# 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	New features added through feedback
	2.1 Make new application	
	3.3 Contact via chat function	
	• Instructions for entering	
	the e-Product: contrasting	
	certificate previews	
2022.07.01	• Error Correction	The range of system-compatible
	$\cdot$ Update for Appendix 「Product	products has been expanded.
	Area $\Box$ , $\ulcorner$ Product Line $\Box$ ,	
	「Product Category」	
2023.02.01	2.1 Make new application	New features added through feedback
	3.4 Cancel of application	
	• Instructions for entering the e-	
	Product: contrasting certificate	
	previews	
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	New features added through feedback
	2.1 Make new application	
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

- 1.1. What's ClassNK e-Product?
- 1.2. <u>Registration of e-Product accounts.</u>
- 1.3. Login e-Product
- 1.4. Add a new user
- 1.5. Set up email notifications
- 1.6. Set up inspection locations
- 1.7. Edit company information

#### 2. How to apply NK inspection

- 2.1. Make new application
- 2.2. Make application by using the past records
- 2.3. <u>Preview draft certificate</u>
- 2.4. <u>Rewriting application</u>

#### 3. How to confirm the application records

- 3.1. Confirm of application records
- 3.2. Edit application data
- 3.3. Contact via chat function
- 3.4. Cancel of application

#### 4. How to download documents

4.1. Download final Certificate / Invoice

Instructions for entering the e-Product: contrasting certificate previews
Appendix "Product Area", "Product Line", "Product Category"

# 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.

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

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  $\lceil$  Company Account Creation $\rfloor$ .

-mail	addres	5					
Passwo	rd						
		<b>NZ</b>	Б	- 6	Change	e	
Please	enter t	he letters	s shown	above			
Please	enter t	he letters	s shown				

Please add users from the company account.

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].



any Info Entry				
Company name*	half-wid	th alphanumeric	(Local language)	
Office base name*	half-wid	th alphanumeric	(Local language)	
Address	Flag*	~	language)	
	Postal code	half-width alphanumeric		
	Province*	half-width alphanumeric	(Local language)	 
	City*	half-width alphanumeric	(Local language)	 
	Address1*	half-width alphanumeric	(Local language)	
	Address2	half-width alphanumeric	(Local language)	
TEL*				
FAX				
Reply email language*		◯ English ◯ 한글 ◯ 中文		

6	Fill	in	User	information	and	click	[Registration]
---	------	----	------	-------------	-----	-------	----------------

Dept. / Section	half-width alphanumeric	(Local language)		
Name*	half-width alphanumeric	(Local language)		
TEL*				
FAX				
E-Mail	charleyisme@hotmail.com			
Password*				
Password (Confirmation)*				
Account Manager				
< Back			Registration	

< Back

[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.

# 1.3 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].



If your company is using e-Product for the first time, the representative user must first create a company account. Please add users from the company account.



#### ① Click [Forgot your password?]

assword	
	Change
appendix the letters showing	
ease enter the letters shown	
ease enter the letters shown	
ease enter the letters shown	above
	above

Please add users from the company account.

 $\bigcirc$  Fill in the registered E-mail address, click **[Next]**.



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







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

# 1.4 Add the new user

#### 🗸 Add the new user ① Click **Settings** at the top right of home page after login. ClassNK e-Product - Survey Application for Marine Product -💄 Kaiji Taro 👻 🌐 Language Application List(0) Order No. for your QDetailed Search Search Clear company 2 Click [User Information]. 💄 Kaiji Taro 👻 🏶 Language 🝷 🏟 Settings 🝷 Location for witness Settings Presetting for Company (default settings) **Email notifications Settings** User information in tempora Company information ③ Click 「+Add」 User list \* user who has not set a passw Dept. / Section FAX E-Mail Name TEL

④ Fill in additional user's information and click [Send invitation email].

Kaiji Taro

QC Department

Input User Info				$\otimes$
📱 AR16961836 AAA Company				
Dept. / Section	QC Department	(in Japanese)	品質管理部	
Name *		(in Japanese)		
TEL *	0352262020			
FAX				
E-Mail *	@classnk.or.jp			
Administrative privileges 🕜				
			Send invitation email	

08019109868

kaijitaro@classnk.or.jp 🏜

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

(5) Click the URL in received e-mail.

You are invited by the following e-Product company account.

Please set your password	and confirm your registration at	the URL below.	 
	<u>assnk.or.jp/me-portal/WSPF001</u>		

#### 6 Input the password and click [**Registration**].

📕 AR02634312 TID Corp.				
Dept. / Section		(Local language)		
Name	tsuika user	(Local language)	テストユーザー	
TEL	03-1234-1234			
FAX				
E-Mail	cb400kuro@gmail.com			
Password*	······			
Password (Confirmation)*				
Account Manager				
Close				Registration



#### Remarks

The supporting information is shown when you place the pointer over  $\ref{pointer}$  in window



# 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.



3 Click on "O" to select whether to receive.

		Receive immediately	Receive in bulk (once a day)	Unnecessar	/	
Receipt of Application	0	0	۲	0	CC: sl_yuan@classnk.or.jp	Broadcast email
Change of Application contents	0	۲	$\bigcirc$	0	CC : sl_yuan@classnk.or.jp	Broadcast email
Send back of Application	0	۲		$\bigcirc$	CC : sl_yuan@classnk.or.jp	Broadcast email
Registry of Application	0	0	۲	0	CC : sl_yuan@classnk.or.jp	Broadcast email
Date of witness inspection	0	$\circ$	۲	0	CC : sl_yuan@classnk.or.jp	Broadcast email
Notice for attending surveyor	0	0	۲	0	CC : sl_yuan@classnk.or.jp	Broadcast email
lew message	0	۲		$\circ$	CC : sl_yuan@classnk.or.jp	Broadcast email
Dispatch notice of documents	0	۲	$\circ$	$\bigcirc$	CC : sl_yuan@classnk.or.jp	Broadcast email
Dispatch notice of documents(reminder)	0	0	۲	$\bigcirc$	CC : sl_yuan@classnk.or.jp	Broadcast email
Notification for substitute input	0	۲	$\circ$	0	CC : sl_yuan@classnk.or.jp	Broadcast email

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.

		Receive immediate		у	
Receipt of Application	0	$\circ$	Receipt of Application	$\otimes$	Broadcast email
Change of Application contents	0	۲	Kaiji Taro	<u>ــــــــــــــــــــــــــــــــــــ</u>	Broadcast email
Send back of Application	0	۲			Broadcast email
Registry of Application	0	$\circ$			Broadcast email
Date of witness inspection	0	0			Broadcast email
Notice for attending surveyor	0	$\circ$			Broadcast email
New message	0	۲			Broadcast email
Dispatch notice of documents	0	۲			Broadcast email
Dispatch notice of documents(reminder)	0	0	Setting for all messages	Settings	Broadcast email
Notification for substitute input	0		<u> </u>		Broadcast email
					·
< Back					B Save

## 1.6 Set up inspection locations



# 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.

Company Info				🖍 Edit
Account No.	AR16961836			
	_			

④ When you edit [Billing information] (Billing address), click Pencil Mark as below.

Billing Info					+ Add
Company name	Dept. / Section	Address	TEL	FAX	1.10
AAA Company	QC Department	aaaa	0352262020		/

5 Fill in the Billing information and click [Update].

If you use same information as "company information", click [To copy Company Info].

Edit Billing Info			$\otimes$
To copy Company Info			
Company name *	(in Japanese)		
Dept. / Section *	(in Japanese)		
Postal code *			
Address *			
(in Japanese)			
TEL *			
FAX			
Delete		Update	

## 2. How to apply NK inspection

# 2.1 Make new application

STEP 1 Access to application pa	ige
① Click <b>Click here for new application</b>	on].
ClassNK e-Product - Survey Application for Marine Product - Application List(0)	Kajij Taro      Language      Settings      Click here for new Application      Application List in temporary editing(0)
Order No. for your company	QDetailed Search Clear

#### STEP 2 Fill in the necessary information

- <sup>(2)</sup> 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.

Application co	ontent
pplication outline/billing	
Company Name	AAA Company
) Office base name	Shanghai office
Address	
TEL	
FAX	
Manufacturer	3 Same as applicant
	Name of Manufacturer     Required AAA Company
	Place of Manufacturer Required BBB building, AAA city
Vendor/Supplier	Image: Second

- 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".
- Select [Product Area], [Product Line], [Product Category].
   Detail of each category is referred to the "Appendix".

Application content				
Application outline/billing info.	Issuing Cert./attending su	urvey Info. To confirm	Application content	
Approved Manufacturer				
Approved Manufacturer Requ	ired 🖲 No 🔿 Yes	NK Approval Number QM responsible person Title	half-width alphanumeric half-width alphanumeric half-width alphanumeric	
Applicable Product				
Product Area			<b>v</b>	
Product Line 8 Requ Product / Category Requ			* *	

9 Click [+To add another Cert] and fill in detail information of issuing certificate.

Fill in all necessary information and click [Settle].

Certificates to issue Required			
			9 + To add another Cert
No. Order No. Intended For for your company	Product Name Product Type	Amount Desired date of receipt of the Certificate, if any	Final date inspected by Manufacturer/Firm
	Copy Delete		

<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.

C	ertificates to issue		
	Order No. for your compa	ny	
(a)	Order No. for your company	half-width alphanumer	ric Same as purchase order number Indicating in Certificates
ī	Intended company/ship a	nd Applied Rules/Sta	indard
(b)	Intended For	Required	Newbuilding Ships         Existing Ships         Stock         Appraisal         On Behalf of Other Class (Newbuilding Ships)           On Behalf of Other Class (Existing Ships)         Other
			Image: hippard Name         Required         half-width alphanumeric           hip No.         Required         half-width alphanumeric
(c)	Applied Bules/Standard		Chapter/Regulation No. of NK Rules O Other Part D, Ch. 9
(d)	Purchaser (To enter if different from the "I	ntended For" above.)	half-width alphanumeric Indicating in Certificates

- (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 [II] and copy the information of No.1 to fill in page of No.2.

No. 1						(k)	l
Product Name	Required	half-width alphanumeri	c				
Product Type		half-width alphanumeri	с				
Material	Required	half-width alphanumeri	с				
Manufacturer		half-width alphanumeri	c				
Serial No. 🕜	Required	Main No.	To input Su	uffix No. if a	any Suffix (from)	- Suffix (to)	Ī
		+ Add					
		Serial Number : -					
Quantity	Required	half-width numbers					
Stamping Location on Products		🔿 flange 🔿 body	🔿 metal tag 🔿 Othe	er	half-width alphanu	imeric	
Approved Documents 🔞	Required	○ No ○ Yes	» NK ID in NK	-PASS :	half-width alphanu	meric	
Type Apporval/Approval of Use /Approval	Required	○ No ○ Yes	>> Approval No		half-width alphanu	meric	
of Manufacturing process/etc 😧 Apporval of Batch	Doguirod	0.0.0.0					
and Mass Production 🕜	Required	○ No ○ Yes	Approval No	o. :	half-width alphanu	imeric	
Survey items	Required		•	Other su	rvey item	Details if any	
		+ To add new Survey	ltem				
+ To add new Product							
				1			
					C Settle	Prev	1

- (I) "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.

Other description in Certificate if any	Date of issue: 6 February 2022 CERTIFICATE for Hydraulic Pump	
(I) Product Name as indicating on Certificate ?	Product name : Hydraulic Pump Manufacturer : KALJI INDUSTRY CO., LTD.2	
(m) Description Notes 🕜 half-width alphanumeric	Test and Inspection Construction inspection Description Notes	
Desired date of receipt of the Certificate, if any	***The end***	
(n) Desired date of receipt of the Certificate, if any 19 Mag		-
	r a date after 5 days from the final inspection date. that delivery may be unexpectedly delayed from your desired date.	
Final date inspected by Manufacturer/Firm	ed	
(0) Final date inspected by Manufacturer/Firm		
<b>d</b> Delete	(p) Settle	≪ Prev 1/1 Next≫

#### ① 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].

Witness Required				
No attendance survey				1 + To add another witness
No. Date of survey	Place of survey	Person in charge of your company	NK surveyor	Kind of survey
		Delete		

- (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].

Survey schedule in detail No.1			
Schedule			
Starting Date & time of Survey Required	09:00 AM		
) Finishing Date & time of Survey Required	09:00 AM		
Person in charge of your company Required		Ψ.	
Place of survey Required		Ψ.	
Survey Items Required Inspection on the day Kind of survey Airtightness test			
Information to NK Surveyor			
			1
		(s) Settle	« Prev 1/1 Next

- If survey will be conducted on multiple days, click [+To add another witness] again.
- <sup>1</sup> Click**To confirm Application content** and proceed next page.



#### STEP 3 Confirm application contents and send application.

③ After confirmation of contents in application, click [Sending to NK] in the bottom of this page.

1 11 May 2022 09:00 AM - 11 May 2022 09:00 AM	Shanghai office	Kaiji Taro	TBA	Airtightness test
▲ Delete				Sending to NK



#### 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.

Person in charge of your company	Required	Registered user     Other		
		Kaiji Newone		
Place of survey	Required	Head Office	▼	Register Suvery place
		EQD Holding Head Office		
		3-3, Chiyoda-Ku, Kioi-Cho, Tokyo, JPN		
		TEL: 0352262020		
		FAX :		



#### 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.

Person in charge of your company	Required	C Registered use	er 🔘 Other				
	(	Kaiji Newone					_
Place of survey	Required	Head Office			▼	Register Suvery place	
		EQD Holding He 3-3, Chiyoda-Ku TEL : 035226202 FAX :	, Kioi-Cho, Tokyo, JPN				
Register Suvery place							⊗
Company Name required							
Office base name required							
Address	Country	required		T			
	Postal code	•					
	Province	required		(in Japanese)			
	City	required		(in Japanese)			
	Address1	required		(in Japanese)			
	Address2			(in Japanese)			
TEL							
FAX							
						Registration	



#### **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**].

Other Particular 😧		+ Add			
Serial No. 🔞	Required	2	🗌 To input Suffix No. if any	Suffix (from)	Suffix (to)
		+ Add			

After entering the information, click again on [+Add] if you wish to add more particulars.

Other Particular 🕑		Detail (half-width alphanumeric)	Unit (half-width alphanumeric)	
	+ Add			


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**].

Certific	ates to issue Re	equired					+ To add anot	ther Cert
No.	Order No. for your company	Intended For	Product Name	Product Type	Amount	Desired date of receipt of the Certificate, if any	Final date inspected by Manufacturer/Firm	
0 1	1234	ABC Shipyard, Ship No.1111	Window 123		6	19 May 2022		/
			Сору	Delete				

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.

Cer	rtific	ates to issue Re	quired					+ To add anot	ther Cer
	No.	Order No. for your company	Intended For	Product Name	Product Type	Amount	Desired date of receipt of the Certificate, if any	Final date inspected by Manufacturer/Firm	
	1		ABC Shipyard, Ship No.1111	Window 123		6			1
	2		ABC Shipyard, Ship No.1111	Window 123		6			1



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

lication outline/billing info.	ing Cert./attending survey Info.	To confirm Application con	tent		
1 TRIAL-20021-1 Stock	Cyline el Eng	der Liner for Dies Engie Model: gine 6	S70MC- 1	3 March 2022	
		Copy Del	ete		
Witness Required					
No attendance survey					
No attendance survey				+ To add another	
No attendance survey	Place of survey	Person in charge of your company	NK surveyor	+ To add another	
	Place of survey		NK surveyor		
	Place of survey	of your company	NK surveyor		

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.

e-Product - Survey Application for Marine Product -	Language ▼ 🗘 Settings
	Click here for new Application
Application List(0)	Application List in temporary editing(0)
Order No. for your company	QDetailed Search Clear

2 Click "Presetting for Company (default settings)".



③ Select "Product Area", "Product Line" and "Product/Category" and click "Save".

Product Area	<b></b>	
Product Line		
Product / Category	· · · · · · · · · · · · · · · · · · ·	

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.

emplate File for Bulk Import of Issued Certificate Settings		ance Certificate Settir	-		
@Boileculsx Updated on 2025/01/29	Drop files to upload (or click) i Max size 20MB			Expart Isouanae Certificate Settings	
Order No. No. for your company Intended For	Product Name	Product Type	Amount	Desired date of receipt of the Certificate, if any	+ To add another Cert Final date inspected by Manufacturer/Firm

 $\checkmark$ 

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.

Category Search	Enter the Product Category you wish to search		
Dag durat Array	Required	~	
Product Area Product Line	Required	• •	
Product Category	Required	▼ ▼	

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

roduct Category	Marine Machinery/Equipment > Boiler, etc. > Boiler
pecification Setting Name Requ	ired BL1
Regarding* It will be a required fie	Id during the actual application process (registration of specification settings is possible even without configuration).
Product Name	BL1
Product Type	half-width alphanumeric
Maximum Evaporation	1 t/h
Reheater	* • Yes O No
Superheater	● Yes ○ No
Design Press.	1 MPa
Surface Area	* 1 m2
Boiler Type	Steam Boilers     Hot Water Boilers
Purpose	O Propulsion Use O Aux Machinery Use
Other Particular 🔞	+ Add
Type Apporval/Approval of Use /A of Manufacturing process/etc	
Survey items	* 2 Hours operation test 🔹 Other survey item Details if any

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.

No. 1	Specification Settings List 👻 Specifi	ication Settings Registration
Product Name	BL1 BL1	
Product Type	half-width alphanumeric	
Maximum Evaporation	Required 1 t/h	
Reheater	Required Ves O No	
Superheater	● Yes ○ No	
Design Press.	Required 1 MPa	
Surface Area	Required 1 m2	
Boiler Type	Required • Steam Boilers • Hot Water Boilers	
Purpose	O Propulsion Use O Aux Machinery Use	
Other Particular 🚱	+ Add	
Serial No. 😮	Required Main No. To input Suffix No. if	any Suffix (from) - Suffix (to)
	+ Add	
	Serial Number :-	
Quantity	Required half-width numbers	
۸ <b>۵</b>		If width alphanumaric

# 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.

2-Product - Survey App	Acadom for warme	riduct-						Click here for ne	w Application
	Applica	tion List(1)				Application	List in temporary ed	liting(0)	
Order No. for your company Receipt No.					QDatailed Search	Search	Clear		Displaying 1 - 1 / 1
Status +	Application Date +	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID =	ospiojng (* () (
Sent	27 April 2022	E22000118	6	1234	ABC Shipyard, Ship No.1111	Window 123 X 6		1	To copy Application

51	ΓΕΡ	2 Edit the	e contents	and sub	mit	
	Edit	the contents i	n applicatio	n as neces	sary and cli	ick [Sending to NK].
	1	11 May 2022 09:00 AM - 11 May 2022 09:00 AM	Shanghai office	Kaiji Taro	TBA	日本海事協会 設計課 様 ▼ Airtightness test
₫	Dele	te				2 Sending to NK

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

2. How to apply the issuance of certificate

# 2.3. Preview draft certificate

# VIEW 1 Preview the draft certificate

#### ① Click $\lceil Preview Cert \rfloor$ .

You can preview the draft certificate based on the input data in application.



2. How to apply the issuance of certificate

# 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.

e-Product	🗸 Survey Ap	plication for N	larine Product	Application for NOx certification survey & EIAPP ce	ertificate [TRIAL]	💄 Kaiji Taro 🔹 🌐 Language	• 🌣 Settings
						Click here for new Application	
acceptt	sd.	Applicatio	n List(18)	UL	Application List in temporary edit	ting(11)	
Applicat acceptt		E23000507	1	IWAGI ZOSEN CO., LTD. , Ship No.1 Free-Fall Lifeboat X 1 82	SCE2300026	To copy App lication	
Prepari Cert / Inv		E23000506	1	IWAGI ZOSEN CO., LTD. , Ship No.1 Free-Fall Lifeboat X 1 81	SCE2300025	To copy App lication	
Complet and Se		E23000488	1	IWAGI ZOSEN CO., LTD. , Ship No.1 Free-Fall Lifeboat X 1 81	SCE2300024	To copy App lication	1
Prepari Cert / Inv		E23000487	1	IWAGI ZOSEN CO., LTD. , Ship No.1 Lifeboat X 1 81	SCE2300023	To copy App lication	
Complet and Se		E23000483	1 A101	IWAGI ZOSEN CO., LTD. , Ship No.1 Free-Fall Lifeboat X 1 81	SCE2300022	To copy App lication	

### STEP 2 Enter and apply for rewriting details

 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.

Order No. for your compa	шу				
Order ID for your company	half-width alphanun	neric 🗌 Indicat	ting in Certificates		
nformation for rewriting					
No need to rewrite					
Reason for rewriting	Required		<ul> <li>Enter Reason for rewriting (O</li> </ul>	ther)	
Previous Certificate No.	Required	SA23SC00024-1			
Previous Certificate No. ntended company/ship a		Standard  Newbuilding Ships	○ Existing ships ○ Stock ○ A ass (Existing ships) ○ Other	opraisal O On Behalf of C	ther Class (Newbuilding Ships
ntended company/ship a	nd Applied Rules,	Standard  Newbuilding Ships On Behalf of Other Cla	<b>9</b> 1	opraisal O On Behalf of C	)ther Class (Newbuilding Ships
ntended company/ship a	nd Applied Rules,	<ul> <li>Standard</li> <li>Newbuilding Ships</li> <li>On Behalf of Other Cla Shipyard Name</li> </ul>	ass (Existing ships) O Other	opraisal O On Behalf of C	Dther Class (Newbuilding Ships

# 3. How to confirm the application records

3.1 Confirm application records

# VIEW 1 Confirm application records

Application records are shown in the [Application list]
 Click the item which you want to confirm.

e-Product - s	urvey Applica	tion for Marine	Product -				Te		💄 Kaiji Tar	o 🔹 🖶 Language 👻	Setting:
							-		Click here for new	v Application	
		Applicat	ion List(2)				Application	List in temporary e	diting(1)		
Order No. for y company Receipt No.	your					QDetailed Search	Search	Clear			
										Displaying 1 - 2 / 2	
Status *	2	Application Date +	Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID +		
	Sent	27 April 2022	E22000119	6		ABC Shipyard, Ship No.1111	Window 123 X 6			To copy Application	
	Sent	27 April 2022	E22000118	6	1234	ABC Shipyard, Ship No.1111	Window 123 X 6			To copy Application	

## 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.

e-Product - su	rvey Application for M	arine Product -			Soon	💄 Kaiji Taro	-   Language -
						Click here for new	Application
	Ap	oplication List(2)			3 Application List in temporar	y editing(1)	
Order No. for yo company Receipt No.	ut			QDetailed Search	Search Clear		
						1	Displaying 1 - 1 / 1
Latest Updated	* Receipt No. *	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	
4 27 April 2022	E22000120	6		ABC Shipvard, Ship No.1111	Window 123 X 6		

# 3. How to confirm the application records

# 3.2 Edit application data

#### Edit the inspection schedule and items Select the item in application list STEP 1 ① Click the item in [Application list]. ClassNK e-Product - Survey Application for Marine Product 💄 Kaiji Taro 🔹 🖶 Language 🍷 🏟 Settings 🍷 Click here for new Application Application List(2) Order No. for your QDetailed Search Search Clear company Receipt No. Displaying 1 - 2 / 2 Receipt No. Order No. Order No. Application Receipt No. Order No. Amount Order No. Amount for your Intended For Applicable Product Product Type NK Job ID + 27 April 2022 E22000119 6 ABC Shipyard. Ship No.1111 Window 123 X 6 Status \* 27 April 2022 E22000118 6 1234 ABC Shipyard, Ship No.1111 Window 123 X 6

#### Move on input page of survey information. STEP 2

# ② Click [Issuing Cert./attending survey info.]. ③ Click the pencil mark of item in [Witness] column.

ion Detaile								La la la	$\sim$		Latest Updated :
Sent E	2200	0118								0	Preview Cert.
	Applic	ation content			ontact		Certificate	to issue			
Applicatio	n outlin	ne/billing info.	2 Issuing Cert	t./attending survey in	fo. To confir	m Application conter					
Cert	tificate	es to issue 🛛 🖪	equired								•
									+ To		er Cert
3		Order No. or your company	Intended For		Product Name	Product Type	Amount	Desired date of receipt of the Certificate, if any	Final date inspective by Manufacture		
	1 1	234	ABC Shipyard, SI	nip No.1111	Window 123		6	19 May 2022			/
<b>Wit</b>		R endance survey	equired								
									+ To add	l another v	witness
	No.	Date of survey		Place of survey		in charge company	NK surveyor		Kind of survey		
0		11 May 2022 09:0 11 May 2022 09:0		Shanghai office	Kaiji Ta	o	TBA		Airtightness test	3	
						Delete					

#### Edit inspection information STEP 3

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

Survey schedule in detail No	».1			
Schedule				
			***	
Starting Date & time of Survey	Required 11 May 2022	MA 00:00		
Finishing Date & time of Survey	Required 11 May 2022	09:00 AM		
Person in charge of your company	y Required Kaiji Taro		-	
Place of survey	Required		<b>•</b>	
· **	••••••	••••••	••••	
Survey Items Required Inspection on the day Kind of s	survey			
Airtightn	iess test			
Information to NK Surveyor				
				1
<b>∂</b> Delete			Confirm     « Pret	v 1/1 Next

## STEP 4 Add another witness

6 Click [+ To add another witness], and add new inspection item and its schedule. Then, click [Settle].

etalle			6.6		Latest Updates
Sent E22000118					Preview Cert.
Application content	Contact		Certificate to issue		
Application outline/billing info.	ig Cert,/attending survey info.	To confirm Application co	ntent		
Certificates to issue Required					
				+ To add	another Cert
No. Order No. Intended P for your company	or Prod	duct Name Product Type	Amount Desired date of of the Certificat		n
1 1234 ABC Shipy	ard, Ship No.1111 Wind	dow 123	6 19 May 2022		/
Witness Required		Copy De	lete	6 + To add and	ther witness
No. Date of survey	Place of survey	Person in charge of your company	NK surveyor	Kind of survey	
1 11 May 2022 09:00 AM -	Shanghai office	Kaiji Taro	TBA	Airtightness test	1
11 May 2022 09:00 AM					
11 May 2022 09:00 AM		Delete			

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 appli	cation list
① On the "Application List" page, click on the relevan	nt section.
ClassNK e-Product - Survey Application for Marine Product - [TRIAL]	🛓 Kaji Taro + ⊕ Language + 🌩 Settings +
	Click here for new Application
Application List(1) Application	List in temporary editing(0)
Order No, for your Company Receipt No.	Clear
Application Receipt No. Order No.	Displaying 1 - 1 / 1
Status *     Instantion     Amount for your     Intended For     Applicable Podukt       Image:	Product Type NRJob ID.* PC01 To copy Application
STEP 2 Go to the application details input p	age
② Click on "Contact". ③ Enter your message in the input field. Files can also	a ba uploadad
<ul> <li>③ Enter your message in the input field. Files can als</li> <li>④ Click on "Send".</li> </ul>	o be uploaded.
Sent E22000557	Preview Cert.
Application content  Contact  Certificat	e to issue
✓ Mark all as read	*
Please inform us when	you will cancel this application for us.
	22 Jun. 2022 16:44:43
Please cancel this appli	22 Jun. 2022 16:43:51
	22 Juli 2022 10,45.3 I
NEW Mark as read	
NEW VMark as read	
キャンセル意向了解しました。	
01 Apr. 2022 11:49:22	Ţ
New Message	
3	
Drop files to upload (or click) <b>1</b> Max size 20MB	2 🛃 Send



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.

	ļ	pplication List(1)				Application	List in temporary edi	ting(0)	
Order No. for your company Receipt No.					QDetailed Search	Search	Clear		
									Displaying 1 - 1 / 1
Status 👻	Applicati Date 🔻	on Receipt No.	Amount	Order No. for your company	Intended For	Applicable Product	Product Type	NK Job ID 🔻	
🗟 Sent	1 April 2	E22000557	2	kanri01	New Shipbuilding , Ship No.NS01	Provision Crane X 2	PC01		To copy Application

# 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.

e-Product - Survey Application fo	or Marine Product -	[TRIAL]			1000		💄 Kaiji Taro 👻 🌐 Language 👻	Settings -
						lick here for new Application		
		Application List(1)			Application List in temporary edit	ing(0)		
Order N compar Receipt				QDetailed Search	Search			
						Displaying 1 - 1 / 1		
St		Application Receipt N Date + +	), Order No. Amount for your company	Intended For	Applicable Product Product Type	NK Job ID 🕶		
1	Sent	1 April 2022 E2200055	1 2 kanri01	New Shipbuilding , Ship No NS01	Provision Crane X 2 PC01	To copy Application		

## 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.

Application content	Contact Certificate to issue	-
pplication outline/billing info.	uing Cert/attending survey Info. To confirm Application content	
1 4		
Company Name Re	equired	
Dept. / Section	本郎	
Address	東京都千代田区紀尾井町3-3	
TEL	0352262020	
FAX		
Purchase Order No.	half-width alphanumeric	
Desired date of Invoice receipt		
Desired date of invoice receipt	Please enter a date after 5 days from the final inspection date. Please note that delivery may be unexpectedly delayed from your desired date.	
	please enter a date arter 5 days nom the initial inspection date. Please note that derively may be direxpectedly delayed nom your desired date.	
100000000		
Attachment		
Remarks		
		1

# 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  $\lceil Completed \rfloor$ .

1 Click the item in application list.

Applic	ation List(77)			Application	n List in temporary e		
Completed and Sent 1 March 2022	E22000802 1	TRIAL-20021-1	Stock	Cylinder Liner for Diesel Engine X 1	Engie Model: S70MC-6	SSE2200024	To copy Application

## STEP 2 Select the Issuing certificate page

### ② Click [Certificate to Issue]

Application content	Contact	Ŭ	Certificate to issue		
		· · · · · · · · · · · · · · · · · · ·		•••••	
plication outline/billing info.	Issuing Cert./attending survey Info.	To confirm Application content			
Company Info					

### 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.
---	-------	----------	-------	---------	----------	------

Completed and Sent E22000802				Preview Cert.
Application content	Contact		Certificate to issue	
				4 Download all
Certificate ③ FE22SS00024-1.pdf		(111KB)	1 March 2022 11:08 AM	
				(4) Lownload all
Invoice ③ SSBE2200024-1.pdf		(170KB)	1 March 2022 11:14 AM	

# 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"

oplication outline/billing info.	Issuing Cert./attending survey Info. To confirm Application content	Product name	: Provision Crane 3.0
		Manufacturer	: EQD Holding
Company Info		Place of Manufacturer	: 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo
Company Name	EQD Holding	Place of Inspection	: Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN
Office base name	Head Office	Date of Inspection	: 15 March 2022
Address TEL	3-3, Chiyoda-Ku, Kioi-Cho, Tokyo 0352262020	Intended for	: New Shipbuilding , Ship No.NS01
FAX Manufacturer	Z Same as applicant	Vendor/Supplier	: Provider company
	Name of Manufacturer Required EQD Holding	Purchaser	: New Shipbuilding Management
	Place of Manufacturer Required 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo	Order No.	: kanri01
Vendor/Supplier	half-width alphanumeric Indicating in Certificates	Total set(s) of Product	: 2



#### <Company Info>

In case you do NOT check 🗹 at "Same as applicant"





#### <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
Application outline/billing info.	Issuing Cert,/attending survey Info. To confirm Application content	Manufacturer	:	EQD Holding
		Place of Manufacturer	:	3-3, Chiyoda-Ku, Kioi-Cho, Tokyo
Company Info		Place of Inspection	:	Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN
Company Name Office base name	EQD Holding Head Office	Date of Inspection	:	15 March 2022
Address	Head Office 3-3, Chiyoda-Ku, Kioi-Cho, Tokyo	Intended for	:	New Shipbuilding , Ship No.NS01
TEL FAX	0352262020	Vendor/Supplier	:	Provider company
Manufacturer	Same as applicant	Purchaser	:	New Shipbuilding Management
	Name of Manufacturer Required half-width alphanumeric Place of Manufacturer Required half-width alphanumeric	Order No.		kanri01
Vendor/Supplier	half-width alphanumeric	Total set(s) of Product	:	2
		rotar set(s) or router		-



#### <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
Application outline/billing info.	Issuing Cert./attending survey Info. To confirm Application content	Manufacturer	:	EQD Marine Equipment
Company Info		Place of Manufacturer	:	1-2-3, Midori-Ku, Chiba-Shi, Chiba-Ken
Company Name	EQD Holding	Applicant	:	EQD Holding
Office base name	Head Office	Place of Inspection	:	Chiyoda-Ku, Kioi-Cho Tokyo, JAPAN
Address	3-3, Chiyoda-Ku, Kioi-Cho, Tokyo 0352262020	Date of Inspection	:	15 March 2022
FAX Manufacturer	Same as applicant	Intended for	:	New Shipbuilding , Ship No.NS01
Wanutacturer	Same as applicant Name of Manufacturer Required half-width alphanumeric	Purchaser	:	New Shipbuilding Management
	Place of Manufacturer Required half-width alphanumeric	Order No.	:	kanri01
Vendor/Supplier	half-width alphanumeric	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.



"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"





"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	
Order No. for your company	
Order ID for your company kanrio1 Intended company/ship and Applied Rules/Standard	
Intended Company/Ship and Appried Rules/Standard  Intended For Required Newsbillding Ships Newbuilding Ships New Shipbuilding Ships New Shipbuilding Ships Shipyard Name Ship No. Required N501	
Applied Rules/Standard         Required         Chapter/Regulation No. of NK Rules         Other           Cargo Handling Appliance Rules, Ch. 4         Cargo Handling Appliance Rules, Ch. 4	2 of 2
Purchaser (To enter if different from the "Intended For" above.)	Rules/Standards Applied : Cargo Handling Appliance Rules, Ch. 4

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



Check out **2** 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.



"Survey items":

The input fields are displayed according to the selected Product.

They will be listed in Test and Inspection.





"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.

Approved Manufacturer Approved Manufacturer Required No Ves NK Approval Number J5001	ClassNK NIPPON KAIJI KYOKAI
QM responsible person Kaji Taro Title Quality Manager	Certificate No.: Date of issue: 15 March 2022
Applicable Product     Required     Equipment       Product Line     Required     Cargo Handling Appliance       Product / Catgo ny     Required     Cargo Handling Appliance	CERTIFICATE for Cargo Handling Appliance
Other description in Certificate if any         Product Name as indicating on Certificate IP rovision Crane 3.0         Description Notes INIL	Product name:Provision Crane 3.0Manufacturer:EQD Marine EquipmentPlace of Manufacturer:1-2-3, Midori-Ku, Chiba-Shi, Chiba-KenApplicant:EQD Holding
	Description Notes

f 2