

ISO Management System Certification Service

Audit Application and Information Online System

USER's Manual Ver. 2.0

NIPPON KAIJI KYOKAI Management Systems and Maritime Training Certification Department

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0. Introduction

This system enables to enter and submit applications for ISO Management System audits by the web without preparing document files and an e-mail & attachments.

By logging in to this system, you can:

- Edit registration information required for applications and audits (such as organization details and contact information)
- Upload and download management system documents such as manuals.

We hope that the use of this system will improve organization's convenience who use our management system certification services.

Management Systems and Maritime Training Certification Department, ClassNK

1-1. Required Internet Circumstance

This system can be used by any PCs connected to the Internet.

Types of downloaded and uploaded files are PDF, Word, Excel, and Compressed file (Zip). Please use this system in internet circumstance which can edit these files.

[Recommended OS] Windows 11 Windows 10

【Recommended Browser】Google Chrome (Latest Edition)Edge (Latest Edition)Mozilla Firefox (Latest Edition)

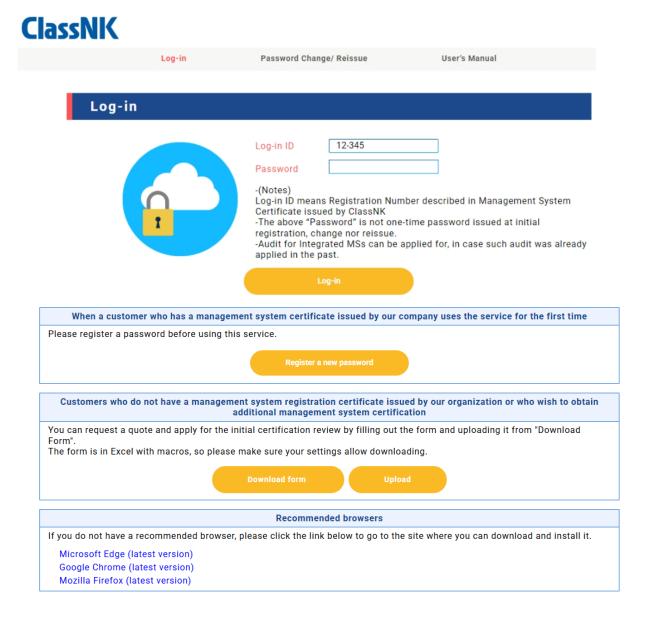
Please keep your password securely protected from outsiders. Installation of security measure (security soft, firewall, etc.) is recommended.

1-2. How To Access

Please access to the following URL to open the Log-in page.

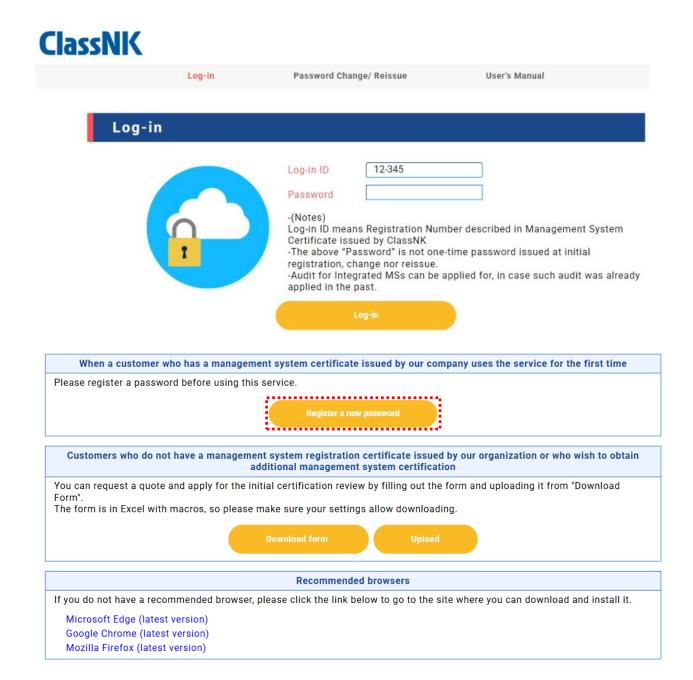
%Bookmarking is recommended.

https://conductor12.com/Web_QS12/login_en.aspx



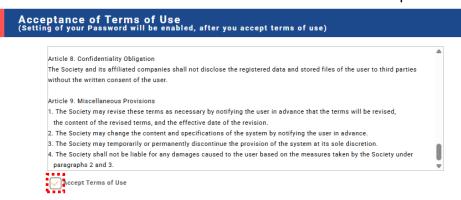
1-3. Setting New Password

If you had had Log-in ID, please click "Register New Password" button on Log-in Page, when you first time log-in.



1) Terms of Use

Please confirm "Terms of Use" then click the checkbox of "Accept Terms of Use".



2) Confirmation of Your E-mail Address

Input your mail address used for communication with ClassNK QAD, then, click "Confirm" button.

inter your e-mail address u	sed for communication between QAD, th	nen click "Confirm" button.
E-mail Address		Confirm
Log-in ID		

3) Enter Log-in ID

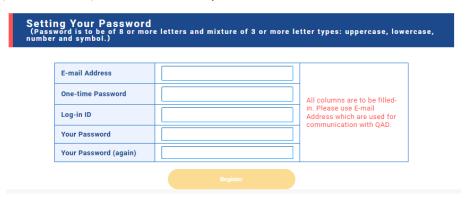
Enter your Log-in ID then click "One-time Password Request" button. A One-time password will be sent to your mail address, for setting your own password.

Enter your e-mail address used for communication between QAD, then click "Confirm" button.									
E-mail Address	Confirm								
Log-in ID									
	Apply								
Log-in ID is Registration No. of eacl One-time password will be sent to y assword.	h Management System rour registered mail address, which is necessary for the setting of your								

4) Setting Your Password

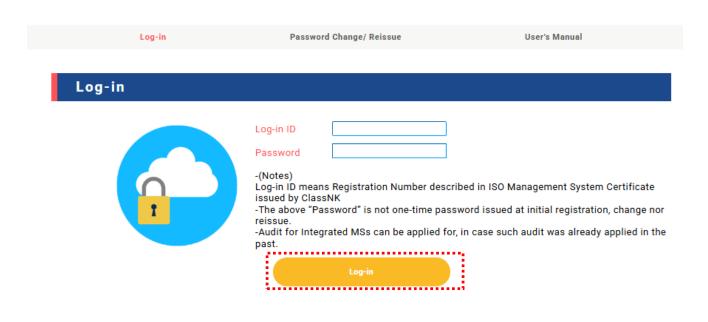
Enter One-time Password, e-mail address, Log-in ID and your own password.

Password is to be of 8 or more letters and mixture of 3 or more letter types: uppercase, lowercase, number and symbol.



1-4. How to Log-in

On "Log-in" page, enter your Log-in ID and Password (see Item 1-3.), then click "Log-in" button.

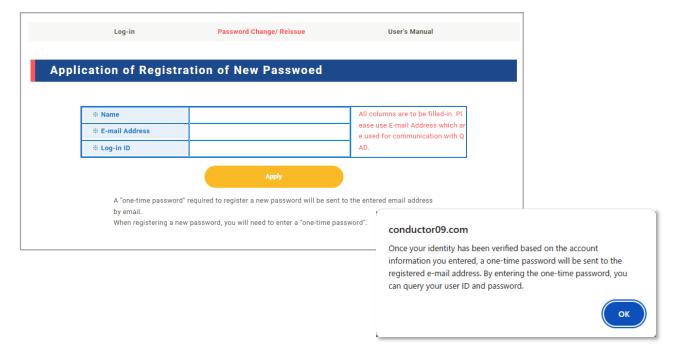


※ If you forget your password or change the password, click "Password Change/ Reissue" to move to the page for processing.

Log-in	Password Change/ Reissue	User's Manual
Log-in		
1	issued by ClassNK -The above "Password" is not one-time pass reissue.	ibed in ISO Management System Certificate sword issued at initial registration, change nor r, in case such audit was already applied in the

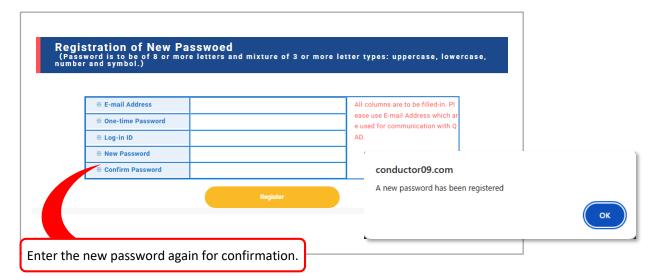
1) Application for new password registration

- Enter the contact person's name, email address and login ID.
- Click the "Apply" button to confirm the registration of the entered e-mail address.
- Please confirm a one-time password will be sent to the address you entered.
- * The one-time password is a temporary password for two-step authentication. Be sure to follow step 2).



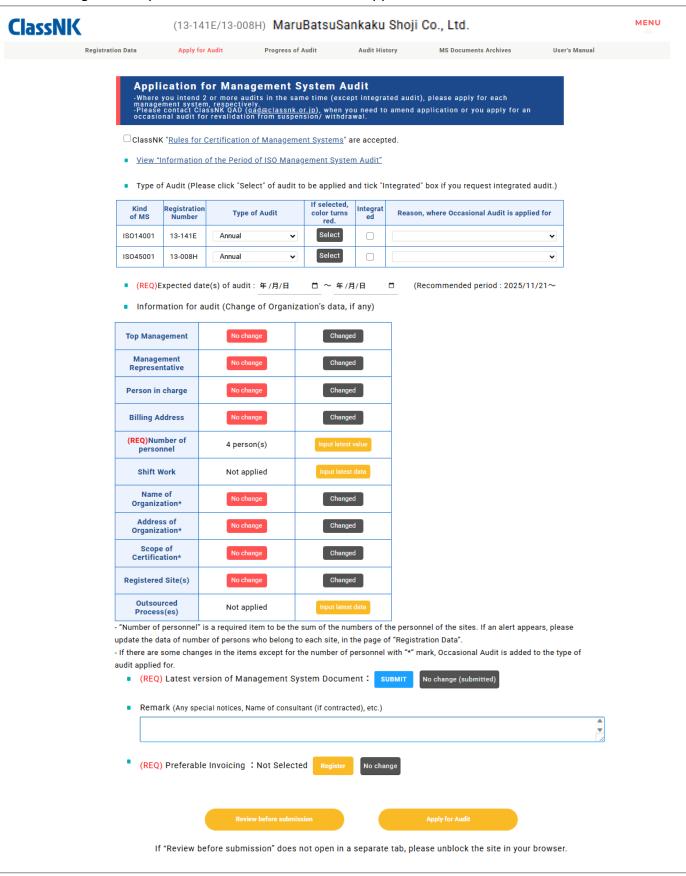
2) Register a new password

- Copy and paste the one-time password from the e-mail into the "One-time Password" column.
- Enter *new password into the "New password" column and the "Confirm Password" column.
- Then, click the "Register" button.
- * The password must contain at least 8 digits, including 3 of uppercase, lowercase, numbers and symbols. Otherwise, an error occurs.



2-0. Application for Audit

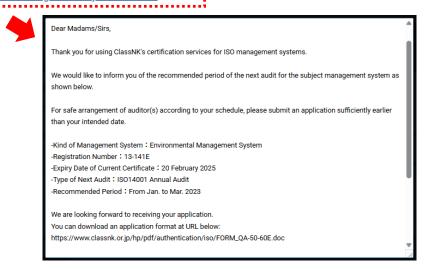
When you receive the e-mail "Information of the Period of ISO Management System Audit", please register the kind of MS, type of audit, expected date of audit and registration data in "Apply for audit" menu and upload the latest version of management system documentations where applicable.



Application for Management System Audit

-Where you intend 2 or more audits in the same time (except integrated audit), please apply for each management system, respectively.
-Please contact ClassNK QAD (<u>qad@classnk.or.jp</u>), when you need to amend application or you apply for an occasional audit for revalidation from suspension/ withdrawal.

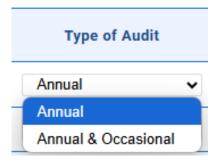
- ClassNK "Rules for Certification of Management Systems" are accepted.
- View "Information of the Period of ISO Management System Audit"



The contents of the received e-mail is shown from "View "Information of the Period of ISO Management System Audit".

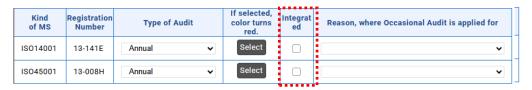


For the organization applied integrated audit, the type of next audit is displayed for each management system. Please click [Select] to apply.



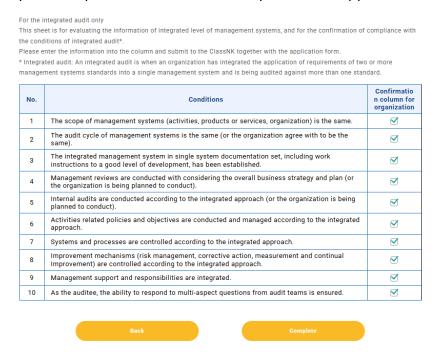
To continue the integrated audit, please tick the [Integrated] checkbox.

Type of Audit (Please click "Select" of audit to be applied and tick "Integrated" box if you request integrated audit.)

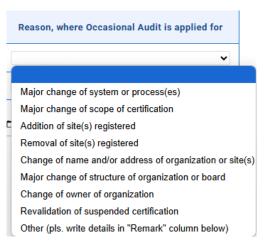


If an integrated audit is applied, please tick [Integrated] checkbox. A questionnaire will then appear.

Please complete all questions in the table as part of the application.



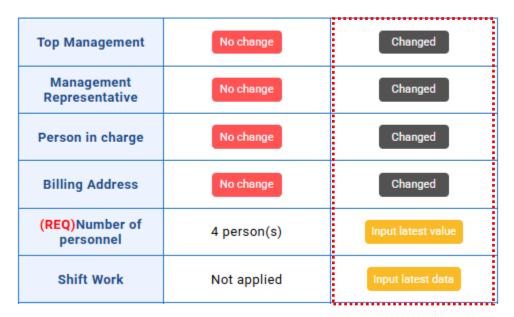
If an occasional audit is applied due to the registration change, please select the appropriate reason from [Reason, where Occasional Audit is applied for].





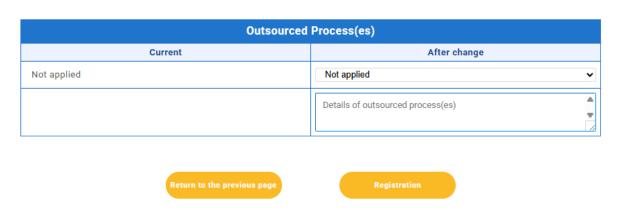
Please enter the latest audit information by clicking either "No changed" or "Changed" or "Input latest value" button.

Information for audit (Change of Organization's data, if any)



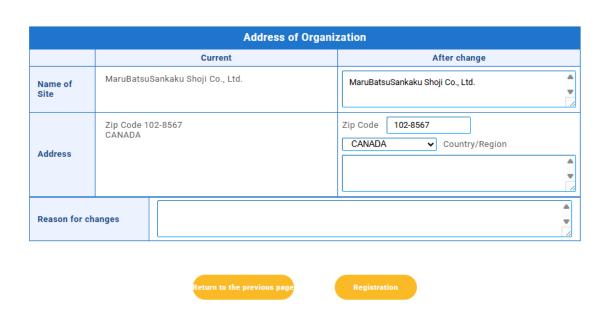
After clicking the "Input latest value" button, each page displays the information before the change on the left and the column to register the changed information on the right.





On the page after clicking "Changed," enter the changed information and the reason for changes at the bottom.







The registration information can be updated, and new site can be added in the "Number of Personnel, Registered Site(s)".

Registered Site(s) *1 Address is to be included Country to the street address and name except the building name, the number of floors and room. *2 Number of personnel is to be included in one of the sites for concurrent positions. Name of Site Address* MaruBatsuSankaku Shoji Co., Ltd. Zip Code 102-8567 Scope of Classification of ships, offshore installations, and other marine structures with respect to both new bu Certificati ilding and in service vessels and Statutory work carried out on behalf of authorizing flag administrations. on Number 30 person(s) (Breakdown of cooperative company worker:0 person(s)) Personnel Number of shift Not applied 0 person(s) Shift worker Work Kind and level of control of each shift: Same Kind of shift work: MaruBatsuSankaku Shoji Co., Ltd. Toky Name of Address* 1-28-2, Hamamatsu-cho, Minato-ku, Toky o, 105-0013, Japan Scope of Certificati Classification of ships, offshore installations, and other marine structures with respect to both new bu Statutory work carried out on behalf of authorizing flag administrations. Number 12 person(s) (Breakdown of cooperative company worker:0 person(s)) Personnel Number of shift Not applied 0 person(s) Shift Work Kind and level of control of each shift: Same Kind of shift work Name of MaruBatsuSankaku Shoji Co., Ltd. Yokoha Address* 4-61-1, Benten-dori, Naka-ku, Yokohama-s Site ma Branch hi, Kanagawa, 231-0007, Japan Scope of Classification of ships, offshore installations, and other marine structures with respect to both new bu ilding and in service vessels and Statutory work carried out on behalf of authorizing flag administrations Certificati Number 34 person(s) (Breakdown of cooperative company worker:0 person(s)) Personnel *2 Number of shift Not applied 0 person(s) Shift

	Adding	g site	
Retur	n to the p	revious	page

Kind and level of control of each shift: Same

Kind of shift work:

worker

	Change of register	ed site
	Current	After change
Name of Site	MaruBatsuSankaku Shoji Co., Ltd.	MaruBatsuSankaku Shoji Co., Ltd.
Name of Site MaruBatsuSankaku Shoji Co , Ltd. MaruBatsuSankaku Shoji Co , Ltd. MaruBatsuSankaku Shoji Co , Ltd. Zip Code 102-8567 CANADA Zip Code 102-8567 CANADA ✓ Country/Region Classification of ships, offshore installations, and other marine structures with respect to both new building and other marine structures with respect to both new building and single structures with respect to both new building and si		102000
Scope of Certificatio n	er marine structures with respect to both new building and in service vessels and Statutory work carried out on behalf of authorizing fla	Classification of ships, offshore installations, and other marine structures with respect to both new building and
Number of Personnel	30 person(s)	30 person(s)
Breakdown of number of cooperative company worker	0 person(s)	0 person(s)
Shift Work	Not applied	Not applied
Reason for ch	anges	

Work

	Current	After change
Name of Site		
Address		Zip Code Country/Region
Scope of Certificatio n		
Number of Personnel		person(s)
Breakdown of number of cooperative company worker		person(s)
Shift Work		Not applied
Reason for changes		[

(REQ) Latest version of Management System Document



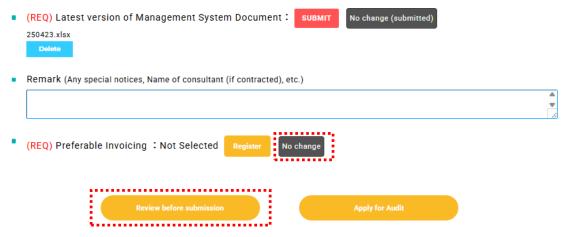
The latest management system documentations is required to be uploaded by clicking [Submit] button. To upload multiple files, please hold down the Shift key while selecting them. If documentations has already been submitted or if there are no changes, please click [No changes (submitted)] button.

(REQ) Latest version of Management System Document : SUBMIT No change (submitted)

250423.xlsx

Delete

If you want to delete the uploaded file, please click [Delete] button and reselect the file using [Submit] button.



If "Review before submission" does not open in a separate tab, please unblock the site in your browser.

If you have any comments on the application, please enter in the "Remark" column. If the registration of the "Preferable Invoicing" is correct, please click [No change] button.

Finally, please click [Review before submission] to confirm the application. If there are no changes to your entry, please click [Apply for Audit] to complete the application.



Your application has been sent.

Please wait until receipt.

If you want to change the application, please contact ClassNK QAD (gad@classnk.or.jp).



3-0. Registration information

To apply for changes to the management system, please enter the "Registration Information" menu.

Please click [Changed] button for each registration information to open the entry page.

ClassNK

(99-7777/99-7778) MaruBatsuSankaku Shoji Co., Ltd.

Registration information Application for examination Review History MS Document Management Operating Instructions Review progress management **Registration Data ✓**IS09001 □IS014001 **Applicable** ISO 9001:2015 JIS Q 9001:2015 Standard* Name of Organizatio MaruBatsuSankaku Shoji Co., Ltd. Scope of Classification of ships, offshore installations, and other marine structures with respect to both ne Certification w building and in service vessels and Statutory work carried out on behalf of authorizing flag administrations. Number of 123 person(s) Personnel, Reg 3site(s) istered Site(s) Shift Work Not applied Outsourced Not applied process(es)

⁻ Any changes to the above registration information except for the number of personnel will be confirmed by occasional audit.

	Name	Dept./Div.	Position	
Top Managemen t	Ох	CEO		Changed
Managemen t Representat ive1	Ox			Changed
E-Mail		Tel		
Person in charge of MS1	Ох			Changed
E-Mail		Tel	03-5226-2178	
Managemen t Representat ive2				Changed
E-Mail		Tel		
Person in charge of MS2				Changed
E-Mail		Tel		
Person in charge of Invoice	Ох			
E-Mail		Tel	03-5226-2178	Changed
Preferable Invoicing	E-mail			

Apply for Registration Data

⁻ Please fill in the items marked with an asterisk (*) correctly to be included on the certificate.

When you click [Changed] button, the information before the change will appear on the left. Please enter the updated information in the column on the right.

Scope of Certification Classification of ships, offshore installations, and other marine structures with respect to both ne w building and in service vessels and Statutory work carried out on behalf of authorizing flag administrations.







After entering the information, click [Change] button.

The original information is shown with strike-through, and the updated information is shown in red. Please make sure that the updated information is correct.

Scope of Certification * Classification of ships, offshore installations, and other marine structures with respect to both ne w building and in service vessels and-

Statutory work carried out on behalf of authorizing flag administrations.

Classification of ships, offshore installations, and other marine structures with respect to both ne w building and in service vessels and

Statutory work carried out on behalf of authorizing flag administrations.





If there are no changes to entered information, click [Apply for Registration Data] to complete the change of registration information.

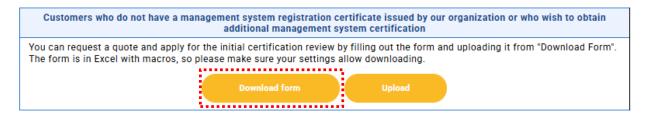
Completion of renewal of registration data.

Completion of renewal of registration data.

* The information after change will be updated after the next audit.

4-0. Application for Registration, Initial Audit

Please click "Form Download" at the bottom of the login page to download the excel file for application.



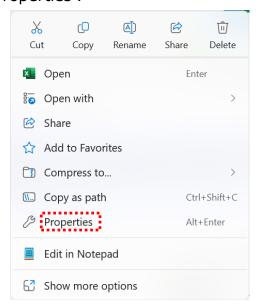
Fill in the downloaded Excel file and submit it from [Upload] button.

Once the submission is complete, the e-mail will be sent to the e-mail address you entered.

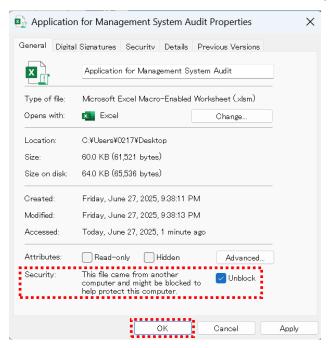
	Α	В	С	D E	F	G	н І		J	K	L	М	N	0	Р	Q
1	App	lication for Registra	ation of I	SO Mana	agemer	nt Systen	n									
	I, the	undersigned applicant, re	quest the N	IPPON KAI.	JI KYOKA	l (ClassNK), to provi	de the c	ertificat	tion serv	/ices a	as des	cribed b	elow in	accordan	ce with the
2	"Rule	s for Certification of the I	Managemen	t Systems"	and/or "R	Rules for the	e certifica	tion of	seafare	recruit	ment	and pla	cement	service	provider	s".
3	A1	Name of Organizatio	n													
4	A2	Address	Location*													
5		the building name, the	URL													
6	A3	Top Management		Name						Positi	on					
7	A4	Contact information		Required	l to fill in	the "Conta	act info."	sheet.								
8																
9	B1-1	Applicable Standard		□ ISO	9001 Qua	ality Mana	gement	System	S							
10	*Requ	uired to enter in B2 for mo	re than 2	□ ISO:	14001 En	vironment	tal Mana	gemen	t Syste	ms						
11	MSs a	pplied.		□ ISO:	ISO 39001 Road Traffic Safety Management Systems											
12				□ ISO	45001 Oc	ccupationa	al Health	and Sa	fety M	anagen	nent!	Syster	ns			
13				□ ISO	50001 En	nergy Man	agement	Syster	ns							
14	B1-2	CERTIFICATION OF	SEAFARE	R RECRUI	TMENT	& PLACE	MENT S	RVICE	PROV	IDERS		ОАр	plied		O Not	applied
15	B2	Conditions of integra	ted audit	Please tic	k the colu	mn of the fo	llowings	or the o	onfirmat	ion of co	omplia	nce wi	th the c	ondition	s of integ	rated audit.
16		Conditions of integra	iteu auuit	☐ The s	☐ The scope of management systems (activities, products or services, organization) is the same.											
17	*Not r	required for only 1 MS app	lied.	☐ The a	udit cycle	of manage	ement sys	tems is	the san	ne (or th	e orga	nizatio	on agree	with to	be the s	ame).
		Customers who do i	not have a			tem regist					our o	rgani	zation	or who	wish to	obtain
		ou can request a quot he form is in Excel wit		y for the i	initial ce	rtification	review	y fillin	g out t	he forn	n and	uplo	ading i	t from	'Downlo	ad Form".
					Down	nload form			Uplo	ad						

How to enable macros for downloaded worksheet

1. Right-click the icon on your desktop or the downloaded file in a folder, then select "Properties".



2. Tick the column of "Unblock" in "Security", then select "OK".



3. Open the downloaded file and select "Enable Content".

