



**ClassNK** e-Application

Online application service for surveys and audits

# Quick Start Guide

Mar. 2023 Rev. No. 1.5

**ClassNK**



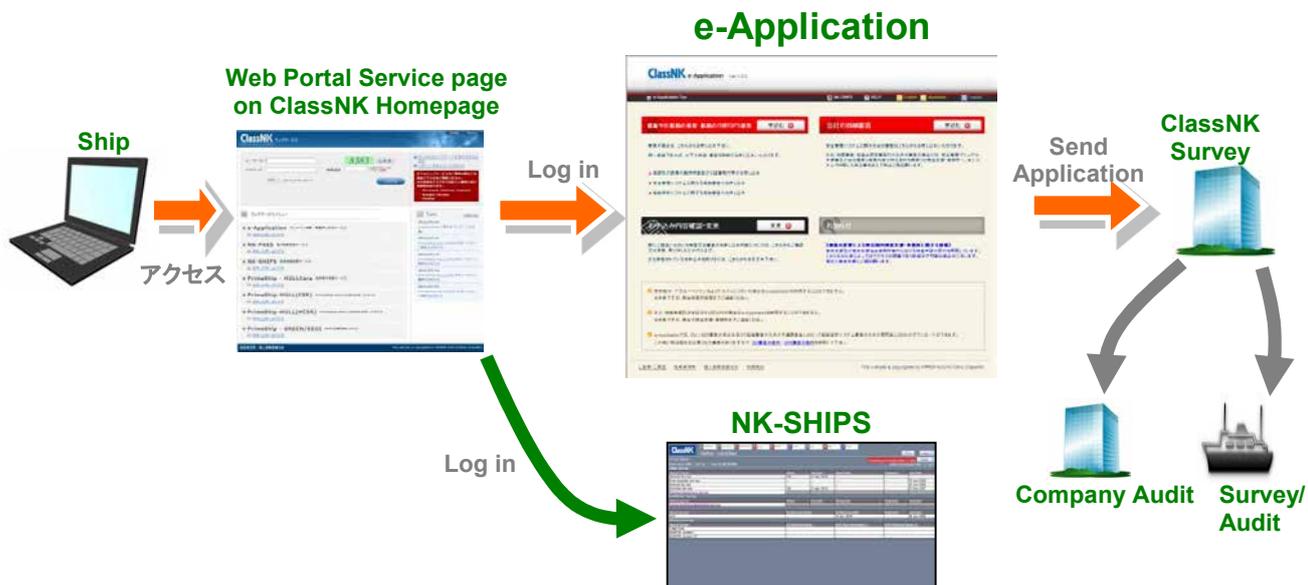
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## What is "e-Application" ?

- Users registered to NK-SHIPS can submit application for survey/audit through Web Portal of ClassNK Home Page.  
(class maintenance/statutory survey, ISM/ISPS audit/MLC inspection and SSP approval/DMLC Part II Document review for ships and Company's ISM audit)
- Users are able to confirm the survey items which are due at the expected survey date as e-Application is linking to database of NK-SHIPS.  
By choosing the ship in concern from your company's fleet, ship's particular data shall be given into the application automatically.



- 🔍 Inquiry about operation of e-Application, please contact  
Technical Information Dept. E-mail: tid@classnk.or.jp
- 🔍 Inquiry about application  
Suvey Dept. E-mail: svd@classnk.or.jp (application for surveys)  
Ship Management Systems Dept. E-mail: smd@classnk.or.jp (application for audits/inspection and SSP)

## Instruction for usage

The "e-Application" system is an online tool to help you prepare and send applications for surveys and audits more easily. However, this tool does NOT guarantee that it will be possible to arrange a surveyor/auditor during the time desired. Confirmation of the arrangement of a surveyor/auditor will be informed to you by the ClassNK Office in charge. The automatic e-mail reply sent to you by this program simply means that e-Application has sent your application to the ClassNK Office in charge.

Please note that in some cases our surveyor(s)/auditor(s) may not be available, as they may already be fully booked or due to other unavoidable circumstances. Hence, you are kindly requested to send your application at least 3 working days prior to your planned date of survey/audit.

Please note that if the application for the survey/audit is withdrawn owing to your own circumstances after commencement of the requested survey/audit, the full fee may be charged. In addition, travel and other related expenses will also be assessed. Please also be advised that in the event the surveyor/auditor visits the scheduled place of survey/audit before receiving any notification of withdrawal of application, actual expenses for travel, etc., will be charged, even if the survey/audit has not commenced yet. These conditions shall be governed by and construed in accordance with Japanese law.

Please refer to the following link for details on the Terms of Use. <http://e-applicationtrial.classnk.or.jp/eappl/COMNOTE.aspx>  
Please refer to the following link for details on Term & Conditions. [https://www.classnk.or.jp/hp/en/terms\\_and\\_conditions.html](https://www.classnk.or.jp/hp/en/terms_and_conditions.html)  
Please refer to the following link for details on ClassNK's Privacy Policy. [https://www.classnk.or.jp/hp/en/privacy\\_policy.html](https://www.classnk.or.jp/hp/en/privacy_policy.html)

# e-Application Quick Start Guide

## Application for onboard surveys and audits

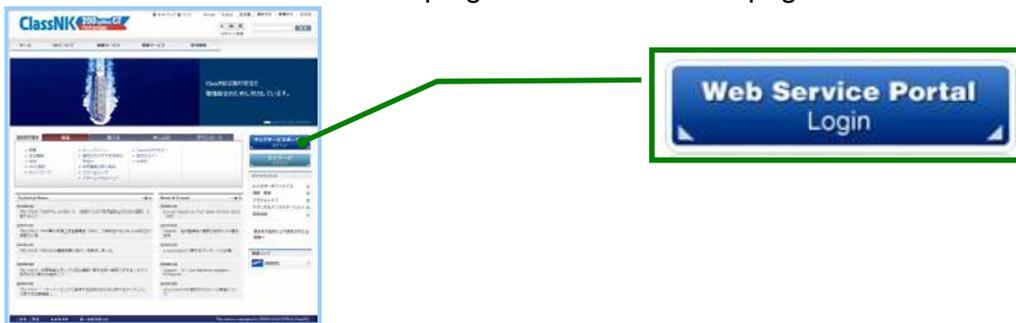
### First step

Log-in to "e-Application"

- Access to the address below to open the ClassNK Home Page

<http://www.classnk.or.jp/>

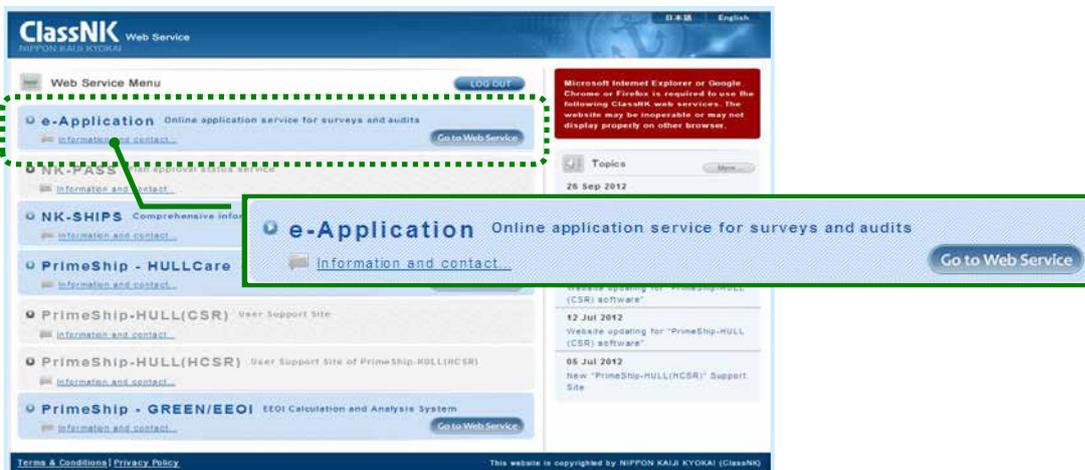
Click "Web Service Portal" on top right side of the Home page.



- In the Web Service Portal Log-in window, please input ID number, Password and Image Password. Then Click the Login button.



- Click the "e-APPLICATION On-line service application service" button to open the top window of e-Application.



Go to the application page of your choice.

**Attention**

This section displays a notification from ClassNK relating to the SSP approval.

Applying for Shipboard MLC,2006 Inspection is now available through the e-Application system.

The e-Application is not available for applying a document review of DMLC Part II. Complete an application form (MLC-APPLI-R) and send it to ClassNK Office in charge directly, please.

**CLASS MAINTENANCE SURVEY / AUDIT** **APPLY**

Please apply here for new survey.

It is possible to apply for the following inspections and the examinations at the same time if it is the same ship.

- ▶ Survey and issue of certificate
- ▶ Shipboard Audit of SMS
- ▶ Shipboard Security Audit
- ▶ Shipboard MLC, 2006 Inspection

Go to application input page for Class & Statutory survey and ISM/ISPS/MLC audit for ship in service

**COMPANY AUDIT OF SMS** **APPLY**

It is possible to apply for Company Audit of SMS here.

Please submit application form filled in printed on e-APPLICATION, safety management manual, instruction, and materials of company profile and for the first examination.

Go to application input page for Company Audit

**DOCUMENT AUDIT** **APPLY**

It is possible to apply for Document Audit here.

- ▶ SSP Approval
- ▶ DMLC Part II Review

To first time users of e-Application

For details about the ISM / ISPS audit, please refer to [Safety Management Systems \(ISM\)](#) / [Ship Security Management Systems \(ISPS\)](#) on the ClassNK homepage.

For details about the MLC shipboard inspection, please refer to [ILO/MLC, 2006](#) on the ClassNK homepage.

Go to application input page for SSP Approval / DMLC Part II Document

**CONFIRMATION / CHANGE / CANCEL** **EDIT**

The application having submitted can be confirmed, changed, and called here.

If application temporarily registered, please refer to the application history page.

Go to the application history and changes page

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# e-Application Quick Start Guide

## Application for onboard surveys and audits

### Input contract information

Contract information page for CLASS MAINTENANCE SURVEY / AUDIT (Class/Statutory Surveys, ISM/ISPS audits and MLC inspections)

- Coloured columns are mandatory.

In the "Applicant Information" field, please enter your basic information.

ClassNK e-Application Ver.3.0.0 TRIAL - 11 Oct 2021 - Framework 4.6.2

Application for surveys Contract Class & Statutory ISM/ISPS MLC Confirmation

Applicant information

Registry Date: 2021/10/13 Application No.: [ ]

e-Appil No.: M16554649

Company

User ID: [ ] Tel: [ ]

Company Name: [ ] Fax: [ ]

Address: [ ] IMO Company ID: [ ]

Person in charge (Applicant)

Automatic reply message:  Japanese  English

Do you use the same data for "Person in charge" input as in the previous application?

Name	e-Mail	Dept. / Section	Tel	Mobile
Taro Kajii	kajiiaro@kajii.co.jp	Maine Safety and Environment Section	+81-3-0000-0000	+81-90-0000-0000

Applicant information is automatically indicated.

Click on the "Add" button and enter your name and email address in the "Contact person information (applicant)" section.

You will receive notifications from the e-Application system and the Society to the e-mail address you have entered.

- Select the ship from your fleet which are shown in pulldown list.

Ship Particulars

Ship's Name: [ ]

Class No.: [ ]

IMO No.: [ ]

Service Area: [ ]

Other Ship Search

If particulars such as ship name are changed, please also fill in the box.

Ship's Name: [ ]

Class: [ ]

Official No.: [ ]

Call Sign: [ ]

Flag: [ ]

Port: [ ]

International Voyage: [ ]

G.T.: [ ]

Type of Ship: [ ]

Type of Ship No.1(ISM): Bulk carrier (SOLAS IX Reg. 1.6)

Type of Ship No.2(ISM): [ ]

Ship Owner: [ ]

If you are applying for a vessel that is not included in the fleet list, search and select it here.

Ship's information is automatically indicated after the ship is selected.

In case her particulars are to be changed, please input new ship's name, owner name or flag, etc in right columns.

Other Ship Search

for applying for a vessel not included in the fleet list

ClassNK e-APPLICATION

Other Ship Search

Class No.: [ ]

IMO No.: [ ]

IMO No. Class No. Ship's Name

No ship data found.

Are you sure you have entered the correct information?

If so, please click on the Register button below to enter your ship data.

Search for a ship by its class number or IMO number. If the relevant ship data exists, it will appear in the list and you can select it.

If the relevant ship data is not exists, click on the Register button to proceed to the next screen.

Check  NK Class Newly-built Ship if the target ships is under construction with NK Class.

Check  Other (incl. other class ship) for cases other than the above.

Fulfill the ship particular items and click Set button.

- Input the country of the intended survey port, NK's survey/audit site office in charge, name of survey port, ETA/ETD, intended date of survey/audit, etc. (You can search the office in charge by the place of survey (port))

**!** When the expected survey date is within three (3) days from the application, the e-Application is not available. In such case, please contact ClassNK local office in charge directly for application.

- Specify the billing address.

Name	e-Mail	Dept. / Section	Tel	Mobile
Taro Kajiji	kajijitaro@kajiji.co.jp	Marine Safety and Environment Section	+81-3-0000-0000	+81-90-0000-0000

If you select "Same as applicant", "Registration shipowner" or "c/o", the registered customer details will be automatically displayed.

If the billing address shown is not what you require, select "Others" and enter your details.

Click on the "Add" button and enter the name and email address who will receive the invoice in the "Person in charge (Billing to)" section.

Specify the Person in charge (certificate / survey record) section.

**Certificate / Survey Record** Save

Person in charge (Certificate / Survey Record)

Same as applicant  Issuance of paper certificate/survey record

The person in charge(Certificate / Survey Record) in the previous application. Apply Add

	Name	e-Mail	Dept. / Section	Tel	Mobile
Edit	Taro Kaiji	kajitaro@kaiji.co.jp	Marine Safety and Environment Section	+81-3-0000-0000	+81-90-0000-0000

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Back to the top of the window to proceed to next page as necessary.

-  Input class & statutory survey items
-  Input ISM/ISPS audit items
-  Input MLC inspection items

# e-Application Quick Start Guide

## Application for onboard surveys and audits

### Input class & statutory survey items

Choose the requested survey items from the pulldown list.

- By clicking the "Auto Set" button on top right side of the window, all the survey items within the due window will appear as the requested survey items automatically.

The screenshot shows the 'Application for surveys' interface. At the top, there are navigation tabs: 'Contract', 'Class & Statutory', 'ISM/SPS', 'MLC', and 'Confirmation'. The 'Class & Statutory' tab is active. The 'Departure Date' is set to 2021/10/13. The interface is divided into sections: 'Class', 'Installation', and 'Statutory'. Each section contains various dropdown menus for selecting survey items. A 'Save' button is present at the end of each section. Two callouts are present: one pointing to the 'Auto Set' and 'Clear' buttons in the top right, and another pointing to a warning message: 'There is NOTE in overdue. Please confirm the details on NK-SHIPS.' A third callout explains the 'Auto Set' function: 'This function sets all survey items (not including audit items) in due (or whose due date within 3 months) at ETD.'

**ClassNK e-Application** Ver.3.0.0 TRIAL - 11 Oct 2021 - Framework 4.6.2

e-Application Top ▶ Preparing

**Application for surveys** Contract Class & Statutory ISM/SPS MLC Confirmation

Departure Date : 2021/10/13

**Class** Save

Hull and Machinery

Docking

PS No.1

PS No.2

Planned Machinery    Continuous Hull

Occasional

Contents

**Installation** Save

CHG   CHG - Load Test

M0

M0 Code

RMC

CAA

BRS

PMM

IFC

HMS

DVS

**Statutory** Save

LL

SC

SE

SR

CHM

GAS

DG

IHM

OPP

NLS

SPP

APP

EE

BWM

AFS

Other Survey

**Auto Set** **Clear**

⚠ This function sets all survey items (not including audit items) in due (or whose due date within 3 months) at ETD.

⚠ There is NOTE in overdue. Please confirm the details on NK-SHIPS.

Warning message may be indicated when the ship has Outstanding Recommendations or Notes whose due date will come within 3months

**Document request to be issued** Save

▶ **Class**  Certificate of Classification  Certificate of Installations  Cargo Gear Load Test Certificate

▶ **Statutory**

International Tonnage  Suez Canal  PC/UMS Documentation of total volume

LL Certificate  SC Certificate  SE Certificate  SR Certificate

Chemical Certificate  Gas Certificate  DG Certificate  AFS Certificate

OPP Certificate  NLS Certificate  SPP Certificate  APP Certificate

SF Certificate  BWM Certificate  EE Certificate

\* The combination forms of SC, SE, and SR Certificates.

Exemption Certificate  FFEA for Cargo Holds

Immersion Suits

Other

**Other**  IHM Certificate for (  Hong Kong Convention  EU Regulation )

**Attach**

▶ Choose File  ファイルが選択されていません

▶ Uploaded Files

File name	Last update	File size

**UPLOAD LIMIT**

- Supported formats: text, word, excel, pps, fig, jpg & zip file.
- Maximum Number of File: 30
- Maximum Size of File: 30MB

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- Tick in the boxes for the statutory certificates to be issued.
- Upload the necessary documents for the requesting surveys.

### Auto Set

Survey items whose due date are within 3 months from ETD shall be automatically selected and colored in blue.

<b>Hull and Machinery</b>	Annual Survey	▼
<b>Docking</b>	Docking Survey	▼

Overdue survey items shall be automatically selected and colored in red.

<b>Hull and Machinery</b>	Annual Survey	▼
<b>Docking</b>	Docking Survey	▼

Back to the top of the window to proceed to next page as necessary.

Click "ISM/ISPS" tab when you apply for ISM/ISPS audits.

Input ISM/ISPS audits items

Click "MLC" tab when you apply for MLC inspection.

Input MLC inspection items

Click "Confirmation" tab when you send application.

Confirm the contents of application

# e-Application Quick Start Guide

## Application for onboard surveys and audits

### Input ISM/ISPS audit items

Select the audit kind from the pulldown list and complete items.

Select a kind of audit for ISM and/or ISPS and fill in the required information.

Upload the necessary documents for the audit.



### Attention

ISM and ISPS audit application has no function of "Auto Set"  
Please input necessary audit items manually.

Back to the top of the window to proceed to next page as necessary.

Click "MLC" tab when you apply for MLC inspection.

▶ Input MLC inspection items

Click "Confirmation" tab when you send application.

▶ Confirm the contents of application

# e-Application Quick Start Guide

## Application for onboard surveys and audits

### Input MLC inspection items

Select the inspection kind from the pulldown list and complete items.

ClassNK e-Application Ver.3.1.2 TRIAL - 26 Dec 2022 - Framework 4.6.2

e-Application Top Application List Preparing NK-SHIPS HELP

Application for surveys Contract Class & Statutory ISM/ISPS MLC Confirmation

Departure Date : 2023/01/23

### MLC Shipboard Inspection

Kind of Inspection  Please input related matters when applying for additional inspection or for any additional information.

At the same time  Additional Inspection Please input Relevant Record No. when applying for additional DNC inspection.

Relevant Record No

Date on which keel was laid

Date of (expected) Registry  The date when the ship was (will be) registered with the current flag is to be described referring to Certificate of Registry or Continuous Synopsis Record (CSR).

Crew Nationality

The DMLC Part II of the vessel  is under reviewing  was reviewed (Letter of Review No. if reviewed by NK: )

Name of authority / RO

(For Initial inspection) The ship has been operated based on the measures set out in reviewed DMLC Part II since

The master is familiar with the responsibility to implement and requirements of MLC, 2006  Yes (agreed)

The language to be used at the inspection  English  Other

Person appointed by the shipowner to accompany the inspector  From ashore  Master  Other

### MLC Shipowner Information (For Japanese flag ship only)

Name of MLC Shipowner   
(In Japanese)

Address of MLC Shipowner   
(In Japanese)

In case the MLC Shipowner differs from the applicant, please describe the name and address of MLC Shipowner referring to Ship Inspection Certificate or Continuous Synopsis Record. The ship lessee (Bareboat Charterer) when the ship is being leased or the ship's husband when the ship is commonly owned is also included the definition of MLC Shipowner for Japanese flagged vessel.

### Attach

For Inspection for issuing interim MLC, Initial Inspection, or the vessel currently MLC certified by RO other than ClassNK: All the documents mentioned below.

For Intermediate/Renewal/Additional Inspection: A document(s) mentioned below when it's issued/alterd/rewritten after the latest inspection.

DMLC Part I issued by Flag Admin. PDF (Draft one(s) is acceptable for inspection for issuing interim MLC)

File name	Delete	Last update	File size
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Drop files to upload (or click)

DMLC Part II identical to onboard storage (Reviewed by Flag/RO) PDF (Draft one(s) is acceptable for inspection for issuing interim MLC)

File name	Delete	Last update	File size
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Drop files to upload (or click)

A document issued by RO or flag administration certifying completion of review of the DMLC Part II (or a document certifying submission of the application for review of DMLC Part II, if the review has not been completed before inspection for issuing interim MLC) PDF

File name	Delete	Last update	File size
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Drop files to upload (or click)

(Provisional) Certificate of Registry PDF  Send later by e-mail

File name	Delete	Last update	File size
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Drop files to upload (or click)

Continuous Synopsis Record (CSR) PDF  Send later by e-mail

File name	Delete	Last update	File size
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Drop files to upload (or click)

Select a kind of Inspection and fill in the required information.

Upload the necessary documents for the requesting Inspection.

DMLC Part II is to be uploaded as "EDITABLE" electronic files.



### Attention

MLC inspection application has no function of "Auto Set"  
Please input necessary inspection items manually.

Back to the top of the window to proceed to next page as necessary.

Click "Confirmation" tab when you send application.

Confirm the contents of application

### Confirm the contents of application

You should confirm the contents of application in this page prior to send the application to NK.

**ClassNK e-Application** Ver.3.0.0 TRIAL - 11 Oct 2021 - Framework 4.6.2

e-Application Top ▶ Preparing ▶ **Confirm** NK-SHIPS HELP

**Application for surveys** Contract Class & Statutory ISM/ISPS MLC Confirmation

### Confirmation of the application

Applicant Information	
e-Appli No.	M16554649
User ID	IX0016
Company Name	IDEMITSU TANKER CO., LTD.
Address	16F, Jinbocho Mitsui Building, 105, Kanda-Jimbocho 1-Chome, C hiyoda-ku, Tokyo, 101-0051, Japan
Tel	+81-3-6860-5300
Fax	+81-3-3219-7101
IMO Company ID	0223639
Person in charge(Applicant)	Taro Kaiji
e-Mail	kaijitaro@kaiji.co.jp
Dept. / Section	Marine Safety and Environment Section
Tel	+81-3-0000-0000

The following is application forms converted into PDF.  
Please keep a copy of your application.  
[Class Survey](#)  
[Class Survey \(Japanese\)](#)

This application is transmitted to the following office, branch and related section.

Piraeus Office	
Address	: Possidonos Av. & 1-3 Pindou Str., 183 44 Moschato, Piraeus, Greece
Tel(Day)	: +30-210-4832404
Tel(Mobile)	:
Fax	: +30-210-4832405
E-Mail	: yazawa@plumsix.co.jp

**Send your** **Save your application**

Send Send Later Delete

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If you do not need to make any changes, click on the "Send button.

The e-Application system will send you a confirmation email to your registered email address.

If you do not wish to send the form, please click on the "Send later" button.

If you want to delete the data you have created, click on the "Delete" button.

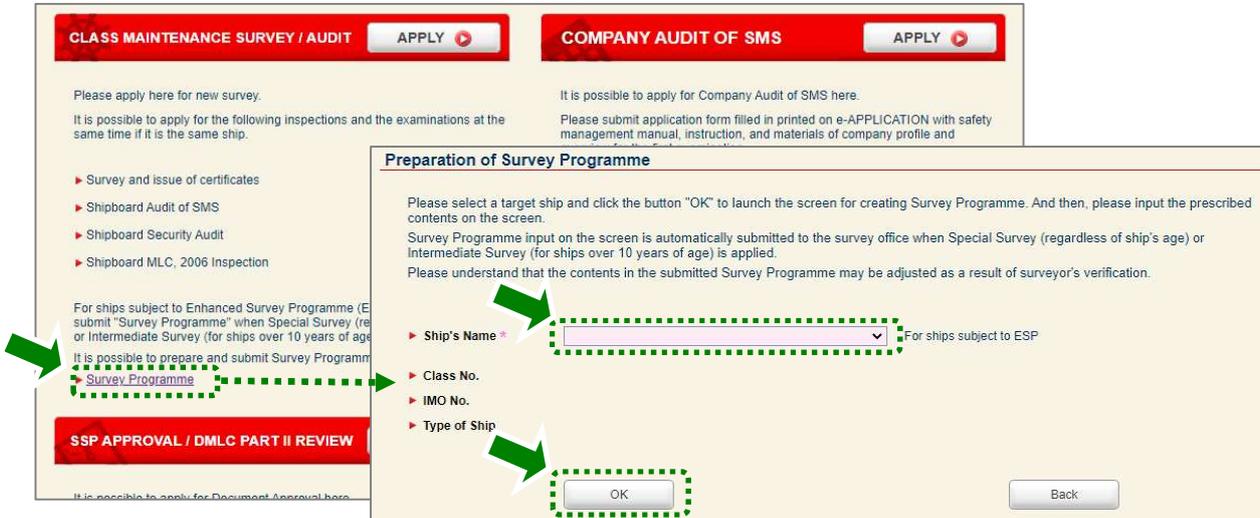
Your application can be downloaded in the form of an application for survey and audit/inspection.

You do not need to send the downloaded application form separately to your branch or office.

## Preparation and submission of Survey Programme

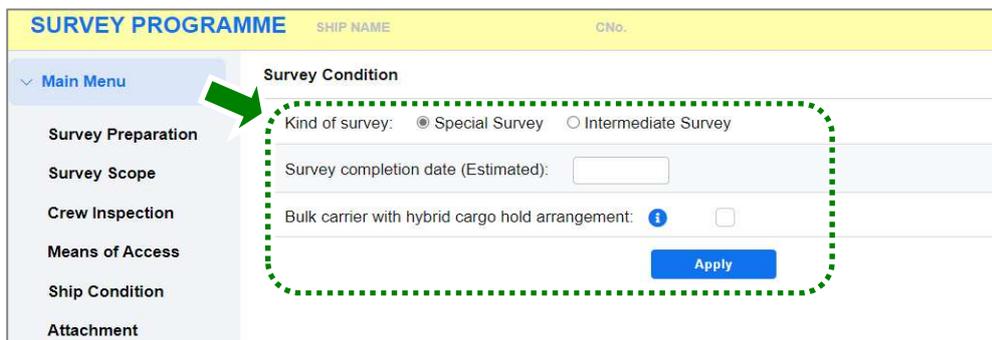
### Select a target ship

- Click the link, "Survey Programme". Then, the screen for selecting a target ship appears. Select a target ship from pull-down menu, and click "OK" button.



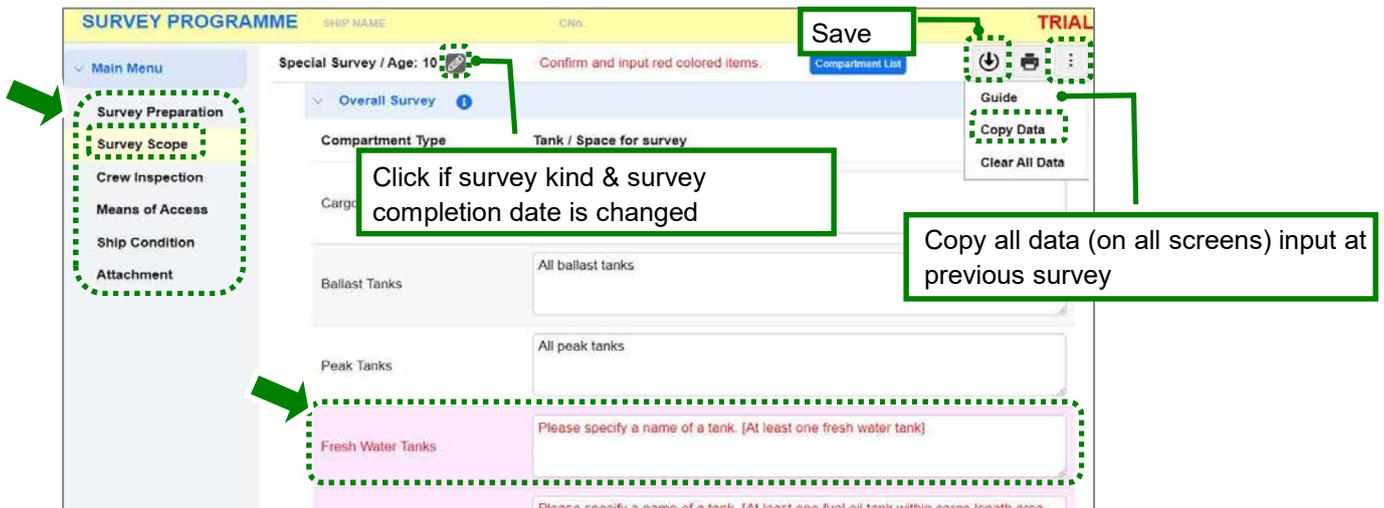
### Input "Kind of survey" and "Survey completion date (estimated)"

- Input "Kind of survey" & "Survey completion date (estimated)" and click "Apply" button to auto-input the requirements for internal examinations & close-up surveys, etc. as the contents of Survey Programme. For bulk carriers with hybrid cargo hold arrangements (single hull CHs & double hull CHs), please tick the checkbox.



### Input contents of Survey Programme

- Click the menu at left side on the screen, and inputs each content of Survey Programme. On "Survey Scope" window, survey requirements are auto-input as per ship type, survey kind & ship's age. **Input manually representative tanks, etc. subject to survey in highlight items with reference to requirements in [ 1 ].**



## Input abbreviations of result of crew inspection

- Input abbreviations (= abbr) indicated in the list. Type abbr. in "Coating Protection" and "Coating Extent". Input comma-delimited ( , ) between abbrs if need input multiple abbrs. For "Coating Condition", "Structural Damage" and "Damage History", click checkboxes for switching abbr.

**SURVEY PROGRAMME** SHIP NAME CNo.

**Crew Inspection** Input abbreviations specified in list below

CH/CT/WBT/Void within cargo area Fm

NO.3 CARGO HOLD / DEEP T

F. P. T.

NC

**List of Abbreviations input on screen**

Coating Protection	Coating Extent	Coating Condition
HC: hard coating	U: upper part	G: good
SC: soft coating	M: middle part	F: fair
A: anodes	L: lower part	P: poor
SH: semi-hard coating	C: complete	RC: recoated
NP: no protection		
CS: clad steel		
SS: stainless steel		

Structural Damage Damage History

Redisplay list of abbr.

## Electronically sign, output to PDF and submit to NK

- Input owner's signature of Survey Programme on "Survey Preparation" window. Click "Print" button to download PDF file of Survey Programme.

**SURVEY PROGRAMME** SHIP NAME CNo.

**Survey Preparation**

General Information on Survey Programme

Name of person of authorized owner's representative: T. Kajji

Owner electronically signed:

Memo from owner to NK surveyor:

Thickness Measurement Firm

Download PDF

- When an application of Special Survey / Intermediate Survey is submitted with e-Application after the input on each screen, NK survey office is notified of the data input of Survey Programme. The surveyor should verify contents & countersign it. If needed, the surveyor may discuss & adjust contents by consultation with the owner.
- At a survey, the surveyor should send the owner PDF file of countersigned Survey Programme by e-mail.
- Upon completion of a survey, PDF file of Survey Programme is posted on NK-SHIPS. After posting it on NK-SHIPS, input data of Survey Programme is cleared from the screen as the data has been processed.

# e-Application Quick Start Guide

## Application for company audits

### Input contract information

The screenshot shows the 'Application for DOC' interface with the following sections:

- Applicant Information:** Includes fields for Registry Date (2021/10/14), e-Appli No. (D09511433), Company Name, User ID, Address, Designated Person(s), Tel, Fax, and IMO Company ID. A 'Save' button is present.
- Person in charge (Applicant):** Includes an 'Automatic reply message' dropdown (Japanese/English), an 'Apply' button, and an 'Add' button.
- Contact Table:** A table with columns: Name, e-Mail, Dept. / Section, Tel, Mobile. It contains one entry: Taro Kaiji, kaijisenpaku@kaiji.co.jp, Marine Dept., +81-3-xxxx-xxxx.
- Billing to:** Includes radio buttons for 'same as applicant' and 'others'. Fields for Company Name (Kaiji Senpaku Co., Ltd.), Address (kioicho, Chiyoda-ku, Tokyo, Japan), Tel (+81-3-xxxx-xxxx), and e-Mail (kaijisenpaku@kaiji.co.jp). A 'Person in Charge' field contains 'Taro kaiji'. An 'Apply' button is present.
- Person in charge (Billing to):** Includes radio buttons for 'The person in charge(billing to) in the previous application.' and 'The above "Person in charge"'. An 'Apply' button is present.
- Contact Table (Billing to):** A table with columns: Name, e-Mail, Dept. / Section, Tel, Mobile. It contains one entry: Taro Kaiji, kaijisenpaku@kaiji.co.jp.
- Certificate / Survey Record:** Includes a 'Same as applicant' checkbox and an 'Apply' button.
- Work Record:** Includes fields for Address, Country (dropdown), NK Office (dropdown), Audit Date, and Remarks.
- Company Audit of SMS:** Includes a 'Kind of Audit' dropdown, an 'Additional Audit' checkbox, and a 'Relevant Record No.' field.
- Names and Official Positions of persons responsible for the following functions:** A table with columns: Function, Name, Position. Functions include Signer to the Management Policy, Designated Person, Ashore, Marine, Manning, and Maintenance. The 'Number of relevant employees' field is filled with 'Kaiji Senpaku C'.
- Title of the Safety Management Manual:** Includes fields for Company (Kaiji Senpaku Co., Ltd.) and Ships.

Applicant information is automatically indicated.

Enter your contact person's name and email.

Specify the "Person in charge (Billing to)" section.

Specify the "Person in charge (certificate / survey record)" section.

Enter the company's country of residence, the NK office in charge and Audit Date

Select a kind of audit and fill in the required information.

Initial Audit		Company	Ships
Has the Company's SMS been implemented for at least 3 months at ashore and at least one ship of each ship type? (Starting date)		<input type="text"/>	<input type="text"/> Oil Tanker <input type="text"/> Chemical Tanker <input type="text"/> Gas Carrier <input type="text"/> Bulk Carrier <input type="text"/> Other Cargo Ship <input type="text"/>
Have the Internal Audits for organization ashore and for at least one ship of each ship type been carried out? (on what date)		<input type="text"/>	<input type="text"/> Oil Tanker <input type="text"/> Chemical Tanker <input type="text"/> Gas Carrier <input type="text"/> Bulk Carrier <input type="text"/> Other Cargo Ship <input type="text"/>
Annual or Renewal Audit		Number	
Total number of Ships managed by the Company		<input type="text"/>	
Total number of Ships managed under the DOC issued by ClassNK		<input type="text"/>	
Number of Ships operated with SMC or Interim SMC issued by ClassNK		<input type="text"/>	
Number of Ships operated with SMC or Interim SMC issued by other than ClassNK		<input type="text"/>	
* If SMC has been issued by other than ClassNK, please download "List of Ships" excel file and write-down particulars of the ship then upload it from the Attached menu. <a href="#">List of Ships</a>		*	

**Attach**

▶ Choose File:  ファイルが選択されていません

▶ Uploaded Files

File name	Last update	File size

UPLOAD LIMIT

- Supported formats: text, word, excel, pps, fig, jpg & zip file.
- Maximum Number of File: 30
- Maximum Size of File: 30MB

Upload the necessary documents for the audit.

Click "Confirmation" tab when you send application.

 Confirm the contents of application

### Input contract information

**Applicant Information**

Registry Date: 2022/01/17  
e-Appli No.: S19162895

Company  
User ID  
Company Name  
Address  
Tel  
Fax  
IMO Company ID

Person in charge  
Name  
Dept. / Section  
e-Mail  
(Confirm)  
Automatic reply message:  Japanese  English

**Ship Particulars**

Ship's Name  
Class No.  
IMO No.  
Ship's Name  
Class  
Flag  
Port of Registry  
G.T.  
Type of Ship No.1(ISM)  
Type of Ship No.2(ISM)  
DOC issued by:  NK  other

**Work Record**

Kind of Application  
NK Office: Tokyo Branch  
Language used onboard:  English  other  
Date of SSA carried out  
Name of CSO  
Remarks

**Billing to** (Paper Invoices are not mailed to this address. Downloading e-invoice is necessary instead.)

same as applicant  registration shipowner  o/o  others  The billing address in the previous application.  The above "Person in charge".

Company  
Company Name: Kaiji Senpaku Co., Ltd.  
Address: Kiol-cho, Chiyoda-ku, Tokyo, Japan  
Tel: +81-3-xxxx-xxxx  
Purchase Order No. (PO No.)

Person in charge  
Name: Taro Kaiji  
Dept. / Section: Marine Dept.  
e-Mail: kaijisenpaku@kaiji.co.jp

Select/Input the target ship referring to Page No.4 "Application for onboard surveys and audits Input contract information".

Select a kind of audit, NK office in charge and fill in the required information.

Specify the "Billing to" section.

Back to the top of the window to proceed to Attach page.

## Application for SSP approval / DMLC Part II document review

### Attachment of documents

Upload an electronic file (PDF) of the documents required for the SSP approval / DMLC Part II document review.

Ship Security Plan (SSP) and Ship Security Assessment (SSA) reports can only be uploaded as unprotected PDFs.

**ClassNK e-Application** Ver.3.0.0 TRIAL - 11 Oct 2021 - Framework 4.6.2

e-Application Top Application List Preparing NK-SHIPS HELP

**Application for SSP audit** Contract Attach Confirmation

**Attach** Save

Please note returned SSP and SSA files cannot be edited nor split by users after ClassNK approval.  
If the maximum size for an email is limited to your fleet, please split an original file into multiple files and upload them.

▶ Ship Security Plan (SSP) PDF

File name	Delete	Last update	File size
-----------	--------	-------------	-----------

▶ Ship Security Assessment (SSA) PDF

Included in [---]

File name	Delete	Last update	File size
-----------	--------	-------------	-----------

▶ A copy of the DOC (Attached if the DOC issuer is not NK) PDF

File name	Delete	Last update	File size
-----------	--------	-------------	-----------

▶ A copy of CSO Training Certificate PDF

File name	Delete	Last update	File size
-----------	--------	-------------	-----------

▶ A copy of (Provisional) Certificate of Registry PDF

File name	Delete	Last update	File size
-----------	--------	-------------	-----------

Send later

▶ Other PDF WORD EXCEL TEXT ZIP IMAGE

File name	Delete	Last update	File size
-----------	--------	-------------	-----------

Drop files to upload (or click)

Drop files to upload (or click)

Drop files to upload (or click)

UPLOAD LIMIT

- Supported formats: pdf (For "Other", pdf, text, word, excel, jpg, png, tiff, bmp, gif & zip file)
- Maximum Size of File: 100MB

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The "Document Attachment Screen" for SSP screening application is displayed. For DMLC Part II document review, the item names and types displayed are different.

### Attention

SSP and SSA is to be uploaded as "EDITABLE" electronic files.

Please check the capacity of attachments that can be received on the ship beforehand and split the files into separate ones as necessary. (The approved SSP electronic data cannot be split or

Click "Confirmation" tab when you send application.

Confirm the contents of application

# e-Application Quick Start Guide

## Confirm / Edit / Cancel the application

You can view and edit your submitted and unsubmitted applications.

**CONFIRMATION / CHANGE / CANCEL** **EDIT**

The application having submitted can be confirmed, changed, and cancelled here.  
If application temporarily registered, please continue to edit and submit here.

**ClassNK e-Application** Ver.3.0.0 TRIAL - 11 Oct 2021 - Framework 4.6.2

e-Application Top > Application List

**Application List**

Class Maintenance Survey | **Company Audit** | Document Audit

eAppli No. [ ] Registry Date 2021/10/01 - [ ] Status [v]  
Person in Charge [ ] Ship's Name / IMO No. [ ] Search

eAppli No.	Registry Date	Person in Charge	Status	Ship's Name	Survey Date	NK Office	Applied by
<input checked="" type="radio"/> M16554649	2021/10/13	Taro Kajiji	PENDING	APOLLO DREAM	2021/10/13	Piraeus Office	IX0016
<input type="radio"/> M19515011	2021/10/11	Taro Kajiji	SENT	ANTONIOS EARTH	2021/10/07	Hong Kong Office	IX0016

Confirm Send / Change Cancel Request Back

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### Kind of Status

<b>PENDING</b>	Temporarily saved, application to NK is not yet complete.
<b>SENT</b>	Your application has been sent and is awaiting confirmation of receipt by NK local
<b>OPEND</b>	Your submitted application has been received/confirmed by the NK local office.
<b>CACEL</b>	Your cancel request has been sent.



You can view the contents of your application, regardless of its status.  
It is not possible to edit the data.



You can edit or (re)send an application if the status is "PENDING" or "SENT".  
You can send a message to NK local office if the status is "OPEND" and it does not involve a change of NK local office.

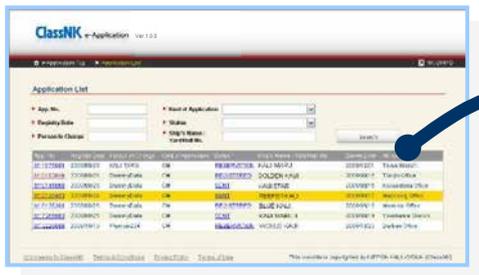


You can request the cancellation of an application if the status is "SENT" or "OPEND".

■ NK Office in the list

When the survey office in charge has been changed by the applicant, the changed office name will be indicated in the list.

However, in case the survey office in charge has been changed by NK, office name will be indicated as follows.



example:  
Application was submitted to Kobe Branch

Ship's Name   Yard/Hull No.	Survey Date	NK Office
GOLDEN KAJI	2009/12/08	Tokyo Branch
KAJI BRIDGE	2009/12/03	Sydney Office
KAJI	2009/11/27	Kobe Branch
XXXX MARU	2009/11/27	Onomichi Branch

↓ Survey office in charge has been changed to Nagoya Branch from Kobe Branch by NK.

Ship's Name   Yard/Hull No.	Survey Date	NK Office
GOLDEN KAJI	2009/12/08	Tokyo Branch
KAJI BRIDGE	2009/12/03	Sydney Office
KAJI	2009/11/27	Nagoya Branch
XXXX MARU	2009/11/27	Onomichi Branch

↓ Nagoya Branch has accepted the alternation of survey office in charge.

Ship's Name   Yard/Hull No.	Survey Date	NK Office
GOLDEN KAJI	2009/12/08	Tokyo Branch
KAJI BRIDGE	2009/12/03	Sydney Office
KAJI	2009/11/27	Kobe Branch ⇒ Nagoya Branch
XXXX MARU	2009/11/27	Onomichi Branch

# e-Application Quick Start Guide

## Message and Receive documents (for SSP approvals only)

### Message Tab

For SSP approval application only, Message Tab will be displayed after sending the application.

The screenshot shows the 'Message' tab in the 'Application for SSP audit' section. The breadcrumb trail is 'e-Application Top > Application List > Preparing > Confirm > Message'. The 'Message' button is highlighted with a blue box. Below the breadcrumb, there are tabs for 'Contract', 'Attach', 'Confirmation', and 'Message'. The main content area is titled 'Correspondence with NK' and contains a text input field, a file upload area with a 'Drop files to upload (or click)' instruction, and a 'Send' button. A 'Save' button is also present. Below the upload area, there is an 'UPLOAD LIMIT' section with the following details:

- Supported formats: pdf, text, word, excel, jpg, png, tiff, bmp, gif & zip file
- Maximum Size of File: 100MB

There are two messages in the correspondence area:

- A message from 'NK' (blue bubble) dated 2021/04/08 14:43: "Hey! How are you? Please send revised documents."
- A message from 'I'm OK' (green bubble) dated 2021/04/08 14:45: "I'm OK. Please find the revised document. [SSP.pdf](#) (196KB)"

At the bottom, there are links for 'Using e-Application', 'Terms of Use', 'Terms & Conditions', 'Privacy Policy', 'Comments to ClassNK', and a copyright notice for NIPPON KAIJI KYOKAI (ClassNK).

You can send comments and electronic files to the local office here.

Message area between NK local office and your company.

### Return/Issue Documents Tab

For SSP approval application only, Return/Issue doc Tab will be displayed for receiving approved/issued documents/invoice by ClassNK.

The screenshot shows the 'Return/Issue doc' tab in the 'Application for SSP audit' section. The breadcrumb trail is 'e-Application Top > Application List > Preparing > Confirm > Message > Received doc'. The 'Return/Issue doc' button is highlighted with a red box. Below the breadcrumb, there are tabs for 'Contract', 'Attach', 'Confirmation', 'Message', and 'Return/Issue doc'. The main content area is titled 'Return/Issue documents' and contains the following information:

- Two warning icons with text: "Please note that submit documents and return/issue documents will be automatically deleted after 12 months after returned/issued." and "Please note that SSP and SSA will be automatically deleted 30 days after returned."
- A 'Download All' button.
- A table of 'Audit result documents':

File name	Last update	File size
<a href="#">MIN_645_-_FINAL_20210415172304.pdf</a>	2021/04/15 17:28:59	162KB
<a href="#">SGN 089 - Ship Recycling - Requirements in relation to hazardous materials on ships.pdf</a>	2021/04/15 17:28:59	517KB
<a href="#">MS NOTICE 14 of 2020.dtd 05112020.pdf</a>	2021/04/15 17:28:59	2388KB

- A 'Schedule for Review and Approval of SSP' section with a table:

File name
<a href="#">MS NOTICE 14 of 2020.dtd 05112020.pdf</a>

At the bottom, there are links for 'Using e-Application', 'Terms of Use', and 'Terms & Conditions'.

Documents returned/issued by ClassNK is available for download on this screen.

\*The doc files on this screen will be automatically deleted after a certain period considering confidentiality. (SSP/SSA: 30days, Others: 12months)