

# Notice: ClassNK Digitization of documents on survey/audit

-Application for surveys and audits through “e-Application”-

NIPPON KAIJI KYOKAI (ClassNK)

25 October 2021

© Copyright by NIPPON KAIJI KYOKAI

For class/statutory certificates,

- We have been providing "ClassNK e-Certificate" from 2017 as a service option
- The application for this service has been rapidly increasing as a solution for the new way of working in this new normal society, in addition to the introduction of e-certificate in much of the main flag states.

## January 2022

# Standardization of e-Certificates in principle

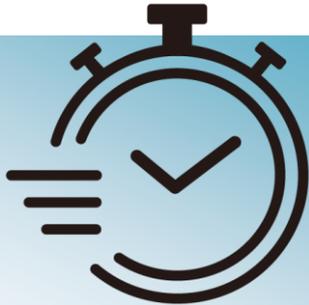
It is expected to start during January 2022

- ✓ ClassNK will expand the digitization of its survey and audit services from 2022
- ✓ Digitization of documents on surveys/audits (certificates and reports, records) in principle
- ✓ Provided in PDF format



January 2022 Standardization of e-Certificates  
in principle

## Good points of electronic certificates/records



### 1. Rapid receipt of necessary documents

- All the documents can be processed and received electronically in no time after the survey/audit
- Documents will become available anytime, anywhere



### 2. Less missing documents and easier document control

- No worries for troubles over the document control such as loss, damage, or unauthorized alteration
- Environment-friendly



### What is e-Certificate?

e-Certificate is a certificate that is issued and provided with Secured Electronic file (PDF). Electronic file itself is the original and hard copies will be considered as a copy. The validity of an electronic certificate can be checked on a dedicated site by entering IMO No. or Tracking ID provided on a certificate.

Also, it can be checked by reading a QR code on a certificate.

Please apply through

”**e-Application**”, online web application service for surveys and audits

Access to ClassNK Web Service Portal



Enter the e-mail address on e-Application



Download the necessary documents from the site



## ① Easy application on-line for surveys/audits

On-line application is available by selecting the target ship from the list of your managing ships on NK-SHIPS.

Because this is in conjunction with survey/audit information on NK-SHIPS, easy application is possible.



## ② Smooth confirmation and change on your application on-line

It's possible to check, change and cancel your application on-line. After your application is completed, your application will be saved in data as well as in an electronic file so it'll make going paperless possible.

Application history can be checked so you can control all the application with one tool.





## 【User registration】

Please register yourself from the link below

<https://www.classnk.or.jp/hp/en/activities/portal/nk-ships.html>

## 【 Application for surveys (audits) 】

Please apply for surveys/audits from e-Application available from the link below

<https://www.classnk.or.jp/hp/en/activities/portal/e-appli.html>



## 【 E-mail registration 】

Please make sure to enter an e-mail address. For details, please refer to user guide.

Note: When traditional paper certificate is requested

If the paper certificate is requested instead of electronic certificate, an extra about 6 USD (per certificate, before tax) will be charged in addition to the usual fee.

If paper certificates are requested, please contact your nearest ClassNK office/branches or ClassNK CLD/SMD.

E-Mail:【Surveys】 [cld@classnk.or.jp](mailto:cld@classnk.or.jp), 【Audits】 [smd@classnk.or.jp](mailto:smd@classnk.or.jp)

# User guide

Step1 User registration (to obtain user ID) \*for the first-time user



Access to the link below

<https://www.classnk.or.jp/hp/en/activities/portal/nk-ships.html>



Fill out the necessary items and send it to tid@classnk.or.jp

Applications and Inquiries

To register as an NK-SHIPS user, complete "Application for NK-SHIPS Internet Service", and send the application to the ClassNK Information Technology Dept.

[Application for NK-SHIPS Internet Service\(PDF\)](#) (89kb)

[Application for NK-SHIPS Internet Service\(Word\)](#) (36kb)

**ClassNK**

To: Nippon Kaiji Kyokai Date: \_\_\_\_\_  
 Attn: Information Technology Department  
 (Fax No.: +81-43-294-6760, E-mail: tid@classnk.or.jp / nkships@classnk.or.jp)

Application for NK-SHIPS Internet Service

I agree the conditions set forth in under-mentioned Terms and Conditions for using NK-SHIPS Internet Service, and hereby apply to use the service.

**Applicant:**  
 Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 \_\_\_\_\_ Country: \_\_\_\_\_  
 Company Representative: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 (Signature) \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Name in Block Capitals \_\_\_\_\_

**Subject Ships:**

Class No. or IMO No.	Name of Ship	Class No. or IMO No.	Name of Ship

Note: Please attach separate sheets, as necessary, when more than ten ships.

[Notice]  
 "E-Application", which is an online application system for class/statutory surveys of ships in service, ISM/ISPS ship audits, MLC shipboard inspections and ISM company audits, and "PrimeShip-PSC Intelligence", which is a support system for an improvement of PSC performance are also available for use when you start using NK-SHIPS.

## Step2

## Access e-Application

03

Access ClassNK Web Service Portal  
<https://portal.classnk.or.jp/portal/index.jsp>

04

Enter ID, PW obtained at Step1  
and image authentication and log in

**ClassNK** Web Service  
NIPPON KAIJI KYOKAI

User ID

Password

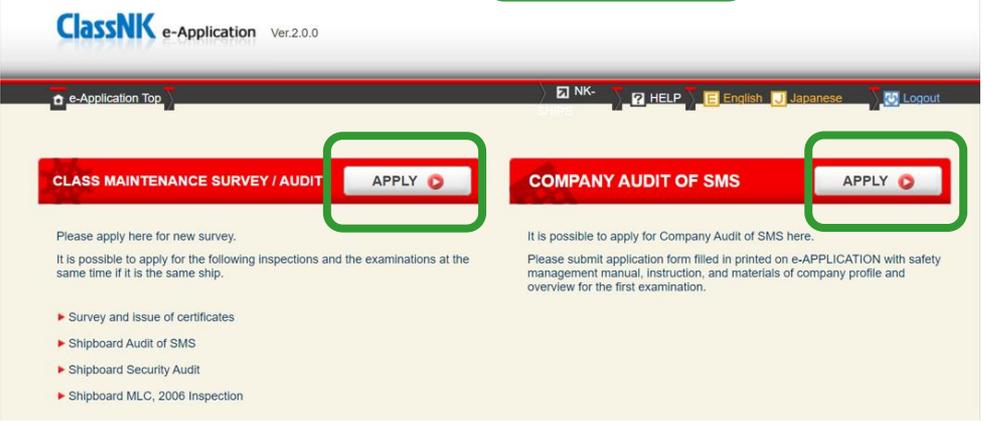
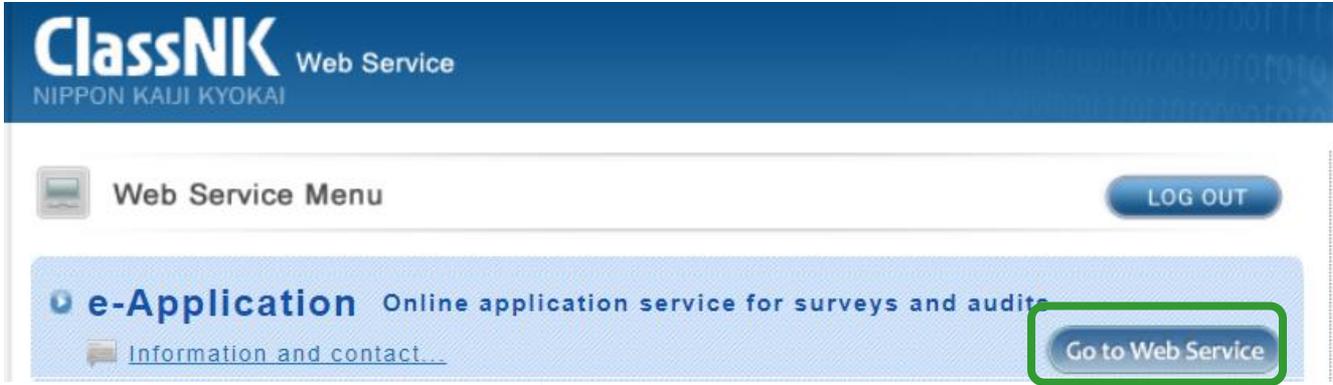
Image Authentication  Input the above characters **(Required)**

Input by software keyboard

## Step2 Access e-Application



### 05 Access e-Application



## Step3

Apply for surveys/audits through e-Application and register e-mail address

Continued from Step2



Choose class survey/audit or ISM company audit

=In case of a class survey/audit=

**CLASS MAINTENANCE SURVEY / AUDIT** **APPLY**

Please apply here for new survey.  
It is possible to apply for the following inspections and the examinations at the same time if it is the same ship.

- ▶ Survey and issue of certificates
- ▶ Shipboard Audit of SMS
- ▶ Shipboard Security Audit
- ▶ Shipboard MLC, 2006 Inspection

**COMPANY AUDIT OF SMS** **APPLY**

It is possible to apply for Company Audit of SMS here.  
Please submit application form filled in printed on e-APPLICATION with safety management manual, instruction, and materials of company profile and overview for the first examination.

## Step3

Apply for surveys/audits through e-Application and register e-mail address

Continued from Step2



Fill out the necessary data and enter an e-mail address

= In case of a class survey/audit =

**ClassNK** e-Application

**Person in Chage(Applicant)**

▶ Name \*

▶ e-Mail \*

▶ Dept. / Section

▶ Tel

▶ Mobile

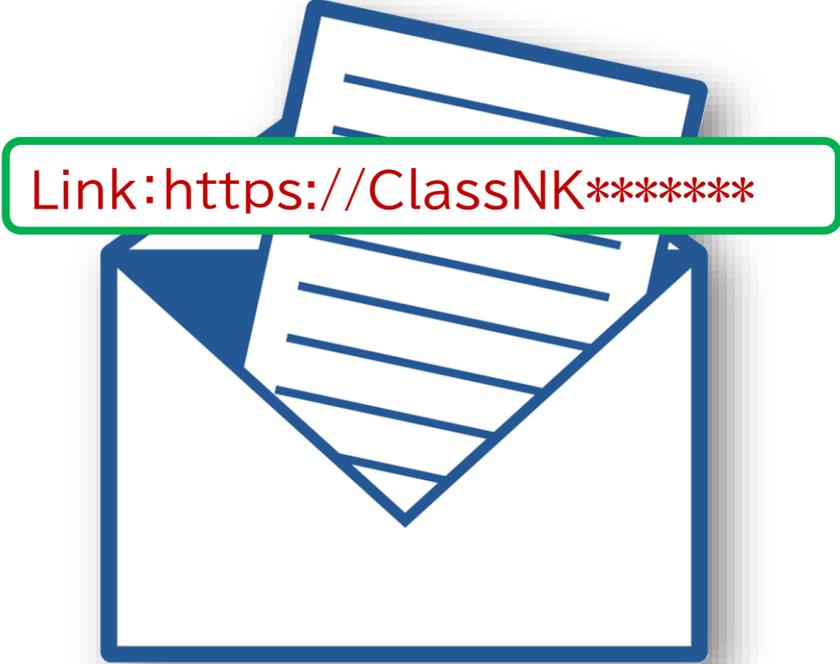
Set Close

## Step4

Download certificates and records from the site

08

After completion of survey/audits, the link where you can download certificates and records from will be sent to the e-mail address entered in Step3



Link:[https://ClassNK\\*\\*\\*\\*\\*](https://ClassNK*****)

## Step4

## Download certificates and records from the site

09

Click the link and download the data

**ClassNK**
Survey record and Certificates

IMO No.	Class No.	Ship's name
9738806	153443	DOUBLE DELIGHT

**Survey record / Certificates updated for the following item is available here.**

Attention:  
The files listed below are current at the time of upload and may not be up to date.  
Please visit to [NK-SHIPS](#) for the latest survey records and certificates.

Download deadline: 10 June 2021

Survey Record No. 21TK0001, Issued on 25 May 2021 at Tokyo
Download

<input type="checkbox"/> Name	Size(MB)	Status	Date of Upload
<input type="checkbox"/> <a href="#">Survey Record</a>	1.20	Revised	27 May 2021
<input checked="" type="checkbox"/> <a href="#">Condition Evaluation Report &amp; Executive Hull Summary</a>	0.50	Issued	25 May 2021
<input checked="" type="checkbox"/> <a href="#">Load Line (LL)</a>	0.50	Endorsed	25 May 2021
<input checked="" type="checkbox"/> <a href="#">Safety Construction (SC)</a>	0.50	Endorsed	25 May 2021
<input type="checkbox"/> <a href="#">Safety Equipment Certificate (SE)</a>	0.60	Endorsed	25 May 2021
<input type="checkbox"/> <a href="#">Safety Radio Certificate (SR)</a>	0.50	Issued	25 May 2021
<input type="checkbox"/> <a href="#">Document of Authorization for the Carriage of Bulk Grain</a>	0.50	Issued	25 May 2021

- ◆ Electronic class/statutory certificates, their associated records and invoices will be our standard service from 2022.
- ◆ As for information security, our Information System section which will acquire certification of ISMS(ISO27001) ensures the "confidentiality", "Integrity" and "Availability".



A person wearing a white lab coat is sitting at a desk. Their hands are on a laptop keyboard. There are several sheets of paper and a rolled-up document on the desk. The background is a plain wall.

**THANK YOU**