NK-PASS

Plan Approval Status Service

Operation Manual

(Renewable Energy)

9th edition

2021-12-19

Precautions for use

- This document is an operation manual for use related to renewable energy certification services (wind turbine type certification, wind farm certification, etc.).
- The word of “Drawings” in this document should be read as all documents submitted for review, including drawings, calculation sheets, data files, etc.
- Please check the operation manual for “shipyard” or “equipment manufacturer and ship design company” in case when conducting classification surveys of floating offshore wind power plant.

■ Revision History

Version number	Date of issue	Revised content
2nd	21 June 2020	5. Searching for a drawing / Add the items for searching condition. 5. Downloading a drawing list / New function: Zip downloading of multiple Notice of Status letters at once
3rd	16 August 2020	3. Upload and submit drawing / Add the items for Governmental and Naval Ships (Apply Rules for the Survey and Construction of Governmental and Naval Ships).
4th	21 February 2021	6. Registration sub-users / Editing sub-users setting / Changed the items of Sub user registration screen
5th	18 April 2021	5. Searching for a drawing /Add the item
6th	18 July 2021	6.Editing information in the address book / Add the item
7th	15 August 2021	2.Request for drawing submission/ Add the item
8th	21 November 2021	2.Message / Add the item 5.Searching for a drawing / Add the item
9th	19 December 2021	2.Message / Add the item

■ ＊Revised part : “NEW” mark is also displayed in revised parts of main text.

1. Introduction

- Prior to Use
  - 1.1. Application
- Starting Up
  - 1.2. Minimum things to know
  - 1.3. Logging in to PASS
  - 1.4. If you forgot your password

2. HOME Screen

- 2.1. Main Menu
- 2.2. Using a filter
- 2.3. Message
- 2.4. News/Information
- 2.5. Request for drawing submission

3. Submitting a drawing

- 3.1. Upload and submit drawing
- 3.2. Specifying a classification group from a list of classification groups

4. Viewing the status of a drawing

- 4.1. Viewing the status of NOT submitted drawing
- 4.2. Viewing a drawing sent back from NK after submission

5. Searching for a drawing

- 5.1. Searching for a drawing
- 5.2. Downloading a drawing list

6. Making adjustments on each setting

- 6.1. Changing user settings
- 6.2. Editing a classification group
- 6.3. Editing information in the address book

6.4. Registration sub-users / Editing sub-users setting

1. Introduction

(Prior to Use)

1.1 Application

✓ An application is required for use of PASS.

Complete the Application for Plan Approval Status Service (NK-PASS) form with the necessary information and send it to our Information Technology Department by e-mail or fax.

✓ Notes on completion of the application form

Supplementary explanations on items in the application form are provided below.

Form PASS-APP-E

To: Nippon Kaiji Kyokai **Date:**
Attn: Information Technology Department **Ref. No.:**
(Fax No. +81-43-294-6760, E-mail: pass@classnk.or.jp)

Application for Plan Approval Status Service (NK-PASS)

< Renewable Energy >

We hereby request you to register the users, whose details are given below, to NK-PASS. We also hereby agree with *"Terms and conditions of use"* of NK-PASS.

Applicant

Company Name			
Address			
Department			
(Signature)		E-mail	
		TEL	
Name in Capitals		FAX	

Kind of User

Kind of User	☐ Wind Farm Business Operator ☐ EPC Contractor ☐ Wind Turbine Manufacturer	☐ Support Structure Designer ☐ Others ( )

User information

An administrator for User Account	
☐ (1) Applicant is registered as an administrator ☐ (2) Following person is registered as an administrator	
In case where (2) is selected, please fill in following column.	
Department	
Name	
E-mail	
TEL	

Persons who want to receive the notification email of document receipt [Optional]					
1	Name		2	Name	
	E-mail			E-mail	
3	Name		4	Name	
	E-mail			E-mail	

Applicant

There are no specific rules, so please decide the applicant according to the internal situation.

Kind of User

Kind of User Selection

Choose from wind power operators, EPC Contractors, wind turbine manufacturers, support structure designer, and others. In other cases, fill in the type of business as appropriate. In addition, there are no restrictions on the functions used depending on the type.

User Information

Notes on User Information entry

1) NK-PASS user accounts are granted to groups that share drawing information (for example, department or section units). The issued user ID and password will be shared within the group.
2) Even if multiple user accounts are used in the same company, information is not shared between user accounts. Please note that if you already use another user account in the company.
3) The user name displayed on the system after login is “Company name + User account administrator affiliation (department name)”.

An administrator for User Account

When setting an applicant as an administrator, check (1). In this case, it is not necessary to fill in the lower column. If you want to set an administrator separately from the applicant, check (2) and fill in the necessary information in the field below.

Persons who want to receive the notification email of document receipt [Optional]

When the submitted drawing is accepted by the NK side, a drawing receipt notification email is automatically delivered. If you wish to receive a drawing receipt notification email other than the user account administrator, please fill in this form. This distribution destination can be freely added or changed on the setting page after login.

✓ Contact address

Address your application for NK-PASS, requests for materials and inquiries to:

Information Technology Department, Nippon Kaiji Kyokai

1-8-5 Onodai, Midori-ku, Chiba-shi, Chiba 267-0056

Contact by e-mail:

pass@classnk.or.jp

Contact by fax:

043-294-6760

1. Introduction

(Starting Up)

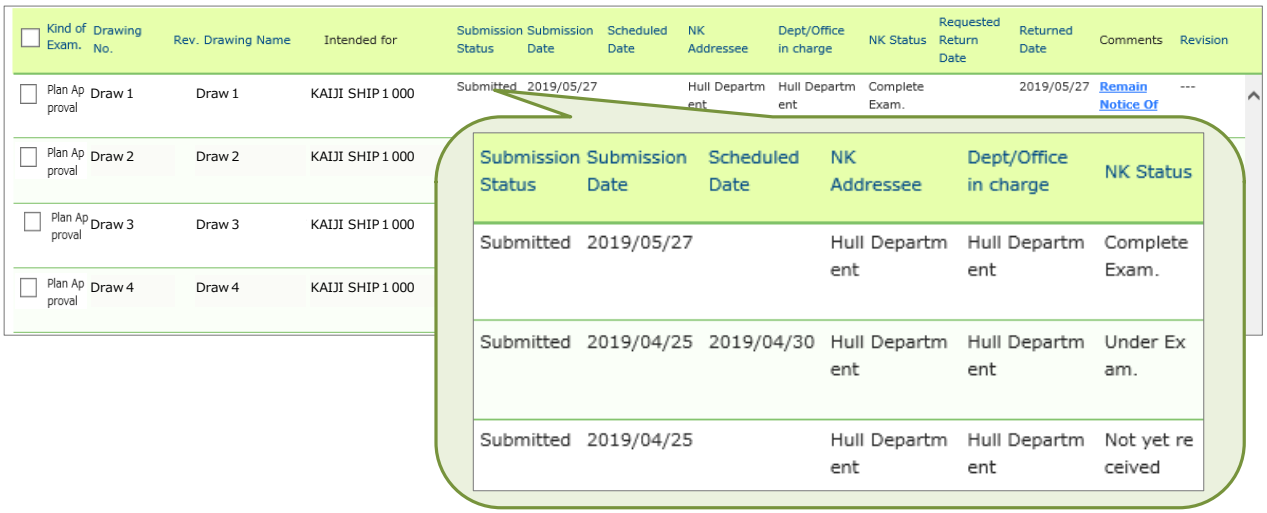
1.2 Minimum things to know

✓ Characteristics of PASS

PASS can log in from the NK website and upload large files that cannot be sent by e-mail. Also, by sharing the information of the submitted drawings with each other, we can improve the efficiency of both operations.

View the status concerning your submitted drawings

PASS displays the statuses of individual hard copy drawings and electronic drawings submitted in a table



Kind of Exam.	Drawing No.	Rev.	Drawing Name	Intended for	Submission Status	Submission Date	Scheduled Date	NK Addressee	Dept/Office in charge	NK Status	Requested Return Date	Returned Date	Comments	Revision
Plan Approval	Draw 1		Draw 1	KAIJI SHIP 1 000	Submitted	2019/05/27		Hull Department	Hull Department	Complete Exam.		2019/05/27	Remain Notice Of	---
Plan Approval	Draw 2		Draw 2	KAIJI SHIP 1 000										
Plan Approval	Draw 3		Draw 3	KAIJI SHIP 1 000										
Plan Approval	Draw 4		Draw 4	KAIJI SHIP 1 000										

Submission Status	Submission Date	Scheduled Date	NK Addressee	Dept/Office in charge	NK Status
Submitted	2019/05/27		Hull Department	Hull Department	Complete Exam.
Submitted	2019/04/25	2019/04/30	Hull Department	Hull Department	Under Exam.
Submitted	2019/04/25		Hull Department	Hull Department	Not yet received

Manage drawing submission

PASS helps users manage their drawing submissions in a way that prompts them to submit drawings for which the submission status is *Not yet submitted*.

✓ Notes on use of PASS

- No fees will be charged either for application submission or for use of NK-PASS.
- NK-PASS may be unable to handle certain electronic drawing files submitted. In this event, users may be asked to resubmit them.
- While no maximum period is determined for storage of text information on drawings, an upper limit on the storage period of electronic drawings will be separately determined.
- NK-PASS may be subject to service suspension for maintenance and other purposes.

1. Introduction

(Starting Up)

1.3 Logging in to PASS

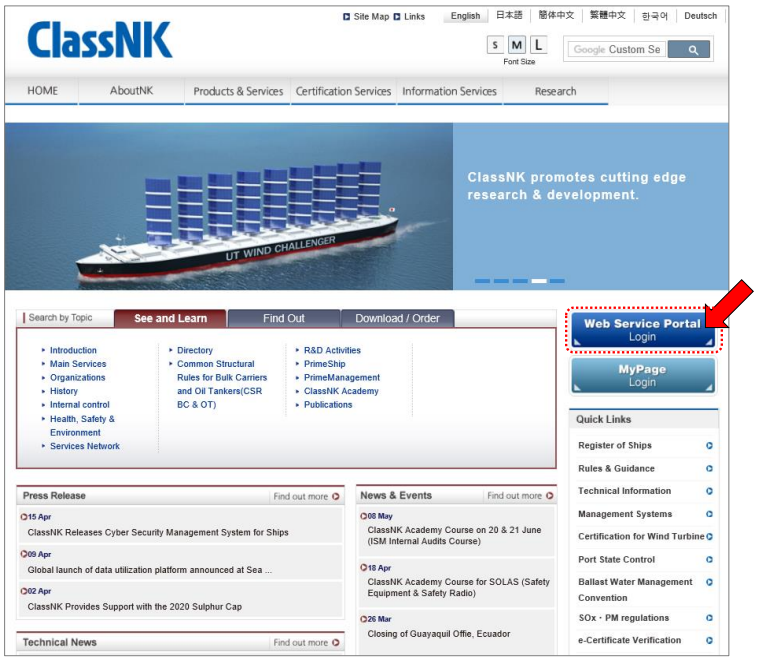
✓ Access ClassNK's homepage

Follow the address shown below to access ClassNK's homepage.

http://www.classnk.or.jp/hp/en/index.html

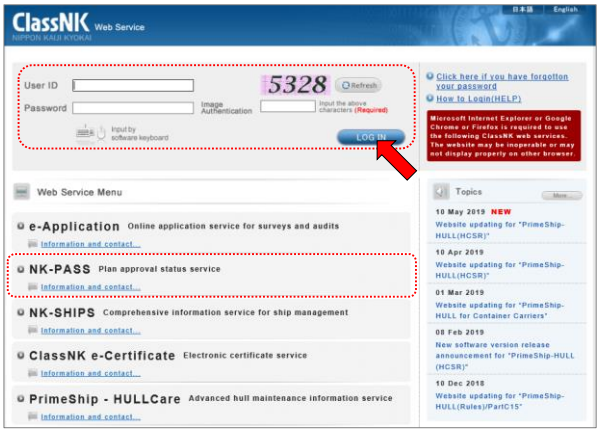
✓ Log in on the Web Service Portal

Click on the Web Service Portal Login button located on the right side of the homepage.



If you have forgotten your password, click here.

On the login screen of the Web Service Portal, enter your User ID, password and characters for the CAPTCHA and click on the LOGIN button. Then click on *NK-PASS Plan approval status service* to proceed to the PASS screen



When you close the PASS screen, you will automatically be logged out.

✓ Adjust user settings

After your first login, be sure to adjust the user settings. Editing user settings

1. Introduction

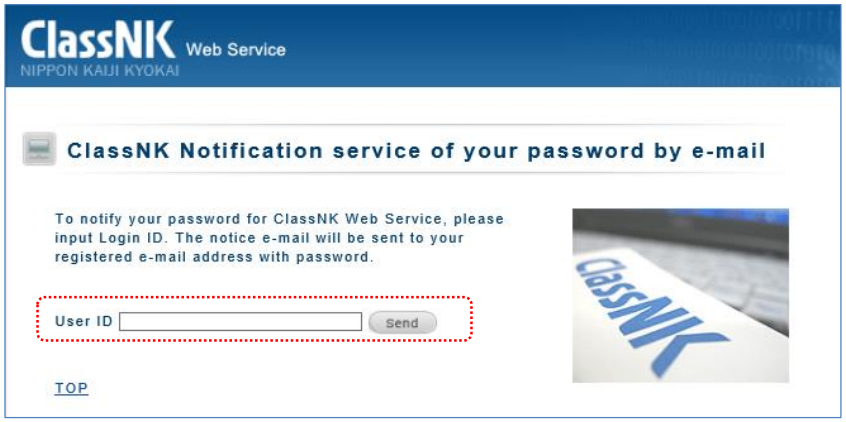
(Starting Up)

1.4 If you forgot your password

✓ Request password notification

Click on *Click here if you have forgotten your password* on the login screen of the Web Service Portal on ClassNK's homepage.

After clicking, you will see the screen below.

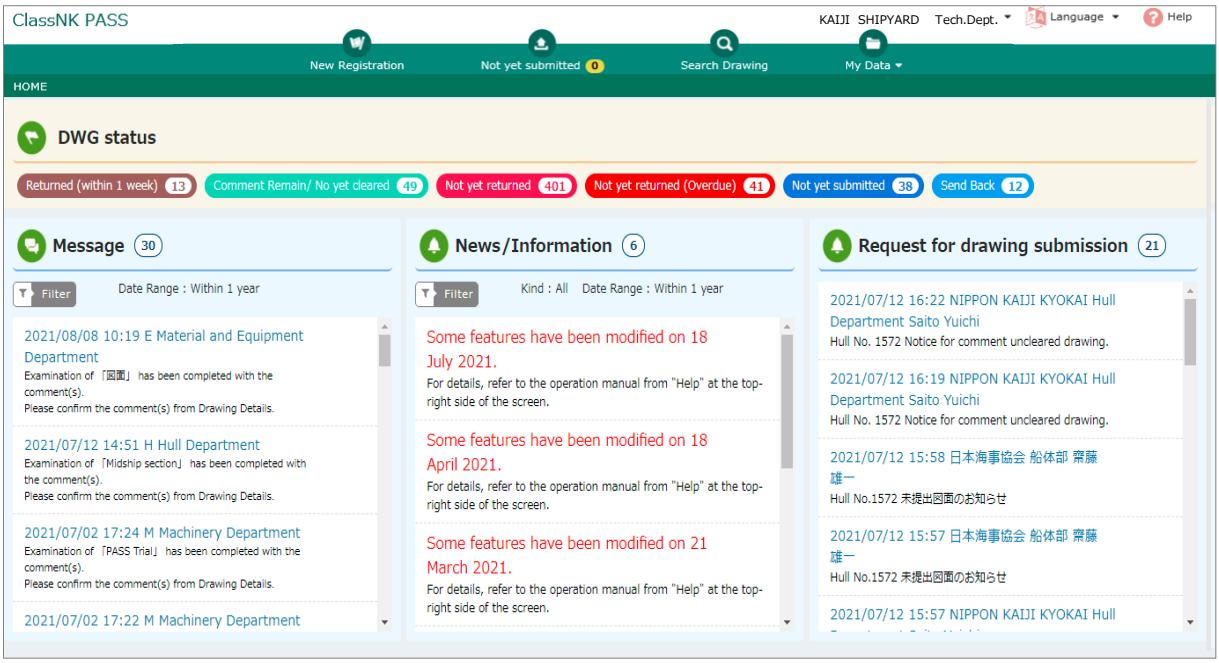


Enter your User ID and click on the Send button.

2. HOME Screen

2.1 Main Menu

PASS Main Menu



Screen switch menu

Clicking on the menu switch at the top of the screen will take users to the associated screen.

DWG (drawing) status

The statuses of submitted drawings and the numbers of drawings in other states of progress are displayed. Click on a status, and the drawings in that category will be displayed.

Message

Individual messages between a specific PASS user and NK are displayed according to the progress of the drawing examination.

News/Information

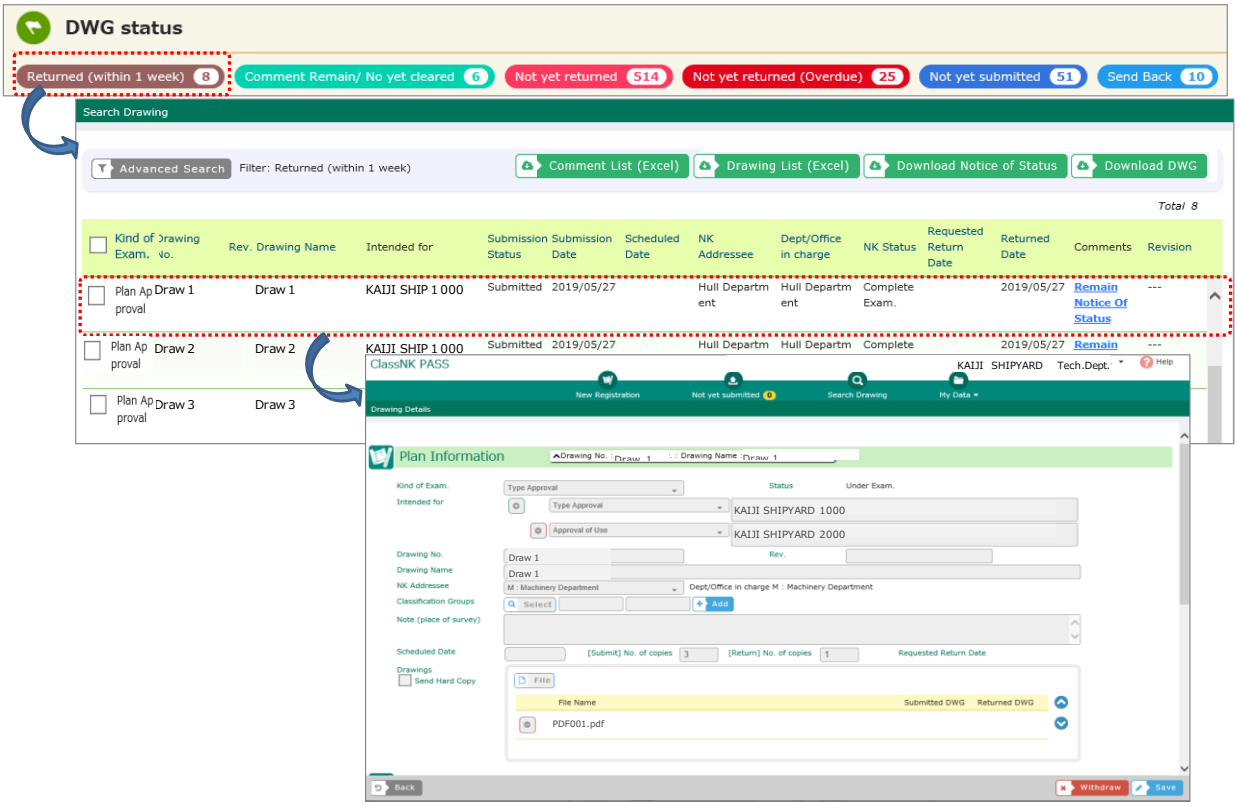
Notices to all the PASS users are displayed.

Request for drawing submission

Request for drawing submission of individual ship to a specific PASS user are displayed.

2.2 Using a filter

✓ View the number of drawings by each progress status using the filter



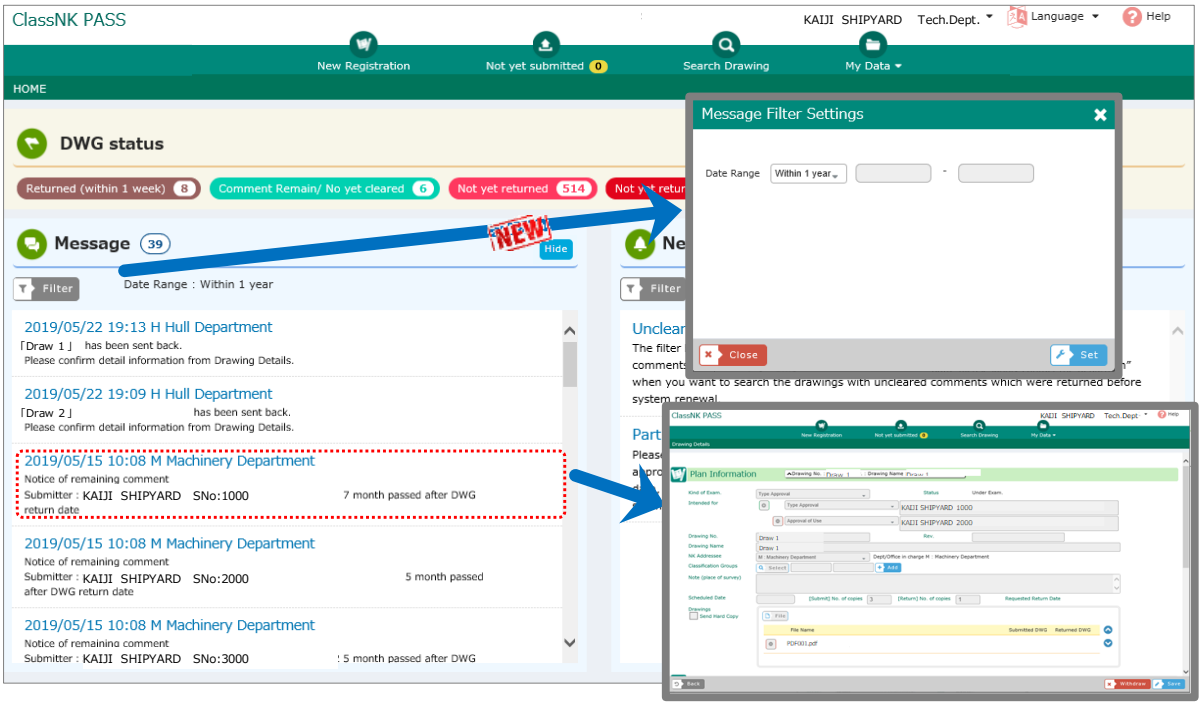
DWG Status

The numbers of drawings with different statuses are displayed.
By clicking “Not yet returned”, you can check the list of drawings submitted so far, and click each drawing to display the details screen.
Other items such as “Returned” and “Not yet returned (Overdue)” are functions for ship classification surveys, so they do not function for renewable energy.

2.3 Message

Message

Individual messages between a specific PASS user and NK are displayed according to the progress of the drawing examination.



What is viewed in *Message*

- Notice of remaining comment: The completion date is approaching, although the comment remains uncleared, or a predetermined period of time has passed since the return.
- XXXX has been sent back.: The drawing has been sent back from NK.
- XXXX has been returned with comments.: The drawing has been returned with comments added by NK.

◆ The Shipyard and Hull No. is displayed at the beginning of the message.

View a Drawing Details screen

Click on a particular message to open a Drawing Details screen regarding the drawing concerned.

Narrowing a list of messages

Use the filter and specify a date range to view messages within that range.

Setting of hide

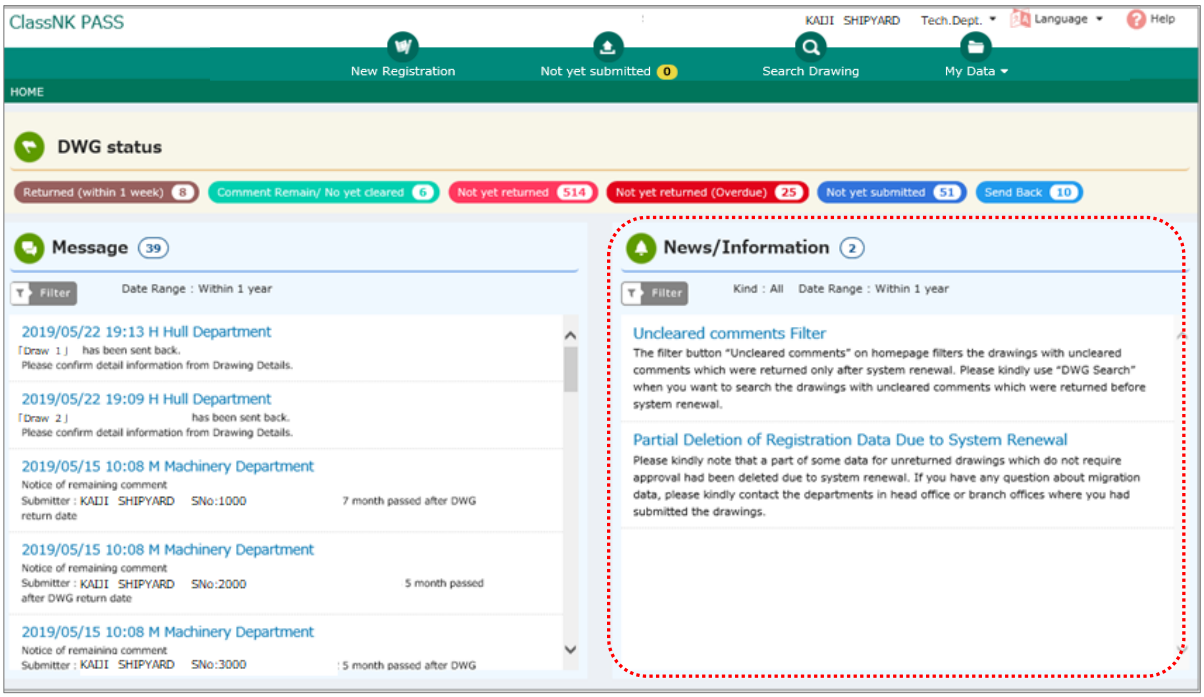
-Notice of remaining comment: : Automatically hide message after clearing comments or Manually hide

- XXXX has been sent back : Automatically hide message after resubmission or Manually hide

- XXXX has been returned with comments : Manually hide

2.4 News/Information

News/Information



What is displayed in *News/Information*

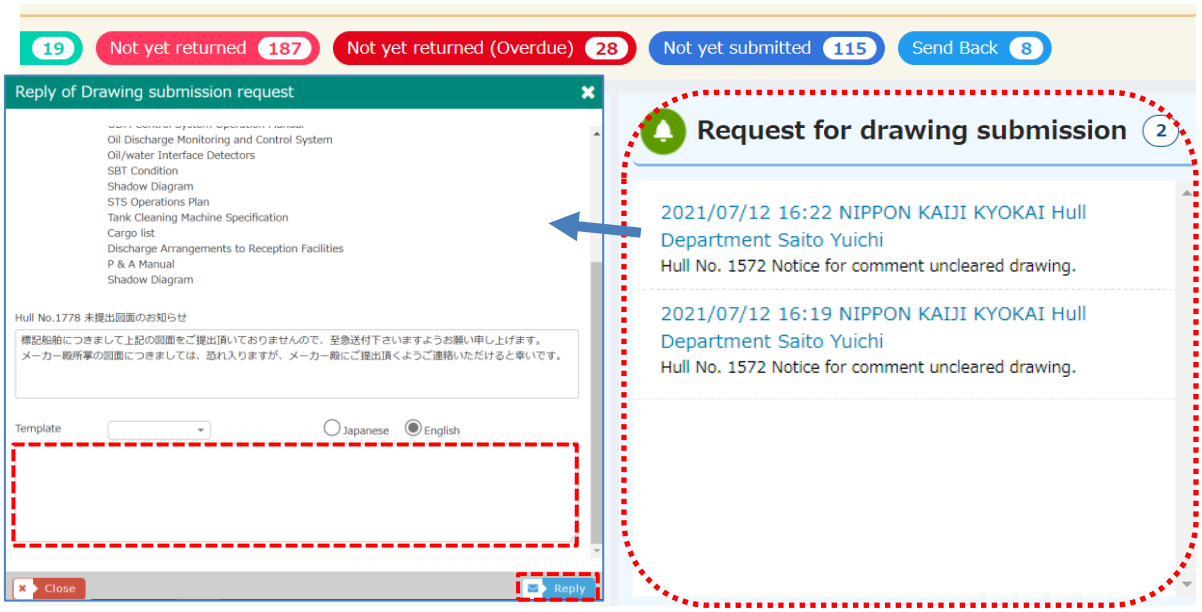
Notices from NK to all PASS users are displayed. They inform you about functional updates, temporary faults, scheduled maintenance work and others.

Narrowing a list of news/information

Use the filter and specify a date range to view news and information within that range.

2.5 Request for drawing submission

✓ Request for drawing submission



What is displayed in *Request for drawing submission*

Request for drawing submission (such as unsubmitted drawing and comment reply) of individual ship to a specific PASS user are displayed.

Replay

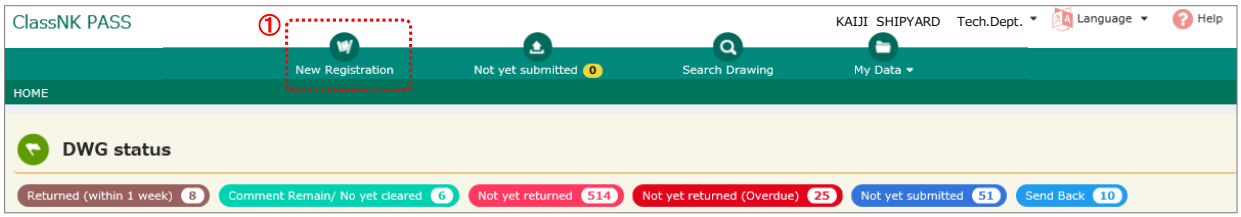
Contents of request are displayed when message is clicked. After reply message are inputted in red frame and “Reply” button is clicked, the message is sent to NK.

3. Submitting a drawing

3.1 Upload and submit drawings

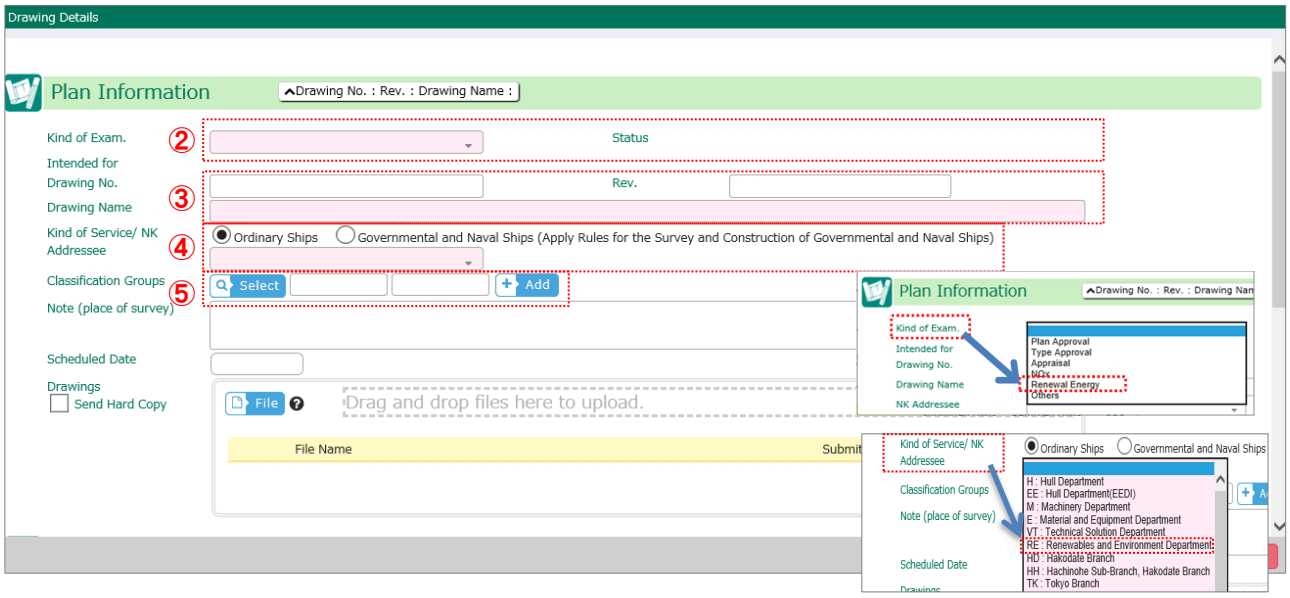
STEP 1 Click on the New Registration button to open the Plan Information

① Click on the New Registration button



STEP 2 Enter drawing information.

② ~ ⑤ Enter the necessary information



Notes

② : "Renewable Energy" is selected.

③ : Enter the drawing number and name of the drawing

④ : Put a check in the box for Kind of Service and select "Renewable Energy Department" .

⑤ : Specify a classification group. Refer to Specifying a classification group from a list of classification groups. [Optional]

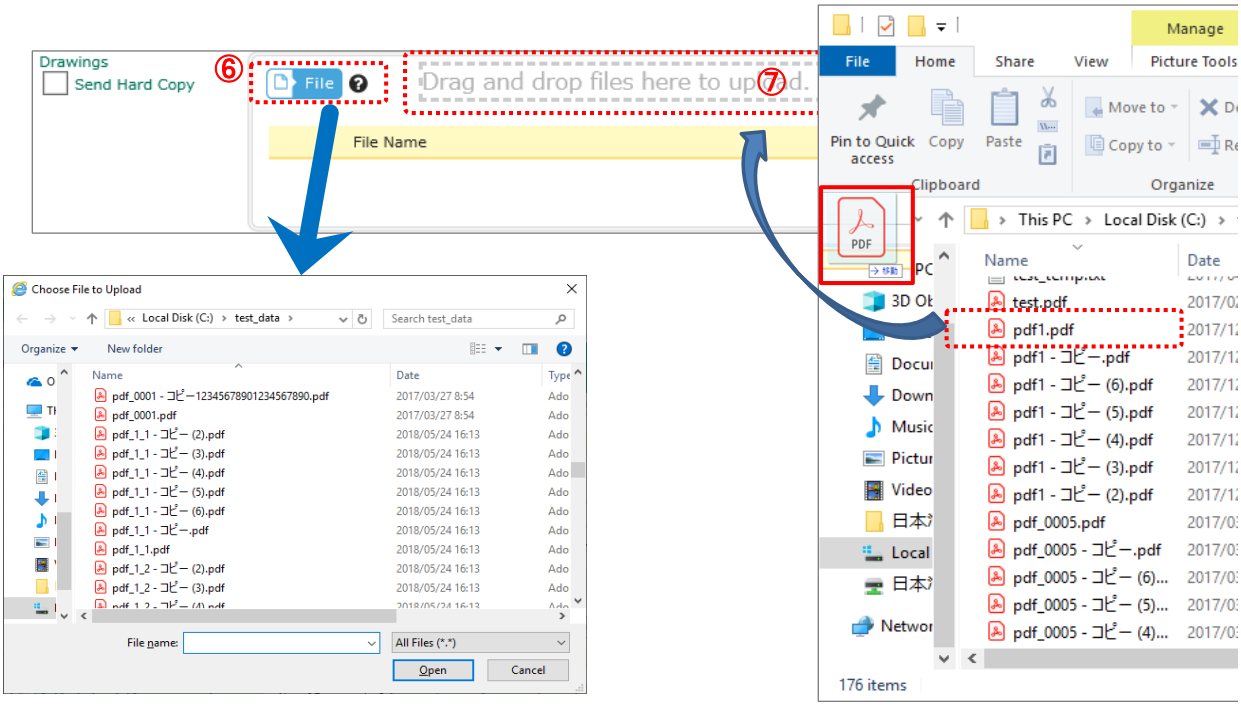
STEP 3 Upload the electronic drawing

After entering information on the drawing,

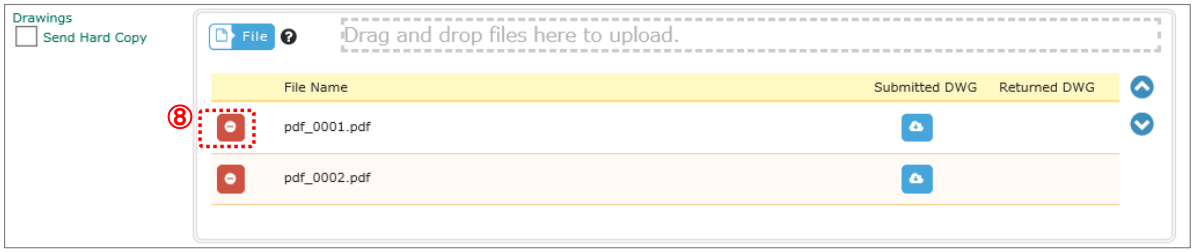
⑥ Click on the File button, and select the file to upload and then click on the Open button.

or

⑦ Drag and drop the file in the field



After uploading a file, the file name is displayed. To cancel the upload, click on the delete (-) button of ⑧.



The maximum size of the files that can be uploaded is 800 MB.

Upload may not be possible if security (password lock etc.) is set for the file to be uploaded.

STEP 4 Submit an electronic drawing

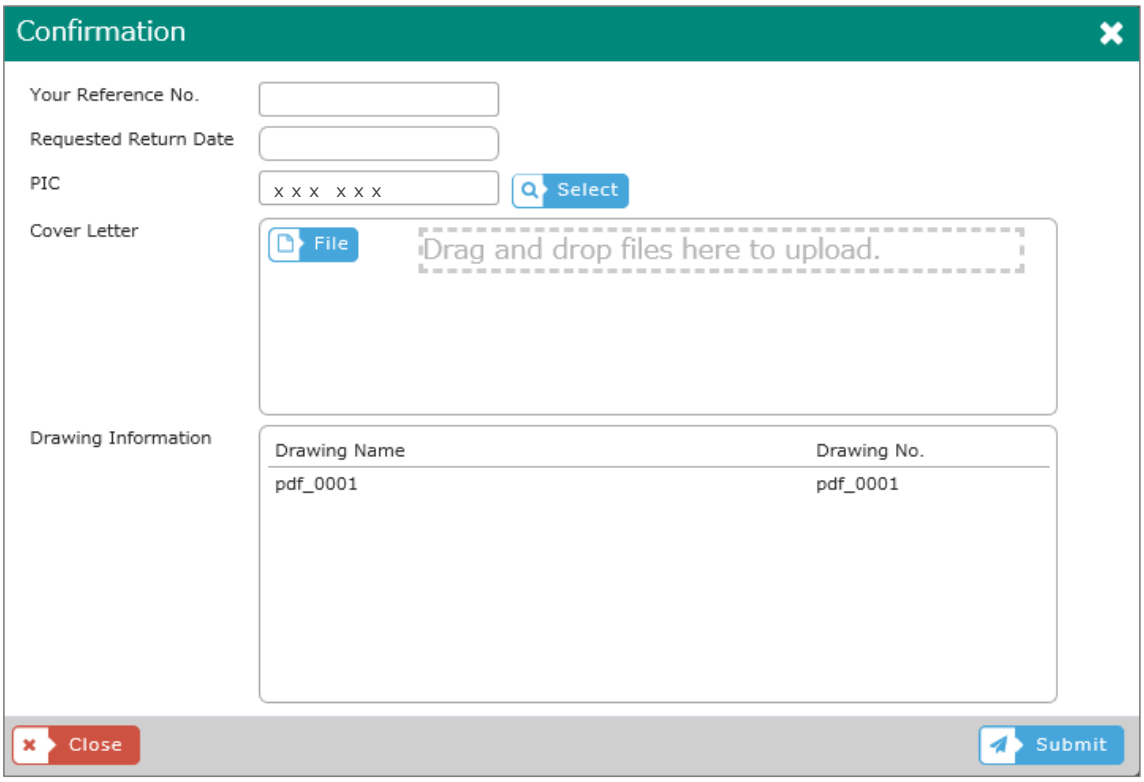
Uploading a file alone does not complete the process of submission to NK.
Check the details, and if everything is correct, click on the Submit button, and proceed to the next Confirmation screen.

If the information entered is insufficient, you will see an error message. Follow the instructions on the screen and then perform the Submit action again.

If you wish to submit an uploaded file at a later time, click on the Save button to store it temporarily. The file will be in the *Not yet submitted* status.

STEP 5 Enter the information on the Confirmation screen [Optional]

Enter your reference number and other information as needed, and then click on the Submit button. (Input is not mandatory.)



If the submission is completed, you will be redirected to the Drawing Details screen.

If you wish to withdraw a file that was already submitted, click on the Withdraw button. Note that you cannot withdraw any file that has been accepted by NK.

This is the end of the procedures for submitting an electronic file.

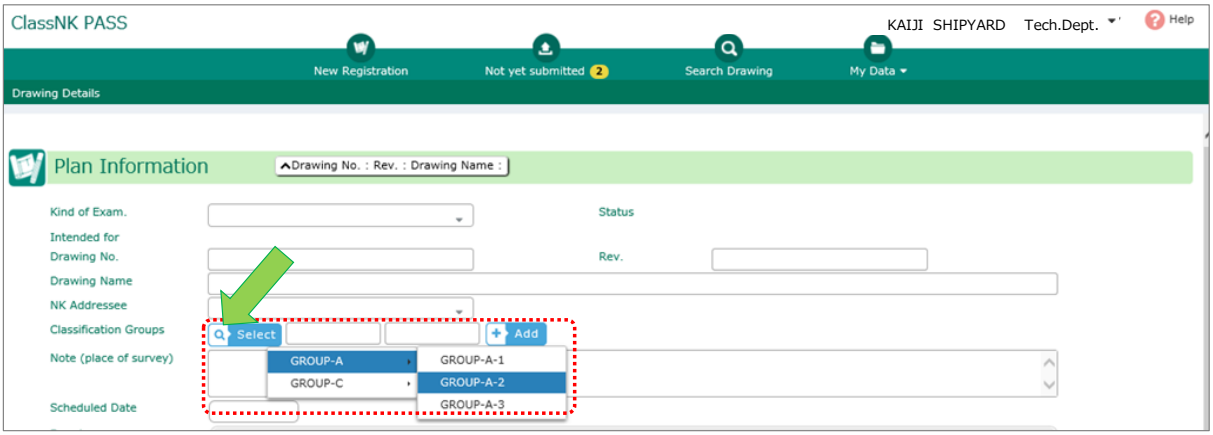
3.2 Specifying a classification group from a list of classification groups

✓ Classification groups

Classification groups are intended to help organize submitted drawings. A maximum of two tiers of classifications may be defined so that drawings may be organized in the structure like a cabinet in the warehouse. If the filing method (or the composition of classification groups) is determined prior to use, users will easily find a past drawing that they will wish to view in the future.
This feature allows users to classify drawings in a structure based on their desired combination of classification groups, such as contract type and product type, product type and model, model and power capacity (or size) and department and team.
For registration of classification groups, refer to Editing a classification group.

STEP 1 Open a list of classification groups

Click on the magnifying glass button next to the Classification Groups' field title. From the list displayed, select the classification group concerned with the drawing to be submitted.



The magnifying glass button in the Classification Groups field is only enabled when a classification group is registered.

STEP 2 Check if the selected group is displayed

To change the group, select the desired group from the list. The old group will be replaced with the new selection.

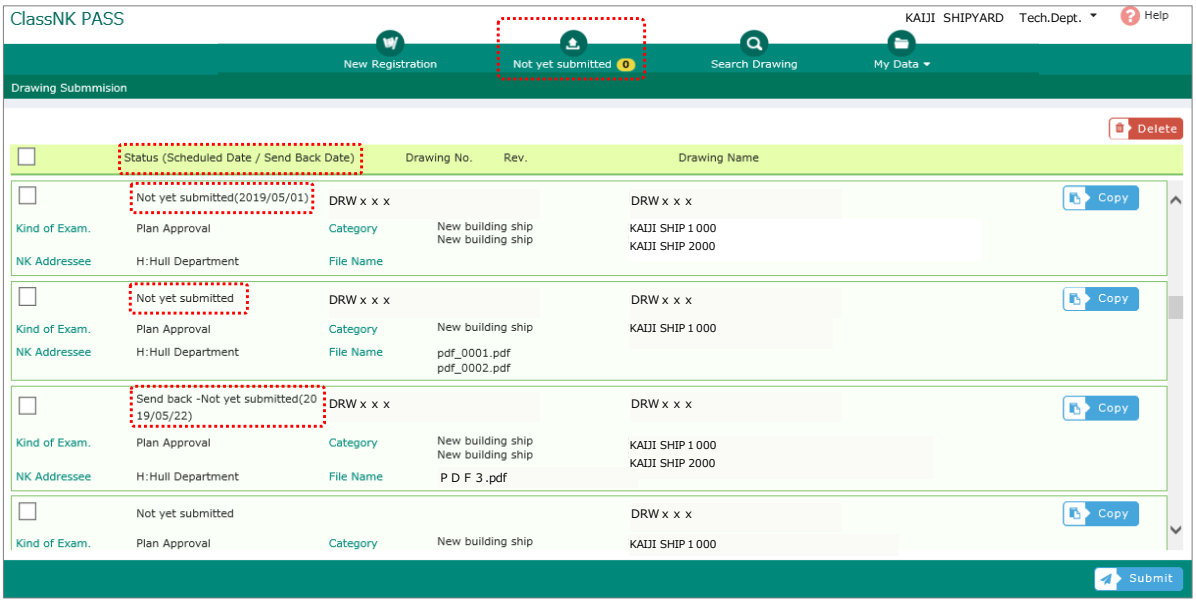
Click on the Add button to add a classification group.

4. Viewing the status of a drawing

4.1 Viewing the status of NOT submitted drawing

VIEW 1 In the list of Not yet submitted drawings

Click on *Not yet submitted* on the main menu to view a list of drawings that have not yet been submitted, as shown below.
The number of drawings that are currently not submitted is displayed next to the *Not yet submitted* button.



Status

The statuses to be displayed are as follows.

Not yet submitted: The drawing is stored temporarily.
After sending information on the drawing that is *not yet submitted*, its status will become *submitted*. (After sending information on the drawing to be newly submitted, the status will become *submitted*.)

Send back - Not yet submitted: The drawing has been sent back from NK.

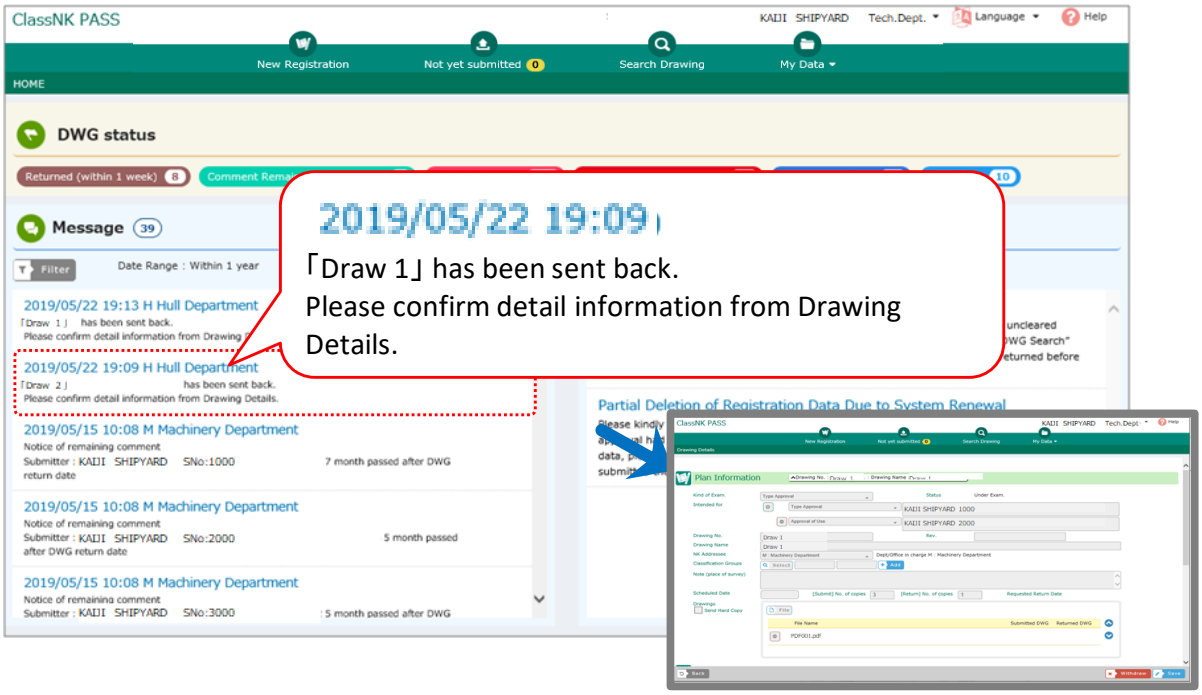
Send Back Date

For a drawing sent back from NK, the date when it was sent back is displayed next to the status indication of *Send back - Not yet submitted*. Follow the actions for resubmission or other actions.

4.2 Viewing a drawing sent back from NK after submission

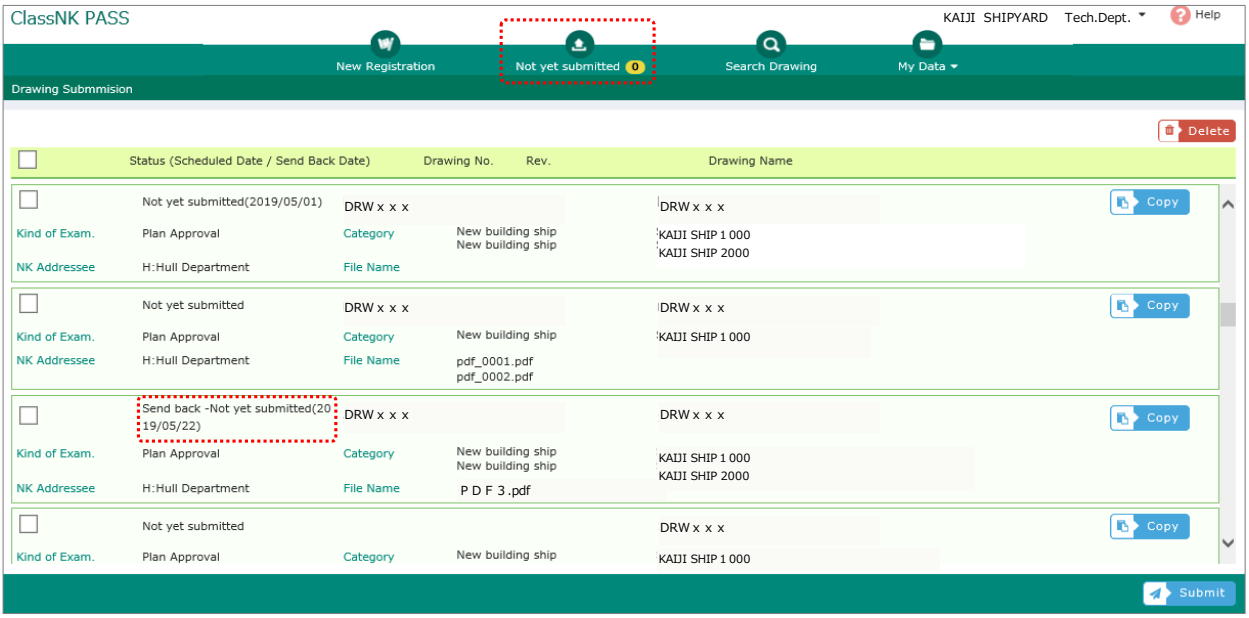
VIEW 1 From *Message* on the HOME screen

If any drawing is sent back from NK, a message with “XXXX (name of drawing) has been sent back” will be displayed on the HOME screen.
Click on this message to open the Drawing Details screen.



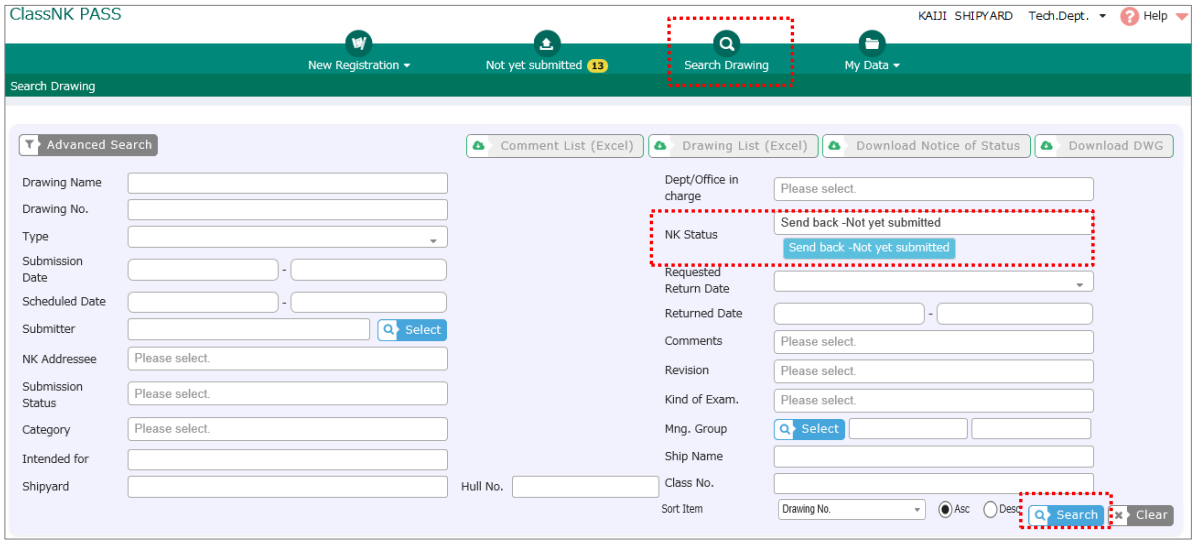
VIEW 2 From the list of *NOT submitted* drawings

The list of *Not yet submitted* drawings shows any drawing sent back from NK with *Send back - not yet submitted*, followed by the date when it was sent back. Click on the drawing to open the Drawing Details screen.

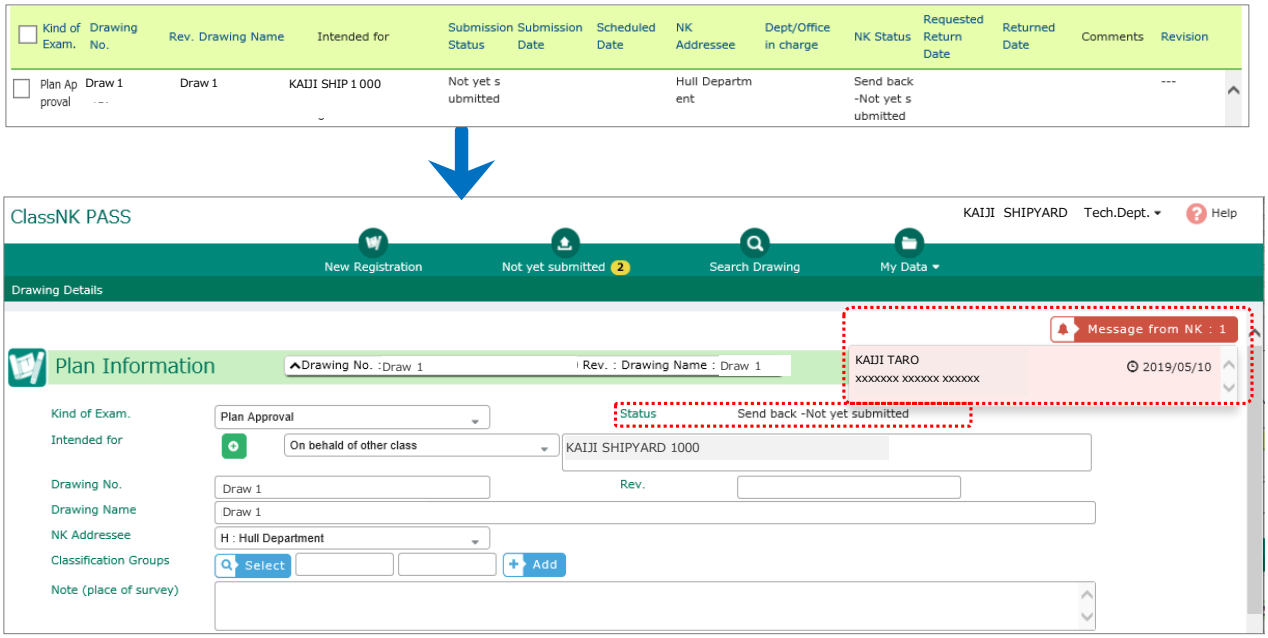


VIEW 3 From search results

Enter “Send back -Not yet submitted” in the NK Status field on the Search Drawing screen and start the search.



Click on a drawing from the list to open the Drawing Details screen.



Message from NK

Click on the Message from NK button to view the message from NK at the time of sending back the drawing.

Status

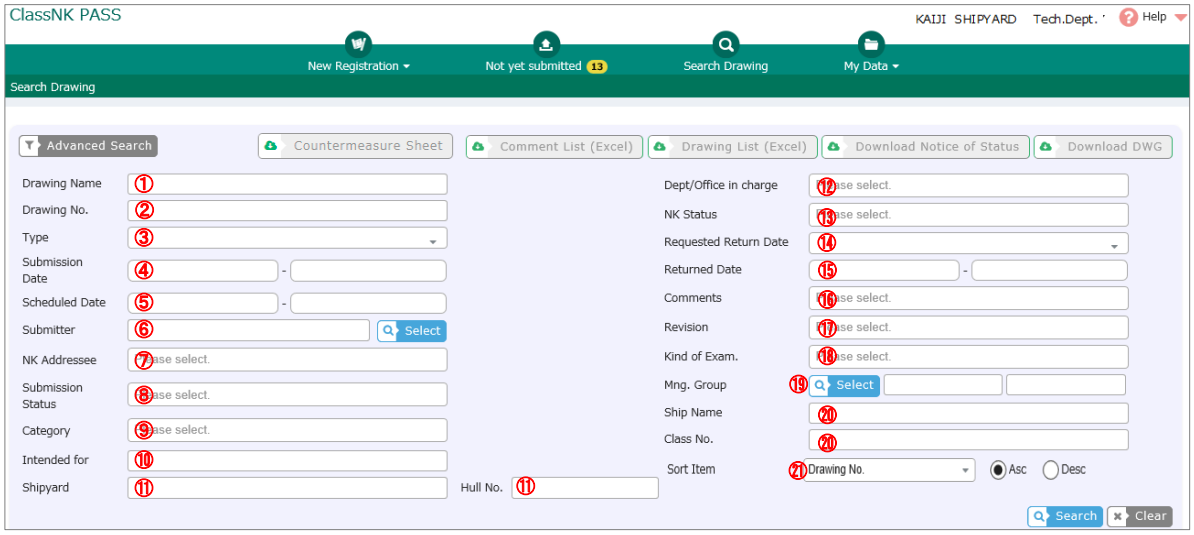
For any drawing that was sent back, the status of *Send back - not yet submitted* is displayed. Take actions for the resubmission or others in accordance with the message from NK.

5. Searching for a drawing

5.1 Searching for a drawing

STEP 1 Open the Search Drawing screen

Click on the Search Drawing button.



If you click on the Advanced Search button again when the search condition fields are displayed, the fields will be hidden.

Search conditions (The strikethrough item is a ship function.)

① Enter a condition for searching by drawing name (partial match).
② Enter a condition for searching by drawing number (partial match).
~~③ Enter a condition for searching by type of drawing (electronic or hard copy).~~
④ Enter a condition for searching by submission date.
⑤ Enter a condition for searching by scheduled date of submission.
⑥ Enter a condition for searching by Submitter.
⑦ Enter a condition for searching by NK addressee.
⑧ Enter a condition for searching by submission status.
⑨ Enter a condition for searching by category.
⑩ Enter a condition for searching by object ship/product (partial match).
⑪ Enter a condition for searching by Shipyard/Hull No.
⑫ Enter a condition for searching by NK's department or office in charge of examination.
~~⑬ Enter a condition for searching by NK status (status of examination).~~
~~⑭ Enter a condition for searching by requested return date.~~
~~⑮ Enter a condition for searching by date of return from NK.~~
~~⑯ Enter a condition for searching by status of comments.~~
~~⑰ Enter a condition for searching by type of revision drawing.~~
~~⑱ Enter a condition for searching by kind of examination.~~
⑲: Enter a condition for searching by classification group.
For classification groups, refer to Specifying a classification group from a list of classification groups.
⑳ Enter a condition for searching by Ship Name/Class No.
㉑ Enter a condition for sort item.
After entering the search conditions, click on the Search button.

5. Searching for a drawing

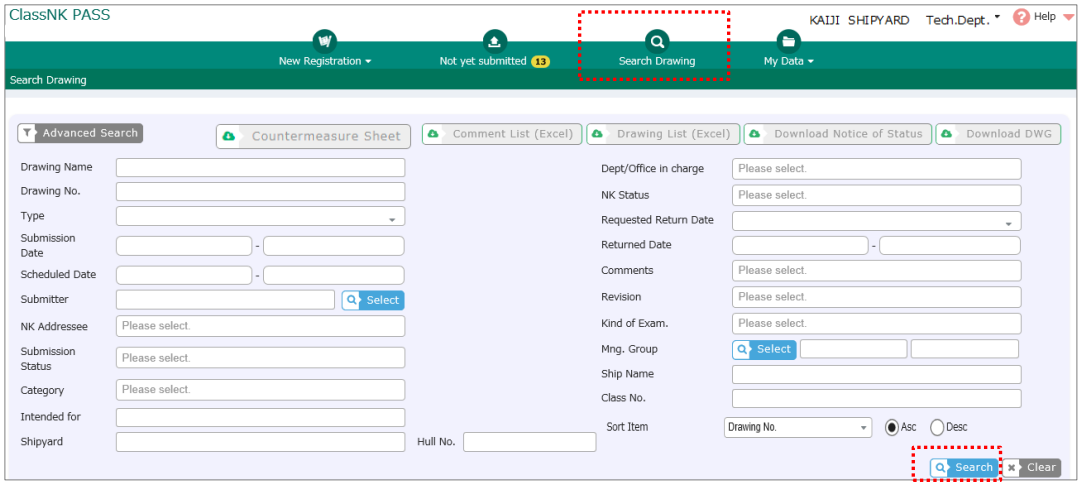
5.2 Downloading a drawing list

Drawing List

Search results on the screen may be downloaded in Excel format. After entering the search conditions, click on the Search button. View the results on the screen and click on the Drawing List (Excel) button. The drawing list is easy to edit because it is in Excel format.

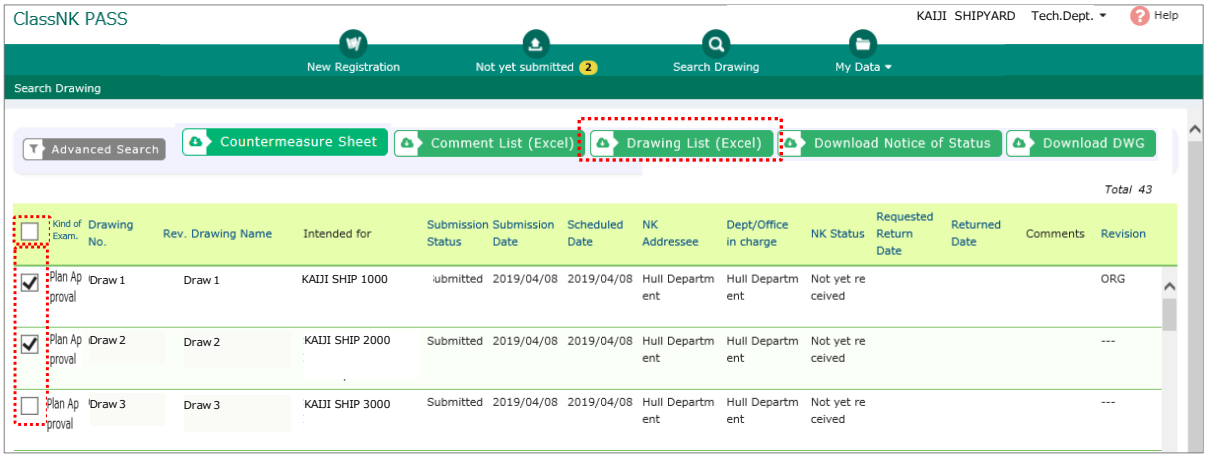
STEP 1 Search for drawings

On the Search Drawing screen, enter search conditions, and then click on the Search button.



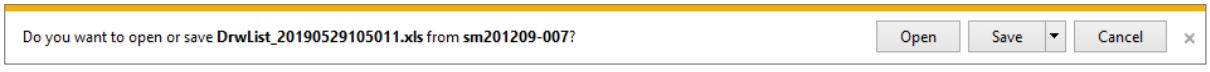
STEP 2 Select drawings and output a drawing list

Put checks on check boxes for drawings to be included in the list from among the search results, and then click on the Drawing List (Excel) button.



Note:
Click on the check box in the header row to select and unselect all the drawings listed.

After clicking on the button, a dialog prompt similar to the one shown below appears. To immediately view the drawing list on the screen, click on the Open button. To save it to local storage, click on the Save button.



The letters of Notice of Status can be downloaded at once when the user check the check box.

6. Maintaining various settings

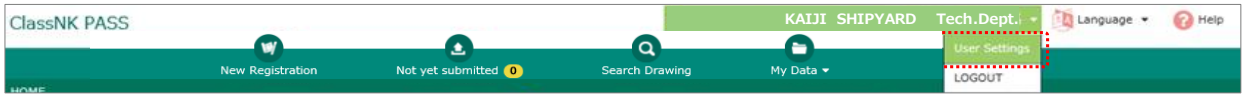
6.1 Changing user settings

✓ User settings

PASS allows users to view the service details they register at the time of application and change the settings. If a change needs to be made to any parameter that cannot be changed with the following procedure, contact pass@classnk.or.jp.

✓ Viewing and changing user settings

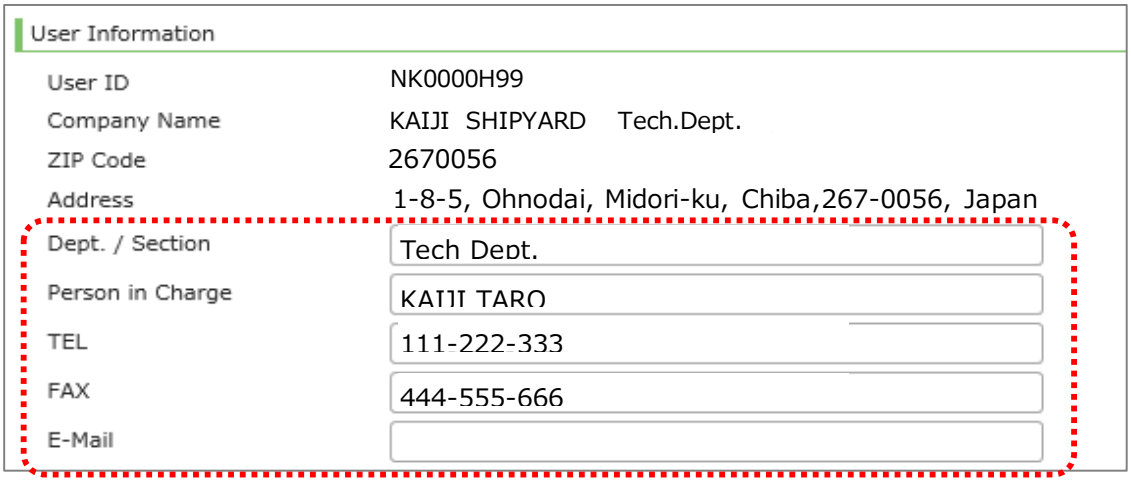
After logging in, the upper part of the PASS screen always displays the name of the PASS user. Click on the name, and a menu will appear. Then click on the User Settings in the menu.



View or change service details

View your user information.

It is possible to change information in the fields of *Dept. / Section*, *Person in Charge*, *TEL*, *FAX* and *E-mail*.



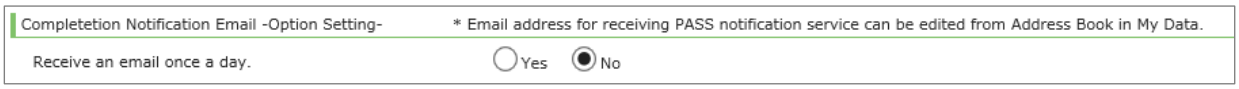
View function settings.

Register (send) DWG data:
Select whether or not the uploading function is allowed (enabled).

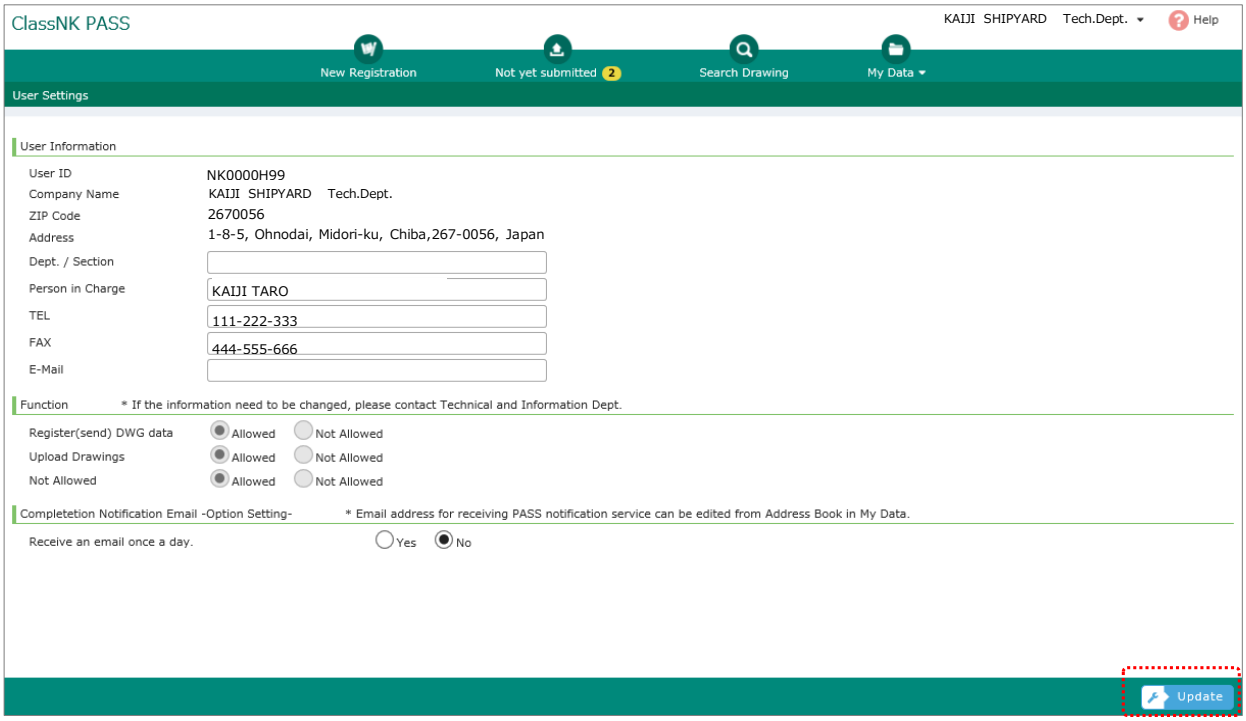
Download drawings (It cannot be used, since this function is for the ship)

Change e-mail settings

Change settings on the frequency of receiving a notification e-mail on the completion of the examination.



After making all the necessary changes, click on the Update button to save them.

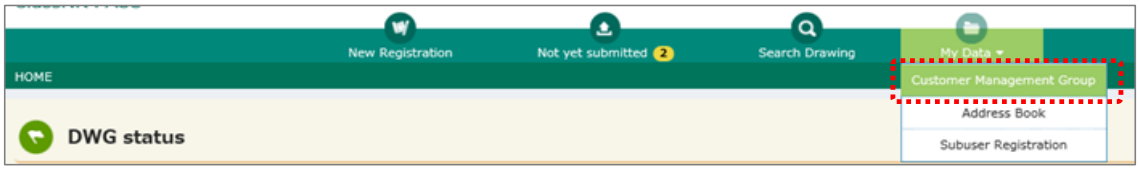


6.2 Editing a classification group

The following pertains to the process of maintaining classification groups for the organization and classifications for individual users.
For classification groups, refer to Specifying a classification group from a list of classification groups.

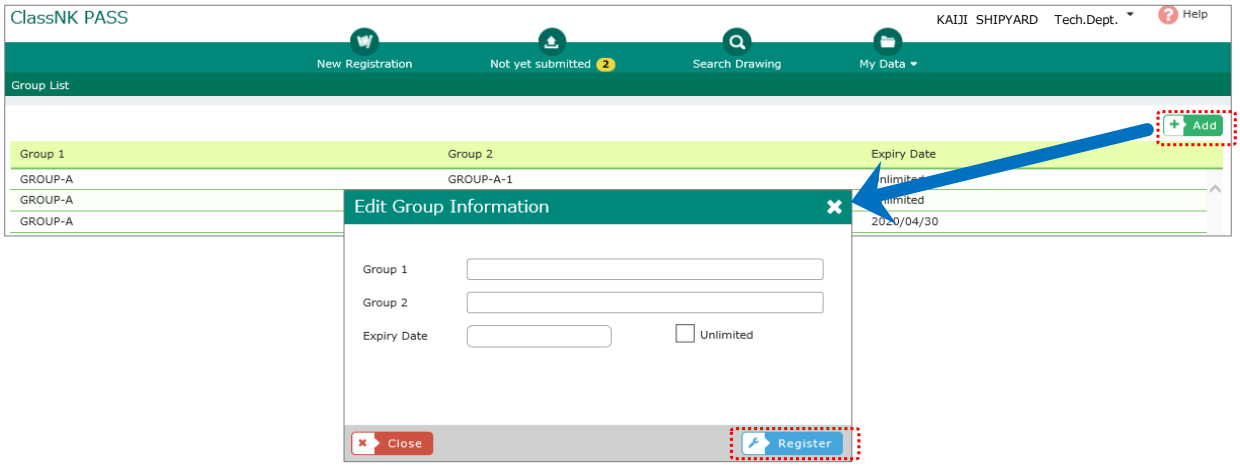
STEP 1 Open a screen for editing classification groups.

Click on *My Data* in the menu, and then click on *Customer Management Group* in the drop-down menu that appears.



STEP 2 Add a classification group

Click on the Add button on the Group List screen. Enter group information on the Edit Group Information screen, and then click on the Register button.



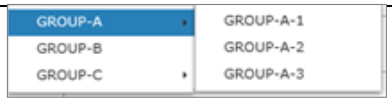
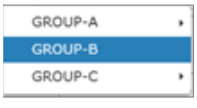
Enter group information.

Group 1: Enter a group name in the first field. This field is required. Groups with the same name will be integrated into a single group.

Group 2: Enter a group name in the second field. If this field is left blank, the group has a single-field structure.

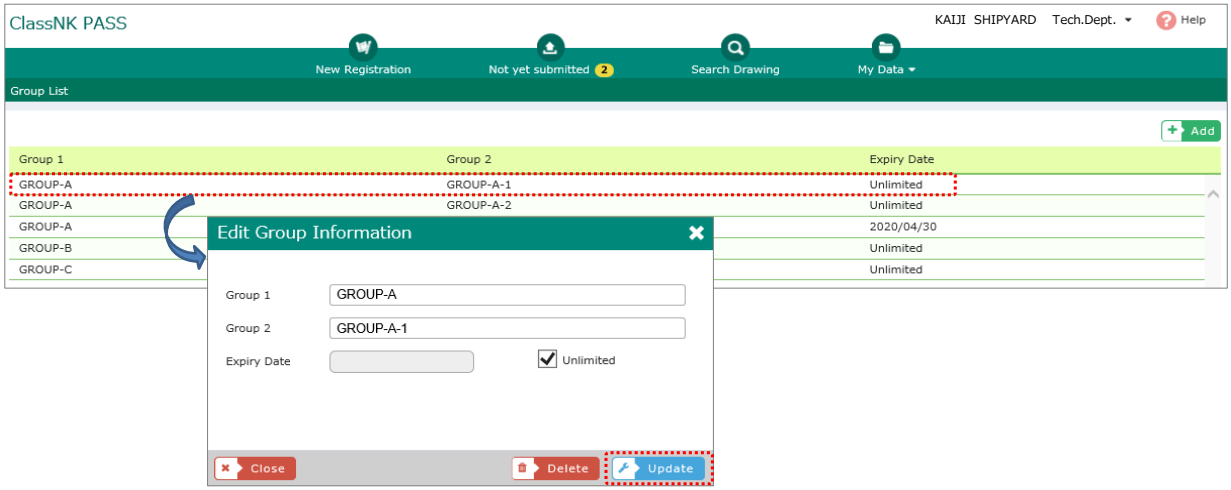
Expiry Date: Enter a date until which the classification groups will remain effective.

[Entry Example]

Group 1	Group 2	Display in the Drawing Details screen
GROUP-A	GROUP-A-1	
GROUP-A	GROUP-A-2	
GROUP-A	GROUP-A-3	
GROUP-B		

STEP 3 Edit a classification group

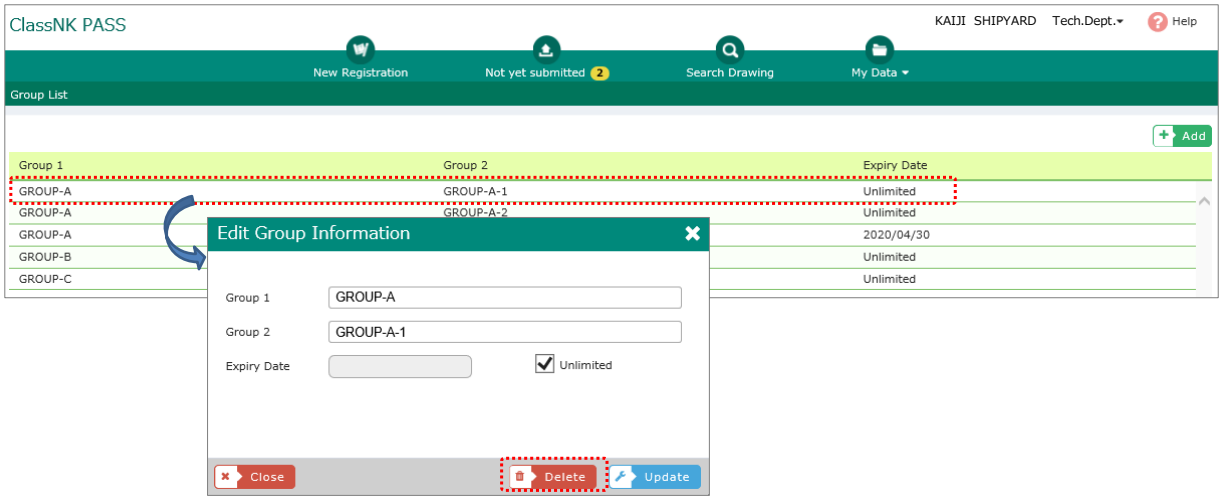
Click on the classification group to be edited and edit its information on the Edit Group Information screen.



After finishing, click on the Update button on the Edit Group Information screen.

STEP 4 Delete a classification group

Click on the classification group to be deleted and click on the Delete button on the Edit Group Information screen.

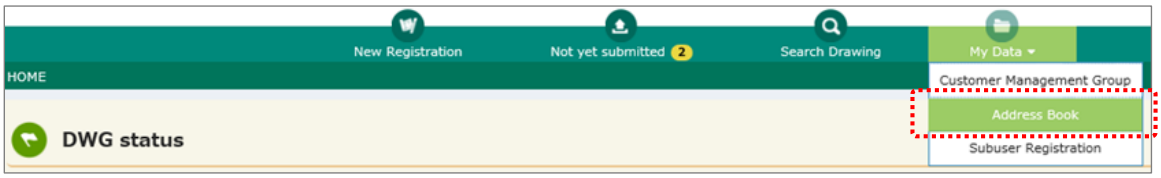


6.3 Editing information in the address book

The following pertains to the process for maintaining the e-mail address book.

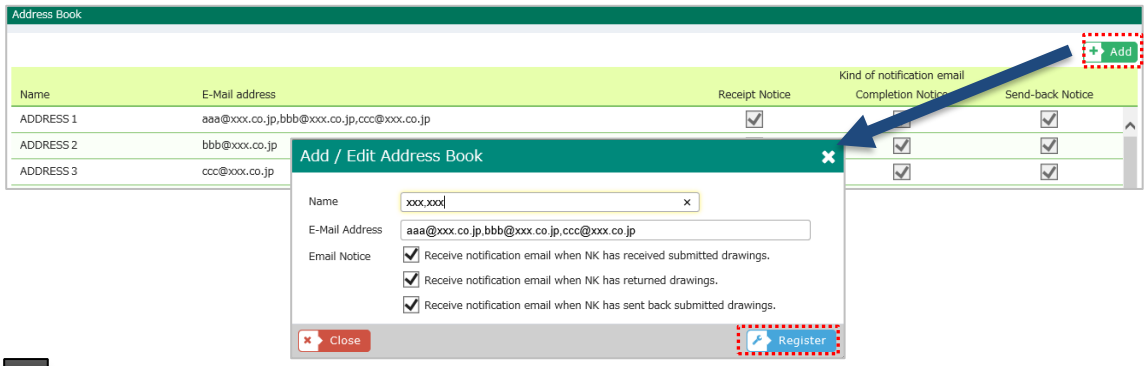
STEP 1 Open the screen for editing an address book

Click on *My Data* in the menu, and click on *Address Book* in the drop-down menu that appears.



STEP 2 Add an address to the address book

Click on the Add button on the Address Book screen. Then, enter the information on the Add / Edit Address Book screen. After that, click on the Register button.



Enter information for the address book

Name: Enter the character string to be displayed in the Address Book field in the Notification E-Mail section of the Drawing Submission screen.

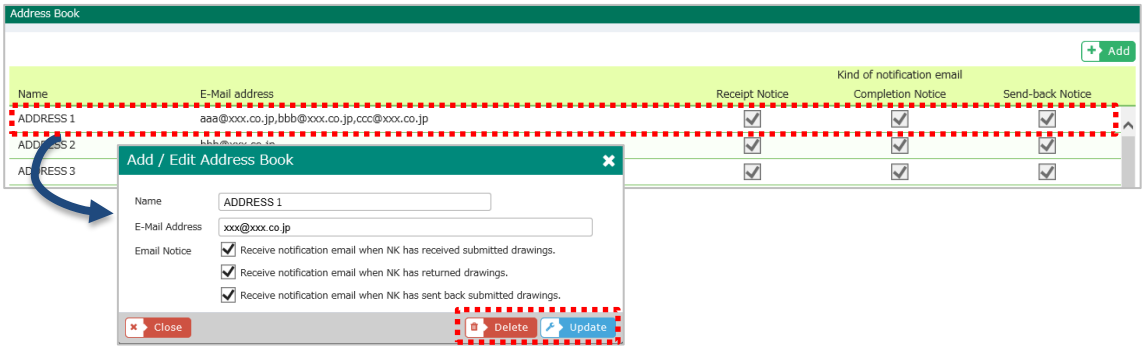
E-Mail Address: Enter the e-mail address to which the notification e-mail will be sent. If you want the notification e-mail to be sent to two or more addresses, enter all the addresses and insert a single-byte comma (,) between them.

Email Notice: Set on whether or not you will receive a notification e-mail for receipts or the completion of an examination.

STEP 3 Edit or delete an address

Click on the name of the address to be edited or deleted. Then, follow the editing or deletion process in the Add / Edit Address Book screen.

In the case of editing, after the edit, click on the Update button on the Add / Edit Address Book screen. In the case of deletion, click on the Delete button on the Add / Edit Address Book screen.



6.4 Registration sub-users / Editing sub-users setting

<What is the sub-user registration function>

This function allows NK-PASS users (hereinafter referred to as “main users”) to register sub-user IDs. This makes it possible to share drawing information with third parties such as external partner companies.

Sub-users are authorized to use the following functions. (Drawing submission / upload functions are not given)

- View drawings submitted by the main user (viewing range can be specified by the main user)
- Download the drawings submitted by the main user (The main user can specify whether or not to download)

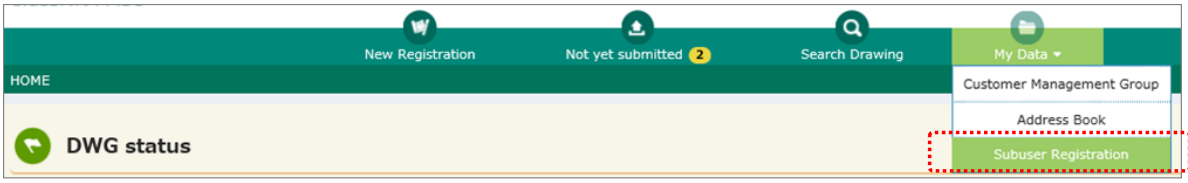
Please use this sub-user registration function at your discretion and responsibility after understanding the “Sub-User Service Provision Policy” described below.

“Sub-User Service Provision Policy”

- Only registered NK-PASS users are authorized to provide third parties with access permission to NK-PASS.
- NK-PASS users acknowledge that he/ she uses this service at his/her own risks, and the Society shall have no liability for any loss or damage caused through their use.
- NK-PASS users assume full responsibility for the use and control of Sub-user ID and its password.
- The Society shall not be responsible for any loss or damage caused due to Sub-user ID and corresponding password being used by any unauthorized third party, irrespective of whether such act is intentional or negligent.

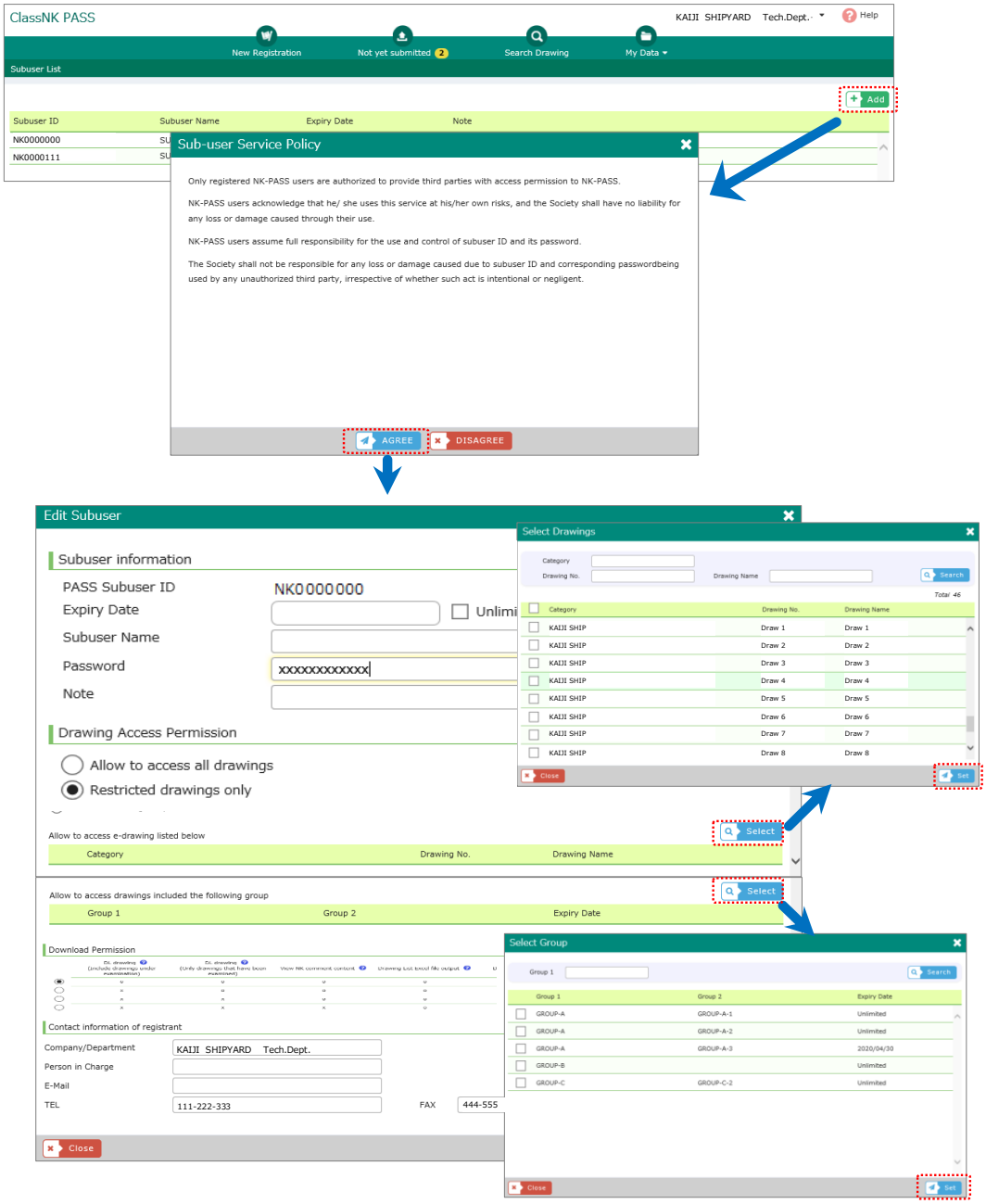
STEP 1 Open a screen for editing sub-users

Click on *My Data* in the menu, and click on *Subuser Registration* in the menu that appears.



STEP 2 Add a sub-user

Click on the Add button on the Sub-user List screen, and the Sub-user Service Policy Screen will open. If you agree to the policy, click on the AGREE button. After that, enter the information on the Edit Sub-user screen, and click on the Register button.



Enter sub-user information

Expiry Date: Enter the last date on which logging in to PASS as a sub-user is permitted. This field is required.

Subuser Name: This field is required.

Password: Enter a string of 8 to 16 characters. This field is required.

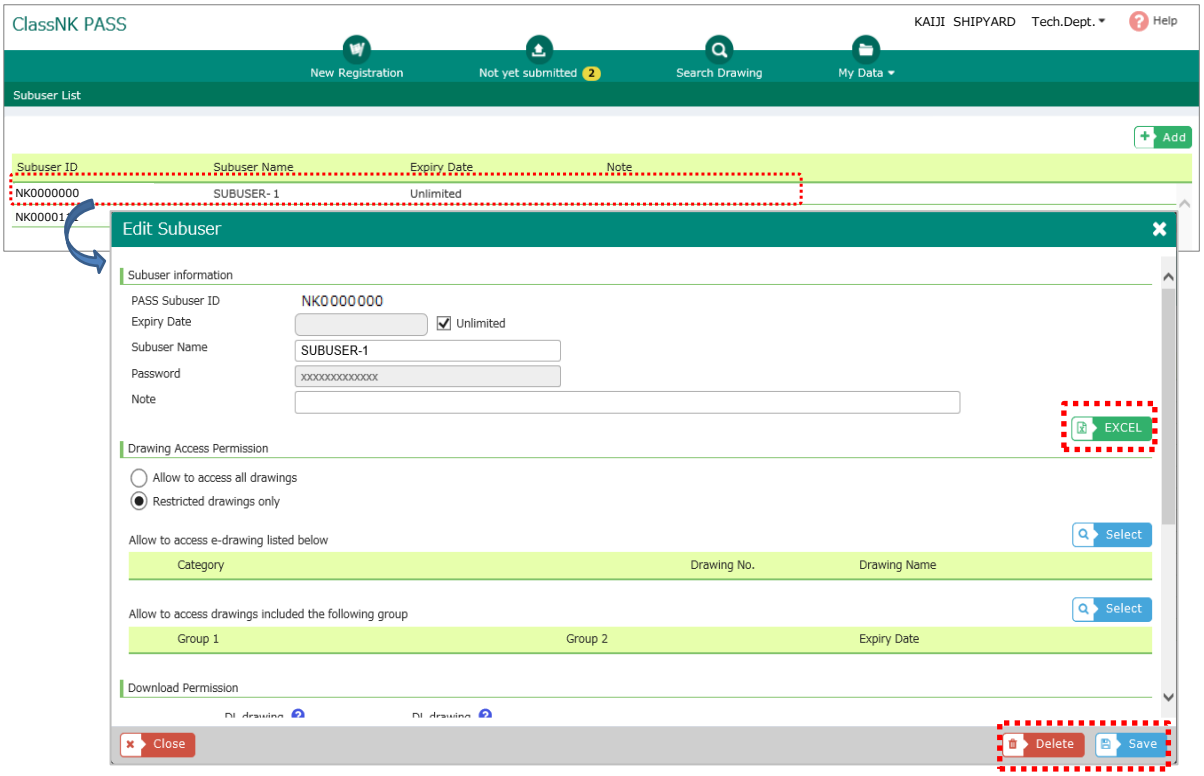
Drawing Access Permission: If *Restricted drawings only* is selected, click on the Select button, mark the check boxes for drawings or for groups of drawings to which the sub-user is given access in the Select

Drawing screen or in the Select Group screen respectively, and then click on the Set button.

Download Permission: Specify whether or not to allow downloads of electronic drawings.

STEP 3 Edit or delete a sub-user

Click on the sub-user to be edited or deleted, and then execute the editing or deletion process on the Edit Sub-user screen.



After editing, click on the Save button on the Edit Sub-user screen.
In the case of deletion, click on the Delete button on the Edit Sub-user screen.

For downloading a list of drawings that the sub-user is allowed to view, click on the EXCEL button.
After clicking on the button, a dialog prompt similar to the one shown below appears. If you wish to immediately view the list on the screen, click on the Open button. If you wish to save it in the local storage, click on the Save button.