

# How to customize certificate classification (Document)

Users can log in to the website of OLSaaS, and operate in "Vessel Management → Cert. Management → Vessel Cert." interface according to the following steps 1-6:

Vessel Management

Vessel Info

Cert. Management

Vessel Cert.

Company Cert.

Technical Files

Equipment List

Vessel Inspection

Hidden Danger Screening

Regular Inspection

Vessel Cert. Company Cert.

2、Click on the target vessel

3、Click\* Cert. Type Configuration\*

Please enter

LINK OCEAN 1

LINK OCEAN 14

ABLE SAILOR

自测1号

Add Cert.Type Configuration Associated Inspection Items Import Export Set Cert. Responsibility Group

Keywords Searching Search Reset

No.	Cert. Name	Cert. Type	Responsible De...	Issuing Authority	Expiry Date	Next Inspection Date	Valid	Days Remaining	Attachment	Operation
2	DOC	new			N/A	2年检验 2023-11-01 (Finished)	Valid			Edit Delete
3	消防	new			N/A	中间检验 2024-10-16 (Finished)	Valid			Edit Delete
4	pms	Class cert	轮机部		N/A	船舶结构检验 2024-03-30	Valid	-270		Edit Delete
5	内河船舶适航证书	船舶证书	轮机部	苏州交通运输局	N/A	中间检验 2023-01-22 (Finished)	Valid			Edit Delete
6	内河船舶防污染证书	设备证书-消防	技术部	CCS	2025-05-01	2024-08-07	Valid	-140		Edit Delete
7	testing	new	技术部		2025-05-28	2024-08-07	Valid	-140		Edit Delete

1、Click in turn to enter the Vessel Certificate interface

## Cert.Type Configuration



Vessel Cert.

Company Cert.

Cert.Type Name

Cert.Name(EN)

Operation

4、Click "Add Type", fill in the certificate type name and save it, then click "Confirm"

+ Add Type

Please enter

Please enter

Save

Cancel

设备证书

Edit Delete

船舶入级证书

Edit Delete

船舶国证书

Class cert

Edit Delete

特殊证书

Edit Delete

设备安全测试

Edit Delete

无线电

Edit Delete

海事局证书

new

Edit Delete

设备证书-电池类证书

Edit Delete

设备证书-船舶证书

Edit Delete

Confirm

Cancel

Vessel Cert. Company Cert.

Target certificates can be retrieved by keywords

Please enter



Add

Cert.Type Configuration

Associated Inspection Items

Import

Export

Set Cert. Responsibility Group

Keywords Searching

Search Reset

**LINK OCEAN 1**  
Liquefied Gas Carrier | 67301 ton | 近海

**LINK OCEAN 14**  
Bulk carrier | 56968 ton | 远洋

**ABLE SAILOR**  
Chemical Tank | 无限航区

No.	Cert. Name	Cert. Type	Responsible De...	Issuing Authority	Expiry Date	Next Inspection Date	Valid	Days Remaining	Attachment	Operation
2	DOC	new	测试新增很多部门		N/A	2年检验 2023-11-01 (Finished)	Valid			Edit Delete
3	消防	new			N/A	中间检验 2024-10-16 (Finished)	Valid			Edit Delete
4	pms	Class cert	轮机部		N/A	船舶结构检验 2024-03-30	Valid	-270		Edit Delete

5、Click "Edit" after the target certificate

Edit Delete

Edit Delete

Edit Delete



Cert. Name \*

符合证明

Cert. No.

Please enter

Responsible Dept.

测试新增很多部门

Issued Date

Please select

Inspection Content \*

2年检验

Planned Inspection Date \*

2023-11-01

No. (The Smaller, The Closer)

0

Remarks

Please enter

Attachment:

Upload

Cert.Name(EN)

DOC

Cert. Type

new

Please select

设备证书

船舶入级证书

Class cert

特殊证书

设备安全测试

无线电

new

设备证书-电池类证书

设备证书-船籍证书

设备证书-dongli

设备证书-jflasjlf

设备证书-启动空气类证书

船舶证书-haiti

船舶证书-消防证书

船舶证书-电子设备证书

设备证书-v额

设备证书-12323

设备证书-112

救生设备

Status

Valid

Operation History

6、 After completing the relevant information ( with \* required/ optional ), click "Confirm"

Confirm

Cancel

After customizing the vessel certificate classification, you can directly view the type of the target certificate in the certificate list for added convenience (as shown below).

Vessel Cert.      Company Cert.

Please enter

Q

Add

Cert.Type Configuration

Associated Inspection Items

Import

Export

Set Cert. Responsibility Group >

Keywords Searching

Search

Reset

LINK OCEAN 1  
Liquefied Gas Carrier | 67301 ton | 近海

LINK OCEAN 14  
Bulk carrier | 56968 ton | 远洋

ABLE SAILOR  
Chemical Tank | 无限航区

自测1号  
Bulk carrier

No.	Cert. Name	Cert. Type	Responsible De...	Issuing Authority	Expiry Date	Next Inspection Date	Valid	Days Remaining	Attachment	Operation
2	DOC	new	测试新增很多部门		N/A	2年检验 2023-11-01 (Finished)	Valid			Edit   Delete
3					N/A	中间检验 2024-10-16 (Finished)	Valid			Edit   Delete
4					N/A	船舶结构检验 2024-03-30	Valid	-270		Edit   Delete
5				交通运输部	N/A	中间检验 2023-01-22 (Finished)	Valid			Edit   Delete
6					2025-05-01	2024-08-07	Valid	-140		Edit   Delete
7					2025-05-28	2024-08-07	Valid	-140		Edit   Delete
8				金验局	Long-term Ef fective	2024-08-07	Valid	-140		Edit   Delete
9				交通运输部		2024-08-14	2024-02-01	Valid	-328	Edit   Delete

Cert.Type Selection:

☐ 设备证书

☐ 船舶入级证书

☐ Class cert

☐ 特殊证书

☐ 设备安全测试

☐ 无线电

☒ new

☐ 设备证书-电池类...

☐ 设备证书-船舶证书

☐ 设备证书-dongli

☐ 设备证书-jifasjif

☐ 设备证书-启动空...

☐ 船舶证书-haiti

☐ 船舶证书-消防证书

☐ 船舶证书-电子设...

☐ 设备证书-v额

☐ 设备证书-12323

☐ 设备证书-112

Save

Cancel

## Instructions:

The above is a certificate classification configuration for ship certificates. For company certificates, the operation steps are identical!