

# USER MANUAL



**METIZONE**

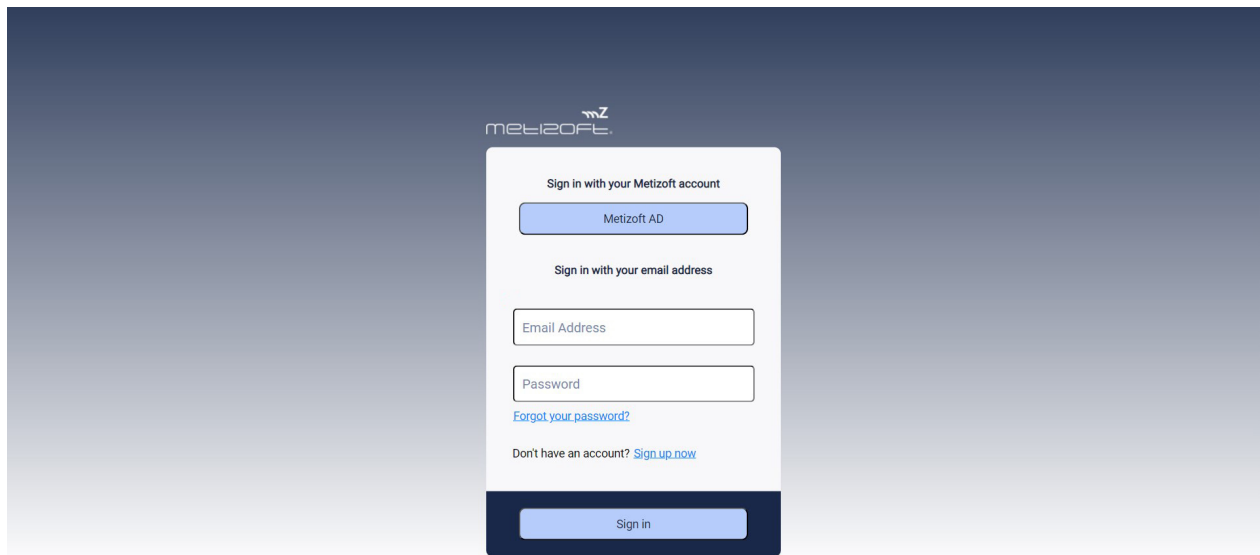
Customer Portal

[www.metizoft.com](http://www.metizoft.com)

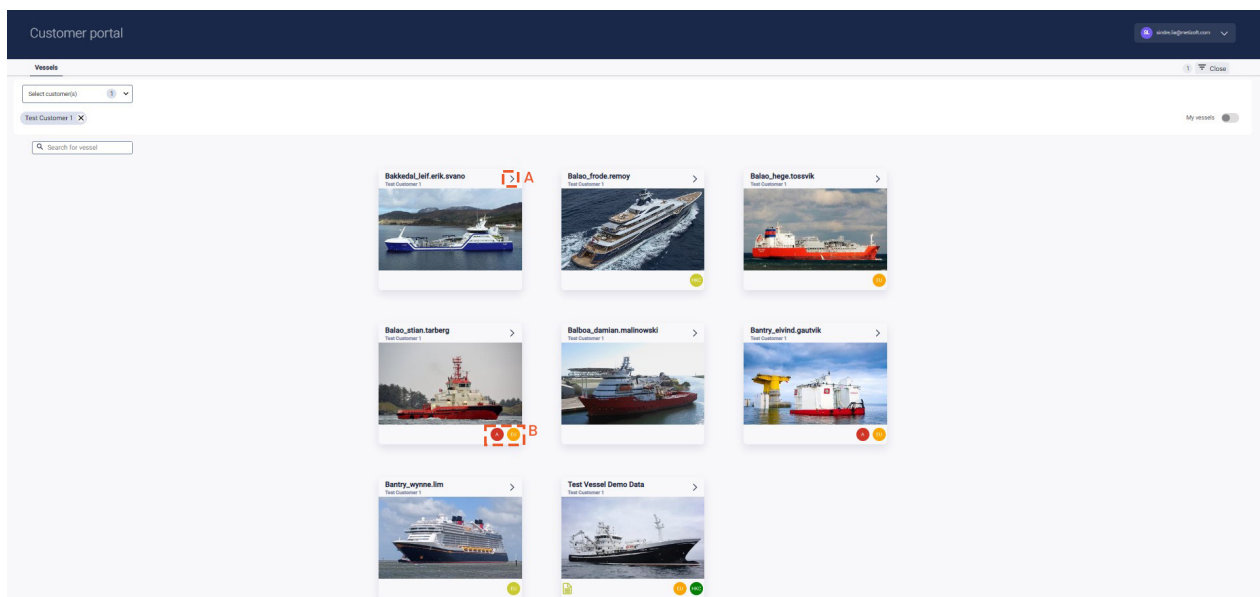
# USER MANUAL

# METIZONE

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



1: 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.



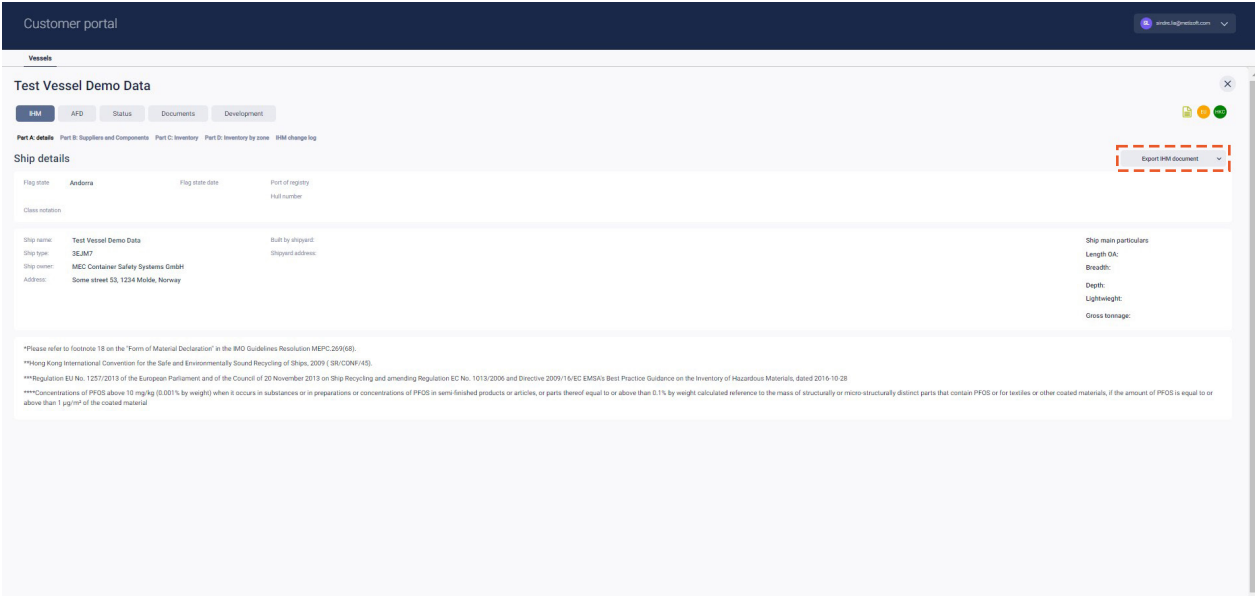
2: When you open a ship, the IHM tab is opened.

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).

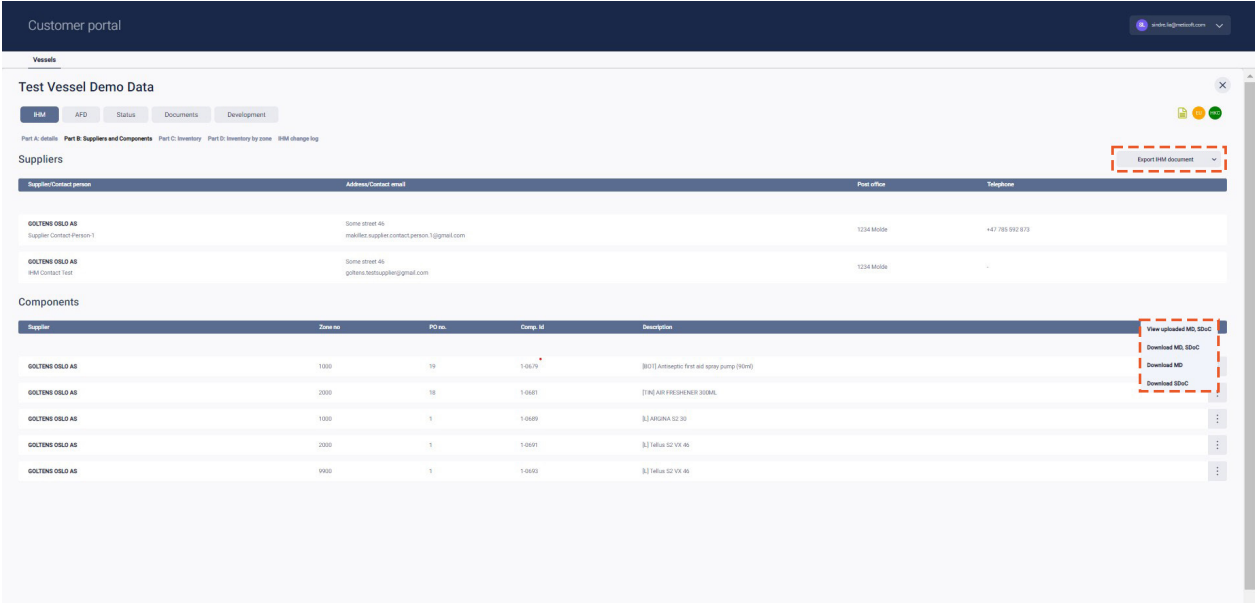


3: The next page you can choose is "IHM Part B: Suppliers and Components", displaying a list of suppliers and components that have been checked in the IHM maintenance process.

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.



Customer portal

Vessels

Test Vessel Demo Data

IHM AFD Status Documents Development

Part A: details Part B: Suppliers and Components Part C: Inventory Part D: Inventory by zone IHM change log

Suppliers

Supplier/Contact person	Address/Contact email	Post office	Telephone
GOLTEMS OOLD AS Supplier Contact Person 1	Some street 45 mailto:supplier.contact.person.1@gmail.com	12345 67890	+47 705 992 873
GOLTEMS OOLD AS IHM Contact Test	Some street 45 goltemshostsupplier@gmail.com	12345 67890	-

Export IHM document

Components

Supplier	Zone no	PG no	Comp. Id	Description
GOLTEMS OOLD AS	1000	19	1-00174	[801] Antiseptic first aid spray pump (100ml)
GOLTEMS OOLD AS	2000	18	1-00481	[194] AIR FRESHENER 300ML
GOLTEMS OOLD AS	1000	1	1-00489	[3] MARGINA 52 20
GOLTEMS OOLD AS	2000	1	1-00491	[3] Talux 52 VX 45
GOLTEMS OOLD AS	1900	1	1-00492	[3] Talux 52 VX 45

View uploaded MD, SDoC  
Download MD, SDoC  
Download MD  
Download SDoC

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).

Customer portal

Vessels

Test Vessel Demo Data

IHM AFD Status Documents Development

Part A: details Part B: Suppliers and Components Part C: Inventory Part D: Inventory by zone IHM change log

Inventory of Hazardous Materials (Part I)

Export IHM document

No.	Application of paint	Name of part	Location	Materials	Remarks	Parts where used	Approx. quantity	
1		[BOT] Antiseptic first aid spray pump (30ml)	1000 Engine Room	Lead and lead compounds			50 kg	Download MD, SDoC Download MD Download SDoC
2		[J] Teflon S2 VX 45	9900 General zone	Carbon short-chain chlorinated paraffins			1 kg	

No.	Name of equipment or machinery	Location	Materials	Remarks	Parts where used	Approx. quantity	
1	[J] AIRCRAFT S2 30	1000 Engine Room	Hexavalent chromium and hexavalent chromium compounds			20 kg	

No.	Name of equipment or machinery	Location	Materials	Remarks	Parts where used	Approx. quantity	
1	[TNE] AIR FRESHENER 3000L	2000 Wheelhouse	Mercury and mercury compounds			15 kg	
2	[J] Teflon S2 VX 45	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.

Customer portal

Vessels

Test Vessel Demo Data

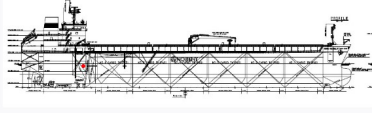
IHM AFD Status Documents Development

Part A: details Part B: Suppliers and Components Part C: Inventory Part D: Inventory by zone IHM change log

Inventory of Hazardous Materials - Ordered by Shipzone with location details

Export IHM document

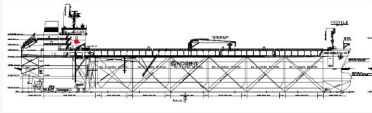
Zone: 1000 Engine Room



Component	Unit	Material code	Material	Parts where used
[BOT] Antiseptic first aid spray pump (30ml)	50 kg	B-LCC	Lead and lead compounds	

Component	Unit	Material code	Material	Parts where used
[J] AIRCRAFT S2 30	20 kg	B-HCHC	Hexavalent chromium and hexavalent chromium compounds	

Zone: 2000 Wheelhouse



Component	Unit	Material code	Material	Parts where used
[TNE] AIR FRESHENER 3000L				



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.

Customer portal

Vessels

Test Vessel Demo Data

IHM AFD Status Documents Development

Part A: details Part B: Suppliers and Components Part C: Inventory Part D: Inventory by zone IHM change log

IHM Change log

Export IHM document

Change log date	Log type	Supplier	Change log description
2023-02-28	Added	GOLTEMS OILO AG	[S] Teflus S2 VV 46 added to zone General zone
2023-02-28	Added	GOLTEMS OILO AG	[S] Teflus S2 VV 46 added to zone Wheelhouse
2023-02-28	Added	GOLTEMS OILO AG	[S] ARGONA S2 30 added to zone Engine Room
2023-02-28	Added	GOLTEMS OILO AG	[BOT] Antiseptic fire and spray pump (30mm) added to zone Wheelhouse
2023-02-28	Added	GOLTEMS OILO AG	[TINE] AIR FRESHENER 300ML added to zone Wheelhouse
2023-02-28	Added	GOLTEMS OILO AG	[BOT] Antiseptic fire and spray pump (30mm) added to zone Engine Room
2022-11-08	Removed	GOLTEMS OILO AG	[PCS] BAUKET SPINCHETTI STAINLESS STEEL 30414/300P/112328MM removed
2022-11-08	Added	GOLTEMS OILO AG	[PCS] BAUKET SPINCHETTI STAINLESS STEEL 30414/300P/112328MM added to zone General zone
2022-11-08	Removed	GOLTEMS OILO AG	[PMS] COVER FOR INCHES DISPOSABLE, CANVAS SIZE 30014,SCM removed
2022-11-08	Removed	GOLTEMS OILO AG	[S] ARGONA S2 30 removed
2022-11-08	Added	GOLTEMS OILO AG	[PMS] COVER FOR INCHES DISPOSABLE, CANVAS SIZE 30014,SCM added to zone General zone
2022-10-21	Added	GOLTEMS OILO AG	[S] ARGONA S2 30 added to zone General zone

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.

Customer portal

Vessels

Test Vessel Demo Data

IHM AFD Status Documents Development

Supplier Component

GOLTEMS OILO AG	[S] ARGONA S2 30	
GOLTEMS OILO AG	[S] Teflus S2 VV 46	
GOLTEMS OILO AG	[PMS] COVER FOR INCHES DISPOSABLE, CANVAS SIZE 30014,SCM	View AFD Download AFD
GOLTEMS OILO AG	[TINE] AIR FRESHENER 300ML	
GOLTEMS OILO AG	[PCS] BAUKET SPINCHETTI STAINLESS STEEL 30414/300P/112328MM	
GOLTEMS OILO AG	[BOT] Antiseptic fire and spray pump (30mm)	
GOLTEMS OILO AG	[TINE] AIR FRESHENER 300ML	
GOLTEMS OILO AG	[S] ARGONA S2 30	
GOLTEMS OILO AG	[S] Teflus S2 VV 46	
GOLTEMS OILO AG	[S] Teflus S2 VV 46	

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.

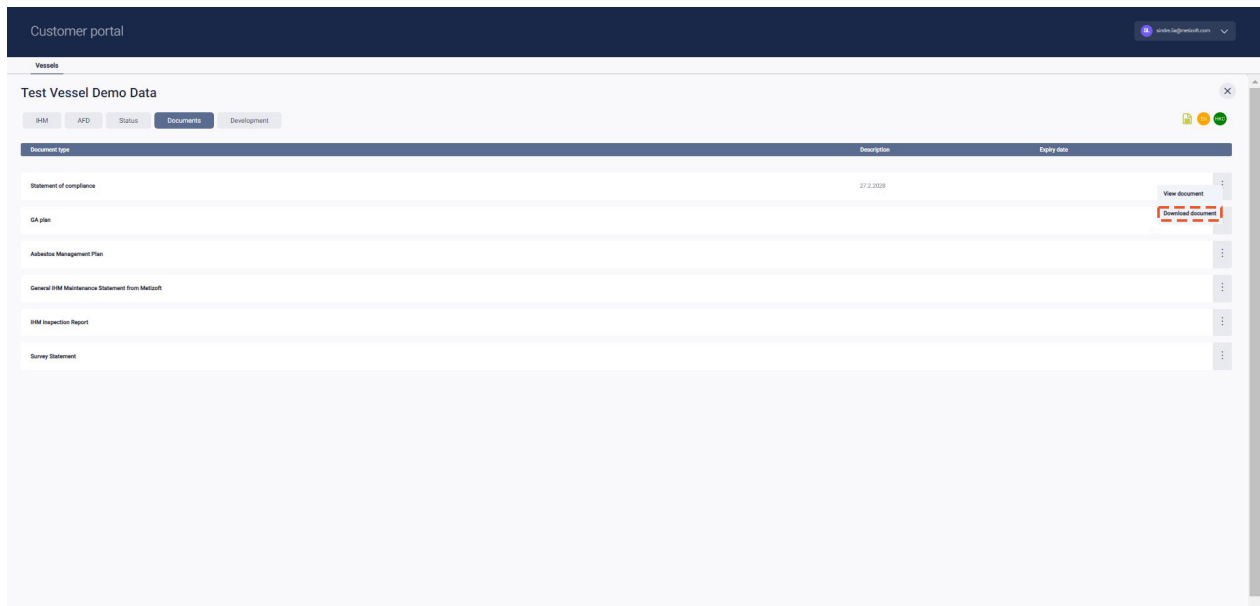
The "Supplier Follow-up" section displays the number of open tickets (each component that a supplier needs to declare gets its own ticket). Under "Approved MDs", you see the total number of components that have been declared by the suppliers and that have been approved by Metizoft.

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.

Customer portal			
Vessels			
Test Vessel Demo Data			
<div> <div>IRM</div> <div>AID</div> <div>Status</div> <div>Documents</div> <div>Development</div> </div>			
PO review			
PO lines	To be reviewed	Read	Missing contact information
	125	9	0
Supplier follow up			
MD requests	Open tickets	Approved MDs	Contact persons has never logged in
	4	11	0

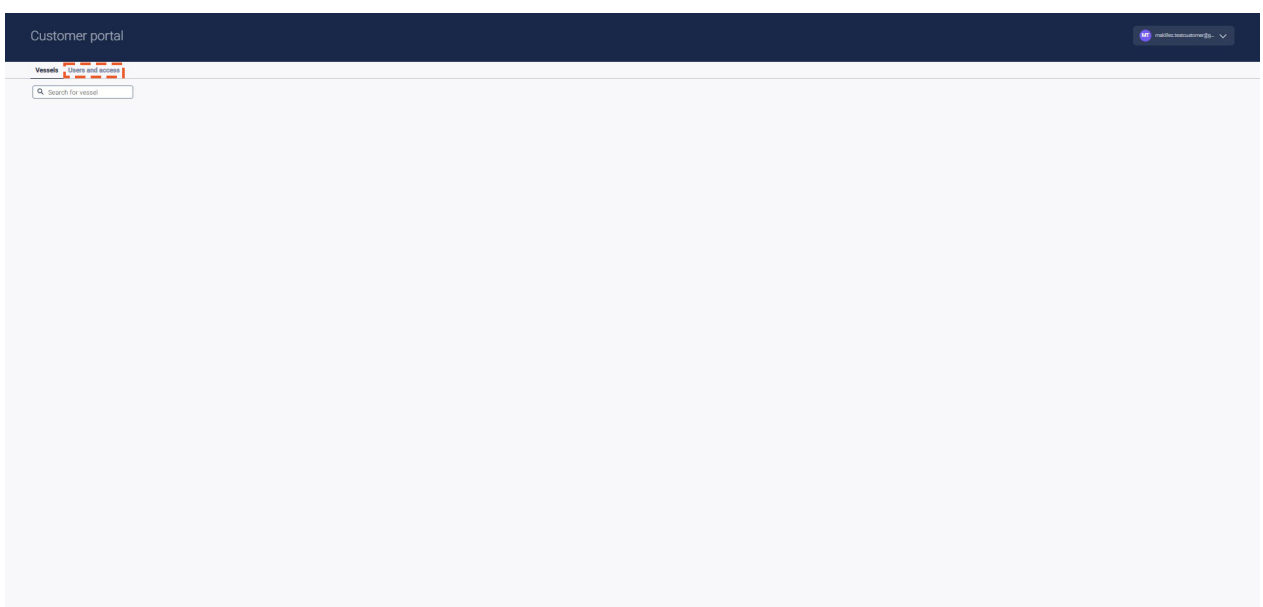
9: The last tab you choose is the "Documents" tab. Here you can download various documents that Metizoft has uploaded to your vessel. If your ship has had IHM maintenance in our old system, a file called "Archived MDs/SDoCs" will be available for download from this list (not visible in the screenshot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



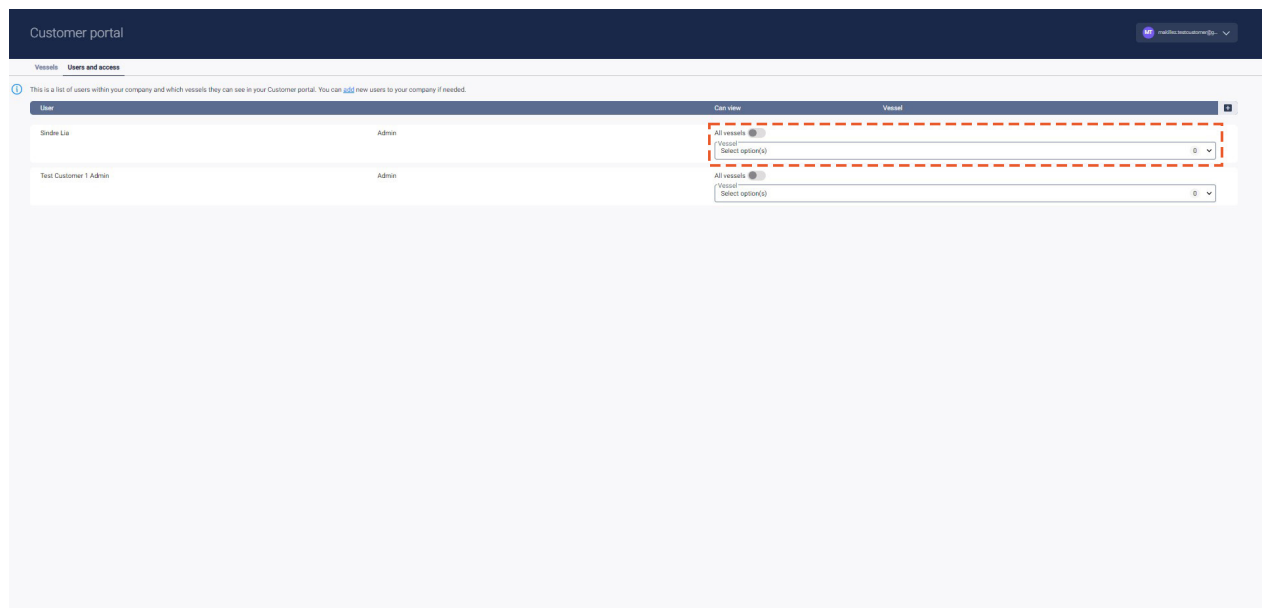
## USER ACCESS

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.



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

