

Customers Guidance for Ship Survey Electronic Documents

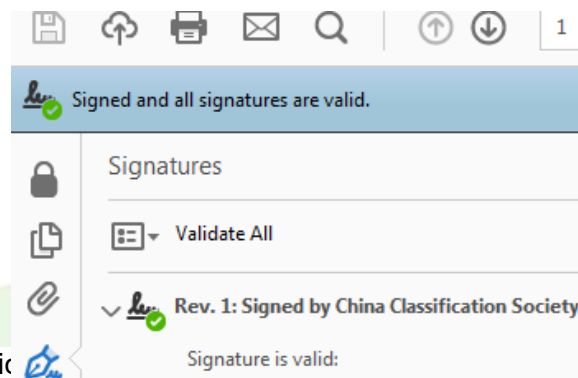
In order to further reduce the administrative burden borne by the relevant parties due to relying on paper documents, promote the exchange of ship and shore information and the optimization of related procedures, and provide convenient services for customers, the China Classification Society (hereinafter referred to as "CCS") officially launched the ship survey electronic document service on September 21, 2020. This guidance, together with technical notices and ship electronic documents, shall be kept on board the ship for presentation to interested parties.

1 Introduction

Electronic documents issued by CCS have the following characteristics:

- .1 the format and content of the electronic document is the same as that of the original paper document, with a visible and printable CCS electronic seal, which has the same effect as the paper document;
- .2 a digital signature shown in signature panel and at the top of the document viewer, keeps the document securing from forgery or illegal tampering. To fully display the digital signature of an electronic document, methods in "**Digital Signature for Electronic Document**" are recommended to use. "Signed and all signatures are valid" indicates the document is issued by CCS and authentic. "Signed and all signatures are valid, but with unsigned changes after the last signature." indicates the document has been changed and is not authentic;

.3 a URL, a Quick



g number (UTN,

example S018-123456) with a hyperlink are entered in the lower part of first page of the document for verification of its validity. The verification result will show it is "VALID" or "INVALID";

The image shows two parts of a document. On the left is a 'Survey Statement' form from CCS, Form G55, No. ETRN200001. It details a survey for a 'SHIP-NEW BUILDING TEST' on a vessel named 'Queshuo' in Queshuo, China, on November 13, 2020. The survey was completed. Below the form is a table of certificates and their compliance status.

Certificate Description	Term*	Action	Issue Date	Expiry Date	Extended Until
Classification Certificate	F	Issued/Endorsed	2018-11-18	2020-04-14	
Steel Coast Special Tonnage Certificate	F	Issued	2018-11-18		
International Load Line Certificate(P2100)	F	Issued/Endorsed	2018-11-18	2020-11-14	
International Load Line Certificate(P2100)	F	Issued/Endorsed/hold-up	2018-11-18	2020-11-14	

On the right is a list of certificates for 'SHIP-NEW BUILDING TEST' (Class No. 16CE111, G55). The list includes:

- Cargo Ship Safety Equipment Certificate (Issued/Endorsed 2018-11-18, 2020-11-14)
- Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (Issued/Endorsed 2018-11-18, 2020-11-14)
- International Anti-Foaming System Certificate (Issued 2018-11-18)
- Register of Ship's Lifting Appliances/Cargo (Issued/Endorsed 2018-11-18)

Below the list is a signature block for Zhang XiaoZhou, Surveyor to China Classification Society, dated August 8, 2020.

.4 the document is electronically issued or endorsed, and could be downloaded or transmitted through internet.

2. Issuance of electronic documents.

The electronic documents cover the records and reports issued by CCS and the documents that need to be signed by CCS, and are applicable to survey job newly applied for on and after September 21, 2020.

After the implementation of electronic documents, in principle, we will no longer provide paper documents to customers, but if customers have a need, we can also provide paper documents while issuing electronic documents. The issuance of the ship's e-Cert shall still comply with the regulations of the flag State.

Note: CCS will transmit the electronic documents to the customer after the completion of the surveys, so please accurately provide the email address used to receive the electronic documents. At the same time, please consider the flow restrictions on the use of the network on board, and provide the shipboard email address to CCS if necessary.

3. Obtaining electronic documents.

CCS provides three ways to make it easier for customers to access electronic documents:

.1 mail reception

Upon completion of the survey, the surveyor will send the issued documents to the mailbox where the customer receives the electronic documents when submitting the **REQUEST FOR SURVEYS OF SHIP/UNIT IN SERVICE**. For security reasons, the customer will receive two emails containing the electronic documents package and the decompression password, respectively.

When the file size is 10M or more, the customer will receive an email with a link to the CCS URL. Please click the URL link to download the relevant file. When the file is less than 10M, the customer will receive a message containing the compressed package file.

.2 transmitted by store devices

.3 download from CCS website

Access website <http://www.ccs.org.cn>, click on **Client Service System** in the lower right corner of CCS website, or directly access website <https://www.ccs-service.net>, Log in with your username and password, jump to the page of **Client Service System**, and click the "ship survey information" button; Enter the "ship registration number" or "ship name" or "IMO NO" to search for the specified ship information, click the button to enter the E-Cert & E-Doc download page and download the corresponding electronic document.

If you do not have a user account for "customer service system", please click **Register** to create a user ID.

CCS provides temporary user account for you to share electronic documents to stakeholders. If necessary, please send the request for this service, ship name, IMO No., and the useful life of the temporary account to mm@ccs.org.cn.

4. Verification

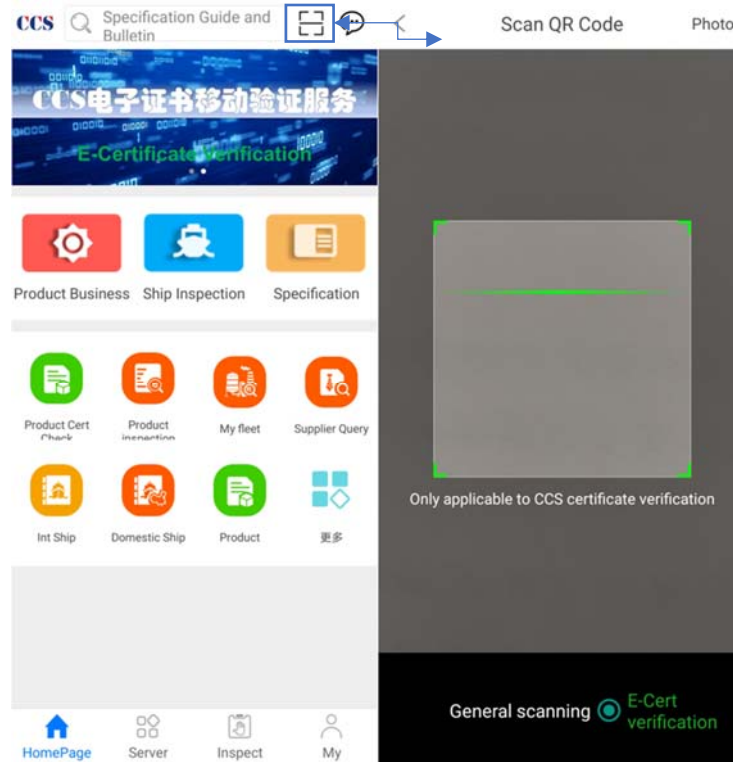
Electronic documents may be verified the validity by any of the following methods:

.1 access CCS website <http://www.ccs.org.cn>, choose **E-Cert & E-Doc**

Verification to jump to the URL or go directly to the URL <http://www.ccs.org.cn/electrocert>, and enter the UTN code, the ship's IMO No. or CCS Class No. Or Company ID No., click Verify;

.2 scan the QR Code on the electronic document or printed version of electronic document to verify immediately;

.3 Use the CCS Mobile APP to scan the QR Code on the electronic document or printed version of electronic document to verify immediately;



.4 click the UTN hyperlink on the electronic document to verify immediately;

.5 in case of network restriction or other emergency circumstances, contact CCS office/branch, or direct to the headquarter 24/7 service e-mail and hotline at:

Electronic class and statutory document:

Classed Ship in Service Department cdwork@ccs.org.cn

24-hour hotline: + 86-10-58113599.

The verification results of the electronic records and attachments will show the document "VALID" or "INVALID". In addition to electronic records and attachments, the verification results of documents such as electronic reports will show the document "AUTHENTIC" or "INVALID", as shown in the following figure.

Figure 1: Verification results of electronic records and attachments will show "VALID" or "INVALID".

E-Certificate & E-Document Verification

Please fill out the required fields and click Verify.

Unique Tracking No. (UTN)
 -

IMO No. or Class No. or Company ID No.

CAPTCHA Code
 7001

Verify

VALID
 The document specified below is valid.

IMO No. /Class No. 16C6131
 Ship's name NEW BUILDING TEST
 Record Detailed Record of Approved Ship Safety Equipment
 Issued date 2020-08-09
 Associated document [Form SER-s\(UTN_S020-361971\)](#)

Figure 2: Verification results of documents such as electronic reports will show "AUTHENTIC" or "INVALID".

E-Certificate & E-Document Verification

Please fill out the required fields and click Verify.

Unique Tracking No. (UTN)
 -

IMO No. or Class No. or Company ID No.

CAPTCHA Code
 5602

Verify

AUTHENTIC

The verification results show that:

- VALID: The document specified is valid.
- INVALID: The document specified is invalid.
- AUTHENTIC: The document specified is authentic.
- Associated document: This item will show the UTN of the associated document;

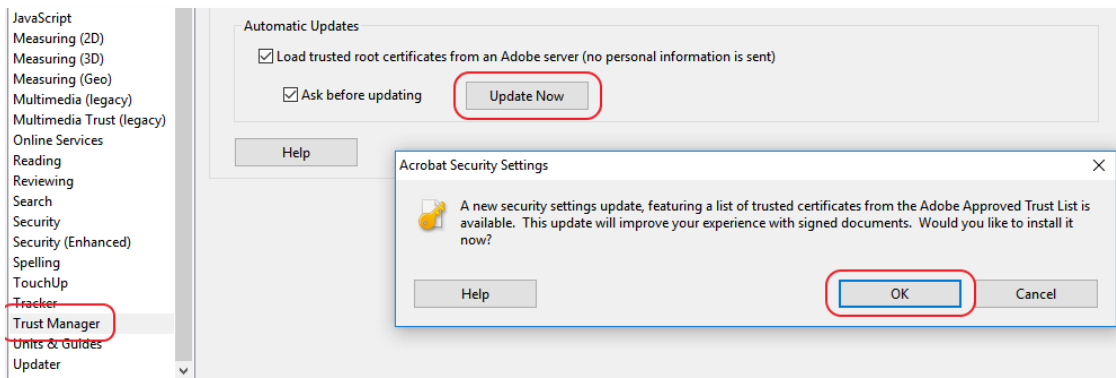
5. Digital Signature for Electronic Document

To fully display the digital signature of electronic document, it is recommended to use Adobe Reader. The Adobe Reader may need to "update the AATL" and the following methods could be used.

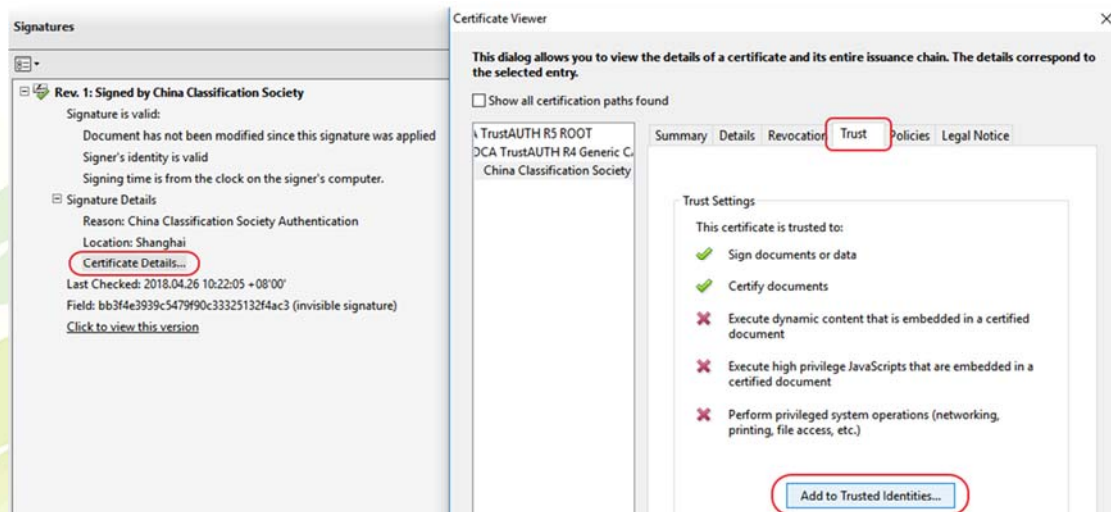
Method 1

Use Adobe Acrobat 9.0 and above to manually load the AATL trusted root certificate.

Update the trust certificate. Update the trusted root certificate immediately by clicking **Edit > Preferences > Trust manager** in the Adobe Reader.

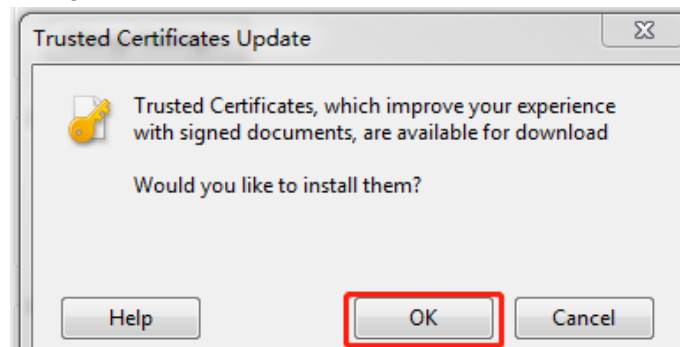


Add China Classification Society signature to Trust. Open CCS electronic certificate, click **Certificate details**, manually load trusted certificate.



Method 2

Install Adobe Reader DC online and update the AATL trusted certificate. The software is available from <http://get.adobe.com/reader/> for free.



Method 3

Download and install Adobe Reader DC, and update the AATL trusted certificate online. The installation package is available from <http://get.adobe.com/reader/enterprise> (about 130M). After installing, you need to connect the computer to the internet, click Edit > Preferences > Trust manager in the Adobe Reader, select Load trusted root certificates from an Adobe server (no personal information is sent) and click Update Now to update (about 2M).

