

Director of Unmanned Aircraft Systems Division

General Policy Regarding Inspection of Unmanned Aircraft System

Note: It is noted that if there is a translation difference between English and Japanese, then Japanese should be the official language to refer to.

1. Purpose

The purpose of this Circular is to prescribe the necessary particulars regarding application for UAS certification for unmanned aircraft systems as stipulated in Article 132-13 of the Civil Aeronautics Act (Act No. 231 of 1952; hereinafter, the "Act") and the methods of inspection for the UAS certification. In implementing this Circular, applicant who intends to obtain the UAS certification for an unmanned aircraft system (hereinafter, the "applicant") shall cooperate with the JCAB or the Registered Unmanned Aircraft Inspection Organization (hereinafter, the "Inspection Organization") in the process of inspection for UAS certification to ensure proper and efficient performance thereof.

2. Related laws, etc.

- (1) Article 132-13 and Article 132-14 of the Act
- (2) Articles 9 and 10 of the Order on Fees Relating to the Civil Aeronautics Act (Cabinet Order No. 284 of 1997)
- (3) Article 236-12 through Article 236-20 of the Ordinance for Enforcement of the Civil Aeronautics Act (Order of the Ministry of Transport No. 56 of 1952; hereinafter, the "Regulation")
- (4) Articles 5, 10, and 11 of the Ordinance on Fees Relating to the Civil Aeronautics Act (Order of the Ministry of Transport No. 58 of 1997)
- (5) Article 6 of the Ministerial Ordinance concerning Registered Unmanned Aircraft Inspection Organization (Order of the Ministry of Land, Infrastructure, Transport and Tourism No. 57 of 2022)
- (6) Manual for Handling Flight Logbooks of Unmanned Aircraft Systems (KOKU-KU-MUKI-236963)
- (7) Manual for Preparation of On-site Inspection Procedure Manual for UAS (KOKU-KU-MUKI-237031)
- (8) Airworthiness Division Director Circular No. 8-002 "Procedures for UAS Type Certification for unmanned aircraft systems"

3. Procedures related to UAS Certification

(1) Application

When making an application regarding an unmanned aircraft system that has not obtained UAS type certification under Article 132-16, paragraph 1 of the Act, an unmanned aircraft system that has previously obtained UAS certification under Article 132-13, paragraph 1 of the Act, and an unmanned aircraft system of a model that has obtained UAS type certification under Article 132-16, paragraph 1 of the Act, the applicant shall attach to the application form the relevant documents according to each respectively applicable category in the table in Article 236-12, paragraph 2 of the Regulation. In order for an unmanned aircraft system to obtain UAS certification, it must have been registered under Article 132-4 of the Act.

Application for UAS certification shall, in principle, be made online using the Drone/UAS Information Platform System (by the Airworthiness Certificate Application Function; hereinafter, the "UAS Certification Application Function"), provided, however, that some documents, etc., to be attached to the application form may be submitted by electromagnetic method. When selecting an Inspection organization as the organization at which the applicant prefers to undergo inspection, it is necessary for the applicant to confirm in advance the scope of work offered by the Inspection organization which the applicant prefers by reading the information published on the website of the Inspection organization.

When applying for UAS certification of an unmanned aircraft system that has not obtained UAS type certification, the prospective applicant shall make some preliminary arrangements in advance with the JCAB with respect such matters as the date of application, scheduled inspection date, inspection details, etc. With regard to the matters subject to preliminary arrangements and specific inspection methods related to the design and manufacturing process, Airworthiness Division Director Circular No. 8-002 "Procedures for UAS Type Certification for unmanned aircraft systems" shall apply *mutatis mutandis*.

(2) Types of application

There are two types of application as described below. The basic procedure is the same between both the types of application.

[1] New application

"New application" refers to an application to be made where the applicant obtains UAS certification for the first time.

Examples of applicable cases include where the applicant is applying for Class 1 UAS Certification for an unmanned aircraft system that has already obtained Class 2 UAS Certification, and where the applicant is obtaining to re-register an unmanned aircraft system whose registration was extinguished and obtain its UAS certification again.

[2] Application for renewal

"Application for renewal" refers to an application to be made where the subject unmanned aircraft system has previously obtained UAS certification and the application for continuation of such UAS certification after the expiration of its validity period.

In the case of an application for renewal, if there is any change in the design or manufacturing process for the subject unmanned aircraft system, the applicant shall be requested to attach the documents required for Category 1 regarding such change as shown in the table in Article 236-12, paragraph 2 of the Regulation. In addition, reviews, tests, etc. of the relevant materials, including drawings, design documents, test plans, and test reports, to prove conformity to the "Standards concerning Strength, Structure, and Performance to Ensure Safety" in Airworthiness Division Director Circular No.8-002 "Procedures for UAS Type Certification for unmanned aircraft systems" (hereinafter, "Safety Standards") shall be witnessed. In addition, the applicant shall also make an application for renewal if the applicant intends to make modifications or additions to the configuration that has obtained approval for changes to UAS type certification prescribed in Article 132-17 of the Act.

(3) Matters to be stated in UAS certification application form

When making an application for UAS certification under Article 236-12 of the Regulation, the applicant shall submit an application form stating the following matters. The applicant may make an application for multiple unmanned aircraft systems if the user is the same and the unmanned aircraft system is of the same model. Some of the application-related matters to be stated through the UAS Certification Application Function will be automatically populated through linkage with the registration function of the Drone/UAS Information Platform System, UAS type certification information, automatic calculation function, and the applicant's identity verification information obtained from Government Business ID or Individual Number Card. It should be noted, however, that certain information may have to be entered directly by the applicant, depending on the conditions for the application, etc.

[1] Matters to be stated regarding the applicant

a) Matters to be stated regarding the applicant

The corporate number, corporate name/trade name, name of the representative, and address of the head office or principal office of the corporation or organization shall be stated.

b) Name and address to be entered where the applicant is an individual

The name, furigana, address, and date of birth shall be stated. The name shall be exactly the same as the one registered at the time of unmanned aircraft system registration.

c) Applicant's contact information

The name, furigana, address, telephone number, and email address of the person in charge who is reachable at all times during the application procedure, examination, etc. for UAS certification shall be stated. Where the applicant is a corporation or

organization, the department of the person in charge and the location of the office shall be stated as the name and address of the applicant.

d) Unmanned aircraft system Information

i. unmanned aircraft system Information

Unmanned aircraft system Information shall include class of UAS Certificate, UAS Type Certificate Number, model, registration ID, serial number, class of the unmanned aircraft system, weight, maximum takeoff weight, weight category, size (overall width, overall length, overall height), no-fly air space, and method of flight.

ii. New product categories

Either " UAS has been used for air navigation " or " UAS has not been used for air navigation " shall be selected. In this Circular, " UAS has not been used for air navigation " refers to an unmanned aircraft system that has not been used for air navigation, and for which application for UAS certification under Article 132-13 of the Act has been made within one month from when it was granted registration as an unmanned aircraft system under Article 132 of the Act.

iii. Designer's name or description and address

The name or description and address of the person responsible for the design of the unmanned aircraft system shall be stated. The address shall be the designer's address or the location of the designer's principal office.

iv. Manufacturer's name or description and address

The name or description and address of the manufacturer of the unmanned aircraft system shall be stated. As the address, the manufacturer's address or the location of its principal office shall be stated.

v. Risk category

For Class 1 UAS Certification, the risk category shall be selected with no regard to the weight category. For Class 2 UAS Certification, the risk category shall be selected only if the unmanned aircraft system falls into the weight category of the maximum takeoff weight of 25 kg or more.

vi. No-fly airspace and method of flight

In the case of an unmanned aircraft system that has not obtained UAS type certification, the airspace and method of flight in which the unmanned aircraft system will be operated shall be stated.

e) Records of inspection and maintenance by the designer, etc.

If inspection and maintenance have been performed by the designer, etc., of the unmanned aircraft system, such fact shall be stated.

f) Accompanying documents

The accompanying documents that will be necessary in the inspection for UAS certification shall be stated in the items corresponding to the application category listed in the table in "4. Inspection-related Procedures."

g) Fee category

The applicable fee category from those stipulated in the relevant cabinet order shall be stated.

h) Preferred Inspection Body

Either the JCAB or an Inspection Body shall be selected. If the applicant prefers inspection by an Inspection Body, the applicant shall refer to the scope of work offered by that Inspection Body to check if necessary inspection can be received.

i) Desired inspection period

In order to facilitate the smooth processing of UAS certification and also to ensure convenience on the part of applicants, UAS certification inspections shall be conducted by reservation (in principle, on a first-come, first-served basis). If the inspection for current conditions for UAS certification involves an on-site inspection, the applicant shall select the desired inspection period. The applicant can select a desired inspection date on the reservation calendar screen for the JCAB or the Inspection Body (whichever selected). When applying for UAS certification for multiple unmanned aircraft systems, the applicant can select up to five dates. The unmanned aircraft system that will receive inspection on each of the individual dates shall be stated.

(4) Acceptance of application form

When an application form for UAS certification inspection is submitted, the application form shall be accepted after confirming that there are no deficiencies in the application form and accompanying documents.

(5) Request for inspection to Inspection Body

Upon the acceptance of the application form, the UAS Certification Application Function will notify the Inspection Body preferred by the applicant of the applicant's request for inspection via email.

(6) Fee payment and identity verification method

If the applicant has applied for inspection by the JCAB, the applicant must pay a fee by the procedure described below. If the applicant has applied for inspection by an Inspection Body, the applicant must make payment in accordance with the amount, payment method, and other details specified by the Inspection Body on its website.

[1] Fee amount

The amount of the fee shall be as stated in the Order on Fees Relating to the Civil Aeronautics Act

Under the Order on Fees Relating to the Civil Aeronautics Act and the Ordinance on Fees Relating to the Civil Aeronautics Act, if inspection is conducted outside Japan, the applicant must pay an amount equivalent to the travel expenses as determined according to the number of persons and the number of days expected to be needed depending on the destination and period of the business trip, and other matters as necessary. If, after submitting the application form, it becomes necessary to pay an additional amount to cover the travel expenses and/or cost for any additional inspection found to be necessary, the additional fees must be paid through the UAS Certification Application Function.

[2] Conditions for simultaneous application for multiple unmanned aircraft systems

An application can be made for multiple unmanned aircraft systems at the same time, as long as the unmanned aircraft systems are of the same model for which UAS Type certification was obtained.

[3] Identity verification method

Application can be made on the basis of one of the identity verification methods below.

- a) By sending the electronic certificate written on your Individual Number Card
- b) By logging in to your Government Business ID account
- c) By facial authentication by means of your driver's license or passport and your facial image data
- d) By sending an identity verification document by mail

[4] Payment procedure

The applicant shall pay the fee using either of the following methods in accordance with a notice from the UAS Certification Application Function after the application is made:

- a) By credit card (excluding cases where identity verification documents are sent by mail)
- b) By Pay-easy (which allows payment via bank ATMs or online banking)

(7) Fee amount where overseas inspection is required

If an application is made for a new UAS certification with respect to an unmanned aircraft system that has not obtained UAS type certification or if an application for renewal of UAS certification involves any change in the design or manufacturing process, the applicant may request an overseas inspection of the design or manufacturing process. In this case, the applicant must consult with the authorities before making the application and pay a fee in an amount necessary for the overseas inspection in addition to the fee required by the Order on Fees Relating to the Civil Aeronautics Act. When making the application, the applicant shall attach documents demonstrating the appropriateness of such fee amount.

(8) Application by proxy

Although, in principle, an application with respect to an unmanned aircraft system shall be made by its user, it may also be made by the owner of such unmanned aircraft system or by a proxy, such as its designer or other agent who has been entrusted with the inspection receiving procedure. In this case, the applicant by proxy must state in the application form that the user has entrusted him/her with the execution of the required procedure, and attach a document, such as a power of attorney, that can prove that he/she is a proxy for application. The applicant by proxy shall respond appropriately to inquiries from the Inspection Body, etc., on behalf of the user.

(9) Others

- [1] In the inspection for current conditions (on-site), the applicant him/herself shall secure a place for testing and transport the unmanned aircraft system to the test place. In some cases, permission or approval as stipulated in Article 132-85 and 132-86 of the Act may be required to conduct the test.
- [2] If an unmanned aircraft system of a model for which UAS type certification was obtained by a person was modified by another person, the unmanned aircraft system is deemed to exceed the scope of the design data for UAS type certification, the unmanned aircraft system as modified must newly undergo inspection for UAS type certification with respect to its design, manufacturing process and current conditions.

4. Inspection-related Procedures

Documents to Be Submitted and Summary and Method of Inspection or Verification by UAS Certification Application Category

Refer to the applicable classification item according to the classification shown in the table below.

Inspection	With or without certification (Yes/No)	Implementation of inspection			Subject unmanned aircraft system	Section related to application category
		Design	Manufacturing process	Actual state		
New	No	○	○	○	Unmanned aircraft system that has not obtained UAS type certification	6-1 (1)
	Class 1 UAS Type Certification	×	×	○	Unmanned aircraft system that has a history of use (excluding unmanned aircraft systems that fall under 6-1 (4))	6-1 (2)
	Class 2 UAS Type Certification					
	Class 1 UAS Type Certification	×	×	○ ^{Note 2}	Unmanned aircraft system that has not been used for a navigation ^{Note 1}	6-1 (3)
	Class 2 UAS Type Certification	×	×	○ ^{Note 3}	Unmanned aircraft system that has a history of use (for which an inspection certificate, etc. was issued by the designer, etc. ^{Note 4)}	6-1 (4)
	Class 2 UAS Type Certification	×	×	×	Unmanned aircraft system that has not been used for a navigation ^{Note 1}	6-1 (5)

Renewal	Class 1 UAS Certification	×	×	○	Unmanned aircraft system that do not fall under 6-2 (2) or (3)	6-2 (1) ^{Note5}
	Class 2 UAS Certification					
	Class 2 UAS Certification	×	×	○ ^{Note 3}	Unmanned aircraft system for which an inspection certificate, etc. was issued by the designer, etc. ^{Note 4}	6-2 (2) ^{Note5}
	Class 1 or 2 UAS Certification involving subsequent modification ^{Note 6}	○	○	○	Unmanned aircraft system for which application for renewal involves changes in the design and manufacturing process	6-2 (3)

○: Indicates that document inspection and on-site inspection are implemented.

×: Indicates that inspection will be omitted

Note 1: Unmanned aircraft system will be applicable only if there is no change from the configuration of optional equipment configuration installed at the time of shipment.

Note 2: Document inspection is omitted from the inspection for current conditions.

Note 3: On-site inspection is omitted from the inspection for current conditions.

Note 4: The term "inspection certificate, etc." as used herein refers to a document proving that the designer, etc. confirmed the soundness of the unmanned aircraft system at the most recent maintenance, etc. This document is equivalent to an UAS Confirmation of Conformity (Form 2). This document may be substituted by any document that contains all entry items, etc. on Form 2.

Note 5: When the model that has obtained approval for changes to its UAS type certification under Article 132-17 of the Act is applied, the subject unmanned aircraft system will be treated as unmanned aircraft system under 6-2(1) or 6-2(2).

Note 6: In the case of an unmanned aircraft system of a model that has obtained UAS type certification, and if the unmanned aircraft system was modified before applying for new UAS certification, it shall be treated as an unmanned aircraft system that has not obtained UAS type certification and shall be subject to inspection under 6-1(1). The term "modification" as used in this Circular refers to changes in weight, dimensions, shape, etc. of unmanned aircraft system that are not explicitly allowed by the designer of the unmanned aircraft system in the instruction manual, etc., and includes changes in the motive method or changes or additions, etc., to the flight method. For the avoidance

of doubt, modification does not include replacement of the same parts using the repair method specified by the designer of the unmanned aircraft system, or any change to the configuration that has obtained approval for changes to its UAS type certification.

5. Regarding Implementation of Inspection and Maintenance of Unmanned Aircraft System under Article 132-14, paragraph 2 of the Act

5-1. Implementation of inspection and maintenance

Under the provisions of Article 132-14, paragraph 2 of the Act, users of unmanned aircraft systems are obligated to perform maintenance that is necessary to maintain conformity to Safety Standards for unmanned aircraft systems. Inspection and maintenance herein must be carried out in accordance with the document for UAS maintenance procedure provided by the designer, etc. under the provisions of Article 132-20 of the Act. There may be cases where these inspections and maintenance are outsourced to the designer, etc. by the user of the unmanned aircraft system, but even in these cases, the work specified in the document for UAS maintenance procedure must be carried out.

5-2. Inspection and Maintenance Record of UAS

Data that are necessary to fulfill maintenance obligations, such as inspection and maintenance record of UAS and total flight time, etc. of the unmanned aircraft system, shall be managed appropriately by keeping flight logbooks prescribed in Article 236-84 of the Regulation.

5-3. Daily Inspection Record of UAS

Daily maintenance shall be carried out by the pilot before and after each flight. If part replacement or other action has been taken during daily inspection, the necessary information shall be recorded in the inspection and maintenance record of UAS.

6. Documents to Be Submitted and Outline of Inspection by UAS Certification Application Category

6-1. UAS certification

(1) Unmanned aircraft system that has not obtained UAS type certification under Article 132-16, paragraph 1 of the Act

[1] Accompanying documents to the application form

For Class 1 or Class 2 UAS Certification for an unmanned aircraft system that has not obtained UAS type certification as stipulated in Article 132-16, paragraph 1 of the Act, accompanying documents corresponding to Category 1 of the table in Article 236-12, paragraph 2 of the Regulation shall be submitted.

[2] Outline of inspection

a) Unmanned aircraft system that has not been used for air navigation at the time of application

With respect to inspections of Class 1 and Class 2 UAS Certification mentioned in [1] above, Airworthiness Division Director Circular No. 8-002 “Procedures for UAS Type Certification for unmanned aircraft systems” shall apply *mutatis mutandis* to an inspection of the design and manufacturing process of an unmanned aircraft system. An inspection for current conditions of the unmanned aircraft system shall be carried out in accordance with this Circular.

b) Unmanned aircraft systems other than a)

- i. With respect to an unmanned aircraft system that has been used for air navigation, whether or not the soundness of the unmanned aircraft system is maintained shall be verified by checking past maintenance records, etc. In addition, based on the actual state of the unmanned aircraft system at the time of the inspection, its ability to demonstrate functionality and performance shall be verified through ground function and flight tests.
- ii. In addition to the documents corresponding to Category 1 of the table in Article 236-12, paragraph 2 of the Regulation, if the designer, etc. conducted post-maintenance verification of other documents stating reference matters, a document certifying that fact shall also be attached.

- (2) Unmanned aircraft system of a model that has obtained Class 1 UAS Type Certification under Article 132-16, paragraph 1, item 1 of the Act or Class 2 under item 1 of the said paragraph and has been used for air navigation (excluding, in the case of an unmanned aircraft system of a model that has obtained Class 2 UAS Type Certification, those that have performed maintenance, etc. by the designers, etc.)

[1] Accompanying documents to the application form

- a) UAS Flight Manual
- b) Documents that provide the total flight hours and technical records for maintenance or alteration
- c) Documents that provide necessary particulars for computing the weights and center of gravity of an UAS
- d) Document certifying that the confirmation of post-maintenance is completed by UAS designer etc. (applicable only to unmanned aircraft systems of a model that has obtained Class 1 UAS Type Certification)
- e) Document stating reference matters other than those listed in the preceding 4 items
 - i. Current conditions Report for UAS (Form 1)

[2] Outline of inspection

In the case of an unmanned aircraft system that has been used for air navigation, it shall be verified that there are no latent elements in the unmanned aircraft system that are not compliant with the standards by checking the records of daily inspection, periodic maintenance, etc., performed by the user in accordance with the document for UAS

maintenance procedure instructed by the designer. Ground and flight tests shall be conducted to check compliance with the standards.

- (3) Unmanned aircraft system of a model that has obtained Class 1 UAS Type Certification under Article 132-16, paragraph 1, Item 1 of the Act and has not been used for air navigation

[1] Accompanying documents to the application form

- a) Photo capturing the display of UAS Type Certification as per the provisions of Article 132-19 of the Act

The photo shall show the display of UAS Type Certification clearly and must have been taken within one month. Please note that the photo shall have been taken for the purpose of attaching to the application procedure. If there is any suspicion that the image has been altered, forged, or otherwise be fraudulent, the procedure may be suspended.

[2] Outline of inspection

Unmanned aircraft system herein is of a model that has obtained UAS Type Certification in terms of its conformity to Safety and Uniformity Standards established by the JCAB and has not been used for air navigation. Therefore, substantial document inspection regarding the design etc. can be omitted by checking the display, etc. of UAS type Certification provided by the person holding the UAS Certification on the manufactured unmanned aircraft system. Considering the fact that higher safety is required for unmanned aircraft system with Class 1 UAS Certification, its actual state shall be confirmed through on-site inspection by the JCAB.

In order to determine whether or not the UAS Type Certification display is appropriate, the display on the unmanned aircraft system shall be verified on the actual unmanned aircraft system, by referencing the photo of the UAS Type Certification display attached to the on-site inspection manual that was prepared by the designer in accordance with the Unmanned Aircraft Systems Division Director Circular "Manual for Preparation of On-site Inspection Procedure Manual for UAS ."

- (4) Unmanned aircraft system of a model that has obtained Class 2 UAS Type Certification under Article 132-16, paragraph 1, Item 2 of the Act and has been used for air navigation.

[1] Accompanying documents to the application form

- a) UAS Flight Manual
- b) Document that provide the total flight hours and technical records for maintenance or alteration.
- c) Documents that provide necessary particulars for computing the weights and center of gravity of an UAS.
- d) Document proving that the Unmanned Aircraft System designer, etc. has conducted post-maintenance verification

i. Inspection certificate, etc. (UAS Confirmation of Conformity (Form 2))

If the designer, etc. of the unmanned aircraft system has performed maintenance, etc. of the unmanned aircraft system, the applicant shall submit an UAS Confirmation of Conformity Verification Certificate containing the following items and certifying that conformity to Safety Standards has been verified at the most recent inspection and maintenance.

a. Name of the designer, etc. who performed the maintenance, etc.

The name of the designer or the name of the authorized maintenance shop, etc. designated by the designer shall be stated.

b. Location of the designer of the unmanned aircraft system

The location of the designer's principal office shall be stated.

c. Name of the designer, model, and serial number

The name of the designer, model, and serial number for which conformity has been verified shall be stated.

e) Document stating reference matters other than those listed in the preceding 4 items

i. Current conditions Report for UAS (Form 1)

[2] Outline of inspection

The subject unmanned aircraft system has been inspected and maintained, and its conformity to Safety Standards has been verified, by the designer, etc. before undergoing inspection for UAS certification. Therefore, inspection for UAS certification by the Inspection Body, in principle, not involve on-site inspection. It shall instead involve examining the inspection certificate, etc. and other documents issued by the designer, etc. as proof of their verification.

(5) Unmanned aircraft system of a model that has obtained Class 2 UAS Type Certification under Article 132-16, paragraph 1, Item 2 of the Act and has not been used for air navigation

Inspection for Class 2 UAS Type Certification of unmanned aircraft system of a model that has obtained Class 2 UAS Type Certification may entirely be omitted in accordance with the provisions of Article 132-13, paragraph 6 of the Act. For the avoidance of doubt, inspection under this paragraph shall be implemented in the case where an application for Class 2 UAS Certification is made with respect to an unmanned aircraft system of a model that has obtained Class 1 UAS Type Certification. However, if deemed necessary, the applicant may be requested to report on the contents of the application documents, etc. submitted by the applicant, and on-site inspection and other verification may be conducted.

[1] Accompanying documents to the application form

a) Photo capturing the display of UAS Type Certification as per the provisions of Article 132-19 of the Act

The photo shall show the matters stated in the display of UAS Type Certification clearly and must have been taken within one month. The registration ID displayed on

the aircraft (if it is not printed nearby, the registration ID shall be affixed to the aircraft using a sticky note, etc.). The UAS Type Certification display shall be captured in one photo. Please note that the photo shall have been taken for the purpose of attaching to the application procedure. If there is any suspicion that the image has been altered, forged, or otherwise be fraudulent, the procedure may be suspended.

[2] Outline of verification

In the case of an unmanned aircraft system of a model that has obtained UAS Type Certification and that has not been used for air navigation, substantial document inspection regarding the design etc., as well as on-site inspection, may be omitted by checking the display, etc. of UAS type Certification provided by the person holding the UAS Certification on the manufactured unmanned aircraft system with regard to the conformity to Safety Standards and Uniformity Standards established by the JCAB.

In order to determine whether or not the UAS Type Certification display is appropriate, the display on the unmanned aircraft system shall be verified by referencing the photo of the UAS Type Certification display accompanying the on-site inspection manual prepared by the designer in accordance with the Unmanned Aircraft Systems Division Director Circular "Manual for Preparation of On-site Inspection Procedure Manual for UAS" (KOKU-KU-MUKI-237031).

6-2. Renewal of UAS Certification

- (1) Unmanned aircraft system that has obtained Class 1 UAS Certification as per Article 132-13, paragraph 2, Item 1 of the Act or Class 2 UAS Certification as per Item 2 of the said paragraph

[1] Accompanying documents to the application form

The following documents shall be submitted in addition to the documents accompanying the application form pursuant to 6-1. (2) [1]. However, daily inspection record of UAS is required only with respect to Class 1 UAS Certification.

a) Work records in the case where the unmanned aircraft system has been changed to the configuration that has obtained approval for changes as per in Article 132-17 of the Act through an application for renewal.

b) Document certifying that the designer, etc. of the unmanned aircraft system has conducted post-maintenance verification (applicable only where the application relates to Class 1 UAS Certification and where this document is issued)

i. Inspection pass certificate, etc. (UAS Confirmation of Conformity (Form 2))

[2] Outline of inspection

Records demonstrating that the user performed the maintenance, etc. in accordance with the instructions of the designer on a daily and regular basis shall be

verified. In addition, the unmanned aircraft system shall be inspected through ground function and flight tests to verify that there are no latent elements in the unmanned aircraft system that are not compliant with the standards. For the avoidance of doubt, in the case of an unmanned aircraft systems seeking Class 1 UAS Certification, submission of documents and on-site inspection shall not be omitted even if the designer, etc. has performed maintenance the structure of the unmanned aircraft system, as well as the condition of its equipment and systems, and has verified its conformity to Safety Standards.

- (2) Unmanned aircraft system that has previously obtained Class 2 UAS Certification under Article 132-13, paragraph 2, Item 2 of the Act and has been performed maintenance by the designer, etc.

[1] Accompanying documents to the application form

The following documents, except for daily inspection record of UAS, shall be submitted in addition to the documents accompanying the application form pursuant to 6-1. (4) [1]. However, Daily Inspection Record of UAS is excluded.

- a) Work records in the case where the unmanned aircraft system has been changed to the configuration that has obtained approval for changes as per in Article 132-17 of the Act through an application for renewal

[2] Outline of inspection

The subject unmanned aircraft system has been performed maintenance, and its conformity to Safety Standards has been verified, by the designer, etc. before undergoing inspection for UAS certification. Therefore, inspection for UAS certification by the Inspection Body, in principle, not involve on-site inspection. It shall instead involve examining the inspection certificate, etc. and other documents issued by the designer, etc. as proof of their verification.

- (3) When the applicant makes an application for renewal of UAS Certification for an unmanned aircraft system that has not obtained UAS type certification under Article 132-16, paragraph 1 of the Act, and if such renewal involves modification that exceeds the scope of design data for UAS Type Certification with respect to the design and manufacturing process, inspection pursuant to 6-1 (1) shall be conducted.

In addition, if the approval for the change to UAS type certification is applied under Article 132-17 of the Act, the subject unmanned aircraft system will be treated as unmanned aircraft system under 6-2 (1) or (2), and such unmanned aircraft system must undergo the inspection for current conditions. In the case of an unmanned aircraft system that has a valid UAS certification, the date on which it passed the inspection for current conditions for UAS certification shall be the starting date of the validity period of the new UAS certificate.

7. Approval for UAS Flight Manual

7-1. General

- (1) The UAS Flight Manual is an important document in ensuring safe flight and appropriate maintenance of unmanned aircraft systems. In light of this fact, the user of an unmanned aircraft system must prepare a UAS Flight Manual stating the following matters and obtain approval for the UAS Flight Manual for each unmanned aircraft system that will obtain UAS Certification. A UAS Flight Manual shall state the matters listed in .200 "UAS Flight Manual," which is stipulated in Airworthiness Division Director Circular No. 8-001 "UAS Airworthiness Inspection Manual for inspections of unmanned aircraft systems against Safety and Uniformity Standards for UAS Type Certification, etc."

[1] UA operating limitations

[2] UA operating procedures

[3] Performance information

[4] Loading information

[5] Other information that is necessary for safe operation because of design, operating, or handling characteristics

- (2) The UAS Flight Manual is a document necessary when obtaining UAS certification under Article 236-12, paragraph 2 of the Regulation, and shall always be kept for reference when flying an unmanned aircraft system.

7-2. Preparation and review manual

- (1) A UAS Flight Manual is to be prepared by the applicant. In doing so, the applicant shall follow the requirements stated in Airworthiness Division Director Circular No. 8-002 "Procedures for UAS Type Certification for unmanned aircraft systems" with respect to reviews of the structure, preparation method, approval procedure, management, etc. of the UAS Flight Manual.

- (2) The UAS Flight Manuals shall, in principle, be prepared in Japanese.

- (3) The UAS Flight Manual created for each unmanned aircraft system is called the "UAS Certification UAS Flight Manual" and is approved in conjunction with UAS certification under Article 132-13 of the Act. The UAS Flight Manual created for each model of unmanned aircraft system is called the "UAS Type Certification UAS Flight Manual" and is approved in conjunction with UAS type certification under Article 132-16 of the Act. If the applicant has an unmanned aircraft system that has obtained UAS type certification for a certain configuration and seeks UAS certification for the

unmanned aircraft system with respect to that configuration, the UAS Type Certification UAS Flight Manual shall apply as is to the unmanned aircraft system.

- (4) When only the UAS Flight Manual is to be revised, approval for such revision will be conducted in conjunction with approval of the UAS type certification or at the same time as UAS certification. For unmanned aircraft system that has obtained UAS type certification, revisions to the UAS Flight Manual shall be reviewed at the time of approval of design changes for UAS type certification. For unmanned aircraft system that has not obtained UAS type certification, revisions to the UAS Flight Manual shall be reviewed at the time of renewal of UAS certification. In the case where the content of the change corresponds to a change in an item other than those subject to approval by the JCAB, only notification to the JCAB shall be required.
- (5) A UAS Flight Manual for an unmanned aircraft system in standard equipment configuration is called a Basic UAS Flight Manual. A UAS Flight Manual that stipulates matters that supplement or change the Basic UAS Flight Manual to reflect the installation of optional equipment is called a Supplementary UAS Flight Manual.

8. Inspection Methods for UAS Certification

Inspection for UAS certification of an unmanned aircraft system is performed with respect to the design, manufacturing process and current conditions of the unmanned aircraft system to determine whether it conforms to Safety Standards. In the cases of unmanned aircraft systems of a model that has obtained UAS type certification and unmanned aircraft systems that have previously obtained UAS certification, part or all of the inspection may be omitted depending on the class of certification.

(1) Document inspection

The purpose of document inspection is to verify that the necessary maintenance has been appropriately performed in order for the unmanned aircraft system to maintain its conformity to Safety Standards since the previous UAS certification.

[1] UAS Flight Manual

Verification shall be conducted that the UAS Flight Manual reflects the latest approved version of the UAS Flight Manual.

[2] Documents that provide the total flight hours and technical records for maintenance or alteration.

The documents that provide the total flight hours and technical records for maintenance or alteration shall constitute those listed in the items of Article 236-84, paragraph 2 of the Regulation, which is based on Article 132-89 of the Act.

a) Journey Log of UAS

i) Total Flight Time

Total flight time represents the cumulative time in one-minute units from takeoff to landing, and shall be the time recorded in the flight record of the unmanned aircraft system.

ii) Records of maintenance, etc.

Verification shall be conducted with respect to the details of malfunctions, etc. discovered during flight or by the user, the corrective actions implemented and the date of implementation and the implementer thereof. During verification, it must be confirmed that the following details of such corrective actions are appropriately stated in the inspection and maintenance record of UAS in the flight logbook.

- a. Date of implementation
- b. Total flight time since the last UAS certification (including flight time related to flights other than specific flights before the UAS certification was obtained)
- c. Details of maintenance or modification, such as replaced parts
- d. Reason for implementation
- e. Location of implementation
- f. Implementer

b) Daily Inspection Record of UAS

The daily inspection list filled out for each flight shall be verified. Verification shall be conducted to confirm that the inspection items comprising the daily inspection list have been checked without omission, and that, if any abnormalities or malfunctions are recorded, the details under ii) above are appropriately stated in the inspection and maintenance record of UAS in the flight logbook.

c) Inspection and maintenance record of UAS

Verification shall be conducted with respect to the records of inspection and maintenance performed following the document for UAS maintenance procedure, etc. instructed by the designer of the unmanned aircraft system. Verification shall be conducted to confirm that malfunctions discovered through the inspection and maintenance specified by the designer of the unmanned aircraft system designer, as well as malfunctions discovered through daily inspection and during flight, and their corrective actions taken are appropriately recorded.

If any modification has been made involving changes in the design or manufacturing process that deviate from the design data for UAS certification or UAS type certification, it means that the unmanned aircraft system deviates from the configuration which was subject to the certification. In such a case, the modification work must be appropriately recorded, and the unmanned aircraft system as modified shall newly obtain UAS certification.

- i) Date of implementation
 - ii) Total flight time since the previous UAS Certification
 - iii) Records of maintenance or modification, such as replaced parts (Note that records of inspection and maintenance performed based on the document for UAS maintenance procedure instructed by the designer must state all the works performed)
 - iv) Reason for implementation
 - v) Location of implementation
 - vi) Implementer
- d) Others

If the inspection and maintenance of an unmanned aircraft system was performed by the designer, etc., the records of the inspection and maintenance prepared by the designer, etc. shall be verified.

- [3] Documents that provide necessary particulars for computing the weights and center of gravity of an UAS.

Verification shall be conducted to confirm that the document states the following matters (excluding those matters that have not been changed since when UAS certification was obtained or from the configuration of the model that has obtained or UAS type certification). However, if such matters are stated in the UAS Flight Manual, the document may be substituted by the UAS Flight Manual.

- a) Weight and center of gravity of the unmanned aircraft system
 - b) Name, weight and location of the center of gravity of the equipment, etc.
 - c) Usable volume and location of the center of gravity of the fuel tank in the case of an unmanned aircraft system equipped with an engine
 - d) Others
- [4] Document certifying that the designer, etc. of the unmanned aircraft system has conducted verification after maintenance

Verification shall be conducted to confirm that an inspection certificate, etc. (UAS Confirmation of Conformity (Form 2)) has been issued as proof that the soundness of the unmanned aircraft system has been verified by the designer, etc. of the unmanned aircraft system through the inspection and maintenance conducted prior to the inspection for UAS certification.

- [5] Documents stating other reference information

- a) Current conditions Report for UAS (Form 1)

Verification shall be conducted based on the Current conditions Report for UAS to confirm the status of revisions to the UAS Flight Manual and the status of repairs or modifications at the time of the inspection for UAS certification. For instructions on filling out in the Current conditions Report for UAS, refer to Section 14 below.

(2) On-site inspection

On-site inspection shall be conducted in accordance with the On-site Inspection Manual and in the form specified in the said Manual. Verification shall be conducted with respect to, in addition to the standard equipment configuration, the functionality and performance of the optional equipment, etc. corresponding to another flight configuration based on the Concept of Operations (CONOPS) of the unmanned aircraft system under inspection.

9. Verification of Corrective Actions Taken against Malfunctions through Ground Function and Flight Tests

If a malfunction occurs during an on-site inspection, but if it is possible to take appropriate actions, such as replacing parts, based on the document for UAS maintenance procedure specified by the designer, it shall be considered that conformity to Safety Standards related to strength and structure can be ensured. In this case, verification shall be conducted to confirm the appropriateness of the parts used, the document for UAS maintenance procedure, etc. that were applied, and, following such verification, a ground function or flight test shall be implemented as necessary. Records related to such corrective actions must be stated appropriately in the flight logbook.

10. Notification of Test Results by Inspection Body

10-1. Test results notice

Inspection results pursuant to the provisions of Article 6, paragraph 2 of the Ministerial Ordinance concerning Registered Unmanned Aircraft Inspection Organization shall be notified to the JCAB by electromagnetic method. In the UAS Inspection Results Notice shall include the information listed in Section 10-2 hereof.

10-2. Information to be Included in UAS inspection results notice

The UAS Inspection Results Notice related to UAS certification conducted by an Inspection Body must include the following information:

- (1) Manufacturer, etc. of the unmanned aircraft system
- (2) Model and serial number
- (3) Name or description of the person applying for UAS certification
- (4) Inspection results

10-3. Inspection results

(1) Compliance

If the inspection results in "Compliant," such fact must be stated in the inspection results column. If a malfunction is found in an inspection, but if the malfunction has been dealt with appropriately on the day of the inspection and, as a result, the unmanned

aircraft system is found to be compliant with Safety Standards, the unmanned aircraft system can be deemed compliant.

(2) Instruction for correction

If the inspection reveals that correction is required, the fact shall be stated in the Reason for Correction Instruction column of the UAS Certification Application Function. In addition, the malfunctioning parts that are found not to comply with Safety Standards in Article 132-13, Paragraph 4 of the Act shall be stated and the status of the malfunctions shall be described in an easy to understand manner.

11. Issuance of UAS Certificate and Operating Conditions Designation Document and Matters to Be Stated

If the actual state of the unmanned aircraft system is found to comply with Safety Standards as a result of the inspection under Section 6 and if a notice of inspection certificate is received from the Inspection Body, the applicant will be issued a UAS Certificate under the provisions of Article 132-13, paragraph 7 of the Act, as well as an Operating Conditions Designation Document under the provisions Article 236-14 of the Regulation.

(1) UAS Certificate

The UAS Certificate certifies that the actual state of the unmanned aircraft system complies with Safety Standards stipulated in Article 132-13, paragraph 4 of the Act. This certificate states the following information.

[1] UAS Certificate Number

The UAS Certificate Number is an 11-digit alphanumeric code, comprising the initial of the era name of the fiscal year in which the unmanned aircraft system was certified, a 2-digit year number (year of the era), a unique 6-digit number given by the JCAB, and either of the certification category numbers, i.e., "01" for Class 1 UAS Certification and "02" for Class 2 UAS Certification.

(Example) Where Class 1 UAS Certification was granted in FY2023

R05xxxxxx01

[2] Registration ID

This shall be the registration ID notified by the Minister of Land, Infrastructure, Transport and Tourism pursuant to the provisions of Article 132-4, paragraph 3 of the Act.

[3] Model

This shall be the model determined by the designer of the unmanned aircraft system.

[4] Name of the designer

The designer for the purpose of the Certificate shall be the person responsible for managing design data.

[5] Serial number

This shall be the serial number determined by the designer of the unmanned aircraft system.

[6] Certification category

The certification category shall be either Class 1 UAS Certification or Class 2 UAS Certification.

[7] Date of issuance

The date on which the UAS Certificate was issued shall be expressed in the Western calendar.

(Example) Where Class 1 UAS Certification was granted on June 15 of 2023

June 15, 2023

[8] Validity period of UAS certification

The validity period shall be stated in accordance with 12. (2).

(2) Operating Conditions Designation Document

[1] Model of the unmanned aircraft system

This shall be the model determined by the designer of the unmanned aircraft system.

[2] Registration ID of the unmanned aircraft system

This shall be the registration ID notified by the Minister of Land, Infrastructure, Transport and Tourism pursuant to the provisions of Article 132-4, paragraph 3 of the Act.

[3] Serial number

This shall be the serial number determined by the designer of the unmanned aircraft system.

[4] Certification category

The certification category shall be either Class 1 UAS Certification or Class 2 UAS Certification.

[5] Type of the unmanned aircraft system

Examples include airplane, rotorcraft (helicopter), and rotorcraft (multirotor).

[6] UAS Certificate Number

This shall be the UAS Certificate Number described in 13. (1)[1].

[7] Operating Conditions

The conditions for use shall be the limitations specified in the Basic UAS Flight Manual. In the case where the limitations specified in the Supplementary UAS Flight Manual corresponding to UAS optional equipment apply, such limitations shall also be specified as operating conditions in the Operating Conditions Designation Document.

(Example 1) Operating Conditions: Limitations of the Basic UAS Flight Manual

(Example 2) Operating Conditions: Limitations specified in the Basic UAS Flight Manual and the Supplementary UAS Flight Manual

12. Validity Period of UAS Certification and Its Starting Date

(1) Validity Period of UAS certification

Class 1 UAS Certification: 1 year

Class 2 UAS Certification: 3 years

(2) Starting date of validity period of UAS certification

If an application for renewal of UAS certification is made during a period between one month prior to the expiration date of the current UAS certification and the expiration date of the current UAS certification, the starting date of the validity period of the renewed UAS certification shall be the day following the expiration date of the validity period of the current UAS Certification.

13. Display of UAS Certificate Number

(1) Physical display of UAS Certificate Number

The user of an unmanned aircraft system that has obtained UAS certification must physically display the UAS Certificate Number stated on the UAS Certificate issued pursuant to 11. (1) by the following method before used for air navigation.

[1] Display of UAS Certificate Number

The UAS Certificate Number must be clearly displayed in Arabic or capital Roman numerals without ornamentation using a durable means. Examples of appropriate methods for this purpose include attaching a sticker with the UAS Certificate Number printed on it, writing in indestructible ink, painting with spray paint, and engraving, from which the user can select depending on the material and flight mode of the unmanned aircraft system.

When displaying by pasting a sticker or other means, considerations shall be made in regard to weather resistance to prevent the seal from peeling off or the display from disappearing. In addition, the UAS Certificate Number shall be displayed in series so that it is easily visible and cannot be confused with other displays on the surface of the aircraft.

(Example) Where Class 1 UAS Certification was granted in Reiwa5

R05xxxxxx01

[2] Location of display of UAS Certificate Number

The UAS Certificate Number must be displayed in a position on the fuselage of the unmanned aircraft system that cannot be removed or that requires a tool such as a screwdriver to remove, and that is easily visible from the outside.

[3] Height of letters and numerals used to display UAS Certificate Number

The letters and numerals used shall be in a monospaced Gothic font with a minimum height of 3 mm.

[4] Color of display of registration ID

The registration ID must be in a color clearly distinguishable from the base color of the surface where it is displayed.

(2) Measures to identify UAS Certificate Number other than (1) above

If the UAS Certificate Number under the provision to Article 132-13, paragraph 8 of the Act is not displayed on the unmanned aircraft system, the pilot shall transmit the unmanned aircraft system identification information using the remote ID function installed on the unmanned aircraft system and carry the UAS certificate. When carrying the UAS certificate, the pilot shall log into the UAS Certification Application Function and display it on a terminal that can display electromagnetic records.

14. Instructions for Filling out Current conditions Report for UAS

(1) Outline

The Current conditions Report for UAS is a concise summary of the current status of an unmanned aircraft system for which UAS certification is sought, and must be submitted when applying for UAS certification.

(2) Instructions for entry

[1] Principle

A Current conditions Report for UAS shall be prepared for each registration ID, and record the unmanned aircraft system information as of the time of application. If there are any changes to the information, the UAS Actual State Report includes the latest information shall be submitted by the day of the inspection.

[2] Matters to be stated in individual columns

a) Name and address of the applicant

The name or address of the user of the unmanned aircraft system shall be stated (Where the user is a corporation or organization, the name of the representative or the description of the corporation shall be stated.)

b) In the case of a corporation or organization, the location of the principle office

In the case of a corporation or organization, the location of the principle office shall be stated.

c) Registration ID

The 12-digit registration ID, starting with JU, assigned to the unmanned aircraft system at the time of registration shall be stated.

d) Certification category

The category of the UAS certification currently issued shall be stated.

e) UAS Certificate Number

The UAS Certification Number of the UAS Certificate currently issued shall be stated.

f) Validity period of UAS Certificate

The validity period of the UAS Certificate currently issued shall be stated.

g) Name of the designer, model, serial number, and total flight time of the unmanned aircraft system

i. The name of the designer, model, and serial number shall be stated.

ii. The total flight time shall be the total amount of time the unmanned aircraft system has been flown since it was manufactured, regardless of whether or not the unmanned aircraft system is used for any specific flight.

h) Status of UAS Flight Manual

i. If the Flight Manual has not been revised since the previous UAS certification, "No change" and the revision code of the applicable Flight Manual shall be stated.

i) Outline of status of repair or modification of unmanned aircraft system

The details of inspection and maintenance and the replacement of optional equipment, etc. carried out after the previous UAS certification shall be stated. It must be noted that in the case an unmanned aircraft system of a model that has obtained UAS type certification, the UAS type certification may become invalid if optional equipment that is not permitted within the design data of UAS type certification has been installed. To refer the inspection and maintenance record of UAS in the flight logbook, it may be stated as "Based on the inspection and maintenance record of UAS."

15. Others

Detailed matters necessary to implement these Manuals may be separately stipulated by the Unmanned Aircraft Systems Division.

Supplementary Provisions (first issue in 2022: KOKU-KU-MUKI-237030)

This Circular shall come into effect from December 5, 2022.

For any questions or comments regarding this Circular, contact the following:

Unmanned Aircraft Systems Division, Aviation Safety and Security Department, Japan Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism
2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo 100-8918
Tel: 03-5253-8615

Current conditions Report for UAS				
1	Name or description of applicant			
2	Location of principle office in the case of a corporation or organization			
3	Registration ID		Certification category	
4	UAS Certificate Number		Validity period of UAS Certificate	[mm/dd/yyyy] to [mm/dd/yyyy]
5	Unmanned aircraft system	Name of designer		
		Model		
		Serial number		
		Total flight time	hours	minutes (as of mm/dd/yyyy)
Status of Flight Manual				
Outline of status of repair or modification of unmanned aircraft system				
We hereby report on the actual state regarding the above unmanned aircraft system as we undergo the UAS certification under Article 132-13, paragraph 1 of the Civil Aeronautics Act. [mm/dd/yyyy] Name of reporter				

UAS Confirmation of Conformity	
Description of the designer, etc. who performed the maintenance, etc.	
Location of Designer of Unmanned Aircraft System	
It has been confirmed that the unmanned aircraft system below conforms to the standards in Article 132-13, paragraph 4 of the Civil Aeronautics Act.	
Name of designer	Model
Serial number	
It has been confirmed through inspection and maintenance that the unmanned aircraft system above conforms to Safety Standards in Article 132-13, paragraph 4 of the Act. In the event that any malfunction caused by the inspection and maintenance or any element in the flight of the unmanned aircraft system that is not compliant with Safety Standards is found, the obligation to report to the JCAB shall be fulfilled pursuant to the provisions of Article 132-21 of the Act.	
Note: This Confirmation of Conformity Form does not guarantee continued conformity to Safety Standards during the process of use by the user of the above-mentioned unmanned aircraft system.	