



**FREQUENTLY ASKED QUESTIONS (FAQ)
RELATED TO
CHEMICAL INFORMATION MANAGEMENT SYSTEM (CIMS)**



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**FREQUENTLY ASKED QUESTIONS (FAQ) RELATED TO
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1. What is CIMS?

ANSWER: CIMS is an acronym for Chemical Information Management System. It is a chemical data management system. The objective of CIMS is to facilitate the submission of inventory of hazardous chemicals by manufacturers and importers to meet the requirements of CLASS Regulations 2013. Through CIMS, the Department can monitor compliance status for inventory submissions in accordance with CLASS Regulations 2013. In addition, CIMS also provides hazard information on chemicals hazardous to health under the USECHH Regulations.

2. Who can use CIMS?

ANSWER: Importers and manufacturers of hazardous chemicals are advised to submit inventory through CIMS in compliance with the CLASS Regulations 2013. CIMS also has the function to display general information of selected hazardous chemicals that is accessible to the public without the need for system login / account registration.

3. How to submit inventory in compliance under CLASS Regulations 2013?

ANSWER : Importers or manufacturers can submit inventories of hazardous chemicals through CIMS. This system can be achieved by using the following link: <https://cims.dosh.gov.my/>. To use this system, each importer or manufacturer of each premises shall register with the system. CIMS is not a classification software, it is just a system for submitting hazardous chemicals inventory.

4. Are there specific quantities of hazardous chemicals for inventory submission in CIMS?

ANSWER : Pursuant to Regulation 14 (1), CLASS Regulations 2013, importers or manufacturers shall submit an inventory of hazardous chemicals for each hazardous chemical imported or supplied in quantities of 1 tonne and more per year for each calendar year. For example, if supplier A imports ABC chemicals from January to December with a cumulative amount of 950kg and XYZ chemicals from January to December with a cumulative 1200kg. Supplier A will only need to submit inventory at CIMS for XYZ chemicals only since it exceeds 1 tonne per year.

5. When should this inventory be submitted in CIMS?

ANSWER : Prior to 31st March of each year for the previous calendar year's inventory. For example, inventories of hazardous chemicals from 1 January

2020 to 31 December 2020 will need to be submitted through CIMS by 31 March 2021.

6. What happens if inventory is not submitted on time?

ANSWER : Any manufacturer or importer found not submitting or intentionally not submitting an inventory of hazardous chemicals within the stipulated time frame shall be subjected to penalties as set out in the CLASS Regulations 2013. Any late submission of inventory of hazardous chemicals through CIMS will not be accepted.

7. Do local suppliers who supply hazardous chemicals from local importers need to submit inventories?

ANSWER : Local suppliers who obtain a supply of hazardous chemicals from local importers are not included in the interpretation as importers under the CLASS Regulations 2013. Therefore, the requirement to submit an inventory of hazardous chemicals is not applicable. The definition of an importer in the CLASS Regulations 2013 applies only to importers who obtain a direct supply of chemicals from abroad.

8. I personally import hazardous chemicals from abroad directly into my factory. The whole chemical is used in the manufacturing process at my factory. I don't sell those chemicals to anyone. Do I need to apply CIMS?

ANSWER : Any person who obtain the supply of hazardous chemicals directly from abroad including for his own use is an importer under the provisions of CLASS Regulations 2013. Therefore, the inventory of hazardous chemicals needs to be submitted if the annual quantity of imports is 1 metric tonne and above.

9. Is it necessary to submit inventory through CIMS if the supply of chemicals mixture is too low?

ANSWER : Pursuant to Regulation 14 (1), CLASS Regulations 2013, the importer or manufacturer shall provide an inventory of hazardous chemicals for each hazardous chemical imported or supplied in quantities of 1 metric ton and above per year for each calendar year. The chemicals can be either as a substance or a chemical mixture. If the chemical mixture supplied is not classified as hazardous and the quantity supplied is less than 1 metric tonne per year, the inventory does not need to be submitted to the Department.

10. How to sign up and apply through CIMS?

ANSWER : Guidelines for registration and step on use of CIMS can be referred at

<https://cims.dosh.gov.my/download/CIMS%20User%20Manual%20for%20Supplier.pdf>

11. I signed up for a CIMS account but it is still not activated. What should I do next?

ANSWER : Successful registrations will receive automatic notification from the system. User can contact the system administrator if the account is not yet activated. If necessary, capture a screenshot of the CIMS account registration or provide full name and address of the company to the officer to activate manually. Applicant will be contacted by email once the CIMS account has been activated.

12. What information need to be submitted in CIMS?

ANSWER : Manufacturers or importers are required to submit information on product identifiers, names of hazardous chemicals, their composition, hazard classification, and the quantities of hazardous chemicals manufactured or imported whether the chemicals are substances or mixtures.

13. For chemical mixtures classified as hazardous, do I need to submit all information related to the compounds and mixtures of the chemicals?

ANSWER : No, only the composition and ingredients of the hazardous chemicals contained in the chemical mixture need to be submitted in CIMS. For example, substance A and substance B form a chemical mixture of C and substance A is classified as hazardous. In this case, the information that needs to be provided is product identifier mixture C, name of substance A,

hazard classification of mixture C and total quantity of mixture C. However, if the substance A is manufactured in the same factory or imported directly by the same manufacturer, the substance A must also be included in the inventory as another hazardous chemical (in the substance category) to be submitted to CIMS.

14. What information do I need to prepare for submitting an inventory of hazardous chemicals?

ANSWER : For the purpose of submitting inventory, no physical document or soft copy needs to be uploaded into the system. Manufacturers / importers need to be prepared with classification records, safety data sheets and total inventory quantities of relevant chemicals for submission in CIMS.

15. How should inventory submission be performed in CIMS?

ANSWER : There are two types of methods that can be used in the system. For manufacturers / importers who wish to submit inventories of 10 or less chemicals, it is advisable to use the standard “submission” option. If the number of chemicals is 11 and above, the “bulk submission” option is best where the user has to download the provided Excel file template, fill in the instructions provided and upload it back into the system. For more detailed information, refer to the guidelines provided at

<https://cims.dosh.gov.my/download/CIMS%20User%20Manual%20for%20Supplier.pdf>

16. I would like to make an amendment to the previous inventory submission the CIMS. How to do it?

ANSWER : Submitted inventory cannot be directly amended if there is a change. User should notify the officer if they wish to make any amendment. If necessary, capture a screenshot of the previous submission or provide a submission ID number through email for the officer to cancel (reject) the submission. Resubmit the amended inventory to the CIMS.

17. I failed to upload an Excel file for the "bulk submission" method.

ANSWER : Based on review of the previously filed cases, failure to upload an Excel file for bulk submission is usually due to not following the provided guidance. Please review and ensure each word and signs such as . , "()" and other signs are followed exactly and correctly as stated in the guidance. The bulk submission guidance can be downloaded by registered users under the "Reference" icon in the same window for bulk submission.

18. I have prepared the inventory through the CIMS system but no "send / submit" button. Only the "save" button. What is the problem?

ANSWER : The save & submit button will only appear until 31st March of each year in accordance to Subregulation 14 (1), CLASS Regulations 2013. Any manufacturer or importer who is found not submitting or intentionally failing to submit an inventory of hazardous chemicals within the stipulated time period shall be subjected to penalties as stated in the CLASS

Regulations 2013. Any late submission of inventory of hazardous chemicals through CIMS will not be accepted.

19. What common mistakes do users make when submitting inventory using CIMS?

ANSWER :

Among the common mistakes that are often made are:

- (i) Substance or chemicals that are not classified as hazardous or not classified are included in the inventory submission;
- (ii) The chemical name or CAS number is not included in the submission of inventory for substance;
- (iii) The quantity of hazardous chemicals is not included;
- (iv) Hazardous chemicals with annual quantities of less than 1 tonne are included in inventory submission;
- (v) Submissions using bulk submission method do not follow the guidance provided which cause the file cannot be uploaded or the information uploaded is inaccurately; and
- (vi) The hazard classification presented is not in line with the form of the hazardous chemical. For example, hazard classification for gases is included in the submitted information for hazardous chemicals in the form of liquids.

20. Does DOSH charge CIMS account holders for submitting inventory of hazardous chemicals through the CIMS?

ANSWER : DOSH does not charge any fee to the CIMS account holders. This is a Government initiative to help the industry to comply with the requirement of CLASS Regulations 2013.

21. I have a question about submitting inventory of hazardous chemicals related to CIMS. Who can I contact?

ANSWER :

Any inquiries can be emailed to the officer as follows :-

- i. En. Mohd Azam bin Tumijan (mohdazam@mohr.gov.my)
- ii. Pn. Siti Nor Nadirah binti Mohamad (snnadirah@mohr.gov.my)
- iii. Pn. Hanis Farzana binti Mohd Sadek (farzana@mohr.gov.my)
- iv. Pn. Norhidayah binti Nazammudin (norhidayah_n@mohr.gov.my)

Inquiries can also be directed to:

- i. Pn Hazlina binti Yon (hazlina@mohr.gov.my)
- ii. Pn Shabanon binti Mohd Sharif (shabanon@mohr.gov.my)

Chemical Management Division

Department of Occupational Safety and Health

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