

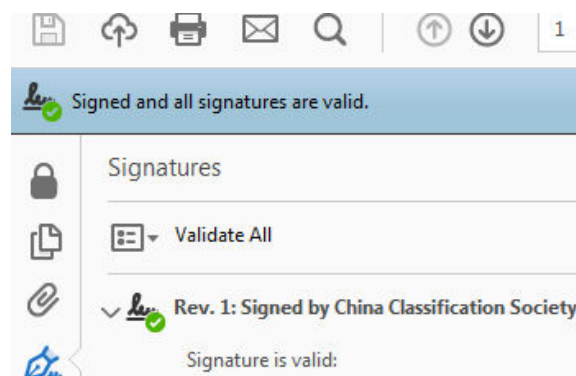
Customers Guidance of Electronic Documents for Offshore Installation Survey

In order to reduce the administrative burden borne by the relevant parties due to relying on paper documents, promote the exchange of 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 electronic document service (include certificates, records, and reports etc.) for offshore installation survey on June 1, 2024. This guidance, together with technical notices and offshore installation survey electronic documents, shall be kept on board the offshore installation 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 "**5. 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 Response (QR) code and a unique tracking number (UTN,

example H024-123456) 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";

格式
Form SCP
编号
No. _____

中华人民共和国
THE PEOPLE'S REPUBLIC OF CHINA

海上设施防止油污染证书
OFFSHORE INSTALLATION OIL POLLUTION PREVENTION
CERTIFICATE

本证书应有附件：
This Certificate shall be supplemented by a Supplement: Form SCPa No. _____

经中华人民共和国政府授权，由中国船级社根据中华人民共和国生态环境部《中华人民共和国海洋石油勘探开发环境保护管理条例》签发。
Issued in pursuance of *The Regulations of the People's Republic of China on the Administration of Environmental Protection for Offshore Petroleum Exploration and Development* of Ministry of Ecology and Environment of the People's Republic of China, under the Authority of the Government of the People's Republic of China by CHINA CLASSIFICATION SOCIETY.

设施名称
Name of the Installation _____
设施类型
Type of the Installation _____
海上设施登记号
Installation Register No. _____
设施位置
Location of the Installation _____
业主
Owner _____
操作者
Operator _____

兹证明本设施业已根据上述条例的适用条款进行了相应的检验，检验表明本设施符合上述条例的有关规定。
THIS IS TO CERTIFY that the above-mentioned installation has been duly surveyed in accordance with the applicable provisions of the Regulations referred to above, and the survey shows that the installation complies with relevant provisions of the Regulations.

本证书有效期至 _____，在此期间尚应进行为保持证书有效的年度检验。
This Certificate is valid until _____, subject to annual survey to maintain the validation of the certificate.

20240425

发证地点
Issued at
发证日期
Issued on

深圳
Shenzhen
2024年04月25日
March 26, 2024

中国船级社
CHINA CLASSIFICATION SOCIETY

1 / 2

Rev. 201701

<https://www.ccs.org.cn/electrocet/verificationVf.do>

UTN:H024-755067

.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 certificates, records and reports issued by CCS and the documents that need to be signed by CCS, and are applicable to survey job which to issue certificates and/or survey documents on and after June 1, 2024.

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.

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.

3. Obtaining electronic documents

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

.1 Email reception

Upon completion of the survey, the surveyor will send the issued documents to the mailbox which was specified by the customer for receiving electronic documents. For security reasons, the customer will receive two emails containing the electronic documents package and the decompression password, respectively.

.2 transmitted by store devices

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, Job No., CAPTCHA Code, click Verify;

E-Certificate & E-Document Verification

Please fill out the required fields and click Verify.

Unique Tracking No. (UTN)

Cert.No. or IMO No. or Class No. or Company ID No. or Bill No. or JobNo

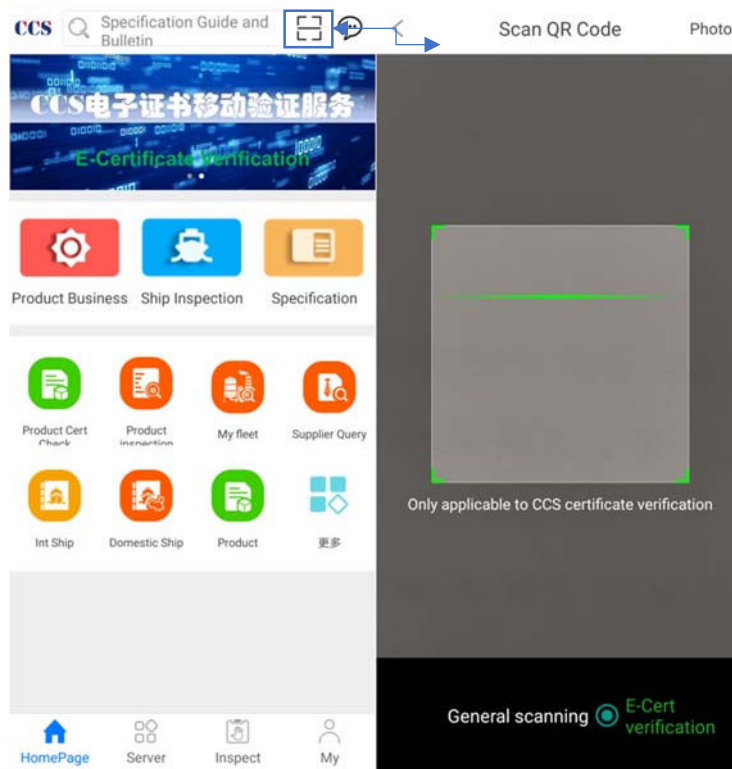
CAPTCHA Code

VALID

UTN	H024-499355
Class No.	95FC0201
Name of Installation	西江 30-2 / XJ 30-2
Certificate	CDT
Date of Issued	2024-03-26
Date of Expiry	2024-03-26

.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 Offshore Engineering Department service e-mail and hotline at:

Email: oe@ccs.org.cn

Tel.: + 86-10-58112264

The verification results of the electronic documents will show the document "VALID" or "INVALID", as shown in the following figure.

Figure 1: Verification results of electronic documents will show "VALID" or "INVALID"

E-Certificate & E-Document Verification

<p>Please fill out the required fields and click Verify.</p> <p>Unique Tracking No.(UTN)</p> <p><input type="text"/> - <input type="text"/></p> <p>Cert.No. or IMO No. or Class No. or Company ID No. or Bill No.</p> <p><input type="text" value="S224FSS00009"/></p> <p>CAPTCHA Code</p> <p><input type="text"/> 5446</p> <p>Verify</p>	<p>VALID</p> <p>UTN H024-499355</p> <p>Class No. 95FC0201</p> <p>Name of Installation 西江 30-2 / XJ 30-2</p> <p>Certificate CDT</p> <p>Date of Issued 2024-03-26</p> <p>Date of Expiry 2024-03-26</p> <p>View E-Certificate</p>
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The verification results show that:

- VALID: The document specified is valid.
- INVALID: The document specified is invalid.
- UTN: Unique tracking number displayed in the lower right corner of the document.
- Class No.: Class number for the offshore installation.
- Name of Installation: Name of the offshore installation.
- Certificate: Name of the certificate.
- Date of Issued: Issued date of the certificate.
- Date of Expiry: Expiry date of the certificate.
- View E-Certificate: To view the electronic document.

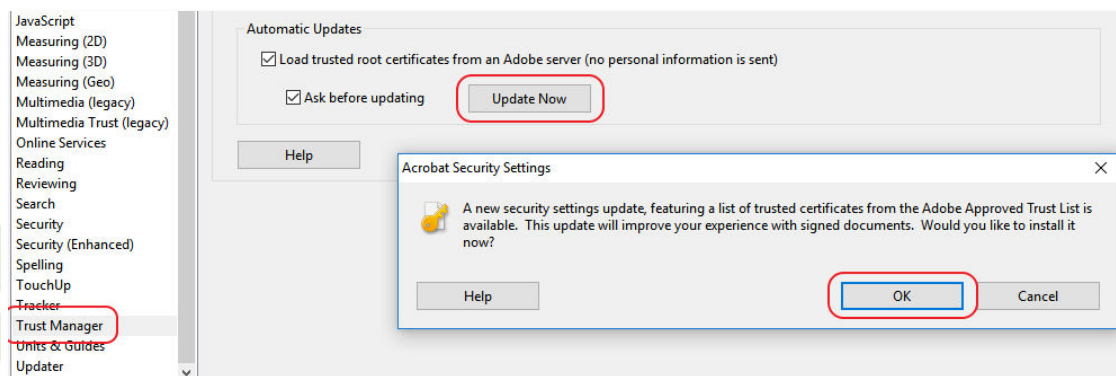
5. Digital Signature for Electronic Document

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.

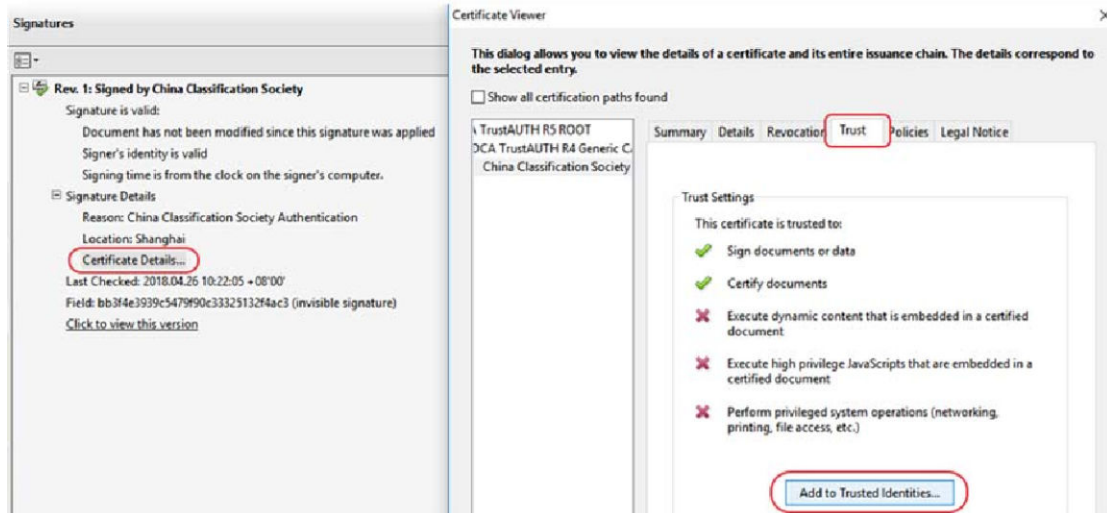
Method 1

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.

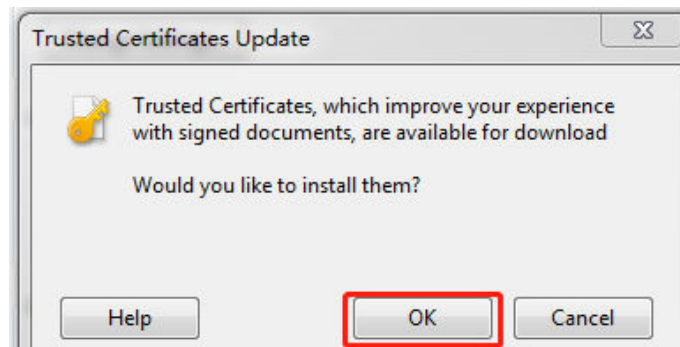


Add China Classification Society signature to Trust. Open CCS electronic certificate, click **Certificate details**, manually load trusted certificate.



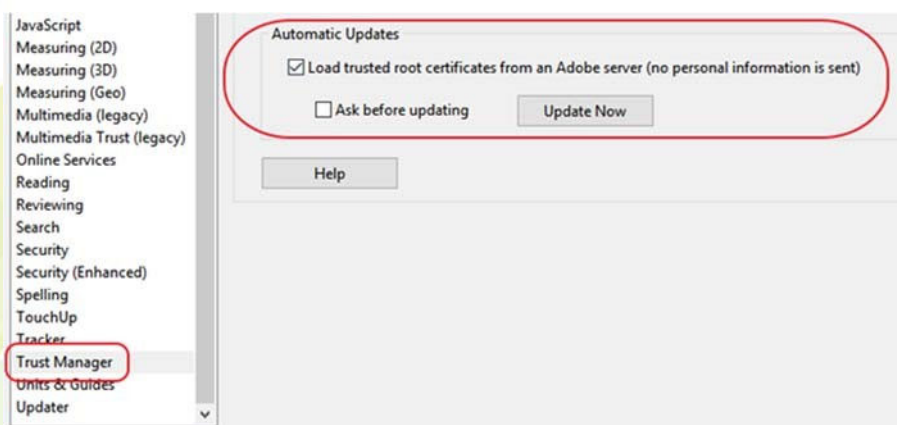
Method 2

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).



In this method, the installation program and updating AATL can be carried out in steps on shore and offshore facilities respectively. When it is difficult for offshore facilities to update AATL due to network limitations, the following operations can be considered: Use a mobile phone that can access 3G/4G/5G network, connect the computer via USB cable, open the mobile hotspot or more > Mobile Network Sharing > USB Sharing network, achieve computer networking, and perform the above operations to update the trusted certificate.