

ClassNK e-Certificate User Manual

Ver. 3.0



1. Prior to use

Registration

- Fill out the application and submit it to nkecert@classnk.or.jp. The format is available from the [ClassNK website](#).
- Up to three email addresses may be registered to receive a notification of renewal of e-Certificate.

Applicable ships / certificates

- This service is applied to ships whose flag states authorize to issue e-Certificates. The authorized flag administrations are shown on the [ClassNK website](#).
- Applicable: Classification certificate, Installation certificate and Statutory certificates (LL, SOLAS, MARPOL, AFS, BWM, ISM, ISPS, MLC etc.)
Not Applicable: Certificates issued by flag states, Panama Canal/Suez Canal tonnage certificates, attestations etc.

Timing of service application

e-Certificates are applied to each certificate issued from the completion date of registration at the occasion of following cases:

1. After completion of initial surveys/audits or renewal surveys/audits
 2. When existing paper certificates are rewritten due to changes of descriptions.
- Regardless of the above, e-Certificates may be issued with charge as requested. For details, please contact us.

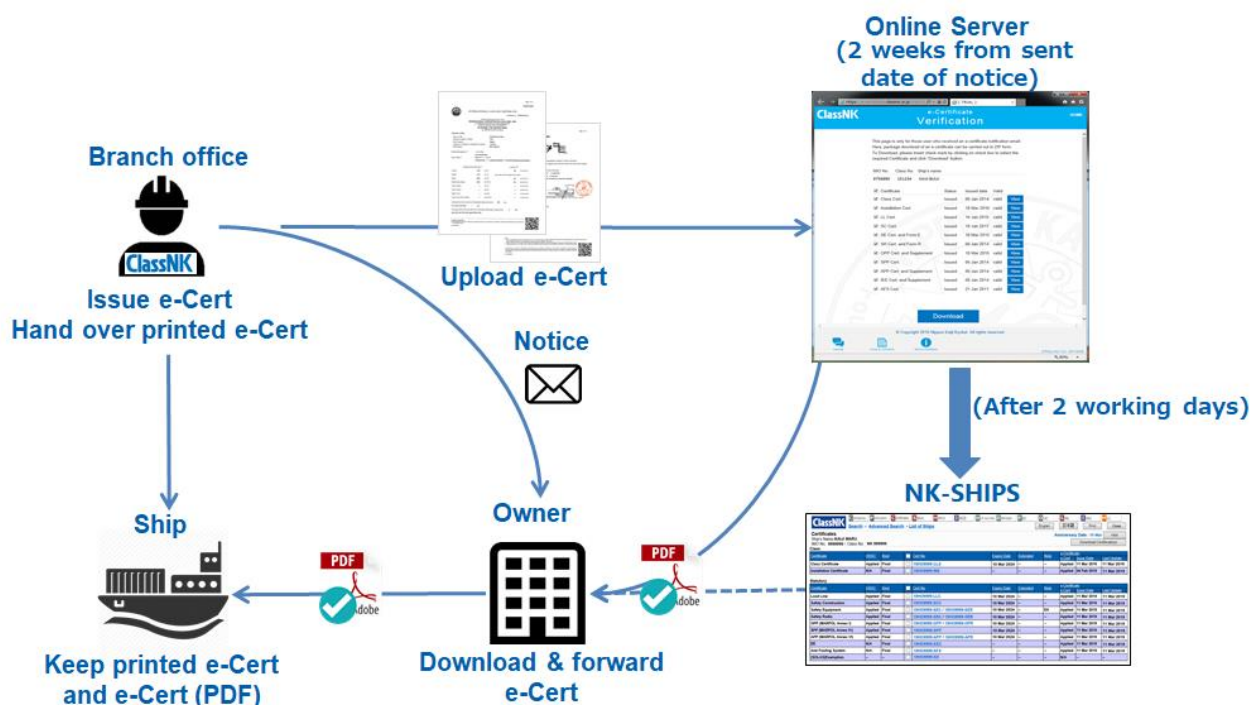
Cancellation

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

- Change of vessel's flag to flag state which is not authorized to issue e-Certificates
 - Change of management company
- (To continue using the service, re-registration is necessary from a new management company.)

2. Issuance of e-Certificates

- After completion of the surveys/audits, attending ClassNK surveyors/auditors will issue e-Certificates and hand over printed e-Certificates (hereinafter called printed version of e-Certificates) to a ship.
- The e-Certificates shall be downloaded from the notification of renewal of e-Certificate or NK-SHIPS and kept them onboard.
- Please keep the printed version of e-Certificates* onboard. Attending ClassNK surveyors/auditors will make his/her endorsement on the printed version of e-Certificates after completion of periodical surveys/audits. (*Color printing is recommended.)



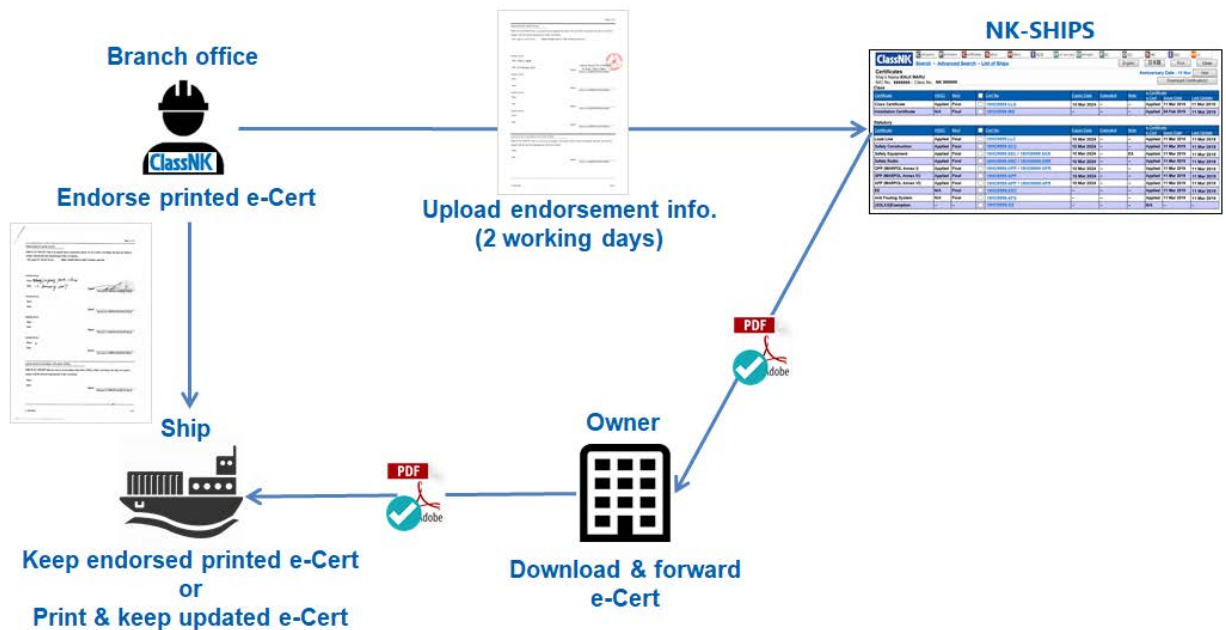
Storage of Declaration Letter and Flag state's authorization letter

For explanation to Port Authority, PSCO and other third parties, the Declaration letter is available. In addition, some flag states issued an authorization letter of using e-Certificates.


Please also download the Declaration letter and authorization letter which are available from the [ClassNK website](#) and keep them onboard with printed version of e-Certificates.

3. Endorsement of e-Certificates

- After completion of periodical surveys/audits, attending ClassNK surveyor will make his/her endorsement on the printed version of e-Certificates. After that, the endorsement information will be updated to the endorsement page of e-Certificates on the online server.
- The updated e-Certificates shall be downloaded from NK-SHIPS and kept them onboard. Please keep the endorsed printed version of e-Certificates on board, or print out a new copy of the e-Certificates after the endorsement page has been updated.



Sample of endorsement information added to e-Certificates

<p><i>Endorsement for Annual and Periodical surveys</i></p> <p>THIS IS TO CERTIFY that, at a survey required by regulation I/8 of the Convention, the ship was found to comply with the relevant requirements of the Convention.</p> <p><i>Due range for Annual survey</i> : within 3 months before or after 23 September, each year.</p> <p><i>Due range for Periodical survey</i> : within 3 months before or after 23 September, 2019 or 2020.</p>	
<p>Annual survey: Place: Toyohashi, Japan Date: 24 September 2018</p>	<p>Signed: <u>N. Kaiji</u> Surveyor to NIPPON KAIJI KYOKAI</p> 

4. Downloading e-Certificates

E-Certificates can be downloaded from the notification of renewal of e-Certificates or NK-SHIPS.

1. Notification of renewal of e-Certificates

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

Notification of update e-Certificates MV "KAIJI BULK" IMO No.9999999
e-certificate@classnk.or.jp

To: NK Lines Co., Ltd.

Thank you for using our electronic certificates service "ClassNK e-Certificate".
We updated e-Certificates for subject vessel on **1 March 2018(JST)**. Please download them via the following URL.
弊会の「電子証書発行サービス(ClassNK e-Certificate)」をご利用頂きありがとうございます。
標記船の電子証書を **2018年3月1日(JST)**にアップデートしましたので、下記 URL よりダウンロード頂きますようお願いいたします。

e-Certificate download URL:
<https://e-certificate.classnk.or.jp/verification.aspx?imo=9999999&tid=1234512345123451234512345&list=1>

Remarks/備考:
1. e-Certificates are available via above URL. The above URL is valid up to 2 weeks. After the period, e-Certificates are available via NK-SHIPS.
電子証書のダウンロードは、上記 URL よりご利用頂けます。なお、上記 URL は最大 2 週間有効です。それ以降は NK-SHIP より電子証書をダウンロード頂けます。
2. Any relevant communication costs (including the cost of downloading electronic certificates and access to the verification site), communication devices, printers and printing costs etc. are to be borne by user.
本サービスのご利用にかかる通信費（電子証書のダウンロードおよび有効性確認のために発生する通信費を含む）、および、通信・印刷機器、印刷費用等は、お客様のご負担となります。
3. Please do not reply directly to this email. For any inquiries, please contact nkecert@classnk.or.jp / Tel:+81-43-294-5784
こちらのメールアドレスは送信専用です。お問い合わせは nkecert@classnk.or.jp / Tel:+81-43-294-5784 までご連絡をお願いいたします。

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Download page of e-Certificates

ClassNK e-Certificate Verification HOME

IMO No.	Class No.	Ship's name					
9999999	190999	KAIJI BULK					
<input type="checkbox"/>	Certificate	Status	Issued date	Valid	View		
<input type="checkbox"/>	Class Cert.	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	LL	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	SC	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	SE	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	Form E	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	SR	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	Form R	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	SX (Exemption)	Issued	16 Feb 2019	valid	Image	PDF	
<input type="checkbox"/>	OPP	Issued	16 Feb 2019	valid	Image	PDF	

2. NK-SHIPS

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

ClassNK Company Particulars **Certificates** Status History IACS Hull survey Damage PSC DOC SMC ISSC MLC

Search > Advanced Search > List of Ships

English 日本語 Print Close

List of Ships
Search Condition: CSV File Download ALL Search Hint Total 1 Records

No.	Ship Name	Class No.	IMO No.	Status	Rec.	Flag	Ship Type	ISM Management Company
1	KAIJI MARU	NK 999999	9999999			Panama	BULK CARRIER	--

ClassNK Company Particulars **Certificates** Status History IACS Hull survey Damage PSC DOC SMC ISSC MLC

Search > Advanced Search > List of Ships

English 日本語 Print Close

Certificates
Ship's Name: KAIJI MARU
IMO No. 9999999 / Class No. NK 999999
Anniversary Date : 10 Mar Hint
Download Certificate(s)

Certificate	HSSC	Kind	□	Cert No	Expiry Date	Extended	Note	e-Certificate	e-Cert	Issue Date	Last Update
Class Certificate	Applied	Final	<input type="checkbox"/>	19HO9999-CLS	10 Mar 2024	--	--	Applied	11 Mar 2019	11 Mar 2019	
Installation Certificate	N/A	Final	<input type="checkbox"/>	19HO9999-INS	--	--	--	Applied	04 Feb 2019	11 Mar 2019	

Statutory

Certificate	HSSC	Kind	□	Cert No	Expiry Date	Extended	Note	e-Certificate	e-Cert	Issue Date	Last Update
Load Line	Applied	Final	<input type="checkbox"/>	19HO9999-LLC	10 Mar 2024	--	--	Applied	11 Mar 2019	11 Mar 2019	
Safety Construction	Applied	Final	<input type="checkbox"/>	19HO9999-SCC	10 Mar 2024	--	--	Applied	11 Mar 2019	11 Mar 2019	
Safety Equipment	Applied	Final	<input type="checkbox"/>	19HO9999-SEC / 19HO9999-SER	10 Mar 2024	--	EX	Applied	11 Mar 2019	11 Mar 2019	
Safety Radio	Applied	Final	<input type="checkbox"/>	19HO9999-SRC / 19HO9999-SRR	10 Mar 2024	--	--	Applied	11 Mar 2019	11 Mar 2019	
OPP (MARPOL Annex I)	Applied	Final	<input type="checkbox"/>	19HO9999-OPP / 19HO9999-OPR	10 Mar 2024	--	--	Applied	11 Mar 2019	11 Mar 2019	
SPP (MARPOL Annex IV)	Applied	Final	<input type="checkbox"/>	19HO9999-SPP	10 Mar 2024	--	--	Applied	11 Mar 2019	11 Mar 2019	
APP (MARPOL Annex VI)	Applied	Final	<input type="checkbox"/>	19HO9999-APP / 19HO9999-APR	10 Mar 2024	--	--	Applied	11 Mar 2019	11 Mar 2019	
EE	N/A	Final	<input type="checkbox"/>	19HO9999-EEC	--	--	--	Applied	11 Mar 2019	11 Mar 2019	
Anti Fouling System	N/A	Final	<input type="checkbox"/>	19HO9999-AFS	--	--	--	Applied	11 Mar 2019	11 Mar 2019	
(SOLAS)Exemption.	--	--	<input type="checkbox"/>	19HO9999-SX	--	--	--	N/A	--	--	

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

ClassNK Company Particulars **Certificates** Status History IACS Hull survey Damage PSC DOC SMC ISSC **MLC**

Search > Advanced Search > List of Ships

English 日本語 Print Close

Inspection Status (MLC)
ML0729021
Ship's Name: KAIJI MARU
IMO No. 9999999 / Class No. NK 999999

Outstanding Non-conformity Detail
Items to be verified in the future Detail
Outstanding verification for amendments to DMLC Part II Detail
Background Information Detail

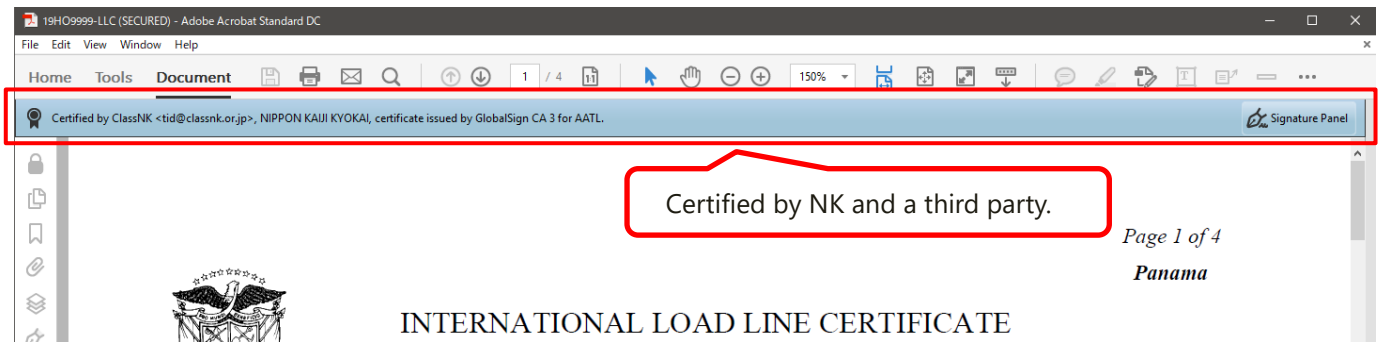
Shipowner
Shipowner's Name
NK Ship Management

MLC
Anniversary Date : 26 May

Date of Initial Inspection	Next Periodical Inspection	Due Date	MLC Cert No	MLC Expiry Date	MLC Issue Date
27 Mar 2017	Renewal	26 Mar 2022	19HO9999-MLC	26 Mar 2022	27 Mar 2017

Digital Signature

- e-Certificates are issued with a digital signature. The digital signature certifies that the electronic file has not been tampered with and prevents falsification.
- To view the digital signature correctly, Adobe Acrobat Reader DC or later is recommended. The digital signature can only be viewed when the PDF file is opened on a PC. It does not appear when the file is opened using a mobile device (smartphone, tablet etc.).



5. How to confirm the validity of e-Certificates

1. Click e-Certificate Verification on ClassNK webpage.

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

The screenshot shows the ClassNK website homepage. At the top, there is a navigation menu with links for HOME, AboutNK, Products & Services, Certification Services, Information Services, and Research. Below the navigation is a banner featuring a globe and the text "ClassNK provides classification and technical services to roughly 20% of the world's commercial fleet." The main content area is divided into several sections: "Search by Topic" with sub-sections "See and Learn", "Find Out", and "Download / Order"; "Web Service Portal Login" and "MyPage Login" buttons; "Quick Links" with a list of links including "Register of Ships", "Rules & Guidance", "Technical Information", "Management Systems", "Certification for Wind Turbine", "Port State Control", "Ballast Water Management Convention", and "e-Certificate Verification" (highlighted with a red box and a red arrow); "Press Release" and "News & Events" sections with recent updates.

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

The screenshot shows the ClassNK e-Certificate Verification page. The page has a blue header with the ClassNK logo and the text "e-Certificate Verification". Below the header, there are two input fields: "IMO Number" and "Tracing ID". The "Tracing ID" field is divided into four separate boxes. Below the input fields is a blue "Verify" button. The background of the page features a large, faint watermark of the ClassNK logo.

*Tracking ID is shown in the bottom of each page of e-Certificate.

The screenshot shows the bottom of the e-Certificate page. It displays the vessel type "LL-88P(LBR)" and the version "06.0". Below this is the URL "https://e-certificate.classnk.or.jp/verification.aspx?imo=9756890&tid=92178-21472-31111-00790". The Tracking ID "92178-21472-31111-00790" is highlighted with a red box and a red arrow. To the right of the URL is a QR code.

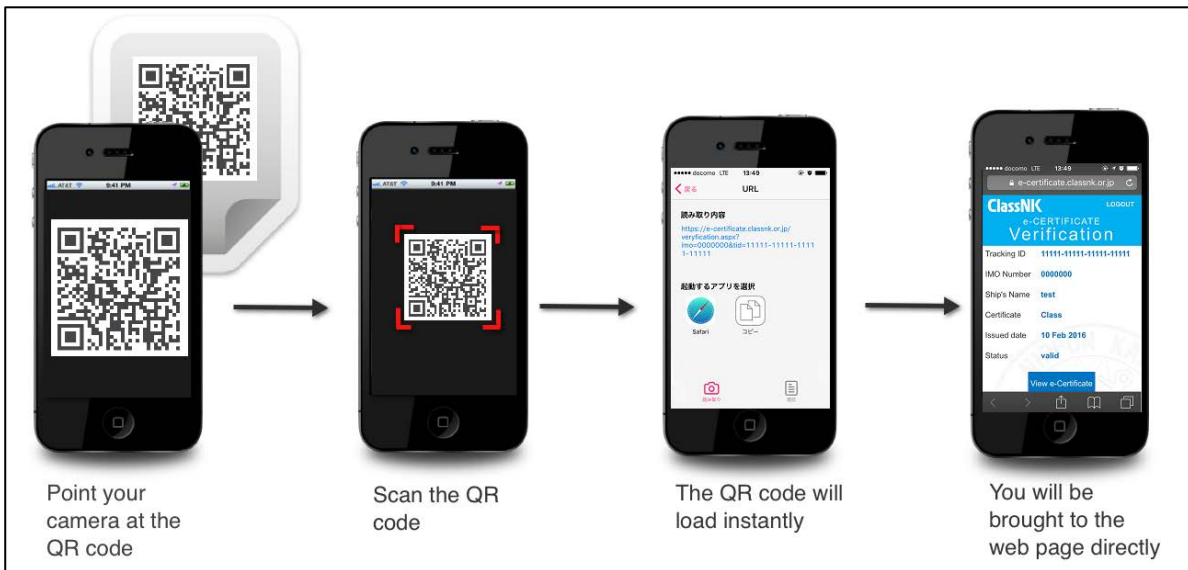
3. VALID is shown if the e-Certificate is valid.

ClassNK e-Certificate Verification	
Tracking ID	92178-21472-31111-00790
IMO Number	9999999
Ship's Name	KAJI BULK
Certificate	LL Cert.
Issued date	11 Mar 2019
Status	VALID

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

Verification by QR Code

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



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

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

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

- for iOS : <https://itunes.apple.com/us/app/official-qr-code-reader-q/id911719423?mt=8>
- for Android™ : <https://play.google.com/store/apps/details?id=com.arara.q&hl=en>

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

6. Contact us

- You may access the Inquiries page by clicking the “Inquiries” button at the bottom of the e-Certificate Verification Site, and submit any inquiries or requests from there.
Please note that we may require some time to respond to certain inquiries and comments.
- If you need immediate assistance, please contact our department in charge as listed below by email or phone.

Email: nkecert@classnk.or.jp

Classification Department (Certification section) : +81-43-294-5784

Ship Management Systems Department (SMC, ISSC, MLC certs.) : +81-3-5226-2173

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