



clever solutions | beyond class

E-Certificates

user manual

April 2020

REVISION HISTORY

Initial

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Initial issue

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GENERAL

The following Guidelines allow any User in possession of an electronic certificate (e-certificate) issued by Dromon Bureau of Shipping (DBS) to check its validity as well as its authenticity. All certificates issued and endorsed can be verified through DBS [website](#).

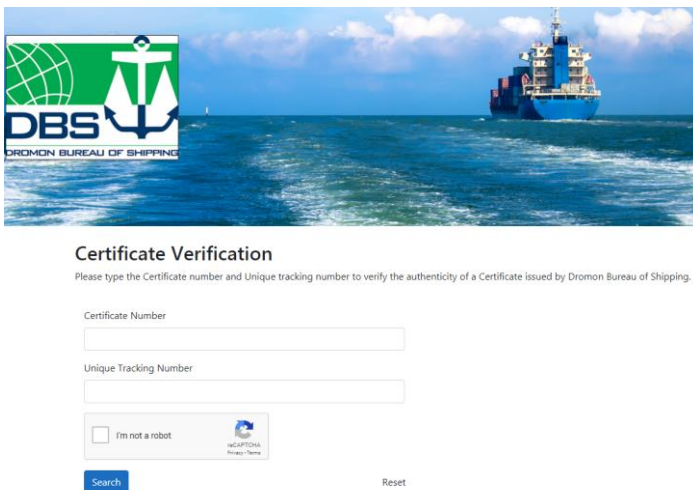
It is recommended that electronic copies of the latest certificates are kept on board the vessel in order for our attending Surveyor/ Auditor to endorse the Certificates upon completion of survey/ audit. Color printing is recommended.

Copy of this manual is required to be placed on board for proper guidance of our e-Certificate service to Port State Control Officers, Port Authorities and other stakeholders.

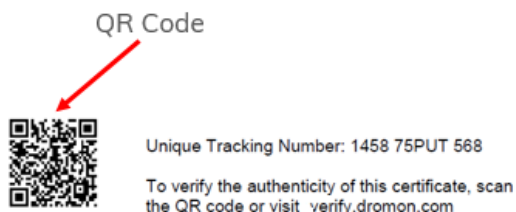
HOW TO ACCESS DBS VERIFICATION WEBSITE FOR E-CERTIFICATES

The verification of an electronic certificate can be performed easily and timely by DBS public website from a PC, tablet or smartphone. The access on the site can be done through one of the following ways:

1. Visit our dedicated website: <https://verify.dromon.com/>



2. Scanning the QR Code available on each certificate
Once the QR Code is scanned with a smartphone or tablet¹ you will be diverted to DBS verification website.



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¹ To scan the QR Code it would be necessary to download on your smartphone or tablet a free version of a QR Code reader through Play Store for Android and/or App store for iOS.

HOW TO VERIFY DBS E-CERTIFICATES

Once DBS website is reached, insert the required data available on e-certificate (Certificate number and Unique Tracking Number (UTN) and click the “Search”.

Certificate Number can be found at top right of the certificate while the Unique Tracking Number (UTN) is located at the bottom of the certificate's first page.



Certificate Verification

Please type the Certificate number and Unique tracking number to verify the authenticity of a Certificate issued by Dromon Bureau of Shipping.

Certificate Number ← Enter here the Certificate Number

Unique Tracking Number ← Enter here the Unique Tracking Number that can be found at the bottom of a DBS E-certificate

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 Unique Tracking Number: 1458 75PUT 568

To verify the authenticity of this certificate, scan the QR code or visit verify.dromon.com SWP


RESULTS

Valid Certificate

Once a Certificate is verified, the text “Certificate is Valid” shall appear on your screen together with a summary as shown below. Click “View” to download a verified copy of the electronic certificate.

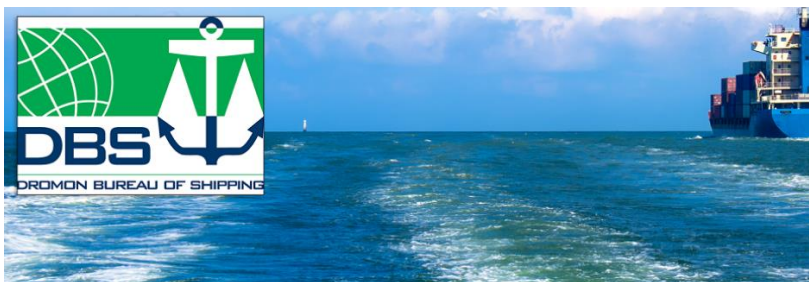
Certificate is Valid!

Certificate Number	190804HM
Unique Tracking Number	1458 75PUT 568
Certificate Name	Certificate of Class
Certificate Status	Valid
Ship Name	SAMPLE SHIP
IMO	9876543
Issue Date	16/04/2018
Expiry Date	31/01/2023

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Invalid Certificate

In case the text “Invalid Certificate” appears, the e-Certificate is invalid. For additional clarifications, please do not hesitate to contact DBS at info@dromon.com.



Invalid Certificate

ENDORSEMENT OF E-CERTIFICATES AFTER COMPLETION OF ANNUAL/ INTERMEDIATE SURVEY/AUDIT

The attending Surveyor/ Auditor shall endorse a printed version of the e-Certificates after completion of an annual/ intermediate survey/ audit and a copy shall be uploaded as soon as possible to our servers for online verification using the above described process. Since this process might take a while, please allow reasonable amount of time to verify an e-Certificate that was recently endorsed.

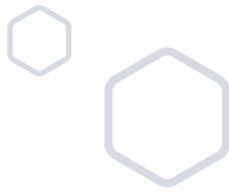
If you still require to verify an endorsed e-Certificate, you may contact DBS at info@dromon.com.

The printed version of e-Certificate endorsed by the attending Surveyor/ Auditor shall be kept onboard.

COMPLIANCE WITH THE IMO FAL GUIDELINES

The electronic signature used by DBS for signing the e-Certificates 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 Conventions or instruments, as applicable;
- The documents are protected from edits, modifications or revisions other than those authorized by DBS;
- A unique tracking number is used for verification; and
- A printable and visible symbol that confirms the source of issuance (QR Code).



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Any comments may be sent by email to info@dromon.com