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

Notice on Electronic Service of Survey Documents for CCS-Classed ships

According to the (FAL) guidelines for the use of electronic certificates (FAL.5/Circ.39/Rev.2) of the Transport Facilitation Committee of the International Maritime Organization (IMO), in order to reduce the administrative consumption caused by the dependence of the relevant parties on paper certificates, and to promote the exchange of ship, ship-to-shore information and the optimization of related procedures, CCS launched the electronic certificate on April 20, 2018. Electronic certificate has the characteristics of easy transmission, tamper-proof and easy verification, which has been positively evaluated by all parties concerned.

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, the China Classification Society (hereinafter referred to as "CCS") officially launched the ship survey electronic document service on September 21, 2020. The relevant contents are notified as follows:

1. Scope of application.

The electronic survey documents cover the records and reports issued by CCS and the survey documents that need to be signed by CCS, and are applicable to surveys newly application for on and after September 21, 2020. After the implementation of electronic document, 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 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, with a visible and printable electronic seal of CCS, 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 REQUEST FOR SURVEYS OF SHIP/UNIT IN SERVICE.

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.

This Notice is made public on CCS website (www.ccs.org.cn), and is to be distributed to relevant shipowners, ship managers and operators, shipyards by CCS branches within their responsible areas.

Annex: Customers Guidance for Ship Survey Electronic Documents.