# IHM MAINTENANCE MANUAL

## OBJECTIVE

This procedure describes the maintenance of the INVENTORY OF HAZARDOUS MATERIALS (IHM) PART I for «Shipowner’s name» according to the regulations and guidelines.

The purpose of this manual is:

1. To fulfil the requirements of Classification Societies, IMO and EU Regulations
2. To establish reliable standards according to Hong Kong Convention 2009 and EU Ship Recycling Regulations No.1257/2013
3. To incorporate the IHM maintenance procedure to be in line with the ship’s operations such as maintenance of ship, repair and procurement of equipment and components
4. To ensure that the responsibilities of the IHM maintenance and updating is clearly defined, communicated, and entrusted to the stakeholders

## RESPONSIBILITIES

«Shipowner’s name» has appointed Metizoft AS as the designated person for the IHM Maintenance and Updating.

The designated person for IHM Maintenance and Updating is responsible for ensuring the correct execution of IHM related procedures such as:

* Requesting periodic procurement information from procurement department for each vessel
* Checking the type of equipment and component replaced onboard and its quantities as per received information from procurement department
* Request from required suppliers to provide SDoC and MD for the equipment and component supplied and ensure that the information received are duly completed as per requirements of Class and regulations
* Include the received information (SDoC & MD) into Metizoft’s system and IHM
* Updating the Change Log Record and the IHM Part I.

## QUALIFICATION

As per requirements from EMSA Guidance for IHM (2017), the designated person or person involved in the IHM process will be appropriately trained for this task. The designated person shall either hold certification of IHM expert from recognized organization(s), or trained internally by Metizoft as per Metizoft’s training and development policy.

## WORKFLOW (PROCESS)

Metizoft shall be the designated person for the IHM Maintenance and the IHM Maintenance shall be maintained and updated as per Metizoft’s IHM Maintenance Work Procedures.

In general, the workflow is as followed:

1. On “1” monthly basis, Metizoft shall contact shipowner/manager to provide the following information:
2. Procurement record for the previous month for the vessel
3. Maintenance record book
4. Check the procured equipment and components to determine what requires updating
5. Check with owner or vessel if any new equipment/component has been added or any existing equipment/component has been removed or replaced
6. Import the equipment and components requiring updating into the Metizoft’s dedicated system
7. Contact the required suppliers to provide the necessary SDoCs and MDs
8. Implement the received information into Metizoft’s dedicated system
9. If hazardous materials had been declared by suppliers, the IHM PART I shall be updated
10. A Change Log record shall be automatically generated after the updating
11. All information will be made available online at Metizoft’s dedicated platform ( [www.new.metizone.com/customerportal](http://www.new.metizone.com/customerportal) ) which can be downloaded by shipowner/manager.

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# IHM MAINTENANCE LOG

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| **HAZARDOUS MATERIALS MAINTENANCE LOG** |
| The following log should be maintained by the responsible person. It should contain information relating to the ongoing maintenance or control measures associated with Hazardous Materials including:removal, remedial works, repairs, inspection, monitoring and clearance details etc. |
| **Site:** |  |
| **Date** | **Scope / Location** | **Carried out by** | **Result / Comments** |
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