

# ClassNK e-Certificate

## ClassNK e-Certificate Service Operation Manual Ver.2.0

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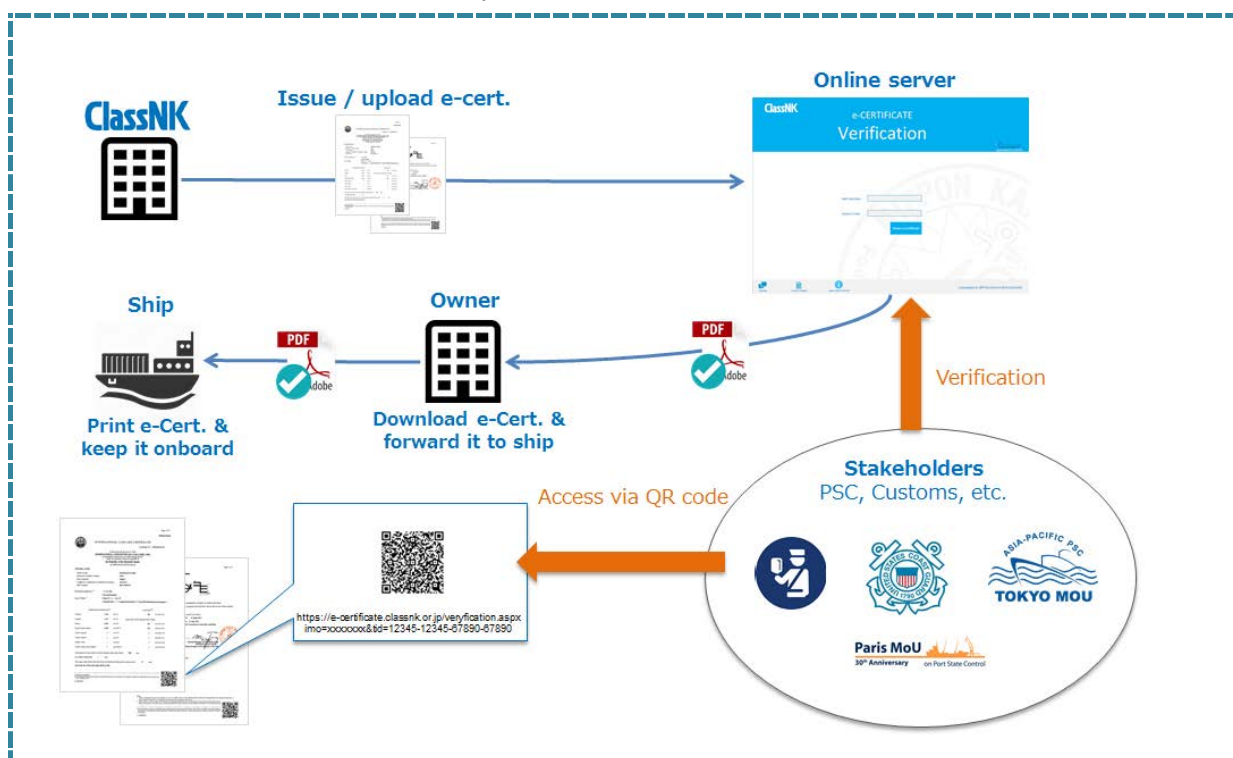
## 1. Overview of service

### 1.1 Overview

Our electronic certificate service “ClassNK e-Certificate” fulfills the following:

- ✓ Compliance with the “Guidelines for the Use of Electronic Certificates” (FAL.5/Circ.39/Rev.2) of IMO Facilitation (FAL) Committee
- ✓ Electronic files (PDF) for each certificate are stored and provided via the online server (→ P.6)
- ✓ Provide e-Certificates (secured PDF File) with the digital signatures authenticated by a third party (→ P.8)
- ✓ Protection from falsification of electronic files (→ P.8)
- ✓ Online verification system for the validity of e-Certificates (e-Certificate Verification Site) (→ P.9)
- ✓ Access to e-Certificate Verification Site by Quick Reference Code (2D barcode) (→ P.10)

#### 1.1 Overview of ClassNK e-Certificate system



### 1.2 e-Certificate issuance applicability

e-Certificate issuance is applicable for the following **Full-term** certificates of NK Class vessels issued by ClassNK’s Classification Department or Safety Management Department.

(Except for certificates issued by flag states or certificates issued by ClassNK branch offices.)

- Certificate of Classification / Installations Registration
- Statutory Certificates (LL, SOLAS, MARPOL and Statutory Certificates issued in accordance with other conventions / code, except for Attestations)

## 2. Service Registration

### 2.1 Registration

To register for ClassNK e-Certificate, please fill in the “Application for ClassNK e-Certificate Service” form and submit it to “nkecert@classnk.or.jp”. The application form is available from the ClassNK homepage in the Class Download / Order section under the ClassNK e-Certificate entry and the “About e-Certificate” page shown on the e-Certificate Verification Site.

### 2.2 Registration of email address for receiving notification

Up to three email addresses may be registered to receive notification of issuance of an e-Certificate (Item 3.1). In the event of any changes in registered addresses, please contact nkecert@classnk.or.jp as soon as possible.

#### 2.2 Sample of application form

一般財団法人 日本海事協会 船級部証書部門 行  
 Nippon Kaiji Kyokai Classification Department Certification Section  
 (Tel: +81-43-294-5784 Email: oldjs@classnk.or.jp)

ClassNK

**Application for ClassNK e-Certificate Service**  
**電子証書発行サービス(ClassNK e-Certificate)利用申込書**

本サービス利用規約及び電子証書発行サービス利用の手引きを承諾の上、以下の船舶に対し「電子証書発行サービス (ClassNK e-Certificate)」の利用を申し込みます。  
 I agree that the conditions set forth in the below mentioned Terms and Conditions and Manual for using ClassNK e-Certificate Service, and hereby apply to use the service.

申込日 Date of Application: <input style="width: 100%;" type="text"/>			
社名 Company Name	NK Lines Co., Ltd.	部署名 Section	Fleet section
連絡先 Contact Address	お名前 Name	N. Kaiji	
	Email	fleet@nklines.co.jp	
NK-SHIPS User ID	AM1242		

Please enter up to three email addresses.

電子証書発行サービス利用希望船舶 / Ships to be applied e-Certificate Service

船級番号 Class No.	船名 Name of Ship	国籍 Flag	通知先 Email アドレス(最 Email address for notification (max. 3)
151234	KAIJI BULK	Liberia	shipmgt@nklines.co.jp
			fleet@nklines.co.jp
			kaijibulk@nklines.or.jp
112345	KAIJI OCEAN	Liberia	shipmgt@nklines.co.jp
			fleet@nklines.co.jp
			kaijiocean@nklines.or.jp
131326	KAIJI PACIFIC	Liberia	shipmgt@nklines.co.jp
			fleet@nklines.co.jp
			kaijipacific@nklines.or.jp

## 2.3 Timing of issuance of e-Certificates

**Please note that e-Certificates are applied to each full-Term certificate issued from the start date of using e-Certificate service issued by Classification Department or Safety Management Department at the occasion of following cases:**

1. After completion of renewal surveys/audits
2. When existing paper certificates require rewriting due to changes in any information contained thereon.

In addition to the above, e-Certificates may be issued for a fee per when requested. Certificates which have no expiry date (e.g., Installation Registration Certificates, International Energy Efficiency Certificates, International Tonnage Certificates, etc.) are issued as e-Certificates when rewriting is required due to changes in any of the information contained thereon.

## 2.4 Cancellation

The service registration is automatically cancelled 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 the new management company.)

If you wish to cancel the service, please contact [nkecert@classnk.or.jp](mailto:nkecert@classnk.or.jp).

### 3. How to obtain e-Certificates

e-Certificates are provided through the online server. You can download electronic files (PDF) for each certificate through the link shown in the Notification of issuance of e-Certificate (Item 3.1) sent from "e-certificate@classnk.or.jp".

#### 3.1 Notification of issuance of e-Certificate

A notification of issuance of e-Certificate containing a hyperlink (URL) to download the e-Certificate is sent from "e-certificate@classnk.or.jp" to the registered email address(es).

##### 3.1 Notification of issuance of e-Certificate (Sample)



Notification of issuance of e-Certificate MV "KAIJI BULK" IMO No.9756890  
e-certificate@classnk.or.jp

To: NK Lines Co., Ltd.

Thank you for using our electronic certificate service "ClassNK e-Certificate".  
The e-Certificate(s) for subject vessel was issued as attached dispatch note. Please download them through the following URL and send them to the ship master.  
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。添付送付状の通り表記船の電子証書を新たに発行いたしましたので、下記 URL よりダウンロードの上、本船に送付頂きますようお願いいたします。

e-Certificate download URL:  
<https://e-certificate.classnk.or.jp/CERF00020.aspx?imo=9336957&tid=12878109629077017222&pkg=1>

Remarks/備考:  
1. e-Certificate is available only through the above URL.  
e-Certificateのダウンロードは、上記 URL からのみご利用頂けます。  
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 inquiry, please contact below addresses respectively.  
こちらのメールアドレスは送信専用です。お問い合わせは以下の連絡先よりお願い致します。

Inquiry of certificate(s) and request for resending the notification:  
証書内容に関するお問い合わせ及び発行通知再送信依頼:  
Classification Department Certification sec. 船級部証書部門  
[nkecert@classnk.or.jp](mailto:nkecert@classnk.or.jp) / Tel:+81-43-294-5784

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Link to download e-Certificates

#### 3.2 Request to resend notification (URL for downloading e-Certificates)

Please contact the following departments in charge by email or by Inquiry form (Item 6) if you lose the notification (Item 3.1) or if you are unsure of any details relating to the URL for downloading e-Certificates. Notification will be resent if necessary.

Classification Department (Certification Section) [nkecert@classnk.or.jp](mailto:nkecert@classnk.or.jp) / Tel: +81-43-294-5784

### 3.3 Downloading e-Certificates

Please access the download page through the URL shown in the Notification of issuance of e-Certificate. You can download each e-Certificate by clicking the "View" button or compressed e-Certificates in ZIP form by inserting check marks in the check boxes for each certificate and clicking the "Download" button.

You may only download e-Certificates when connected to the Internet. It is preferable to download e-Certificates onshore (by Management Company/Owner) first, as each file size totals roughly 150~300KB, and then forward them to a vessel by email etc.

#### 3.3 Download page of e-Certificates

The screenshot displays the 'e-Certificate Verification' page for ship 'KAIJI BULK'. The table lists various certificates with their status and issue dates. A 'Download' button is located at the bottom of the table. Red dashed boxes and callouts provide instructions on how to download the certificates.

IMO No.	Class No.	Ship's name
9756890	151234	KAIJI BULK

<input type="checkbox"/>	Certificate	Status	Issued date	Valid	View
<input type="checkbox"/>	Class Cert.	Endosed	02 Oct 2014	valid	View
<input type="checkbox"/>	Installation Cert.	Issued	24 Jun 2010	valid	View
<input type="checkbox"/>	LL Cert.	Endosed	02 Oct 2014	valid	View
<input type="checkbox"/>	SC Cert.	Endosed	02 Oct 2014	valid	View
<input type="checkbox"/>	SE Cert. and Form E	Issued	19 Jan 2017	valid	View
<input type="checkbox"/>	SR Cert. and Form R	Endosed	02 Oct 2014	valid	View
<input type="checkbox"/>	OPP Cert. and Supplement	Endosed	02 Oct 2014	valid	View
<input type="checkbox"/>	SPP Cert.	Issued	02 Oct 2014	valid	View
<input type="checkbox"/>	APP Cert. and Supplement	Endosed	02 Oct 2014	valid	View
<input type="checkbox"/>	IEE Cert. and Supplement	Issued	02 Oct 2014	valid	View
<input type="checkbox"/>	SMC Cert.	Issued	26 Nov 2012	valid	View
<input type="checkbox"/>	ISSC Cert.	Issued	26 Nov 2012	valid	View
<input type="checkbox"/>	MLC Cert.	Issued	26 Nov 2012	valid	View
<input type="checkbox"/>	Authorization letter				View

1. Click "View"

2. Insert check mark in each check box, and click "Download"

Download

Remarks: please insert check mark by clicking on check boxes and click "Download" button. Certificates. Please see NK-SHIPS or paper certificates kept.

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Ver. 1.0.3 - 2017/8/10

1. Each e-Certificate can be downloaded by clicking the "View" button.
2. Compressed e-Certificates in ZIP form can be downloaded by inserting check marks in each check box for each certificate and clicking "Download".



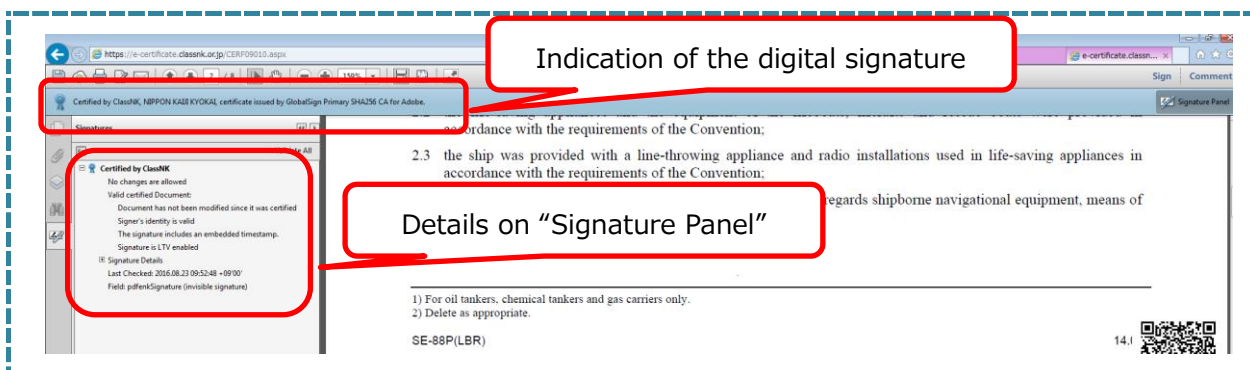
### 3.4 Digital Signature

e-Certificates are issued in an electronic file (PDF) with a digital signature issued by a third party organization (GlobalSign K.K.\*). 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.).

#### 3.4 The digital signature



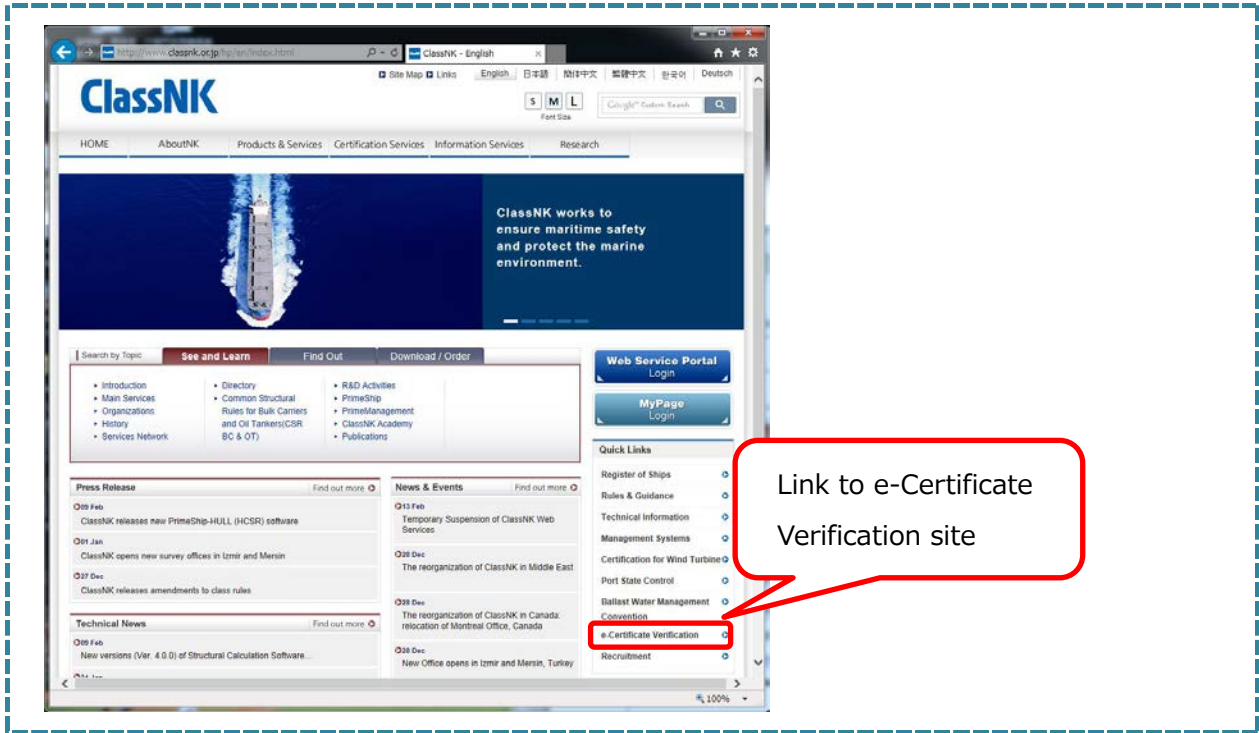
\* GMO GlobalSign K.K. (<https://www.globalsign.com/en/>)



## 4. How to confirm the validity of e-Certificates

The validity of e-Certificate can be confirmed through the e-Certificate Verification Site (URL: <https://e-certificate.classnk.or.jp/CERF00010.aspx>) by using a Tracking ID (hereinafter referred to as "TID") and Quick Reference Code (hereinafter referred to as "QR Code") which appear at the bottom of each page of an e-Certificate.

4. Link to e-Certificate Verification Site (ClassNK Website <http://www.classnk.or.jp/hp/en/index.html>)



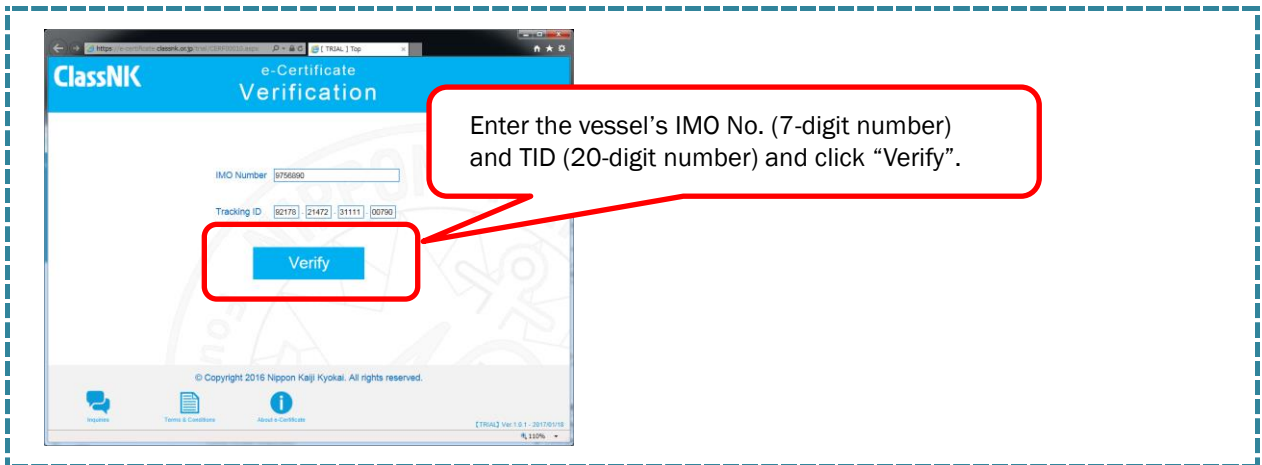
### 4.1 Verification by Tracking ID (TID)

Access e-Certificate Verification Site when connected online, and enter the vessel's **IMO Number (7-digit number)** and **TID (20-digit number)**, then click "Verify".

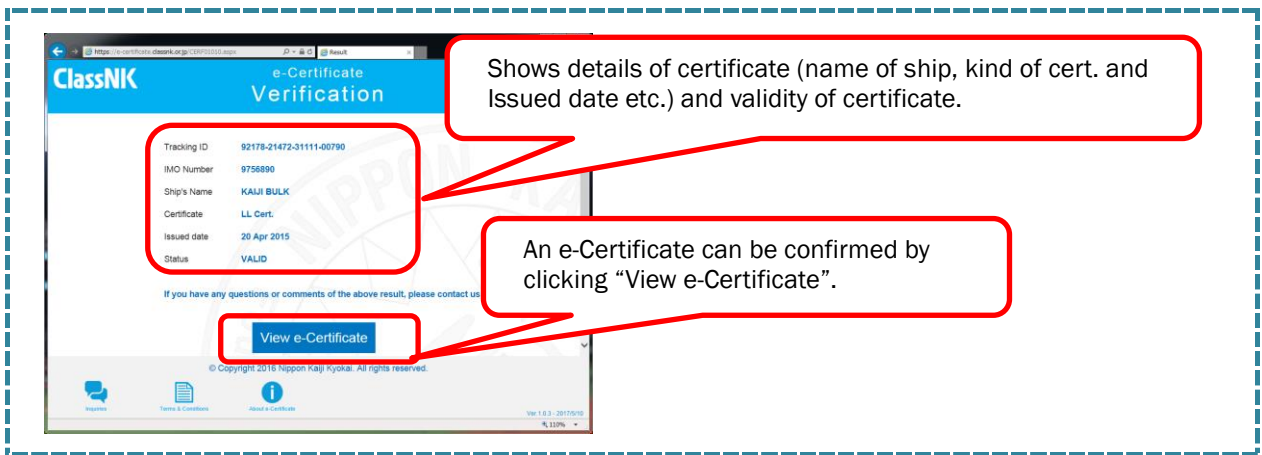
#### 4.1.1 Tracking ID (TID) and QR Code



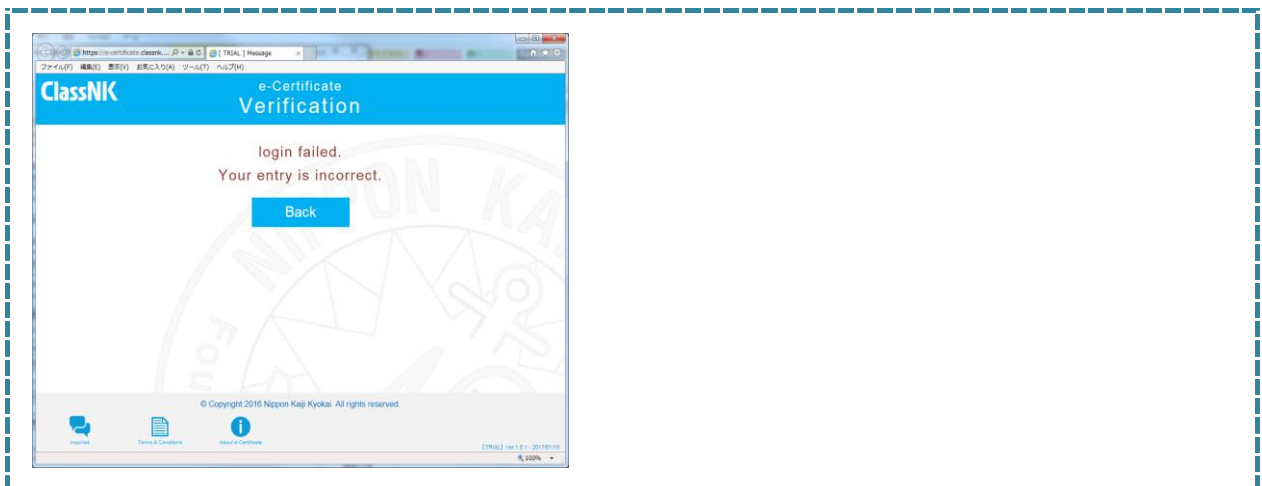
4.1.2 e-Certificate Verification site



4.1.3 Result of the validity of an e-Certificate



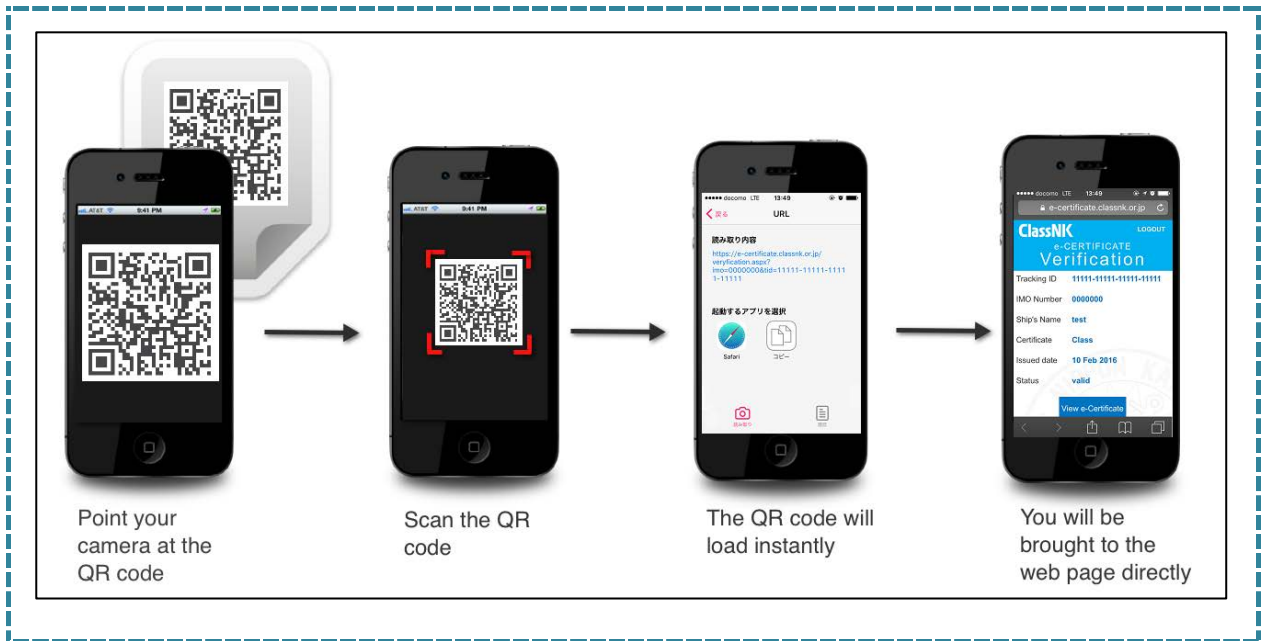
4.1.4 IMO No. or TID Input Error



**4.2 Verification by QR Code**

The e-Certificate Verification Site (Item 4.1) can be accessed directly by scanning the QR Code,<sup>\*1</sup> printed on the bottom right side of the certificate, using a mobile device with an in-built camera, etc.<sup>\*2</sup>

4.2 Access to e-Certificate Verification site by using QR Code



\*1 Click the link below for details about QR Code:

QRCode.com: <http://www.qrcode.com/en/>

\*2 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.

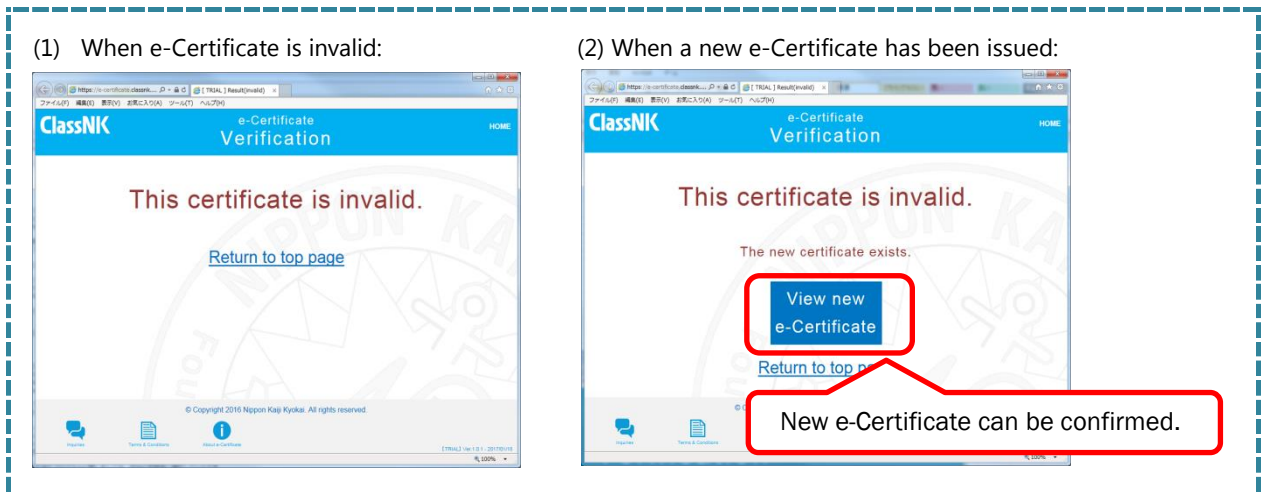
For iOS versions above iOS 11, the QR Code can be scanned by using a default camera application.

- 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.

**4.3 Invalid e-Certificates**

If (1) or (2) is displayed as below, the target e-Certificate is invalid. If you have any queries, please contact the department in charge (Classification Department or Ship Management Systems Department (Item 6)).



**5. Storage / Endorsement / Renewal /Rewriting of e-Certificates**



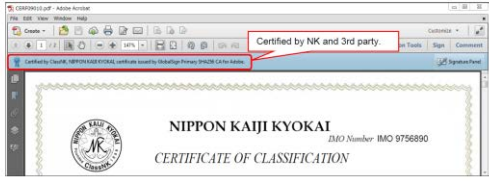
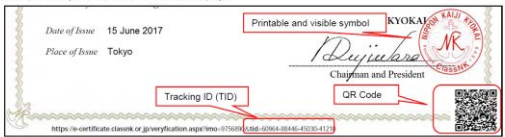

**5.1 Storage of printed version of e-Certificates and Declaration Letter**

Please print out e-Certificates (hereinafter referred to as “printed version of e-Certificates”\*) and keep them on board because our attending surveyor/auditor will make his/her endorsement on a printed version of the e-Certificates after completion of periodical survey/audit.

\*Color printing is recommended.

Please also print out and keep the “Declaration Letter” together with a printed version of the e-Certificates to show to PSCO, Port Authority and other third parties.

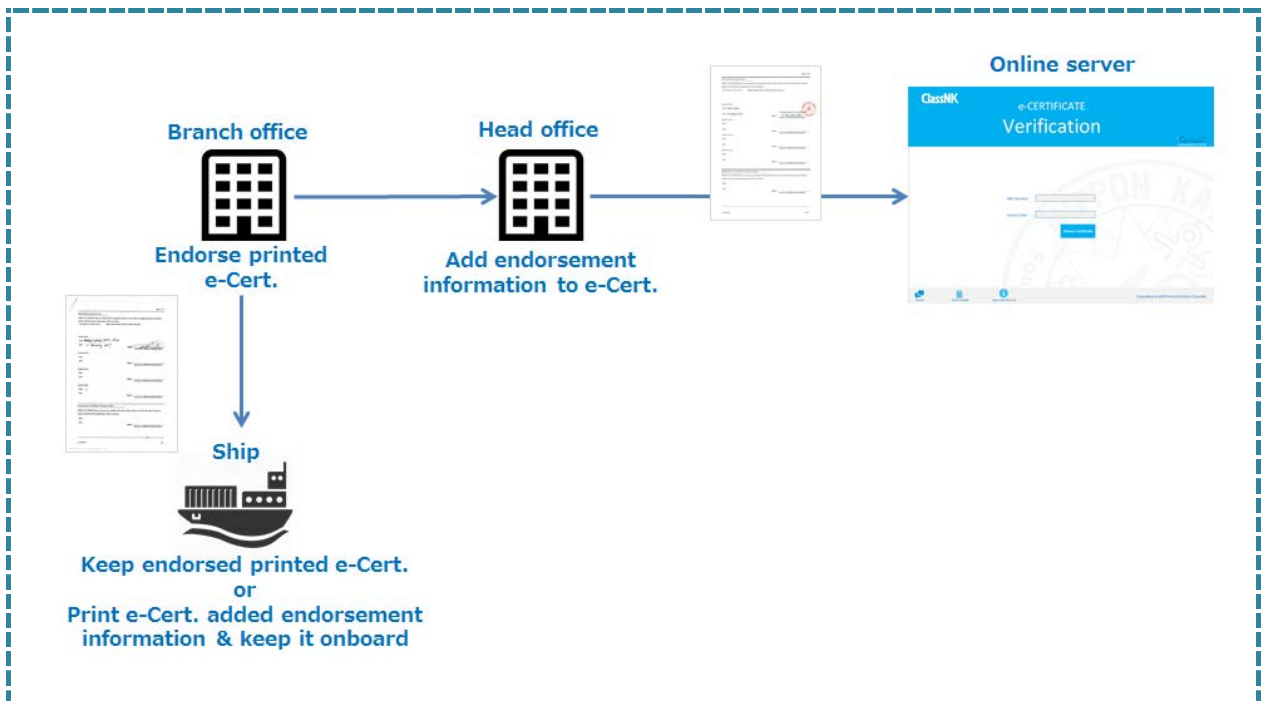
5.1 Sample of Declaration Letter

 <p><b>NIPPON KAIJI KYOKAI</b> Classification Department 1-8-6 Ohnodai, Midori-ku Chiba 267-0255, Japan</p> <p>TEL: +81-43-294-5784 FAX: +81-43-294-5449 E-mail: cdi@classnk.or.jp</p> <p>Ref.: 17JSC12345KK Date: 13 April 2017</p> <p>To Whom it May Concern;</p> <p><b>Electronic Class and Statutory certificates on board issued by ClassNK</b></p> <p>M.V. KAIJI BULK Flag: Liberia IMO Number: IMO 9756890</p> <p>THIS IS TO CERTIFY THAT the above subject vessel is carrying electronic signed classification and statutory certificates issued by NIPPON KAIJI KYOKAI (ClassNK).</p> <p>To reduce the administrative burden on Administrations, Port State Control officials, ship’s crews and other stakeholders caused, amongst other reasons, by reliance on traditional paper certificates, the IMO Facilitation Committee (FAL) approved the issuance of electronic certificates. The IMO FAL Committee approved the <i>Guidelines for the use of electronic certificates</i> (FAL.5/Circ.39/Rev.2) which defines the requirements of electronic certificates that shall be satisfied for using electronic certificate. The main features are as follows:</p> <ul style="list-style-type: none"> <li>- Digital Signature (Clause 4.1.2 and 4.4)</li> <li>- Unique Tracking Number (Clause 4.1.3)</li> <li>- Printable visible symbol (Clause 4.1.4)</li> <li>- Verification of electronic certificate on website (Clause 4.2 and 5)</li> </ul> <p>Our Society issues electronic certificates in compliance with the requirements of the IMO’s Guidelines under the authorized by Flag state. The authorization letter issued by flag is attached.</p> <p style="text-align: right;">               K. Ishibashi              General Manager of Classification Department              NIPPON KAIJI KYOKAI (ClassNK)         </p> <p style="text-align: center;">- 1 -</p>	<p><b>Features of ClassNK e-Certificate</b></p> <ul style="list-style-type: none"> <li> <b>Digital Signature</b>                      The digital signature which is shown at the top of the certificate, certifies that the certificate is protected from any edits, modifications or revisions other than those authorized by ClassNK and an applicable third Party (GMO GlobalSign).                 </li> </ul>  <ul style="list-style-type: none"> <li> <b>Unique Tracking Number (Tracking ID), QR Code and Printable and Visible Symbol</b>                      All electronic certificates have <b>Unique Tracking Numbers (Tracking ID (TID))</b>, <b>QR Code</b> and <b>Printable and visible symbol</b> on the bottom of each page.                 </li> </ul>  <ul style="list-style-type: none"> <li> <b>Verification of electronic certificates on the website</b>                      The validity of electronic certificates can be confirmed on our “e-Certificate Verification Site” (URL <a href="https://e-certificate.classnk.or.jp/CERF00010.aspx">https://e-certificate.classnk.or.jp/CERF00010.aspx</a>) with the ship’s IMO No. and Tracking ID (TID). This site can also be accessed via the Quick Response (QR) Code shown on the bottom of the certificates.                 </li> </ul>  <p style="text-align: center;">- 2 -</p>
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**5.2 Endorsement of e-certificates after completion of Periodical Surveys/Audits**

Attending ClassNK surveyors/auditors will make his/her endorsement on the printed version of e-Certificates after completion of Periodical Surveys/Audits (Item 5.1). After that, the endorsement information (Date of Survey, Place and Name of Surveyor, etc.) will be added to the endorsement page of e-Certificates on the online server to ensure consistency. Please keep the endorsed printed version of e-Certificate on board, or print out a new copy of the e-Certificate after the endorsement page has been updated.

5.2.1 Flowchart of Periodical Surveys/Audits



5.2.2 Sample of endorsement information added to e-Certificates

*Endorsement for annual surveys*

THIS IS TO CERTIFY that, at an annual survey required by article 14(1)(c) of the Convention, the ship was found to comply with the relevant requirements of the *Convention*.

*Due range for Annual Survey:*      **within 3 months before or after 24 March, each year**

Annual survey:  
 Place: Tokyo, Japan  
 Date: 24 February 2016

Signed: N. Kaiji, Tokyo Office  
 Surveyor to NIPPON KAIJI KYOKAI

Survey Record No. 16TK9999

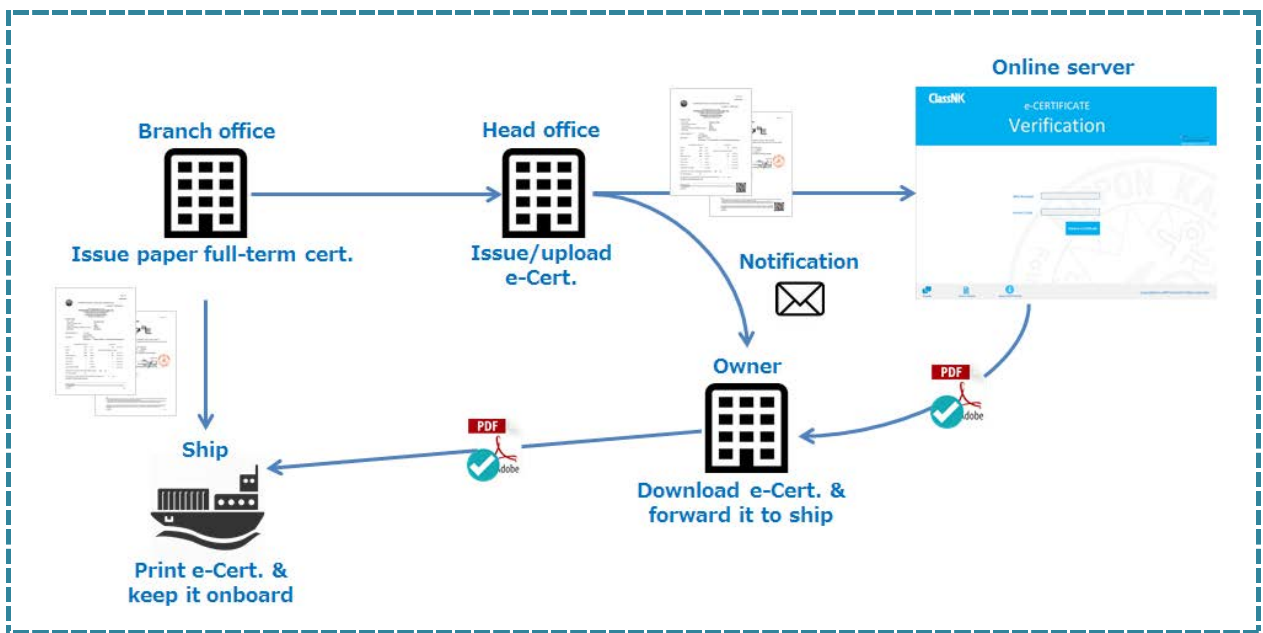
Survey place, date and name of surveyor etc. are to be added.

**5.3 Renewal / Rewriting of e-Certificates**

**5.3.1 Renewal of e-Certificates**

ClassNK surveyors/auditors will issue paper full-term certificates after completion of Special Survey. e-Certificates will be issued by ClassNK Head Office after their final verification and provided through the online server (Item 3.1 and 3.3), which should also be printed out and kept on board. (Please discard the paper full-term certificates).

5.3.1 Flowchart of Special/Renewal Survey



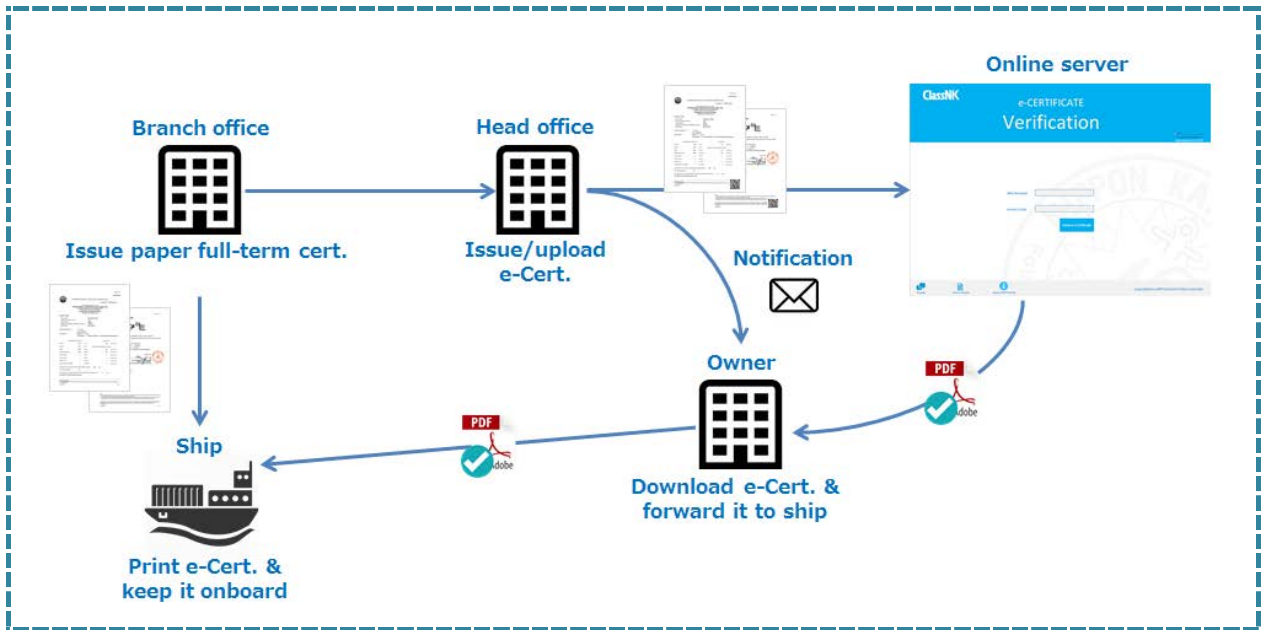
**5.3.2 Rewriting of e-Certificates (change of particulars/description etc.)**

Where there has been any changes to a vessel’s particulars or the description of certificates, attending ClassNK surveyors/auditors will issue new paper full-term certificates. Please keep and refer to paper full-term certificates until e-Certificates are issued by Head Office (certificates issued by a branch office are not issued as e-Certificates).

The new e-Certificates will be issued by ClassNK Head Office after being officially verified, and provided through the online server (Item 3.1 and 3.3), which should also be printed out and kept on board. (Please discard the paper full-term certificates).



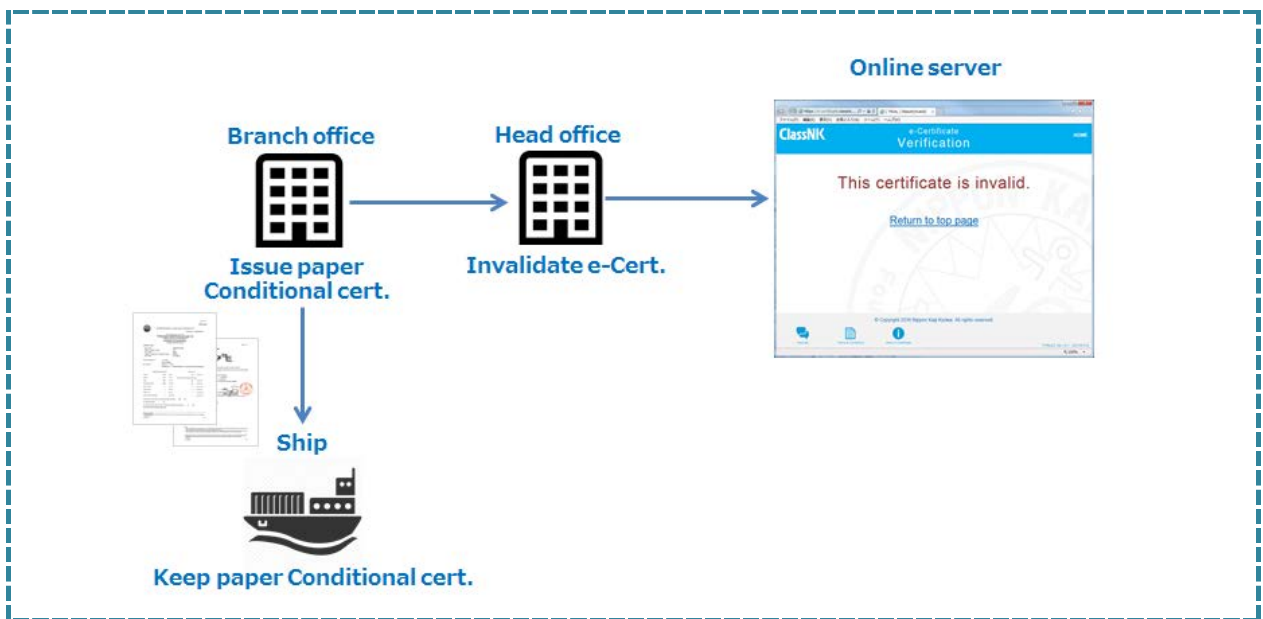
5.3.2 Flowchart of Rewriting certificates



**5.3.3 Rewriting of Conditional Certificates**

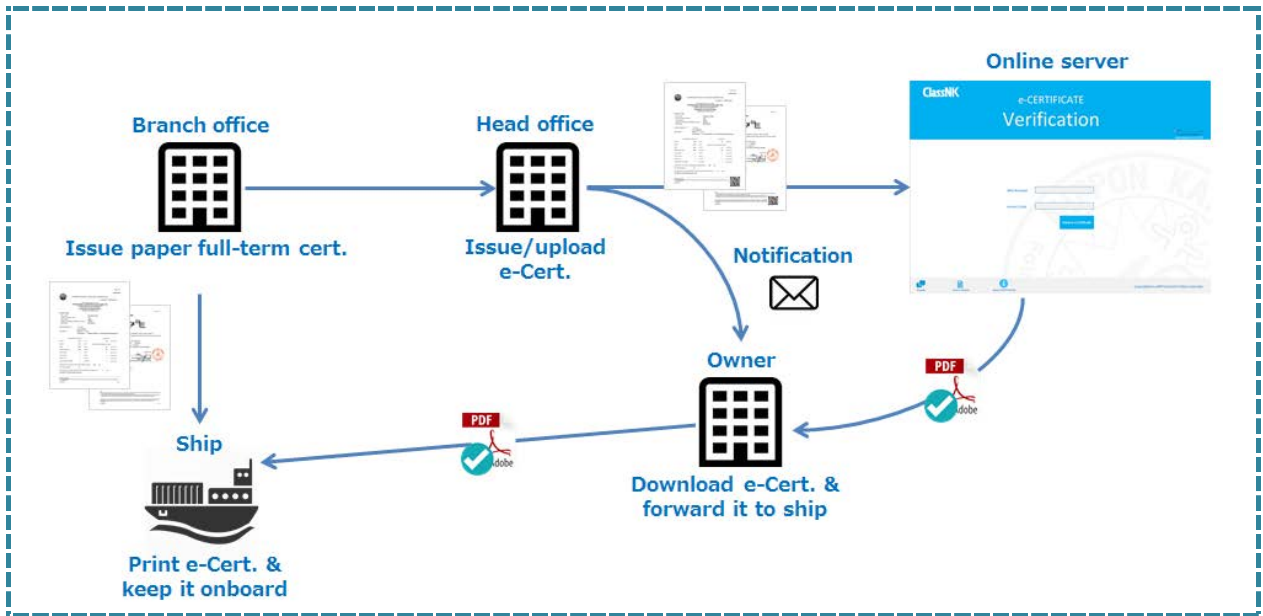
If a certificate is to be rewritten as a Conditional certificate due to any outstanding recommendation(s), attending ClassNK surveyors/auditors will issue a new paper Conditional Certificate. Keep and refer to the paper conditional certificate until a new e-Certificate (full-term) is issued after clearance of all outstanding recommendation(s) (a conditional certificate is not issued as an electronic certificate). After clearance of all outstanding recommendation(s), a ClassNK branch office will issue a paper full-term certificate and Head Office will issue a new e-Certificate (full-term) (Item 3.1 and 3.3). The new e-Certificate should also be printed out and kept on board. (Please discard the paper full-term certificate).

5.3.3.1 Flowchart of Rewriting Conditional certificates





5.3.3.2 Flowchart of how to clear outstanding recommendation(s)

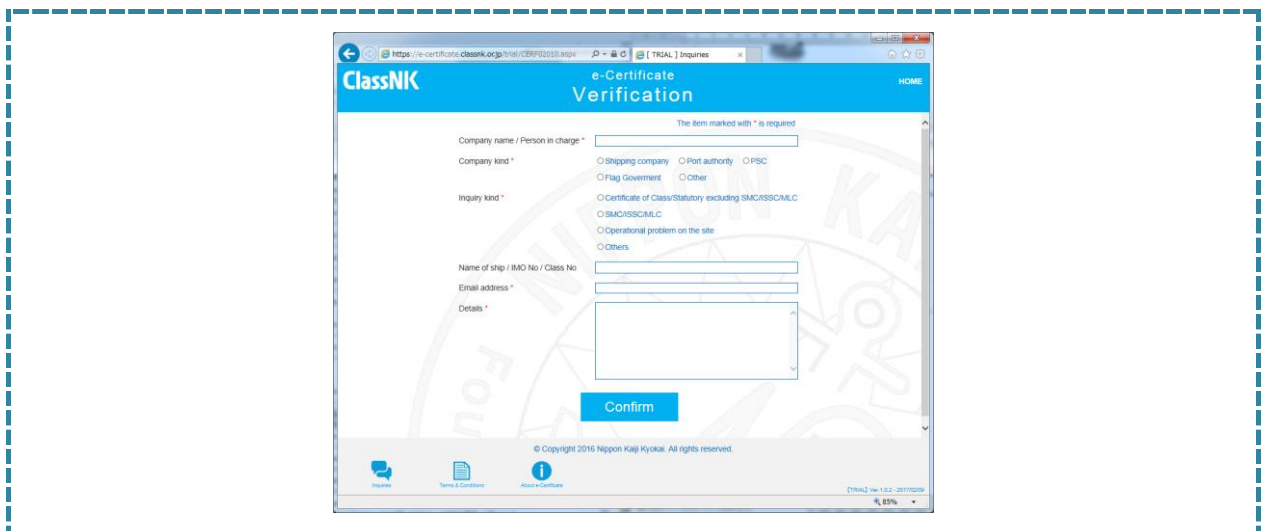


**6. Contact us**

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.

6. Inquiry form



Department in charge

Classification Department (Certification Section) [nkecert@classnk.or.jp](mailto:nkecert@classnk.or.jp)/ Tel: +81-43-294-5784

-end-

# ClassNK e-Certificate

## About e-Certificate

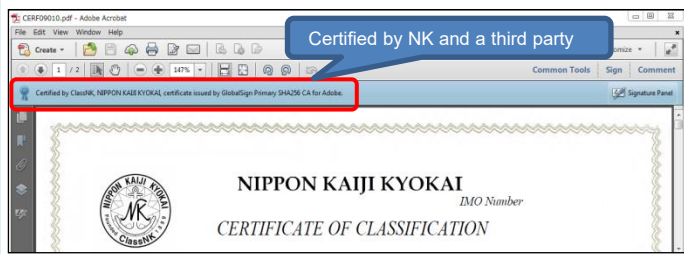
e-Certificate enables the shipowner to reduce administrative burdens such as sending paper certificates or storing them onboard by issuing Class / Statutory full term certificates in a secure electronic format (PDF).

The following features are also available in line with the requirements of the *Guidelines for the use of electronic certificates* (FAL.5/Circ.39/Rev.2) as set by the Facilitation Committee (FAL) of IMO.

## Main features

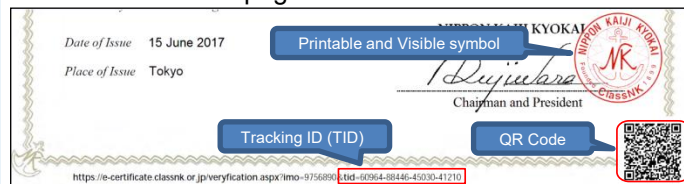
### Digital Signature

The digital signature displayed at the top of the certificate certifies that the certificate is protected from edits, modification or revisions other than those which have been authorized by ClassNK.



### Unique Tracking Number (Tracking ID), QR Code and Printable and Visible symbol

All electronic certificate have a Unique Tracking Number (Tracking ID), QR Code and Printable and Visible symbol that confirms the source of issuance on the bottom of each page.

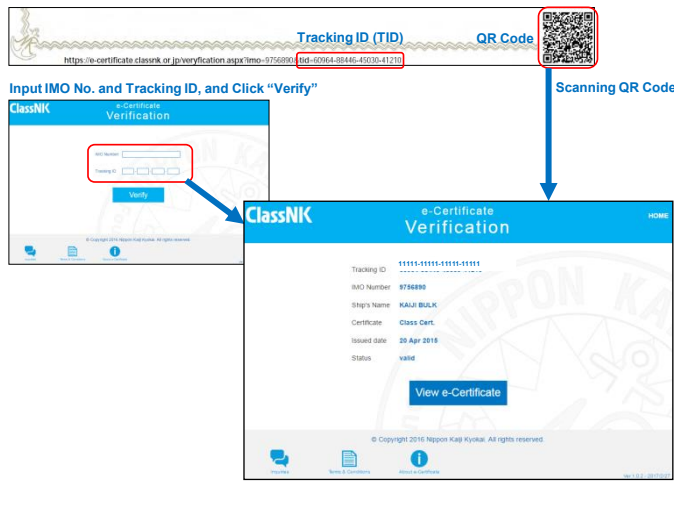


### Verifying the electronic certificate

By using the Tracking ID or Quick Response (QR) Code included on the certificate, the validity of the certificate can be confirmed on the website.

The validity of the certificate can be confirmed in two ways:

1. Entering the IMO No. and Tracking ID; or
2. Scanning the QR(Quick Response) Code using a mobile device.



## Related site

1. IMO page on electronic business: <http://www.imo.org/en/OurWork/Facilitation/Electronic%20Business/Pages/default.aspx>
2. Details about QR Codes: [QRCode.com](http://QRCode.com)
3. Official QR Code Reader "Q" can be downloaded from following page.  
[-for iOS user](#)  
[-for Android™ user](#)

### Contact for certificate and download e-Certificate

Classification Department (Certification Section) (Tel: +81-43-294-5784 email: [nkecert@classnk.or.jp](mailto:nkecert@classnk.or.jp))

## FAQ for ClassNK e-Certificate

Category	No	Question	Answer
<b>About ClassNK e-Certificate Service</b>			
	1	Are e-Certificates required to be used? (Are only e-Certificates going to be issued from now on?)	The use of e-Certificates is not mandatory. It is an optional service for shipowners/ship managers. Paper certificates will continue to be issued in cases where no application for ClassNK's e-Certificate Service is received.
	2	What are the advantages of e-Certificates?	The advantages of e-Certificate are as follows: <ul style="list-style-type: none"> <li>· Easier to manage and reduced risk of loss or damage</li> <li>· The latest e-Certificate is always accessible and downloadable from our online server</li> <li>· e-Certificates are issued via a secure electronic files thus allowing users to verify their authenticity in a timely manner as opposed to paper certificates which can be manipulated or falsified.</li> </ul>
	3	What should be considered when applying for an e-Certificate?	Please notice the following points: <ol style="list-style-type: none"> <li>1. An Internet-connected computer, email address, and printer are needed.</li> <li>2. Please review the procedures related to the control of electronic certificates (including file transfers between office and ship) and make amendments to the Safety Management System (SMS) accordingly.</li> <li>3. Please verify the Port State Control policy regarding electronic certificates for each port of call for your vessel in advance.</li> </ol>
	4	Which flagged vessels qualify for e-Certificates?	Flags authorized to use ClassNK e-Certificates by the flag administrations government are shown on the following page. ClassNK homepage > Web Service Portal > ClassNK e-Certificate <a href="http://www.classnk.or.jp/hp/en/activities/portal/e-cert.html">http://www.classnk.or.jp/hp/en/activities/portal/e-cert.html</a>
	5	Which certificates can be issued as e-Certificates?	Applicable certificates are as follows: Full-term Classification Certificates, Installation Registration Certificates, and Statutory Certificates (LL, SOLAS, MARPOL, ISM, ISPS, MLC, etc.). As of October 2017, however, only the ClassNK Head Office can issue e-Certificates; full-term certificates, conditional and other certificates issued by ClassNK branch offices will continue to be issued as paper certificates.
	6	What about Statements of Compliance, Cargo Gear Certificates, and certificates for the approval of materials, machinery and equipment?	These certificates are not currently eligible to be issued as e-Certificates.
	7	What about acceptance by port authorities?	Use of electronic certificates has only recently started and such certificates are still not fully recognized by all ports and countries. In particular, there is not much of information about the acceptance of such certificates in Africa, South America, and Middle East. According to the Liberian Registry (LISCR), instances of PSC authority questioning the validity of these certificates at port of Egypt (Suez) have been reported. (The authority did seem to accept the electronic certificates at the end of the inspection.)  ClassNK e-Certificates acceptance has been obtained from maritime authorities through ClassNK branch office staff member visits made to USCG, AMSA, China MSA as well as other authorities in order to directly promote and inform PSC officers about the service. Moreover, the use of electric certificates has already been approved by major flag states such as Panama, Singapore, and the Marshall Islands in addition to the Liberian Registry (LISCR), so ClassNK feels that other flag states will follow suit in the near future and agree to accept such certificates.
	8	Are there any problems calling at ports in Africa, South America, and the Middle East?	We do not recommend e-Certificates for vessels calling in areas where Internet access might be limited, and e-Certificates may not in some cases be accepted by maritime authorities and PSC officers. Preparing conventional paper certificates is recommended in such cases.

## FAQ for ClassNK e-Certificate

Category	No	Question	Answer
<b>Issuing and applying e-Certificate</b>			
	9	Can I also receive paper certificates when I apply for ClassNK's e-Certificate Service?	Paper certificates will not be issued in cases where applying for ClassNK's e-Certificate Service. Full-term certificates and conditional certificates issued by ClassNK branch offices upon completion of surveys, however, will be issued as paper certificates.
	10	When are e-Certificates issued if an application for them is submitted?	After the application is approved, e-Certificates are issued as follows: 1. After completion of renewal surveys/audits 2. When existing paper certificates require rewriting due to changes in any information contained thereon. In addition to the above, e-Certificates may be issued for a fee per when requested. Certificates which have no expiry date (e.g., Installation Registration Certificates, International Energy Efficiency Certificates, International Tonnage Certificates, etc.) are issued as e-Certificates when rewriting is required due to changes in any of the information contained thereon.
	11	How can I receive an e-Certificate?	The procedure of receiving of an e-Certificate is as follows: 1. Full-term certificates are issued as paper certificates by ClassNK branch offices after completion of surveys/audits. 2. e-Certificates are issued by the ClassNK Head Office. 3. A "Notification of issuance of e-Certificate" containing a hyperlink (URL) will be sent to the registered e-mail address. You can access the download page through the link and download the electronic files (PDF) for each certificate.
	12	How can I receive an e-Certificate when there is no Internet access available on board?	Please access the download page for an e-Certificate while ashore (e.g., at the shipowner's or ship manager's office) and download the electronic files (PDF), then send them to the ship by email, etc.
	13	What about the file size of an e-Certificate?	The typical file size for an e-Certificate is about 200 KB, but it depends upon the kind of certificate and the number of endorsement pages. Total file size is typically 4-6 MB when all certificates are issued after completion of renewal surveys, so please email multiple files separately to ships.
	14	Is there a limit to the number of times an e-Certificate may be downloaded?	No, there is no such limit. An e-Certificate may be downloaded as many times as needed.
	15	I lost the download page link.	Please access the "Inquiries" page listed below or contact <a href="mailto:nkecert@classnk.or.jp">nkecert@classnk.or.jp</a> . The download page link will be re-sent to your designated e-mail address. ClassNK homepage > Quick Links > e-Certificate Verification > Inquiries <a href="https://e-certificate.classnk.or.jp/CERF02010.aspx">https://e-certificate.classnk.or.jp/CERF02010.aspx</a>
	16	How can I change the email address which receives the "Notification of issuance of e-Certificate"?	Please access the "Inquiries" page listed below or contact <a href="mailto:nkecert@classnk.or.jp">nkecert@classnk.or.jp</a> . ClassNK homepage > Quick Links > e-Certificate Verification > Inquiries <a href="https://e-certificate.classnk.or.jp/CERF02010.aspx">https://e-certificate.classnk.or.jp/CERF02010.aspx</a>
<b>Operations and management</b>			
	17	Is there a user manual for ClassNK e-Certificate Service Operation?	Please access the "About e-Certificate" page listed below. ClassNK homepage > Quick Links > e-Certificate Verification > About e-Certificate <a href="https://e-certificate.classnk.or.jp/CERF09920.aspx">https://e-certificate.classnk.or.jp/CERF09920.aspx</a>
	18	How can I manage electronic certificates while on board?	Please keep both the latest e-Certificate (electronic files) and printed version of the e-Certificate on board. When new certificates are issued, please download the e-Certificate (electronic files), print out and keep printed copies of the certificates along with the electronic files.

**FAQ for ClassNK e-Certificate**

Category	No	Question	Answer
	19	I cannot figure out which e-Certificate (electronic file) is the latest and should be kept on board.	You can download the latest e-Certificates from the download page. Multiple certificates can be downloaded at the same time. Please download e-Certificate (electronic files) either from on board the or from ashore. Files downloaded from ashore should then be emailed, etc. to the ship.
	20	Why does an e-Certificate need to be printed out and kept on board?	The reasons a printed versions of e-Certificates are needed are as follows: (1) For the purpose of endorsement upon completion of periodical surveys/audits by attending surveyors/auditors. (2) For the purpose of receiving clearance to enter/leave port, and examinations by Port State Control authorities.
	21	What type of paper do e-Certificates need to be printed out on? What about the ink color?	Type of paper: Any type of paper can be used. (Certificates do not need to be printed out on paper showing the ClassNK logo.) e-Certificates may be printed out in color or black and white, but printing out in color is recommended.
	22	How is endorsement after completion of periodical survey applied to an e-Certificate?	Our attending surveyor will make his/her endorsement on the printed version of the e-Certificates after completion of the periodical survey. The endorsement information (date of survey, place and name of surveyor, etc.) will also be added to the endorsement page of e-Certificate on the online server to ensure consistency. Please keep the printed version of e-Certificate endorsed by our attending surveyor on board, or print out a new copy of the e-Certificate after the endorsement page has been updated.
	23	What about issuing a revised e-Certificate?	When the details contained on an e-Certificate need to be changed, the survey office-in-charge will issue revised full-term certificates or conditional certificates as paper certificates. In such cases, the previous e-Certificate will become invalid, and a revised e-Certificate will be issued by the ClassNK Head Office at a later date.
	24	I lost or damaged the printed version of the e-Certificate.	Please download the latest e-Certificate from the download page. The latest e-Certificate is always downloadable from the online server.
	25	Is full-time access to the Internet on board required?	No Internet connection is required to open and print out previously downloaded e-Certificates.
<b>Fee</b>			
	26	What about the additional fee for ClassNK's e-Certificate Service?	A fixed issuance fee and a government surcharge will be charged for each certificate issued regardless of whether this service is used; there is, however, no extra fee for using this service.
	27	Is there any discount available for ClassNK's e-Certificate Service?	There are no discount and no preferential plans currently being offered.
	28	What about communication costs and printing costs?	Any relevant communication costs (including the cost of downloading electronic certificates and the cost of accessing the verification site), communication devices, printers and printing costs etc. are to be borne by the user (shipowner/ship manager).
<b>Related to confirming the validity</b>			
	29	How do you certify the validity of a printed version of an e-Certificate?	You can confirm the validity of the e-Certificate on the e-Certificate Verification Site. For this purpose, an Internet-connected PC or a mobile device (smartphone or tablet) is required.
	30	In cases where there is no Internet connection on board, how you would verify the validity of e-Certificate?	Please present the e-Certificate (electronic files). The digital signature on the e-Certificate certifies that the electronic file has been issued by ClassNK, and has not been tampered with or falsified.

## FAQ for ClassNK e-Certificate

Category	No	Question	Answer
	31	How do I use QR code on an e-Certificate?	You can access the e-Certificate Verification Site directly by scanning the QR code using mobile devices (smartphones or tablets) using the device's camera. You will need to install an application for reading QR codes in advance.
	32	Do I need to input my user ID and password to access the e-Certificate Verification Site?	No password or user ID is required. Please enter the vessel's IMO Number (7-digit number) and Tracking ID (20-digit number) to access the e-Certificate Verification Site.
	33	Are all the Tracking IDs the same number?	Each Tracking ID for an e-Certificate is an unique number.
	34	Can the Tracking ID be changed?	The Tracking ID cannot be changed while the e-Certificate is valid. It also cannot be changed when endorsement is made on the e-Certificate after completion of periodical survey. It needs to be changed when rewriting or issuing a new e-Certificate.
	35	How can I access to the e-Certificate Verification Site?	Please access the page listed below. ClassNK homepage > Quick Links > e-Certificate Verification <a href="https://e-certificate.classnk.or.jp/CERF00010.aspx">https://e-certificate.classnk.or.jp/CERF00010.aspx</a>
	36	What about the security of e-Certificates?	e-Certificates are issued via electronic files (PDF) with digital signatures issued by a third party organization. The digital signature certifies that the electronic file has not been tampered with or falsified in any way. The online server provides safe and secure Internet access for verifying validity and downloading e-Certificates.
	37	I cannot find the digital signature on e-Certificate.	The digital signature will not appear when the electronic file (PDF) is opened using a mobile device (smartphone, tablet). It only appears when the electronic file (PDF) is opened using a computer.

\* If you need further assistance, please access the Inquiries page or contact [nkecert@classnk.or.jp](mailto:nkecert@classnk.or.jp).

4 ALBERT EMBANKMENT  
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FAL.5/Circ.39/Rev.2  
20 April 2016

## **GUIDELINES FOR THE USE OF ELECTRONIC CERTIFICATES**

- 1 The Facilitation Committee, at its fortieth session (4 to 8 April 2016), approved the attached *Guidelines for the use of electronic certificates* (the Guidelines).
- 2 Member Governments are invited to bring the Guidelines to the attention of all stakeholders, in particular, those who are involved in the process of issuance, maintenance, endorsement and revision of electronic certificates, such as recognized organizations, port State control officers, shipowners and crew, agents and vetting companies.
- 3 Member Governments are also invited to take the necessary actions at the national level to ensure that adequate legislation is in place for the use and acceptance of electronic certificates, as may be required.
- 4 Member Governments, international organizations and non-governmental organizations with consultative status are also invited to bring to the attention of the Committee, at the earliest opportunity, the results of the experience gained from the use of the Guidelines for consideration of action to be taken.
- 5 This circular revokes FAL.5/Circ.39/Rev.1.

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## ANNEX

### GUIDELINES FOR THE USE OF ELECTRONIC CERTIFICATES

#### 1 Introduction

1.1 The Organization aims to reduce the administrative burden on Administrations, port State control officials, ships' crews and other stakeholders caused, amongst other reasons, by reliance on traditional paper certificates.

1.2 Signed paper certificates issued by Governments and recognized organizations authorized to act on their behalf have been the traditional means of documenting compliance with IMO requirements.

1.3 Contracting Governments using electronic certificates, including printed versions of electronic certificates, have experienced instances of port State control officers or other stakeholders denying the validity of these certificates, resulting in a burden to the master and crew, shipowner or operator, port State control officers, Administration and other stakeholders.

1.4 In addition, ships have experienced instances of port State control actions because a traditional paper certificate has been issued but has not arrived on the ship or the traditional paper certificate has been damaged or lost.

1.5 Establishing a recognized set of features for using electronic certificates should help alleviate problems inherent in reliance on paper.

#### 2 Purpose

The purpose of these Guidelines is to facilitate the use and acceptance of electronic certificates.

#### 3 Definitions

For the purpose of these Guidelines:

- .1 *Certificate* means a document issued by an Administration or its representatives that is used to show compliance with IMO requirements and used to describe operating conditions, crewing requirements, and ship equipment carriage requirements. The term "certificate" does not include publications, manuals, instructions or ships' logs used to record ongoing operations;
- .2 *Electronic certificate* means a certificate issued in an electronic format;
- .3 *Electronic signature* means data in electronic form which is attached to or logically associated with other electronic data to serve as a method of authentication of the issuer and contents of the electronic data;

- .4 *Printed version of electronic certificate* means a paper printout produced from the electronic certificate;
- .5 *Unique tracking number* means a string of numbers, letters or symbols used as an identifier to distinguish an electronic certificate issued by an Administration or its representative from any other electronic certificate issued by the same Administration or its representative; and
- .6 *Verifying* means a reliable, secure and continuously available process to confirm the authenticity and validity of an electronic certificate using the unique tracking number and other data contained on or embedded in the electronic certificate.

#### **4 Features**

4.1 Administrations that use electronic certificates should ensure that these certificates have the following features:

- .1 validity and consistency with the format and content required by the relevant international convention or instrument, as applicable;
- .2 protected from edits, modifications or revisions other than those authorized by the issuer or the Administration;
- .3 a unique tracking number used for verification as defined in paragraphs 3.5 and 3.6; and
- .4 a printable and visible symbol that confirms the source of issuance.

4.2 Administrations that use websites for online viewing or verifying electronic certificates should ensure that these sites are constructed and managed in accordance with established information security standards for access control, fraud prevention, resistance to cyberattacks and resilience to man-made and natural disasters.<sup>1</sup>

4.3 Shipowners, operators and crews on ships that carry and use electronic certificates should ensure that these certificates are controlled through the safety management system, as described in section 11 of the International Safety Management Code.

4.4 Electronic signatures applied to electronic certificates should meet authentication standards, as adopted by the Administration.

#### **5 Verification**

Instructions for verifying (see paragraph 3.6) the information contained in the electronic certificate, including confirmation of periodic endorsements, when necessary, should be available on board the ship.

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<sup>1</sup> Such as the International Organization for Standardization/International Electrotechnical Commission 27000 series standards and similar guidelines, including requirements of the Administration.

## **6 Notifications**

Administrations deciding to issue or authorize issuance of electronic certificates are invited to inform the Committee on their experience. All Administrations are urged to communicate to the Organization through the relevant module in the Global Integrated Shipping Information System (GISIS), the list of certificates categories identified in FAL.2/Circ.127-MEPC.1/Circ.817-MSA.1/Circ.1462 which will be issued by the Administration or its representative as electronic certificates.

## **7 Acceptance**

All stakeholders should accept electronic certificates containing the features identified in section 4. These electronic certificates should be verified, when necessary, following the instructions available on board the ship (see paragraph 3.4). Furthermore, port State control officers, in accepting electronic certificates, should follow the *Procedures for Port State Control, 2011* (resolution A.1052(27)).

## **8 Implementation**

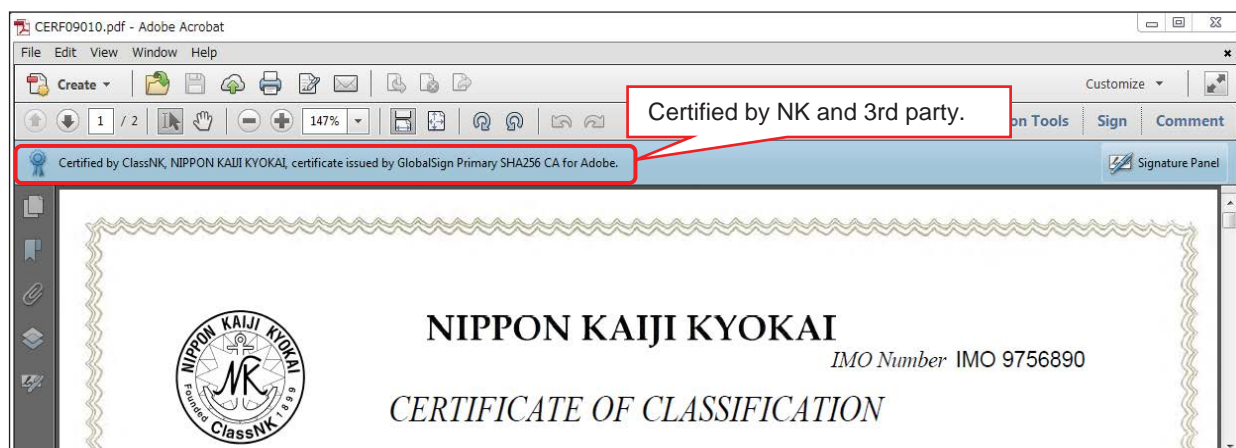
Administrations should put in place the necessary procedures in order to ensure that all related stakeholders' needs, capacities and expectations are taken into consideration before and during the implementation of electronic certificates.

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## Features of ClassNK e-Certificate

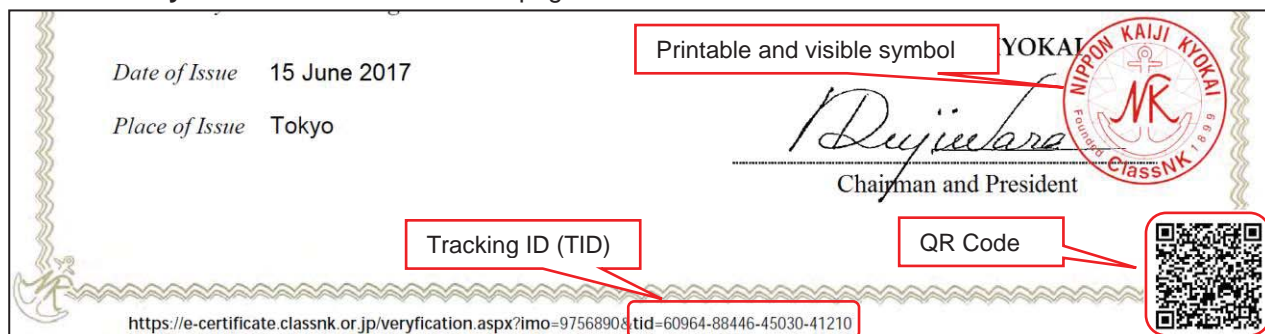
### ■ Digital Signature

The digital signature which is shown at the top of the certificate, certifies that the certificate is protected from any edits, modifications or revisions other than those authorized by ClassNK and an applicable third Party (GMO GlobalSign).



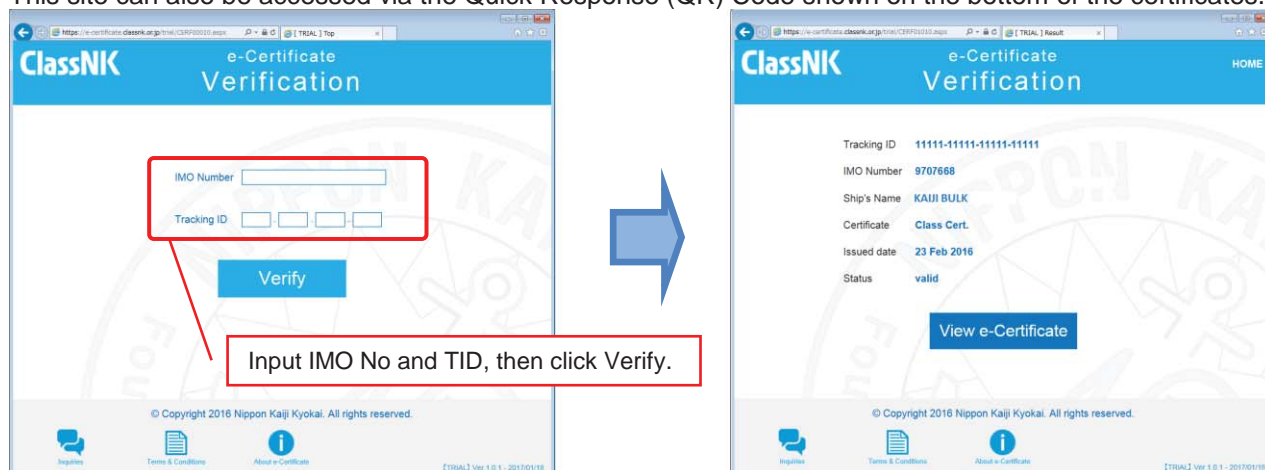
### ■ Unique Tracking Number (Tracking ID), QR Code and Printable and Visible Symbol

All electronic certificates have **Unique Tracking Numbers (Tracking ID (TID))**, **QR Code** and **Printable and visible symbol** on the bottom of each page.



### ■ Verification of electronic certificates on the website

The validity of electronic certificates can be confirmed on our “e-Certificate Verification Site” (URL <https://e-certificate.classnk.or.jp/CERF00010.aspx>) with the ship’s IMO No. and Tracking ID (TID). This site can also be accessed via the Quick Response (QR) Code shown on the bottom of the certificates.





**M P A**  
SINGAPORE

**MARITIME AND PORT AUTHORITY OF SINGAPORE**  
**SHIPPING CIRCULAR**  
**NO. 26 OF 2017**

MPA Shipping Division  
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21<sup>st</sup> Storey PSA Building  
Singapore 119963  
Fax: 6375 6231  
<http://www.mpa.gov.sg>

15 December 2017

**Applicable to:** Shipowners, shipmanagers, operators, Recognised Organisations, surveyors, agents and masters of Singapore-registered ships

## **USE OF ELECTRONIC CERTIFICATES ON BOARD SINGAPORE SHIPS**

1. This circular brings to the attention of all stakeholders on the use of electronic certificates on board ships flying the flag of Singapore and supersedes Shipping Circular No. 27 of 2016.
2. With the aim to reduce the administrative burden on Administrations, port State control officials, ships' crew and other stakeholders caused by, amongst other reasons, the reliance on traditional paper certificates, the Facilitation Committee (FAL) of the International Maritime Organization (IMO), at its 40<sup>th</sup> session approved the Guidelines for the use of electronic certificates (FAL.5/Circ.39/Rev.2) that provides guidance to facilitate the use and acceptance of electronic certificates.
3. The Maritime and Port Authority of Singapore (MPA) will be progressively moving towards the full implementation of electronic certificates that are issued to ships by our Administration commencing from December 2017.
4. The electronic certificates issued by our Administration contains all features in accordance to FAL.5/Circ.39/Rev.2. In addition, the electronic certificates contain a Quick Response (QR) Code to facilitate the verification process. Relevant parties seeking to verify the authenticity and validity of the electronic certificates can do so online either by using the QR Code found in each electronic certificate or by entering the unique tracking number at the online verification system at <https://marinet.mpa.gov.sg/sr-vs/>. Kindly refer to the Annex attached to this Circular.
5. Original hardcopy certificates that were previously issued by our Administration shall remain valid and be carried on board till such time the electronic certificates are available on board.
6. For Recognised Organisations issuing electronic certificates to Singapore ships on behalf of our Administration, the electronic certificates issued shall contain the

features as stated in FAL.5/Circ.39/Rev.2. They may also contain additional security features as deem appropriate by the Recognised Organisations. In addition, clear and simple instructions shall be provided on board for any relevant party who may wish to verify the validity and authenticity of the electronic certificates.

7. All electronic certificates that are issued by our Administration or the Recognised Organisations on behalf of our Administration that conform to FAL.5/Circ.39/Rev.2 shall be deemed valid in accordance with all applicable international instruments that Singapore is a party to. A copy of this Shipping Circular should be placed on board to facilitate the acceptance of electronic certificates by other relevant authorities.

8. Singapore ships using electronic certificates that requires Adobe Reader to view the electronic certificates should ensure that a current version of the software is installed on board, which can be downloaded free of charge from <https://get.adobe.com/reader>. In order to validate the digital security of the E-Cert, the user may be required to perform a one-time update of the list of trusted certificates by going through the following steps;

- a) Ensure the computer is connected to the Internet.
- b) Open Adobe Reader.
- c) Go to Edit > Preferences > Trust Manager
- d) Under the “Automatic Adobe Approved Trusted Certificate Updates” tab, select “Update Now”

9. Notwithstanding the compliance to the requirements of our Administration, owners of Singapore ships should continue to exercise due diligence to address any entry and clearance requirements that are specific to each port that the ship calls at.

10. Queries relating to this circular should be directed to Mr. Calvin Lee, Tel: 6375-6269 or email [calvin\\_lee@mpa.gov.sg](mailto:calvin_lee@mpa.gov.sg) or [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg). For assistance regarding the authenticity or validity of electronic certificates that requires urgent attention can be directed to MPA’s 24/7 customer service hotline at **(+65) 6-CALL-SRS (6-2255-777)**.

CAPT DAKNASH GANASEN  
DIRECTOR OF MARINE  
MARITIME AND PORT AUTHORITY OF SINGAPORE



## ANNEX

### HOW TO VERIFY THE VALIDITY OF MPA ISSUED ELECTRONIC CERTIFICATES

When internet connectivity is availability

(1) Method 1 - Verification by scanning the QR Code



(2) Method 2- Verification by entering the Certificate number (unique tracking number) at the Online Verification System at <https://marinet.mpa.gov.sg/sr-vs/>

(3) The status of the certificate will be displayed online.

When internet connectivity is not availability

(4) Look out for the digital signature ribbon on the top of the digital certificate to check that the digital security signature to verify the authenticity of the certificate.

(5) For assistance regarding the authenticity or validity of electronic certificates that requires urgent attention can be directed to MPA's 24/7 customer service hotline at (+65) 6-CALL-SRS (6-2255-777).