ClassNK e-Product

User Manual

(For Applicant)

Ver. 2.3

2025.02

Revision Record

Date	Part	Detail
2022.04.01	1.5 Set up email notifications 2.1 Make new application 3.3 Contact via chat function ・Instructions for entering the e-Product: contrasting certificate previews	New features added through feedback
2022.07.01	・Error Correction ・Update for Appendix「Product Area」,「Product Line」,「Product Category」	The range of system-compatible products has been expanded.
2023.02.01	2.1 Make new application 3.4 Cancel of application ・Instructions for entering the e-Product: contrasting certificate previews	New features added through feedback
2023.04.01	3.2 Edit application data	Error Correction
2023.12.15	2.4 Rewrite application	New features added through feedback
2024.05.31	1.5 Set up email notifications 2.1 Make new application	New features added through feedback
2024.07.31	2.1 Make new application	New features added through feedback
2025.02.28	2.1 Make new application	New features added through feedback

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1.2. Registration of e-Product accounts.
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1. Introduction

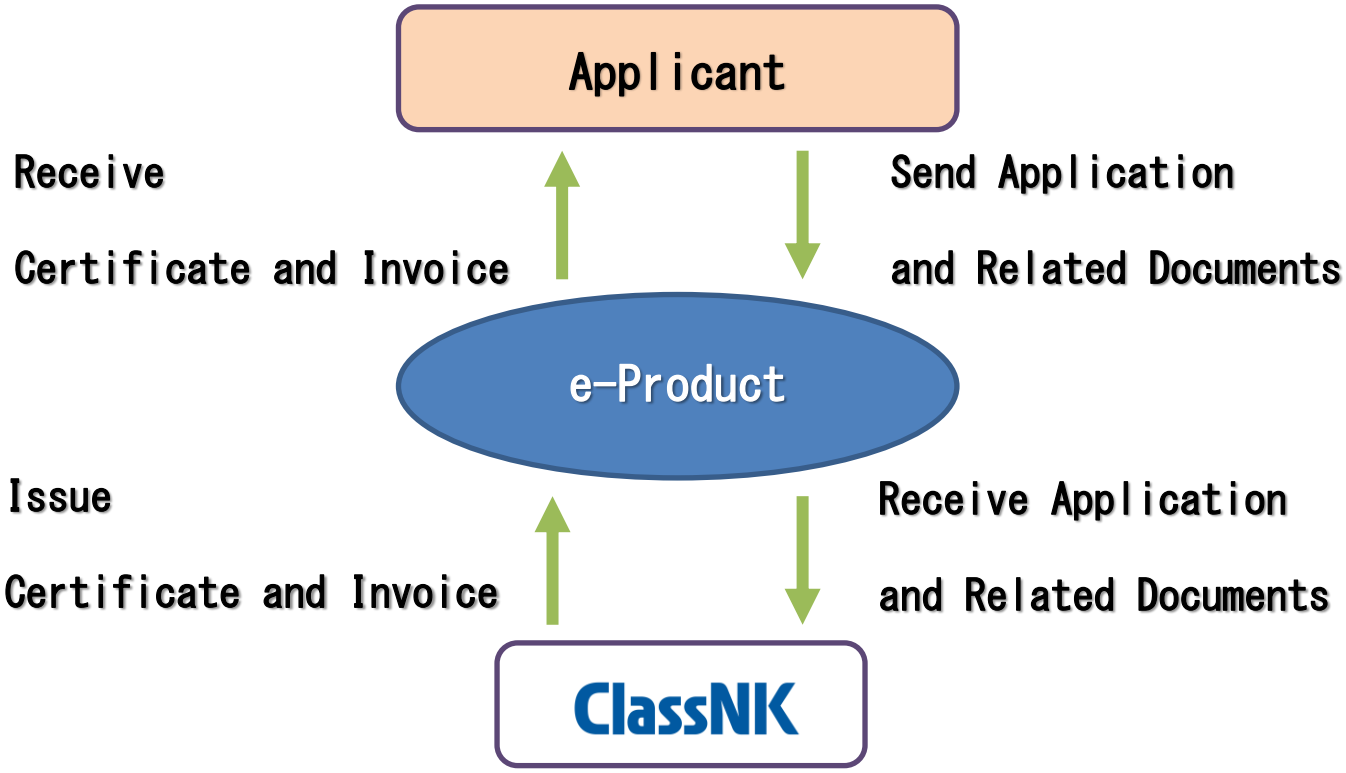
1.1 What's ClassNK e-Product?

✓ System overview

"Class NK e-product" (hereinafter referred to as "e-product") is web service system, which allows that user can apply the inspection for marine equipment (Individual inspection for Material, Device, Equipment etc.) and obtain NK Certificate and Invoice.

✓ Function of e-Product

☑ User can complete whole process from submission of application to reception the certificate statement and invoice.



✓ "e-product" automatically sends E-mail for notification to the applicant when system completes each process. (Reception of application, issuance Certificate & Invoice, etc.)

✓ System requirements

The following in table is required to use “e-Product” system.
In case where user uses other browsers or software, it may lead malfunction. Please also note that even with the browsers and software listed in the confirmed operating environment, other factors may cause the site to malfunction.

Browser	Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox
Software to PDF reader	Acrobat Reader（Adobe Reader）

1. Introduction

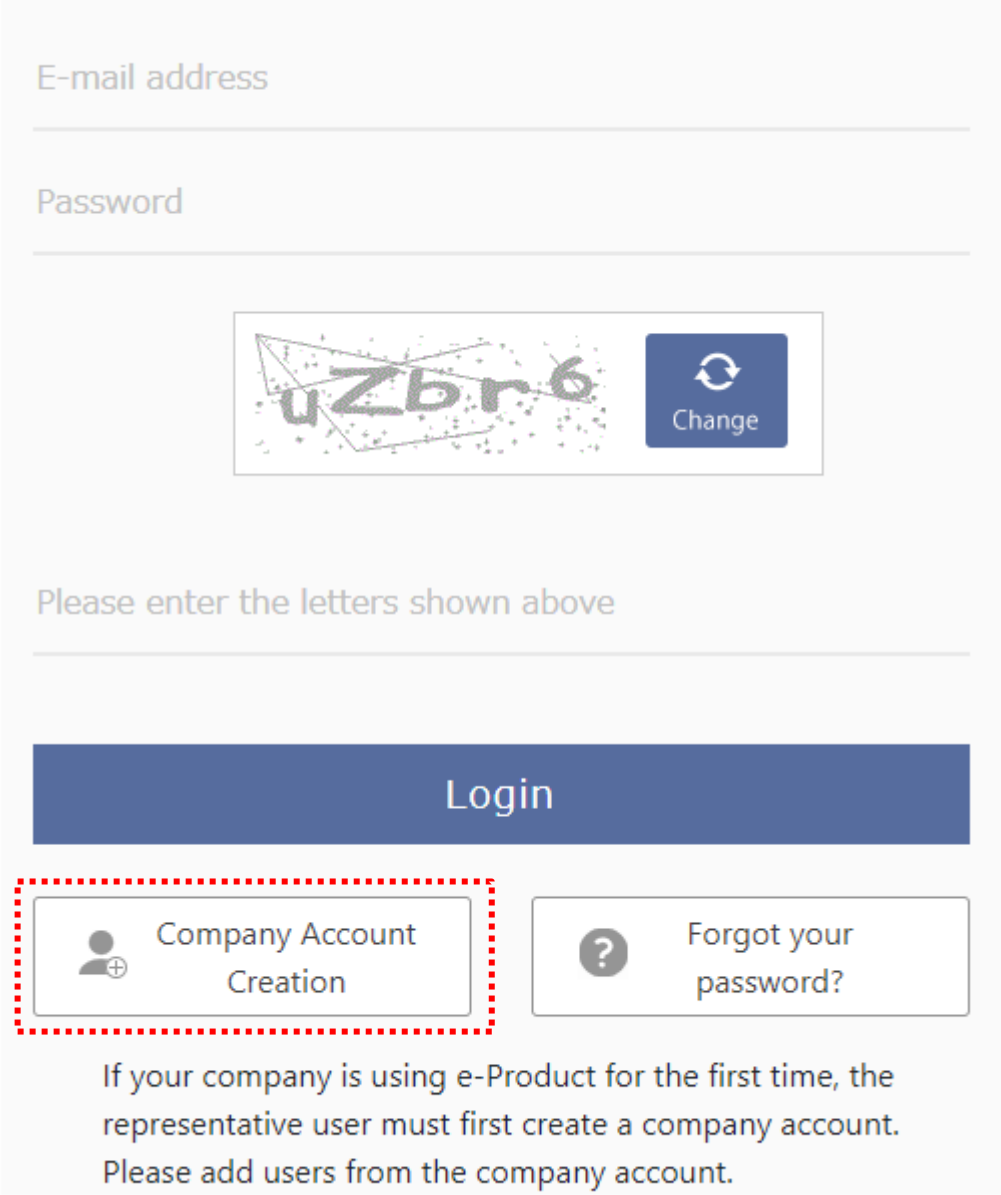
1.2 Registration of e-Product accounts.

✓ Make a new account

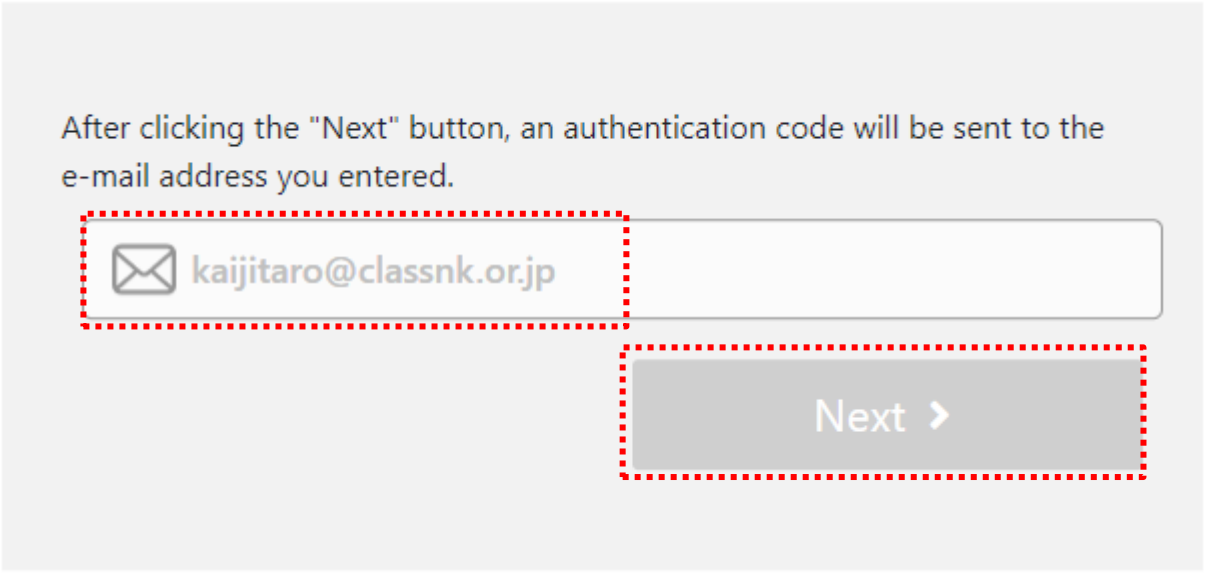
Access to the below URL and open the e-product web page

https://me-portal.classnk.or.jp/me-portal/

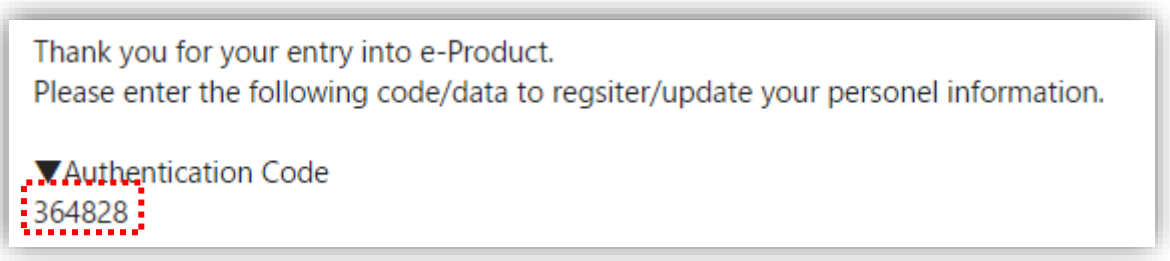
① Click the「**Company Account Creation**」.



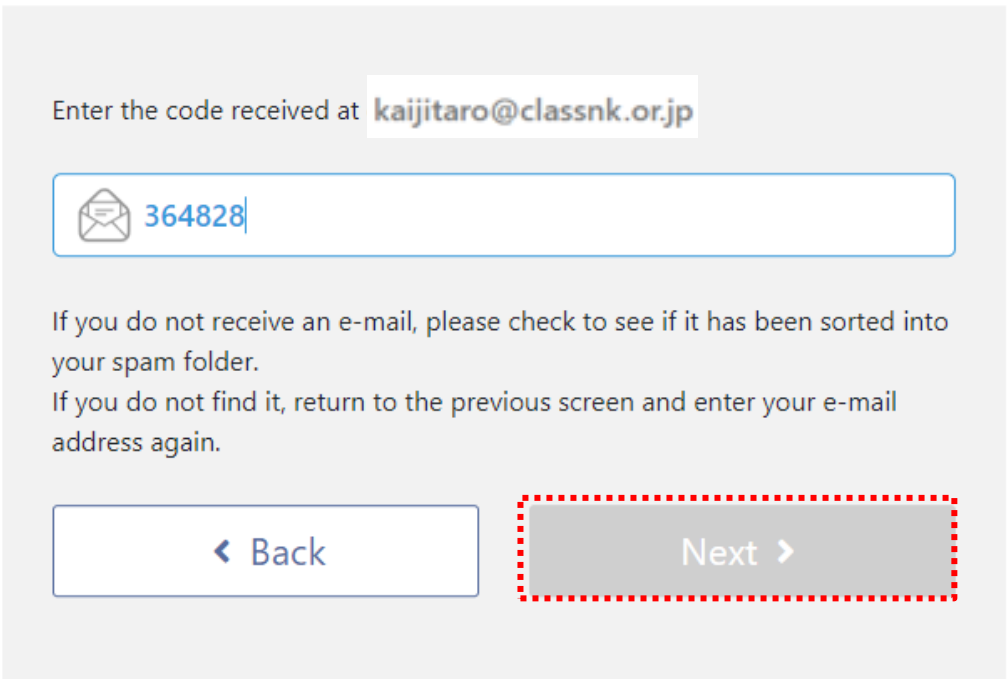
② Enter the e-mail address and click「**Next**」.



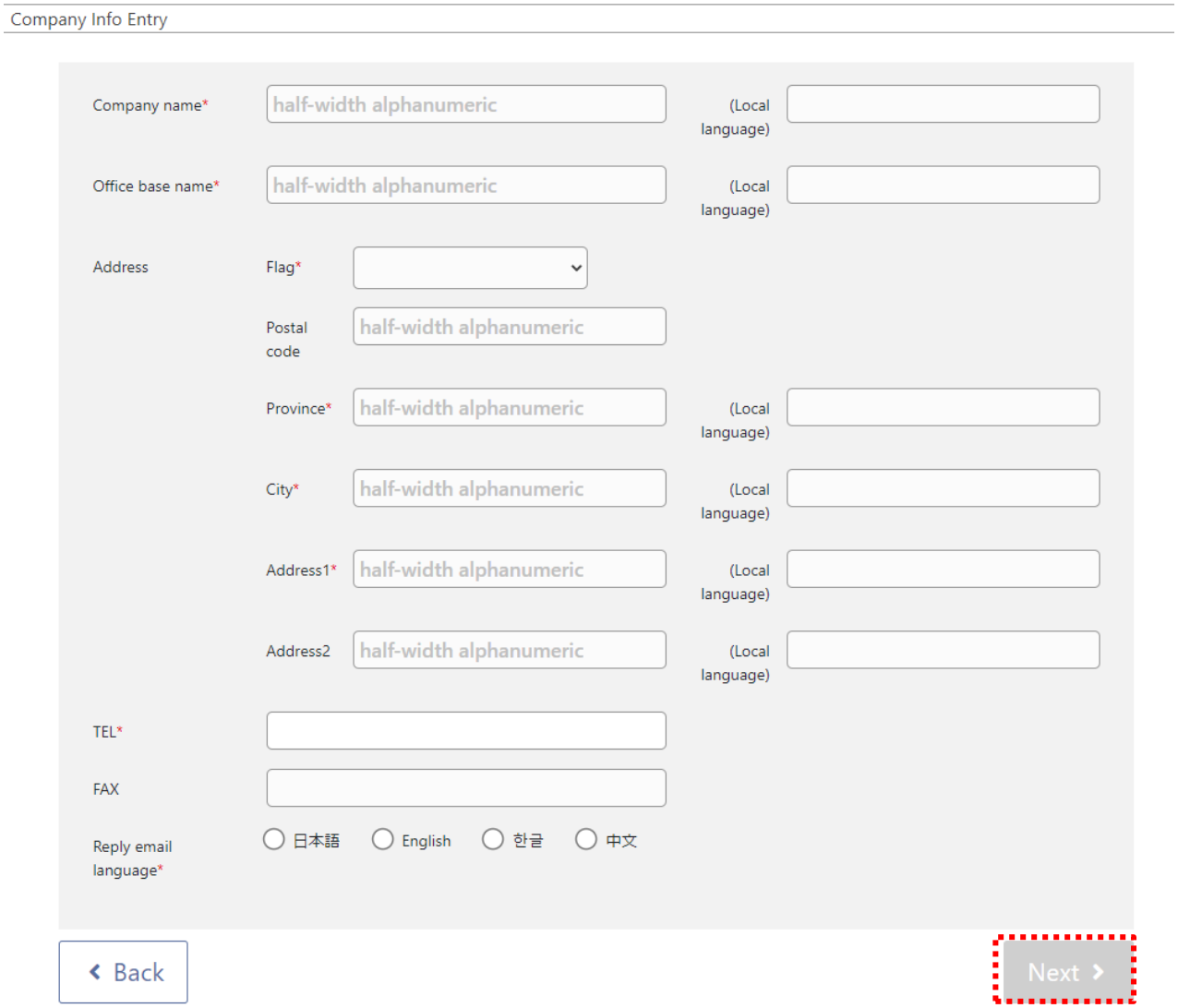
③ Confirm “Authentication Code” received by e-mail.



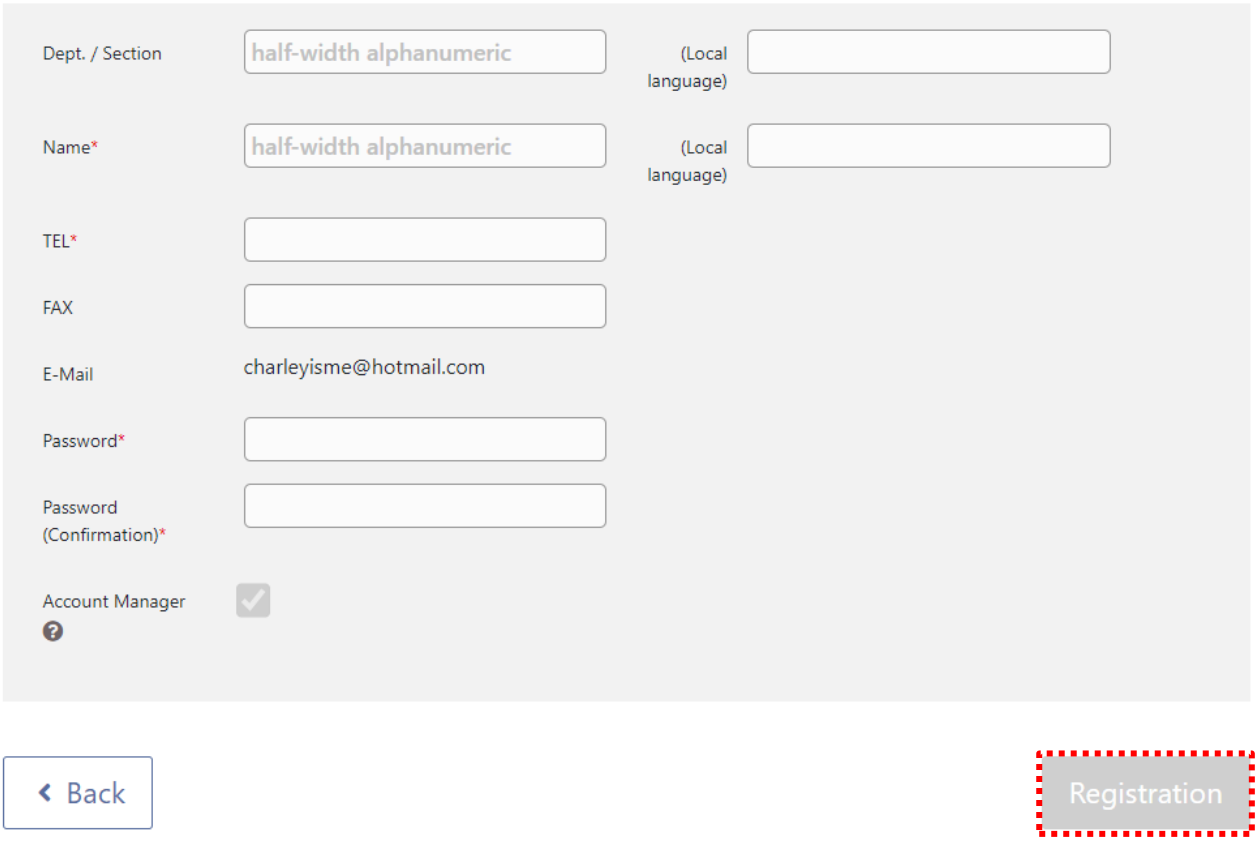
④ Fill in “Authentication Code” and click「**Next**」.



⑤ Fill in company information and click「**Next**」.



⑥ Fill in User information and click「**Registration**」



「User Information」: Fill in the information of the representative person (e.g. Quality Control manager). The first person registered in system is granted to Administrator Authority.

「Administration privileges」: The person who can edit the registered information and register the other users newly.

NK would like to strongly recommend making only 1 account for each company. If company has multiple accounts, each account cannot share the information of another account, such as user, product, company information, etc.

1. Introduction

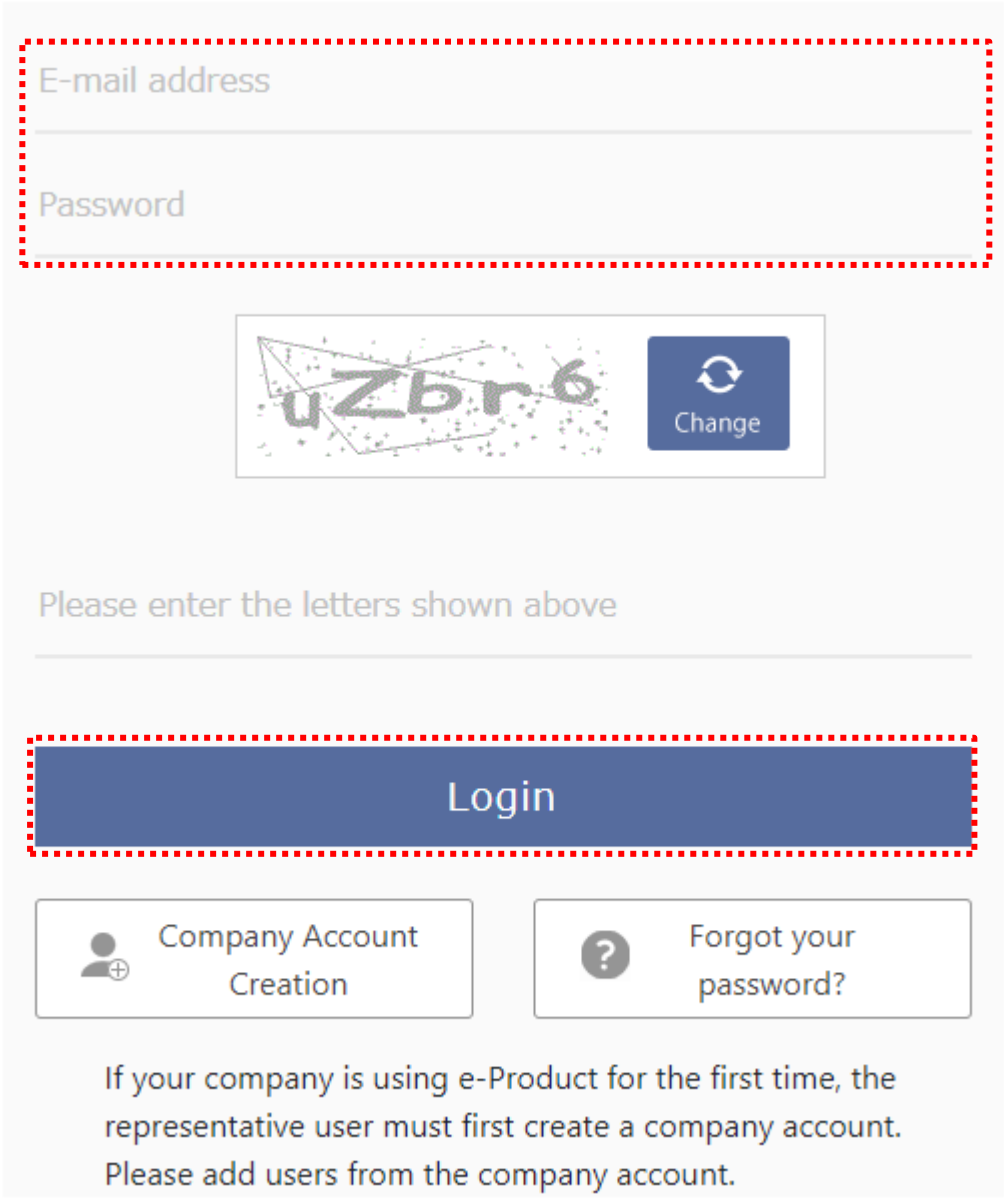
1.3 Login e-Product

✓ Login to “e-product”

Access the below URL.

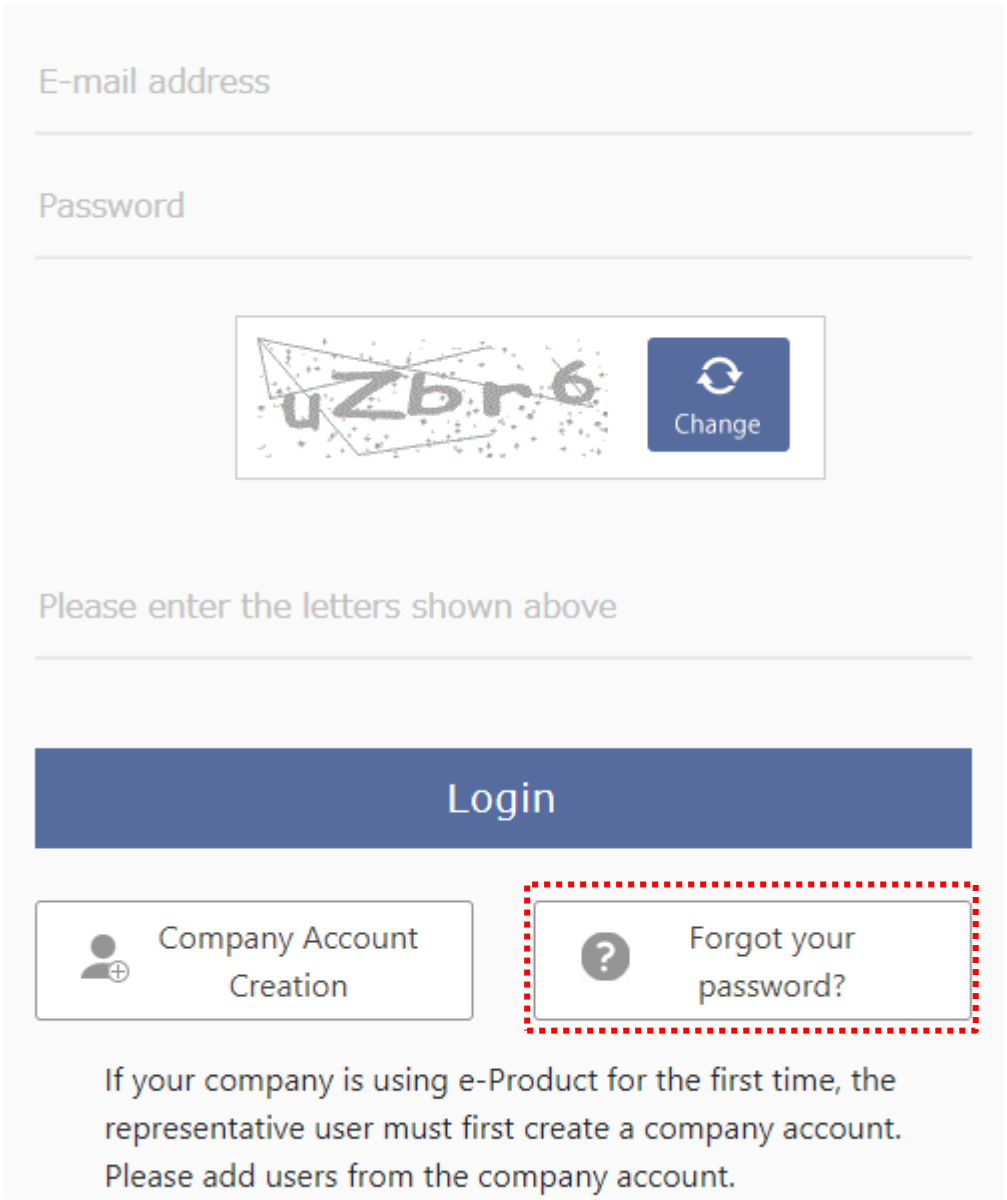
https://me-portal.classnk.or.jp/me-portal/WSPF00010.aspx

Fill in the registered E-mail Address and Password. Click「**Login**」.

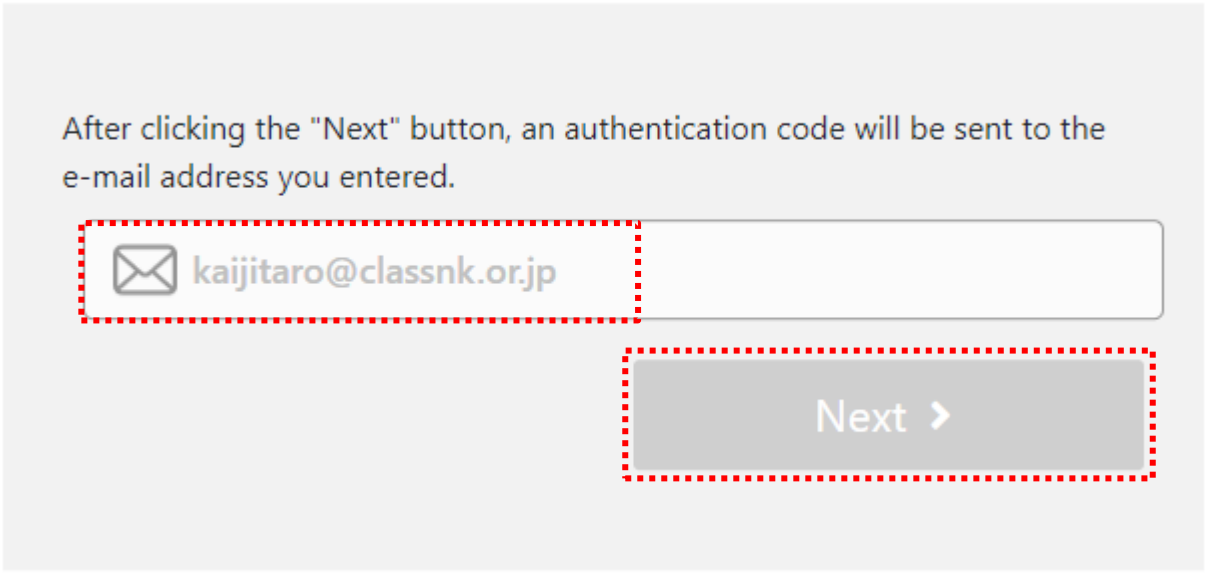


✓ In case where you forget the password

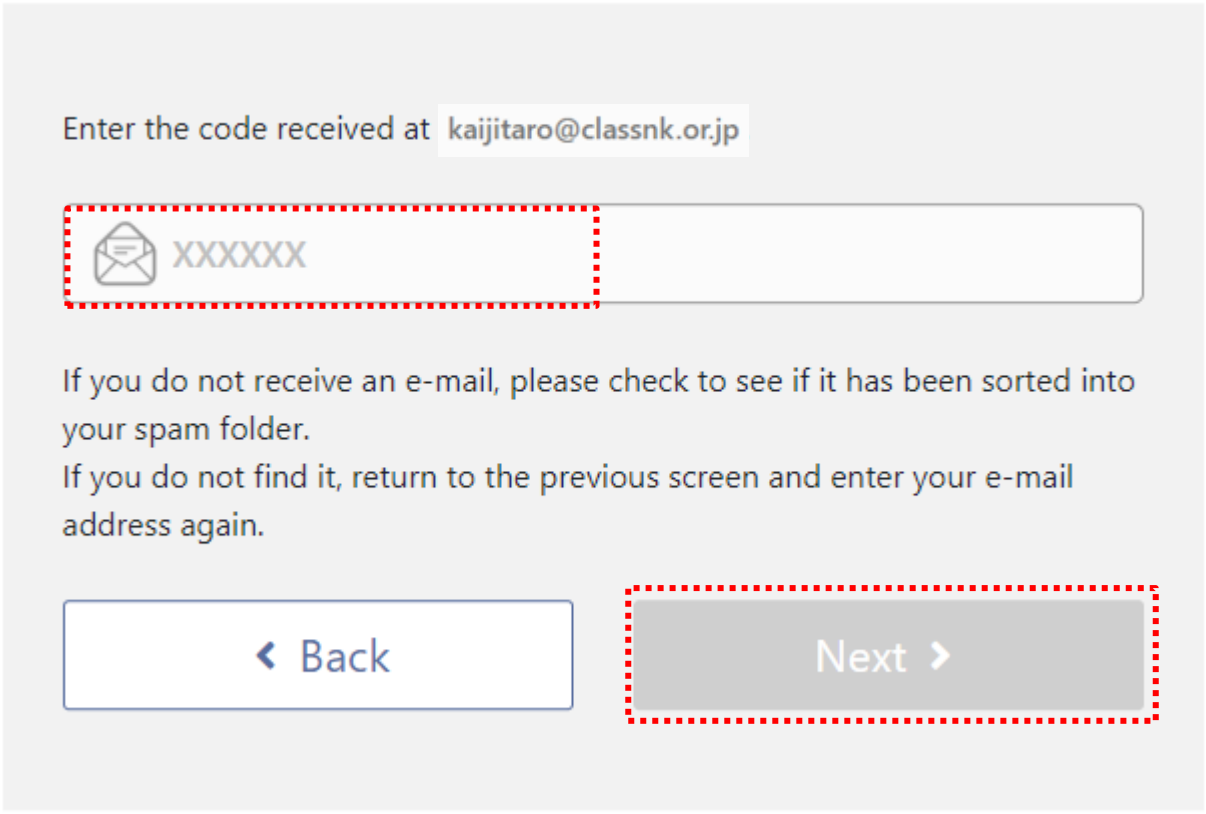
① Click「**Forgot your password?**」



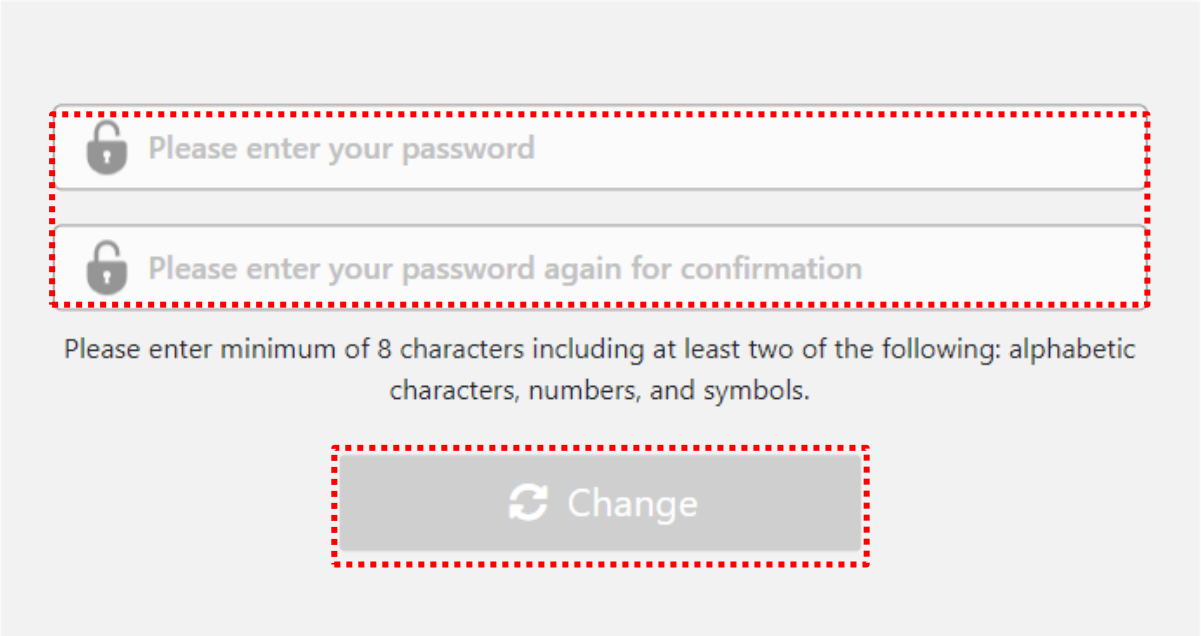
② Fill in the registered E-mail address、click「**Next**」.



③ Fill in the code which received by the above e-mail and click「**Next**」.



④ Fill in new password and click「**Change**」



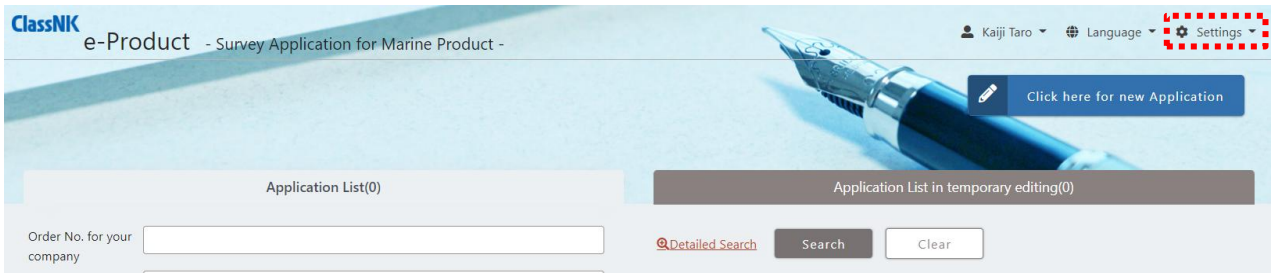
If you forget the registered E-mail address to login, please contact to ClassNK Technical Information Department (tid@classnk.or.jp).

1. Introduction

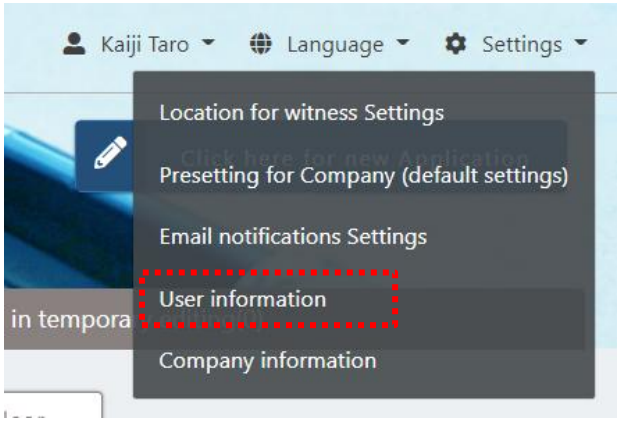
1.4 Add the new user

✓ Add the new user

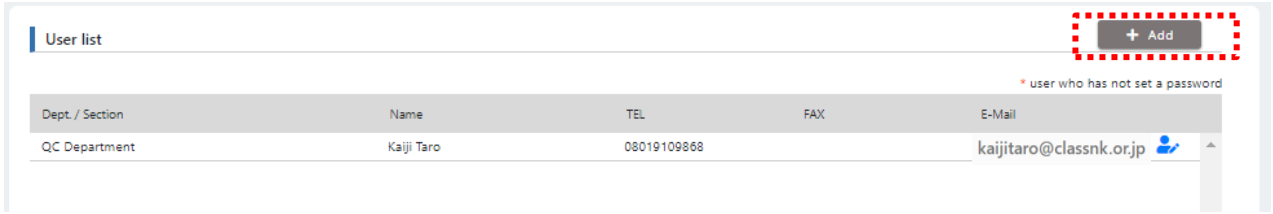
① Click「**Settings**」at the top right of home page after login.



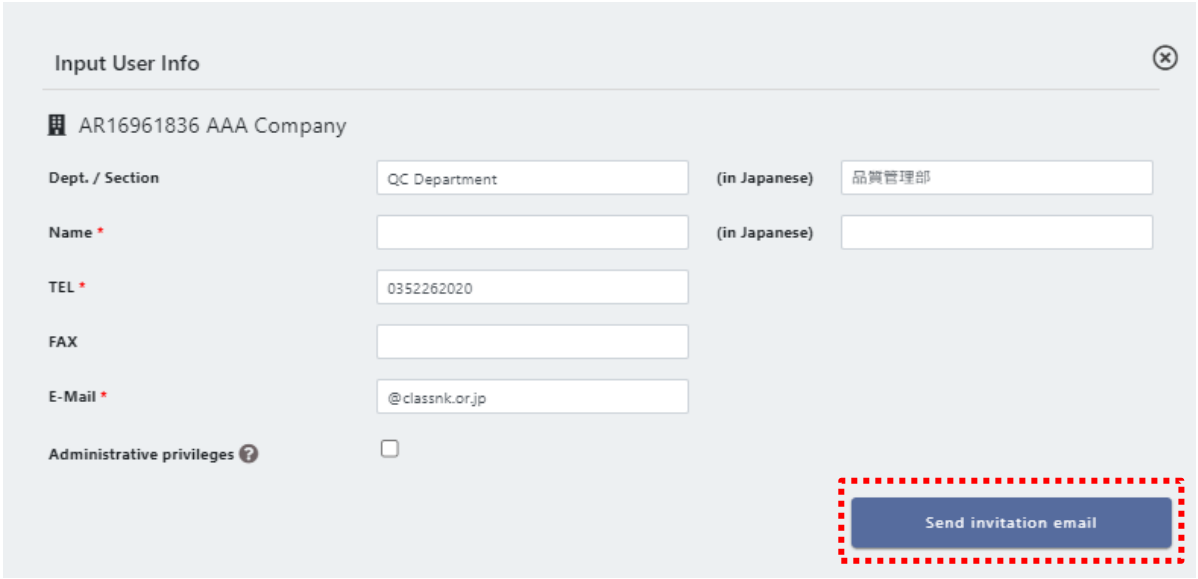
② Click「**User Information**」.



③ Click「**+Add**」

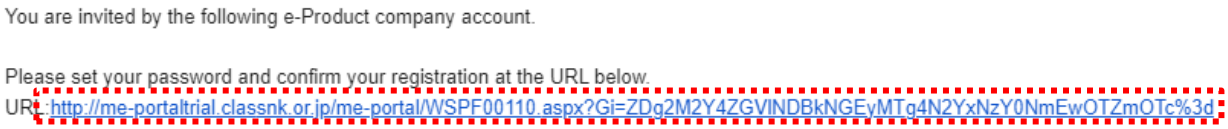


④ Fill in additional user's information and click「**Send invitation email**」.

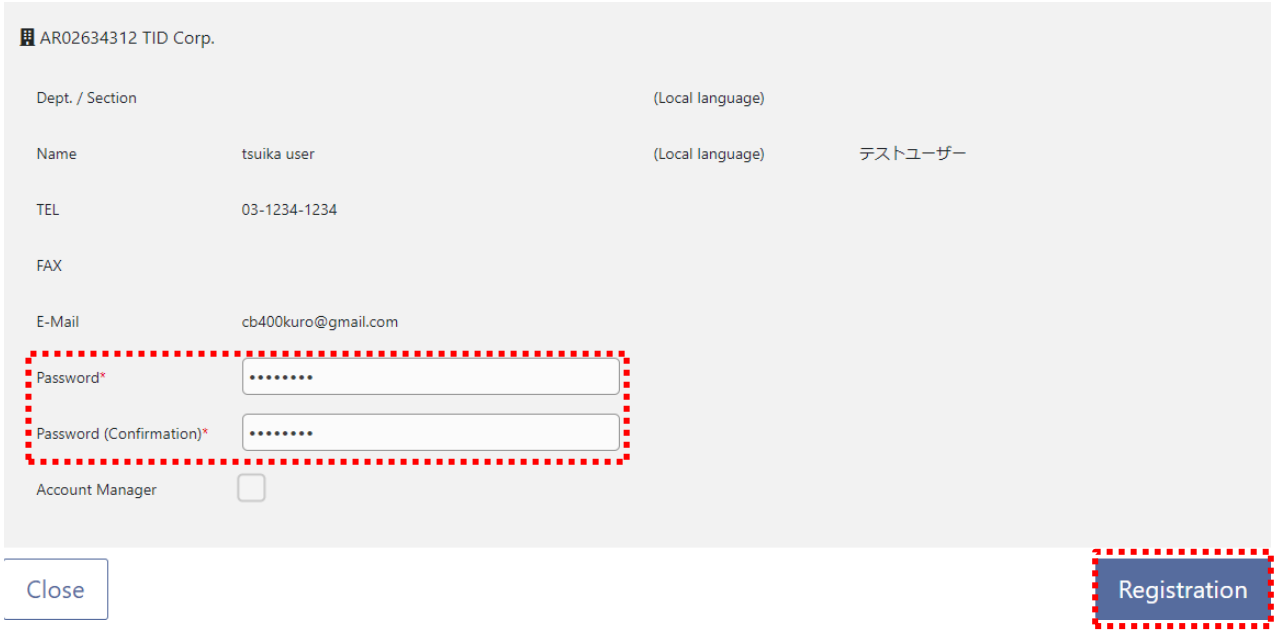


「Administration privileges」: The person who can edit the registered information and register the other users newly.

⑤ Click the URL in received e-mail.

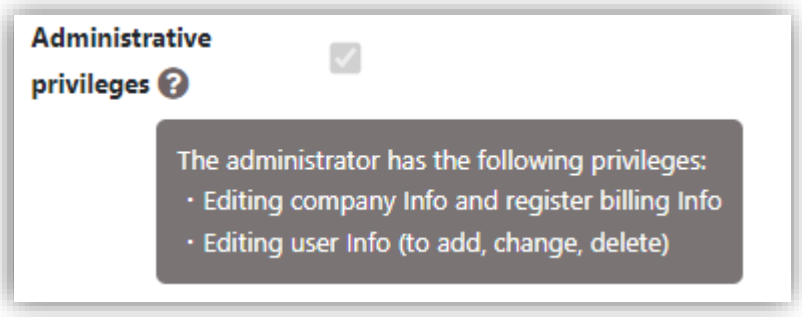


⑥ Input the password and click「**Registration**」.



Remarks

The supporting information is shown when you place the pointer over “?” in window



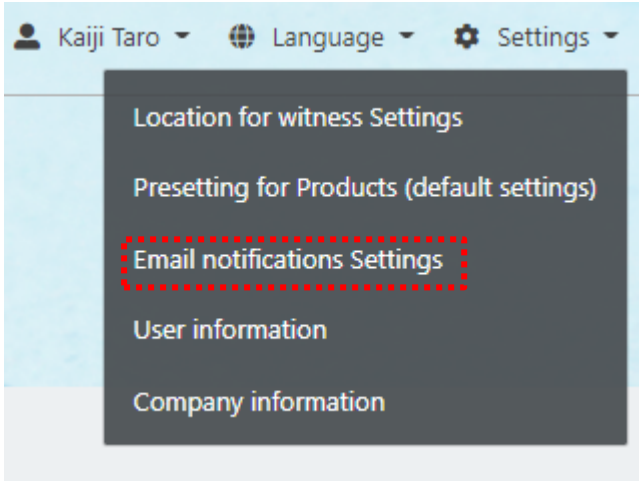
1. Introduction

1.5 Set up email notifications

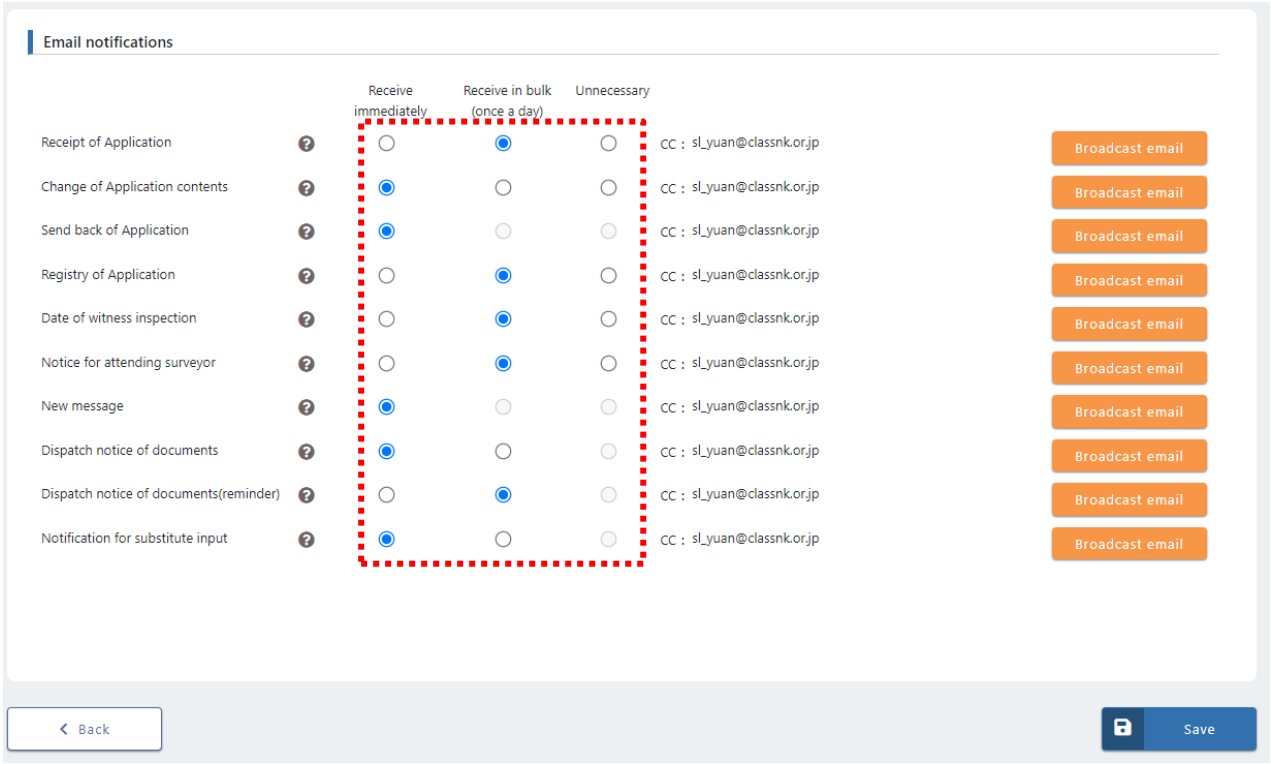
✓ **You will automatically be informed of the progress of your application by email, but you can customize when you receive it and who receives the email updates.**

① On the logged-in screen, click on “Settings” in the top right-hand corner.

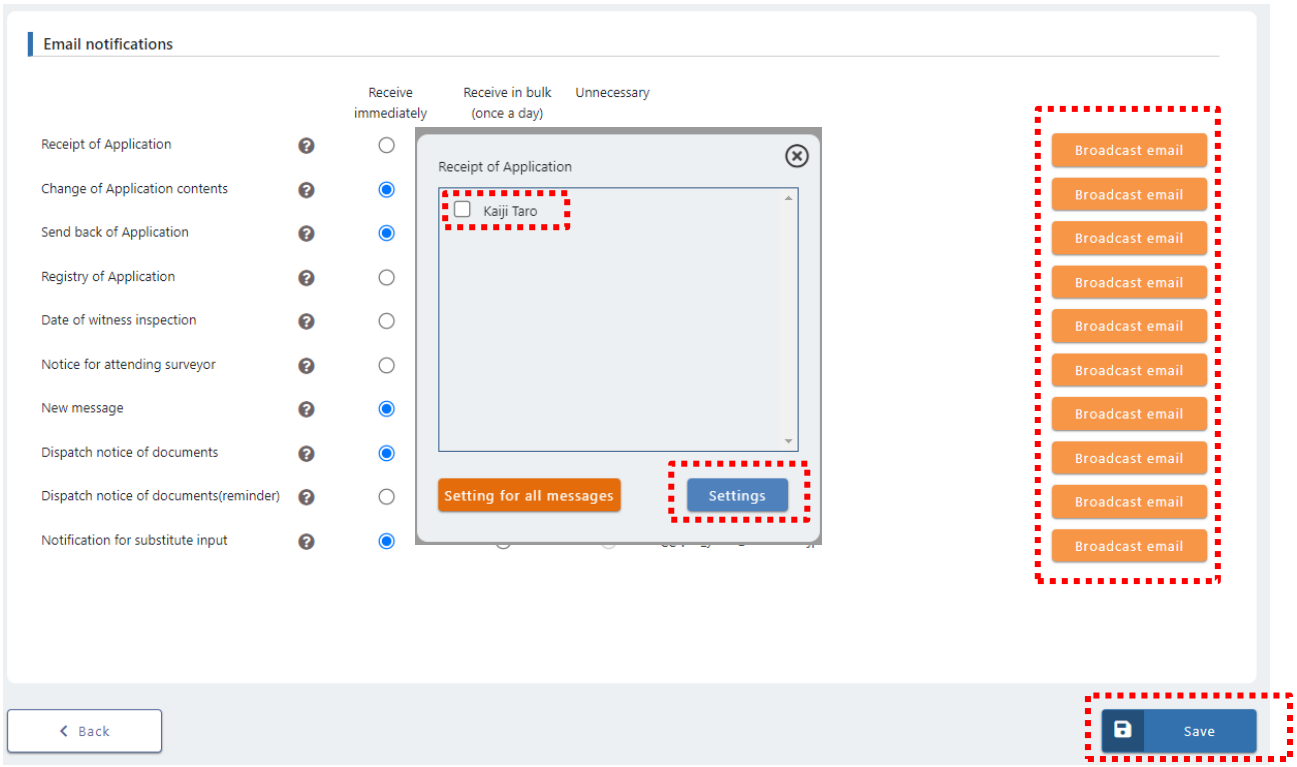
② Click on “Email notifications settings”.



③ Click on “O” to select whether to receive.



④ By clicking on “Broadcast email”, you can select the users to whom you would like to receive email broadcasts. If you wish to do this, please add users first, as it is not possible to select users who have not been added. Click on “Settings”, “Save” and you are done.

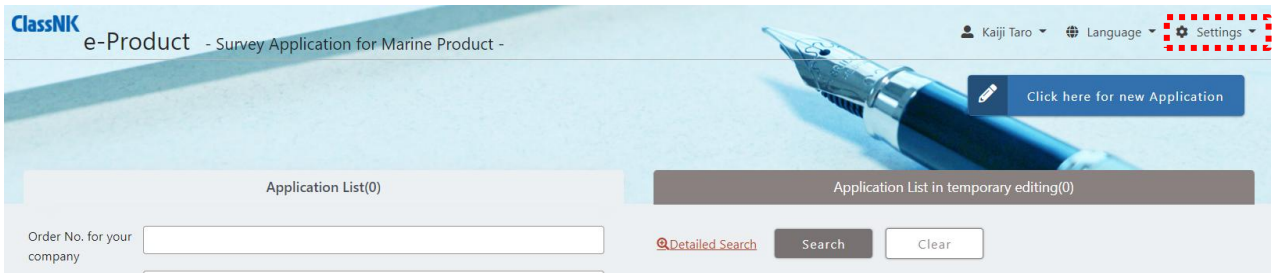


1. Introduction

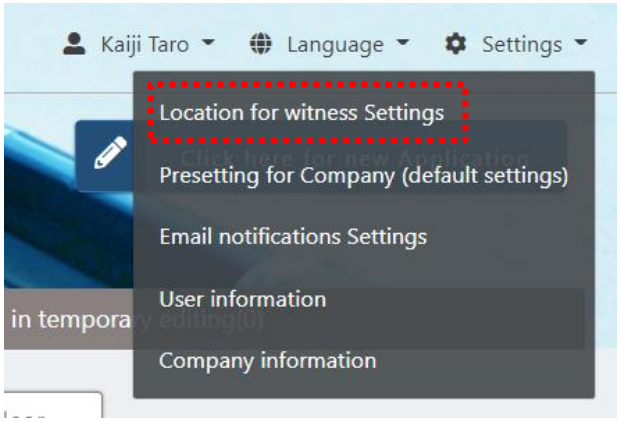
1.6 Set up inspection locations

✓ Set up the inspection locations

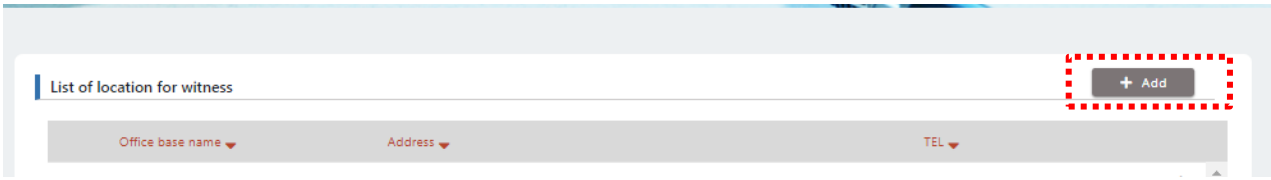
⑤ Click「**Settings**」at the top right of home page after login.



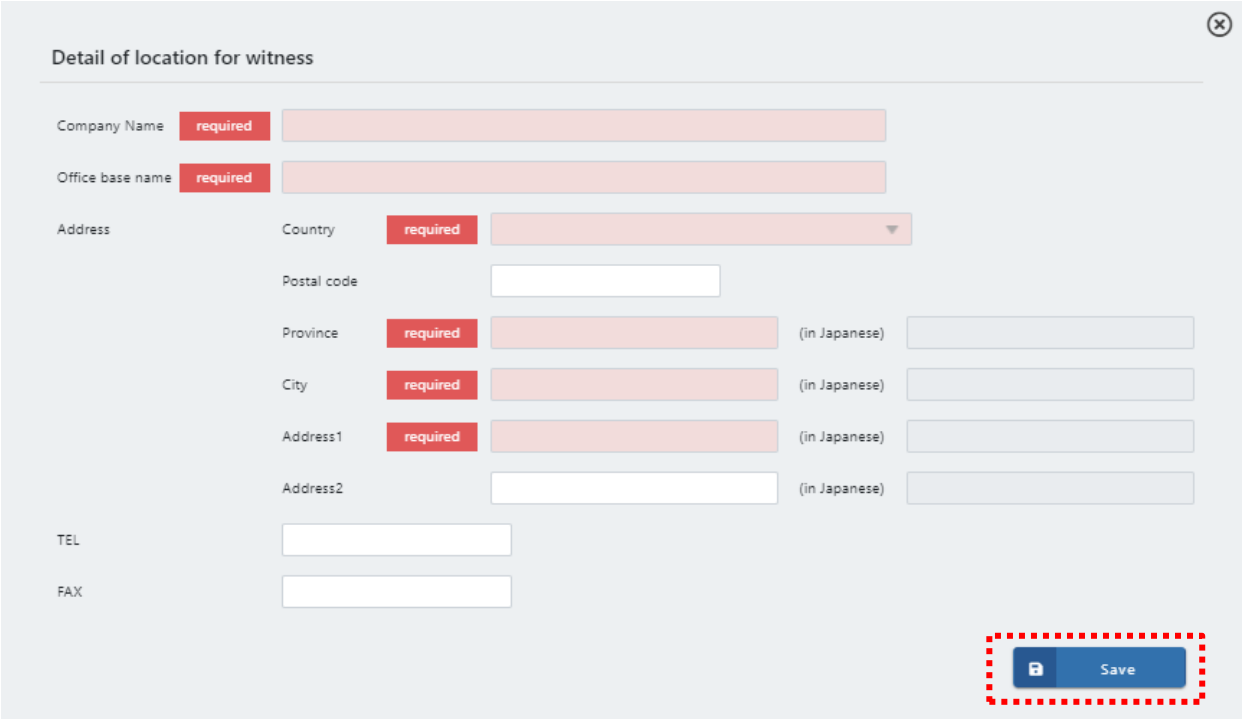
① Click「**location of witness Settings**」.



② Click「**+Add**」.



③ Input the information of location and click「**Save**」.

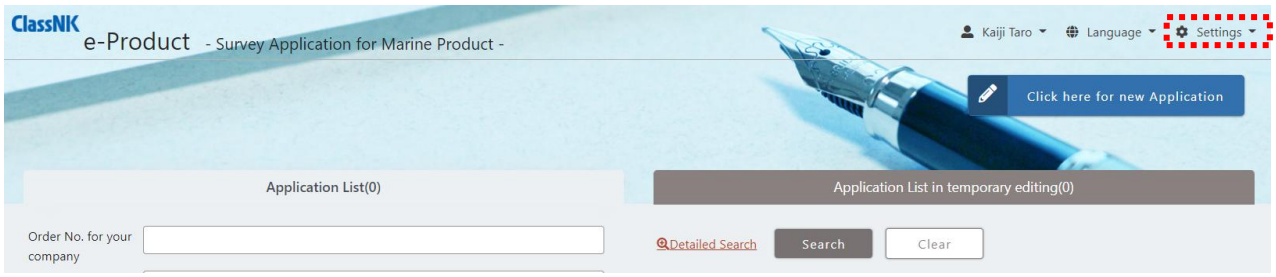


1. Introduction

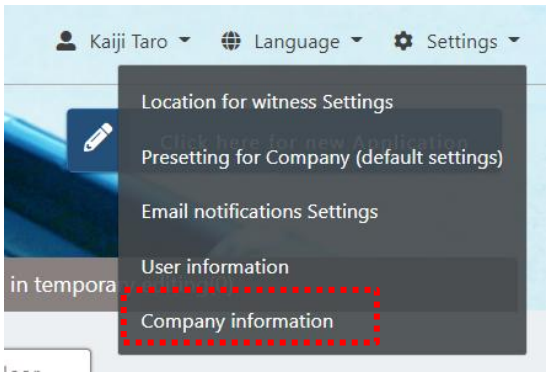
1.7 Edit company information

✓ Edit applicant and billing information in e-Product application

① Click「**Settings**」at the top right of home page after login.

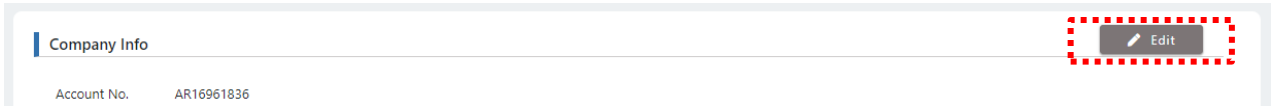


② Click「**Company information**」.

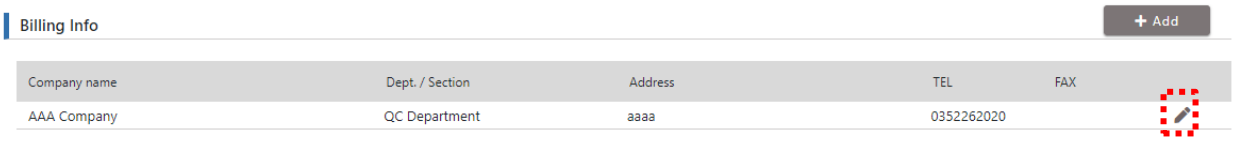


③ Click「**Edit**」.

Information registered in column ⑤ in「1.2 Registration of e-Product accounts」are shown as initial company information. Edit information as necessary.

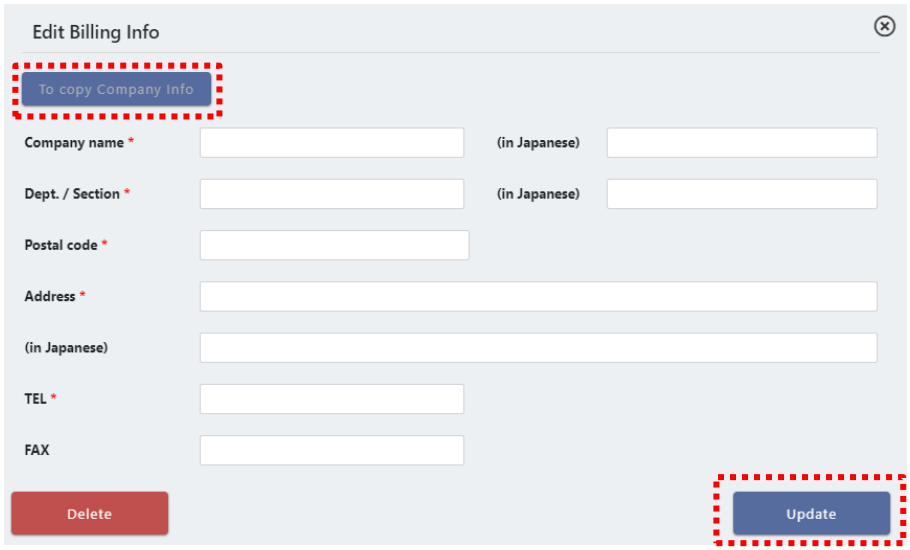


④ When you edit「Billing information」(Billing address) , click **Pencil Mark** as below.



⑤ Fill in the Billing information and click「**Update**」.

If you use same information as "company information", click「To copy Company Info」.

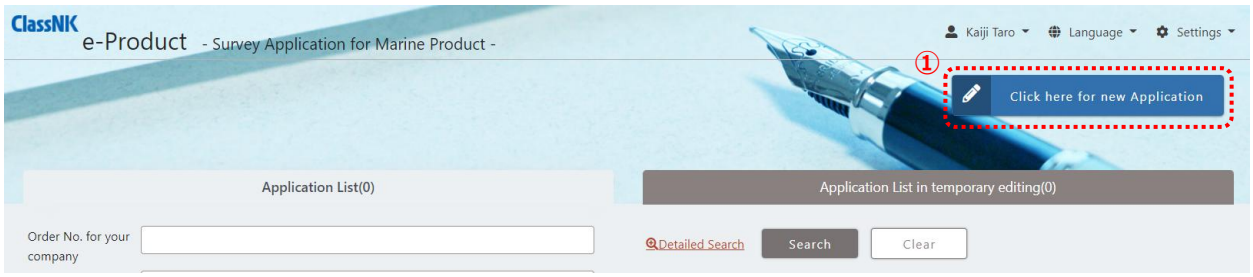


2. How to apply NK inspection

2.1 Make new application

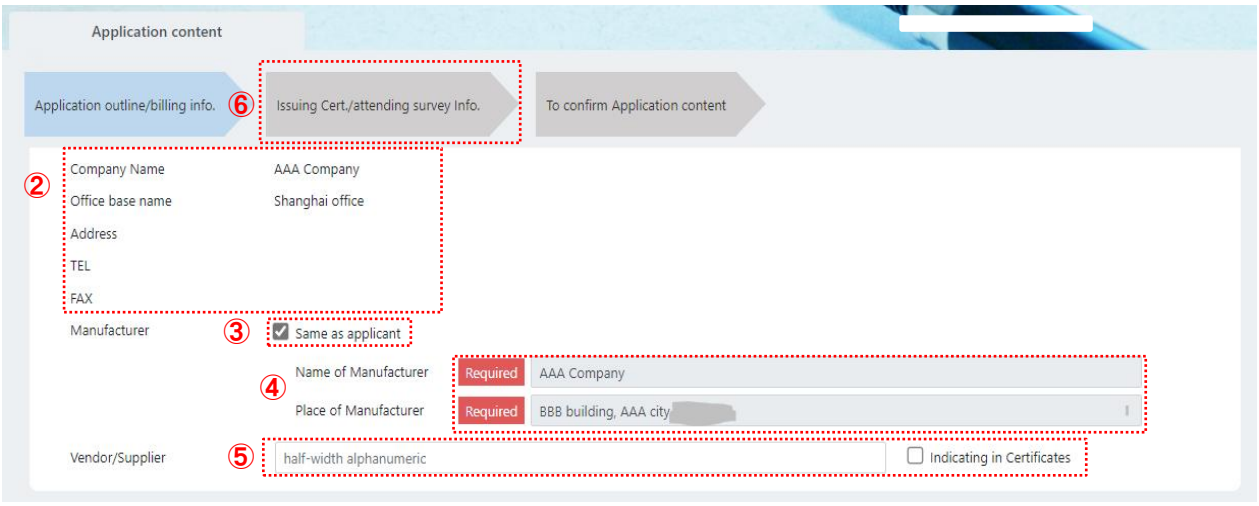
STEP 1 Access to application page

① Click「**Click here for new application**」.

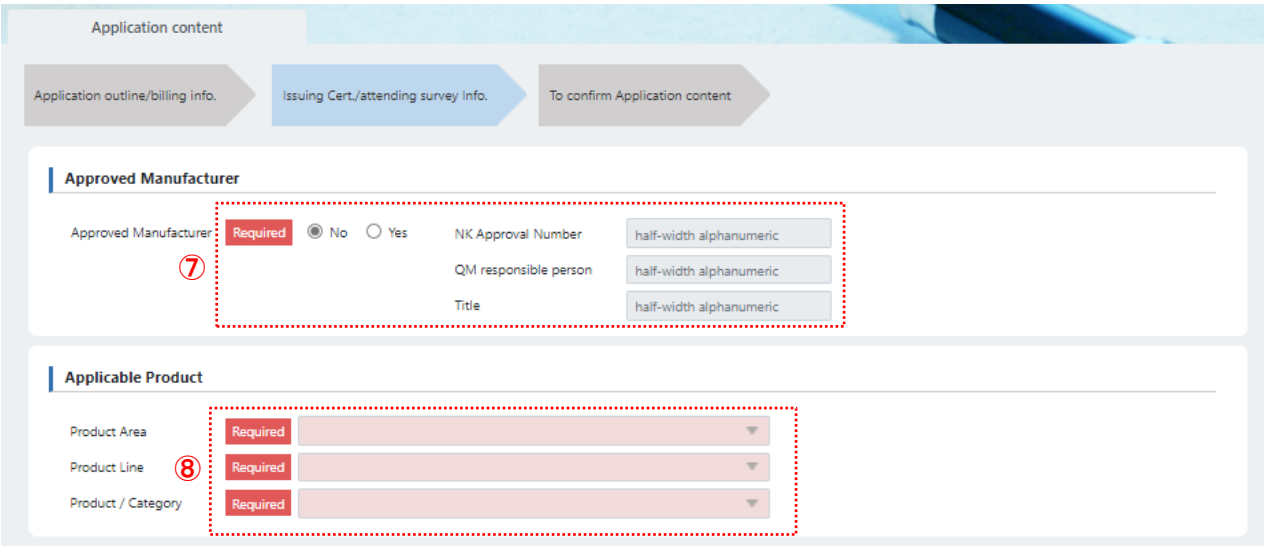


STEP 2 Fill in the necessary information

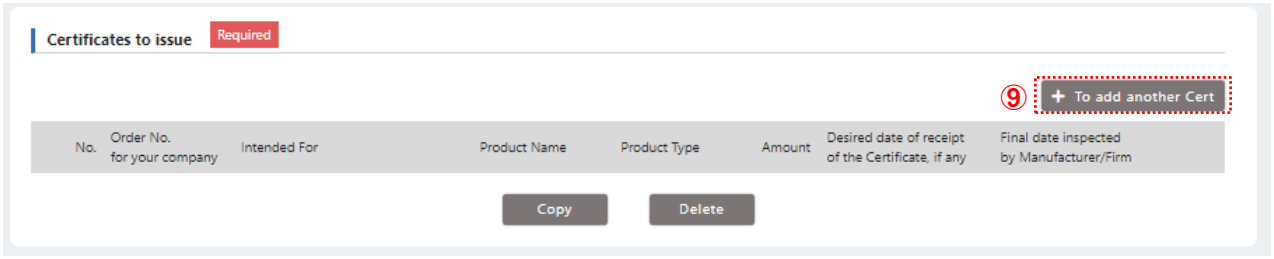
② Registered company information is shown automatically. If you want to change, please refer “1.6 Edit company information”.
③ Please ticked「Same as applicant」when manufacturer and applicant is same. If not, please input ④.
④ Fill in the information of manufacturer.
⑤ If Vendor/Supplier supplies the product, fill in the information to the blank of「Vendor/Supplier」. If you want to indicate this information in NK certificate, tick「Indicating in certificate」.
⑥ After inputting, click「**Issuing Cert / Attending survey info.**」to move on next page.



⑦ If you have obtained ClassNK “Approval of Manufacturer”, tick “Yes” and fill in 「NK approval Number」, 「QM responsible person」 and 「Title」.
If NOT, tick “No”.
⑧ Select 「Product Area」, 「Product Line」, 「Product Category」.
Detail of each category is referred to the “Appendix”.

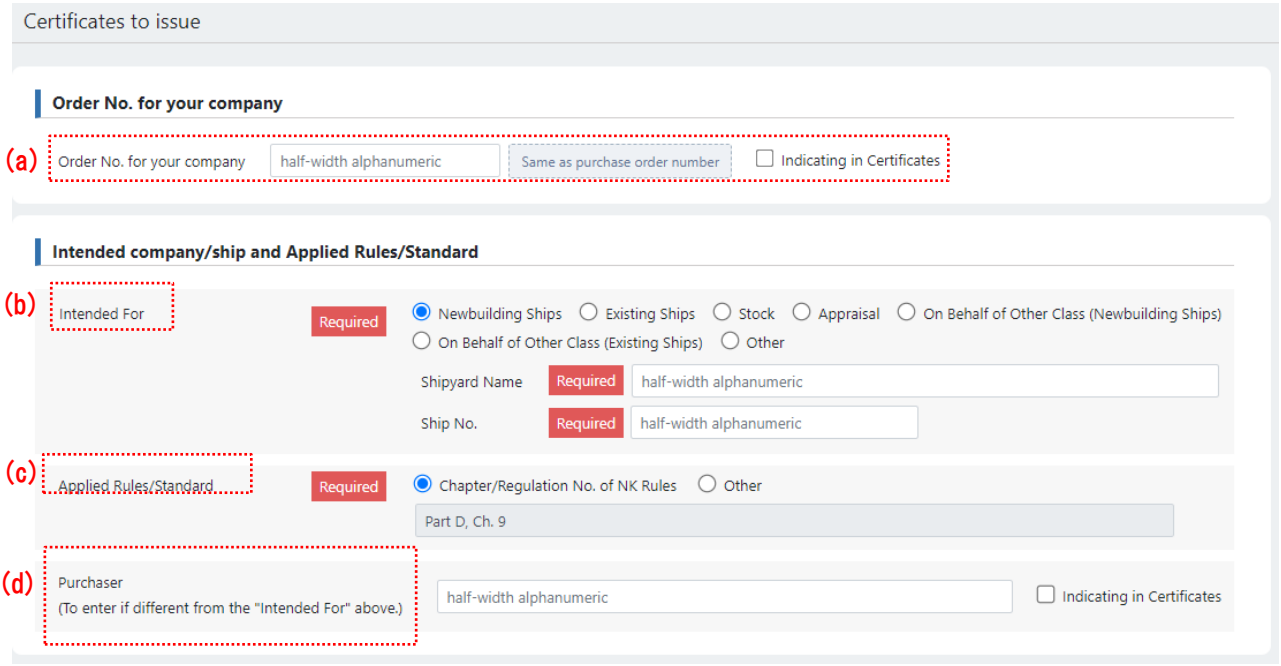


⑨ Click 「**＋To add another Cert**」 and fill in detail information of issuing certificate.
Fill in all necessary information and click 「**Settle**」.

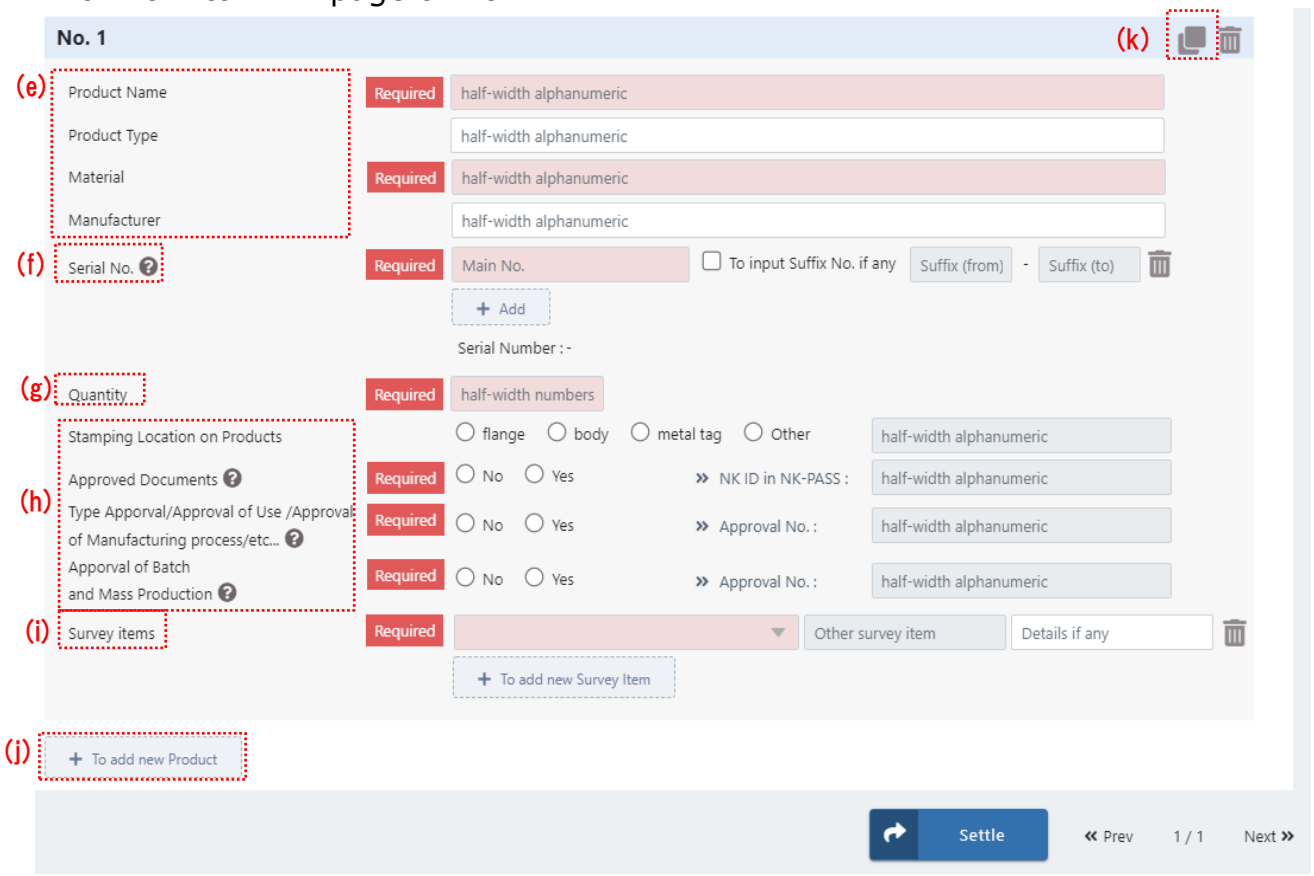


<Contents of issuing certificate>

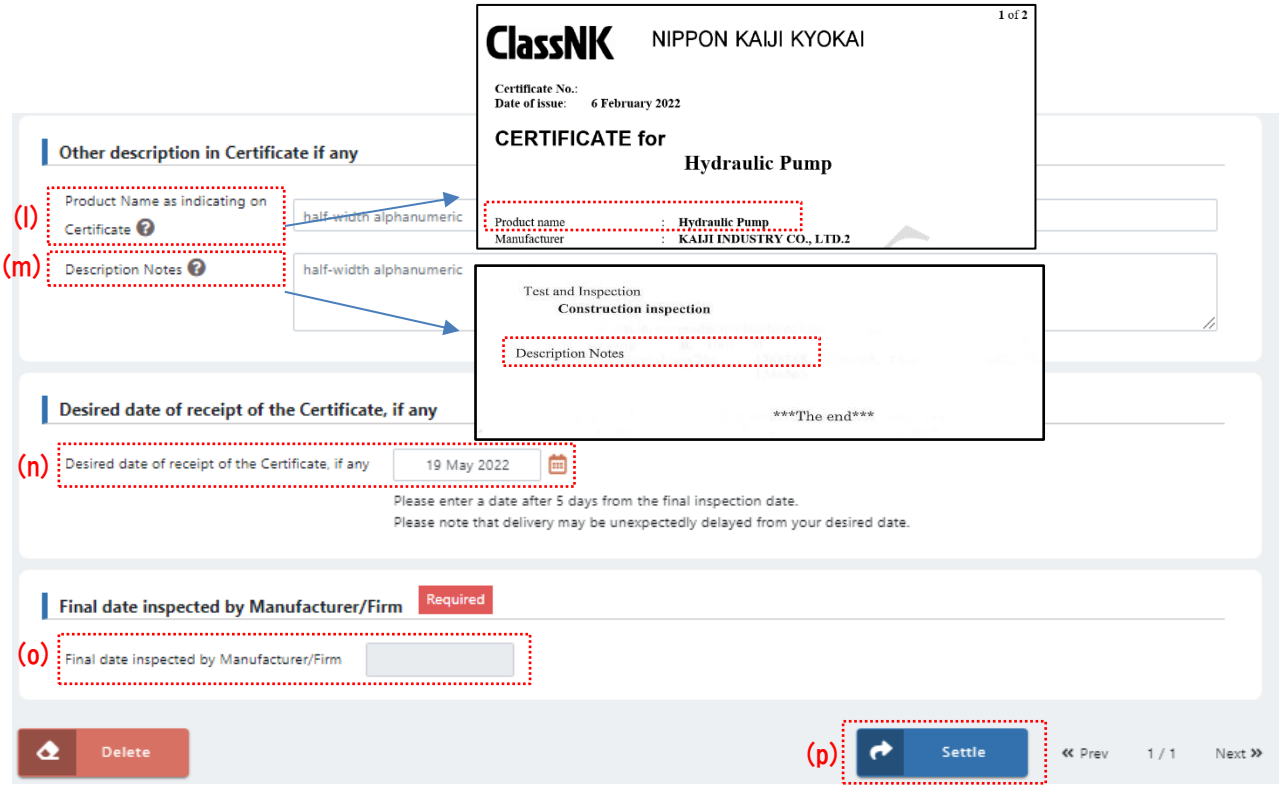
(a) Fill in the order No. of your company and check the checkbox if necessary.
(b) Fill in destination information.
(c) Applicable NK rules are shown depends on selected「Product Area」. Select「other」and fill in the rules or national standards name if you request to apply the other than NK rules.
(d) Fill in purchaser information in case where the product delivers to the purchaser before final destination. (e.g. In case that sub-contractor delivers their products to Engine manufacturer)
Tick the「Indicating in Certificate」if you want to specify this information in certificate.



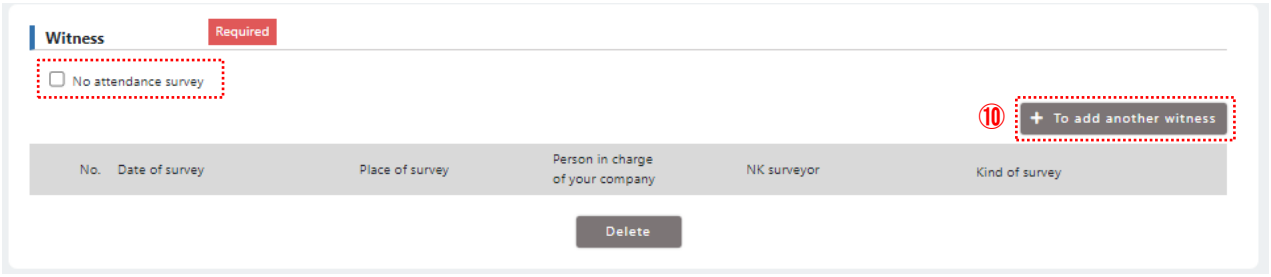
(e) Fill in the product information.
(Showing items is deferent by product. The below figure is shown in case of hydraulic pump)
(f) Fill in Serial No. In case of Multiple products, use「Suffix No.」or「+Add」.
(g) Fill in Quantity of product.
(h) Select applicable items and fill in ID / Approval No.
(i) Select「Survey item」in the list. If the survey item is not in the list, select "Others" and fill in the inspection detail to the blank in right side.
(j) In case that「Product name」,「Product type」are different, click「+To add new product」and proceed from (e) to (i) again.
(k) If you fill in similar information of No.1, click「」and copy the information of No.1 to fill in page of No.2.



(l) “Product Name” information is indicated in the first page on certificate. (NOT mandatory) If you want to specify in certificate, fill in this item.
(m) “Description Notes” is indicated in the last page on certificate. Fill in this item if you need to describe any information.
(n) Fill in the preferred date receiving certificate, if any.
(o) In case where「Approval of Manufacturer」is applied, fill in the inspection date by qualified person in your factory.
(p) Click “**Settle”**, then move on the previous screen (⑨ in page xx) and fill in Date of survey in accordance with item ⑩.

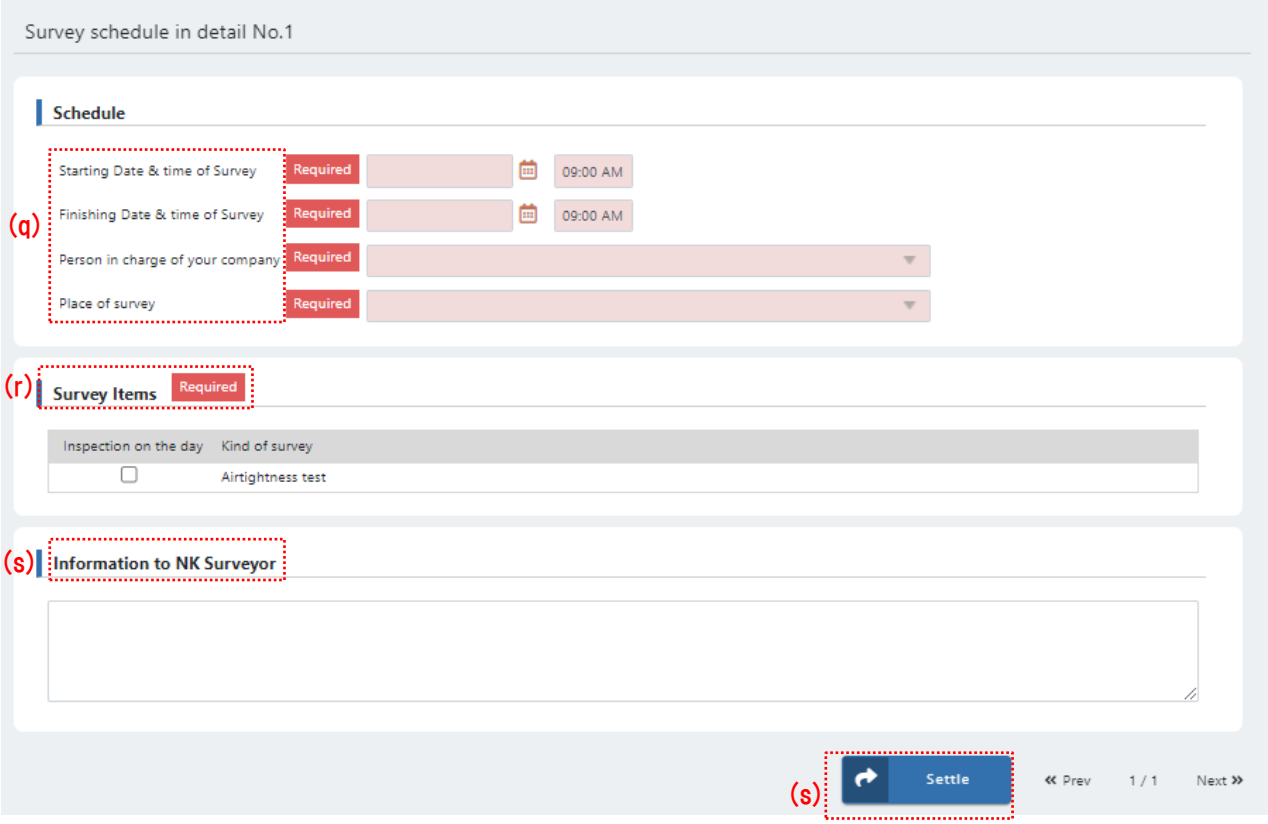


⑩ Click「**+To add another witness**」.
In case where the inspection is carried out by qualified person in factory in accordance with “Approval of Manufacturer”, tick「No Attending Survey」.



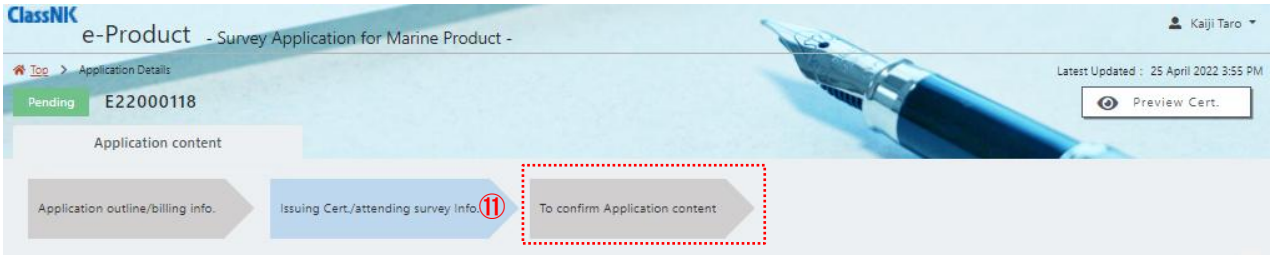
(q) Fill in「Starting Date & time of Survey」,「Finishing Date & time of Survey」,「Person in charge of your company」,「Place of survey」.
Select「Place of survey」from the registered places in「**1.5 Setting up inspection locations**」.

(r) Tick「survey items」carried out on the day
(s) Fill in information to NK surveyor, if any. Then, click「**Settle**」.



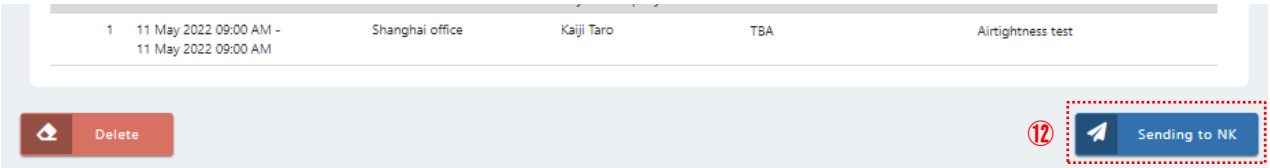
⑪ If survey will be conducted on multiple days, click「**+To add another witness**」again.

⑫ Click「**To confirm Application content**」and proceed next page.



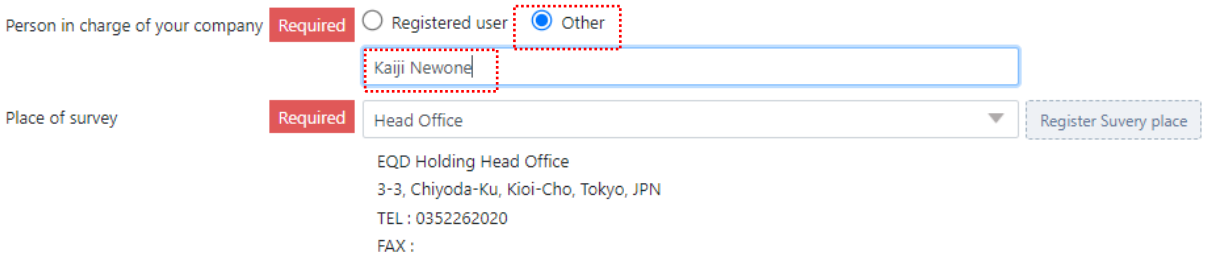
STEP 3 Confirm application contents and send application.

⑬ After confirmation of contents in application, click「**Sending to NK**」in the bottom of this page.



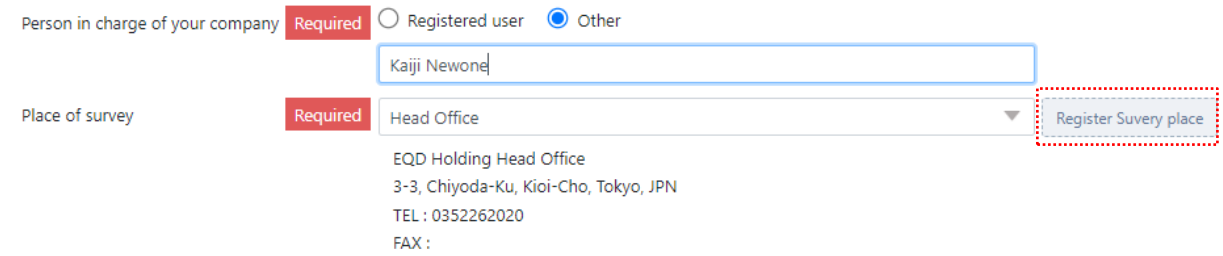
Remarks

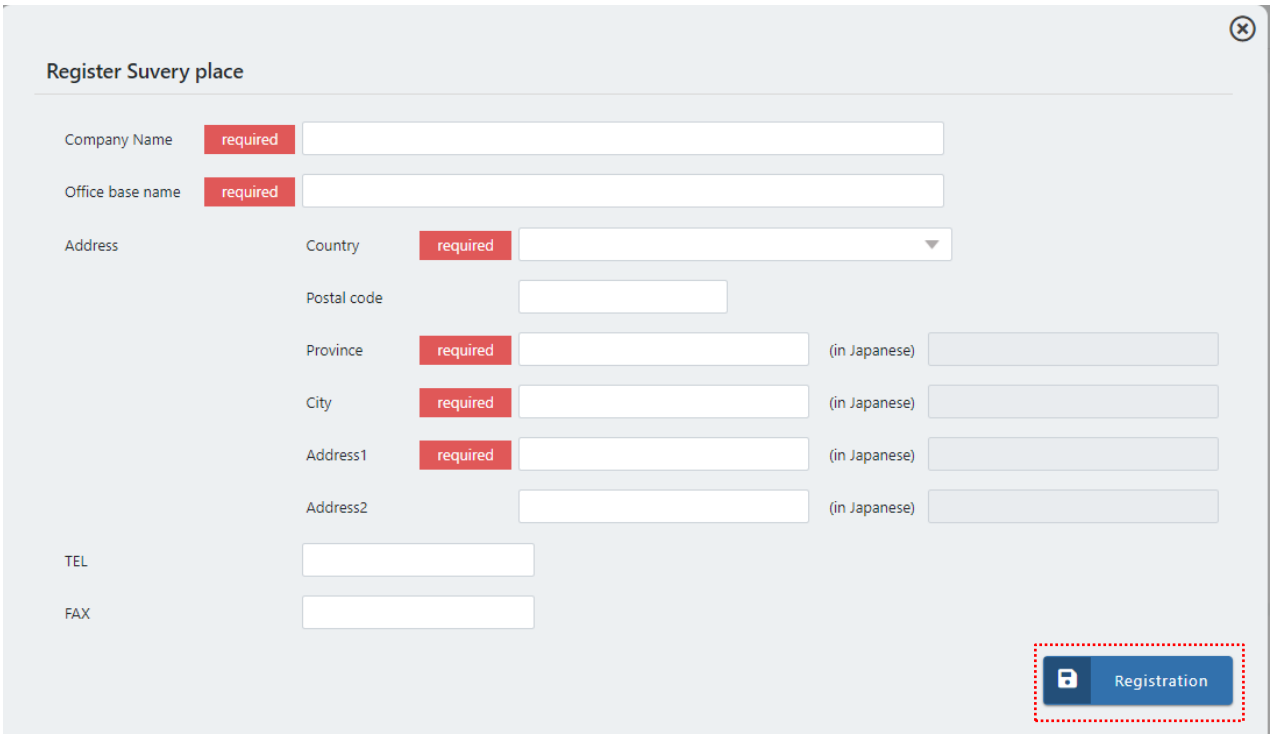
The “Person in charge of your company” field is basically the user who has already been registered from the beginning and does not need to be filled in.
If you would like to enter someone other than a registered user, select「**Other**」and you can also enter a free entry in the field below.



Remarks

The “Place of survey” field is basically the inspection location that has already been registered from the beginning and does not need to be filled in.
However, if you would like to register a new inspection location that has not yet been registered, you can complete the registration process here by clicking 「**Register Survey place**」 entering the required fields, and then clicking the 「**Registration**」 button.



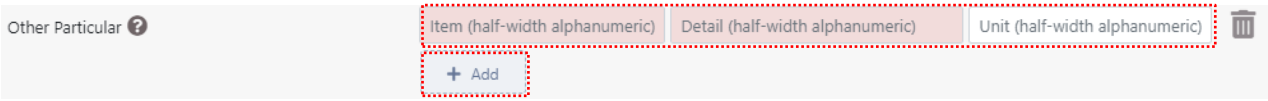


Remarks

If you have any other particulars that you would like to include in the certificate, please use the "Other Particular" section here.
Please note that we may not be able to meet your request since we will check whether the contents are acceptable or not.

To click「**+Add**」.

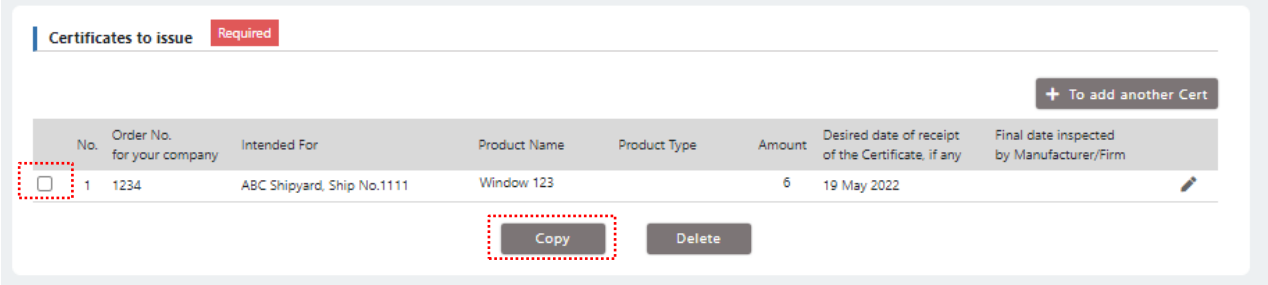
After entering the information, click again on「**+Add**」if you wish to add more particulars.



Remarks

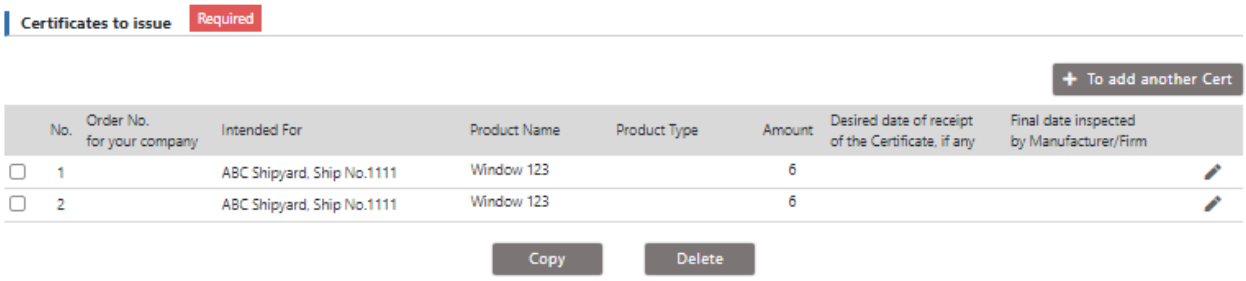
The above explanation is the procedure of application for issuing one certificate. In case that the multiple certificates for same products are necessary, the application procedure is as followings.

After completion of filling in the first certificate information, tick the check box in head of item and click「**Copy**」.



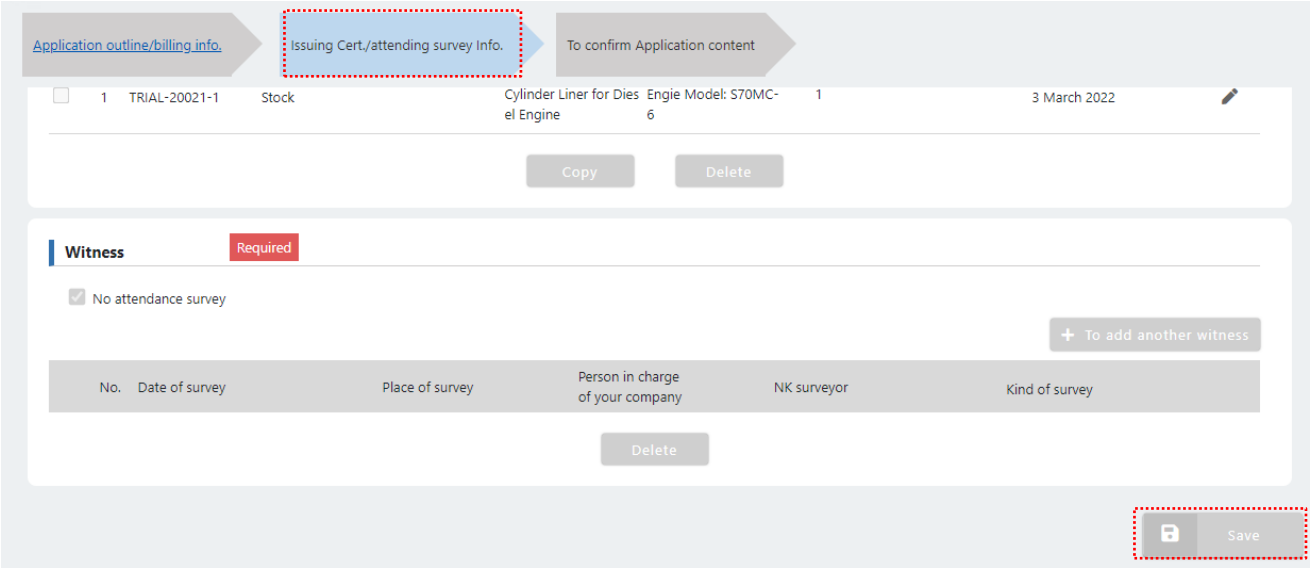
Then, same fill in information for first certificate in the issuing certificate list. The contents are same as the original information, therefore, edit the contents of copied item and click "**Settle**".

Completion of the above procedure, each item of two certificates is shown in the list.



Remarks

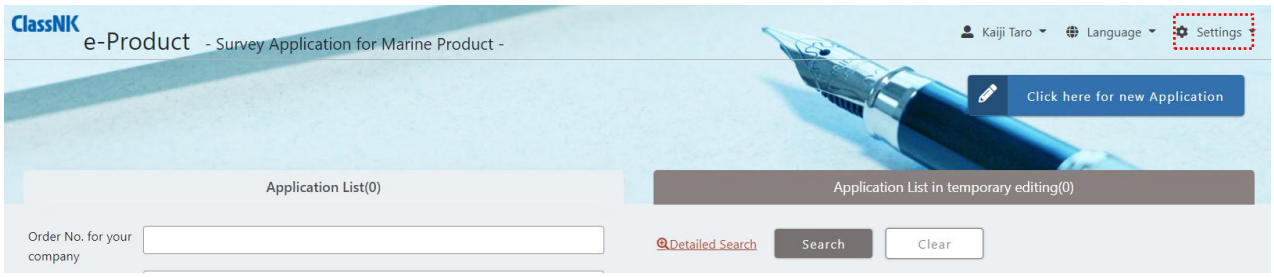
When you click **“Save”** at lower right, you save the input data as draft.



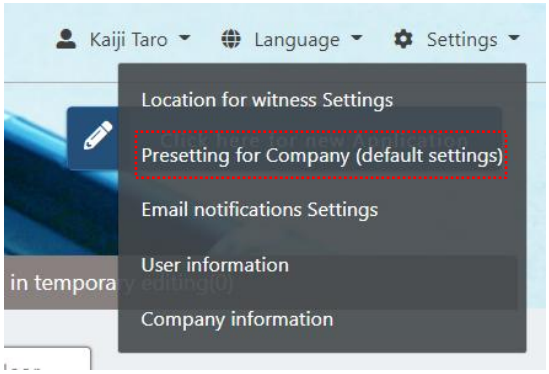
Remarks

You can make the initial settings for selecting the “Product Area”, “Product Line” and “Product/Category” for the target product in Step 2 ⑧. Once set the default settings will be displayed on future applications, saving you the trouble of making the same selections every time. The method for making the settings is as follows.

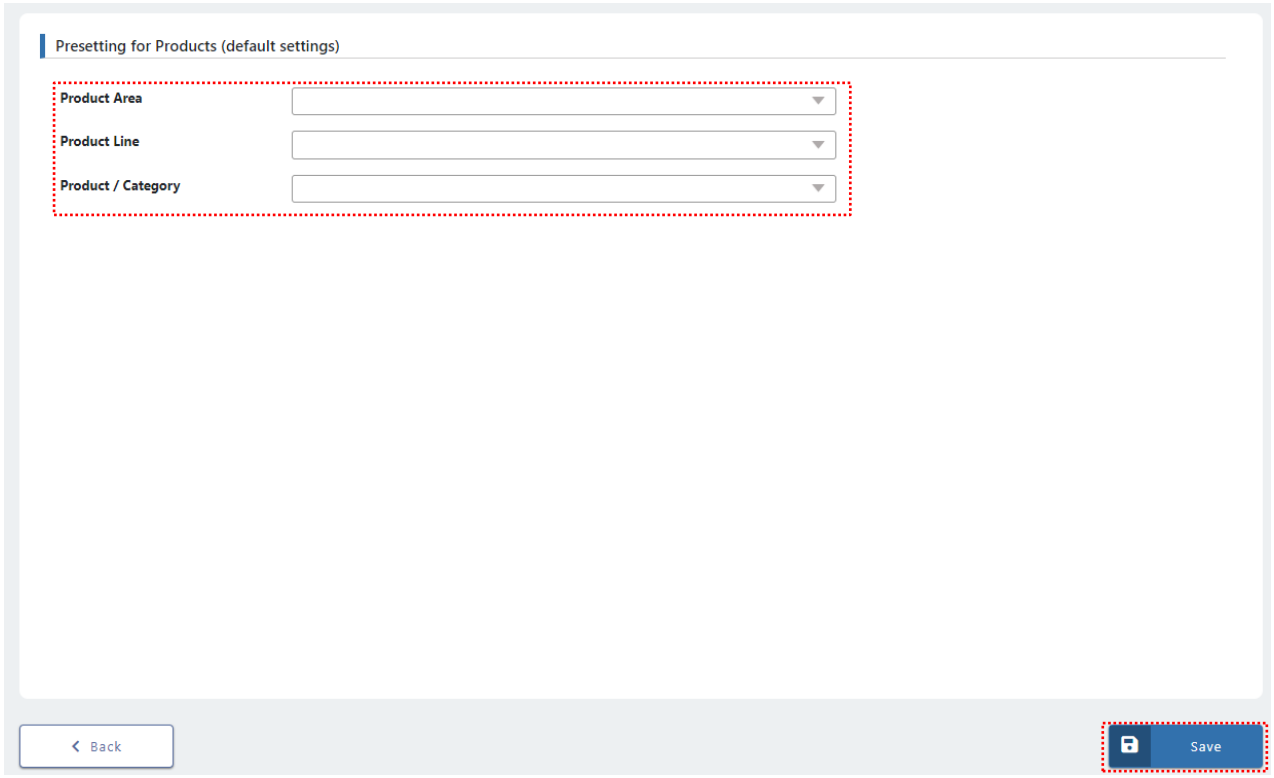
① Click「**Settings**」at the top right of the home page after login.



② Click “**Presetting for Company (default settings)**”.



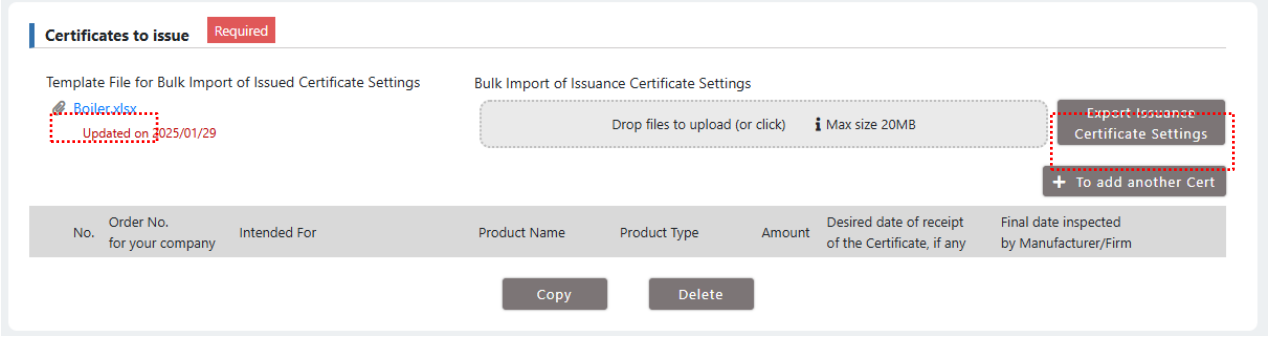
③ Select “**Product Area**”, “**Product Line**” and “**Product/Category**” and click “Save”.



Remarks

If a large number of product inspections are required in a single application, the "Bulk Import of Issuance Certificate Settings" function can be used.

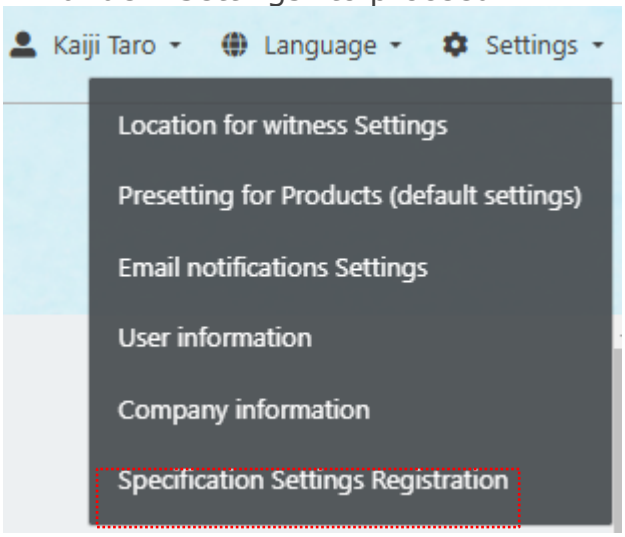
As shown in the figure below, you can download the template file, fill in the necessary information, and upload it via "Export Issuance Certificate Settings" to easily process multiple applications at once.



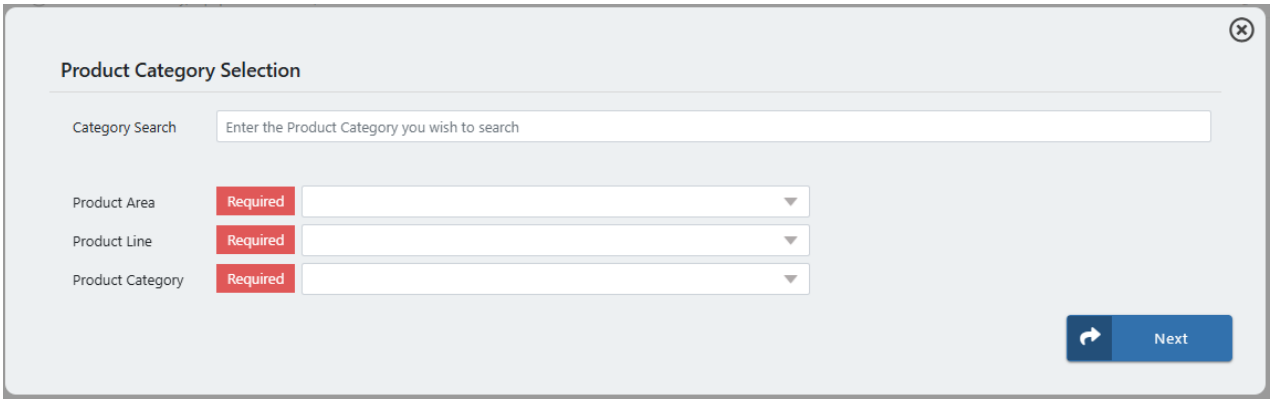
Remarks

It’s the introduction of the "Specification Settings Registration" function.

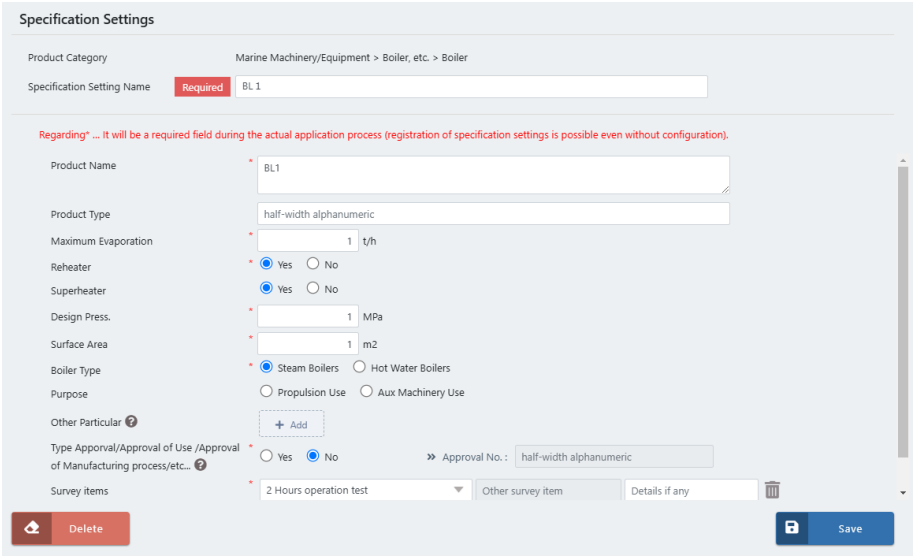
As shown in the figure below, click "Specification Settings Registration" under "Settings" to proceed.



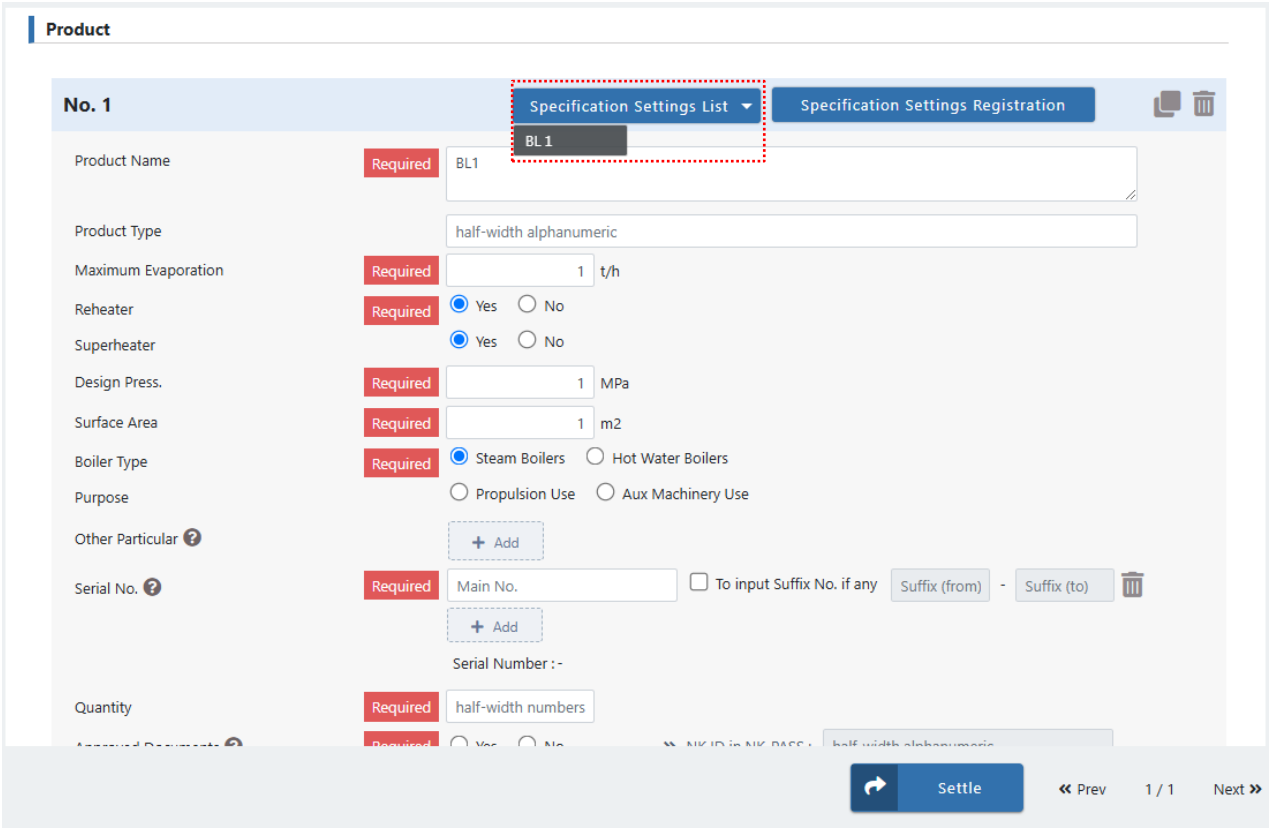
As shown in the figure below, select the product category you want to register and click "Next" to proceed.



As shown in the figure below, you can register the specification settings.



The registered specification settings can be selected from the "Specification Settings List" on the product specification input screen, as shown in the figure below. This allows you to skip manual entry of specifications.

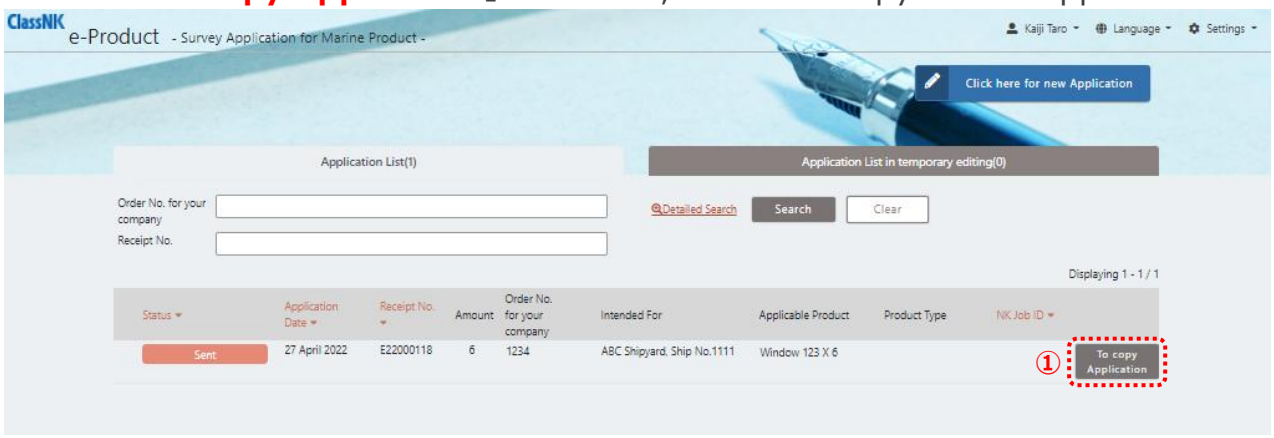


2. How to apply NK inspection

2.2 Make application by using the past records

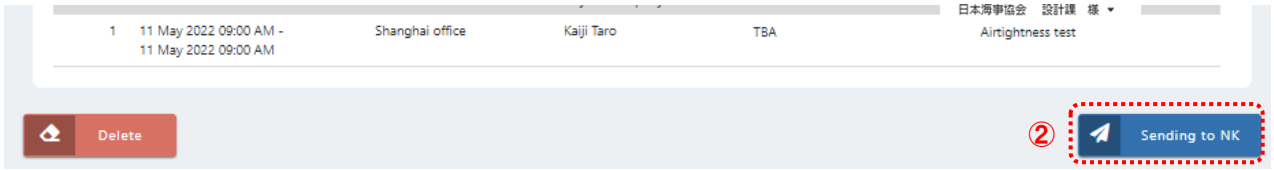
STEP 1 Copy from past application records

① In case where you have product which is same or similar ones in the past, you can use the past records to make application.
Click「**To copy Application**」in the list, the items copy to new application.



STEP 2 Edit the contents and submit

② Edit the contents in application as necessary and click「**Sending to NK**」.



✓ Please kindly check the contents before submission. Your input data will be shown in NK certificate.

2.3. Preview draft certificate

VIEW 1 Preview the draft certificate

① Click「**Preview Cert**」.
You can preview the draft certificate based on the input data in application.

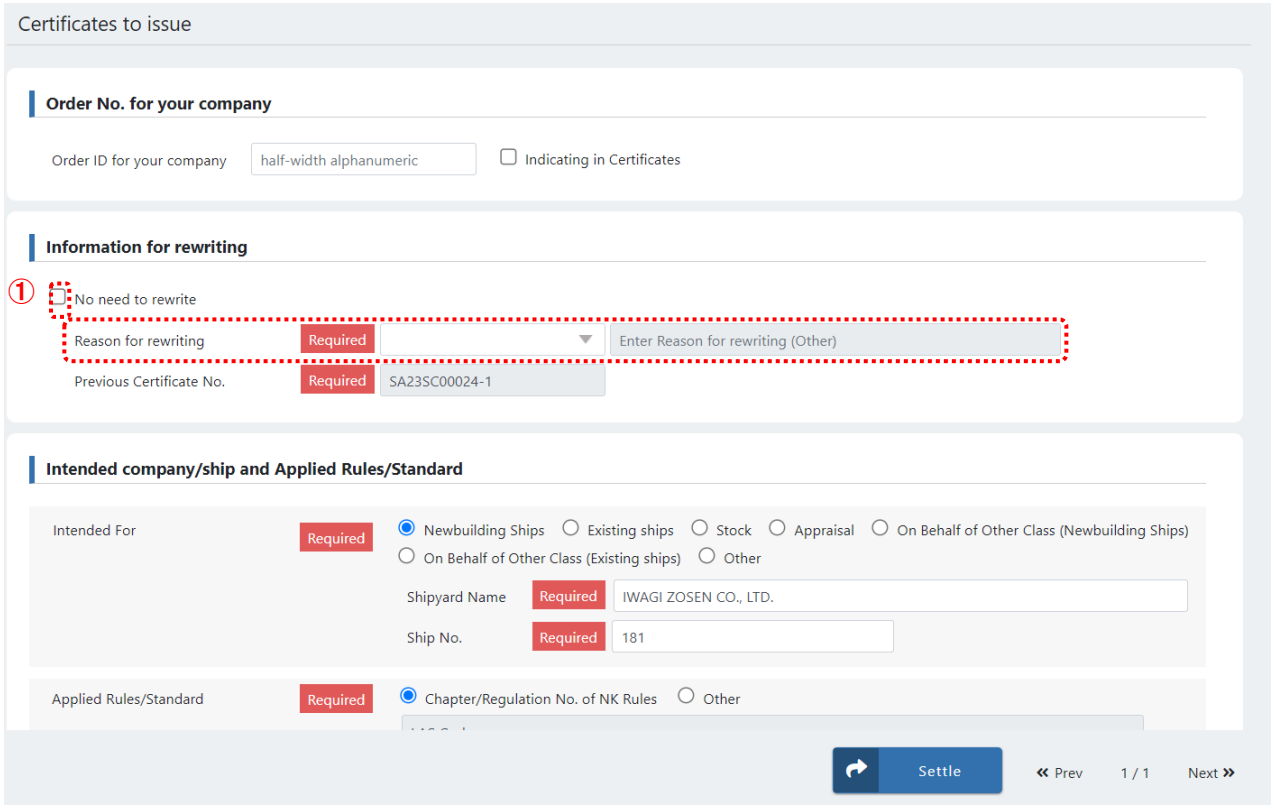
2.4. Rewriting application

STEP 1 Select an issued certificate that needs to be rewritten

① For applications whose status has been completed, you can apply for a rewrite by clicking on「**Rewriting**」on the right side.

STEP 2 Enter and apply for rewriting details

① On the page for entering information on the certificate to be rewritten, uncheck the「**No need to rewrite**」check box, and select and/or enter the「**Reason for rewriting**」. Modify the necessary information you want to rewrite as appropriate, and submit the application in the same manner as Make new application described in 2.1.

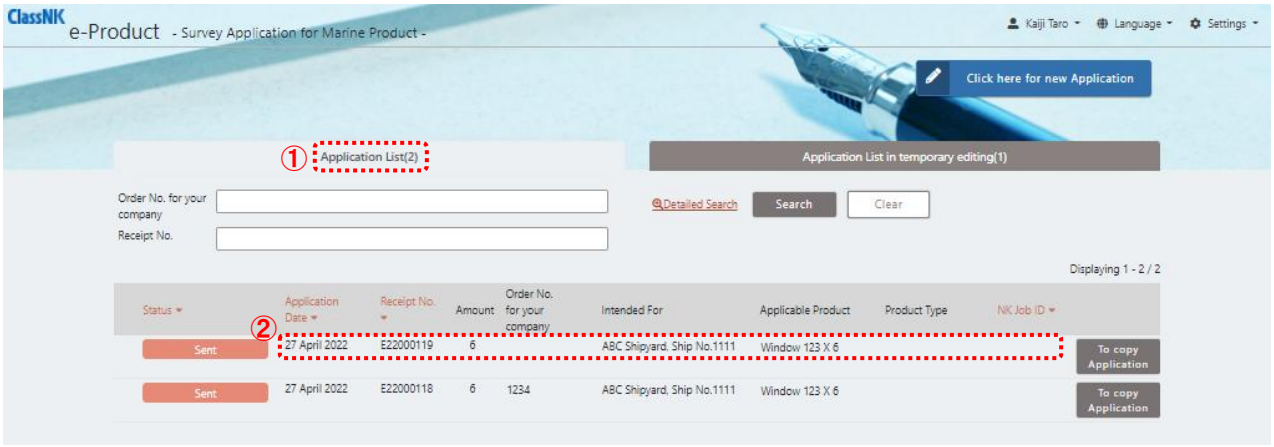


3. How to confirm the application records

3.1 Confirm application records

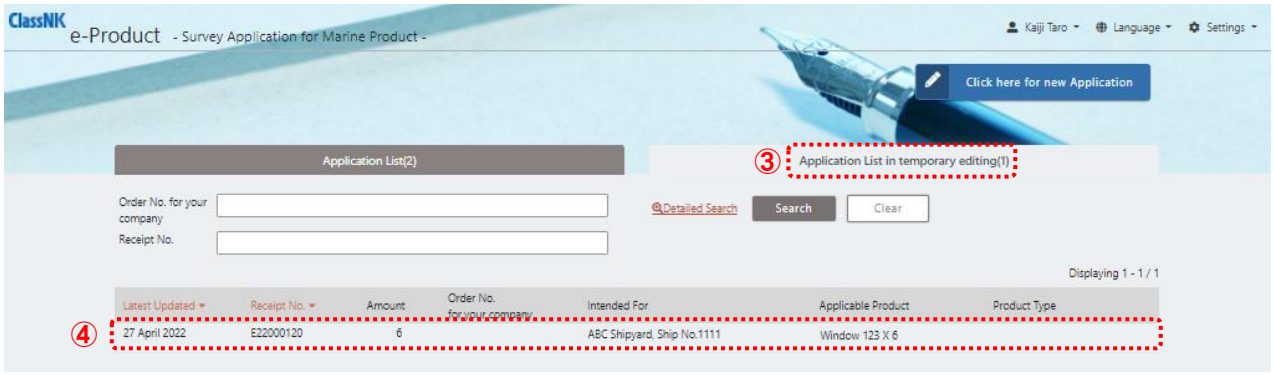
VIEW 1 Confirm application records

① Application records are shown in the「Application list」
② Click the item which you want to confirm.



VIEW 2 Confirm the application data which is not submitted yet

③ The survey items which temporary saved are shown in the「Application in temporary editing」.
④ Click the item and you can edit the application contents.



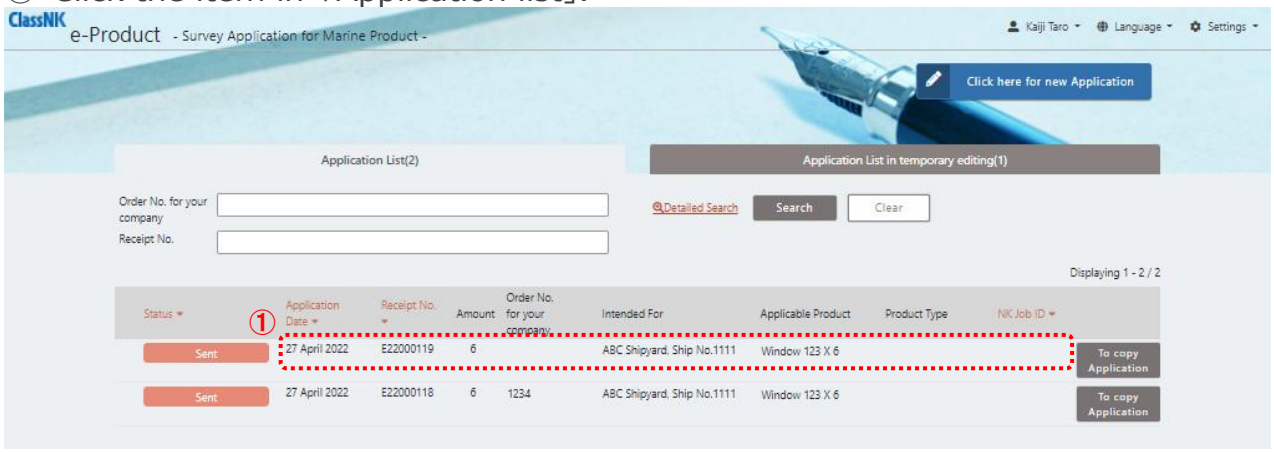
3. How to confirm the application records

3.2 Edit application data

☑ Edit the inspection schedule and items

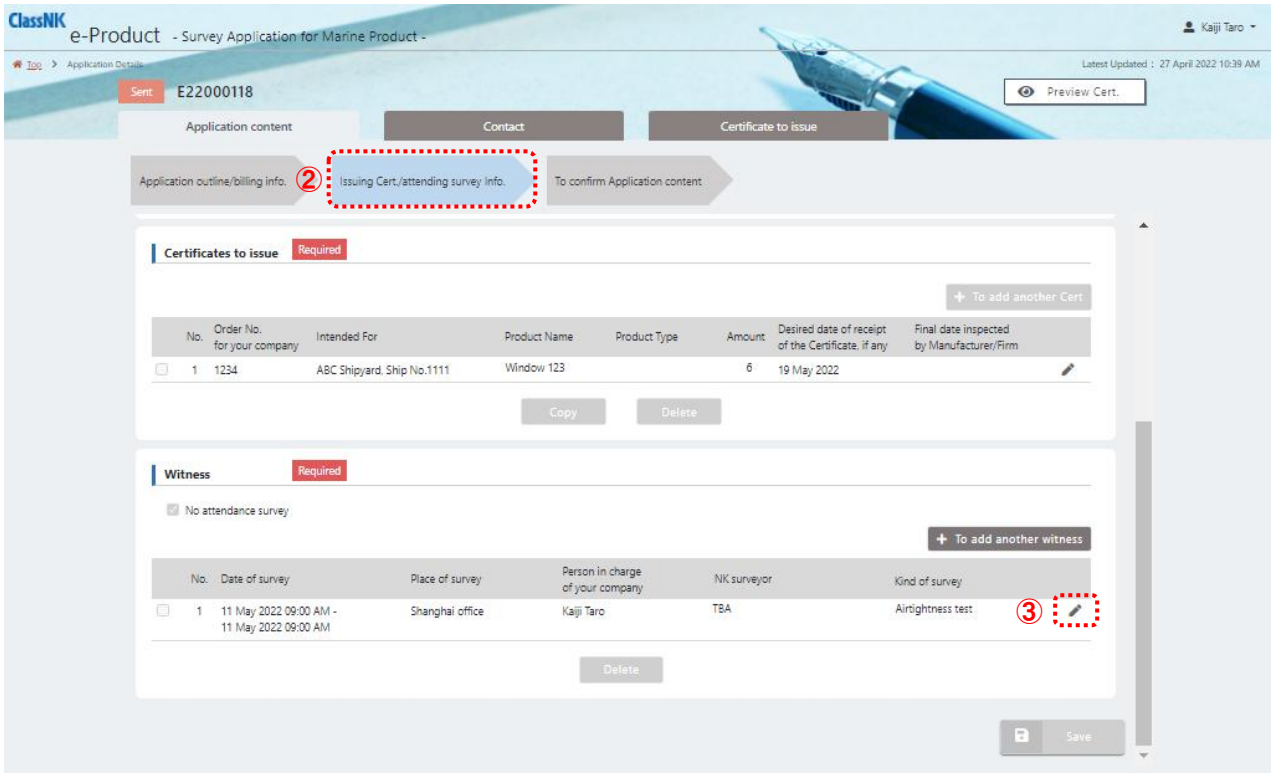
STEP 1 Select the item in application list

① Click the item in「Application list」.



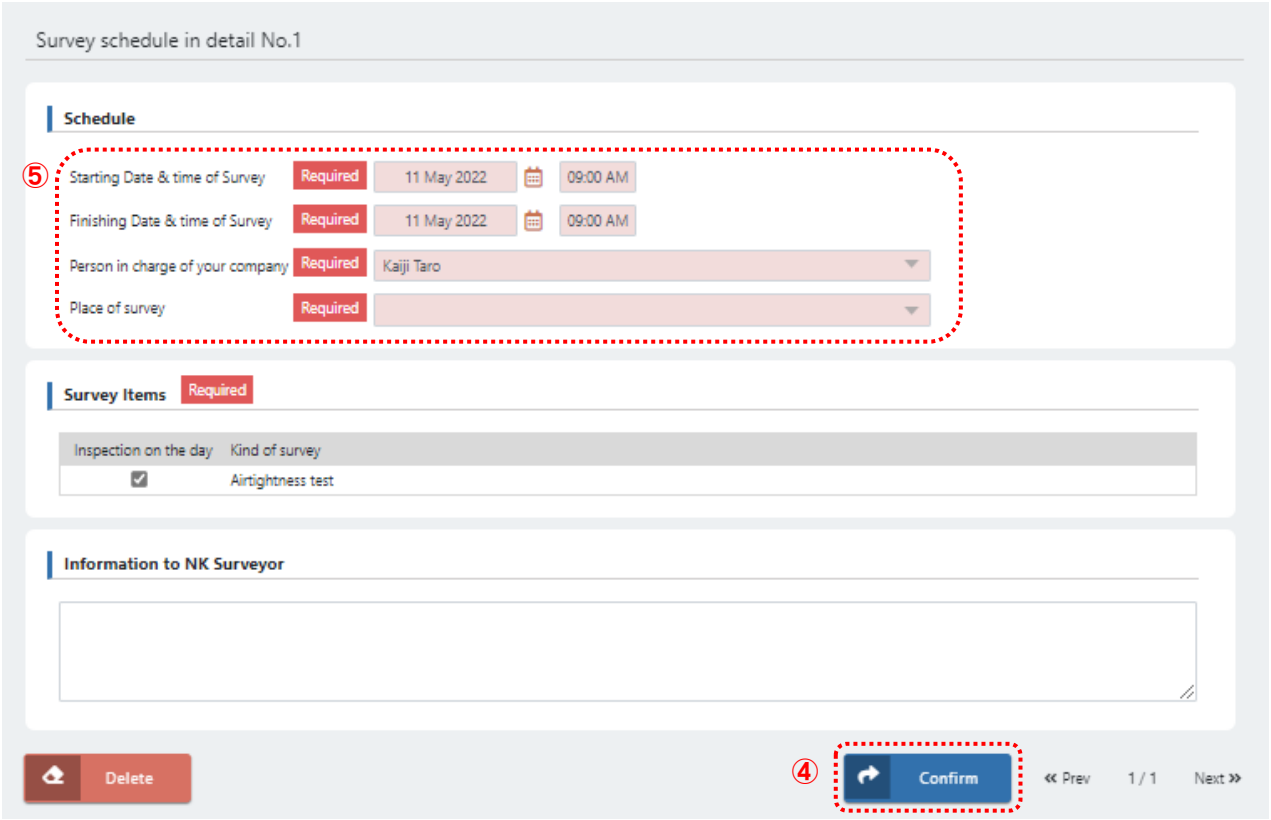
STEP 2 Move on input page of survey information.

② Click「**Issuing Cert./attending survey info.**」.
③ Click the pencil mark of item in「Witness」column.



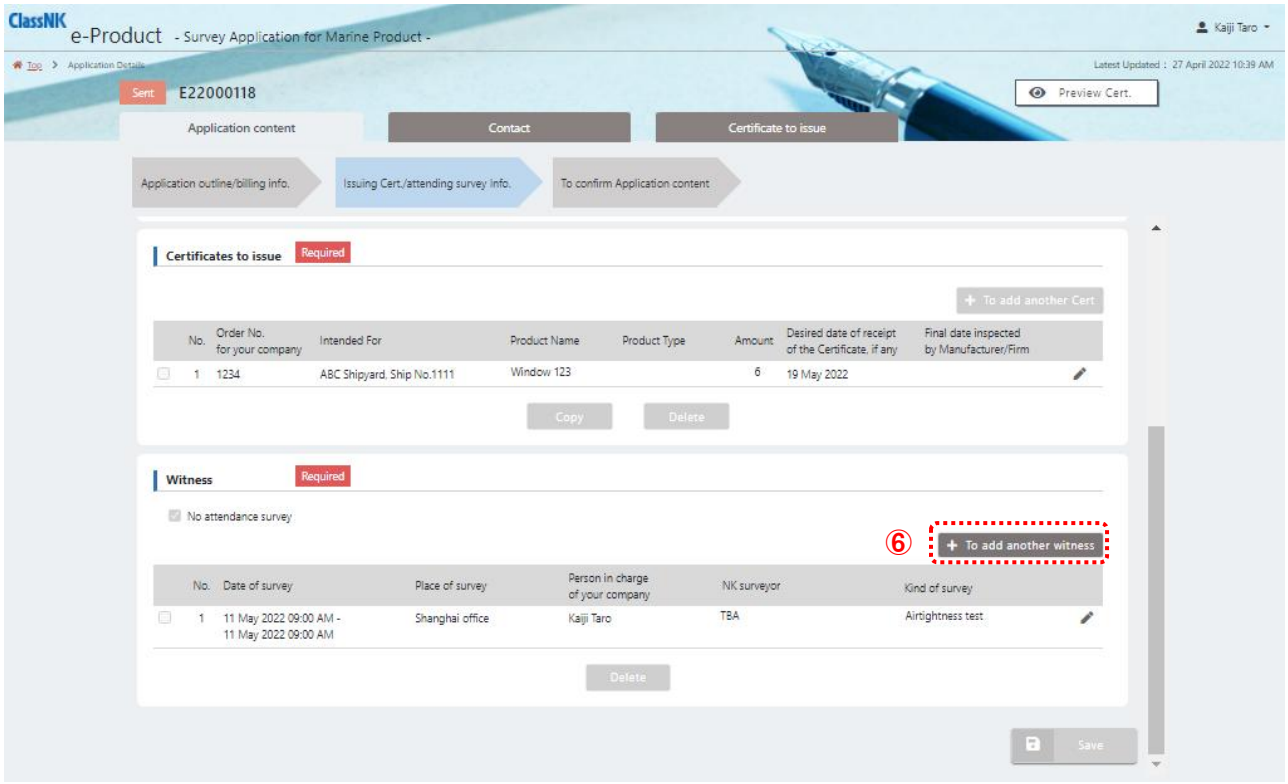
STEP 3 Edit inspection information

④ Edit the inspection information.
⑤ click「**Confirm**」.



STEP 4 Add another witness

⑥ Click「**＋ To add another witness**」, and add new inspection item and its schedule. Then, click「**Settle**」.



Please refer to "3.4 Cancel of application" when you need to cancel the inspection.

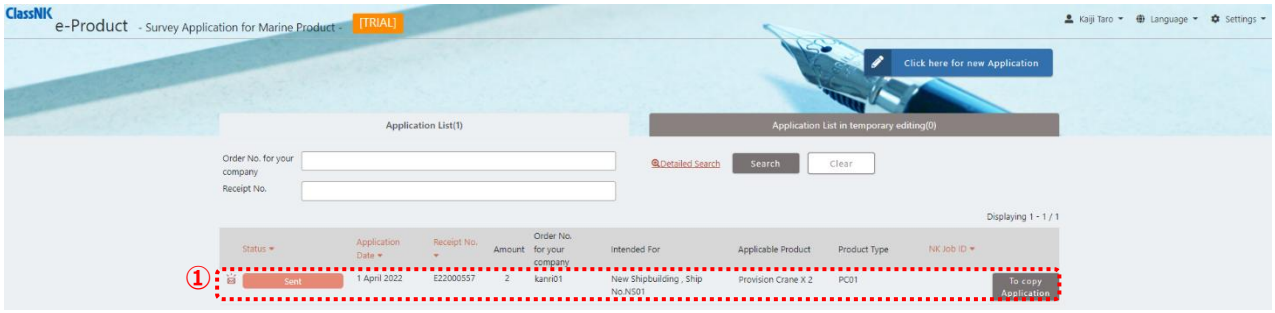
3. How to confirm the application records

3.3 Contact via chat function

☑ If you want to get in touch with someone about an inspection you have applied for, you can use the chat function to easily exchange information with the person in charge about the specific inspection.

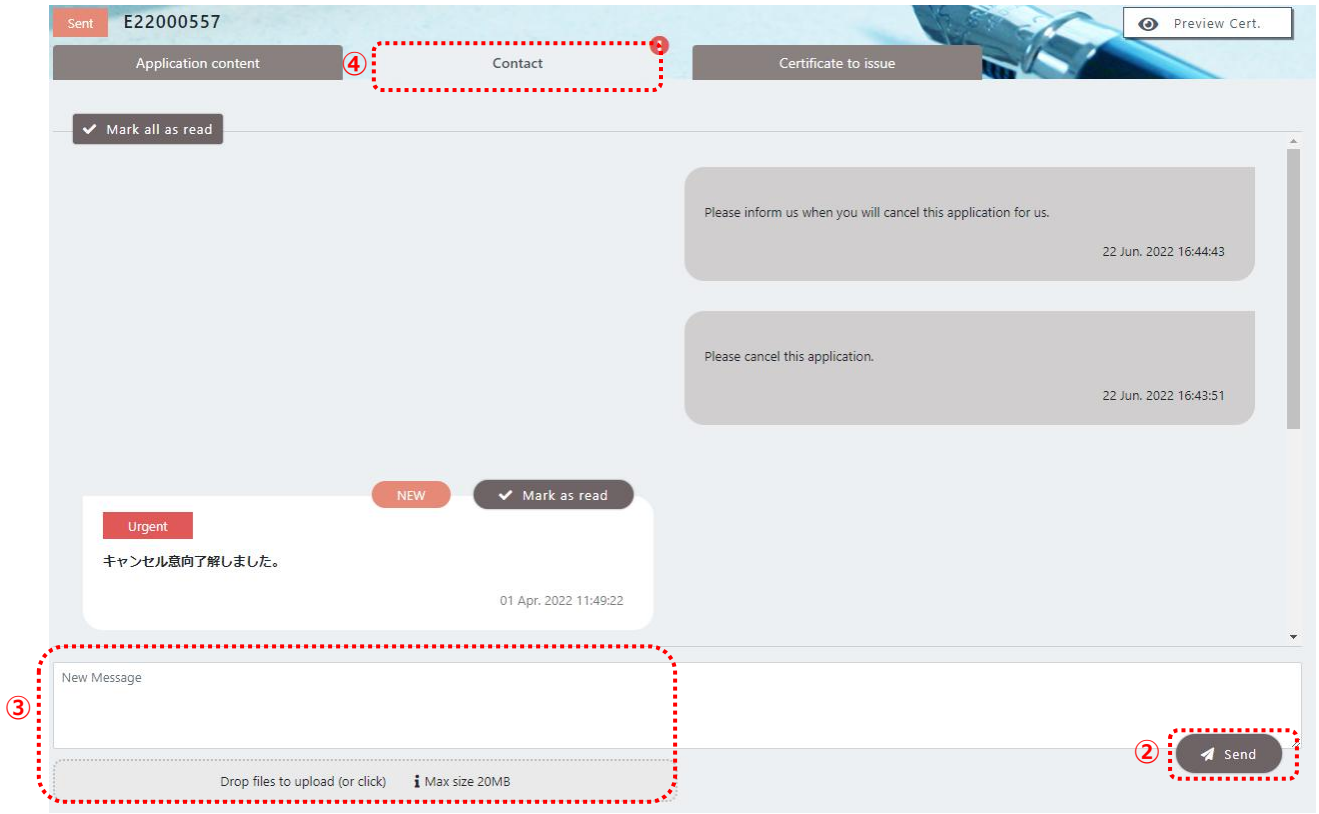
STEP 1 Select the relevant item in the application list

① On the “Application List” page, click on the relevant section.



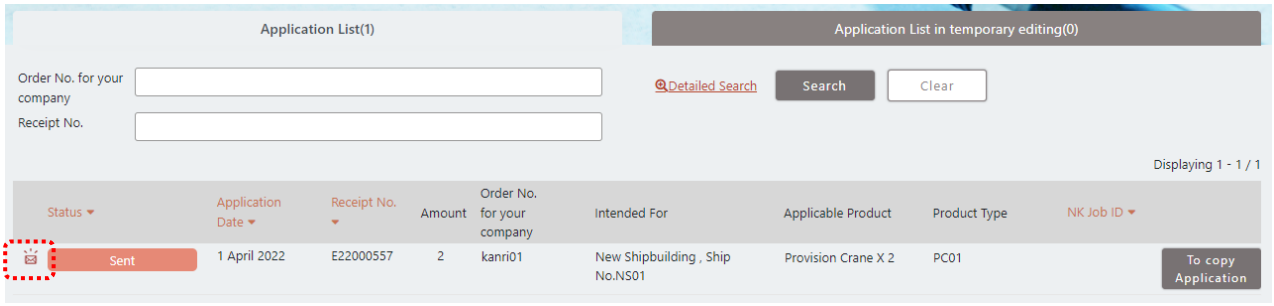
STEP 2 Go to the application details input page

② Click on “Contact”.
③ Enter your message in the input field. Files can also be uploaded.
④ Click on “Send”.



Remark

If a reply is received from the Society's branch, the mark will be displayed at the top of the e-mail with the notification e-mail sent.



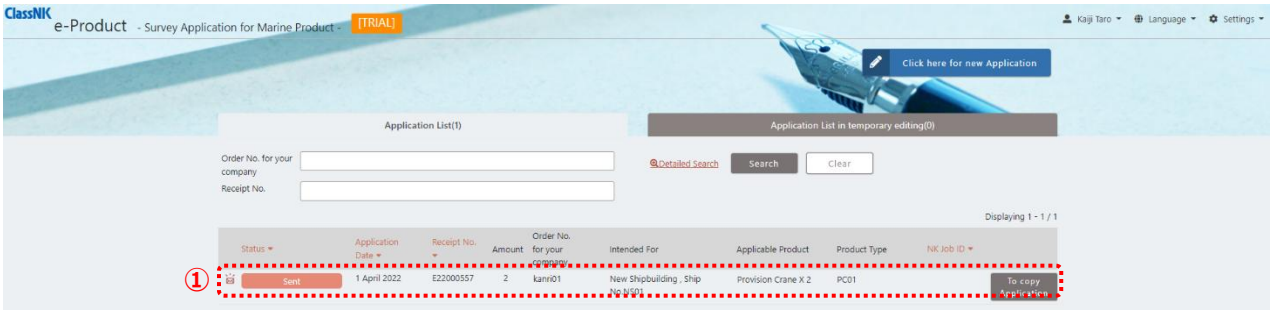
3. How to confirm the application records

3.4 Cancel of application

☑ If the application has been sent but not yet registered by our NK office in charge, the applicant may cancel it.

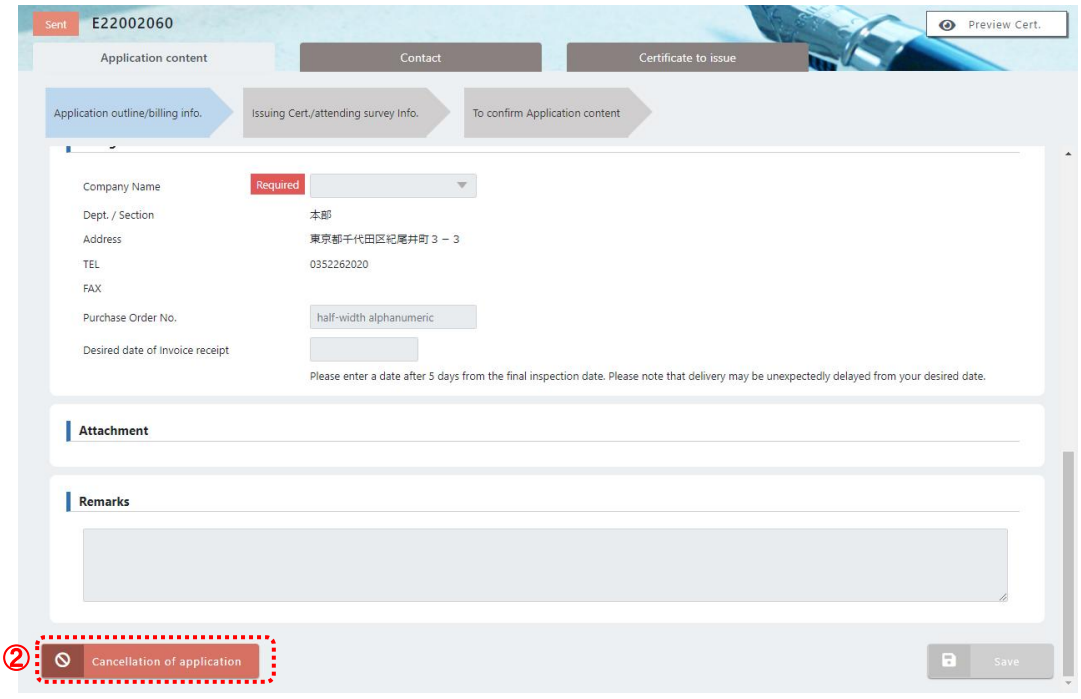
STEP 1 Select the relevant item in the application list

① You can cancel any application that has a status of "Sent" on the "Application List" page. Click on the item you want to cancel.



STEP 2 Cancel the application

② Click on the "Cancellation of application" tag in the lower left corner.
③ Canceled applications are returned to the "Application List in temporary editing" and remain editable.



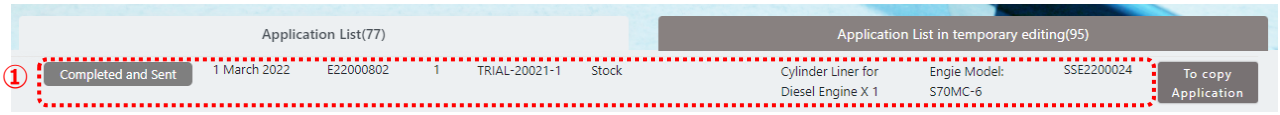
4. How to download documents

4.1 Download the certificate/ invoice

STEP 1 Select the item

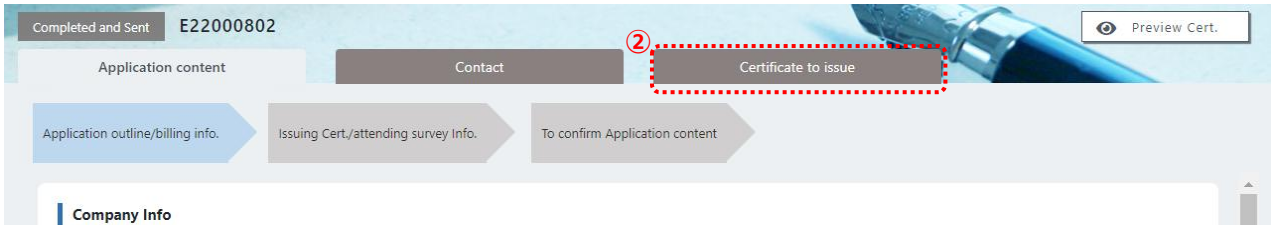
You can download the certificate and invoice after the status of product in application list is「Completed」.

① Click the item in application list.



STEP 2 Select the Issuing certificate page

② Click「Certificate to Issue」

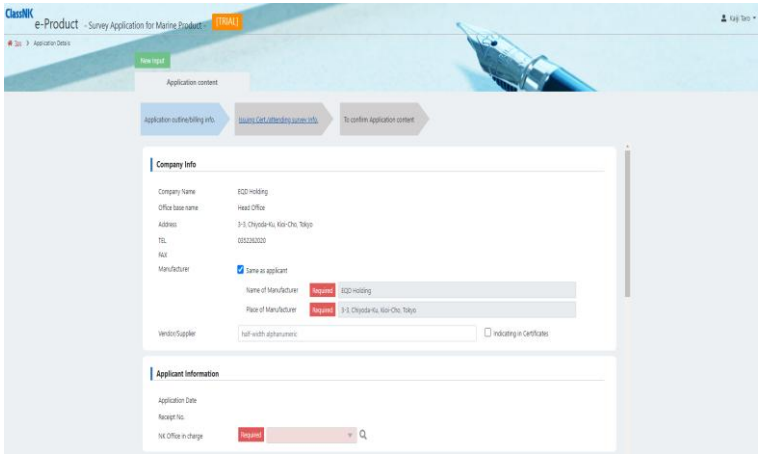


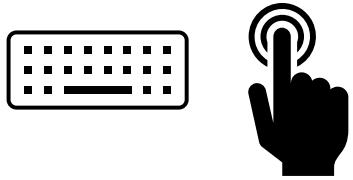
STEP 3 Download the document

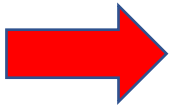
③ Click「 **(File name)** 」: You can download the selected Certificate and Invoice.
④ Click「**Download all**」: You can download all.

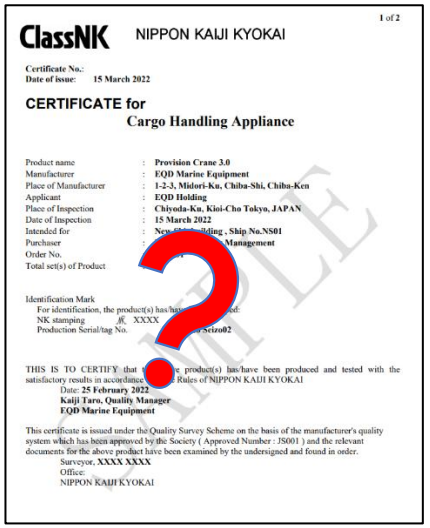
Instructions for entering the e-Product: Contrasting Certificate Previews

This section explains which fields entered during the ClassNK e-Product application appear as entries on the certificate.





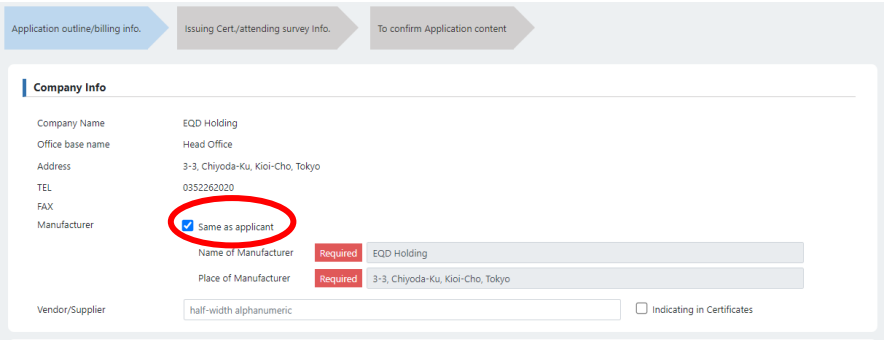




＜Application outline/billing info.＞

＜Company Info＞

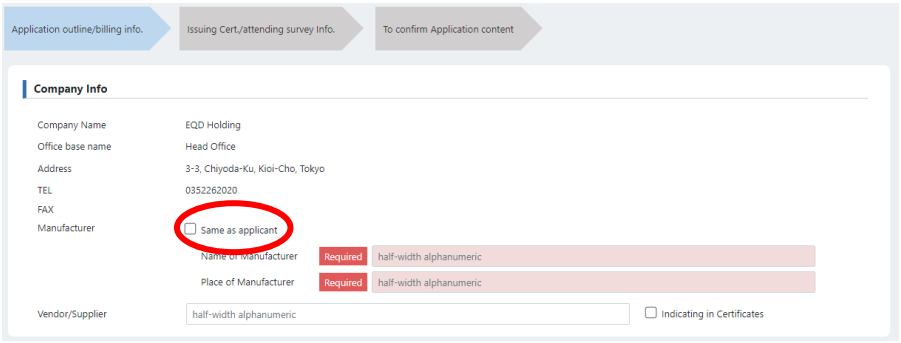
In case you check ☑ at “Same as applicant”



Product name	:	**Provision Crane 3.0**
Manufacturer	:	**EQD Holding**
Place of Manufacturer	:	**3-3, Chiyoda-Ku, Kioi-Cho, Tokyo**
Place of Inspection	:	**Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN**
Date of Inspection	:	**15 March 2022**
Intended for	:	**New Shipbuilding , Ship No.NS01**
Vendor/Supplier	:	**Provider company**
Purchaser	:	**New Shipbuilding Management**
Order No.	:	**kanri01**
Total set(s) of Product	:	**2**

＜Company Info＞

In case you do NOT check ☑ at “Same as applicant”

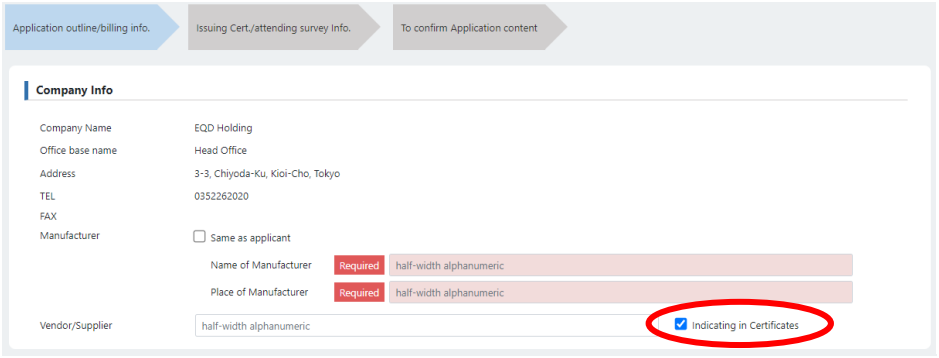


Product name	:	**Provision Crane 3.0**
Manufacturer	:	**EQD Marine Equipment**
Place of Manufacturer	:	**1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken**
Applicant	:	**EQD Holding**
Place of Inspection	:	**Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN**
Date of Inspection	:	**15 March 2022**
Intended for	:	**New Shipbuilding , Ship No.NS01**
Vendor/Supplier	:	**Provider company**
Purchaser	:	**New Shipbuilding Management**
Order No.	:	**kanri01**
Total set(s) of Product	:	**2**

＜Company Info＞

In case that “Vendor/Supplier” is different from Manufacturer

Check ☑ at “Indicating in Certificates” to display the name of the company entered.

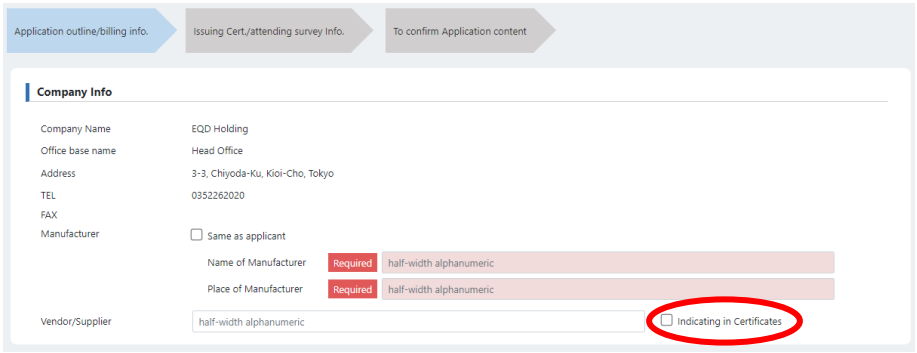


Product name	:	**Provision Crane 3.0**
Manufacturer	:	**EQD Holding**
Place of Manufacturer	:	**3-3, Chiyoda-Ku, Kioi-Cho, Tokyo**
Place of Inspection	:	**Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN**
Date of Inspection	:	**15 March 2022**
Intended for	:	**New Shipbuilding , Ship No.NS01**
Vendor/Supplier	:	**Provider company**
Purchaser	:	**New Shipbuilding Management**
Order No.	:	**kanri01**
Total set(s) of Product	:	**2**

＜Company Info＞

In case without checking ☑ at “Indicating in Certificates” at “Vendor/Supplier”.

In certificates, the relevant information will not be displayed as follows.



Product name	:	**Provision Crane 3.0**
Manufacturer	:	**EQD Marine Equipment**
Place of Manufacturer	:	**1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken**
Applicant	:	**EQD Holding**
Place of Inspection	:	**Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN**
Date of Inspection	:	**15 March 2022**
Intended for	:	**New Shipbuilding , Ship No.NS01**
Purchaser	:	**New Shipbuilding Management**
Order No.	:	**kanri01**
Total set(s) of Product	:	**2**

＜Issuing Cert./attending survey Info.＞

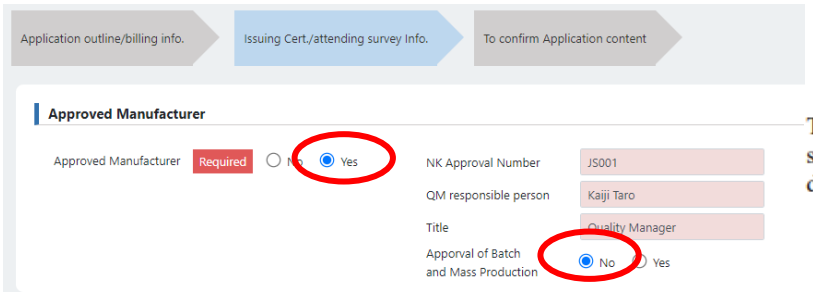
＜Approved Manufacturer＞

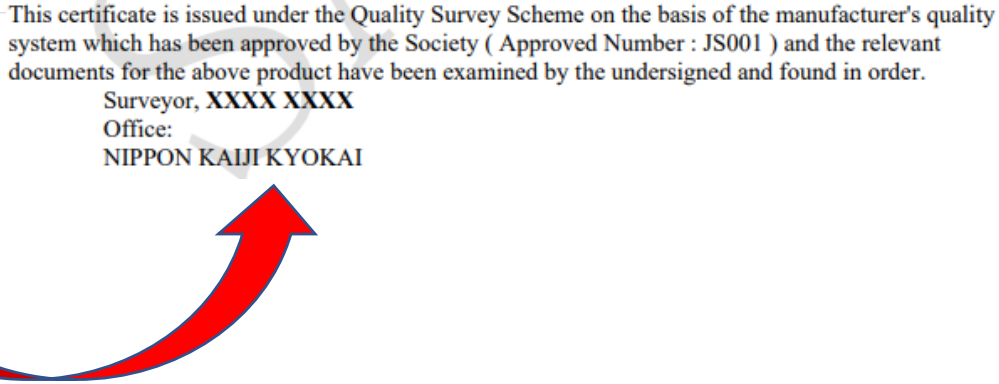
“No”: Select this option in the case of a normal NK surveyor's witness inspection.

“Yes”:

① Approval of Batch and Mass Production “No”:

Select this option if the Approved Manufacturer carries out inspections based on the “Quality Survey Scheme” instead of the presence of an NK surveyor.
Valid “NK Approval Number” entered in the registered, “QM responsible person” and “Title” will appear on the certificate.



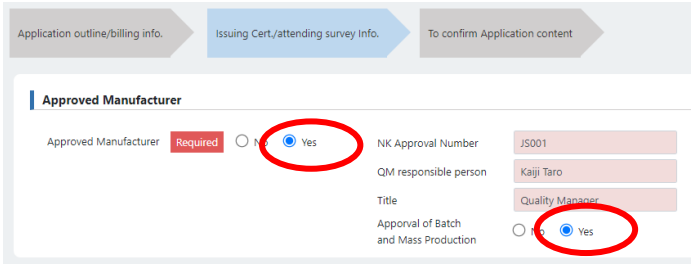


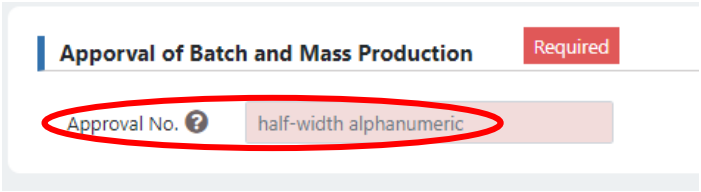
② Approval of Batch and Mass Production “Yes”:

Select this option if the Approved Manufacturer carries out their own inspections based on the “Quality Survey Scheme” instead of the presence of an NK surveyor.

Valid “NK Approval Number” entered in the registered, “QM responsible person” and “Title” will appear on the certificate.

Because of the selection of “Approval of Batch and Mass Production”, the form of certificate will become different from the normal one below.





Certificate No.:
Date of issue: 1 February 2023

CERTIFICATE for Batch and Mass Produced Cargo Handling Appliances

Manufacturer : **EQD Holding**
Place of Manufacturer : **3-3, Chiyoda-Ku, Kioi-Cho, Tokyo**

Identification Mark
For identification, the product(s) has/have been stamped:
Approval No. XXXX N1001
Production Serial/tag No. **20220901**

Description Notes

For batch and mass-produced product, this is to certify that the product is identical to the product for which the Society give approval.
The above product/component will be accepted for fitting in a ship classed or intended to be classed with Nippon Kaiji Kyokai subject to satisfactory installation under the normal condition of survey and testing.

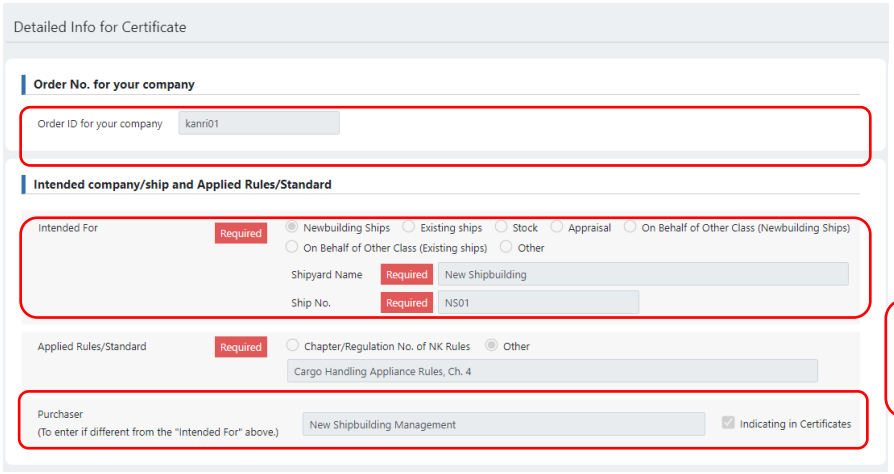
The end

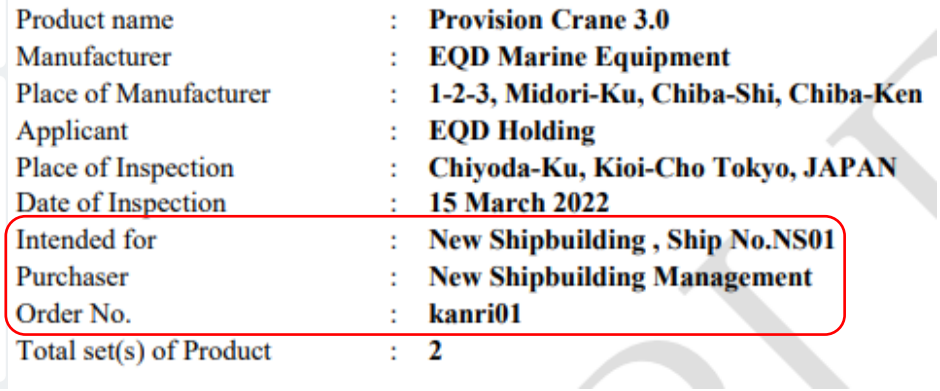
＜Detailed Info for Certificate＞

“Order No. for your company”: Enter the order number for each product of the manufacturer's side.

“Intended for”: Enter information about the vessel on board. In case select “Appraisal”, “On Behalf of Other Class” or “Other”, please contact NK branch office beforehand.

“Purchaser”: In case the information is to be included in the certificate, to tick ☑ at “Indicating in Certificate”



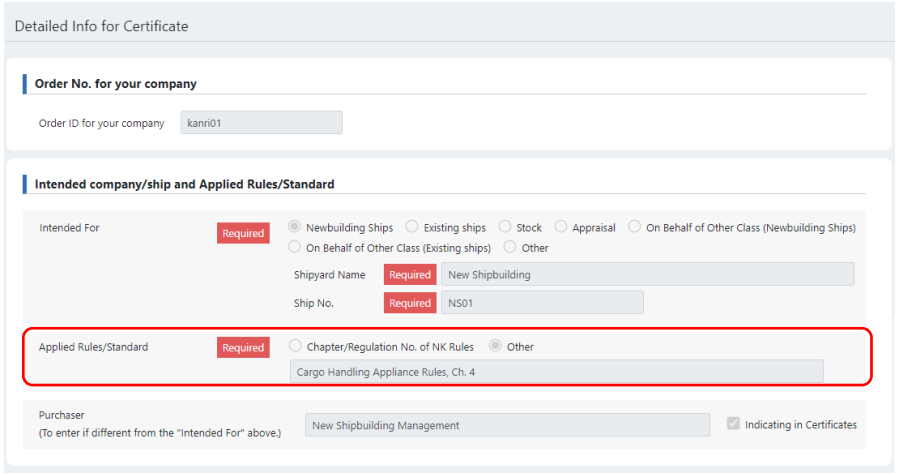


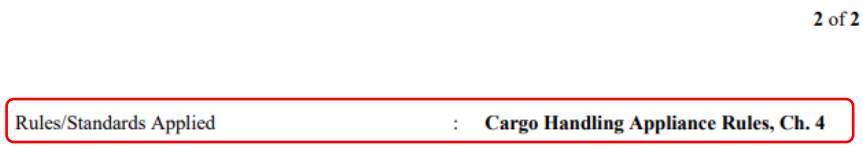
＜Detailed Info for Certificate＞

“Applied Rules/Standard”: It indicates on the second page of the certificate.

“Chapter/Regulation No. of NK Rules” will indicate when selected.

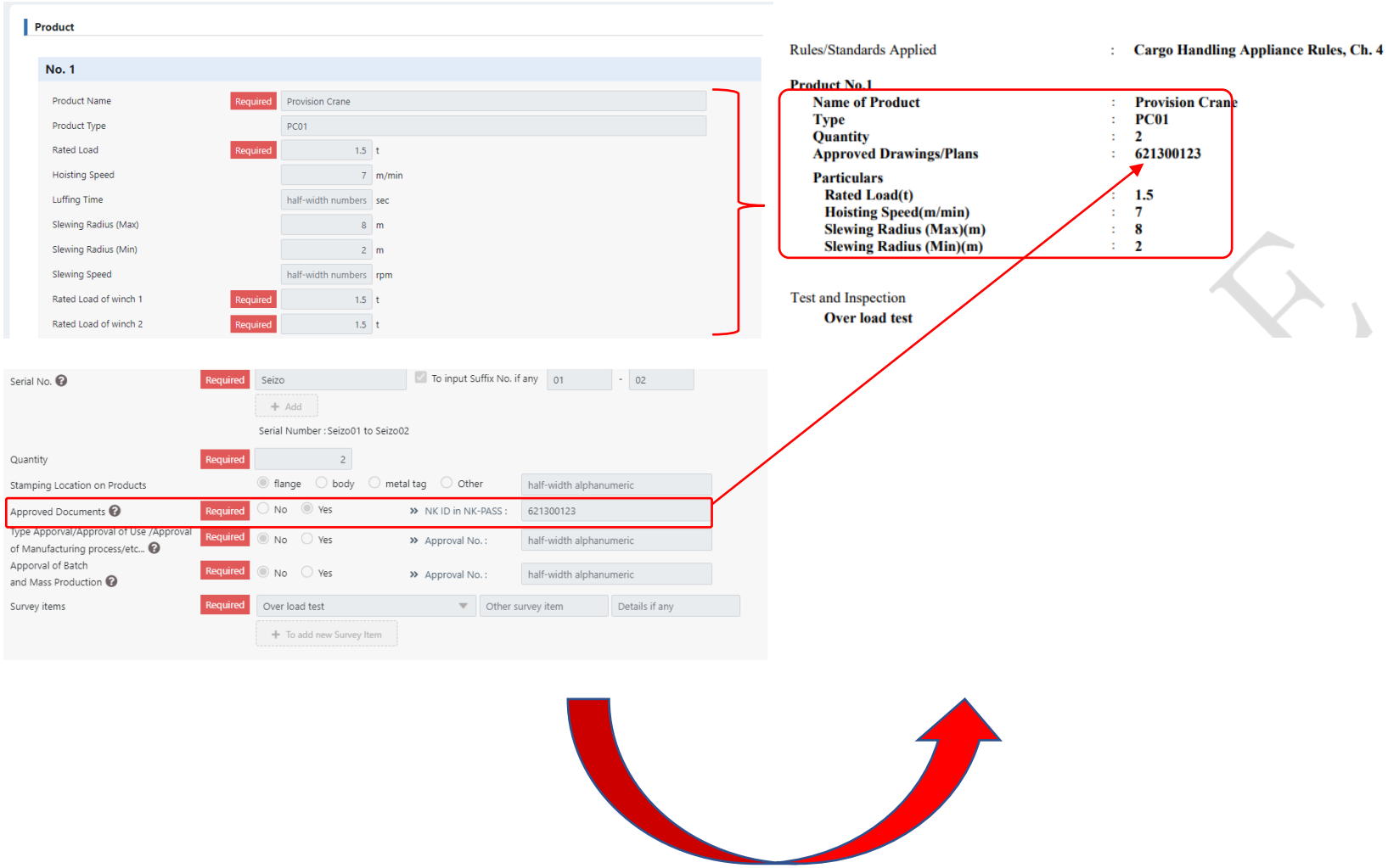
“Other”: Enter international standards (ISO, IEC numbers), IMO Circ. numbers, etc.





＜Detailed Info for Certificate＞

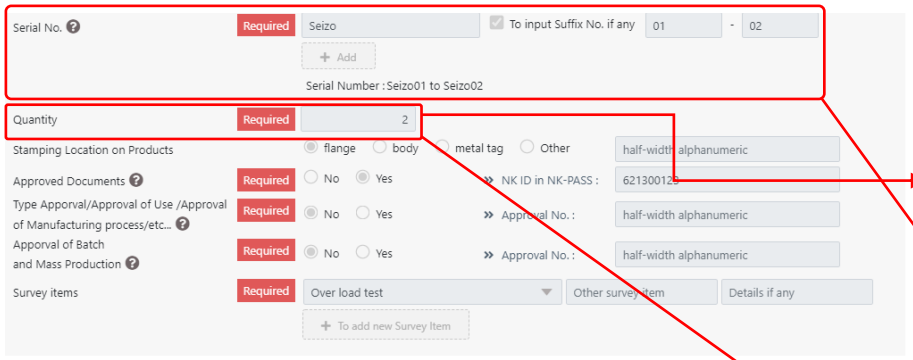
The input fields are displayed according to the Product selected.
It indicates on the second page of the certificate.

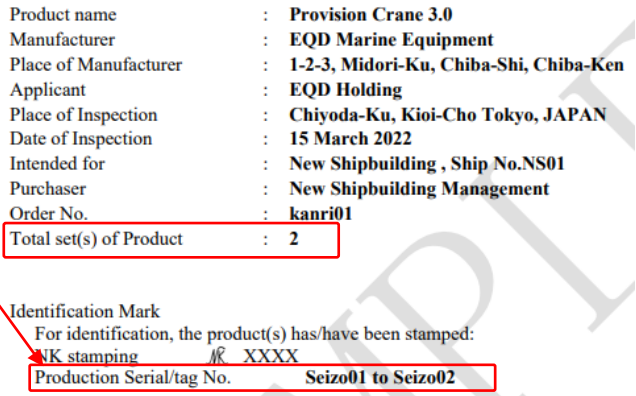


＜Detailed Info for Certificate＞

Check out ❓ after “Serial No.” for more information of input example

“Quantity”: The total number of values entered will be displayed in the Total set(s) of Product on page 1 of the certificate.



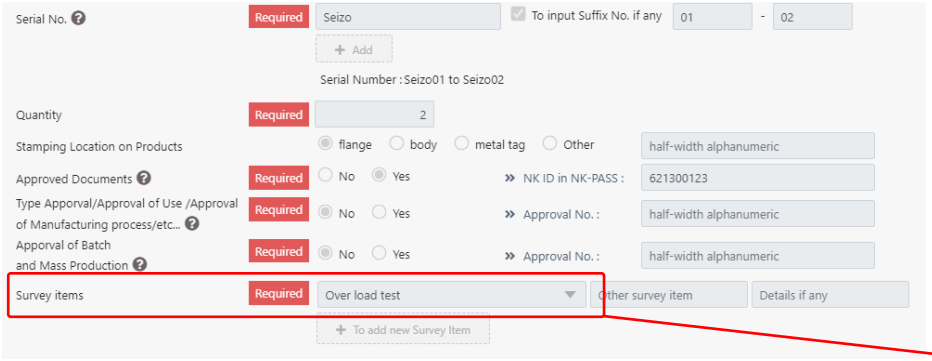


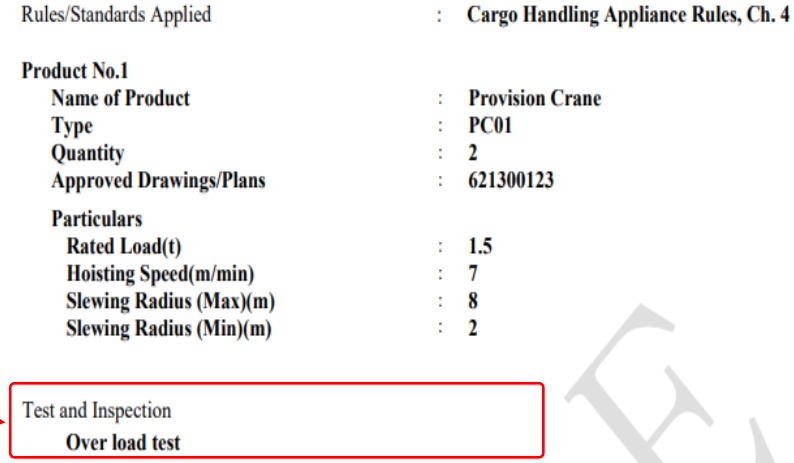
＜Detailed Info for Certificate＞

“Survey items”:

The input fields are displayed according to the selected Product.

They will be listed in Test and Inspection.





＜Detailed Info for Certificate＞

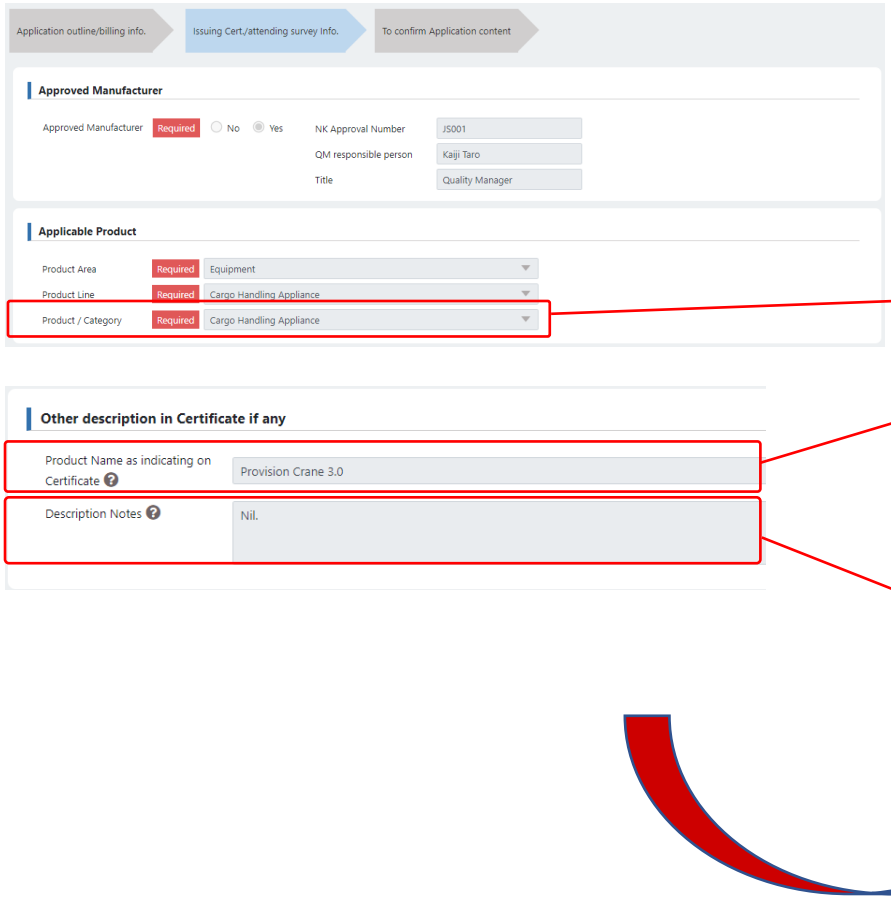
“Product Name as indicating on Certificate”: Enter if a name different from the certificate title is to be given to the certificate.

This is indicated in the Product name.

Note that the certificate title is indicated as selected under “Applicable Product” > “Product/Category”.

“Description Notes”

Enter any supplementary information that needs to be included additionally.



ClassNK NIPPON KAIJI KYOKAI

Certificate No.:
Date of issue: 15 March 2022

CERTIFICATE for

Cargo Handling Appliance

Product name	:	**Provision Crane 3.0**
Manufacturer	:	**EQD Marine Equipment**
Place of Manufacturer	:	**1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken**
Applicant	:	**EQD Holding**

Description Notes
Nil.

The end