<u>Frequently Asked Questions on electronic test reports / calibration certificates</u>

<u>for the Public Works Laboratories</u>

<u>(Release Date: 17.07.2023)</u>

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?](#)
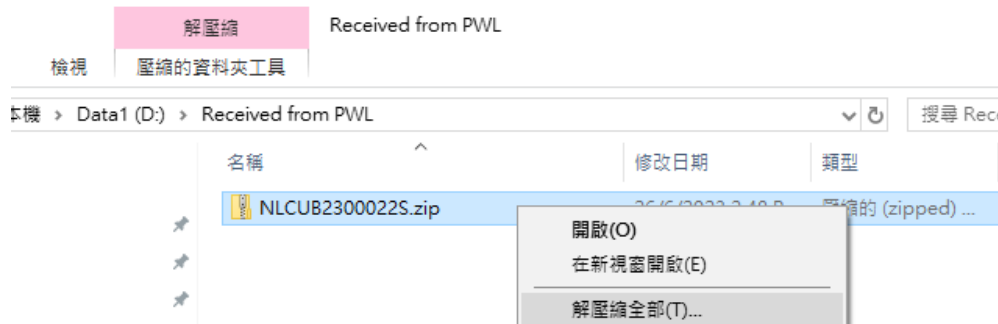

Answer:

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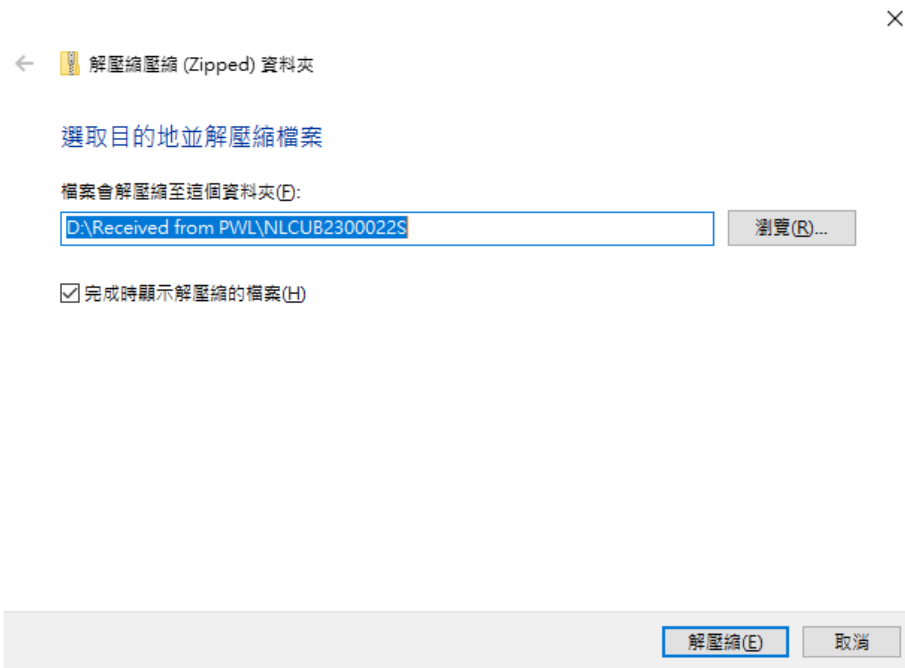
   - Download the zipped file containing the PWL electronic test report/calibration certificate to a hard drive (e.g. D:) in your PC.
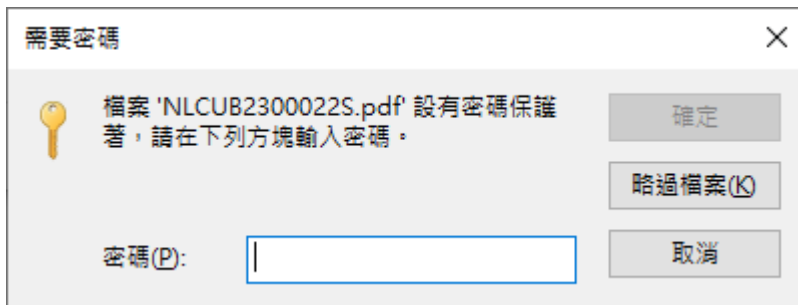

   - Move the pointer to the zipped file and click the right button of your computer mouse.

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

← 解壓縮壓縮 (Zipped) 資料夾   ×

選取目的地並解壓縮檔案

檔案會解壓縮至這個資料夾(F):

D:\Received from PWL\NLCUB2300022S   瀏覽(R)...

☑ 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   ×

檔案 'NLCUB2300022S.pdf' 設有密碼保護著，請在下列方塊輸入密碼。 確定

略過檔案(K)

密碼(P): | 取消

需要密碼   ×

檔案 'NLCUB2300022S.pdf' 設有密碼保護著，請在下列方塊輸入密碼。 確定

略過檔案(K)

密碼(P): ●●●●●●●●●●●●   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.
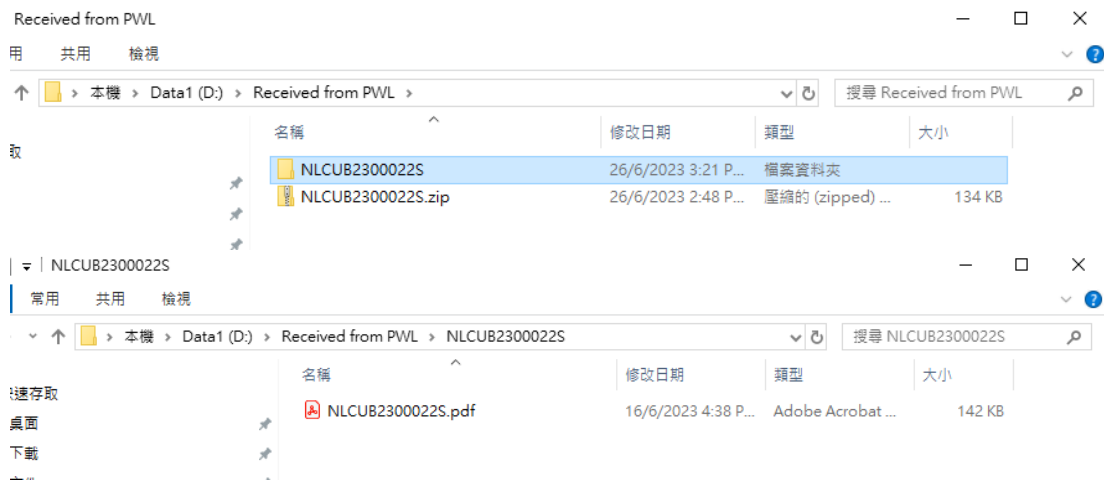
2. A digitally signed test certificate/report is a test certificate/report in electronic format (a PDF file) that signed by using a Digital Signature. Digital signature works through Public Key Infrastructure (PKI) technology. By using encryption technique of the digital certificate, it guarantees the 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.
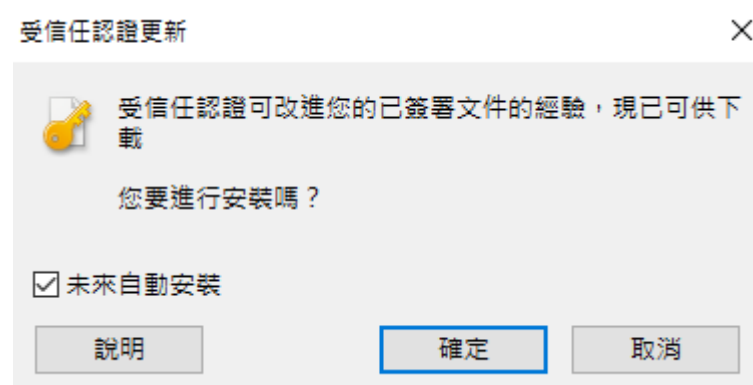
3. A digital signature has the same legal standing as handwritten signature under the Electronic Transactions Ordinance (Chapter 553).

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.

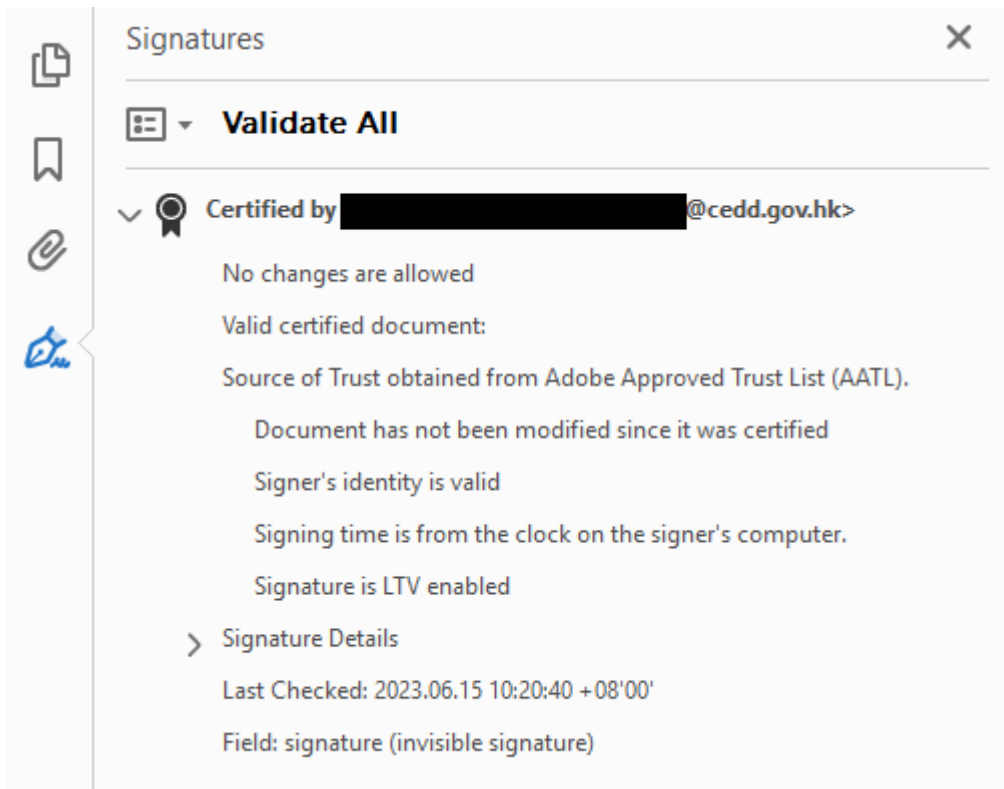(Adobe Acrobat Reader DC is available to download for free from: https://get.adobe.com/tw/reader/)

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

Or

You can manually update it by choosing Edit > Preferences > Trust Manager,

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

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

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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.

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

Or

	Signed and all signatures are valid.

	已簽署，且所有簽名均有效。

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.

Signatures ✕

▣ ▾ **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)

7. There are three possible cases:

    a. The validity of the test certificate/report (PDF file) is UNKNOWN. The author could not be verified.

	The validity of the document certification is UNKNOWN. The author could not be verified.

	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.

At least one signature is invalid.

至少有一個簽名無效。
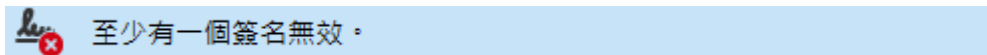
    If the content of a test certificate/report (PDF file) is altered, the electronic signature is invalidated. A brief description of changes will be viewable by clicking "Signature Panel" button.

    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.

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

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

*** END ***