ClassNK

ClassNK e-Certificate User Manual

Ver. 4.1

1. Prior to use

Registration

- Application is not required to be submitted. The link to the site for viewing/downloading documents will be sent to the e-mail address registered at the application of survey/audit to access the documents immediately after the issuance of certificates.

Applicable ships / certificates

- This service is applied to ships whose flag states authorize to issue e-Certificates. The authorized flag administrations are shown on the ClassNK website.

  Applicable: Classification certificate, Statutory certificates (LL, SOLAS, MARPOL, AFS, BWM, ITC, ISM, ISPS, MLC etc.), Panama/Suez Canal Tonnage certificates and their calculation sheets etc.

  Not Applicable: Certificates issued by flag states, attestations etc.

Timing of service application

e-Certificates are applied to each certificate issued from 30 January 2022 at the occasion of following cases:

1. After completion of initial surveys/audits or renewal surveys/audits
2. When existing paper certificates are rewritten due to changes of descriptions.

   Regardless of the above, e-Certificates may be issued with charge as requested. For details, please contact us.
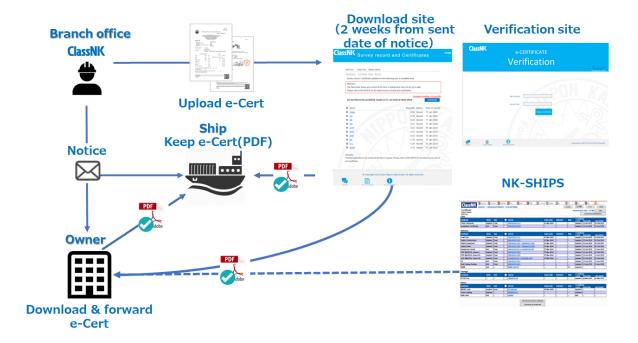
Cancellation

The service registration is automatically cancelled and paper certificates are issued in the following cases:

- Change of vessel's flag to flag state which is not authorized to issue e-Certificates
- When a request for paper certificates is received in advance

2. Issuance of e-Certificates

- After completion of the surveys/audits, attending ClassNK surveyors/auditors will issue e-Certificates and send a "Notification of update of survey documents" containing a hyperlink (URL) to the registered e-mail address. The e-Certificates shall be downloaded via the notification or NK-SHIPS and kept them onboard.

- No need to print e-certificates and keep printed ones onboard.
  However, in the following cases, ClassNK branch offices may hand over printed e-Certificates (here in after called printed version of e-Certificate) after completion of surveys/audits upon request.
  - When a e-Certificate (electronic file) cannot be kept on board before leaving the port.
  - When it is necessary to use the purpose of receiving clearance to enter/leave port, and examinations by Port State Control authorities.

  In case of printed version of e-Certificate is to be kept on board under the control and responsibility of the ship, we recommend to print them in color.
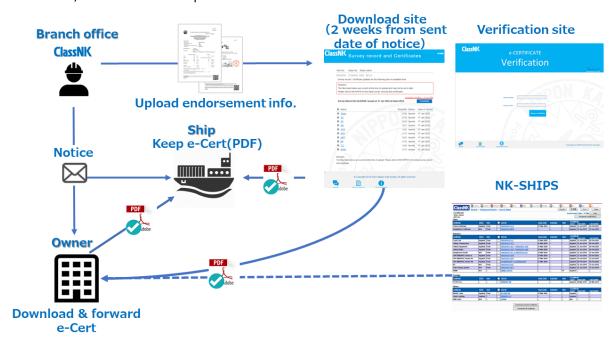

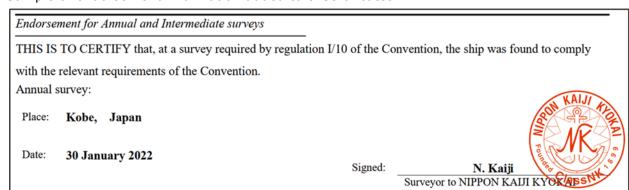## Storage of Declaration Letter

For explanation to Port Authority, PSCO and other third parties, the Declaration letter is available.

Please download the Declaration letter which is available from the ClassNK website and keep it onboard with e-Certificates when necessary.

3. Endorsement of e-Certificates

- After completion of periodical surveys/audits, attending ClassNK surveyor will make his/her endorsement (date of survey, place and name of surveyor, etc.) on the endorsement page of e-Certificates on the online server.

- The updated e-Certificates shall be downloaded from the notification of update of survey documents/NK-SHIPS and kept them onboard.

Sample of endorsement information added to e-Certificates

Endorsement for Annual and Intermediate surveys

THIS IS TO CERTIFY that, at a survey required by regulation I/10 of the Convention, the ship was found to comply with the relevant requirements of the Convention.

Annual survey:

Place: **Kobe,   Japan**

Date: **30 January 2022**

Signed: _____   **N. Kaiji**
Surveyor to NIPPON KAIJI KYOKAI

4. Downloading e-Certificates

E-Certificates can be downloaded from the notification of update of survey documents or NK-SHIPS.

1. Notification of update of survey documents

When issuance of e-Certificates, the notification of update of survey documents is sent from "e-certificate@classnk.or.jp" to the registered email address(es). The term of validity is **2 weeks** from the sent date of notification.

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This is an auto-generated e-mail. Please do not reply to this message.
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Dear Sirs,

Regarding the subject vessel, please find the document(s) via the following URL (URL is valid for up to two weeks).

https://e-certificate.classnk.or.jp/veryfication.aspx?tid=67003807490998496204&list=2

- Certificates (Class, LL, SC, SE, SR, DG, OPP, SPP, APP, EE, BWM, EIAPP, AFS, IHM)

For any inquiries, please contact the office/department that issued the record/certificates.

Best Regards,

標記船の書類を発行致しましたので、上記 URL よりダウンロード下さいますようお願い致します。なお、上記 URL は最大 2 週間有効です。

こちらのメールアドレスは送信専用です。お問い合わせは書類を発行した支部・事務所・部署までご連絡をお願い致します。

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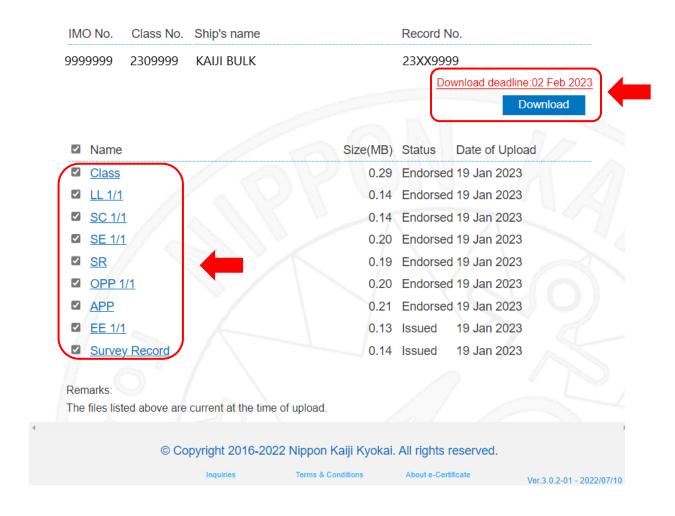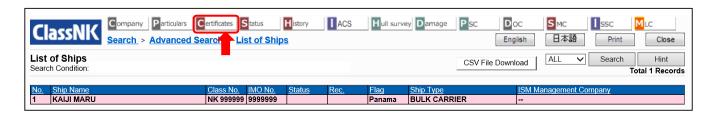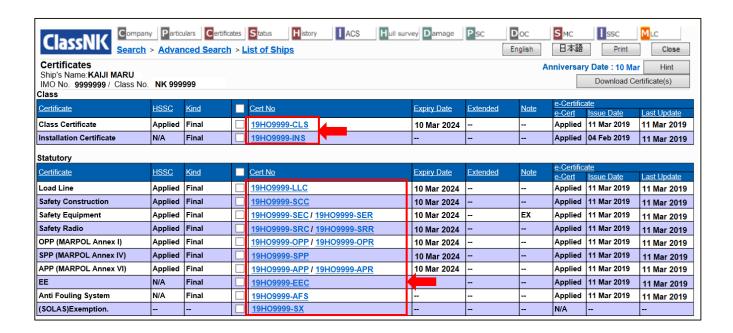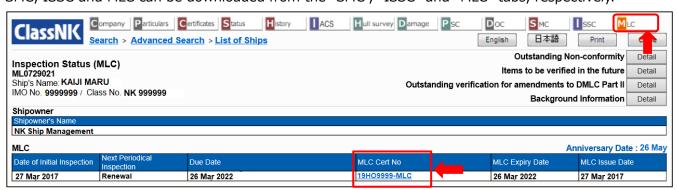
Download site of e-Certificates

2. NK-SHIPS

After received the above notification, you can download the e-certificates from our web service, "NK-SHIPS" after 2 weeks. Please log in to NK-SHIPS, select subject vessel and download the e-Certificates from "Certificates" tub.
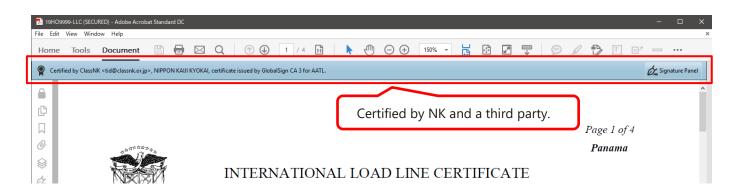

SMC, ISSC and MLC can be downloaded from the "SMC", "ISSC" and "MLC" tabs, respectively.
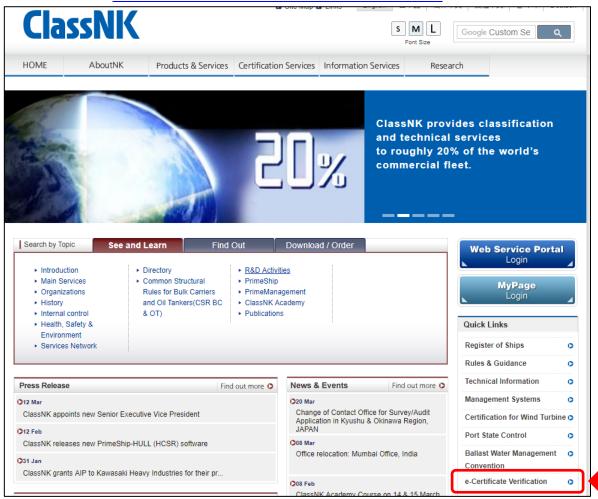
Digital Signature

- e-Certificates are issued with a digital signature. The digital signature certifies that the electronic file has not been tampered with and prevents falsification.

- To view the digital signature correctly, Adobe Acrobat Reader DC or later is recommended. The digital signature can only be viewed when the PDF file is opened on a PC. It does not appear when the file is opened using a mobile device (smartphone, tablet etc.).

Certified by NK and a third party.

5. How to confirm the validity of e-Certificates

1. Click e-Certificate Verification on ClassNK webpage.

    Or access here (https://e-certificate.classnk.or.jp/CERF00010.aspx) directly.

2. Enter the vessel's IMO No. and Tracing ID and click Verify.

    *Tracking ID is shown in the bottom of each page of e-Certificate.
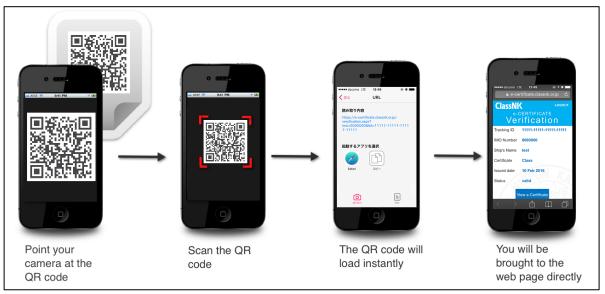
3. VALID is shown if the e-Certificate is valid.

If you have any doubts of the results, please contact department in charge (Classification Department or Ship Management Systems Department)

Verification by QR Code

The e-Certificate verification site can be accessed directly by scanning the QR Code, printed on the bottom right side of the certificate, using a mobile device with an in-built camera, etc.

Point your camera at the QR code

Scan the QR code

The QR code will load instantly

You will be brought to the web page directly

*QR Code Reader (Application) should be installed to mobile devices such as smartphones /tablets etc. before scanning a QR Code.

The official QR Code Reader "Q" can be installed via the following pages.

For iOS versions above iOS 11, the QR Code can be scanned by using a default camera application.

・ for iOS : https://itunes.apple.com/us/app/official-qr-code-reader-q/id911719423?mt=8

・ for Android™ : https://play.google.com/store/apps/details?id=com.arara.q&hl=en

- QR Code is a registered trademark of DENSO WAVE INCORPORATED.

- iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license. App Store is a service mark of Apple Inc.
- Android and Google Play are trademarks of Google Inc.

6. Contact us

- You may access the Inquiries page by clicking the "Inquiries" button at the bottom of the e-Certificate Verification Site, and submit any inquiries or requests from there.
  Please note that we may require some time to respond to certain inquiries and comments.

- If you need immediate assistance, please contact our department in charge as listed below by email or phone.
  Email: nkecert@classnk.or.jp
  Classification Department (Certification section) (Class, Statutory certs.) : +81-43-294-6469
  Ship Management Systems Department (SMC, ISSC, MLC certs.) : +81-3-5226-2173

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