$C\,C\,S$ Technical Information

To: Service suppliers, ship owner, ship management companies, shipyards, manufacturers, etc.

NOTICE FOR ISSUING ELECTRONIC APPROVAL

CERTIFICATES TO SERVICE SUPPLIERS

For the purpose of reducing the administrative burden on stakeholders caused by the reliance on traditional paper certificates, and promoting the efficiencies of information exchange and related formalities, please be kindly notified that China Classification Society (hereinafter referred as "CCS") will provide electronic approval certificate service to service suppliers since November 15th, 2021, with the following details:

1. Introduction

    The Facilitation Committee (FAL) of the International Maritime Organization (IMO) at its 40th session approved the Guidelines for the use of electronic certificates (FAL.5/Circ.39/Rev.2) that provides guidance to facilitate the use and acceptance of electronic certificates. The electronic certificate issued by CCS is equally authentic as the hard copy, which is in compliance with the requirements of FAL.5/Circ.39/Rev.2 by the following features:

    .1 The electronic certificate has the same format and content as required by the relevant international convention or instrument and contains a printable and visible electronic seal of CCS;

    .2 A digital signature shown in signature panel and at the top of the document viewer，keeps the certificate securing from forgery or illegal tampering;

    .3 A URL, a Quick Response (QR) code and a unique tracking number (UTN, example C018-123456) with a hyperlink are entered in the top part of each page of the certificate for verification of its validity;

.4 The certificate is electronically issued or endorsed, and could be downloaded or transmitted through internet.

2. Issuance of electronic certificates

   Service supplier may request the CCS local branch office to issue the electronic approval certificate, or request CCS to issue the electronic approval certificate during the next audit. To ensure effective transmission, please provide accurate e-mail address for receipt of the electronic approval certificates. Normally the electronic approval certificates are to be initially issued upon the completions of initial audit, renewal audit, and additional audit; CCS will continue to issue electronic approval certificates subsequently, unless the service supplier itself requests to cancel the service.

3. Use and Verification

   CCS will actively push the use of electronic approval certificates, and will provide the high quality electronic approval certificate service. Relevant documents, such as the Customer Guidance can be obtained from our website http://www.ccs.org.cn/electrocert. For suppliers being issued with electronic approval certificates, it is important to keep the latest valid certificates separately with the invalid ones to avoid any misuses, and for this purpose, the suppliers are suggested to establish relevant procedures for the management of electronic approval certificates.

Please refer to Annex 1 for more details about the use and verification of electronic approval certificates.

Annex 1

Use and verification instructions for electronic certificates

1. Digital signature

   Suppliers using CCS electronic approval certificates are recommended to use a current version of Adobe Reader on the computer which can fully display the digital signature in signature panel and at the top of the document viewer. Adobe Reader can be downloaded from https://get.adobe.com/reader. Users may need to connect the computer to Internet, and go to "Edit" > "Preferences" > "Trust Manager" in Adobe Reader, select "Update Now" under the "Automatic Adobe Approved Trust List (AATL) updates" tab to update the AATL. The digital signature will indicate whether the content of the certificate is not changed after certification by CCS.

2. Verification

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

   .1 Access http://www.ccs.org.cn/electrocert, enter the UTN and supplier's approval certificate No. to verify.

   .2 Scan the QR Code on the electronic approval certificate or printed version of electronic approval certificate to verify immediately.

   .3 Click the UTN hyperlink of the electronic approval certificate to verify immediately.

   .4 In case of network restriction or other emergency circumstances, contact our office/branch, or direct to the CCS headquarter electronic approval certificate service e-mail at:

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

   Newbuilding Department md@ccs.org.cn

   Safety and Quality Department sq@ccs.org.cn

   The verification result of an electronic certificate will show it is "VALID" or "INVALID". The "View E-Cert" button is available for access to the content of the electronic approval certificate.