
To: Shipowners, ship managers and operators, Ship agents and masters, Flag State Administrations, Port State Administrations.

Notice on audit and inspection Electronic Documents Service for international ship and company

In order to further reduce the administrative burden borne by the relevant parties due to relying on paper documents, promote the exchange of ship and ship-shore information and the optimization of related procedures, and provide convenient services for customers, in addition to the ship survey electronic document service launched on 21st September 2020, the company and ship audit/inspection electronic document service is to be launched on 01st June 2021 by the China Classification Society (hereinafter referred to as "CCS"). The relevant contents are notified as follows:

1. Scope of application.

The company and ship audit/inspection electronic documents cover the records and reports issued by CCS and the documents that need to be signed by CCS related to Audit/Inspection/Oil Consumption data verification, and are applicable to newly application for on and after 01st June 2021. After the implementation of electronic document, in principle, the paper documents will no longer be provided to customers, unless the special requirement of customers. The issuance of electronic certificates shall still comply with the regulations of the flag State.

2. Use and Verification

The format and content of the electronic documents are consistent with the original paper documents, which has the same effect as the paper documents. The digital signature is displayed on the top of the document reader and in the signature panel to

prevent electronic documents from being forged or illegally tampered with. A URL, a QR code and a unique identification code with a hyperlink (UTN code, such as S018-123456) are displayed below the front page of the document to verify the validity of the electronic document.

The parties concerned can verify it through the CCS website <http://www.ccs.org.cn/electrocert>, or can directly scan the QR code through CCS APP to verify the validity of electronic documents.

3. Attention.

3.1 The electronic inspection documents issued by CCS can be downloaded not only by receiving email, but also by logging in to CCS client service system (CSM). In order to ensure the effective transmission of electronic documents, please provide an accurate email address for receiving electronic documents every time you submit an Application.

3.2 Companies and ships should pay attention to strengthening the use and management of electronic documents to ensure that the latest and effective electronic documents are kept on board and stored separately from invalid electronic documents to avoid misuse.

3.3 Note that the notice is kept on board the ship together with the ship's electronic documents for presentation to interested parties for inspection.

3.4 The use of company and ship audit/inspection electronic documents is same with ship survey electronic documents. Please refer to “Customers Guidance for Ship Survey Electronic Documents” attached.

This Notice is made public on CCS website (www.ccs.org.cn), and is to be distributed to relevant parties by CCS branches within their responsibility.

Annex: Customers Guidance for Ship Survey Electronic Documents.