

PrimeShip-GREEN/SRM Frequently Asked Questions (FAQ)

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Revision History

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1. General (system overview, eligible users, and fees)

Q1. What is PrimeShip-GREEN/SRM?

A.

- PrimeShip-GREEN/SRM ("Green/SRM") is a web-based system provided by ClassNK. It supports the preparation and maintenance of the Inventory of Hazardous Materials (IHM, "the Inventory") required under the Hong Kong Convention and other applicable requirements. Through the system, shipbuilders and shipowners can collect and manage Material Declarations (MDs) and Supplier's Declarations of Conformity (SDoCs) from suppliers.

Q2. Is there a fee to use the system?

A.

- No. Shipowners, ship management companies, shipbuilders, and manufacturers (suppliers) can all use the system free of charge.

Q3. Can we use Green/SRM for a ship that is not classed with ClassNK?

A.

- Yes. You can also use Green/SRM to prepare the Inventory of a ship classed with another classification society.

2. Registering and managing organization accounts and user accounts

Q4. How are an "organization account," an "organization type," and a "user account" related?

A.

- In Green/SRM, first register an "organization account" for each company or business site. When you register it, select an organization type (the category of the organization, such as "Shipbuilder," "Shipowner," "Ship Management Company," or "Supplier"). The system issues an organization code to each organization account.
- Each organization account has "user accounts" that people use to log in and operate the system: one Administrator per organization, who manages the organization data and its users, and one or more general users. The system creates the Administrator's user account when the organization account is registered. The Administrator registers and manages the general users' accounts.

Reference: Operation Guidance, p. 52, "Organizations and users"

Q5. When I try to register a new organization, the following message appears: “The following organizations similar to your entry have been already registered.”

A.

- An organization account may already be registered. ClassNK will check the registration status. Please email your company name, department name, contact person’s name, and any email address that may have been registered to ClassNK (srpt@classnk.or.jp).

Reference: Operation Guidance, pp. 53–58, "Organization registration flow (shipbuilder/supplier)"

Q6. We registered an organization account under the wrong organization type. How can we change it?

A.

- You cannot change the organization type after registration. The organization type is the category of the organization ("Shipbuilder," "Shipowner," "Ship Management Company," "Supplier," etc.) selected when the organization account is registered. Please register a new organization account under the correct organization type.
- If you want ClassNK to delete the organization account registered under the wrong type, please contact ClassNK (srpt@classnk.or.jp).

Q7. We found that we have two organization accounts. Can they be merged into one?

A.

- Yes. ClassNK can merge them into one organization account (one organization code). To request this, please contact ClassNK (srpt@classnk.or.jp).

Q8. How do we register, delete, or edit a general user?

A.

- Green/SRM has two types of user accounts: the Administrator (one per organization, who manages the organization data and its users) and general users (more than one can be registered). The Administrator registers, deletes, and edits general users.
- To add a general user: after logging in, select [Maintain Master] → [Add New User].
- To edit a general user: after logging in, select [Maintain Master] → [Search User], search for the user, and open "Detail" (pencil icon) to edit or delete the user data. On the user edit screen, you can edit not only the registered data but also the email receipt settings (notification settings).

Reference: Operation Guidance, p. 52, "Organizations and users"; p. 56, "General user registration"; p. 60, "Changing the general user setting"

Q9. Are there any rules regarding the email addresses we register?

A.

- The rules below apply to all organization types (shipbuilders, shipowners/ship management companies, and suppliers).

- 1) Registering an email address already registered for the Administrator as a general user's address within the same organization account: allowed.
- 2) Registering the same email address under different organization accounts of the same organization type (for example, Shipbuilder A and Shipbuilder B, or Supplier A and Supplier B): not allowed, for both Administrators and general users.
- 3) Registering the same email address under organization accounts of different organization types (for example, a shipbuilder and a supplier): allowed, for both Administrators and general users.

Q10. Our contact person (Administrator) has changed. Can we change the registered email address or reissue the password?

A.

- If you can log in with the Administrator's user account, select [Maintain Master] → [Modify User Info.] after logging in and make the change.
- The system sends the password reissuance email to the registered email address. If you can log in with the former contact person's user account, first change the email address to the new contact person's address, and then reissue the password.
- If you cannot log in — for example, because you do not know the password or can no longer use the registered email address — ClassNK will register the new email address. Please email the organization code, login ID, old email address, and new email address to ClassNK (srpt@classnk.or.jp).
- After ClassNK completes the change, reissue the password yourself using the new email address and the login ID.

Reference: Operation Guidance, p. 55, "Administrator registration"; p. 59, "Changing the Administrator setting" and "Changing the organization information"; pp. 62–63, "Reissuing passwords"

Q11. I reissued my password, but I cannot log in with the password in the notification email.

A.

- If you reissue the password several times within a short period, only the password issued last is valid. Log in with the password in the latest notification email.
- The notification email may take a few minutes to arrive. Do not reissue the password repeatedly — this makes it hard to tell which password is valid. Wait a while and then check the latest email.
- If you still cannot log in with the latest password, email the organization code, login ID, and registered email address to ClassNK (srpt@classnk.or.jp).

Reference: Operation Guidance, pp. 62–63, "Reissuing passwords"

3. For suppliers: Preparing and submitting MD/SDoC

Q12. How do we submit an MD/SDoC?

A.

- The basic flow for a supplier to submit an MD/SDoC through Green/SRM is as follows:

- 1) Send your organization code to the requester (for example, the shipbuilder). If your organization does not yet have an organization account, register a new organization account and user account, and then send the issued organization code. If you already have an organization account, you do not need to register for a new one. If you are unsure whether one is already registered, see Q5.
- 2) Receive a Hazardous Materials Checking Request from the requester through Green/SRM.
- 3) Prepare the MD/SDoC for the product concerned and submit your response through Green/SRM. Register the SDoC from [MD/SDoC] → [Add SDoC] before entering the MD data.

Reference: Operation Guidance, pp. 41–49, "Functions used by the suppliers"

Q13. We registered SDoCs with the same SDoC ID No. by mistake.

A.

- If you register more than one SDoC with the same SDoC ID No., the system automatically selects the SDoC registered last — regardless of its date of issue — and uses it for the response. Register each SDoC with a unique SDoC ID No. so that the system does not use an unintended SDoC.

Q14. The system outputs the MD in the old format. Can it output the latest format under resolution MEPC.405(83)?

A.

- The new format applies from 26 June 2025. If the "Date of declaration" on the MD is 25 June 2025 or earlier, the system outputs the MD in the old format.
- If you register and submit a date of declaration of 26 June 2025 or later, the system outputs the MD in the new format automatically. When you copy and reuse a past MD, check its date of declaration as well as its content.
- To confirm that the MD is in the latest format, check that the threshold value for Cybutryne is shown as "200 mg/kg."

Reference: Operation Guidance, p. 45, "MD registration/updating"

Q15. Can we revise an MD/SDoC after we have submitted it?

A.

- Whether you can revise it, and how, depends on the data status (for example, In Progress, Complete, or Approved). Check the status before you act.
- After you submit the Hazardous Materials Checking response, the requesting shipbuilder can view it, and you can no longer revise or cancel it. If a revision is needed, ask the requester to send a new Hazardous Materials Checking Request.

Reference: Operation Guidance, p. 47, "Responding to HM Checking"

Q16. To how many companies can we forward a Hazardous Materials Checking Request?

A.

- You can forward a Hazardous Materials Checking Request to only one company with the system's forwarding function.

- To collect MDs from more than one subcontractor, either enter the MDs on their behalf yourself, or ask the shipbuilder to split the products and send a separate Hazardous Materials Checking Request for each product.

Reference: Operation Guidance, pp. 43–44, "HM Checking Request forwarding"

Q17. A Hazardous Materials Checking Request from the shipbuilder does not appear when we search for it.

A.

- Search again using only the "Shipbuilder code" as the search condition.
- If the request still does not appear, ask the requesting shipbuilder whether it sent the request to a different organization (organization code).
- If the system is set to send email notifications of Hazardous Materials Checking Requests, the notification email may have been moved to your spam folder or another folder. If the email has not arrived, check those folders.

Q18. Can we reuse an MD we have already prepared for another project or another ship?

A.

- Yes. When you prepare a Hazardous Materials Checking response, you can load the data of an MD registered in advance or saved in the library by using "Lookup Existing MD" or the "Lookup MD Library" function.
- Even for products of the same type or for sister ships, confirm that the product specifications, model, manufacturer, and information on contained hazardous materials are identical before you reuse the MD.

Reference: Operation Guidance, pp. 50–51, "MD Library registration" and "MD Library search"

4. For shipbuilders: Collecting MDs/SDoC, sending Hazardous Materials Checking Requests, and copying and transferring Ship Information

Q19. Can we use existing Ship Information to create (copy) new Ship Information?

A.

- "Add New Ship by Copy" (Copying Ship Information) creates new Ship Information from existing Ship Information; the original Ship Information remains unchanged. In contrast, [Transfer Ship Data] transfers the ownership of the Ship Information (main owner) to the recipient, such as the shipowner.
- Identify the ship to copy ⇒ On the main menu, select [Ship] ⇒ [Search Ship] ⇒ Search for the ship on the [Ship Information] screen ⇒ Tick "Select" for the ship ⇒ Click the "Add New Ship by Copy" button to open the copy screen.
- On the copy screen, enter the data required for the new ship. Then select "Copy Ship Location Info. only" or "Copy All" (copies everything, including Purchased Product and MD/SDoC data). Note that even "Copy All" does not copy data related to Hazardous Materials Checking Requests.
- To copy a ship that has already been transferred or sold, tick "Include transferred/sold ships" in the search conditions on the [Ship Information] screen.
- See Q25 for how to transfer Ship Information.

Reference: Operation Guidance, pp. 16–17, "Copying Ship Information"

Q20. Can another user, such as a shipbuilder, register and use an MD/SDoC on behalf of a supplier?

A.

- Yes. A shipbuilder can enter an MD/SDoC into Green/SRM on the supplier's behalf (Acting MD Entry). Before entering the data, confirm the product concerned, the supplier data, and the content of the MD/SDoC.
- To use Substituting MD Entry, click the "Detail" button for the Purchased Product concerned in [Purchased Product Mgmt], and then click "Substitute MD Entry" on the [Purchased Product information] screen.
- Shipbuilders and shipowners can also use an MD that a supplier saved with the "Public" flag set in "MD Library registration." You can view the registered content from [Search MD] or [MD Library search].
- A trading company or similar organization can also register an MD/SDoC on a manufacturer's behalf. Obtain the necessary data from the manufacturer before registration.

Reference: Operation Guidance, pp. 27–29, "Acting MD Entry"; pp. 50–51, "MD Library registration" and "MD Library search"

Q21. The shipbuilder sees the status "In Progress," but the supplier says it has already responded.

A.

- If the supplier registered a new organization account without using the link in the Hazardous Materials Checking Request email, the supplier may have responded to a request that is different from the shipbuilder's request. In that case, the shipbuilder's request stays "In Progress."
- Confirm the organization code the supplier uses. Then send a new Hazardous Materials Checking Request to that organization code and delete the old request if it is no longer needed.

Reference: Operation Guidance, pp. 24–26, "HM Checking Request"; pp. 41–47, "HM Checking Request search," "MD registration/updating," and "Responding to HM Checking"

Q22. We want to carry out a repeat or additional Hazardous Materials Checking of a Purchased Product. What should we do with the existing request?

A.

- First, check the status of the existing request. You can edit a request that has not yet been completed. You cannot edit a request the supplier has already answered (status "Completed" or "Approved").
- If you cannot edit the existing request, or if you need to change the recipient, create a new Hazardous Materials Checking Request and delete the old request if it is no longer needed.

Reference: Operation Guidance, p. 24, "HM Checking Request"; p. 26, "HM Checking Request search"

Q23. For a new ship under the Hong Kong Convention, are MDs/SDoCs required for owner-furnished equipment? Can the shipowner enter the MDs/SDoCs for owner-furnished equipment directly into Green/SRM?

A.

- For a new ship under the Hong Kong Convention, IHM Part I must, in principle, also be developed for owner-supplied equipment based on MDs/SDoCs.
- Green/SRM currently has no function that lets the shipowner enter this data directly.
- At present, the main options are as follows:
 - 1) The shipbuilder enters the MD/SDoC obtained by the shipowner into Green/SRM by Substituting MD Entry.
to the shipbuilder confirms the manufacturer's name and model number and sends a Hazardous Materials Checking Request to the manufacturer.
Reference: Operation Guidance, pp. 27–29, "Acting MD Entry"

Q24. May we collect MDs covering PFOS and HBCDD, together with the corresponding SDoCs, even for a new ship for which checking of these substances is not required?

A.

- Yes. You may collect MDs covering PFOS and HBCDD, together with the corresponding SDoCs, even for a new ship for which checking of these substances is not required.
- If you select the "Apply EU Regulations on Ship Recycling for an EU FLAGGED SHIP" box in Green/SRM and include PFOS and HBCDD in the scope of the checking, you may reduce the burden of additional checking if the ship changes flag to an EU Member State during construction or after delivery, or if it is reflagged to a State that independently applies requirements equivalent to Article 5 of the EU Ship Recycling Regulation (EU SRR). Therefore, if a future change of flag or a similar change is expected, we recommend selecting the "EU Ship Recycling Regulation" box and including PFOS and HBCDD in the scope.
- However, after you select the "Apply EU Regulations on Ship Recycling for an EU FLAGGED SHIP" box, MDs already collected that do not cover PFOS and HBCDD can no longer be used in Green/SRM. In that case, you must ask the supplier to submit a new response covering PFOS and HBCDD. If you have already collected MDs, take care before selecting the box.
- Merely collecting MDs covering PFOS and HBCDD and the corresponding SDoCs does not confirm compliance with the EU SRR or flag State requirements. You must develop and maintain IHM Part I in accordance with the applicable requirements, undergo the necessary review and survey, and have the required certificate or other document issued.

Q25. How do we transfer Ship Information?

A.

- To hand over the data from the shipbuilder to the shipowner at ship delivery, follow the steps below. The receiving shipowner or ship management company must register its organization account and user account in Green/SRM in advance.

- Identify the ship to transfer ⇒ On the main menu, select [Ship] ⇒ [Transfer Ship Data] ⇒ Enter the organization code of the recipient (new owner) ⇒ Click the "Transfer" button.
- Only the Administrator can carry out the transfer.
- You can transfer Ship Information to any organization except one registered as a supplier.

Reference: Operation Guidance, p. 37, "Transfer of Ship Information"

Q26. When we try to transfer Ship Information, an error message appears saying that the new owner's organization code cannot be specified.

A.

- The recipient's organization account may be registered as a "Supplier." Ship Information cannot be transferred to a supplier. The recipient must register a new organization account as a "Shipowner" or "Ship Management Company."

Q27. After the transfer, can the shipbuilder still view the data?

A.

- Yes. After transferring the Ship Information, the shipbuilder can still view and download the data as it was before the transfer. However, the shipbuilder cannot edit it.
- After logging in, tick "Include transferred/sold ships" in the search conditions on the [Ship Information] screen and search. See Q19 for how to copy and use the data of a transferred ship.

Q28. Can the transfer be cancelled after the Ship Information has been transferred?

A.

- No. Once Ship Information has been transferred to the shipowner, the shipbuilder cannot cancel the transfer.
- To return the data to the shipbuilder, the shipowner that received it must transfer it back to the shipbuilder.

5. For shipowners and ship management companies: Maintaining the IHM

Q29. If we update equipment data in Green/SRM, do we need to have the Inventory re-approved?

A.

- No. If you use Ship Information transferred from the shipbuilder through Green/SRM to maintain the IHM, you do not need re-approval each time you update the equipment data.
- ClassNK will check the status of the updates at the IHM renewal survey.