

Introduction

- The following procedures are possible in the Aircraft-Operation-Information-Processing System.
 - Applications pursuant to the proviso of Article 79 of the Civil Aeronautics Act (take-off and landing at places other than airports and the like)
 - Applications pursuant to the proviso of Article 81 of the Civil Aeronautics Act (flight at an altitude below the minimum safety altitude)
 - Notification pursuant to the proviso of Article 89 of the Civil Aeronautics Act (dropping of objects) Also, permits can also be obtained (downloaded) from this system.
- This manual describes how to operate the Aircraft-Operation-Information-Processing System. Refer to it when implementing the necessary procedures.
- In order to deepen your understanding, see the <u>FAQ</u> page that has been released in the Aircraft-Operation-Information-Processing System in conjunction with this manual.
- We send all types of email notifications such as information required for use of the system, and the status of application procedures and the like, to the registered email addresses when registering applicant information. Before using this system, confirm that the domain of "information@aops.mlit.go.jp" can be received, in you email reception settings.
- Submit your application at least 1 to 2 weeks before the date you need permission because the review will take a certain amount of time.
 Furthermore, if there are deficiencies in the application content, it may take time for additional confirmation. Make sure you leave adequate time for your application.



Precautions for Using the Aircraft-Operation-Information-Processing System

- If operations are suspended for 120 minutes or longer during the application process in the Aircraft-Operation-Information-Processing System
 (no operations are implemented), you will need to start over. This is a protective feature that reduces the risk of personal information being leaked when a malicious third party sees your screen while you are away from your computer.
- This system does not provide external output functions such as PDF output and printing. Use the print function in your browser.
- If you are unsure about what information you need to enter into each form or how to fill out the form, hover your mouse over the mark next to the item name on the form. That will display the information you need to fill out the form and a description of the information you need to fill out.
- When using the system, do not press any browser button, such as the browser's "Back" button or the "Refresh" button. This can cause the system to behave incorrectly.
- Simultaneous logins by multiple devices may cause the system to fail to work properly. Do not allow multiple, simultaneous logins.
- In the Aircraft-Operation-Information-Processing System, there are certain restrictions on the types of characters that can be used. Some special characters are not allowed. For example, the use of special characters such as "高" is restricted.
 If you enter information containing these characters, the screen will display "prohibited characters are included."
 When such a message is displayed, replace the restricted characters using characters that are permitted. For example, "高" instead of "高."
- On each screen, when transitioning to the next screen, the information entered on the screen before the transition is temporarily stored. If you return to the previous screen using the "Back" button before moving to the next screen, be aware that the editing information entered before the return will be discarded. (Temporary storage is only temporary storage of the information entered on each screen, so if you want temporarily to save your application, Refer to the manual "Temporarily Save and Edit Your Application".)
- Please refrain from displaying and operating multiple Aircraft-Operation-Information-Processing Systems on separate tabs or panes.
 This can cause an error, such as the application information you are entering cannot be processed properly, and you may need to enter the application information again.



Error Email Notification 1/2

If the system is unable to accept the application after the application has been made, the email "Notification of Application/Notification of Acceptance Error" will be sent.

There are two main reasons why this email is sent.

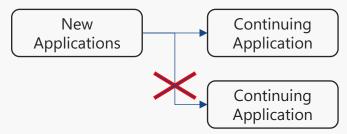
- (1) Improper operation · · · <u>About the error email notification 2/2 Cause (1), (2)</u>
- (2) System failure





Error Email Notification 2/2

- Cause (1): Duplicate applications submitted for the same permit and notification in the past
 - Ex.) 1. Save the draft of the continuation application to System Acceptance No. 0001.
 - 2. Save the draft of the continuation application for System Acceptance No. 0001.
 - 3. If you apply for a continuation application once drafted and saved in 1 and 2, you will get an error if you apply later.



Handling: On the [Application Information List] screen, confirm whether the application has already been implemented for the same application/notification. If it has been implemented, the application that caused the error has not been accepted. After the application procedure for the pending (notified) application is completed, implement the procedures for the continuation application, and the like, for the application.

■ Cause (2): Operated in multiple tabs and multiple browsers.

Handling: The application data may have been damaged. Implement application and notification procedures again.

■ When you don't recall Cause (1) or (2) above

Handling: Contact the government office to which you submitted your application with the "contact number" mentioned in the email.



Deleting and Cancelling Application Information

To delete or cancel application information through screen operations, perform the operation from the [Application Information List] screen. Refer to the manuals "Temporarily Save, Edit, and Delete Your Application" and "Cancel Your Application" for details on the procedures for "Delete" and "Cancel".

※ The [Application Information List] screen can be accessed by the following steps:

[Main Menu] \rightarrow Under the heading [Create an Application Form (Notification Form)], press the

#請賴和一覧 button.

