





Navicert: Guidelines for endorsements


This document provides guidelines for endorsing electronic certificates issued by the Belgian Maritime Inspectorate in Navicert. For more details we refer to the complete user manual.

If any problems arise, please contact us via:

- E-mail: navicert@mobiliteit.fgov.be
- During office hours: +32 (0)2 277 42 50
- For urgent matters outside office hours: +32 (0)473 70 03 53

1. General

- To issue new endorsements, go to the *Overview assigned vessels*  and select the applicable vessel.
- Select the vessel by means of the  symbol and select the certificate you would like to endorse.

- Click  on the detail page of the certificate and you will see the following page:

Add endorsement

Certificate name: Certificate of Seaworthiness

Surveyor: Bureau Veritas

Fill in the endorsement information

Endorsement type: [dropdown]

Place: [text: Place]

Date: 03 Jan 2024 [calendar icon]


Surveyor remark (optional): [dropdown]

This optional remark will be shown on the certificate below the endorsement.

[Save] [Cancel]

- Select the type of endorsement and fill in all details.
- Optionally add a surveyor remark by selecting a predefined remark in the dropdown list or selecting *Other* for a free text option. The surveyor remark, which will be printed on the endorsement page, may be used to provide important additional information, e.g. exceptional circumstances why a survey was conducted out of window.

Important: The surveyor remark may not be used to indicate observations, recommendations, conditions of Class,...

- Click  to save and activate the endorsement.

Important: An RO surveyor is not allowed to delete or change an endorsement in Navicert. If a mistake has been made, please contact BMI for assistance.

2. Special cases

i. Strikethrough

Some endorsements have the option of a *strikethrough*, where you can choose the kind of audit or survey which was performed, e.g. Annual/Periodical survey.

If you selected this type of endorsement, you will see a multiple choice area below.

Add endorsement

Certificate name: International Oil Pollution Prevention Certificate

Surveyor: Test 808 TYJ Test 808 TYJ

Fill in the endorsement information

Endorsement type: 2nd annual / intermediate survey

Place: Place

Date: 03 Jan 2024

Surveyor remark (optional):

This optional remark will be shown on the certificate below the endorsement.

Select which type of survey is applicable

<input checked="" type="radio"/>	Option 1	Annual
<input type="radio"/>	Option 2	Intermediate

Save Cancel

On the endorsement page, this will appear as:

Annual / ~~Intermediate~~

Signed: ~~Test 808 TYJ Test 808 TYJ~~

Place: Gent

Date: 03 Jan 2024



ii. Extension and Advancement

As defined in several Conventions and Codes, some endorsements may extend the expiry date or advance the anniversary date of the certificate. The new expiry or anniversary date has to be filled in by the surveyor on the endorsement form.

More information is available in the complete user manual.