

# Isle of Man Ship Registry Manx Shipping Notice

## Digitally Signed Electronic Certificates

Ref. MSN 065 (Rev. 2)  
Issued: 23 Apr 2020

**This MSN must be carried on board ships with IOM issued Digital Certificates in order to demonstrate the means of verification required by FAL.5/Circ.39/Rev.2**

### 1. Introduction

As part of the Isle of Man Ship Registry's continued commitment to client service, we are introducing digital signatures for certain certificates which will be issued electronically in a PDF format (hereinafter these will be referred to as a 'Digital Certificate'). The digital signing service shall be provided by Global Sign as a trusted intermediary.

The introduction of Digital Certificates is expected to provide a number of advantages compared with traditional paper certificates. These include:

- **Speed** – an original certificate can be onboard a ship within minutes
- **Cost** - Digital Certificates will take away the need to courier original documents around the world
- **Security** – each certificate will have dual means of verification/validation (see Sections 3 & 4).
- **The Environment** – less paper and fewer courier packages - in line with our commitments as an ISO 14001 accredited organisation

### 2. Certificates to be Signed Digitally

The following certificates will be issued as Digital Certificates from the 28th February 2019:

- STCW Endorsements
- Certificates of Registration
- Bunker Certificates
- CLC Certificates
- Nairobi Wreck Removal Certificates
- ISM Document of Compliance (full and interim)
- ISM Safety Management Certificate (full and interim)
- ISPS Certificate (full and interim)
- MLC Certificate (interim only)
- Yacht Code Compliance
- Minimum Safe Manning Document
- Exemption Certificates
- Continuous Synopsis Record (CSR)

If further certificates are added to the list, this MSN will be updated accordingly.

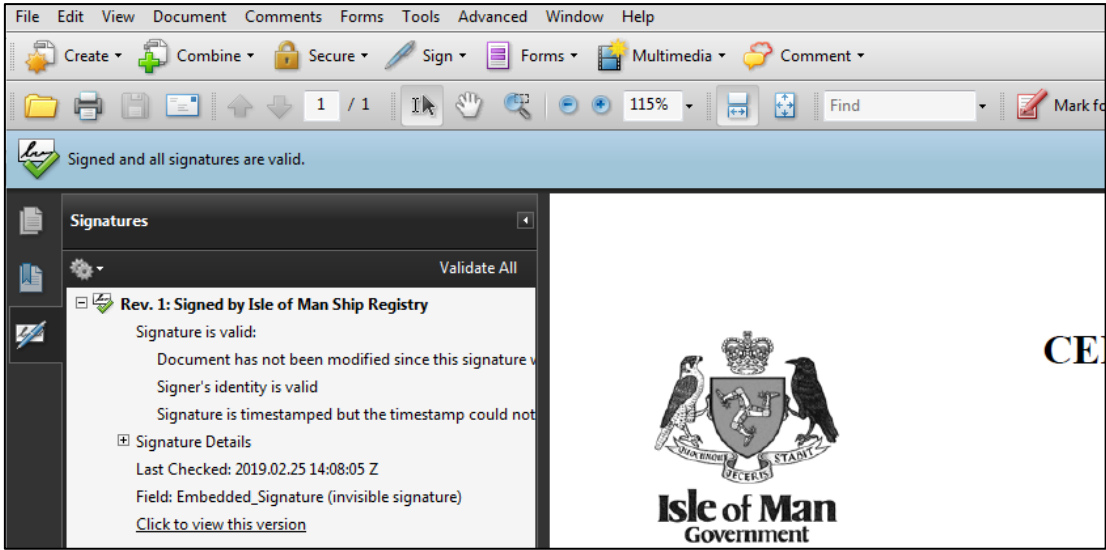


As part of the registration process, ships are issued with a Carving & Marking Note. This will be signed electronically by the Ship Registry but will still require an original signature of behalf of the surveyor who is counter-signing.

Paper certificates issued prior to 28<sup>st</sup> February 2019 will continue to be valid until the expiry date stated on the certificate – these will be replaced with a digital certificate the next time we attend the vessel.

### 3. Validation

Digital Certificates can be validated by opening the PDF in Adobe Acrobat Reader or Adobe Acrobat Pro. When the file opens, a blue bar will be displayed which will confirm that the Digital Certificate is complete and valid. It will appear as shown below:



This validation confirms that the Digital Certificate is authentic and has been protected from edits, modifications or revisions other than those authorised by the Isle of Man Ship Registry.

Please note that it may be necessary to update your Approved Trust List settings on the device the digital certificates are viewed on in order for this to work correctly – see the following link for instructions on how to do this:

<https://helpx.adobe.com/acrobat/kb/approved-trust-list-update-dialog.html>

### 4. Verification

Digital Certificates can be verified in either of the following ways:

**QR Code** – The simplest method to verify the Digital Certificate is by scanning the QR Code located in the upper right hand corner of the Digital Certificate with any internet connected device with a camera and a QR Code reader installed. The QR Code contains a URL which links to the Ship Registry’s verification system. The URL will return a web page confirming the details of the certificate which should correspond to the certificate available on board the ship.



**Unique Tracking Number** – Visit <https://mavis.iomshipregistry.com/> and enter the Unique Tracking Number (found at the top of the Digital Certificate) and the date of issue; this will return a web page confirming the details of the certificate which should correspond to the certificate available on board the ship.

## **5. Document Management**

Operators of ships that carry Digital Certificates should ensure that these documents are controlled through the safety management system, as described in Section 11 of the ISM Code (or for vessels <500gt, the mini-ISM system).

In this regard, it is important to note that the electronic version of the certificate should be considered as the original and this must always be available for inspection. The certificates can also be printed, but it should be noted that a paper copy is uncontrolled when printed and cannot be validated as detailed in Section 3.

The requirement under STCW Regulation I/2, paragraph 11 to hold original Endorsements is satisfied by having the electronic version of the certificate available.

## **6. Periodic Endorsements**

Where a certificate requires endorsement for an annual, intermediate or additional verification, this will be done in the following ways:

### **6.1 Survey Undertaken by IOMSR**

Upon successful completion of the survey, the surveyor will remotely endorse the certificate on our database, and the new Digital Certificate will be immediately emailed to the Company's address stored within our computer system.

If the surveyor is unable to access the internet onboard the ship, this will be carried out at the next available opportunity, as soon as the surveyor is able to gain internet access.

In the case that a ship needs an endorsed certificate as a matter of urgency (for instance it is the last day of their survey window) then the attending surveyor should print the digital certificate and sign by hand. Upon receipt of the endorsed Digital Certificate, the hand signed certificate should be discarded.

### **6.2 Survey Undertaken by RO**

Upon successful completion of the inspection, the RO surveyor will contact IOMSR who will endorse the certificate on our system on behalf of the RO, and the new Digital Certificate will be emailed to the Company's address stored within our computer system.

If the survey is undertaken outside of normal office hours, this will be done at the earliest opportunity when the office reopens.

In the case that a ship needs an endorsed certificate as a matter of urgency (for instance it is the last day of their survey window) then the attending surveyor should print the digital certificate and sign by hand. Upon receipt of the endorsed Digital Certificate, the hand signed certificate should be discarded.



## Reference Material:

### Documents referred to in this MSN:

- FAL.5/Circ.39/Rev.2

Most Regulations and notices are available on the Isle of Man Government website: [www.iomshipregistry.com](http://www.iomshipregistry.com) or by contacting [marine.survey@gov.im](mailto:marine.survey@gov.im)

*Please note - The Isle of Man Ship Registry cannot give legal advice. Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from ship to ship. You should consider seeking independent legal advice if you are unsure of your own legal position.*

