

# **ClassNK e-Product**

## User Manual

(For Applicant)

Ver. 2.0

2023.12

## Revision Record

Date	Part	Detail
2022.04.01	1.5 Set up email notifications 2.1 Make new application 3.3 Contact via chat function • Instructions for entering the e-Product: contrasting certificate previews	New features added through feedback
2022.07.01	• Error Correction • Update for Appendix 「Product Area」, 「Product Line」, 「Product Category」	The range of system-compatible products has been expanded.
2023.02.01	2.1 Make new application 3.4 Cancel of application • Instructions for entering the e-Product: contrasting certificate previews	New features added through feedback
2023.04.01	3.2 Edit application data	Error Correction
2023.12.15	2.4 Rewrite application	New features added through feedback

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## **2. How to apply NK inspection**

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# 1 . Introduction

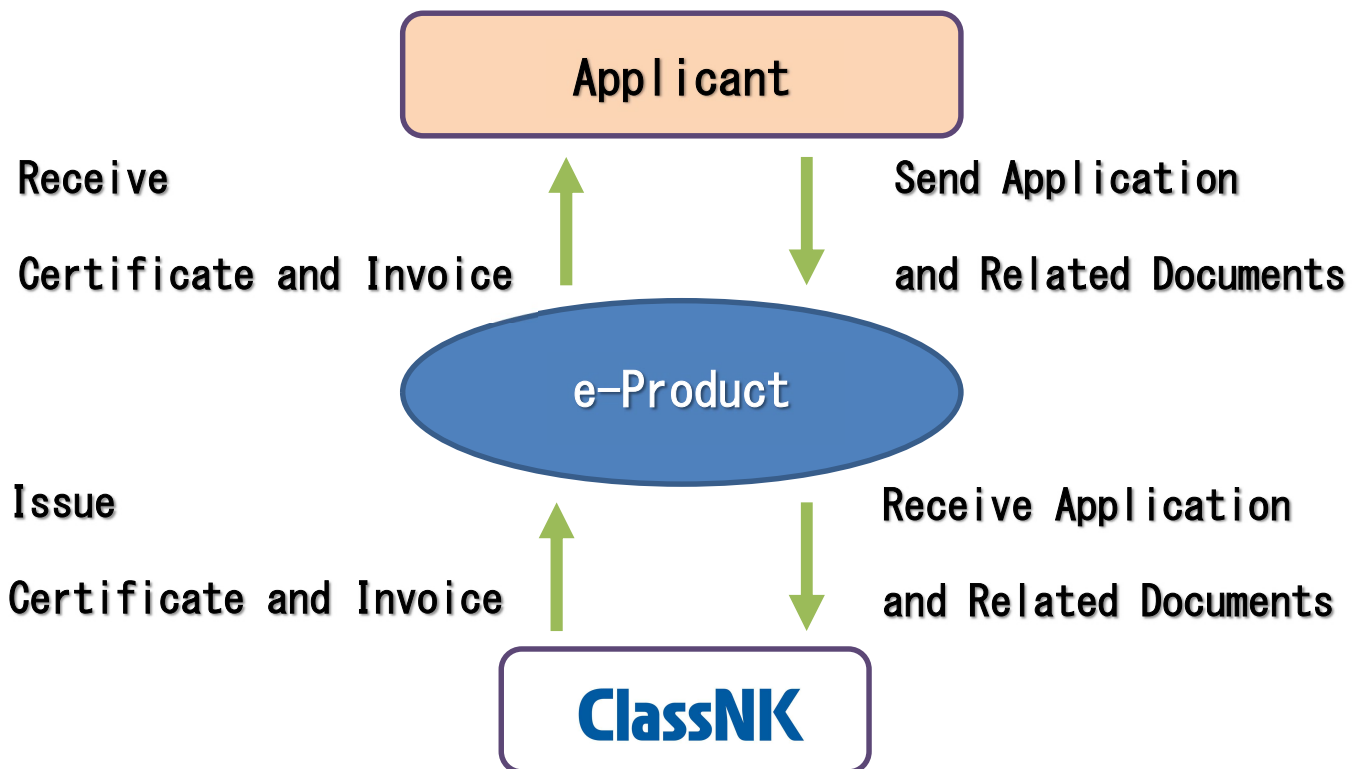
## 1.1 What's ClassNK e-Product?

✓ System overview

"Class NK e-product" (hereinafter referred to as "e-product") is web service system, which allows that user can apply the inspection for marine equipment (Individual inspection for Material, Device, Equipment etc.) and obtain NK Certificate and Invoice.

✓ Function of e-Product

- ☑ User can complete whole process from submission of application to reception the certificate statement and invoice.



- ✓ "e-product" automatically sends E-mail for notification to the applicant when system completes each process. (Reception of application, issuance Certificate & Invoice, etc.)

## ✓ System requirements

The following in table is required to use “e-Product” system. In case where user uses other browsers or software, it may lead malfunction. Please also note that even with the browsers and software listed in the confirmed operating environment, other factors may cause the site to malfunction.

Browser	Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox
Software to PDF reader	Acrobat Reader (Adobe Reader)

# 1 . Introduction

## 1.2 Registration of e-Product accounts.

✓ **Make a new account**

Access to the below URL and open the e-product web page



<https://me-portal.classnk.or.jp/me-portal/>


- ① Click the 「**Company Account Creation**」.


E-mail address

---

Password

---




  
Change


Please enter the letters shown above

---

**Login**



**Company Account  
Creation**




**Forgot your  
password?**

If your company is using e-Product for the first time, the representative user must first create a company account. Please add users from the company account.



- ② Enter the e-mail address and click 「Next」.

After clicking the "Next" button, an authentication code will be sent to the e-mail address you entered.




- ③ Confirm "Authentication Code" received by e-mail.

Thank you for your entry into e-Product.  
Please enter the following code/data to register/update your personal information.

▼ Authentication Code

- ④ Fill in "Authentication Code" and click 「Next」.

Enter the code received at



If you do not receive an e-mail, please check to see if it has been sorted into your spam folder.  
If you do not find it, return to the previous screen and enter your e-mail address again.

⑤ Fill in company information and click 「Next」.

Company Info Entry


Company name*	half-width alphanumeric	(Local language)		
Office base name*	half-width alphanumeric	(Local language)		
Address	Flag*			
	Postal code	half-width alphanumeric		
	Province*	half-width alphanumeric	(Local language)	
	City*	half-width alphanumeric	(Local language)	
	Address1*	half-width alphanumeric	(Local language)	
	Address2	half-width alphanumeric	(Local language)	
TEL*				
FAX				
Reply email language*	<input type="radio"/> 日本語 <input type="radio"/> English <input type="radio"/> 한글 <input type="radio"/> 中文			

← Back

Next →

⑥ Fill in User information and click 「**Registration**」

Dept. / Section	<input type="text" value="half-width alphanumeric"/>	(Local language)	<input type="text"/>
Name*	<input type="text" value="half-width alphanumeric"/>	(Local language)	<input type="text"/>
TEL*	<input type="text"/>		
FAX	<input type="text"/>		
E-Mail	charleyisme@hotmail.com		
Password*	<input type="text"/>		
Password (Confirmation)*	<input type="text"/>		
Account Manager	<input checked="" type="checkbox"/>		



[← Back](#)

[Registration](#)

「User Information」 : Fill in the information of the representative person (e.g. Quality Control manager). The first person registered in system is granted to Administrator Authority.

「Administration privileges」 : The person who can edit the registered information and register the other users newly.

NK would like to strongly recommend making only 1 account for each company. If company has multiple accounts, each account cannot share the information of another account, such as user, product, company information, etc.

# 1 . Introduction

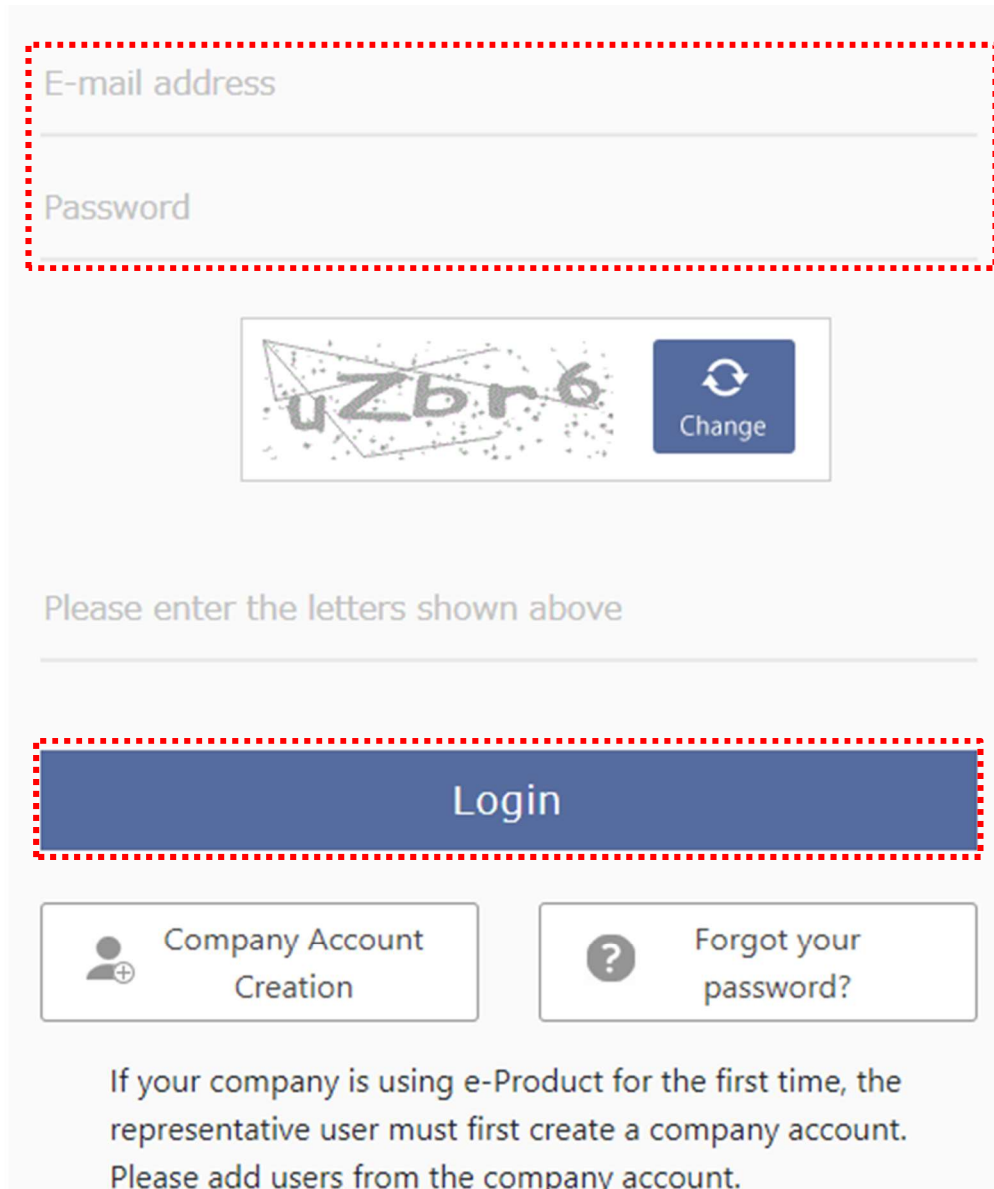
## 1.3 Login e-Product

✓ Login to “e-product”

Access the below URL.



 <https://me-portal.classnk.or.jp/me-portal/WSPF00010.aspx>

Fill in the registered E-mail Address and Password. Click 「Login」.




E-mail address


Password

Please enter the letters shown above

Login

 Company Account  
Creation

 Forgot your  
password?

If your company is using e-Product for the first time, the representative user must first create a company account. Please add users from the company account.

✓ In case where you forget the password


- ① Click 「**Forgot your password?**」

E-mail address

---

Password


---

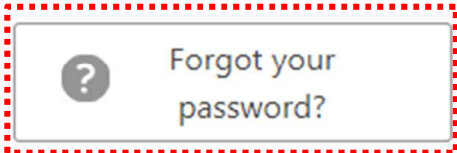
A CAPTCHA image showing the letters 'uZbr6' in a stylized font with a blue 'Change' button to its right.

Please enter the letters shown above

---

Login


A button with a person icon and a plus sign, labeled 'Company Account Creation'.

A button with a question mark icon, labeled 'Forgot your password?'. The button is highlighted with a red dashed border.

If your company is using e-Product for the first time, the representative user must first create a company account. Please add users from the company account.


- ② Fill in the registered E-mail address, click 「Next」.

After clicking the "Next" button, an authentication code will be sent to the e-mail address you entered.



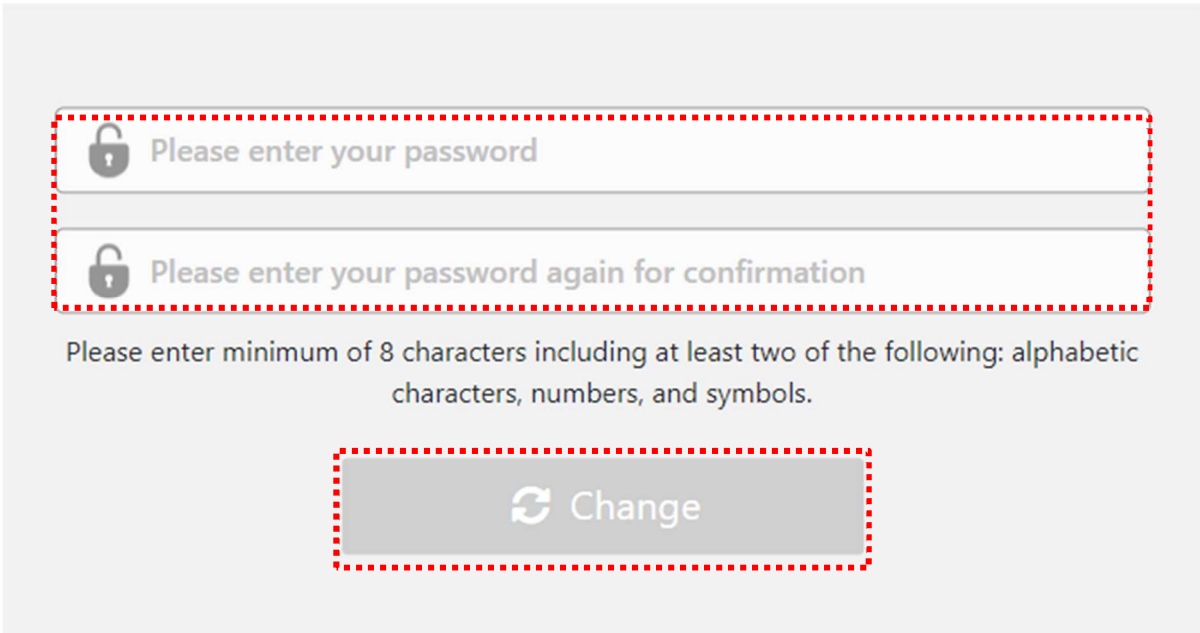
- ③ Fill in the code which received by the above e-mail and click 「Next」.

Enter the code received at



If you do not receive an e-mail, please check to see if it has been sorted into your spam folder.  
If you do not find it, return to the previous screen and enter your e-mail address again.

- ④ Fill in new password and click 「**Change**」



The screenshot shows a password change interface. It features two input fields, each with a lock icon and the text "Please enter your password" and "Please enter your password again for confirmation" respectively. Below the fields is a password requirement note: "Please enter minimum of 8 characters including at least two of the following: alphabetic characters, numbers, and symbols." At the bottom is a "Change" button with a refresh icon.

If you forget the registered E-mail address to login, please contact to ClassNK Technical Information Department ([tid@classnk.or.jp](mailto:tid@classnk.or.jp)).

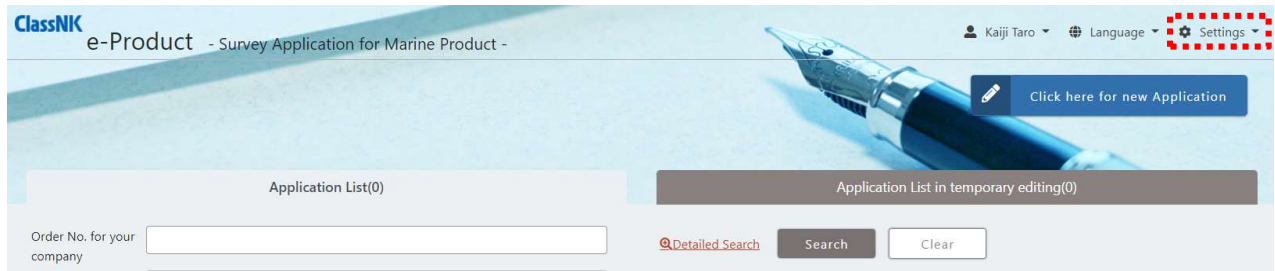


# 1 . Introduction

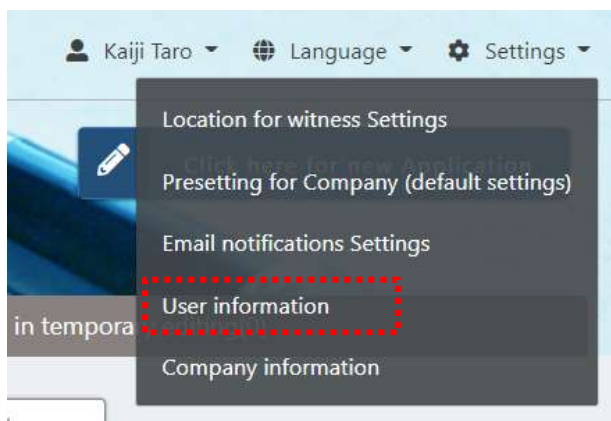
## 1.4 Add the new user

## ✓ Add the new user

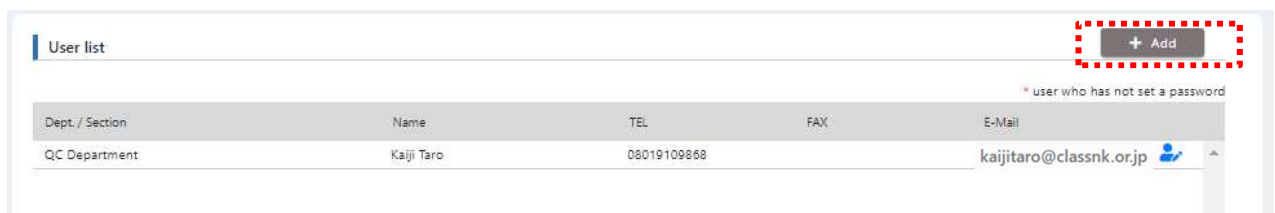
- ① Click 「Settings」 at the top right of home page after login.



- ② Click 「User Information」.



- ③ Click 「+ Add」



- ④ Fill in additional user's information and click 「Send invitation email」.

**Input User Info**

AR16961836 AAA Company

Dept. / Section	QC Department	(in Japanese)	品質管理部
Name *		(in Japanese)	
TEL *	0352262020		
FAX			
E-Mail *	@classnk.or.jp		

Administrative privileges

Send invitation email

「Administration privileges」 : The person who can edit the registered information and register the other users newly.

- ⑤ Click the URL in received e-mail.

You are invited by the following e-Product company account.

Please set your password and confirm your registration at the URL below.

URL: <http://me-portaltrial.classnk.or.jp/me-portal/WSPF00110.aspx?Gi=ZDg2M2Y4ZGVINDBkNGEyMTg4N2YxNzY0NmEwOTZmOTc%3d>

- ⑥ Input the password and click 「**Registration**」.

AR02634312 TID Corp.

Dept. / Section		(Local language)	
Name	tsuika user	(Local language)	テストユーザー
TEL	03-1234-1234		
FAX			
E-Mail	cb400kuro@gmail.com		
Password*	*****		
Password (Confirmation)*	*****		
Account Manager	<input type="checkbox"/>		

Close Registration

## ✓ Remarks

The supporting information is shown when you place the pointer over “?” in window

**Administrative privileges**  ?

The administrator has the following privileges:

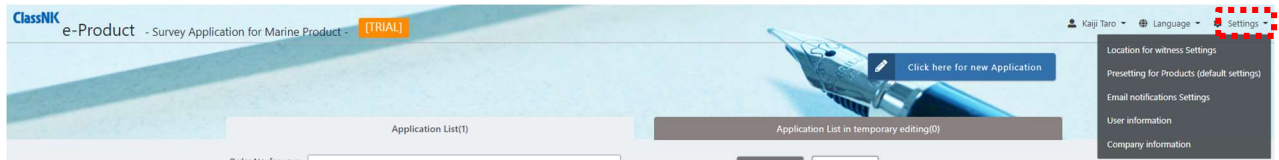
- Editing company Info and register billing Info
- Editing user Info (to add, change, delete)

# 1 . Introduction

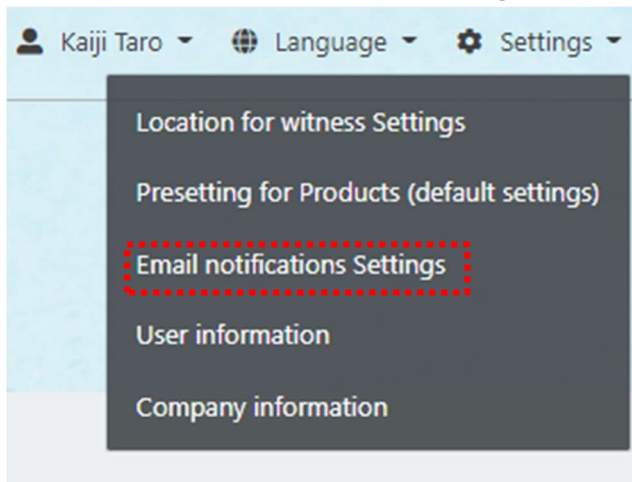
## 1.5 Set up email notifications

✓ You will automatically be informed of the progress of your application by email, but you can customize when you receive it and who receives the email updates.

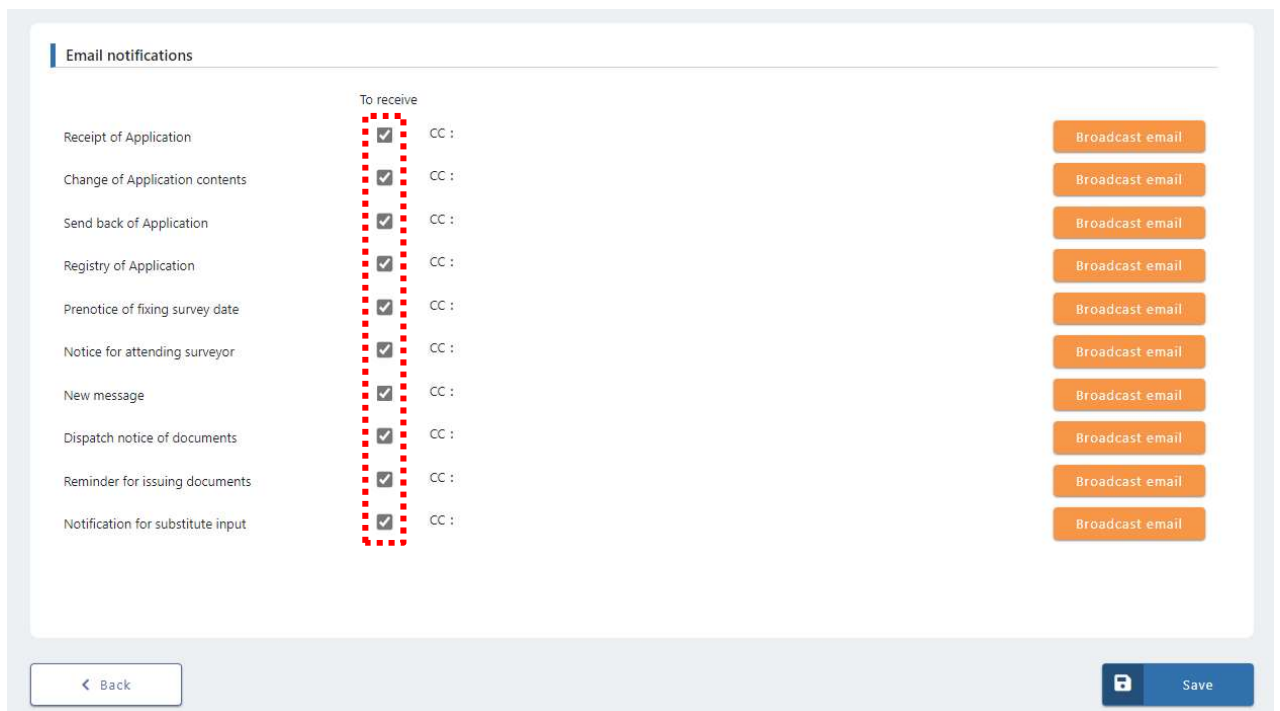
① On the logged-in screen, click on “Settings” in the top right-hand corner.



② Click on “Email notifications settings”.



③ Click on “☑” to select whether to receive.



④ By clicking on “Broadcast email”, you can select the users to whom you would like to receive email broadcasts. If you wish to do this, please add users first, as it is not possible to select

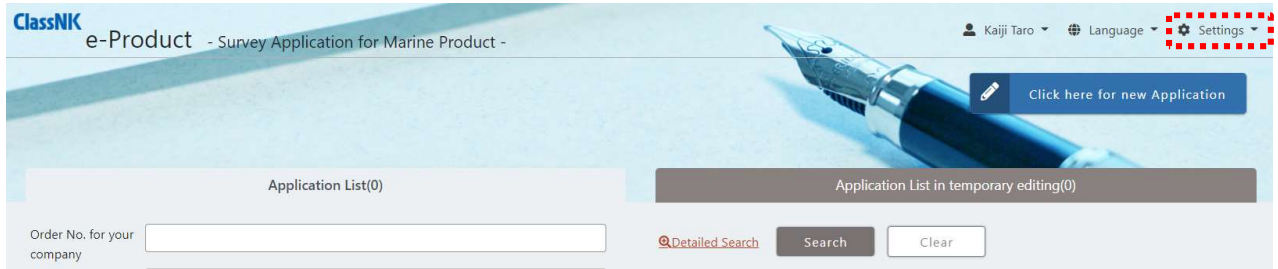


# 1 . Introduction

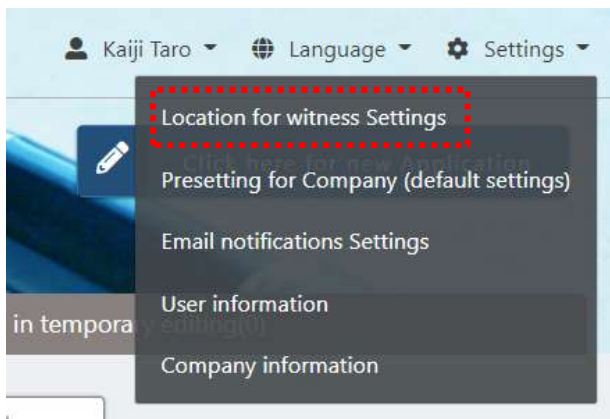
## 1.6 Set up inspection locations

## ✓ Set up the inspection locations

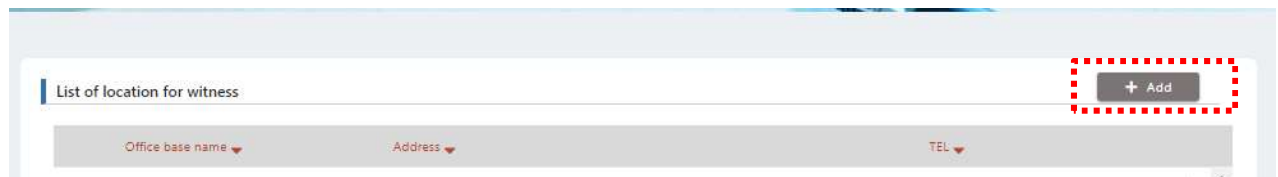
- ⑤ Click 「**Settings**」 at the top right of home page after login.



- ① Click 「**Location of witness Settings**」.



- ② Click 「**+Add**」.



- ③ Input the information of location and click 「**Save**」.

Detail of location for witness

Company Name **required**

Office base name **required**

Address

Country **required**

Postal code

Province **required**  (in Japanese)

City **required**  (in Japanese)

Address1 **required**  (in Japanese)

Address2  (in Japanese)

TEL

FAX

**Save**

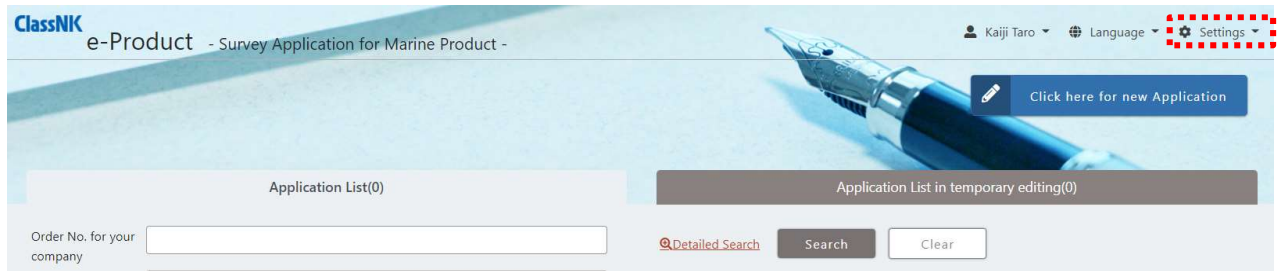


# 1 . Introduction

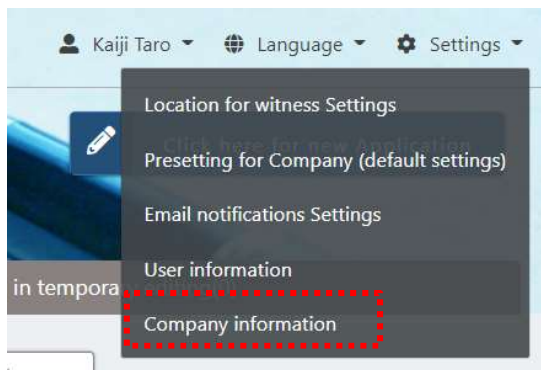
## 1.7 Edit company information

## ✓ Edit applicant and billing information in e-Product application

- 1 Click 「Settings」 at the top right of home page after login.

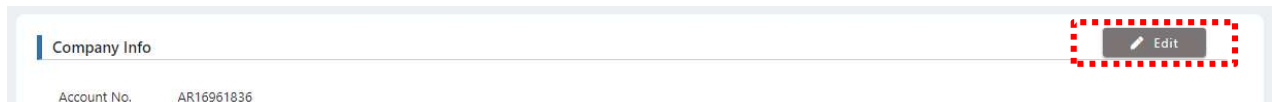


- 2 Click 「Company information」.

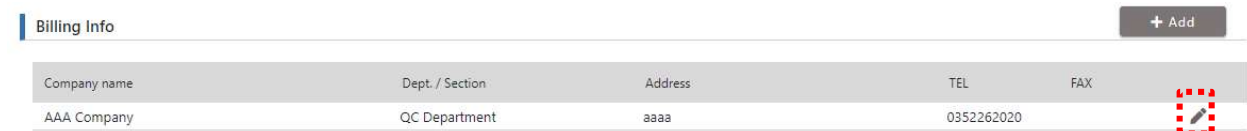


- 3 Click 「Edit」.

Information registered in column ⑤ in 「1.2 Registration of e-Product accounts」 are shown as initial company information. Edit information as necessary.



- 4 When you edit 「Billing information」 (Billing address) , click **Pencil Mark** as below.



- 5 Fill in the Billing information and click 「Update」.

If you use same information as “company information”, click 「To copy Company Info」.

**Edit Billing Info** [Close]

**To copy Company Info**

Company name \*  (in Japanese)

Dept. / Section \*  (in Japanese)

Postal code \*

Address \*

(in Japanese)

TEL \*

FAX

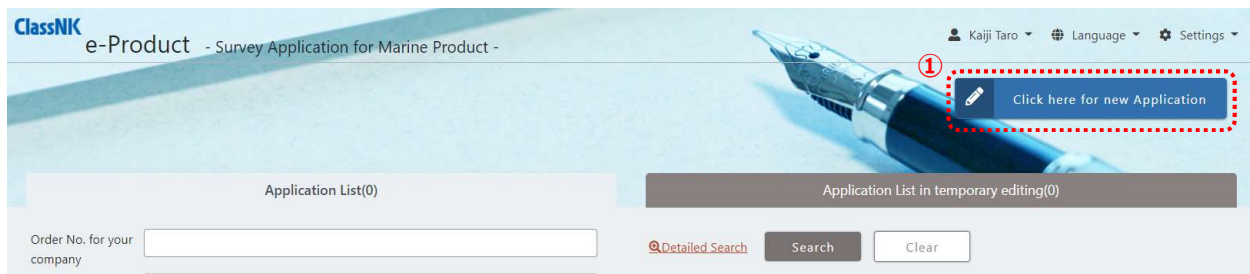
Delete

## 2. How to apply NK inspection

### 2.1 Make new application

## STEP 1 Access to application page

- ① Click 「**Click here for new application**」.



## STEP 2 Fill in the necessary information

- ② Registered company information is shown automatically. If you want to change, please refer "1.6 Edit company information".
- ③ Please ticked 「Same as applicant」 when manufacturer and applicant is same. If not, please input ④.
- ④ Fill in the information of manufacturer.
- ⑤ If Vendor/Supplier supplies the product, fill in the information to the blank of 「Vendor/Supplier」. If you want to indicate this information in NK certificate, tick 「Indicating in certificate」.
- ⑥ After inputting, click 「**Issuing Cert / Attending survey info.**」 to move on next page.

Application content		
Application outline/billing info. ⑥	Issuing Cert./attending survey Info.	To confirm Application content
②	Company Name	AAA Company
	Office base name	Shanghai office
	Address	
	TEL	
	FAX	
	Manufacturer ③	<input checked="" type="checkbox"/> Same as applicant
	④ Name of Manufacturer	Required AAA Company
	Place of Manufacturer	Required BBB building, AAA city
	Vendor/Supplier ⑤	half-width alphanumeric <input type="checkbox"/> Indicating in Certificates

- ⑦ If you have obtained ClassNK "Approval of Manufacturer", tick "Yes" and fill in 「NK approval Number」, 「QM responsible person」 and 「Title」. If NOT, tick "No".
- ⑧ Select 「Product Area」, 「Product Line」, 「Product Category」. Detail of each category is referred to the "Appendix".

Application content

Application outline/billing info. Issuing Cert./attending survey info. To confirm Application content

**Approved Manufacturer**

Approved Manufacturer Required  No  Yes NK Approval Number   
 QM responsible person   
 Title

**Applicable Product**

Product Area Required   
 Product Line Required   
 Product / Category Required

- ⑨ Click 「+To add another Cert」 and fill in detail information of issuing certificate. Fill in all necessary information and click 「Settle」.

**Certificates to issue** Required

⑨ + To add another Cert

No.	Order No. for your company	Intended For	Product Name	Product Type	Amount	Desired date of receipt of the Certificate, if any	Final date inspected by Manufacturer/Firm

Copy Delete

<Contents of issuing certificate>

- (a) Fill in the order ID of your company, if necessary.
- (b) Fill in destination information.
- (c) Applicable NK rules are shown depends on selected 「Product Area」. Select 「other」 and fill in the rules or national standards name if you request to apply the other than NK rules.
- (d) Fill in purchaser information in case where the product delivers to the purchaser before final destination. (e.g. In case that sub-contractor delivers their products to Engine manufacturer)  
Tick the 「**Indicating in Certificate**」 if you want to specify this information in certificate.

Detailed Info for Certificate

---

**Order No. for your company**

(a) Order ID for your company

---

**Intended company/ship and Applied Rules/Standard**


(b) Intended For   Newbuilding Ships  Existing ships  Stock  Appraisal  On Behalf of Other Class (Newbuilding Ships)  
 On Behalf of Other Class (Existing ships)  Other

Shipyard Name



Ship No.

(c) Applied Rules/Standard   Chapter/Regulation No. of NK Rules  Other

(d) Purchaser   Indicating in Certificates  
(To enter if different from the "Intended For" above.)

- (e) Fill in the product information.  
(Showing items is different by product. The below figure is shown in case of hydraulic pump)
- (f) Fill in Serial No. In case of Multiple products, use 「Suffix No.」 or 「+Add」.
- (g) Fill in Quantity of product.
- (h) Select applicable items and fill in ID / Approval No.
- (i) Select 「Survey item」 in the list. If the survey item is not in the list, select “Others” and fill in the inspection detail to the blank in right side.
- (j) In case that 「Product name」, 「Product type」 are different, click 「+To add new product」 and proceed from (e) to (i) again.
- (k) If you fill in similar information of No.1, click 「」 and copy the information of No.1 to fill in page of No.2.

**No. 1**
(k)

**(e)** Product Name

Product Type

Material

Manufacturer

**Required** half-width alphanumeric


half-width alphanumeric

**Required** half-width alphanumeric

half-width alphanumeric

**(f)** Serial No. ?

**Required** Main No.  To input Suffix No. if any    Suffix (from) - Suffix (to) 

+ Add

Serial Number :-

**(g)** Quantity

Stamping Location on Products

**Required** half-width numbers

flange    body    metal tag    Other    half-width alphanumeric

**(h)** Approved Documents ?

Type Approval/Approval of Use /Approval of Manufacturing process/etc... ?

Approval of Batch and Mass Production ?


**Required**  No    Yes    » NK ID in NK-PASS :    half-width alphanumeric

**Required**  No    Yes    » Approval No. :    half-width alphanumeric

**Required**  No    Yes    » Approval No. :    half-width alphanumeric

**(i)** Survey items


**Required** ▼    Other survey item    Details if any 

+ To add new Survey Item

**(j)** + To add new Product



Settle

<< Prev
1 / 1
Next >>

- (l) "Product Name" information is indicated in the first page on certificate. (NOT mandatory) If you want to specify in certificate, fill in this item.
- (m) "Description Notes" is indicated in the last page on certificate. Fill in this item if you need to describe any information.
- (n) Fill in the preferred date receiving certificate, if any.
- (o) In case where 「Approval of Manufacturer」 is applied, fill in the inspection date by qualified person in your factory.
- (p) Click "**Settle**", then move on the previous screen (⑨ in page xx) and fill in Date of survey in accordance with item ⑩.

- ⑩ Click 「**+To add another witness**」.  
In case where the inspection is carried out by qualified person in factory in accordance with "Approval of Manufacturer", tick 「No Attending Survey」.



(q) Fill in 「Starting Date & time of Survey」, 「Finishing Date & time of Survey」, 「Person in charge of your company」, 「Place of survey」.  
Select 「Place of survey」 from the registered places in 「**1.5 Setting up inspection locations**」.

(r) Tick 「survey items」 carried out on the day

(s) Fill in information to NK surveyor, if any. Then, click 「**Settle**」.

Survey schedule in detail No.1

**Schedule**

(q) Starting Date & time of Survey Required [ ] 09:00 AM  
Finishing Date & time of Survey Required [ ] 09:00 AM  
Person in charge of your company Required [ ]  
Place of survey Required [ ]

(r) **Survey Items** Required

Inspection on the day	Kind of survey
<input type="checkbox"/>	Airtightness test

(s) **Information to NK Surveyor**

(s) [Settle] << Prev 1 / 1 Next >>

⑪ If survey will be conducted on multiple days, click 「**+To add another witness**」 again.

⑫ Click「**To confirm Application content**」 and proceed next page.

ClassNK e-Product - Survey Application for Marine Product -

Application Details

Pending E22000118

Application content

Application outline/billing info. Issuing Cert./attending survey Info. ⑪ To confirm Application content

### STEP 3 Confirm application contents and send application.

⑬ After confirmation of contents in application, click 「**Sending to NK**」 in the bottom of this page.

1	11 May 2022 09:00 AM - 11 May 2022 09:00 AM	Shanghai office	Kajji Taro	TBA	Airtightness test
---	--	-----------------	------------	-----	-------------------

[Delete] ⑫ [Sending to NK]



## Remarks

If you have any other particulars that you would like to include in the certificate, please use the "Other Particular" section here.  
Please note that we may not be able to meet your request since we will check whether the contents are acceptable or not.

To click 「+Add」.

The screenshot shows a form titled "Other Particular" with a help icon. Below the title is a "Serial No." field with a help icon, a red "Required" label, and a text input containing the number "2". To the right of the input is a checkbox labeled "To input Suffix No. if any", followed by "Suffix (from)" and "Suffix (to)" fields, and a trash icon. A "+ Add" button is located below the "Serial No." input.

After entering the information, click again on 「+Add」 if you wish to add more particulars.

The screenshot shows the "Other Particular" form with three input fields: "Item (half-width alphanumeric)", "Detail (half-width alphanumeric)", and "Unit (half-width alphanumeric)". Each field has a "+ Add" button below it. A trash icon is located to the right of the "Unit" field.



## Remarks

The above explanation is the procedure of application for issuing one certificate. In case that the multiple certificates for same products are necessary, the application procedure is as followings.

After completion of filling in the first certificate information, tick the check box in head of item and click 「**Copy**」.

The screenshot shows a web interface for 'Certificates to issue'. At the top, there is a header with 'Certificates to issue' and a red 'Required' tag. Below this is a table with the following columns: No., Order No. for your company, Intended For, Product Name, Product Type, Amount, Desired date of receipt of the Certificate, if any, and Final date inspected by Manufacturer/Firm. A single row is visible with the following data: No. 1, Order No. 1234, Intended For ABC Shipyard, Ship No.1111, Product Name Window 123, Product Type, Amount 6, Desired date of receipt 19 May 2022, and Final date inspected. A checkbox in the 'No.' column is checked and highlighted with a red dashed box. Below the table, there are two buttons: 'Copy' and 'Delete', both highlighted with red dashed boxes. A '+ To add another Cert' button is located at the top right of the table area.

Then, same fill in information for first certificate in the issuing certificate list. The contents are same as the original information, therefore, edit the contents of copied item and click "**Settle**".

Completion of the above procedure, each item of two certificates is shown in the list.

The screenshot shows the same 'Certificates to issue' interface as the previous one, but now with two items in the table. The first item is identical to the one in the previous screenshot. The second item has No. 2, Order No. 1234, Intended For ABC Shipyard, Ship No.1111, Product Name Window 123, Product Type, Amount 6, and Desired date of receipt 19 May 2022. Both items have checkboxes in the 'No.' column that are unchecked. Below the table, there are two buttons: 'Copy' and 'Delete'. A '+ To add another Cert' button is located at the top right of the table area.



## Remarks

When you click **“Save”** at lower right, you save the input data as draft.

[Application outline/billing info.](#) Issuing Cert./attending survey Info. To confirm Application content

1 TRIAL-20021-1 Stock Cylinder Liner for Dies Engine Model: S70MC- 1 3 March 2022  
el Engine 6

Copy Delete

**Witness** Required

No attendance survey + To add another witness

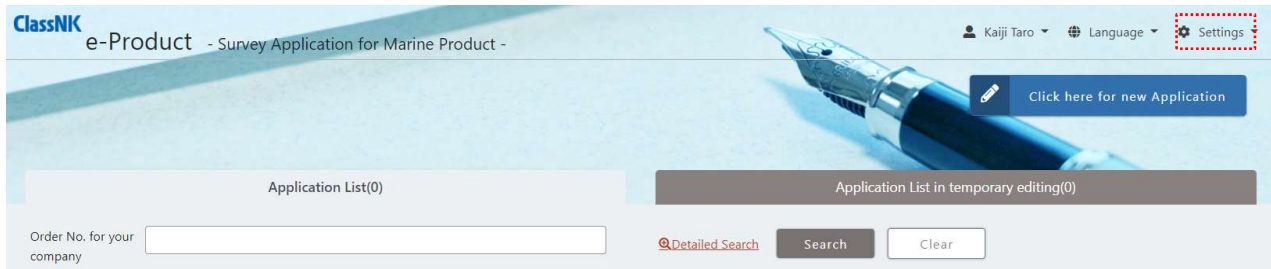
No.	Date of survey	Place of survey	Person in charge of your company	NK surveyor	Kind of survey
Delete					

Save

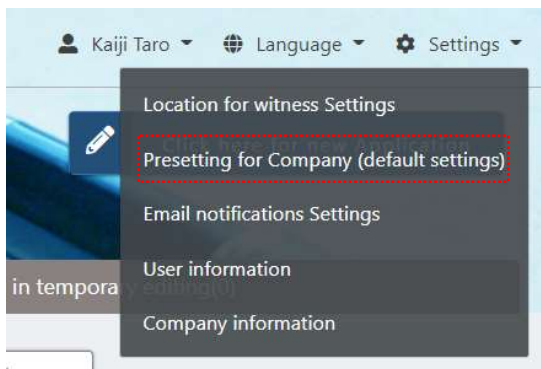
## ✓ Remarks

You can make the initial settings for selecting the “Product Area”, “Product Line” and “Product/Category” for the target product in Step 2 ⑧. Once set the default settings will be displayed on future applications, saving you the trouble of making the same selections every time. The method for making the settings is as follows.

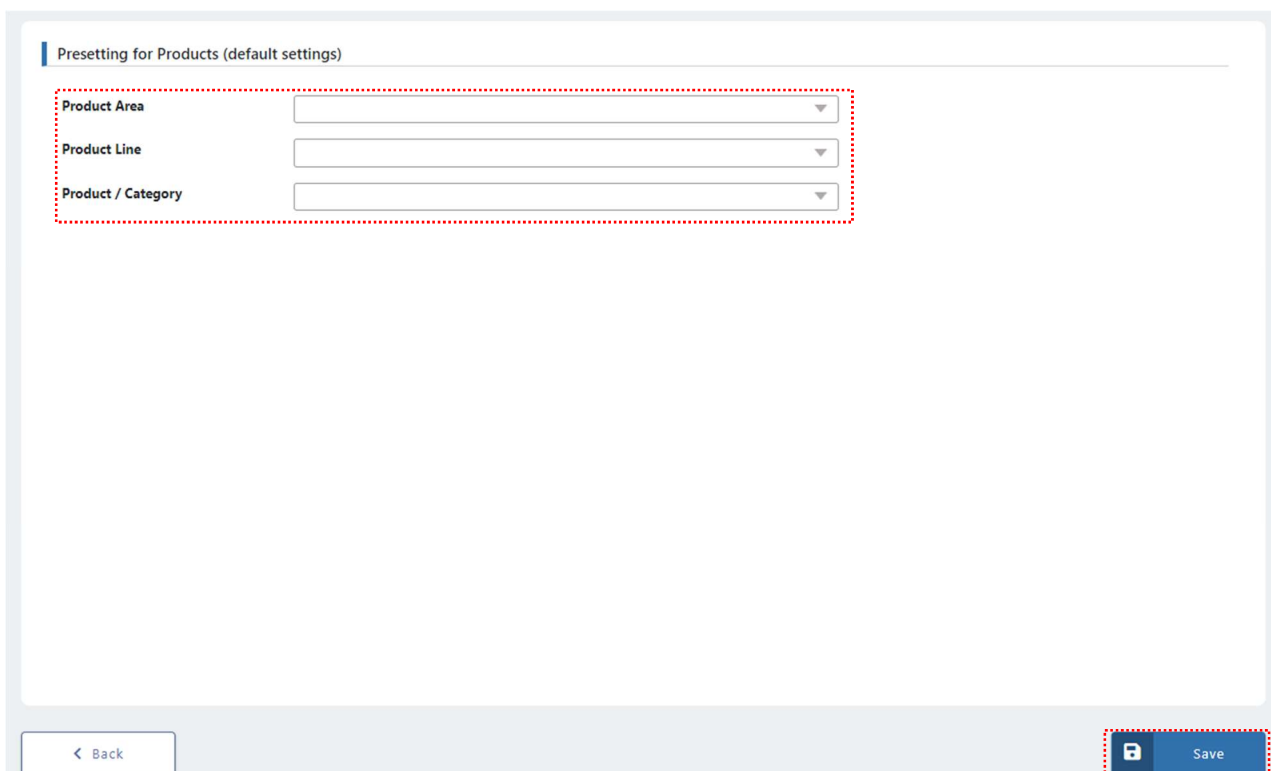
- ① Click 「**Settings**」 at the top right of the home page after login.



- ② Click “**Presetting for Company (default settings)**”.



- ③ Select “**Product Area**”, “**Product Line**” and “**Product/Category**” and click “**Save**”.



## 2. How to apply NK inspection

### 2.2 Make application by using the past records

## STEP 1 Copy from past application records

- ① In case where you have product which is same or similar ones in the past, you can use the past records to make application. Click 「**To copy Application**」 in the list, the items copy to new application.

ClassNK e-Product - Survey Application for Marine Product -

Kajji Taro Language Settings

Click here for new Application

Application List(1) Application List in temporary editing(0)

Order No. for your company:   
Receipt No.

Detailed Search Search Clear

Displaying 1 - 1 / 1

Status	Application Date	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID
Sent	27 April 2022	E22000118	6	1234	ABC Shipyard, Ship No.1111	Window 123 X 6		<b>To copy Application</b>

## STEP 2 Edit the contents and submit

- ② Edit the contents in application as necessary and click 「**Sending to NK**」.

1 11 May 2022 09:00 AM - 11 May 2022 09:00 AM Shanghai office Kajji Taro TBA 日本海事協会 設計課 様 Airtightness test

Delete **Sending to NK**

- ✔ Please kindly check the contents before submission. Your input data will be shown in NK certificate.

2. How to apply the issuance of certificate

### 2.3. Preview draft certificate



## VIEW 1 Preview the draft certificate

① Click 「**Preview Cert.**」.

You can preview the draft certificate based on the input data in application.



2. How to apply the issuance of certificate

## 2.4. Rewriting application

## STEP 1 Select an issued certificate that needs to be rewritten

- ① For applications whose status has been completed, you can apply for a rewrite by clicking on 「**Rewriting**」 on the right side.

	Application List(18)				Application List in temporary editing(11)	
Application accepted	14 July 2023	E23000507	1	IWAGI ZOSEN CO., LTD., Ship No.1 Free-Fall Lifeboat X 1 82	SCE2300026	To copy Application
Preparing Cert / Invoice	14 July 2023	E23000506	1	IWAGI ZOSEN CO., LTD., Ship No.1 Free-Fall Lifeboat X 1 81	SCE2300025	To copy Application
Completed and Sent	10 July 2023	E23000488	1	IWAGI ZOSEN CO., LTD., Ship No.1 Free-Fall Lifeboat X 1 81	SCE2300024	To copy Application <b>Rewriting</b> ①
Preparing Cert / Invoice	10 July 2023	E23000487	1	IWAGI ZOSEN CO., LTD., Ship No.1 Lifeboat X 1 81	SCE2300023	To copy Application
Completed and Sent	6 July 2023	E23000483	1	A101 IWAGI ZOSEN CO., LTD., Ship No.1 Free-Fall Lifeboat X 1 81	SCE2300022	To copy Application <b>Rewriting</b>

## STEP 2 Enter and apply for rewriting details

- ① On the page for entering information on the certificate to be rewritten, uncheck the 「**No need to rewrite**」 check box, and select and/or enter the 「**Reason for rewriting**」. Modify the necessary information you want to rewrite as appropriate, and submit the application in the same manner as Make new application described in 2.1.

Certificates to issue

**Order No. for your company**

Order ID for your company   Indicating in Certificates

**Information for rewriting**

No need to rewrite

Reason for rewriting **Required**

Previous Certificate No. **Required**

**Intended company/ship and Applied Rules/Standard**

Intended For **Required**  Newbuilding Ships  Existing ships  Stock  Appraisal  On Behalf of Other Class (Newbuilding Ships)  
 On Behalf of Other Class (Existing ships)  Other

Shipyard Name **Required**

Ship No. **Required**

Applied Rules/Standard **Required**  Chapter/Regulation No. of NK Rules  Other

<< Prev 1 / 1 Next >>

## 3. How to confirm the application records

### 3.1 Confirm application records

## VIEW 1 Confirm application records

- ① Application records are shown in the 「Application list」
- ② Click the item which you want to confirm.

ClassNK e-Product - Survey Application for Marine Product -

Kaji Taro Language Settings

Click here for new Application

Application List(2)

Application List in temporary editing(1)

Order No. for your company  
Receipt No.

Detailed Search Search Clear

Displaying 1 - 2 / 2

Status	Application Date	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID
Sent	27 April 2022	E22000119	6		ABC Shipyard, Ship No.1111	Window 123 X 6		
Sent	27 April 2022	E22000118	6	1234	ABC Shipyard, Ship No.1111	Window 123 X 6		

To copy Application

## VIEW 2 Confirm the application data which is not submitted yet

- ③ The survey items which temporary saved are shown in the 「Application in temporary editing」.
- ④ Click the item and you can edit the application contents.

ClassNK e-Product - Survey Application for Marine Product -

Kaji Taro Language Settings

Click here for new Application

Application List(2)

Application List in temporary editing(1)

Order No. for your company  
Receipt No.

Detailed Search Search Clear

Displaying 1 - 1 / 1

Latest Updated	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type
27 April 2022	E22000120	6		ABC Shipyard, Ship No.1111	Window 123 X 6	

## 3. How to confirm the application records

### 3.2 Edit application data

## ✓ Edit the inspection schedule and items

### STEP 1 Select the item in application list

① Click the item in 「Application list」.

The screenshot shows the 'Application List(2)' page in the ClassNK e-Product system. The page title is 'e-Product - Survey Application for Marine Product -'. The user is logged in as 'Kajji Taro'. There are search filters for 'Order No. for your company' and 'Receipt No.'. A table displays two application items. The first item is highlighted with a red dashed box and a red circle containing the number 1. The table has columns for Status, Application Date, Receipt No., Amount, Order No. for your company, Intended For, Applicable Product, Product Type, and NK Job ID. There are 'To copy Application' buttons for each item.

Status	Application Date	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID
Sent	27 April 2022	E22000119	6		ABC Shipyard, Ship No.1111	Window 123 X 6		
Sent	27 April 2022	E22000118	6	1234	ABC Shipyard, Ship No.1111	Window 123 X 6		

### STEP 2 Move on input page of survey information.

② Click 「Issuing Cert./attending survey info.」.

③ Click the pencil mark of item in 「Witness」 column.

The screenshot shows the 'Application Details' page for application E22000118. The page title is 'e-Product - Survey Application for Marine Product -'. The user is logged in as 'Kajji Taro'. The page is divided into sections: 'Application content', 'Contact', and 'Certificate to issue'. The 'Application outline/billing info.' section is highlighted with a red dashed box and a red circle containing the number 2. Below it, the 'Certificates to issue' section is shown, which is required. It contains a table with columns for No., Order No. for your company, Intended For, Product Name, Product Type, Amount, Desired date of receipt of the Certificate, if any, and Final date inspected by Manufacturer/Firm. Below this table are 'Copy' and 'Delete' buttons. The 'Witness' section is also required and contains a table with columns for No., Date of survey, Place of survey, Person in charge of your company, NK surveyor, and Kind of survey. The first witness entry is highlighted with a red dashed box and a red circle containing the number 3. There is a pencil icon next to this entry. At the bottom right, there is a 'Save' button.

No.	Order No. for your company	Intended For	Product Name	Product Type	Amount	Desired date of receipt of the Certificate, if any	Final date inspected by Manufacturer/Firm
<input type="checkbox"/>	1	1234	ABC Shipyard, Ship No.1111	Window 123	6	19 May 2022	

No.	Date of survey	Place of survey	Person in charge of your company	NK surveyor	Kind of survey	
<input type="checkbox"/>	1	11 May 2022 09:00 AM - 11 May 2022 09:00 AM	Shanghai office	Kajji Taro	TBA	Airtightness test


### STEP 3 Edit inspection information


- ④ Edit the inspection information.
- ⑤ click 「**Confirm**」.


Survey schedule in detail No.1


---

**Schedule**

⑤ Starting Date & time of Survey **Required** 11 May 2022  09:00 AM

Finishing Date & time of Survey **Required** 11 May 2022  09:00 AM

Person in charge of your company **Required** Kajji Taro 

Place of survey **Required** 

---



**Survey Items** **Required**

Inspection on the day	Kind of survey
<input checked="" type="checkbox"/>	Airtightness test

---

**Information to NK Surveyor**

---

 Delete ④  Confirm « Prev 1 / 1 Next »



## STEP 4 Add another witness

- ⑥ Click 「+ To add another witness」, and add new inspection item and its schedule. Then, click 「Settle」.

The screenshot shows the 'ClassNK e-Product' application interface for a 'Survey Application for Marine Product'. The application ID is E22000118. The interface is divided into three main sections: 'Application content', 'Contact', and 'Certificate to issue'. The 'Certificate to issue' section is currently active and contains two sub-sections: 'Certificates to issue' and 'Witness'. The 'Certificates to issue' section has a table with one entry and a '+ To add another Cert' button. The 'Witness' section has a checkbox for 'No attendance survey' and a table with one entry. A red dashed box highlights the '+ To add another witness' button in the 'Witness' section, with a circled '6' next to it. A 'Save' button is visible at the bottom right of the interface.

No.	Order No. for your company	Intended For	Product Name	Product Type	Amount	Desired date of receipt of the Certificate, if any	Final date inspected by Manufacturer/Firm
1	1234	ABC Shipyard, Ship No.1111	Window 123		6	19 May 2022	

No.	Date of survey	Place of survey	Person in charge of your company	NK surveyor	Kind of survey
1	11 May 2022 09:00 AM - 11 May 2022 09:00 AM	Shanghai office	Kajji Taro	TBA	Airtightness test

- ✔ Please refer to “3.4 Cancel of application” when you need to cancel the inspection.

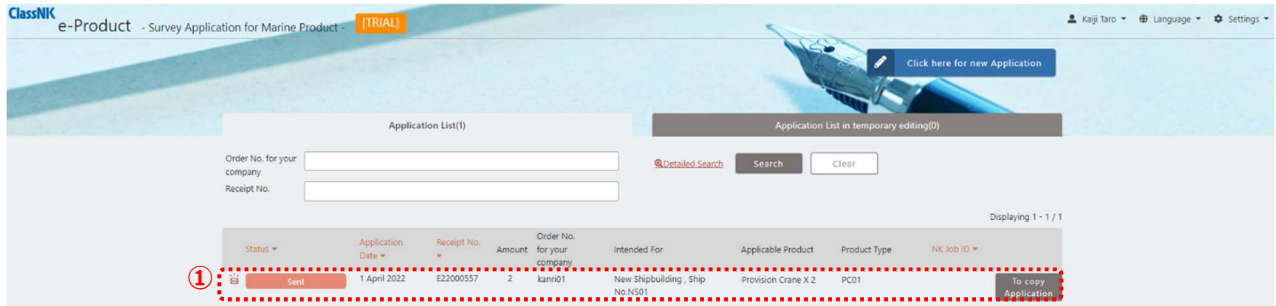
3 . How to confirm the application records

**3.3 Contact via chat function**

- ✓ If you want to get in touch with someone about an inspection you have applied for, you can use the chat function to easily exchange information with the person in charge about the specific inspection.

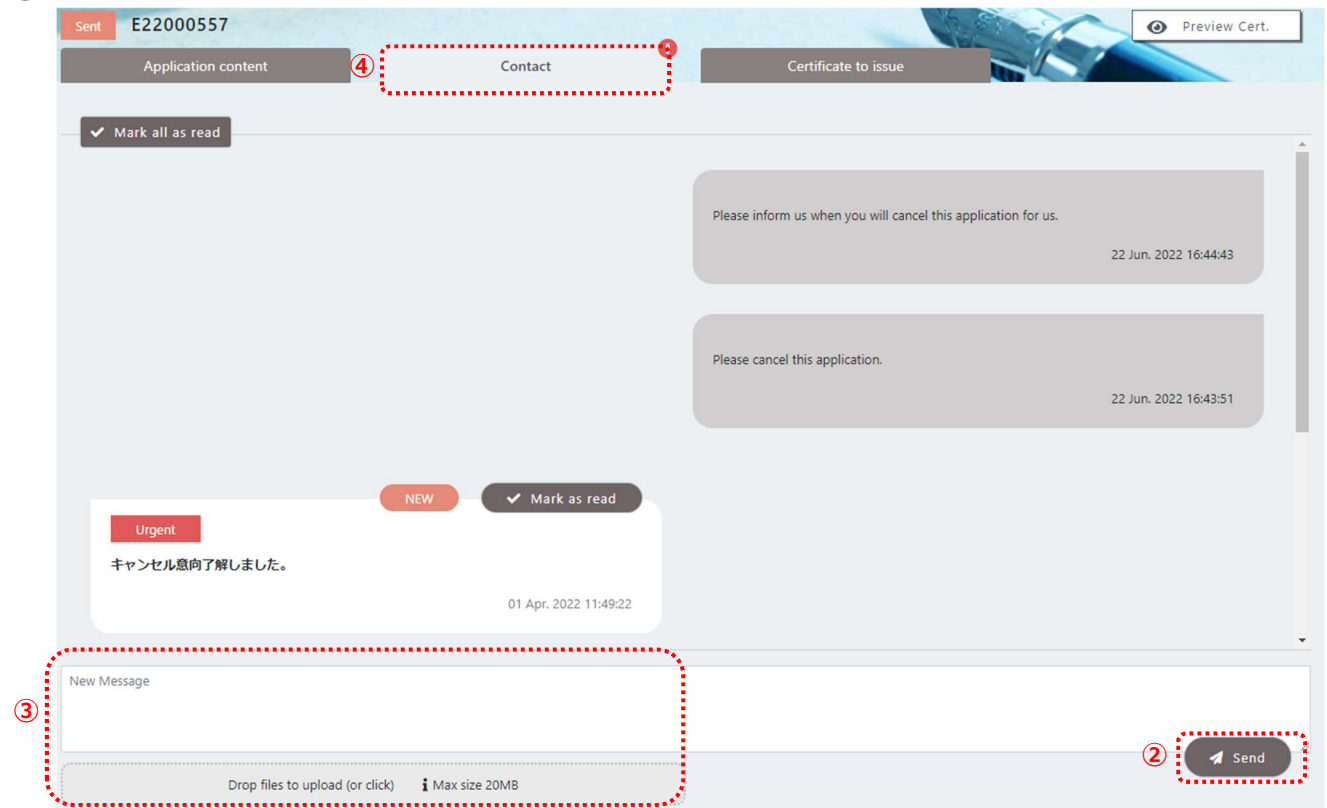
## STEP 1 Select the relevant item in the application list

- ① On the "Application List" page, click on the relevant section.



## STEP 2 Go to the application details input page

- ② Click on "Contact".
- ③ Enter your message in the input field. Files can also be uploaded.
- ④ Click on "Send".





## Remark


If a reply is received from the Society's branch, the mark  will be displayed at the top of the e-mail with the notification e-mail sent.

Application List(1) Application List in temporary editing(0)

Order No. for your company

Receipt No.

Displaying 1 - 1 / 1

Status	Application Date	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID
 Sent	1 April 2022	E22000557	2	kanri01	New Shipbuilding , Ship No.N501	Provision Crane X 2	PC01	

[Detailed Search](#)

3 . How to confirm the application records

## 3.4 Cancel of application

- ✓ If the application has been sent but not yet registered by our NK office in charge, the applicant may cancel it.

## STEP 1 Select the relevant item in the application list

- ① You can cancel any application that has a status of "Sent" on the "Application List" page. Click on the item you want to cancel.

Status	Application Date	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID
Sent	1 April 2022	E2200557	2	kanri01	New Shipbuilding, Ship	Provision Crane X 2	PC01	To copy Application

## STEP 2 Cancel the application

- ② Click on the "Cancellation of application" tag in the lower left corner.
- ③ Canceled applications are returned to the "Application List in temporary editing" and remain editable.

Company Name Required

Dept. / Section 本部

Address 東京都千代田区紀尾井町 3 - 3

TEL 0352262020

FAX

Purchase Order No. half-width alphanumeric

Desired date of Invoice receipt

Please enter a date after 5 days from the final inspection date. Please note that delivery may be unexpectedly delayed from your desired date.

Attachment

Remarks

② Cancellation of application

Save

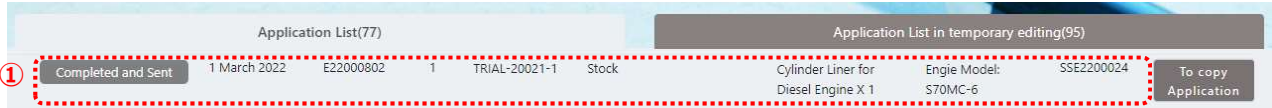
## 4. How to download documents

### 4.1 Download the certificate/ invoice

## STEP 1 Select the item

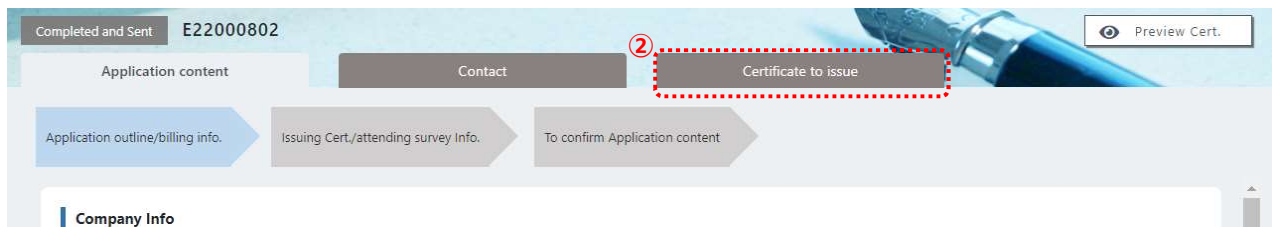
You can download the certificate and invoice after the status of product in application list is 「Completed」.

- ① Click the item in application list.



## STEP 2 Select the Issuing certificate page

- ② Click 「Certificate to Issue」



## STEP 3 Download the document

- ③ Click 「**(File name)**」: You can download the selected Certificate and Invoice.
- ④ Click 「**Download all**」: You can download all.

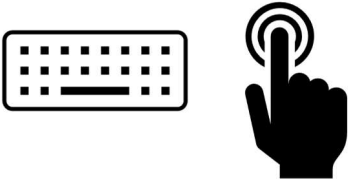
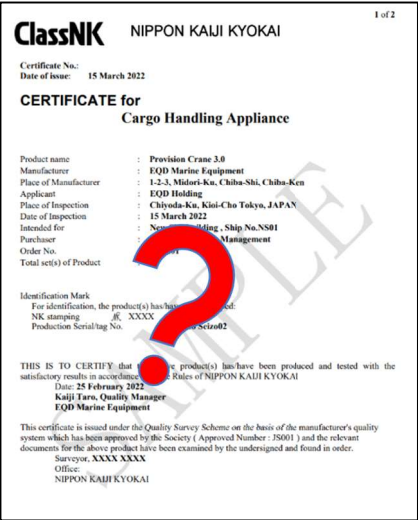
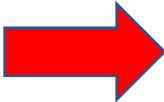




# Instructions for entering the e-Product: Contrasting Certificate Previews

This section explains which fields entered during the ClassNK e-Product application appear as entries on the certificate.

The screenshot shows the 'Company Info' section of the ClassNK e-Product application. The form includes fields for Company Name, Office base name, Address, TEL, FAX, and Manufacturer. The 'Manufacturer' section has a checked box for 'Same as applicant' and fields for Name of Manufacturer, Place of Manufacturer, and Vendor/Supplier. The 'Applicant Information' section includes Application Date, Receipt No., and NK Office ID.



<Application outline/billing info.>

<Company Info>

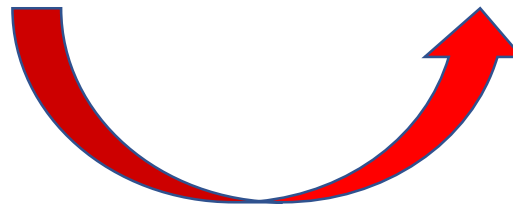
In case you check  at "Same as applicant"

Application outline/billing info. Issuing Cert./attending survey Info. To confirm Application content

**Company Info**

Company Name	EQD Holding
Office base name	Head Office
Address	3-3, Chiyoda-Ku, Kioi-Cho, Tokyo
TEL	0352262020
FAX	
Manufacturer	<input checked="" type="checkbox"/> Same as applicant
Name of Manufacturer	<input type="text" value="EQD Holding"/> Required
Place of Manufacturer	<input type="text" value="3-3, Chiyoda-Ku, Kioi-Cho, Tokyo"/> Required
Vendor/Supplier	<input type="text" value="half-width alphanumeric"/> <input type="checkbox"/> Indicating in Certificates

Product name : Provision Crane 3.0  
Manufacturer : EQD Holding  
Place of Manufacturer : 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo  
Place of Inspection : Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN  
Date of Inspection : 15 March 2022  
Intended for : New Shipbuilding , Ship No.NS01  
Vendor/Supplier : Provider company  
Purchaser : New Shipbuilding Management  
Order No. : kanri01  
Total set(s) of Product : 2



<Company Info>

In case you do NOT check  at "Same as applicant"

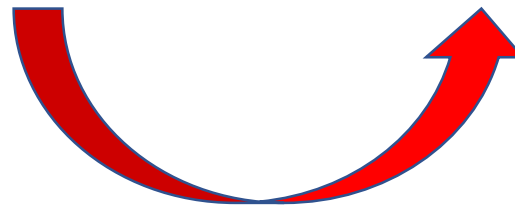
Application outline/billing info. Issuing Cert./attending survey info. To confirm Application content

**Company Info**

Company Name EQD Holding  
Office base name Head Office  
Address 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo  
TEL 0352262020  
FAX  
Manufacturer  Same as applicant

Name of manufacturer  Required half-width alphanumeric  
Place of Manufacturer  Required half-width alphanumeric  
Vendor/Supplier  half-width alphanumeric  Indicating in Certificates

Product name : Provision Crane 3.0  
Manufacturer : EQD Marine Equipment  
Place of Manufacturer : 1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken  
Applicant : EQD Holding  
Place of Inspection : Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN  
Date of Inspection : 15 March 2022  
Intended for : New Shipbuilding , Ship No.NS01  
Vendor/Supplier : Provider company  
Purchaser : New Shipbuilding Management  
Order No. : kanri01  
Total set(s) of Product : 2



<Company Info>

In case that “Vendor/Supplier” is different from Manufacturer

Check  at “Indicating in Certificates” to display the name of the company entered.

Application outline/billing info. Issuing Cert./attending survey Info. To confirm Application content

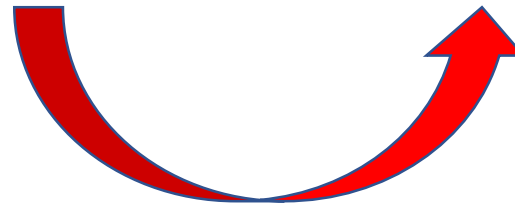
**Company Info**

Company Name: EQD Holding  
Office base name: Head Office  
Address: 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo  
TEL: 0352262020  
FAX:  
Manufacturer:  Same as applicant

Name of Manufacturer **Required** half-width alphanumeric  
Place of Manufacturer **Required** half-width alphanumeric

Vendor/Supplier: half-width alphanumeric  Indicating in Certificates

Product name : Provision Crane 3.0  
Manufacturer : EQD Holding  
Place of Manufacturer : 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo  
Place of Inspection : Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN  
Date of Inspection : 15 March 2022  
Intended for : New Shipbuilding , Ship No.NS01  
**Vendor/Supplier : Provider company**  
Purchaser : New Shipbuilding Management  
Order No. : kanri01  
Total set(s) of Product : 2



<Company Info>

In case without checking  at “Indicating in Certificates” at “Vendor/Supplier”.

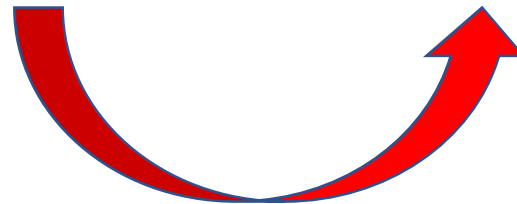
In certificates, the relevant information will not be displayed as follows.

Application outline/billing info. Issuing Cert./attending survey info. To confirm Application content

**Company Info**

Company Name	EQD Holding
Office base name	Head Office
Address	3-3, Chiyoda-Ku, Kioi-Cho, Tokyo
TEL	0352262020
FAX	
Manufacturer	<input type="checkbox"/> Same as applicant
Name of Manufacturer	<input type="text"/> Required half-width alphanumeric
Place of Manufacturer	<input type="text"/> Required half-width alphanumeric
Vendor/Supplier	<input type="text"/> half-width alphanumeric <input type="checkbox"/> Indicating in Certificates

Product name : **Provision Crane 3.0**  
Manufacturer : **EQD Marine Equipment**  
Place of Manufacturer : **1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken**  
Applicant : **EQD Holding**  
Place of Inspection : **Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN**  
Date of Inspection : **15 March 2022**  
Intended for : **New Shipbuilding , Ship No.NS01**  
Purchaser : **New Shipbuilding Management**  
Order No. : **kanri01**  
Total set(s) of Product : **2**



< Issuing Cert./attending survey Info. >

< Approved Manufacturer >

“No”: Select this option in the case of a normal NK surveyor's witness inspection.

“Yes”:

① Approval of Batch and Mass Production “No”:

Select this option if the Approved Manufacturer carries out inspections based on the “Quality Survey Scheme” instead of the presence of an NK surveyor. Valid “NK Approval Number” entered in the registered, “QM responsible person” and “Title” will appear on the certificate.

Application outline/billing info. Issuing Cert./attending survey Info. To confirm Application content

**Approved Manufacturer**

Approved Manufacturer **Required**  No  Yes

NK Approval Number JS001

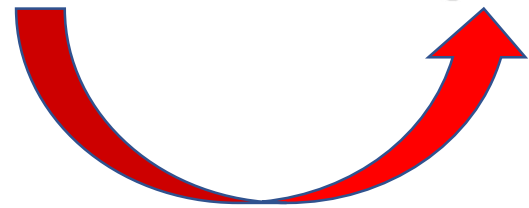
QM responsible person Kajji Taro

Title Quality Manager

Approval of Batch and Mass Production  No  Yes

This certificate is issued under the Quality Survey Scheme on the basis of the manufacturer's quality system which has been approved by the Society ( Approved Number : JS001 ) and the relevant documents for the above product have been examined by the undersigned and found in order.

Surveyor, XXXX XXXX  
Office:  
NIPPON KAIJI KYOKAI



② Approval of Batch and Mass Production “Yes”:

Select this option if the Approved Manufacturer carries out their own inspections based on the “Quality Survey Scheme” instead of the presence of an NK surveyor.

Valid “NK Approval Number” entered in the registered, “QM responsible person” and “Title” will appear on the certificate.

Because of the selection of “Approval of Batch and Mass Production”, the form of certificate will become different from the normal one below.

Application outline/billing info. Issuing Cert./attending survey info. To confirm Application content

**Approved Manufacturer**

Approved Manufacturer **Required**  No  Yes

NK Approval Number JS001

QM responsible person Kajji Taro

Title Quality Manager

Approval of Batch and Mass Production  No  Yes

**Approval of Batch and Mass Production** **Required**

Approval No. ? half-width alphanumeric

Certificate No.:  
Date of issue: 1 February 2023

**CERTIFICATE for Batch and Mass Produced  
Cargo Handling Appliances**

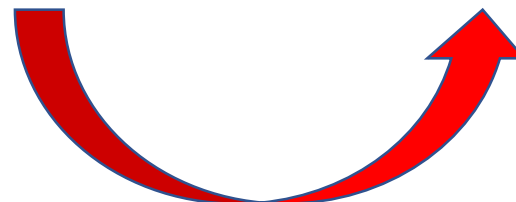
Manufacturer : EQD Holding  
Place of Manufacturer : 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo

Identification Mark  
For identification, the product(s) has/have been stamped:  
Approval No. *JK* XXXX N1001  
Production Serial/tag No. 20220901

Description Notes

For batch and mass-produced product, this is to certify that the product is identical to the product for which the Society give approval.  
The above product/component will be accepted for fitting in a ship classed or intended to be classed with Nippon Kaiji Kyokai subject to satisfactory installation under the normal condition of survey and testing.

\*\*\*The end\*\*\*



<Detailed Info for Certificate >

“Order No. for your company”: Enter the order number for each product of the manufacturer's side.

“Intended for”: Enter information about the vessel on board. In case select “Appraisal”, “On Behalf of Other Class” or “Other”, please contact NK branch office beforehand.

“Purchaser”: In case the information is to be included in the certificate, to tick  at “Indicating in Certificate”

Detailed Info for Certificate

**Order No. for your company**

Order ID for your company

**Intended company/ship and Applied Rules/Standard**

Intended For **Required**  Newbuilding Ships  Existing ships  Stock  Appraisal  On Behalf of Other Class (Newbuilding Ships)  
 On Behalf of Other Class (Existing ships)  Other

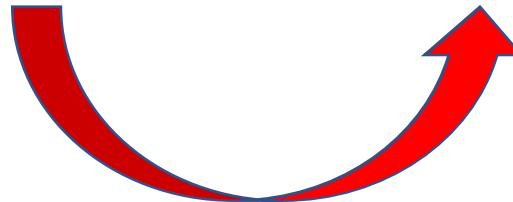
Shipyard Name **Required**

Ship No. **Required**

Applied Rules/Standard **Required**  Chapter/Regulation No. of NK Rules  Other

Purchaser (To enter if different from the "Intended For" above.)   Indicating in Certificates

Product name : **Provision Crane 3.0**  
Manufacturer : **EQD Marine Equipment**  
Place of Manufacturer : **1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken**  
Applicant : **EQD Holding**  
Place of Inspection : **Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN**  
Date of Inspection : **15 March 2022**  
Intended for : **New Shipbuilding , Ship No.NS01**  
Purchaser : **New Shipbuilding Management**  
Order No. : **kanri01**  
Total set(s) of Product : **2**





<Detailed Info for Certificate >

“Applied Rules/Standard”: It indicates on the second page of the certificate.

“Chapter/Regulation No. of NK Rules” will indicate when selected.

“Other”: Enter international standards (ISO, IEC numbers), IMO Circ. numbers, etc.

Detailed Info for Certificate

**Order No. for your company**

Order ID for your company

**Intended company/ship and Applied Rules/Standard**

Intended For **Required**  Newbuilding Ships  Existing ships  Stock  Appraisal  On Behalf of Other Class (Newbuilding Ships)  
 On Behalf of Other Class (Existing ships)  Other

Shipyard Name **Required**

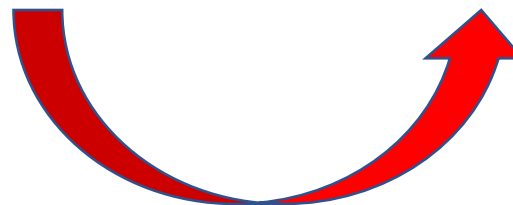
Ship No. **Required**

Applied Rules/Standard **Required**  Chapter/Regulation No. of NK Rules  Other

Purchaser  
(To enter if different from the "Intended For" above.)   Indicating in Certificates

2 of 2

**Rules/Standards Applied : Cargo Handling Appliance Rules, Ch. 4**



<Detailed Info for Certificate >

The input fields are displayed according to the Product selected.  
It indicates on the second page of the certificate.

**Product**

**No. 1**

Product Name	Required	Provision Crane
Product Type		PC01
Rated Load	Required	1.5 t
Hoisting Speed		7 m/min
Luffing Time		half-width numbers sec
Slewing Radius (Max)		8 m
Slewing Radius (Min)		2 m
Slewing Speed		half-width numbers rpm
Rated Load of winch 1	Required	1.5 t
Rated Load of winch 2	Required	1.5 t

Rules/Standards Applied : **Cargo Handling Appliance Rules, Ch. 4**

**Product No.1**

Name of Product	: Provision Crane
Type	: PC01
Quantity	: 2
Approved Drawings/Plans	: 621300123
<b>Particulars</b>	
Rated Load(t)	: 1.5
Hoisting Speed(m/min)	: 7
Slewing Radius (Max)(m)	: 8
Slewing Radius (Min)(m)	: 2

Test and Inspection  
**Over load test**

Serial No. **Required** Seizo  To input Suffix No. if any 01 - 02  
+ Add  
Serial Number : Seizo01 to Seizo02

Quantity **Required** 2

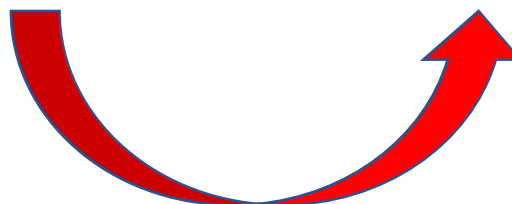
Stamping Location on Products  flange  body  metal tag  Other half-width alphanumeric

Approved Documents **Required**  No  Yes NK ID in NK-PASS : 621300123


Type Approval/Approval of Use /Approval of Manufacturing process/etc... **Required**  No  Yes Approval No. : half-width alphanumeric

Approval of Batch and Mass Production **Required**  No  Yes Approval No. : half-width alphanumeric

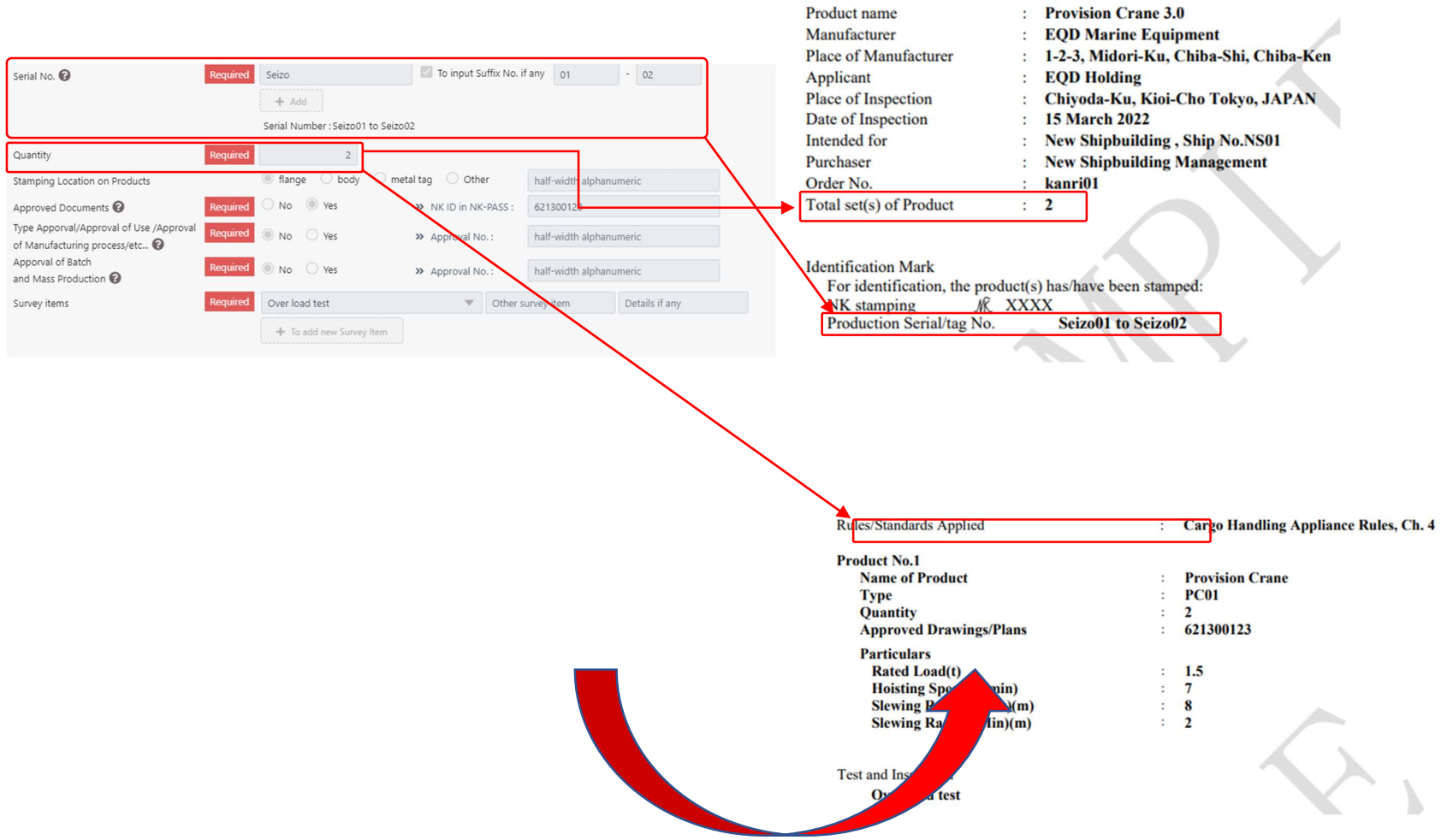
Survey items **Required** Over load test Other survey item Details if any  
+ To add new Survey Item




<Detailed Info for Certificate>

Check out  after “Serial No.” for more information of input example


“Quantity”: The total number of values entered will be displayed in the Total set(s) of Product on page 1 of the certificate.



**Input Form Fields:**

- Serial No.  **Required** Seizo  To input Suffix No. if any 01 - 02
- Quantity **Required** 2
- Stamping Location on Products:  flange  body  metal tag  Other
- Approved Documents **Required**  No  Yes
- Type Approval/Approval of Use /Approval of Manufacturing process/etc... **Required**  No  Yes
- Approval of Batch and Mass Production **Required**  No  Yes
- Survey items **Required** Over load test

**Summary Page Fields:**

- Product name : Provision Crane 3.0
- Manufacturer : EQD Marine Equipment
- Place of Manufacturer : 1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken
- Applicant : EQD Holding
- Place of Inspection : Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN
- Date of Inspection : 15 March 2022
- Intended for : New Shipbuilding , Ship No.NS01
- Purchaser : New Shipbuilding Management
- Order No. : kanri01
- Total set(s) of Product : 2**
- Identification Mark  
For identification, the product(s) has/have been stamped:  
NK stamping  XXXX  
Production Serial/tag No. **Seizo01 to Seizo02**
- Rules/Standards Applied : **Cargo Handling Appliance Rules, Ch. 4**
- Product No.1
  - Name of Product : Provision Crane
  - Type : PC01
  - Quantity : 2
  - Approved Drawings/Plans : 621300123
- Particulars
  - Rated Load(t) : 1.5
  - Hoisting Speed (min) : 7
  - Slewing Range (m) : 8
  - Slewing Rate (min)(m) : 2
- Test and Inspection
  - Over load test

<Detailed Info for Certificate >

“Survey items”:

The input fields are displayed according to the selected Product.

They will be listed in Test and Inspection.

Serial No. **Required** Seizo  To input Suffix No. if any 01 - 02  
+ Add  
Serial Number : Seizo01 to Seizo02

Quantity **Required** 2

Stamping Location on Products  flange  body  metal tag  Other half-width alphanumeric

Approved Documents **Required**  No  Yes >> NK ID in NK-PASS : 621300123

Type Approval/Approval of Use /Approval of Manufacturing process/etc... **Required**  No  Yes >> Approval No. : half-width alphanumeric

Approval of Batch and Mass Production **Required**  No  Yes >> Approval No. : half-width alphanumeric

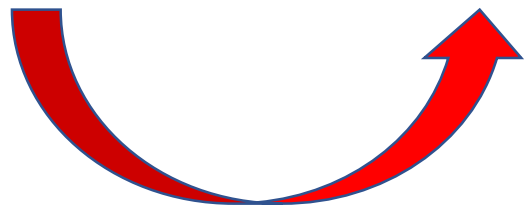
Survey items **Required** Over load test    
+ To add new Survey Item

Rules/Standards Applied : Cargo Handling Appliance Rules, Ch. 4

**Product No.1**  
Name of Product : Provision Crane  
Type : PC01  
Quantity : 2  
Approved Drawings/Plans : 621300123

**Particulars**  
Rated Load(t) : 1.5  
Hoisting Speed(m/min) : 7  
Slewing Radius (Max)(m) : 8  
Slewing Radius (Min)(m) : 2

Test and Inspection  
Over load test



<Detailed Info for Certificate >

“Product Name as indicating on Certificate”: Enter if a name different from the certificate title is to be given to the certificate.

This is indicated in the Product name.

Note that the certificate title is indicated as selected under “Applicable Product” > “Product/Category”.

“Description Notes”

Enter any supplementary information that needs to be included additionally.

Application outline/billing info. Issuing Cert./attending survey info. To confirm Application content

**Approved Manufacturer**

Approved Manufacturer **Required**  No  Yes NK Approval Number JS001  
QM responsible person Kajji Taro  
Title Quality Manager

**Applicable Product**

Product Area **Required** Equipment  
Product Line **Required** Cargo Handling Appliance  
Product / Category **Required** Cargo Handling Appliance

**ClassNK** NIPPON KAIJI KYOKAI

Certificate No.:  
Date of issue: 15 March 2022

**CERTIFICATE for**  
**Cargo Handling Appliance**

**Other description in Certificate if any**

Product Name as indicating on Certificate ? Provision Crane 3.0  
Description Notes ? Nil.

Product name : Provision Crane 3.0  
Manufacturer : EQD Marine Equipment  
Place of Manufacturer : 1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken  
Applicant : EQD Holding

Description Notes  
Nil.



\*\*\*The end\*\*\*