**Frequently Asked Questions on electronic test reports / calibration certificates** 

## for the Public Works Laboratories

# (Release Date: 17.07.2023)

## FAQs:

- 1. How to open a zipped electronic test report / calibration certificate file with a password?
- 2. What is a digitally signed test certificate/reports?
- 3. Is digital signature legally enforceable?
- 4. What software is needed for checking the validity of the digital signature?
- 5. How can I check the validity of the digital signature?
- 6. What information should I expect to see on the validated digitally signed test certificates/report?
- 7. What information should I expect to see on the invalidated digitally signed test certificates/report?
- 8. Can I print a paper copy of the digitally signed test certificates/report?
- 9. Can someone change, add or delete the content of the digitally signed test certificates/report?

## Answer:

1. To enhance security, your PWL electronic test report/calibration certificate file is zipped with a password.

A step-by-step example to open the encrypted file is illustrated below:

Download the zipped file containing the PWL electronic test report/calibration certificate to a hard drive (e.g. D:) in your PC. . .

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ŧ用	檢視						
> 本機	→ Data1 (D:) →	Received from PWL		~ Ō	搜尋 Received from PWL		
		名稱 ^	修改日期	類型	大小		
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Move the pointer to the zipped file and click the right button of your computer mouse. ez Bride Received from PWI

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- Select "Extract all" / "解壓縮全部" and you will see a windows popup.

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	檔案會解壓縮至這個資料夾(E):	
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	☑ 完成時顯示解壓縮的檔案(H)	
	解壓縮(E) 取消	

- Select "Extract"/ "解壓縮" and you will be asked to enter a password to move on. Please enter a password which is set as the same of the "Account No." (e.g. AB/1234/05/06) assigned by PWL when your contract registered in PWL.

需要	密碼	×
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需要率	医碼	×
Ŷ	檔案 'NLCUB2300022S.pdf' 設有密碼保護 著,請在下列方塊輸入密碼。	確定
	密碼(2): ●●●●●●●●●●●●●●●●●●●	過檔案(K) 取消

- Provided that the password is correct and select "Confirm"/ 確定", a new directory containing the electronic test report/calibration certificate file (a PDF file) will appear for you to open and use.

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#### Back to Top

2. A digitally signed test certificate/report is a test certificate/report in electronic format (a PDF file) that signed by using a Digital Signature. Digital signature works through Public Key Infrastructure (PKI) technology. By using encryption technique of the digital certificate, it guarantees the integrity and authenticity of the digitally signed document. Public Works Laboratories (PWL) uses digital certificates issued by Hongkong Post Certification Authority or other recognised certification authorities to add a digital signature (digitally signed) to the test certificate/report. Once a test certificate/report has been digitally signed, the test certificate/report was protected and no further changes can be made afterwards.

Back to Top

3. A digital signature has the same legal standing as handwritten signature under the Electronic Transactions Ordinance (Chapter 553).

Back to Top

4. To open and check the validity of a digitally signed test certificate/report, we recommend installing Adobe Acrobat Reader. In this article we use Adobe Acrobat Reader DC.

(Adobe Acrobat Reader DC is available to download for free from: <u>https://get.adobe.com/tw/reader/</u>)

Adobe Acrobat Reader may prompt you a "Trusted Certificates Update", please click OK.

受信任議	受信任認證更新					
2	受信任認證可改進您的 載	的已簽署文件的經	驗,現己可供下			
	您要進行安裝嗎?					
☑未來自動安裝						
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You can manually update it by choosing Edit > Preferences > Trust Manager,

Tick ( $\checkmark$ ) the "Load trusted certificates from an Adobe AATL server" and then click the button "Update Now".

eferences		
Categories:	Trust Manager	
Accessibility 🔨	PDF File Attachments	
Action Wizard	Allow opening of non-PDE file attachments with external applications	
Adobe Online Services	English opening of non-Portine academicins with external applications	
Catalog	Restore the default list of allowed and disallowed file attachment types: Restore	
Color Management	······································	
Content Editing		
Convert From PDF	Internet Access from PDF Files outside the web browser	
Convert To PDF	Unless explicitly permitted, PDF files cannot send information to the Internet.	
Email Accounts		
Forms	Change S <u>et</u> tings	
Identity		
Internet	Automatic Adobe Approved Trust List (AATL) updates	
JavaScript		
Language	► Oad trusted certificates from an Adobe AALL server	
Measuring (2D)	Ack before undating	
Measuring (3D)		
Measuring (Geo)		
Multimedia & 3D	Automatic European Union Trusted Lists (EUTL) updates	
Multimedia (legacy)	☑ Load trusted certificates from an Adobe EUTL server	
Pending		
Reviewing	Ask before updating Update Now	
Search		
Security		
Security (Enhanced)	Help	
Signatures		
Spelling		
Tracker		
Trust Manager 🗸 🗸		
	OK	Cancel

\*Note: If you are not using Adobe Acrobat Reader, the digital signature validation process may not occur.

#### Back to Top

5. You can open the test certificate/report (PDF file) with Adobe Acrobat Reader DC and its Signature Panel (or choose View > Show/Hide > Navigation Panels > Signatures) across the top of the document.

Back to Top

6. When you open the test certificate/report (PDF file) with Adobe Acrobat Reader DC, you will see the below message:





If you click the "Signature Panel" button, you will see the identity of signer is valid and verify that the document has not been modified since it was signed.

Signa	itures
° <u>−</u> ▼	Validate All
~ 😭	Certified by @cedd.gov.hk>
	No changes are allowed
	Valid certified document:
	Source of Trust obtained from Adobe Approved Trust List (AATL).
	Document has not been modified since it was certified
	Signer's identity is valid
	Signing time is from the clock on the signer's computer.
	Signature is LTV enabled
)	Signature Details
	Last Checked: 2023.06.15 10:20:40 +08'00'
	Field: signature (invisible signature)

Back to Top

- 7. There are three possible cases:
  - a. The validity of the test certificate/report (PDF file) is UNKNOWN. The author could not be verified.

In the second	The validity of the document certification is UNK	NOWN. The author could not be verified.
ha	文件認證有效性不詳。作者無法確認。	

- b. Signature Panel does not appear. (Please refer to FAQ no. 6)
- c. At least one signature requires validating.



If the content of a test certificate/report (PDF file) is altered, the electronic signature is invalidated. A brief description of changes will be viewable by clicking "Signature Panel" button.

If the signature panel not present or reports other error messages, authenticity and integrity of the document are not guaranteed. Please contact PWL to check its validity.

Back to Top

8. Yes, but the signature is not valid on the printed document.

Back to Top

9. The digitally signed test certificate/report (PDF file) cannot be modified, as any change made to the file invalidates the digital signature.

Back to Top

\*\*\* END \*\*\*