



MIN 609 (M+F) Amendment 1

Implementation of Electronic Certificates

Notice to all Ship operators, shipowners, managers, maritime authorities, masters, ships' officers and surveyors.

This MIN expires 28th February 2022

Summary

This note describes the initial implementation by the MCA of Electronic Certificates and the means by which their validity may be verified.

1. Introduction/ Background

- 1.1 The MCA has been engaged on a project to update the systems used to manage and record their Survey and Inspection activities. The new system, named *PELORUS*, provides a means to issue electronic certificates which will remove the need for UK vessels to hold signed paper copies of the statutory certificates issued by the MCA.
- 1.2 The implementation of *PELORUS* is the first in a number of digital enhancements to the methods by which survey and inspection information is shared with the industry.
- 1.3 The International Maritime Organisation (IMO) has issued guidance in Circular FAL.5/Circ.39/Rev.2 for the use of electronic certificates and this MIN sets out the MCA processes for compliance with the IMO guidelines.
- 1.4 Electronic certificates and copies of them will be accepted by Port State Control Officers based on the guidance provided in the Circular.

2. Implementation of Electronic Certificates

- 2.1 The *PELORUS* System is coming into use in the MCA on 24th February 2020 and certificates issued from this date may be electronic in format however a number of paper certificates will continue to be issued by the MCA during the implementation period.
- 2.2 Shipowners, operators and crews on ships that carry and use electronic certificates should ensure that these certificates are controlled through their safety management system and UK ships holding electronic certificates should retain a copy of this Marine

Information Note for guidance on the detail of the IMO Circular and the process to verify the validity of the MCA certificates held.

- 2.3 Electronic certificates issued by the MCA contain the following features aligned with the requirements of IMO Circular FAL.5/Circ.39/Rev.2, the detail of which is provided in Annex 1 to this Note:
 - 2.3.1 The format and content of the electronic certificates issued are consistent with the validity and format requirements of the relevant international convention or instrument, or national requirement as applicable;
 - 2.3.2 The electronic certificates are protected from edits, modifications or revisions other than those authorised by the MCA;
 - 2.3.3 Each electronic certificate has a unique tracking number (the certificate number) used for verification as described in this MIN;
 - 2.3.4 A printable and visible UK government seal that confirms the MCA as the issuing authority.

3. Verification procedure

- 3.1 The following procedure should be used to verify the validity of electronic certificates issued by the MCA.
- 3.2 To verify an electronic certificate issued by the MCA the unique tracking number (Certificate number) and date of issue are required.
- 3.3 The verification module within *PELORUS* is accessed through the URL:

<https://maritimewindowuk.azurewebsites.net/verify>
- 3.4 On entry, the entry form requests the Certificate number and Issued Date. It is vital that the details are entered accurately from the certificate with the date in the format DD-MM-YYYY. The format of the electronic certificates permits the copying of the certificate number from the header of the certificate for ease of transfer to the verification system.
- 3.5 The verification module allows a copy of the electronic certificate to be viewed.
- 3.6 In the event that verification is not possible through the above procedure, the MCA may be contacted directly on:
 - +44 (0)203 81 72190 – Office Hours (UK Time)
 - +44 (0)781 05 28504 – Duty Surveyor, Out of Office Hours (UK Time)



More Information

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telephone numbers are correct at time of publishing

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Annex 1 – Format of electronic certificate

Maritime and Coastguard Agency Seal

Certificate Number

ID: 7aeddb9e-0113-4bae-a96d-b3e5159ae5cb



Maritime & Coastguard Agency

INTERNATIONAL TONNAGE CERTIFICATE (1969)

Issued under the provisions of the International Convention on Tonnage Measurement of Ships (1969) under the authority of the Government of the United Kingdom of Great Britain and Northern Ireland by the Maritime and Coastguard Agency, an Executive Agency of the Department for Transport

PARTICULARS OF SHIP

Name of Ship	EXAMPLE	IMO Number	1234567
Port of Registry		London	
Official Number	123456	Distinctive Number or Letters	AAAA
Date on which the keel was laid or the ship was at a similar stage of construction, (Article 2(8)), or date on which the ship underwent alterations or modifications of a major character, (Article 3(2)(b)), as appropriate.			01 January 2000

MAIN DIMENSIONS

Length (m) (Article 2(8))	Breadth (m) (Regulation 2(3))	Moulded Depth amidships to Upper Deck (m) (Regulation 2(2))
100.000	10.000	10.000

THE TONNAGES OF THE SHIP ARE:	
GROSS TONNAGE	750.00
NET TONNAGE	50

THIS IS TO CERTIFY

that the tonnages of this ship have been determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969.

Issued at	London	Signed	 Signature of authorized official issuing the certificate
Date of issue	31 January 2020	Name	

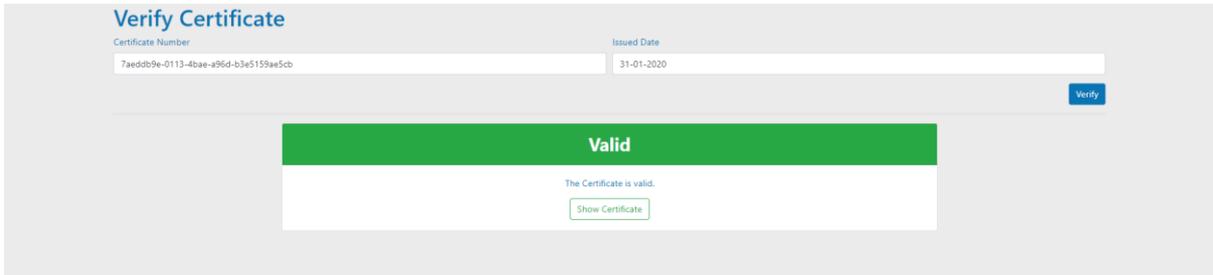
This certificate ceases to be valid if any alterations are made to the form or capacity of the ship or if it is discovered that the tonnage of the ship has been wrongly measured or calculated.



Annex 2 – Certificate validation

A2.1 Certificate valid

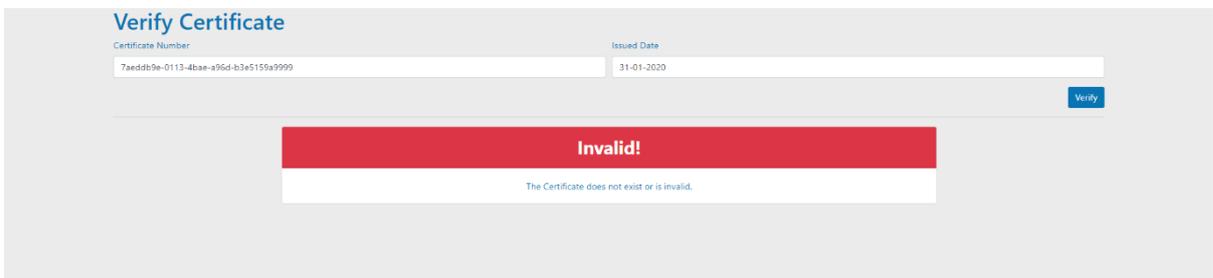
When the correct details are entered into the verification web page, the page will confirm that details entered represent a valid certificate. An ability to display the certificate is also provided.



The screenshot shows a web form titled "Verify Certificate". It has two input fields: "Certificate Number" with the value "7aeddb9e-0113-4bae-a96d-b3e5159ae5cb" and "Issued Date" with the value "31-01-2020". A blue "Verify" button is on the right. Below the form, a green banner displays "Valid". Underneath, it says "The Certificate is valid." and includes a "Show Certificate" button.

A2.2 Certificate not valid

When the incorrect details are entered into the verification web page, the page will appear as follows:



The screenshot shows the same "Verify Certificate" web form. The "Certificate Number" field contains "7aeddb9e-0113-4bae-a96d-b3e5159a9999" and the "Issued Date" field contains "31-01-2020". The blue "Verify" button is on the right. Below the form, a red banner displays "Invalid!". Underneath, it says "The Certificate does not exist or is invalid."

