

CCS Technical Information

(2024) Technical Information No.14 Total No.646
May.14,2024
(Total 3 pages)

To: Offshore oil owners, operators and contractors, installation owners, construction unit, COOOSO and all relevant branches and supervision offices.

Notice on Electronic Service for Certificates and Survey Documents for Offshore Installations

For the purpose of reducing the administrative burden borne by the relevant parties due to relying on traditional paper certificates and survey documents, promoting the efficiencies of information exchange and related formalities between offshore installation and onshore company, the China Classification Society (hereinafter referred to as "CCS") will provide electronic certificates and survey documents service to offshore installations since June 1, 2024, which cover the certificates, records and reports issued by CCS and the survey documents that need to be signed by CCS, collectively known as electronic documents. The relevant contents are notified as follows:

1. Introduction for electronic documents

Electronic documents have the characteristics of easy transfer, tamper-proof and easy verification, as follows:

- (1) The format and content of the electronic documents are consistent with the original paper documents, with a visible and printable electronic seal of CCS, which has the same effect as the paper documents.
- (2) 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.

(3) A URL, a Quick Response (QR) code and a unique tracking number (UTN, example H024-123456) with a hyperlink are displayed in the lower part of each page of the electronic certificate and below the front page of the electronic survey document for verification of its validity.

(4) The certificates and survey documents are electronically issued or endorsed, and could be downloaded or transmitted through internet.

2. Issuance of electronic documents

Normally the electronic documents are to be initially issued upon the completions of new construction survey, the latest annual survey, periodical survey or occasional survey, etc., and together with electronic endorsement when applicable. CCS will continue to issue electronic documents or endorse electronically subsequently. To ensure effective transmission, please provide accurate e-mail address for receipt of the electronic documents.

After the implementation of electronic documents, in principle, CCS will no longer provide paper documents to customers, but if customers have a need, CCS can also provide paper documents while issuing electronic documents.

3. Use and Verification

CCS will provide a high quality electronic documents service to the parties concerned.

An electronic document may be verified the validity by any of the following methods:

(1) Access <http://www.ccs.org.cn/electrocert>, enter the UTN, Job No. and CAPTCHA Code to verify.

(2) Scan the QR Code on the electronic documents or printed version of electronic documents to verify immediately.

(3) Click the UTN hyperlink of the electronic documents to verify immediately.

The verification result of an electronic document will show it is "VALID" or "INVALID".

The relevant parties 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.

Please refer to Annex for more details about the electronic service for offshore installations. This Notice and Annex shall be kept on board the offshore installations together with the electronic documents for presentation to interested parties for inspection.

This technical notice will come into force on June 1, 2024 and apply to the survey which will be issued certificates or survey documents on or after June 1, 2024.

This Notice is made public on CCS website (www.ccs.org.cn), and is to be distributed to relevant offshore oil owners, operators and contractors, installation owners, construction unit, COOOSO and all relevant branches and supervision offices by CCS branches within their responsible areas. Please contact Offshore Engineering Department of CCS Headquarter (oe@ccs.org.cn) for any inquiry in the implementation of this technical notice.

Annex: Customers Guidance of Electronic Documents for Offshore Installation Survey.