

USER GUIDE FOR IMO-COMPLIANT ELECTRONIC CERTIFICATES FROM DNV GL

All certificates, issued and endorsed, are published in the [My DNV GL service Fleet Status](#).

It is recommended that electronic copies of the latest certificates are stored on board the vessels.

Flag acceptance is a pre-requisite for issuance of electronic certificates by DNV GL on their behalf. If DNV GL has not been granted respective Flag acceptance, the electronic certificate shall be printed and manually signed in addition.

The user guide covers the following features:

- Access the My DNV GL service Fleet Status and add a vessel to My Fleet
- Find certificates published in the My DNV GL service Fleet Status
- Verify authenticity and validity of certificates by using the UTN (Unique tracking number)
- Subscribe in order to receive new, updated or endorsed certificates by email
- Temporary sharing of electronic certificates issued for a vessel
- Compliance with the IMO FAL Guidelines

CONTACT

For clarifications, customers contact us via DATE@dnvgl.com

This user guide is also available on the DNV GL web page for Electronic Certificates: www.dnvgl.com/ec

Access the My DNV GL service Fleet Status and add a vessel to My Fleet

If you do not have a user account for My DNV GL, please request your administrator to create a user ID.

- Log in with your username and password.
- See illustration below how to add a vessel to **My Fleet**.

My DNV GL / Fleet In Service

My Contacts Administrator, Admin

DNV GL (DEMO)

Vessels Companies Requirements Updates Certificates Planning DATE

Check out our new mobile application **My Fleet!**
My Fleet is providing you with access to Fleet Status, DATE and Port Finder on your mobile phone. It is now available for iOS and Android. For more details see [maritime news](#).

My fleet (1) My company's fleet (2)

Export Filter table: Type to filter

Class status	DNV GL id	IMO number	Vessel name	Requests and jobs	Days to overdue class / other	Class certificate expiry date	Actions
!	28573	-	DNV GL Tanker 1		Overdue / -	2017-09-04	

Click here to add vessels to My Fleet

Find certificates published in the My DNV GL service Fleet Status

- Log in with your username and password.
- Choose the vessel and click on the **Documents** tab to view and access certificates.

DNV GL Tanker 1

DNV GL id: 28573 IMO Number:

Menu

Vessels Status Details Requests & jobs Follow-up Documents Bookshelf Approval

DNV GL has started using electronic signatures on Fleet in Service documents. Please click [here](#) for more information.

Email... Access...

Filter table: Type to filter

Id	Title	Issued	Expires
▼	Main Certificates (26)		
CCC	Invalidation of Certificate	2017-10-11	
CLCE	Classification Certificate	2017-10-09	2022-09-04
TMC	International Tonnage Certificate (1969)	2017-10-05	
REC-RR-C	Certificate of Compliance for Ready for Recycling	2017-10-05	
SPSSC	Special Purpose Ship Safety Certificate	2017-10-05	2022-09-04
IDG-IC	Document of Compliance for the Carriage of Dangerous Goods	2017-10-05	2022-09-04
REC-EU-RR-C	Statement of Compliance for Ready for Recycling	2017-10-05	
TMC	International Tonnage Certificate (1969), UK	2017-10-05	
CRC	Cargo Ship Safety Radio Certificate	2017-10-04	2022-09-04
NLS	International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk	2017-10-04	2022-09-04
EEC	International Energy Efficiency Certificate	2017-10-04	
APP-10	Complement to the International Oil Pollution Prevention Certificate - Form 1	2017-10-04	2022-09-04

Verify authenticity and validity of electronic certificates by using UTN (Unique tracking number)


The validity of the documents can be checked through an authentication service by accessing <https://trust.dnvgl.com> and entering the UTN and the ship's DNV GL ID.


For certificates the validation will show whether it is currently valid, while for other documents it will show the validity at the date of issuance.

The below screenshot shows a confirmation of the validity of a certificate. Note that only certificates can be downloaded.

Document Verification

Please fill out the form below to Verify a Document:

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

 **Valid**

The certificate specified below is Valid.

UTN:	n1026735-gvb
Vessel:	g107904
Title:	Classification Certificate *
Issue Date:	2017-08-30
Last Periodical Endorsement:	2017-08-31 (Annual)
Digitally Signed:	Yes

The Download includes all added endorsements. For more information about electronically signed documents originating from DNV GL, please click [here](#).

In case of loss of connectivity, the authenticity and validity of the document can be confirmed by contacting DNV GL at +47 67 57 78 78.

The Unique Tracking Number (UTN) can be found in the signature text and at the bottom of the first page.



for **DNV GL**

This document is signed electronically in accordance with IMO FAL.5/Circ.39/Rev.2. Validation and authentication can be obtained from trust.dnvgl.com by using the Unique Tracking Number (UTN): n1026982-dqm and ID: G107904

Surveyor



Form code: COP

UTN: n1026982-dqm

Unique tracking number

www.dnvgl.com

Page 1 of 1

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Subscribe in order to receive new, updated or endorsed certificates by email

If you do not have a user account for My DNV GL, please request your administrator to create a user ID.

- Log in with your username and password and select the My DNV GL service Fleet Status.
- Make sure that all relevant vessels are added to My Fleet.
- Or to subscribe for a single vessel, select the relevant vessel in **My Fleet**
- Click on Your name in the upper right corner and then **My settings**.

My DNV GL / Fleet in Service

My Contacts Sethumadhavan, Arun

Vessels Companies Requirements Certificates Planning

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My fleet (2) Search vessels (0)

Export Filter table: Type to filter

Class status	DNV GL id	IMO number	Vessel name	Requests and jobs	Days to overdue class / other	Class certificate expiry date	Actions
!	28573	-	DNV GL Tanker 1		Overdue / -	2022-09-04	

- Click on Subscriptions and then **New Subscription**

Vessels Login information Preferences Subscriptions E-mail log

Filter table: Type to filter

+ New Subscription

Subscription	Frequency	Last sent time	Next send time	Vessels	Actions
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- Click on Certificates - **notify** when changes occur and click **Save**.

New subscription for MyFleet vessels

Smart survey booking - Notify when to order a survey

Overdue/soon overdue vessels and items - periodical notification

Class status report - periodical notification.

Maritime newsletter - periodical notification

Certificates - notify when changes occur

Receive an email when there are new or updated certificates for your Fleet.

Save

Close

Note that if you are an administrator, you can add a subscription to any user in your company account. The certificate subscription status should now be reflected in the Subscriptions list as below

Vessels Login information Preferences Subscriptions E-mail log

Filter table: Type to filter

+ New Subscription

Subscription	Frequency	Last sent time	Next send time	Vessels	Actions
Certificate folder	On changes	2017-10-11		MyFleet	

Temporary sharing of electronic certificates issued for a vessel

This option is available only for electronic certificates.

- If you do not have a user account for My DNV GL, please request your administrator to create a user ID.
- Log in with your username and password and select the My DNV GL service Fleet Status.
- Select the relevant vessel and click on **Documents**, this opens a list of certificates and other reports.
- Click **Access**.

The screenshot shows the DNV GL Tanker 1 interface. At the top, there's a header with the vessel name and ID. Below it, a navigation bar includes tabs for Vessels, Status, Details, Requests & jobs, Follow-up, Documents, Bookshelf, and Approval. The Documents tab is selected and highlighted with a red circle. Below the navigation bar, a green banner states: "DNV GL has started using electronic signatures on Fleet in Service documents. Please click [here](#) for more information." Below this, there are two buttons: "Email..." and "Access...". The "Access..." button is circled in red with an arrow pointing to it. Below the buttons is a table with columns "Id" and "Title". The table lists various certificates, including Main Certificates (26), Invalidation of Certificate, Classification Certificate, International Tonnage Certificate (1969), Certificate of Compliance for Ready for Recycling, Special Purpose Ship Safety Certificate, and Document of Compliance for the Carriage of Dangerous Goods.

If you do not see any codes, click **Generate access codes**.

- Enter the email to whom you want to share the certificates.
- Click **Send** to complete the process, and the message on the box on the right will be sent to the recipient. You can also add text.

The recipient will be able to view and download the certificates during the timeframe indicated.

The screenshot shows the "Temporary access to vessel certificates" dialog box. It has a "Generate access codes" button circled in red with an arrow pointing to it. Below this button, there are fields for "From:", "To:", "CC:", "BCC:", and "Subject:". The "From:" field is filled with "noreply@dnvgl.com". The "To:" field is empty. The "CC:" field is filled with "Arun.Sethumadhavan@dnvgl.com". The "BCC:" field is empty. The "Subject:" field is filled with "View certificates for DNV GL Tanker 1". At the bottom right, there are "Send" and "Close" buttons.

The screenshot shows the "Temporary access to vessel certificates" dialog box. It displays a list of access codes with their validity periods. The first code, "2017-10-A31XD1", is selected. Below the list, there are buttons for "Show more codes", "Get codes as Pdf", and "Revoke". Below this, there are fields for "From:", "To:", "CC:", "BCC:", and "Subject:". The "From:" field is filled with "noreply@dnvgl.com". The "To:" field is empty. The "CC:" field is filled with "Arun.Sethumadhavan@dnvgl.com". The "BCC:" field is empty. The "Subject:" field is filled with "View certificates for DNV GL Tanker 1". Below this, there is a text box with the following message: "You have been granted access to check the validity and view all electronic certificates issued by DNV GL for vessel DNV GL Tanker 1. Please go to trust.dnvgl.com and enter the following credentials: Temporary Access Code: 2017-10-A31XD1 Vessel ID: 28573 The access code is valid from 2017-10-11 to 2017-10-20." At the bottom right, there are "Send" and "Close" buttons. The "Send" button is circled in red with an arrow pointing to it.

Compliance with the IMO FAL Guidelines

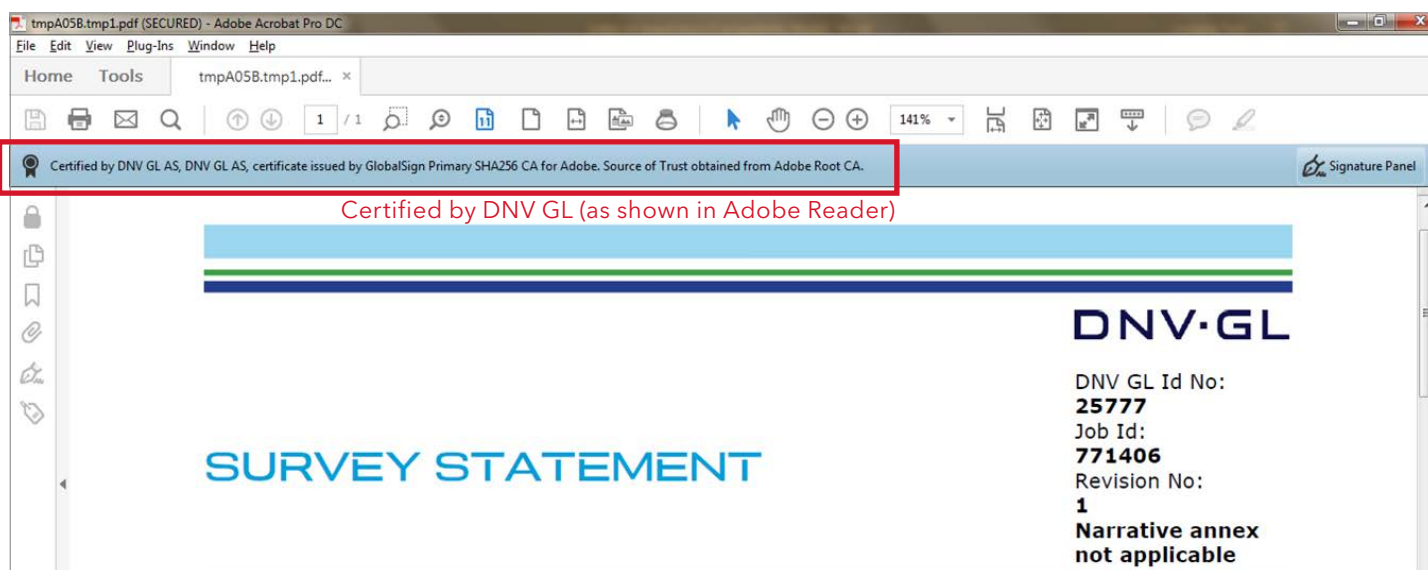
The electronic signature solution used by DNV GL for signing satisfies the requirements stated in FAL.5/Circ.39/Rev.2 (Guidelines for the use of electronic certificates), as follows:

The electronic certificates are consistent with the format and content required by the relevant international convention or instrument.

The document is protected from edits, modifications or revisions other than those authorized by DNV GL.

The signature panel is shown at the top of the document viewer. If a document is tampered with it will show as an explicit text. Please note that this is how Adobe Reader is showing the signature. Other pdf viewers may show this differently, and it is recommended to use Adobe Reader which can be downloaded free of charge from <http://www.adobe.com/products/acrobat/readstep2.html>

Example if the document is electronically signed and content is not changed:



The documents carry an electronic seal and a Unique Tracking Number (UTN) for the purpose of checking their validity and authenticity.



for **DNV GL**

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NPS20-Fname NPS20-Ename
Surveyor

- Refer section – Verify authenticity and validity of certificates by using the UTN (Unique tracking number)