of main power to control</li> </ul>	oply equipment	
Automatic control system		<ul> <li>Control computer accident</li> </ul>		
	_			
Back		Next		

Edit the items to be changed on the 'Plane standard conformity information' page and press the "Next" button.

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

\*The following items can be edited.

- V. Information on compliance with standards (general)
- VI. Information on compliance with standards (remote control related)
- VII. Information on compliance with standards (autopilot related)
- VIII. Enter the following items if gross weight is 25kg or heavier.



## **06.** Step 2: Register unmanned plane information (5/11) (1) When editing registered plane information



Edit the items to be changed on the 'Additional information of the plane standard conformity' page and press the "Register" button.

\*The following items can be edited.

- IX. Information of the flight controls
- X. Information of the operational limits of planes
- XI. Information of the flight method

\*Up to 300 planes can be registered per account.

Confirm the message and click the "OK" button.



## **06.** Step 2: Register unmanned plane information (6/11) (2) When deleting registered plane information



A confirmation message will appear. Click "Yes" to delete or "No" to cancel deletion.



## **06.** Step 2: Register unmanned plane information (7/11) (3) When providing plane information to other accounts



It is used when a person other than the plane owner applies for permission approval. Provide information on the plane owner's account based on the applicant's request. Once provided, the plane will be registered as available for use in the account to which it is provided and can be used for the application.

The 'Unmanned Plane Information Provision' screen will appear. Enter the "Account ID" and "Name or Corporate Name" of the recipient, select the aircraft to be provided, and press the "Information provision" button.

Confirm the message that is displayed, and click the "OK" button.



## **06.** Step 2: Register unmanned plane information (8/11) (4) When referencing to plane information provided to other accounts



The account to which you are currently providing information can be verified. For flights with permission/approval, after the permit period has passed, if the information is no longer required, the same can be deleted.

On the 'Cancellation of unmanned planes information provision' screen, you can refer to the plane information that is being provided.

To browse only, press the "Back" button.

To cancel an offer, select the plane information to be canceled from the list and press the "Cancellation" button.

Confirm the message and click the "OK" button.

Drone Information Platform System - Operation Manual 06. Step 2: Register unmanned plane information (9/11) (5) When entering information for test flight notification reported plane or notification of a radio control club

Edit o	f plane information (basic information)
Enter the correct information o	f the plane (manufacturer name, model name and registration ID, etc.).
Registration ID, etc.	
Notification number of a t est flight, etc.	
type 1 model certification number	

22

IV.Information of model certificated unmanned plane or individual plane certific ated unmanned plane

1.In the case of a model certificated unmanned plane; does it comply with the Unmanned Plane Flight Rules?
 Also, in the case of individual plane certificated unmanned plane, does it comply with the specification of terms of use, etc.?
 Yes
 No

Back

Next

Enter this when applying for a plane that does not have a registration mark.

The corresponding 'Edit of plane information (basic information)' screen is displayed, enter the required information and press the "Next" button.

\*If there are any incomplete entries, an error message will be displayed on the screen. Correct the information according to the error message and press the "Next" button again.

\*If you have a "Notification number of a test flight" or "Identification number in the notification of a radio control club", enter it in the "Notification number of a test flight, etc." .

\*Enter the Notification number of a test flight, etc. in half-width alphanumeric characters.

Drone Information Platform System - Operation Manual 06. Step 2: Register unmanned plane information (10/11) (5) When entering information for test flight notification reported plane or notification of a radio control club

F	Plane standard conformity information
Enter the information reg	arding the conformity to the standards of the plane.
Plane	
Model name	
Manufacturer name	

22

Uther		
	11	

The 'Plane standard conformity information' screen will be displayed. Enter the necessary information and press the "Next" button.



Drone Information Platform System - Operation Manual **06. Step 2: Register unmanned plane information (11/11)** (5) When entering information for test flight notification reported plane or notification of a radio control club



The 'Additional information of the plane standard conformity' screen will be displayed. Enter the necessary information and press the "Register" button.

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Correct the information according to the error message and press the "Register" button again.

Confirm the message and click the "OK" button.



### 07. Step 3: Register operator information (1/11)

Flight permission /	approval main menu
Prepare the information necessary for a f	light permission / approval application
Prepare the information necessary for a f Registration and change of unmanned plane infor mation	light permission / approval application Registration and change of operator information
Prepare the information necessary for a frequencies of unmanned plane information mation	light permission / approval application Registration and change of operator information.
Prepare the information necessary for a final formation and change of unmanned plane information mation	light permission / approval application Registration and change of operator information. Register the operator information to apply for. Register it in advance because information registered in this menu is necess

On the Flight permission/approval main menu page, press the "Registration and change of operator information " button.



### 07. Step 3: Register operator information (2/11)



The Operator information management/Operator management list page will open. Displays operators who have a certificate of competence.

\*Only operators with a skill certificate can provide operator information.

In registered operator information, if you want to refer, edit, select a plane, or delete an operator, press the "Reference", "Edit", "Plane selection", or "Del" button.

- (1) To refer, go to "<u>Step3 (1) When referencing to registered operator</u> <u>information</u>"
- (2) To edit, go to "Step3 (2) When editing registered operator information"
- (3) For plane selection, go to "<u>Step3 (3) When selecting a plane where</u> operator information is registered"
- (4) For deletion, go to "<u>Step3 (4) When deleting registered operator</u> <u>information</u>"

If you want to provide operator information to other accounts, press the "Operator information provision to other accounts" button.

(5) Go to "Step3 (5) When providing operator information to other accounts"

If you want to refer to/cancel operator information provided to other accounts, press the "Reference/cancellation of operator information provided to other accounts" button.

(6) Go to "<u>Step3 (6) When referencing/cancelling operator information</u> provided to other accounts"

If you want to register a new one, press the "New creation (without skill certification)" button.

(7) To <u>"Step3 (7) New creation (without skill certification)</u>"



## **07.** Step 3: Register operator information (3/11) (1) When referencing registered operator information

Referen	ce of operator inform	nation (skill certification)	
I.Name and	address of the operator.		
Name			
Phonetic			
Address			
Phone number			
E-mail address			
II. Skill certif	ication contents		
Status	Invalid		
Skill certification numb	er 1		
Lifetime(end)			
Classification	Plane type	Flight method	
	Rotorcraft(multirotor)		
	Rotorcraft (helicopter)		
	Rotorcraft(multirotor)		
	Rotorcraft (helicopter)		

Operator information management (skill certification) screen will be displayed. Refer to the content and press the "Back" button.



## 07. Step 3: Register operator information (4/11)

(2) When editing registered operator information

Enter the i To confirm	information regar the contents of	rding the operator (name, address, conformity to the standards, etc.). the standards, click "Standard contents."		
I.E	nter the na	ame and address of the operator.		
1.Name				
2. Phoneti	ic <b>()</b>			
3.Phone n	umber 🌒	Country / region 🛛 🖾 🕸 Japan *		
4.E-mail a	ddress 🕕			
5.Address		Country / region ⊟≭/Japan *		
		Prefecture		
II.E on th e aut	inter the in ne web site thenticatio	Prefecture City/town/village and the following address formation of Competence authentication of organ e. (Enter "III. Operator conformity", if does not hav m)	ization listed e Competenc	
II.E on th e aut Registered No SI	inter the in ne web site thenticatio d Competence a kill certification number	Prefecture City/town/vitiage and the following address formation of Competence authentication of organ a. (Enter "III. Operator conformity", if does not hav n) uthentication Issuing organization name	ization listed e Competenc	
II.E on th e aut Registered No SI	inter the in ne web site thenticatio d Competence a d kill certification number	Prefecture  City/town/village and the following address formation of Competence authentication of organ e. (Enter "III. Operator conformity", if does not hav n) nuthentication Essuing organization name Select	ization listed e Competenc	
II.E on the aut Registered No SI	nter the in ne web site thenticatio d Competence a kill certification number	Prefecture  City/town/vitiage and the following address formation of Competence authentication of organ e. (Enter "III. Operator conformity", if does not hav n) uthentication Issuing organization name Select	t Delete	
II.E on the e aut Registered No SI 1	inter the in ne web site thenticatio d Competence a kill certification number	Prefecture  City/town/vitiage and the following address formation of Competence authentication of organ a. (Enter "III. Operator conformity", if does not hav n) suthentication Issuing organization name Select	t Delete	
II. E on th e aut Registerere No Si 1 selected li	inter the in ne web site thenticatio d competence a kill certification number	Prefecture  City/town/village and the following address formation of Competence authentication of organ e. (Enter "III. Operator conformity", if does not hav n) nuthentication ksuing organization name ksuing and recture organization codes.	t Delete	
II. E on th e aut No SI 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	inter the in ne web site thenticatio d Competence a kill contribution number inc inc inc inc inc inc inc inc inc inc	Prefecture  City/town/vitiage and the following address formation of Competence authentication of organ e. (Enter "III. Operator conformity", if does not hav on) uthentication tssuing organization name sign and lecture organization codes. de	t Delete	
II. E on th Registered No SI 1 Selected II	inter the in ne web site thenticatio d Competence a kill certification number	Prefecture  City/town/vitiage and the following address formation of Competence authentication of organ e. (Enter "III. Operator conformity", if does not hav in) suthentication tesuing organization name tesuing organization name tesuing and lecture organization codes. de Select	t Delete	

On the 'Edit of operator information' page, edit items with changes.

To enter the issuing organization code or lecture organization code, press the "Select" button.

\*Please enter the information of skill certification based on the information provided on the certificate of proficiency issued by a private lecture organization.

\*To refer to the issuing organization code or lecture organization code, click "See here for issuing organization code and lecture organization code" and confirm it on the website of the Ministry of Land, Infrastructure, Transport and Tourism.

\*The following items can be edited.

- I. Enter the name and address of the operator.
- II. Enter the information of Competence authentication of organization listed on the web site.
- III. Answer the following questions about the conformity of the operator.
- IV. Answer for each type of unmanned aircraft regarding conformity of additional standards according to the flight method of the pilot.



## 07. Step 3: Register operator information (5/11)

(2) When editing registered operator information



Edit other items to be changed on 'Edit of the operator information (without a skill certification of any organization listed on the website)' page and press the "Register" button.

\* You can register the certificate by pressing the "Select" button of the skill certification certificate.

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*Up to 100 planes persons can be registered per account.

Confirm the message and click the "OK" button.



### 07. Step 3: Register operator information (6/11)

(3) When selecting a plane where operator information is registered



A list of flyable planes is displayed on the screen. Select the plane you want to add from the pulldown menu, and press the "Plane addition" button.

The plane gets added to the list.

\*In the pulldown menu, the plane displayed in the plane information list in "Registration and change of unmanned plane information" will be displayed on the DIPS top page.



## 07. Step 3: Register operator information (7/11)(4) When deleting registered operator information

rmatior on	Do you delet	e the operator i	information?	wit
ounts		Yes		
		No		

If you press the "Del" button on the 'Operator information list' page, a confirmation message about the deletion appears. Click "Yes" to delete, or "No" to cancel deletion.



## 07. Step 3: Register operator information (8/11)

(5) When providing operator information to other accounts

	Operators information provision	
Entry of the in	formation provision	
Press the information prov * Do not omit double-byte	ision button after enter information destination. spaces or single-byte spaces in the "Name or corporate name".	
Account ID	Name or corporate name ovision	n pr
	Back	

Operator information to other accounts can be provided.

The 'Operators information provision' screen will appear. Enter the "Account ID" and "Name or Corporate Name" of the recipient, and press the "Information provision" button.

Confirm the message that is displayed, and click the "OK" button.

\*Only operators with a skill certificate can provide operator information.

\*With this operation, the information provided will be added to the pilot information list.



### 07. Step 3: Register operator information (9/11)

(6) When referencing/cancelling operator information provided to other accounts



You can view or delete the operator information currently provided to other accounts.

To cancel, check the box and press the "Cancellation" button.



## 07. Step 3: Register operator information (10/11) (7) At the time of new creation (without skill certification)

	Edit of the operator information
Enter the information regardi To confirm the contents of th	ng the operator (name, address, conformity to the standards, etc.). e standards, olick "Standard contents."
I . Enter the nar	ne and address of the operator.
1.Name	
2. Phonetic 🌖	
3.Phone number 🏮	Country / region 日本/Japan *
	+81
4.E-mail address 🕦	
5.Address	Country / region 日本(Japan *
	Prefecture *
	City/town/village and the following address
	((
In the case of carrying o I have already experient dily before and after air Yes No	ut airdrop operation sed airdrop operation five times or more, and can control the attitude of the unmanned aircraft stea drop operation.
Back	Register

Register here if you do not have a skill certificate. Enter the required information on the 'Edit of the operator information' page, and press the "Register" button.

\*If there are any incomplete entries etc., an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*If you do not have a skill certificate, you do not need to enter the following items.

I .Enter the information of skill certification of the organization listed on the website. (Enter "3. Compliance of the operator with the standards" if skill certification is not available.)

\*The characters that can be used in the pilot name are as follows.

- Double-byte character: JIS X 0208-JIS Level 1 Kanji set, JIS Level 2 Kanji set
- Single-byte character: Alphabets (A to Z, a to z), numbers (0 to 9), symbols (+-\*/=.;;`@!#\$%?|~^()[]{}\_), space



### 07. Step 3: Register operator information (11/11)

(7) At the time of new creation (without skill certification)

Processing result
SC_U04_02
The operator information has been registered. The registered operator information is used for creation of an application.
OK .

Confirm the message and click the "OK" button.



### 08. Step 4: Proceed to new application



On the Flight Permission/Approval Main Menu page, press the "Create (new)" button.

\*For a new application, it is necessary to register unmanned plane information and operator information.



### 09. Step 5: Carry out simple category judgment (1/7)



A simple category judgment page opens.

Since the risk classification (category) differs depending on the nature of the plane, and as the need for permission and approval and the requirements for planes, operators, manuals, etc. are different, a plane risk assessment is conducted in advance when applying for plane permission/approval.

After checking the outline of the category division in advance, press the "Next" button.

\*Refer to the <u>website of the Ministry of Land</u>, <u>Infrastructure</u>, <u>Transport and Tourism</u> for an outline of the categories.


#### 09. Step 5: Carry out simple category judgment (2/7)

	Simple category judegment	
Jp to 5 questions left		
Confirmation of the pres Act Articles 132-85, Paragr	sence of the prohibited airspace (Related to Civil Aeronautics raph 1)	
Check for the airspace you plan to flig	ht if any of the following apply.	
<ul> <li>Around an airport</li> <li>Airspace</li> <li>Above a region crowded with per</li> </ul>	150m or more above the land or water surface ople or houses	
Confirmation of flight m (raph 2)	ethod (Related to Civil Aeronautics Act Articles 132-86, Para	
Check for the flight method if any of t	he following apply.	
<ul> <li>Night flight</li> <li>Invisible flight</li> <li>Transport of hazardous materials</li> </ul>	Less than 30 m or from people or houses Sky above an event Object drop s	
Back	Next	

As a question page will open for simple category judgment, put checkmark on each item.

Check the box if applicable to confirm whether or not you fly in no-fly airspace.

\*You can select multiple items.



#### 09. Step 5: Carry out simple category judgment (3/7)

Simple category judegment	(
	(
Up to 5 questions left	
Confirmation of the presence of the prohibited airspace (Related to Civil Aeronau Act Articles 132-85, Paragraph 1)	itics
Check for the airspace you plan to flight if any of the following apply.	
Around an airport Airspace 150m or more above the land or water surface	
Audve a region crowied with people of houses	
Confirmation of flight method (Related to Civil Aeronautics Act Articles 132-86, Parable 2)	ara
raph 2)	
Check for the flight method if any of the following apply.	
🗆 Night flight 🔹 Invisible flight 🔹 Less than 30 m or from people or houses 👘 Sky above an event 📄 Object drop	
Transport of hazardous materials	
Back Next	

Check the appropriate boxes regarding the confirmation of flight method, if any, and press the "Next" button.

\*You can select multiple items.



# 09. Step 5: Carry out simple category judgment (4/7)

<ul> <li>Yes O No</li> <li>Allocate the assistant. O Set the entry prohibit area. Set the entry control area.</li> <li>Set the entry control area (Flight level 3). Take other measures.</li> <li>Implement entry control measures pre-coordinated with the Civil Aviation Bureau (Level 3.5 flight-re Control number of Civil Aviation Bureau (single-byte alphanumeric characters and symbols)</li> <li>* Pre-coordination with the Civil Aviation Bureau is necessary when implementing beyond visual line try control measures are implemented using an on-board camera device. etc.</li> </ul>	elated)
<ul> <li>Allocate the assistant. Set the entry prohibit area. Set the entry control area.</li> <li>Set the entry control area (Flight level 3). Take other measures.</li> <li>Implement entry control measures pre-coordinated with the Civil Aviation Bureau (Level 3.5 flight-re Control number of Civil Aviation Bureau (single-byte alphanumeric characters and symbols)</li> <li>* Pre-coordination with the Civil Aviation Bureau is necessary when implementing beyond visual line try control measures are implemented using an on-board camera device. etc.</li> </ul>	elated)
Set the entry control area (Flight level 3). Take other measures. Implement entry control measures pre-coordinated with the Civil Aviation Bureau (Level 3.5 flight-ra Control number of Civil Aviation Bureau (single-byte alphanumeric characters and symbols) * Pre-coordination with the Civil Aviation Bureau is necessary when implementing beyond visual line try control measures are implemented using an on-board camera device. etc.	elated)
Implement entry control measures pre-coordinated with the Civil Aviation Bureau (Level 3.5 flight-ra Control number of Civil Aviation Bureau (single-byte alphanumeric characters and symbols) * Pre-coordination with the Civil Aviation Bureau is necessary when implementing beyond visual line try control measures are implemented using an on-board camera device, etc.	elated)
Control number of Civil Aviation Bureau (single-byte alphanumeric characters and symbols) * Pre-coordination with the Civil Aviation Bureau is necessary when implementing beyond visual line try control measures are implemented using an on-board camera device, etc.	
* Pre-coordination with the Civil Aviation Bureau is necessary when implementing beyond visual line try control measures are implemented using an on-board camera device, etc.	
try control measures are implemented using an on-board camera device, etc.	e of sight, etc, where e
· · · · · · · · · · · · · · · · · · ·	
* Different from the permission and approval number for flight.	
Jo you carry out mooring flights with mooring lines of sum or less?	

Check the appropriate boxes regarding the confirmation of flight risk mitigation measures and press the "Next" button.

\*After answering the question \*Do you take an entry control measures?, press the "Next" button to display the further questions. Answer them and press the "Next" button.

\*You can select multiple check boxes.

\*Select from the following items the safety measures you will take to avoid flying over third parties.

ltem Number	Safety measures	Notes
1	Allocate the assistant.	
2	Set the entry prohibit area.	When flying over an event location, etc.
3	Set the entry control area.	Installation of walls, fences, etc., installation of signs, cones, etc., restricting entry to unauthorized persons
4	Set the entry control area.(Flight level 3)	In case of "Flight level 3"
5	Implement entry control measures pre- coordinated with the Civil Aviation Bureau	If you select this option, you will need to enter the ' Control Number of Civil Aviation Bureau ' issued by the Civil Aviation Bureau when conducting Level 3.5 flights, etc. For more information, see the <u>Civil Aviation Bureau's website</u> . For new applications for level 3.5 flights etc., proceed with reference to <u>11. Process for new application</u> for level 3.5 flight-related.
6	Take other measures.	



#### 09. Step 5: Carry out simple category judgment (5/7)

Confirmation of the plane for flight and the operator.		
Do all the planes for flight have a type 2 plane certification or higher, and do all operators have a second-class license or higher? O Yes  No		
Back		

Check the appropriate boxes for the confirmation of the plane to be flown and the operator (person to fly), and press the "Next" button.

\*You cannot select multiple items.

\*If you have either aircraft certification or pilot certificate, please select "No".



#### 09. Step 5: Carry out simple category judgment (6/7)

Confirmation of gross weight of the unmanned aircraft for flight		
Are all the unmanned aircrafts f O Yes O No	or flight less than 25kg?	
Back	Next	

Check the appropriate box for the gross weight of the unmanned aircraft for flight, and press the "Next" button.

\*You cannot select multiple items.



# 09. Step 5: Carry out simple category judgment (7/7)



As the judgment result will be displayed, press the "To flight permit/approval application" button to apply for the relevant category.



# 10. Step 6: Enter the flight overview and flight details (1/7)

		Flight o	verview		
STEP 01	STEP 02	STEP 03	STEP 04 ntry of other detail	STEP 04 Application confirm	STEP 05
·	ails	ction	etc.	Application comm	pplication complete
ie category y	ou ar <del>e</del> applyin	g for is "Catego	ory II A".		
	iour of the flight (our of	a of flight second and	ind stal		
er the correct overv	lew of the flight (purpos	se of flight, reason, per	100, etc.).		
I.What is t	the purpose of	the flight?			
lucinece					
Aerial photog	aphy Reporting a	and news Securi	ty Agriculture, fo	restry and fisheries	Measurement
Aerial photog     Environmenta	aphy Reporting a	and news 📄 Securi maintenance 📄 Infi	ty Agriculture, fo rastructure inspection a	restry and fisheries	Measurement Material management
Aerial photog     Environmenta     Transport and	aphy Reporting a I survey Facility r delivery Natural	and news Securi maintenance Infi observation Acc	ty Agriculture, fo rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance ) ponse	Measurement Material management
Aerial photogi     Environmenta     Transport and	aphy Reporting a I survey Facility r delivery Natural	and news Securi maintenance Infi observation Acc	ty Agriculture, for rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance )	Measurement Material management
Aerial photog     Environmenta     Transport and	aphy Reporting a I survey Facility r delivery Natural	and news Securi	ty Agriculture, for rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance ) oonse	Measurement Material management
Aerial photogi     Environmenta     Transport and     V.Where is	aphy Reporting a I survey Facility r delivery Natural	and news Securi maintenance Infi observation Acc tion?	ty Agriculture, for rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance )	Measurement Material management
Aerial photogi     Environmenta     Transport and     V.Where is	aphy Reporting a I survey Facility r delivery Natural s the flight loca	and news Securi maintenance Infi observation Acc tion?	ty Agriculture, for rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance ) ponse	Measurement Material management
Aerial photogi Environmenta Transport and V.Where is 1. Select whether	aphy Reporting a I survey Facility of delivery Natural to flight in a specific loca	and news Securi maintenance Infi observation Acco tion?	ty Agriculture, for rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance ) nonse	Measurement Material management
Aerial photogi     Environmenta     Transport and     V.Where is     Select whether     Except for cert     of the prefectu	aphy Reporting a l survey Facility to delivery Natural s the flight loca to flight in a specific lo ain conditions, applicati re.	and news Securi maintenance Infi observation Acc tion? poation/path. (1) ons for flights can be fi	ty Agriculture, for rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance ) conse	Measurement Material management
Aerial photogi Environmenta Transport and V.Where is  Select whether Except for cert of the prefectu  Do not cel	aphy Reporting a l survey Facility r delivery Natural s the flight loca to flight in a specific lo ain conditions, applicati re. form a flight in a specifi	and news Securi maintenance Infi observation Acc tion? coation/path. 1 ons for flights can be fi is location/path	ty Agriculture, for rastructure inspection a cident and disaster resp C	restry and fisheries ( and maintenance ) ionse	Measurement Material management
Aerial photogi     Environmenta     Transport and     V.Where is     Select whether     Except for cert     of the prefectu     O not period	aphy Reporting a l survey Facility of delivery Natural s the flight loca to flight in a specific lo ain conditions, applications re. form a flight in a specifications	and news Securi maintenance Infi observation Acc tion? becation/path. 1 ons for flights can be fi ic location/path	ty Agriculture, for rastructure inspection a cident and disaster resp C	restry and fisheries ( and maintenance ) wonse	Measurement Material management
Aerial photogi Environmenta Transport and V.Where is Select whether Except for cert of the prefectu  Do not per	aphy Reporting a l survey Facility of delivery Natural s the flight loca to flight in a specific lo ain conditions, application re. form a flight in a specific	and news Securi maintenance Infi observation Acc tion? tions for flights can be fli ic location/path	ty Agriculture, for rastructure inspection a cident and disaster resp CC	restry and fisheries ( and maintenance ) sonse	Measurement Material management
Aerial photogy Environmenta Transport and V.Where is Select whether Except for cert of the prefectu  Do not per	aphy Reporting a l survey Facility of delivery Natural s the flight loca to flight in a specific lo ain conditions, applications re. form a flight in a specifi	and news Securi maintenance Infi observation Acc tion? coation/path. 1 ons for flights can be fi ic location/path	ty Agriculture, for rastructure inspection a cident and disaster resp	restry and fisheries ( and maintenance ) sonse	Measurement Material management
Aerial photogi Environmenta Transport and V.Where is  Select whether Except for cert of the prefectu  Do not per	aphy Reporting a l survey Facility r delivery Natural s the flight loca to flight in a specific lo ain conditions, applicati re. form a flight in a specif	and news Securi maintenance Infi observation Acc tion? becation/path. 1 ic location/path	ty Agriculture, for rastructure inspection a cident and disaster resp c	restry and fisheries ( and maintenance ) sonse	Measurement Material management
Aerial photogi Environmenta Transport and V.Where is Select whether Except for cert of the prefectu  Do not per Cancel	aphy Reporting a I survey Facility to delivery Natural a the flight loca to flight in a specific loca ain conditions, applications re. form a flight in a specifications form a flight	and news Securi maintenance Infi observation Acc tion? boation/path. ic location/path	ty Agriculture, for rastructure inspection a cident and disaster resp <b>22</b> led for a wide area acco Perform a flight in a sp <b>Next</b>	restry and fisheries ( and maintenance ) sonse	Measurement Material management

Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*For the purpose of flight, refer to the table on the next page, "<u>Flight Purpose List</u>."

\*For more information on why a flight permit is required, please refer to the table on the following pages: "List of <u>reasons why flight permit is required (flight airspace)</u>" and "List of <u>reasons why flight permit is required (methods of</u> <u>flight)</u>".

\*In the flight location, if you select "Do not perform a flight in a specific location/path", Go to "<u>Step6 (1) If you</u> <u>do not fly in a specific location/path</u>", and if you select "Perform a flight in a specific location/path", Go to "<u>Step6</u> (2) If you fly in a specific location/path"

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.



# 10. Step 6: Enter the flight overview and flight details (2/7)



1. Select whether to flight in a specific location/path. 🧃

Except for certain conditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name of the prefecture.

O not perform a flight in a specific location/path Perform a flight in a specific location/path



Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*It is mandatory to fill in the following fields.

- I. What is the purpose of the flight?
- II. How will entry control measures be implemented?
- III. Reasons why a flight permit is required
- IV. Do you fly throughout the year?
- V. Where is the flight location?

Regarding II and III, the contents of the answers given at the time of simple category judgment are reflected, and there are some areas that cannot be changed. Depending on your selection, you may need to enter additional information, such as the reason for the flight, etc. Please enter the information in the white box provided.

\* Enter half-width numbers for altitude above ground level and altitude above sea level.

If you have selected "Airspace at the height of 150 m or more above the ground or water surface" or "Around airport" as the reason for requiring a flight permit, this field must be entered.

\*Enter the result of coordination with the "airport installation manager" and the "air traffic control agency with jurisdiction over the airspace". For details on how to coordinate with relevant organizations, check the Japan Civil Aviation Bureau website.

\*When flying over an event location, write the "event name", "organizer name", and "result of coordination".



# 10. Step 6: Enter the flight overview and flight details (3/7)



V.Where is the flight location?

1. Select whether to flight in a specific location/path.

Except for certain conditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name of the prefecture.

Do not perform a flight in a specific location/path

Perform a flight in a specific location/path

Cancel
Next

Enter the required information on the flight overview page and press the "Next" button.

\*In cases where the flight date or time changes due to bad weather, etc., submit an application for a period of time that takes into consideration the flight delays, etc. Please note that the period for which you can apply is limited to one year.

\*Note the following points regarding "V. Where is the flight location?"

If you are flying any of the following, please select "Perform a flight in a specific location/path". If you select "Perform a flight in a specific location/path", you will be required to create a map on the next screen.

- Flying in airspace around airports, etc.
- Flying in airspace at a height of 150 m or more above the surface of the ground or water
- Night flights over densely populated areas or cluster of buildings
- Flight beyond visual line of sight at night
- Flight beyond visual line of sight without an assistant (level 3 flight)
- Flying over an event location
- Flying as a hobby
- Flying for research and development purposes

\*After pressing the "Next" button, if any of the fields are missing, a message will appear prompting you to fill in the missing fields.



### 10. Step 6: Enter the flight overview and flight details (4/7)

#### Flight Purpose List

ltem number	Purpose of the flight	Category	Remarks
1	Aerial photography	Business	Taking pictures of landscapes and facilities, TV and film, production, shooting an event, etc.
2	Reporting and news	Business	Reporting and news, etc.
3	Security	Business	Tracking of intruders, surveillance of people entering the factory, etc.
4	Agriculture, forestry and fisheries	Business	Spraying pesticides, controlling pine weevils, sowing seeds, spraying fertilizers, cultivation surveys, etc.
5	Measurement	Business	Measurement at construction sites, etc.
6	Environmental survey	Business	Radioactivity measurement, air pollution survey, etc.
7	Facility maintenance	Business	Plant maintenance, construction plan survey, solar panel management, etc.
8	Infrastructure inspection and maintenance	Business	Road and bridge inspection, tunnel inspection, inspection of river management facilities, inspection of coastal conservation facilities, inspection of port facilities, etc.
9	Material management	Business	Plant material management, volume measurement of materials, etc.
10	Transport and Delivery	Business	Transportation of goods, home delivery, etc.
11	Nature observation	Business	Volcano observation, terrain change measurement, resource observation, etc.
12	Accident and disaster response	Business	Landslide damage investigation, mountain rescue, search for water victims, search for victims, investigation of the cause of fires, traffic accident investigation, etc.
13	Hobbies	Non-business	Conferences, sports, recreation, flying as a hobby, etc.
14	Research and Development	Non-business	Research and Development, etc.
15	Other details	Business/non- business	Reasons other than the above, in case of a test flight



#### 10. Step 6: Enter the flight overview and flight details (5/7)

#### List of reasons why a flight permit is required (flight airspace)

ltem number	Category	Airspace
1		Around airport
2	Flying in no-fly zones (related to Article 132-85)	Airspace at the height of 150 m or more above the ground or water surface
3		Densely populated areas or cluster of buildings

#### List of reasons why flight approval is required (methods of flight)

ltem number	Category	Methods of flight
1		Night flights
2		Flight beyond visual line of sight
3	Methods of flight (related to Article 132-86)	Distance less than 30 m from people/property
4		Flying over an event location
5		Transportation of dangerous goods
6		Airdrop at a property



# 10. Step 6: Enter the flight overview and flight details (6/7)(1) If you do not fly in a specific location/path

	Flight details
STEP 01 try of the flight ov rview	STEP 02         STEP 03         STEP 04         STEP 05         STEP 06           ntry of the flight dr tion         Iane/Operator sele tion         STEP 04         STEP 05         STEP 06
he category y	you are applying for is "Category II A".
ter the correct detai aw the flight range ( a here for the detai	ils of the flight (flight range, location, etc.). on the map according to the planned flight path. led operation method
Where is the	e assumed flight range?
Flight range If you select "Pre (When the applic prefecture. If the selected pr that has jurisdicti All over Japar	refectures," select all prefectures that apply to your flight location. ation is for the Regional Civil Avlation Bureau, address the application to the competent bureau of the selecte refecture straddles the jurisdiction of both bureaus, address the application to the Regional Civil Aviation Bure on over the applicant's address.) n Prefecture
	>?
II . Where	e is the application destination?
II . Where	e is the application destination?
II . Where LApplication des Select the folk • Select Tokyo	Examplication destination?
II . Where LApplication des Select the foll • Select Tokyo of 150 m or hi • For apolicati	Examplication destination?
II . Where Select the foll - Select Tokyo of 150 m or hi - For applicati n Bureau. - If the flight l icant) address	Examplication destination? stination  Image: Stream Strea
II . Where Select the foll Select the foll Select Tolyo of 150 m or hi • For applicati n Bureau. • If the flight I icant) address East Japa Kanzai Ai	be is the application destination?      brination     o      lowing application destination according to the content of the application.     o Airport Office or Kansai Airport Office to apply for a flight permit in the vicinity of the airport or in an airspace at a height     gher from the ground.     lons for flight permits/approvals other than the above, select East Japan Civil Aviation Bureau or West Japan Civil Aviation     location is over all of Japan, Regional Civil Aviation Bureau and Airport Office that have jurisdiction over the your (the appl     swill be the destination of application. See here for details.     an Civil Aviation Bureau (West Japan Civil Aviation Bureau
II . Where Select the foll Select Tokyo of 150 m or hi For applicati n Bureau. If the flight I Icant) address East Japa Kansai Ai	be is the application destination?      brination     or      or      or      or      or      destination     or
II . Where I.Application des Select the foll · Select Tolyo of 150 m or hi · For applicati n Bureau. · If the flight licant) address East Japa Kanzai Ai	be is the application destination?      timation     or     or Kansai Airport Office to apply for a flight permit in the vicinity of the airport or in an airspace at a height     ger from the ground.     ions for flight permits/approvals other than the above, select East Japan Civil Aviation Bureau or West Japan Civil Aviation     location is over all of Japan, Regional Civil Aviation Bureau and Airport Office that have jurisdiction over the your (the appl     swill be the destination of application. See here for details.     an Civil Aviation Bureau (Headquarters)     Next

Enter the required information on the flight details page and press the "Next" button.

\*It is mandatory to fill in the following fields.

- I. Where is the assumed flight range?
- II. Where is the application destination?

\*The application destination differs depending on the airspace and region to fly. Check the application destination carefully before completing the procedure.

\*If you wish to apply for a "All Over Japan" flight area for business flights, etc., apply to the Regional Civil Aviation Bureau Director with jurisdiction over the prefecture in which you live.

\*When flying in the vicinity of an airport or in an airspace of 150m or more, an application should be submitted to the Director General of the Tokyo Airport Office or the Director General of the Kansai Airport Office.

\*For night flights, for example, in the airspace surrounding an airport, the same application form must be submitted to both the airport office and the Regional Civil Aviation Bureau. In such cases, after creating one application, use the <u>'Duplicate Application'</u> function to change the destination of the already created application and submit each form to the respective authorities.



# 10. Step 6: Enter the flight overview and flight details (7/7)(2) If you fly in a specific location/path



Enter the required information on the flight details page and press the "Next" button.

\*To create a map of the flight path, press the "Select" button. See <u>here</u> for instructions on how to create it. \*It is mandatory to fill in the following fields.

- I. Where is the planned location of flight?
- II. Where is the application destination?



# 11. Step 7: Select the plane and the operator (1/8)



When you press the "Plane selection" button on the Plane/operator overview page, the Plane information list/Selection screen will be displayed.

As the plane information entered in "<u>Registration and</u> <u>change of unmanned plane information</u>" on the Flight permission/approval main menu page will be reflected, select the plane required for application, and press the "Plane addition" button.

If you change the plane information from the menu screen "<u>Registration and change of unmanned plane</u> <u>information</u>" after adding the plane, it will not be automatically reflected in the contents of the application form.

In order to reflect the changes, delete the corresponding plane and then perform "Plane addition" again. The selected description is added to the list.

Additional standard must be registered according to the type of flight being applied for, so press the "Add Std" button for each plane. (Scroll right to see the button.)



# 11. Step 7: Select the plane and the operator (2/8)

×

#### Plane Entry of the conformity to the additional standards

Enter the correct information regarding the conformity to the additional standards of the plane. If any permission, etc. for multiple matters is required for the flight configuration, enter the conformity to all additional stan dards for these matters.

## I .Enter conformity to additional standards according to the flight con figuration

1. The unmannned aircraft is equipped with lights so as to be recognized by another aircraft as easily as possible, or be painted in a manner that makes the unmannned aircraft easy to recognize during the flights.

#### 🔾 Yes 🔷 No

If you selected "No," select Alternative Safety Measures to implement below. If you would like to indicate individual alternative safety measures, please select "Other" and enter the specific details in the input field below.

Other

#### 22

	The unmanned aircraft has not experienced d parties.	flights sufficiently, but is equipped with the net to prevent harms to thir
	Other	
C	ancel	Register

Enter the required information on the 'Plane entry of the conformity to the additional standards' page and press the "Register" button.

# When performing the fly beyond visual line of sight (level 3 flights) without an assistant.

Documentation to show the conformity to the additional standards for unmanned aircraft must be attached.

For items requiring file upload, press 'Select' and upload the relevant file.

If the file format or input content is incomplete, an error message will be displayed on the screen. Correct the information according to the error message and press the 'Register' button again.

\*The file formats and sizes that can be uploaded are as follows.

File format : xls,xlsx,doc,docx,pdf,jpg,jpeg,png,gif

Size : 2MB



# 11. Step 7: Select the plane and the operator (3/8)

		Pl	ane informa	tion list/Select	ion	
* For Sel	aircraft that have l ect all	JAS Certification	ı, adequately confir	m the validity period of Plane add on	the UAS Certification.	
No.	Manufacturer na me	Model / Name	Registration ID,e tc.	Plane certification	Terms of use specifica tion statement	Unmanned plan rules
1				type2	Compliance	Complianc
•						▶
			जर <b>व</b>	1		
(	Cancel		Re	egister		

You will be returned to the 'Plane information list/Selection' page, check the plane to be registered, and press the "Register" button.

\*Check to see if additional standards have been entered for all selected planes.

If even one of the selected plane does not meet the additional standards, it cannot be registered.

Check the 'Plane entry of the conformity to the additional standards' page, and confirm the details of additional standards to be entered.

\*Items such as "Terms of use specification statement" and "Unmanned plane flight rules" are displayed if the plane you own is a model-certified plane, or if you have obtained individual plane certification.



# 11. Step 7: Select the plane and the operator (4/8)



Since you will return to the Plane/operator overview page, press the "Operator selection" button.



#### 11. Step 7: Select the plane and the operator (5/8)



As the operator information entered in "Registration and change of operator information" on the Flight permission/approval main menu page will be reflected, select the operator name required for application, and press the "Operation addition" button.

If you change the operator information from the menu screen "Registration and change of operator information" after adding the operator, the changes will not be automatically reflected in the application form.

In order to reflect the changes, delete the corresponding operator and then perform "Operator addition" again.

\*The "First Class (Operator Skill Certification)", "Second Class (Operator Skill Certification)", and "Skill Certification (Private Skill Certification)" fields are displayed when the selected operator has obtained skill certification, etc.



### 11. Step 7: Select the plane and the operator (6/8)



Depending on the contents of the flight being applied for, Additional standards, etc. may need to be entered. In such cases, click on the 'Additional standards, etc.' button and enter the necessary information.

You can also check the conformity with the additional standards for the method of flight entered in the 'Registration and change of operator information' section in advance.

\*If you want to change the conformity to the additional standards you have entered, please do so in the 'Registration and Change of operator information' section.



#### 11. Step 7: Select the plane and the operator (7/8)

Ente	er conformity to additional standards for people who fly unmanned a ircraft
Al	ternative safety measure, etc.
For ea y or th	ch UA type, enter the alternative safety measures you would take for not having a 10-hour flight histor e ability to fly safely.
For ea uch as f sight	ch UA type, select alternative safety measures you would take for not satisfied additional standards s flight achievement and the like according to the flight configuration (night flight, beyond visual line o c, airdrop operation).
	<ul> <li>Although it is an application for work, but will implement flights for work after taking training based on the flight manual indoors or at a place where that has received permission for training.</li> <li>Other</li> </ul>
0	
	SS

Register

Close

If you need to enter additional standards, etc. for people who unmanned aircraft, enter them here and press the 'Register' button.

You can also check the conformity with the additional standards for the method of flight entered in the 'Registration and change of operator information' section in advance.

\*If you want to change the conformity to additional standards you have entered, please go to 'Registration and change operator Information' on the 'Flight Permission /approval main menu' page.



# 11. Step 7: Select the plane and the operator (8/8)

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Since you will return to the 'Plane/operator overview' page, enter other necessary information and press the "Next" button.

\*For items that require file upload, press the "Select" button and upload the appropriate file.

The formats and sizes of the file that can be uploaded are as follows.

File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif Size: 10 MB

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*It is mandatory to fill in the following fields.

- I. Plane information list/Selection
- II. Operator information list/Selection
- III. Select the flight manual to use

\*If you are applying using Civil Aviation Bureau Standard Manual, select the manual(s) to be used during the flight (multiple selections allowed).

The manuals that can be selected depend on whether the flight location/path is specified or not.

For details, please check the Civil Aviation Bureau website.

If you select Other manual, please describe the differences from the Civil Aviation Bureau Standard Manual.



#### 12. Step 8: Enter other details, etc (1/2)



As you will proceed to the input page, 'Entry screen of other details etc.', enter other required information and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*In the Additional Attachments section, attach any other files or additional files that could not be attached when preparing the application.

\*For items that require file upload, press "Select" and upload the appropriate file.

The formats and sizes of the file that can be uploaded are as follows.

File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif Size: 10 MB

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

\*It is mandatory to fill in the following fields. Fill in the other items as applicable and necessary.

- I. Please check your emergency contact.
- II. Select the type of the permission slip you want to receive.

\*Choose electronic or paper permit. If you choose a paper permit, you will need to submit a self-addressed envelope to the concerned authorities.



#### 12. Step 8: Enter other details, etc (2/2)



As you will proceed to the input page, 'Entry screen of other details etc.', enter other required information and press the "Next" button.

\*Enter the amount of coverage in half-width numeric characters.

If you have multiple insurance policies, please enter the "Insurance Company Name", "Product Name", "Amount of Coverage (Personal)" and "Amount of Coverage (Property)" as shown below.

- "Insurance company name": List the insurance company names
- "Product name": List the product names
- "Amount of Coverage (Personal)", "Amount of Coverage (Property)": Enter the highest amount

If the Amount of Coverage (Personal) or the Amount of Coverage (Property) is unlimited, please check "Unlimited (personal)" or "Unlimited (property)".

If you do not have insurance, select whether you have the ability to compensate.



# 13. Step 9: Confirm the application contents



On the 'Application information management/Confirmation of the application contents' page, the application forms, attachments, etc. created based on the information you entered will be displayed, so click on them to confirm their contents.

\*To save or print the application form, select the format, etc., and save/print it from the browser.

#### Points to note!

Be sure to finalize your application, including the form and attachments, to ensure that you have the correct plane details for which you require a permit and approval.



### 14. Step 10: Submit application form





Finally, check the information you have entered again, and if everything is correct, check the box for "Check that the application content is appropriate, and there are no errors" and click the "Apply" button.

Confirm the message and click the "OK" button.

This completes the new application.

The application will be verified by the Regional Civil Aviation Bureau or the airport office, etc. and you will be notified by email when the confirmation is complete.

\*Applications that have been completed or suspended can be checked from the application list. Check <u>the manual for the method to confirm</u> <u>the application list</u>. **Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

# <Applicant> O2. 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 <u>Frequently Asked Questions</u> 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 <u>Ministry of Land</u>, <u>Infrastructure</u>, <u>Transport and Tourism website</u>

\*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 <u>DIPS2.0 top page</u>. (<u>https://www.ossportal.dips.mlit.go.jp/portal/top/</u>) 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.





## 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

#### Application information management/Application list (change)

List of applications for which you can make a change application.

To make a change application, click the "Cng" button of the applicable application.

уре	Destination	Purpose of the flight	Category	Permission numb er	Procedure status	
	Civil Aviation B ureau of Tokyo	Other 1	II A	東空運航第102 1号	Procedure finishe d	Cng
	Civil Aviation B ureau of Tokyo	Other 1	II A	東空運航第12345 号	Procedure finishe d	Cng
4						
		44	∢ 1 →	44		
		বৰ	∢ 1 ≯	44		

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

Flight overview									
STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06				
Entry of the flight o	ntry of the flight d tails	lane / Operator se ection	.ntry of other deta s, etc.	opplication confirm	e e				
Flight category	Flight category is " Category II A ".								
Selection of	reason for chai	nge applicati	on						
Select the reason for c	hange application				-				
Plane information Operator information Flight manual Other information									
Back		с	hange						

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.

ltem 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**

Plane/Operator overview											
STEP 01 Entry of the flight ov rview	STEP 02 ntry of the flight de ails	STEP 03 b/Operator sele ntry	STEP 04 of other detail etc.	STEP 05 Application confirm	STEP 06 pplication complete						
The category y	ou are applying fo	r is "Category II	A".								
Enter the correct inform	nation regarding the plane, op	perator, and manual to fl	ight.								
I . Plane info	ormation list/Selec	tion 🕕									
Plane select ion											
II . Operator	information list/Se	election 🕕									
Operator sel ection											
		SS									
3. If Other manu. When creatin m the Civil Av	ala is selected, confirm the fol g a flight manual separately, rei viation Bureau standard manual	llowing contents. fer to the latest Civil Avlati (the table of contents nur	ion Bureau standa mber of the releva	rd manual and notify us o nt location and an overvie	of any differences fro ew).						
		1									
Select	Dele te										
Cancel		Next									
Save											

The page, Selection of plane/operator will open.

#### Points to note

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

ltem 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 "<u>01. Process for new application</u>" 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.

**Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

# <Applicant> O3. How to proceed with renewal application



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# 01. Introduction (For those who wish to make a renewal 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 renewal of flight permission/approval, so please refer to it when performing this procedure.
- In addition to this manual, please refer to the <u>Frequently Asked Questions</u> 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 imark 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>

\*Click on the link to open the external site.



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

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

Start the renewal 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 renewal application**

Select the "Create (update)" button on the main menu.

#### Step 3 : Select the application to be renewed

Select the relevant application from the Application list.

#### **Step 4** : Enter the details of the renewal application

Enter the flight date and time etc. that require renewal.

#### Step 5 : Confirmation of the application contents

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

#### Step 6 : Submission of application form

Confirm the contents of the application form and submit.

#### **Renewal 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 renewal application is an application for a permit or approval that has already been granted and for which the applicant wishes to continue to fly for an extended period of time only. (Only those applications which were made at least 2 months before the end date of permissions are eligible.)

If you have already submitted an application for a permit/approval for renewal through this system, please follow the procedure below to submit your renewal application. If an application for a permit or approval subject to renewal has been submitted in writing or by some other method other than this system, please submit the application as a regular new application.



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





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





## 05. Step 2: Proceed to renewal application



On the Flight Permission/Approval Main Menu page, press the "Create (update)" button.



## 06. Step 3: Select the application to be renewed



The page, Application list (update application) will open. To submit the change application, press the "Upd" button on the application form.

#### Points to note

The applications with status as "Judgment finished" or "Procedure finished" are displayed in the list, and those applications which are made at least 2 months before the end date of permissions are eligible.

If you wish to renew the permission approval form that has already expired, please proceed with the <u>copy of the application form</u>.



## 07. Step 4: Enter the details of the renewal application (1/2)

Entry of the update application contents									
Change the per You cannot cha	rmitted flight period and the purchased insurance information into the updated information. ange the application contents other than this item by an update application.								
Permitted fligh	nt permission period 2022/10/21~2022/10/28								
I .Do y	ou perform flights throughout the year?								
Flight through Yes Enter the fi	out the year ● No flight period.								
Start date	2022/10/29								
For a flight (Note) Ente	t over a venue of an event, enter the specific flight time (the specific start and end months, dates, and times).								

The page, Entry of the update application contents will open.

Enter the flight date and time that require renewal.

#### Points to note

- The date and time of flights that can be applied for is limited to one year, the same period as at the time of new application.
- If the renewal application includes a flight over the event site, please enter the specific flight time.



# 07. Step 4: Enter the details of the renewal application (2/2)

Insurance company name			
If you have purchased multiple insura	ances, list the insurance comp		
Product name			
If you have purchased multiple insur-	ances, list the insurance name		
Compensation amount(for people)			
Unlimited			
Compensation amount(for objects)			
✓ Unlimited			
Compensation ability			
🔘 Yes 🔘 No			
Describe the compensation ability	, if "Yes" is selected.		
		iont to voo	alua
III.Select the type of the	permission slip you w	ant to rec	eive.
Select the type of the permission slip	you want to receive.		
Electronic permission slip 💿	Paper permission slip		
Cancel	Next		

Enter the third-party liability insurance information, select the format of the permission slip you want to receive, then press the "Next" button.

#### Points to note

\*Enter the amount of compensation in half-width numeric characters.

If you have purchased multiple insurances, please enter as below the "Insurance company name", "Product name", "Compensation amount (Personal)", and "Compensation amount (Property)" as follows.

- "Insurance company name": List the insurance company names
- "Product name": List the product names
- "Compensation amount (personal)" "Compensation amount (property)" : Enter the highest amount

If the amount of compensation (personal) or the amount of compensation (property) is unlimited, please check "Unlimited (personal)" or "Unlimited (property)".

If you do not have insurance, please select whether you have the ability to compensate.



## **08. Step 5: Confirmation of the application contents**

# Application information management / Confirmation of the application contents

Select the following application form, attachment, etc. created based on the entered contents, and confirm the contents. To save or print an application, select the form, etc. and save and print it from the browser.

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	
4		Þ

22								
	5	Other attachment 5						
		•						
N	lo.	Original application permission approval slip						
	1	<u>東空運航第202412121号</u>						
		۱. ۲						
	<ul> <li>Would you like to be notified of your application in English?</li> <li>Check that the application content is appropriate, and that there are no errors.</li> <li>* If there are deficiencies in the application content, it will take time for additional confirmation. It is also assumed that permission or approval will not be obtained by the scheduled flight date.</li> <li>* Flying an unmanned aircraft system without obtaining appropriate permission or approval is punishable by imprisonment or a fine.</li> </ul>							

On the Application Information Management/ Application Confirmation page, the application forms, attachments, etc. created based on the entered information, etc. will be displayed, so check the content.

\*Since the flight permission approval form for the original renewal application has been reflected in the application, please check the same.

#### Points to note

Please be sure to make a final check of the application details, including the form and attachments, to ensure that the flight details are correct for permission and approval.



## 09. Step 6: Submission of application form

Application information management / Confirmation of the application contents								
		))						
No.		Original application permission approval slip						
1	<u>東空運航第2</u>	02412121号						
•			•					
🖉 Would	you like to be n	otified of your application in English?						
Check	that the applica	tion content is appropriate, and that there are no errors.						
* If the sion or	ere are deficienci r approval will no	es in the application content, it will take time for additional confirmation. It is t be obtained by the scheduled flight date.	also assumed that permis					
* Flying fine,	g an unmanned	aircraft system without obtaining appropriate permission or approval is punish	able by imprisonment or a					
Canc	el	Apply						
Guild		, the set						
		<b>—</b>						
		Processing result						
		SC_U02_15						
		The application has been received.						
		Confirm the review state, etc. from "Application list" on the menu screen.						
		ОК						

Finally, please check the entered information again, and if there are no problems, check the box for "Check that the application content is appropriate, and that there are no errors" and press the "Apply" button.

Since the processing result is displayed, click the "OK" button.

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# **Operation manual for applicants**

# <Applicant> 04. How to copy the application form



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# 01. Introduction (For those who wish to copy an application 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
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
- This manual describes how to operate the Drone Information Platform System to copy the application, so please refer to it when performing this task.
- In addition to this manual, please refer to the <u>Frequently Asked Questions</u> 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 imark 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>
   \*Click on the link to open the external site.

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# 03. Steps to be followed in copying the application for flight permission/approval

Copy the application for flight permission/approval.

Start copying the application form

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 copy the application form** On the main menu, select the "Create (copy)"

Step 3: Select the application to be copied

Select the application to be copied from the Application list (copy).

Step 4: Make copies of the application form

Press the "Copy" button to copy an application.

A copy is made



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





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





## 05. Step 2: Proceed to copy the application form



On the Flight Permission/Approval Main Menu page, press the "Create (copy)" button.



## 06. Step 3: Select the application to be copied

st of	applications which r	an he conied				
cop	y an application to m	ake another application, click th	e "Copy" button o	f the applicable applic	ation.	
e	Destination	Purpose of the flight	Category	Permission numb I er	Procedure status	
	Office of the To kyo Airport	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору
	Civil Aviation B ureau of Tokyo	Other 1	II A			Сору

The page, Application information management/Application list (copy) will open. To copy an application, press the "Copy" button on the application.

\* The application forms displayed on the list screen include those applications that are being created, those that are under review, and those whose procedures have been completed.



# 07. Step 4: Make copies of the application form

Flight overview										
STEP 01 Entry of the flight ov	STEP 02 ntry of the flight d¢ ails	STEP 03 lane / Operator sel ction	STEP 04 ntry of other detail etc.	STEP 04 Application confirm	STEP 05 pplication complete					
The category y	ou are applyin	g for is " <mark>Categ</mark> e	ory II A".							
Enter the correct overvi	ew of the flight (purpo	se of flight, reason, peri	od, etc.).							
I .What is t	he purpose of	the flight?								
I.Business										
Aerial photogra	aphy Reporting	and news 📄 Securi	ty 🗌 Agriculture, fo	restry and fisheries	Measurement					
Environmental	survey 🗌 Facility	maintenance 🗌 Infi	astructure inspection a	nd maintenance	Material management					
Transport and	delivery 🗌 Natura	observation 🗌 Acc	ident and disaster resp	onse						
✓ Other (If this is	selected, enter the pu	irpose of the flight belo	W)							
11			1							
(2) Other than busines	s									
🗌 Hobby 🗌 F	Research and develop	Other (If this is s	elected, enter the purp	ose of the flight below)						

For the applications selected from the list, the flight overview page for making entries will open.

\*The contents in the screen will be the same as the application selected in the list.

\*From here on, please enter and edit the contents of the application form in the same way as the procedure for creating the application form.

(Refer to P01-39-57 of the operation manual "<u>01. New application method</u>")

**Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

# <Applicant> 05. Method to confirm the list of applications



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06.	Step 3: Confirm the list of applications	•	•	•	•	•	•	•	•	•	p.05-9



# 01. Introduction (For those who wish to confirm the list of applications 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
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
- This manual describes how to operate the Drone Information Platform System to check the list of applications, so please refer to it when performing this task.
- In addition to this manual, please refer to the <u>Frequently Asked Questions</u> 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 1 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u> \*Click on the link to open the external site.



# 03. Steps to be followed when confirming the list of applications for flight permission/approval

Confirm the list of applications for flight permission/approval in the Drone Information Platform System.

Start the confirmation of the list of applications 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** On the main menu, select the "Application list" button.

#### Step 3: Confirm the list of applications

A list of submitted applications will be displayed.

Confirmation of the list of application forms is complete



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





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



Acquisition procedure of LLA

#### 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	UA registration procedure	Procedures in the event of an accident,	certification and UA remote pilot	
flight		etc. related to a UA	certification	
Procedure in the case of a specified flight       Image: Construction of the procedure of the procedur	Use registration procedure         Check the procedure           Image: Description of the Character	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Acquisition procedure of UA certification       Check the procedure         certification       Films a UA above a third-party land out of vicible ange without any assistant or omission of approval in a certain specified film requires UA certification of the UA to film a UA remote pilot certification of the operator. For details of UA certification and competence certification, are here (the website of the ICAB), 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: Confirm the list of applications

#### 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.

No	Application receptio n number	Application type	Destination	Purpose of the flight	Category
1	P221051150	New	Civil Aviation Bureau of Tokyo	Other 1	II A
2	P221051098	New	Office of the Tokyo Airport	Other 1	II A
3	P221051097	New	Civil Aviation Bureau of Tokyo	Other 1	II A
4	P221051073	New	Civil Aviation Bureau of Tokyo	Other 1	II A
5	P221051068	Update	Civil Aviation Bureau of Tokyo	Other 1	II A
6	P221051067	New	Civil Aviation Bureau of Tokyo	Other 1	II A
7	P221051066	New	Civil Aviation Bureau of Tokyo	Other 1	II A
8	P221051065	New	Civil Aviation Bureau of Tokyo	Other 1	II A
9	P221051052	New	Civil Aviation Bureau of Tokyo	Other 1	II A
10	A221051422	Update	Civil Aviation Bureau of Tokyo	Other 1	II A
•					۱.

Application information management/Application list page open, and a list of application data that are being created, processed, or completed will be displayed.

• Footnote (Regarding the notation of the application receipt number)

Those under creation are indicated as "A123456789" and those after submission of the application are indicated as "P123456789".
**Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

# <Applicant> 06. Method to confirm the application status



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# 01. Introduction (For those who wish to confirm the application status 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
  - Withdrawal of application
  - Download the permit
  - Edit plane and operator information
- This manual describes how to operate the Drone Information Platform System to check the status of your application, so please refer to it when performing this task.
- In addition to this manual, please refer to the <u>Frequently Asked Questions</u> 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 1 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>
   \*Click on the link to open the external site.



# 03. Steps to be followed when confirming the application status for flight permission/approval

Confirm the application status for flight permission/approval in the Drone Information Platform System.

Start the confirmation of the application status for flight permission/approval

#### **Step1: Log in to the Drone Information Platform System**

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

**Step2: Proceed to list of applications** 

On the main menu, select the "Application list" button.

#### Step3: Confirm the list of applications

Confirm the contents displayed in "Application status".

Confirmation of application status is complete



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





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



Acquisition procedure of LLA

#### 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	UA registration procedure	Procedures in the event of an accident, etc. related to a UA	certification and UA remote pilot certification
Procedure in the case of a specified flight       Drecedure         Image: Specified flight       Image: Specified flight: require prior permission and approval. For details, <u>we here (the website of the JCAB</u> ).         Image: Specified flight:       Image: Specified flight:         Image: Specified flight:       Im	UA registration procedure       Check the procedure         Item to the folger more is subject to the control of the Civil Asian subject to t	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Acquisition procedure of UA certification       Check the procedure         certification       Films a UA above a third-party land out of vicible ange without any assistant or omission of approval in a certain specified film requires UA certification of the UA to film a UA remote pilot certification of the operator. For details of UA certification and competence certification, are here (the website of the ICAB), 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: Confirm the list of applications

	nder creation.				
acquisition of a permission s con.	slip, confirmation of	the correction instruction	contents, cancellatio	on of an application, i	etc., click the "Edit
Purpose of the flight	Category	Permission number	Procedure status		
Other 1	II A		Vaiting for judge ment	Edit	
Other 1	II A		nder creation of corrected applic ation	Edit	
Other 1	II A		Procedure finishe d (canceled)	Edit	
Other 1	II A		Vaiting for judge ment	Edit	
Other 1	II A		Vaiting for judge ment	Edit	
Other 1	II A		trocedure finishe d	Edit	
Other 1	II A		rocedure finishe d	Edit	
Other 1	II A		Vaiting for judge ment	Edit	
Other 1	II A		rocedure finishe d	Edit	
Other 1	IIA		Under creation	Edit	Del

Application information management/Application list page will be displayed, so you can confirm the status of the applications by scrolling to the right.

#### Procedure status legend

ltem number	Procedure status	What it means		
1	Under creation	The status of applications that are under creation or suspension		
2	Under creation of corrected application	The status of application, when there is an instruction for amendment in the application review		
3	Waiting for judgmentApplication status before the application i the place of the submission			
4	Under review	The status of application, when it is being reviewed at the place of submission		
5	Permit Issuance	<ul> <li>Application status where the review is completed and permit issued</li> <li>※ If you have requested an electronic flight permit/approval, download that data from the application form details of the application and complete the procedures. For information on how to download that data, see manual [09. Method to download the Permission Slip]</li> <li>※ Please note that if you have requested a paper flight permit/approval, you will need to send a return envelope to the application where you submitted your application</li> </ul>		
6	Procedure finished	Application status where all procedures have been completed, including procedures for issuing permits		
7	Procedure finished (canceled)	Application status when it is withdrawn		

**Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

<Applicant>

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



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#### **Drone Information Platform System - Operation Manual**



#### 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 <u>Frequently Asked Questions</u> 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 1 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>

\*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 <u>new application</u>



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





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





#### 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

of applications applied or un equisition of a permission sl on.	der creation. lip, confirmation of	the correction instruction	n contents, cancellat	on of an application, etc., click the "Edit"
Purpose of the flight	Category	Permission number	Procedure status	
Other 1	II A		Waiting for judge ment	Edit
Other 1	II A		Under creation of a corrected applic ation	Edit
Other 1	II A		Procedure finishe d (canceled)	Edit
Other 1	II A		Waiting for judge ment	Edit
Other 1	II A		Waiting for judge ment	Edit
Other 1	II A		Procedure finishe d	Edit
Other 1	II A		Procedure finishe d	Edit
Other 1	II A		Waiting for judge ment	Edit
Other 1	II A		Procedure finishe d	Edit
Other 1	IIA		Under creation	Edit Del

≪ ≪ 1 2 3 > >>

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)

prication	ı informatio	n management⁄Details of the application
Applicatio	n information ma	negement / Details of the annlication
The application co nfirmation of the ci select the form, etc	ntents and state are as follow orrection instruction content c. and save and print it from	ws. Depending on the application state, you can perform acquisition of a permission slip, co ts, correction application, cancellation of the application, etc. To save or print an application, the browser.
Application recep tion number	P221051098	Correction c ontents
Category	II A	Falit
	Under creation of a corr	
Procedure status		
Procedure status		
Procedure status		Application
Procedure status No 1	Form 1 Permission/Approva	Application
No 1 2	Form 1 Permission/Approve	Application

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]
4
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]
۲
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 or her details, etc.]
4
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, "<u>Method to</u> <u>correct applicant/plane/operator</u>".
  - (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

Νο	Contents that need correction	Operational procedure for making corrections	Reference locations in this manual	Remarks
		(1) Make corrections to applicant information	Operation 1-10.	
1	Corrections to applicant information (company name, name of the representative, telephone number, e-mail	(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.
	address)	(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.
	Corrections to basic information of the plane (apart from conformity to additional standards)	(1) Make corrections to plane information	Operation 1-10.	
2		(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.
		(1) Make corrections to the operator information	Operation 1-10.	
	Competions in the	(2) Start editing the application for which correction instructions have been received	Operation 1-07.	
3	information regarding knowledge, ability, or career	(3) Create application form (STEP03) Display the Plane/ Operator selection screen	Operation 1-01.	
	information of the operator	(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

Applicat	ion	informatio	n management/Details of the applicati	on
Applic	atio	n information mai	nagement $ ot \sim$ Details of the application	
The application contents and state are as follo nfirmation of the correction instruction content select the form, etc. and save and print it from			ws. Depending on the application state, you can perform acquisition of a permission slip, co ts, correction application, cancellation of the application, etc. To save or print an application, the browser.	
Application tion numl	recep ber	P221051098	Correction c ontents	
Procedure s	tatus	Under creation of a corr ected application	Edit	
No			Application	
1		Form 1 Permission/Approva	al Applicant for Flight of Unmanned Plane	
2		Form 2 Letter of Confirmati	ion of Standard Conformity for Functions and Performance of Unmanned Plane	

Form 3 Letter of Confirmation of Flight History, Knowledge, and Skills for Operator of Unmanned Plane

No.	Attachment
1	Attachment 1 Flight Path
2	Attachment 2 Registration ID and other helpful matters
з	Attachment 3 Operating Limit of Unmanned Plane, etc.
4	Attachment 4 Conformity to Additional Standards of Unmanned Plane
5	Attachment 5 List of Operators of Unmanned Plane
6	Attachment 6 Conformity to Additional Standards of Operators of Unmanned Plane
7	Attachment 7 Standard Manual of the Civil Aviation Bureau
8	Attachment 8 Letter of Confirmation of Conformity to Standards for Functions and Performance of Unmanned Plane with Maximum Takeoff Weight of 25kg or More

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 <u>the manual for preparing a new</u> <u>application form</u>.

Cancellation

**Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

# <Applicant> 08. Cancellation of the application



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# 01. Introduction (For those who wish to cancel an 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
  - Cancellation of application
  - Download the Permission Slip
  - Edit plane and operator information
- This manual describes the method to cancel an application form in the Drone Information Platform System, so refer tothiswhen carrying out this procedure.
- In addition to this manual, refer to the <u>Frequently Asked Questions</u> 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 1 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>

\*Click on the link to open the external site.

**Drone Information Platform System - Operation Manual** 

#### Ministry of Land, Infrastructure, Transport and Tourism

# 03. Steps to be followed for cancelling an application for flight permission/approval

Cancel an application for 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 to cancel

Select the "Edit" button for the application to be cancelled.

#### **Step 4: Cancel the application**

In the application information management/Details of the application screen, select the "Cancellation" button.

Cancellation of an application is completed



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





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





#### 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 to cancel

Application	informat	ion mana	gement/	Applicati	on list
of applications applied or ur acquisition of a permission s on.	Ider creation. lip, confirmation of th	e correction instructio	n contents, cancella	ation of an application, e	etc., click the "
Purpose of the flight	Category	Permission number	Procedure status		
Other 1	II A		Under creation or a corrected appli ation	Edit	
Other 1	II A		Procedure finish d (canceled)	Edit	
Other 1	II A		Waiting for judge ment	Edit	
Other 1	II A		Waiting for judge ment	Edit	
Other 1	II A		Procedure finish d	Edit	
Other 1	II A		Procedure finish d	Edit	
Other 1	II A		Waiting for judge ment	Edit	
Other 1	II A		Procedure finish d	Edit	
Other 1	II A		Under creation	Edit	Del
Öther 1	II A		Under creation	Edit	Del
	વર	<b>4</b> 1 2	46 4		
Back					

Application Information Management/Application List page will open.

Press the "Edit" button for the application to be cancelled.



#### 07. Step 4: Cancel the application

pplication information management/Details of the application							
Applic: The application of irmation of it select the form	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, co nfirmation 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 r tion numb	ecep er	P221051068	Corre	ction c ents			
Category	/	II A					
Procedure st	tatus	Waiting for judgement					
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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Application information management/Details of the application page will open.

Press the "Cancellation" button at the bottom.

\*The applications that can be cancelled are those whose application status is "Waiting for judgment", "Under review" or "Under creation of a corrected application"

The applications with the status as "Under creation", "Permit Issuance" or "Procedure finished" cannot be cancelled.

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**Operation manual for applicants** 

# <Applicant> 09. Method to download the Permission Slip


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## **01. Introduction**

(For those who wish to download the Permission Slip 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 downloading a Permission Slip for flight permission/approval in the Drone Information Platform System, so please refer to this when carrying out this task.
- In addition to this manual, refer to the <u>Frequently Asked Questions</u> 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>

\*Click on the link to open the external site.



# 03. Steps to be followed for downloading Permission Slip for flight permission/approval

### Download an Electronic Permission Slip/Permit from the Drone Information Platform System.



Upon completion of the review, you will receive a "[DIPS] Review Completion Notification" e-mail, and you can download the Permission Slip as described in said e-mail.

(Reference) Example of an email containing the Notification of Judgment completion





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





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





# **05. Step 2: Proceed to list of applications**



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



# 06. Step 3: Proceed to the Application information management/Details of the application screen

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 judge ment	Edit	
Other 1	II A		Under creation o a corrected appli ation	Edit	
Other 1	II A		Procedure finish d (canceled)	Edit	
Other 1	II A		Waiting for judge ment	Edit	
Other 1	II A		Waiting for judge ment	Edit	
Other 1	II A		Procedure finish d	Edit	
Other 1	II A		Procedure finish d	Edit	
Other 1	II A		Waiting for judge ment	Edit	
Other 1	II A		Procedure finish d	Edit	
Other 1	II A		Under creation	Edit	Del
(					×.
	46 4	1 2	3 ▶ ≫		
Back					

Application Information Management/Application List page will open. Scroll to the right, press the "Edit" button for the application for which you want to download the Permission Slip.



# 07. Step 4: Download Permission Slip (1/2)

pplication	informatio	n managem	ent⁄Deta	ils of the a	application
Application	n information ma	nagement / Deta	ails of the appl	lication	
The application com nfirmation of the co select the form, etc.	tents and state are as follo rrection instruction content and save and print it from	vs. Depending on the appli s, correction application, c the browser.	ication state, you can p ancellation of the appli	perform acquisition of a ication, etc. To save or p	permission slip, co rint an application,
Application recep tion number	P221051052				Correction c ontents
Category	II A				
Procedure status	Procedure finished				

No.		Permission slip, etc.	
1	<u>東空運航第11111号</u>		
Ba	ck	Cancellation	

On the Application Information Management/Details of the Application page, click on the link given under Permission Slip, etc.

### The file will get downloaded.

\* The electronic Permission Slip will be downloaded in ZIP format. The permission slip can be checked after unzipping the file. For files included in the ZIP format file, refer to the "About the Electronic Permission Slip" on the next page.

### Points to note!

- If you had opted for a hard copy of the Permission Slip but did not receive the original by the flight start date, take a print out of the downloaded Permit Form and take it to the flight location.
- Sending an envelope for returning the Permission Slip is a required operation, if you have opted for "Paper Permission Slip" as the format to receive the permit. This is not necessary if you had opted for "Electronic Permission Slip".
- When sending the envelope for the return of the original permit, enter the Application receipt number written in the Permission Slip issuance email sent from the system.



# 07. Step 4: Download Permission Slip (2/2)

• About electronic Permission Slip

The electronic Permission Slip in ZIP format contains the following files.

No.	File name	File format	File description
1	000.xml	xml	A file with an electronic signature instead of a conventional seal. Electronic Permission Slip.
2	DEFAULT_STYLE.xsl	xsl	A supplementary file for displaying the No.1 xml format file in the browser.
3	OOO.pdf	pdf	File with specific permissions. Depending on the contents of the permission, there may be multiple files.

As shown in the table, Permission Slip issued in electronic format does not have an official seal. You can use the e-Gov electronic filing system to verify whether the downloaded electronic permission slip has not been tampered with and whether the granted digital certificate is valid.

Access the following URL and verify from official document signature verification.

e-Gov electronic application system: <u>https://shinsei.e-gov.go.jp/</u>

(Reference)

No.1 "OOO.xml" (Sample)

国空机第cote号/国空機第cote号	~
10ファイルは、美人紙空紙の板竹に開きる許可者「留空結果0000号ノ国空機能0000号」(平応14年4月14日付付について着名された ファイルです。	
	4

No.3 "OOO.pdf" (Sample)



**Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

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

# Table of Contents





### **Drone Information Platform System - Operation Manual**



### **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 <u>Frequently Asked Questions</u> 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 1 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 <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>

\*Click on the link to open the external site.

### **Drone Information Platform System - Operation Manual**



# 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 inform** Edit the items you want to change and then register.

### **Editing is completed**

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 <u>for how to</u> <u>add plane information and operator information</u>.

Step2 onwards is the same as <u>new</u> <u>application</u>



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





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





# 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.

### Points to note

 For subsequent steps, refer to <u>Create a new</u> <u>application (Step 2 (2) and Step 3 (2))</u> and proceed. **Drone Information Platform System - Operation Manual** 



**Operation manual for applicants** 

# <Applicant> 11. Process for new applications for level 3.5, etc.

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# 01. Introduction (For those who wish to apply for a new 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, so refer to this when performing necessary procedures.
- In addition to this manual, please refer to the <u>Frequently Asked Questions</u> page on the Drone Information Platform System for a deeper understanding of the system.
- Various notification emails will be sent to the registered email address when registering applicant information. The contents of the e-mail will include information necessary for using the system and the review status of your application. Before using the system, please make sure that the domain information@dips.mlit.go.jp is set to receive e-mails.
- Since it takes certain time to review the documents, please submit the application forms at least 10 business days (excluding Saturdays, Sundays, and holidays) prior to the scheduled flight start date.
   If an application is incomplete, it may take time to obtain additional confirmation, and it may not be possible to obtain permission/approval by the scheduled flight date, we request that you submit your application well in advance, approximately 3 to 4 weeks from the scheduled flight start date.



# 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 the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the <u>Ministry of Land, Infrastructure, Transport and Tourism website</u>
   \*Click on the link to open the external site.



# 03. Items required for new application for flight permission/approval

The following information is required when registering or changing unmanned plane information or operator information.

Various information	Item	
Registration and change of unmanned plane information	<ul> <li>*Even if you have already registered, the following is required for self-made planes, etc.</li> <li>Information on compliance with standards</li> <li>Design drawing or photos of the plane (front, sideways and top)</li> <li>Name of the flight control device</li> <li>Operator's name</li> <li>Design drawing or photos</li> <li>Information on operational limits of the plane</li> <li>Operating instructions</li> <li>Information on how to make the plane fly</li> </ul>	<ul> <li>*The following too are required for new registration of a test flight notification reported plane</li> <li>Notification number of test flight</li> <li>Manufacturer name</li> <li>Model name or title</li> <li>Type of plane</li> <li>Serial number etc.</li> <li>Maximum takeoff weight</li> </ul>
Registration and change of operator information	<ul> <li>Full name</li> <li>Furigana</li> <li>Contact number</li> <li>Email address</li> <li>* When creating a new operator (without skill certification), registration of website is optional.</li> </ul>	<ul> <li>Address</li> <li>Information on the compliance of the operator with the standards</li> <li>Flight record so far</li> <li>ation organization skill certification information provided on</li> </ul>

### Prepare the following information for a new application for flight permission/approval.

Various information	ltem
Information on Applicant	Emergency contact (name/phone number)
Other details	<ul> <li>Drone Information Platform System account (Example: ABC123456 3 letters + 6 numbers)</li> <li>Flight and plane information</li> <li>Information manual to be used</li> <li>Information on operator</li> <li>Information such as insurance</li> </ul>



# 04. Steps for new application for flight permission/approval

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

# Start the New application for flight permission/approval

### **Step1 : Log in to the Drone Information Platform System**

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

### Step2: Register unmanned plane information

Enter the plane information from "Registration and change of unmanned plane information" on the main menu.

#### **Step3: Register operator information**

Enter the operator information from "Registration and change of operator information" on the main menu.

#### **Step4: Proceed to new application**

Select the "Create (new)" button on the main menu.

### Step5: Carry out simple category judgment

Enter the required items and the flight category will be determined.

### Step6: Enter the flight overview and flight details

Enter the flight information of the plane to be flown.

#### Step7: Select the plane and the operator

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

#### Step8: Enter other details, etc

Enter insurance status, emergency contact, the type of permission slip forms, etc.

### **Step9: Confirm the application contents**

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

#### Step10: Submit application form

Confirm the contents of the application form and submit.

### New application completed

The application will be verified by the Regional Civil Aviation Bureau, etc. and you will be notified by email when the confirmation is complete.

### **%Points to note!**

For Step 1~Step 5 procedures, proceed with reference to <u>01. Process for</u> <u>new application.</u>



# 09. Step 5: Carry out simple category judgment



This section describes the application when a decision result of 'Category IIA (beyond visual line of sight where entry control measures are implemented using an on-board camera device, etc [Level 3.5 flight, etc])' is displayed.

Press the "To flight permit/approval application" button to apply for the relevant category.



# 10. Step 6: Enter the flight overview and flight details (1/6)

	Flight overview
STEP 01 htry of the flight ov	STEP 02         STEP 03         STEP 04         STEP 05           ntry of the flight dt ails         lane / Operator sel ction         ntry of other detail         Application confirm         pplication complete
he category	you are applying for is "Category II A (Level 3.5 flight, etc)".
ter the correct over	rview of the flight (purpose of flight, reason, period, etc.).
I .What is	the purpose of the flight?
Business	
Transport an Other (If this	d delivery Natural observation Accident and disaster response is selected, enter the purpose of the flight below)
V.Where is	the flight location?
. Select whether t	o flight in a specific location/path. 🟮
. Select whether to Except for certa of the prefecture	o flight in a specific location/path. 0 in conditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name 3.
<ol> <li>Select whether t Except for certa of the prefecture</li> <li>Do not perf</li> </ol>	o flight in a specific location/path. () in conditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name e. 'orm a flight in a specific location/path () Perform a flight in a specific location/path

Save

Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*For the purpose of flight, refer to the table on the next page, "Flight Purpose List."

\*For more information on why a flight permit is required, please refer to the table on the following pages: "List of <u>reasons why flight permit is required</u> <u>(flight airspace)</u>" and "<u>List of reasons why flight</u> <u>permit is required (methods of flight)</u>".

\*If there are any incomplete entries, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.



# **10.** Step 6: Enter the flight overview and flight details (2/6)

		Flight o	verview		
STEP 01 ntry of the flight ov	STEP 02 ntry of the flight de ails	STEP 03 lane / Operator sel ction	STEP 04 ntry of other detail etc.	STEP 04 Application confirm	STEP 05 pplication complete
he category	you are applyin	g for is " <mark>Categ</mark> o	ory II A (Level 3	.5 flight, etc)".	
nter the correct over	view of the flight (purpos	se of flight, reason, peri	iod, etc.).		
I .What is	the purpose of	the flight?			
Business					
Aerial photog	raphy 🗌 Reporting a	and news 📃 Securi	ty 🗌 Agriculture, fo	restry and fisheries	Measurement
Environmenta	al survey 📄 Facility r	naintenance 🗌 Infr	rastructure inspection a	nd maintenance	Material management
Transport and	d delivery 📃 Natural	observation Acc	ident and disaster resp	onse	
Uther (If this	is selected, enter the pu	rpose of the flight belo	w)		
Other (If this	is selected, enter the pu	rpose of the flight belo	w)		
Other (if this	is selected, enter the pu	rpose of the flight belo	w)		
V.Where is	is selected, enter the pu	rpose of the flight belo Z	<b>S</b>		
V.Where is	is selected, enter the pu the flight locatic flight in a specific loca	rpose of the flight belo Z Don? tion/path.	<b>S</b>		
V.Where is  Select whether to  Except for certail of the prefecture	is selected, enter the pu the flight locatic flight in a specific loca n conditions, applications	rpose of the flight belo	w)	g to the entire country (	of Japan and the name
V.Where is  Select whether to Except for certail of the prefecture Do not perfecture	is selected, enter the pu the flight locatic flight in a specific loca n conditions, applications rm a flight in a specific lo	rpose of the flight belo 2 on? for flights can be filed to cation/path • Pe	w)	g to the entire country of	of Japan and the name
V.Where is Select whether to Except for certain of the prefecture Do not perfo	is selected, enter the pu the flight locatic flight in a specific loca n conditions, applications rrm a flight in a specific lo	rpose of the flight belo	w)	g to the entire country o ic location/path	of Japan and the name
V.Where is  Select whether to  Except for certail of the prefecture Do not perfor	is selected, enter the pu the flight locatio flight in a specific loca n conditions, applications or um a flight in a specific lo	rpose of the flight belo 2 2 2 2 2 2 2 2 2 2 2 2 2	w)	g to the entire country of ic location/path	of Japan and the name
V.Where is  Select whether to Except for certain of the prefecture Do not perfor Cancel	the flight locatio flight in a specific loca n conditions, applications rm a flight in a specific lo	rpose of the flight belo 2 2 2 2 2 2 2 2 2 2 2 2 2	w)	g to the entire country of ic location/path	of Japan and the name

Enter the required information on the flight overview page and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*It is mandatory to fill in the following fields.

- I. What is the purpose of the flight?
- II. How will entry control measures be implemented?
- III. Reasons why a flight permit is required
- IV. Do you fly throughout the year?
- V. Where is the flight location?

\*For V, in applications for Lv 3.5 flight, etc., select 'Perform a flight at a specific location/path'.



# **10.** Step 6: Enter the flight overview and flight details (3/6)

STEP 01 ry of the flight ov e category you er the correct overvie	STEP 02     STEP 03     STEP 04     STEP 04     STEP 04       ntry of the flight dt ails     Iane / Operator sel ction     ntry of other detail etc.     Application confirm     pplication complete
step ol try of the flight ov he category you ter the correct overvie	step 02 step 03 step 04 step 04 step 04 step 04 step 05 ntry of the flight dt lane / Operator sel ntry of other detail Application confirm pplication complete ails ction etc.
ne category you	u are applying for is "Category II A (Level 3.5 flight, etc)".
er the correct overvie	
I What is th	w of the flight (purpose of flight, reason, period, etc.).
i .wiiacio ai	e purpose of the flight?
.Business	
Aerial photograp	hy Reporting and news Security Agriculture, forestry and fisheries Measurement
Environmental s	urvey 🗌 Facility maintenance 🗌 Infrastructure inspection and maintenance 🗌 Material management
Transport and d	elivery 🗌 Natural observation 📄 Accident and disaster response
Other (If this is	selected, enter the purpose of the flight below)
	<i>h</i>
	22
V.Where is th	e flight location?
1. Select whether to fli	ght in a specific location/path. 🍵
Except for certain c	onditions, applications for flights can be filed for a wide area according to the entire country of Japan and the name
of the prefecture.	
<ul> <li>Do not perform</li> </ul>	a flight in a specific location/path <ul> <li>Perform a flight in a specific location/path</li> </ul>
	Next
Cancel	

Enter the required information on the flight overview page and press the "Next" button.

\*In cases where the flight date or time changes due to bad weather, etc., submit an application for a period of time that takes into consideration the flight delays, etc. Please note that the period for which you can apply is limited to one year.

\*After pressing the "Next" button, if any of the fields are missing, a message will appear prompting you to fill in the missing fields.



# 10. Step 6: Enter the flight overview and flight details (4/6)

### Flight Purpose List

ltem number	Purpose of the flight	Category	Remarks
1	Aerial photography	Business	Taking pictures of landscapes and facilities, TV and film, production, shooting an event, etc.
2	Reporting and news	Business	Reporting and news, etc.
3	Security	Business	Tracking of intruders, surveillance of people entering the factory, etc.
4	Agriculture, forestry and fisheries	Business	Spraying pesticides, controlling pine weevils, sowing seeds, spraying fertilizers, cultivation surveys, etc.
5	Measurement	Business	Measurement at construction sites, etc.
6	Environmental survey	Business	Radioactivity measurement, air pollution survey, etc.
7	Facility maintenance	Business	Plant maintenance, construction plan survey, solar panel management, etc.
8	Infrastructure inspection and maintenance	Business	Road and bridge inspection, tunnel inspection, inspection of river management facilities, inspection of coastal conservation facilities, inspection of port facilities, etc.
9	Material management	Business	Plant material management, volume measurement of materials, etc.
10	Transport and Delivery	Business	Transportation of goods, home delivery, etc.
11	Nature observation	Business	Volcano observation, terrain change measurement, resource observation, etc.
12	Accident and disaster response	Business	Landslide damage investigation, mountain rescue, search for water victims, search for victims, investigation of the cause of fires, traffic accident investigation, etc.
13	Hobbies	Non-business	Conferences, sports, recreation, flying as a hobby, etc.
14	Research and Development	Non-business	Research and Development, etc.
15	Other details	Business/non- business	Reasons other than the above, in case of a test flight



# 10. Step 6: Enter the flight overview and flight details (5/6)

### List of reasons why a flight permit is required (flight airspace)

ltem number	Category	Airspace
1		Around airport (*)
2	Flying in no-fly zones (related to Article 132-85)	Airspace at the height of 150 m or more above the ground or water surface (*)
3		Densely populated areas or cluster of buildings (*)

### List of reasons why flight approval is required (methods of flight)

ltem number	Category	Methods of flight
1		Night flights
2		Flight beyond visual line of sight
3	Mathada of flight (valated to Article 122.96)	Distance less than 30 m from people/property
4	Methods of hight (related to Article 152-66)	Flying over an event location (*)
5		Transportation of dangerous goods
6		Airdrop at a property

\*Not selectable in applications for level 3.5 ,etc.



# 10. Step 6: Enter the flight overview and flight details (6/6)

Flight details				
STEP 01 Entry of the flight ov rview	2 STEP 03 STEP 04 STEP 05 STEP 06 light dv lane/Operator sole ntry of other detail Application confirm pplication complete tion ctc.			
The category you are ap	Oplying for is "Category II A (Level 3.5 flight, etc)".			
I . Where is the plann	ed location of flight?			
Describe the route of your flight is If there are multiple nutures for whi (Example) 1.* Prefecture * CDI 2.** Prefecture ** CDI 3.** Prefecture ** CDI 3.+2 4.** Prefecture ** CDI	n a way that makes it possible to understand the location of departure, the route, and the destination, sch you will apply list those routes. y * Town * 0-00 to ** Prefecture ** City ** Town ** 1-0-1 y * Town ** 2-0-0 to ** Prefecture ** City ** Town ** 2-2-10 y ** Town ** 2-1-0 to ** Prefecture ** City ** Town ** 2-2-1 to ** Prefecture ** City ** Town ** y ** Town ** 5-2-3 to ** PrAefecture ** City ** Town ** 5-2-3 ***			
	SS			
Cancel Save	Next			

Enter the required information on the flight details page and press the "Next" button.

\*It is mandatory to fill in the following fields.

- I. Where is the assumed flight range?
- II. Where is the application destination?



# 11. Step 7: Select the plane and the operator (1/7)





When you press the "Plane selection" button on the Plane/operator overview page, the Plane information list/Selection screen will be displayed.

As the plane information entered in "<u>Registration and</u> <u>change of unmanned plane information</u>" on the Flight permission/approval main menu page will be reflected, select the plane required for application, and press the "Plane addition" button.

If you change the plane information from the menu screen "<u>Registration and change of unmanned plane</u> <u>information</u>" after adding the plane, it will not be automatically reflected in the contents of the application form.

In order to reflect the changes, delete the corresponding plane and then perform "Plane addition" again. The selected description is added to the list.

In applications for level 3.5 flight, etc., additional standards must be registered according to the type of flight being applied for, so press the "Add Std" button for each plane. (Scroll right to see the button.)



# 11. Step 7: Select the plane and the operator (2/7)



Enter the required information on the 'Enter conformity to additional standards for unmanned aircraft' page and press the "next" button.



# 11. Step 7: Select the plane and the operator (3/7)



You will be returned to the 'Plane information list/Selection' page, check the plane to be registered, and press the "Register" button.

\*Check to see if additional standards have been entered for all selected planes.

If even one of the selected plane does not meet the additional standards, it cannot be registered.

Check the 'Plane entry of the conformity to the additional standards' page, and confirm the details of additional standards to be entered.

\*Items such as "Terms of use specification statement" and "Unmanned plane flight rules" are displayed if the plane you own is a model-certified plane, or if you have obtained individual plane certification.


## 11. Step 7: Select the plane and the operator (4/7)



Since you will return to the Plane/operator overview page, press the "Operator selection" button.



## 11. Step 7: Select the plane and the operator (5/7)



As the operator information entered in "Registration and change of operator information" on the Flight permission/approval main menu page will be reflected, select the operator name required for application, and press the "Operation addition" button.

If you change the operator information from the menu screen "Registration and change of operator information" after adding the operator, the changes will not be automatically reflected in the application form.

In order to reflect the changes, delete the corresponding operator and then perform "Operator addition" again.

In the application for level 3.5 flight, etc., the registration of additional standards is required, so press the button 'Add Std' for each operator.

\*The "First Class (Operator Skill Certification)", "Second Class (Operator Skill Certification)", and "Skill Certification (Private Skill Certification)" fields are displayed when the selected operator has obtained skill certification, etc.



## 11. Step 7: Select the plane and the operator (6/7)

Enter conformity to additional standards for people who fly unmanned airc  $m{X}$ 

raft

Enter information relating to conformity to additional standards for the pilot.

I. Enter conformity to additional standards for the pilot.

1. Confirmed that the person who flies an unmanned aircraft satisfies the following requirements. OBeyond visual line of sight

(1) It is possible to fly an unmanned aircraft by remote active control while watching the monitor, while maint aining the intended flight path, and safely to land the unmanned aircraft in the vicinity of the flight path.

Yes No

(2) I have received at least 10 hours of education and training through classroom lectures and practical skills r egarding understanding abnormal conditions remotely, and implementing appropriate judgments according to the situation, and operations and the like based on this.

Yes No

2. Confirmed that the person who will fly an unmanned aircraft meets each of the following requirements according to the flight configuration that corresponds to the details of the flight being applied for.

○Night flight

(1) It is possible to fly an unmanned aircraft at night, while maintaining the intended flight path.

Yes No N/A

3. The following are implemented as alternative safety measure for items selected "No" in 1. and 2. above (beyo nd visual line of sight, night flight, object drop).

- Application for training; implemented in a location where a third party is prevented from entering under the control of a person who will fly an unmanned aircraft or is related to that person.
- Although it is an application for work, but will implement flights for work after taking training based on the flight manual indoors or at a place where that has received permission for training.

back



Enter the required information on the 'Enter conformity to additional standards for people who fly unmanned aircraft' page and press the "next" button.



## 11. Step 7: Select the plane and the operator (7/7)

	riane, operator overview
S Entry of	TEP 01 STEP 02 STEP 03 STEP 04 STEP 05 STEP 05 IT P 05 STEP 05
The c	ategory you are applying for is "Category II A (Level 3.5 flight, etc)".
Enter the	correct information regarding the plane, operator, and manual to flight.
1.	Plane information list/Selection 0
Plane	solec 0
П.	Operator information list/Selection 0
Operat	tor se
шс	
I. Select When u The lab The lab	the flight manual to use. sing the "Standard manual of the Civil Aviation Bureau" use it after fully understanding the contents. est Standard manual of the Civil Aviation Bureau can be confirmed on the Civil Aviation Bureau website. est Standard manual of the Civil Aviation Bureau is here.
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Since you will return to the 'Plane/operator overview' page, enter other necessary information and press the "Next" button.

\*For items that require file upload, press the "Select" button and upload the appropriate file.

The formats and sizes of the file that can be uploaded are as follows.

File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif Size: 10 MB

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Register" button again.

\*It is mandatory to fill in the following fields.

- I. Plane information list/Selection
- II. Operator information list/Selection
- III. Select the flight manual to use

\*If you select 'Use a flight manual (attachment) other than the above.', please attach the prepared manual and describe any changes from the flight manual prepared by the Civil Aviation Bureau.



## 12. Step 8: Enter other details, etc (1/3)

STEP 04 try of other detail	STEP 05 Application confirm .5 flight, etc) ". gency contact. etc.).	STEP 06 pplication complet
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As you will proceed to the input page, 'Entry screen of other details etc.', enter other required information and press the "Next" button. (Explanation of the relevant screen continues on to the next page.)

\*In the Additional Attachments section, attach any other files or additional files that could not be attached when preparing the application.

\*For items that require file upload, press "Select" and upload the appropriate file.

The formats and sizes of the file that can be uploaded are as follows.

File format: xls, xlsx, doc, docx, pdf, jpg, jpeg, png, gif Size: 10 MB

\*If there are any problems with file format or input content, an error message will be displayed on the screen. Make necessary corrections in response to the error message, and press the "Next" button again.

\*It is mandatory to fill in the following fields. Fill in the other items as applicable and necessary.

- I. Please check your emergency contact.
- ${\rm I\!I}$  . Select the type of the permission slip you want to receive.
- **VII**. Setting and the like of flight conditions.

\*Choose electronic or paper permit. If you choose a paper permit, you will need to submit a self-addressed envelope to the concerned authorities.



## 12. Step 8: Enter other details, etc (2/3)

STEP 01 Entry of the flight ov rview	STEP 02 ntry of the flight de ails	STEP 03 lane / Operator sel ction	STEP 04 ntry of other detail	STEP 05 pplication confirm	STEP 06 pplication complete
The category ) Enter the correct inform	ou are applyin	<b>g for is " <mark>Categ</mark> details (purchased insu</b>	ory II A (Level 3.5 rance information, emerge	<b>5 flight, etc</b> ) ".	
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Yes No			*		
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Yes N Describe the c		S			

As you will proceed to the input page, 'Entry screen of other details etc.', enter other required information and press the "Next" button.

\*Enter the amount of coverage in half-width numeric characters.

If you have multiple insurance policies, please enter the "Insurance Company Name", "Product Name", "Amount of Coverage (Personal)" and "Amount of Coverage (Property)" as shown below.

- "Insurance company name": List the insurance company names
- "Product name": List the product names
- "Amount of Coverage (Personal)", "Amount of Coverage (Property)": Enter the highest amount

If the Amount of Coverage (Personal) or the Amount of Coverage (Property) is unlimited, please check "Unlimited (personal)" or "Unlimited (property)".

If you do not have insurance, select whether you have the ability to compensate.



## 12. Step 8: Enter other details, etc (3/3)

VII. Sett	ing and the like of flight conditions
🕑 Obser	rve the following details when applying for flight.
Submi	r a night application based on the details that provided to the Civil Aviation Bureau that the flight conditions will be set to (
mera o	mat over is no one party entry arter adequately considering the characteristics and assumed risks of drimanned and art, devices, monitors, and the like.
Co	ontrol number of Civil Aviation Bureau (single-byte alphanumeric characters and symbols)
	ZZZ9999-99
✓ For th (Leve	use who fly temporarily across a road, railway or ship route, including when passing over a moving vehicles, trains or ships I 3.5 flight), it was confirmed that the flight details to be applied for are within the scope of the classification and limitation
✓ For th (Leve of the For th val fo	use who fly temporarily across a road, railway or ship route, including when passing over a moving vehicles, trains or ships I 3.5 flight). It was confirmed that the flight details to be applied for are within the scope of the classification and limitation ir skill certificates. use who will not implement a Level 3.5 flight, it was confirmed that it complied with the standards for permission and app r flight.
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Enter the required information and press the 'Next' button. (Explanation of the relevant screen continues on to the next page.)

**VII**. Setting and the like flight conditions

- Please check the information carefully.
- In the Control Number of Civil Aviation Bureau, the number entered during the simplified category determination is initially entered, please check again that the number is correct.



## 13. Step 9: Confirm the application contents



On the 'Application information management/Confirmation of the application contents' page, the application forms, attachments, etc. created based on the information you entered will be displayed, so click on them to confirm their contents.

\*To save or print the application form, select the format, etc., and save/print it from the browser.

#### Points to note!

Be sure to finalize your application, including the form and attachments, to ensure that you have the correct plane details for which you require a permit and approval.



## 14. Step 10: Submit application form

4	•	►.
× ×	Would you like to be notified of your application in English? Check that the application content is appropriate, and that there are no errors. * If there are deficiencies in the application content, it will take time for additions ion or approval will not be obtained by the schedules flight date. * Flying an unmanned aircraft system without obtaining appropriate permission fine.	nal confirmation. It is also assumed that permis or approval is punishable by imprisonment or a
	Cancel Apply	]

Finally, check the information you have entered again, and if everything is correct, check the box for " Check that the application content is appropriate, and there are no errors " and click the "Apply" button.



Confirm the message and click the "OK" button.

This completes the new application.

The application will be verified by the Regional Civil Aviation Bureau or the airport office, etc. and you will be notified by email when the confirmation is complete.

\*Applications that have been completed or suspended can be checked from the application list. Check <u>the manual for the method to confirm</u> <u>the application list</u>. **Drone Information Platform System - Operation Manual** 



**Operations Manual for applicant** 

# < Permission to fly / Flight Plan Report> 12. How to prepare a map when preparing your flight path



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## **01.Introduction (for Individuals create map data)**

- In the drone information platform system, you can prepare map information for flight permission application and flight plan report.
- The method of creating map data is the same for flight permission application and flight plan report.
- This manual should be used in conjunction with the various operation manuals for flight permission application and flight plan report.



## 02.Screen transition from "Flight Permit Approval and Flight Plan Notification Screen"

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Does VEI Investor Veitor State
Create Application Graphical(Dummy Screen For English)
Q View No-fly Arear   Effight Route / Flight   B   Range     I   P   Other than Flight   I   I   T   Text   Assistant, etc.   Edit   Delete

For flight permission application

In the "Create Application Graphical "screen, click 「▼」 button of "Flight Route / Flight Range", "Other than Flight Route", "Assistant ,etc. "and create each map information(shape) .

#### For flight plan report



In the "Flight plan report" screen, click 「▼」 button of "Flight Route / Flight Range" and create each map information(shape).



## 03.Search for a location to create map information



Press the  $\lceil \circ \rfloor$  button to display the text area.

Enter the address or the facility you wish to display in the text area.

The search results corresponding to the search string will be displayed.

When you select a location, the center of the map moves to the selected position.

#### Point

You can also move the map screen by dragging.



## 04.Draw flight paths and flight ranges on a map (How to draw in polygonal form)





Click 「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on polygon icon.

Click on polygon vertexes from the starting point on the map to draw the flight path/range. Double-click at the end of the vertex to determine the flight path/range.





## 05.Draw flight paths and flight ranges on a map (How to draw in a circle )



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Click 「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on circle icon.

Click on the circle center on the map, drag to widen the area and draw the prohibited area. Click again at the radius you want to create to determine the flight path/range.





### 06.Draw flight paths and flight ranges on a map (How to draw with buffer lines)



How to draw with buffer lines

Click 「▼」 button to the right of "Flight Route / Flight Range" to open the window for the shape to be drawn. Click on buffer lines icon.

Click **「▼」** button to the right of "radius" to open the window for the shape to be drawn. Select the radius you want to draw.



Click on points from the starting point on the map to draw the flight path/range. Double-click at the end point to determine the flight path/range.





## **07.How to draw assistants**



Click  $\lceil \mathbf{v} \rfloor$  button to the right of "Assistant, etc.", click on the point to place a assistant on the map. The assistant is displayed with an  $\lceil \mathbf{v} \rceil$  icon.





#### **Caution!**

• When flying over an event venues, etc., please draw the position of the assistant so that he/she can be identified.



## 08. How to draw artificial objects such as spectator seats



Click 「▼」 button to the right of "Other than Flight Route" to open the window for the shape to be drawn. Click on the icon you want to draw.

For information on how to draw each shape, see  $p.12-5 \sim p.12-7$ 

Artificial objects such as spectator seats are drawn within the blue shaded area.

#### Caution!

• When flying over an event venues, please draw artificial objects to show the location of spectators, etc., and make it clear that the route does not fly over third parties

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## **09. How to create text**

⊤ Text	<b>v</b>	⊤ Text
		ТТТ
		Text Label
		Font Color
		Background Color
		Size 10px 🐨
		Assistant, etc.
		Edit Delete

To add information in text to an assistant or artifact objects on the map, Click  $\lceil \mathbf{v} \rfloor$  button to the right of text and enter the information.

Change text color, background color, and size as needed.

Click on the location on the map to place the text.





## 10. How to edit flight path/range (for polygons) (1/2)



In the "Flight Route / Flight Range" screen, click "Edit" button to change the status to that shown on the left, and the flight path/range can be edited.



With editing enabled, click on the flight path/range (red shaded line) and a red circle will appear at each point . Click on the red circle you want to edit.



## 10. How to edit flight path/range (for polygons) (2/2)



Click on the red circle you want to edit. To delete the selected point, press  $\lceil \times \rfloor$ .

If you want to change the range without deleting, change the range while clicking the red circle. Once you have moved the red circle to the location you want to change, release the click. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

After all points have been deleted or changed, click on the map outside of the flight path/range or a red circle. The "arrow",  $\lceil \times \rfloor$  icons and the red circle will disappear as shown on the left, and the edited flight path/range will be fixed.



## 11. How to edit flight path/range (for circles) (1/2)



In the "Flight Route / Flight Range" screen, click "Edit" button to change the status to that shown on the left, and the flight path/range can be edited.



With editing enabled, click on the flight path/range (red shaded line) and a red circle will appear at each point.



## 11. How to edit flight path/range (for circles) (2/2)

#### How to edit flight path/range (for circles)

To move it





Slide the circle in the direction you want to move it while clicking the red circle displayed in the center of the circle and release the click. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

While clicking on the red circle displayed outside the circle, slide it in the direction to be enlarged or reduced.

Release the click when you have slid it to the place you want to zoom in or out. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

After moving/zooming in/out, if you click on the map outside of the flight path/range, the "arrow" and red circle will disappear and the edited flight path/range will be fixed.



## 12. How to edit flight path/range (for buffer lines) (1/2)



In the "Flight Route / Flight Range" screen, click "Edit" button to change the status to that shown on the left, and the flight path/range can be edited.



With editing enabled, click on the flight path/range (red shaded line) and a red circle will appear at each point . Click on the red circle you want to edit.



## 12. How to edit flight path/range (for buffer lines) (2/2)

How to edit flight path/range (for buffer lines)







Click on the red circle you want to edit. To delete the selected point, press  $\lceil \times \rfloor$ .

If you want to change the range without deleting, change the range while clicking the red circle. Once you have moved the red circle to the location you want to change, release the click. If you want to undo the change, press the "arrow" in the blue circle on the left. The drawing returns to the state before the change.

After all points have been deleted or changed, click on the map outside of the flight path/range or a red circle. The "arrow",  $\lceil \times \rfloor$  icons and the red circle will disappear as shown on the left, and the edited flight path/range will be fixed.



## **13. How to edit assistants**



# In the screen, click "Edit" button to change the status to that shown on the left, and assistants can be edited.





With editing enabled, click on the assistant and a red frame will appear around it. Click and drag to the location where you want to move it.

#### **Caution!**

• When flying over an event venues, etc., please draw the position of the assistant so that he/she can be identified.



## 14. How to edit artificial objects such as spectator seats



In the screen, click "Edit" button to change the status to that shown on the left, and artificial objects such as spectator seats can be edited.

For information on how to draw each shape, see  $p.12-11 \sim p.12-16$ .



#### Caution!

• When flying over an event venues, please draw artificial objects to show the location of spectators, etc., and make it clear that the route does not fly over third parties



## **15. How to edit text**



In the screen, click "Edit" button to change the status to that shown on the left, and text can be edited.





With editing enabled, click on the text and a red frame will appear around it. Click and drag to the location where you want to move it.



## 16. How to delete a shape or object



In the screen, click "delete" button to change the status to that shown on the left, and a shape or object can be deletable.

Click the shape or object you want to delete.

A message confirming the deletion appears. Click "OK" to complete the deletion.