



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
MALAYSIA

Express Labelling Self-Assessment (ELSA)

User Guide and Printing Instruction



Chemical Management Division
Department of Occupational Safety and Health
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A. User Manual


1. SUPPLIER'S MANUAL: Use this module if you want to check the contents of the label is in accordance the requirements of ICOP CHC. Make sure you have the SDS and ICOP CHC as reference when selecting this menu.

Note :

i. CLASS Regulations 2013 – Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013

ii. SDS – Safety Data Sheet

iii. ICOP CHC – Industry Code of Practice on Chemicals Classification and Hazard Communication 2014



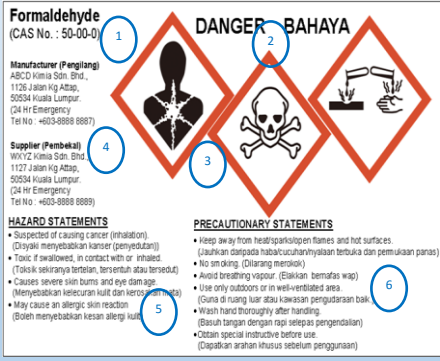
↓ SUPPLIER / PEMBEKAL ↓

1. Flip open Elsa through the purple coloured magnet.
2. The elements of ELSA can be identified using the number indicated on the example label given;
 - ❖ 1. Product Identifier
 - ❖ 2. Signal Word
 - ❖ 3. Hazard Pictograms
 - ❖ 4. Supplier Identification
 - ❖ 5. Hazard Statements
 - ❖ 6. Precautionary Statements

Note: The arrangements of information is not necessary as per the example

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Supplier's Manual



Formaldehyde
(CAS No. : 50-00-0)

1 Product Identifier

2 Signal Word: DANGER / BAHAYA

3 Hazard Pictograms

4 Supplier Identification

5 Hazard Statements

6 Precautionary Statements

Manufacturer (Pengilang)
ABC Co. Sdn. Bhd.
1126 Jalan Kg. Atepa,
50534 Kuala Lumpur.
(24 Hr) Emergency
Tel No. : +603-8898 8887

Supplier (Pembekal)
XYZ Kinta Sdn. Bhd.
1127 Jalan Kg. Atepa,
50534 Kuala Lumpur.
(24 Hr) Emergency
Tel No. : +603-8898 8889

HAZARD STATEMENTS
• Suspected of causing cancer (Inhalation)
(Diyakini menyebabkan kanser (penyedutan))
• Toxic if swallowed, in contact with or inhaled.
(Toksik sekiranya tertelan, bersentuhan atau terhidup)
• Causes severe skin burns and eye damage.
(Menyebabkan kelecuman kulit dan kerosakan mata)
• May cause an allergic skin reaction
(Boleh menyebabkan kesan alergi kulit)

PRECAUTIONARY STATEMENTS
• Keep away from heat/spark/open flames and hot surfaces.
(Jauhkan daripada habuk/campuran/hayatan terbuka dan permukaan panas)
• No smoking. (Dilarang merokok)
• Avoid breathing vapour. (Elakkan bernafas wap)
• Use only outdoors or in well-ventilated area.
(Guna di ruang luar atau kawasan pengaliran baik)
• Wash hand thoroughly after handling.
(Basuh tangan dengan rapi selepas pengendalian)
• Obtain special instructive before use.
(Dapatkan arahan khusus sebelum penggunaan)

For containers sized bigger than 125ml

Bahan/Label		Check Label Size		
Item	Peraturan/ICOP	Y	N	N/A
<3 litres (sekurang-kurangnya/ at least 52x74mm @ 3,848mm ²)				
3≤S<50 litres (sekurang-kurangnya/ at least 74x105mm @ 7,770mm ²)				
50≤S<500 litres (sekurang-kurangnya/ at least 105x148mm @ 15,540mm ²)				
≥500 litres (sekurang-kurangnya/ at least 148x210 @ 31,080mm ²)				
1. Pengecam Produk /Product Identifier				
Item	Peraturan/ICOP	Y	N	N/A
Berpadanan dengan pengecam produk yang digunakan dalam SDS (Matches the product identifier used in the SDS)	ICOP 3.2.1.1.1			
Bahan/ Substance: Mengikut Bahagian 1 ICOP CHC (According to Part 1 of ICOP) @ nama IUPAC dan nombor CAS (IUPAC name and CAS number)	ICOP 3.2.1.1.2			
Campuran/ Mixtures: Nama dagangan bagi penamaan campuran tersebut (Trade name of the designation of the mixture)	ICOP 3.2.1.1.3			

Check the label size
-Check the size of the container
-Check the minimum size of label
-Mark in the appropriate boxes;
• "Y" (Yes) if the label is in accordance to the criteria
• "N" (No) if otherwise
• "NA" if not applicable

Please refer to the SDS to check the product identifier

Based on the product being checked, choose either:
-Substance; check if the information given is as per ICOP CHC & mark the "NA" box for mixture.
-If mixture; check if the information given is as per ICOP CHC & mark the "NA" box for substance.

The label is CLASS compliant if no "N" box is marked.

2. Kata Isyarat/ Signal Word				
Item	Peraturan/ICOP	Y	N	N/A
Ada perkataan 'Bahaya' atau 'Amaran' (Either 'Danger' or 'Warning')	ICOP 3.2.1.3.1			
Huruf berwarna hitam (Letters in black)	ICOP 3.2.1.3.3			
Saiz huruf lebih besar daripada 7 poin (Not smaller than 7 points)	ICOP 3.2.1.3.3			
Dalam Bahasa Melayu dan Bahasa Inggeris (In Malay and English language)	Per. 8.3 (c)			
3. Piktogram Bahaya/ Hazard Pictogram				
Item	Peraturan/ICOP	Y	N	N/A
Simbol berwarna hitam, latar belakang putih dan birai merah (Black symbol, white background and red border)	Per. 9.1 (a)			
Bentuk 'diamond' dengan sisi condong 45° mendatar (Diamond shape with sides tilted at 45° to the horizontal)	Per. 9.1 (b)			
Saiz luas 1/15 dari luas permukaan label. Sekiranya 1/15 dari permukaan label adalah kurang dari 100mm ² , saiz piktogram adalah 100mm ² (10 x 10 mm) (In a size of 1/15 th of the surface area of the label. If 1/15 th of the surface area of the label results in an area of less than 100mm ² , then the pictogram is to be taken as 100mm ² (10 x 10 mm))	Per. 9.1 (c)			

Check whether signal word is present and is according to ICOP CHC.

Check to ensure that the criteria outlined here is matched.

Check to ensure that the criteria outlined here is matched.

4. Pengenalan Pembekal/ Supplier Identification				
Item	Peraturan/ICOP	Y	N	N/A
Nama, alamat dan no. telefon dibekalkan (<i>Name, address and</i>	ICOP 3.2.1.2.1			
5. Pernyataan Bahaya/ Hazard Statement				
Item	Peraturan/ICOP	Y	N	N/A
Semua pernyataan berkaitan pernyataan bahaya dipaparkan (<i>All related hazard statements are included</i>)	ICOP 3.2.1.4.3			
Huruf berwarna hitam (<i>Letters in black</i>)	ICOP 3.2.1.4.4			
Saiz huruf lebih besar daripada 7 poin (<i>Not smaller than 7 points</i>)	ICOP 3.2.1.4.4			
Bahasa Melayu dan Bahasa Inggeris (<i>In Malay and English language</i>)	Per.8.3 (c)			
6. Pernyataan Berjaga-jaga/ Precautionary Statements				
Item	Peraturan/ICOP	Y	N	N/A
Keutamaan pada 6 pernyataan yang paling kritikal (Jika lebih daripada 6 pernyataan) (<i>Priority to 6 most stringent statements (if more than 6 statements)</i>)	ICOP 3.2.1.6.5			
Huruf berwarna hitam (<i>Letters in black</i>)	ICOP 3.2.1.6.7			
Saiz huruf lebih besar daripada 7 poin (<i>Not smaller than 7 points</i>)	ICOP 3.2.1.6.7			
Dalam Bahasa Melayu dan Bahasa Inggeris (<i>In Malay and English language</i>)	Per. 8.3 (c)			

Check to ensure that the criteria outlined here is matched.

4

For containers sized 125ml & smaller

6. Pernyataan Berjaga-jaga/ Precautionary Statements				
Item	Y	N	N/A	
Ada pernyataan berjaga-jaga (<i>Precautionary statements are included</i>)				
Huruf berwarna hitam (<i>Letters in black</i>)				
Saiz huruf lebih besar daripada 7 poin (<i>Not smaller than 7 points</i>)				
Bahasa Melayu dan Bahasa Inggeris (<i>In Malay and English language</i>)				
B2 Bekas/ Container ≤ 125mL				
Semak hanya elemen no. 1, 2, 3, 4 sahaja dan tambahkan elemen no. 7 di bawah (<i>Assess elements no. 1, 2, 3, 4 & 7 only</i>)				
7. Pernyataan "Baca Helian Data Keselamatan" / "read Safety Data Sheet before use" Statement				
Item	Y	N	N/A	
Ada pernyataan "baca Helian Data Keselamatan sebelum digunakan" (<i>A statement "read Safety Data Sheet before use" provided</i>)				
Y = YES, N = NO, N/A = NOT APPLICABLE				
LABEL ADALAH PATUH APABILA TIADA KOTAK "N" DITANDAKAN. (<i>LABEL IS COMPLIANT IF NO "N" BOX IS MARKED</i>)				

For containers sized 125ml & smaller only elements no. 1, 2, 3, 4 & 7 (B2 in the User's Section)


Ensure that the statement specified is included.

Panduan sampel saiz font/ Font size guide:

e.g. Arial: Times New Roman:
7 pt 7 pt
8 pt 8 pt
9 pt 9 pt
10 pt 10 pt

5

2. USER'S MANUAL: Use this module if you want to check whether the label has the compulsory elements required to be include as per the provisions of CLASS Regulations 2013



KEEP CALM AND USE ELSA

Express Labelling Self Assessment
Semakan Kendiri Label Ekspres

Mula di sini jika anda ingin memeriksa kandungan label selaras dengan kehendak ICOP/CHC. Butiran anda mempunyai SDS dan ICOP/CHC siap sedia.

Start here if you want to check the content of the label is in accordance the requirements of ICOP/CHC. Make sure you have the SDS and ICOP/CHC as reference when selecting the items.

USER / PENGGUNA

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User's Manual

Formaldehyde
(CAS No. : 50-00-0)

Manufacturer (Pengilang)
ABC D Kimia Sdn. Bhd.,
1125 Jalan Kg Atap,
05034 Kuala Lumpur,
(24 Hr Emergency)
Tel No. +603-8888 8887

Supplier (Pembekal)
WXY Z Kimia Sdn. Bhd.,
1127 Jalan Kg Atap,
05034 Kuala Lumpur,
(24 Hr Emergency)
Tel No. +603-8888 8889

HAZARD STATEMENTS

- Suspected of causing cancer (inhalation). (Diyakini menyebabkan kanser (penyubutan))
- Toxic if swallowed, in contact with or inhaled. (Toxik sekiranya tertelan, tersentuh atau teresudut)
- Causes severe skin burns and eye damage. (Menyebabkan lelasan kulit dan kerosakan mata)
- May cause an allergic skin reaction. (Boleh menyebabkan kesan alergi kulit)

PRECAUTIONARY STATEMENTS

- Keep away from heat/spark/open flames and hot surfaces. (Jauhkan daripada haba/ucuhan/nyalaan terbuka dan permukaan panas)
- No smoking. (Dilarang merokok)
- Avoid breathing vapour. (Elakkan bernafas wap)
- Use only outdoors or in well-ventilated area. (Guna di ruang luar atau kawasan pengudaraan baik)
- Wash hand thoroughly after handling. (Bersihkan tangan dengan sapu selepas pengendalian)
- Obtain special instructions before use. (Dapatkan arahan khusus sebelum penggunaan)

1. Flip open Elsa through the purple coloured magnet.
2. The elements of ELSA can be identified using the number indicated on the example label given;
 - ❖ 1. Product Identifier
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 - ❖ 6. Precautionary Statements

Note: The arrangements of information is not necessary as per the example

B. PENGGUNA/USER
B.1. Bekas/ Container >125ml

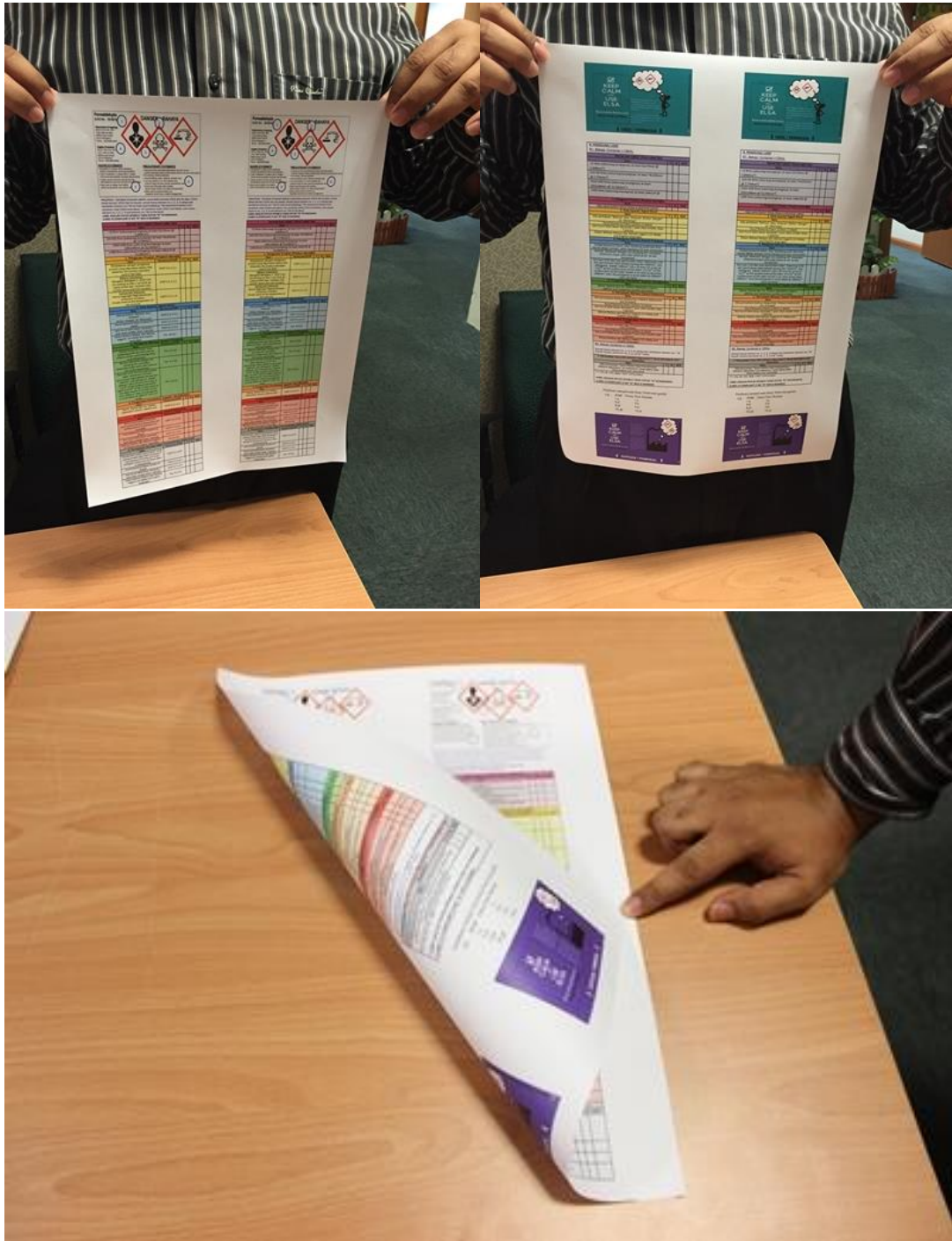
Semak Saiz Label/ Check Label Size				
Item	Y	N	N/A	
<3 litres (sekurang-kurangnya/ at least 52x74mm @ 3.848mm ²)				
3.85-50 litres (sekurang-kurangnya/ at least 74x105mm @ 7.720mm ²)				
50.5-500 litres (sekurang-kurangnya/ at least 105x148mm @ 15.540mm ²)				
2500 litres (sekurang-kurangnya/ at least 148x210 @ 31.560mm ²)				
1. Pengcam Produk /Product Identifier				
Item	Y	N	N/A	
Ada nama bahan kimia (have a chemical name)				
2. Kata Isyarat /Signal Word				
Item	Y	N	N/A	
Ada perkataan 'Bahaya' atau 'Amaran' (Either 'Danger' or 'Warning')				
Huruf bewarna hitam (Letters in black)				
Saiz huruf lebih besar daripada 7 poin (Not smaller than 7 points)				
Dalam Bahasa Melayu dan Bahasa Inggeris (In Malay and English language)				
3. Piktogram Bahaya Hazard Pictogram				
Item	Y	N	N/A	
Simbol bewarna hitam, latar belakang putih dan bari merah (Black symbol, white background and red border)				
Bentuk 'diamond' dengan sisi condong 45° mendatar (Diamond shape with sides tilted at 45° to the horizontal)				
Saiz luas 1/15 dari luas permukaan label. Sekiranya 1/15 dari permukaan label adalah kurang dari 100mm ² , saiz piktogram adalah 100mm ² (10 x 10 mm) (in a size of 1/15 th of the surface area of the label. If 1/15 th of the surface area of the label results in an area of less than 100mm ² , then the pictogram is to be taken as 100mm ² (10 x 10 mm))				
4. Pengetian Pembekal /Supplier Identification				
Item	Y	N	N/A	
Nama, alamat dan no. telefon dibekalkan (name, address and telephone number provided)				
5. Pernyataan Bahaya / Hazard Statement				
Item	Y	N	N/A	
Ada pernyataan bahaya dipaparkan (Hazard statements are included)				
Huruf bewarna hitam (Letters in black)				
Saiz huruf lebih besar daripada 7 poin (Not smaller than 7 points)				
Bahasa Melayu dan Bahasa Inggeris (In Malay and English language)				
6. Pernyataan Berjaga-jaga / Precautionary Statements				
Item	Y	N	N/A	
Ada pernyataan berjaga-jaga (Precautionary statements are included)				

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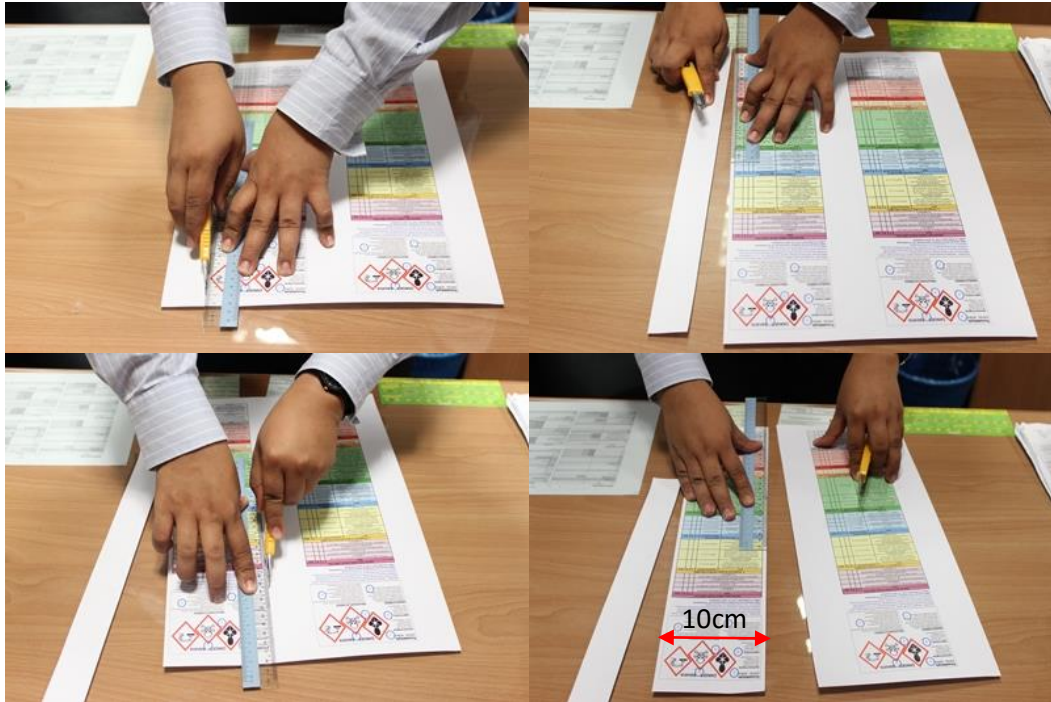
For users, use the same method as above except that the users need not check the elements with ICOP/CHC

B. ELSA Printing Instruction

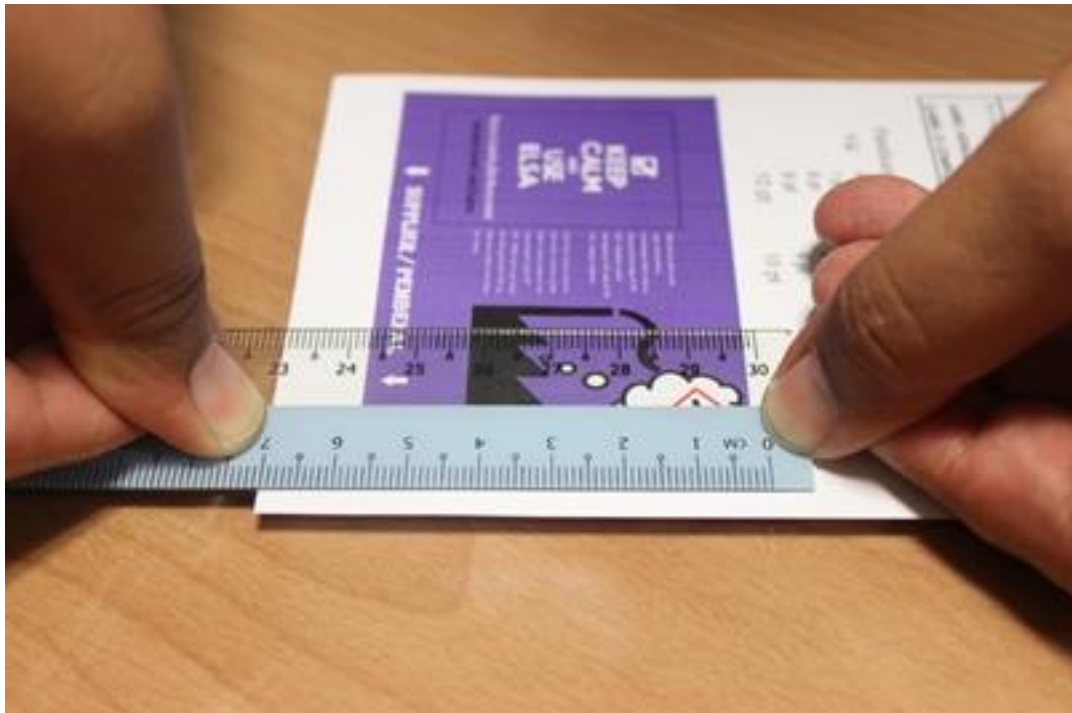
1. This document is best printed on an A3 paper.
2. This document should be printed on both sides of a single A3 paper and the paper should be in the portrait orientation.



3. The printed document should then be cut to the desired width (recommended at 10 cm).



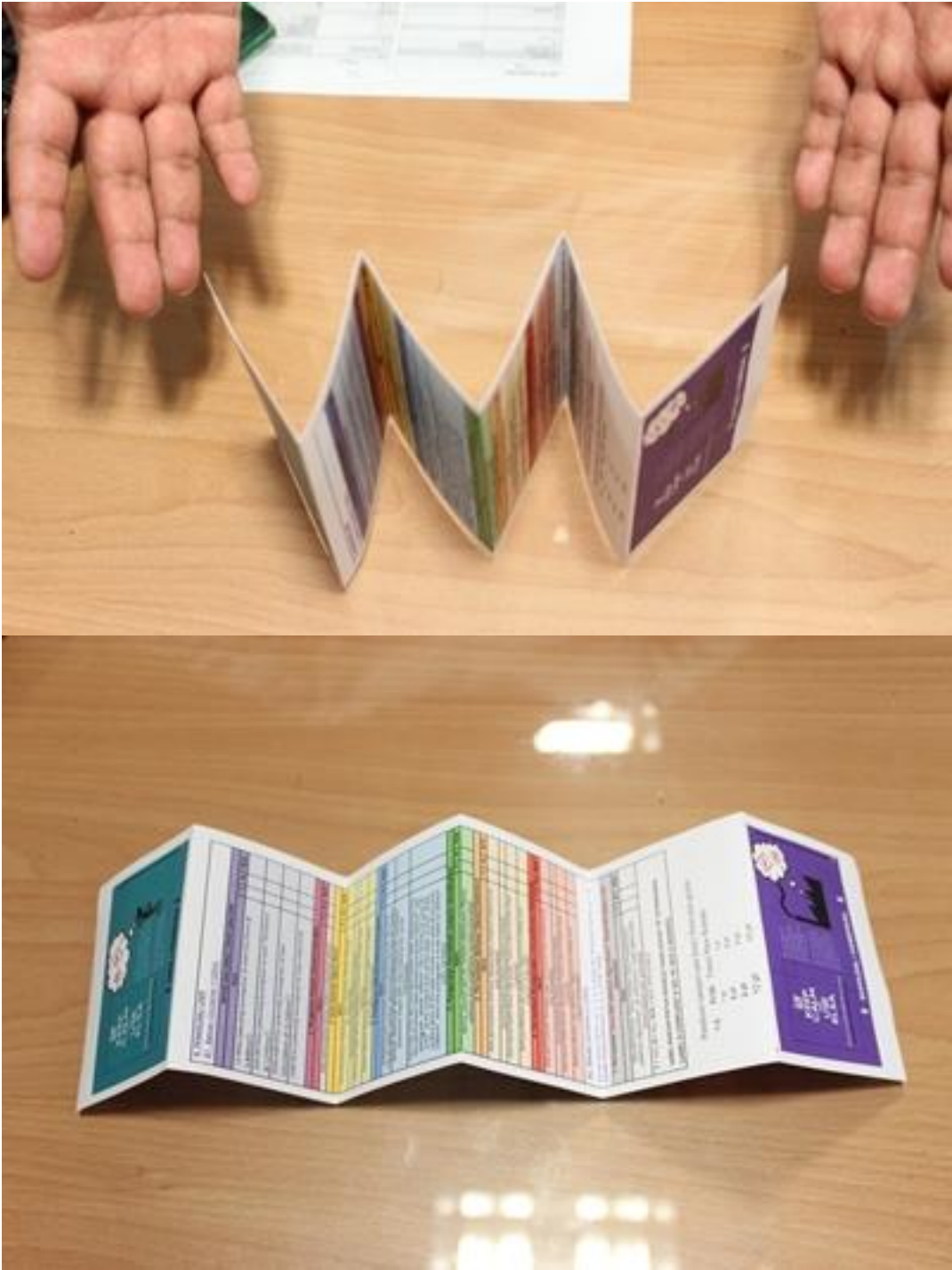
4. The strip should then be folded in a concertina/an accordion style fold with each section having a height of 7 cm.

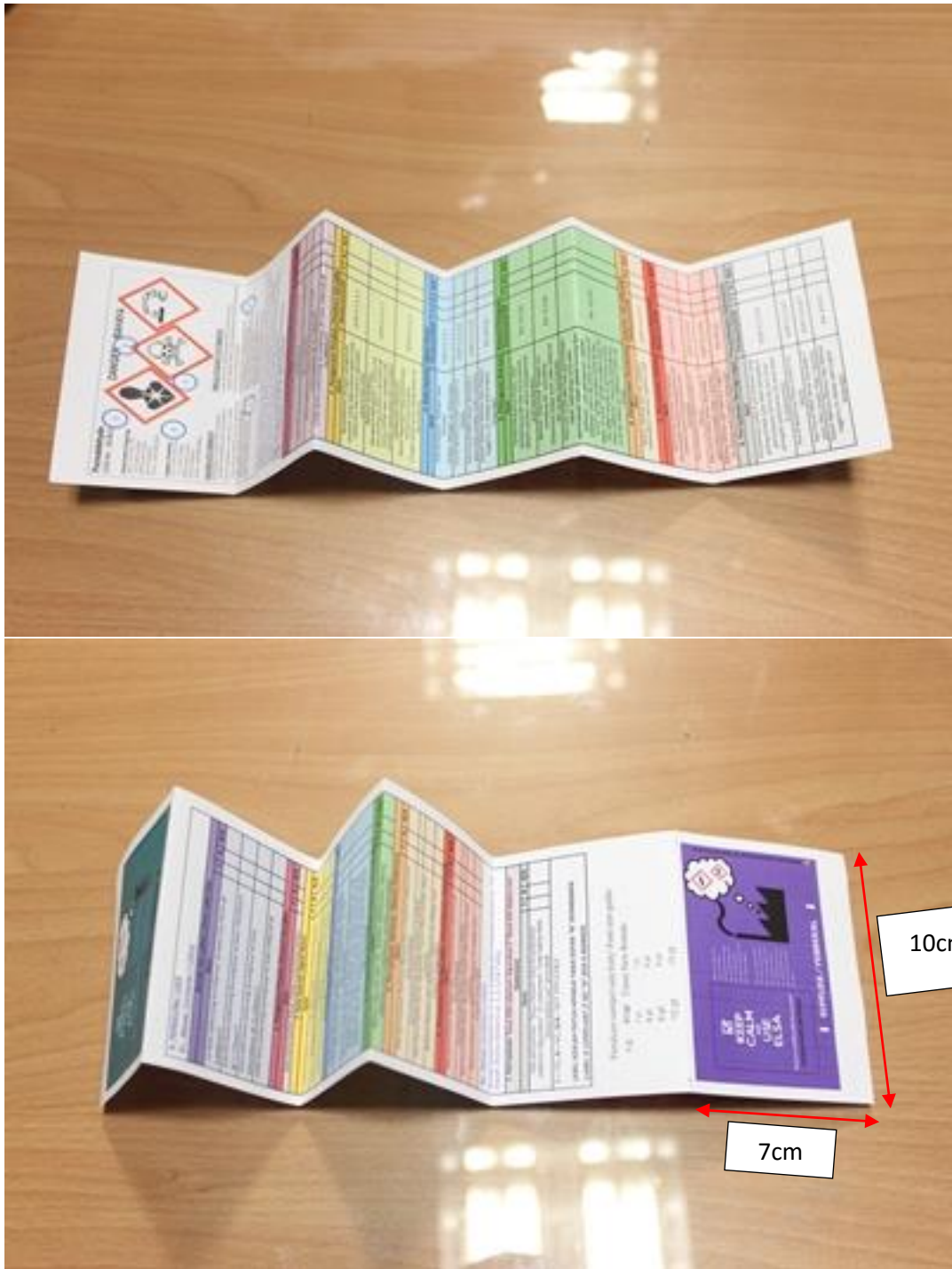




5. Fold it to six (6) sections







6. Your ELSA is ready to be used. You can change the cover pages to hard cover by printing the cover pages (7cm x 10cm) on thick paper and sticking it on the cover pages of the existing strip of paper (covering the green and purple area)