DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
MALAYSIA

Express Labelling Self-Assessment (ELSA)

User Guide and Printing Instruction

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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
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.

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

Check to ensure that the criteria outlined here is matched.

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For containers sized 125ml & smaller

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

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

• 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/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)