

ClassNK e-Certificate User Manual

Ver. 4.0



1. Prior to use

Registration

- Application is not required to be submitted. The link to the site for viewing/downloading documents will be sent to the e-mail address registered at the application of survey/audit to access the documents immediately after the issuance of certificates.

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, Statutory certificates (LL, SOLAS, MARPOL, AFS, BWM, ITC, ISM, ISPS, MLC etc.), Panama/Suez Canal Tonnage certificates and their calculation sheets

Not Applicable: Certificates issued by flag states, Certificate of particular change, Certificate for approval of postponement, attestations etc.

Timing of service application

e-Certificates are applied to each certificate issued from 30 January 2022 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

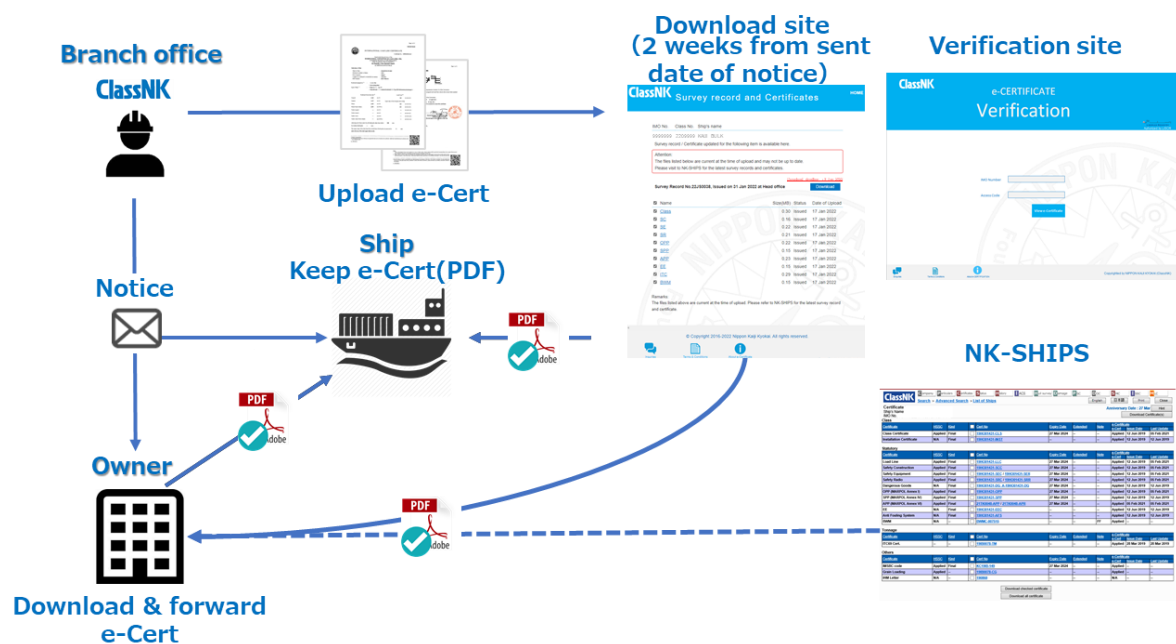
The service registration is automatically cancelled and paper certificates are issued in the following cases:

- Change of vessel's flag to flag state which is not authorized to issue e-Certificates
- When a request for paper certificates is received in advance

2. Issuance of e-Certificates

- After completion of the surveys/audits, attending ClassNK surveyors/auditors will issue e-Certificates and send a "Notification of update of survey documents" containing a hyperlink (URL) to the registered e-mail address. The e-Certificates shall be downloaded via the notification or NK-SHIPS and kept them onboard.
- No need to print e-certificates and keep printed ones onboard.
However, in the following cases, ClassNK branch offices may hand over printed e-Certificates (here in after called printed version of e-Certificate) after completion of surveys/audits upon request.
 - When a e-Certificate (electronic file) cannot be kept on board before leaving the port.
 - When it is necessary to use the purpose of receiving clearance to enter/leave port, and examinations by Port State Control authorities.

In case of printed version of e-Certificate is to be kept on board under the control and responsibility of the ship, we recommend to print them in color.

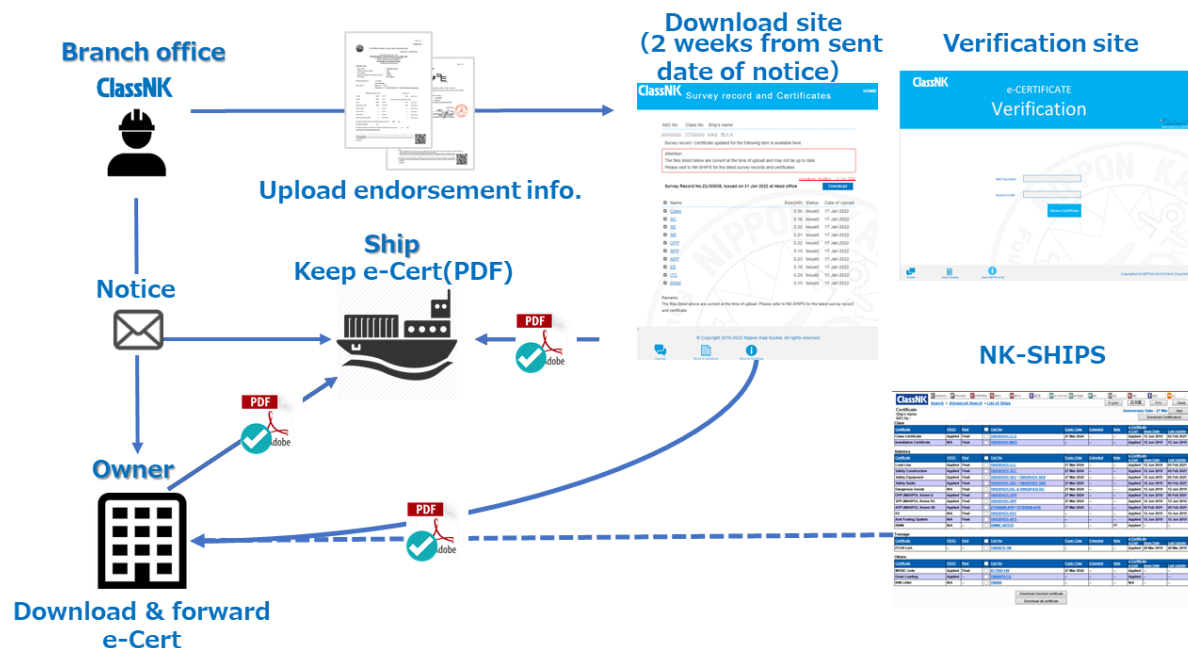


Storage of Declaration Letter

For explanation to Port Authority, PSCO and other third parties, the Declaration letter is available. Please download the Declaration letter which is available from the [ClassNK website](#) and keep it onboard with e-Certificates when necessary.

3. Endorsement of e-Certificates

- After completion of periodical surveys/audits, attending ClassNK surveyor will make his/her endorsement (date of survey, place and name of surveyor, etc.) on the endorsement page of e-Certificates on the online server.
- The updated e-Certificates shall be downloaded from the notification of update of survey documents/NK-SHIPS and kept them onboard.



Sample of endorsement information added to e-Certificates

Endorsement for Annual and Intermediate surveys

THIS IS TO CERTIFY that, at a survey required by regulation I/10 of the Convention, the ship was found to comply with the relevant requirements of the Convention.

Annual survey:

Place: **Kobe, Japan**

Date: **30 January 2022**

Signed:

N. Kaiji

Surveyor to NIPPON KAIJI KYOKAI



4. Downloading e-Certificates

E-Certificates can be downloaded from the notification of update of survey documents or NK-SHIPS.


1. Notification of update of survey documents

When issuance of e-Certificates, the notification of update of survey documents 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.

=====
This is an auto-generated e-mail. Please do not reply to this message.
=====

Dear Sirs,

Regarding the subject vessel, please find the document(s) via the following URL (URL is valid for up to two weeks).

<https://e-certificate.classnk.or.jp/trial/verification.aspx?tid=80751232685091712285&list=2> 

- Certificates (SE)

For any inquiries, please contact the office/department that issued the record/certificates.

Best Regards,

標記船の書類を発行致しましたので、上記 URL よりダウンロード下さいますようお願い致します。なお、上記 URL は最大 2 週間有効です。

こちらのメールアドレスは送信専用です。お問い合わせは書類を発行した支部・事務所・部署までご連絡をお願い致します。

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ClassNK Survey record and Certificates

HOME

IMO No. Class No. Ship's name

9999999 2209999 KAIJI BULK

Survey record / Certificate 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: 14 Feb. 2022

Survey Record No.22JS0038, Issued on 31 Jan 2022 at Head office

[Download](#)

<input checked="" type="checkbox"/> Name	Size(MB)	Status	Date of Upload
<input checked="" type="checkbox"/> Class	0.30	Issued	17 Jan 2022
<input checked="" type="checkbox"/> SC	0.16	Issued	17 Jan 2022
<input checked="" type="checkbox"/> SE	0.22	Issued	17 Jan 2022
<input checked="" type="checkbox"/> SR	0.21	Issued	17 Jan 2022
<input checked="" type="checkbox"/> OPP	0.22	Issued	17 Jan 2022
<input checked="" type="checkbox"/> SPP	0.15	Issued	17 Jan 2022
<input checked="" type="checkbox"/> APP	0.23	Issued	17 Jan 2022
<input checked="" type="checkbox"/> EE	0.15	Issued	17 Jan 2022
<input checked="" type="checkbox"/> ITC	0.29	Issued	17 Jan 2022
<input checked="" type="checkbox"/> BWM	0.15	Issued	17 Jan 2022

Remarks:

The files listed above are current at the time of upload. Please refer to NK-SHIPS for the latest survey record and certificate.

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Inquiries



Terms & Conditions



About e-Certificate

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

CSV File Download ALL Search Hint

List of Ships
Search Condition: 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)

Class

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

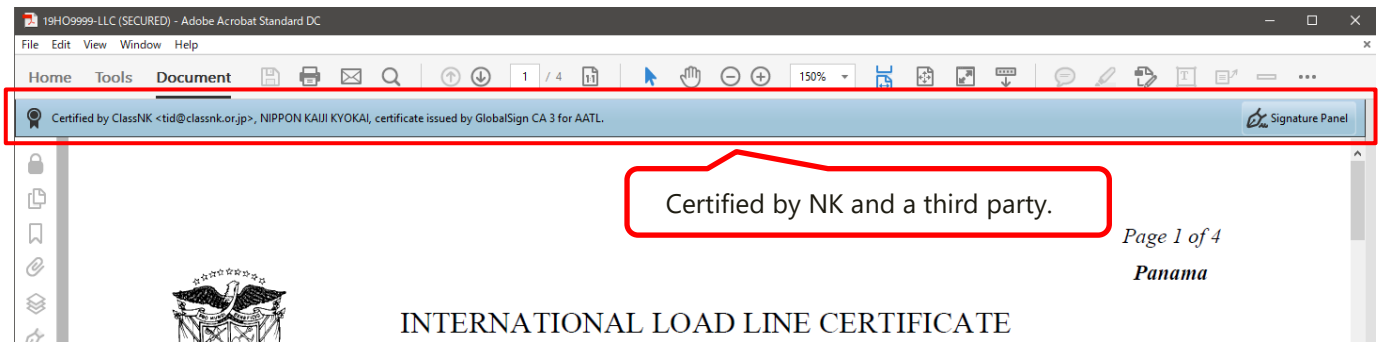
Shipowner
Shipowner's Name
NK Ship Management

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

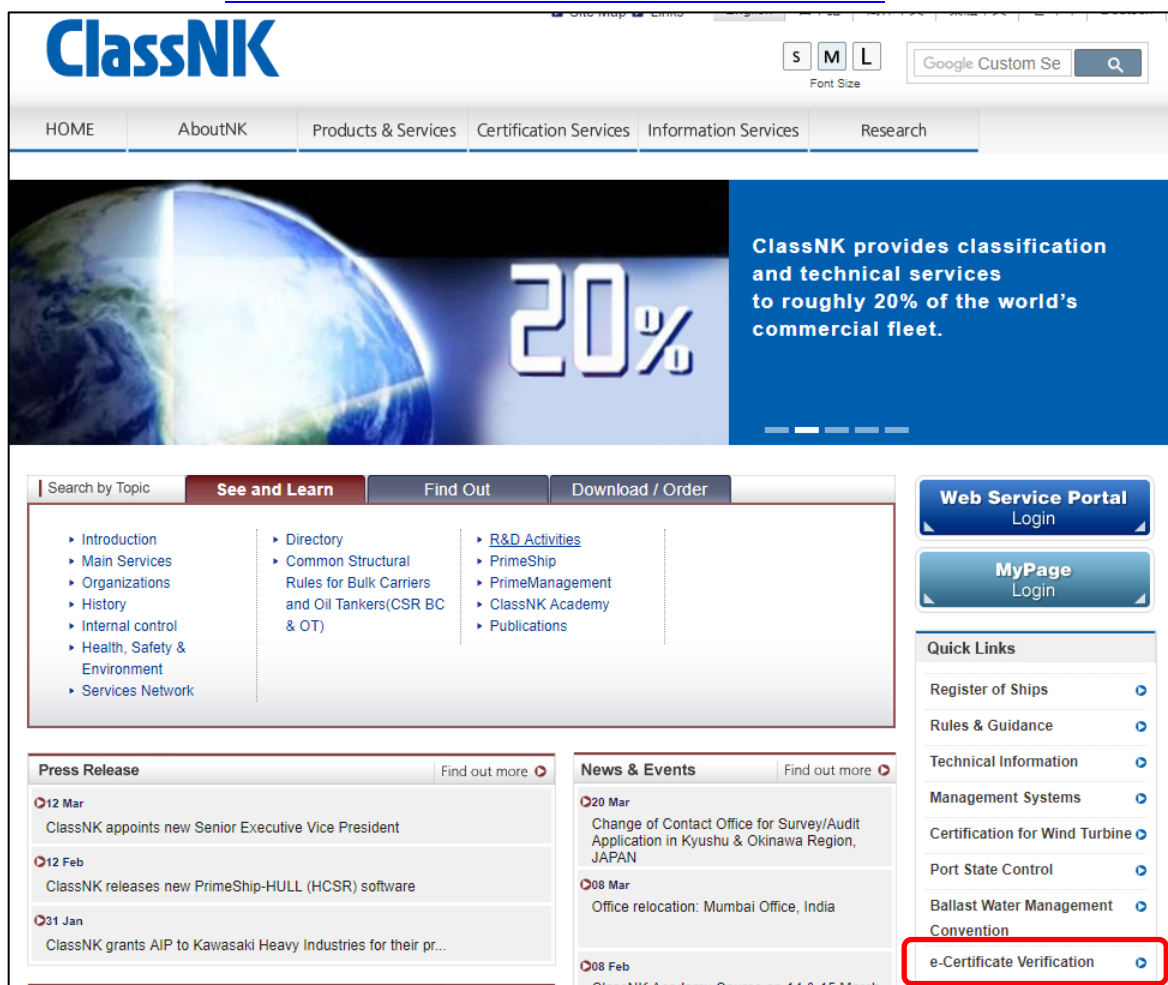
- e-Certificates are issued with a digital signature. The digital signature certifies that the electronic file has not been tampered with and prevents falsification.
- To view the digital signature correctly, Adobe Acrobat Reader DC or later is recommended. The digital signature can only be viewed when 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.

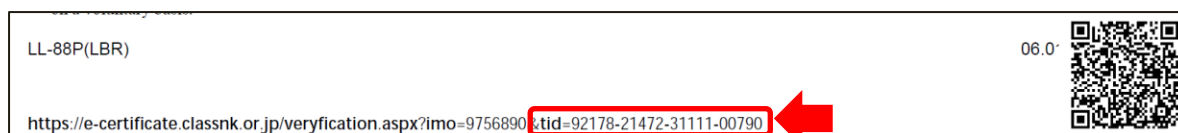
Or access here (<https://e-certificate.classnk.or.jp/CERF00010.aspx>) directly.



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

A screenshot of the ClassNK e-Certificate Verification page. The header is blue with the ClassNK logo and the text 'e-Certificate Verification'. Below the header is a large white area with a faint background image of a ship's hull. In the center, there are two input fields: 'IMO Number' and 'Tracing ID'. The 'Tracing ID' field is divided into four segments by hyphens. Below the input fields is a blue 'Verify' button.

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



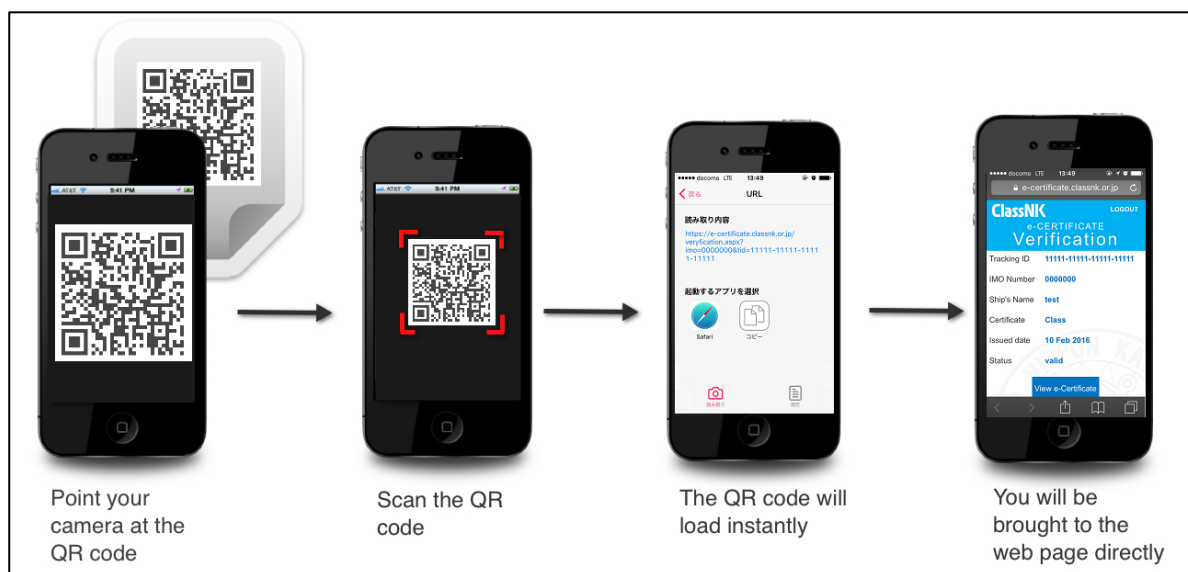
3. VALID is shown if the e-Certificate is valid.

ClassNK e-Certificate Verification	
Tracking ID	92178-21472-31111-00790
IMO Number	9999999
Ship's Name	KAIJI 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) (Class, Statutory certs.) : +81-43-294-6469

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

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