METIZOFT® USER MANUAL

2023

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METIZONE

Customer Portal

www.metizoft.com

USER MANUAL

Go to <u>https://new.metizone.com/customerportal/</u> and log in with your username and password

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Sign in with your Metizoft account Metizoft AD	
Sign in with your email address	
Password Formet your nassword?	
Don't have an account? Sign up now	
Sign in	

l: Click on the arrow in the top right corner of a ship card to open it (A). At the bottom of a ship card, you'll see status icons on HKC and EU SRR certifications (B). You'll also see an Asbestos icon if a ship is known to contain asbestos.





2: When you open a ship, the IHM tab is opened.

The IHM tab has many pages. The opening page displays the "IHM Part A: Details".

What you're looking at here is a live Web version of the IHM.

If you need to send the IHM to an external party, click on "Export IHM document" in the top right corner to export and download a PDF version of the IHM.

Click on the arrow of the button to select to also download all MDs and SDoCs (see the next step of this user manual of how to only download MDs and SDoCs on a specific component).

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3: The next page you can choose is "IHM Part B: Suppliers and Components", displaying a list of suppliers and components that have been checked in the IHM maintenance process.

You can still export the IHM document to PDF in the top right corner. You can download the MD and SDoC for a specific component by clicking on the three-dot context menu to the right.

Components that has a Comp. Id number have MDs and SDoCs that are collected through our new system, and can be accessed this way.

If a ship has MDs and SDoCs collected in our old system, a button called "Archived MDs/SDoCs" will be visible at the top center of this page. When clicking on this button, you'll download the zip file that you were used to in the old system.



4: The next page you can choose is "IHM Part C: Inventory". This page displays all components that contain hazardous materials.

MDs and SDoCs that have been collected through the new system can be downloaded from the three-dot context menu to the right. MDs and SDoCs that have been collected through the old system, will be available through the "Archived MDs/SDoCs" button (this button is only visible when your ship has previously used our old system).

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Inventory of Hazardous Materials (Part I)						D	port IHM document 🔍 🗸
I-1 Paints and coating systems containing materials listed in Table A and Table B	I of appendix 1 of the guidelines						
No. Application of paint Name of paint		Location	Materials		Remarks Parts where used	Approx. quantity	
1 [BOT] Antisepti	tic first aid spray pump (90ml)	1000 Engine Room	Lead and lead compounds			50 kg	Download MD SDaC
2 [L] Tellus S2 V2	x 46	9900 General zone	Certain shortchain chlorinated peraffins			1 kg	Download MD
							Download SDoC
I-2 Equipment and machinery containing materials listed in Table A and Table B o No. Name of equipment or machinery	of appendix 1 of the guidelines	Materials			Remarks Parts where used	Joseph awatty	
1 LI ARCINA 52 30	1000 Engine Room	Hexavalent chromium and hexavalent chromium compounds				20 kg	1
1-3 Structure and hull containing materials listed in Table A and Table B of append	dix 1 of the guidelines						
No. Name of equipment or machinery	Location	Materials		Remarks	Parts where used	Approx. quantity	
1 [TIN] AIR FRESHENER 300ML	2000 Wheelhouse	Mercury and mercury compounds				15 kg	1
2 [L] Tellus S2 VX 46	2000 Wheelhouse	Cadmium and cadmium compounds				75 kg	

5: The next page you can choose is "IHM Part D: Inventory by zone". This page displays components that contain hazardous materials by zone. Please note that there could be two scrollbars to the right here, and scrolling the one to the left should be used to scroll through all zones.

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Zone: 1000 Engine Room			▲
Component: [BOT] Antiseptic first aid spray	(pump (90ml) Supplier: OOLTENS OSLO AS		
Component: (BOT) Antiseptic first aid spray Quantity	rpump (90ml) Supplier: OOLTENS OSLO AS Unit Material code	Maurial	E Parts where used
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Component: [B0T] Antiseptic first aid spray Quantity Component: [L] ARGINA S2 30	pump (Hem) Suppler: COLTENS COLD AS Likit Material code 50 kg B4LC Suppler: COLTENS COLD AS	Mancal Lond and test comploants	Pertu dan sant
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6: The last page you can choose under the IHM tab is "IHM Changelog". This page displays all changes made to components that contain hazardous materials.

This page do not include changes to components that have found to not contain hazardous materials. This specific changelog and the way it is set up is required to be present in the IHM according to IHM regulations.

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7: The next tab you can choose is the "AFD" tab. Here you can download any collected AFDs (Asbestos Free Declarations) by clicking on the three-dot context menu to the right.

The "AFD" tab will only be visible on ships that have an AFD agreement with Metizoft. Please contact our sales department for any questions related to entering into an AFD agreement to comply with asbestos regulations.

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GOLTENS OSLO AS	[k] Tellur 52 107.46	±
GOLTENS DELO AS	[k] Talus 52 VIC 46	8

8: The next tab you can choose is the "Status" tab. This tab gives you insight into the IHM maintenance process. It's divided into "PO Review" and "Supplier Follow-up".

The "PO Review" section shows how many new Purchase Order lines that have yet to be read, and how many have been read / processed. You can also see the number PO lines that are missing supplier contact information.

The "Supplier Follow-up" section displays the number of open tickets (each component that a supplier needs to declare gets its own ticket). Under "Approved MDs", you see the total number of components that have been declared by the suppliers and that have been approved by Metizoft.

You can also see the number of supplier contact persons that have never logged in to the system to declare components delivered to your ship.



9: The last tab you choose is the "Documents" tab. Here you can download various documents that Metizoft has uploaded to your vessel. If your ship has had IHM maintenance in our old system, a file called "Archived MDs/SDoCs" will be available for download from this list (not visible in the screenshot below).

This is the zip file you're used to from the old system. Click on the three-dot context menu to the right to download a document.

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Document type	Description	Expiry date	
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84 Inspective Report			1
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USER ACCESS

10: For admin users: To give yourself or others access to vessels, go to the "Users and access" tab:



11: Give access to all or specific vessels for each registered user.

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Vessels Users and access			
() This is a list of users within your company and which vessels they can	see in your Customer portal. You can add new users to your company if needed.		
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		Select option(s)	0 *

12: Click on the + sign in the top right corner to add a new user:

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Vessels Users and access			
① This is a list of users within your company and which vessels	is they can see in your Customer portal. You can add new users to your company if needed.		
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