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

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For containers sized bigger than 125ml

Item	Y	N	N/A
<3 litres (sekurang-kurangnya/ *at least* 52x74mm @ 3,848mm²)			
3≤S<50 litres (sekurang-kurangnya/ *at least* 74x105mm @ 7,770mm²)			
50≤S<500 litres (sekurang-kurangnya/ *at least* 105x148mm @ 15,540mm²)			
≥500 litres (sekurang-kurangnya/ *at least* 148x210 @ 31,080mm²)			

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			

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

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.

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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 bewarna 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 bewarna 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 100mm², saiz piktogram adalah 100mm² (10 x 10 mm) (*In a size of 1/15th of the surface area of the label. If 1/15th of the surface area of the label results in an area of less than 100mm², then the pictogram is to be taken as 100mm² (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.

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

Check to ensure that the criteria outlined here is matched.

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For containers sized 125ml & smaller

6. Pernyataan Berjaga-jaga/ *Precautionary Statements*			
Item	**Y**	**N**	**N/A**
Ada pernyataan berjaga-jaga *(Precautionary 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)*			

B2. Bekas/ *Container* ≤ 125mL

Semak hanya elemen no. 1, 2, 3, 4 sahaja dan tambahan elemen no. 7 di bawah *(Assess elements no. 1, 2, 3, 4 & 7 only)*

7. Pernyataan "baca SDS sebelum digunakan" / *"read SDS Before Use" Statement*			
Item	**Y**	**N**	**N/A**
Ada pernyataan "baca Helaian Data Keselamatan sebelum digunakan" *(A statement "read Safety Data Sheet before use" provided)*			

Y = YES, **N** = NO, **N/A** = NOT APPLICABLE

LABEL ADALAH PATUH APABILA TIADA KOTAK "N" DITANDAKAN.
(LABEL IS COMPLIANT IF NO "N" BOX IS MARKED)

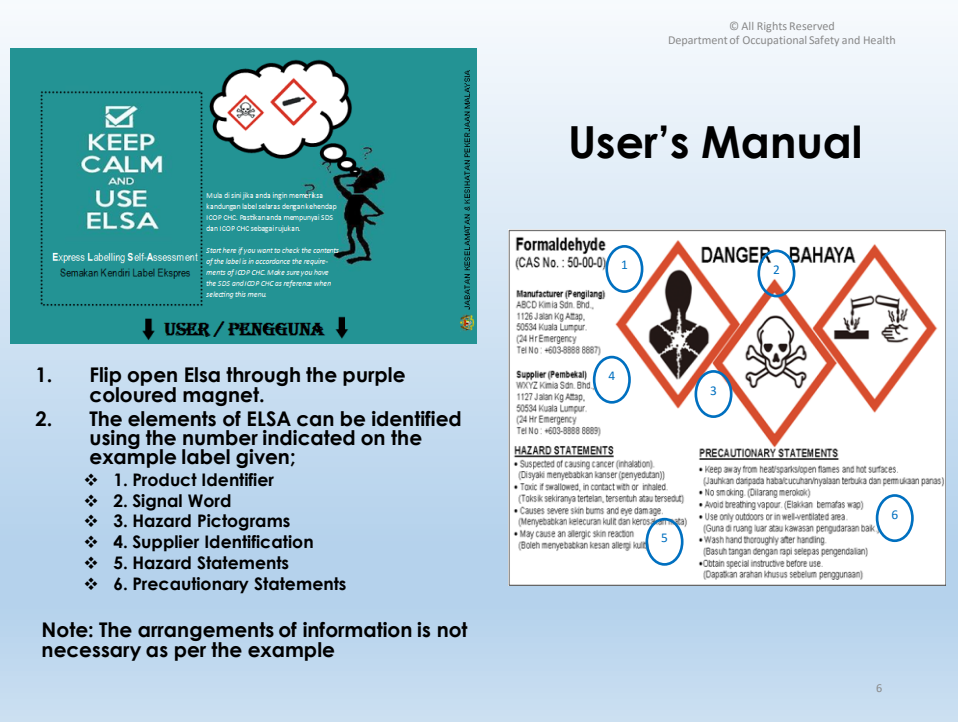
Panduan sampel saiz font/ Font size guide:

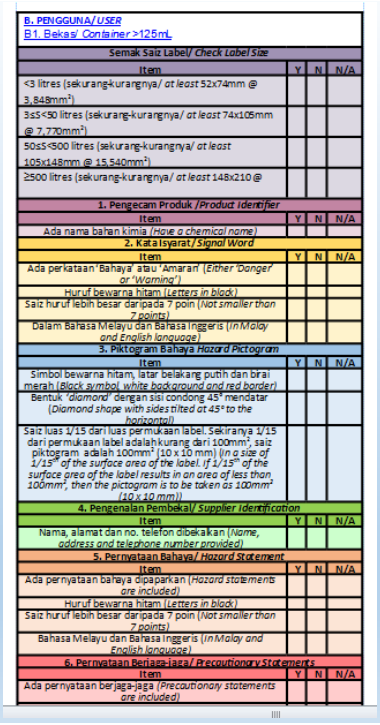
e.g.	Arial:	Times New Roman:
	7 pt	7 pt
	8 pt	8 pt
	9 pt	9 pt
	10 pt	10 pt

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.

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*



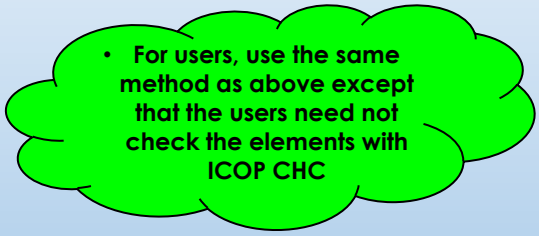


B. PENGGUNA/ *USER*

B1. Bekas/ *Container* >125mL

Semak Saiz Label/ *Check Label Size*

Item	Y	N	N/A
<3 litres (sekurang-kurangnya/ *at least* 52x74mm @ 3,848mm²)			
3≤S<50 litres (sekurang-kurangnya/ *at least* 74x105mm @ 7,770mm²)			
50≤S<500 litres (sekurang-kurangnya/ *at least* 105x148mm @ 15,540mm²)			
≥500 litres (sekurang-kurangnya/ *at least* 148x210 @			
1. Pengecam 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 birai 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 100mm², saiz piktogram adalah 100mm² (10 x 10 mm) (*In a size of 1/15th of the surface area of the label. If 1/15th of the surface area of the label results in an area of less than 100mm², then the pictogram is to be taken as 100mm² (10 x 10 mm)*)			
4. Pengenalan 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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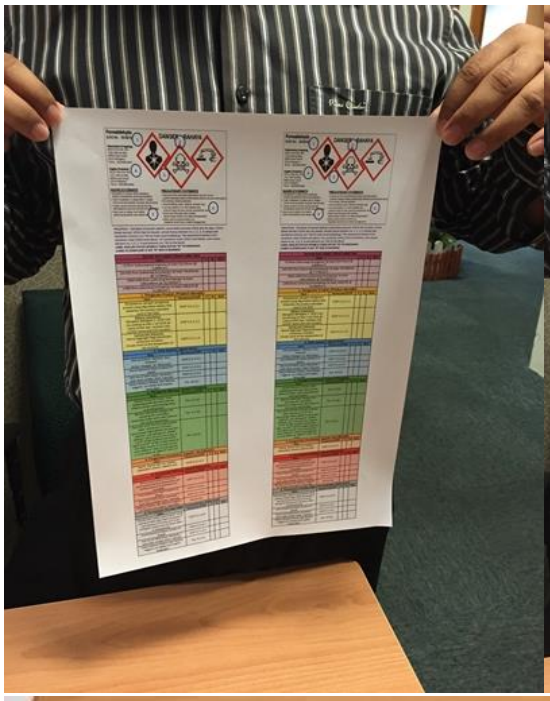
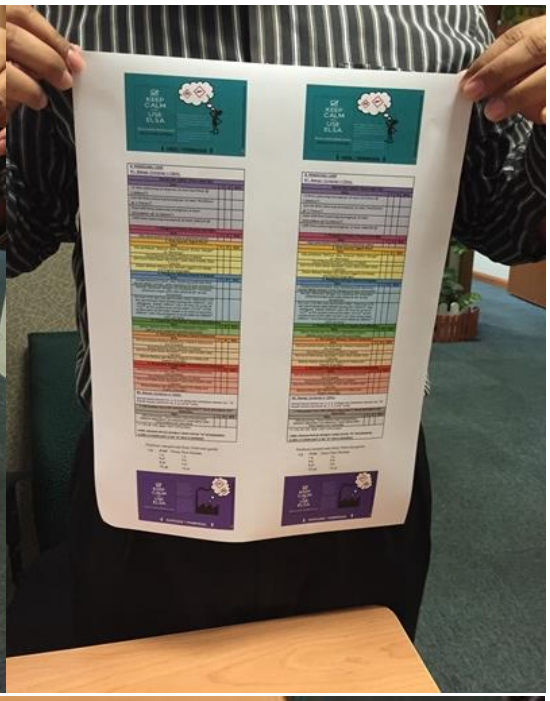
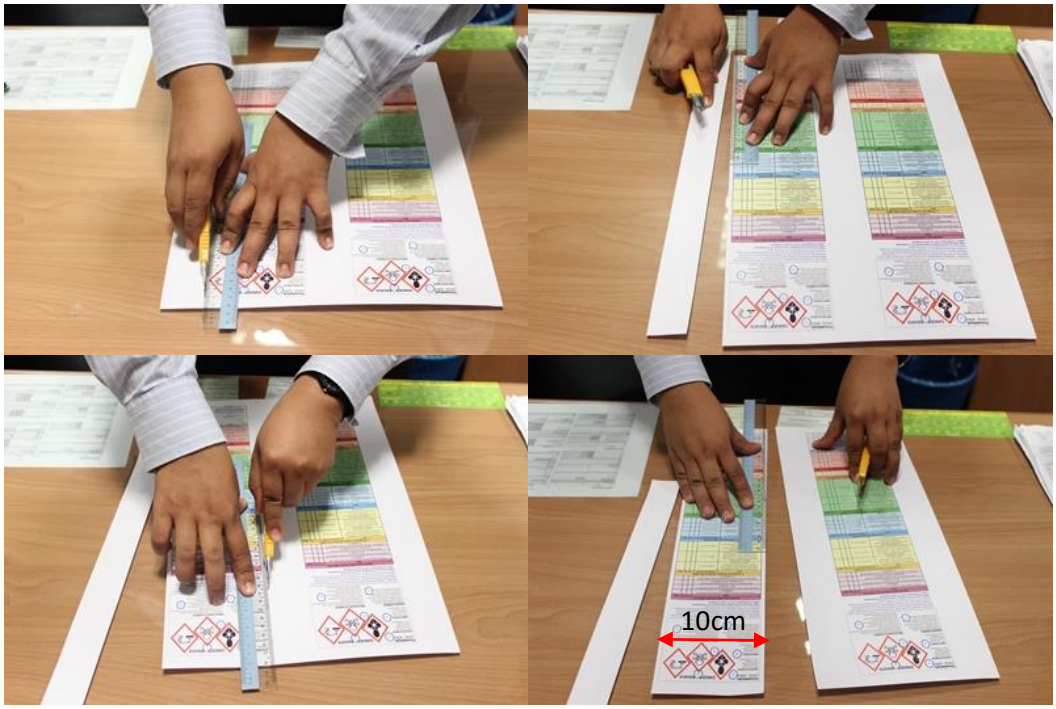
B. ELSA Printing Instruction

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.

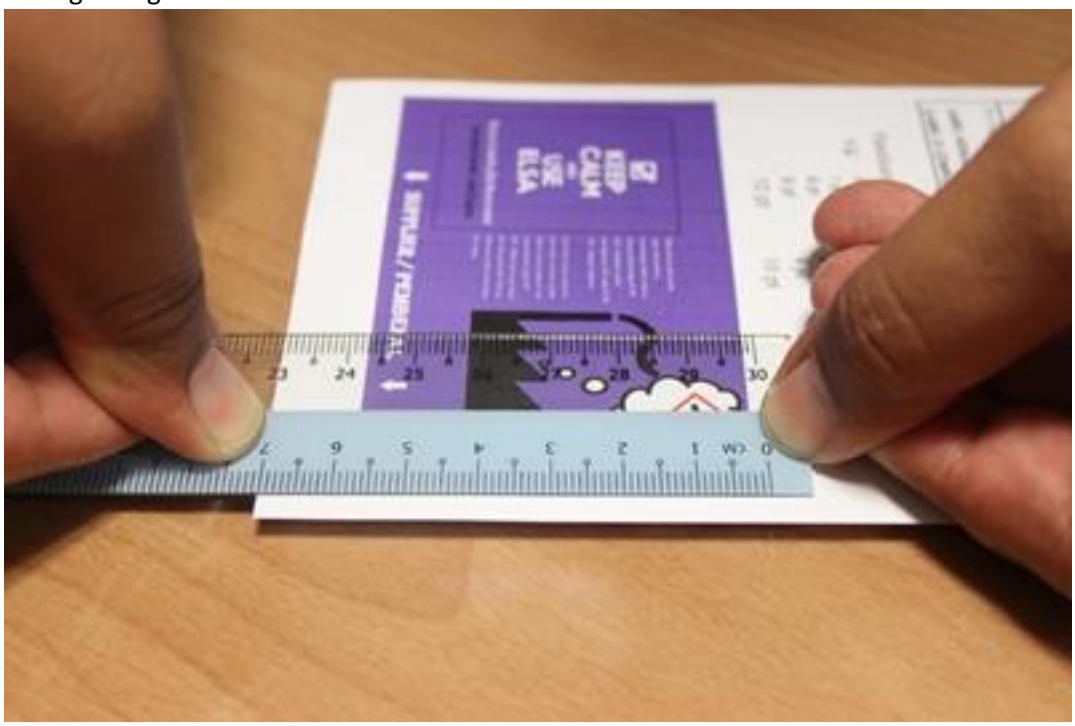




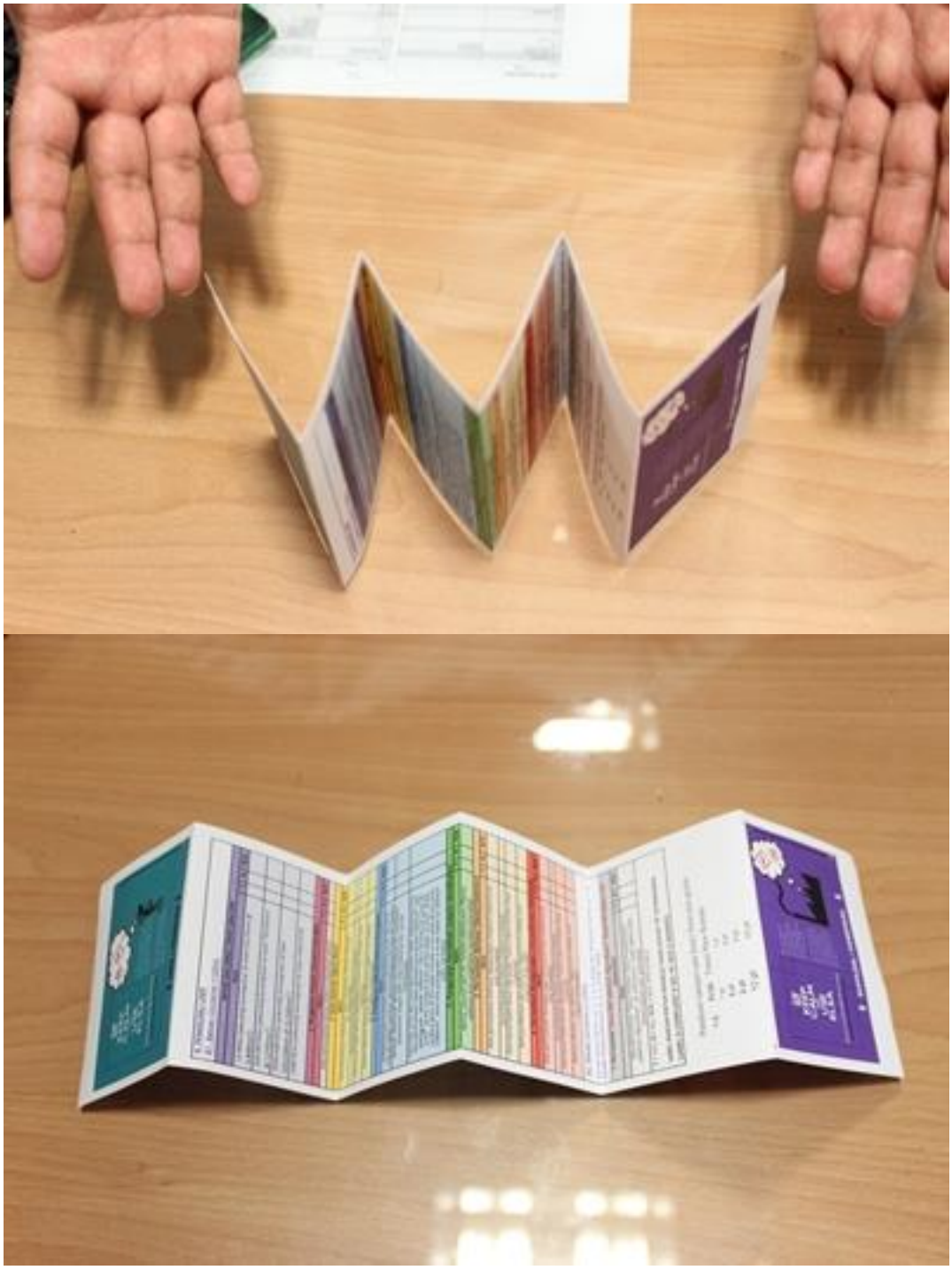
3. The printed document should then be cut to the desired width (recommended at 10 cm).

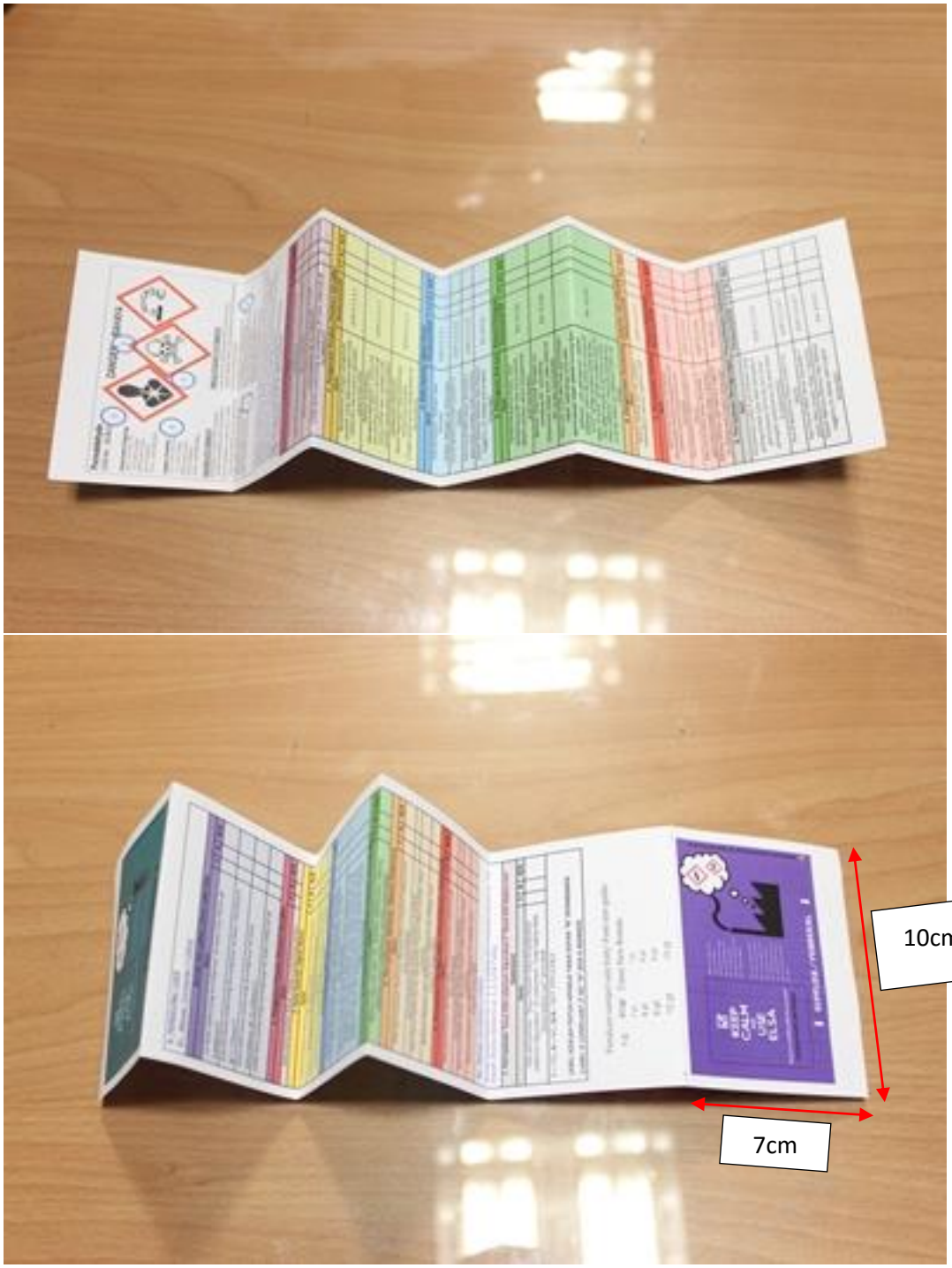


4. The strip should then be folded in a concertina/an accordion style fold with each section having a height of 7 cm.



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)