

NK-PASS

Plan Approval Status Service

Operation Manual (Renewable Energy)

15th edition
2026-2-1

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
2 nd	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
3 rd	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).
4 th	21 February 2021	6. Registration sub-users / Editing sub-users setting / Changed the items of Sub user registration screen
5 th	18 April 2021	5. Searching for a drawing /Add the item
6 th	18 July 2021	6.Editing information in the address book / Add the item
7 th	15 August 2021	2.Request for drawing submission/ Add the item
8 th	21 November 2021	2.Message / Add the item 5.Searching for a drawing / Add the item
9 th	19 December 2021	2.Message / Add the item
10 th	17 April 2022	6.Changing user settings / Add the item
11 th	12 June 2022	3. Apply for cancellation / replacement of submitted drawings / Add the item
12 th	23 July 2023	6.Editing information in the address book / Add explanation
13 th	25 February 2024	7.FAQ / Add the item
14 th	24 August 2025	5.1.Searching for a drawing / Add the item
15 th *	1 February 2026	3.1 Upload and submit drawings / Partial changes to the submission screen

■ * 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](#)

3.3. [Apply for cancellation / replacement of submitted drawings](#)

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](#)

7. FAQ

7.1. [FAQ](#)

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.

↓ Please double-click at below icon to open the application for PASS



[Download the application form](#)

✓ 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
Attn: Information Technology Department
 (Fax No. +81-43-294-6780, E-mail: pass@classnk.or.jp)

Date:
Ref. No.:

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	<input type="checkbox"/> Wind Farm Business Operator	<input type="checkbox"/> Support Structure Designer
	<input type="checkbox"/> EPC Contractor	<input type="checkbox"/> Others ()
	<input type="checkbox"/> Wind Turbine Manufacturer	

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

Note:

- 1) A NK-PASS user account is granted to a group that shares drawing information. The issued user ID and password will be shared within the group.
- 2) The user name displayed on the system after login is "Company name + User account administrator affiliation (department name)".
- 3) You can add or change the delivery destination of the drawing receipt notification email that is delivered when the submitted drawing is accepted by the NK side on the setting screen after login.

Terms and conditions of use

- The Society shall not be liable for any loss, damage, or expense suffered or incurred by any person as a consequence of information provided by this service or fault thereof. The Society does not guarantee the accuracy of all details of information provided by this service while every effort is made to ensure accuracy of the information.
- Operation of this service may be suspended or terminated without notice. However, the Society shall not be liable for any loss or damage caused as a consequence of such suspension or termination of this service.
- Please ensure that your login ID and password are not released to any unauthorized persons. Neither the Society nor any of its officers, employees shall be liable for any loss, damage or expense of whatever nature sustained by the user or any other persons resulting from any unauthorized access to the NK-PASS or by other such events beyond our control.
- NK-PASS is provided for the convenience of shipbuilders, manufacturers and ship designers only to reduce the various work loads of plan examination. It is not a storage service of e-Plans. Therefore, Society does not guarantee a continuous storage of e-Plans. It may not be possible to submit or operate e-Plans, PDF/XDW/XBD files of which are made using applications other than Adobe Acrobat, on NK-PASS. In such case we may request you to resubmit the e-Plans.

✓ Applicant

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

✓ Kind of Users

✓ 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)".

✓ 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

<input type="checkbox"/>	Kind of Drawing 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
<input type="checkbox"/>	Plan Approval	Draw 1		Draw 1	KAJI SHIP 1 000	Submitted	2019/05/27		Hull Department	Hull Department	Complete Exam.		2019/05/27	Remain Notice Of	---
<input type="checkbox"/>	Plan Approval	Draw 2		Draw 2	KAJI SHIP 1 000										
<input type="checkbox"/>	Plan Approval	Draw 3		Draw 3	KAJI SHIP 1 000										
<input type="checkbox"/>	Plan Approval	Draw 4		Draw 4	KAJI 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

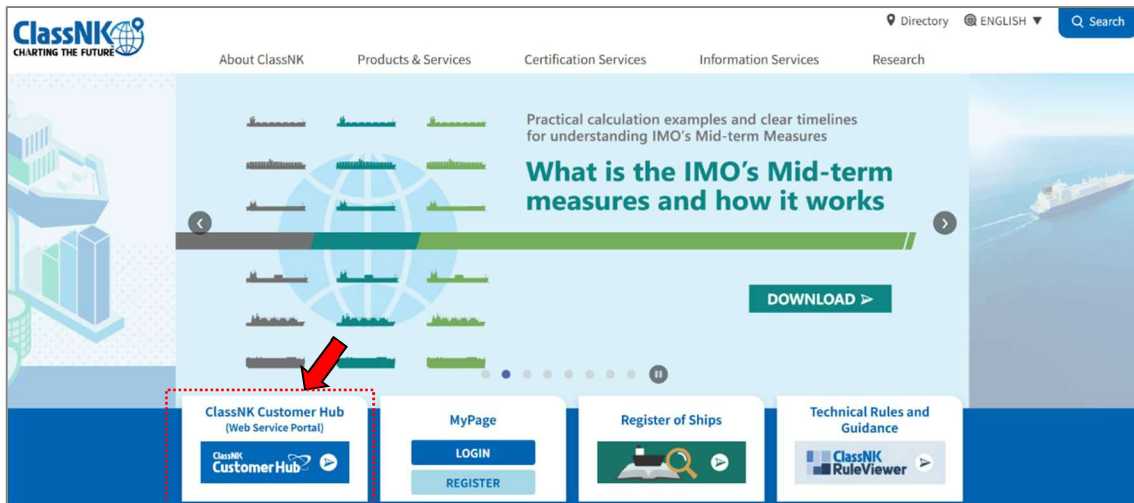
✓ Access ClassNK's homepage

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

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

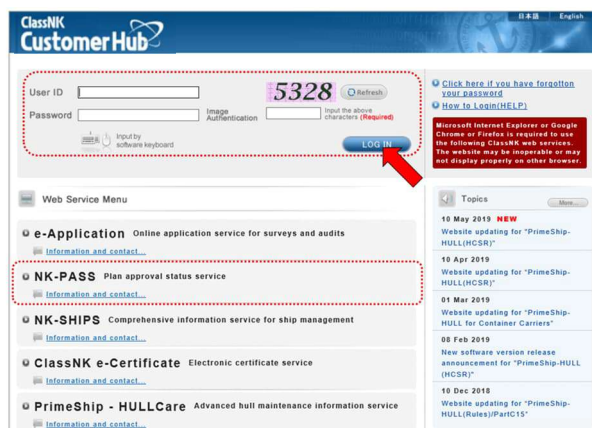
✓ Log in on the Web Service Portal

✓ 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](#)

The word of "Drawings" in this document should be read as all documents submitted for review.

Page 11 /

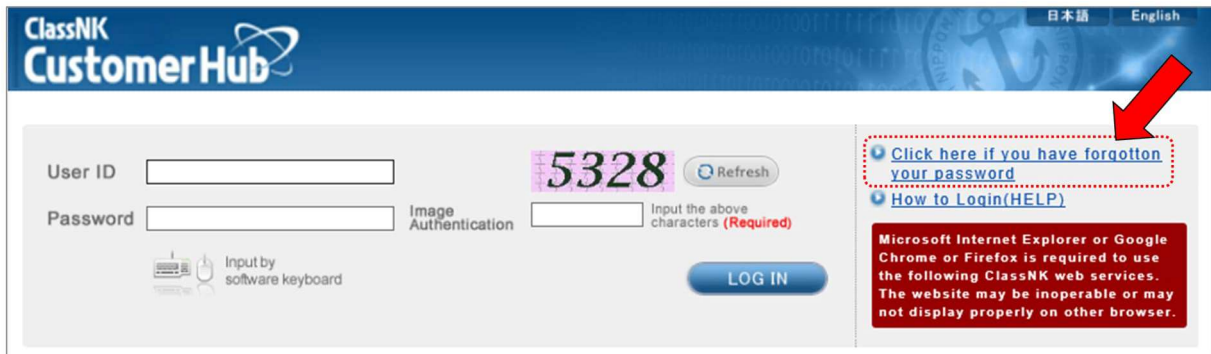
1. Introduction

(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.



ClassNK Customer Hub

User ID

Password

Image Authentication Input the above characters (Required)

Refresh

5328

LOG IN

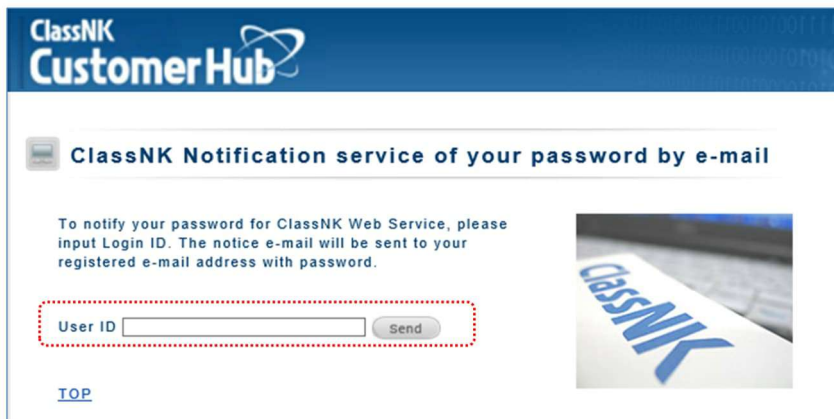
日本語 English

[Click here if you have forgotten your password](#)

[How to Login\(HELP\)](#)

Microsoft Internet Explorer or Google Chrome or Firefox is required to use the following ClassNK web services. The website may be inoperable or may not display properly on other browser.

- ✓ After clicking, you will see the screen below.



ClassNK Customer Hub

ClassNK Notification service of your password by e-mail

To notify your password for ClassNK Web Service, please input Login ID. The notice e-mail will be sent to your registered e-mail address with password.

User ID Send

TOP

ClassNK

Enter your User ID and click on the Send button.

2. HOME Screen

2.1 Main Menu

✓ PASS Main Menu

ClassNK PASS

KAIJI SHIPYARD Tech.Dept. Language Help

HOME

New Registration Not yet submitted Search Drawing My Data

DWG status

Returned (within 1 week) 13 Comment Remain/ No yet cleared 49 Not yet returned 401 Not yet returned (Overdue) 41 Not yet submitted 38 Send Back 12

Message (30)

Filter Date Range : Within 1 year

2021/08/08 10:19 E Material and Equipment Department
Examination of [図面] has been completed with the comment(s).
Please confirm the comment(s) from Drawing Details.

2021/07/12 14:51 H Hull Department
Examination of [Midship section] has been completed with the comment(s).
Please confirm the comment(s) from Drawing Details.

2021/07/02 17:24 M Machinery Department
Examination of [PASS Trial] has been completed with the comment(s).
Please confirm the comment(s) from Drawing Details.

2021/07/02 17:22 M Machinery Department

News/Information (6)

Filter Kind : All Date Range : Within 1 year

Some features have been modified on 18 July 2021.
For details, refer to the operation manual from "Help" at the top-right side of the screen.

Some features have been modified on 18 April 2021.
For details, refer to the operation manual from "Help" at the top-right side of the screen.

Some features have been modified on 21 March 2021.
For details, refer to the operation manual from "Help" at the top-right side of the screen.

Request for drawing submission (21)

2021/07/12 16:22 NIPPON KAIJI KYOKAI Hull Department Saito Yuichi
Hull No. 1572 Notice for comment uncleared drawing.

2021/07/12 16:19 NIPPON KAIJI KYOKAI Hull Department Saito Yuichi
Hull No. 1572 Notice for comment uncleared drawing.

2021/07/12 15:58 日本海事協会 船体部 齋藤 謙一
Hull No.1572 未提出図面のお知らせ

2021/07/12 15:57 日本海事協会 船体部 齋藤 謙一
Hull No.1572 未提出図面のお知らせ

2021/07/12 15:57 NIPPON KAIJI KYOKAI Hull Department Saito Yuichi
Hull No. 1572 Notice for comment uncleared drawing.

✓ 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. HOME Screen

2.2 Using a filter

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

The screenshot shows a web interface for 'DWG status'. At the top, there are several status filters: 'Returned (within 1 week) 8', 'Comment Remain/ No yet cleared 6', 'Not yet returned 514', 'Not yet returned (Overdue) 25', 'Not yet submitted 51', and 'Send Back 10'. Below this is a search bar with 'Advanced Search' and a filter set to 'Returned (within 1 week)'. There are buttons for 'Comment List (Excel)', 'Drawing List (Excel)', 'Download Notice of Status', and 'Download DWG'. A table lists drawings with columns: Kind of Drawing Exam. 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, and Revision. The first row is highlighted with a red dashed box. Below the table, a 'Drawing Details' pop-up window is open for 'Plan Ap Draw 2 proval', showing 'Plan Information' for 'KAIJI SHIP 1 000 ClassNK PASS'. The details include 'Type Approval', 'Approval of Use', 'Drawing No.', 'Drawing Name', 'NK Addressee', 'Classification Groups', 'Scheduled Date', and 'Drawings' (with a file named 'PDF001.pdf').

✓ 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.

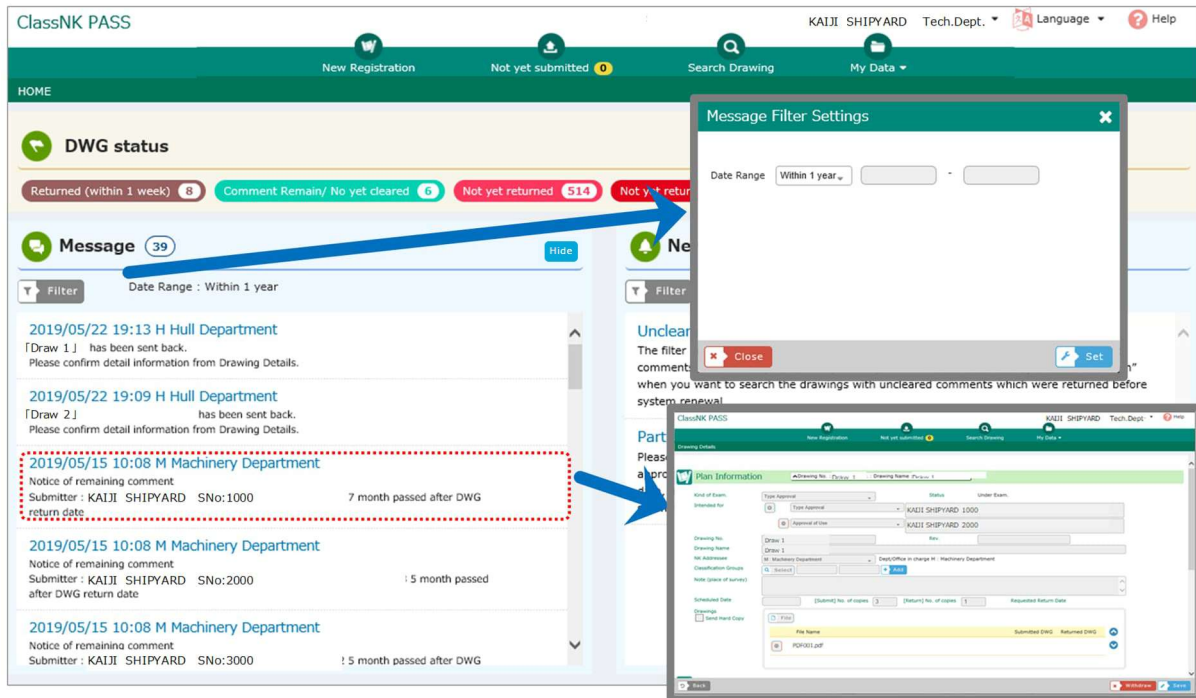
Other items such as “Returned” and “Not yet returned (Overdue)” are functions for ship classification surveys, so they do not function for renewable energy.

2. HOME Screen

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. HOME Screen

2.4 News/Information

✓ News/Information

The screenshot shows the ClassNK PASS web application interface. At the top, there is a navigation bar with the text "ClassNK PASS" on the left and "KADJI SHIPYARD Tech.Dept. Language Help" on the right. Below the navigation bar, there are several status indicators: "New Registration", "Not yet submitted 0", "Search Drawing", and "My Data". The main content area is divided into several sections. On the left, there is a "Message" section with 39 messages, showing a list of messages with dates and times, such as "2019/05/22 19:13 H Hull Department". On the right, there is a "News/Information" section with 2 items, which is highlighted with a red dashed border. This section contains two items: "Uncleared comments Filter" and "Partial Deletion of Registration Data Due to System Renewal".

✓ 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.

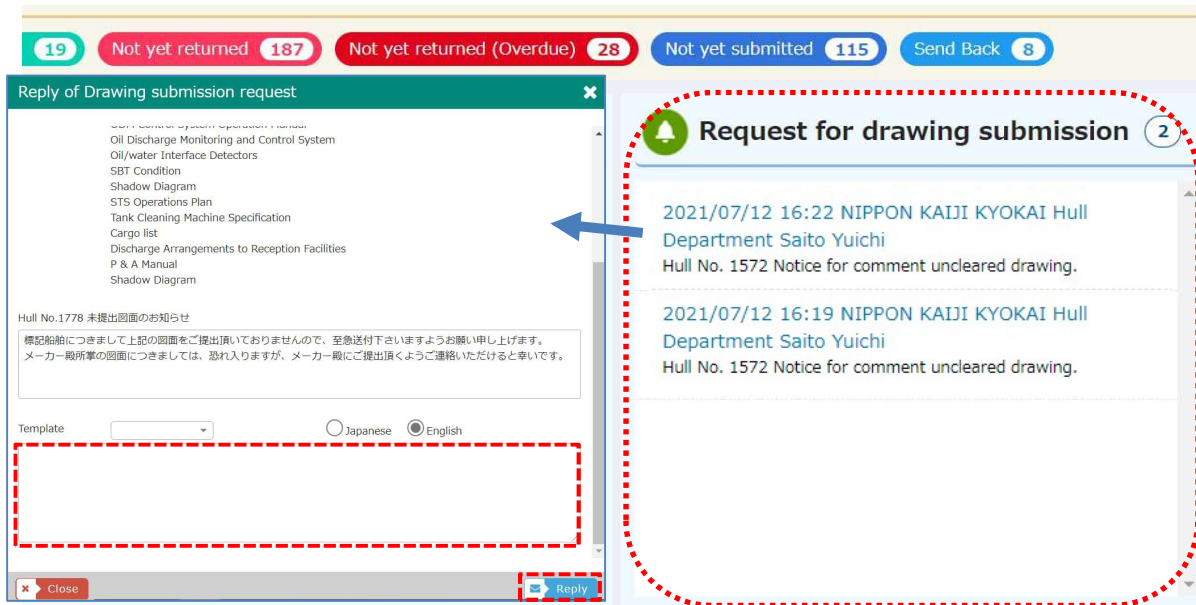
✓ Narrowing a list of news/information

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

2. HOME Screen

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.

✓ Reply

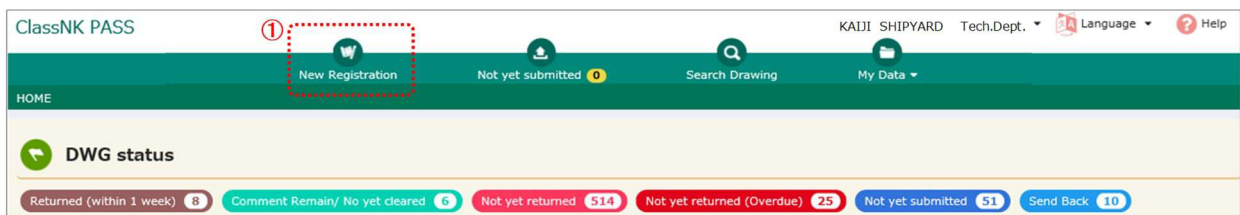
Contents of request are displayed when message is clicked. After reply message are inputted in red frame and “Reply” button is clicked, the message is sent to NK.

3. Submitting a drawing

3.1 Upload and submit drawings

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

- ① Click on the New Registration button



STEP 2 Enter drawing information.

- ② ~ ⑤ Enter the necessary information

The screenshot shows the 'Drawing Details' form. The 'Plan Information' section is highlighted. The form includes the following fields and callouts:

- ②: 'Kind of Exam.' dropdown menu, with a callout box showing 'Renewable Energy' selected.
- ③: 'Drawing No.' and 'Drawing Name' input fields.
- ④: 'Kind of Service/ NK Addressee' dropdown menu, with a callout box showing 'Renewable Energy Department' selected.
- ⑤: 'Classification Group' dropdown menu, with a callout box showing a list of departments including 'RE: Renewable Energy Department'.

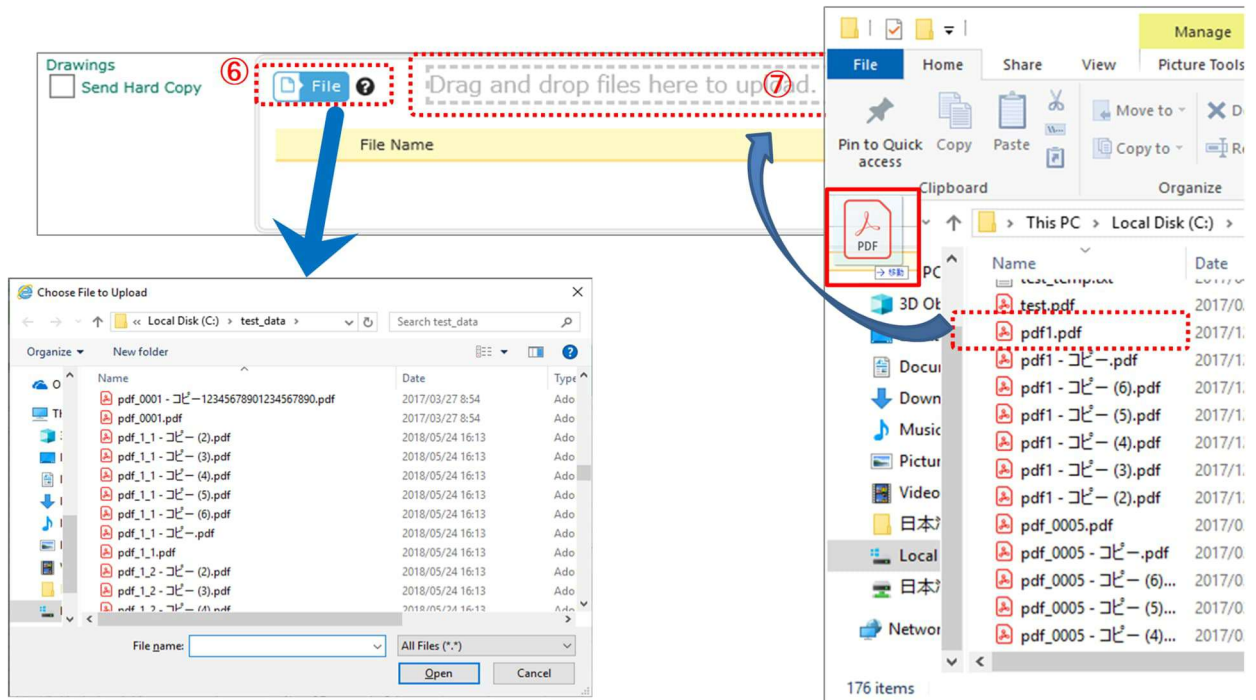
✓ Notes

- ② : "Renewable Energy" is selected.
- ③ : Enter the drawing number and name of the drawing
for Governmental Ship Service Department
- 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]

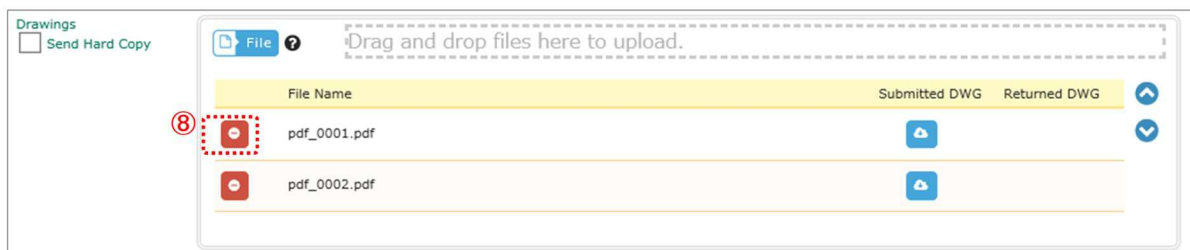
STEP 3 Upload the electronic drawing

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

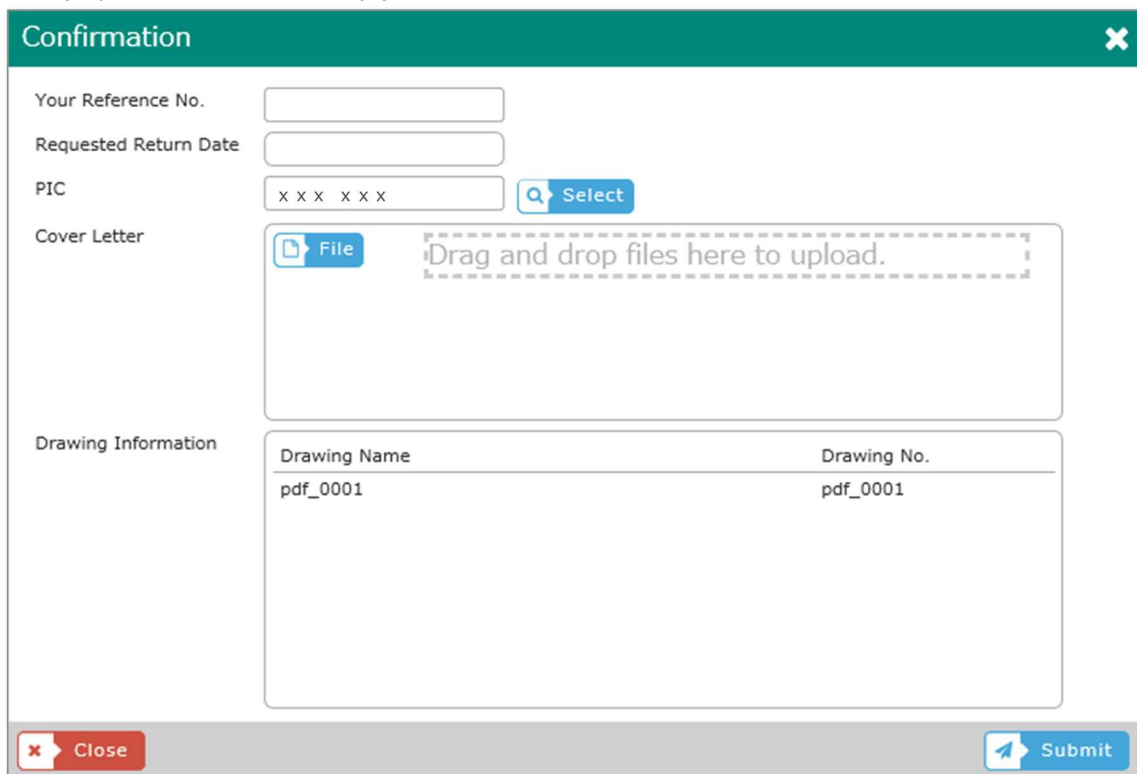
Uploading a file alone does not complete the process of submission to NK. Check the details, and if everything is correct, click on the Submit button, and proceed to the next Confirmation screen.



- ! 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.)



Confirmation	
Your Reference No.	<input type="text"/>
Requested Return Date	<input type="text"/>
PIC	<input type="text" value="x x x x x x x"/> Select
Cover Letter	File Drag and drop files here to upload.
Drawing Information	
Drawing Name	Drawing No.
pdf_0001	pdf_0001

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. Submitting a drawing

3.2 Specifying a classification group from a list of classification groups

✓ Classification groups

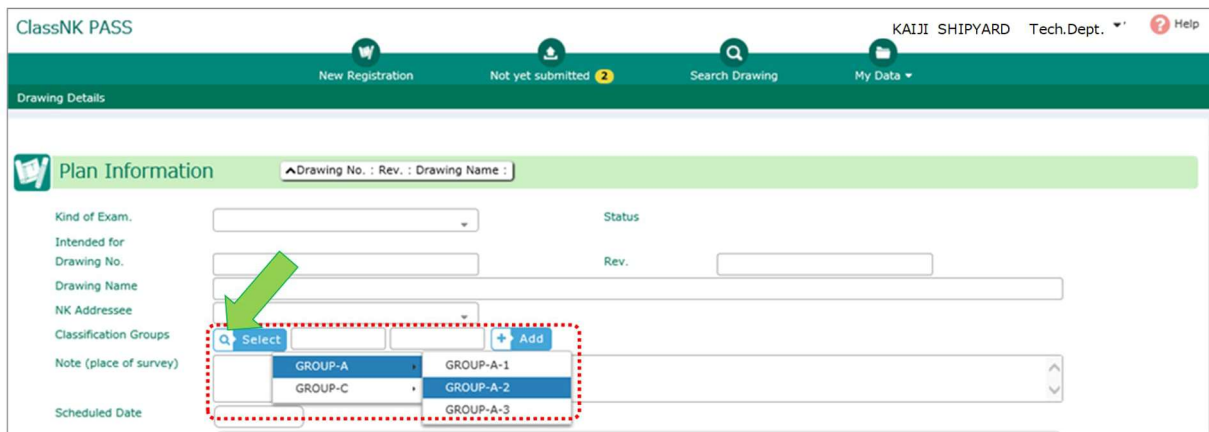
Classification groups are intended to help organize submitted drawings. A maximum of two tiers of classifications may be defined so that drawings may be organized in the structure like a cabinet in the warehouse. If the filing method (or the composition of classification groups) is determined prior to 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 screenshot shows the 'Plan Information' section of the ClassNK PASS interface. The 'Classification Groups' field is highlighted with a red dashed box. A green arrow points to the magnifying glass icon next to the 'Select' button. The dropdown menu shows a list of groups: GROUP-A, GROUP-A-1, GROUP-A-2, and GROUP-A-3.

! 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



The screenshot shows the 'Classification Groups' field in the web interface. The 'Select' button is highlighted with a red dashed box, and the dropdown menu shows 'GROUP-A' and 'GROUP-A-2'.

! 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.



The screenshot shows the 'Classification Groups' field in the web interface. The 'Add' button is highlighted with a red dashed box.

3. Submitting a drawing

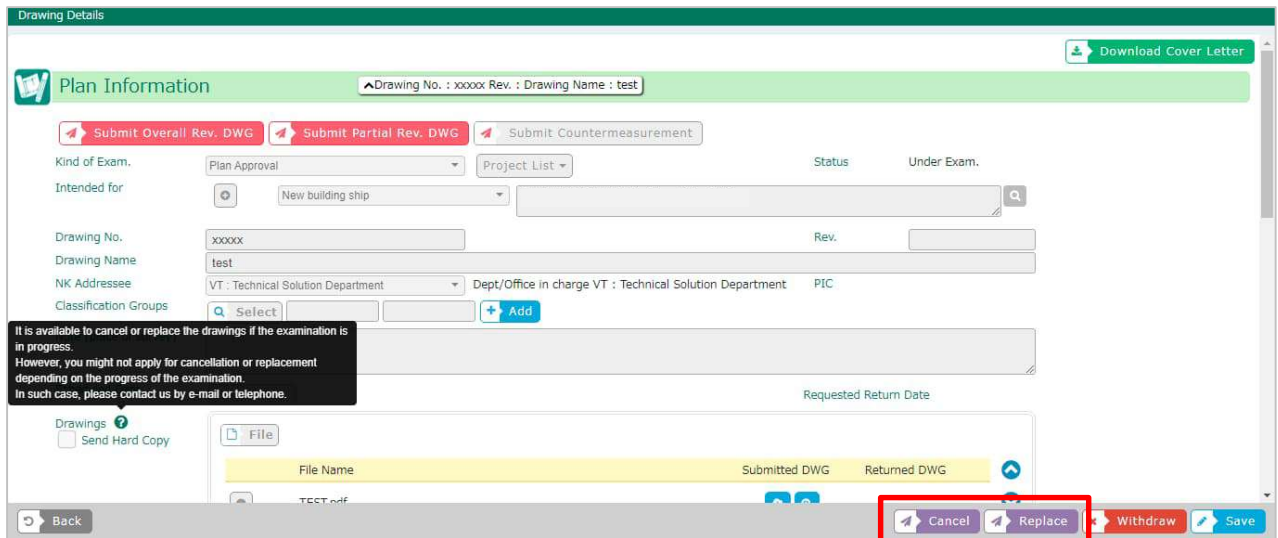
3.3 Apply for cancellation / replacement of submitted drawings

✓ Precautions when applying for cancellation/ replacement

If the status on the NK side is under examination, you can apply for cancellation / replacement. But you may not apply depending on the progress of the examination. In such case, please contact the department in charge.

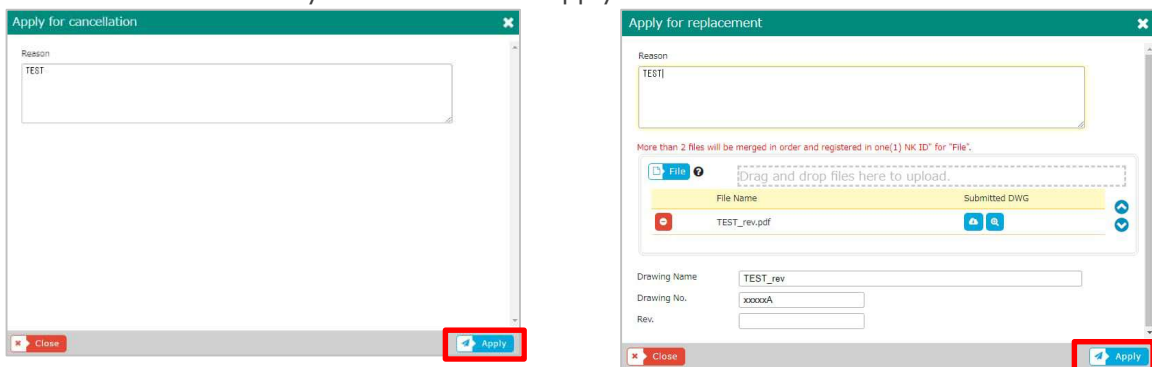
STEP 1 Click on the Drawing Details screen

Click "Cancel " or "Replace" at the bottom right.



STEP 2 Enter the details of cancellation / replacement

Please enter the necessary information and apply.



✓ Note

It will be displayed in the message when the application is approved or rejected.



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 (Scheduled Date / Send Back Date)		Drawing No.	Rev.	Drawing Name
Not yet submitted(2019/05/01)	DRW x x x			DRW x x x
Not yet submitted	DRW x x x			DRW x x x
Send back -Not yet submitted(2019/05/22)	DRW x x x			DRW x x x
Not yet submitted	DRW x x x			DRW x x x

✓ 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. Viewing the status of a drawing

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.

The screenshot shows the 'HOME' screen of the ClassNK PASS system. The 'Message' section contains a list of messages. A red callout box highlights a message from '2019/05/22 19:09 H Hull Department' stating: '「Draw 1」 has been sent back. Please confirm detail information from Drawing Details.' An inset window shows the 'Drawing Details' screen for 'Plan Information', displaying fields for 'Drawing No.', 'Drawing Name', 'NK Addressee', and 'File Name'.

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.

The screenshot shows the 'Not yet submitted' section of the ClassNK PASS system. The 'Not yet submitted' button is highlighted with a red dashed box. Below it is a table of drawings:

Status (Scheduled Date / Send Back Date)	Drawing No.	Rev.	Drawing Name
Not yet submitted(2019/05/01)	DRW x x x		DRW x x x
Kind of Exam. Plan Approval	Category New building ship		KAJI SHIP 1000
NK Addressee H:Hull Department	File Name		KAJI SHIP 2000
Not yet submitted	DRW x x x		DRW x x x
Kind of Exam. Plan Approval	Category New building ship		KAJI SHIP 1000
NK Addressee H:Hull Department	File Name pdf_0001.pdf		pdf_0002.pdf
Send back -Not yet submitted(2019/05/22)	DRW x x x		DRW x x x
Kind of Exam. Plan Approval	Category New building ship		KAJI SHIP 1000
NK Addressee H:Hull Department	File Name P D F 3 .pdf		KAJI SHIP 2000
Not yet submitted	DRW x x x		DRW x x x
Kind of Exam. Plan Approval	Category New building ship		KAJI SHIP 1000

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.

The screenshot shows the 'Search Drawing' interface. The 'NK Status' dropdown menu is set to 'Send back -Not yet submitted'. The 'Search' button is located at the bottom right of the search criteria area.

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

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
<input type="checkbox"/>	Plan Approval	Draw 1	Draw 1	KAIJI SHIP 1 000	Not yet submitted			Hull Department		Send back -Not yet submitted				---



The screenshot shows the 'Drawing Details' screen for 'Plan Approval'. The 'Status' dropdown menu is set to 'Send back -Not yet submitted'. A notification bubble 'Message from NK : 1' is visible in the top right corner.

✓ 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(Shipyard of Original Drawing for Reuse)/Hull No. (Hull No. of Original Drawing for Reuse).
- ⑫ Enter a condition for searching by NKID.
- ⑬ Enter a condition for searching by NK's department or office in charge of examination.
- ~~⑭ Enter a condition for searching by NK status (status of examination).~~
- ~~⑮ Enter a condition for searching by requested return date.~~
- ~~⑯ Enter a condition for searching by date of return from NK.~~
- ~~⑰ Enter a condition for searching by status of comments.~~
- ~~⑱ Enter a condition for searching by type of revision drawing.~~
- ~~⑲ Enter a condition for searching by kind of examination.~~
- ⑳: Enter a condition for searching by classification group.
For classification groups, refer to [Specifying a classification group from a list of classification groups](#).
- ㉑ Enter a condition for searching by Ship Name/Class No.
- ㉒ 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.

The screenshot shows the 'Search Drawing' interface. At the top, there are navigation links: 'Back to home', 'New Registration', 'Not yet submitted', 'Search Drawing', and 'My Data'. Below this, there are several tabs: 'Advanced Search', 'Countermeasure Sheet', 'Comment List (Excel)', 'Drawing List (Excel)', 'Download Notice of Status', and 'Download DWG'. The 'Drawing List (Excel)' tab is highlighted with a red dashed box. The main area contains various search criteria fields such as Drawing Name, Drawing No., Type, Submission Date, Scheduled Date, Submitter, NK Addressee, Submission Status, Category, Intended for, Shipyard, Shipyard of Original Drawing for Reuse, NK ID, Dept/Office in charge, NK Status, Requested Return Date, Returned Date, Comments, Revision, Kind of Exam., Mng. Group, Ship Name, Class No., Sort Item, Hull No., and Hull No. of Original Drawing for Reuse. A 'Search' button is located at the bottom right, also highlighted with a red dashed box.

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.

The screenshot shows the 'ClassNK PASS' search results screen. At the top, there are navigation links: 'New Registration', 'Not yet submitted', 'Search Drawing', and 'My Data'. Below this, there are several tabs: 'Advanced Search', 'Countermeasure Sheet', 'Comment List (Excel)', 'Drawing List (Excel)', 'Download Notice of Status', and 'Download DWG'. The 'Drawing List (Excel)' tab is highlighted with a red dashed box. Below the tabs, there is a table of search results. The table has columns: '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', and 'Revision'. The first three rows have checkboxes in the 'Kind of Exam.' column. The first two checkboxes are checked. The 'Total' count is 43.

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
<input checked="" type="checkbox"/>	Plan Ap	Draw 1	Draw 1	KAJI SHIP 1000	submitted	2019/04/08	2019/04/08	Hull Departm ent	Hull Departm ent	Not yet re ceived				ORG
<input checked="" type="checkbox"/>	Plan Ap	Draw 2	Draw 2	KAJI SHIP 2000	Submitted	2019/04/08	2019/04/08	Hull Departm ent	Hull Departm ent	Not yet re ceived				---
<input type="checkbox"/>	Plan Ap	Draw 3	Draw 3	KAJI SHIP 3000	Submitted	2019/04/08	2019/04/08	Hull Departm ent	Hull Departm ent	Not yet re ceived				---



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 screenshot shows a dialog prompt with the text: "Do you want to open or save DrwList_20190529105011.xls from sm201209-007?". There are three buttons: 'Open', 'Save', and 'Cancel'.



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

6. Maintaining various settings

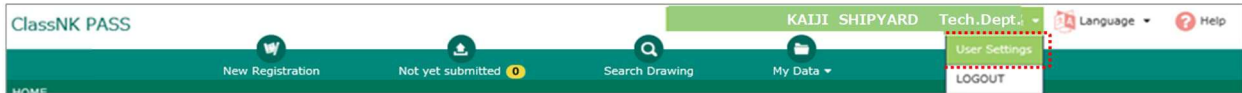
6.1 Changing user settings

✓ 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*.

User Information	
User ID	NK0000H99
Company Name	KAIJI SHIPYARD Tech.Dept.
ZIP Code	2670056
Address	1-8-5, Ohnodai, Midori-ku, Chiba, 267-0056, Japan
Dept. / Section	<input type="text" value="Tech Dept."/>
Person in Charge	<input type="text" value="KAIJI TARO"/>
TEL	<input type="text" value="111-222-333"/>
FAX	<input type="text" value="444-555-666"/>
E-Mail	<input type="text"/>

✓ View function settings.

Function	* If the information need to be changed, please contact Technical and Information Dept.	
Register(send) DWG data	<input checked="" type="radio"/> Allowed	<input type="radio"/> Not Allowed
Upload Drawings	<input checked="" type="radio"/> Allowed	<input type="radio"/> Not Allowed
Not Allowed	<input checked="" type="radio"/> Allowed	<input type="radio"/> Not Allowed



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.

Completion Notification Email -Option Setting- * Email address for receiving PASS notification service can be edited from Address Book in My Data.

Receive an email once a day. Yes No

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

ClassNK PASS KAIJI SHIPYARD Tech.Dept. Help

New Registration Not yet submitted 2 Search Drawing My Data

User Settings

User Information

User ID NK0000H99
Company Name KAIJI SHIPYARD Tech.Dept.
ZIP Code 2670056
Address 1-8-5, Ohnodai, Midori-ku, Chiba,267-0056, Japan
Dept. / Section
Person in Charge KAIJI TARO
TEL 111-222-333
FAX 444-555-666
E-Mail

Function * If the information need to be changed, please contact Technical and Information Dept.

Register(send) DWG data Allowed Not Allowed
Upload Drawings Allowed Not Allowed
Not Allowed Allowed Not Allowed

Completion Notification Email -Option Setting- * Email address for receiving PASS notification service can be edited from Address Book in My Data.

Receive an email once a day. Yes No

Update

✓ Upload Drawings Setting

- ✓ When uploading a drawing, the Drawing No. / Revision No. / Drawing name is automatically entered from the file name according to the selected method.
"Automatic setting of File Name to Drawing Name" is selected as the default method.

Upload Drawings -Option Setting-

Methods of Upload Drawings Automatic Setting of File Name split into Drawing No. and Drawing Name. ?
 Automatic Setting of File Name split into Drawing No., Rev. and Drawing Name. ?
 Automatic Setting of File Name to Drawing Name.
 Automatic Setting of File Name split into Rev. and Drawing Name. ?

6. Maintaining various settings

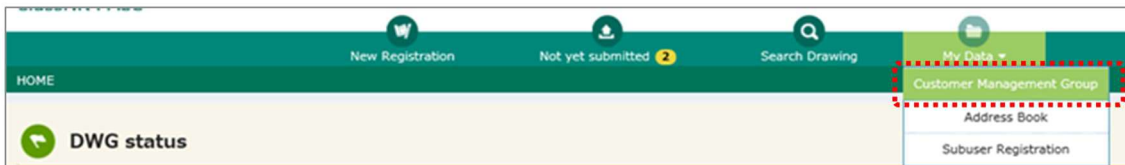
6.2 Editing a classification group

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](#).

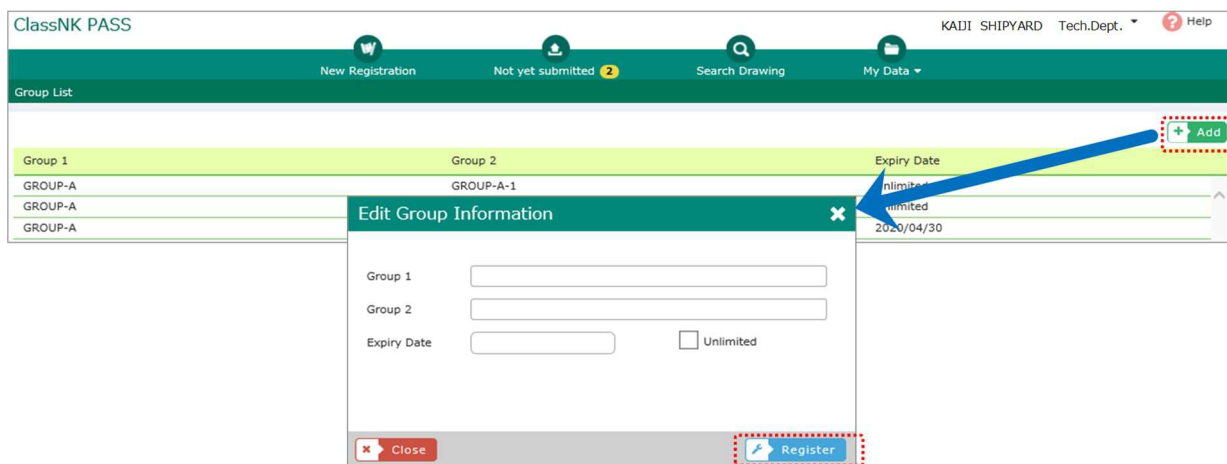
STEP 1 Open a screen for editing classification groups.

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.

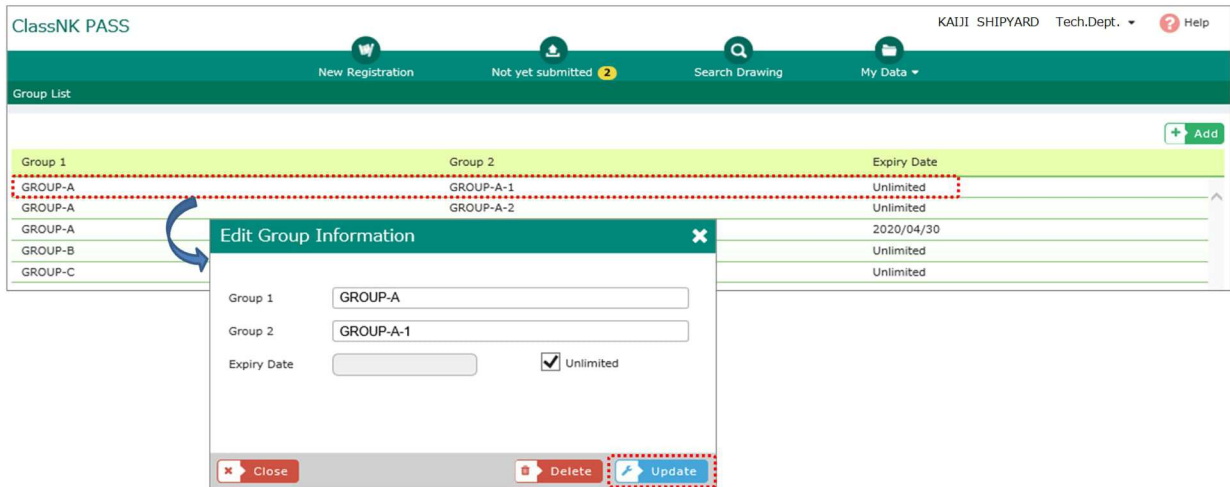
Expiry Date: Enter a date until which the classification groups will remain effective.

[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

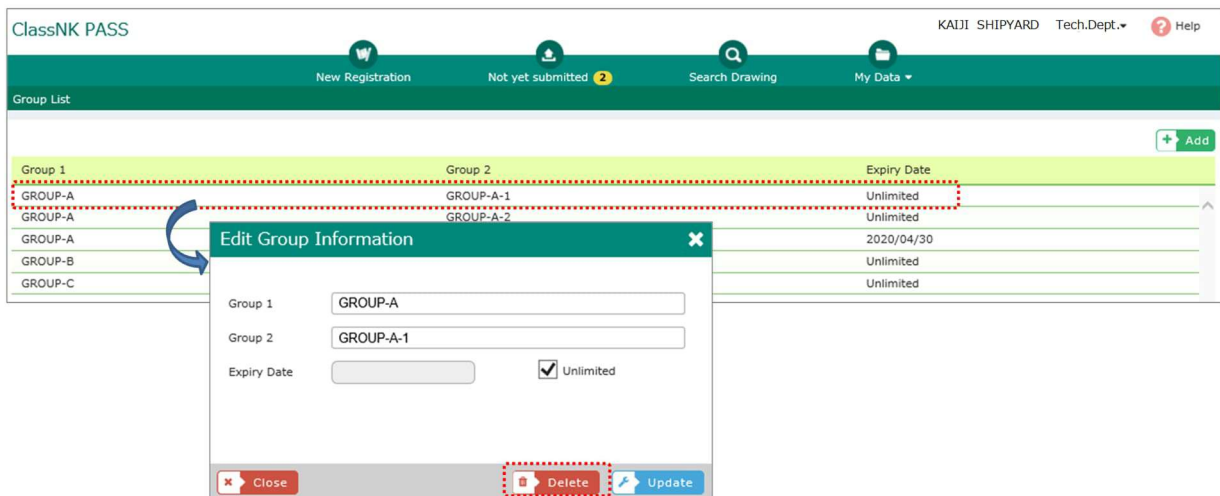
Click on the classification group to be edited and edit its information on the Edit Group Information screen.



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.



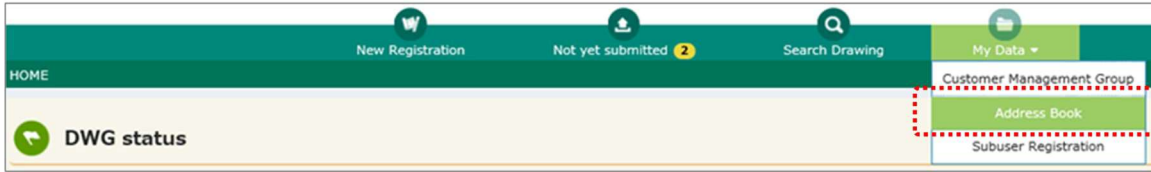
6. Maintaining various settings

6.3 Editing information in the address book

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

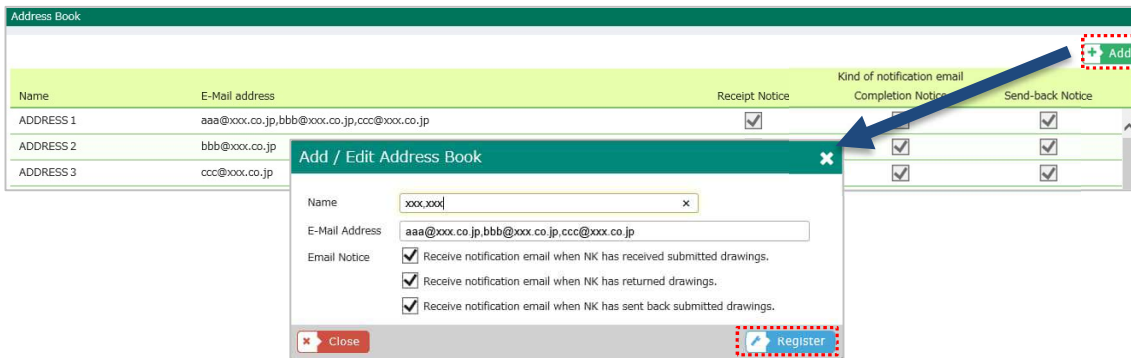
STEP 1 Open the screen for editing an address book

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.

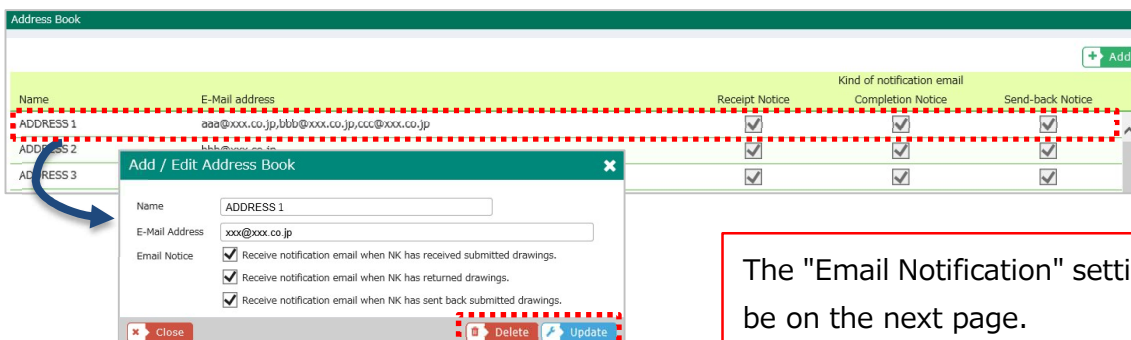
E-Mail Address: Enter the e-mail address to which the notification e-mail will be sent. If you want the notification e-mail to be sent to two or more addresses, enter all the addresses and insert a single-byte comma (,) between them.

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.

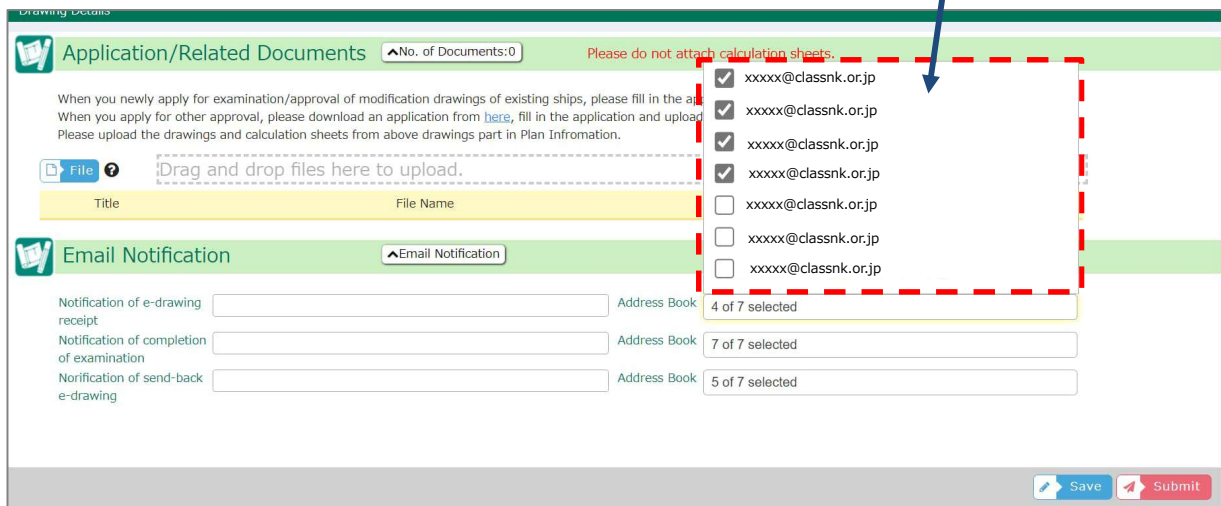
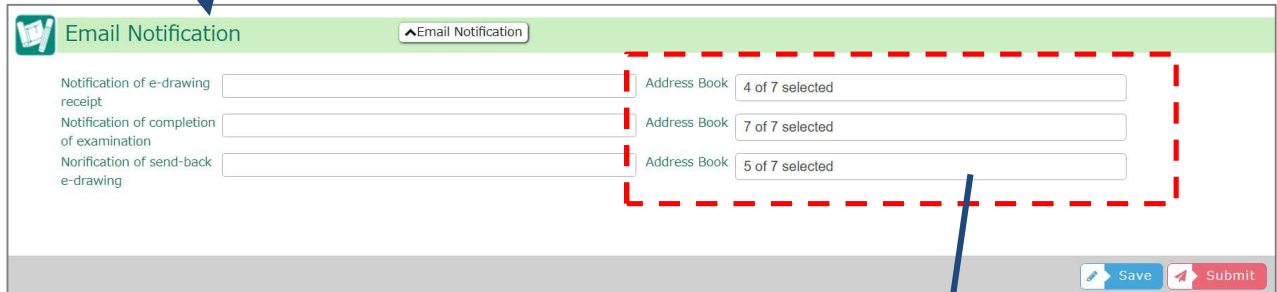
In the case of editing, after the edit, click on the Update button on the Add / Edit Address Book screen. In the case of deletion, click on the Delete button on the Add / Edit Address Book screen.




The word of "Drawings" in this document should be read as all docu

By setting up the "Email Notification" when opening the "New Registration" screen, each notification will be sent to your email.

You can set it optionally for each drawing from the contacts registered in the address book.



 Please note that in addition to adding it to the address book, you also need to provide additional settings here. Otherwise, the email will not be sent.

6. Maintaining various settings

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)

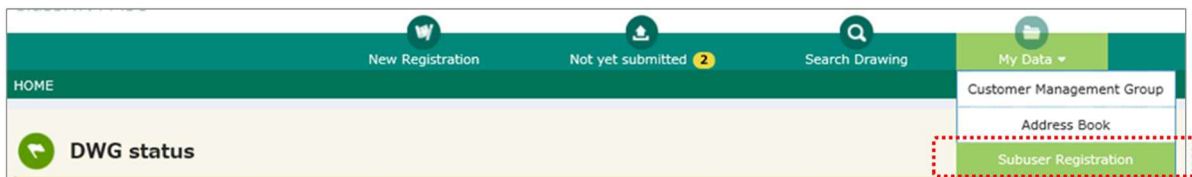
Please use this sub-user registration function at your discretion and responsibility after understanding the “Sub-User Service Provision Policy” described below.

“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.

The screenshot shows the 'Subuser List' screen with a table containing two rows of sub-user information. A red dashed box highlights the '+ Add' button in the top right corner. A blue arrow points from this button to the 'Sub-user Service Policy' dialog box. The dialog contains a policy text and two buttons: 'AGREE' and 'DISAGREE'. A second blue arrow points from the 'AGREE' button to the 'Edit Subuser' form. The 'Edit Subuser' form has several sections: 'Subuser information' (with fields for ID, Expiry Date, Name, Password, and Note), 'Drawing Access Permission' (with radio buttons for 'Allow to access all drawings' and 'Restricted drawings only'), 'Download Permission' (with a table of permissions), and 'Contact information of registrant' (with fields for Company/Department, Person in Charge, E-Mail, TEL, and FAX). Two pop-up windows are also shown: 'Select Drawings' and 'Select Group'. The 'Select Drawings' window has a table with columns for Category, Drawing No., and Drawing Name, and a 'Set' button. The 'Select Group' window has a table with columns for Group 1, Group 2, and Expiry Date, and a 'Set' button. Red dashed boxes highlight the 'Set' buttons in both pop-up windows, with blue arrows pointing to them from the 'Edit Subuser' form.

Enter sub-user information

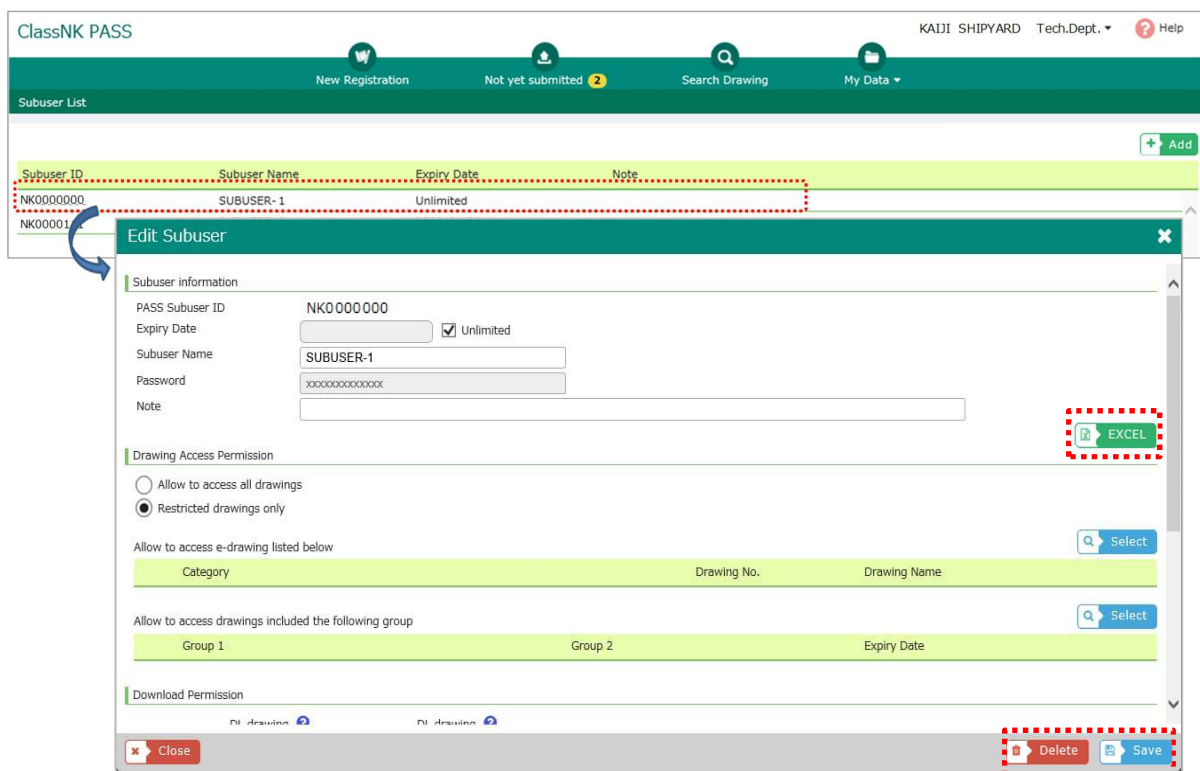
- Expiry Date: Enter the last date on which logging in to PASS as a sub-user is permitted. This field is required.
- Subuser Name: This field is required.
- Password: Enter a string of 8 to 16 characters. This field is required.

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.

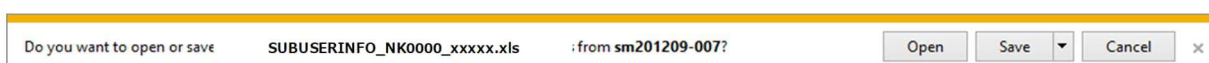


After editing, click on the Save button on the Edit Sub-user screen.

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.



NEW

7. FAQ

7.1 FAQ

No.	Question
1	After logging into the NK-PASS system, we cannot find the approved file / document on NK-PASS system.
	Answer
	<p>Drawings can be searched by Drawing Name, Drawing No., etc. from "Search Drawing".</p> <p>Please refer to "5. Searching for a drawing" of the Operation Manual (Renewable Energy) for searching drawings.</p> <p>If it is returned within 1 week, it is possible to find drawings from "Returned (within 1 week)" filter (Operation manual : 2.2. Using a filter).</p>
No.	Question
2	Is it possible to share drawing information with third parties such as external partner companies?
	Answer
	<p>The NK-PASS system provides the authority of subusers in case users wish to share drawing information with third parties such as external partner companies. The subuser registration can be handled by the user. Please refer to "6.4. Registration sub-users / Editing sub-users setting" of the Operation Manual (Renewable Energy) for subuser registration.</p>
No.	Question
3	After logging into the NK-PASS system, we would like to edit the contents of the "Address Book" in the "My Data" tab (e.g., email addresses).
	Answer
	<p>Please refer to "6.3. Editing information in the address book" of the Operation Manual (Renewable Energy) for editing information in the "Address Book".</p>