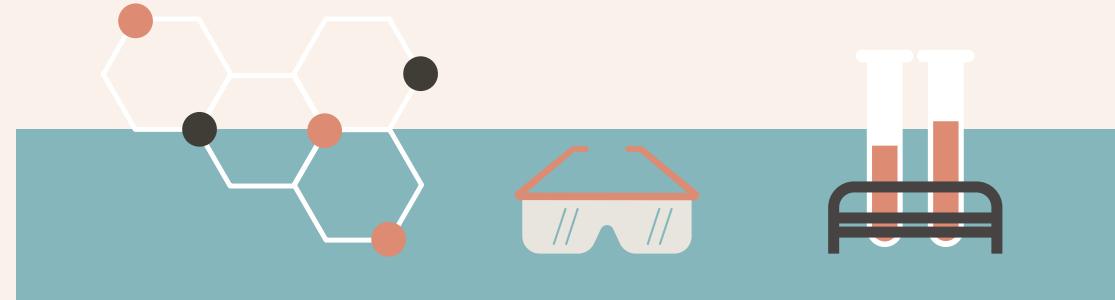
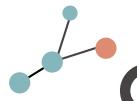


CIMS USER MANUAL FOR SUPPLIER



CLASSIFICATION AND HAZARD COMMUNICATION UNIT
CHEMICAL MANAGEMENT DIVISION
DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH



CONTENTS



1. Checklist Prior to Submit an Inventory
2. Registration Procedure
3. Login Procedure
4. User Profile
5. New Submission – Substance
6. New Submission – Mixture
7. New Bulk Submission – Substance
8. New Bulk submission – Mixture
9. Submission Status
10. Submission Report
11. Common Mistakes

CHECKLIST PRIOR TO SUBMIT AN INVENTORY

In order to ease the process of submitting inventory of hazardous chemicals in CIMS, the following information or item must be present :



1)

List of all hazardous chemicals which are manufactured/ imported in a quantity of 1 metric tonne and above per year



2)

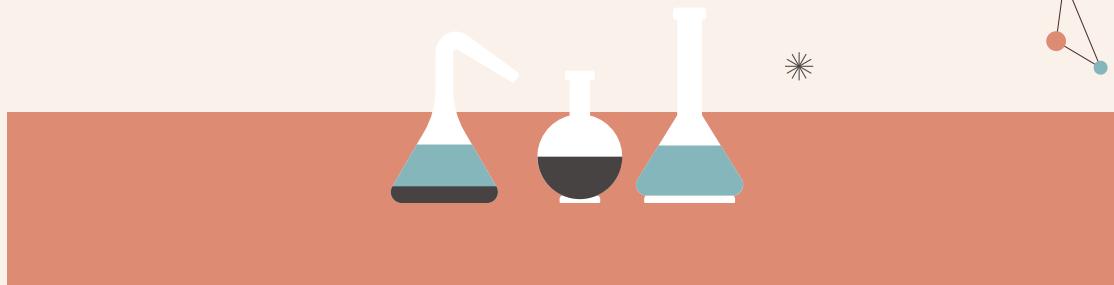
Total quantity of each chemicals manufactured/ imported previous year



3)

Safety Data Sheet (SDS) for each hazardous chemicals

REGISTRATION PROCEDURE





01

STEP 1

Search for CIMS Website :
cims.dosh.gov.my on search engines



03

STEP 3

Fill in the form completely



02

STEP 2

Click 'Register Now!' button



04

STEP 4

User receive registration notification through email and click the activation link given in the email

LOGIN HOMEPAGE



← → C cims.dosh.gov.my

STEP 1

Apps CIMS - Jabatan Kes... MY my...

Laman Web Rasmi J... Welcome to MyGov...

Related Links Search Chemical Information Download Manual About CIMS

Login CIMS

Sign In to your account

azhar

.....

DOSH Staff Importer/Manufacturer

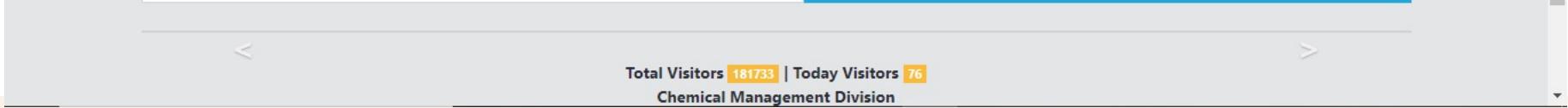
[Forgot password?](#)

CHEMICAL INFORMATION MANAGEMENT SYSTEM (CIMS)

Submit your inventory online!

Submission of hazardous chemicals inventory every year is one of the CLASS Regulations 2013 requirements . Ensure submission is done between 1st January and 31st Mac every year to fulfil the requirement.

Applicable for manufacturers and/or importers



Total Visitors 181733 | Today Visitors 76

Chemical Management Division

STEP 2

REGISTRATION FORM

The screenshot shows a web-based registration form for the CIMS system. At the top left, there's a logo and a navigation bar with links like 'cims.dosh.gov.my', 'Apps', 'CIMS - Jabatan Kes...', 'myKKP', 'HRMIS Login Page', 'Laman Web Rasmi J...', and 'Welcome to MyGov...'. On the right side, there are user icons and a search bar.

The main form area has a header 'Registration' and a section titled 'Company's Detail'. It includes fields for 'Registration Type' (dropdown), 'DOSH Registration No.' (text input), 'Company No.' (text input), 'Company Name' (text input), 'Registered Address' (text input), 'City' (dropdown), 'Postcode' (text input), 'State' (dropdown), 'Postal Address' (text input), 'Phone No.' (text input), 'Fax No.' (text input), 'Email' (text input), 'Contact Person' (text input), 'Name' (text input), 'Designation' (text input), 'Mobile No.' (text input), 'Email' (text input) with a note '(will be used as Communication)', 'User ID and Password' (text inputs), 'User ID' (text input), and 'Password' (text input).

A large orange callout box highlights the 'Company No.' field with the text 'STEP 3' and points to the 'Company Name' field. Another orange callout box contains the following text:

IMPORTANT NOTE!
For company that register using single company number but has few branches, kindly use Roman number to differentiate. i.e:
12345-A(i)
12345-A (ii)



REGISTRATION NOTIFICATION EMAIL

 **JKKP System, Account Activation**
From: "admin@jkkp.gov.my" <admin@jkkp.gov.my> 
To: shakeyss5503@yahoo.com

Dear Sir,

Thank you for registering at JKKP System.

Your Details

Company Name: Supplier Sdn Bhd

Company Registration No: SUP123

Type: Importer

Email: shakeyss5503@yahoo.com

Please click link below to activate and login to your account

<http://server.infotree.net.my:80/jkkp/elInventory/authentication/activate.php?loginid=supplier&token=c2v63ygXKBAlfem78p8UZMd5TBuDuD>

Yours sincerely,
JKKP System

Please note: this is an auto generated e-mail that cannot receive replies.



STEP 4



NOTIFICATION OF SUCCESSFUL REGISTRATION

✓ User will receive activation success notification. Click 'here' to login into CIMS account

Activation Success. Click [here](#) to login.

- ✓ User will receive notification email regarding successful registration of CIMS account

JKKP System, Account Registration Successful
From: "admin@jkkp.gov.my" <admin@jkkp.gov.my>
To: shakeyss5503@yahoo.com

Dear Sir,

Your account was successfully activated and registered with our system

Company Info

Company Name: Supplier Sdn Bhd
Company Registration No: SUP123
Type of Supplier: Importer

Registration Info

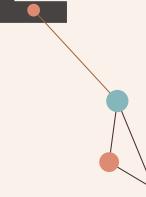
Registration ID: DOSH/2011/000025/R
Registration Date: 03-03-2011
Activation Date: 03-03-2011

Please login to the system to retrieve the submission certificate.

Yours sincerely,
JKKP System

Please note: this is an auto generated e-mail that cannot receive replies.

LOGIN PROCEDURE





01

STEP 1

Search for CIMS Website :
cims.dosh.gov.my on search engines



STEP 3

Select Importer/Manufacturer button



02

STEP 2

Sign in using registered user name
and password



04

STEP 4

Click 'Login'

LOGIN HOMEPAGE

The screenshot shows the login page for the Chemical Information Management System (CIMS) at cims.dosh.gov.my. The page is titled "Login CIMS" and features a large blue sidebar on the right with the text "CHEMICAL INFORMATION MANAGEMENT SYSTEM (CIMS)" and a call to action "Submit your inventory online!". The main form includes fields for username and password, and radio buttons for "DOSH Staff" and "Importer/Manufacturer". A "Login" button is highlighted with a red box labeled "STEP 4". The sidebar also contains a "Register Now!" button and a note about applicable users.

STEP 1

STEP 2

STEP 3

STEP 4

Related Links

Search Chemical Information

Download Manual

About CIMS

CIMS

azhar

.....

DOSH Staff Importer/Manufacturer

Login

Forgot password?

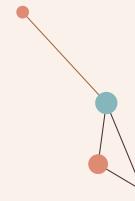
Register Now!

Applicable for manufacturers and/or importers

Total Visitors 181733 | Today Visitors 76

Chemical Management Division

USER PROFILE



USER PROFILE PAGE

cims.dosh.gov.my/user/main.php

Apps CIMS - Jabatan Kes... myKKP HRMIS Login Page Laman Web Rasm... Welcome to MyGov... ITCILO eCampus: L...

Unit CLASS Sdn Bhd Importer & Manufacturer

JKKP

Chemicals Information Management System

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

USER MANUAL

User Profile

Profile

User Profile (highlighted)

Certification

Change Password

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Jabatan Keselamatan dan Kesihatan
Pekerjaan, Malaysia

User Profile

Company's Detail

Level Type	Importer & Manufacturer [Contact Admin to change Level Type]		
Registration ID	DOSH/2014/000411/R		
DOSH Registration No	DOSH/Supplier		
Company No	1234-A		
Company Name	Unit CLASS Sdn Bhd		
Registered Address	Aras 4, Blok D4, Kompleks D	City	putrajaya
		Postcode	62530
		State	WP Putrajaya
Postal Address	Aras 4, Blok D4, Kompleks D	City	-
		Postcode	-
		State	WP Putrajaya
Phone No	03-1234 5678		
Fax No	03-1234 5678		
Email	hidayah.nazam@gmail.com		
Name	azhar		
Designation	assistant director		
Mobile No	014-5204501		
Email	hidayah.nazam@gmail.com [* To receive any notification email from CIMS]		
User ID	AZHAR		

USER PROFILE PAGE (CONT.)

The screenshot shows the CIMS User Profile page. On the left, there's a sidebar with 'Profile' sections: 'User Profile' (highlighted with a red box), 'Certification', and 'Change Password'. Below it is a note from JKKP. The main content area displays user profile information in a table. A callout bubble points to the 'Edit' button at the bottom right of the table.

Unit CLASS Sdn Bhd
Importer & Manufacturer

Chemicals Information Management System

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

USER MANUAL

Profile			
User Profile			
Certification			
Change Password			
© JKKP Jabatan Keselamatan dan Kesehatan Pekerjaan, Malaysia			
Company Name	Unit CLASS Sdn Bhd		
Registered Address	Aras 4, Blok D4, Kompleks D	City	putrajaya
		Postcode	62530
		State	WP Putrajaya
Postal Address	Aras 4, Blok D4, Kompleks D	City	-
		Postcode	-
		State	WP Putrajaya
Phone No	03-1234 5678		
Fax No	03-1234 5678		
Email	hidayah.nazam@gmail.com		
Contact Person			
Name	azhar		
Designation	assistant director		
Mobile No	014-5204501		
Email	hidayah.nazam@gmail.com [* To receive any notification email from CIMS]		
User ID and Password			
User ID	AZHAR		
Password	Not Shown		
If you forgot your User ID and Password			
Security Question	What is your favourite color?		
Your Answer	blue		

Click 'Edit' to make changes to the User Profile

Edit

CERTIFICATION PAGE

cims.dosh.gov.my/user/main.php

Apps CIMS - Jabatan Keselamatan dan Kesehatan Pekerjaan, Malaysia myKTP HRMIS Login Page Laman Web Rasmi... Welcome to MyGov... ITCILO eCampus: L...

JKKP Unit CLASS Sdn Bhd Importer & Manufacturer

Chemicals Information Management System

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

USER MANUAL

Profile

User Profile
Certification
Change Password

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Jabatan Keselamatan dan Kesehatan
Pekerjaan, Malaysia

Certification

CIMS/CRT/01



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH

CHEMICAL INFORMATION MANAGEMENT SYSTEM

REGISTRATION CERTIFICATE

Registration ID	: DOSH/2014/000411/R
Registration Date	: 21-11-2014
Activation Date	: 21-11-2014
Company Name	: UNIT CLASS SDN BHD
Company Registration No	: 1234-A
Type of Supplier	: Importer & Manufacturer

This certificate is to acknowledge that the company is registered with Chemical Information Management Sistem, Department

CERTIFICATION PAGE (CONT.)

JKKP

Unit CLASS Sdn Bhd
Importer & Manufacturer

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

Chemicals Information Management System

USER MANUAL

Profile

User Profile

Certification

Change Password

© JKPP
Jabatan Keselamatan dan Kesehatan
Pekerjaan, Malaysia

Registration Date : 21-11-2014

Activation Date : 21-11-2014

Company Name : UNIT CLASS SDN BHD

Company Registration No : 1234-A

Type of Supplier : Importer & Manufacturer

This certificate is to acknowledge that the company is registered with Chemical Information Management Sistem, Department of Occupational Safety and Health.
This certificate is not transferable.

For reference, please contact:

Director,
Chemical Management Division,
Department of Occupational Safety and Health
(Ministry of Human Resource)
Level 4, Block D4, Complex D,
Federal Government Administrative Centre
62530 W.P. Putrajaya
Phone no: +603-8886 5343
Fax no: +603-8890 1315

E-mail: cimsjkkp@mohr.gov.my

Click 'Convert To PDF' to obtain certification in PDF format

Convert To PDF



CERTIFICATION (PDF FORMAT)



CIMS/CRT/01



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
CHEMICAL INFORMATION MANAGEMENT SYSTEM
REGISTRATION CERTIFICATE

Registration ID	: DOSH/2014/000411/R
Registration Date	: 21-11-2014
Activation Date	: 21-11-2014
Company Name	: UNIT CLASS SDN BHD
Company Registration No	: 1234-A
Type of Supplier	: Importer & Manufacturer

This certificate is to acknowledge that the company is registered with Chemical Information Management System, Department of Occupational Safety and Health.
This certificate is not transferable.

For reference, please contact:

Director,
Chemical Management Division,
Department of Occupational Safety and Health
(Ministry of Human Resource)
Level 4, Block D, Complex D,
Federal Government Administrative Centre
62530 W.P. Putrajaya
Phone no: +603-8886 5343
Fax no: +603-8890 1315

E-mail: cimsjkkp@mohr.gov.my





CHANGE PASSWORD PAGE

cims.dosh.gov.my/user/main.php

Apps CIMS - Jabatan Kes... myKKP HRMIS Login Page Laman Web Rasmi... Welcome to MyGov... ITCILO eCampus: L...

JKKP

Unit CLASS Sdn Bhd
Importer & Manufacturer

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

Chemicals Information Management System

USER MANUAL

Profile

User Profile

Certification

Change Password

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Pekerjaan, Malaysia

Change Password

Current Password *

New Password *

Retype Password *

Submit Cancel

Click 'Submit' after fill in the new password



New Submission For Substance

For hazardous chemicals (substance)
inventory submission **less** than 20 chemicals

STEPS FOR NEW SUBMISSION (SUBSTANCE)



STEP 1

Click
'SUBMISSION'
menu

STEP 2

Click 'All List'

STEP 3

Click 'Add
Submission'

STEP 4

Scroll down chemical
type and select
'Substance' and fill in
the number of
chemicals to be submit.
Click 'Proceed'



SUPPLIER ACCOUNT HOMEPAGE



← → C cims.dosh.gov.my/authentication/home.php

Apps CIMS - Jabatan Kes... myKKP HRMIS Login Page Laman Web Rasmi J... Welcome to MyGov...

Azhar Importer & Manufacturer

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

Chemicals Information Management System

USER MANUAL

STEP 1

CHEMICALS INFORMATION MANAGEMENT SYSTEM [CIMS]

OCCUPATIONAL SAFETY AND HEALTH

(Classification, Labelling and Safety Data Sheets of Hazardous Chemicals) REGULATIONS 2013

The Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013 (CLASS Regulations) have been gazetted on 11th October 2013. The CLASS Regulations, promulgated under the Occupational Safety and Health Act 1994 (Act 514), have replaced the Occupational Safety and Health (Classification, Packaging and Labelling of Hazardous Chemicals) Regulations 1997 (CPL Regulations). The main objective of the CLASS Regulations is to ensure suppliers of hazardous chemicals provide sufficient information on hazards of chemicals that they supply, so as to mitigate the risk of accidents happening in the workplace, thus providing a safe and healthy working environment and condition.

The responsibilities of suppliers as stated in the CLASS Regulation are to do the classification, labelling, preparation of Safety Data Sheet, packaging and chemicals inventory information submission. In the regulations, suppliers are defined as persons who supply hazardous chemicals, and include principal suppliers (that is, suppliers who formulate, manufacture, import, recycle or reformulate hazardous chemical chemicals) and subsidiary suppliers (that is, suppliers who repack, distribute or retail hazardous chemicals).

Notification

Submission

Acknowledged 5

Rejected 0

SUBMISSION PAGE



← → ⌂ cims.dosh.gov.my/submission/main.php

Apps CIMS - Jabatan Kes... myKKP HRMIS Login Page Laman Web Rasmi J... Welcome to MyGov...

Azhar Importer & Manufacturer

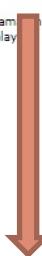
Chemicals Information Management System

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

USER MANUAL

Submission
All List
Acknowledged List
Rejected List

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Jabatan Keselamatan dan Kesihatan
Pekerjaan, Malaysia



STEP 2

Submission :: List									
Show 10 ▾ Entries		Search all columns: <input type="text"/>							
	Submission ID	Chemical Type	Submission Date	Bulk Submission	Status	Activity			
<input type="checkbox"/>	-	Substance	02-06-2020 (Last Update)	N	Details Saved (Yet to Send)				
<input type="checkbox"/>	DOSH/2016/0000314	Mixture	22-02-2016	B	Submission Acknowledged				
<input type="checkbox"/>	DOSH/2016/0000315	Substance	22-02-2016	N	Submission Acknowledged				
<input type="checkbox"/>	DOSH/2016/0000317	Mixture	22-02-2016	N	Submission Acknowledged				
<input type="checkbox"/>	DOSH/2017/0000130	Substance	11-01-2017	N	Submission Acknowledged				
<input type="checkbox"/>	DOSH/2017/0001124	Substance	20-03-2017	B	Submission Acknowledged				
<input type="text"/> Search Submission ID		<input type="text"/> Search Chemical Type	<input type="text"/> Search Submission Date	<input type="text"/> Search Bulk Submission	<input type="text"/> Search Status	<input type="text"/>			
Showing 1 to 6 of 6 Entries									
First Previous 1 Next Last									

STEP 3

No	Menu button	Descriptions
1	All list	List all new submission only with status
2	Acknowledged List	List all acknowledge submission
3	Rejected List	List all rejected submission

Sub Menu Descriptions

No	Button	Descriptions
1		View record details
2		Download certificate registration / acknowledgement submission
3		Duplicate submission
4		Edit record

Activity Button Descriptions

ADD SUBMISSION PAGE

Left decorative element: A molecular structure diagram consisting of black and red spheres connected by blue lines.

Right decorative element: A molecular structure diagram consisting of black and red spheres connected by blue lines.

Page Header:

- Back, Forward, Stop, Address bar: cims.dosh.gov.my/submission/main.php
- Favorites, Refresh, Home, Apps, CIMS - Jabatan Kes..., myKKP, HRMIS Login Page, Laman Web Rasmi J..., Welcome to MyGov...
- Star, Puzzle, Refresh, N, More

Header Content:



Azhar
Importer & Manufacturer

Chemicals Information Management System

USER MANUAL

Navigation Bar:

[HOME](#) | [SUBMISSION](#) | [REPORT](#) | [PROFILE](#) | [SUPPORT](#) | [LOGOUT](#)

Left Sidebar:

Submission

- All List
- Acknowledged List
- Rejected List

Page Content:

Submission :: Add

Chemical Type: Substance Mixture

Quantity:

Fill up no of substance/mixture to be submit. Please ensure that only hazardous chemicals with quantity of 1 metric tonne and above are submitted in the inventory.

STEP 4

Page Footer:

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Pekerjaan, Malaysia

STEPS FOR NEW SUBMISSION (SUBSTANCE)



STEP 5

Fill up the required information includes physical form, chemical name and CAS no. A chemical list window will appear

STEP 6

Search for your chemical by fill in the name or CAS no. and click SELECT

STEP 7

If the chemical is not in the list, fill in 'new chem' on the chemical name bar and click 'proceed'

STEP 8

Fill up the chemical name and CAS no. and click 'submit'



NEW SUBSTANCE PAGE

← → ⌂ cims.dosh.gov.my/submission/main.php

☆ ⚙ N Update :

Apps CIMS - Jabatan Kes... myKKP HRMIS Login Page Laman Web Rasmi J... Welcome to MyGov...



Azhar
Importer & Manufacturer

Chemicals Information Management System

USER MANUAL

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

Submission
All List
Acknowledged List
Rejected List

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Pekerjaan, Malaysia

STEP 5

Substance 1	
Physical Form *	-SELECT-
Chemical Name *	<input type="text"/>
Physical Hazard Classification *	<p>NONE: Chemicals which, in contact with water, emit flammable gases: Category 1 Chemicals which, in contact with water, emit flammable gases: Category 2 Chemicals which, in contact with water, emit flammable gases: Category 3</p> <p>Add> <Remove</p>
Health Hazard Classification *	<p>NONE: Acute Toxicity Dermal: Category 1 Acute Toxicity Dermal: Category 2 Acute Toxicity Dermal: Category 3</p> <p>Add> <Remove</p>
Environment Hazard Classification *	<p>NONE: Hazardous to the Aquatic Environment-Acute Hazard: Category 1 Hazardous to the Aquatic Environment-Chronic Hazard: Category 1 Hazardous to the Aquatic Environment-Chronic Hazard: Category 2</p> <p>Add> <Remove</p>
Quantity Imported *	<input type="text"/> tonne/year (<i>Please insert 0 if chemical is not imported</i>)
Quantity Manufactured *	<input type="text"/> tonne/year (<i>Please insert 0 if chemical is not manufactured</i>)

CHEMICAL LIST WINDOW

Chemical Information Management System version 1.0 : Search Chemical - Google Chrome
cims.dosh.gov.my/submission/chemicalList.php?i=1&j=1

STEP 6

Chemical List

Search Chemical Name Or CAS No Proceed

Showing 1 to 3,961 of 3,961 Entries

Chemical Name	CAS No	Hazard Classification	Activity
Benomyl	17804-35-2	SELECT	
Bentonite	1302-78-9	SELECT	
benzaldehyde	100-52-7	SELECT	
Benzenamine, N-phenyl-, reaction products with 2,4,4-trimethylpentene	68411-46-1	SELECT	
Benzenamine, N-phenyl-, reaction products with 2,4,4-trimethylpentene	68411-46-1	SELECT	
Benzenamine, N-phenyl-, styrenated	68442-68-2	SELECT	
Benzene	71-43-2	SELECT	
Benzene, 1,1'-oxybis-, tetrapropylene derivs., sulfonated, sodium salts	119345-04-9	SELECT	
Benzene, 1,1'-oxybis-, tetrapropylene derivs., sulfonated, sodium salts	119345-04-9	SELECT	
Benzene, C10-16-alkyl derivs.	68648-87-3	SELECT	
Benzene, mono-C15-36-branched alkyl derivs., C24-rich	90171-05-4	SELECT	
Benzene, mono-C15-36-branched alkyl derivs., C24-rich	90171-05-4	SELECT	
Benzene,1,1 Methylenebis Isocyanato Homopolymer	39310-05-9	SELECT	
Benzene-1,2,4,5-tetracarboxylic acid, compound with 4,5-dihydro-2-phenyl-	54553-90-1	SELECT	

Cancel

STEP 6

CHEMICAL LIST WINDOW

Chemical Information Management System version 1.0 : Search Chemical - Google Chrome
cims.dosh.gov.my/submission/chemicalList.php?i=1&j=1

STEP 7

Chemical List

Search Or Proceed

0 to 0 of 0 Entries

Chemical Name	CAS No	Hazard Classification	Activity
No matching records found			

Please insert Chemical manually

Chemical Name	
CAS No	

STEP 8

Submit Cancel

STEP 7

STEP 8

STEPS FOR NEW SUBMISSION (SUBSTANCE)



STEP 9

Fill in the physical, health and environmental hazard classification with the quantity imported/manufactured

STEP 10

Click 'Save' button

STEP 11

Read the terms and conditions and tick ✓ in the box

STEP 12

Click 'Save & Submit' for DOSH acknowledgement

NEW SUBSTANCE PAGE



Azhar
Importer & Manufacturer

[HOME](#) | [SUBMISSION](#) | [REPORT](#) | [PROFILE](#) | [SUPPORT](#) | [LOGOUT](#)

Chemicals Information Management System

USER MANUAL

Submission
[All List](#)
[Acknowledged List](#)
[Rejected List](#)

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Jabatan Keselamatan dan Kesehatan
Pekerjaan, Malaysia

Submission :: Add

Chemical Type Substance Quantity: 1

Fill up no of substance/mixture to be submit. Please ensure that only hazardous chemicals with quantity of 1 metric tonne and above are submitted in the inventory.

Remarks

Substance 1

Physical Form *	Liquid <input type="button" value="Add>"/>	CAS No
Chemical Name *	Acrylic acid <input type="button" value="<Remove"/>	79-10-7
Physical Hazard Classification *	NONE: Chemicals which, in contact with water, emit flammable gases: Category 1 Chemicals which, in contact with water, emit flammable gases: Category 2 Chemicals which, in contact with water, emit flammable gases: Category 3	<input type="button" value="Add>"/> <input type="button" value="<Remove"/>
Health Hazard Classification *	NONE: Acute Toxicity Dermal: Category 1 Acute Toxicity Dermal: Category 2 Acute Toxicity Dermal: Category 3	<input type="button" value="Add>"/> <input type="button" value="<Remove"/>
Environment Hazard Classification *	NONE: Hazardous to the Aquatic Environment-Acute Hazard: Category 1 Hazardous to the Aquatic Environment-Chronic Hazard: Category 1 Hazardous to the Aquatic Environment-Chronic Hazard: Category 2	<input type="button" value="Add>"/> <input type="button" value="<Remove"/>
Quantity Imported *	5.0 tonne/year (Please insert 0 if chemical is not imported)	<input type="button" value="Add>"/>
Quantity Manufactured *	0.0 tonne/year (Please insert 0 if chemical is not manufactured)	<input type="button" value="<Remove"/>

STEP 9 (Red box and arrow pointing to the 'Add>' button in the Physical Hazard Classification section)

STEP 9 (Red box and arrow pointing to the 'Add>' button in the Health Hazard Classification section)

STEP 10 (Red box and arrow pointing to the 'Save' button at the bottom right)

Terms and Conditions

By submitting the above information, I have verified that all the content are correct. I understand that the document will be printed EXACTLY as it appears here, that I cannot make any changes once submitted and that I assume all responsibility in complying with the CLASS Regulations.

NEW SUBSTANCE PAGE



Azhar
Importer & Manufacturer

[HOME](#) | [SUBMISSION](#) | [REPORT](#) | [PROFILE](#) | [SUPPORT](#) | [LOGOUT](#)

Chemicals Information Management System

USER MANUAL

Submission

All List

Acknowledged List

Rejected List

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Jabatan Keselamatan dan Kesehatan
Pekerjaan, Malaysia

Submission :: Add

Chemical Type

Substance

Quantity:

1

[Proceed](#)

Fill up no of substance/mixture to be submit. Please ensure that only hazardous chemicals with quantity of 1 metric tonne and above are submitted in the inventory.

Substance 1

Physical Form *

Liquid

Chemical Name *

Acrylic acid

CAS No

79-10-7

Physical Hazard Classification *

NONE:

Chemicals which, in contact with water, emit flammable gases: Category 2
Chemicals which, in contact with water, emit flammable gases: Category 3
Corrosive to Metals: Category 1

Add >

< Remove

Chemicals which, in contact with water, emit flammable gases: Category 1

Health Hazard Classification *

NONE:

Acute Toxicity Dermal: Category 1
Acute Toxicity Dermal: Category 3
Acute Toxicity Dermal: Category 4

Add >

< Remove

Acute Toxicity Dermal: Category 2

Environment Hazard Classification *

Hazardous to the Aquatic Environment-Acute Hazard: Category 1

Hazardous to the Aquatic Environment-Chronic Hazard: Category 1
Hazardous to the Aquatic Environment-Chronic Hazard: Category 2
Hazardous to the Aquatic Environment-Chronic Hazard: Category 3

Add >

< Remove

NONE:

Quantity Imported *

5.0 tonne/year (Please insert 0 if chemical is not imported)

Quantity Manufactured *

0.0 tonne/year (Please insert 0 if chemical is not manufactured)

STEP 11



By submitting the above information, I have verified that all the content are correct. I understand that the document will be printed EXACTLY as it appears here, that I cannot make any changes once submitted and that I assume all responsibility in complying with the CLASS Regulations.

STEP 12

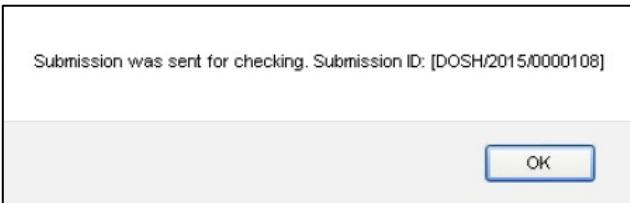
[Save](#)

[Save & Submit](#)

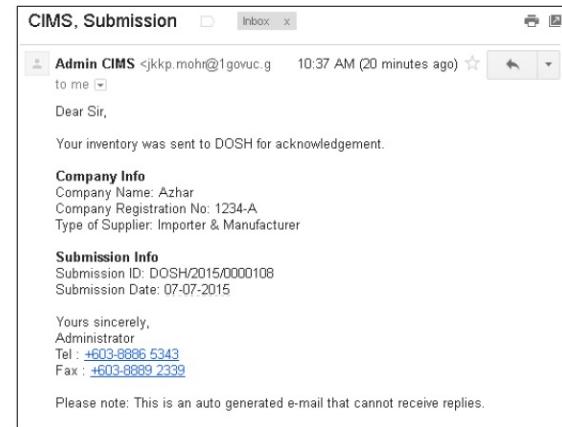
[Cancel](#)

SUCCESSFUL SUBMISSION NOTIFICATION

- ✓ System will notify for the successful submission and user will receive submission ID immediately



- ✓ System will automatically send email notification for successful new submission



- ✓ Submission list will update and show submission status

Submission :: List						
Show 10 Entries		Search all columns:				
<input type="checkbox"/>	Submission ID	Chemical Type	Submission Date	Bulk Submission	Status	Activity
	DOSH/2015/0000108	substance	07-07-2015	N	Pending Acknowledgement	
	Search Submission ID	Search Chemical Type	Search Submission Date	Search Bulk Submission	Search Status	



New Submission For Mixture

For hazardous chemicals (mixture) inventory
submission **less** than 20 chemicals

STEPS FOR NEW SUBMISSION (MIXTURE)



STEP 1

Click 'Add Submission' on the submission page

STEP 2

Scroll down chemical type and select 'Mixture' and fill in the number of chemicals to be submitted. Click 'Proceed'

STEP 3

Fill in the product name, physical form, ID number (if any) and no. of hazardous ingredient. Click 'Proceed'

STEP 4

Click on the chemical name text box and a chemical list window will appear

SUBMISSION PAGE



← → ⌂ cims.dosh.gov.my/submission/main.php

Apps CIMS - Jabatan Kes... myKKP HRMIS Login Page Laman Web Rasmi J... Welcome to MyGov...

Azhar Importer & Manufacturer

Chemical Information Management System

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USER MANUAL

Submission

All List

Acknowledged List

Rejected List

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STEP 1

Add Submission Upload Bulk Submission Delete

Show 10 Entries Search all columns:

<input type="checkbox"/>	Submission ID	Chemical Type	Submission Date	Bulk Submission	Status	Activity
<input type="checkbox"/>	-	Substance	02-06-2020 (Last Update)	N	Details Saved (Yet to Send)	
<input type="checkbox"/>	DOSH/2016/0000314	Mixture	22-02-2016	B	Submission Acknowledged	
<input type="checkbox"/>	DOSH/2016/0000315	Substance	22-02-2016	N	Submission Acknowledged	
<input type="checkbox"/>	DOSH/2016/0000317	Mixture	22-02-2016	N	Submission Acknowledged	
<input type="checkbox"/>	DOSH/2017/0000130	Substance	11-01-2017	N	Submission Acknowledged	
<input type="checkbox"/>	DOSH/2017/0001124	Substance	20-03-2017	B	Submission Acknowledged	

Search Submission ID Search Chemical Type Search Submission Date Search Bulk Submission Search Status

Showing 1 to 6 of 6 Entries First Previous 1 Next Last

ADD SUBMISSION PAGE

cims.dosh.gov.my/submission/main.php

Update

Apps

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myKKP

HRMIS Login Page

Laman Web Rasmi J...

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Azhar
Importer & Manufacturer

Chemicals Information Management System

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Submission

All List

Acknowledged List

Rejected List

Submission :: Add

STEP 2

Chemical Type

Mixture
-SELECT-
Substance
Mixture

Quantity:

Fill up no of substance/mixture to be submit. Please ensure that only hazardous chemicals with quantity of 1 metric tonne and above are submitted in the inventory.

NEW MIXTURE PAGE



cims.dosh.gov.my/submission/main.php

Apps

CIMS - Jabatan Kes...

myKKP

HRMIS Login Page

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USER MANUAL

Submission
All List
Acknowledged List
Rejected List

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Fill up no of substance/mixture to be submit. Please ensure that only hazardous chemicals with quantity of 1 metric tonne and above are submitted in inventory.

Mixture 1

Product Name * **Physical Form *** **ID Number (if any)**
No of Ingredient *

Physical Hazard Classification *
NONE:
Chemicals which, in contact with water, emit flammable gases: Category 1
Chemicals which, in contact with water, emit flammable gases: Category 2
Chemicals which, in contact with water, emit flammable gases: Category 3

Health Hazard Classification *
NONE:
Acute Toxicity Dermal: Category 1
Acute Toxicity Dermal: Category 2
Acute Toxicity Dermal: Category 3

Environment Hazard Classification *
NONE:
Hazardous to the Aquatic Environment-Acute Hazard: Category 1
Hazardous to the Aquatic Environment-Chronic Hazard: Category 1
Hazardous to the Aquatic Environment-Chronic Hazard: Category 2

Quantity Imported * tonne/year (*Please insert 0 if chemical is not imported*)
Quantity Manufactured * tonne/year (*Please insert 0 if chemical is not manufactured*)

Terms and Conditions

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STEP 3

Save

Cancel

NEW MIXTURE PAGE

Left decorative element: A molecular structure diagram with red, black, and white spheres connected by lines.

Right decorative element: A molecular structure diagram with teal, black, and red spheres connected by lines.

Page Header:

- Address bar: cims.dosh.gov.my/submission/main.php
- Star icon
- Puzzle piece icon
- Document icon
- User icon (N)
- Update button
- More options menu

Breadcrumbs:

- Apps
- CIMS - Jabatan Kes...
- myKKP
- HRMIS Login Page
- Laman Web Rasmi J...
- Welcome to MyGov...

Header:



Azhar
Importer & Manufacturer

Chemicals Information Management System

USER MANUAL

Navigation:

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Left Sidebar:

- Submission
 - All List
 - Acknowledged List
 - Rejected List

Content Area:

Mixture 1

Product Name *	<input type="text"/>	ID Number (if any)	
Physical Form *	<input type="button" value="-SELECT-"/>		
No of Ingredient *	<input type="text" value="2"/> <input type="button" value="Proceed"/>		
No.	Chemical Name	CAS No	Composition
1	<input type="text"/>	<input type="text"/>	<input type="button" value="-SELECT-"/> Or <input type="text"/> %
2	<input type="text"/>	<input type="text"/>	<input type="button" value="-SELECT-"/> Or <input type="text"/> %

STEP 4

STEPS FOR NEW SUBMISSION (MIXTURE)



STEP 5

Search for your chemical by fill in the name or CAS no. and click SELECT

STEP 6

If the chemical is not on the list, fill in 'new chem' on the chemical name bar and click 'proceed'

STEP 7

Fill up the chemical name and CAS no. and click 'submit'

STEP 8

Repeat step 5 until 7 for ingredient no. 2, 3 and so on until complete for all ingredients.

CHEMICAL LIST WINDOW

Chemical Information Management System version 1.0 : Search Chemical - Google Chrome
cims.dosh.gov.my/submission/chemicalList.php?i=1&j=1

STEP 5

Chemical List

Search Chemical Name Or CAS No Proceed

Showing 1 to 3,961 of 3,961 Entries

Chemical Name	CAS No	Hazard Classification	Activity
Benomyl	17804-35-2	SELECT	
Bentonite	1302-78-9	SELECT	
benzaldehyde	100-52-7	SELECT	
Benzenamine, N-phenyl-, reaction products with 2,4,4-trimethylpentene	68411-46-1	SELECT	
Benzenamine, N-phenyl-, reaction products with 2,4,4-trimethylpentene	68411-46-1	SELECT	
Benzenamine, N-phenyl-, styrenated	68442-68-2	SELECT	
Benzene	71-43-2	SELECT	
Benzene, 1,1'-oxybis-, tetrapropylene derivs., sulfonated, sodium salts	119345-04-9	SELECT	
Benzene, 1,1'-oxybis-, tetrapropylene derivs., sulfonated, sodium salts	119345-04-9	SELECT	
Benzene, C10-16-alkyl derivs.	68648-87-3	SELECT	
Benzene, mono-C15-36-branched alkyl derivs., C24-rich	90171-05-4	SELECT	
Benzene, mono-C15-36-branched alkyl derivs., C24-rich	90171-05-4	SELECT	
Benzene,1,1 Methylenebis Isocyanato Homopolymer	39310-05-9	SELECT	
Benzene-1,2,4,5-tetracarboxylic acid, compound with 4,5-dihydro-2-phenyl-	54553-90-1	SELECT	

Cancel

STEP 5

CHEMICAL LIST WINDOW

Chemical Information Management System version 1.0 : Search Chemical - Google Chrome
cims.dosh.gov.my/submission/chemicalList.php?i=1&j=1

STEP 6

Chemical List

Search Or Proceed

0 to 0 of 0 Entries

Chemical Name	CAS No	Hazard Classification	Activity
No matching records found			

Please insert Chemical manually

Chemical Name	CAS No
<input type="text"/>	<input type="text"/>

STEP 7

Submit Cancel



NEW MIXTURE PAGE

Left decorative element: A molecular structure diagram with red, black, and white spheres connected by lines.

Right decorative element: A molecular structure diagram with teal, black, and red spheres connected by lines.

Page Header:

- Back, Forward, Refresh buttons
- Address bar: cims.dosh.gov.my/submission/main.php
- Favorites, Settings, Update buttons
- Links: Apps, CIMS - Jabatan Kes..., myKKP, HRMIS Login Page, Laman Web Rasmi J..., Welcome to MyGov...

Main Content Area:

JKKP **Azhar Importer & Manufacturer** **Chemicals Information Management System** **USER MANUAL**

Navigation menu (left sidebar):

- Submission
 - All List
 - Acknowledged List
 - Rejected List

Product Information Form:

Mixture 1

Product Name *	<input type="text"/>	ID Number (if any)
Physical Form *	<input type="button" value="-SELECT-"/>	
No of Ingredient *	<input type="text" value="2"/> <input type="button" value="Proceed"/>	

Ingredient List Table:

No.	Chemical Name	CAS No	Composition
1	<input type="text"/>	<input type="text"/>	<input type="button" value="-SELECT-"/> Or <input type="text"/> %
2	<input type="text"/>	<input type="text"/>	<input type="button" value="-SELECT-"/> Or <input type="text"/> %

STEP 8

STEPS FOR NEW SUBMISSION (MIXTURE)



STEP 9

Fill in the composition and chemical source for each ingredients

STEP 10

Fill in the physical, health and environmental hazard classification with the quantity imported/ manufactured

STEP 11

Click 'Save' button

STEP 12

Read the terms and conditions and tick √ in the box. Click 'Save & Submit' for DOSH acknowledgement

NEW MIXTURE PAGE

Left decorative element: A molecular structure diagram with red, black, and white spheres connected by lines.

Right decorative element: A molecular structure diagram with teal, black, and red spheres connected by lines.

Page Header:

- Address bar: cims.dosh.gov.my/submission/main.php
- Star icon
- Puzzle piece icon
- Print icon
- Red circular icon with 'N'
- Update button

Page Navigation:

- Apps
- CIMS - Jabatan Kes...
- JKKPK myKKP
- HRMIS Login Page
- Laman Web Rasmi J...
- Welcome to MyGov...

Header Elements:

- JKKP Logo
- Azhar Importer & Manufacturer
- Chemicals Information Management System
- User Manual

Navigation Bar:

- HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

Form Fields (highlighted with orange boxes labeled "STEP 9"):

	CAS No	Composition	Chemical Source	
<input type="text"/>	1327-36-2	-SELECT- Or <input type="text"/> %	-SELECT-	<input type="button" value="+"/>
<input type="text"/>	77-47-4	-SELECT- Or <input type="text"/> %	-SELECT-	<input type="button" value="X"/>

Left Sidebar:

- Submission
 - All List
 - Acknowledged List
 - Rejected List

Page Footer:

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NEW MIXTURE PAGE

STEP 10

Physical Hazard Classification *	<p>NONE: Chemicals which, in contact with water, emit flammable gases: Category 1 Chemicals which, in contact with water, emit flammable gases: Category 2 Chemicals which, in contact with water, emit flammable gases: Category 3</p> <p>Add > <Remove</p>
Health Hazard Classification *	<p>NONE: Acute Toxicity Dermal: Category 1 Acute Toxicity Dermal: Category 2 Acute Toxicity Dermal: Category 3</p> <p>Add > <Remove</p>
Environment Hazard Classification *	<p>NONE: Hazardous to the Aquatic Environment Category 1 Hazardous to the Aquatic Environment Category 2</p> <p>Add > <Remove</p>
Quantity Imported *	<input type="text"/> tonne/year (Please insert 0 if chemical is not imported)
Quantity Manufactured *	<input type="text"/> tonne/year (Please insert 0 if chemical is not manufactured)

STEP 10

IMPORTANT NOTE!
Physical, environmental and health hazards are classified based on the chemical as a whole, and NOT for each hazardous chemicals

STEP 11

By submitting the above information, I have verified that all the content are correct. I understand that the document will be printed EXACTLY as it appears here, that I cannot make any changes once submitted and that I assume all responsibility in complying with the CLASS Regulations.

Save **Cancel**



NEW MIXTURE PAGE

Terms and Conditions

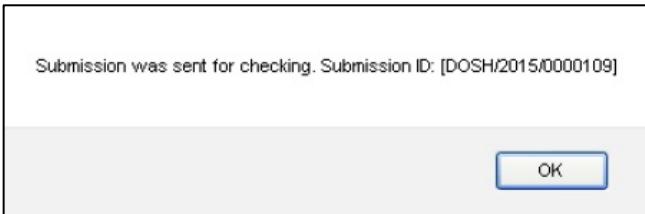
By submitting the above information, I have verified that all the content are correct. I understand that the document will be printed EXACTLY as it appears here, that I cannot make any changes once submitted and that I assume all responsibility in complying with the CLASS Regulations

STEP 12 **Save** **Save & Submit** **Cancel**

STEP 12

SUCCESSFUL SUBMISSION NOTIFICATION

- ✓ System will notify for the successful submission and user will receive submission ID immediately



- ✓ System will automatically send email notification for successful new submission

Admin CIMS <jkkp.mohr@1govuc.gov.my>
to me ▾

Dear Sir,

Your inventory was sent to DOSH for acknowledgement.

Company Info
Company Name: Azhar
Company Registration No: 1234-A
Type of Supplier: Importer & Manufacturer

Submission Info
Submission ID: DOSH/2015/0000109
...

Submission Date: 07-07-2015

Yours sincerely,
Administrator
Tel : +603-8886 5343
Fax : +603-8889 2339

Please note: This is an auto generated e-mail that cannot receive replies.

- ✓ Submission list will update and show submission status

Submission :: List						
		Search all columns:				
Show 10 Entries		Search all columns:				
	Submission ID	Chemical Type	Submission Date	Bulk Submission	Status	Activity
<input type="checkbox"/>	DOSH/2015/0000109	Mixture	07-07-2015	N	Pending Acknowledgement	
	Search Submission ID	Search Chemical Type	Search Submission Date	Search Bulk Submission	Search Status	



New Bulk Submission For Substance

For hazardous chemicals (substance) inventory
submission **more** than 20 chemicals

STEPS FOR NEW BULK SUBMISSION (SUBSTANCE)



STEP 1

Click 'Upload Bulk Submission' on the submission page

STEP 2

Click 'Substance' tab and click 'Download' at both Reference and Format tab

STEP 3

Fill up the information required on the Excel Spreadsheet (Master-Substance) and save the file

STEP 4

Upload the file on CIMS by click 'Upload a file' at the Substance format tab

STEPS FOR NEW BULK SUBMISSION (SUBSTANCE)



STEP 5

Confirm the details in the table appeared and tick ✓ in the box at the right end for each chemicals

STEP 6

Read the terms and conditions and tick ✓ in the box

STEP 7

Click 'Save & Submit' for DOSH acknowledgement

SUBMISSION PAGE

cims.dosh.gov.my/submission/main.php

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Azhar Importer & Manufacturer

JKKP

Chemicals Information Management System

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Submission :: List

STEP 1

All List Acknowledged List Rejected List

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Add Submission Upload Bulk Submission Delete

Show 10 Entries	Search all columns:						
	Submission ID	Chemical Type	Submission Date	Bulk Submission	Status	Activity	
<input type="checkbox"/>	-	Substance	02-06-2020 (Last Update)	N	Details Saved (Yet to Send)		
<input type="checkbox"/>	DOSH/2016/0000314	Mixture	22-02-2016	B	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2016/0000315	Substance	22-02-2016	N	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2016/0000317	Mixture	22-02-2016	N	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2017/0000130	Substance	11-01-2017	N	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2017/0001124	Substance	20-03-2017	B	Submission Acknowledged		

Search Submission ID Search Chemical Type Search Submission Date Search Bulk Submission Search Status

Showing 1 to 6 of 6 Entries First Previous 1 Next Last

UPLOAD SUBMISSION PAGE

cims.dosh.gov.my/submission/main.php

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Chemicals Information Management System

USER MANUAL

Submission

All List

Acknowledged List

Rejected List

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Upload Submission

STEP 2

Guideline

1. Download Reference File & Format accordingly (Mixture slightly different from Substance)
2. Follow example on how to fill the data
3. Save the file
4. Select & Upload by Submission Type

IMPORTANT NOTE!

* Reference: Guide on how to fill in the EXCEL Spreadsheet.
* Format: The Spreadsheet need to be fulfilled and upload at 'Upload a file' space.

STEP 2

Substance Mixture

Reference Download

Format Download

Substance Upload a file



MASTER-SUBSTANCE EXCEL SPREADSHEET



File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Cut Copy Format Painter Paste Clipboard Calibri 11 A A Wrap Text ab General Merge & Center Conditional Formatting AutoSum Fill Sort & Filter Share

Font Alignment Number Styles Cells Editing

E22

	A	B		E	F	G	H	I	
1	Remark	Write your remark here							
2	No	Physical Form	Product/Chemical Name	CAS No	Physical Hazard Classification	Health Hazard Classification	Environment Hazard Classification	Quantity Imported - tonne/year	Quantity Manufactured - tonne/year
3									
4	1 S/L/G	Your Product/Chemical Name	xxxxxx-xx-xxxx	Corrosive to Metals: Category 1; Explosives: Division 1.1 (use semi-colon ";" if there is more than ONE hazard classification)	Skin Corrosion/irritation: Category 1 B; Carcinogenicity: Category 1 B			10.0	30.0
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

STEP 3

Either S/L/G

- Physical, Health and Environment Hazard are listed in Substance-Reference Excel Spreadsheet
- For multiple hazards, separate with semi colon (;)

IMPORTANT NOTE!
Refer to Substance-Reference Excel Spreadsheet for guidance and example to fill up the information correctly

UPLOAD SUBMISSION PAGE

Substance Mixture

Reference Download

Format Download

Substance **Upload a file** STEP 4

Remarks

No	Physical Form	Product/Chemical Name	CAS No	Physical Hazard Classification	Health Hazard Classification	Environment Hazard Classification	Quantity Imported	Quantity Manufactured	<input type="checkbox"/>
1	Liquid	Acetic Acid	64-19-7	Flammable Liquids: Category 3;	Skin Corrosion/Irritation: Category 1 A/ 1 B/ 1 C/; Serious Eye Damage/Eye Irritation: Category 1;	No Hazard Statement: No Hazard Category;	100.0	0.0	<input checked="" type="checkbox"/> STEP 5

Terms and Conditions

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Save **Save & Submit** **Cancel** STEP 7



New Bulk Submission For Mixture

For hazardous chemicals (mixture) inventory
submission **more** than 20 chemicals

STEPS FOR NEW BULK SUBMISSION (MIXTURE)



STEP 1

Click 'Upload Bulk Submission' on the submission page

STEP 2

Click 'Mixture' tab and click 'Download' at both Reference and Format tab

STEP 3

Fill up the information required on the Excel Spreadsheet (Master-Mixture) and save the file

STEP 4

Upload the file on CIMS by click 'Upload a file' at the Mixture format tab

STEPS FOR NEW BULK SUBMISSION (MIXTURE)



STEP 5

Confirm the details in the table appeared and tick ✓ in the box at the right end for each chemicals

STEP 6

Read the terms and conditions and tick ✓ in the box

STEP 7

Click 'Save & Submit' for DOSH acknowledgement

SUBMISSION PAGE

cims.dosh.gov.my/submission/main.php

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Submission :: List

STEP 1

All List Acknowledged List Rejected List

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Add Submission Upload Bulk Submission Delete

Show 10 Entries	Search all columns:						
	Submission ID	Chemical Type	Submission Date	Bulk Submission	Status	Activity	
<input type="checkbox"/>	-	Substance	02-06-2020 (Last Update)	N	Details Saved (Yet to Send)		
<input type="checkbox"/>	DOSH/2016/0000314	Mixture	22-02-2016	B	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2016/0000315	Substance	22-02-2016	N	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2016/0000317	Mixture	22-02-2016	N	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2017/0000130	Substance	11-01-2017	N	Submission Acknowledged		
<input type="checkbox"/>	DOSH/2017/0001124	Substance	20-03-2017	B	Submission Acknowledged		

Search Submission ID Search Chemical Type Search Submission Date Search Bulk Submission Search Status

Showing 1 to 6 of 6 Entries First Previous 1 Next Last

UPLOAD SUBMISSION PAGE

cims.dosh.gov.my/submission/main.php

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USER MANUAL

Submission

All List
Acknowledged List
Rejected List

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Upload Submission

STEP 2

STEP 2

Substance Mixture

Reference Download

Format Download

Mixture Upload a file

MASTER-MIXTURE EXCEL SPREADSHEET

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Cut Copy Paste Format Painter Clipboard Calibri 11 A A Wrap Text General Conditional Format as Cell Insert AutoSum Fill Clear Sort & Find & Filter Select

F19

No	Product Name	Physical Form	ID Number (if any)	No of Ingredient	Physical Hazard Classification	Health Hazard Classification	Environment Hazard Classification	Quantity Imported - to	Quantity Imported - tonne/year
1	Remark	Write your remark here							
2	1 Your Product Name	S/L/G		2	Corrosive to Metals: Category 1; Explosives: Division 1.1 (use semi-colon ";" if there is more than ONE hazard classification)			30.0	10.0
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

STEP 3

Either S/L/G

- Physical, Health and Environment Hazard are listed in Mixture-Reference Excel Spreadsheet
- For multiple hazards, separate with semi colon (;)

IMPORTANT NOTE!
Refer to Mixture-Reference Excel Spreadsheet for guidance and example to fill up the information correctly

MASTER-MIXTURE EXCEL SPREADSHEET

STEP 3

Key no must be as same as in the Master-Mixture sheet

Composition as in 'Reference' spreadsheet

Composition	Code
<1%	A1
1 to <3%	A2
3 to <5%	A3
5 to <10%	A4
10 to <20%	A5
20 to <60%	A6
>60%	A7
Number with 3 decimals format	0.000

Chemical Source as in 'Reference' spreadsheet

Chemical Source	Code
Locally Manufactured	LM
Imported	IM

Azhar-Mixture1.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View PDF

P18

A	B	C	D	E	F
1	Key	Chemical Name	CAS No	Composition	Chemical Source
2	1	Acetic Acid	64-19-7	A5	LM
3	1	Acetone	67-64-1	A4	IM
4					
5	Key no must be as same as in the Master-Mixture sheet				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Master-Mixture Sub-Master-Mixture

Ready 100%

UPLOAD SUBMISSION PAGE

Substance Mixture

Reference Download

Format Download

Mixture Upload a file **STEP 4**

Remarks

No	Product Name	Physical Form	ID Number (if any)	No of Ingredient	Physical Hazard Classification	Health Hazard Classification	Environment Hazard Classification	Quantity Imported	Quantity Manufactured	<input type="checkbox"/>
1	Fast Sealant	Liquid		2	Flammable Liquids: Category 3;	Skin Corrosion/Irritation: Category 1 A/1 B/1 C; Serious Eye Damage/Eye Irritation: Category 1		500.0	0.0	<input checked="" type="checkbox"/>
	#	Chemical Name			CAS No	Composition	Chemical Source			
	1	Acetic Acid			64-19-7	10 to <30%	Locally Manufactured			
	2	Acetone			67-64-1	5 to <10%	Imported			

IMPORTANT NOTE!
Once the Excel Spreadsheet has been successfully uploaded, a table showing list of chemicals will appear

STEP 5

STEP 6

STEP 7

Save Save & Submit Cancel

Terms and Conditions
By submitting the above information, I have verified that all the content are correct. I understand that the document will be printed EXACTLY as it appears here, that I cannot make any changes once submitted and that I assume all responsibility in complying the CLASS Regulations



Submission Status

SUCCESSFUL SUBMISSION STATUS NOTIFICATION

- ✓ User will receive an email from CIMS notifying that the submission has been acknowledged by DOSH

Admin CIMS <jkkp.mohn@1govuc.gov.my>

to me ▾

Dear Sir,

Your chemical submission was acknowledged by JKKP.

Company Info

Company Name: Azhar
Company Registration No: 1234-A
Type of Supplier: Importer & Manufacturer

Submission Info

Submission ID: DOSH/2015/0000109
Submission Date: 07-07-2015

Acknowledgement Date: 07-07-2015

Yours sincerely,
Administrator

Tel : +603-8886 5343
Fax : +603-8889 2339

Please note: This is an auto generated e mail that cannot receive replies.

- ✓ Submission status changed to 'Submission Acknowledged' in inventory list in CIMS and user able to download Acknowledgement Certificate

Show 10 Entries							Search all columns:
	Submission ID	Chemical Type	Submission Date	Bulk Submission	Status	Activity	
<input type="checkbox"/>	DOSH/2015/0000109	Mixture	07-07-2015	N	Submission Acknowledged	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Search Submission	Search Chemical T	Search Submission	Search Bulk Submis	Search Status		
Showing 1 to 5 of 5 Entries							First Previous 1 Next Last

REJECTED SUBMISSION STATUS NOTIFICATION

- ✓ User will receive an email from CIMS notifying that the submission was not acknowledged by DOSH

Admin CIMS <jkkp.mohr@1govuc.gov.my>

to me ▾

Dear Sir,

Your chemical Submission was not acknowledged by DOSH.

Company Info

Company Name: Azhar
Company Registration No: 1234-A
Type of Supplier: Importer & Manufacturer

Submission Info

Submission ID: DOSH/2015/0000108/R
Submission Date: 07-07-2015

Yours sincerely,
Administrator

Tel : [+603 8886 5343](tel:+60388865343)
Fax : [+603 8889 2339](tel:+60388892339)

Please note: This is an auto generated e-mail that cannot receive replies.

- ✓ Submission status changed to 'Rejected (Ammend & Resubmit)' in inventory list in CIMS. User are required to make corrections and resubmit the submission.

Show 10 Entries							Search all columns:
	Submission ID	Chemical Type	Submission Date	Reason/Notes	Status	Activity	
<input type="checkbox"/>	DOSH/2015/0000108/R	Substance	07-07-2015	Information not complete. Kindly redo the submission.	Rejected (Ammend & Resubmit)		
Search Submission		Search Chemical	Search Submission	Search Reason/Notes	Search Status		
Showing 1 to 1 of 1 Entries							First Previous 1 Next Last



Submission Report

1. Overall Summary Report
2. Overall Detail Report

STEPS FOR SUBMISSION REPORT



STEP 1

In the supplier account homepage, click 'Profile'

STEP 2

Select 'Overall Summary Report' OR 'Overall Detail Report' in the Report Type

STEP 3

Select Chemical Type (Substance/Mixture) and year of chemical inventory submitted

STEP 4

Click 'Submit'



SUPPLIER ACCOUNT HOMEPAGE



← → C cims.dosh.gov.my/authentication/home.php

Apps CIMS - Jabatan Kes... myKKP HRMIS Login Page Laman Web Rasmi J... Welcome to MyGov...

Azhar Importer & Manufacturer

JKKP

Chemicals Information Management System

USER MANUAL

HOME | SUBMISSION | REPORT | PROFILE | SUPPORT | LOGOUT

STEP 1

CHEMICALS INFORMATION MANAGEMENT SYSTEM [CIMS]

OCCUPATIONAL SAFETY AND HEALTH

(Classification, Labelling and Safety Data Sheets of Hazardous Chemicals) REGULATIONS 2013

The Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013 (CLASS Regulations) have been gazetted on 11th October 2013. The CLASS Regulations, promulgated under the Occupational Safety and Health Act 1994 (Act 514), have replaced the Occupational Safety and Health (Classification, Packaging and Labelling of Hazardous Chemicals) Regulations 1997 (CPL Regulations). The main objective of the CLASS Regulations is to ensure suppliers of hazardous chemicals provide sufficient information on hazards of chemicals that they supply, so as to mitigate the risk of accidents happening in the workplace, thus providing a safe and healthy working environment and condition.

The responsibilities of suppliers as stated in the CLASS Regulation are to do the classification, labelling, preparation of Safety Data Sheet, packaging and chemicals inventory information submission. In the regulations, suppliers are defined as persons who supply hazardous chemicals, and include principal suppliers (that is, suppliers who formulate, manufacture, import, recycle or reformulate hazardous chemical chemicals) and subsidiary suppliers (that is, suppliers who repack, distribute or retail hazardous chemicals).

Notification
Submission
Acknowledged 5
Rejected 0

REPORT PAGE

Reports :: List

Reports Type	Overall Summary Report
Chemical Type	Substance
Year	2020

STEP 2

STEP 3

STEP 4

Submit Cancel



EXAMPLE OF OVERALL SUMMARY REPORT



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH

CHEMICAL INFORMATION MANAGEMENT SYSTEM

SUMMARY: OVERALL SUMMARY REPORT

SUPPLIER NAME: AZHAR [IMPORTER & MANUFACTURER]

YEAR: 2013

Chemical

No.	Name	CAS No
1	Warfarin	81-81-2
2	1, 2, 4-Trichlorobenzene	120-82-1

IMPORTANT NOTE!

* Report must be kept properly and made available upon inspection by DOSH Officer.



EXAMPLE OF OVERALL DETAIL REPORT



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH

CHEMICAL INFORMATION MANAGEMENT SYSTEM

SUMMARY: OVERALL DETAILED REPORT [SUBSTANCE]

SUPPLIER NAME: AZHAR [IMPORTER & MANUFACTURER]

YEAR: 2013

IMPORTANT NOTE!

* Report must be kept properly and made available upon inspection by DOSH Officer.

No	Product/Chemical Name	CAS No	Hazard Class	Acknowledged Date	Quantity Imported (tonne/year)	Quantity Manufactured (tonne/year)
1	Warfarin	81-81-2	Physical Hazard: -Chemicals which, in contact with water, emit flammable gases:Category 1; Health Hazard: -Acute Toxicity Oral:Category 1; -Reproductive Toxicity:Category 1 A / 1 B; Environment Hazard: -Hazardous to the Aquatic Environment-Acute Hazard:Category 1;	21-11-2014	10.0	5.0
2	Warfarin	81-81-2	Physical Hazard: -Chemicals which, in contact with water, emit flammable gases:Category 1; Health Hazard: -Acute Toxicity Oral:Category 1; -Reproductive Toxicity:Category 1 A / 1 B; Environment Hazard: -Hazardous to the Aquatic Environment-Acute Hazard:Category 1;	21-11-2014	10.0	5.0
3	1, 2, 4-Trichlorobenzene	120-82-1				20.0
			Total	30.0	30.0	



Common Mistakes



Common Mistakes

Non hazardous / not classified chemicals were included in the submission list.

For submission of substance, chemical name and CAS number is not provided.

Quantity imported / manufactured is not provided.

Hazards are not in line with the physical form of the chemicals.

Substance and mixture are mixed up in one submission.

Similar hazard classification is listed (same or different category) twice.

For chemicals which are listed in ICOP CHC (Amendment) 2019, the classification of chemicals submitted does not follow the minimum classification as per in the ICOP.



Common Mistakes (continue)

Submission via **bulk submission template** in Microsoft Excel form is not according to the reference. Therefore, system **unable to read** the excel file properly resulted in **failure** to upload submission. Below are some tips:

- The formatting of the hazard classification must be similar as in the reference including Capital letter, space etc.
- When there is no hazard, insert 'NONE' in the empty cell.
- Make sure 'Key No' is align with the 'No of ingredient' stated in Master-Mixture sheet.



Example of Common Mistakes



Quantity manufactured is not provided

Substance 1

Physical Form	Solid		
Chemical Name	Nickel (II) hydroxide	CAS No	12054-48-7
Hazard Class	Physical Hazard Classification		NONE: ;
	Health Hazard Classification		Acute Toxicity Inhalation: Category 3; Acute Toxicity Oral: Category 3; Carcinogenicity: Category 1; Germ Cell Mutagenicity: Category 1; Respiratory Sensitisation: Category 1; Skin Corrosion/irritation: Category 1; Specific Target Organ Toxicity-Repeated Exposure: Category 1;
	Environment Hazard Classification		Hazardous to the Aquatic Environment-Acute Hazard: Category 1; Hazardous to the Aquatic Environment-Chronic Hazard: Category 1;
Quantity Manufactured	0.0 tonne/year		



Example of Common Mistakes



Classification of substance does not follow the minimum classification as per in the ICOP CHC (Amendment) 2019

Substance 1

Physical Form	Liquid		
Chemical Name	Disodium sulfide	CAS No	1313-82-2
Hazard Class	Physical Hazard Classification NONE: ;	Health Hazard Classification Acute Toxicity Oral: Category 3; Serious Eye Damage/Eye Irritation: Category 1; Skin Corrosion/irritation: Category 1;	Environment Hazard Classification NONE: ;
Quantity Imported	0.0 tonne/year		
Quantity Manufactured	30.9 tonne/year		

No.	Chemical Name	CAS No	Classification		Labelling		
			Classification Code	H-code	Signal Word	H-code	Hazard Pictogram
234	disodium sulfide; sodium sulfide	1313-82-2	Acute Tox. 3 (dermal) Acute Tox. 4 (oral) Skin Corr. 1B Eye Dam. 1 Aquatic Acute 1	H311 H302 H314 H318 H400	Danger	H311 H302 H314 H400	

ICOP CHC (Amendment) 2019



Example of Common Mistakes



Non hazardous / not classified chemicals was included in the submission list

Substance 1

Physical Form	Liquid		
Chemical Name	polypropylene glycol adipate	CAS No	25101-03-5
Hazard Class	Physical Hazard Classification Health Hazard Classification Environment Hazard Classification	NONE: ; NONE: ; NONE: ;	
Quantity Imported	1.3 tonne/year		
Quantity Manufactured	1.3 tonne/year		



Example of Common Mistakes



CAS number not provided

Substance 1

Physical Form	Liquid				
Chemical Name	Desmodur 1511L / Diphenylmethane-diisocyanate, isomers and homologues	CAS No			
Hazard Class	Physical Hazard Classification	NONE: ;			
	Health Hazard Classification	Acute Toxicity Inhalation: Category 4; Carcinogenicity: Category 2; Respiratory Sensitisation: Category 1; Serious Eye Damage/Eye Irritation: Category 2; Skin Corrosion/irritation: Category 2; Skin Sensitisation: Category 1; Specific Target Organ Toxicity-Repeated Exposure: Category 2; Specific Target Organ Toxicity-Single Exposure: Category 3;			
	Environment Hazard Classification	NONE: ;			
Quantity Imported	30.0 tonne/year				
Quantity Manufactured	0.0 tonne/year				



Example of Common Mistakes



No information on the mixture ingredient (chemical name, CAS no., composition and chemical source)

Mixture 2

Product Name	THINNER 91-92 000000MY01							
Physical Form	Liquid		ID Number (if any)		-			
Ingredient	No.	Chemical Name	CAS No	Composition	Chemical Source			
	1			0.000%	-			
	2			0.000%	-			
	3			0.000%	-			
Hazard Class	Physical Hazard Classification		Flammable Liquids: Category 3;					
	Health Hazard Classification		Acute Toxicity Inhalation: Category 4; Serious Eye Damage/Eye Irritation: Category 1; Skin Corrosion/Irritation: Category 2; Aspiration Hazard: Category 1; Specific Target Organ Toxicity-Single Exposure: Category 3; Specific Target Organ Toxicity-Repeated Exposure: Category 2;					
	Environment Hazard Classification		-					
Quantity Imported	0.0 tonne/year							
Quantity Manufactured	26.2 tonne/year							



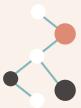
Example of Common Mistakes



Similar health hazard classification is listed (different category) twice

Mixture 27

Product Name	CU REDUCTION SOLUTION								
Physical Form	Liquid		ID Number (if any)		NO				
Ingredient	No.	Chemical Name	CAS No	Composition	Chemical Source				
	1	Methanol	67-56-1	10 to <30%	Locally Manufactured and Imported				
	2			0.000%	-				
Hazard Class	Physical Hazard Classification	-							
	Health Hazard Classification	Acute Toxicity Dermal: Category 3; Acute Toxicity Inhalation: Category 3; Acute Toxicity Oral: Category 3; Skin Corrosion/irritation: Category 1 B; Serious Eye Damage/Eye Irritation: Category 1; Skin Sensitisation: Category 1; Carcinogenicity: Category 2; Specific Target Organ Toxicity-Single Exposure: Category 1; Specific Target Organ Toxicity-Single Exposure: Category 3;							
	Environment Hazard Classification	-							
Quantity Imported	0.0 tonne/year								
Quantity Manufactured	172.8 tonne/year								



THANK YOU!

Do you have any
questions? Email to
cimsjkkp@mohr.gov.my

cims.dosh.gov.my

