

# **PrimeShip-GREEN/SRM**

## **Quick Guide for Suppliers**

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Date of issue: 28 July 2026 (1st Edition)

## Revision History

| Date         | Edition     | Description          |
|--------------|-------------|----------------------|
| 28 July 2026 | 1st Edition | First edition issued |

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This quick guide helps suppliers start using PrimeShip-GREEN/SRM ("GreenSRM") for the first time without getting lost. It follows the actual order of operations and covers the key points. In the screenshots in this guide, the parts you operate are highlighted with red frames.

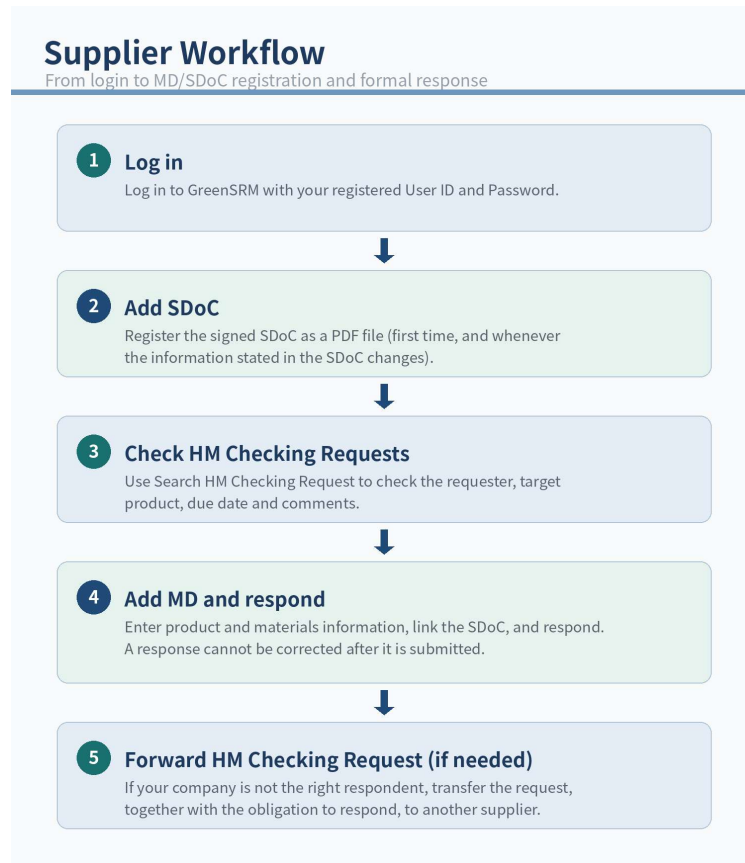


Figure 1 How a supplier responds to HM Checking Requests (overall flow)

#### [Please read before use]

This guide is intended to give you an overview of the operation flow. For details of each function, please refer to the Operation Manual.

This guide assumes that your organization and users are already registered. If not yet registered, please register from [Organization Registration] on the system top screen.

## 0. Introduction — What you do in GreenSRM (overview)

GreenSRM is a system for sharing and managing, among shipbuilders, shipowners and suppliers, the information needed to develop the Inventory of Hazardous Materials (IHM) of a newbuilding and to maintain it after delivery. The shipbuilder registers ships and purchased products, collects MDs and SDoCs from suppliers, and links the hazardous-materials information to locations on board, bringing together the information needed to develop the IHM.

As a supplier, you respond to HM Checking Requests received from shipbuilders by registering the MD (Material Declaration) of your product and linking an SDoC (Supplier's Declaration of Conformity). Your work proceeds in the following order.

① **Add SDoC (Chapter 2)** → ② **Check HM Checking Requests (Chapter 3)** → ③ **Add MD and respond (Chapter 4)**

If a request should not be answered by your company, transfer it to another supplier using Forward HM Checking Request (Chapter 5).

## 1. Login (actual operations start here)

**Step 1** On the system top screen, enter your registered User ID and Password, and click [Login].

Figure 2 System top screen (red frame: User ID, Password and the [Login] button)

**[Tips]**

If your organization is not registered yet, please register from [Organization Registration] on this screen.

When a shipbuilder sends an HM Checking Request, a notification e-mail is sent to the registered users of the supplier organization. You can change the receiving e-mail address in "E-Mail to receive settings" on the Register User screen.

After login, you work from the menus below. This guide mainly uses the menus under [MD/SDoC].

The screenshot shows the 'HM Checking Request' form in the GREEN/SRM system. The top navigation bar includes 'MD/SDoC', 'SMD Library', and 'Maintain Master'. The form contains various input fields for request details, including request number, shipbuilder information, organization details, dates, and contact information. A 'Search' button is located at the bottom right.

| [MD/SDoC]                                                                                                                                                                                                                | [SMD Library] | [Maintain Master]                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Manage HM Checking Request]<br>Search HM Checking Request<br>Forward HM Checking Request<br>[Manage MD/SDoC]<br>Add SDoC<br>Search SDoC<br>Add MD in advance<br>Search MD<br>[Manage MD Library]<br>Add MD<br>Search MD | SMD Library   | [Manage Myself]<br>Modify Password<br>Modify User Information<br>[Manage Users]<br>Add New User<br>Search User<br>Renew Password<br>[Manage Organization]<br>Modify Organization Information |

Figure 3 Supplier menus (Search HM Checking Request, Add/Search SDoC, MD Library, Forward HM Checking Request, etc.)

## 2. Add an SDoC (first time, and whenever the stated information changes)

Fill in the required items in the SDoC form, have it signed by the responsible person, and register it as a PDF file. Because the SDoC ID No. is specified when you add an MD, registering the SDoC first makes the later work smoother.

## Step 1 On the menu, click [MD/SDoC] → [Add SDoC].

Figure 4 shows the menu operation in the GREEN/SRM system. The 'MD/SDoC' menu item is highlighted with a red box. A dropdown menu is open, showing 'Add SDoC' as the selected option, also highlighted with a red box. Other options include 'Manage HM Checking Request', 'Search HM Checking Request', 'Forward HM Checking Request', 'Search SDoC', 'Add MD in advance', 'Search MD', 'Manage MD Library', 'Add MD', and 'Search MD'. The background shows the system header with user information and a search bar.

Figure 4 Menu operation (red frames: [MD/SDoC] → [Add SDoC])

## Step 2 On the Add SDoC screen, click the file selection button in the File(\*) field.

Figure 5 shows the 'Add SDoC' screen. The 'File(\*)' field is highlighted with a red box, and the 'ファイルの選択' (File Selection) button is also highlighted with a red box. The button text is 'ファイルの選択' and the tooltip text is 'ファイルが選択されていません' (File is not selected). The background shows the system header and other form fields like 'SDoC ID No. (\*)', 'Supplier (\*)', 'Object(s) of the declaration (\*)', 'Confirmation of Company Policy Document (\*)', and 'Date of Issue (\*)'.

Figure 5 Add SDoC screen (red frame: file selection button)

A file selection dialog opens. Select the signed SDoC PDF file and click [Open].

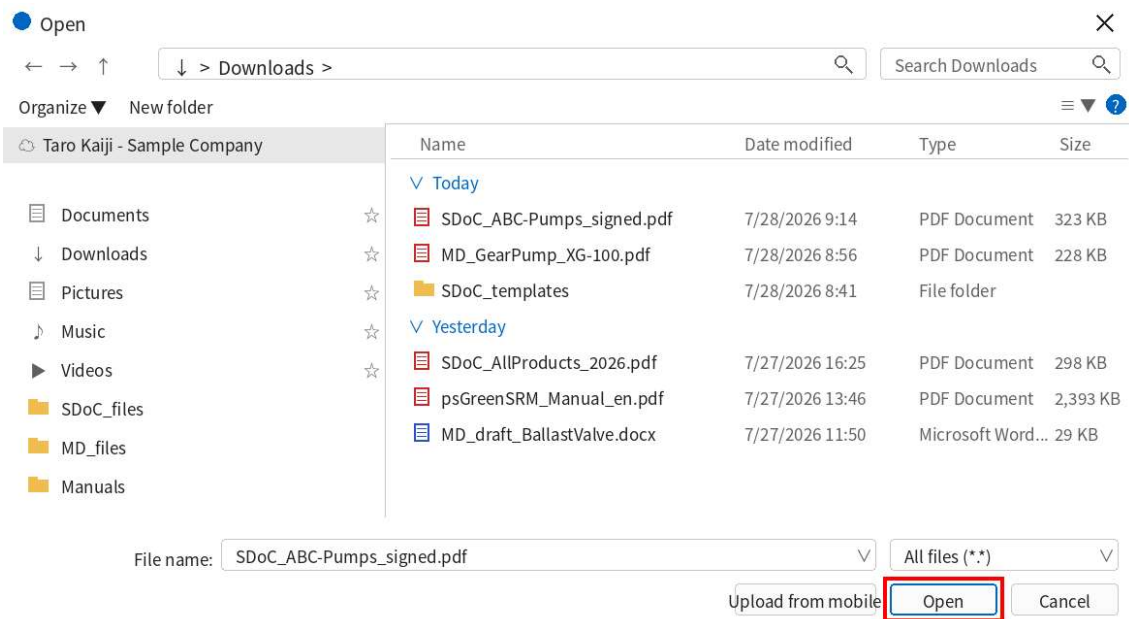


Figure 6 File selection dialog (red frame: [Open] button) \*The maximum upload size is 5MB.

**Step 3** Click the search icon in the Supplier(\*) field to open the Supplier Search screen. If you click [Search] without entering anything, all registered organizations are displayed.

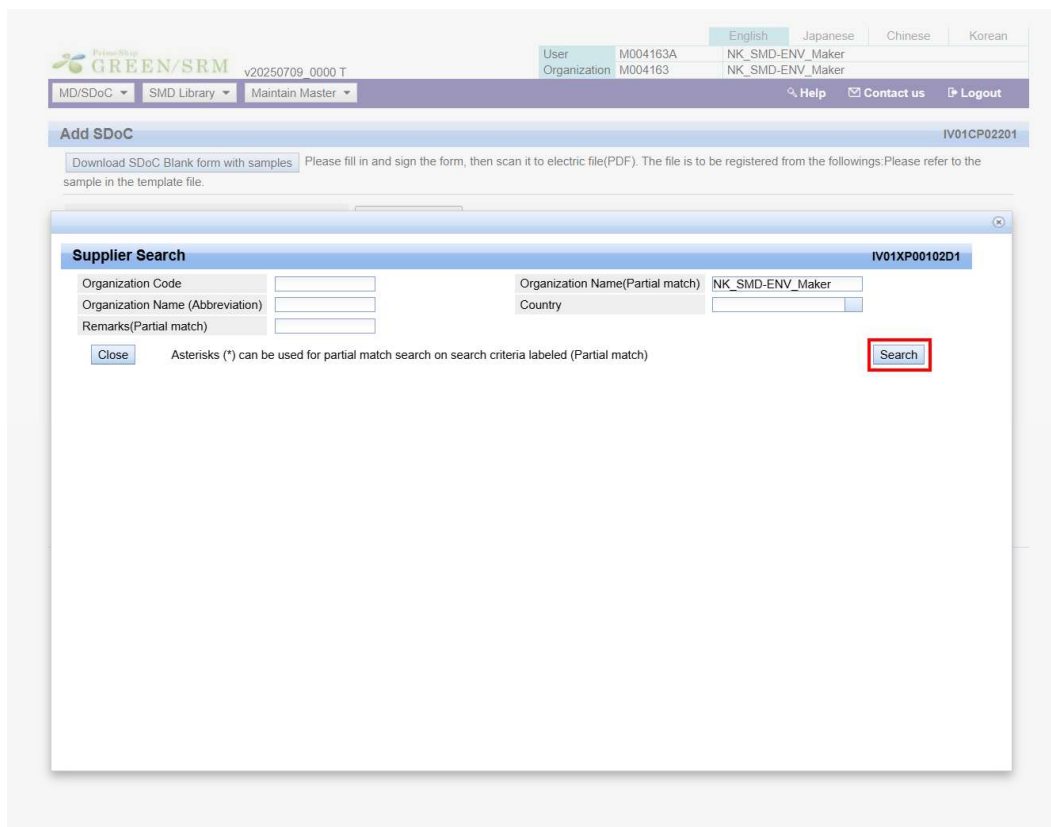


Figure 7 Supplier Search screen (red frame: [Search] button)

**Step 4** Select the radio button in the "Select" column for your organization, and click [Select].

Search completed successfully.

**Supplier Search** IV01XP00102D1

Organization Code:  Organization Name(Partial match): NK\_SMD-ENV\_Maker  
 Organization Name (Abbreviation):  Country:   
 Remarks(Partial match):

Asterisks (\*) can be used for partial match search on search criteria labeled (Partial match)

| No | Select                           | Organization Code | Organization Name (Abbreviation) | Country | Address      | Phone Number    | Remarks |
|----|----------------------------------|-------------------|----------------------------------|---------|--------------|-----------------|---------|
| 1  | <input checked="" type="radio"/> | M004163           | NK_SMD-ENV_Maker                 | Japan   | Kioi-cho 4-7 | +81-3-5226-2076 |         |

Figure 8 Supplier Search result screen (red frames: radio button and [Select] button)

**Step 5** Enter the required items (marked \*) such as the SDoC ID No., Object(s) of the declaration and Date of Issue, and click [Add].

File(\*)  ファイルの選択 ファイルが選択されていません  
 \*The maximum file size is 5MB.

SDoC ID No.(\*)

Supplier(\*)  NK\_SMD-ENV\_Maker Supplier Name (Abbreviation)

Object(s) of the declaration(\*)

Confirmation of Company Policy Document(\*)  
 To be checked to confirm the Company Policy Document is filled out in SDoC. ☐

Date of Issue(\*)

Please copy information of the SDoC file to be uploaded.

Figure 9 Entry items on the Add SDoC screen (red frames: entry fields and [Add] button)

### [Caution]

More than one SDoC can be registered per supplier.

If the information stated in the SDoC changes — such as your company's management method for hazardous materials, quality-control documents or the representative — prepare a new SDoC and register it.

The SDoC ID No. must be registered exactly as stated in the SDoC.

### 3. Check HM Checking Requests

HM Checking Requests sent by shipbuilders are viewed under [MD/SDoC] → [Search HM Checking Request]. You can check requests from more than one shipbuilder at the same time. Before starting the work, check the requester, the target product, the due date and the comments.

**Step 1** On the HM Checking Request screen, click [Search], then click [Open] in the Detail column of a request whose Response Status is "In Progress".

Search completed successfully.

**HM Checking Request** IV01CP04101

Please firstly register SDoC to respond to HM Checking Request. (open [MD/SDoC] > [Add SDoC])

HM Checking Request No.  Response Status

Shipbuilder(Partial match)  Ship No.

Shipbuilder Code  IMO No.

Requesting Organization Code  Requesting Organization Name(Partial match)

Requester's Product Code(Partial match)  Requester's Product Name(Partial match)

Received comment

Date of Request  -  Contact Person

Date of Response  -  Due Date

Sort(\*)  HM Checking Request No.  Asc Desc Display Result Count(\*)

Asterisks (\*) can be used for partial match search on search criteria labeled (Partial match)

Please answer a request its status is In Progress. (Jump to MD registration screen using In Progress link)

Total 1 record(s) [1]

| No | Detail               | HM Checking Request No. | Shipbuilder | IMO No. | Requesting Organization Code | Requester's Product Code | Product number | Date of Request | Due Date         | Contact Person |
|----|----------------------|-------------------------|-------------|---------|------------------------------|--------------------------|----------------|-----------------|------------------|----------------|
|    |                      | Response Status         | Ship No.    |         | Requesting Organization Name | Requester's Product Name | Amount         | Unit            | Date of Response |                |
| 1  | <a href="#">Open</a> | AJ000000000000413743    | NK_Shipyard |         | W000132                      | test2                    |                |                 | 2025-11-17       | 2025-11-24     |

Total 1 record(s) [1]

Figure 10 HM Checking Request screen (red frame: [Open] link in the Detail column)

**Step 2** The HM Checking Response screen opens. Click [Add MD] to register a new MD, or [Copy MD] to use an MD registered in the past.

English Japanese Chinese Korean

User M004163A NK\_SMD-ENV\_Maker  
Organization M004163 NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master

Help Contact us Logout

**HM Checking Response** IV01CP04201

Return

**Add MD** For one HM Checking Request, the supplier can add more than one MD. The number of MD is unlimited. To add MDs, click [Add MD].

**Copy MD** Select the survey request that has already been answered and ask for this survey to import a set of registered MD information.

**Request Information**

HM Checking Request No. AJ000000000000413743  
Shipbuilder NK Shipyard  
IMO No.  
Requesting Organization Code W000132  
Date of Request 2025-11-17  
Due Date 2025-11-24

Ship No. test01  
Ship Name  
Requesting Organization Name test shipping  
Requester test test(03/m-shoda@classnk.or.jp)

Comment Date  
User Name Requester's Comment

Requester's Product Code  
Product Number  
Amount  
File name

Requester's Product Name test2  
Unit

**Response**

**Add MD** For one HM Checking Request, the supplier can add more than one MD. The number of MD is unlimited. To add MDs, click [Add MD].

**Copy MD** Select the survey request that has already been answered and ask for this survey to import a set of registered MD information.

Comment Date  
User Name

Response Comment

Send Comment  
For question etc. to the requester, only the Comment is sent.

Save All entries will be saved; however, they will not be sent to the requester.  
Submit response to the requester. Once submitted, no changes can be made. Respond

In case where any change becomes required after Respond, please contact the requester to run HM Checking Request again.

Figure 11 HM Checking Response screen (red frame: [Add MD] and [Copy MD] buttons)

**[Tips]**

You can register any number of MDs for one HM Checking Request. To add another MD, click [Add MD] again.

## 4. Add an MD, link the SDoC and respond

**Step 1** On the Add MD screen, enter the following required items (marked \*) from top to bottom.

① Date of declaration → ② MD ID No. (filled in automatically when you click the check icon after entering the product information and the date of declaration) → ③ Supplier (respondent) information: company name, address, contact person and telephone number (your registered information is filled in automatically; when entering on behalf of another company, change it to the SDoC provider's information) → ④ SDoC ID No. (see Step 2) → ⑤ Product information: product name, product number and deliver amount (amount and unit) → ⑥ Unit of the materials information → ⑦ "Present Above Threshold Value" for each material

GREEN/ SRM v20250709 0000 T

User M004163A NK\_SMD-ENV\_Maker  
Organization M004163 NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master

Help Contact us Logout

**Add MD** IV01CP03203

Return **Lookup Existing MD** **Lookup MD Library** Total up MD(on Trial) Upload SPIS File Upload ACS common format

Edit MD related document(option)

**Request Information**

Shipbuilder NK\_Shipyard Ship No. test01  
Purchased Product test2 Purchased Product Number  
Amount Unit  
File name

**Material Declaration**

<Date of declaration>  
Date of declaration(\*) ①

<MD ID number>  
MD ID No. (\*) ②  
Clicking check icon generates MD ID No. using declaration information. (editable)

<Other information>  
Remark1  
Remark2  
Remark3

<Supplier (respondent) information>  
Please enter the information of SDoC provider.  
Company name(\*) NK\_SMD-ENV\_Maker ③  
Division name  
Address(\*) Kioi-cho 4-7  
Contact person(\*) NK\_SMD-ENV\_Maker  
Telephone number(\*) +81-3-5226-2076  
Fax number  
E-mail Address ihm@classnkr.or.jp  
SDoC ID No. (\*) ④

<Product information>  
Product name(\*) Product number(\*) Deliver amount Amount(\*) Unit(\*) Product information ⑤  
Please include system information in product name or in information where it is used if this is a component part of some products. (Please do not use other unit codes for the products when piece is available.)  
piece is recommended if feasible. At "Product Information", please input additional information such as its use/purpose. Ex. "F.O transfer pump, Ballast water pump, etc." for a gear pump.  
SDoC ID No. (\*)

<Product information>  
Product name(\*) Product number(\*) Deliver amount Amount(\*) Unit(\*) Product information  
Please include system information in product name or in information where it is used if this is a component part of some products. (Please do not use other unit codes for the products when piece is available.)  
piece is recommended if feasible. At "Product Information", please input additional information such as its use/purpose. Ex. "F.O transfer pump, Ballast water pump, etc." for a gear pump.

<Materials information>  
This materials information shows the amount of hazardous materials contained in 1  
Unit(\*) ⑥  
unit, piece, kg, m3, m2, m) of the product

Please set Yes if the material present above threshold, then enter Mass, Unit and Information on where it is used.  
A new threshold value has been adopted by MEPC83. Please make confirm the material presences considering the latest threshold values.

| Table | Material name                                                    | Threshold value       | Present Above Threshold Value ⑦ | Unit | Information on where it is used |
|-------|------------------------------------------------------------------|-----------------------|---------------------------------|------|---------------------------------|
| A     | Asbestos                                                         | 0.1%                  | No                              |      |                                 |
| A     | Polychlorinated biphenyls (PCBs)                                 | 50 mg/kg              | No                              |      |                                 |
| A     | Chlorofluorocarbons (CFCs)                                       | no threshold value    | No                              |      |                                 |
| A     | Halons                                                           | no threshold value    | No                              |      |                                 |
| A     | Other fully halogenated CFCs                                     | no threshold value    | No                              |      |                                 |
| A     | Carbon tetrachloride                                             | no threshold value    | No                              |      |                                 |
| A     | 1,1,1-Trichloroethane (Methyl chloroform)                        | no threshold value    | No                              |      |                                 |
| A     | Hydrochlorofluorocarbons                                         | no threshold value    | No                              |      |                                 |
| A     | Hydrobromofluorocarbons                                          | no threshold value    | No                              |      |                                 |
| A     | Methyl bromide                                                   | no threshold value    | No                              |      |                                 |
| A     | Bromochloromethane                                               | no threshold value    | No                              |      |                                 |
| A     | Anti-fouling systems containing organotin compounds as a biocide | 2,500 mg total tin/kg | No                              |      |                                 |

Figure 12 Add MD screen (red frames: required entry fields. Numbers ①–⑦ in the images correspond to steps ①–⑦ above. Top left: [Lookup Existing MD] and [Lookup MD Library] buttons)

### [Tips]

If the product contains a hazardous material above the threshold value specified in the Convention, set "Present Above Threshold Value" to "Yes" and enter the mass per unit and the information on where it is used (leave it as "No" if the material is not present above the threshold).

When a past MD can be reused, prefer [Lookup Existing MD] or [Lookup MD Library] (see Chapter 7); this reduces input errors and working time.

**Step 2** Click the search icon in the SDoC ID No. field, and click [Search] in the SDoC Search dialog. If you search without entering anything, all registered

SDoCs are displayed.

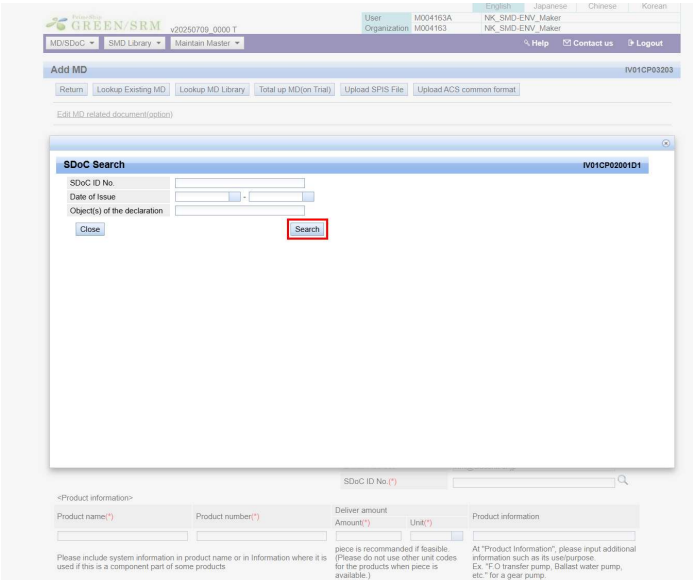


Figure 13 SDoC Search dialog (red frame: [Search] button)

**Step 3** Select the radio button in the "Select" column for the SDoC, and click [Select].

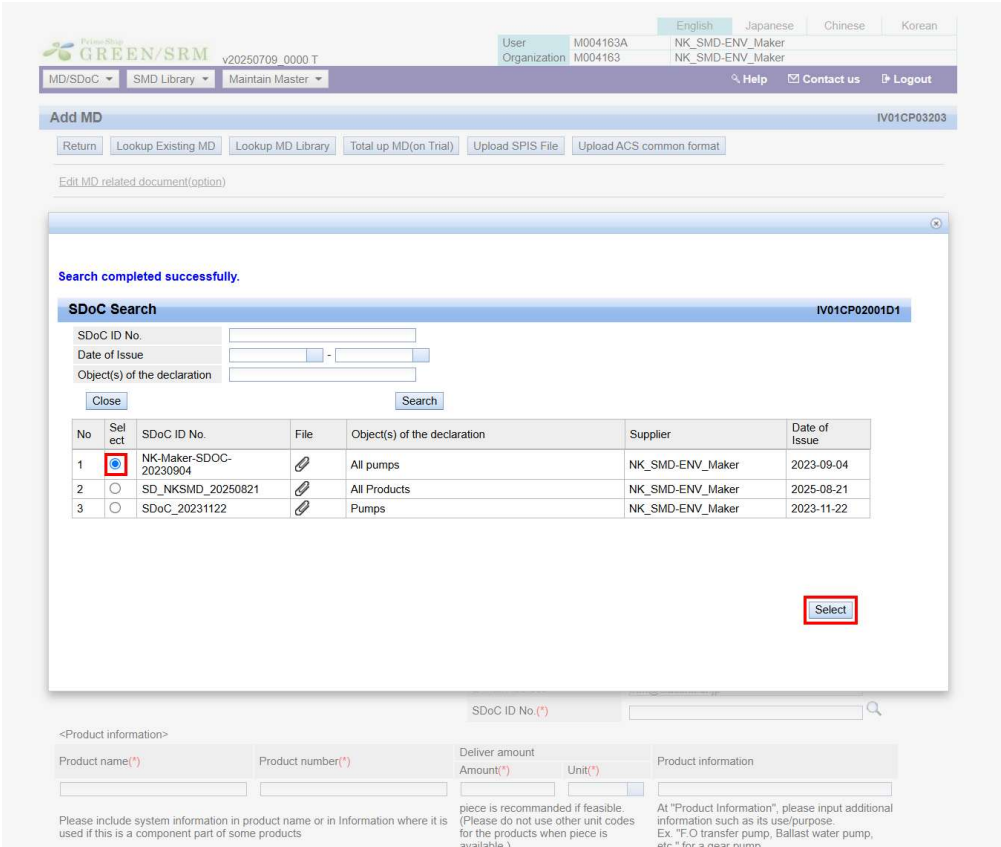


Figure 14 SDoC Search result screen (red frames: radio button and [Select] button) \*If no SDoC is registered yet, add an SDoC first (see Chapter 2).

**Step 4** After entering all necessary information, click [Validate] at the bottom of the screen.

|   |                                                                     |                    |    |  |  |  |
|---|---------------------------------------------------------------------|--------------------|----|--|--|--|
| B | chlorine atoms                                                      | no mg/kg           | No |  |  |  |
| B | Radioactive substances                                              | no threshold value | No |  |  |  |
| B | Certain shortchain chlorinated paraffins (Alkanes, C10-C13, chloro) | 1%                 | No |  |  |  |

<sup>26</sup>This threshold value is based on appendix I of the 2022 Guidelines for survey and certification of anti-fouling systems on ships (resolution MEPC.358(78)) for samples taken from wet paint containers.  
Below information is required for the EU Regulation on Ship Recycling

| <EU reg.>Table | Material name                                       | Threshold value              | Present | Mass | Unit | Information on where it is used |
|----------------|-----------------------------------------------------|------------------------------|---------|------|------|---------------------------------|
| ANNEX I        | Perfluorooctane sulfonic acid (PFOS) <sup>(1)</sup> | 10 mg/kg (0.001% by weight*) | NA      |      |      |                                 |
| ANNEX II       | Brominated Flame Retardant (HBCDD)                  | 100 mg/kg (0.01% by weight)  | NA      |      |      |                                 |

<sup>(1)</sup>Not applicable for ships flying the flag of a third country  
\*Concentrations of PFOS above 10 mg/kg (0.001% by weight) when it occurs in substances or in preparations or concentrations of PFOS in semi-finished products or articles, or parts thereof equal to or above than 0.1% by weight calculated with reference to the mass of structurally or micro-structurally distinct parts that contain PFOS or for textiles or other coated materials, if the amount of PFOS is equal to or above than 1µg/m<sup>2</sup> of the coated material.

[Validate] [Add]

After adding MD, click "Respond" at the next page. Otherwise, inputted MD is discarded.

You can register the related files such as the evidential document of hazardous materials. The registered files are DISCLOSED to a requester.

[Return to top](#)

| No                                                                                   | Title | Remarks | Date of Preparation | Document creation organization | Modify | Delete |
|--------------------------------------------------------------------------------------|-------|---------|---------------------|--------------------------------|--------|--------|
| <a href="#">Return</a> <a href="#">Add</a> <a href="#">Attach existing documents</a> |       |         |                     |                                |        |        |

Figure 15 Bottom of the Add MD screen (red frame: [Validate] button)

If there is a problem with the entries, an error message is displayed in red at the top of the screen.

English Japanese Chinese Korean

User M004163A NK\_SMD-ENV\_Maker  
Organization M004163 NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master Help Contact us Logout

\* "NA" is not allowed for the substances controlled by the EU regulations. Please input "Yes" or "No".

**Add MD** IV01CP03203

[Return](#) [Lookup Existing MD](#) [Lookup MD Library](#) [Total up MD\(on Trial\)](#) [Upload SPIS File](#) [Upload ACS common format](#)

[Edit MD related document\(option\)](#)

**Request Information**

|                   |             |                          |        |
|-------------------|-------------|--------------------------|--------|
| Shipbuilder       | NK_Shipyard | Ship No.                 | test01 |
| Purchased Product | test2       | Purchased Product Number |        |
| Amount            |             | Unit                     |        |
| File name         |             |                          |        |

**Material Declaration**

<Date of declaration>  
Date of declaration(\*) 7/28/2026

Figure 16 Example of an error message (red frame: error message at the top of the screen)

## Step 5 When the entries are free of problems, click [Add].

| <EU reg.>Table | Material name                                       | Threshold value              | Present | Mass | Unit | Information on where it is used |
|----------------|-----------------------------------------------------|------------------------------|---------|------|------|---------------------------------|
| ANNEX I        | Perfluorooctane sulfonic acid (PFOS) <sup>(1)</sup> | 10 mg/kg (0.001% by weight*) | NA      |      |      |                                 |
| ANNEX II       | Brominated Flame Retardant (HBCDD)                  | 100 mg/kg (0.01% by weight)  | NA      |      |      |                                 |

<sup>(1)</sup>Not applicable for ships flying the flag of a third country  
\*Concentrations of PFOS above 10 mg/kg (0.001% by weight) when it occurs in substances or in preparations or concentrations of PFOS in semi-finished products or articles, or parts thereof equal to or above than 0.1% by weight calculated with reference to the mass of structurally or micro-structurally distinct parts that contain PFOS or for textiles or other coated materials, if the amount of PFOS is equal to or above than 1µg/m<sup>2</sup> of the coated material.

[Validate] [Add]

After adding MD, click "Respond" at the next page. Otherwise, inputted MD is discarded.

You can register the related files such as the evidential document of hazardous materials. The registered files are DISCLOSED to a requester.

[Return to top](#)

| No                                                                                   | Title | Remarks | Date of Preparation | Document creation organization | Modify | Delete |
|--------------------------------------------------------------------------------------|-------|---------|---------------------|--------------------------------|--------|--------|
| <a href="#">Return</a> <a href="#">Add</a> <a href="#">Attach existing documents</a> |       |         |                     |                                |        |        |

Figure 17 Bottom of the Add MD screen (red frame: [Add] button)

**Step 6** Back on the HM Checking Response screen, first click [Save] to save the entered MD for the time being (at the time of saving, nothing is sent to the requesting shipbuilder yet). If there are more MDs to register, repeat Steps 1–6 and save each one. When all necessary MDs have been saved, click [Respond].

HM Checking Response

IV01CP04201

Return

Add MD

Copy MD

For one HM Checking Request, the supplier can add more than one MD. The number of MD is unlimited. To add MDs, click [Add MD].

Select the survey request that has already been answered and ask for this survey to import a set of registered MD information.

Request Information

HM Checking Request No.

AJ00000000000413743

Shipbuilder

NK\_Shipyard

IMO No.

Requesting Organization Code

W000132

Date of Request

2025-11-17

Due Date

2025-11-24

Ship No.

test01

Ship Name

Requesting Organization Name

test shipping

Requester

test1est03/m-shoda@classnk.or.jp

Comment Date

User Name

Requester's Comment

Requester's Product Code

Product Number

Amount

File name

Requester's Product Name

test2

Unit

Response

Add MD

Copy MD

For one HM Checking Request, the supplier can add more than one MD. The number of MD is unlimited. To add MDs, click [Add MD].

Select the survey request that has already been answered and ask for this survey to import a set of registered MD information.

Comment Date

User Name

Response Comment

Send Comment

For question etc. to the requester, only the Comment is sent.

MD list

| No | MD ID No.          | Product name                       | Amount | Unit  | Product information | Contain HM above Threshold | SDoC ID No.            | Modify | Delete |
|----|--------------------|------------------------------------|--------|-------|---------------------|----------------------------|------------------------|--------|--------|
|    |                    | Product number                     |        |       |                     |                            |                        |        |        |
| 1  | 111111111111111111 | 1111111111111111111111111111111111 | 111111 | piece |                     | <input type="checkbox"/>   | NK-Maker-SDOC-20230904 | Add    |        |

Save

Respond

All entries will be saved; however, they will not be sent to the requester.

Submit response to the requester. Once submitted, no changes can be made.

In case where any change becomes required after Respond, please contact the requester to run HM Checking Request again.

Figure 18 HM Checking Response screen (red frames: [Save] and [Respond] buttons)

**Step 7** On the HM Checking Request screen, confirm that the status is now "Complete". The number after "Complete", such as (1), shows the number of registered MDs.

English Japanese Chinese Korean

User M004163A NK\_SMD-ENV\_Maker  
Organization M004163 NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master Help Contact us Logout

Search completed successfully.

### HM Checking Request

IV01CP04101

Please firstly register SDoC to respond to HM Checking Request. (open [MD/SDoC] > [Add SDoC])

HM Checking Request No.  Response Status

Shipbuilder(Partial match)  Ship No.

Shipbuilder Code  IMO No.

Requesting Organization Code  Requesting Organization Name(Partial match)

Requester's Product Code(Partial match)  Requester's Product Name(Partial match)

Received comment

Date of Request  -  Contact Person

Date of Response  -  Due Date

Sort(\*) HM Checking Request No.  Asc Desc Display Result Count(\*)

Asterisks (\*) can be used for partial match search on search criteria labeled (Partial match)

Please answer a request its status is In Progress. (Jump to MD registration screen using In Progress link)

Total 6 record(s) [1]

| No | Detail | HM Checking Request No. | Shipbuilder | IMO No. | Requesting Organization Code | Requester's Product Code        | Product number | Date of Request | Due Date         | Contact Person   |
|----|--------|-------------------------|-------------|---------|------------------------------|---------------------------------|----------------|-----------------|------------------|------------------|
|    |        | Response Status         | Ship No.    |         | Requesting Organization Name | Requester's Product Name        | Amount         | Unit            | Date of Response |                  |
| 1  | Open   | Complete(1)             | NK_Shipyard |         | B000233                      | Pump for Cybutryne              | 1              | piece           | 2023-11-22       | NK_SMD-ENV_Maker |
| 2  | Open   | Complete(1)             | NK_Shipyard |         | B000233                      | Lagging material and insulation |                |                 | 2025-08-21       | NK_SMD-ENV_Maker |
| 3  | Open   | Complete(1)             | NK_Shipyard |         | B000233                      | Cast iron valve                 |                |                 | 2025-08-21       | NK_SMD-ENV_Maker |
| 4  | Open   | Complete(3)             | NK_Shipyard |         | B000233                      | Ballast control system          |                |                 | 2025-08-21       | NK_SMD-ENV_Maker |
| 5  | Open   | Complete(3)             | NK_Shipyard |         | B000233                      | Paint                           |                |                 | 2025-08-21       | NK_SMD-ENV_Maker |
| 6  | Open   | Complete(1)             | NK_Shipyard |         | B000233                      | Piston valve                    |                |                 | 2025-11-14       | NK_SMD-ENV_Maker |

Total 6 record(s) [1]

Figure 19 HM Checking Request screen after responding (red frame: status shown as "Complete(1)")

**[Caution]**

[Save] is not submission. Saved entries are not yet delivered to the requesting shipbuilder. To formally respond to the requester, be sure to click [Respond].

Once you click [Respond], the response becomes visible to the requesting shipbuilder and, at the same time, it can no longer be corrected. Before responding, always check the product name, product number, SDoC and "Present Above Threshold Value" entries.

If a response needs to be changed afterwards, ask the requesting shipbuilder to issue the HM Checking Request again.

## 5. Asking another company to respond (Forward HM Checking Request)

To transfer an HM Checking Request received by your company — together with the obligation to respond — to another registered supplier, use [MD/SDoC] → [Forward HM Checking Request].

**Step 1** On the menu, click [MD/SDoC] → [Forward HM Checking Request].

The screenshot shows the GREEN/SRM system interface. At the top, there are language selection buttons (English, Japanese, Chinese, Korean) and user information (User: M004163A, Organization: M004163). Below this is a navigation bar with tabs: MD/SDoC, SMD Library, and Maintain Master. The MD/SDoC tab is active, and a dropdown menu is open, showing options like [Manage HM Checking Request], Search HM Checking Request, Forward HM Checking Request, [Manage MD/SDoC], Add SDoC, Search SDoC, Add MD in advance, Search MD, [Manage MD Library], Add MD, and Search MD. The 'Forward HM Checking Request' option is highlighted with a red box. The main content area shows a form for 'Forward HM Checking Request' with various fields for search and data entry, including Response Status, Ship No., IMO No., Requesting Organization Name, Requester's Product Name, Contact Person, Due Date, and Display Result Count. A 'Search' button is at the bottom right.

Figure 20 Menu operation (red frames: [MD/SDoC] → [Forward HM Checking Request])

**Step 2** On the Forward HM Checking Request screen, click [Search], select the checkbox of the request you want to forward, and click [Forward HM Checking Request].

The screenshot shows the 'Forward HM Checking Request' screen. At the top, there are language selection buttons (English, Japanese, Chinese, Korean) and user information (User: M004163A, Organization: M004163). Below this is a navigation bar with tabs: MD/SDoC, SMD Library, and Maintain Master. The MD/SDoC tab is active, and a dropdown menu is open, showing options like [Manage HM Checking Request], Search HM Checking Request, Forward HM Checking Request, [Manage MD/SDoC], Add SDoC, Search SDoC, Add MD in advance, Search MD, [Manage MD Library], Add MD, and Search MD. The 'Forward HM Checking Request' option is highlighted with a red box. The main content area shows a form for 'Forward HM Checking Request' with various fields for search and data entry, including Response Status, Ship No., IMO No., Requesting Organization Name, Requester's Product Name, Contact Person, Due Date, and Display Result Count. A 'Search' button is at the bottom right. Below the form, there is a table with search results. The table has columns: No, HM Checking Request No., Shipbuilder, IMO No., Requesting Organization Code, Requester's Product Code, Product Number, Date of Request, Due Date, Contact Person, Forwarded Organization Code, HM Checking Status, Ship No., Requesting Organization Name, Requester's Product Name, Amount, Unit, Date of Response, Forwarded HM Checking Request No., and Forwarded Organization Name. The first row of the table is highlighted with a red box, and the checkbox in the 'No' column is checked. Below the table, there is a 'Forward HM Checking Request' button, which is also highlighted with a red box.

| No | HM Checking Request No. | Shipbuilder | IMO No. | Requesting Organization Code | Requester's Product Code | Product Number | Date of Request | Due Date   | Contact Person | Forwarded Organization Code |
|----|-------------------------|-------------|---------|------------------------------|--------------------------|----------------|-----------------|------------|----------------|-----------------------------|
| 1  | AJ000000000000413743    | NK_Shipyard |         | W000132                      | test shipping            | test2          | 2025-11-17      | 2025-11-24 |                |                             |

Figure 21 Forward HM Checking Request screen (red frames: checkbox of the target request and the [Forward HM Checking Request] button)

**Step 3** The forwarding entry screen is displayed. Click the search icon in the Supplier Code or Supplier field and search for the forwarding destination.

EnglishJapaneseChineseKorean

UserM004163ANK\_SMD-ENV\_MakerOrganizationM004163NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master

HelpContact usLogout

Forward HM Checking RequestIV01CP01203

ReturnDownload Suppliers List for reference

At HM Forwarding, please check if the "Purchased Product Information" by the original requester is sufficient so that the supplier can easily identify the products they should prepare MD. If not, please add the necessary information such as product no. in "Comment to Supplier", then forward.  
(Ex. In case where the ship information such as Ship No./IMO No. is not sufficient to let the forwarded supplier identify the product no. delivered, each product no. for the ship should be inputted.)

Supplier CodeSupplier

Comment to Supplier

Registration request and HM Checking Request for Unregistered Supplier

Contact person e-mailE-mail Language(\*)English

There is a possibility that HM Checking request does not reach the supplier because of the mistake in a mail address or the setting of receiver.  
When you request to unregistered supplier, confirmation by telephone or e-mail is recommended after checking request.

Purchased Product Information

| No | Shipbuilder | Ship No. | Requester's Product Code<br>Requester's Product Name | Product Number | Amount | Unit | Due Date   |
|----|-------------|----------|------------------------------------------------------|----------------|--------|------|------------|
| 1  | NK_Shipyard | test01   | test2                                                |                |        |      | 2025-11-24 |

Forward

Figure 22 Forward HM Checking Request entry screen (red frames: search icon in the Supplier Code field and [Forward] button)

**Step 4** On the Supplier Search screen, click [Search] and select the supplier.

EnglishJapaneseChineseKorean

UserM004163ANK\_SMD-ENV\_MakerOrganizationM004163NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master

HelpContact usLogout

Forward HM Checking RequestIV01CP01203

ReturnDownload Suppliers List for reference

At HM Forwarding, please check if the "Purchased Product Information" by the original requester is sufficient so that the supplier can easily identify the

Supplier SearchIV01XP00102D1

Organization CodeOrganization Name (Abbreviation)Remarks(Partial match)

Organization Name(Partial match)Country

CloseAsterisks (\*) can be used for partial match search on search criteria labeled (Partial match)

Search

Figure 23 Supplier Search screen (red frame: [Search] button)

**Step 5** Fill in "Comment to Supplier" and click [Forward]. The request is then

## forwarded.

At HM Forwarding, please check if the "Purchased Product Information" by the original requester is sufficient so that the supplier can easily identify the products they should prepare MD. If not, please add the necessary information such as product no. in "Comment to Supplier", then forward.  
(Ex. In case where the ship information such as Ship No./IMO No. is not sufficient to let the forwarded supplier identify the product no. delivered, each product no. for the ship should be inputted.)

Supplier Code  Supplier  Number of Characters: 0-85  
Disabled Characters: ^, <, >, "

Comment to Supplier

> Registration request and HM Checking Request for Unregistered Supplier

Contact person e-mail  E-mail Language(\*) English

There is a possibility that HM Checking request does not reach the supplier because of the mistake in a mail address or the setting of receiver.  
When you request to unregistered supplier, confirmation by telephone or e-mail is recommended after checking request.

> Purchased Product Information

| No | Shipbuilder | Ship No. | Requester's Product Code<br>Requester's Product Name | Product Number | Amount | Unit | Due Date   |
|----|-------------|----------|------------------------------------------------------|----------------|--------|------|------------|
| 1  | NK_Shipyard | test01   | test2                                                |                |        |      | 2025-11-24 |

Forward

Figure 24 Forward HM Checking Request entry screen (red frames: Comment to Supplier field and [Forward] button)

### [Caution]

After forwarding, the supplier that the shipbuilder can view changes to the forwarding destination, and the forwarding source (your company) can no longer view the request. The system keeps no history of forwarding, so check the destination and your comment carefully before forwarding.

So that the destination supplier can identify the products for which an MD should be prepared, add any missing information, such as product numbers, in the "Comment to Supplier" field (for example, when the purchased product name is something like "set of piping gaskets", add the product numbers of the gaskets).

When sending a request to a supplier that has not joined GreenSRM, specify the contact person's e-mail address. Because the e-mail may not reach the supplier, we recommend confirming by telephone or e-mail after sending the request.

## 6. Supplement: Confirming entries and error indications

On each entry screen, the entries do not take effect until you click a confirmation button such as [Add], [Update] or [Respond]. If a required item is missing or the format is incorrect, the item is highlighted in yellow or a message is displayed in red. Correct the entries, then confirm again.

English Japanese Chinese Korean

User M004163A NK\_SMD-ENV\_Maker  
Organization M004163 NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master Help Contact us Logout

**Register User** IV02MP00301

User ID(\*)  
User(\*)  
User Name (Native Lang.)  
Contact Information  
E-Mail(\*)  
Reenter e-mail address(\*)  
Division Name  
Initial value of due date 7 day(s) \*the due date of a HM checking request is automatically filled as the day after this value.

**E-Mail to receive settings**

HM checking request  
☒ Receive notification for responses or comments to HM checking requests  
☐ Receive HM checking related e-mails that you have replied, commented or received  
☐ Receive HM checking related e-mails that you have replied, commented or received

Notification of MD library usage  
☒ Receive notification when an MD library item has been used

General notification  
☒ Receive general notifications (release notes, etc.)

Clear All Create

Figure 25 Example of an input error (red frame: required fields highlighted in yellow) \*If yellow highlights or red messages remain, correct the entries and register again.

## 7. Reference: Work faster next time with the MD Library

If you register frequently reused MDs in the MD Library, you can call them up and copy their contents when adding MDs later, which reduces repeated entry of the same information and input errors. In addition, an MD registered with the "Public" checkbox selected can also be viewed by shipbuilders and used by them for substitute MD entry, which reduces the burden on suppliers of responding to each HM Checking Request individually. Only MDs with the "Public" checkbox selected are disclosed to shipbuilders.

**Step 1** On the menu, click [MD/SDoC] → [Add MD] under [Manage MD Library].

English Japanese Chinese Korean

User M004163A NK\_SMD-ENV\_Maker  
Organization M004163 NK\_SMD-ENV\_Maker

MD/SDoC SMD Library Maintain Master Help Contact us Logout

**[Manage HM Checking Request]**  
 Search HM Checking Request  
 Forward HM Checking Request

**[Manage MD/SDoC]**  
 Add SDoC  
 Search SDoC  
 Add MD in advance  
 Search MD

**[Manage MD Library]**  
 Add MD  
 Search MD

day(s) \*the due date of a HM checking request is automatically filled as the day after this value.

HM checking request  
☒ Receive notification for responses or comments to HM checking requests  
☐ Receive HM checking related e-mails that you have replied, commented or received  
☐ Receive HM checking related e-mails that you have replied, commented or received

Notification of MD library usage  
☒ Receive notification when an MD library item has been used

General notification  
☒ Receive general notifications (release notes, etc.)

Clear All Create

Figure 26 Menu operation (red frame: [MD/SDoC] → [Manage MD Library] → [Add MD])

**Step 2** On the Add MD Library screen, enter the date of declaration, product information, materials information and so on. If you click the check icon after entering the product information and the date of declaration, the MD ID No. is filled in automatically (it can be edited).

PrimeShip GREEN/SRM v20250709\_0000 T

User M004163A NK\_SMD-ENV\_Maker  
Organization M004163 NK\_SMD-ENV\_Maker

English Japanese Chinese Korean

MD/SDoC SMD Library Maintain Master Help Contact us Logout

**Add MD Library** IV01CP05201

Lookup Existing MD Lookup MD Library Upload SPIS File Upload ACS common format

Edit MD related document(option)

**Material Declaration**

<Date of declaration>  
Date of declaration(\*)

<MD ID number>  
MD ID No.(\*)

Clicking check icon generates MD ID No. using declaration information. (editable)

<Other information>  
Remark1  
Remark2  
Remark3

<Supplier (respondent) information>  
Company name(\*) NK\_SMD-ENV\_Maker  
Division name  
Address(\*) Kioi-cho 4-7  
Contact Person(\*) NK\_SMD-ENV\_Maker  
Telephone number(\*) +81-3-5226-2076  
Fax No.  
E-Mail ihm@classnk.or.jp  
SDoC ID No.(\*)

Figure 27 Add MD Library screen (red frame: check icon that automatically fills in the MD ID No.)

**Step 3** To disclose the MD Library entry to shipbuilders, select the "Public" checkbox. Click [Validate] to check the entries and, if there is no problem, click [Add].

|   |                                                                     |                    |    |  |  |  |
|---|---------------------------------------------------------------------|--------------------|----|--|--|--|
| B | Caesium and caesium compounds                                       | 100 mg/kg          | No |  |  |  |
| B | Hexavalent chromium and hexavalent chromium compounds               | 1,000 mg/kg        | No |  |  |  |
| B | Lead and lead compounds                                             | 1,000 mg/kg        | No |  |  |  |
| B | Mercury and mercury compounds                                       | 1,000 mg/kg        | No |  |  |  |
| B | Polybrominated biphenyl (PBBs)                                      | 50 mg/kg           | No |  |  |  |
| B | Polybrominated diphenyl ethers (PBDEs)                              | 1,000 mg/kg        | No |  |  |  |
| B | Polychlorinated naphthalenes (more than 3 chlorine atoms)           | 50 mg/kg           | No |  |  |  |
| B | Radioactive substances                                              | no threshold value | No |  |  |  |
| B | Certain shortchain chlorinated paraffins (Alkanes, C10-C13, chloro) | 1%                 | No |  |  |  |

<sup>20</sup>This threshold value is based on appendix I of the 2022 Guidelines for survey and certification of anti-fouling systems on ships (resolution MEPC.358(78)) for samples taken from wet paint containers.  
Below information is required for the EU Regulation on Ship Recycling

| <EU reg.>Table | Material name                                          | Threshold value              | Present | Mass | Unit | Information on where it is used |
|----------------|--------------------------------------------------------|------------------------------|---------|------|------|---------------------------------|
| ANNEX I        | Perfluorooctane sulfonic acid (PFOS) <sup>(1)</sup> /> | 10 mg/kg (0.001% by weight*) | NA      |      |      |                                 |
| ANNEX II       | Brominated Flame Retardant (HBCDD)                     | 100 mg/kg (0.01% by weight)  | NA      |      |      |                                 |

<sup>(1)</sup>Not applicable for ships flying the flag of a third country

\*Concentrations of PFOS above 10 mg/kg (**0.001% by weight**) when it occurs in substances or in preparations or concentrations of PFOS in semi-finished products or articles, or parts thereof equal to or above than **0.1% by weight** calculated with reference to the mass of structurally or micro-structurally distinct parts that contain PFOS or for textiles or other coated materials, if the amount of PFOS is equal to or above than **1µg/m²** of the coated material.

"Check "Public" to let any users view and use this MD in MD Library. **Public** ☒

**Validate** **Add**

You can register the related files such as the evidential document of hazardous materials. The registered files are DISCLOSED to a requester.  
[Return to top](#)

| No | Title | Remarks | Date of Preparation | Document creation organization | Modify     | Delete                    |
|----|-------|---------|---------------------|--------------------------------|------------|---------------------------|
|    |       |         |                     |                                | <b>Add</b> | Attach existing documents |

Figure 28 Bottom of the Add MD Library screen (red frames: "Public" checkbox, [Validate] and [Add] buttons)

#### Step 4 (Optional) If there are documents you want to relate to the MD, click [Add] in the related documents list at the bottom of the screen.

You can register the related files such as the evidential document of hazardous materials. The registered files are DISCLOSED to a requester.  
[Return to top](#)

| No | Title | Remarks | Date of Preparation | Document creation organization | Modify     | Delete                    |
|----|-------|---------|---------------------|--------------------------------|------------|---------------------------|
|    |       |         |                     |                                | <b>Add</b> | Attach existing documents |

Figure 29 Related documents list (red frame: [Add] button)

The Add MD related documents screen opens. Select the document file with the file selection button, enter the required data such as the Title and the Document creation organization, and click [Add].

Figure 30 Add MD related documents screen (red frames: file selection button and [Add] button) \*The maximum upload size is 5MB.

You can register the related files such as the evidential document of hazardous materials. The registered files are DISCLOSED to a requester.

[Return to top](#)

| No | Title       | Remarks | Date of Preparation | Document creation organization | Modify | Delete |
|----|-------------|---------|---------------------|--------------------------------|--------|--------|
| 1  | 20260728_01 |         |                     | NK_SMD-ENV_Maker               | Add    |        |

[Add](#) [Attach existing documents](#)

Figure 31 When you click [Add], the document is registered in the related documents list (red frame: registered document)

### [Tips]

You can register files related to the MD, such as evidential documents for the hazardous materials (optional). Note that the related files can also be viewed by the recipient of your response.

**Step 5 Registered MD Library entries and their usage records can be checked under [MD/SDoC] → [Search MD] under [Manage MD Library].**

Figure 32 MD Library screen (red frame: [Search] button)

Reference: PrimeShip-GREEN/SRM Operation Manual (the latest version is available at <https://www.psgreensrm.com>)

End of document