



ADMINISTRATOR SETTINGS GUIDE

Version 3



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Glossary

ADG	Australian Dangerous Goods Code
ADMINISTRATOR	Chemwatch System Administrator
AUTHORITE	Chemwatch Application module for authoring SDS
CAS No	Chemical Abstract Substance Number
ENTOURAGE	Chemwatch specific service-desk support (Chemtourage)
COBRA	Control Banding Risk Assessment
COSHH	Control of Substances Hazardous to Health
CREDO	Create Mixture(s) Application Module, Physical Properties
CW No	Chemwatch Number
DB	Database
DG	Dangerous Goods
DGC	Dangerous Goods Class
EINECS	European Inventory of Existing Commercial Chemical Substances
GHS	Globally Harmonised System for the Classification of Hazardous Chemicals and Labelling
IFC	International Fire Code
ILO	International Labour Organisation, United Nations
IMDG	International Maritime Dangerous Goods
NFPA	National Fire Protection, USA
PKG	Packing Group for Dangerous Goods
RA	Risk Assessment
SARA	Superfund Amendments and Reauthorization Act
SDS	Safety Data Sheet
SI	International System of Units
SR	Subsidiary Risk for Dangerous Goods

SSO	Single Sign On
UI	User Interface
UK	United Kingdom
UN	United Nations
WHMIS	Workplace Hazardous Materials Information System, Canada
WHS	Workplace Health and Safety

About the Chemwatch Applications Suite

The Chemwatch applications suite comprises of the following modules. For example, the GoldFFX package is amalgamated into the following modules based on the administrator profile and add-ons.

Modules

 Home	 Risk Assessment	 Settings	 Approvals
 Label Designer	 Credo	 Registration Request	 Analytics
 Sisot			

Modular Features

 Home • Search for materials • Create a digital Manifest to mirror your sites • Add materials and edit quantities • Create report templates to export data • Print, Share or Download lists and SDS • Documents and Alerts	 Risk Assessment • Health risk assessments (ILO model) • UN (Storage) risk assessments • Risk assessment reports • Risk assessment Jobs • Jobs reports • Access Vendor SDS, Mini SDS, Control Sheets
 Label Designer • Create a new document template • Create a new label template • Create a custom label template • Generate a label for material	 Credo (AuthorITe is optional) • Create a new mixture • Add mixture into your folders • Generate Mini SDS and Labels
 Settings (Administrator Access) • General Settings • SDS Settings • User Management • Risk Assessment Settings • Outgoing SDS Settings • Form Builder Settings • Sisot Settings • Industrial Hygiene Settings • Integrations	 Sisot (Not included in this guide) • Manage chemical inventory with barcodes and RFID technology • Automatic tracking of containers • Add products and transfer containers • Supports several barcodes formats such as EAN, QR and more • Stocktake and reconciliation • Generate products and container data • Compare compatibility of chemicals

 Approvals • Manage approval requests of chemicals • Workflow (customizable) • Stages and transitions • Stakeholders • Custom forms • Volume/Location • Risk Assessment • Incompatibility, Environmental, SOP, PPE	 Registration Request • Inventory Request • Approval SDS Request • Submit Inventory List • Upload SDS in bulk • Identify folder location by area, section, location (storage folders)
 Analytics • Create dashboards to generate information and statistical data • Create widgets based on the type of datapoints • User graphical representation of analytical data	 Folder Management • Create and edit folders • Create a Manifest based on your site map • Apply folder properties • View folder history • Generate folder location data • Inventory QR
 Tags • Create tags for materials • Filter the inventory list by specific tags • Print, share or download tagged materials	 Manifest and Hazards  • Filter materials by hazard rating • Filter materials by chemical hazard types • Sort by Dangerous Goods • Sort by Regulatory Burden • View chemical Hazard Summary (tooltip)
 Form Builder • Create form templates • Define type of form • Add standard and fancy fields • Set language • Export form filled data	 Query Builder • Create search queries • Use search methods to query the database • User search operands to query the database • Query ingredients • Share queries with tags
 Report Generator  • Create a template using specific datapoints • Use a theme and format for your report • Export data in various formats	 Download SDS & Data • Print, share or download a list of materials • Print, share or download SDS • Print, share or download labels • Print, share or download a Manifest

**Feature Meter**

- Switch user interface based on skill level
- View materials grid using Simple or Advanced mode

**Chemist's Toolbox**

- View digital molecular structures
- Formats: SMILES, InChI, Molfiles

 Smart Suite  app is not a part of the web-packages by default. It is a chemicals management platform designed for mobile devices. This mobile app is compatible with both iOS and Android operating systems. Contact your Account Manager for more information or send an email to customerservice@chemwatch.net.

About the Administrator Settings Guide

This guide is intended for the Chemwatch System Administrator to learn how to set up the system's Settings  and configure user access and user interface attributes for other users.

These administrative responsibilities encompass these modes of settings:

- [Filter Settings](#)
- [General Settings](#)
- [SDS Settings](#)
- [Risk Assessments Settings](#)
- [User Management](#)
- [SISOT](#)
- [Form Builder](#)
- [Outgoing SDS](#)
- [Outback Settings](#)
- [Integrations](#)

The topics addressed pertain to the system settings available in the web-based applications of the licensed package. This system administrator guide is meant to complement the general user guide for the respective package, helping users other than the administrator learn how to navigate and use the web applications. The information icon  is used in this guide to share important notes for reference. Most of the activities covered are illustrated using read-write permissions to all modules with all the administrator settings. The general users guide is available through the web applications "Manual Icon  " within the applications user interface toolbar, which is accessible to all logged in users.



This guide includes steps on how set up specific settings for illustration purposes. Many screenshots feature numbered steps to clearly outline the sequence of actions needed to complete specific tasks in setting up the system. This guide covers the following settings.

Settings Modes

 General Settings	 Risk Assessment Settings
 SDS Settings	 Outgoing SDS Settings
 User Management Settings	 Form Builder Settings
 Sisot Settings	 Integrations

About the Application

The Chemwatch web application is a modern chemicals management suite designed to improve user experience with a simpler, more intuitive interface. It allows businesses to manage their chemical inventory and SDSs in compliance with health and safety.

Common Browsers

The web application works in Windows and Mac PC and laptops which must be connected to the internet. The administrator must ensure that IT requirements are met for the web application to work seamlessly within your business network. The table below lists the compatible common browsers.

Web Browser	Browser Specification	Recommended
 Google Chrome	Latest version of Google Chrome	★ ★ ★ ★ ★
 Firefox	Latest version of Mozilla Firefox	★ ★ ★ ★ ☆
 Edge	Latest version of Microsoft Edge is supported	★ ★ ★ ★ ☆
 Safari	Latest version of Safari is supported	★ ★ ★ ★ ☆

 Contact your **network administrator** for more details about the approved browsers to use in your work environment. Contact our IT department (it@chemwatch.net) for specific requirements to ensure that the Chemwatch system functions properly within your work environment.

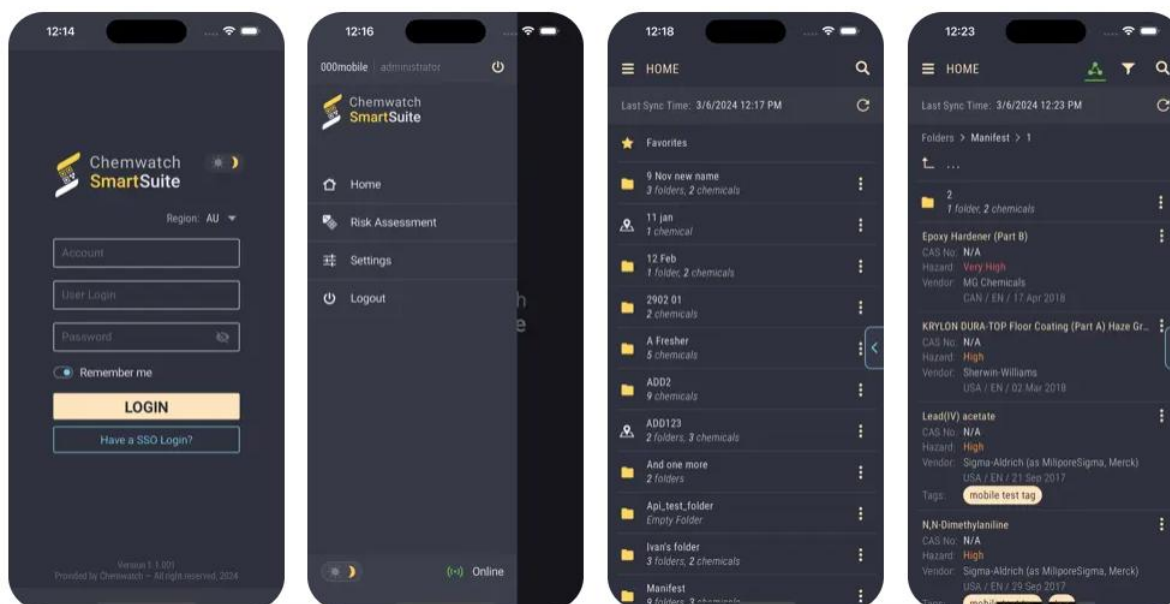


SmartSuite Mobile App

Chemwatch offers a separate mobile application for iOS and Android as an additional package to the standard web-based application license. SmarterSuite is our new mobile app that enables accessibility from a single location as a “One Stop Shop” for access to extensive health and safety information, including risk assessments, management of chemical inventory using various barcode types.

 For more information about mobile apps package, contact your Chemwatch Account Manager by sending an email to customerservice@chemwatch.net.

	Mobile App Mode	Features	
	Chemicals Management Mode	• Smart Vendor	Vendor SDS
		• Smart Gold	Chemwatch SDS
		• Smart Mini	Hazard Summary SDS
		• Smart ER	Emergency Report
		• Smart Cobra	Risk Assessment
		• Smart Labels	Chemical Labels
	Assets Management Mode	• Search & Browse	Look up engine
		• Inventory	Material list
		• Reconciliation	Reconcile and stocktake
		• Settings	Features and mobile settings



About User Login

The Chemwatch system is accessible online, and access is based on regional service as per the jurisdiction of the domain.

The Chemwatch system uses two main options for authentication:

- Manual Login
- Single Sign On (SSO)

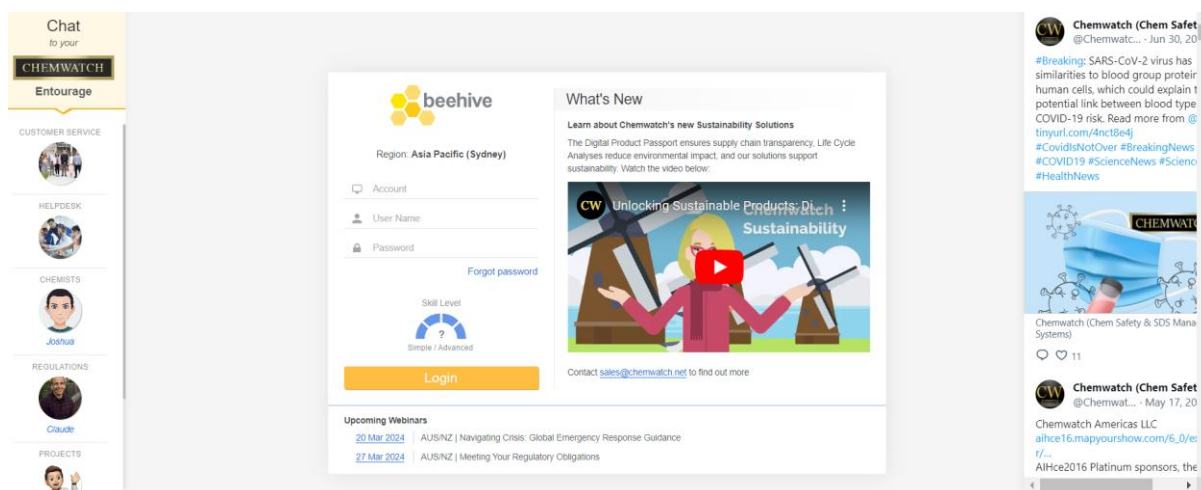
Authentication Mode	Description
Manual Login 	Users' manual login to the application requires the following authentication fields to be filled correctly. • Account Name • User Login • Password
Single Sign on 	This option is available in the database to authenticate users against an external repository which contain references to the organisation's users. When using the external authentication method, only users and their passwords are externalized, all other data integrator privileges remain within the Chemwatch database repository.

The authentication process uses a three-pronged credentials requirement that is unique in the system. The three-pronged credentials authentication method provides a more secure environment as it is based on user roles, permissions and privileges assigned to a user. The domain administrator credentials are provided by the Chemwatch for first time login with a temporary password.

Manual Login

The manual login main page of the system contains the following elements:

- Account, User Name and Password
- What's new
- X (formerly Twitter) pane
- Chat
- Entourage



The table below provides the login elements and descriptions.

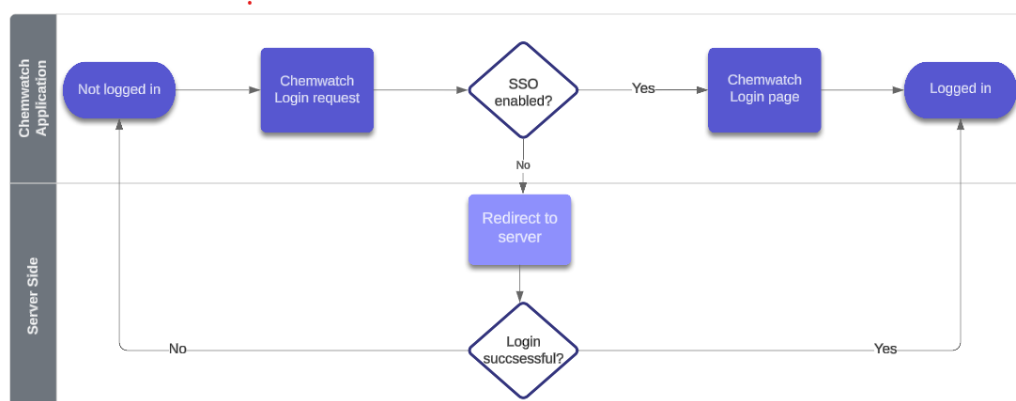
Login Page Elements	Function	Description
Account	Domain account	This domain name is for the system license package, which applies to all users within your organization or business.
User Name	Name of user	This is a unique user name that identifies each user within your business structure. It reflects the roles, permissions, and privileges assigned to that user.
Password	Specific user authentication	System authentication for a specific user. A password must use a strong password, combine letters, numbers and symbols.
Skill Level	User interface feature meter	A gauge intended to enable users to toggle between simple and advanced user interface panels, features and functionalities based on user permitted skill level set by the administrator for each user or a group of users.
Login button	Login button	This button enables the login authentication to the system.
Forgot password?	Change password	This feature allows Chemwatch to send an email to the user requesting password change. The user will be required to reassign a new password by providing a verification code contained in the email notification.
Site Update	System information update	This section of the login page provides information for any latest release update.
Register	Registration link	This link opens a registration form to register for the next upcoming Chemwatch webinar.
Chat	Online Support	The vertical bar on the side provides help and support chat feature available online 24/7. Users can use instant messaging to ask questions, raise inquiries, or troubleshoot problems.

Login Page Elements	Function	Description
Entourage	Online service teams	The vertical bar on the side provides a chat and email feature with their allocated team's Entourage. These teams correspond to the departmental services available online 24/7. Users can use instant messaging to ask questions, raise inquiries, or troubleshoot problems.

Single Sign On (SSO)

The Chemwatch system login authentication requires a three-factor authentication mode to gain access to the application through a domain account.

Single Sign-On (SSO) is an authentication process that allows users to access multiple applications or services with a single set of login credentials.



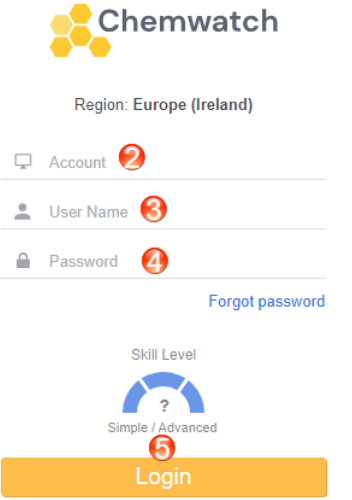
Instead of entering a username and password for each service, users log in once and gain access to all connected systems. This enhances user convenience, reduces password fatigue, and improves security by reducing the number of passwords users must manage.

 Domains that have **Single Sign On (SSO)** activated by-pass the login page. If uncertain on how your SSO login works, consult with your organisation's domain administrator of the system.

First Time Login

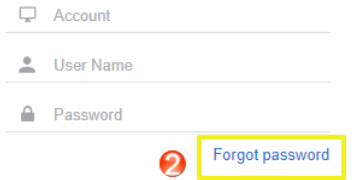
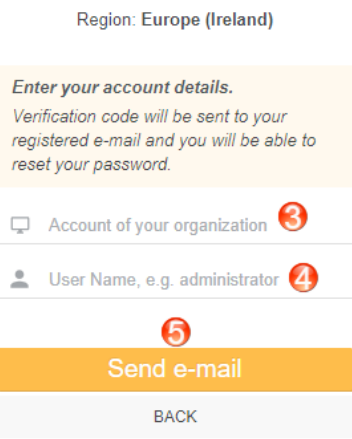
Chemwatch will send a "Welcome!" notification email for first time login. This email will contain your credentials with a temporary password and a link to the system to change your temporary password.

Steps to Login

1. Click on the “Link” provided in the “Welcome!” email to open login page. 2. Enter your Account. 3. Type your Username. 4. Enter your temporary Password. 5. Press the Login button. 6. A change Password login page will display. 7. Type the password again to confirm. 8. Press the change password button.	
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Forgot Password

Steps to Reset Password

1. Open Login page. 2. Click on “Forgot password?” link.	
3. Type the Account of your organisation. 4. Type the User Name. 5. Click the “Send e-mail” button. A verification code will be sent to your registered email to reset your password. A success message gets displayed on the top right corner of the user interface.  Success X Please enter a verification code and a new password. If you haven't received a verification code, please verify that the account and user name are correct and try again 6. Check verification code from your email.	

7. Enter **the verification code**.
8. Type in your **new password**.
9. Click the “**Enter verification code and change password**” button.



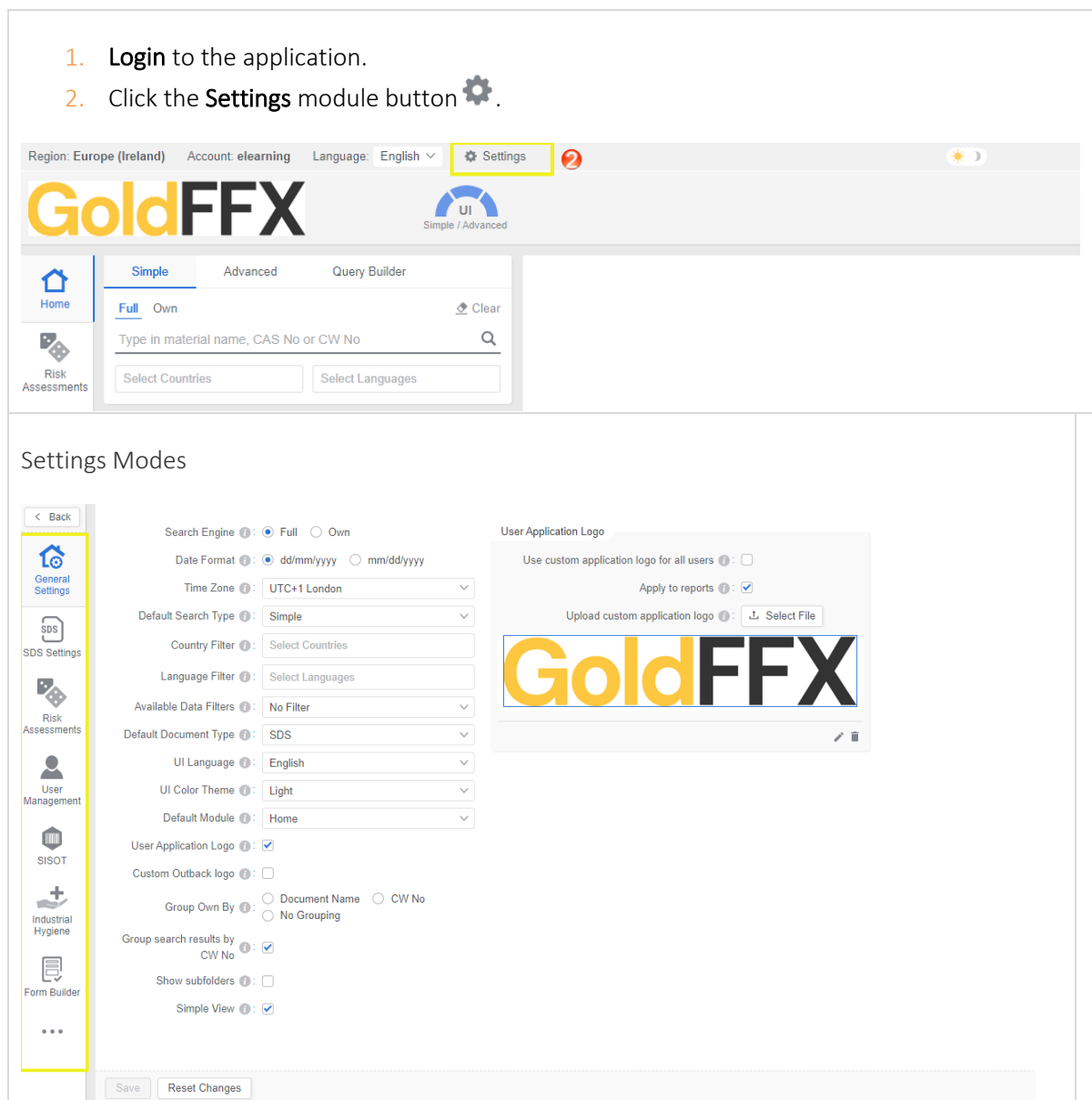
Users who cannot access or view certain modules, user interface features or cannot perform certain operations within the system; this generally means that they were not granted the respective permissions or privileges to do so. If such is the case for a particular user, then it suffices to review the user permissions, privileges and user interface settings.

About Settings

The Chemwatch system's Home  page provides access to the administrator settings via the Settings module button. To access settings, click on the Settings module button  as shown below.

Steps to Access the Setting Module

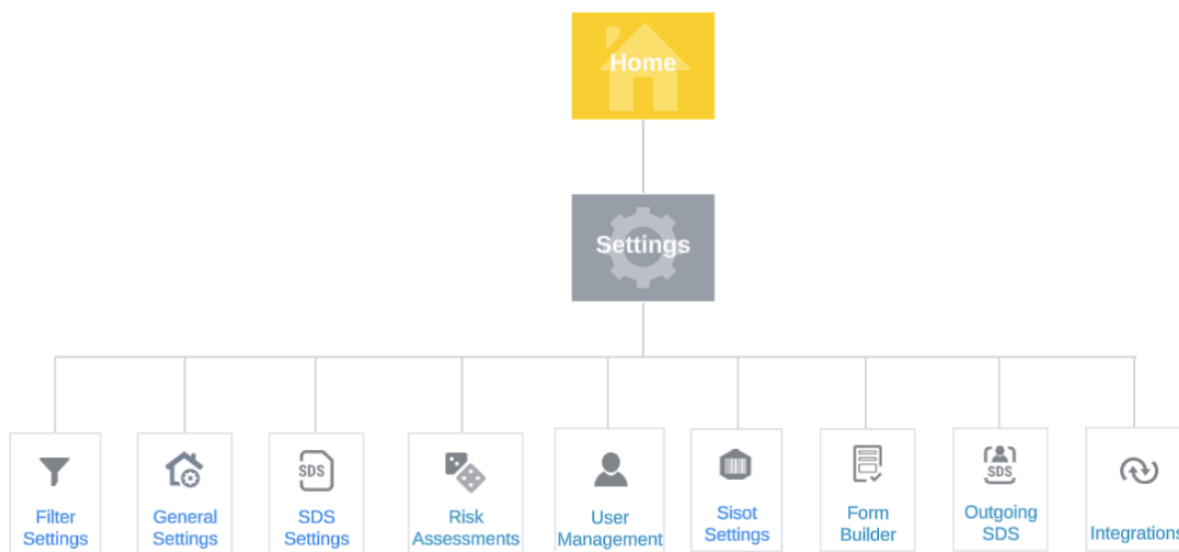
1. **Login** to the application.
2. Click the **Settings** module button .



The screenshot displays the GoldFFX application interface. At the top, the header shows the region (Europe (Ireland)), account (elearning), language (English), and a highlighted **Settings** button with a gear icon. Below the header, the GoldFFX logo is prominent, along with a UI toggle for Simple / Advanced. The main navigation bar includes Home, Risk Assessments, and a search bar. The Settings module is accessed via the gear icon in the top right. The Settings page is titled "Settings Modes" and features a vertical left pane with modular categories: General Settings, SDS Settings, Risk Assessments, User Management, SISOT, Industrial Hygiene, and Form Builder. The main content area lists various settings, including Search Engine (Full/Own), Date Format (dd/mm/yyyy/mm/dd/yyyy), Time Zone (UTC+1 London), Default Search Type (Simple), Country Filter (Select Countries), Language Filter (Select Languages), Available Data Filters (No Filter), Default Document Type (SDS), UI Language (English), UI Color Theme (Light), Default Module (Home), User Application Logo (checked), Custom Outback logo, Group Own By (Document Name/CW No/No Grouping), Group search results by CW No (checked), Show subfolders, and Simple View (checked). A "User Application Logo" section on the right allows for uploading a custom logo. At the bottom, there are "Save" and "Reset Changes" buttons.

The vertical left pane shows all the modular categories of settings related to the various front-end modules, along with their main attributes.

The **Settings Module** contains the following main modes to configure the system.



The primary responsibilities of the domain administrator for the chemicals management system is multifaced and involves respective key tasks. These activities include:

- System settings configuration to meet organisation requirements
- User account management of user identities and controlling access
- Permission and privileges assignment to ensure user access rights to perform their responsibilities
- Maintenance of system security to prevent unauthorised users from accessing the system
- Security certificates updates where applicable (IT administrator)

Modular Settings Attributes

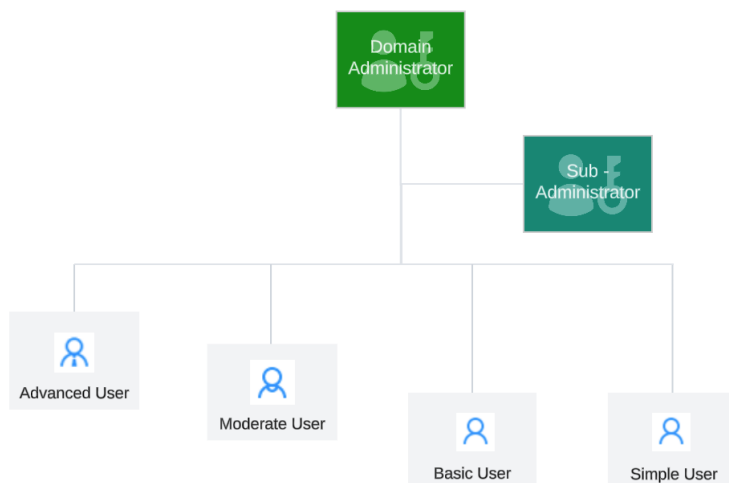
 General Settings • Search engine, search type • Date format • Country, language filters • Default type of document • User interface language and theme • Grouping of materials	 Risk Assessment Settings • Calculation model, Chemwatch • User defined (custom) model • Levels of risk, controls • Risk band matrix • ILO Exposure calculator • Probability scenarios, liquids/gases, solids
 SDS Settings • SDS options • Country, Language • Sentence count, font size, visual appearance • Part numbers, preferred vendors • SDS and display format • Jurisdictional settings	 Outgoing SDS Settings • SDS options • Country, Language • Sentence count, font size, visual appearance • SDS and display format • Jurisdictional settings

• Credo settings	
 User Management • Users general settings • Privileges • Roles • Groups • Folder permissions • Modules enabled	 Form Builder Settings • Form types • Language • History • Standard fields • Fancy fields • Add translations
 Sisot Settings • Barcode settings • Approval • Stocktake • Reconciliation • Containers • Container wizard	 Integrations • Enterprise identification

 Note that separate user guides are available for the product package. Access to general user guide is available through the Manual icon  on the top right toolbar of the user interface.

About User Profiles and Roles

The domain administrator is the primary user responsible for managing general settings, SDS settings, risk assessments, user management, form builder, and outgoing SDS settings for the organisation. User profiles vary from basic users with read-only access to users with edit rights and advanced features. Before creating users, groups, and roles, it's important to consider the profiles to define your organisation's user types effectively.



Users Hierarchy, Roles and Permissions

A role is used to streamline user management by grouping identical permissions and privileges under a single title or functional profile whereas permissions define the actions a user can perform within the system based on their role. Some best practices of user roles are described below.

Function	User Profile	Description
 Administrator	System Administrator for the account	Full access to all system features, read-write permission, user access management, settings and configurations.
 Manager	Management of specific areas of the system	Edit rights permission, manage data, advanced report generator, dashboards, document filter tools, risk assessments and may have moderate access to administrative settings.
 Editor	Create and modify content or data	Edit rights permission, access to modify content, may have limited access to administrative settings.
 Simple/Basic	Read only user role	Users may have limited access to advanced features and functions. Have a read and view function. Ability to access and read data, search for materials, view various accessible reports as per set privileges.

The domain administrator has the responsibility of setting up the system by considering the following hierarchy of responsibilities.

- User management support to the domain administrator
- Management role for advanced users
- Moderate role for middle management users
- Simple role for simple users with limited features
- Basic role for basic users with lite features

Temporary users can also be assigned as guest users with limited access to features and functionalities. Such users or clients may need minimal interaction with the system, for example, contractors who may be working on specific business or organisational projects.

User roles and permissions become pivotal to ensure access, compliance with the principle of least privilege and aligning organisational needs with chemicals management and reporting.



User roles are predefined as positions within the system that determine a user's level of access and responsibilities.

The next section covers General and Filter Settings in detail.

1.0 General and Filter Settings

This topic will cover the General and Filter Settings descriptions and functions.

1.1 General Settings

[Search engine options](#)

[Date format](#)

[Default search type](#)

[Country and language filters](#)

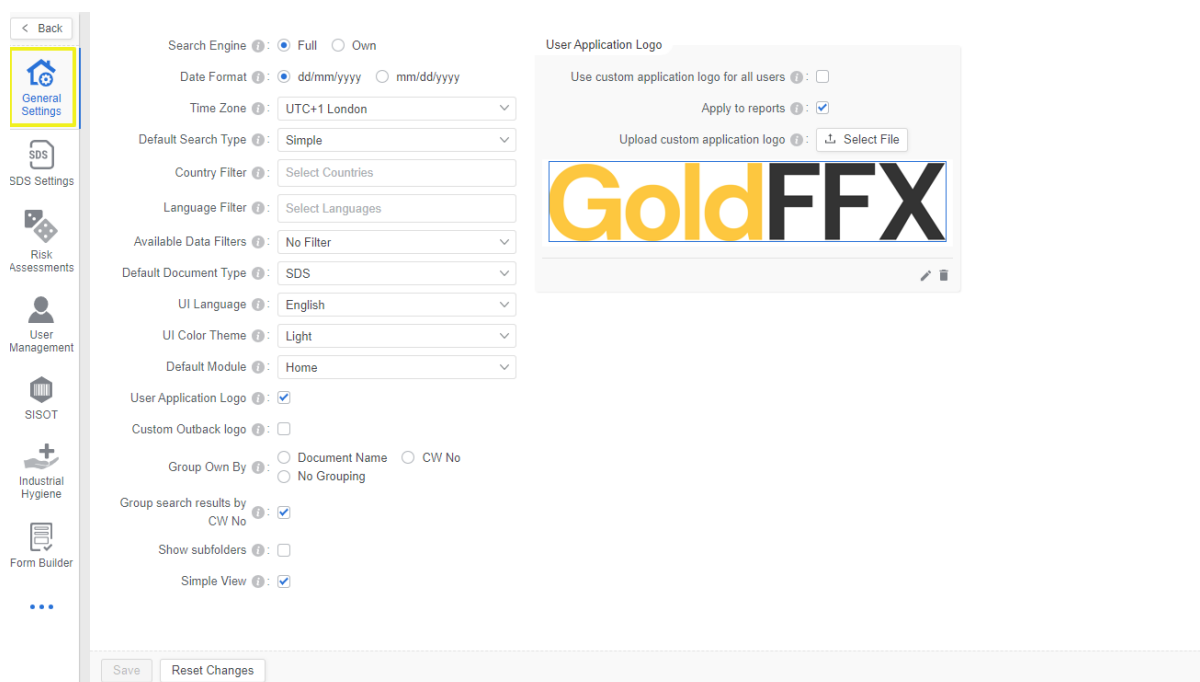
[Document types](#)

[User interface \(UI\) language and theme](#)

[Grouping options; Material name, Catalogue name, CW number](#)

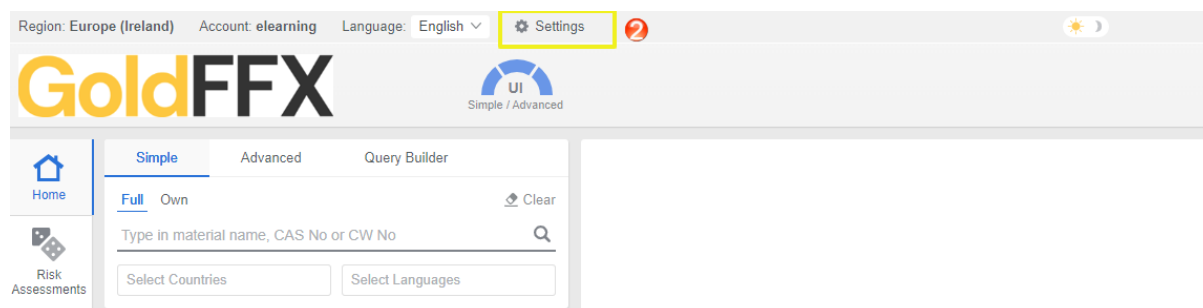


General Settings mode allows the domain administrator and or users (with applicable privileges) to set specific general settings on how the user interface will behave for the respective user interface components and document display.

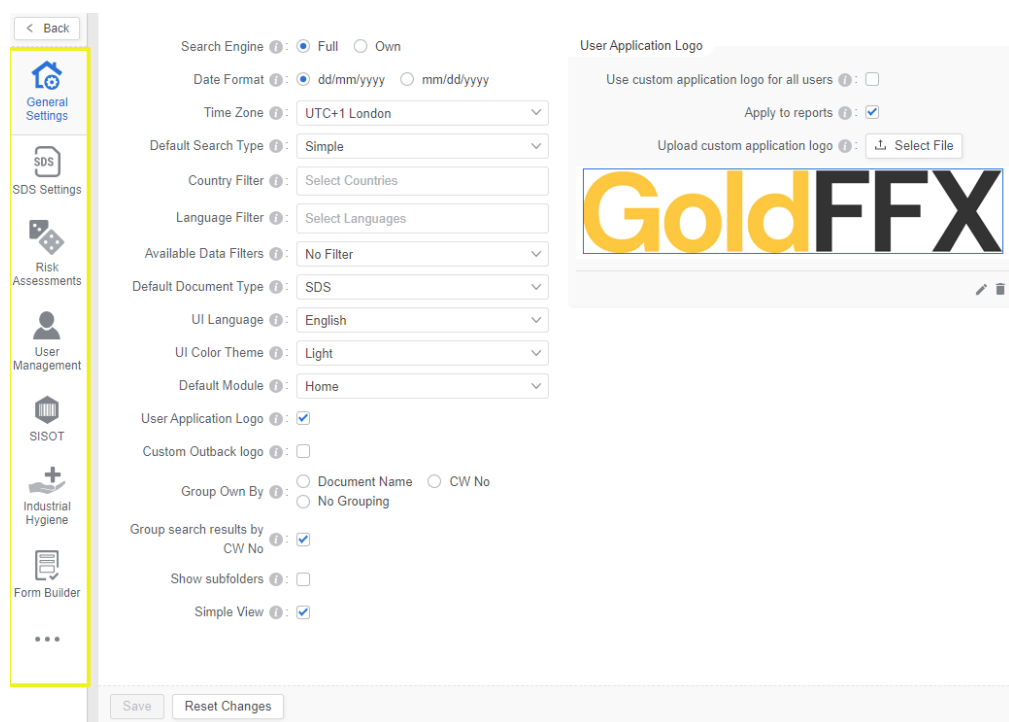


Steps to Open Settings Module's General Settings

1. Login to the application.
2. Click the **Settings** module button .



Settings Vertical Panel Modes

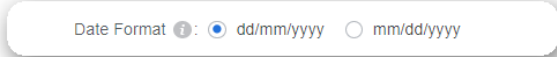
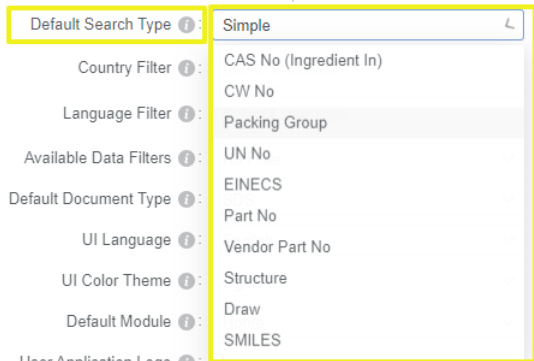


General Settings Mode Attributes

The Settings module defaults to the General Settings mode attributes.

- Search Engine
- Date Format
- Time Zone
- Default Search Type
- Country Filter
- Language Filter
- Available Data Filters
- Default Document Type
- UI Language
- UI Color Theme
- Default Module
- User Application Logo
- Custom Outback Logo
- Group Own By
- Group Search Results By
- Show Subfolders
- Simple View
- User Application Logo

The following table lists the descriptions of each general setting and the respective behaviour of the user interface.

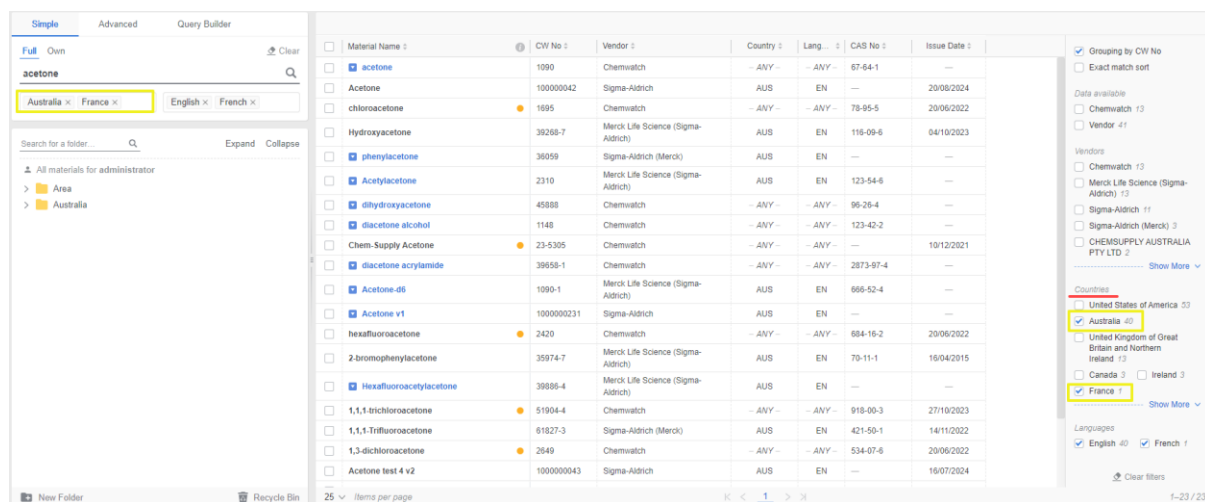
General Setting	When the setting is selected, what will the system show or do?
Search Engine	The Full option means that users will be using the entire Chemwatch database collection to search for materials and documents. The Own option will switch the search engine to the contents of your home folders inventory registered in the Chemwatch database.
	
Date Format	Set the appropriate date format applicable to your region/country from the radio buttons options; dd/mm/yyyy or mm/dd/yyyy.
Time Zone	Set the time zone for your operations, e.g., Europe (Ireland) – UTC London. UTC is the coordinate universal time, a global standard time used to regulate the clock and time.
	
	
Default Search Type	Select the option that will be used to search the database for most of the time. The search parameters are available from the dropdown list; Simple (default), Name (chemical/product), CAS number, CAS Number Ingredient In, DG Class, CW No, Packing Group, Sub Risk, UN No, EINECS, Part No, Vendor Part No, Structure, Draw, SMILES, Document Number.
	
Country Filter	Set the specific country that will be filtered when searching and displaying material list or document SDS.

General Setting

When the setting is selected, what will the system show or do?

Country Filter ⓘ : Australia × France ×

See example below; where two countries; Australia and France have been set. The side panel after searching for a material displays the applied countries from the country filter setting.



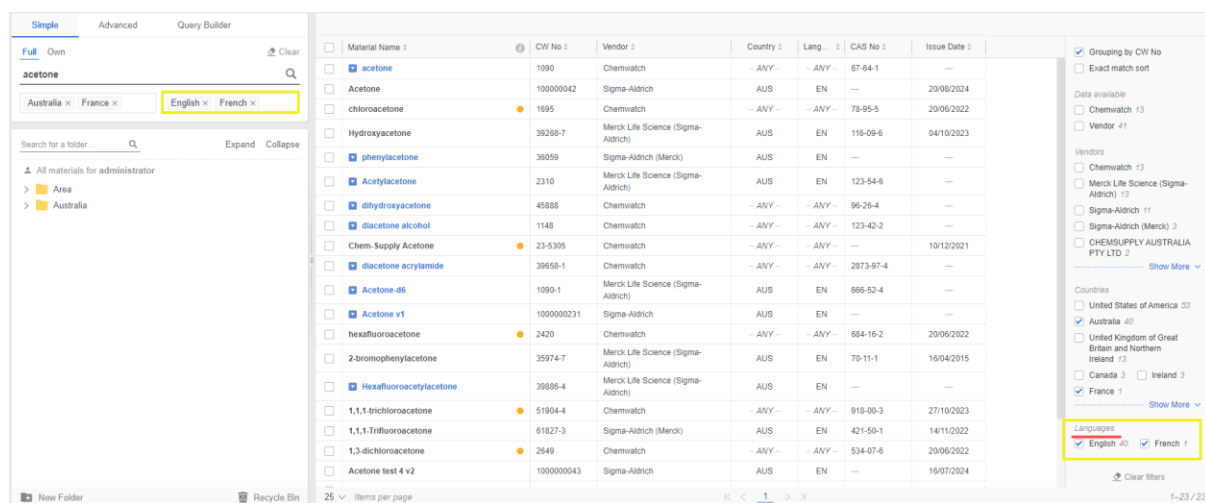
Material Name	CW No	Vendor	Country	Lang	CAS No	Issue Date
acetone	1090	Chemwatch	- ANY -	- ANY -	67-64-1	---
Acetone	100000042	Sigma-Aldrich	AUS	EN	---	20/06/2024
chloroacetone	1695	Chemwatch	- ANY -	- ANY -	78-95-5	20/06/2022
Hydroxyacetone	36268-7	Merck Life Science (Sigma-Aldrich)	AUS	EN	116-09-6	04/10/2023
phenylacetone	36059	Sigma-Aldrich (Merck)	AUS	EN	---	---
Acetylacetone	2310	Merck Life Science (Sigma-Aldrich)	AUS	EN	123-54-6	---
dihydroxyacetone	45888	Chemwatch	- ANY -	- ANY -	96-26-4	---
diacetone alcohol	1148	Chemwatch	- ANY -	- ANY -	123-42-2	---
Chem-Supply Acetone	23-5305	Chemwatch	- ANY -	- ANY -	---	10/12/2021
diacetone acrylamide	39658-1	Chemwatch	- ANY -	- ANY -	2873-97-4	---
Acetone-d6	1090-1	Merck Life Science (Sigma-Aldrich)	AUS	EN	666-52-4	---
Acetone v1	1000000231	Sigma-Aldrich	AUS	EN	---	---
hexafluoroacetone	2420	Chemwatch	- ANY -	- ANY -	684-16-2	20/06/2022
2-bromophenylacetone	35974-7	Merck Life Science (Sigma-Aldrich)	AUS	EN	70-11-1	16/04/2015
Hexafluoroacetylacetone	39886-4	Merck Life Science (Sigma-Aldrich)	AUS	EN	---	---
1,1,1-trichloroacetone	51904-4	Chemwatch	- ANY -	- ANY -	918-00-3	27/10/2023
1,1,1-Trifluoroacetone	61827-3	Sigma-Aldrich (Merck)	AUS	EN	421-50-1	14/11/2022
1,3-dichloroacetone	2649	Chemwatch	- ANY -	- ANY -	534-07-6	20/06/2022
Acetone test 4 v2	1000000043	Sigma-Aldrich	AUS	EN	---	16/07/2024

Language Filter

Set the specific language(s) that will be filtered when searching and displaying material list or document SDS.

Language Filter ⓘ : English × French ×

See example below; where two languages; English (Australia), French (France) have been set. The side panel after searching for a material will display the applied languages from the language filter setting.



Material Name	CW No	Vendor	Country	Lang	CAS No	Issue Date
acetone	1090	Chemwatch	- ANY -	- ANY -	67-64-1	---
Acetone	100000042	Sigma-Aldrich	AUS	EN	---	20/06/2024
chloroacetone	1695	Chemwatch	- ANY -	- ANY -	78-95-5	20/06/2022
Hydroxyacetone	36268-7	Merck Life Science (Sigma-Aldrich)	AUS	EN	116-09-6	04/10/2023
phenylacetone	36059	Sigma-Aldrich (Merck)	AUS	EN	---	---
Acetylacetone	2310	Merck Life Science (Sigma-Aldrich)	AUS	EN	123-54-6	---
dihydroxyacetone	45888	Chemwatch	- ANY -	- ANY -	96-26-4	---
diacetone alcohol	1148	Chemwatch	- ANY -	- ANY -	123-42-2	---
Chem-Supply Acetone	23-5305	Chemwatch	- ANY -	- ANY -	---	10/12/2021
diacetone acrylamide	39658-1	Chemwatch	- ANY -	- ANY -	2873-97-4	---
Acetone-d6	1090-1	Merck Life Science (Sigma-Aldrich)	AUS	EN	666-52-4	---
Acetone v1	1000000231	Sigma-Aldrich	AUS	EN	---	---
hexafluoroacetone	2420	Chemwatch	- ANY -	- ANY -	684-16-2	20/06/2022
2-bromophenylacetone	35974-7	Merck Life Science (Sigma-Aldrich)	AUS	EN	70-11-1	16/04/2015
Hexafluoroacetylacetone	39886-4	Merck Life Science (Sigma-Aldrich)	AUS	EN	---	---
1,1,1-trichloroacetone	51904-4	Chemwatch	- ANY -	- ANY -	918-00-3	27/10/2023
1,1,1-Trifluoroacetone	61827-3	Sigma-Aldrich (Merck)	AUS	EN	421-50-1	14/11/2022
1,3-dichloroacetone	2649	Chemwatch	- ANY -	- ANY -	534-07-6	20/06/2022
Acetone test 4 v2	1000000043	Sigma-Aldrich	AUS	EN	---	16/07/2024

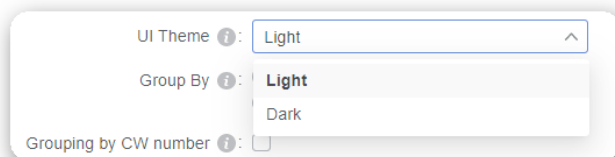
Available Data Filters

Select data filters applied by default to your search results.

General Setting	When the setting is selected, what will the system show or do?
	Select data filters applied by default to your search results. Available Data Filters ⓘ No Filter
	Available Data Filters ⓘ No Filter Default Document Type ⓘ No Filter UI Language ⓘ Chemwatch UI Color Theme ⓘ Light - Chemwatch Filter: Filter by Chemwatch data - Vendors Filter: Filter by Vendor data
Default Document Type	Select one option from the drop-down list of reports to display by default document type. - SDS (Safety Data Sheet) - Mini (Chemwatch one-pager hazard summary data sheet) - Label (Chemwatch label document) Whenever there are multiple options of document types that can be generated for a chemical, the system will use the default type to render it straight away. You can switch between the types afterwards anyway
	Default Document Type ⓘ SDS UI Language ⓘ SDS UI Color Theme ⓘ Mini Default Module ⓘ Label
UI Language	Set the default user interface language to be applied from the dropdown list if available languages.
	UI Language ⓘ English UI Color Theme ⓘ Arabic (عربي) Default Module ⓘ Bengali (বাংলা) er Application Logo ⓘ Bulgarian (Български) Group Own By ⓘ Chinese (Modern) (中文 (现代)) Gallery Default Tab ⓘ Chinese (Traditional) (中國傳統的) Show subfolders ⓘ Croatian (Hrvatski) Simple View ⓘ Czech (Čeština) Simple View ⓘ Danish (Dansk) Simple View ⓘ Dutch (Nederlands) Simple View ⓘ English
UI Theme	Set the default user interface theme to be applied as a default attribute from the dropdown list if available colour scheme. Not that the set theme can also be changed on the fly using the colour theme switch icon   on the user interface.

General Setting

When the setting is selected, what will the system show or do?



UI Theme ⓘ: Light

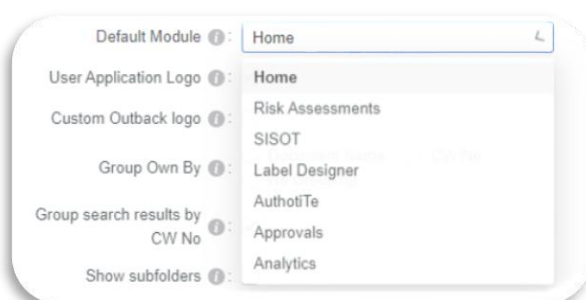
Group By ⓘ: Light

Grouping by CW number ⓘ: ☐

Default Module

Set the default module from the drop-down list of available modules in the product package.

- Home 
- Risk Assessments 
- Sisot 
- Label Designer 
- Credo/AuthoriTe 
- Approvals 
- Analytics 



Default Module ⓘ: Home

User Application Logo ⓘ: Home

Custom Outback logo ⓘ: Risk Assessments

Group Own By ⓘ: SISOT

Group search results by CW No ⓘ: Label Designer

Show subfolders ⓘ: AuthotiTe

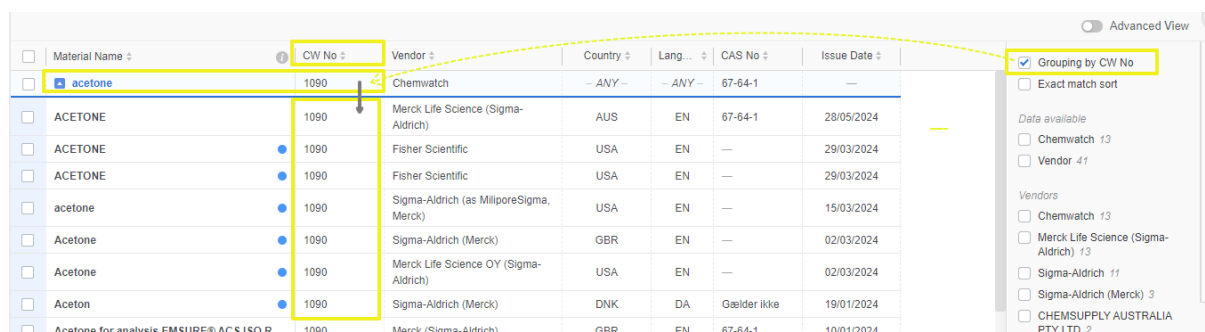
Approvals

Analytics

Group Own By

Select options to group your own items in your own folders. This setting's radio button ☐ when selected, will display items by selected option.

- Document name
- CW No
- No grouping



Material Name ⓘ: acetone

CW No ⓘ: 1090

Vendor ⓘ: Chemwatch

Country ⓘ: ANY

Lang... ⓘ: ANY

CAS No ⓘ: 67-64-1

Issue Date ⓘ: —

Advanced View ☐

☒ Grouping by CW No

☐ Exact match sort

Data available

☐ Chemwatch 13

☐ Vendor 41

Vendors

☐ Chemwatch 13

☐ Merck Life Science (Sigma-Aldrich) 13

☐ Sigma-Aldrich 11

☐ Sigma-Aldrich (Merck) 3

☐ CHEMSUPPLY AUSTRALIA PTY LTD 2

Material Name	CW No	Vendor	Country	Lang...	CAS No	Issue Date
acetone	1090	Chemwatch	ANY	ANY	67-64-1	—
ACETONE	1090	Merck Life Science (Sigma-Aldrich)	AUS	EN	67-64-1	28/05/2024
ACETONE	1090	Fisher Scientific	USA	EN	—	29/03/2024
ACETONE	1090	Fisher Scientific	USA	EN	—	29/03/2024
acetone	1090	Sigma-Aldrich (as MiliporeSigma, Merck)	USA	EN	—	15/03/2024
Acetone	1090	Sigma-Aldrich (Merck)	GBR	EN	—	02/03/2024
Acetone	1090	Merck Life Science OY (Sigma-Aldrich)	USA	EN	—	02/03/2024
Aceton	1090	Sigma-Aldrich (Merck)	DNK	DA	Gælder ikke	19/01/2024
Acetone for analysis EMSURE® ACS,ISO,R...	1090	Merck (Sigma-Aldrich)	GBR	EN	67-64-1	10/01/2024

Group Own By: CW No (CW number)

This setting's checkbox ☐ when enabled, will group the full search results by CW NO (Chemwatch Number). Use the Expand blue icon  next to the material name to open the cascade to view the list of documents grouped by CW No.

General Setting

When the setting is selected, what will the system show or do?

☐ Material Name ☒ CW No ☐ Vendor ☐ Country ☐ Lang... ☐ CAS No ☐ Issue Date ☒ Grouping by CW No

☐ Exact match sort

Data available

☐ Chemwatch 13

☐ Vendor 41

Vendors

☐ Chemwatch 13

☐ Merck Life Science (Sigma-Aldrich) 13

☐ Sigma-Aldrich 11

☐ Sigma-Aldrich (Merck) 3

☐ CHEMSUPPLY AUSTRALIA PTY LTD 2

Material Name	CW No	Vendor	Country	Lang...	CAS No	Issue Date
acetone	1090	Chemwatch	- ANY -	- ANY -	67-64-1	—
ACETONE	1090	Merck Life Science (Sigma-Aldrich)	AUS	EN	67-64-1	28/05/2024
ACETONE	1090	Fisher Scientific	USA	EN	—	29/03/2024
ACETONE	1090	Fisher Scientific	USA	EN	—	29/03/2024
acetone	1090	Sigma-Aldrich (as MilliporeSigma, Merck)	USA	EN	—	15/03/2024
Acetone	1090	Sigma-Aldrich (Merck)	GBR	EN	—	02/03/2024
Acetone	1090	Merck Life Science OY (Sigma-Aldrich)	USA	EN	—	02/03/2024
Aceton	1090	Sigma-Aldrich (Merck)	DNK	DA	Gælder ikke	19/01/2024
Acetone for analysis EMSURE® AC S,ISO,R...	1090	Merck (Sigma-Aldrich)	GBR	EN	67-64-1	10/01/2024

Group Own By: No Grouping

The grid displays search results without grouping by Chemwatch Number.

Simple Advanced Query Builder ...

Full Own ☒ Clear

acetone

Select Countries: Select Languages

Search for a folder: Expand Collapse

All materials for administrator

- Area
- Australia

☐ Material Name ☒ CW No ☐ Vendor ☐ Country ☐ Lang... ☐ CAS No ☐ Issue Date ☒ Grouping by CW No

☐ Exact match sort

Data available

☐ Chemwatch 13

☐ Vendor 123

Vendors

☐ Merck Life Science (Sigma-Aldrich) 17

☐ Chemwatch 13

☐ Sigma-Aldrich 11

☐ Fluorochem 10

☐ Merck Life Science OY (Sigma-Aldrich) 3

Show More

Countries

☐ United States of America 54

☐ Australia 40

☐ United Kingdom of Great Britain and Northern Ireland 13

☐ Canada 3

☐ Denmark 3

Show More

Languages

☐ English 116

Clear filters

Material Name	CW No	Vendor	Country	Lang...	CAS No	Issue Date
acetone	1090	Chemwatch	- ANY -	- ANY -	67-64-1	23/12/2022
acetone	1090	Chemwatch	- ANY -	- ANY -	67-64-1	23/12/2022
Acetone	1090	Isotecnow known as Sigma-Aldrich	USA	EN	—	29/06/2021
Acetone	1090	Greenfield Global	USA	EN	67-64-1	06/06/2018
Acetone	1090	Honeywell Specialty Chemicals Seelze	GBR	EN	67-64-1	09/05/2023
Acetone	1090	Fisher Scientific Company	USA	EN	—	28/02/2008
Acetone	1090	Sigma-Aldrich (Merck)	GBR	EN	—	02/03/2024
ACETONE	1090	Sunoco	USA	EN	—	30/06/2010
Acetone	1090	Biosolve Chemie	GBR	EN	—	07/06/2023
Acetone	1090	Merck Life Science (Sigma-Aldrich)	GBR	EN	—	25/07/2023
Acetone	1090	Ashland (Hercules)	USA	EN	—	24/06/2018
Acetone	1090	Honeywell International Inc.	USA	EN	—	22/09/2016
Acetone	1090	Fisher Scientific	ESP	ES	No Aplicable	28/12/2021
acetone	1090	Sunnyside Corporation	USA	EN	—	16/03/2021
acetone	1090	Stabond	USA	EN	67-64-1	11/10/1981
acetone	1090	ACB Group	AUS	EN	67-64-1	28/11/2017
Acetone	1090	Bio-Strategy Pty Ltd	AUS	EN	—	24/12/2022
ACETONE	1090	Fisher Scientific	USA	EN	—	29/03/2024
Acetone	1090	Avantor Performance Materials	USA	EN	67-64-1	13/11/2020
Acetone	100000042	Sigma-Aldrich	AUS	EN	—	20/06/2024

New Folder Recycle Bin 25 Items per page 1 2 3 4 5 6 1-25 / 136

Group Search Results By

Select this grouping option to group all search results by the material's Chemwatch Number (CW No.).

User Application Logo

You can apply your own logo on the application. Select this option ☐ checkbox to upload, customize, edit the logo and save settings.

General Setting

When the setting is selected, what will the system show or do?

Search Engine  : ☒ Full ☐ Own

Date Format  : ☒ dd/mm/yyyy ☐ mm/dd/yyyy

Time Zone  : UTC+1 London

Default Search Type  : Simple

Country Filter  : Select Countries

Language Filter  : Select Languages

Available Data Filters  : No Filter

Default Document Type  : SDS

UI Language  : English

UI Color Theme  : Light

Default Module  : Home

User Application Logo  : ☒

Custom Outback logo  : ☐

User Application Logo

Use custom application logo for all users  : ☐

Apply to reports  : ☒

Upload custom application logo  :



Custom Outback Logo

You can apply your own logo on Outback. Select this option ☐ checkbox to upload file and save settings.

Search Engine  : ☒ Full ☐ Own

Date Format  : ☒ dd/mm/yyyy ☐ mm/dd/yyyy

Time Zone  : UTC+1 London

Default Search Type  : Simple

Country Filter  : Select Countries

Language Filter  : Select Languages

Available Data Filters  : No Filter

Default Document Type  : SDS

UI Language  : English

UI Color Theme  : Light

Default Module  : Home

User Application Logo  : ☒

Custom Outback logo  : ☒

Group Own By  : ☐ Document Name ☐ CW No

☐ No Grouping

Group search results by  : ☒ CW No

Show subfolders  : ☐

Simple View  : ☒

Custom Outback Logo

Upload custom Outback logo  :

User Application Logo

Use custom application logo for all users  : ☐

Apply to reports  : ☒

Upload custom application logo  :



Show Subfolders

Select the ☐ checkbox to show the documents stored in subfolders in the main folder by default within the tree structure.

Home

Risk Assessments

Industrial Hygiene

SISOT

Search for a folder...

Expand Collapse

All materials for administrator

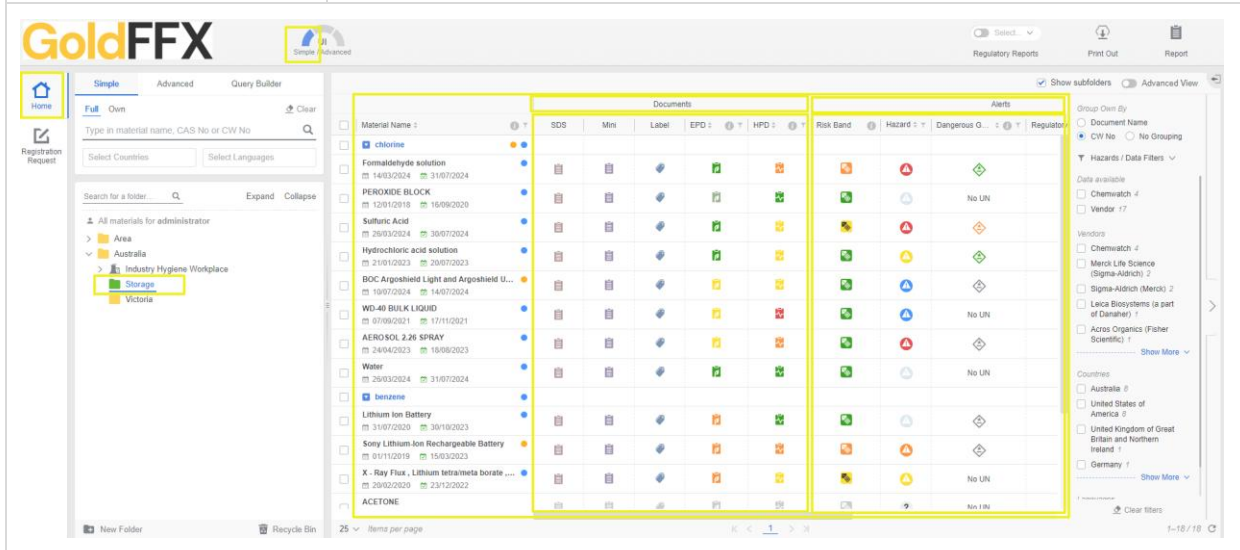
- Area
- Australia
 - Industry Hygiene Workplace
 - Storage
 - Victoria

	Material Name	SDS	Mini	Label	EPD	HPD	Risk Band	Hazard	Dangerous G	Alerts
☐	chlorine									
☐	Formaldehyde solution									
☐	PEROXIDE BLOCK									No UN
☐	Sulfuric Acid									
☐	Hydrochloric acid solution									
☐	BOC Argosfield Light and Argosfield U...									

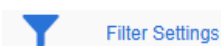
General Setting

When the setting is selected, what will the system show or do?

Simple View

Select the ☐ checkbox to show the Simple materials grid view.

1.2 Filter Settings



Filter Settings

The Settings mode provides the Placarding and Manifest Filter Settings for GHS hazard classes, category type, dangerous goods classification, placarding quantity, manifest quantity, and manifest quantity notification threshold (%). It also contains two checkboxes to include the following data as optional:

- Manifest Custom Quantity
- Miscellaneous (DG Class 9)

Placarding and Manifest Filter Settings						
Hazard Class	Description of Hazard Chemical	Dangerous Goods Class Classification (Subrisk, PKG)	Placard Quantity (P)	Manifest Quantity (Y)	Manifest Quantity Notification Threshold (%)	Victoria Fire Limits 1911/2024 ✓
Flammable Gases	Category 1	2.1 (except aerosols)	44444	5000	75	5000
	With Acute Toxicity, Category 1, 2, 3 and 4	2.3	50	500	75	2000
Gases Under Pressure	With Skin Corrosion 1A, 1B or 1C	2.1	50	500	75	2000
	Aerosols	2.1, 2.2 and 2.3	5000	10000	75	20000
	Total Other Gases Not Specified Elsewhere in This Table	2.2	1000	10000	75	20000
Flammable Liquids	Category 1	3	50	500	75	2000
	Category 2	3	250	2500	75	10000
	Category 3	3	1000	10000	75	20000
	Total Flammable Liquid Categories 1, 2, 3	Total	1000	10000	75	20000
	Category 4	Combustible Liquids (flash point < 93°C)	10000	100000	75	100000
Self-reactive Substances	Type A	Goods Too Dangerous To Be Transported (GTD187)	5	50	75	0
	Type B	4.1	50	500	75	2000
	Type C - F	4.1	250	2500	75	10000
Flammable Solids	Category 1	4.1	250	2500	75	10000
	Category 2	4.1	1000	10000	75	20000
	Total Self-Reactive Type B, C - F and Flammable Solids Category 1, 2	Total	1000	10000	75	20000
Pyrophoric Liquid or Solid	Category 1	4.2	50	135	75	2000
Self-Heating Substances and Mixtures	Category 1	4.2	250	2500	75	10000

MQR Fields Editable Values

The Placarding Quantity, Manifest Quantity and Notification Threshold values can be adjusted to specific local business requirements other than the default Schedule 11 Thresholds to meet your business objectives.

Placarding and Manifest Filter Settings

Hazard Class	Description of Hazard Chemical Type/Category	Dangerous Goods Class Classification (Subrisk, PKG)	Placard Quantity (P)	Manifest Quantity (Y)	Manifest Quantity Notification Threshold (%)
Organic Peroxides	Type A	Goods Too Dangerous To Be Transported (GTD/TBT)	5	50	75
	Type B	5.2	50	500	75
	Type C - F	5.2	250	2500	75
	Total Organic Peroxides Type B, C - F	Total	250	2500	75
	Category 1	6.1	50	500	75
	Category 2	6.1	250	2500	75

Manifest Custom Quantity Checkbox

The Manifest Custom Quantity Checkbox when enabled displays an extra column for Victoria Fire Limits. Note that each State in Australia has their own specific requirements. The system provides editable functionality to rename the column header to localise the data to meet respective manifest quantity limits within your jurisdiction.

Placarding and Manifest Filter Settings

Hazard Class	Description of Hazard Chemical Type/Category	Dangerous Goods Class Classification (Subrisk, PKG)	Placard Quantity (P)	Manifest Quantity (Y)	Manifest Quantity Notification Threshold (%)	Victoria Fire Limits 1911/2024
Flammable Gases	Category 1	2.1 (except aerosols)	44444	5000	75	5000
	With Acute Toxicity, Category 1, 2, 3 and 4	2.3	50	500	75	2000
	With Skin Corrosion 1A, 1B or 1C	2.1	50	500	75	2000
Gases Under Pressure	Aerosols	2.1, 2.2 and 2.3			75	20000
	Total Other Gases Not Specified Elsewhere in This Table	2.2			75	20000
	Category 1	3			75	2000
	Category 2	3	250	2500	75	10000
	Category 3	3	1000	10000	75	20000
	Total Flammable Liquid Categories 1, 2, 3	Total	1000	10000	75	20000
Flammable Liquids	Category 4	Combustible Liquids (flash point < 93°C)	10000	100000	75	100000
	Type A	Goods Too Dangerous To Be Transported (GTD/TBT)	5	50	75	0
	Type B	4.1	50	500	75	2000
	Type C - F	4.1	250	2500	75	10000
Flammable Solids	Category 1	4.1	250	2500	75	10000
	Category 2	4.1	1000	10000	75	20000
	Total Self-Reacting Type B, C - F and Flammable Solids Category 1, 2	Total	1000	10000	75	20000
Pyrophoric Liquid or Solid	Category 1	4.2	50	135	75	2000
Self-Heating Substances and Mixtures	Category 1	4.2	250	2500	75	10000

Miscellaneous (DGC 9) Checkbox

The Miscellaneous (DG Class 9) Checkbox when enabled adds the respective Miscellaneous dangerous goods class classification placarding quantity, manifest quantity and the manifest quantity notification threshold (%) values.

Placarding and Manifest Filter Settings

Description of Hazard Chemical		Dangerous Goods Class Classification (Substit, PKG)	Placard Quantity (P)	Manifest Quantity (Y)	Manifest Quantity Notification Threshold (%)	☐ Manifest Custom Quantity ☒ Miscellaneous (DG Class 9)
Hazard Class	Type/Category					
Organic Peroxides	Type A	Goods Too Dangerous To Be Transported (GTD/TBT)	5	50	75	
	Type B	5.2	50	500	75	
	Type C - F	5.2	250	2500	75	
	Total Organic Peroxides Type B, C - F	Total	250	2500	75	
Acute Toxicity	Category 1	6.1	50	500	75	
	Category 2			2500	75	
	Category 3			10000	75	
	Total Acute Toxicity			10000	75	
Skin Corrosion	Category 1 A		500	500	75	
	Category 1 B		2500	2500	75	
	Category 1 C		10000	10000	75	
Corrosive to Metals	Category 1		10000	10000	75	
	Total Skin Corrosive and Corrosive to Metals		10000	10000	75	
Unstable Explosives	Unstable Explosives		50	50	75	
Unstable Chemicals	Unstable Chemicals	(GTD/TBT)	50	50	75	
Miscellaneous		9	1000	10000	75	
		9	5000	10000	75	
	Total Miscellaneous	Total	5000	10000	75	

Miscellaneous DG are class 9 dangerous goods and articles which during transport present a danger not covered by other classes, also refers to environmentally hazardous goods or pollutants.

Filter Menu in Materials Grid

The MQR feature is available to generate the report in the Home Module's Regulatory Reports

☐ Select...
 Regulatory Reports

Turn on MQR
 Switch to generate report

☐ Select...
 Manifest Quantity Report
 Incompatibility Report

☒ Show subfolders
☒ Advanced View

Material Name	CAS No	Hazard	Hazard Codes	Country	Language	Vendor	Auto Approval	Part No
Chlorine Dosing Solution Ampule 1000 - 15...		?	No Data	USA	EN	Hach (a part of Danaher)		
☒ chlorine								
☒ acetone								
☒ benzene								
BOC Argoshield Light and Argoshield U...	Not Applicable		H280, AUH044	AUS	EN	Chemwatch		

Group Own By
☐ Document Name
☒ CW No ☐ No Grouping
 Hazards / Data Filters
 Data available
☐ Chemwatch 4
☐ Vendor 18

The Regulatory Reports mode contains two report types:

- Manifest Quantity Report
- Incompatibility Report

Regulatory Report	Description
Manifest Quantity Report (MQR)	The MQR filter generates the report on all hazardous chemicals in the selected folder location that meets the Manifest Quantity Threshold as per the WHS Schedule 11 requirements based on the Current/Maximum Volume/Weight values of chemicals stored on-site/premises/locations.

The next section delves into SDS Settings.

2.0 SDS Settings

This topic will cover the following components of the SDS Settings mode.

[SDS Options format and attributes](#)

[SDS Logo Settings](#)

[SDS Jurisdictional Settings](#)

[Credo Settings](#)

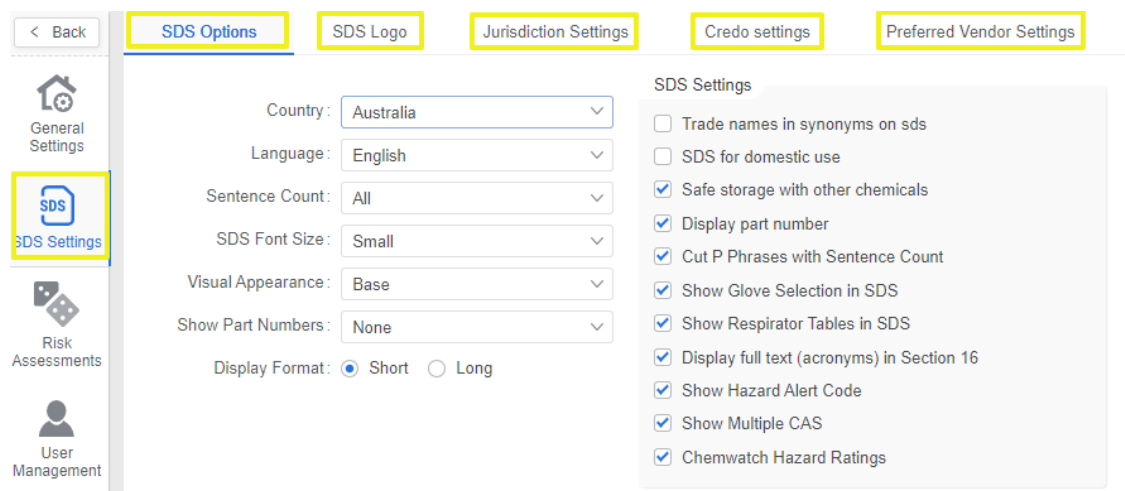
[Preferred Vendors Settings](#)

[SDS Specific Settings](#)



SDS Settings mode enables the domain administrator to set specific SDS settings on how information will be displayed. The following settings describe how the system will render and display information on a Gold SDS based on a combination of applied default settings from the SDS Settings tabs.

- SDS Options
- SDS Logo
- Jurisdictional Settings
- Credo Settings
- Preferred Vendor Settings



General Settings

Country:

Language:

Sentence Count:

SDS Font Size:

Visual Appearance:

Show Part Numbers:

Display Format: ☒ Short ☐ Long

SDS Settings

- ☐ Trade names in synonyms on sds
- ☐ SDS for domestic use
- ☒ Safe storage with other chemicals
- ☒ Display part number
- ☒ Cut P Phrases with Sentence Count
- ☒ Show Glove Selection in SDS
- ☒ Show Respirator Tables in SDS
- ☒ Display full text (acronyms) in Section 16
- ☒ Show Hazard Alert Code
- ☒ Show Multiple CAS
- ☒ Chemwatch Hazard Ratings

2.1 SDS Format Settings in SDS Options

The Gold SDS settings allow domain administrators to customize various aspects of the Safety Data Sheet (SDS) information display, including format, country, language, sentence count, font size, visual appearance, and part number visibility. The Gold SDS is a dynamically generated document by Chemwatch, with content tailored based on specific settings, including format display, SDS-specific, and jurisdictional parameters. This section reviews the different format settings available and explains the types of information that will appear on the Gold SDS depending on the selected options. The table below provides a descriptive attribute when a format setting is enabled (or selected).

SDS Options

SDS Setting	When a setting is selected, what will the filter show or do?																								
Country Generally, the country setting for the system and SDS will be applied by IT as a default setting. However, a specific country can be set or changed from the drop-down list. When the specific country is applied, this filter setting will automatically set the corresponding language. This sets the hazard classification system applicable to the applied country. <table><tr><th>Country</th><th>Language(s)</th></tr><tr><td>Australia</td><td>English</td></tr><tr><td>Brazil</td><td>Portuguese (Brazil)</td></tr><tr><td>Canada</td><td>English</td></tr><tr><td>United Kingdom (NI)</td><td>English</td></tr><tr><td>United States</td><td>English</td></tr><tr><td>United Arab Emirates</td><td>Arabic</td></tr><tr><td>France</td><td>French</td></tr><tr><td>China</td><td>Chinese Modern</td></tr><tr><td>New Zealand</td><td>English</td></tr><tr><td>Spain</td><td>Spanish</td></tr><tr><td colspan="2">And many more...</td></tr></table> When a country is set, e.g., Australia; the SDS format and GHS classification must be set in the respective Jurisdictional Settings tab.		Country	Language(s)	Australia	English	Brazil	Portuguese (Brazil)	Canada	English	United Kingdom (NI)	English	United States	English	United Arab Emirates	Arabic	France	French	China	Chinese Modern	New Zealand	English	Spain	Spanish	And many more...	
Country	Language(s)																								
Australia	English																								
Brazil	Portuguese (Brazil)																								
Canada	English																								
United Kingdom (NI)	English																								
United States	English																								
United Arab Emirates	Arabic																								
France	French																								
China	Chinese Modern																								
New Zealand	English																								
Spain	Spanish																								
And many more...																									

SDS Setting

When a setting is selected, what will the filter show or do?

SDS Options
SDS Logo
Jurisdiction Settings
Credo settings
Preferred Vendor Settings

Country: Australia
Language: English
Sentence Count: All
SDS Font Size: Small
Visual Appearance: Base
Show Part Numbers: None
Display Format: ☒ Short ☐ Long

SDS Settings
☐ Trade names in synonyms on sds
☐ SDS for domestic use
☒ Safe storage with other chemicals
☒ Display part number
☒ Cut P Phrases with Sentence Count
☒ Show Glove Selection in SDS
☒ Show Respirator Tables in SDS
☒ Display full text (acronyms) in Section 16
☒ Show Hazard Alert Code
☒ Show Multiple CAS
☒ Chemwatch Hazard Ratings

Sentence Count

The sentence count drop-down arrow provides values 1 to 9, to assign the respective count value. The All option is set as the default sentence count for the SDS. This feature will count the sentences as a rule using the period/full stop (.) at the end of a sentence followed by a space and first letter (A-Z Capital) in the next sentence. For circumstances, where a sentence ends in a question mark (?) or exclamation mark (!), these will also apply the sentence count. Statements or phrases and abbreviations are delimited. Anything in brackets “()” are ignored including a dot. Furthermore, we ignore any dot (.) that appears in text and is a part of common abbreviations. Some common abbreviations are listed below for reference.

Abbreviation	Meaning
Assn.	Association
at. no.	Atomic number
at. wt	Atomic weight
b.p.	Boiling point
Dr.	Doctor
e.g.	Example

SDS Font Size

The SDS Font Size drop-down options list font size as Small, Normal or Large to assign to the SDS text font.

SDS Font Size: Small
Visual Appearance: Small
Show Part Numbers: Normal
Display Format: ☒ Short ☐ Long

SDS Setting

When a setting is selected, what will the filter show or do?

Visual Appearance

Chemwatch offers two visual appearance options for the Gold SDS:

- Base
- Vanilla

The Base option uses colour coding and distinctive formatting to highlight hazard levels, section titles, and critical information.

The Vanilla option is a simpler, grey-toned format without the colour coding.

Show Part Numbers

Show part numbers provide the ability to set the type of part number to show in a Gold SDS. There are three types of part numbers to choose from the drop-down list:

- User Gold – this is the type of part number created by the user (user dependent).
- User Vendor – this is the Vendor part number registered from the manufacturer SDS.
- All – this option will display all available part numbers on the Gold SDS's Section 1.

Display Format

This setting provides two options for the Gold SDS display format.

- Short
- Long

Select one radio button to assign the respective display format. The table below describes a summary of these attributes.

Short SDS	Long SDS
Combination of laboratory/domestic data	Commercial by default
Single format in plain English	2 formats, ability to turn on plain English
Some sections are hidden regardless of the jurisdiction • Occupational exposure limits • Respective PPE text • Specific rows relating to toxicity data except LD50 and LC50	Shows information applicable to jurisdiction of interest and all relevant toxicity, OELs, PPE information, etc.
The "Short" SDS is the default format display.	

2.2 Specific SDS Settings in the SDS Options Tab

The Gold SDS settings enable the domain administrator to set attributes for their respective jurisdictions/country based legislative arrangements.

Setting Attribute	Description	SDS Section
Trade names in synonyms on SDS	Click on “Trade names in synonyms on SDS” checkbox ☐ to include trade names of the products onto the Chemwatch Gold SDS.	Section 1 - Identification Trade name displays as a synonym
SDS for domestic use	Click on “SDS for domestic use” checkbox ☐ to include safety data applicable for domestic use in accordance with the product.	Section 1 - Identification Shows domestic use information for the product
Safe storage with other chemicals	Click on “Safe storage with other chemicals” checkbox ☐ to include safe storage information applicable to the product	Section 7 - Handling and Storage Safe storage information is shown in this section of the Gold SDS
Display part number	Click on “Display part number” checkbox ☐ to show the material’s part number	Section 1 - Identification - Part number will be shown in this section of the Gold SDS
Cut P Phrases with Sentence Count	Click on “Cut P (Precautionary) Phrase” checkbox ☐ to apply the sentence count on P Phrases. This setting is relevant for materials that are classified and contain P Phrases.	Section 2 - Hazard Identification P Phrases will cut based on the sentence count setting and will be reflected in this section of the Gold SDS where applicable
Show Glove Selection in SDS	Click on “Show Glove Selection” checkbox ☐ to allow the system to display the applicable glove selection for the material	Section 7 - Handling and Storage Displays glove selection for the material
Show Respirator Tables in SDS	Click on “Show Respirator Tables in SDS” checkbox ☐ to allow the system to display the applicable respirator tables	Section 7 - Handling and Storage Displays the respirator tables

Setting Attribute	Description	SDS Section
Display full text (acronyms) in Section 16	Click on "Display full text (acronyms) in Section 16" checkbox ☐ to allow the system to render the applicable acronyms in Section 16	Section 16 - Other
Show Hazard Alert Code	Click on "Show Hazard Alert Code" checkbox ☐ to enable the system to render the applicable Hazard Alert Code in the Gold SDS	Section 1 - Identification Shows the hazard alert code based on the highest hazard rating
Show Multiple CAS	Click on "Show Multiple CAS" checkbox ☐ to allow the system to render multiple Chemical Abstract Substance numbers applicable for the material	Section 1 - Identification Shows the CAS numbers
Chemwatch Hazard Ratings	Click on "Chemwatch Hazard Ratings" checkbox ☐ to allow the system to display the respective hazard ratings of the material	Section 2 - Hazard Identification Display the Chemwatch Hazard Ratings

2.3 Jurisdiction Settings

Jurisdiction settings allow the domain administrator to set attributes for the Gold SDS and the applicable classification rules based legislative arrangements. In the context of the Gold SDS, these settings refer to the customisation of the safety data sheet based on the regulatory requirements of different regions or countries. These settings ensure that the SDS complies with local laws, standards, and guidelines for chemical safety and labelling. The following aspects are typically influenced by jurisdiction settings:

- Regulatory compliance
- Country or region
- Language
- Hazard communication
- Chemical thresholds
- Format and content
- Transport
- Labelling

Regulatory Compliance

The SDS is tailored to meet the specific regulations of the jurisdiction, such as GHS (Globally Harmonized System) classification, OSHA standards in the U.S., REACH regulations in Europe, or WHMIS in Canada. The Regulatory compliance of the SDS is automatically applied in Jurisdiction settings when the country is selected, which automatically sets the SDS format for that country.

Language

The SDS can be generated in the official language(s) of the jurisdiction to ensure accessibility and compliance.

Hazard Communication

Jurisdiction settings may adjust how hazard classifications, pictograms, and precautionary statements are displayed, depending on the country's requirements. Hazard communication plays a pivotal role in informing workers, consumers and the public at large about the potential risks associated with chemicals to ensure safe handling, storage, use and transportation of dangerous goods. The GHS criteria provide the classification of hazardous chemicals based on their health, physical and environmental hazards through these key elements:

- Pictograms
- Signal Words
- Hazard Statements
- Precautionary Statements

This information is detailed in the SDS.

Chemical Thresholds

Chemical thresholds are necessary for determining safe exposure limits and regulatory requirements across regions and the jurisdiction settings ensure these thresholds are accurately represented for compliance purposes. Different regions may have varying limits for hazardous substances, and jurisdiction settings allow the SDS to reflect these thresholds accurately.

Format and Content

Some jurisdictions may mandate specific formats or require the inclusion of certain sections or information. The SDS has 16 sections in general and serves as a hazard communication tool for compliance, safety and GHS consistency and uniformity.

Transport and Labelling

Jurisdictional settings also determine how transport regulations are applied to the SDS. Transport key regulatory frameworks standardise the way hazardous materials are labelled, packaged and handled throughout the different modes of transport such as air, sea, road and rail.

- UN Model Regulations
- DG Classification
- Packing Groups
- International Maritime Dangerous Goods (IMDG) Code
- International Air Transport Association (IATA) DGR
- European Agreement of Dangerous Goods by Road (ADR)

- Australian Dangerous Goods Code (ADG)
- U.S. Department of Transportation (DOT) HMR

Setting Attribute	Description	SDS Section
Countries	Select the drop-down arrow to choose a specific country. The selected country will automatically prepopulate the respective checkboxes applicable to those jurisdictional settings.	Applicability based on jurisdiction, mainly Section 1, 2, 11 and 14 reflect the respective classification data on the SDS.

SDS Options	SDS Logo	Jurisdiction Settings	Credo settings	Preferred Vendor Settings	
Countries ▼ Algeria Angola Argentina Australia Austria Bahrain Belarus Belgium Bolivia Brazil	SDS Format ▼	Copyright Statement ☒	ECHA Summary ☐	Full text phrases for codes in Section 16 ☒	GHS Classification (GHS) ☒
No Data					

SDS Format	When the “Country” is selected, this field will be automatically populated based on the respective SDS format for that country.	Section 2 and 14 mainly cover the hazard classification criteria and transport of dangerous goods (regulated)
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Gold SDS displays country classification according to the jurisdiction settings, e.g., Australia, GHS (WHS Regulations and ADG requirements).

acetone

Product review by Chemwatch

Chemwatch: 1090
Version No: 6.1

Safety Data Sheet according to Work Health and Safety Regulations (Hazardous Chemicals) 2023 and ADG requirements

Chemwatch Hazard Alert Code: 3

Issue Date: 23/12/2022
Print Date: 11/10/2024
S.GHS.AUS.EN

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name	acetone
Synonyms	C3-H6-O, CH3COCH3, propanone, pyroacetic acid, pyroacetic ether, 2-propanone, beta-ketopropane, methyl ketone, propan-2-one, dimethyl ketone, ketone, dimethyl ketone propane, dimethyl formaldehyde, RF Services, RCRA Waste No. U002, EM000739, APS RETL00020006 UCH00002546 RDEH06009000, SPOL00000585 AR0000006 UL0000007 M&B00004946, Ashland Acetone ECD Mobil 878033 971934, J.T.Baker Chem-Supply, Product code: 11831, 101404: DAVID CRAIG ACETONE 500ML, 101405: DAVID CRAIG ACETONE 100ML
Proper shipping name	ACETONE
Chemical formula	CH3COCH3
Other means of identification	Not Available
CAS number	67-64-1

Chemwatch Hazard Ratings	Click on “Chemwatch Hazard Ratings” checkbox ☐ to assign hazard categories, ratings.	Section 2 Hazard categories, ratings, display respective information in accordance with the Chemwatch hazard ratings criteria.																								
SDS Options SDS Logo Jurisdiction Settings Credo settings Preferred Vendor Settings Countries SDS Format Copyright Statement ECHA Summary Full text phrases for codes in Section 16 GHS Classification (GHS) Australia GHS ☒ ☐ ☒ ☒ No Data																										
Chemwatch Hazard Ratings display in Section 2 of the SDS																										
SECTION 2 HAZARDS IDENTIFICATION Classification of the substance or mixture CHEMWATCH HAZARD RATINGS <table><thead><tr><th></th><th>Min</th><th>Max</th></tr></thead><tbody><tr><td>Flammability</td><td>3</td><td></td></tr><tr><td>Toxicity</td><td>1</td><td></td></tr><tr><td>Body Contact</td><td>2</td><td></td></tr><tr><td>Reactivity</td><td>1</td><td></td></tr><tr><td>Chronic</td><td>0</td><td></td></tr></tbody></table> 0 = Minimum 1 = Low 2 = Moderate 3 = High 4 = Extreme <table><tr><td>Poisons Schedule</td><td>S5</td></tr><tr><td>Classification^[1]</td><td>Flammable Liquids Category 2, Serious Eye Damage/Eye Irritation Category 2A, Specific Target Organ Toxicity - Single Exposure (Narcotic Effects) Category 3</td></tr><tr><td>Legend:</td><td>1. Classified by Chemwatch; 2. Classification drawn from HCIS; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI</td></tr></table>				Min	Max	Flammability	3		Toxicity	1		Body Contact	2		Reactivity	1		Chronic	0		Poisons Schedule	S5	Classification ^[1]	Flammable Liquids Category 2, Serious Eye Damage/Eye Irritation Category 2A, Specific Target Organ Toxicity - Single Exposure (Narcotic Effects) Category 3	Legend:	1. Classified by Chemwatch; 2. Classification drawn from HCIS; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI
	Min	Max																								
Flammability	3																									
Toxicity	1																									
Body Contact	2																									
Reactivity	1																									
Chronic	0																									
Poisons Schedule	S5																									
Classification ^[1]	Flammable Liquids Category 2, Serious Eye Damage/Eye Irritation Category 2A, Specific Target Organ Toxicity - Single Exposure (Narcotic Effects) Category 3																									
Legend:	1. Classified by Chemwatch; 2. Classification drawn from HCIS; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI																									
Copyright Statement	Click on “Copyright statement” checkbox ☐ to display on the Gold SDS if required.	Copyright statement is displayed at the bottom of the last SDS page in Section 16 -Other.																								
This document is copyright. Apart from any fair dealing for the purposes of private study, research, review or criticism, as permitted under the Copyright Act, no part may be reproduced by any process without written permission from CHEMWATCH. TEL (+61 3) 9572 4700.																										
ECHA Summary	Click on “ECHA Summary” checkbox ☐ to render the classification based on the European Chemicals Agency (ECHA).	Section 15.																								

SECTION 15 REGULATORY INFORMATION

15.1. Safety, health and environmental regulations / legislation specific for the substance or mixture

| ACETONE IS FOUND ON THE FOLLOWING REGULATORY LISTS

- Great Britain GB mandatory classification and labelling list (GB MCL)
- UK Workplace Exposure Limits (WELs).

This safety data sheet is in compliance with the following EU legislation and its adaptations - as far as applicable - : Directives 98/24/EC, - 92/85/EEC, - 94/33/EC, - 2008/98/EC, - 2010/75/EU; Commission Regulation (EU) 2020/878; Regulation (EC) No 1272/2008 as updated through ATPs.

Seveso Category | P5a, P5b, P5c

15.2. Chemical safety assessment

For further information please look at the Chemical Safety Assessment and Exposure Scenarios prepared by your Supply Chain if available.

ECHA SUMMARY

Ingredient	CAS number	Index No	ECHA Dossier
acetone	67-64-1	606-001-00-8	01-2119471330-49-XXXX
Harmonisation (C&L Inventory)	Hazard Class and Category Code(s)	Pictograms Signal Word Code(s)	Hazard Statement Code(s)
1	Flam. Liq. 2; Eye Irrit. 2; STOT SE 3	GHS02; GHS07; Dgr	H225; H319; H336
2	Flam. Liq. 2; Eye Irrit. 2; STOT SE 3; STOT SE 3; Skin Irrit. 2; Skin Sens. 1; Aquatic Chronic 2	Dgr; GHS01; GHS06; GHS09	H225; H319; H336; H371; H228; H315; H312; H335; H302; H332; H340; H317; H411

Harmonisation Code 1 = The most prevalent classification. Harmonisation Code 2 = The most severe classification.

Full text phrases for codes in Section 16

Click on “**Full text phrases for codes in Section 2**” checkbox ☐ to render respective information to the Gold SDS. Ingredients with multiple CAS Nos are rendered in section 16.

Section 2 Shows full list of classification data in this section.

SECTION 2 HAZARDS IDENTIFICATION

Classification of the substance or mixture

| CHEMWATCH HAZARD RATINGS

	Min	Max
Flammability	3	4
Toxicity	1	2
Body Contact	2	3
Reactivity	1	2
Chronic	0	1

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme

Poisons Schedule	S5
Classification ^[1]	Flammable Liquids Category 2, Serious Eye Damage/Eye Irritation Category 2A, Specific Target Organ Toxicity - Single Exposure (Narcotic Effects) Category 3
Legend:	1. Classified by Chemwatch; 2. Classification drawn from HCIS; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI

Label elements

Hazard pictogram(s)	 
SIGNAL WORD	DANGER

Hazard statement(s)

H225	Highly flammable liquid and vapour.
H319	Causes serious eye irritation.
H336	May cause drowsiness or dizziness.
AUH066	Repeated exposure may cause skin dryness and cracking.

Precautionary statement(s) Prevention

P210	Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
P271	Use only outdoors or in a well-ventilated area.
P240	Ground and bond container and receiving equipment.
P241	Use explosion-proof electrical/ventilating/lighting/intrinsically safe equipment.
P242	Use non-sparking tools.
P243	Take action to prevent static discharges.
P261	Avoid breathing mist/vapours/spray.

GHS Classification (GHS)

Click on “**GHS classification**” checkbox ☐ to assign the Globally Harmonised System classification codes to the Gold SDS.

Section 2 GHS classification is shown in this section of the Gold SDS.

SDS Options SDS Logo **Jurisdiction Settings** Credo settings Preferred Vendor Settings

Countries	SDS Format	Copyright Statement	ECHA Summary	Full text phrases for codes in Section 16	GHS Classification (GHS)	Hide Environmental Classification
Australia	GHS	☒	☐	☒	☒	☐

No Data

Country: **Australia** Language: **English** Report Format: **GHS**

SECTION 2 HAZARDS IDENTIFICATION

Classification of the substance or mixture

CHEMWATCH HAZARD RATINGS

	Min	Max
Flammability	3	
Toxicity	1	
Body Contact	2	
Reactivity	1	
Chronic	0	

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme

Poisons Schedule	S5
Classification ^[1]	Flammable Liquids Category 2, Serious Eye Damage/Eye Irritation Category 2A, Specific Target Organ Toxicity - Single Exposure (Narcotic Effects) Category 3
Legend:	1. Classified by Chemwatch; 2. Classification drawn from HCIS; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI

Label elements

Hazard pictogram(s)	 
SIGNAL WORD	DANGER

Hide Environmental Classification

Click on “**Hide Environmental Classification**” checkbox ☐ in order NOT to show this information in the Gold SDS.

Section 2.

SDS Options SDS Logo **Jurisdiction Settings** Credo settings Preferred Vendor Settings

Countries	SDS Format	Copyright Statement	ECHA Summary	Full text phrases for codes in Section 16	GHS Classification (GHS)	Hide Environmental Classification
Australia	GHS	☒	☐	☒	☒	☐

No Data

SDS Version Summary

Click on “**SDS Version Summary**” checkbox ☐ to apply data to the Gold SDS.

Section 16 (Other) shows the respective SDS Version Summary information in this section.

SDS Options SDS Logo **Jurisdiction Settings** Credo settings Preferred Vendor Settings

Countries	SDS Format	Copyright Statement	ECHA Summary	Full text phrases for codes in Section 16	GHS Classification (GHS)	Hide Environmental Classification	SDS Version Summary
Australia	GHS	☒	☐	☒	☒	☐	☒

No Data

SDS displays the version summary information.

SECTION 16 OTHER INFORMATION

Revision Date	23/12/2022
Initial Date	28/11/2005

SDS Version Summary

Version	Issue Date	Sections Updated
5.1	03/09/2020	Expiration. Review and Update
6.1	23/12/2022	Classification reviewed due to GHS Revision change.

Other information

Classification of the preparation and its individual components has drawn on official and authoritative sources as well as independent review by the Chemwatch Classification committee using available literature references.

The SDS is a Hazard Communication tool and should be used to assist in the Risk Assessment. Many factors determine whether the reported Hazards are Risks in the workplace or other settings. Risks may be determined by reference to Exposures Scenarios. Scale of use, frequency of use and current or available engineering controls must be considered.

NFPA Diamond

» Click on “NFPA Diamond” checkbox ☐ to assign graphics to the Gold SDS.

Note:

NFPA Diamonds are graphical symbols for the identification of hazards of material for emergency response in USA.

Section 1 NFPA diamonds show as colour coded graphics, see appendix for more details.

Example



Sodium Borohydride

SDS Options		SDS Logo		Jurisdiction Settings	Credo settings	Preferred Vendor Settings				
Countries	SDS Format	Copyright Statement	ECHA Summary	Full text phrases for codes in Section 16	GHS Classification (GHS)	Hide Environmental Classification	SDS Version Summary	NFPA Diamond	Show HSNO Code	
		☒	☐	☒	☒	☐	☒	☐	☐	
Great Britain	REACH	☒	☒	☒	☒	☐	☒	☐	☐	
New Zealand	GHS	☒	☐	☒	☒	☐	☒	☐	☒	
United States	GHS	☒	☐	☒	☒	☐	☒	☒	☐	
Canada	GHS	☒	☐	☒	☒	☐	☒	☐	☐	
Australia	GHS	☒	☐	☒	☒	☐	☒	☐	☐	

SDS display of NFPA diamond for a material.

SECTION 2 HAZARD(S) IDENTIFICATION

Classification of the substance or mixture

CHEMWATCH HAZARD RATINGS

	Min	Max
Flammability	3	
Toxicity	1	
Body Contact	2	
Reactivity	1	
Chronic	0	

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme



Note: The hazard category numbers found in GHS classification in section 2 of this SDSs are NOT to be used to fill in the NFPA 704 diamond. Blue = Health Red = Fire Yellow = Reactivity White = Special (Oxidizer or water reactive substances)

Classification Flammable Liquids Category 2, Serious Eye Damage/Eye Irritation Category 2A, Specific Target Organ Toxicity - Single Exposure (Narcotic Effects) Category 3

Show HSNO Codes

Click on “Show HSNO Codes” checkbox ☐ to display HSNO Codes in the Gold SDS.

Section 2

Displays the New Zealand Hazardous Substances and New Organism (HSNO) codes in the SDS.

Country: New Zealand Language: English Report Format: GHS

SECTION 2 HAZARDS IDENTIFICATION

Classification of the substance or mixture

CHEMWATCH HAZARD RATINGS

	Min	Max
Flammability	3	
Toxicity	1	
Body Contact	2	
Reactivity	1	
Chronic	0	

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme

Classification^[2]	Flammable Liquids Category 2, Serious Eye Damage/Eye Irritation Category 2
Legend:	1. Classified by Chemwatch; 2. Classification drawn from CCID EPA NZ; 3. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI
Gazetted by EPA New Zealand	3.1B, 6.4A

Show Synonyms on SDS

» Click on “**Show synonyms on SDS**” checkbox ☐ to assign synonyms to the Gold SDS.

Section 1 Synonyms display other names of the material.

SDS displays synonyms in Section 1.

SECTION 1 IDENTIFICATION

Product Identifier

Product name	acetone
Synonyms	C3-H6-O, CH ₃ COCH ₃ , propanone, pyroacetic acid, pyroacetic ether, 2-propanone, beta-ketopropane, methyl ketone, propan-2-one, dimethyl ketone, ketone, dimethyl ketone propane, dimethyl formaldehyde, RF Services, RCRA Waste No. U002, EM000739, APS RETL00020006 UCH00002546 RDEH06009000, SPOL00000585 AR00000006 UL00000007 M&B00004946, Ashland Acetone ECD Mobil 878033 971934, J.T.Baker Chem-Supply, Product code: 11831, 101404: DAVID CRAIG ACETONE 500ML, 101405: DAVID CRAIG ACETONE 100ML
Proper shipping name	Acetone
Chemical formula	CH ₃ COCH ₃
Other means of identification	Not Available
CAS number	67-64-1

The following steps illustrate how to set a country jurisdiction setting and the corresponding attributes.

Set Country Jurisdiction Settings

1. **Login** to the application.
2. Click the **Settings** module button .

Region: Europe (Ireland) Account: elearning Language: English Settings 2

GoldFFX UI Simple / Advanced

Home Simple Advanced Query Builder

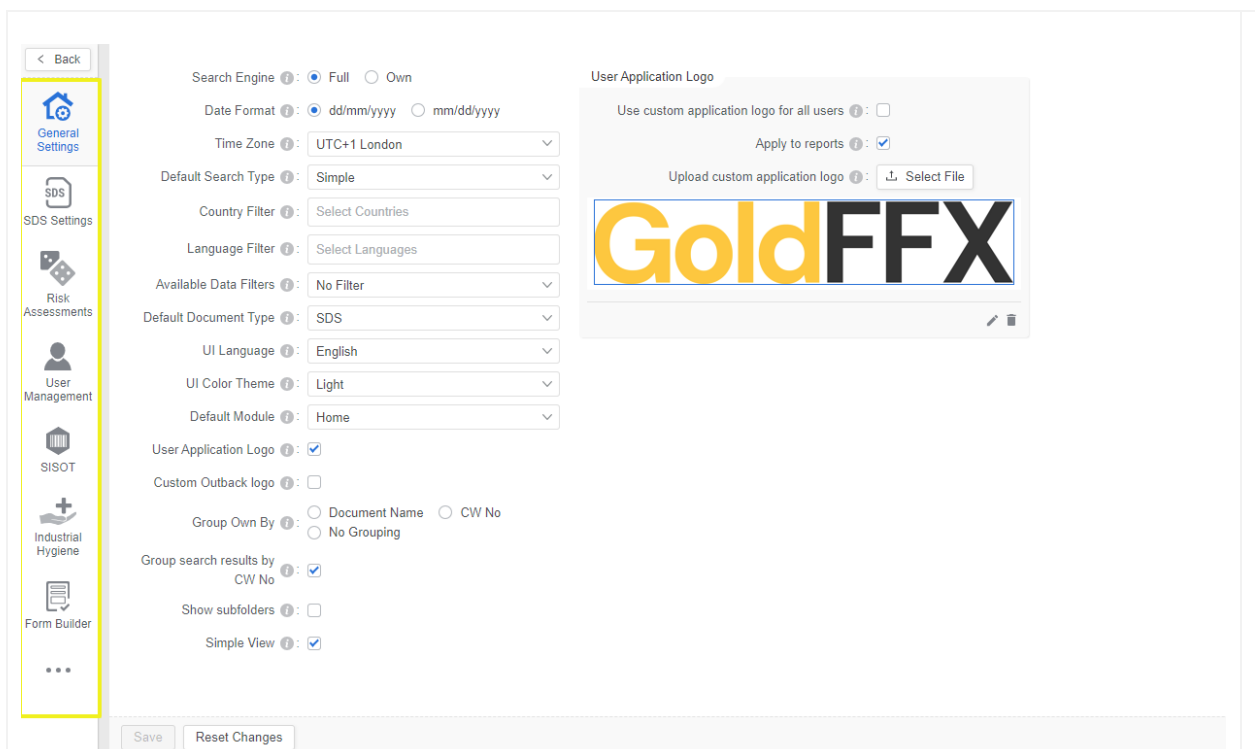
Full Own Clear

Type in material name, CAS No or CW No Q

Select Countries Select Languages

Risk Assessments

Settings Vertical Panel Modes



General Settings

Search Engine: ☒ Full ☐ Own

Date Format: ☒ dd/mm/yyyy ☐ mm/dd/yyyy

Time Zone: UTC+1 London

Default Search Type: Simple

Country Filter: Select Countries

Language Filter: Select Languages

Available Data Filters: No Filter

Default Document Type: SDS

UI Language: English

UI Color Theme: Light

Default Module: Home

User Application Logo: ☒ Use custom application logo for all users

Apply to reports: ☒

Upload custom application logo:

Custom Outback logo: ☐

Group Own By: ☐ Document Name ☐ CW No ☐ No Grouping

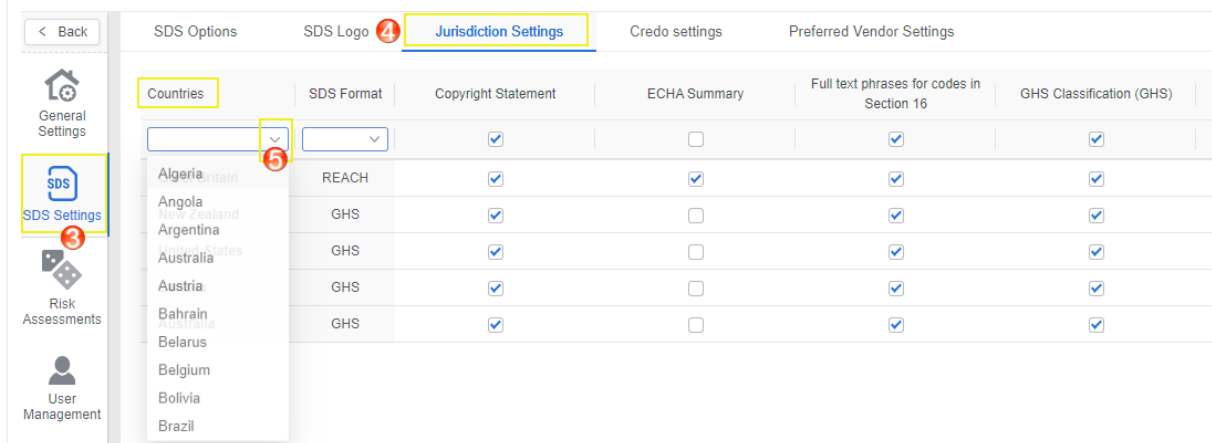
Group search results by CW No: ☒

Show subfolders: ☐

Simple View: ☒

Save Reset Changes

3. Click on the **SDS Settings** button .
4. Press the **Jurisdiction Settings** tab.
5. Click the "Countries" dropdown arrow to list available countries.



SDS Options SDS Logo **Jurisdiction Settings** Credo settings Preferred Vendor Settings

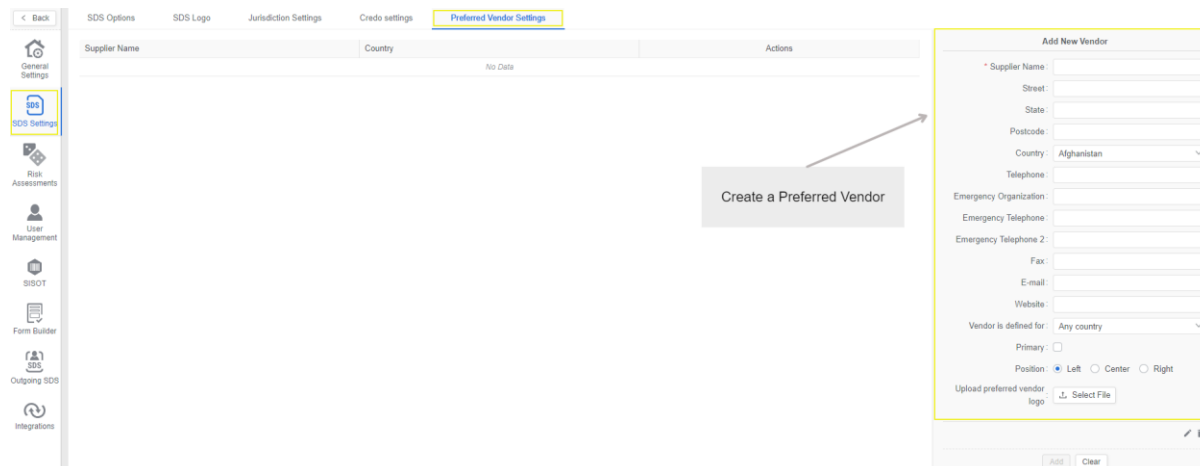
Countries	SDS Format	Copyright Statement	ECHA Summary	Full text phrases for codes in Section 16	GHS Classification (GHS)
Algeria	REACH	☒	☐	☒	☒
Angola	GHS	☒	☐	☒	☒
Argentina	GHS	☒	☐	☒	☒
Australia	GHS	☒	☐	☒	☒
Austria	GHS	☒	☐	☒	☒
Bahrain	GHS	☒	☐	☒	☒
Belarus					
Belgium					
Bolivia					
Brazil					

6. Type the "Country" name or scroll down.
7. Select a **specific country** for your jurisdiction.

2.4 Preferred Vendor Settings

Administrator Settings Guide v3

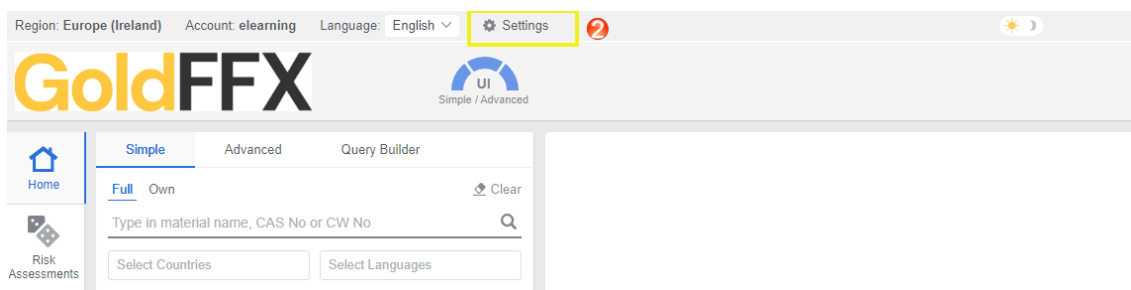
to show on a Gold SDS. In turn, a Gold SDS can be used for internal reference especially when a reviewed document is available for use.



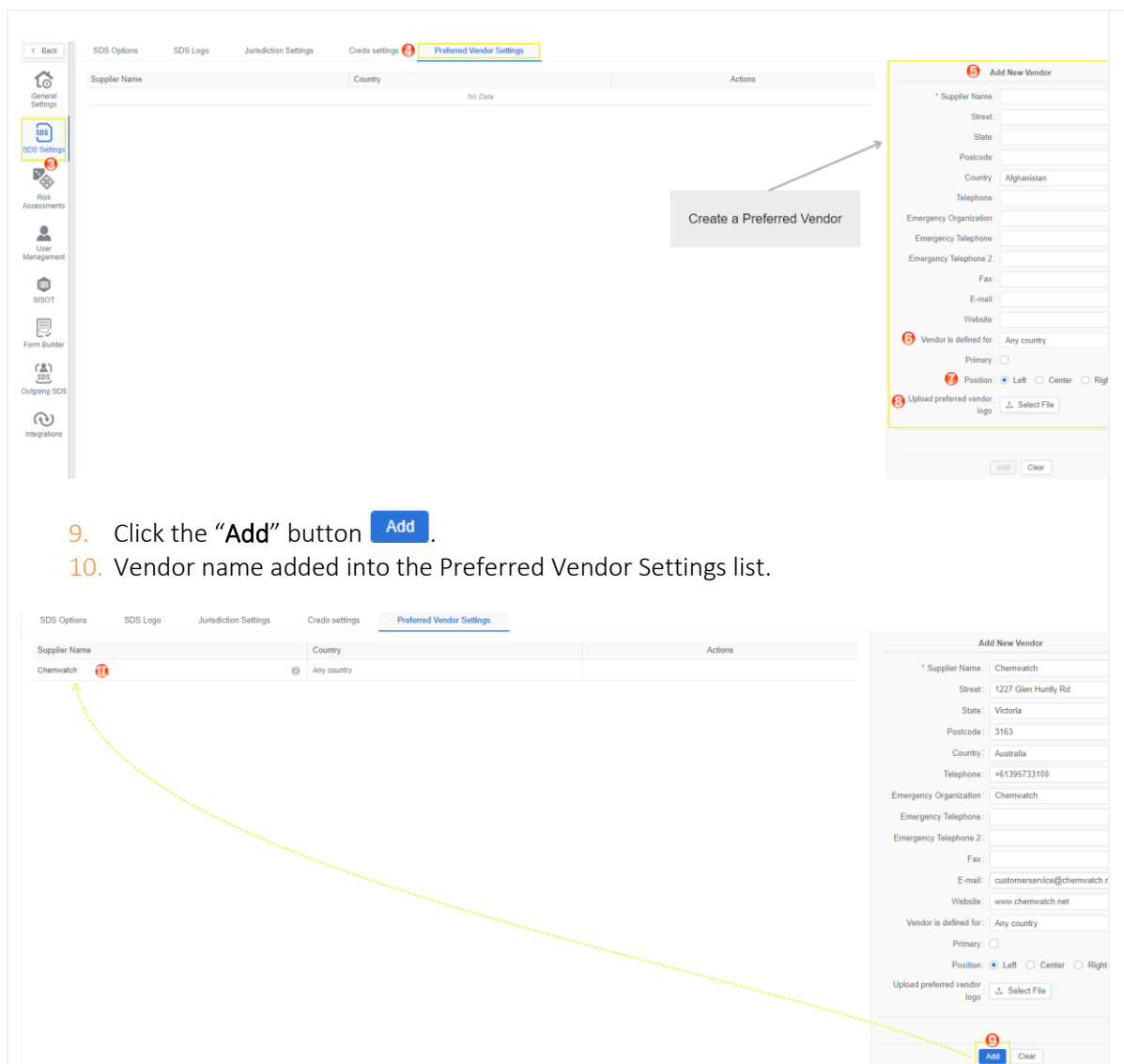
The steps below show how to create a preferred vendor to display in a Gold SDS.

Create a Preferred Vendor to display in a Gold SDS

1. **Login** to the application.
2. Click the **Settings** module button .



3. Click on the **SDS Settings** button .
4. Press the **Preferred Vendor Settings** tab.
5. **Add a New Vendor** by filling in the "Supplier Name" and vendor details in the respective fields; address details, emergency organisation, telephone number(s), email, website.
6. Select the "**Vendor defined for Any or specific Country**".
7. Select the "**Position**" radio button; Left, Center or Right to be placed in the SDS document.
8. Optional – **Upload a preferred vendor logo**.



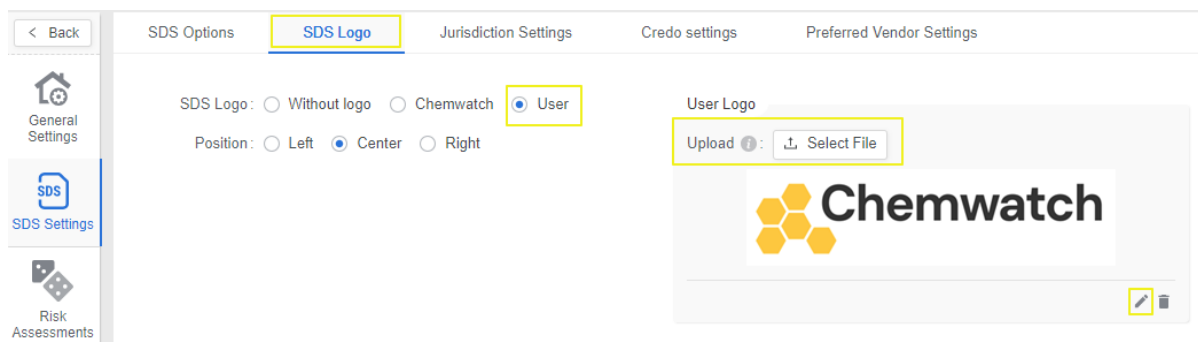
9. Click the “Add” button .

10. Vendor name added into the Preferred Vendor Settings list.

2.5 SDS Logo Settings

SDS Logo Settings

The SDS can be inserted with a custom logo or the Chemwatch logo. With this setting, the positioning of the SDS logo can be adjusted. Best practice informs that a business logo can be placed in the header of a company document to ensure it's the first thing a user sees on the document.

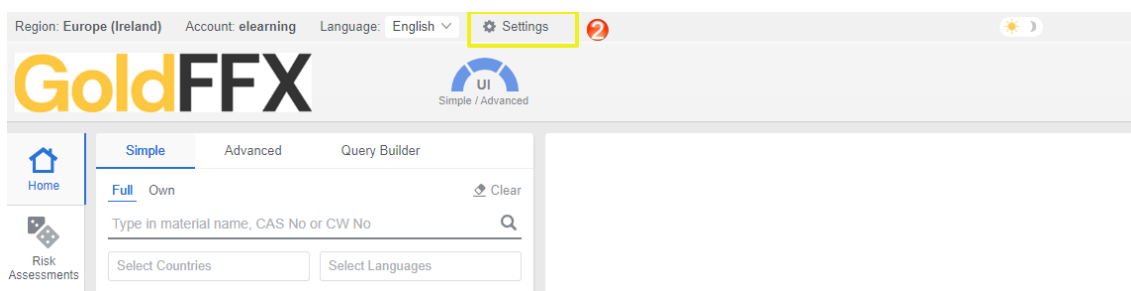


This will also convey credibility, recognition and reliance as a valuable tool as part of the company's communication for professional purposes.

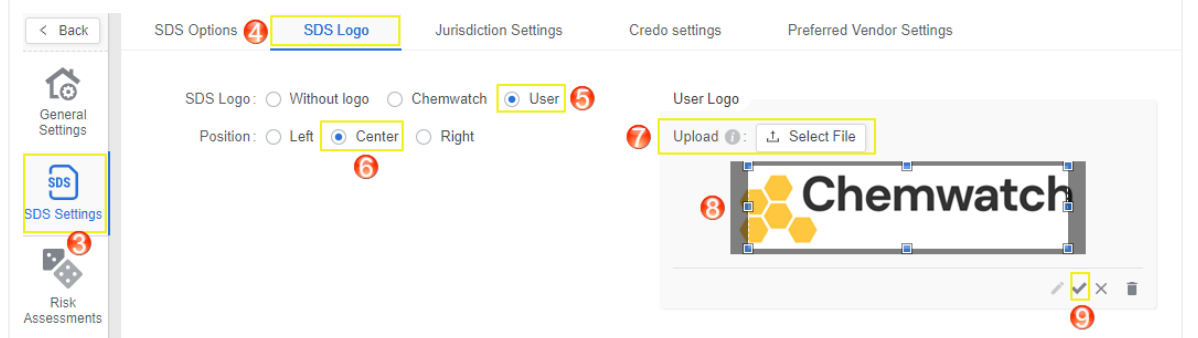
The steps below show how to set up a user (custom) logo for Gold SDS.

Set up a User (Custom) Logo for Gold SDS

1. Login to the application.
2. Click the **Settings** module button .



3. Click on the **SDS Settings** button .
4. Press the **SDS Logo** tab.
5. Click on the "User" radio button.
6. Select the "Position" radio button; Left, Center or Right to place the logo in the desired position in SDS document.
7. Click on the "Upload" file field.
8. Select your logo file and use the "Crop" function to capture logo size.
9. Click the "Save changes" tick icon .

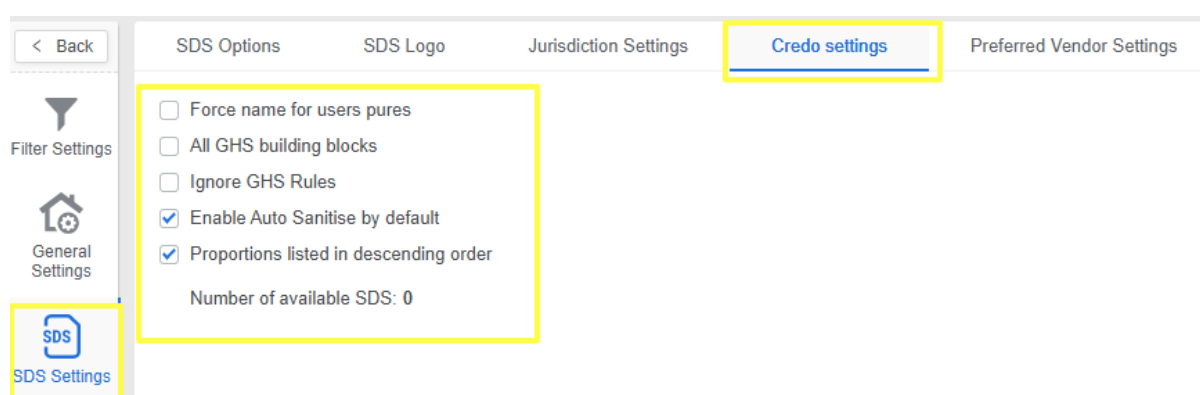


10. Click the “**Save**” button . “Changes successful saved” message confirms applied changes.



2.6 Credo Settings

These settings are only applicable to the AuthorITe licence package. If your company does not have this package, please ignore this section. Credo module enables users to create mixtures and generate labels and Mini SDS only and not the full SDS.

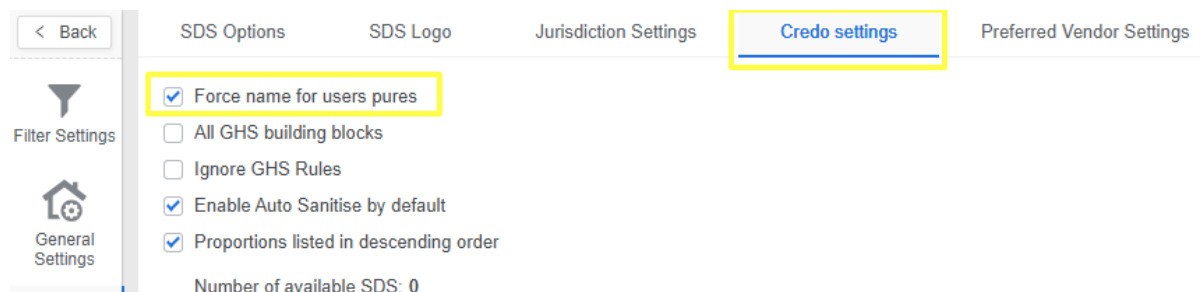


Credo Setting Attribute	Description
Force name for user pures	Checkbox ☐ to force material name for user pure chemicals.
All GHS building blocks	Checkbox ☐ to enable Credo to provide all GHS building blocks.
Ignore GHS Rules	Checkbox ☐ to ignore GHS Rules. Turning this setting on will allow users to have control of what classifications go onto SDS.
Enable Auto Sanitise by default	Checkbox ☐ to activate the auto sanitise feature by default.
Proportions listed in descending order	Checkbox ☐ to enable ingredient proportions in descending order in the list.
Number of SDS available	Value showing the number of SDS available.

2.6.1 Force Name for User Pures

Selecting the “Force name for user pures” setting checkbox will allow the pure SDS created by user to show the chemical name under languages other than English. The source of the chemicals names is taken from the synonyms database. An improvement was implemented to

show a chemical name from the database rather than the material name of the “User made Pure”. A user made pure has a CAS with an asterisk whereas the same CAS number (without asterisk) will appear in the ingredients as well. This is the chemical which will be used as the ingredient name when a “User made Pure” is used as an ingredient.



< Back SDS Options SDS Logo Jurisdiction Settings **Credo settings** Preferred Vendor Settings

Filter Settings

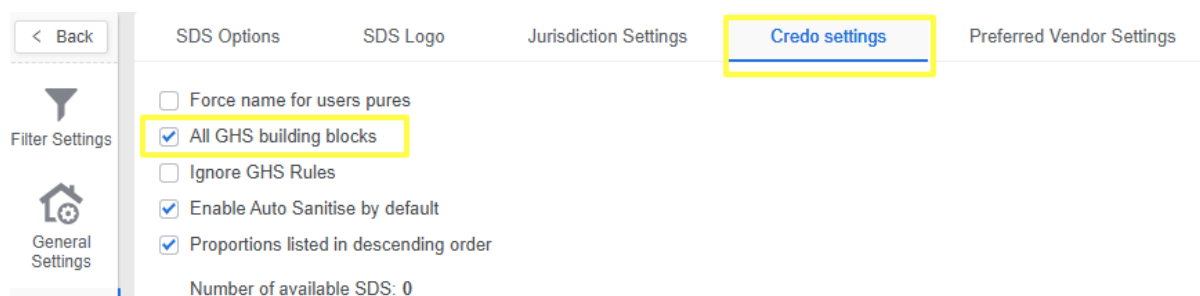
General Settings

- ☒ Force name for users pures
- ☐ All GHS building blocks
- ☐ Ignore GHS Rules
- ☒ Enable Auto Sanitise by default
- ☒ Proportions listed in descending order

Number of available SDS: 0

2.6.2 All GHS Building Blocks

The “All GHS Building Blocks” settings provide users the option to show ALL possible hazard categories irrespective of the country/jurisdiction. Chemwatch would not recommend having this as a default setting, as this option is only helpful for those users who choose not to follow a country’s set of building blocks.



< Back SDS Options SDS Logo Jurisdiction Settings **Credo settings** Preferred Vendor Settings

Filter Settings

General Settings

- ☐ Force name for users pures
- ☒ All GHS building blocks
- ☐ Ignore GHS Rules
- ☒ Enable Auto Sanitise by default
- ☒ Proportions listed in descending order

Number of available SDS: 0

When this setting is selected, it will show all building blocks irrespective if the categories are being adopted by the country setting or not in the Review Classification tab of the credo form.

New

Import

Search

Product Identification

Manufacturers Details

Credite Poster

Review Ingredients

Toxicity/Irritation

Review Classification

Generated

Deleted

User Defined

Search...

☐ H200 Explosives (Unstable Explosive)
☐ H201 Explosives Division 1.1
☐ H202 Explosives Division 1.2
☐ H203 Explosives Division 1.3
☐ H204 Explosives Division 1.4
☐ H205 Explosives Division 1.5
☐ H206 Desensitized Explosives Liquid Category 1
☐ H206 Desensitized Explosives Solid Category 1
☐ H207 Desensitized Explosives Liquid Category 2
☐ H207 Desensitized Explosives Solid Category 2

Dangerous Goods

Hazard Test Results

Material Name	Hazard	Review	Issue Date	CW No.	Greenho. (KG CO ₂ e)	Part No.
☐ Afeter			08/10/2024	9-00094505	N/A	
☐ 0,05% Formaldehyde			07/10/2024	9-00094025	N/A	
☐ 0.5% Formaldehyde			07/10/2024	9-00094015	0.01	
☐ 5% Formaldehyde			07/10/2024	9-00094005	0.06	
☐ 5% Formaldehyde			07/10/2024	9-00093995	0.06	
☐ Formaldehyde + Water			07/10/2024	9-00093965	0.55	
☐ Benzene + Water			03/10/2024	9-00091835	0.95	
☐ Benzene + Water			03/10/2024	9-00091825	0.95	
☐ Benzene 0.000000001%			02/10/2024	9-00091585	N/A	
☐ water			01/10/2024	9-00091025	N/A	
☐ Water			01/10/2024	9-00091015	0.55	
☐ Formaldehyde			01/10/2024	9-00091005	1.11	
☐ Formaldehyde			01/10/2024	9-00090995	1.11	

Review Classification Credo Form

This setting will only be useful to a user who wishes to disregard a country's set of building blocks if "Ignore GS Rules" is ticked together with it.

< Back

SDS Options

SDS Logo

Jurisdiction Settings

Credo settings

Preferred Vendor Settings

Filter Settings

General Settings

SDS Settings

☐ Force name for users pures
☐ All GHS building blocks
☐ Ignore GHS Rules
☒ Enable Auto Sanitise by default
☒ Proportions listed in descending order

Number of available SDS: 0

The next topic covers User Management settings.

3.0 User Management

This topic will explore the User Management Settings Module with a closer look at the following objectives.

User Interface and Access
Authentication Mode
Role of Domain Administrator
Creating Users
Creating Groups
Creating Roles
Assigning Roles to Users
Assigning Users to Groups
Setting Folder Permissions
Applying General Settings for Users
Assigning Privileges to Users



User management in the Chemwatch Chemicals Management System means the management of users' access and permission attributes to the Chemwatch suite of applications. Access to the system entails managing user accounts and what features, permissions and privileges users can access based on their roles and responsibilities. The key responsibilities for the domain administrator primarily include the following aspects.

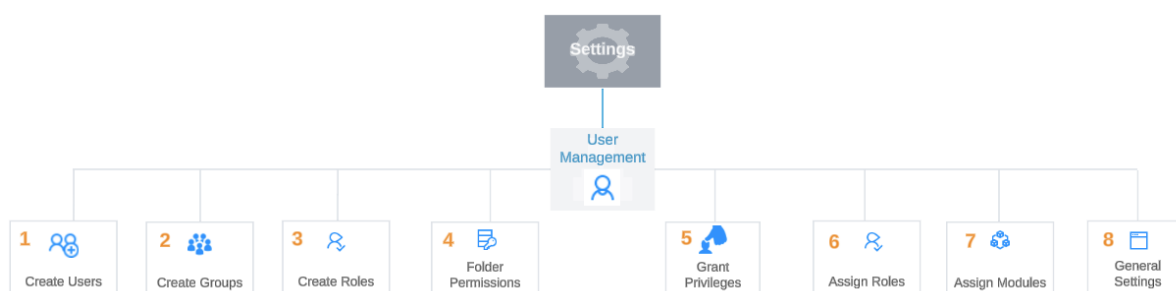
- User provision – Creating and configuring user accounts, roles, groups, folder permissions, user interface attributes and privileges
- De-provision – Disabling or deleting user accounts when an employee leaves the organisation or company or changes roles
- Role-based control – Assigning permissions based on user roles within the organisation or business where each role is associated with a set of access rights to modules and modular features
- Authentication – Verification of user's identity pertaining to user credentials
- Single Sign-On – setting up authorisation process for internal users to gain access to multiple systems without the need to re-enter credentials and reduce the burden of managing multiple accesses
- Password management – User password creation, storage and resetting and policies to enforce stronger passwords. Businesses and organisations incorporate password managers or support multi-factor authentication for enhancement of security
- Self-service management of user accounts set up

 The User Management Settings mode is strictly accessible by the domain administrator for security purposes. The primary objective of the domain administrator is to set up the system, add users and assignment of applicable permissions and privileges.

User Management Key Components

The implementation process in rolling out the application involves users access information that your business or organisation has prepared. The elementary practice has key components for a user management flow. It outlines the overall user access process on how to getting started with creating users and assigning permissions.

- Create Users
- Create Groups
- Create Roles
- Apply Folder Permissions
- Grant Privileges
- Assign Roles
- Assign Modules
- Assign General Settings



User Management Descriptions

Item	User Management	Description
1	Create Users	Users can be based on the feature meter (skill level), ranging from simple to advanced features. User name and work email address is required when creating a user. When a user is created, all modules are not enabled by default.

Item User Management Description

Users

Change password for administrator

Security

User Name

Q

Status

☐ cadministrator
 ☐ administrator
 ☒ goldfuser 

1-3 / 3 < 1 > 25 / page

Privileges

Groups

Roles

Modules

General Settings

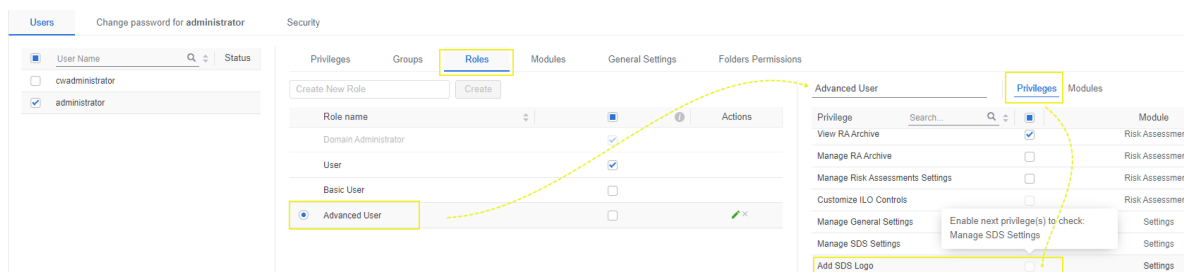
Folders Permissions

Privilege	Search...	Q	Granted from Role	Module
View Folders		☐		Beehive core
Manage Folders		☐		Beehive core
Rename Folders		☐		Beehive core
Access to Simple View		☐		Beehive core
Manage Volumes		☐		Beehive core
Manage Preferred Names		☐		Beehive core
View Tags		☐		Beehive core
Manage Tags		☐		Beehive core
View Part Numbers		☐		Beehive core
Manage Part Numbers		☐		Beehive core
View Hidden Materials		☐		Beehive core
Hide and Unhide Materials		☐		Beehive core
Manage Outback Folders		☐		Beehive core
Search in Full Database		☐		Beehive core
Run Queries in Query Builder		☐		Beehive core
Manage Queries in Query Builder		☐		Beehive core
Open Gold SDS Document		☐		Beehive core

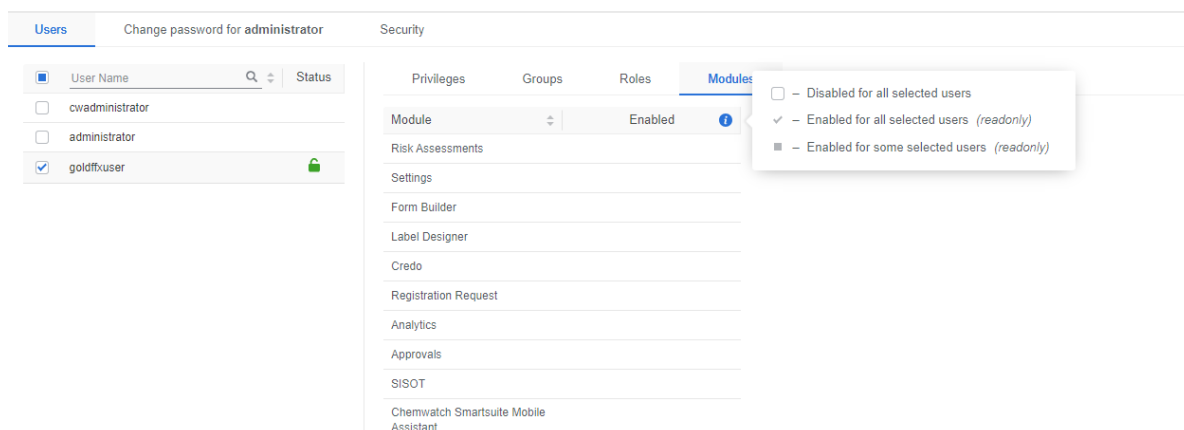
2	Create Groups	Groups can be based on departmental functions within an organisation, e.g., general users, managers, project officers, etc. Working with groups helps minimize a backlog for assigning each user to multiple privileges, product modules, folder permissions and general settings.												
3	Create Roles	Roles can be based on features and functionalities, e.g., basic users to advanced users, e.g. risk assessors, site specific management function, content managers, report creators, etc. Working with groups helps minimize a backlog for assigning each user to multiple privileges, product modules, folder permissions and general settings.												
4	Folder Permissions	Setting folder permissions for users can also be achieved through groups. Sites, areas, sections, locations, storage facilities can be granted the applicable type of folder permission as read, read-write, deny or not defined. Deny Read Read/Write Not Defined												
5	Grant Privileges	Privileges can be assigned directly to users or via roles. When a user is created, all modules are not enabled by default. When a role is created, the system grants basic core modular privileges, which in turn can be edited as well to fit the user profile’s responsibilities. Some privileges are not assigned due to linkages to other modular based core accesses, e.g., Risk Assessment, Approvals, Smart Suite, etc. Privilege Search... Q Module <table><tr><td>Access to ILO mode</td><td>☒</td><td>Risk Assessments</td></tr><tr><td>Access to UN mode</td><td>☒</td><td>Risk Assessments</td></tr><tr><td>Manage Risk Assessments</td><td>☒</td><td>Risk Assessments</td></tr><tr><td>Select Controls and PPE</td><td>☐</td><td>Risk Assessments</td></tr></table> Enable next privilege(s) to check: Manage Risk Assessments	Access to ILO mode	☒	Risk Assessments	Access to UN mode	☒	Risk Assessments	Manage Risk Assessments	☒	Risk Assessments	Select Controls and PPE	☐	Risk Assessments
Access to ILO mode	☒	Risk Assessments												
Access to UN mode	☒	Risk Assessments												
Manage Risk Assessments	☒	Risk Assessments												
Select Controls and PPE	☐	Risk Assessments												

Item User Management Description

6	Assign Roles	Roles can be assigned specific privileges. By default, various privileges are not automatically assigned due to linkages to other modular based core accesses, e.g., Risk Assessment, Approvals, Smart Suite, SDS Settings, etc.
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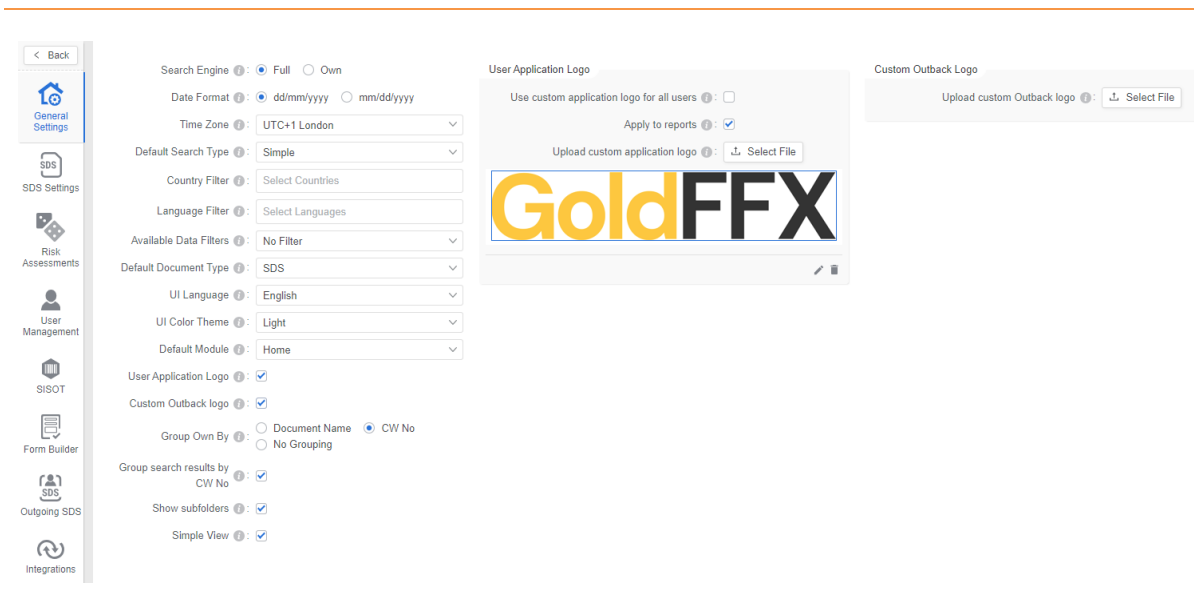


7	Assign Modules	Modules can be assigned directly to users or via roles. When a user is created, all modules are not enabled by default.
---	----------------	---



8	General Settings	Apply general settings' attributes and filters to users. These settings effect the behaviour of the user interface and information/data display.
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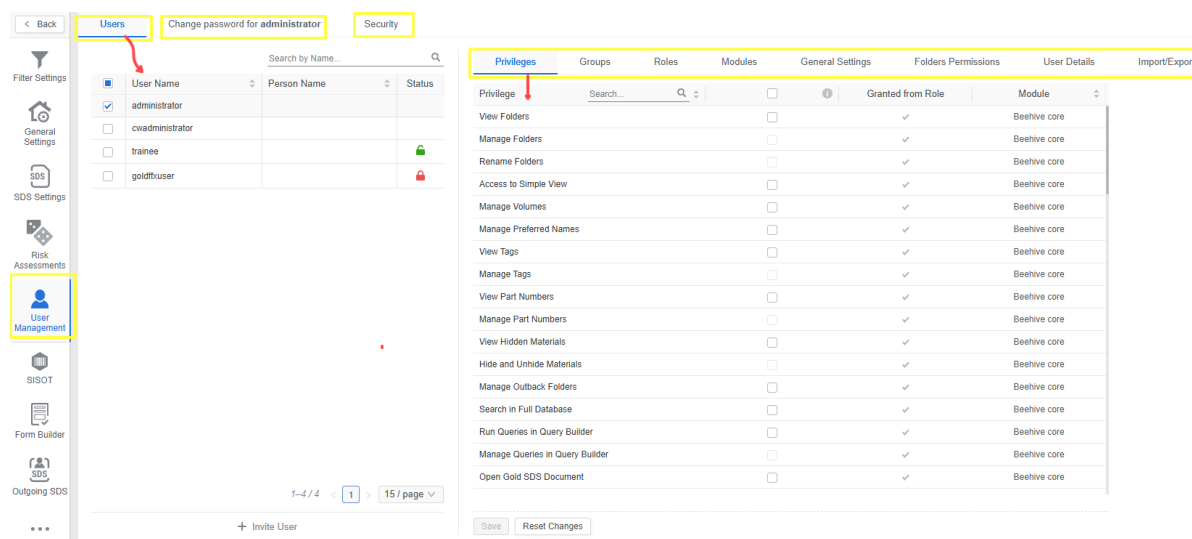
Item User Description Management



3.1 User Management Conception

The User Management Settings enable administrators to manage the system and organise users according to business needs and roles or function whilst maintaining the security of the system. Core settings and attributes are automatically assigned to the system based on the product subscription. The core settings are amalgamated into the following main component tabs.

- Users
- Change Password for Administrator
- Security



Main Settings Tab

Description

Users	The Users tab enables the domain administrator to create users through an email invitation notification to complete the sign-up process. By default, the following users are provided based on best practice role function. • administrator • cwadministrator • basic user
Change Password for Administrator	This tab allows the administrator to change the current password into a new password.
Security	The security tab provides the administrator to enable TOTP Multifactor authentication (MFA) and Inactivity Timeout (where a set timeout period will require reauthentication).

The Users Tab

Users Tab

Description

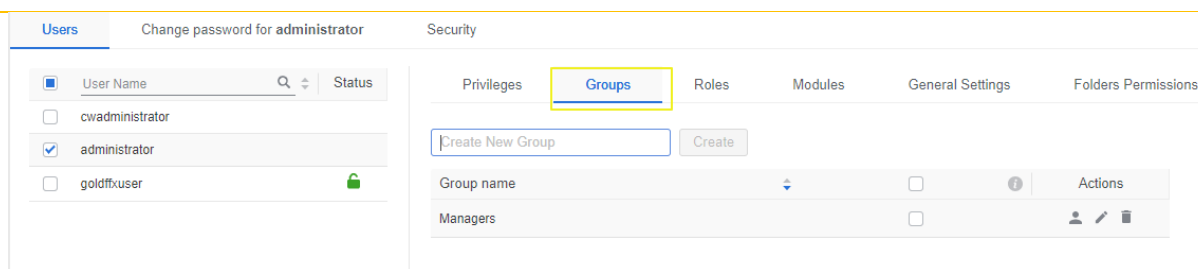
User Name	The Users tab enables the domain administrator to create users through an email invitation notification to complete the sign-up process. The basic information required for user creation is the Person's Name, User Name and Email address.
Status	The status of the user is displayed with a locked/unlocked key lock colour coded icon.  Unlocked Green icon: User access granted  Locked Red icon: User access denied



Groups	The Groups tab allows the creation of groups which in turn can be used to assign users that will have the same role and/or privileges.
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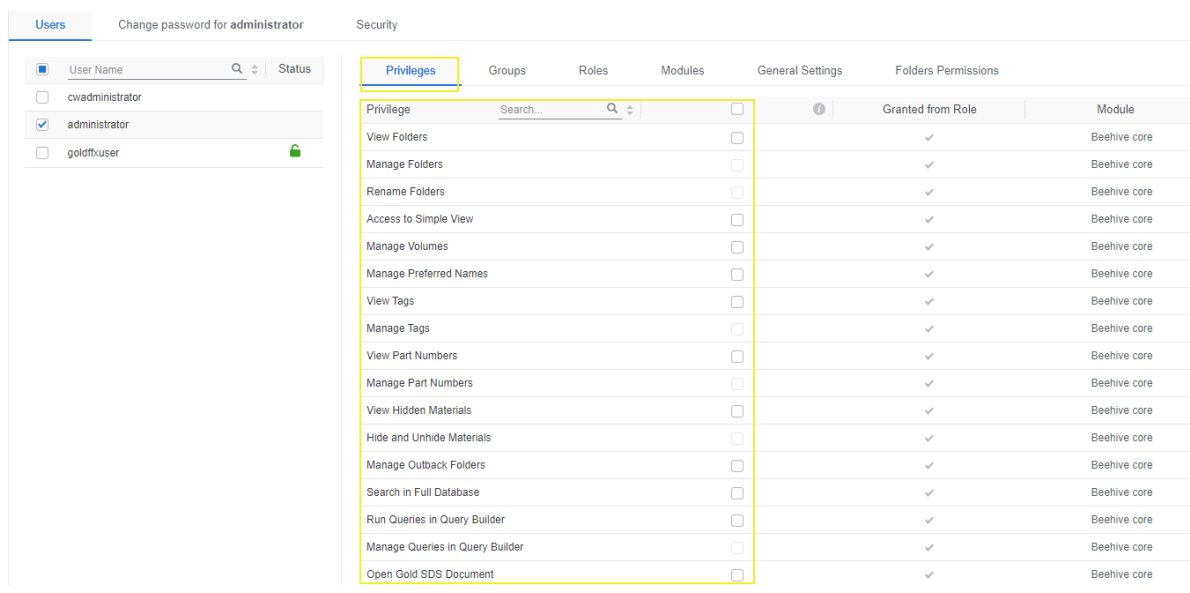
Users Tab

Description

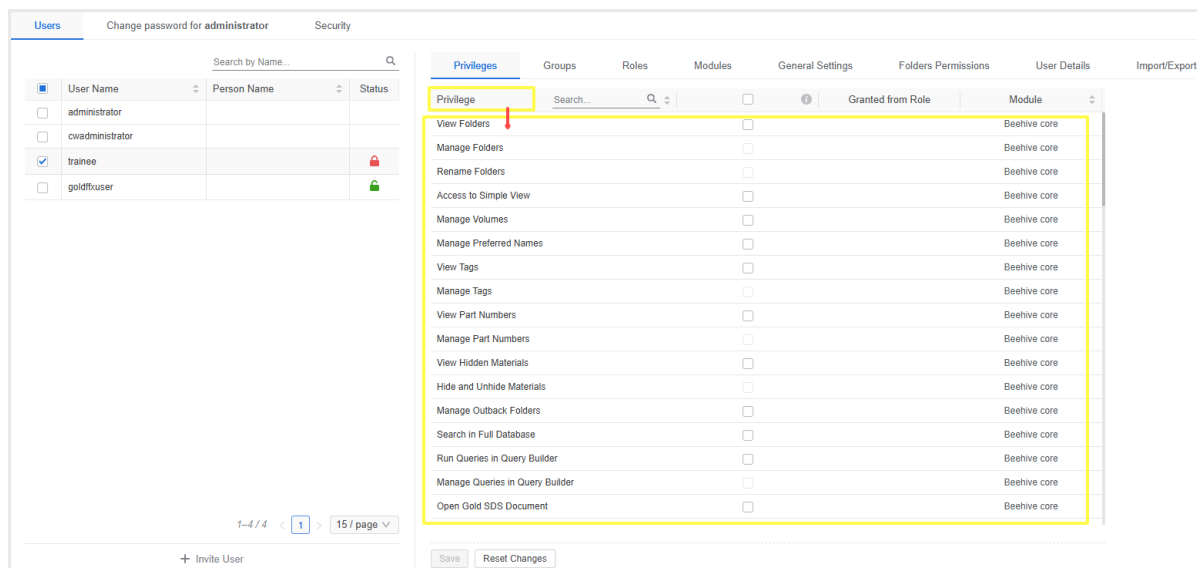


Privileges

The Privileges tab provides a list of privileges to select the appropriate features and/or functions of the system directly to users or via a role. Note that the Domain Administrator's privileges are automatically assigned by default for all the product modules including the core functions.



Privilege	Granted from Role	Module
View Folders	✓	Beehive core
Manage Folders	✓	Beehive core
Rename Folders	✓	Beehive core
Access to Simple View	✓	Beehive core
Manage Volumes	✓	Beehive core
Manage Preferred Names	✓	Beehive core
View Tags	✓	Beehive core
Manage Tags	✓	Beehive core
View Part Numbers	✓	Beehive core
Manage Part Numbers	✓	Beehive core
View Hidden Materials	✓	Beehive core
Hide and Unhide Materials	✓	Beehive core
Manage Outback Folders	✓	Beehive core
Search in Full Database	✓	Beehive core
Run Queries in Query Builder	✓	Beehive core
Manage Queries in Query Builder	✓	Beehive core
Open Gold SDS Document	✓	Beehive core



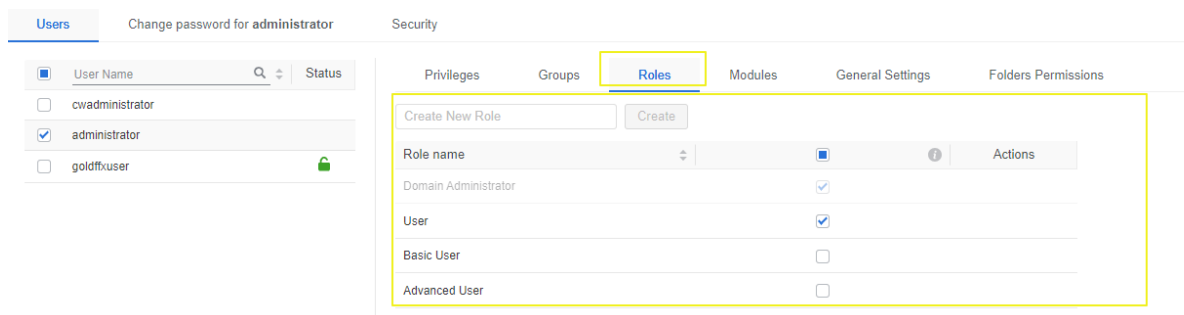
Privilege	Granted from Role	Module
View Folders	✓	Beehive core
Manage Folders	✓	Beehive core
Rename Folders	✓	Beehive core
Access to Simple View	✓	Beehive core
Manage Volumes	✓	Beehive core
Manage Preferred Names	✓	Beehive core
View Tags	✓	Beehive core
Manage Tags	✓	Beehive core
View Part Numbers	✓	Beehive core
Manage Part Numbers	✓	Beehive core
View Hidden Materials	✓	Beehive core
Hide and Unhide Materials	✓	Beehive core
Manage Outback Folders	✓	Beehive core
Search in Full Database	✓	Beehive core
Run Queries in Query Builder	✓	Beehive core
Manage Queries in Query Builder	✓	Beehive core
Open Gold SDS Document	✓	Beehive core

Users Tab

Description

Roles

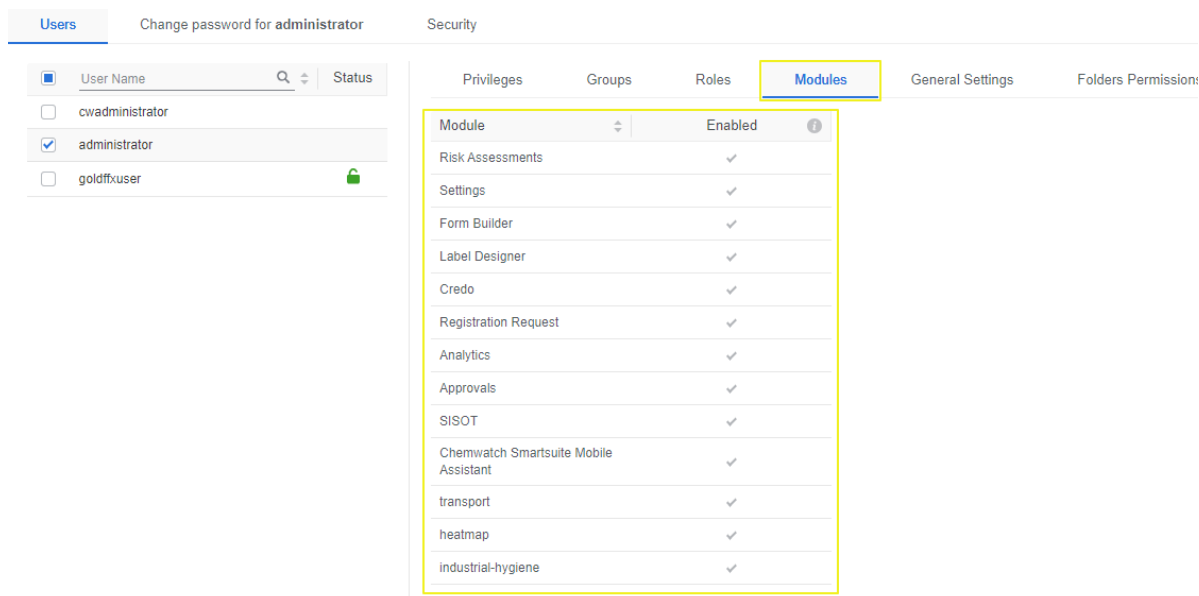
The Roles tab lists any created role names and allows the domain administrator to assign a role to a user or group.



Role name		Actions
Domain Administrator	☒	
User	☒	
Basic User	☐	
Advanced User	☐	

Modules

The modules tab provides the main modules based on product license. The core modules will be assigned by Chemwatch IT by default, and these are reflected with a default checked box.



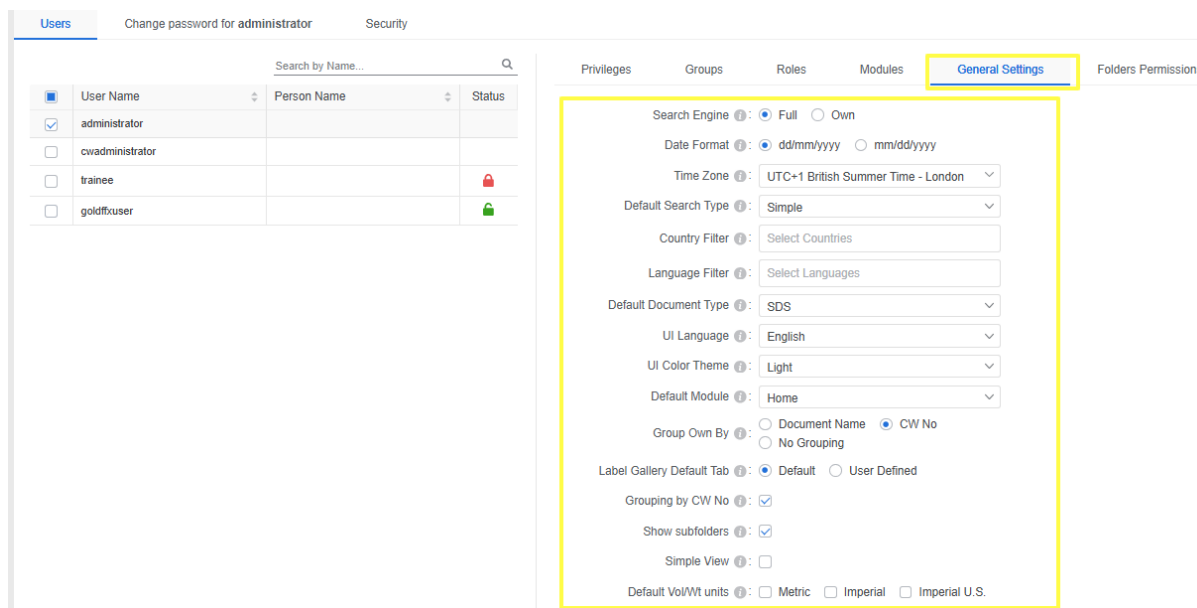
Module	Enabled
Risk Assessments	☒
Settings	☒
Form Builder	☒
Label Designer	☒
Credo	☒
Registration Request	☒
Analytics	☒
Approvals	☒
SISOT	☒
Chemwatch Smartsuite Mobile Assistant	☒
transport	☒
heatmap	☒
industrial-hygiene	☒

General Settings

The general settings tab provides a list of specific settings and attributes to apply on how the user interface will behave for components and document display.

Users Tab

Description



User Name	Person Name	Status
☒ administrator		
☐ cwadministrator		
☐ trainee		
☐ goldfxuser		

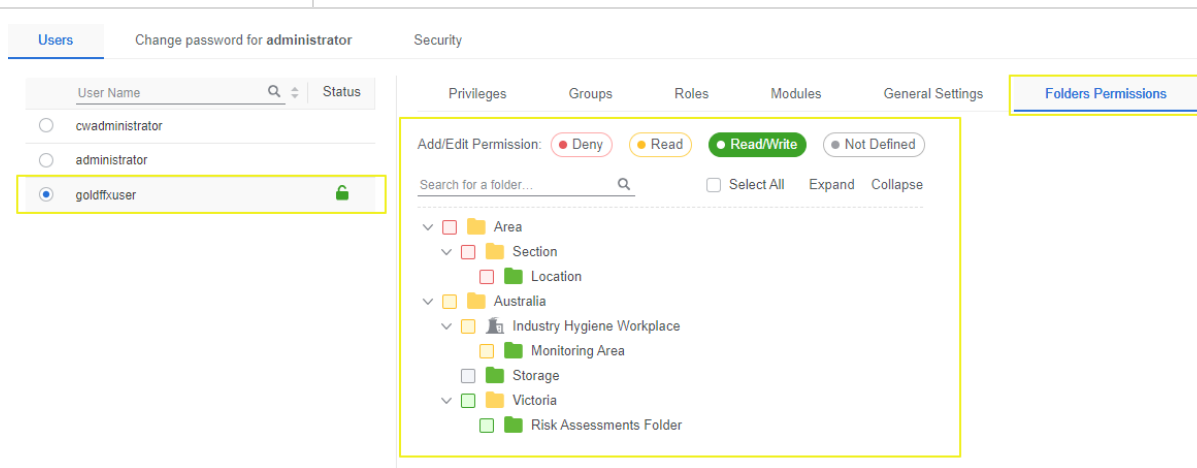
Privileges Groups Roles Modules **General Settings** Folders Permission

Search Engine: ☒ Full ☐ Own
Date Format: ☒ dd/mm/yyyy ☐ mm/dd/yyyy
Time Zone: UTC+1 British Summer Time - London
Default Search Type: Simple
Country Filter: Select Countries
Language Filter: Select Languages
Default Document Type: SDS
UI Language: English
UI Color Theme: Light
Default Module: Home
Group Own By: ☐ Document Name ☒ CW No ☐ No Grouping
Label Gallery Default Tab: ☒ Default ☐ User Defined
Grouping by CW No: ☒
Show subfolders: ☒
Simple View: ☐
Default Vol/Wt units: ☐ Metric ☐ Imperial ☐ Imperial U.S.

Folder Permissions

Permissions to folders can be assigned to users based on the following attributes directly or via a group.

- Deny 
- Read/Write 
- Read 
- Not Defined 



Users Change password for administrator Security

User Name Status

- ☐ cwadministrator
- ☐ administrator
- ☒ goldfxuser 

Privileges Groups Roles Modules General Settings **Folders Permissions**

Add/Edit Permission: ☐ Deny ☐ Read ☒ Read/Write ☐ Not Defined

Search for a folder... ☐ Select All Expand Collapse

- Area
 - Section
 - Location
- Australia
 - Industry Hygiene Workplace
 - Monitoring Area
 - Storage
- Victoria
 - Risk Assessments Folder

3.1.1 Folder Permissions

In Settings module's User Management mode; Folder Permissions for the domain administrator cannot be changed. A warning message is displayed in the folders permissions tab when the domain "administrator" is selected to view the respective folder permissions.

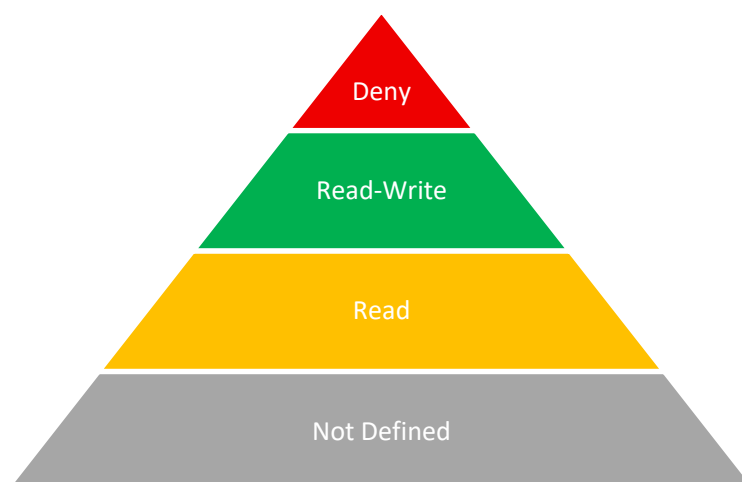
The domain administrator is assigned “Read/Write” folder permissions to all folders within the domain account by default.

Folder permissions can only be set directly to the user or via user groups, which means it is possible to have a user with multiple folder permissions from a variety of sources to the same folder. However, the final folder permission must be granted based on the maximum weight of the permission type:

- Deny
- Read/Write
- Read
- Not Defined

These types of folder permissions hold specific weight with regards to the level of impact to user security to folders and material data handling or distribution.

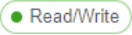
Folder Permission Weight - Hierarchy of Control



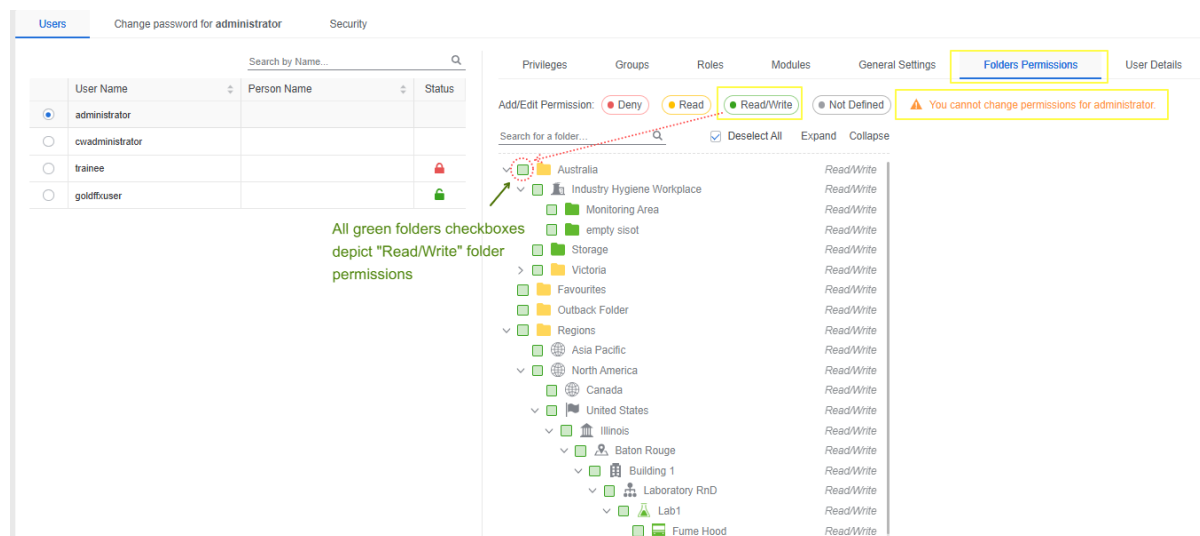
The weight of folder permissions is the relative access level assigned to a user or a group for the entire folder structure of specific folders. This indicates how powerful or permissive a user's access is as a measure of its impact to the level of control and security regarding the folder(s) a user has access to or how much risk or control that permission carries within the system. The diagram below depicts the permission weight hierarchy of control.

All folder permissions, in general, must be inherited from the parent folder. By default, subfolders will have the folder permissions as the parent folder.

The following table provides folder permissions description and the permission weight in terms of the level of impact to folder management.

Folder Permission	Description	Permission Weight (Level of Impact)
 Deny	- A user will not have access to the folder - Folder structure(s) or any branches will not be displayed in the tree if all folders have “Deny” permission - If a parent folder has “Deny” permission and the subfolders have “Read/Write”, the parent folder will display as “Hidden” - Material inventory in a “Deny” folder will not be searchable from the “Own” search	This is the ultimate permission control. It overrides any other folder permission and takes precedent.
 Read/Write	- Full access to folders - Create folders and subfolders - Edit Folders - Delete Folders - Apply folder properties	Attributes: Copy, move, remove, rename folders is applicable. However, this permission is also subject to specific privileges such as “Rename folder”. If a user with read/write folder permission is not assigned to “Rename” privilege, then user cannot rename the folder even though user has read/write permission.
 Read	- Read only access to folders - Open folders to view materials - Read information in materials grid - Read only folders can be copied under folders with Read/Write permission but not to the root	Read only folders cannot be modified, changed, or edited. Folders cannot be created as subfolders for Read-Only folders. A user with rights to copy materials from Read-Only folder to a Read/Write folder can edit in that latter folder after that operation.
 Not Defined	- Users can view folders - Folders are never hidden - Material inventory in a “Not Defined” folder will not be searchable from the “Own” search	This is the default access to folders. This folder permission has the lowest weight as per the hierarchy of folder permissions. Any other folder permission can override “Not Defined” permission.

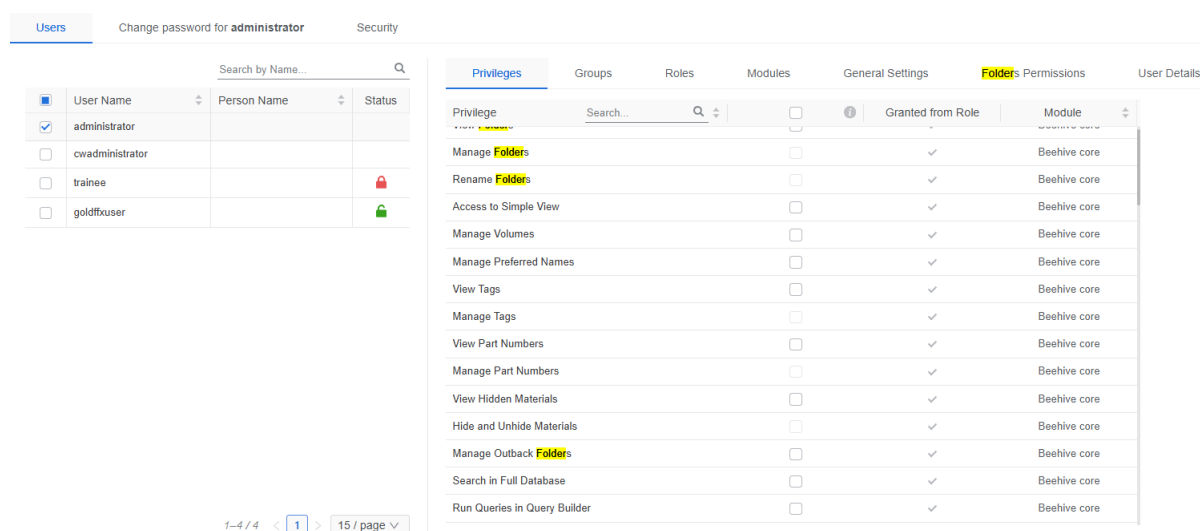
Domain Administrator Full Access (Read/Write Folder Permission)



All green folders checkboxes depict "Read/Write" folder permissions

Privileges Impact on Folder Permissions

Users that are set to the domain administrator role will have full access folder permission to read-write all folders within the folder structure irrespective of other permissions that may assigned to any of the folders other than read-write. This domain administrator role has all the domain administrator privileges and will also override any folders with "Deny" folder permission. Specific privileges also play a significant role in folder access, management, and operations such as renaming folders even if a user has read/write folder permission.



Privilege	Granted from Role	Module
Manage Folders	✓	Beehive core
Rename Folders	✓	Beehive core
Access to Simple View	✓	Beehive core
Manage Volumes	✓	Beehive core
Manage Preferred Names	✓	Beehive core
View Tags	✓	Beehive core
Manage Tags	✓	Beehive core
View Part Numbers	✓	Beehive core
Manage Part Numbers	✓	Beehive core
View Hidden Materials	✓	Beehive core
Hide and Unhide Materials	✓	Beehive core
Manage Outback Folders	✓	Beehive core
Search in Full Database	✓	Beehive core
Run Queries in Query Builder	✓	Beehive core

The privileges listed below have a bearing on folder operations.

Privileges that Impact Folder Management

View Folders • Enable users to view folders or folder structure • Allow users to view list of materials in accessible folders • Impacts folder permissions	Manage Outback Folders • Change the “Shared to the World” folder property to which the user has “Read/Write” folder permission
Manage Folders • Users can manage folders (edit actions) • Add or create folders • Move folders • Delete folders • Change or modify folder properties • Restore folders	Generate Folder QR Code • Access to Folder QR Code in the folder context menu options • Enables users to generate QR Code for a specific folder • User must at least be able to view folders to generate Folder QR Code
Rename Folders • User Access & Profile • Customer email inquiries • Integration with CRM • Calendar tracking of tasks	Manage Volumes/Weights of Materials in Folders • User must have “Read/Write” folder permission to edit the volumes/weights or materials in the folder

The next topic delves into the process of setting up users.

3.2 Setting Up Users

This topic will cover the following objectives.

[User Set Up Overview](#)

[Adding Users](#)

[Invite Users](#)

[Adding Groups](#)

[Adding Roles](#)

[Assigning Users to Groups](#)

[Assigning Folder Permissions to Groups](#)

[Assigning Users to Roles](#)

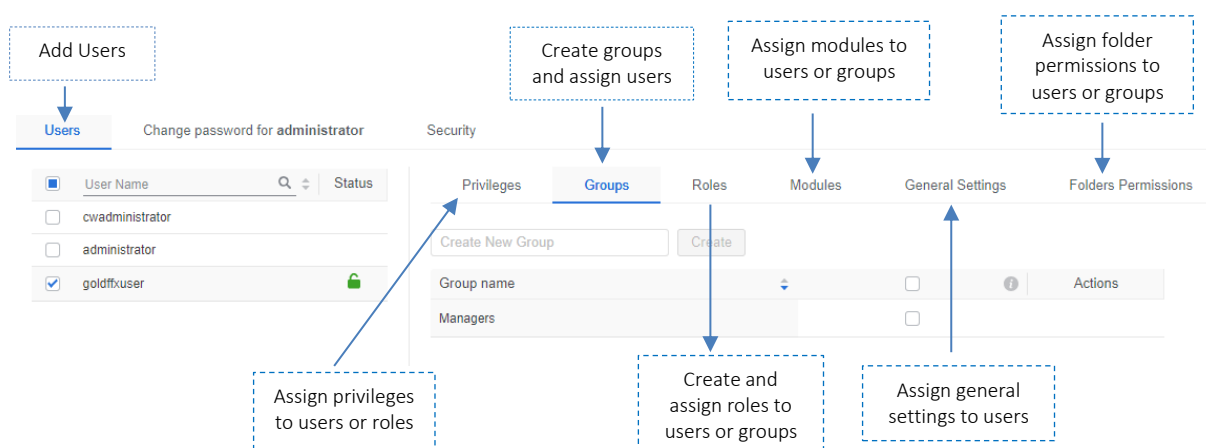
[Assigning Roles to Modules](#)

[Assigning Users General Settings](#)

[Using Groups to Assign Users Folder Permissions](#)



A user profile management approach is paramount before setting up users in the system. This approach will assist the domain administrator to have a reference point to the respective types of users the enterprise or organisation has with regards to their roles and function on users will utilise the system to meet business goals.



Setting up users can be based on roles or job roles or function with consideration to the sensitivity of data such as access to prohibited substances. System roles may include these categories.

- Administrator
- Manager or Supervisor
- Key User or Power User
- Health & Safety/Compliance User
- End User
- Contractor/Vendor

The table below summarises best practice role matrix for the various types of users for consideration when setting up users.

Role	Access Rights	Responsibility Level
Administrator	This is the domain administrator of the system. This is system administrator and has full access to the entire system.	• Default administrator role with all privileges. • Create/edit users, groups, roles • Assignment of user roles, groups • Set users folder permissions rights • Assign product modules and privileges • Role support for approvals workflows
Manager or Supervisor	This role user has access to all or specific modules of the system. May have limited access rights to system-wide settings.	• Create/edit folders • Add/delete materials • Create report templates • Create/customize labels • Edit/approve risk assessment reports • Add/edit volume/weights of materials • Manifest quantity thresholds
Key/Power User	This role can be attributed to workflow configuration, templates and support to administrator with limited admin rights.	• Access to approvals module • Approvals constructor rights • Set up approvals workflows • Work with stakeholders • Edit rights to other modules • Create report templates and forms
H&S/Compliance User	This role user has access to all or specific modules of the system. May have limited access rights to system-wide settings.	• Create/edit folders • Add/delete materials • Create report templates & generate logs, history • Create/customize labels • Edit/approve risk assessment reports • Add/edit volume/weights of material • Manifest quantity thresholds

Role	Access Rights	Responsibility Level
		Approvals stakeholder to H&S executive requests
End User	End user role provides access to the system with all basic/advanced functions as per business health & safety compliance goals. End user role does not have access to system-wide settings.	- Access to materials - Search functions - Access to view reports or documents - Submit requests or inquiries - May add materials into folders dependent privileges - Limited privileges or permissions
Contractor/Vendor	User role for external contractors/vendors to access the basic functions (very limited permission_.	- Access to their material - Search functions - View SDS - Temporary access or project-based timeframe (user expiration) - Least privileges

The next sub-topic provides steps to creating a user.

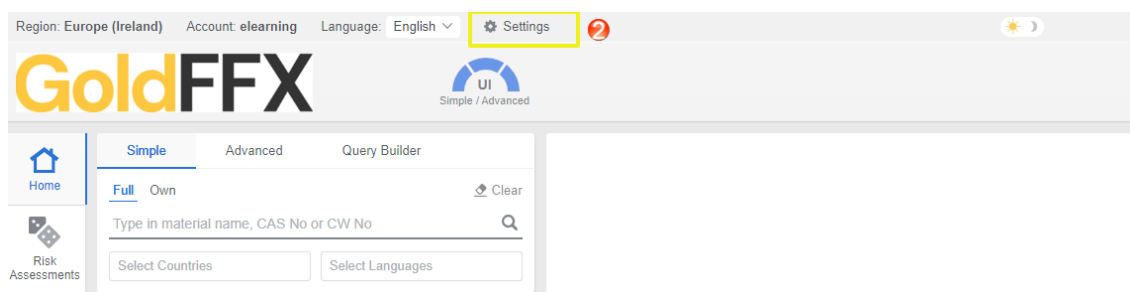
3.2.1 Add and Invite New User

The following steps provide a guide to adding new user to the system. Note that a user will need to be assigned product module(s) via a role or directly as well as privileges, folder permissions and general settings to able to login and use the system.

Create a New User and Invite User to Complete the Sign-Up Process

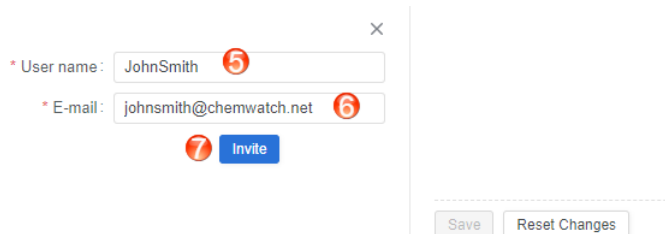
Login to the application.

1. Click the **Settings** module button .

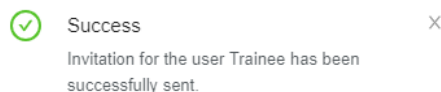


2. Click on the **User Management** module button .
3. This module defaults to the **Users** tab.

4. Click the **Invite User** Add button  **Invite User** .
5. Enter the **User Name**.
6. Enter the user's work **Email** address.
7. Click the **Invite** button  .
The new user will receive an email notification to complete the sign-p process. A temporary password will be included in the email notification to set up a new password.



Message displays on the top right corner to confirm newly added user.

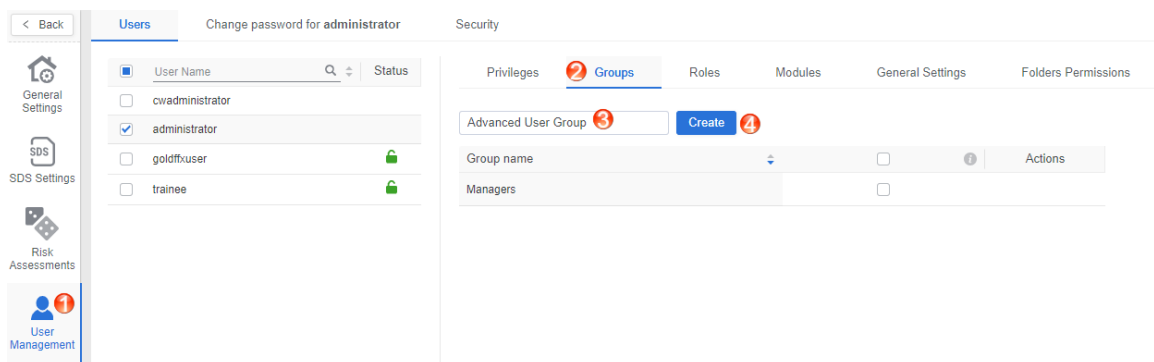


3.2.2 Create New Group(s)

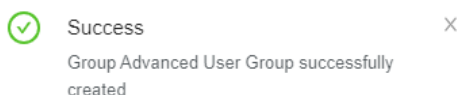
User Groups in user management are a collection of users that share the same attributes with regards to permissions, roles and access right and privileges. Users in groups inherit assigned permissions and privileges directly or via roles (which simplifies user management through user grouping). The following steps provide a guide to adding new group(s) to the system.

Create New Group

1. Click on the **User Management** button  .
2. Click the **Groups** tab.
3. Type the **Group Name** in the Group's text field.
4. Click on the **Create** button  .



5. Message displays confirmation of successful group creation.



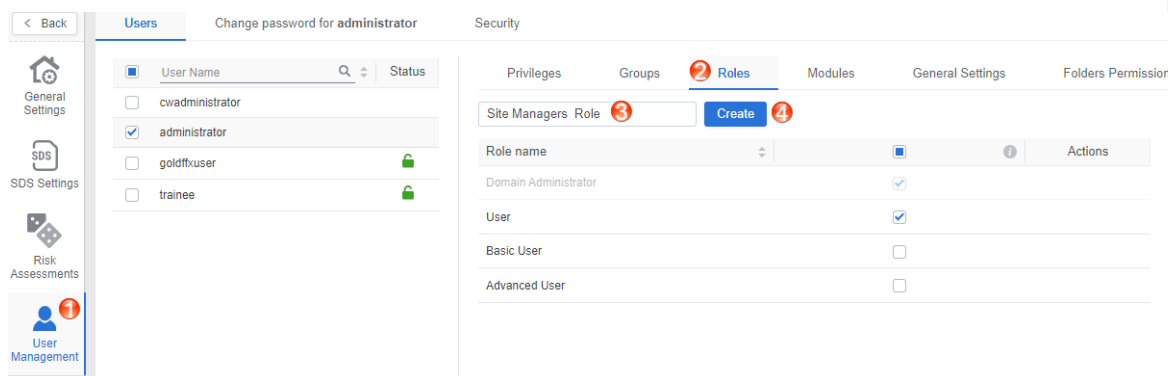
3.2.3 Add New Role(s)

The following steps provide a guide to adding new role(s) to the Beehive system.

Add New Role(s)

The settings module defaults to General Settings mode.

1. Click on **the User Management** button .
2. Click the **Roles** tab.
3. Type the **Role Name** in the Role's text field.
4. Click on the **Create** button .



5. Message displays confirmation of successful role creation.



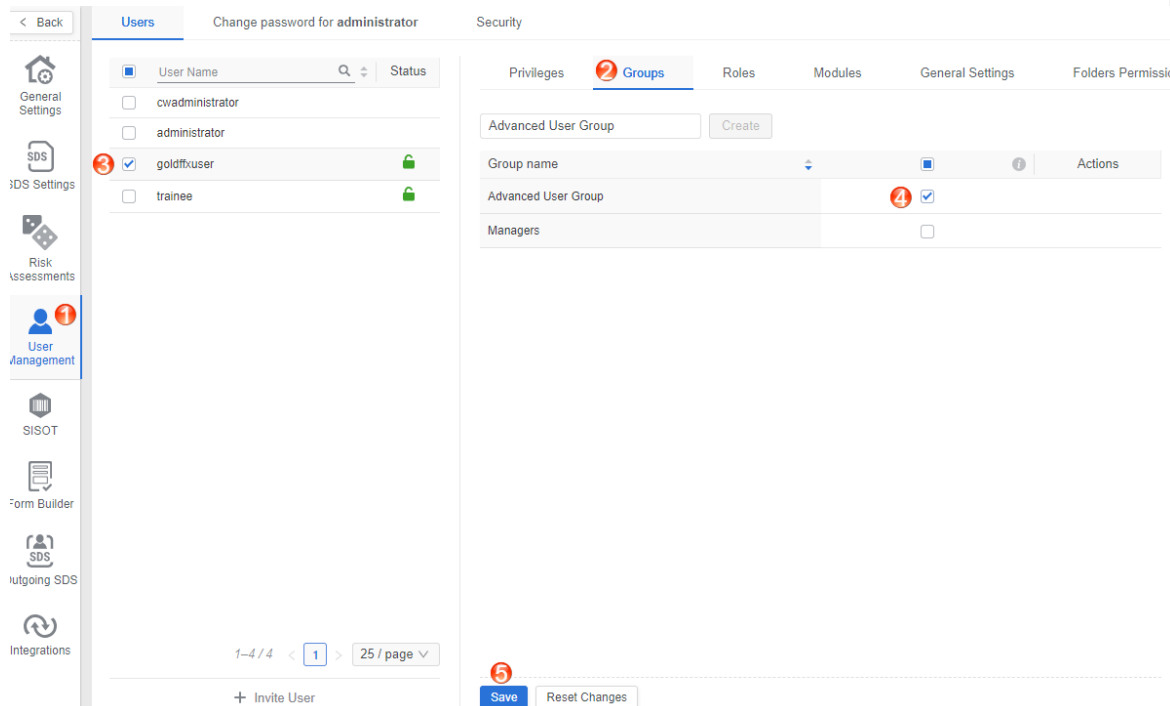
3.2.4 Assign a User to a Group

The following steps provide a guide to assign users to a particular group.

Assign a User to a Group

The settings module defaults to General Settings mode.

1. Click on **the User Management** button .
2. Click the **Groups** tab.
3. Select the **User Name** checkbox in Users tab.
4. Click on the **Group Name** checkbox to assign user to the group.

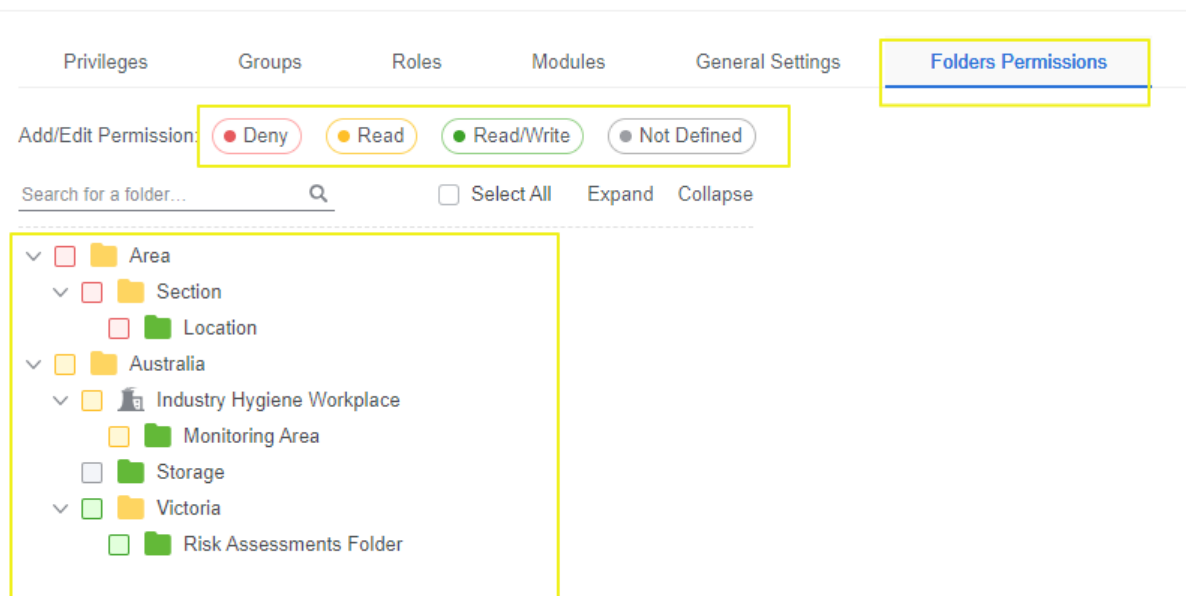


5. Message displays confirmation of successful user assignment to a group.

 Success
Changes successfully saved

3.2.5 Assign Folder Permissions to Users

The following steps provide a guide to assign folder permissions to a user. In this worked example, a user is assigned different folder permissions across the tree structure.



Privileges Groups Roles Modules General Settings **Folders Permissions**

Add/Edit Permission: ☒ Deny ☐ Read ☐ Read/Write ☐ Not Defined

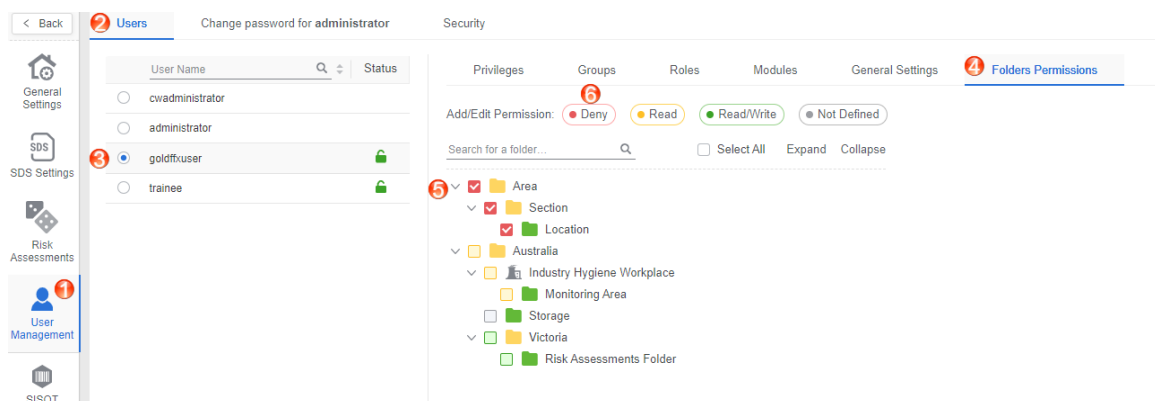
Search for a folder... ☐ Select All Expand Collapse

- Area
 - Section
 - Location
 - Australia
 - Industry Hygiene Workplace
 - Monitoring Area
 - Storage
 - Victoria
 - Risk Assessments Folder

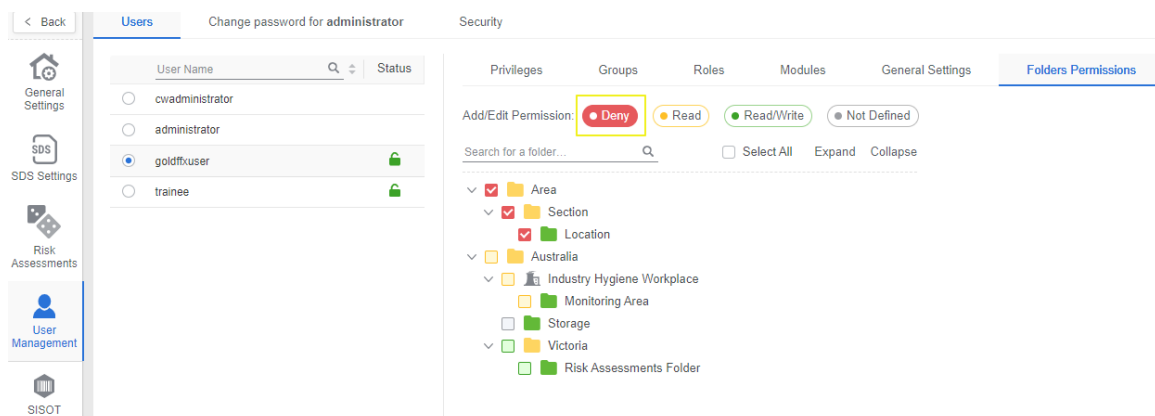
Assign User Folder Permissions

The settings module defaults to General Settings mode.

1. Click on the **User Management** button .
2. Click the **Users** tab.
3. Select the **User Name** radio button in Users tab.
4. Click on the **Folders Permissions** tab.
5. Select checkboxes for folders to **Deny** access.
6. Click on the **Deny** button (red).

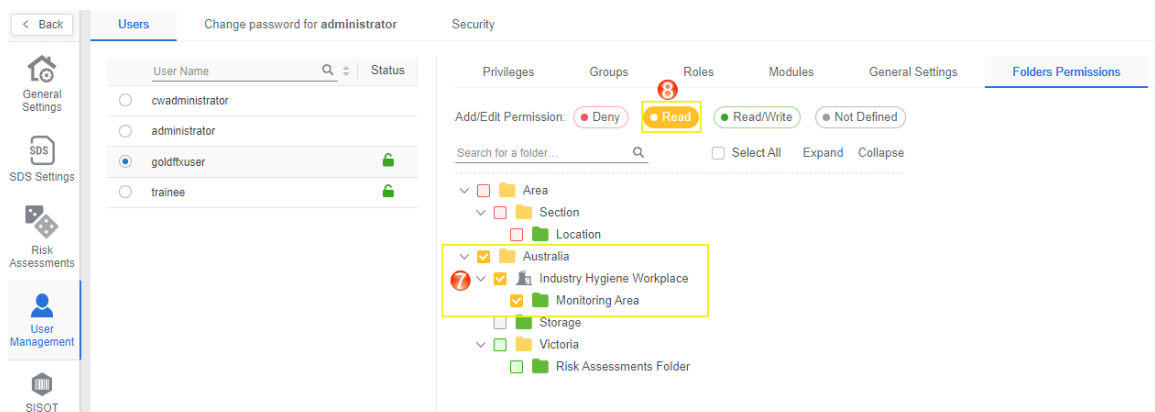


The screenshot shows the 'Users' tab in the 'User Management' section. The 'goldfxuser' is selected. The 'Folders Permissions' sub-tab is active. The 'Add/Edit Permission' section shows 'Deny' selected. The folder tree on the right shows 'Area', 'Section', 'Location', 'Australia', 'Industry Hygiene Workplace', 'Monitoring Area', 'Storage', 'Victoria', and 'Risk Assessments Folder'.



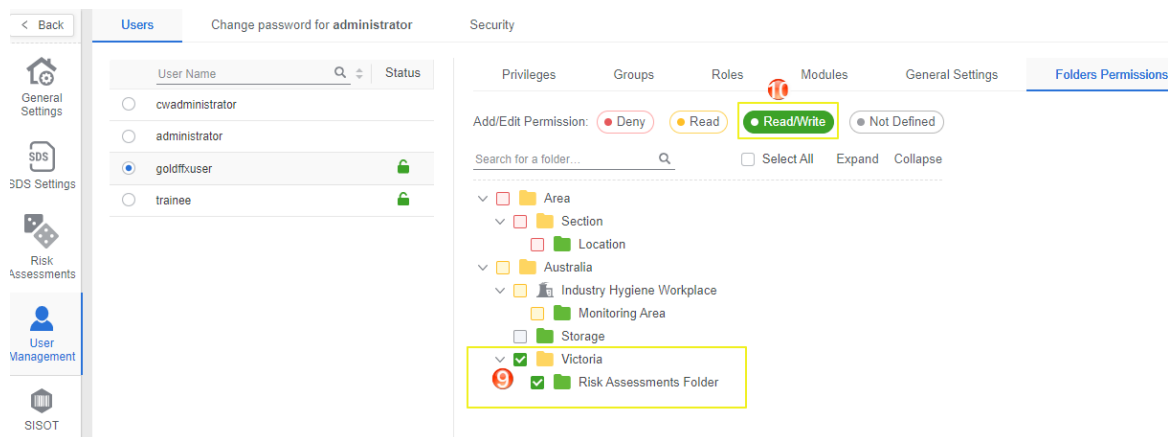
The screenshot shows the 'Users' tab in the 'User Management' section. The 'goldfxuser' is selected. The 'Folders Permissions' sub-tab is active. The 'Add/Edit Permission' section shows 'Deny' selected. The folder tree on the right shows 'Area', 'Section', 'Location', 'Australia', 'Industry Hygiene Workplace', 'Monitoring Area', 'Storage', 'Victoria', and 'Risk Assessments Folder'.

7. Select checkboxes for folders to **Read** access.
8. Click on the **Read** button (orange).



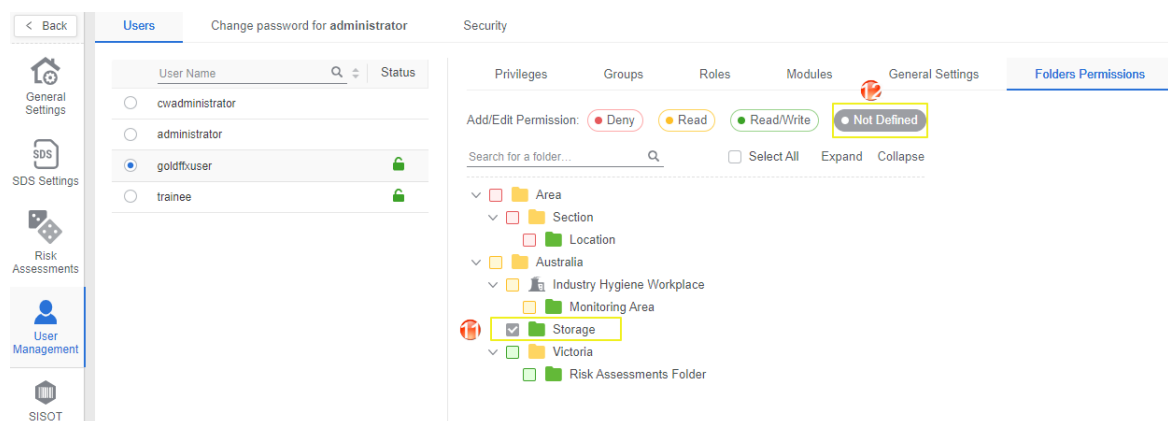
The screenshot shows the 'Users' tab in the 'User Management' section. The 'goldfxuser' is selected. The 'Folders Permissions' sub-tab is active. The 'Add/Edit Permission' section shows 'Read' selected. The folder tree on the right shows 'Area', 'Section', 'Location', 'Australia', 'Industry Hygiene Workplace', 'Monitoring Area', 'Storage', 'Victoria', and 'Risk Assessments Folder'.

9. Select checkboxes for folders to **Read/Write** access.
10. Click on the **Read/Write** button (green).



The screenshot shows the 'Users' tab in the Settings application. The 'goldfxuser' is selected. The 'Folders Permissions' tab is active, showing a tree of folders. The 'Add/Edit Permission' buttons at the top are 'Deny', 'Read', 'Read/Write' (highlighted in green), and 'Not Defined'. The folder tree shows 'Area' expanded, with 'Section' and 'Location' sub-folders. 'Australia' is expanded, showing 'Industry Hygiene Workplace', 'Monitoring Area', and 'Storage'. 'Victoria' is expanded, showing 'Risk Assessments Folder'. The 'Read/Write' button is highlighted in green, and the 'Victoria' and 'Risk Assessments Folder' checkboxes are checked.

11. Select checkboxes for folders to **Not Defined** access.
12. Click on the **Not Defined** button (grey).



The screenshot shows the 'Users' tab in the Settings application. The 'goldfxuser' is selected. The 'Folders Permissions' tab is active, showing a tree of folders. The 'Add/Edit Permission' buttons at the top are 'Deny', 'Read', 'Read/Write', and 'Not Defined' (highlighted in grey). The folder tree shows 'Area' expanded, with 'Section' and 'Location' sub-folders. 'Australia' is expanded, showing 'Industry Hygiene Workplace', 'Monitoring Area', and 'Storage'. 'Victoria' is expanded, showing 'Risk Assessments Folder'. The 'Not Defined' button is highlighted in grey, and the 'Storage' checkbox is checked.

13. Click the **Save** button.
14. Message displays confirmation of successful user assignment to a group.

 **Success** X
Permissions have been successfully updated

3.2.6 Assign Users to Role(s)

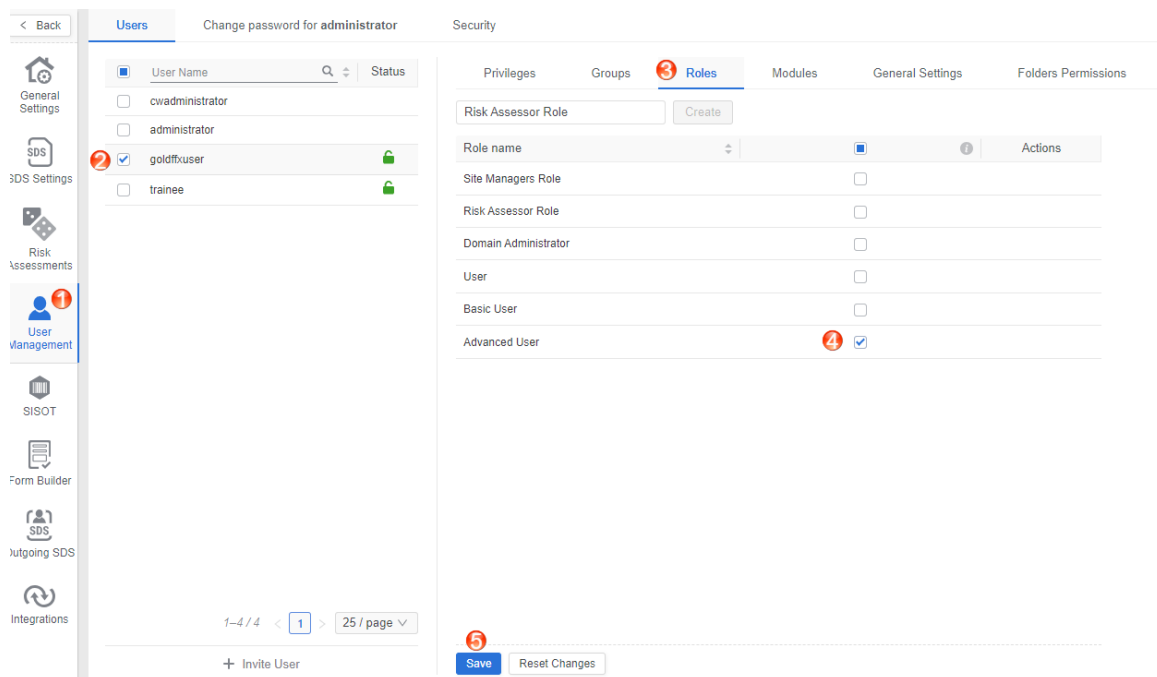
The following steps provide a guide to assign user(s) to a role(s).

Assign Users to Roles

The settings mode defaults to General Settings.

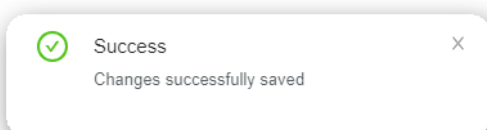
1. Click on the **User Management** button .
2. Select the checkbox ☒ alongside the **User Name**.

3. Click the **Roles** tab.
4. Select the checkbox  alongside the **Role Name**, e.g., Advanced Role.
5. Click the save button .

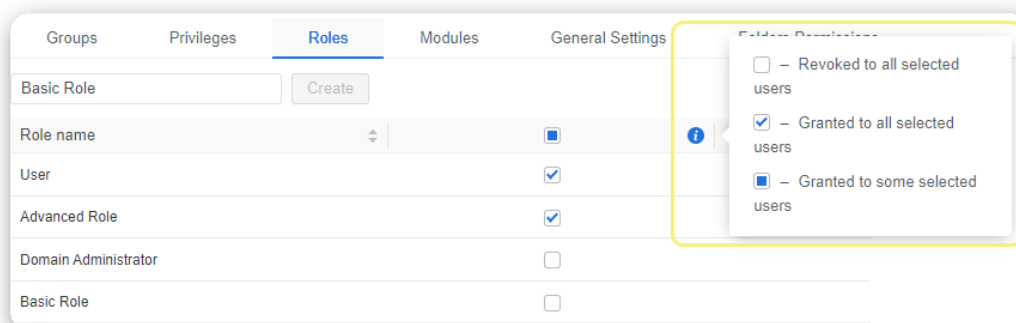


The screenshot shows the 'Roles' tab in the Chemwatch Settings. The left sidebar has 'User Management' highlighted with a red circle and a '1' badge. The main area shows a list of roles with checkboxes. 'Advanced User' is selected with a blue checkbox and a red circle with '4'. At the bottom, a 'Save' button is highlighted with a red circle and '5'.

6. A message displays confirmation of successful changes applied.



The information icon  shows the applicable checkbox attributes.



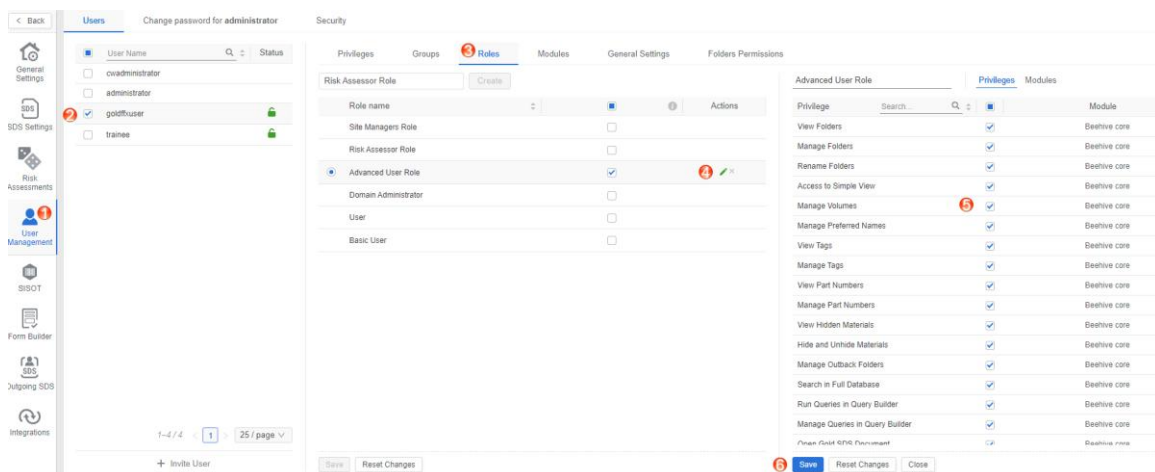
3.2.7 Assign Privileges to a Role

The following steps provide a guide to assign privileges to a role.

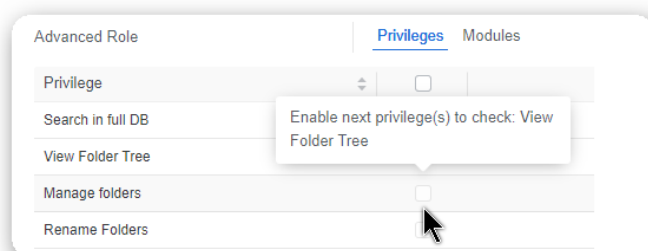
Assign Privileges to a Role

The settings mode defaults to General Settings.

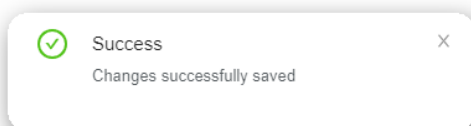
1. Click on the **User Management** button .
2. Select the checkbox ☒ alongside the **User Name**.
3. Click the **Roles** tab.
4. Click the **Edit icon**  alongside the role name to assign privileges.
5. Select the appropriate privileges checkbox(es) ☒ alongside each privilege.



 Note that the privilege “View Folder Tree” must be enabled to assign “Manage folders” and Rename folders” privileges. Refer to the privileges grouping in the [Appendix](#) for descriptions.

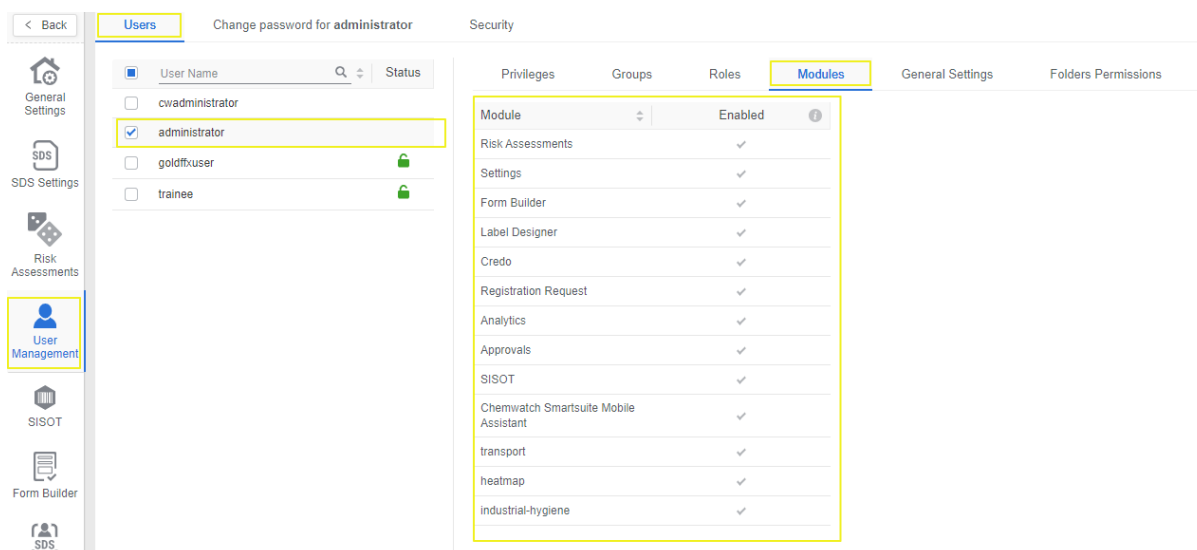


6. Click the save button .
7. A message displays confirmation of successful changes applied.



3.2.8 Assign Modules

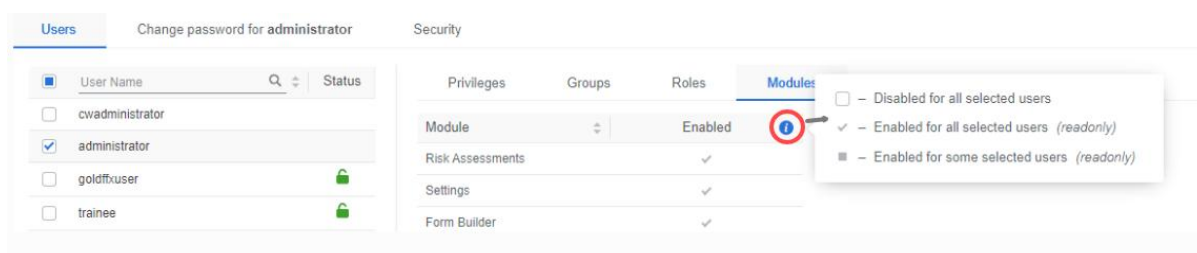
Modules available in your product will be listed by default in the Modules tab. These are distinct units of functionality that are building blocks that make up the entire system to be a fully functional, scalable and flexible chemicals management system. When a new user is added to the system, modules are not enabled by default. Roles can also be assigned to modules and privileges based on the product licence package and the responsibilities of users that will be assigned to that role. To check for the default modules as an administrator; select the “administrator” user in the Users tab and then click on the Modules tab to view all the respective modules enabled for the product.



The screenshot shows the 'Users' tab in the Settings interface. The 'administrator' user is selected. The 'Modules' tab is active, displaying a table of modules and their status.

Module	Enabled
Risk Assessments	✓
Settings	✓
Form Builder	✓
Label Designer	✓
Credo	✓
Registration Request	✓
Analytics	✓
Approvals	✓
SISOT	✓
Chemwatch Smartsuite Mobile Assistant	✓
transport	✓
heatmap	✓
industrial-hygiene	✓

The information icon  provides a profile for enabled or disabled selected users, in this contour, the administrator has all modules granted access by default.



The screenshot shows the 'Users' tab in the Settings interface. The 'administrator' user is selected. The 'Modules' tab is active, displaying a table of modules and their status. A tooltip is visible over the information icon.

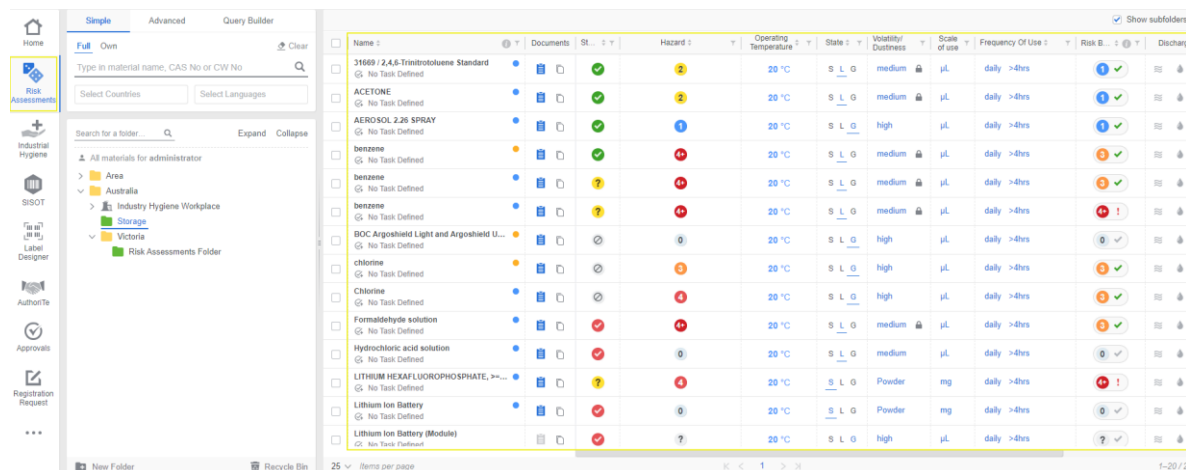
Module	Enabled
Risk Assessments	✓
Settings	✓
Form Builder	✓

Legend:

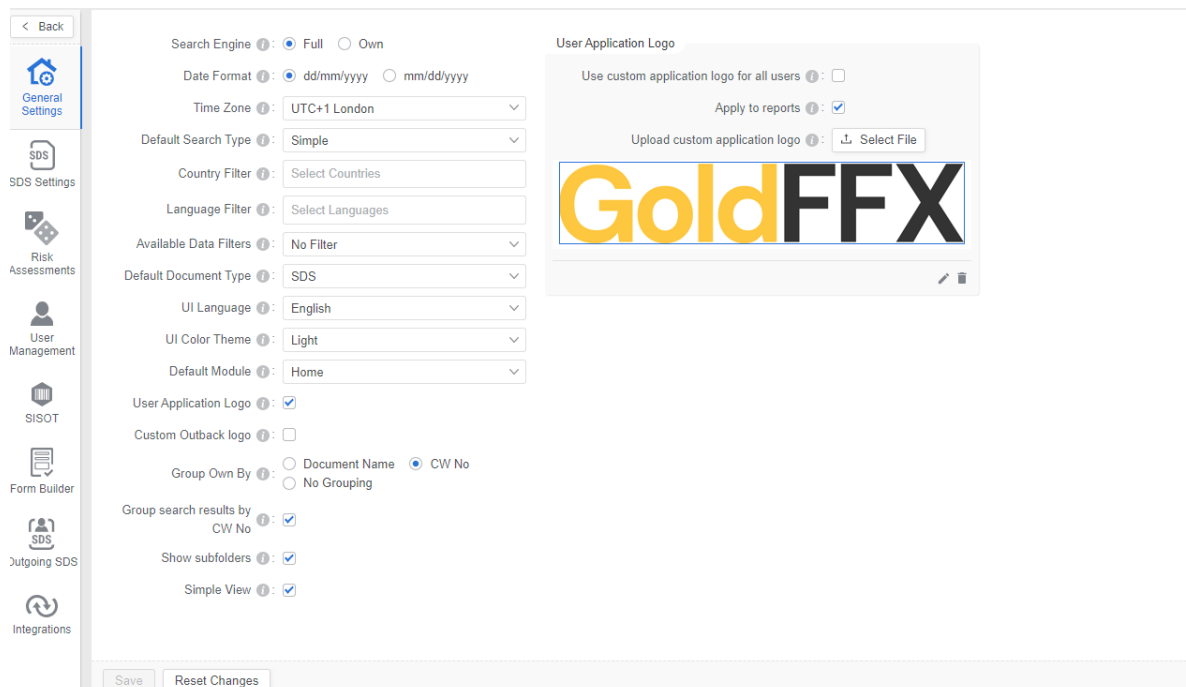
- ☐ - Disabled for all selected users
- ☒ - Enabled for all selected users (readonly)
- ☐ - Enabled for some selected users (readonly)

The table below provides descriptions of each module and user interface attributes.

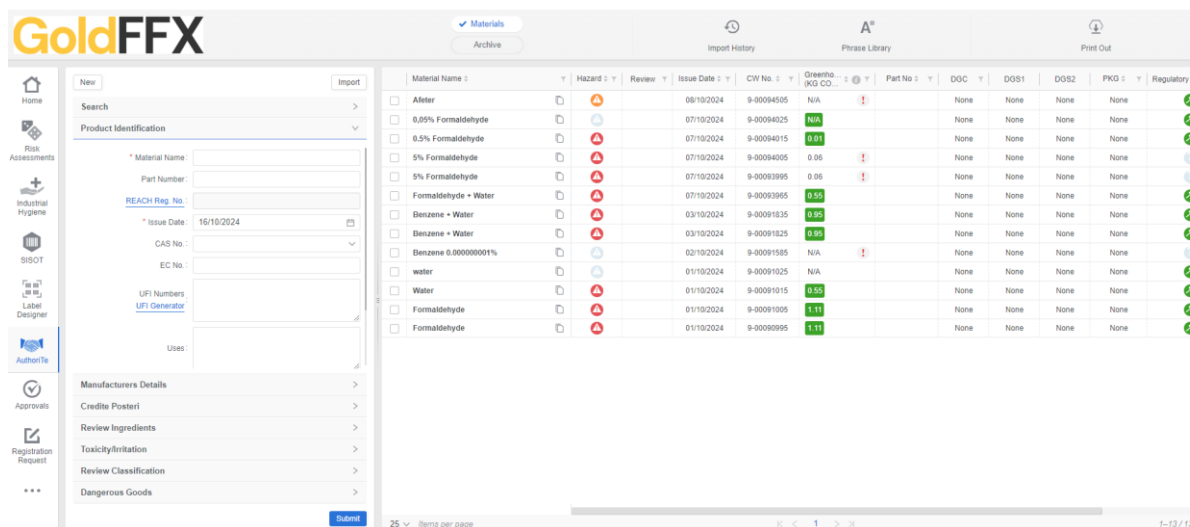
Module	Description	User Interface Attribute
Risk Assessments 	This module is to be granted to users to view and/or edit risk assessments.	This module enables users to perform risk assessments using the control banding model, assign jobs and generate risk assessment reports.



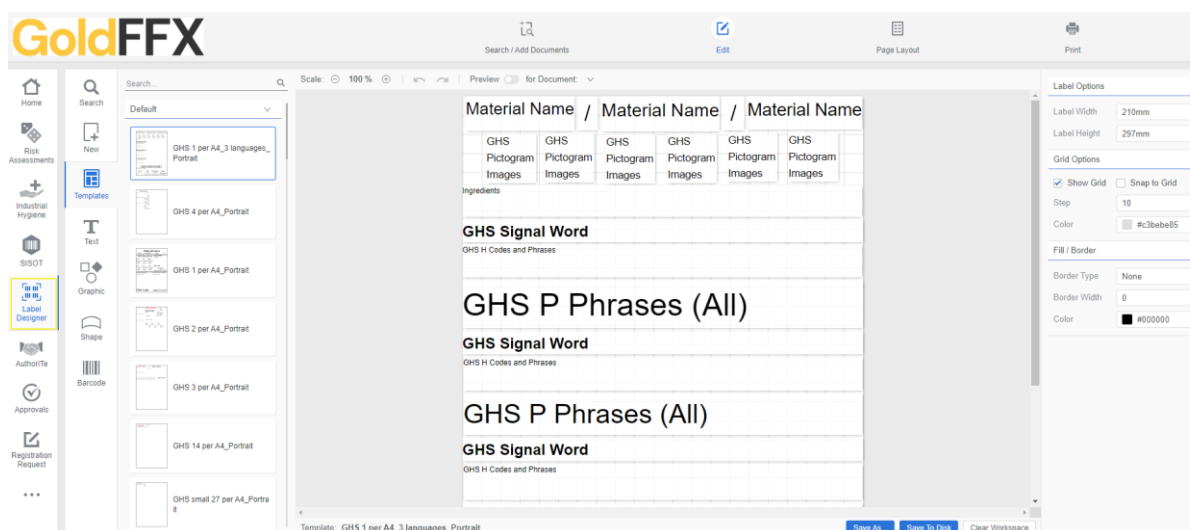
Settings 	This module is to be granted to a user who will provide administrative support to the domain administrator.	In this mode, the administrator user will be able to set up users and assign permissions and other application settings.
--	---	--



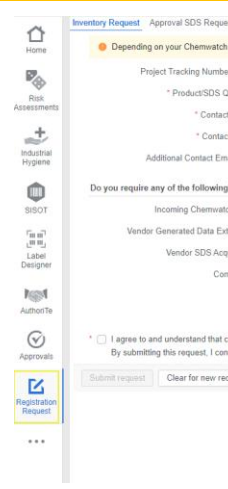
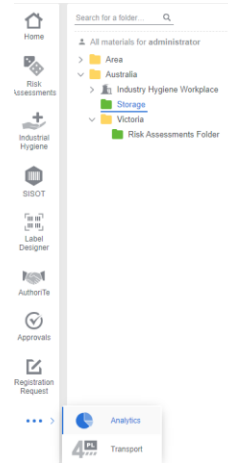
Module	Description	User Interface Attribute
Credo 	This module is to be granted to users to create and classify mixtures.	Users create mixtures, generate classification information (hazard summary) and render Mini SDS and labels.



Label Designer 	This module is to be granted to users to create label templates or customize the default Chemwatch labels.	Allow users to create and manage label templates. These label templates can be used to generate labels for materials for internal or external use.
---	--	--



Registration Request 	This module is to be granted to users that are approved by the administrator to upload inventory and SDS files for registration purposes.	Enable users with the ability to upload and submit registration requests for Inventory and Approval SDS.
---	---	--

Module	Description	User Interface Attribute
		
Analytics 	This module is granted to users to use dashboards information/data for analysis.	Users can create dashboards and widgets based on available graphical themes to draw information and statistical data.
		

 Any product upgrades, consult with the Account Manager for more information or send an email to customerservice@chemwatch.net.

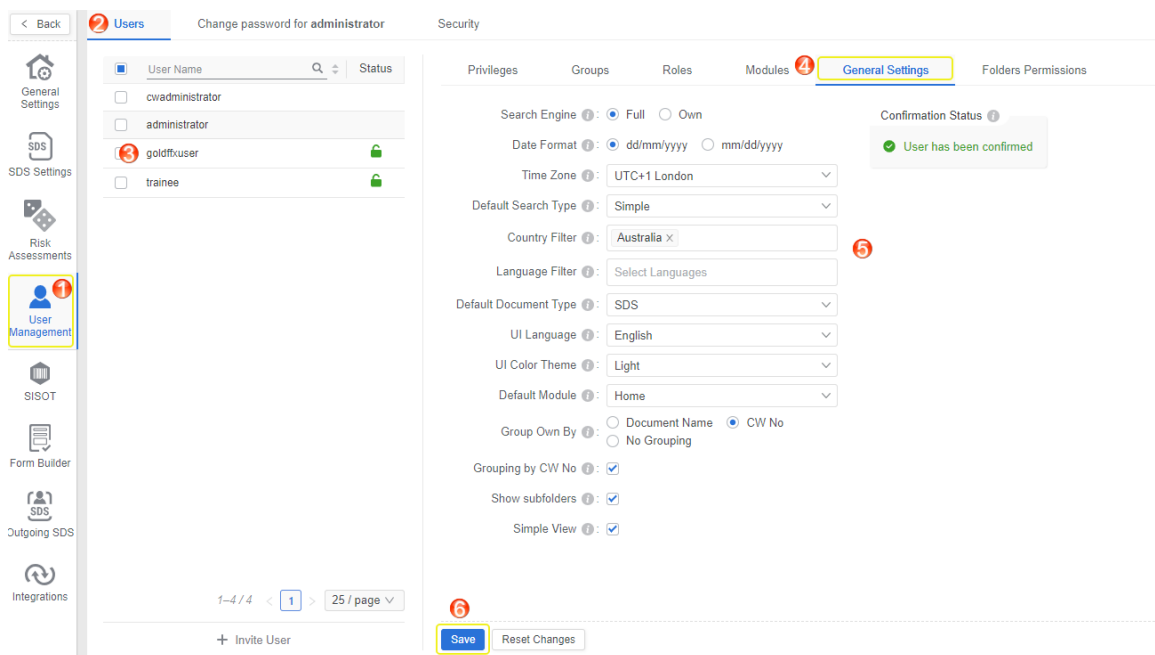
3.2.9 Assign General Settings

The following steps provide a guide to assign general settings and user interface related attributes to users. Refer to Section 1.0 General Settings for detailed information.

Assign General Settings

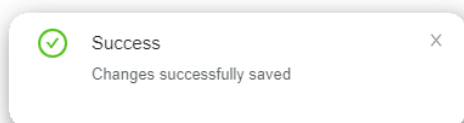
The settings mode defaults to General Settings.

1. Click on the **User Management** button .
2. **Users** tab is active by default.
3. Select the checkbox ☒ alongside the **User Name**.
4. Click the **General Settings** tab.
5. **Apply** the appropriate **settings attributes** and **filters**.



The screenshot shows the 'Users' management interface. On the left, the 'User Management' button is highlighted with a red '1'. The 'Users' tab is active, showing a list of users: 'cadministrator', 'administrator', 'goldfxuser' (with a red '3' and a lock icon), and 'trainee'. The 'General Settings' tab is selected, indicated by a red '4'. The settings are categorized into 'Privileges', 'Groups', 'Roles', 'Modules', and 'Folders Permissions'. The 'Modules' section is expanded, showing various settings like 'Search Engine' (Full), 'Date Format' (dd/mm/yyyy), 'Time Zone' (UTC+1 London), 'Default Search Type' (Simple), 'Country Filter' (Australia), 'Language Filter' (Select Languages), 'Default Document Type' (SDS), 'UI Language' (English), 'UI Color Theme' (Light), 'Default Module' (Home), 'Group Own By' (Document Name), 'Grouping by CW No' (checked), 'Show subfolders' (checked), and 'Simple View' (checked). A red '5' is placed next to the 'Country Filter' dropdown. At the bottom, the 'Save' button is highlighted with a red '6'. A confirmation message 'User has been confirmed' is displayed in a green box on the right.

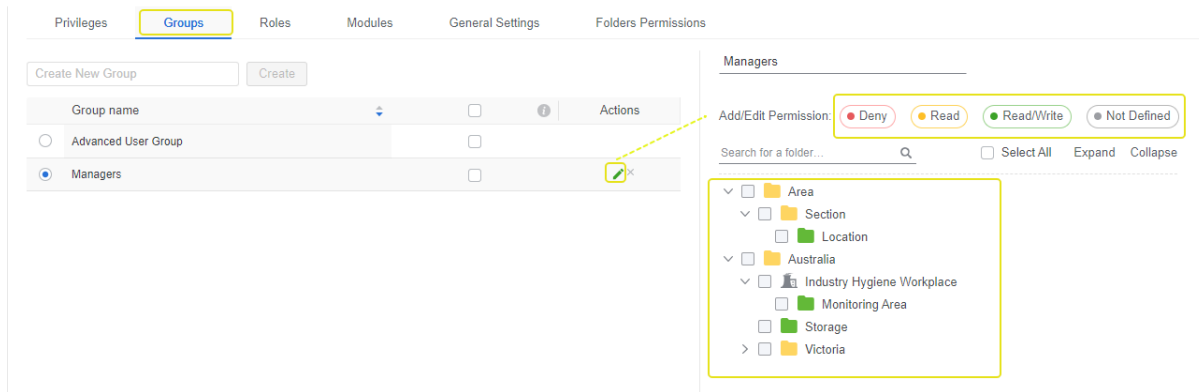
6. Click the **Save** button .
7. A message displays confirmation of successful changes applied.



3.2.10 Using Groups to Assign Users and Folder Permissions

The system also provides other ways to assigning users and folder permissions by using the Groups.

- Assign users to a group
- Assign folder permissions to a group



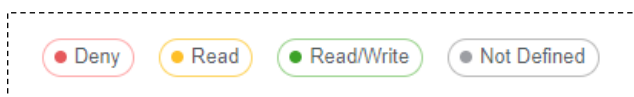
The screenshot shows the 'Groups' tab in the Settings interface. On the left, there is a table with columns 'Group name', a checkbox, and 'Actions'. The 'Managers' group is selected. A yellow box highlights the 'Edit' icon (pencil) in the 'Actions' column for the 'Managers' group. On the right, the 'Managers' section is expanded, showing a tree view of folders: Area, Section, Location, Australia, Industry Hygiene Workplace, Monitoring Area, Storage, and Victoria. A yellow box highlights the 'Add/Edit Permission' section, which includes four buttons: Deny (red), Read (yellow), Read/Write (green), and Not Defined (grey). Below these buttons is a search bar and options to 'Select All', 'Expand', and 'Collapse'.

Folder Permissions (Recap)

Folder permissions refer to a set of rules based on access rights and attributes that determine what actions users or groups can perform on a specific folder. These permissions control activities such as viewing, editing, creating (adding), deleting, moving, blocking access or hiding specific folders.

Folders can be assigned to any of the four types of folder permissions:

- Deny
- Read
- Read-write
- Not defined



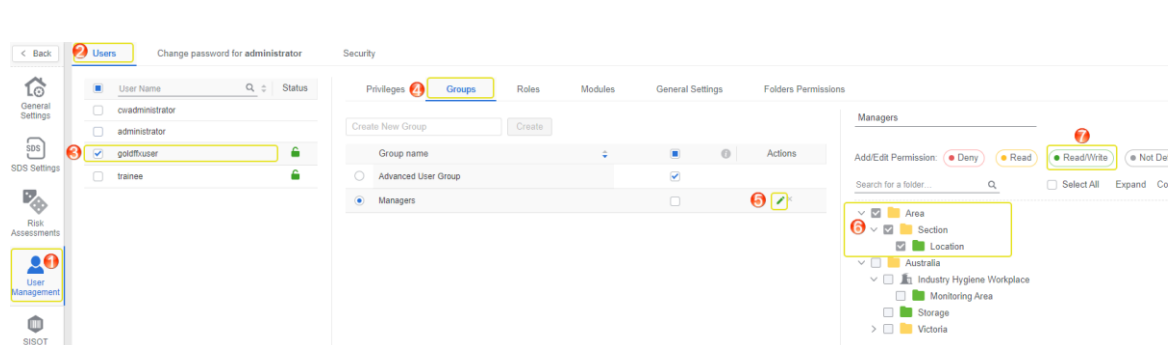
3.2.10.1 Using Groups to Assign Folder Permissions to Users.

The steps below show how to assign folder permission to a group.

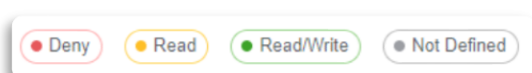
Assign Folder Permission(s) to a Group

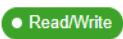
The settings mode defaults to General Settings.

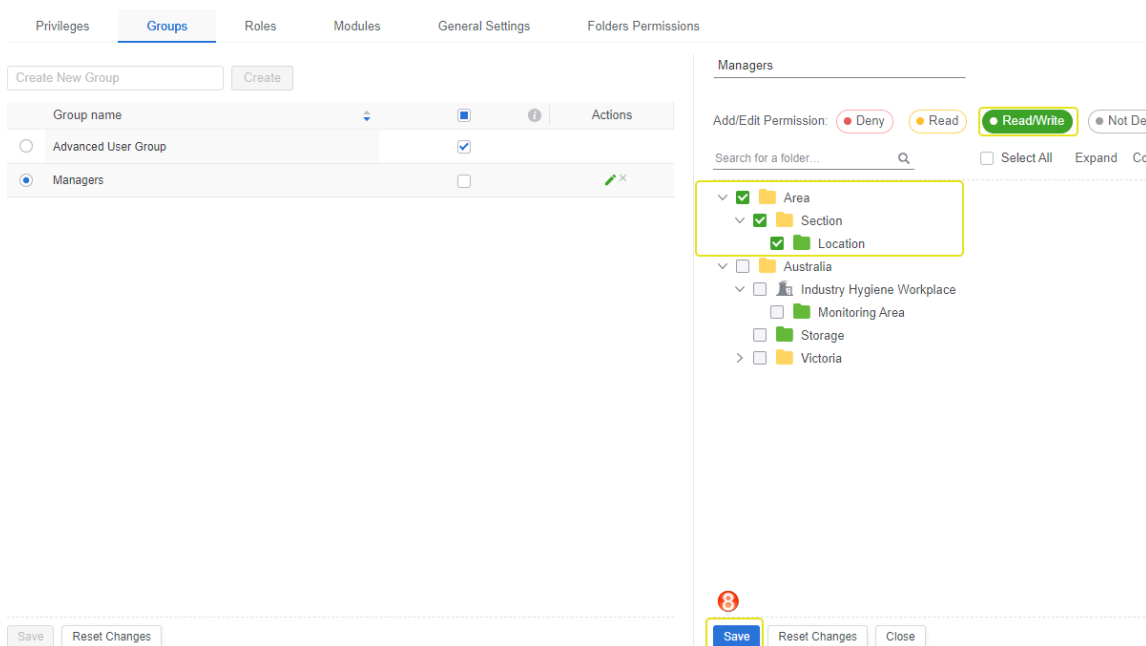
1. Click on the **User Management** button .
2. Select a **User Name** checkbox.
3. Click the **Groups** tab.
4. Select the radio button  alongside the **Group name**.
5. Click the **Edit** icon  alongside the Group name under the Actions column.
6. Select the checkbox  alongside the folder name(s).



7. Click the applicable Folder Permission, e.g., Read/Write (Green).



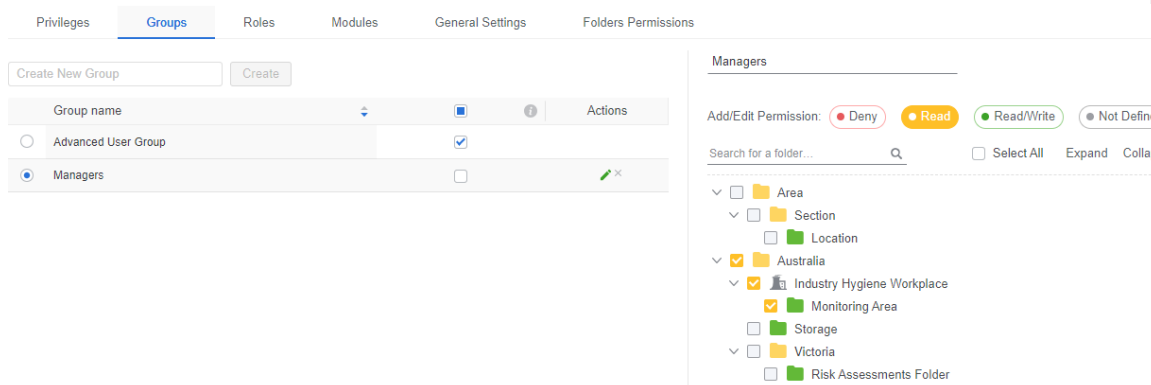
Upon selecting the specific permission button, e.g., **Read/Write** , turns bold green **Read/Write**  as well as the selected folder location(s) checkbox(es).



8. Click the **Save** button .

Colour Coding of the other Folder Permissions

Upon selecting the specific permission button, e.g., **Read** , turns bold Yellow **Read**  as well as the selected folder location(s) checkbox(es).



Privileges **Groups** Roles Modules General Settings Folders Permissions

Create New Group

Group name	Actions
☐ Advanced User Group	☒
☒ Managers	☐

Managers

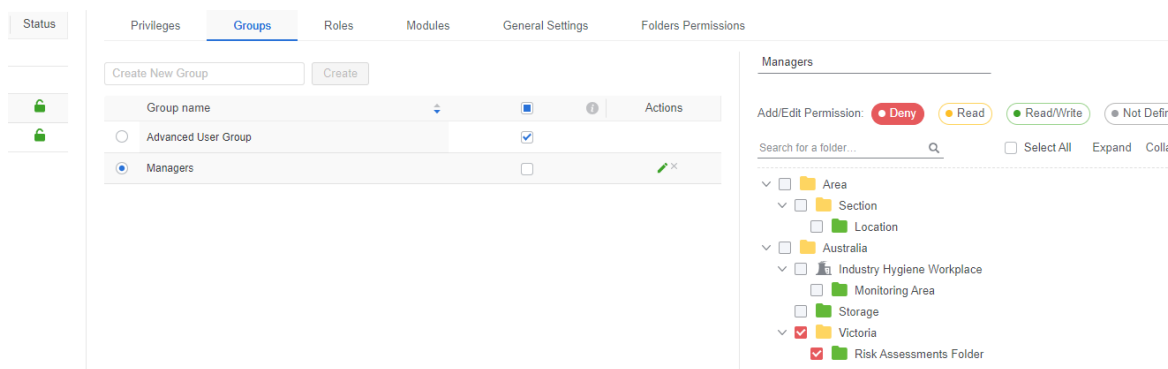
Add/Edit Permission: **Deny**

Search for a folder...

☐ Select All

- ☐ Area
 - ☐ Section
 - ☐ Location
- ☒ Australia
 - ☒ Industry Hygiene Workplace
 - ☒ Monitoring Area
 - ☐ Storage
- ☐ Victoria
 - ☐ Risk Assessments Folder

Upon selecting the specific permission button, e.g., **Deny** , turns bold Red **Deny**  as well as the selected folder location(s) checkbox(es).



Status Privileges **Groups** Roles Modules General Settings Folders Permissions

Create New Group

Group name	Actions
☐ Advanced User Group	☒
☒ Managers	☐

Managers

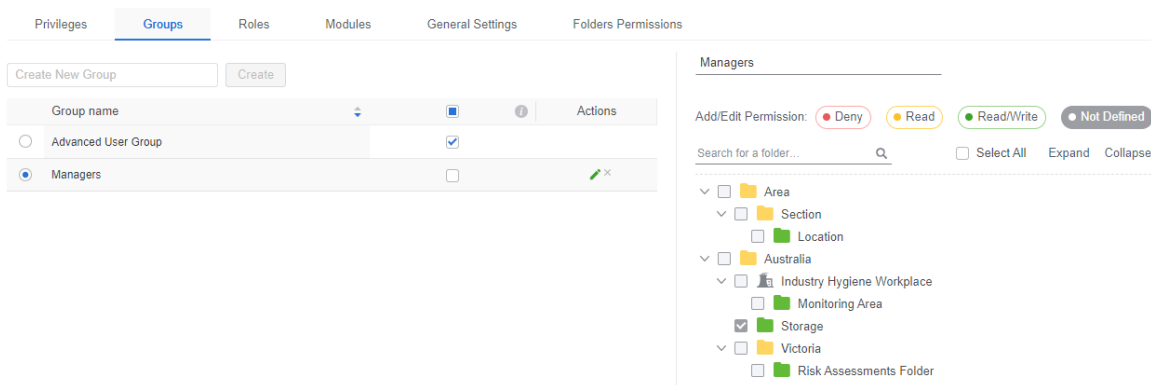
Add/Edit Permission: **Deny**

Search for a folder...

☐ Select All

- ☐ Area
 - ☐ Section
 - ☐ Location
- ☐ Australia
 - ☐ Industry Hygiene Workplace
 - ☐ Monitoring Area
 - ☐ Storage
- ☒ Victoria
 - ☒ Risk Assessments Folder

Upon selecting the specific permission button, e.g., **Not Defined** , turns bold Grey **Not Defined**  as well as the selected folder location(s) checkbox(es).



Privileges **Groups** Roles Modules General Settings Folders Permissions

Create New Group

Group name	Actions
☐ Advanced User Group	☒
☒ Managers	☐

Managers

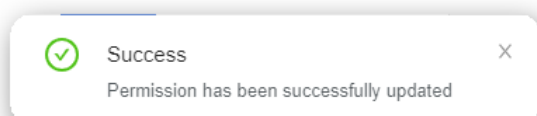
Add/Edit Permission: **Not Defined**

Search for a folder...

☐ Select All

- ☐ Area
 - ☐ Section
 - ☐ Location
- ☐ Australia
 - ☐ Industry Hygiene Workplace
 - ☐ Monitoring Area
 - ☐ Storage
- ☐ Victoria
 - ☐ Risk Assessments Folder

9. Message displays confirmation of successful changes updated.



 **Success**

Permission has been successfully updated

3.2.11 Change Password for Administrator and Security

The **domain administrator** can change their password through the "Change Password for Administrator" tab by providing the current password, new password, and password confirmation. The frequency of password changes depends on the company's IT Password Change Policy. Regularly updating the administrator password reduces the risk of unauthorized access and potential attacks. All fields in the password change process must be completed.

Users	Change password for administrator	Security
-------	--	----------

* Current password:



* New password:



* Confirm password:



3.2.12 Security

Chemwatch has a robust IT Security policy encompassing the strategic tools and best practices used to protect data, digital systems, and networks. IT employs several measures such as fire walls, encryption, intrusion detection platforms and security policies to protect against unforeseen threats and cyber-attacks. One of the most important key components available to domain administrators is the option to utilise the Multi-Factor Authentication (MFA) and apply "Inactivity Timeout".

Users	Change password for administrator	Security
-------	-----------------------------------	-----------------

☐ Enable TOTP Multi-factor authentication(MFA)

☐ Inactivity Timeout 

Generally, MFA requires users to provide various forms of verification to gain access to the system such as a PIN, password, mobile phone, hardware token, etc. MFA adds an extra layer of security beyond a password to mitigate any risks from password breaches and phishing, enhancing compliance to regulatory data protection such as GDPR, HIPAA.

The next topic explores the **Risk Assessment Settings** focussing on how to configure risk assessment calculation model and the inherent parameters that help assess the likelihood of risks and controls for the Control Banding **Risk Assessment** module.

3.3 Import/Export

This topic will cover the following objectives.

Import users data

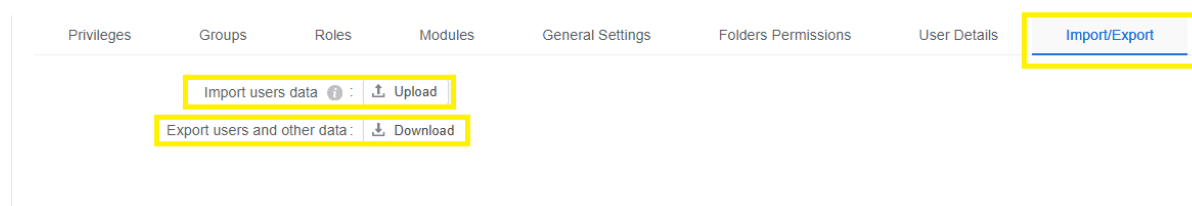
Exporting users and other data



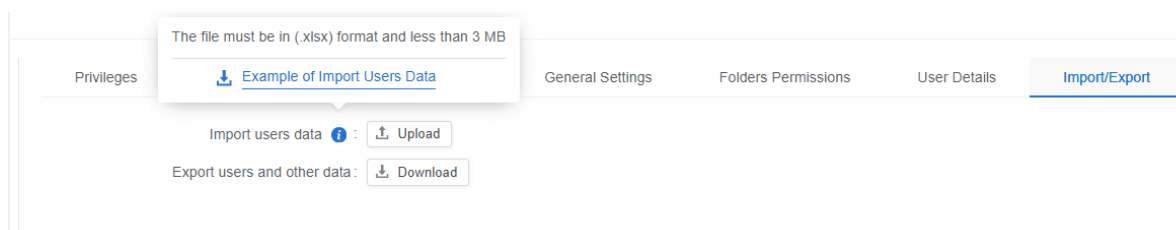
The primary purpose of data import/export helps businesses/organisations to import/export user records, access profiles and other user attributes. This functionality promotes efficiency in importing employee details to automatically create user login profiles and reduces manual data entry errors.

The system's settings provide user import and export functionality.

- Import users data
- Export users and other data



Function	Specific Setting Description and Use
Import Users	The import file must be in .xlsx format and less than 3 MB. An example provision is available through the download option. Hover mouse pointer over the information icon and click on the “Example of import Users Data” download link. The users data is ready for import, use the Upload button  to upload the file.
Export Users and Other Data	The export function enables the administrator to download the actual user-related data. Note that an example of users data is provided in the import function example to download and view the data structure used in the system. Use the Download button  to export users and other related data.



The next chapter covers the Risk Assessment settings.

4.0 Risk Assessment Settings

This topic will cover the following objectives.

Risk Assessment Modular Settings
Configuration of the Risk Calculation Model
Risk Matrix



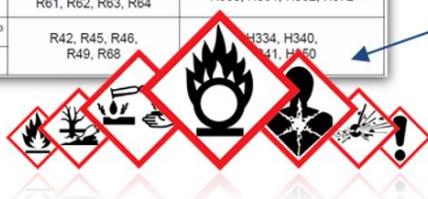
4.1 Overview



Risk assessment is a systematic process that identifies chemicals hazards in a workplace and help determine how to eliminate or control by reducing risks to a minimum. The risk assessment settings are crucial to the risk assessment module as they provide the foundation for hazards identification, evaluating the physical properties of substances, and assessing factors like scale and frequency of use to limit the associated risks for each hazard. This framework governs the risk management and effective controls to ensure compliance is adhered to in eliminating or reducing risks posed by hazardous chemicals at the workplace.

Hazard Group	Type	Concentration range	Units	R-phrases	H-statements
A	Dust	>1 to 10	mg/m ³	R36, R38 and all R-numbers not otherwise listed	H303, H304, H305, H313, H315, H316, H318, H319, H320, H333, H336 and all H-numbers not otherwise listed
	Vapour	>50 to 500	ppm		
B	Dust	>0.1 to 1	mg/m ³	R20/21/22 and R68/20/21/22	H302, H312, H332, H371
	Vapour	>5 to 50	ppm		
C	Dust	>0.01 to 0.1	mg/m ³	R23/24/25, R34, R35, R37, R39/23/24/25, R41, R43, R48/20/21/22, R68/23/24/25	H301, H311, H314, H317, H331, H335, H370, H373
	Vapour	>0.5 to 5	ppm		
D	Dust	<0.01	mg/m ³	R26/27/28, R39/26/27/28, R40, R48/23/24/25, R60, R61, R62, R63, R64	H300, H310, H330, H351, H360, H361, H362, H372
	Vapour	<0.5	ppm		
E	Dust	-	mg/m ³	R42, R45, R46, R49, R68	H334, H340, H411, H450
	Vapour	-	ppm		

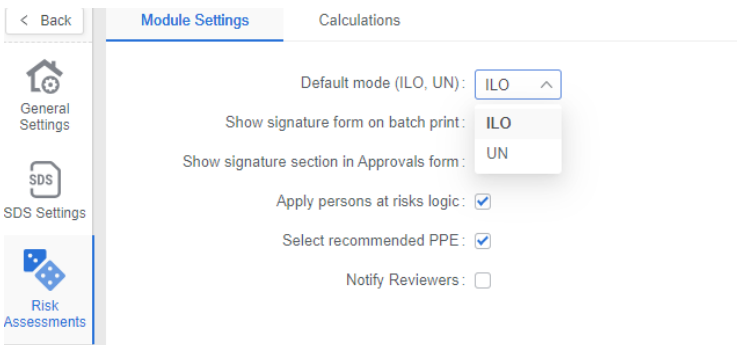
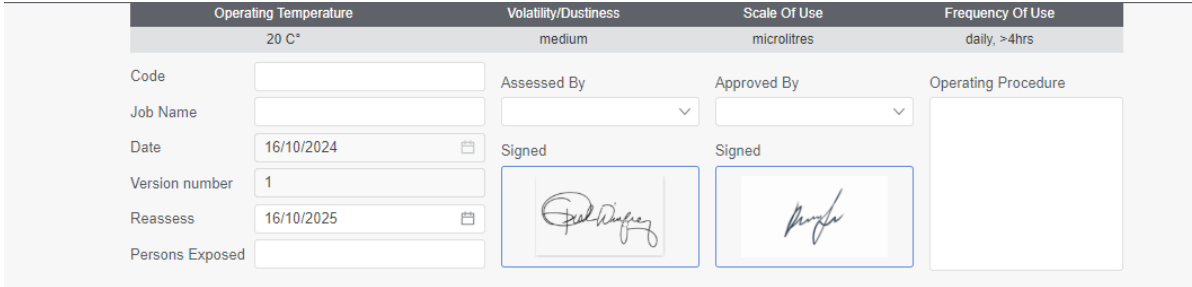
SDS
Hazard Classification



Setting up the risk assessment calculation starts with determining the levels of risk and the assessment period by choosing the applicable calculation model that meets your business requirements. The risk assessment settings mode has two tabs; namely, Module Settings and Calculations.

4.1.1 Risk Assessment Module Settings

The modular settings are used to set up the risk assessment module attributes that will be applied across the entire module.

RA Module Settings	Specific Setting Description and Use
Default Mode ILO or UN	Select the default RA mode from the drop-down options, ILO or UN. ILO – this is the health-based risk assessment mode. UN – this is the storage risk assessment mode.
	
Show Signature Form on Batch Print	This checkbox ☒ enables the risk assessment module to show the signature form when batch printing risk assessment reports.
Show Signature Section in Approvals Form	This checkbox ☒ enables the risk assessment module to show the signature section in the Approvals Form.
	
Apply Persons at Risks Logic	This checkbox ☒ enables the risk assessment module to apply the “Persons at Risk Logic”. This setting will render the Persons at Risk of Exposure information into the risk assessment report.

Specific Setting Description and Use

Select Recommended PPE	This setting enables users to select the applicable recommended personal protective equipment (PPE).
------------------------	--

Notify Reviewers	This setting allows reviewers to be notified about the assessment status.
------------------	---

The calculation model quantifies and qualifies the level of risk associated with a particular hazard. A combination of factors are utilised in the model calculate the risk rating (score) and determine the appropriate control measures such as the likelihood and severity of the consequence.

There are two calculation model options in the risk assessment settings.

- Chemwatch Calculation Model
- User Defined

The Chemwatch Calculation Model

The default model is based on the 5x5 ILO risk matrix model.



The screenshot shows the 'Calculations' tab in the 'Module Settings' section. The 'Calculation Model' is set to 'Chemwatch' (highlighted in yellow). The 'Levels Of Risk' is set to 5, and the 'Assessment Period' is set to 1 year. Below this is a table for 'ILO Controls' with 5 risk levels (1 to 4+), each with a color, control description, and control icon. To the right is the 'ILO Risk Band Matrix' (5x5) showing risk ratings from 4+ (Very High) to 0 (None). The matrix cells are color-coded: red for 4+, orange for 4, yellow for 3, and blue for 2, 1, and 0. To the right of the matrix is the 'ILO Risk of Exposure Calculator' with dropdowns for State (Liquid), Scale Of Use, Volatility, Frequency Of Use, and Duration Of Use, and a 'Risk of Exposure' field. A 'Clear' button is at the bottom right of the calculator. Footnotes at the bottom state: '* GHS Hazard Rating is based on GHS Classification for Chemicals', '* Risk of Exposure is based on following variables: Scale Of Use, Volatility / Dustiness, Frequency Of Use, Duration Of Use', '* Only to Help Calculate the Value for Risk of Exposure', and '* Attention: Calculated Value is Not Saved'.

User Defined Calculation Model

The risk assessment settings can also be customised to a localised risk assessment calculation model other than the default Chemwatch 5x5 matrix. This customisation mode is called “User Defined” risk assessment calculation model, e.g., 3x5 matrix is shown below with the highest level of risk = 3.



The screenshot shows the 'Calculations' tab with the 'Calculation Model' set to 'User Defined' (highlighted in blue). The 'Levels Of Risk' is set to 3, and the 'Assessment Period' is set to 1 year. The 'ILO Controls' table is the same as in the previous screenshot. The 'ILO Risk Band Matrix' is a 3x5 matrix with risk ratings from 3 (Very High) to 0 (None). The matrix cells are color-coded: orange for 3, yellow for 2, and blue for 1 and 0. The 'ILO Risk of Exposure Calculator' is the same as in the previous screenshot. A 'Reset to Chemwatch Value' button and a 'Cancel' button are at the bottom right of the matrix. The same footnotes as in the previous screenshot are present.

The Risk Assessment Rating Criteria

Chemwatch has applied the control banding model for the dangerous goods risk assessment approach. Organisations and businesses will have their own rationale on what forms the key approval criteria for a new chemical, which may include regulatory review, SDS review, environmental review and internal procedures for approval. Control banding risk assessment places the chemical in the workplace and apply a detailed scenario for evaluating the chemical through the following risk assessment principles.

- Hazard classification
- Hazard rating - results from the control banding mapping
- Volatility or dustiness - derived by default through calculation selection
- Scale of use
- Frequency of use

The Chemwatch model (ILO 5x5 matrix) is the default risk assessment matrix. There are five risk levels (bands), each mapped to a specific colour coding, control type and the risk assessment period, normally set to 5 years.

Level	Risk	Color	Icon Color	Control	Module Display of Risk Band
0	None	Grey		Not Applicable	
1	Low	Blue		None Required	 ☐ None Required
2	Moderate	Yellow		General Ventilation	 ☐ General ventilation
3	High	Orange		Local Exhaust/Fume Hood/Physical Barrier	 ☐ Local Exhaust / Fume Hood / Physical Barrier
4	Very High	Red		Containment	 ☐ Containment
4+	Extreme	Crimson		Seek Specialist Advice	 ☐ Seek Specialist Advice

 Nonhazardous chemicals pose no risk; hence, controls will not be applicable; and the band will default to a grey icon  with a zero hazard and risk rating.

Risk Matrix and Exposure Calculator

The risk matrix determines the likelihood, frequency of exposure and the consequence severity of the hazard. The GHS hazard rating is based on the GHS classification for hazardous chemicals and the risk exposure is based on the scale of use, dustiness, frequency of use and duration of use.

ILO Risk Band Matrix

		Risk of Exposure				
		5	4	3	2	1
GHS Hazard Rating	Very High	4+	4+	4+	4+	4+
	High	4+	4	4	4	4
	Moderate	4+	4	3	3	3
	Low	4+	4	3	2	2
	None	4+	4	3	2	1

* Statement under table
 * GHS Hazard Rating is based on GHS Classification for Chemicals
 * Risk of Exposure is based on following variables
 * Volatility / Dustiness
 * Scale Of Use
 * Frequency Of Use

ILO Risk of Exposure Calculator

State: **Liquid/Gas** Solid

Scale Of Use:

Volatility:

Frequency Of Use:

Duration Of Use:

Risk of Exposure:

 Clear

* Only to Help Calculate the Value for Risk of Exposure.
 * Attention: Calculated Value is Not Saved.

In the Risk Assessment Module , this model handles the chemical risk assessment in two modes, through which risk assessments for chemicals can be performed based on their Use (Health) and/or Storage (UN). Each mode in the risk assessment module is activated through the following tabs.

Tab	RA Mode	Description
ILO  ILO 	Health	ILO has developed a Risk Assessment Model described as “Control Banding”. It is based on the Model developed by the UK HSE knowns as CosshEssentials. Both Agencies adopt the GHS system for determining chemical hazards. National or Regional variants exist-CLP in Europe and China, HSIS in Australia.
UN  UN 	Storage	The UN Dangerous Goods codes have been developed to regulate transport and storage of chemicals on Land. Similar systems have been adopted for Air (AITA) and Water (IMDG) Transport and Storage. Various countries/jurisdictions have local variants (e.g., ADG in Australia, DOT in the USA, ADR throughout Europe).

Dangerous Goods Risk Assessment (UN Mode)

The calculation baseline is based on the premise that dangerous goods pose physical risks when handled, used, or stored, such as fire, explosions, spills, or accidents. The risk assessment for dangerous goods (DG) is determined by their physical hazard ratings. This assessment is linked to the classification of the dangerous goods and their associated packing group codes. The packing group defines the default level of control required and helps calculate the risk category. The quantity of the substance influences the level of risk, which is rated on a scale from 0 to 4+ according to the established calculation model.

The following table provides the control banding hazard rating and dangerous goods classification mapping.

Hazard Rating	DG Class	Packaging Group	Additional Logic with H and R Codes	Addition Logic with UN Number
0	None or DG 9	None	None	
1 / A	None	No PG Group	any of R50(H400) or R51(H401) or R52(H402) or R53(H413) and any combination of such as 50/52, 50,51 etc. also H410, H411, H412 or H227 R59 (EUH059/AUH059)	UN3082 or UN3077
2 / B	2.2 OR 3 OR 4.1OR 4.2 OR 4.3 OR 5.1	Must be = III or None	and/or R44(EUH044 or AUH044) R31 (EUH031/AUH031)	
3 / C	3 OR 4.1OR 4.2 OR 4.3 OR 5.1	Must be = II	R19 (EUH019/AUH019) R32 (EUH032/AUH032)	
4 / D	2.1 OR 2.3 OR 3 OR 4.1 OR 4.2 OR 4.3 OR 5.1 OR 5.2	Must be = I	R18 (EUH018/AUH018) R29 (EUH029/AUH029) R14 (EUH014/AUH014)	
4+ / E	All DG 1 DG 7	Not Applicable (DG class Overrides the PG group)	R1(R01) (EUH001/AUH001) R6(R06) (EUH006/AUH006)	

In the UN risk assessment mode settings, the risk banding input parameters have been updated to the following characteristics.

Risk Assessments

Jobs

ILO

UN

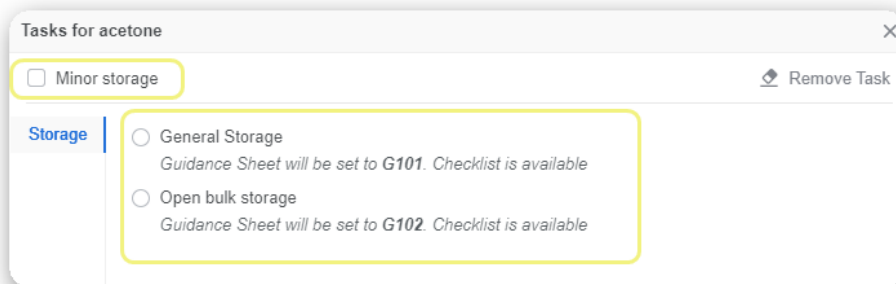
Configure Usage

Print Out

☐	Name	Documents	St...	Hazard	Storage Temperature	State	Volatility/Dustiness	Scale of st...	Risk B...	Discharge
☐	31669 / 2,4,6-Trinitrotoluene Standard No Task Defined			3	20 °C	S L G	medium	μL	1	
☐	ACETONE No Task Defined			3	20 °C	S L G	medium	μL	1	
☐	AEROSOL 2.26 SPRAY No Task Defined			4	20 °C	S L G	high	μL	3	

- Storage temperature
- Volatility (Liquids) or Dustiness (Solids)
- Scale of Storage
- Calculating Risk (Risk Band)
- Adoption of controls and mitigating risk

- UN mode type of tasks – General storage, Open bulk storage, Minor storage (checkbox option)



The Status of a Risk Assessment

The status of a risk assessment for a chemical is provided through status icons within the risk assessment grid for each material registered into a folder.

Name	Documents	St...	Hazard	Storage Temperature	State	Volatility/Dustiness	Scale of st...	Risk B...	Discharge
31669 / 2,4,6-Trinitrotoluene Standard No Task Defined				20 °C	S L G	medium	μL	1 ✓	≡ 🔥 ⚠️
ACETONE No Task Defined				20 °C	S L G	medium	μL	1 ✓	≡ 🔥 ⚠️
AEROSOL 2.26 SPRAY No Task Defined				20 °C	S L G	high	μL	3 ✓	≡ 🔥 ⚠️
benzene No Task Defined				20 °C	S L G	medium	μL	1 ✓	≡ 🔥 ⚠️
benzene No Task Defined				20 °C	S L G	medium	μL	1 ✓	≡ 🔥 ⚠️

The risk assessment date is defaults to 5 years maximum to ensure compliance requirements are met for a period of the last assessment.

- ☐ Assessment Complete
☐ Review Required
☐ Assessment Incomplete
☐ Assessment Not Required
-

When a material is risk assessed, the system produces a control banding risk rating, corresponding control approach, advice on controlling risks, a risk assessment report and any applicable guidance documents.

Name	Documents	Hazard	Storage Temperature	State	Volatility/Dustiness	Scale of st...	Risk B...	Dischar
31669 / 2,4,6-Trinitrotoluene Standard No Task Defined		3	20 °C	S L G	medium	μL	1 ✓	≡ 🔥 ⚠️
ACETONE No Task Defined			20 °C	S L G	medium	μL	1 ✓	≡ 🔥 ⚠️
AEROSOL 2.26 SPRAY No Task Defined		4	20 °C	S L G	high	μL	3 ✓	≡ 🔥 ⚠️

The dangerous goods risk assessment report reflects the following characteristics.

- Risk band (assessment rating)
- Color coding, depicting the control band (risk level)
- Concise colour coded 1-page document
- Health hazards graphics
- Assessor and Approver signature fields
- Simplified short hazard statement(s) and phrase(s)
- PPE graphics
- Controls adopted
- GHS and DG graphics

Example Risk Assessment Report

HEALTH RISK ASSESSMENT REPORT

ACETONE *liquid*

THE HAZARD 2 Moderate

THE RISK 4 Very High

Controls Adopted

Control: None Required

Health Surveillance: —

Respiratory Protection Factor: 10

INGREDIENTS	CAS NO	%	8HR OEL	15 MIN OEL
acetone	67-64-1	>99	1185 mg/m3	2375 mg/m3

Warning - Dangerous in contact with skin and/or eyes

Chemwatch Hazard Ratings

	Min	Max
Flammability	3	
Toxicity	1	
Body Contact	2	
Reactivity	0	
Chronic	0	

0 = Minimum
1 = Low
2 = Moderate
3 = High
4 = Extreme

Hazard statement(s):

- Highly flammable liquid and vapour.
- Causes serious eye irritation.
- May cause drowsiness or dizziness.
- Repeated exposure may cause skin dryness and cracking.

Persons Potentially At Risk are:

- Those with eye complaints
- Those working in confined spaces

For making the best use of the controls, please follow the checklist below

- Wash your hands before and after eating, drinking or using the lavatory
- Do not use solvents to clean your skin
- Clear up spills immediately. For liquids, contain or absorb spills with granules or mats. For solids and dust, use vacuum cleaning or wet mopping. Dispose of spills safely

PERSONAL PROTECTIVE EQUIPMENT






Overalls Short Gloves Goggles Boots

EMERGENCY



Foam

HEALTH HAZARDS





Eye irritant Repeated exposure: Skin Vapours: Drowsiness or dizziness

FIRST AID





Flammable Harmful/Irritant Corrosive

Precautionary statement(s): Prevention

- Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
- Use only outdoors or in a well-ventilated area.
- Ground and bond container and receiving equipment.
- Use explosion-proof electrical/ventilating/lighting/intrinsically safe equipment.
- Use non-sparking tools.
- Take action to prevent static discharges.
- Avoid breathing mist/vapours/spray.

Precautionary statement(s): Response

- In case of fire: Use alcohol resistant foam or fine spray/water fog to extinguish.
- IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
- Call a POISON CENTER/doctor/physician/first aider if you feel unwell.
- If eye irritation persists: Get medical advice/attention.
- IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water [or shower].

4.2 Setting Up a User Defined Risk Calculation Model

Setting up a user defined risk calculation has implications on how the risk assessment module will calculate risk ratings, generate the respective user defined risk controls. At this stage we will illustrate a 3x3 user defined model to set up as per below details.

Level	Risk	Color	Icon Color	Control
1	Low	Blue		None Required
2	Moderate	Yellow		General ventilation
3	High	Orange		Local Exhaust/Fume Hood

The risk matrix displays the default Chemwatch calculations for solids and liquids as per the amount of substance, volatility, frequency likelihood and the risk levels for low, minor, moderate, major and critical. When saving the custom settings, a message will display highlighting the requirement to change the values in the risk band table to reflect the set level of risk.



Module Settings: **Calculations**

Calculation Model: Chemwatch **User Defined**

Levels Of Risk: 3

Assessment Period: 1 year

ILO Controls

Risk Level	Color	Control	Control Icon
1	Blue	None Required	None
2	Yellow	General ventilation	
3	Orange	Local Exhaust / Fume Hood / Physical Barrier	

ILO Risk Band Matrix

Risk of Exposure \ GHS Hazard Rating		4+	4	3	2	1	0
		Extreme	High	Moderate	Low	Minimum	None
5	Very High	3	3	3	3	3	0
4	High	3	3	3	3	2	0
3	Moderate	3	3	3	2	1	0
2	Low	3	3	2	1	1	0
1	Minimum	3	2	1	1	1	0

ILO Risk of Exposure Calculator

State: **Liquid** Gas Solid

Scale Of Use: select...

Volatility: select...

Frequency Of Use: select...

Duration Of Use: select...

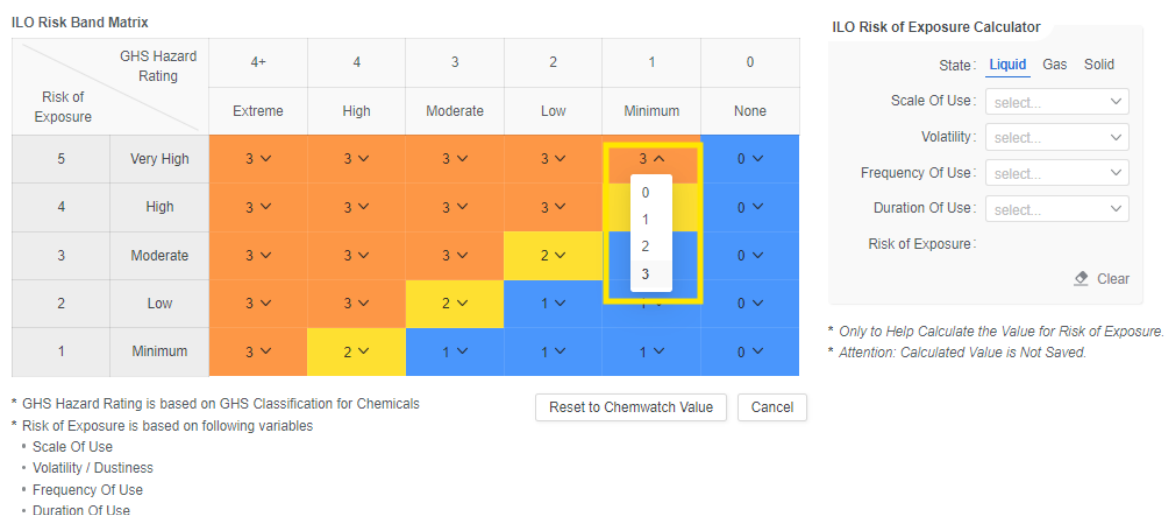
Risk of Exposure:

Clear

* GHS Hazard Rating is based on GHS Classification for Chemicals
 * Risk of Exposure is based on following variables
 • Scale Of Use
 • Volatility / Dustiness
 • Frequency Of Use
 • Duration Of Use

Reset to Chemwatch Value Cancel

These ratings will have to be adjusted in accordance with the 3x3 user defined calculation model. The steps below illustrate how to set up a user defined calculation model.



ILO Risk Band Matrix

Risk of Exposure \ GHS Hazard Rating		4+	4	3	2	1	0
		Extreme	High	Moderate	Low	Minimum	None
5	Very High	3	3	3	3	3	0
4	High	3	3	3	3	0	0
3	Moderate	3	3	3	2	0	0
2	Low	3	3	2	1	0	0
1	Minimum	3	2	1	1	1	0

ILO Risk of Exposure Calculator

State: **Liquid** Gas Solid

Scale Of Use: select...

Volatility: select...

Frequency Of Use: select...

Duration Of Use: select...

Risk of Exposure:

Clear

* GHS Hazard Rating is based on GHS Classification for Chemicals
 * Risk of Exposure is based on following variables
 • Scale Of Use
 • Volatility / Dustiness
 • Frequency Of Use
 • Duration Of Use

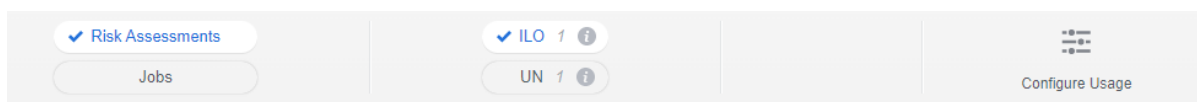
Reset to Chemwatch Value Cancel

Adjusted risk matrix values for the 3x3 calculation risk level model.

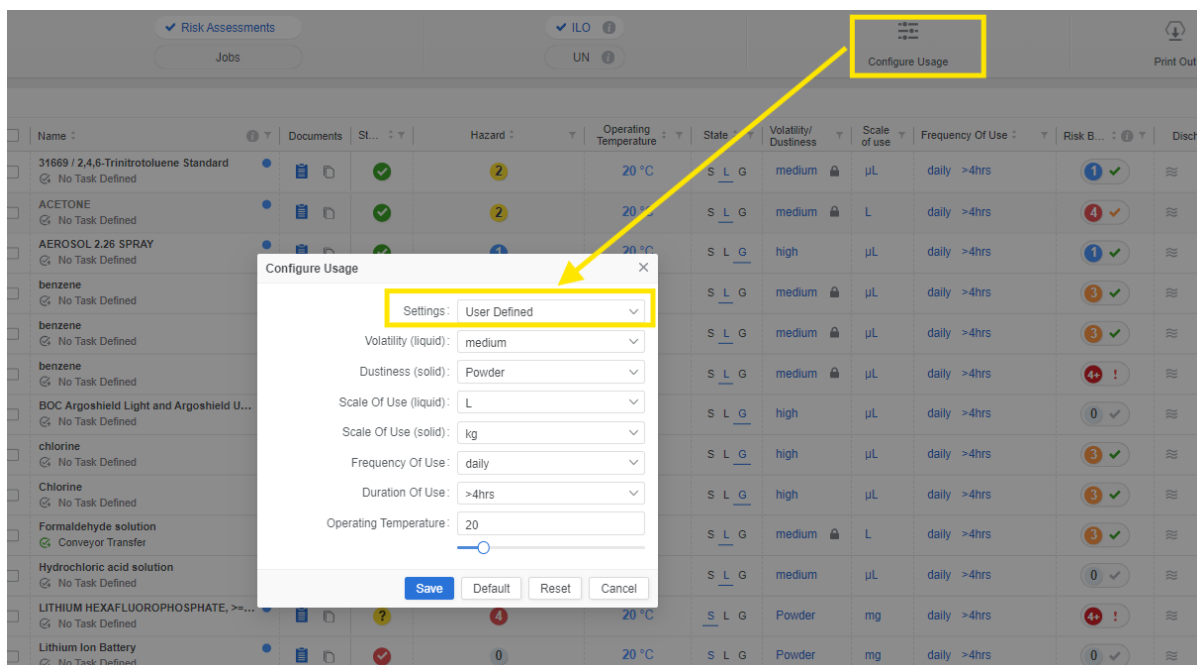
ILO Risk Band Matrix

Risk of Exposure GHS Hazard Rating		5	4	3	2	1
		Extreme	High	Moderate	Low	Minimum
5	Very High	3 ▼	3 ▼	3 ▼	3 ▼	3 ▼
4	High	3 ▼	3 ▼	3 ▼	3 ▼	3 ▼
3	Moderate	3 ▼	3 ▼	2 ▼	2 ▼	2 ▼
2	Low	3 ▼	3 ▼	2 ▼	1 ▼	1 ▼
1	None	3 ▼	3 ▼	2 ▼	1 ▼	1 ▼

The user defined calculation model display is accessible through the “Configure Usage” toolbar button in the main risk assessment module user interface.



This button is used to set the applicable calculation model from the Settings menu option.



Once the user defined setting is applied, the grid risk band elements will reflect the corresponding calculation.

☒ Show Assessment Required

Name	Status	Hazard	Operating Temperature	State	Volatility / Dustiness	Scale Of Use	Frequency Of Use	Risk Band	Discharge
acetone 			20 °C	S L G	medium	mL	weekly 1-4 hrs		
Acetone 			20 °C	S L G	high	mL	weekly 1-4 hrs		
Acetone 			20 °C	S L G	high	mL	weekly 1-4 hrs		
Acetone 			20 °C	S L G	high	mL	weekly 1-4 hrs		
Benzene 			20 °C	S L G	medium	L	daily 1-4 hrs		
Diesel 			20 °C	S L G	medium	mL	weekly 1-4 hrs		
fluorine 			20 °C	S L G	high	mL	weekly 1-4 hrs		
Sodium borohydride 			20 °C	S L G	high	mL	weekly 1-4 hrs		
Sulphuric Acid 94% 			20 °C	S L G	medium	mL	weekly 1-4 hrs		

When a risk assessment is performed, the user will use the custom User Defined calculation model.

Name	Status	Hazard	Operating Temperature	State	Volatility / Dustiness	Scale Of Use	Frequency Of Use	Risk Band	Discharge
acetone 			20 °C	S L G	medium	mL	weekly 1-4 hrs		
Benzene 			20 °C	S L G	medium	mL	weekly 1-4 hrs		
fluorine 			20 °C	S L G	high	L	weekly 1-4 hrs		

The User Defined based risk assessment report will show the respective ratings as per the calculation model settings, e.g., the Risk level =3 in the report is generated with respect to the user defined colour code.

5.0 Outgoing SDS Settings

This topic will cover the following objectives.

[How SDS Format and Settings work](#)

[How SDS Jurisdiction Settings work](#)

[How SDS Settings affect Mini SDS, Labels](#)

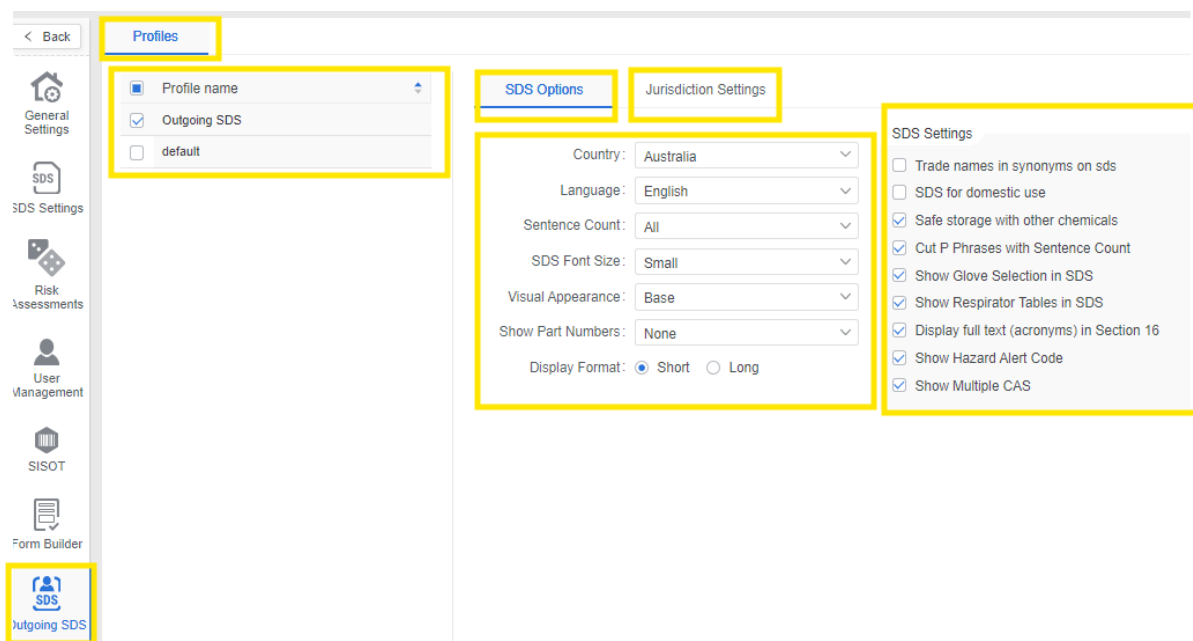


Outgoing SDS

The Outgoing SDS Settings (WeWrites) provides the domain administrator, or any user granted the privilege “Access to Outgoing SDS Settings” with the ability to set SDS Options and Jurisdiction Settings. These settings enable a user to change or review Outgoing SDS settings and this modular SDS setting is visible to domains that have WeWrites option enabled by Chemwatch.

i WeWrites (Outgoing) SDS is the type of safety data sheet authored by Chemwatch on behalf of clients. It is a vendor document created by Chemwatch. It has some variations that differentiate it from the normally authored Chemwatch Gold SDS. For example, it would not necessarily have generic manufacture details.

This section allows the Administrator to set specific Outgoing SDS related attributes to enable the system to show or not show certain information on the SDS as well as the behaviour of the components of the user interface.



The screenshot displays the 'Outgoing SDS' settings page. On the left is a sidebar with navigation icons for General Settings, SDS Settings, Risk Assessments, User Management, SISOT, and Form Builder. The 'Outgoing SDS' icon is highlighted. The main content area is divided into three sections: 'Profiles', 'SDS Options', and 'Jurisdiction Settings'. The 'Profiles' section shows a list with 'Profile name', 'Outgoing SDS' (checked), and 'default'. The 'SDS Options' section includes dropdowns for Country (Australia), Language (English), Sentence Count (All), SDS Font Size (Small), Visual Appearance (Base), and Show Part Numbers (None), along with a radio button for Display Format (Short selected). The 'Jurisdiction Settings' section contains a list of checkboxes: Trade names in synonyms on sds, SDS for domestic use, Safe storage with other chemicals, Cut P Phrases with Sentence Count, Show Glove Selection in SDS, Show Respirator Tables in SDS, Display full text (acronyms) in Section 16, Show Hazard Alert Code, and Show Multiple CAS.

The following sections list the descriptions of each filter setting and the respective behaviour of the user interface functions, and the Gold SDS display format settings.

5.1 Outgoing SDS Format Settings in SDS Options Tab

The Outgoing SDS format settings enable the domain administrator, and users assigned the rights to edit the Outgoing SDS Settings for their respective jurisdictions/country based legislative arrangements. The Outgoing SDS is a Chemwatch authored vendor document, and its content is dependent on the set parameters for a variety of characteristics; display format, SDS specific settings and jurisdictional settings. The table below provides a descriptive attribute when a format setting is enabled or selected.

SDS Options

SDS Setting	When an SDS setting is selected, what will the setting show or do? What kind of information will be generated?
Country Set the specific country from the drop-down options that will be applied when an Outgoing SDS is displayed. When the specific country is applied, this filter setting will automatically set the corresponding Language and SDS Format settings. This sets the hazard classification system applicable to that country. See example below, where a country is set to Australia. Language is automatically set to English and SDS Format is automatically set to GHS. Other examples of country, language and SDS formats are listed in the table below.	
Country	Language(s)
Canada	English
United Kingdom	English
United States	English
France	French
China	Chinese Modern
New Zealand	English
Spain	Spanish

Profiles

- ☐ Profile name
- ☒ Outgoing SDS
- ☐ default

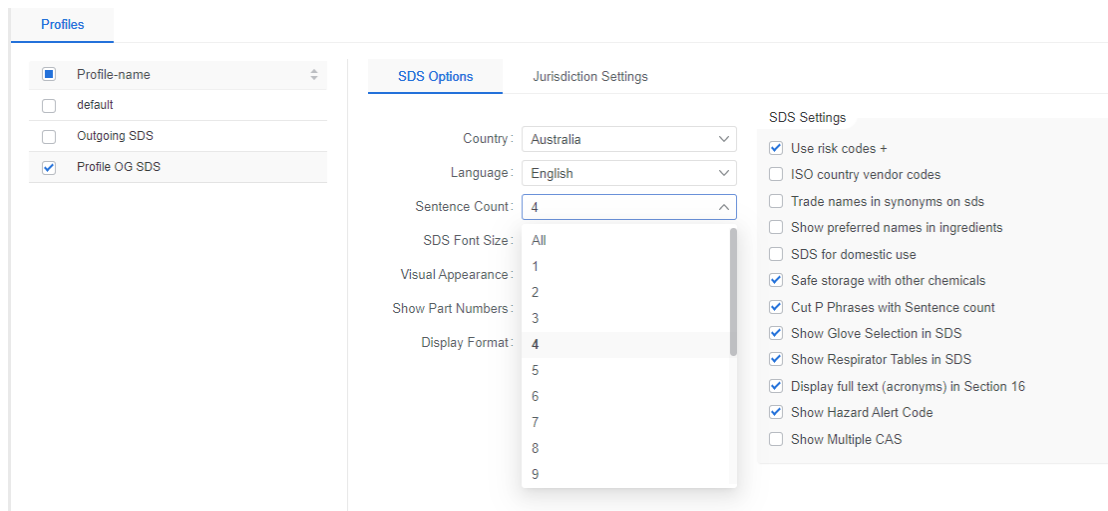
SDS Options

Country:
Language:
Sentence Count:
SDS Font Size:
Visual Appearance:
Show Part Numbers:
Display Format: ☒ Short ☐ Long

SDS Settings

- ☐ Trade names in synonyms on sds
- ☐ SDS for domestic use
- ☒ Safe storage with other chemicals
- ☒ Cut P Phrases with Sentence Count
- ☒ Show Glove Selection in SDS
- ☒ Show Respirator Tables in SDS
- ☒ Display full text (acronyms) in Section 16
- ☒ Show Hazard Alert Code
- ☒ Show Multiple CAS

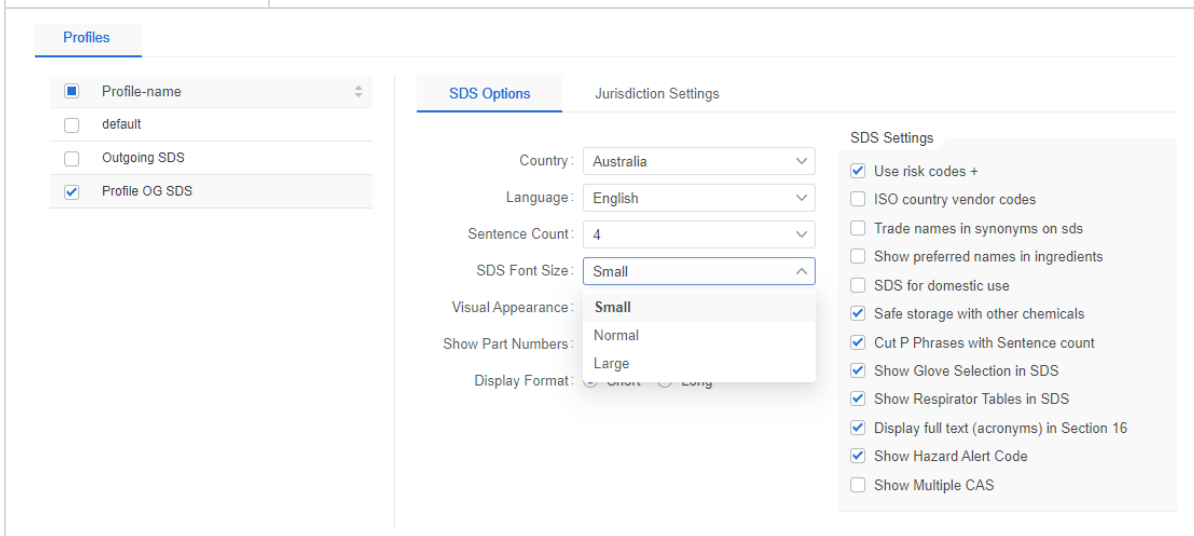
SDS Setting	When an SDS setting is selected, what will the setting show or do? What kind of information will be generated?												
Sentence Count	Select the sentence count drop down arrow to assign any value between 1 and 10; (All option is set as the default). This feature will count the sentences as a rule using the period/full stop (.) at the end of a sentence followed by a space and first letter (A-Z Capital) in the next sentence. For circumstances, where a sentence ends in a question mark (?) or exclamation mark (!), these will also apply the sentence count. Statements or phrases and abbreviations are delimited. Anything in brackets “()” are ignored including a dot. Furthermore, any dot (.) that appears in text is ignored and is a part of common abbreviation. Some common abbreviations are listed below for reference. <table border="1"> <thead> <tr> <th>Abbreviation</th><th>Meaning</th></tr> </thead> <tbody> <tr> <td>Assn.</td><td>Association</td></tr> <tr> <td>at. no.</td><td>Atomic number</td></tr> <tr> <td>at. wt</td><td>Atomic weight</td></tr> <tr> <td>b.p.</td><td>Boiling point</td></tr> <tr> <td>Dr.</td><td>Doctor</td></tr> </tbody> </table>	Abbreviation	Meaning	Assn.	Association	at. no.	Atomic number	at. wt	Atomic weight	b.p.	Boiling point	Dr.	Doctor
Abbreviation	Meaning												
Assn.	Association												
at. no.	Atomic number												
at. wt	Atomic weight												
b.p.	Boiling point												
Dr.	Doctor												
SDS Font Size	Select the drop-down list to assign the SDS font size from the option; Small, Normal or Large.												



The screenshot displays the 'Profiles' section of the Chemwatch settings. On the left, under 'Profiles', 'Profile OG SDS' is selected. The main area is divided into 'SDS Options' and 'Jurisdiction Settings'. In 'SDS Options', the 'Sentence Count' dropdown is open, showing values from 1 to 9, with '4' selected. Other options include 'Country' (Australia), 'Language' (English), 'SDS Font Size' (All), 'Visual Appearance' (1), 'Show Part Numbers' (3), and 'Display Format' (4). The 'Jurisdiction Settings' section contains 'SDS Settings' with various checkboxes: 'Use risk codes +' (checked), 'ISO country vendor codes' (unchecked), 'Trade names in synonyms on sds' (unchecked), 'Show preferred names in ingredients' (unchecked), 'SDS for domestic use' (unchecked), 'Safe storage with other chemicals' (checked), 'Cut P Phrases with Sentence count' (checked), 'Show Glove Selection in SDS' (checked), 'Show Respirator Tables in SDS' (checked), 'Display full text (acronyms) in Section 16' (checked), 'Show Hazard Alert Code' (checked), and 'Show Multiple CAS' (unchecked).

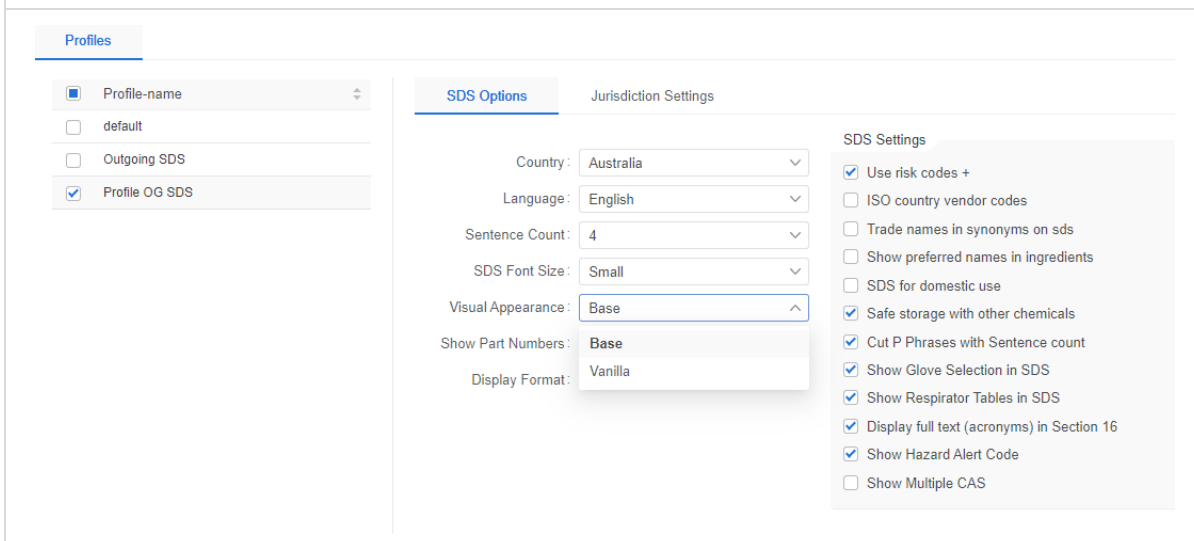
SDS Setting

When an SDS setting is selected, what will the setting show or do? What kind of information will be generated?



Visual Appearance

Chemwatch provides two options for the Outgoing SDS's visual appearance: Base and Vanilla. Chemwatch uses colour coding and distinctive formatting to denote the level of hazards, sections and outline critical information on the SDS. The Vanilla visual appearance is the basic formatting which has grey formatting. The base SDS is the colour coded format of the SDS.



Show Part Numbers

This setting provides the ability to set the type of part number to show in the SDS. There are three options to choose from the drop-down list:

User Gold – this is the type of part number created by the user (user dependent).

User Vendor – this is the Vendor part number registered from the manufacturer SDS.

All – this option will display all available part numbers on the Gold SDS's section 1.

SDS Setting	When an SDS setting is selected, what will the setting show or do? What kind of information will be generated?										
Display Format This setting provides two options; select one radio button to assign the respective display format. The following table describes a summary of these attributes. <table> <tr> <th>Short SDS</th><th>Long SDS</th></tr> <tr> <td>Combination of laboratory/domestic data</td><td>Commercial by default</td></tr> <tr> <td>Single format in plain English</td><td>2 formats, ability to turn on plain English</td></tr> <tr> <td>Some sections are hidden regardless of the jurisdiction - Occupational exposure limits - Respective PPE text - Specific rows relating to toxicity data except LD50 and LC50 </td><td>Shows information applicable to jurisdiction of interest and all relevant toxicity, OELs, PPE information, etc.</td></tr> <tr> <td colspan="2">The "Short" SDS is the default format display</td></tr> </table>		Short SDS	Long SDS	Combination of laboratory/domestic data	Commercial by default	Single format in plain English	2 formats, ability to turn on plain English	Some sections are hidden regardless of the jurisdiction - Occupational exposure limits - Respective PPE text - Specific rows relating to toxicity data except LD50 and LC50	Shows information applicable to jurisdiction of interest and all relevant toxicity, OELs, PPE information, etc.	The "Short" SDS is the default format display	
Short SDS	Long SDS										
Combination of laboratory/domestic data	Commercial by default										
Single format in plain English	2 formats, ability to turn on plain English										
Some sections are hidden regardless of the jurisdiction - Occupational exposure limits - Respective PPE text - Specific rows relating to toxicity data except LD50 and LC50	Shows information applicable to jurisdiction of interest and all relevant toxicity, OELs, PPE information, etc.										
The "Short" SDS is the default format display											

5.2 Outgoing SDS Settings in SDS Options Tab

The Outgoing SDS settings enables the domain administrator to edit SDS Settings attributes for the respective jurisdictions/country based legislative arrangements. The table below describes what kind information will be shown on the SDS and which section of the SDS will the information be displayed.

SDS Options

Jurisdiction Settings

Country: France
Language: French
Sentence Count: All
SDS Font Size: Small
Visual Appearance: Base
Show Part Numbers: None
Display Format: ☒ Short ☐ Long

SDS Settings

☐ Trade names in synonyms on sds
☐ SDS for domestic use
☒ Safe storage with other chemicals
☒ Cut P Phrases with Sentence Count
☒ Show Glove Selection in SDS
☒ Show Respirator Tables in SDS
☒ Display full text (acronyms) in Section 16
☒ Show Hazard Alert Code
☒ Show Multiple CAS

Setting Attribute	Description	SDS Section
Trade names in synonyms on SDS	Click on "Trade names in synonyms on SDS" checkbox ☐ to include trade names of the products onto the Chemwatch Gold SDS.	Section 1 Trade Name displays as a synonym

Setting Attribute	Description	SDS Section
SDS for domestic use	Click on “ SDS for domestic use ” checkbox ☐ to include safety data applicable for domestic use in accordance to the product.	Section 1
Safe storage with other chemicals	Click on “ Safe storage with other chemicals ” checkbox ☐ to include safe storage information applicable to the product	Section 7 Safe storage information is shown in this section of the Gold SDS
Cut P Phrases with Sentence Count	Click on “ Cut P (Precautionary) Phrase ” checkbox ☐ to apply the sentence count on P Phrases. This setting is relevant for materials that are classified and contain P Phrases.	Section 1 P Phrases will cut based on the sentence count setting and will be reflected in this section of the Gold SDS where applicable
Show Glove Selection in SDS	Click on “ Show Glove Selection ” checkbox ☐ to allow the system to display the applicable glove selection for the material	Section 7
Show Respirator Tables in SDS	Click on “ Show Respirator Tables in SDS ” checkbox ☐ to allow the system to display the applicable respirator tables	Section 7
Display full text (acronyms) in Section 16	Click on “ Display full text (acronyms) in Section 16 ” checkbox ☐ to allow the system to render the applicable acronyms in Section 16	Section 16
Show Hazard Alert Code	Click on “ Show Hazard Alert Code ” checkbox ☐ to enable the system to render the applicable Hazard Alert Code in the Gold SDS	Section 1
Show Multiple CAS	Click on “ Show Multiple CAS ” checkbox ☐ to allow the system to render multiple chemical abstract number applicable for the material	Section 1

5.3 Jurisdiction Settings Tab

SDS Options

Jurisdiction Settings

Countries	SDS Format	Chemwatch Hazard Ratings	Copyright Statement	ECHA Summary	Full text phrases for codes in Section 16	GHS Classification (GHS)	Hide Environmental Classification	SDS Version Summary	NFPA Diamond	Show HSNIO Codes	Action
Australia	GHS	☐	☒	☐	☒	☒	☐	☒	☐	☐	Add Field
Country Germany	REACH	☐	☒	☒	☒	☒	☐	☒	☐	☐	
Great Britain	REACH	☐	☒	☒	☒	☒	☐	☒	☐	☐	
New Zealand	GHS	☐	☒	☐	☒	☒	☐	☒	☐	☒	
United States	GHS	☐	☒	☐	☒	☒	☐	☒	☒	☐	
Canada	GHS	☐	☒	☐	☒	☒	☐	☒	☐	☐	
Australia	GHS	☐	☒	☐	☒	☒	☐	☒	☐	☐	

The table below provides descriptions of the jurisdiction settings attributes. The Outgoing SDS Jurisdiction Settings allow the domain administrator to select attributes related SDS country, format and the applicable classification rules based on legislative arrangements.

Setting Attribute	Description	SDS Section
Countries	Select the drop-down arrow to choose a specific country. The selected country will automatically prepopulate the respective checkboxes applicable to those jurisdictional settings.	Applicability based on jurisdiction, mainly section 1, 2, 11 and 14 reflect the respective classification data on the SDS.
SDS Format	When the “ Country ” is selected, this field will be automatically populated based on the respective SDS format.	SDS
Gold SDS displays country classification according to the jurisdiction settings, e.g., Australia, GHS (WHS Regulations and ADG requirements).		
Copyright Statement	Click on “ Copyright statement ” checkbox ☐ to display on the Gold SDS if required.	Copyright statement is displayed at the bottom of the last SDS page in Section 16 -Other.
This document is copyright. Apart from any fair dealing for the purposes of private study, research, review or criticism, as permitted under the Copyright Act, no part may be reproduced by any process without written permission from CHEMWATCH. TEL (+61 3) 9572 4700.		
ECHA Summary	Click on “ ECHA Summary ” checkbox ☐ to render the classification based on the European Chemicals Agency (ECHA).	Section 15.
GHS Classification (GHS)	Click on “ GHS classification ” checkbox ☐ to assign the Globally Harmonised System classification codes to the Gold SDS.	Section 2 GHS classification is shown in this section of the Gold SDS.

Hide Environmental Classification	Click on “Hide Environmental Classification” checkbox ☐ in order NOT to show this information on the Chemwatch Gold SDS.	Section 2.
SDS Version Summary	Click on “SDS Version Summary” checkbox ☐ to apply data to the Gold SDS.	Section 16 (Other) shows the respective SDS Version Summary information in this section.
NFPA Diamond	Click on “NFPA Diamond” checkbox ☐ to assign graphics to the Gold SDS. Note: NFPA Diamonds are graphical symbols for the identification of hazards of material for emergency response in USA.	Section 1 NFPA diamonds show as colour coded graphics, see appendix for more details. Example  Sodium Borohydride
Show HSNO Codes	Click on “Show HSNO Codes” checkbox ☐ to display HSNO Codes to the Gold SDS.	Section 2.

6.0 Form Builder Settings

This topic will cover the following objectives.

[How to create a form using Form Builder menu](#)

[How users will fill in a specific type of form](#)

[How to generate reports based on user filled form data](#)



Form Builder is a powerful customisation tool which enables organisations to create online forms based on material documents, locations, users and risk assessments. A form can be created using standard and fancy fields with labels, questions, lists, dropdown menus, date picker and many other options available. In general, these forms are used to collect information through the following form input items.

- Single line text
- Label
- Hyperlink
- Multiline text
- Checkbox list
- Radio list
- Multi select dropdown
- List
- Date picker
- Separator

The collection of information may include employee details, incidents occurrence, training attendance, emergency response, risk assessment, chemical storage, chemical use or any business-related activities. The form items to be included in a form depend on the type of information required from users.

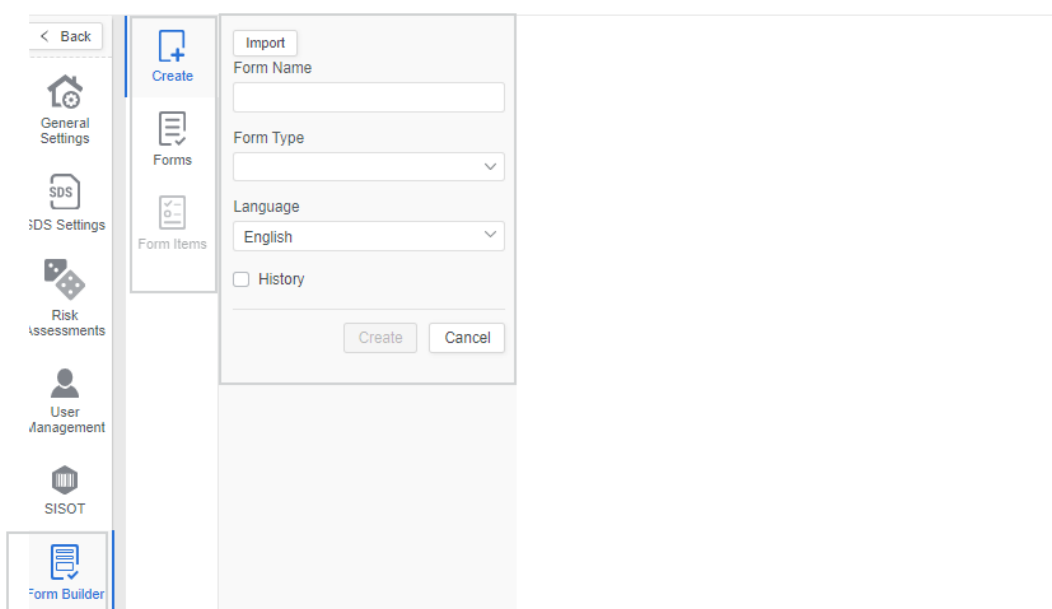
The domain administrator of the GoldFFX system has the arching responsibility to determine which users will be given the permission to access Form Builder Settings to create or edit forms that will in turn, be used by other users and generate reports. Users can create unlimited data points and associate them with chemicals, folders (locations), employees, contractors, individuals or any other type of data. User custom data is stored in a secure, user-specific database and can be used for a variety of purposes, e.g., searching, generating custom reports, showing information on labels and building search queries.

This tool allows the administrator and users with access to Form Builder settings mode to create and edit forms using the following form items.

- Single Line input text fields
- Label
- Checkbox
- Hyperlink
- Multiline text fields
- Checkbox List
- Radio List
- Dropdown
- Multi Select Dropdown
- List
- Date Picker
- Separator

The Form Builder settings module contains user interface components to create forms and add form items through the Form Builder menu.

- Create button
- Forms button
- Form items



Description of the Form Builder Menu

Form Button	Description
Create 	Use this button to start the process of creating a new form. When selected, will display the form creation panel to name the form and choose the type of form that will be used.
Forms 	Shows the list of created forms and the option to edit the form settings.
Form Items 	Displays a panel to choose standard or fancy fields to add by selecting or dragging items into the form.

6.1 Create a Form

Creating a form requires the form creator to have handy information to help guide the type of form that needs to be created, the items' data fields required to be filled and used to collect information.

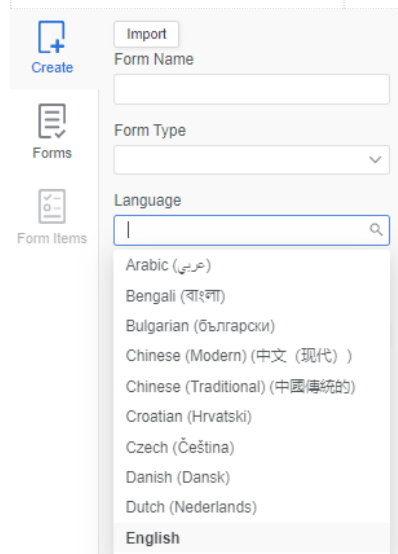
Form Builder also has the option of using custom datapoints and this data can be used in the following ways:

- Report generator data export and integration
- Data export using the file formats; csv, xml, xls, html
- Label generator
- Searches and queries

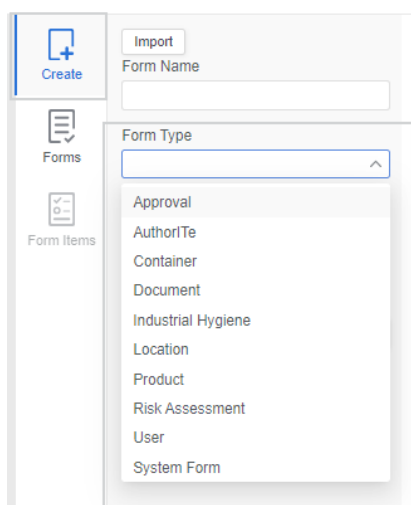


When creating a form, the form must be identified by name and categorised by Form Type and Language.

Form Category	Description
Name	This is the form identification name.
Form Type	This is the type of form to associate the source where the form will be available within the user interface.
Language	This segment provides a dropdown list of available languages to choose the desired language to use for the form. It defines the form master language.



The Form Type provides dropdown options to choose the source of information to be associated with the form. These datapoints can be drawn by location, document, user or risk assessment.

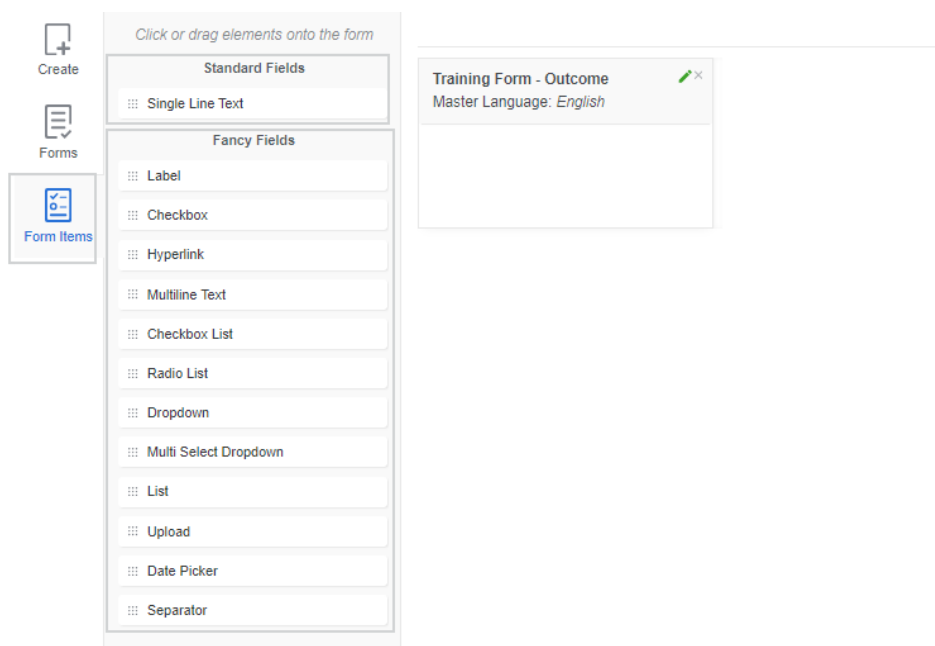


Form Type	Description
Location	This is the folder location withing the folder panel that will be associated with the form. A user will have to choose the location to use the form by using the folder right click menu.
Document	This option associates the form with the material document, through search or folder content view. A user will have to use the right click menu from a material name view on a grid.
User	This option associates the form with users.
Risk Assessment	A form can also be associated with the risk assessment module.

There's also a provision of a dropdown list of languages to choose a language of preference to apply in the form depending on users' region/country of operation.

Form Items

This window provides three types of fields to choose the data input types for information to be filled and captured in the form.



The types of fields are described below.

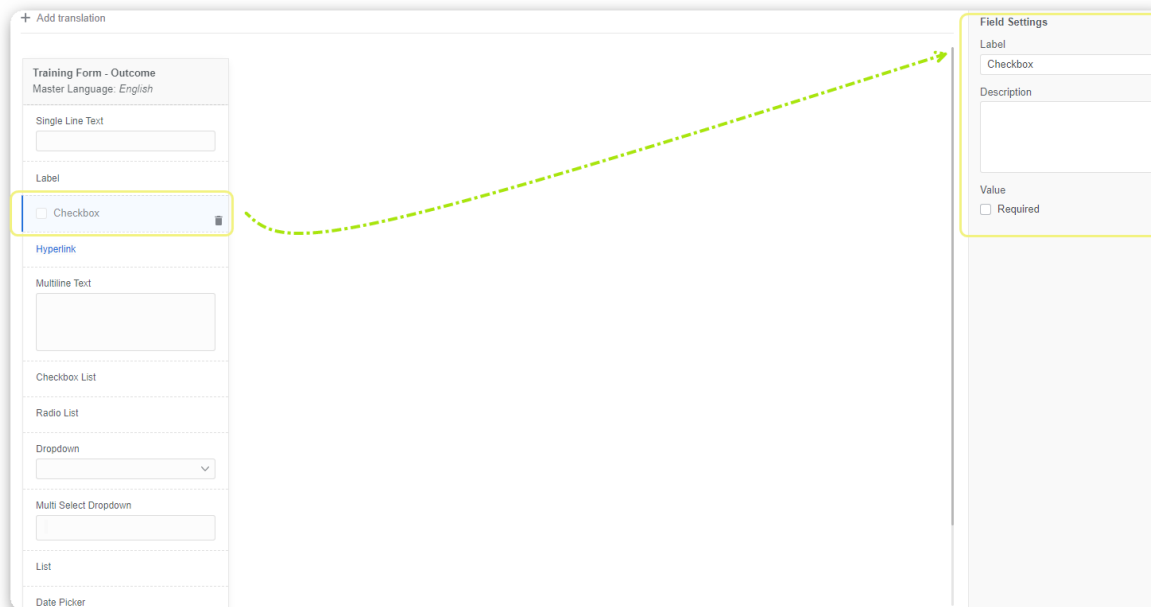
Field Type	Input Type
Standard	Single line text.
Fancy	Label, checkbox, hyperlink, multiline text, checkbox list, radio list, dropdown, multi select dropdown, list, date picker, separator.
Add translation	Add a translation language to the form from the dropdown list of available language.

The form items window provides form creators the ability to assign labels, describe labels, description field and set a value requirement where applicable for selected type of fields.



Form Fields Settings

Form fields settings enable creators to name and describe any selected standard or fancy fields and set value requirements.



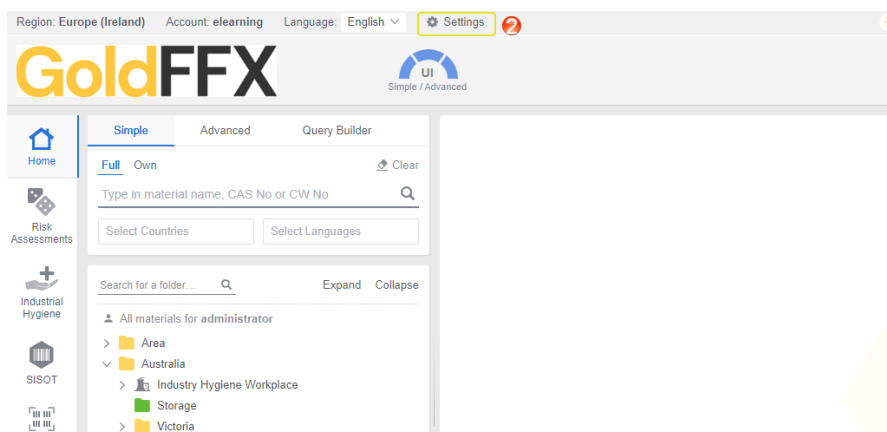
6.1.1 Create a Document Form Type

The image below shows an example of a document form type for a training outcome record form designed to collect training information outcome from users (trainees) with regards to type of training attended, training checklist, training date and assessment outcome.

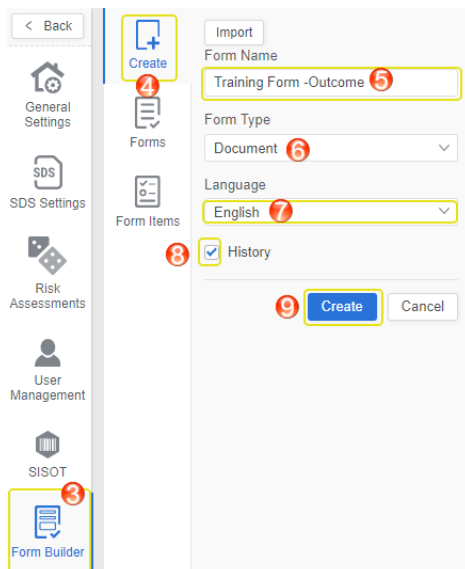
Table: Example of Training Outcome record Form fields

Form Fields	Description
Trainee's name	Full name of trainee
Trainer	Full name of trainer
Email 	Email  address
Type of training mode	List of the types of training modes available
Training Feedback	Training categories
Training date	Date of training
Training assessment outcome	Training competency

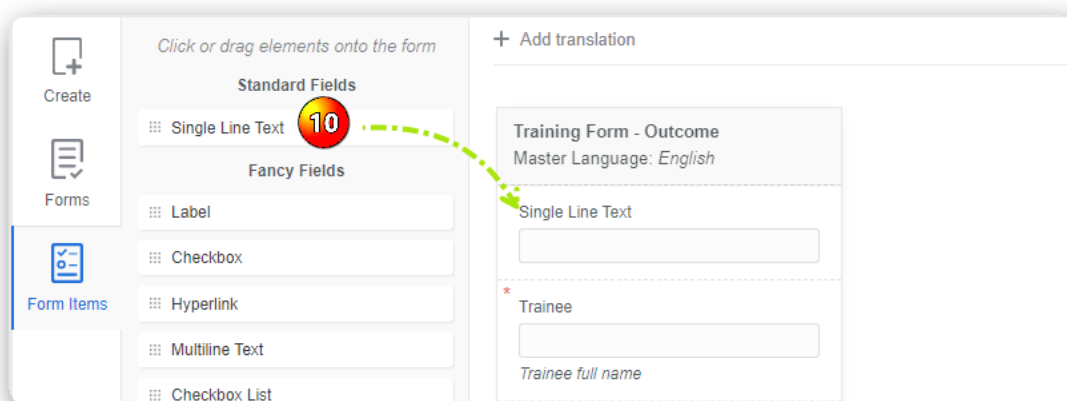
Create a Document Type of Form



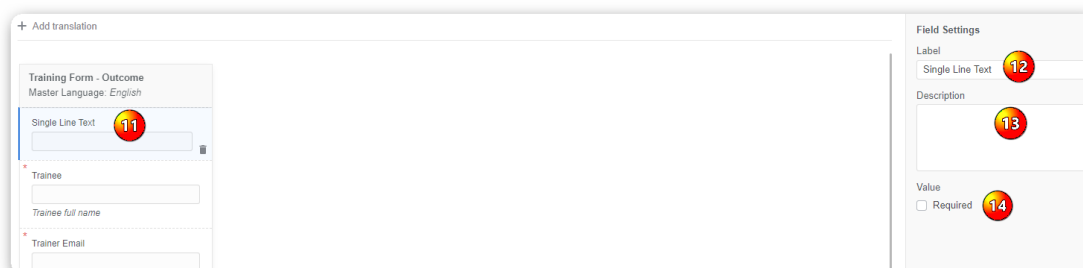
1. **Login** to the application.
2. Click the **Settings** module button .
3. Click the **Form Builder** settings mode button .
4. Select the **Create** button .
5. Type the **Form Name** in the text field.
6. Select the **Form Type** from the dropdown options, e.g., Document.
7. Select the **Language** from the dropdown options, e.g., English.
8. Select the **History** checkbox (if required to keep the action history).
9. Click the **Create** button.



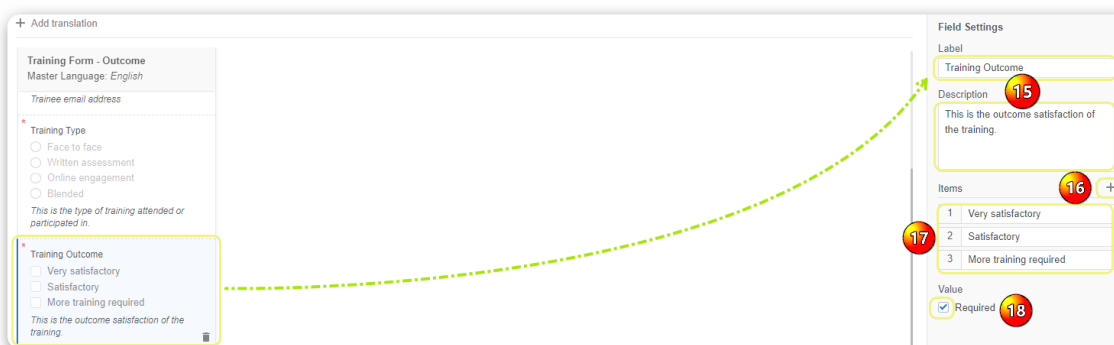
10. Click or drag an element into the form pane, e.g., standard field “Single Line Text”.



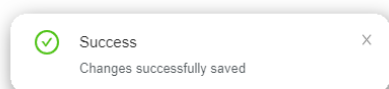
11. Add more **Fancy fields** by dragging or selecting a label, checkbox, hyperlink, multiline text, checkbox list, radio list, dropdown, multi select dropdown, list, date picker, separator.
12. Click on the added **Standard or Fancy Field** to display the **Field Settings** and define the selected Fancy fields, e.g., type the label name.
13. Enter a **Description** for the selected fancy fields.
14. Select the **Value** check if the Fancy field is required to be filled.



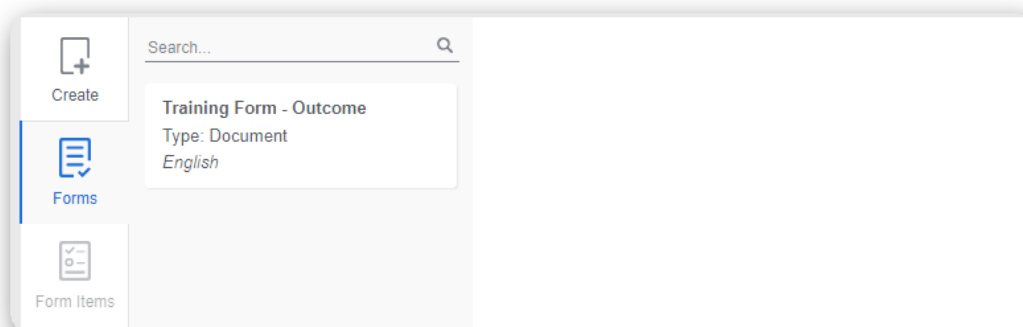
15. Add more **Fancy Fields** by clicking on the respective type of fancy field and giving it a Label name.
16. Add any **List of items** or **dropdown selection** options in the selected Fancy Field(s) by clicking on Add icon
17. **Type the name of item(s)** to be added as a list of options.
18. Select the **Value check** if the Fancy field is required to be filled.



19. Click the **Save** button .
20. The message displays confirmation of successful changes saved.



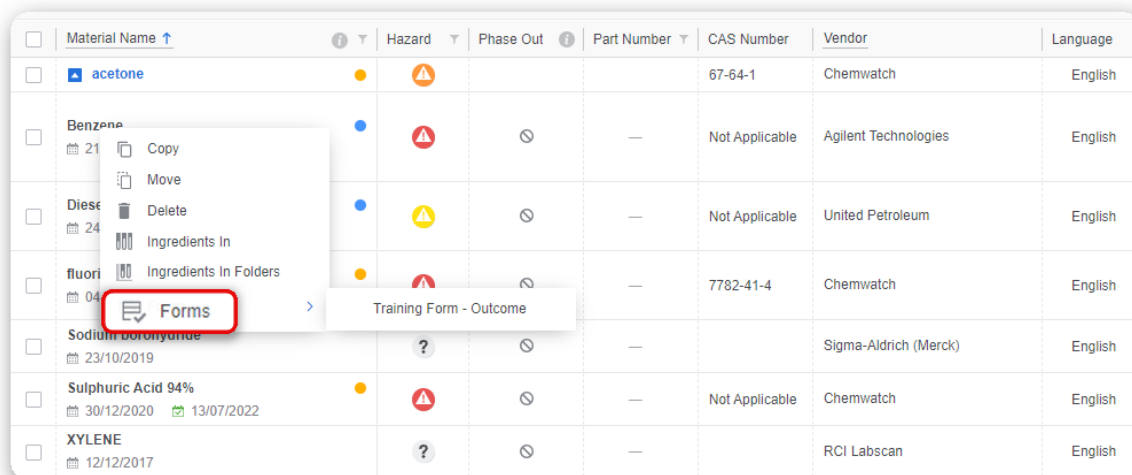
The created form displays in the Forms tab showing the form name, type of form and language set for the form.



The next topic illustrates how users can access the form and fill in the respective information.

6.2 Filling in a Form

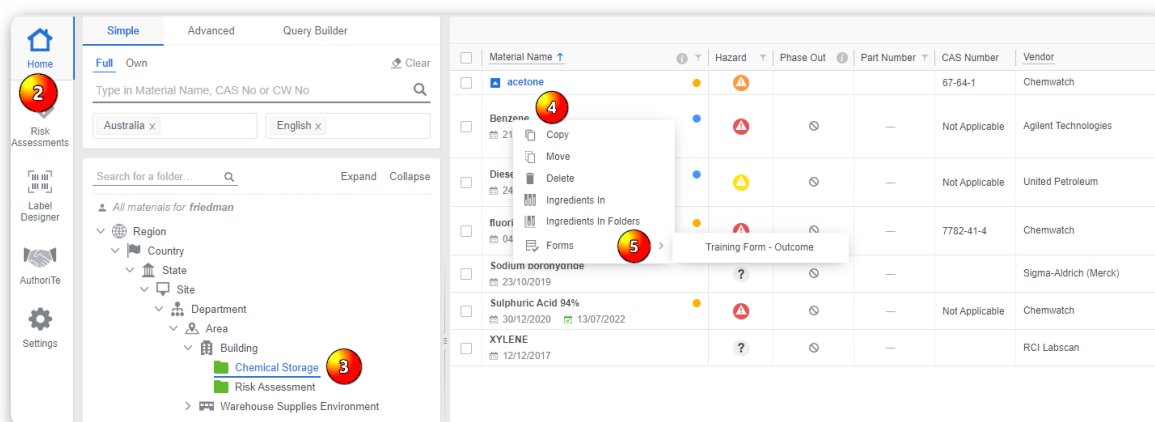
Note that the form is assigned the category type “Document”. What this form’s attribute mean is that a user will fill in the form against a selected material document from the inventory by using the material’s right click menu option “Forms”.



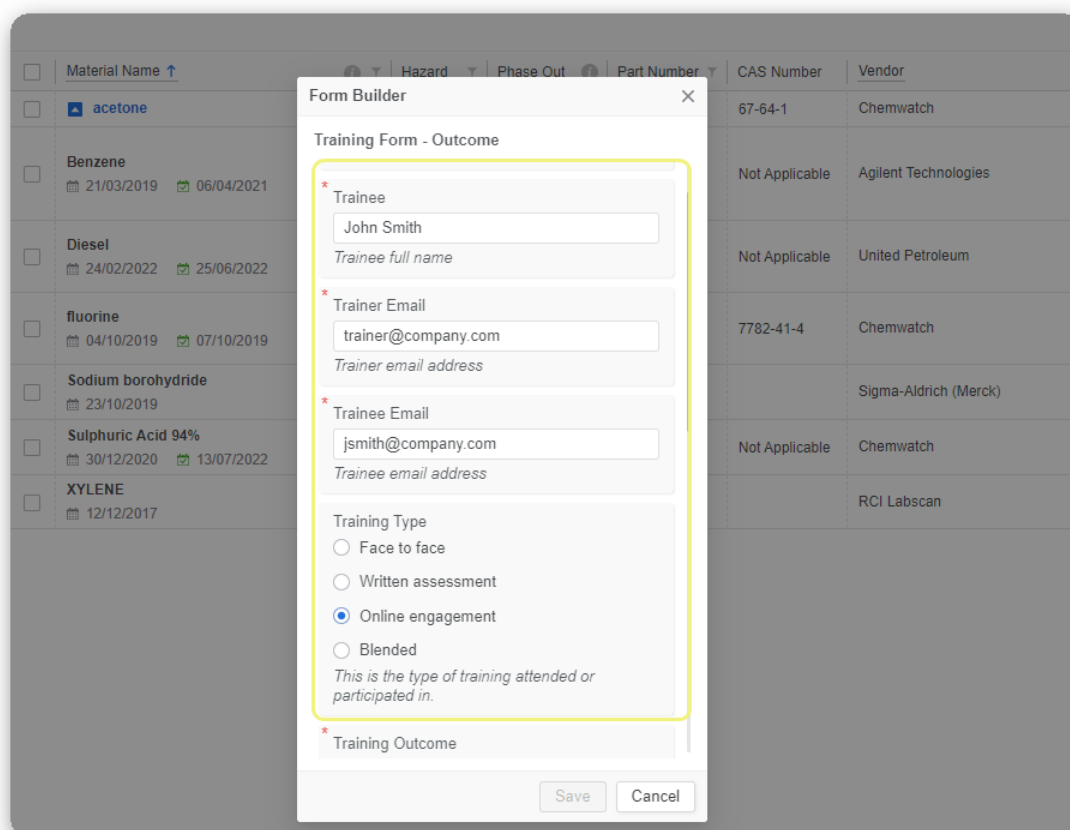
In these steps, the training outcome record form is used to demonstrate how to fill in the form fields to capture the required information from a user.

Filling a Form

1. **Login** to the Beehive application.
2. Click the **Home** module button.
3. Select a **Folder**.
4. **Right click** on material name.
5. Hover mouse pointer on “**Forms**” and **select the forward arrow** to choose the form name.



6. **Fill in the form fields** and consider where the fields are a requirement (*).

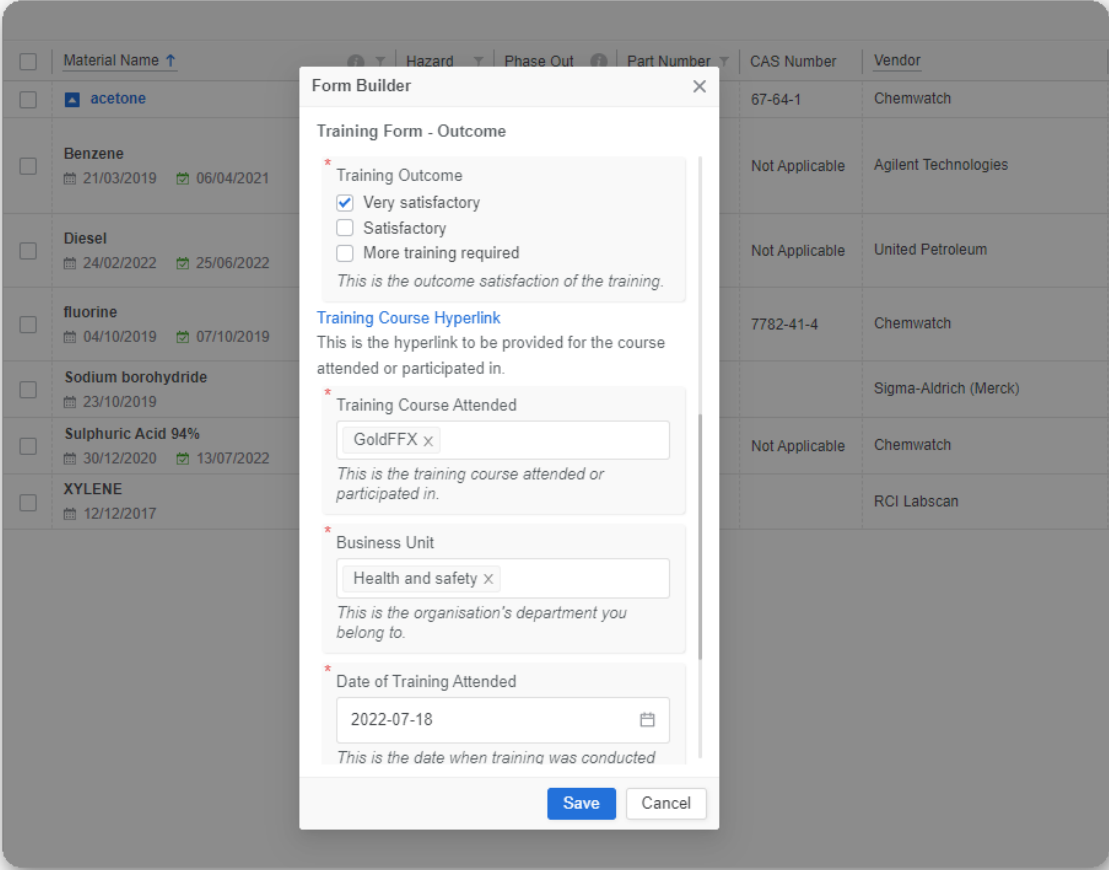


The screenshot shows the 'Form Builder' interface in Chemwatch. A dialog box titled 'Form Builder' is open, displaying a 'Training Form - Outcome' form. The form contains the following fields:

- Trainee** (required): A text input field containing 'John Smith'. Below it is the label 'Trainee full name'.
- Trainer Email** (required): A text input field containing 'trainer@company.com'. Below it is the label 'Trainer email address'.
- Trainee Email** (required): A text input field containing 'jsmith@company.com'. Below it is the label 'Trainee email address'.
- Training Type**: A group of radio buttons with the following options:
 - ☐ Face to face
 - ☐ Written assessment
 - ☒ Online engagement
 - ☐ BlendedBelow the radio buttons is the text: 'This is the type of training attended or participated in.'
- Training Outcome** (required): A text input field.

At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

The background shows a table with columns: Material Name, Hazard, Phase Out, Part Number, CAS Number, and Vendor. The table lists several materials, including acetone, Benzene, Diesel, fluorine, Sodium borohydride, Sulphuric Acid 94%, and XYLENE.



Material Name	Hazard	Phase Out	Part Number	CAS Number	Vendor
☐ acetone				67-64-1	Chemwatch
☐ Benzene	21/03/2019	06/04/2021		Not Applicable	Agilent Technologies
☐ Diesel	24/02/2022	25/06/2022		Not Applicable	United Petroleum
☐ fluorine	04/10/2019	07/10/2019		7782-41-4	Chemwatch
☐ Sodium borohydride	23/10/2019				Sigma-Aldrich (Merck)
☐ Sulphuric Acid 94%	30/12/2020	13/07/2022		Not Applicable	Chemwatch
☐ XYLENE	12/12/2017				RCI Labscan

Form Builder

Training Form - Outcome

* Training Outcome

☒ Very satisfactory

☐ Satisfactory

☐ More training required

This is the outcome satisfaction of the training.

Training Course Hyperlink

This is the hyperlink to be provided for the course attended or participated in.

* Training Course Attended

GoldFFX x

This is the training course attended or participated in.

* Business Unit

Health and safety x

This is the organisation's department you belong to.

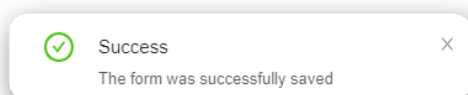
* Date of Training Attended

2022-07-18

This is the date when training was conducted

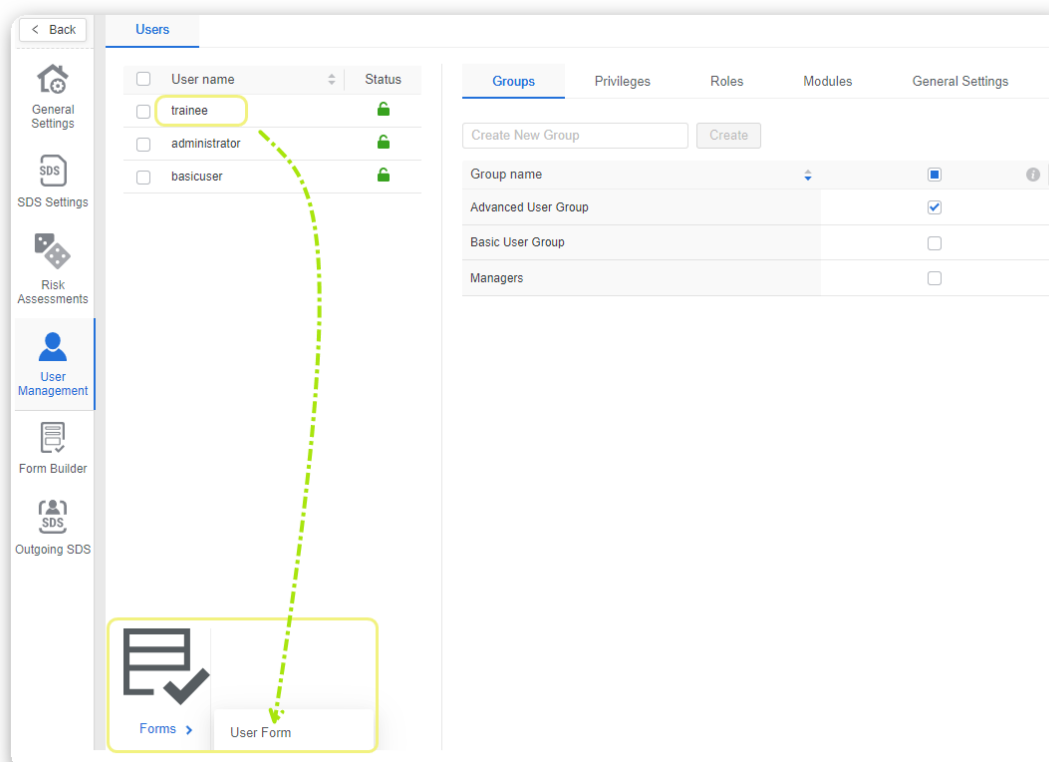
Save Cancel

- Click the **Save** button.
- Message confirms successful operation.

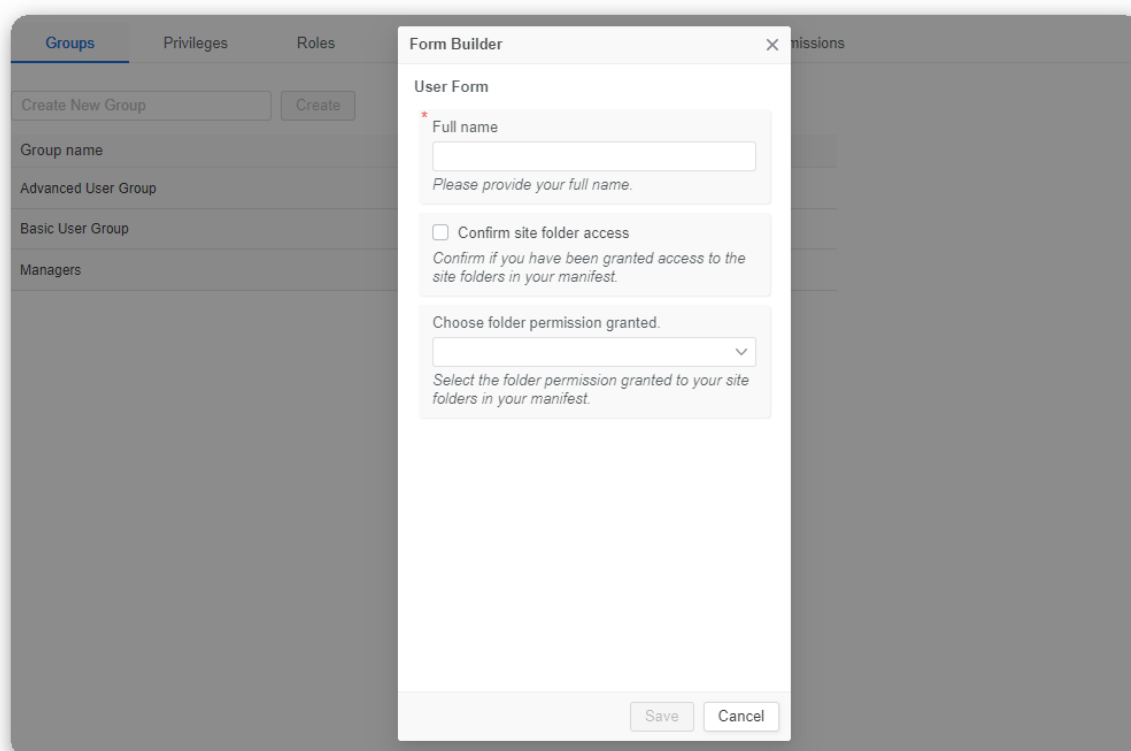


User Form

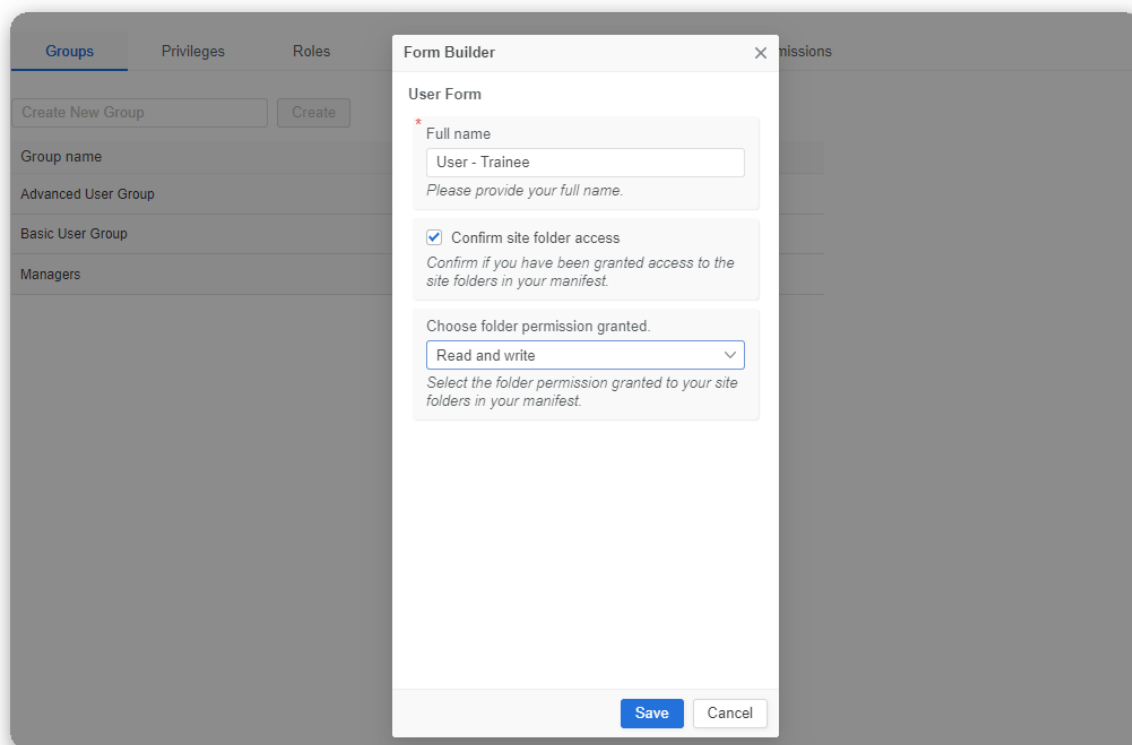
The User Form will be available in the User Management module through the right click attribute on user name.



Open user form to display required fields to fill in the fields.



Form Filled



Form Builder

User Form

* Full name
User - Trainee
Please provide your full name.

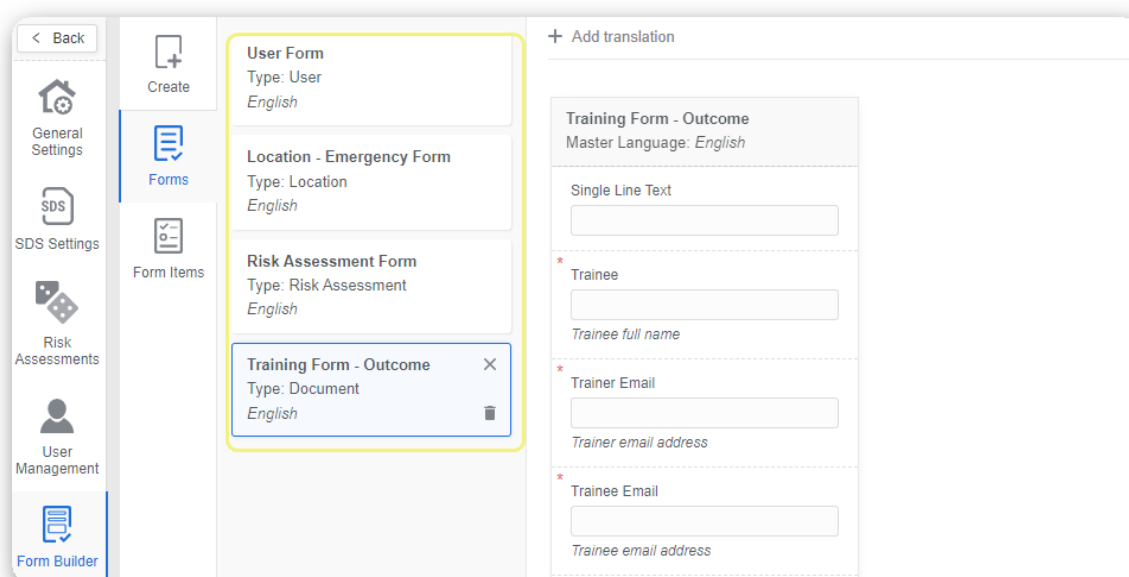
☒ Confirm site folder access
Confirm if you have been granted access to the site folders in your manifest.

Choose folder permission granted.
Read and write
Select the folder permission granted to your site folders in your manifest.

Save Cancel

6.3 Generating a Report for the Form Data

The Report Generator tool can be used to export any form related user inputted data which will be drawn from the database based on the domain account. The data will be drawn based on the type of form utilised to capture information.



Form Builder

Forms

- User Form
Type: User
English
- Location - Emergency Form
Type: Location
English
- Risk Assessment Form
Type: Risk Assessment
English
- Training Form - Outcome
Type: Document
English

Training Form - Outcome
Master Language: English

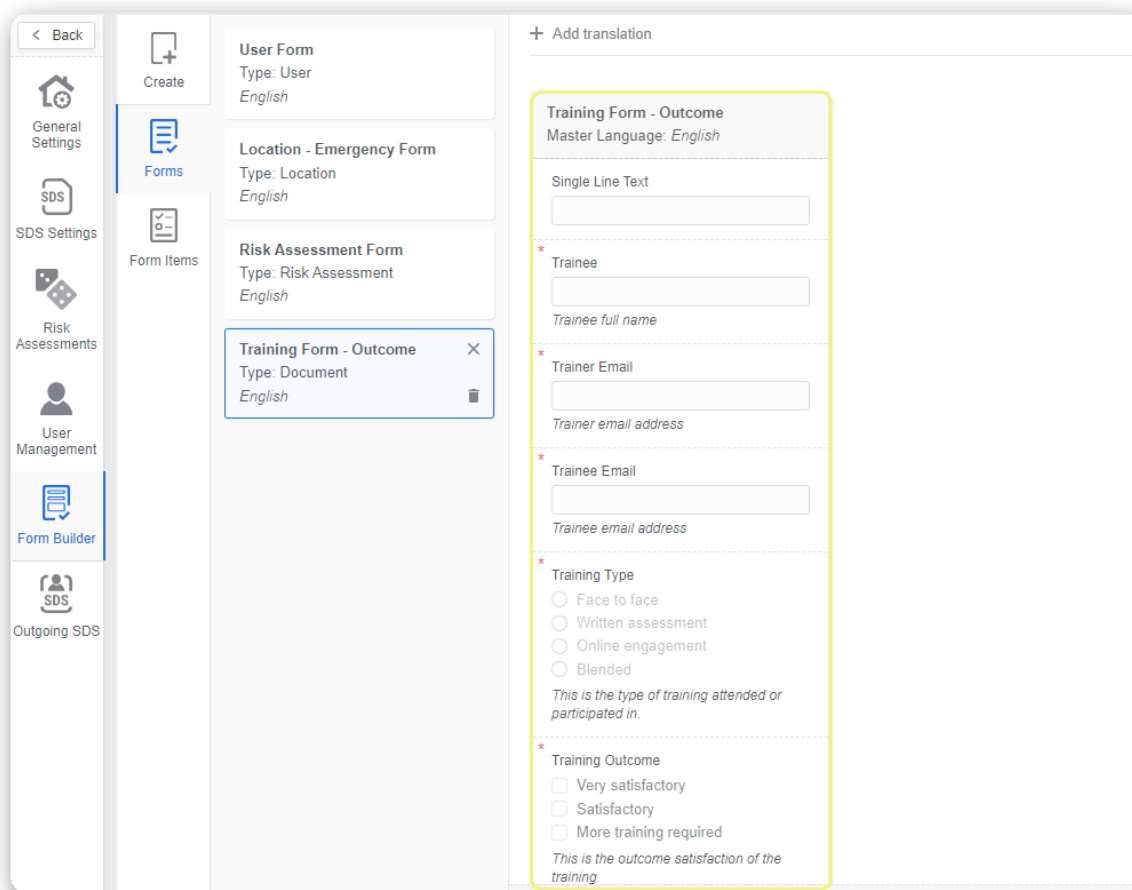
Single Line Text

* Trainee
Trainee full name

* Trainer Email
Trainer email address

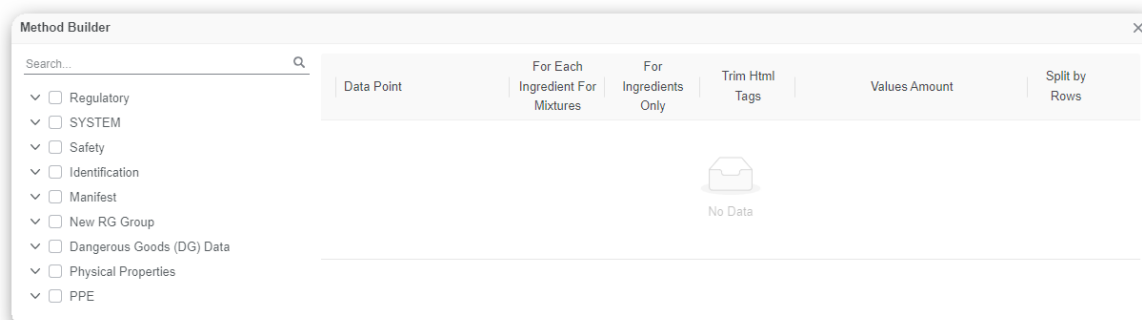
* Trainee Email
Trainee email address

The domain administrator has full access to the system to create advanced report templates. To be able to export data, other users must be granted access to the Report Generator through privileges. The image below shows an example of the training records outcome form data fields as datapoints in Report Generator's Method Builder that can be used to export respective data.



The screenshot displays the 'Form Builder' section of the Chemwatch Settings. On the left, a sidebar contains navigation links: Back, Create, Forms, Form Items, General Settings, SDS Settings, Risk Assessments, User Management, Form Builder (selected), and Outgoing SDS. The main area shows a list of forms: 'User Form' (Type: User, English), 'Location - Emergency Form' (Type: Location, English), 'Risk Assessment Form' (Type: Risk Assessment, English), and 'Training Form - Outcome' (Type: Document, English). The 'Training Form - Outcome' form is highlighted with a blue border. To the right, the form's configuration is shown, including a 'Master Language' of English and several data fields: 'Single Line Text', 'Trainee' (with a sub-label 'Trainee full name'), 'Trainer Email' (with a sub-label 'Trainer email address'), 'Trainee Email' (with a sub-label 'Trainee email address'), 'Training Type' (with radio buttons for 'Face to face', 'Written assessment', 'Online engagement', and 'Blended'), and 'Training Outcome' (with checkboxes for 'Very satisfactory', 'Satisfactory', and 'More training required').

The Advanced Report Generator's Method Builder contains datapoints folders within a variety of parent directories. The "User Fields" parent folder directory should be used to create a report template based on the respective form fields.



The screenshot shows the 'Method Builder' window. It features a search bar at the top left. Below it, a list of parent directories is shown with expandable/collapsible icons: Regulatory, SYSTEM, Safety, Identification, Manifest, New RG Group, Dangerous Goods (DG) Data, Physical Properties, and PPE. To the right of the list, there are several tabs: 'Data Point', 'For Each Ingredient For Mixtures', 'For Ingredients Only', 'Trim Html Tags', 'Values Amount', and 'Split by Rows'. The 'Data Point' tab is currently selected. In the center of the window, there is a large empty area with a 'No Data' message and a folder icon.

Example: Training Records Form Exported Data

	D	E	F	J	K	N	O	P	Q
1	ASSESSMENT OUTCO	TRAINER EMAIL ADDRESS	TRAINER FULL NAME	TRAINING	TRAINING	TRAINING DATE(3)	TRAINING TYPE		
2									
3	Satisfactory	trainee1@company.com	Name Surname	Specialised training		04/05/2021	On-line		
4									
5									
6	Knowledge acquired	training@chemwatch.net	John Smith	Ready to use		05/06/2019	Written Assessment		
7									
8	Knowledge acquired	training@chemwatch.net	Cassie Langham	Specialised training		05/11/2020	On-line		
9									
10	Satisfactory	training@chemwatch.net	James Hardy	Refresher training		08/10/2020	On-line		
11									

Appendix

About Privileges

Privileges provide access to the user interface functionality and permission to view or use specific features, tools, attributes and edit capabilities. Users should be assigned to specific core and modular based privileges, directly or through a role or function to fully use the system. The domain administrator can consider the grouping of privileges below prior to granting access to users in the User Management settings mode. Privileges can be assigned based on these categories:

- Modules
- Folder permissions
- Search mode
- Document types
- General settings

Modules	Folders	Search Mode	Documents
• Home • Risk Assessments • Settings • Label Designer • Credo/AuthorITe • Analytics • 4PL • Industrial Hygiene • Approvals • SISOT	• View folder tree • Manage folders • Rename folders	• Search in full database • Manage queries in Query Builder • Run queries in Query Builder	• Open Gold SDS document • Open Mini SDS document • Open Vendor document • Open labels

Note that all privileges, including core, are automatically granted from role to the domain administrator to have full access and functionality of the system.

Users

Change password for administrator

Security

Search by Name...

☐	User Name	Person Name	Status
☒	administrator		
☐	cwadministrator		
☐	trainee	James Cook	
☐	goldfxuser		

1-4 / 4 < 1 > 15 / page

Highlighted Users for the Role: Site Managers Role

Cancel

+ Invite User

Privileges

Groups

Roles

Modules

General Settings

Folders Permissions

User Details

Import/Export

Privilege	Search...	Granted from Role	Module
View Folders	☐	☒	Beehive core
Manage Folders	☐	☒	Beehive core
Rename Folders	☐	☒	Beehive core
Access to Simple View	☐	☒	Beehive core
Manage Volumes	☐	☒	Beehive core
Manage Preferred Names	☐	☒	Beehive core
View Tags	☐	☒	Beehive core
Manage Tags	☐	☒	Beehive core
View Part Numbers	☐	☒	Beehive core
Manage Part Numbers	☐	☒	Beehive core
View Hidden Materials	☐	☒	Beehive core
Hide and Unhide Materials	☐	☒	Beehive core
Manage Outback Folders	☐	☒	Beehive core
Search in Full Database	☐	☒	Beehive core
Run Queries in Query Builder	☐	☒	Beehive core
Manage Queries in Query Builder	☐	☒	Beehive core
Open Gold SDS Document	☐	☒	Beehive core

Save Reset Changes

Privileges Main Groupings

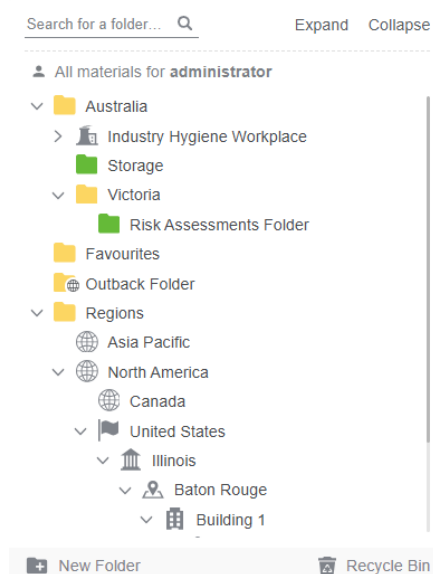
The following core privileges have been grouped in line with the main settings, risk assessments, home/manifest features, report generator, label designer, credo, folder management and other attributes.

Settings	Folders	Home/Manifest	Risk Assessment
• Manage placarding and manifest filter settings • Manage risk assessment settings • Manage general settings • Manage SDS settings • Manage user settings • Access to outgoing SDS settings • Manage outback logo • Invite public user • Change password • Manage user privileges • Invite new user • View user groups • Manage user groups • View user roles • Manage user roles	• View folder • Manage folders • Rename folders • Manage Outback folder • Generate folder QR code	• Manage volumes • View hidden materials • Hide/unhide materials • Manage preferred names • View part numbers • Manage part numbers • View tags • Manage tags • Access to report generator	• View RA archive • Manage RA archive • Access to ILO mode • Access to UN mode • Manage risk assessments • Customize ILO controls • Manage Jobs • Manage user-defined tasks • Select controls and PPE • SmartSuite risk assessments
Credo/AuthoriTe	Label Designer	QR Code	SISOT
• Access to Credo • Access to AuthoriTe	• Open labels • Manage labels • Save template into database	• Manage QR codes and external links • Generate folder QR code	• Access to SISOT • Add products/containers • Manage saved products/containers • Manage SISOT barcode settings • Manage container settings • Manage container wizard • Manage SISOT stocktake settings

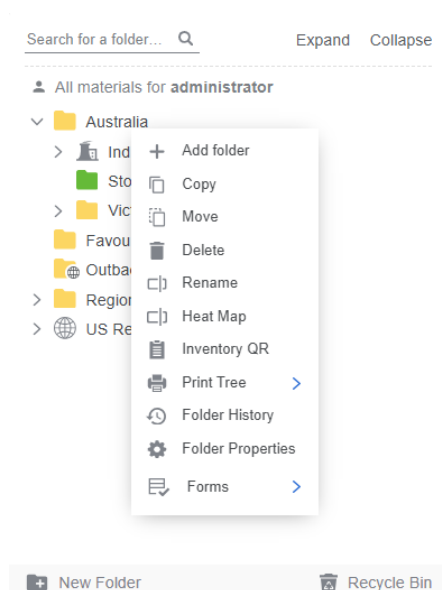
Privileges Descriptions and User Interface Attributes

View Folders ☐

This privilege enables users to view the folder structure for the enterprise. However, users who require specific folder permissions to manage folders and respective content need to be assigned the appropriate folder permissions. Refer to Folder Permissions attributes.

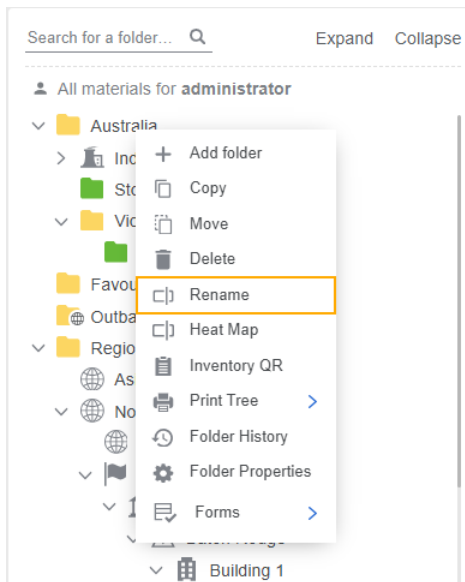
Manage Folders ☐

This privilege provides users with the ability to create (add) a new folder, copy folder, move folder, paste, rename folder, remove (delete) folder, edit folder properties, view map, assign forms, view item history and print tree. These folder tree attributes will be visible when a user right clicks on a permitted folder(s)/site(s) as shown below in the context menu.



Rename Folders ☐

This privilege provides users with the ability to rename permitted folders. This folder privilege will be visible in the folder panel attributes when a user right clicks on a permitted folder as shown below in the context menu.



Access to Simple View ☐

This is a core system privilege that allows the administrator to set users to view the Simple View mode of the materials grid. The simple view is also accessible from the first level of the feature

meter gauge  .

Simple View Grid

Placarding Bar		Documents										Alerts	
☐	Material Name	SDS	Mini	Label	EPD	HPD	Risk Band	Hazard	Dangerous G...	Regulatory ...	/		
☐	perfluorodecalin 02/06/2023 17/10/2023												
☐	ammonia 23/12/2022 04/01/2023												
☐	acetone 23/12/2022 04/01/2023												
☐	benzene 23/12/2022 06/01/2025												

Manage Volumes

This privilege will enable users to view and edit volume/weight of materials in Manifest grid.

Placarding Bar ▼									☒ Show subfolders ☒ Advanced View	
☐	Material Name ▼	ⓘ ▼	Hazard ▼	Hazard Codes	CAS No ▼	Country ▼	Language ▼	Vendor ▼	Current ▼ Volume	Part Number ▼
☐	perfluorodecalin 02/06/2023 17/10/2023			H315, H319, H335, H410	306-94-5	AUS	EN	Chemwatch	0 L ^	—
☐	ammonia 23/12/2022 04/01/2023			H290, H314, H318, H332, H400	1336-21-6	AUS	EN	Chemwatch	0 L ^	—
☐	acetone 23/12/2022 04/01/2023			H225, H319, H336, AUH066	67-64-1	AUS	EN	Chemwatch	0 L ^	—
☐	benzene 23/12/2022 06/01/2025			H225, H304, H315, H319, H336, H340, H350, H360Fd, H372, H401	71-43-2	AUS	EN	Chemwatch	0 L ^	—
☐	sulfur dioxide 27/09/2022 27/09/2022			H280, H314, H318, H331, AUH044	7446-09-5	AUS	EN	Chemwatch	0 L ^	—
☐	hydrogen sulfide 20/06/2022 20/01/2025			H220, H280, H315, H319, H330, H400, AUH044	7783-06-4	AUS	EN	Chemwatch	0 L ^	—
☐	chlorine 20/06/2022 24/06/2022			H270, H280, H315, H319, H331, H335, H400, AUH044	7782-50-5	AUS	EN	Chemwatch	0 L ^	—

Manage Preferred Names

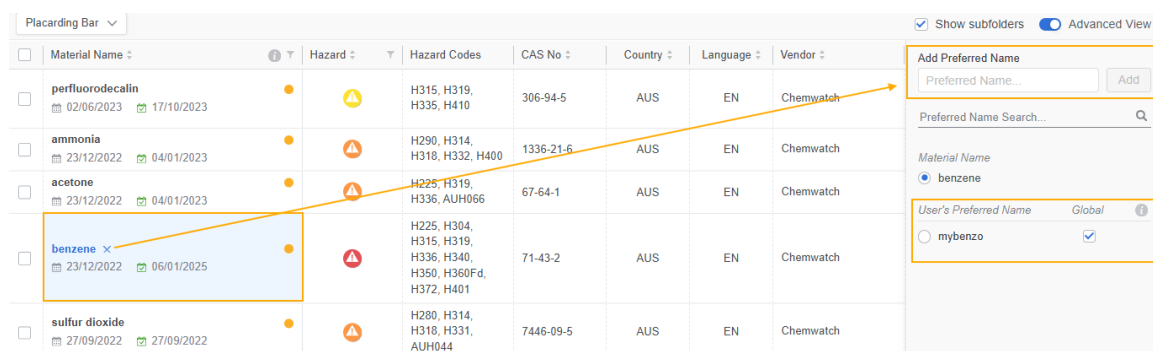
This is a core system privilege that provides users with the ability to create/edit or set any preferred name for a selected material name. A Preferred name is any other name that can be assigned to a material; however, it is not the official product name.

☐	Material Name ▼	ⓘ ▼	Hazard ▼	Hazard Codes	CAS No ▼	Country ▼	Language ▼	Vendor ▼
☐	perfluorodecalin 02/06/2023 17/10/2023			H315, H319, H335, H410	306-94-5	AUS	EN	Chemwatch
☐	ammonia 23/12/2022 04/01/2023			H290, H314, H318, H332, H400	1336-21-6	AUS	EN	Chemwatch
☐	acetone 23/12/2022 04/01/2023			H225, H319, H336, AUH066	67-64-1	AUS	EN	Chemwatch
☐	benzene 23/12/2022 06/01/2025			H225, H304, H315, H319, H336, H340, H350, H360Fd, H372, H401	71-43-2	AUS	EN	Chemwatch 
☐	sulfur dioxide 27/09/2022 27/09/2022			H280, H314, H318, H331, AUH044	7446-09-5	AUS	EN	Chemwatch

Why use a preferred name?

Some products/materials have long IUPAC nomenclature, which may impede on searching for specific material SDS with long names. Some users may prefer using common internal product names for search results to find the exact match SDS.

Add Preferred Name Panel



Placarding Bar ▾ Show subfolders Advanced View

Material Name ▾	Hazard ▾	Hazard Codes	CAS No ▾	Country ▾	Language ▾	Vendor ▾
perfluorodecalin 02/06/2023 17/10/2023		H315, H319, H335, H410	306-94-5	AUS	EN	Chemwatch
ammonia 23/12/2022 04/01/2023		H290, H314, H318, H332, H400	1336-21-6	AUS	EN	Chemwatch
acetone 23/12/2022 04/01/2023		H225, H319, H336, AUH066	67-64-1	AUS	EN	Chemwatch
benzene 23/12/2022 06/01/2025		H225, H304, H315, H319, H336, H340, H350, H360Fd, H372, H401	71-43-2	AUS	EN	Chemwatch
sulfur dioxide 27/09/2022 27/09/2022		H280, H314, H318, H331, AUH044	7446-09-5	AUS	EN	Chemwatch

Add Preferred Name
Preferred Name...

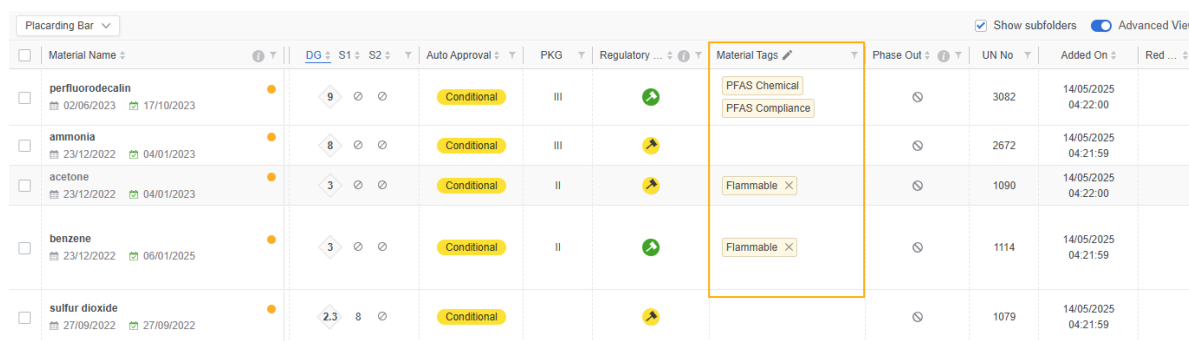
Preferred Name Search...

Material Name
● benzene

User's Preferred Name Global ☐ mybenzo ☒

View Tags

This is a core system privilege that enables users to view tags. Tags are a type of label used to filter or flag out specific materials within the materials grid.

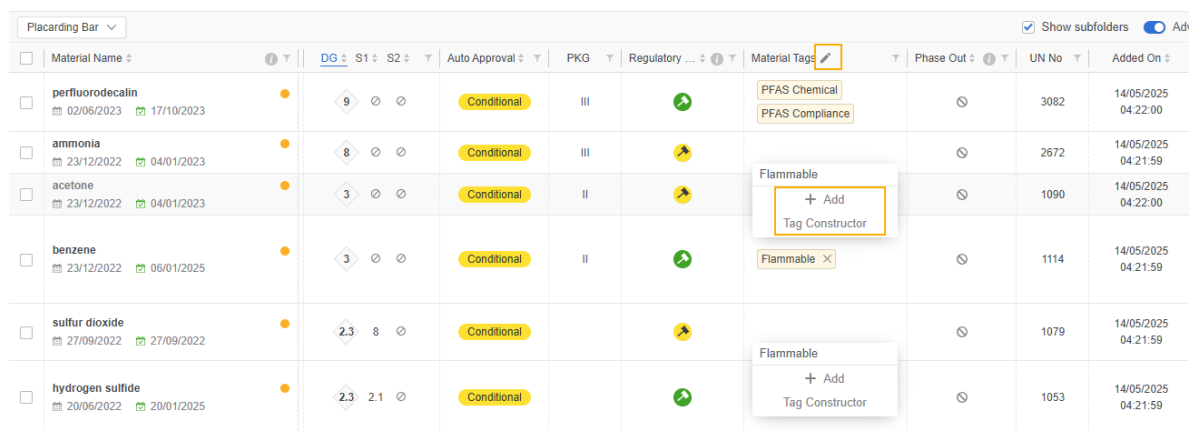


Placarding Bar ▾ Show subfolders Advanced View

Material Name ▾	DG ▾	S1 ▾	S2 ▾	Auto Approval ▾	PKG ▾	Regulatory ... ▾	Material Tags	Phase Out ▾	UN No ▾	Added On ▾	Red ... ▾
perfluorodecalin 02/06/2023 17/10/2023	9			Conditional	III		PFAS Chemical PFAS Compliance		3082	14/05/2025 04:22:00	
ammonia 23/12/2022 04/01/2023	8			Conditional	III				2672	14/05/2025 04:21:59	
acetone 23/12/2022 04/01/2023	3			Conditional	II		Flammable X		1090	14/05/2025 04:22:00	
benzene 23/12/2022 06/01/2025	3			Conditional	II		Flammable X		1114	14/05/2025 04:21:59	
sulfur dioxide 27/09/2022 27/09/2022	2.3	8		Conditional					1079	14/05/2025 04:21:59	

Manage Tags

This privilege enables users to create (add), edit and assign tags that can be used to identify desired information about tagged material inventory records within the grid. Tags can also be associated with queries in Query Builder mode.



Placarding Bar ▾ Show subfolders Advanced View

Material Name ▾	DG ▾	S1 ▾	S2 ▾	Auto Approval ▾	PKG ▾	Regulatory ... ▾	Material Tags	Phase Out ▾	UN No ▾	Added On ▾
perfluorodecalin 02/06/2023 17/10/2023	9			Conditional	III		PFAS Chemical PFAS Compliance		3082	14/05/2025 04:22:00
ammonia 23/12/2022 04/01/2023	8			Conditional	III				2672	14/05/2025 04:21:59
acetone 23/12/2022 04/01/2023	3			Conditional	II		Flammable		1090	14/05/2025 04:22:00
benzene 23/12/2022 06/01/2025	3			Conditional	II		Flammable X		1114	14/05/2025 04:21:59
sulfur dioxide 27/09/2022 27/09/2022	2.3	8		Conditional					1079	14/05/2025 04:21:59
hydrogen sulfide 20/06/2022 20/01/2025	2.3	2.1		Conditional					1053	14/05/2025 04:21:59

Tag Constructor
+ Add

Add New Tags

Placarding Bar ☐ ☒ Show subfolders ☒ Advance

☐	Material Name	DG	S1	S2	Auto Approval	PKG	Regulatory	Material Tags	Phase Out	UN No
☐	perfluorodecalin 02/06/2023 17/10/2023	9			Conditional	III		PFAS Chemical PFAS Compliance		3082
☐	ammonia 23/12/2022 04/01/2023	8			Conditional	III				2672
☐	acetone 23/12/2022 04/01/2023	3			Conditional	II		Flammable		1090
☐	benzene 23/12/2022 06/01/2025	3			Conditional	II		Flammable		1114

Add New Tag

Name

Description

Red flag: ☐

Save

Edit Tags

Placarding Bar ☐ ☒ Show subfolders ☒ Advance

☐	Material Name	DG	S1	S2	Auto Approval	PKG	Regulatory	Material Tags	Phase Out	UN No
☐	perfluorodecalin 02/06/2023 17/10/2023	9			Conditional	III		PFAS Chemical PFAS Compliance		3082
☐	ammonia 23/12/2022 04/01/2023	8			Conditional	III				2672
☐	acetone 23/12/2022 04/01/2023	3			Conditional	II		Flammable		1090

Tag Constructor

Search...

Tag Name	Tag Description	Assignment Type	Shared Query	Red Flag	Actions
Flammable	Use with caution and follow procedures.	Manual		—	
PFAS Chemical	Per- and Polyfluoroalkyl Substance, EPA Reporting for Compliance.	Automatic	PFAS Chemical Reg Query	—	
PFAS Compliance	Appears in Per- and Polyfluoroalkyl Substances Chemical List	Automatic	PFAS Chemical Reg Query	—	

Add New Tag

* Tag Name:

* Tag Description:

Assignment Type: Manual

Red flag: ☐

Add Clear

1 10 / page

Close

View Part Numbers ☐

This is a core system privilege that enables users to view part numbers for specific materials within the materials grid's Part Number column.

Placarding Bar ▾									
☐	Material Name ▾			Country ▾	Language ▾	Vendor ▾	Current ▾ Volume	Part Number ▾	DG ▾ S1 ▾ S2 ▾
☐	perfluorodecalin  02/06/2023  17/10/2023		5	AUS	EN	Chemwatch	0 L ▾	—	9  
☐	ammonia  23/12/2022  04/01/2023		1-6	AUS	EN	Chemwatch	0 L ▾	6991 	8  
☐	acetone  23/12/2022  04/01/2023			AUS	EN	Chemwatch	0 L ▾	1440	3  
☐	benzene  23/12/2022  06/01/2025			AUS	EN	Chemwatch	0 L ▾	—	3  

Manage Part Numbers ☐

This privilege allows users to add new and/or edit part numbers (User dependent or Vendor dependent). Users who are granted this privilege will be able to use the Add Part Number panel to add respective part number(s) for a material(s).

User Part Number

User Dependent Part Number is the type of number that is assigned by the user within the Chemwatch system as another identification method for any selected material in the own inventory for internal use purposes only.

Vendor Part Number

Vendor Dependent Part Number is the type of number reference provided by the manufacturer on the Vendor SDS for that product and it is only applicable to that product SDS.

Placarding Bar ▾										☒ Show subfolders ☒ Adv
☐	Material Name ▾			Country ▾	Language ▾	Vendor ▾	Current ▾ Volume	Part Number ▾	DG ▾ S1 ▾ S2 ▾	Aut
☐	perfluorodecalin  02/06/2023  17/10/2023		5	AUS	EN	Chemwatch	0 L ▾	—	9  	
☐	ammonia  23/12/2022  04/01/2023		1-6	AUS	EN	Chemwatch	0 L ▾	6991 	8  	
☐	acetone  23/12/2022  04/01/2023			AUS	EN	Chemwatch	0 L ▾	1440	3  	
☐	benzene  23/12/2022  06/01/2025			AUS	EN	Chemwatch	0 L ▾	—	3  	
☐	sulfur dioxide  27/09/2022  27/09/2022		3-5	AUS	EN	Chemwatch	0 L ▾	—	23 8  	

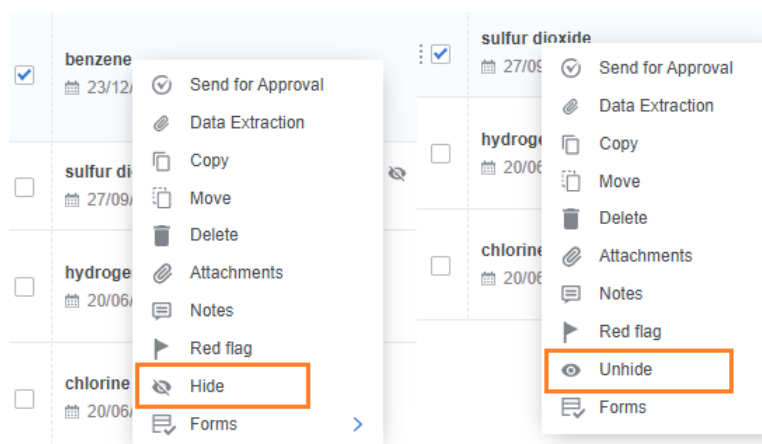
View Hidden Materials ☐

This is a core system privilege that provides access to view materials/products that are “Hidden”.

☐	Material Name ▾		Hazard ▾	Hazard Codes	CAS No ▾	Country ▾	Language ▾	Vendor ▾	Current ▾ Volume	Part I
☐	perfluorodecalin 02/06/2023 17/10/2023			H315, H319, H335, H410	306-94-5	AUS	EN	Chemwatch	0 L ▾	333
☐	acetone 23/12/2022 04/01/2023			H225, H319, H336, AUH066	67-64-1	AUS	EN	Chemwatch	0 L ▾	1440
☐	ammonia 23/12/2022 04/01/2023			H290, H314, H318, H332, H400	1336-21-6	AUS	EN	Chemwatch	0 L ▾	6991
☐	benzene 23/12/2022			H225, H304, H315, H319, H336, H340, H350, H360Fd, H372, H401	71-43-2	AUS	EN	Chemwatch	0 L ▾	
☒	sulfur dioxide 27/09/2022 27/09/2022			H280, H314, H318, H331, AUH044	7446-09-5	AUS	EN	Chemwatch 	0 L ▾	
☐	hydrogen sulfide 20/06/2022 20/01/2025			H220, H280, H315, H319, H330, H400, AUH044	7783-06-4	AUS	EN	Chemwatch	0 L ▾	

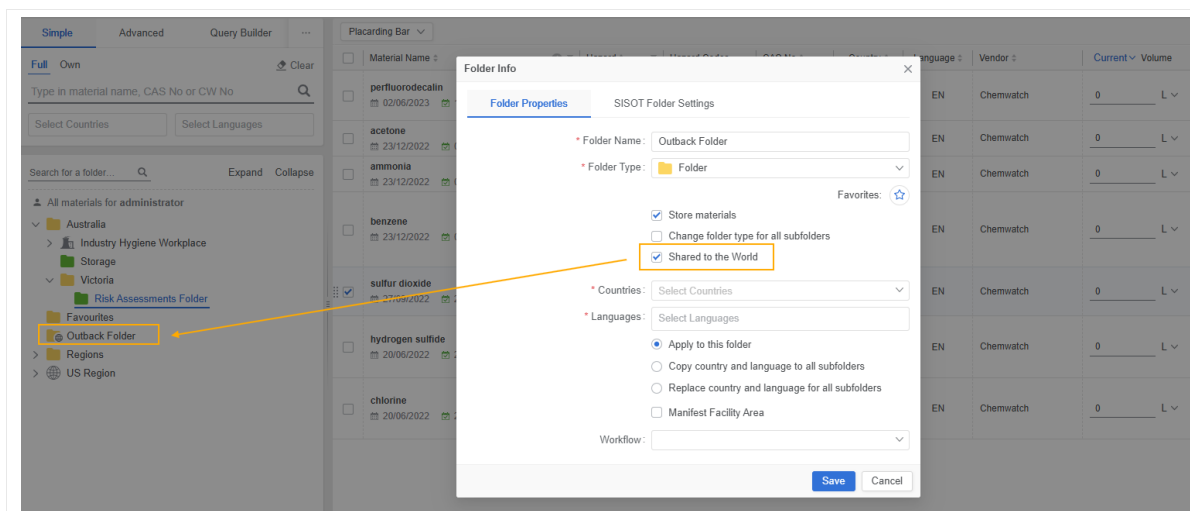
Hide and Unhide Materials ☐

This is a core system privilege that enables users to hide or unhide specific materials from other users within the same domain account. Hidden materials cannot be seen in the materials grid unless the administrator or folder owner unhides those materials.



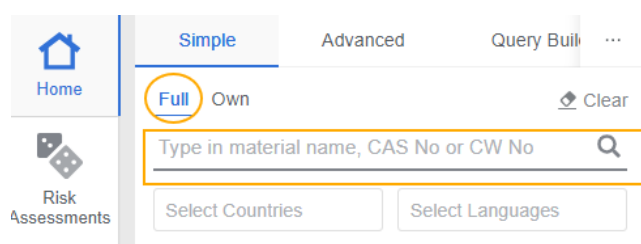
Manage Outback Folders ☐

This is a core system privilege that provides user(s) access to manage the Outback system folder. Outback folders are applicable to the Outback system used to manage SDS for your internal and external use where your customers can access SDS for products that are in the marketplace. This privilege is relevant to domain accounts that includes the “Outback” system in the license package.



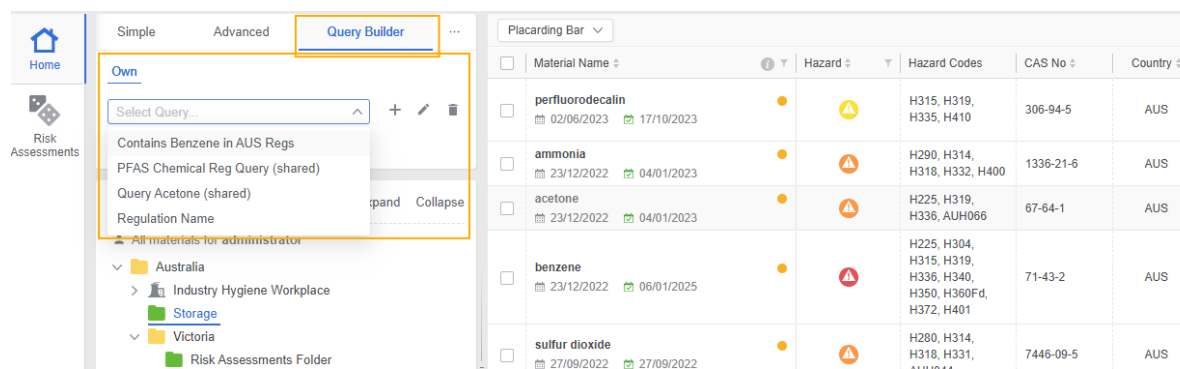
Search in Full Database ☐

This is a core system privilege that enables users to search for materials or chemicals in the Full database collection.



Run Queries in Query Builder ☐

This privilege grants users access to run any queries created in Query Builder Mode in the search panel.



Manage Queries in Query Builder ☐

This privilege grants users' access and manage queries using the Query Builder Mode. This allows those users to create (add)/edit queries. Queries can also be associated with Tags.

Simple Advanced **Query Builder** ...

Own

PFAS Chemical Reg Query (shared) + ✎ 🗑

Folder: Storage ×

Query: Regulatory List In 7400 🔍

Search for a folder... 🔍 Expand Collapse

All materials for administrator

- ▼ Australia
 - > Industry Hygiene Workplace
 - Storage
- ▼ Victoria
 - Risk Assessments Folder

Query Name: PFAS Chemical Reg Query ✓ Share Save Cancel

Query: Regulatory List in 7400

Regulatory List ▼ In ▼ 7400 + ✓ Query ingredients also

Open Gold SDS Document ☐

This privilege grants users access to open Gold SDS for materials.

< Back



acetone

Product review by Chemwatch

Chemwatch: 1090
Version No: 6.1
Safety Data Sheet according to Work Health and Safety Regulations (Hazardous Chemicals) 2023 and ADG requirements

Chemwatch Hazard Alert Code: 3
Initial Date: 28/11/2005
Revision Date: 23/12/2022
Print Date: 09/10/2025
S.GHS AUS.EN

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name	acetone
Synonyms	C3-H6-O, CH3COCH3, propanone, pyroacetic acid, pyroacetic ether, 2-propanone, beta-ketopropane, methyl ketone, propan-2-one, dimethyl ketone, ketone, dimethyl ketone propane, dimethyl formaldehyde, RF Services, RCRA Waste No. U002, EM000739, APS RETL00020006 UCH00002546 RDEH06009000, SPOL00000585 AR0000006 UL0000007 M&B00004946, Ashland Acetone ECD Mobil 878033 971934, J.T.Baker Chem-Supply, Product code: 11631, 101404: DAVID CRAIG ACETONE 500ML, 101405: DAVID CRAIG ACETONE 100ML
Proper shipping name	ACETONE
Chemical formula	CH3COCH3
Other means of identification	Not Available
CAS number	67-64-1

Relevant identified uses of the substance or mixture and uses advised against

Relevant identified uses	Solvent for fats, oils, waxes, resins, rubber, plastics, lacquers. Used in manufacture of methyl isobutyl ketone, mesityl oxide, acetic acid, diacetone alcohol, isoprene. Used in solvent extraction processes. Solvent in the manufacture of explosives and rayon. Component of adhesives, glues, cleaning solvents, lacquer thinners, nail polish, paint removers. Storing acetylene gas (takes up about 24 times its volume of the gas). Purifying paraffin and biomedical hardening and dehydrating tissues. Minor food additive, permitted in USA.
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Details of the manufacturer or importer of the safety data sheet

Open Vendor SDS Document ☐

This is a core privilege that permits users to open Vendor SDS for materials. A Vendor SDS is the manufacturer SDS that compliance with SDS requirements for any products produced, used or stored in a workplace.

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SAFETY DATA SHEET

Creation Date 13-Apr-2009 Revision Date 24-Dec-2021 Revision Number 7

Main Documents

- SDS
- MINI United States of Am...
- LABEL

Alternative Documents

No alternative documents

Special Documents

- HPD
- EPD

1. Identification

Product Name Methyl Ethyl Ketone

Cat No. : M209-1, M209-20, M209-200, M209-4, M209-500, M209S-4, M209FB-19, M209FB-50, M209FB-115, M209FB-200, M209RB-115, M209RS-19, M209RS-28, M209RS-50, M209RS-200, M209SS-28, M209SS-50, M209SS-115, M209SS-200

CAS No 78-93-3

Synonyms 2-Butanone; MEK; Ethyl methyl ketone

Recommended Use Laboratory chemicals.

Uses advised against Food, drug, pesticide or biocidal product use.

Details of the supplier of the safety data sheet

Company:
Fisher Scientific Company
One Reagent Lane
Fair Lawn, NJ 07410
Tel: (201) 796-7100

Emergency Telephone Number CHEMTREC®, Inside the USA: 800-424-9300
CHEMTREC®, Outside the USA: 001-703-527-3887

2. Hazard(s) Identification

Classification
This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Open Mini SDS Document ☐

This privilege permits users to open Mini SDS for materials. A Mini SDS is a one-page Hazard/Emergency Summary document.

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Chemwatch Hazard Alert Code: 3

MINI SDS

acetone

INGREDIENTS	CAS NO	%	8HR OEL
acetone	67-64-1	95-99.5	1185 mg/m3

GHS **DG**




UN No: 1090
Hazard Code: +2YE
DG Class: 3
Subsidiary Hazard: Not Applicable
Packing Group: II
Poisons Schedule: S5

PROPERTIES

Liquid. Mixes with water. Highly flammable.

EMERGENCY

FIRST AID

Swallowed: Give water (if conscious). Seek medical advice.

Eye: Wash with running water.

Skin: Remove contaminated clothing. Wash with soap & water.

Inhaled: Fresh air. Rest, keep warm. If breathing shallow, give oxygen. Medical attention.

Advice To Doctor: No antidote. Supportive care.

Fire Fighting: Keep containers cool. Water spray/ fog. Foam - alcohol type.

Spills and Disposal: Spilled liquid has low boiling temperature and evaporates quickly. Eliminate ignition sources. Consider evacuation. Prevent from entering drains. Contain spillage by any means. Control vapour with water spray/ fog. Absorb with dry agent. Stop leak if safe to do so. This material and its container must be disposed of in a safe way. To clean the floor and all objects contaminated by this material use...

HEALTH HAZARD INFORMATION

Signal word: **Danger**

Hazard statement(s):

- H225 Highly flammable liquid and vapour.
- H319 Causes serious eye irritation.
- H336 May cause drowsiness or dizziness.
- AU066 Repeated exposure may cause skin dryness and cracking.

PRECAUTIONS FOR USE

Appropriate engineering Local Exhaust Ventilation recommended.

Open Labels ☐

This privilege enables users to open the labels gallery and select a specific label template to render the specific label for the selected material.

Example for selected label template size - GHS 4 per A4 Portrait

Access to Report Generator ☐

This is a core system privilege that enables users to access the Report Generator mode **Report** to use to download any selected basic report template for materials in a folder.

GoldFFX UI Simple / Advanced Select Regulatory Reports Print Out Report

Simple Advanced Query Bulk ...

Full Own Clear

Type in material name, CAS No or CW No

Select Countries Select Languages

Search for a folder ... Expand Collapse

All materials for administrator

- Australia
 - Industry Hygiene Workplace
 - Storage
 - Victoria
 - Risk Assessments Folder
- Favourites
- Outback Folder
- Regions
 - Asia Pacific
 - North America

Placarding Bar

Material Name	Hazard	Hazard Codes	CAS No	Country	Language	Vendor	Current
benzene			Not Applicable				
formaldehyde		H227, H290, H301, H311, H314, H317, H318, H331, H341, H350, H360D, H371, H402	50-00-0	AUS	EN	Chemwatch	1000
hydrochloric acid		H302, H314, H318, H331, H413	7647-01-0	AUS	EN	Chemwatch	2000
methyl propyl ketone		H225, H302, H304, H315, H319, H335, H336, AUH966	107-87-9	AUS	EN	Chemwatch	5000
Sodium perfluoro-1-octanesulfonate (L-PFOS)		No Data	Not Applicable	CAN	EN	Wellington Laboratories	25
MEK 1		H225, H319, H336, H373	Not Applicable	USA	EN	Acros Organics (Fisher Scientific)	3000
DUST-Y Silicate Dust Simulant		H350, H372	Not Applicable	USA	EN	University of Central Florida Office of Research and	5

Group Own By

- Document Name
- CW No
- No Grouping

Hazards / Data Filters

Data available

- Chemwatch
- Vendor

Vendors

- Chemwatch
- University of Central Florida Office of Research and Commercialization
- Sigma-Aldrich (Merck)
- Acros Organics (Fisher Scientific)
- Wellington Laboratories

Countries

- Australia

Language: English Settings

Report Generator

Selected

Current page

All

Basic Advanced Galleria

Report Own DG report

Report Format Own DG report

Download Images Own volumes and locations

Materials

Hazard Rating

New Zealand Inventory

Generated Documents

Manage QR codes and external links ☐

This privilege allows users to generate QR code and links to access material or product SDS.

Print Share Download **SDS QR**

Document link



<https://beehive-sprint6.chemwatch.net/link-viewer?hash=fe45ce5997fc74f328bb>

Other Templates Copy QR Code Copy Link Close

SDS

MINI United States of Am...

LABEL

Alternative Documents

No alternative documents

Special Documents

HPD

EPD

Revision Number 7

M209FB-19,

08RS-19,

SS-50,

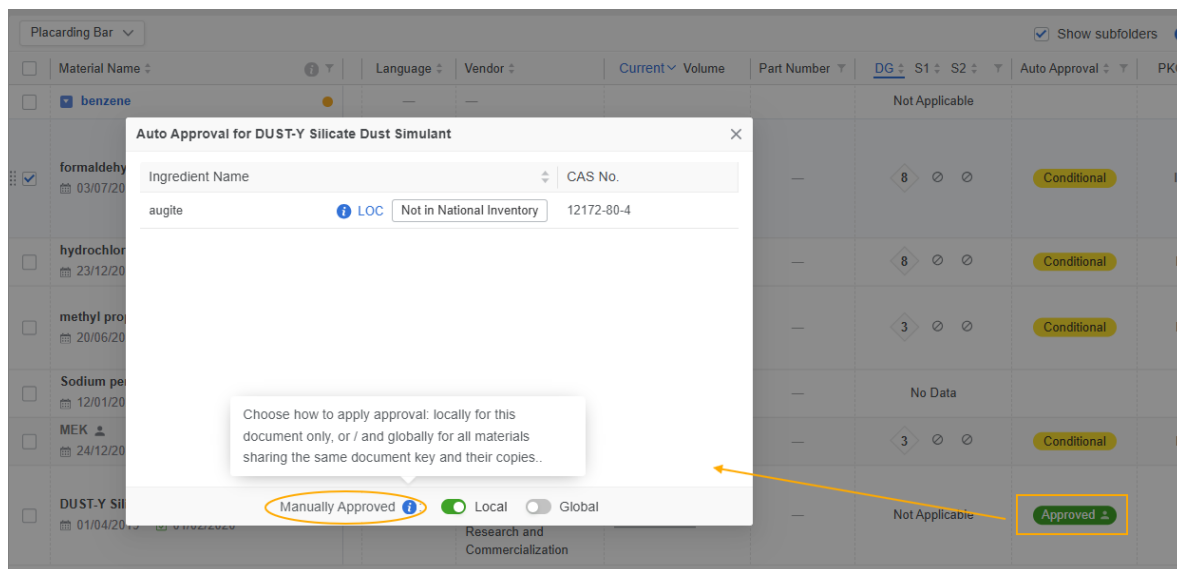
One Neogen Corp

Fair Lawn, NJ 07410

Tel: (201) 796-7100

Change Auto-Approval Status ☐

This privilege enables users to change the auto-approval status for any product in the materials list grid.



Cat Name	Auto Approval
Product	Status Options in Grid Approved Conditional Not Approved

Access to GraphQL API ☐

This is a specialized privilege linked to domains that have API integration that enables user(s) to gain access to the GraphQL API platform. Graph QL is a graph query language that allows clients to request exact data for data efficiency, flexibility, consistency, validation and real time capability and simplifies connections points with other complex applications in the backend systems.

Example Query Request

```
{
  employee(id: "A144") {
    name
    email
    department {
      name
    }
  }
}
```

location

}

}

}

Response

{

"data": {

"employee": {

"name": "Marcy Kubik",

"email": "marcy.kubik@company.com",

"department": {

"name": "Projects",

"location": "Melbourne HQ"

}

}

}

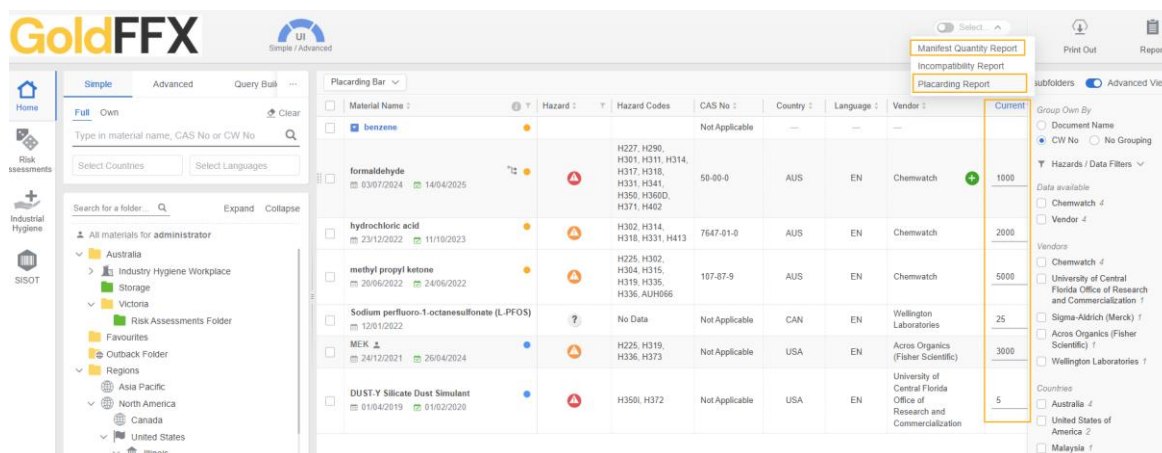
}

Manage Placarding and Manifest Filter Settings ☐

This is a core system privilege that allows a user to access and manage placarding and manifest filter settings.

Placarding and Manifest Filter Settings									
Hazard Class	Description of Hazard Chemical	Dangerous Goods Class Classification (Subrisk, PKG)	Placard Quantity (P)		Manifest Quantity (Y)		Manifest Quantity Notification Threshold (%)	Manifest Custom Quantity	
Flammable Gases	Category 1	2.1(except aerosols)	200	L	5000	L	75	5000	L
	With Acute Toxicity, Category 1, 2, 3 and 4	2.3	50	L	500	L	75	2000	L
	With Skin Corrosion 1A, 1B or 1C	2 * (B)	50	L	500	L	75	2000	L
Gases Under Pressure	Aerosols	2.1, 2.2 and 2.3	5000	L	10000	L	75	20000	L
	Total Other Gases Not Specified Elsewhere in This Table	2.2	1000	L	10000	L	75	20000	L
	Category 1	3 (I)	50	L	500	L	75	2000	L
Flammable Liquids	Category 2	3 (II)	250	L	2500	L	75	10000	L
	Category 3	3 (III)	1000	L	10000	L	75	20000	L
	Total Flammable Liquid Categories 1, 2, 3	Total	1000	L	10000	L	75	20000	L
	Category 4	Combustible Liquids (flash point < 93°C)	10000	L	100000	L	75	100000	L
Self-reactive Substances	Type A	Goods Too Dangerous To Be Transported (GTD/TBT)	5	KG or L	50	KG or L	75	0	KG or L
	Type B	4.1	50	KG or L	500	KG or L	75	2000	KG or L

These settings are important any changes made to the default threshold amounts based on the GHS hazard categories will affect the output report data generated by other users using the Manifest Quantity Report and the Placarding Report options in the Manifest Regulatory Toolbar.

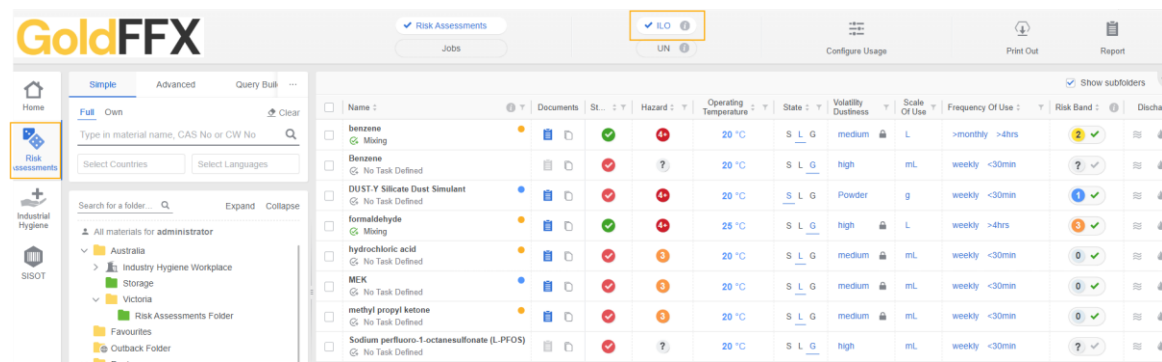


The screenshot shows the GoldFFX Manifest Regulatory Toolbar. On the left, there's a sidebar with navigation options like Home, Risk Assessments, Industrial Hygiene, and SISOT. The main area displays a table of chemical data with columns for Material Name, Hazard, Hazard Codes, CAS No., Country, Language, Vendor, and Current. The table lists chemicals like benzene, formaldehyde, hydrochloric acid, methyl propyl ketone, Sodium perfluoro-1-octanesulfonate (L-PFOS), MEK, and DUST-Y Silicate Dust Simulant. On the right, there's a sidebar with report options: Manifest Quantity Report, Incompatibility Report, and Placarding Report. The Placarding Report option is highlighted with a yellow box.

Access to ILO mode ☐

This privilege provides users with access to the ILO Risk Assessment tab  to view and perform health-based risk assessments.

The International Labour Organisation (ILO) has developed a Risk Assessment Model described as "Control Banding". It is based on the Model developed by the UK HSE known as CosshEssentials. Both Agencies adopt the Globally Harmonised System (GHS) for determining chemical hazards. National or Regional variants exist- CLP in Europe and China, HSIS in Australia

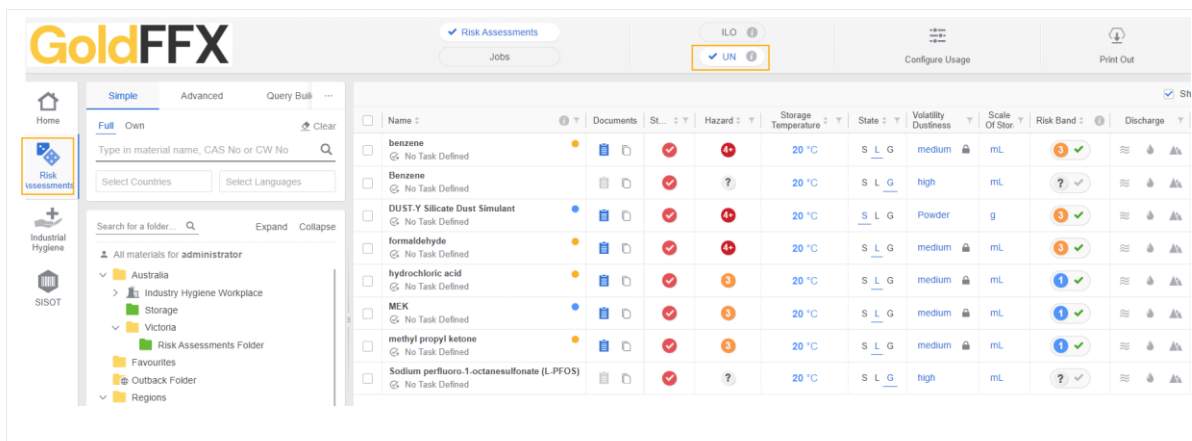


The screenshot shows the GoldFFX Risk Assessments tab. The ILO mode is selected, indicated by a blue checkmark and the text 'ILO'. The main area displays a table of chemical data with columns for Name, Documents, St., Hazard, Operating Temperature, State, Volatility, Scale Of Use, Frequency Of Use, Risk Band, and Dischar. The table lists chemicals like benzene, Benzene, DUST-Y Silicate Dust Simulant, formaldehyde, hydrochloric acid, MEK, methyl propyl ketone, and Sodium perfluoro-1-octanesulfonate (L-PFOS). On the left, there's a sidebar with navigation options like Home, Risk Assessments, Industrial Hygiene, and SISOT. The Risk Assessments tab is highlighted with a blue box.

Access to UN mode ☐

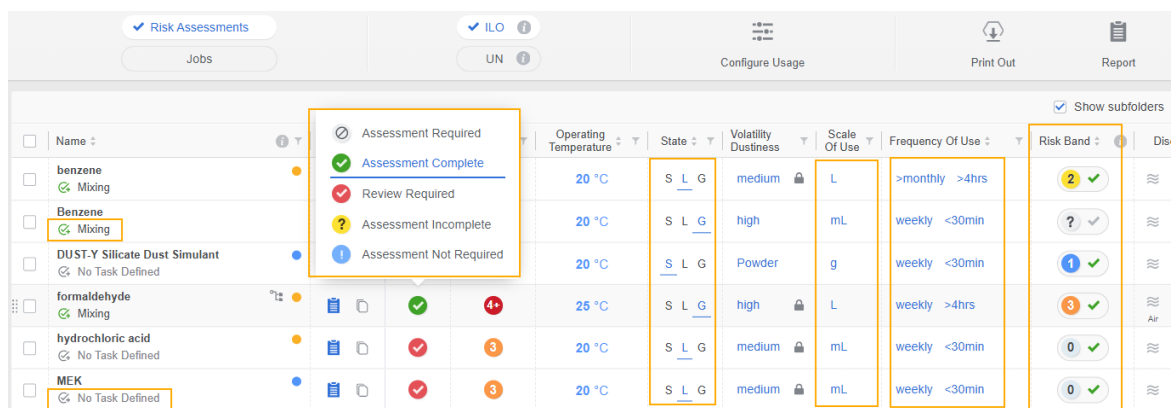
This privilege provides users with access to the UN Risk Assessment tab  to view and or perform risk assessments for storage. This privilege needs to be assigned in conjunction with the Risk Assessment module (Product).

The United Nations (UN) Dangerous Goods Codes have been developed to regulate Transport and Storage of chemicals on Land. Similar systems have been adopted for Air (IATA) and Water (IMDG) Transport and Storage. Various countries / jurisdictions have local variants (e.g., ADG in Australia, DOT in the USA, ADR throughout Europe)



Manage Risk Assessments ☐

This privilege is strictly a risk assessment module setting that enables users who have access to the risk assessment module to manage risk assessments. Users granted this privilege will be able to perform edit risk assessments for materials and edit any elements of the risk assessment where applicable. This privilege needs to be assigned in conjunction with the Risk Assessment module (Product).



Select Controls and PPE ☐

This privilege provides users with the ability to select and apply risk assessment Controls and Personal Protective Equipment (PPE) to material in a folder. This privilege needs to be assigned in conjunction with the Risk Assessment module (Product).

Risk band for acetone

To reduce the risk to a minimum, confirm you have adopted the recommended controls below as minimum.

Applied Controls

4+ ☐ Seek Specialist Advice

4 ☐ Containment

3 ☐ Local Exhaust / Fume Hood / Physical Barrier

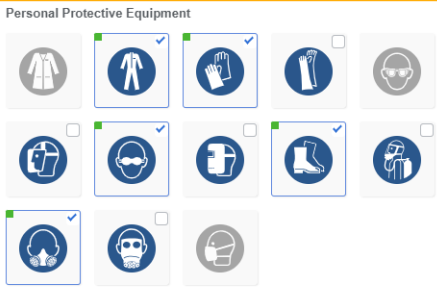
2 ☐ General ventilation

1 ☒ None Required

☐ Training Required

[Checklist](#)

Personal Protective Equipment



– Chemwatch Recommendation

☒ Select recommended PPE Reset

Health Surveillance may be required for: *None Identified*
Persons potentially at Risk are: Those with eye complaints. Those working in confined spaces.

Save Cancel

Manage User-Defined Tasks

This privilege allows users to select ILO based tasks  and/or create custom tasks to assign to a material risk assessment. This privilege needs to be assigned in conjunction with the Risk Assessment module.

Task icon alongside a material

☐	Name	Documents	St...	Hazard	Operating Temperature	State	Volatility	Scale Of Use	Frequency Of Use	Risk Band
☐	acetone No Task Defined				20 °C	S L G	medium	µL	daily >4hrs	
☐	ammonia No Task Defined				20 °C	S L G	medium	µL	daily >4hrs	
☐	benzene No Task Defined				20 °C	S L G	medium	µL	daily >4hrs	
☐	chlorine No Task Defined				20 °C	S L G	high	µL	daily >4hrs	
☐	hydrogen sulfide No Task Defined				20 °C	S L G	high	µL	daily >4hrs	
☐	perfluorodecalin No Task Defined				20 °C	S L G	medium	µL	daily >4hrs	
☐	sulfur dioxide No Task Defined				20 °C	S L G	high	µL	daily >4hrs	

Default Task List with User-Defined Option

Tasks for benzene

☐ Domestic / personal use

Search a task...

- Workplace
- Weighing
- Mixing
- Transferring
- Pesticide Management
- Dust Extraction
- Sieving
- Screening
- Surface Coating
- Lamination
- Dipping
- Drying
- Pelletizing
- High Vapour / Dust generating processes
- User Defined**

Remove Task Save Cancel

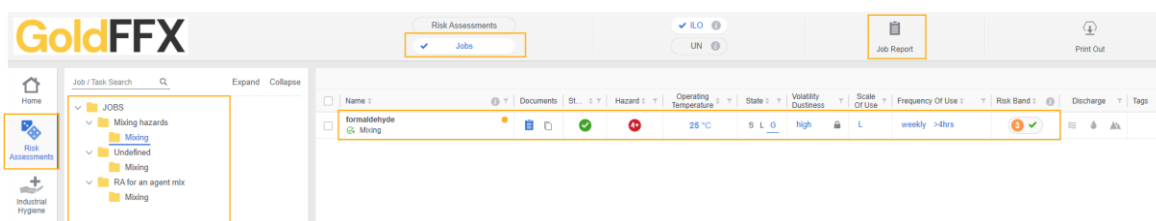
Scale Of Use	Frequency Of Use	Risk Band	Discharge
µL	daily >4hrs		
µL	daily >4hrs		
µL	daily >4hrs		
µL	daily >4hrs		
µL	daily >4hrs		
µL	daily >4hrs		
µL	daily >4hrs		

Manage Jobs ☐

This privilege enables users to create/edit risk assessment Jobs for risk-assessed materials. Jobs is a Risk Assessment mode that provides users to create a job and generate a job report based on a risk assessed material.

Generally, a Job is defined as a series of tasks involving the substance in a process and risks associated with the task may vary depending on conditions and frequency of use for that specific activity.

Job Mode in Risk Assessment Module



Example of a Job (Process) Report

[< Back](#)

Process Report

Number of tasks performed: 1 17/10/2025

Job Name: **Mixing hazards**

Hazard: **4+ Extreme**

Risk: **3 High**

Status: **Assessment Complete**

Re-assess date: 02/05/2026

Adopted control(s): **Seek Specialist Advice**

PPE: 

* Please refer to Task List below for Detailed information on Controls * Please refer to Task List below for Detailed information on PPE

PPE Procedure	Job Operating Procedure	Control Procedure												
For detailed information on each Task/Process please see below <table border="1"> <thead> <tr> <th>Chemical Name</th> <th>Task</th> <th>Hazard Rating</th> <th>Risk Rating</th> <th>Controls</th> <th>Controls PPE</th> </tr> </thead> <tbody> <tr> <td>formaldehyde</td> <td>Mixing</td> <td>4+</td> <td>3</td> <td>Adopted control(s): Local Exhaust / Fume Hood / Physical Barrier, Seek Specialist Advice</td> <td></td> </tr> </tbody> </table>			Chemical Name	Task	Hazard Rating	Risk Rating	Controls	Controls PPE	formaldehyde	Mixing	4+	3	Adopted control(s): Local Exhaust / Fume Hood / Physical Barrier, Seek Specialist Advice	
Chemical Name	Task	Hazard Rating	Risk Rating	Controls	Controls PPE									
formaldehyde	Mixing	4+	3	Adopted control(s): Local Exhaust / Fume Hood / Physical Barrier, Seek Specialist Advice										

PPE Procedure

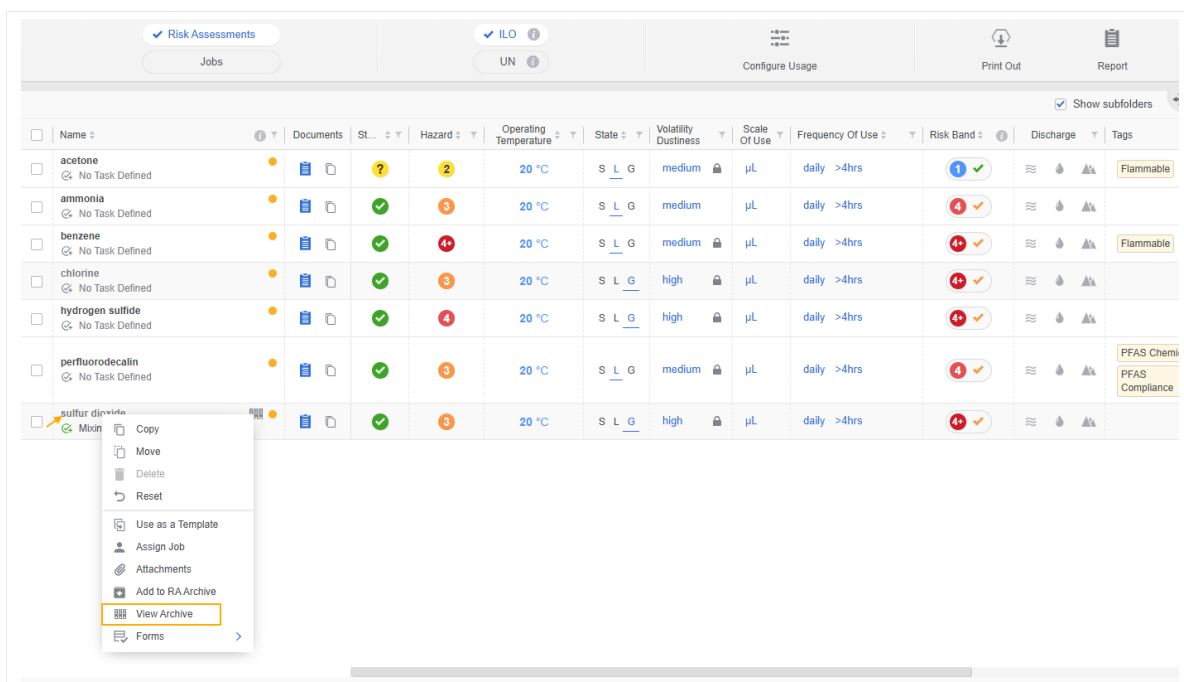
Job Operating Procedure

Control Procedure

Save
Cancel

View RA Archive ☐

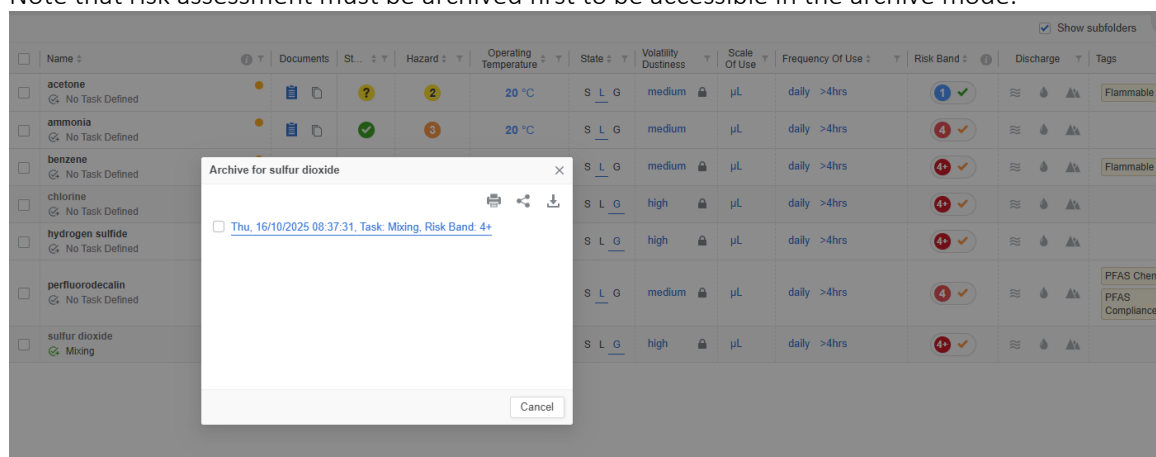
This privilege provides users with the ability to view archived risk assessments for materials. Note that this privilege is relevant to the Risk Assessment module.



The screenshot shows the 'Risk Assessments' settings page. A table lists various chemicals and their associated risk assessment parameters. A context menu is open for the 'sulfur dioxide' entry, with the 'View Archive' option highlighted.

Name	Documents	St...	Hazard	Operating Temperature	State	Volatility	Dustiness	Scale Of Use	Frequency Of Use	Risk Band	Discharge	Tags
acetone	No Task Defined	?	2	20 °C	S L G	medium	μL	daily >4hrs	1	✓	Flammable	
ammonia	No Task Defined	✓	3	20 °C	S L G	medium	μL	daily >4hrs	4	✓		
benzene	No Task Defined	✓	4+	20 °C	S L G	medium	μL	daily >4hrs	4+	✓	Flammable	
chlorine	No Task Defined	✓	3	20 °C	S L G	high	μL	daily >4hrs	4+	✓		
hydrogen sulfide	No Task Defined	✓	4	20 °C	S L G	high	μL	daily >4hrs	4+	✓		
perfluorodecalin	No Task Defined	✓	3	20 °C	S L G	medium	μL	daily >4hrs	4	✓	PFAS Chemi PFAS Compliance	
sulfur dioxide	Mixing	✓	3	20 °C	S L G	high	μL	daily >4hrs	4+	✓		

Note that risk assessment must be archived first to be accessible in the archive mode.



The screenshot shows the 'Risk Assessments' settings page with an 'Archive for sulfur dioxide' dialog box open. The dialog box contains a checkbox and a link to the archived assessment.

Archive for sulfur dioxide

☐ [Thu, 16/10/2025 08:37:31, Task: Mixing, Risk Band: 4+](#)

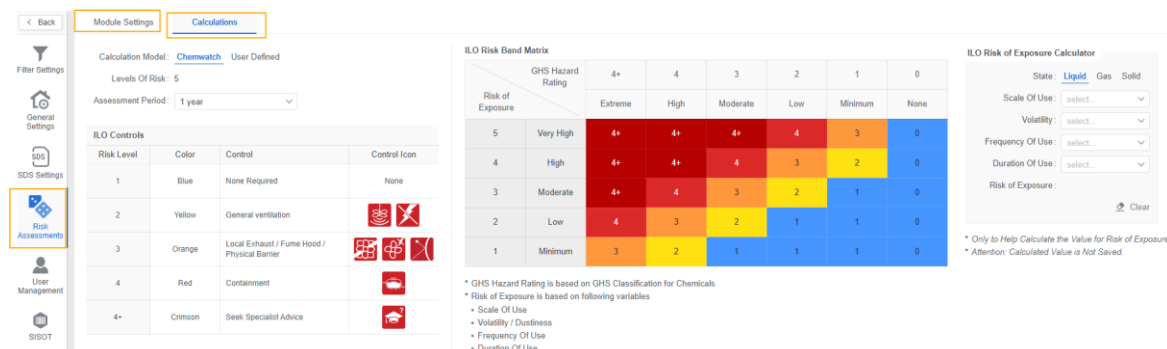
Cancel

Manage Risk Assessments Settings ☐

This privilege provides access to a user (other than the domain administrator) to manage the Risk Assessment Modular Settings and Calculations model to be used for the entire module. Note that all users are affected by the set paramount risk assessment calculation model.

Default Risk Calculation Model

The Chemwatch default calculation model is the 5x5 matrix.



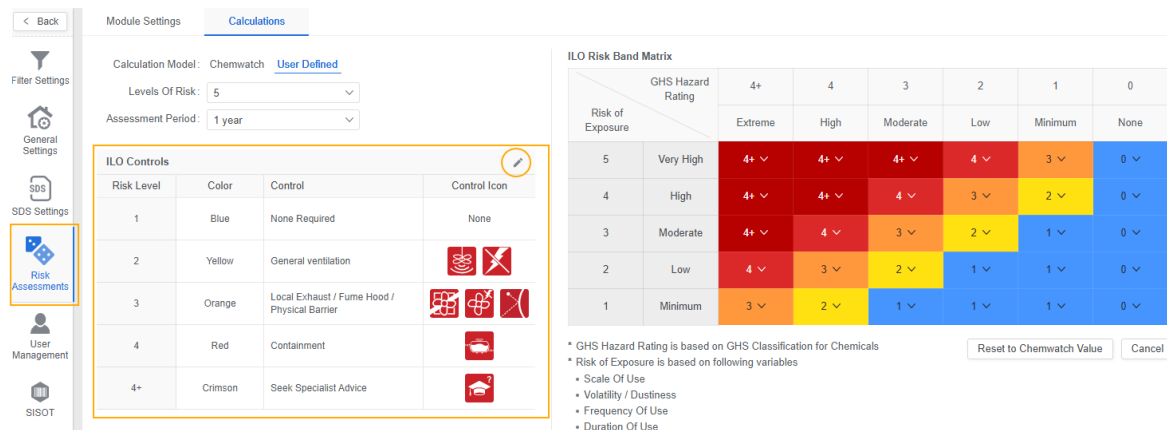
The screenshot shows the 'Calculations' tab in the Chemwatch settings. It displays the 'Calculation Model' as 'Chemwatch' and 'User Defined'. The 'Levels Of Risk' is set to 5, and the 'Assessment Period' is 1 year. The 'ILO Controls' table lists risk levels from 1 to 4+, each with a color, control description, and icon. The 'ILO Risk Band Matrix' is a 5x5 grid showing the relationship between GHS Hazard Rating and Risk of Exposure. The matrix values are: 5 (Very High) to 1 (Minimum). The 'ILO Risk of Exposure Calculator' is also visible on the right.

Risk of Exposure \ GHS Hazard Rating		GHS Hazard Rating					
		4+	4	3	2	1	0
Risk of Exposure	5 Very High	4+	4+	4+	4	3	0
	4 High	4+	4+	4	3	2	0
	3 Moderate	4+	4	3	2	1	0
	2 Low	4	3	2	1	1	0
	1 Minimum	3	2	1	1	1	0

* GHS Hazard Rating is based on GHS Classification for Chemicals
 * Risk of Exposure is based on following variables
 • Scale Of Use
 • Volatility / Dustiness
 • Frequency Of Use
 • Duration Of Use

Customize ILO Controls ☐

This privilege enables user to edit/customize the ILO Controls to apply risk assessments for materials. This privilege has additional dependency to manage RA Settings, which must be enabled to customize ILO Controls.



The screenshot shows the 'Calculations' tab with the 'Calculation Model' set to 'User Defined'. The 'ILO Controls' table is highlighted with a yellow border, indicating it is the focus of the 'Customize ILO Controls' privilege. The 'ILO Risk Band Matrix' is also visible on the right.

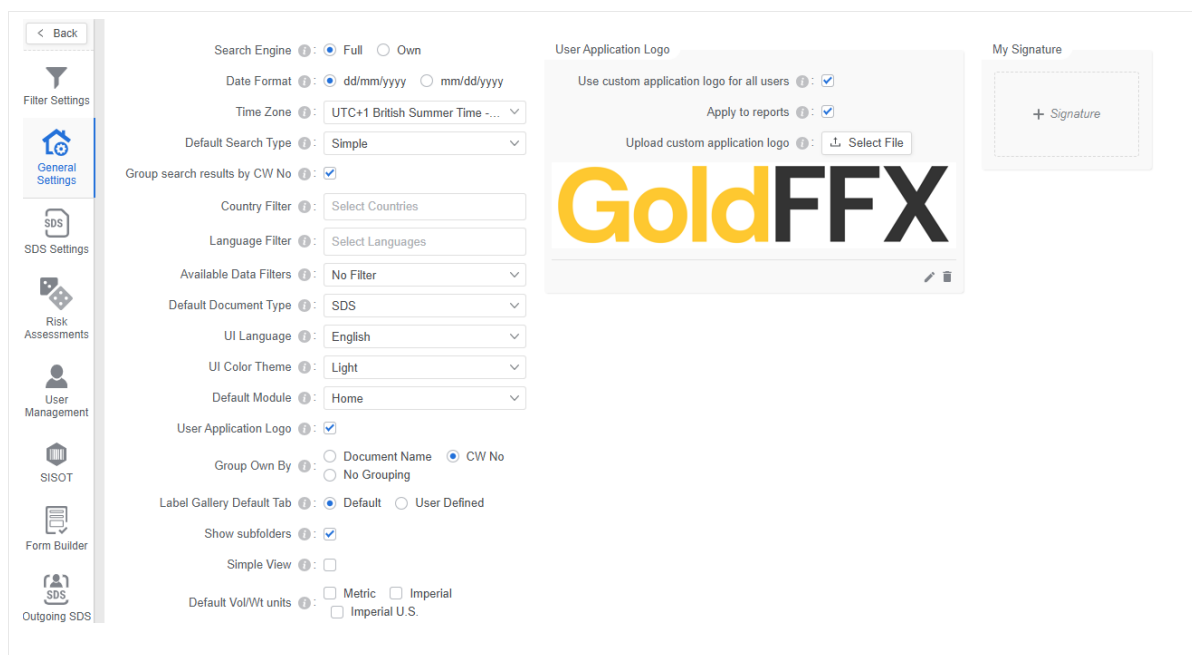
Risk of Exposure \ GHS Hazard Rating		GHS Hazard Rating					
		4+	4	3	2	1	0
Risk of Exposure	5 Very High	4+ v	4+ v	4+ v	4 v	3 v	0 v
	4 High	4+ v	4+ v	4 v	3 v	2 v	0 v
	3 Moderate	4+ v	4 v	3 v	2 v	1 v	0 v
	2 Low	4 v	3 v	2 v	1 v	1 v	0 v
	1 Minimum	3 v	2 v	1 v	1 v	1 v	0 v

* GHS Hazard Rating is based on GHS Classification for Chemicals
 * Risk of Exposure is based on following variables
 • Scale Of Use
 • Volatility / Dustiness
 • Frequency Of Use
 • Duration Of Use

Reset to Chemwatch Value Cancel

Manage General Settings ☐

This privilege enables user to set the search engine to Full collection (database) or Own (your organisational inventory), date format, country & language filters, default document type, user application logo, default volume/weight units, user interface language and many more filters.



General Settings

Search Engine: ☒ Full ☐ Own

Date Format: ☒ dd/mm/yyyy ☐ mm/dd/yyyy

Time Zone: UTC+1 British Summer Time -...

Default Search Type: Simple

Group search results by CW No: ☒

Country Filter: Select Countries

Language Filter: Select Languages

Available Data Filters: No Filter

Default Document Type: SDS

UI Language: English

UI Color Theme: Light

Default Module: Home

User Application Logo: ☒

Group Own By: ☐ Document Name ☒ CW No ☐ No Grouping

Label Gallery Default Tab: ☒ Default ☐ User Defined

Show subfolders: ☒

Simple View: ☐

Default Vol/Wt units: ☐ Metric ☐ Imperial ☐ Imperial U.S.

User Application Logo

Use custom application logo for all users: ☒

Apply to reports: ☒

Upload custom application logo: Select File

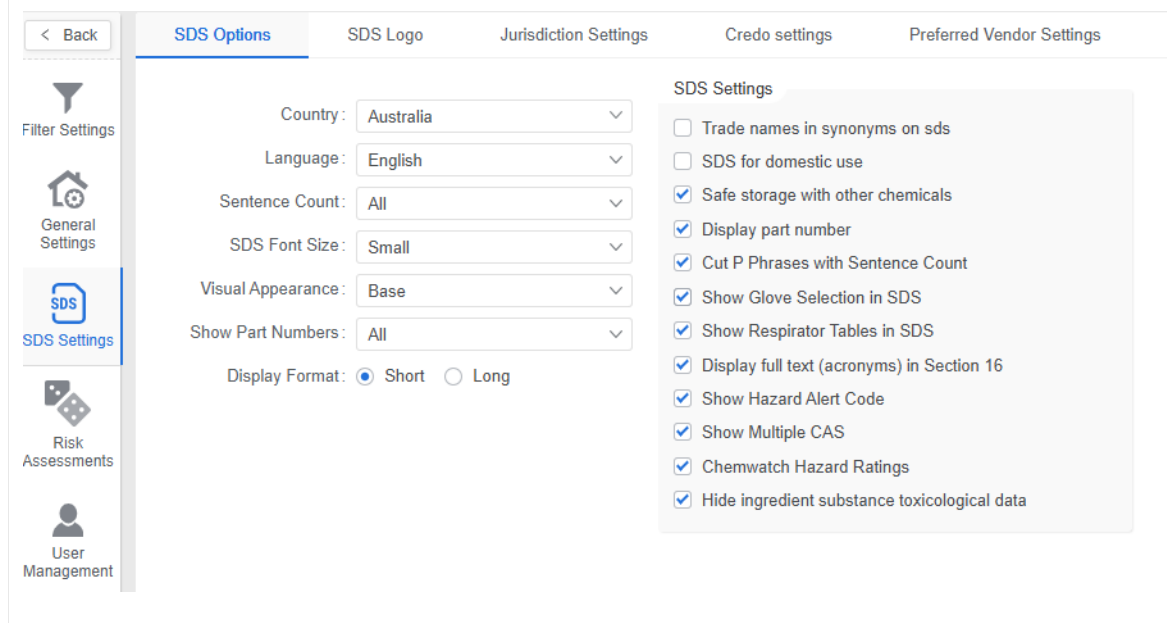
My Signature

+ Signature

GoldFFX

Manage SDS Settings ☐

This privilege enables user to set SDS settings by country, language, display format, SDS logo, jurisdictional settings, preferred vendor settings. The SDS settings affect how information is displayed on the Gold SDS.



SDS Options

Country: Australia

Language: English

Sentence Count: All

SDS Font Size: Small

Visual Appearance: Base

Show Part Numbers: All

Display Format: ☒ Short ☐ Long

SDS Settings

- ☐ Trade names in synonyms on sds
- ☐ SDS for domestic use
- ☒ Safe storage with other chemicals
- ☒ Display part number
- ☒ Cut P Phrases with Sentence Count
- ☒ Show Glove Selection in SDS
- ☒ Show Respirator Tables in SDS
- ☒ Display full text (acronyms) in Section 16
- ☒ Show Hazard Alert Code
- ☒ Show Multiple CAS
- ☒ Chemwatch Hazard Ratings
- ☒ Hide ingredient substance toxicological data

Add SDS Logo ☐

This privilege allows user to add your own organisational or business logo or Chemwatch logo onto the SDS.

Back SDS Options **SDS Logo** Jurisdiction Settings Credo settings Preferred Vendor Settings

Filter Settings

General Settings

SDS Settings

Risk Assessments

SDS Logo: ☐ Without logo ☐ Chemwatch ☒ User

Position: ☐ Left ☒ Center ☐ Right

User Logo

Upload  Select File



SDS Logo Display in Document

Back



benzene

Product review by Chemwatch

Chemwatch: 1114
Version No: 20.1
Safety Data Sheet according to Work Health and Safety Regulations (Hazardous Chemicals) 2023 and ADG requirements

Initial Date: 11/04/2003
Revision Date: 23/12/2022
Print Date: 22/10/2025
S.GHS.AUS.EN

Chemwatch Hazard Alert Code: 4

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name	benzene
Synonyms	C6H6,benzol,benzole,benzolene,coal naphtha,cyclohexatriene,mineral naphtha,motor benzol,nitration benzene,phen,phenyl hydride,pyrobenzol,pyrobenzole,benzine
Proper shipping name	BENZENE
Chemical formula	C6H6
Other means of identification	Not Available
CAS number	71-43-2

Relevant identified uses of the substance or mixture and uses advised against

Relevant identified uses	Manufacture of chemicals including styrene, dyes, and many other organic chemicals. Has been used in artificial leather, linoleum, oil cloth, airplane dopes, lacquers; as solvent for waxes, resins, oils etc. May also be a minor component of gasoline, petrol. Exposure should be minimised by use in closed systems. Handling procedures and control measures should be evaluated for exposure before commencement of use in plant operations. DANGEROUS POISON
--------------------------	--

Details of the manufacturer or importer of the safety data sheet

Registered company name	Product review by Chemwatch
Address	Australia
Telephone	Not Available
Fax	Not Available
Website	Not Available
Email	Not Available

Main Documents

- SDS**
- MINI Australia / English
- LABEL

Special Documents

- HPD
- EPD

Emergency Response Reports

- First Aid
- PPE
- Toxicological
- Environmental
- Fire Fighting
- Spills
- SOP
- Advice to Doctor
- CHINA

Manage User Settings

This privilege grants access to the Settings module's  **Settings** User Management mode  **User Management** to enable a user to manage user settings.

Back **Users** Change password for administrator Security

Filter Settings

General Settings

SDS Settings

Risk Assessments

User Management

Search by Name...

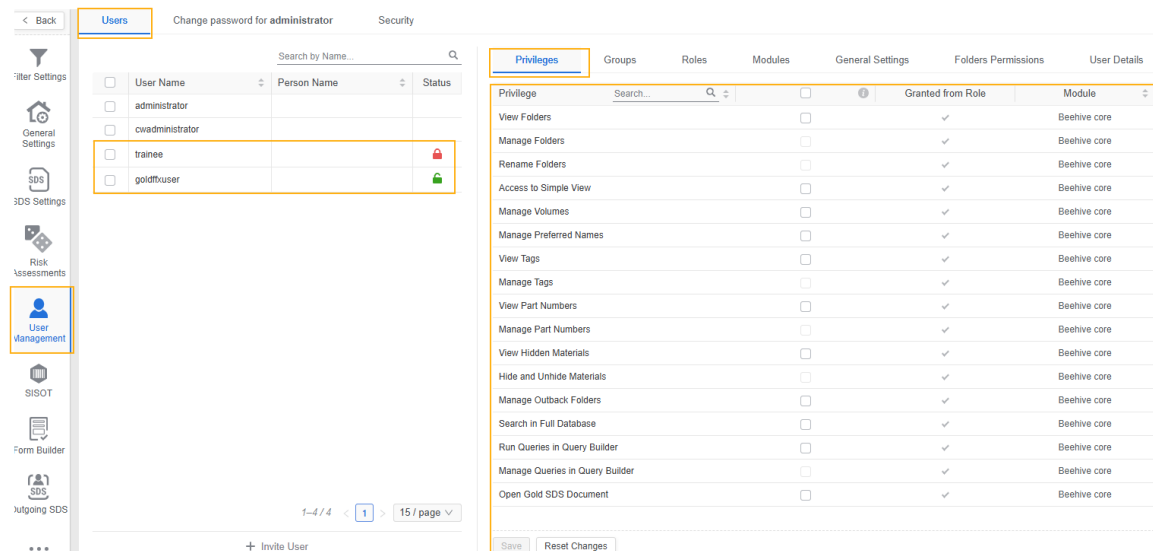
User Name	Person Name	Status
☐ administrator		
☐ cadministrator		
☐ trainee		
☐ goldffuser		

Privileges

Privilege	Groups	Roles	Modules	General Settings	Folders Permissions	User Details
View Folders			☐	☒	Beehive core	
Manage Folders			☐	☒	Beehive core	
Rename Folders			☐	☒	Beehive core	
Access to Simple View			☐	☒	Beehive core	
Manage Volumes			☐	☒	Beehive core	
Manage Preferred Names			☐	☒	Beehive core	
View Tags			☐	☒	Beehive core	
Manage Tags			☐	☒	Beehive core	
View Part Numbers			☐	☒	Beehive core	
Manage Part Numbers			☐	☒	Beehive core	
View Hidden Materials			☐	☒	Beehive core	
Hide and Unhide Materials			☐	☒	Beehive core	

Manage User Privileges

This privilege allows user(s) to manage privileges for other users. The privileges tab lists all core privileges and other modular related settings that can be assigned to users.



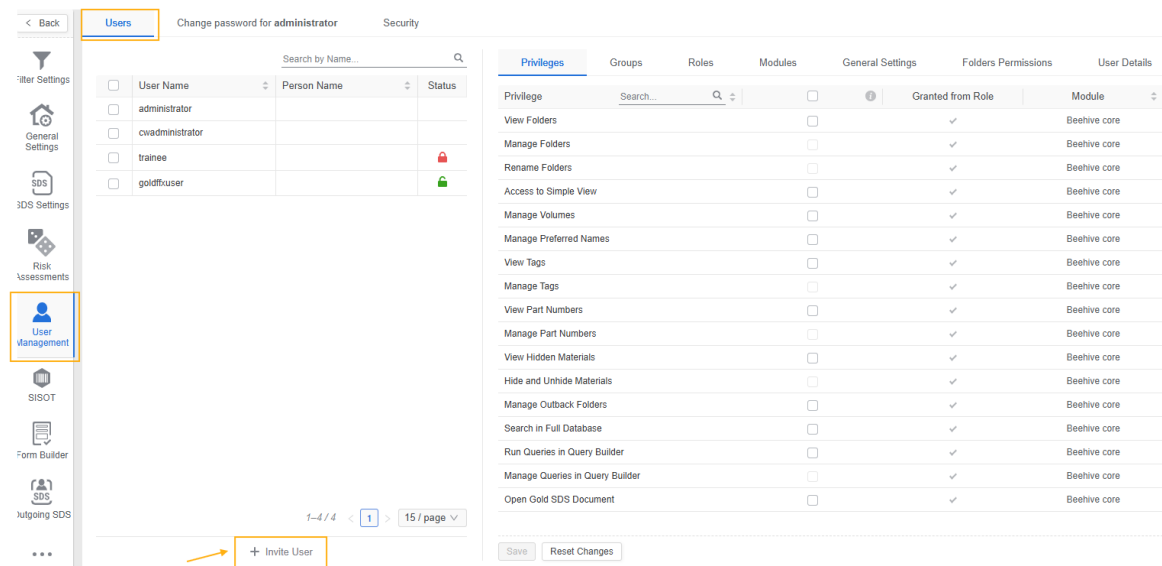
The interface shows the 'Users' tab with a list of users and the 'Privileges' tab with a list of privileges. The 'User Management' icon in the sidebar is highlighted.

User Name	Person Name	Status
administrator		
cwsadministrator		
trainee		
goldfkuser		

Privilege	Granted from Role	Module
View Folders	☒	Beehive core
Manage Folders	☒	Beehive core
Rename Folders	☒	Beehive core
Access to Simple View	☒	Beehive core
Manage Volumes	☒	Beehive core
Manage Preferred Names	☒	Beehive core
View Tags	☒	Beehive core
Manage Tags	☒	Beehive core
View Part Numbers	☒	Beehive core
Manage Part Numbers	☒	Beehive core
View Hidden Materials	☒	Beehive core
Hide and Unhide Materials	☒	Beehive core
Manage Outback Folders	☒	Beehive core
Search in Full Database	☒	Beehive core
Run Queries in Query Builder	☒	Beehive core
Manage Queries in Query Builder	☒	Beehive core
Open Gold SDS Document	☒	Beehive core

Invite New Users

This privilege enables user to create other user(s) and send invitations to those users to complete the sign-up (login) process to the chemicals management system.

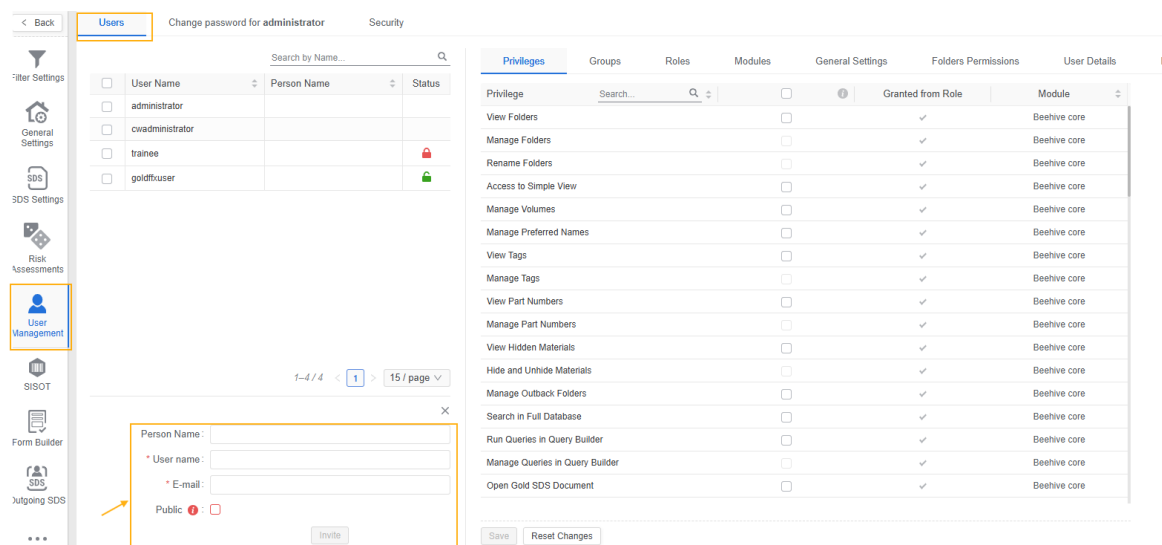


The interface shows the 'Users' tab with a list of users and the 'Privileges' tab with a list of privileges. The 'User Management' icon in the sidebar is highlighted. An arrow points to the '+ Invite User' button at the bottom.

User Name	Person Name	Status
administrator		
cwsadministrator		
trainee		
goldfkuser		

Privilege	Granted from Role	Module
View Folders	☒	Beehive core
Manage Folders	☒	Beehive core
Rename Folders	☒	Beehive core
Access to Simple View	☒	Beehive core
Manage Volumes	☒	Beehive core
Manage Preferred Names	☒	Beehive core
View Tags	☒	Beehive core
Manage Tags	☒	Beehive core
View Part Numbers	☒	Beehive core
Manage Part Numbers	☒	Beehive core
View Hidden Materials	☒	Beehive core
Hide and Unhide Materials	☒	Beehive core
Manage Outback Folders	☒	Beehive core
Search in Full Database	☒	Beehive core
Run Queries in Query Builder	☒	Beehive core
Manage Queries in Query Builder	☒	Beehive core
Open Gold SDS Document	☒	Beehive core

User Creation Form Fields



Change password for administrator Security

Search by Name...

User Name	Person Name	Status
administrator		
cwadministrator		
trainee		
goldtkuser		

Person Name:

* User name:

* E-mail:

Public ☐

1-4 / 4 < 1 > 15 / page

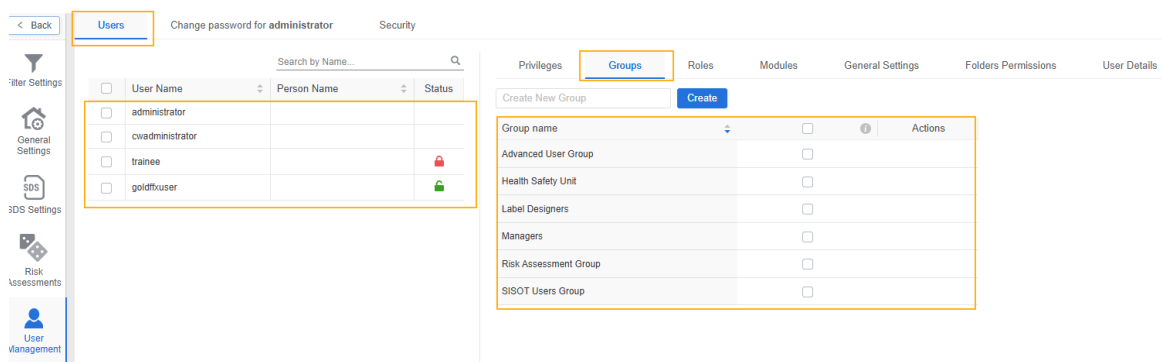
Privileges Groups Roles Modules General Settings Folders Permissions User Details

Privilege	Search...	Granted from Role	Module
View Folders		☒	Beehive core
Manage Folders		☒	Beehive core
Rename Folders		☒	Beehive core
Access to Simple View		☒	Beehive core
Manage Volumes		☒	Beehive core
Manage Preferred Names		☒	Beehive core
View Tags		☒	Beehive core
Manage Tags		☒	Beehive core
View Part Numbers		☒	Beehive core
Manage Part Numbers		☒	Beehive core
View Hidden Materials		☒	Beehive core
Hide and Unhide Materials		☒	Beehive core
Manage Outback Folders		☒	Beehive core
Search in Full Database		☒	Beehive core
Run Queries in Query Builder		☒	Beehive core
Manage Queries in Query Builder		☒	Beehive core
Open Gold SDS Document		☒	Beehive core

Save Reset Changes

View User Groups

This privilege enables user to view user Groups and users associated with a group.



Change password for administrator Security

Search by Name...

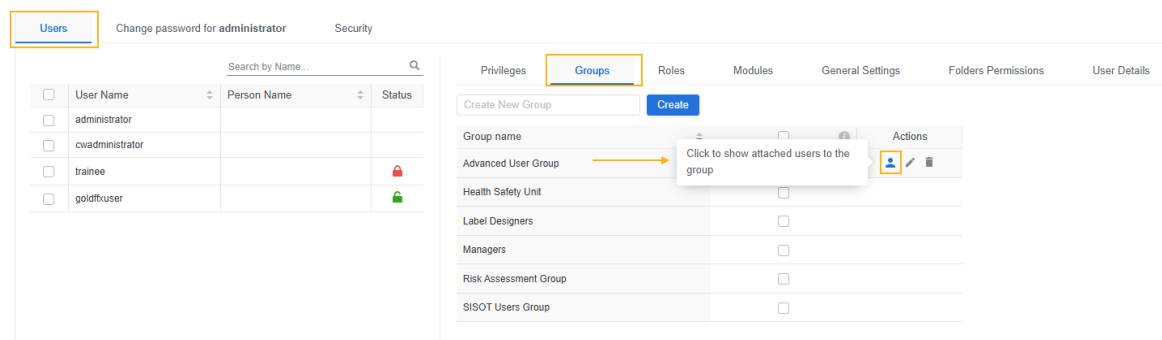
User Name	Person Name	Status
administrator		
cwadministrator		
trainee		
goldtkuser		

Privileges Groups Roles Modules General Settings Folders Permissions User Details

Create New Group Create

Group name	Actions
Advanced User Group	☐
Health Safety Unit	☐
Label Designers	☐
Managers	☐
Risk Assessment Group	☐
SISOT Users Group	☐

View User Groups



Change password for administrator Security

Search by Name...

User Name	Person Name	Status
administrator		
cwadministrator		
trainee		
goldtkuser		

Privileges Groups Roles Modules General Settings Folders Permissions User Details

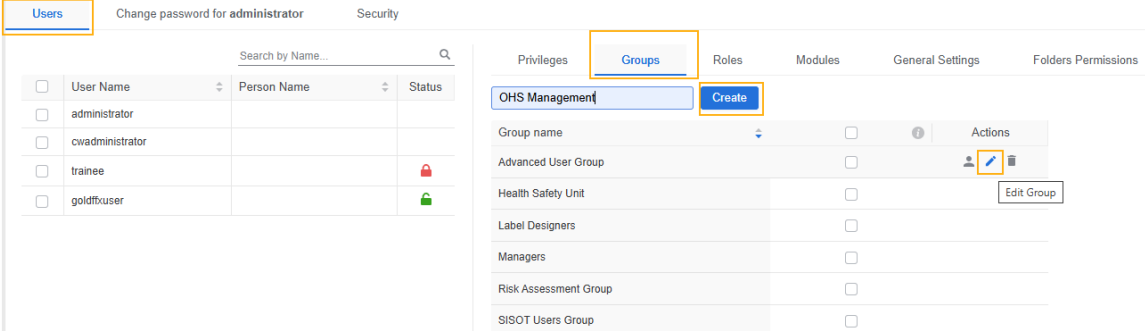
Create New Group Create

Group name	Actions
Advanced User Group	☐
Health Safety Unit	☐
Label Designers	☐
Managers	☐
Risk Assessment Group	☐
SISOT Users Group	☐

Click to show attached users to the group

Manage User Groups

This privilege permits user to manage user Groups. This allows creating and editing user groups in the Groups tab.



Users | Change password for administrator | Security

Search by Name...

☐	User Name	Person Name	Status
☐	administrator		
☐	cwadministrator		
☐	trainee		
☐	goldfxuser		

Privileges | **Groups** | Roles | Modules | General Settings | Folders Permissions

OHS Management | **Create**

Group name | Actions

Advanced User Group |   

Health Safety Unit | 

Label Designers

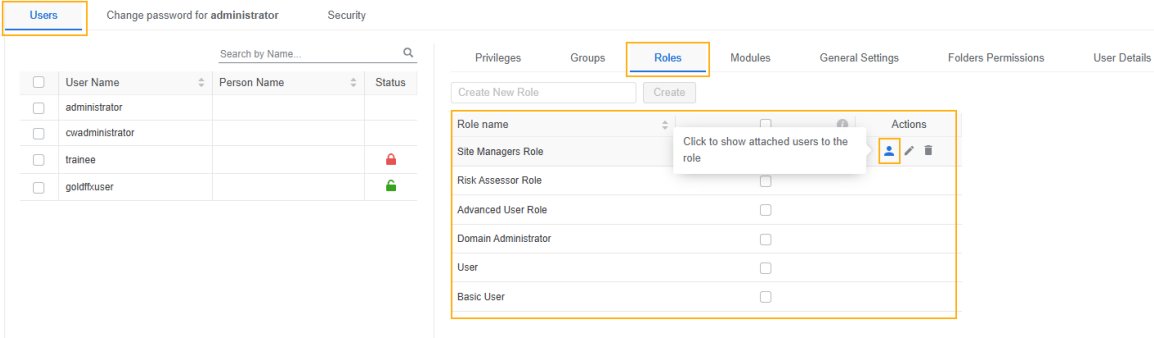
Managers

Risk Assessment Group

SiSOT Users Group

View Users Roles

This privilege enables user(s) to view users roles. Users are generally assigned to roles.



Users | Change password for administrator | Security

Search by Name...

☐	User Name	Person Name	Status
☐	administrator		
☐	cwadministrator		
☐	trainee		
☐	goldfxuser		

Privileges | Groups | **Roles** | Modules | General Settings | Folders Permissions | User Details

Create New Role | Create

Role name | Actions

Site Managers Role |   

Risk Assessor Role

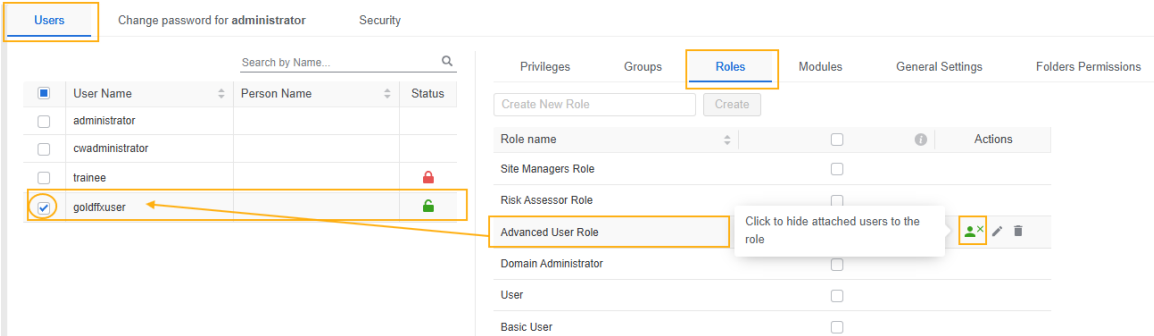
Advanced User Role

Domain Administrator

User

Basic User

Assigned User Role to a User



Users | Change password for administrator | Security

Search by Name...

☒	User Name	Person Name	Status
☐	administrator		
☐	cwadministrator		
☐	trainee		
☒	goldfxuser		

Privileges | Groups | **Roles** | Modules | General Settings | Folders Permissions

Create New Role | Create

Role name | Actions

Site Managers Role

Risk Assessor Role

Advanced User Role |   

Domain Administrator

User

Basic User

Manage Users Roles

This privilege enables user to manage users Roles. This attribute grants user permission to create/edit roles in the Roles tab.

Users

Change password for administrator

Security

Search by Name...

☐	User Name	Person Name	Status
☐	administrator		
☐	cwadministrator		
☐	trainee		
☐	goldffruser		

Privileges

Groups

Roles

Modules

General Settings

Folders Permissions

SISOT Role

Create

Role name		Actions
Site Managers Role	☐	 
Risk Assessor Role	☐	Edit Role
Advanced User Role	☐	
Domain Administrator	☐	
User	☐	
Basic User	☐	

Access to Outgoing SDS Settings ☐

This privilege enables user to access the Outgoing SDS Settings mode. These settings allow user(s) to change or review Outgoing SDS Settings. This setting is applicable to domains that have WeWrite option as part of their subscription. Outgoing SDS is also known as a WeWrite SDS (authored by Chemwatch on behalf of an organisation or business entity as a client). This type of SDS is a Vendor document and may have some variations that differentiate it from the normally authored Chemwatch (Gold) SDS.

< Back

SDS Options

SDS Logo

Jurisdiction Settings

Filter Settings

General Settings

SDS Settings

Risk Assessments

User Management

SISOT

Form Builder

SDS

Outgoing SDS

Country: Australia

Language: English

Sentence Count: All

SDS Font Size: Small

Visual Appearance: Base

Show Part Numbers: None

Display Format: ☒ Short ☐ Long

SDS Settings

☐ Trade names in synonyms on sds

☐ SDS for domestic use

☒ Safe storage with other chemicals

☒ Cut P Phrases with Sentence Count

☒ Show Glove Selection in SDS

☒ Show Respirator Tables in SDS

☒ Display full text (acronyms) in Section 16

☒ Show Hazard Alert Code

☒ Show Multiple CAS

Manage Outback Logo ☐

This privilege allows user to add your own organisational or business logo into the Outback system. Outback  is the SDS distribution system to the public to search and view your products SDS. It delivers SDS for products manufactured or sold by your company, making it easier to meet compliance requirements.

Invite Public Users ☐

This privilege enables user to create URL and invite public users. This autologin URL provides direct access to the account without additional authentication. While convenient, it poses significant security risks:

1. **Interception:** If this URL is intercepted over an insecure connection, it may grant unauthorized access to your account.
2. **Leaking Access:** Sharing or storing this URL in insecure environments (e.g., email, plain text, or browsers without protection) can expose your account to breaches.

By using this option, you acknowledge that maintaining the security of this URL is your sole responsibility. Ensure its protection by:

- Using a secure network (e.g., encrypted Wi-Fi)
- Avoiding sharing or storing the link in insecure locations
- Revoking the URL immediately if there is any suspicion of compromise

Disclaimer: Persistent autologin URLs bypass standard login mechanisms. Use them only when absolutely necessary and with robust security precautions.

Change Password ☐

This privilege enables user to change password.

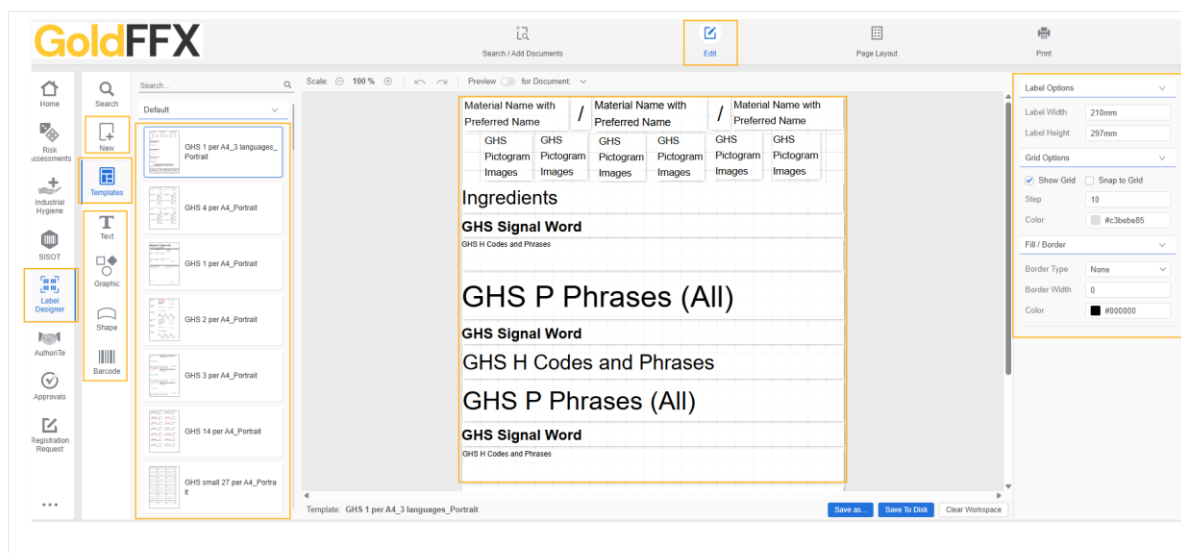
* Current password:

* New password:

* Confirm password:

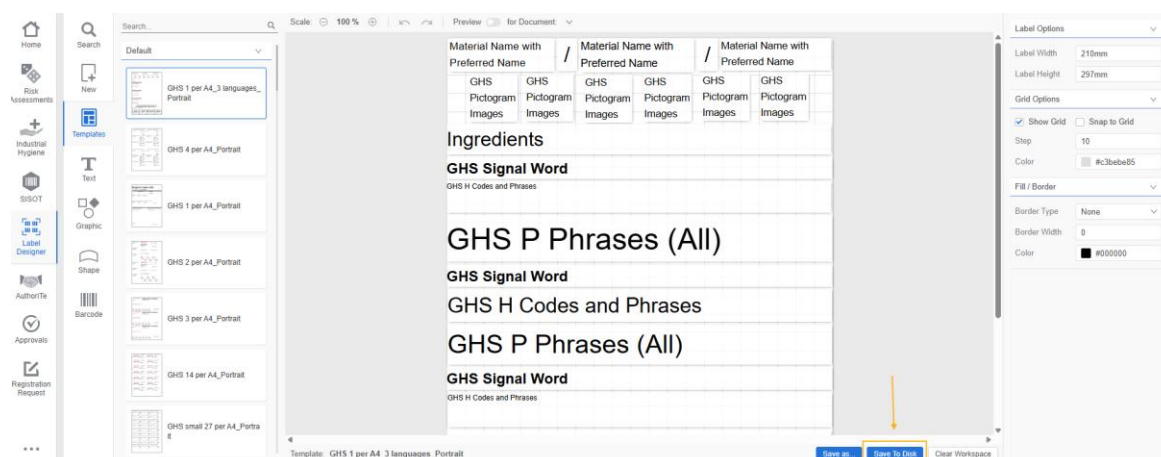
Manage Labels ☐

This privilege enables user(s) to create and edit label templates in the Label Designer module.



Save Template into Disk ☐

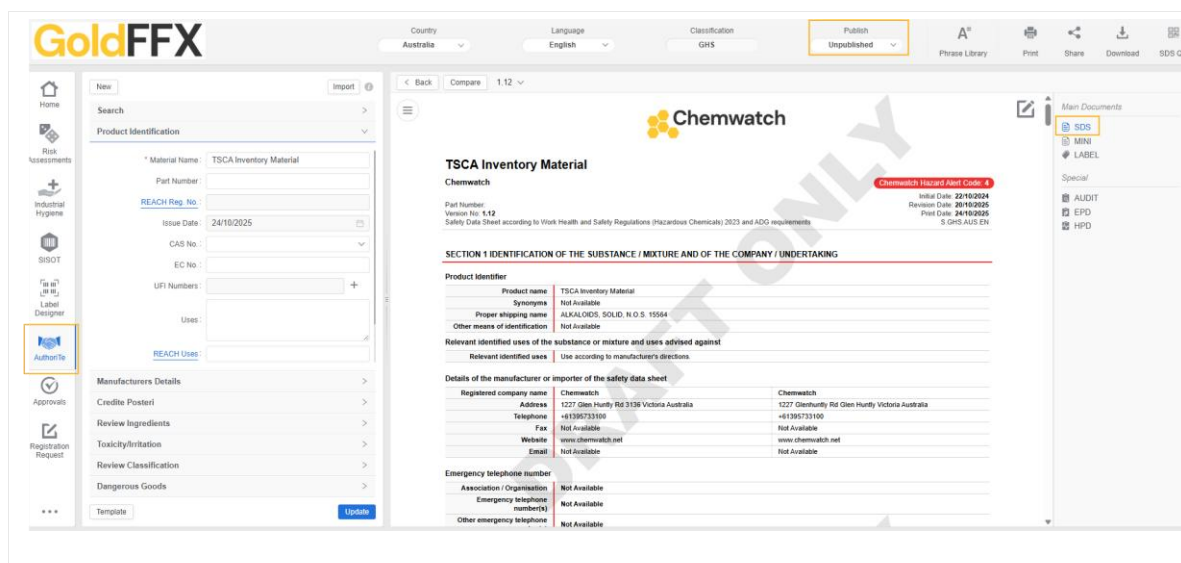
This privilege enables user to Save label template(s) to external drive (disk).



Access to Authorite ☐

This privilege enables access to the AuthorITe module to be able to author and publish SDS.

Note that this module is applicable to domains that have a subscription to the AuthorITe module.



GoldFFX

Country: Australia Language: English Classification: GHS Publish: Unpublished

TSCA Inventory Material

Chemwatch

Part Number: Version No: 1.42 Safety Data Sheet according to Work Health and Safety Regulations (Hazardous Chemicals) 2023 and ADG requirements

Initial Date: 22/10/2024 Revision Date: 20/10/2025 Print Date: 24/10/2025 S-GHS-AUS-EN

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name: TSCA Inventory Material
 Synonyms: Not Available
 Proper shipping name: ALKALIDS, SOLID, N.O.S. 15564
 Other means of identification: Not Available

Relevant identified uses of the substance or mixture and uses advised against

Relevant identified uses: Use according to manufacturer's directions.

Details of the manufacturer or importer of the safety data sheet

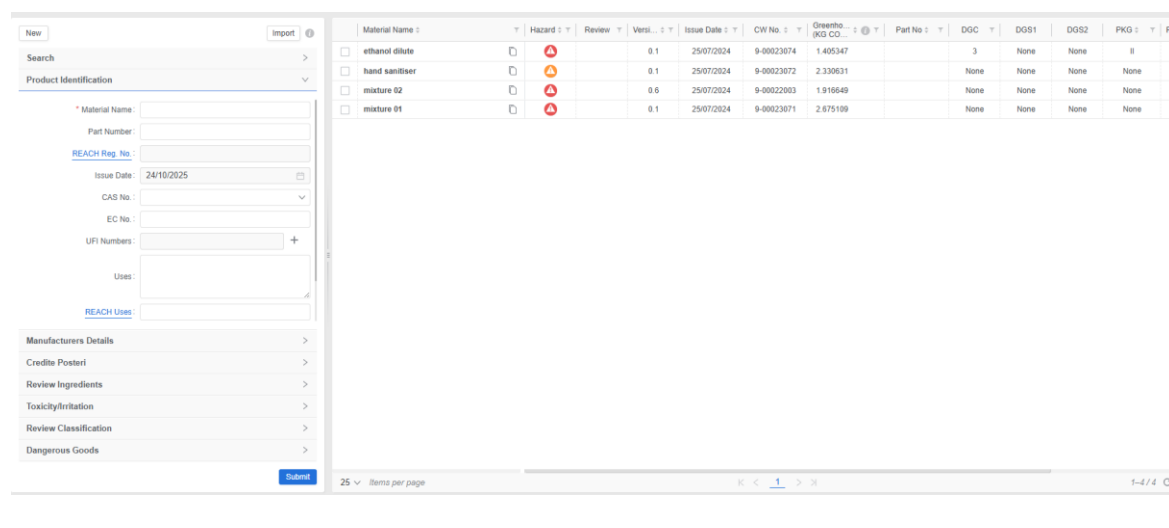
Registered company name: Chemwatch
 Address: 1227 Glen Hurdy Rd Glen Hurdy Victoria Australia
 Telephone: +61395733100
 Fax: Not Available
 Website: www.chemwatch.net
 Email: Not Available

Emergency telephone number

Association / Organisation: Not Available
 Emergency telephone number(s): Not Available
 Other emergency telephone: Not Available

Access to Credo ☐

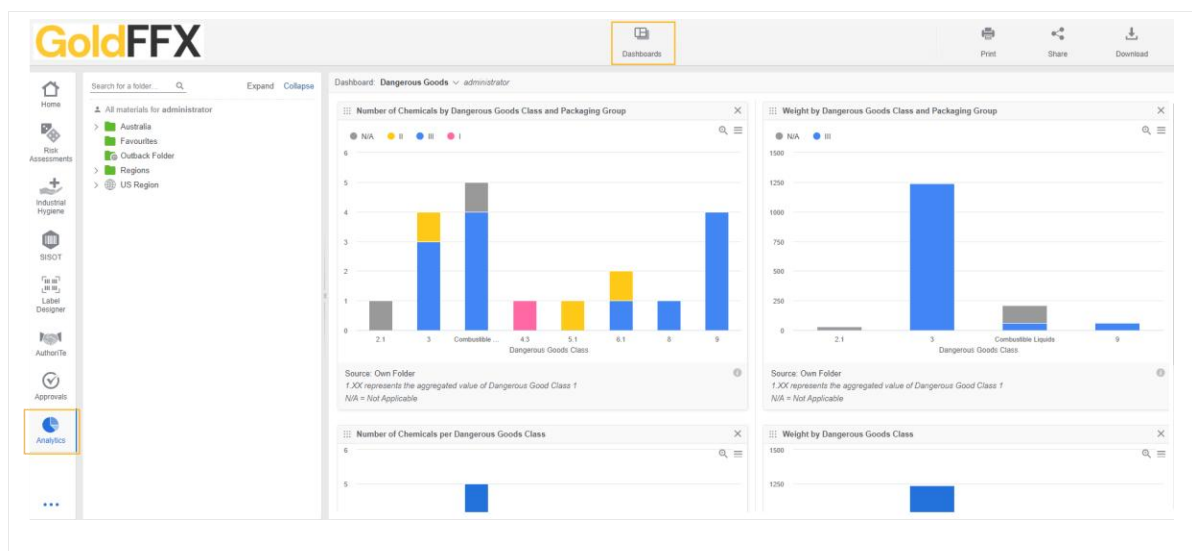
This privilege provides access to the Credo module  to create mixtures, classify and generate internal domain SDS.



Material Name	Hazard	Review	Version	Issue Date	CW No.	Greenbox	Part No.	DGC	DGS1	DGS2	PKG
ethanol dilute	A		0.1	25/07/2024	9-00023074	1.405347		3	None	None	II
hand sanitiser	A		0.1	25/07/2024	9-00023072	2.330631		None	None	None	None
mixture 02	A		0.6	25/07/2024	9-00022003	1.916649		None	None	None	None
mixture 01	A		0.1	25/07/2024	9-00023071	2.675109		None	None	None	None

View Dashboard ☐

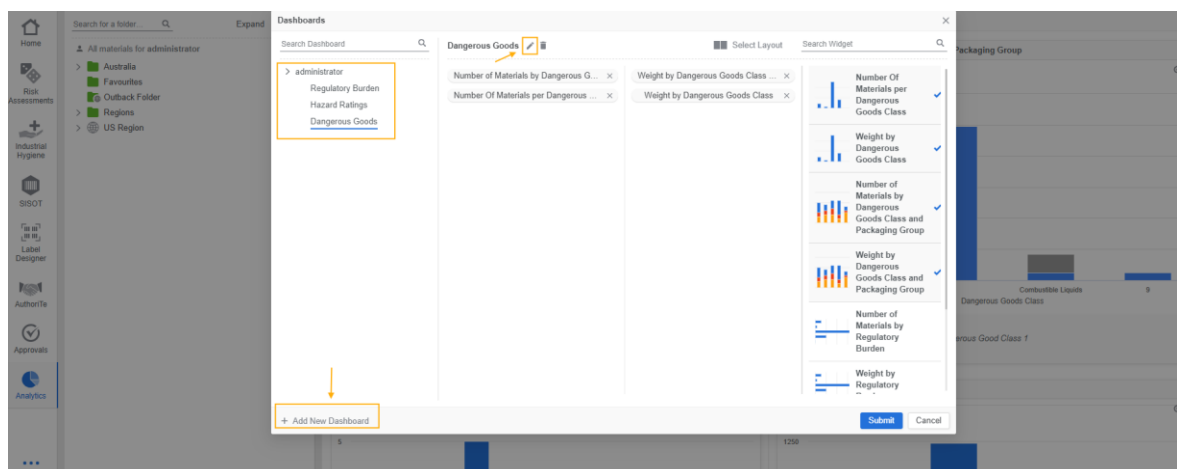
This privilege allows users to access the Analytics module  and view the system dashboard statistical data.



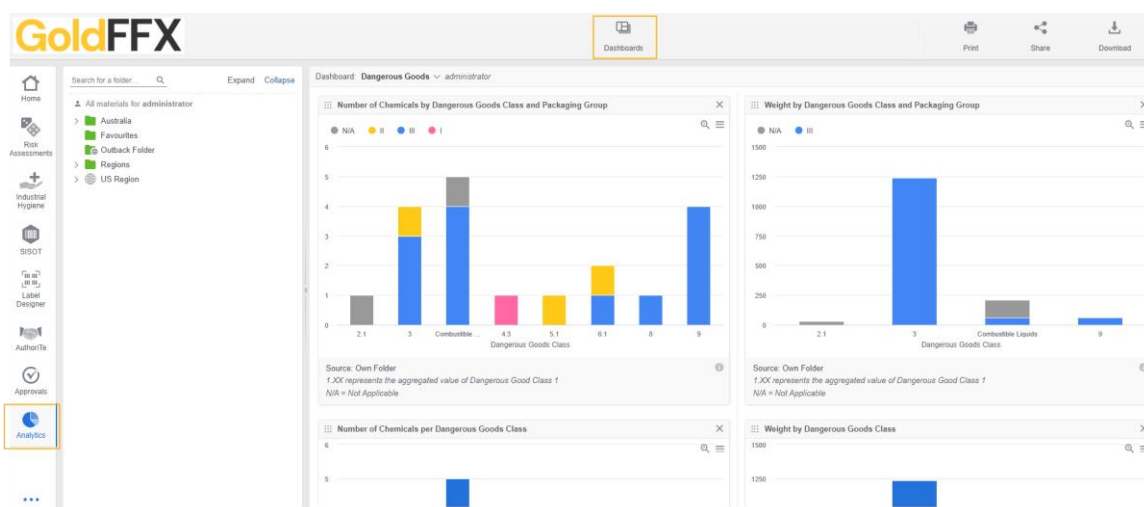
Manage Dashboards ☐



This privilege provides access to the Analytics module and enables user to create and edit dashboard widgets to generate statistical data. User can also change the dashboard widget layout display.

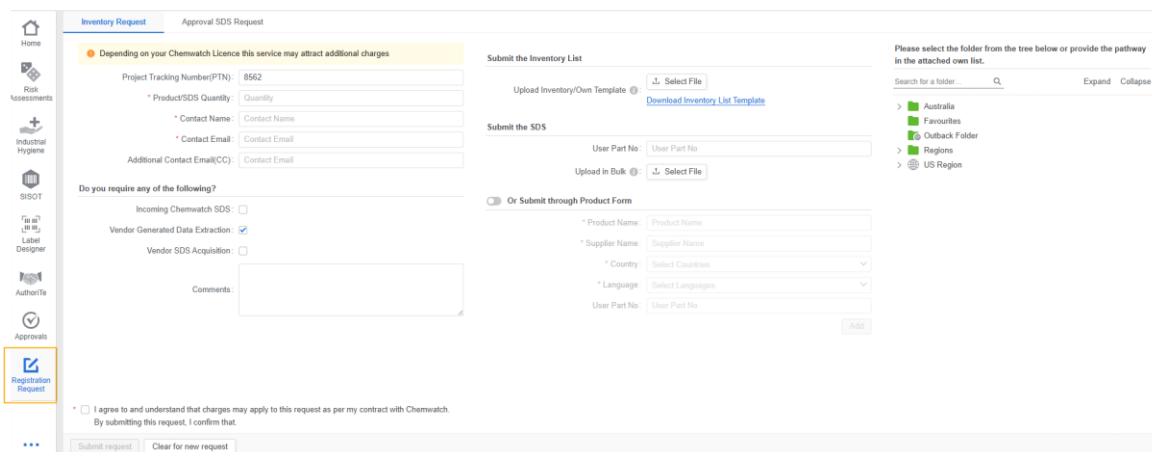


Dashboard View

Submit Registration Requests ☐

This privilege enables user access to the Registration Request mode to provide specific details of the SDS Request, upload inventory and select the respective folder location pathway within the domain's tree structure and submit requests for processing.

Note that this service may be subject to additional charges.

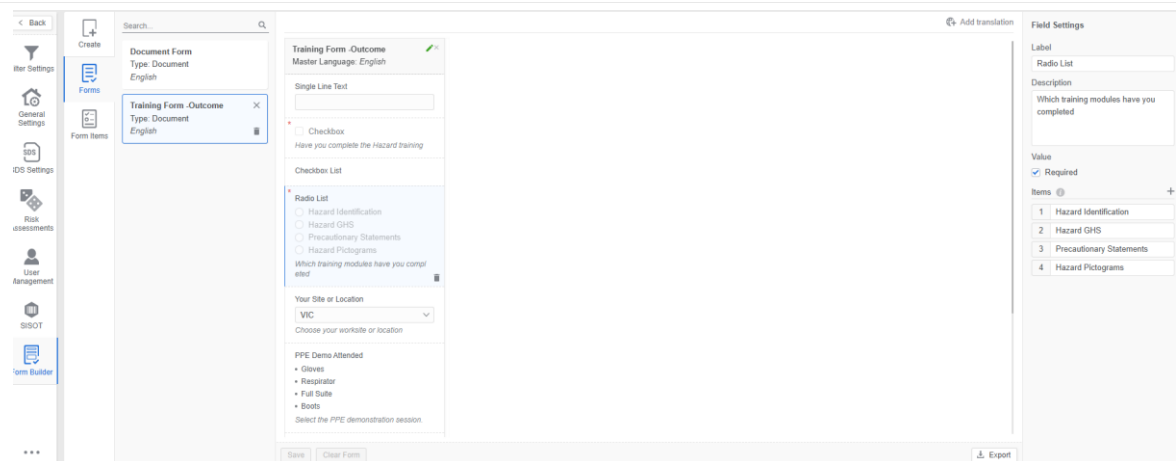


The 'Inventory Request' form is displayed with the following sections:

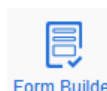
- Project Tracking Number (PTN):** 8562
- Product/SDS Quantity:** Quantity
- Contact Information:** Contact Name, Contact Email, Additional Contact Email (CC).
- Do you require any of the following?:**
 - Incoming Chemwatch SDS: ☐
 - Vendor Generated Data Extraction: ☒
 - Vendor SDS Acquisition: ☐
 - Comments: [Text area]
- Submit the Inventory List:**
 - Upload Inventory/Own Template: [Download Inventory List Template](#)
 - Upload in Bulk:
- Submit the SDS:**
 - User Part No: [Text field]
 - Product Name: [Text field]
 - Supplier Name: [Text field]
 - Country: [Dropdown menu]
 - Language: [Dropdown menu]
 - User Part No: [Text field]
- Or Submit through Product Form:**
 - Product Name: [Text field]
 - Supplier Name: [Text field]
 - Country: [Dropdown menu]
 - Language: [Dropdown menu]
 - User Part No: [Text field]
- Agreement:** ☐ I agree to and understand that charges may apply to this request as per my contract with Chemwatch. By submitting this request, I confirm that.
- Buttons:** Submit request, Clear for new request

Access to Form Builder ☐

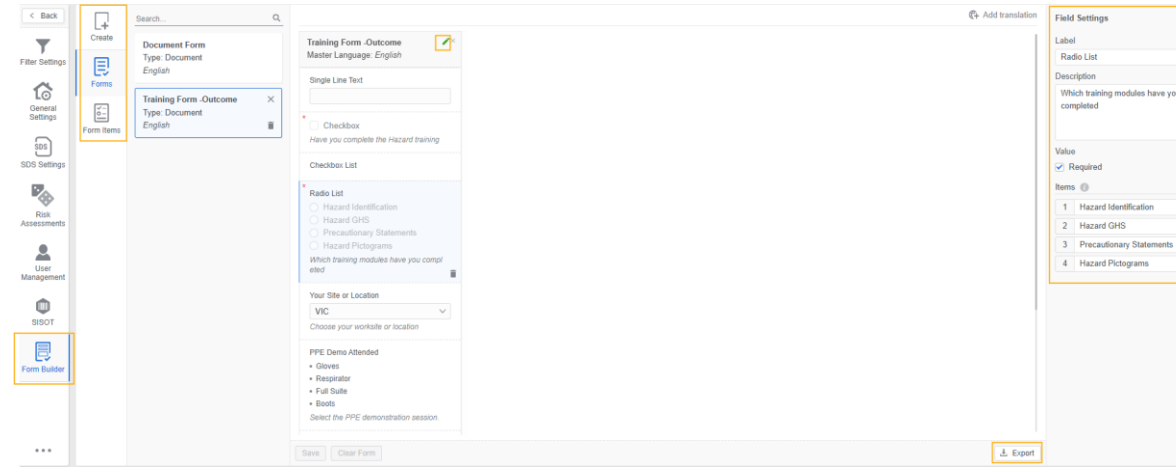
This privilege provides access to the Form Builder module [Form Builder](#). The Form Builder module houses all created forms that may be linked to folders, products, user, approval, specific modules, containers, etc.



Manage Forms in Form Builder

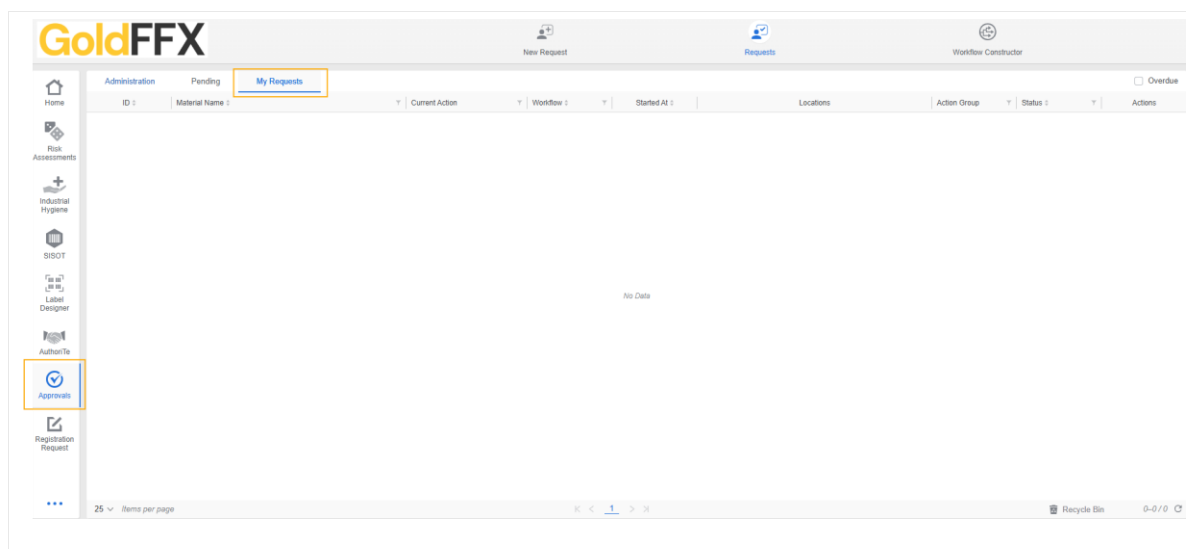


This privilege provides access to the Form Builder module **Form Builder** to allow user to create and edit forms.



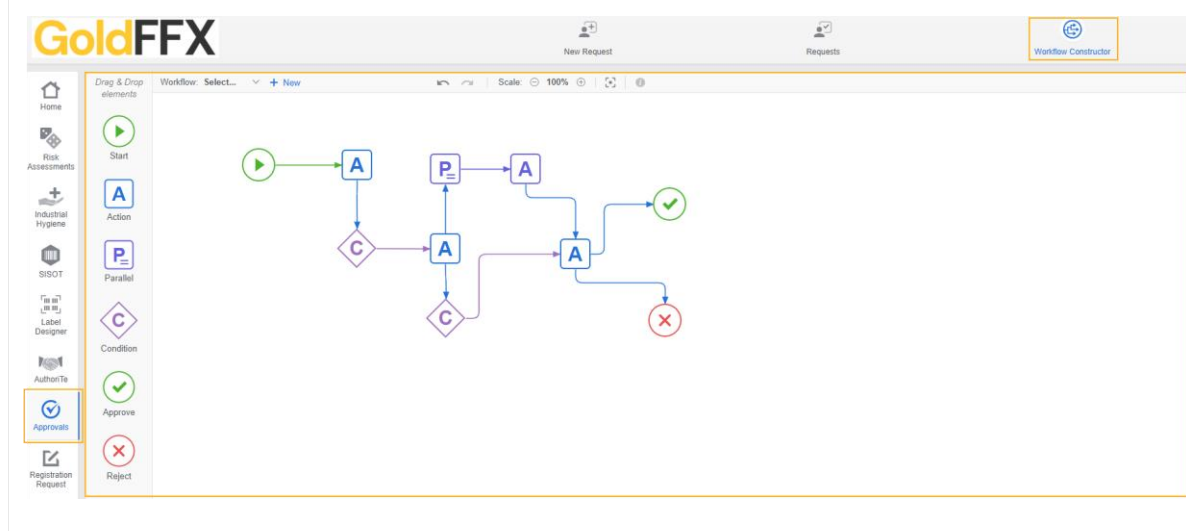
Access to Approvals

This privilege enables user to access the Approvals module. Users will be able to view their requests and respective approval status.



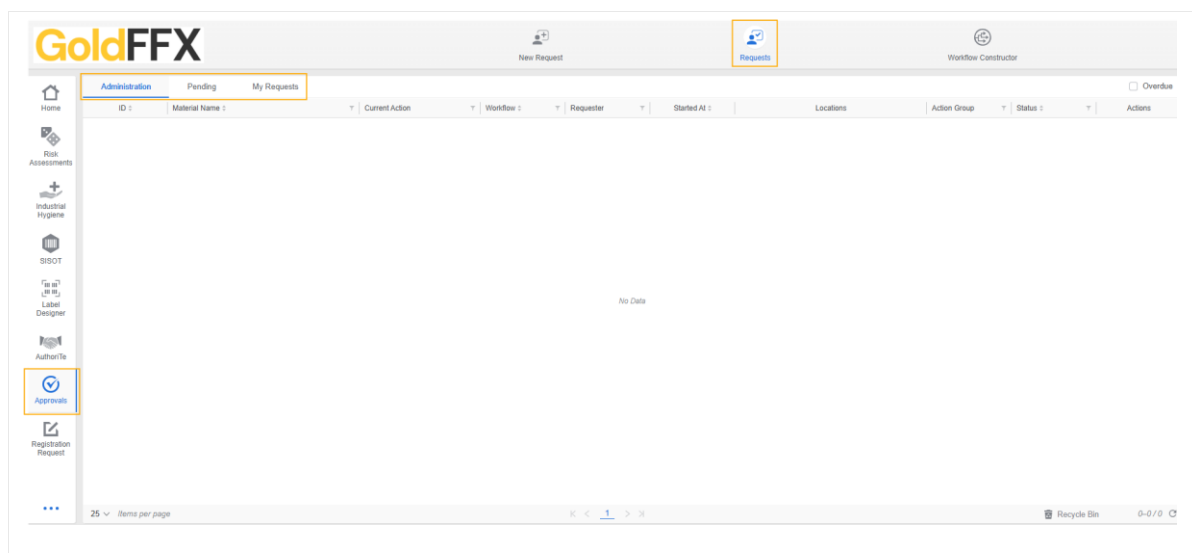
Access to Workflow Constructor ☐

This privilege enables user to access the Approvals Module's Workflow Constructor mode.



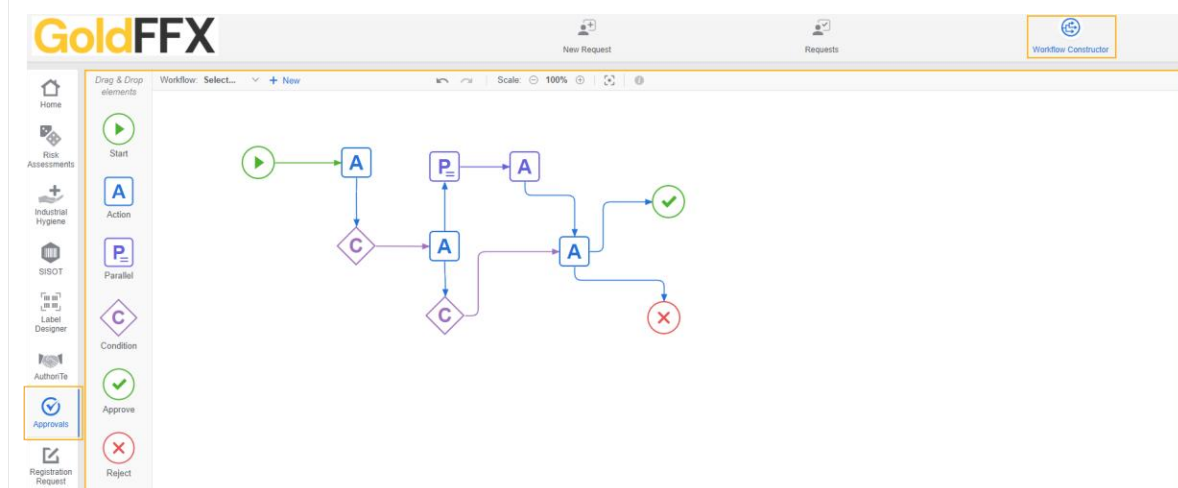
Manage Approvals Requests ☐

This privilege enables user to manage approval requests in the Approvals Module .



Manage Reorders ☐

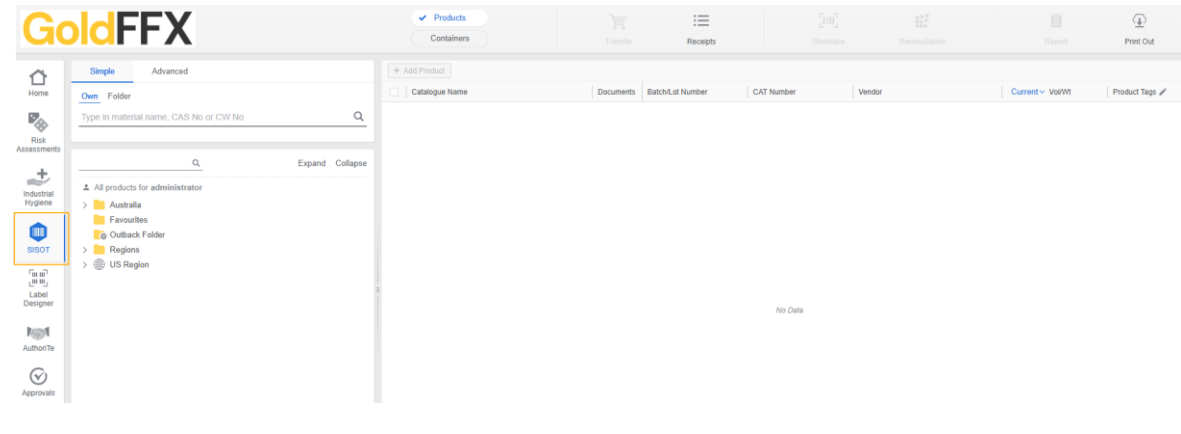
This privilege enables user to access the reordering logic of workflows in Approvals module .



Access to SISOT ☐

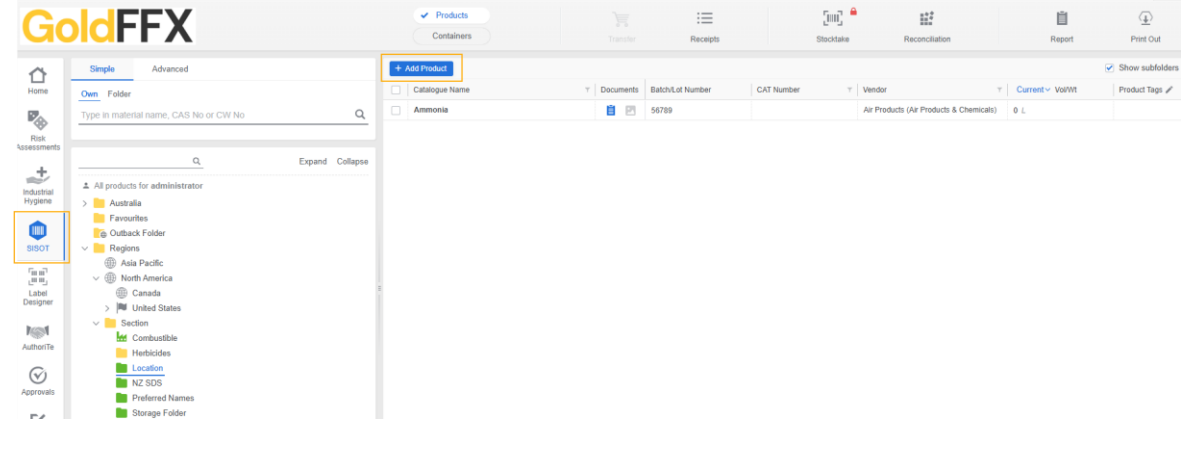


This privilege enables user to access the SISOT (ScanIn ScanOut Technology) module; products/containers, Requests for transfers, approval requests, incompatibility checks in receipts, stocktake and reconciliation.



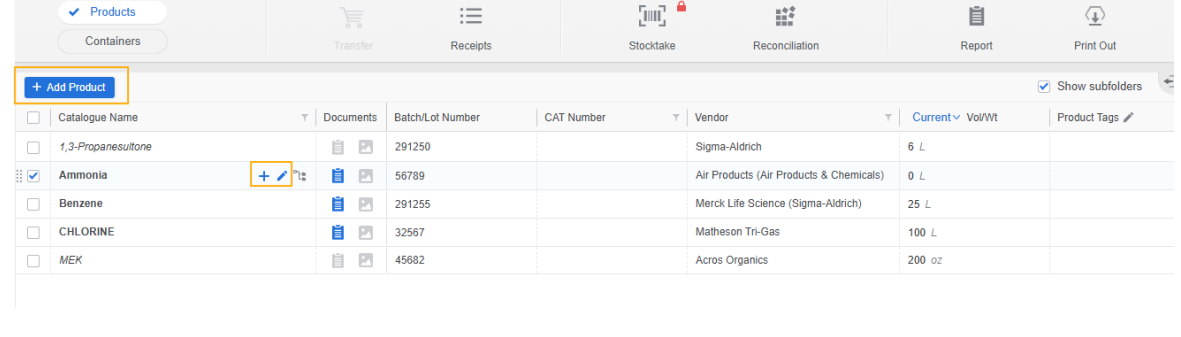
Add product/containers ☐

This privilege enables user to add product containers in the SISOT module

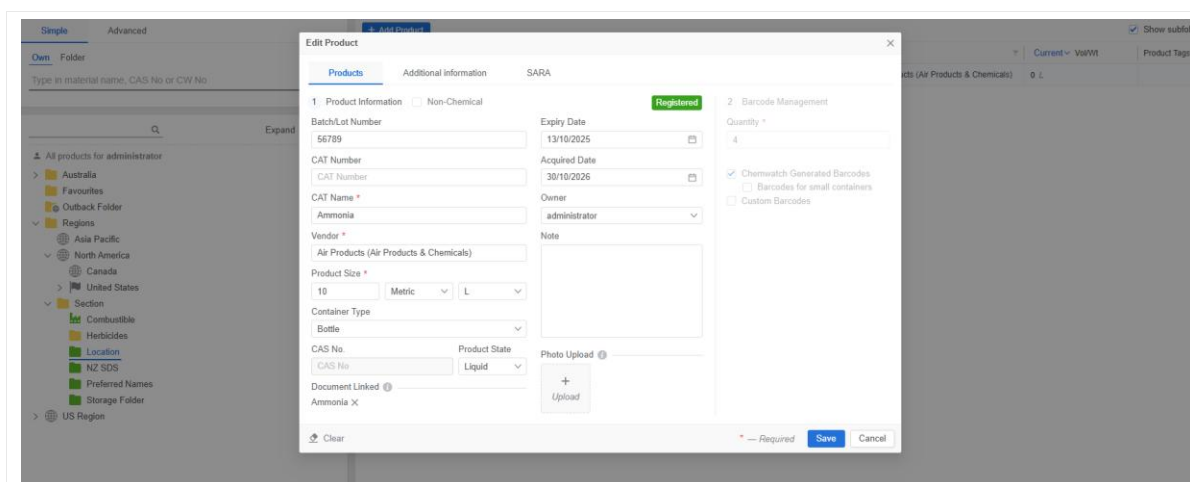


Manage saved product/containers ☐

This privilege enables user to manage existing product containers for the SISOT module



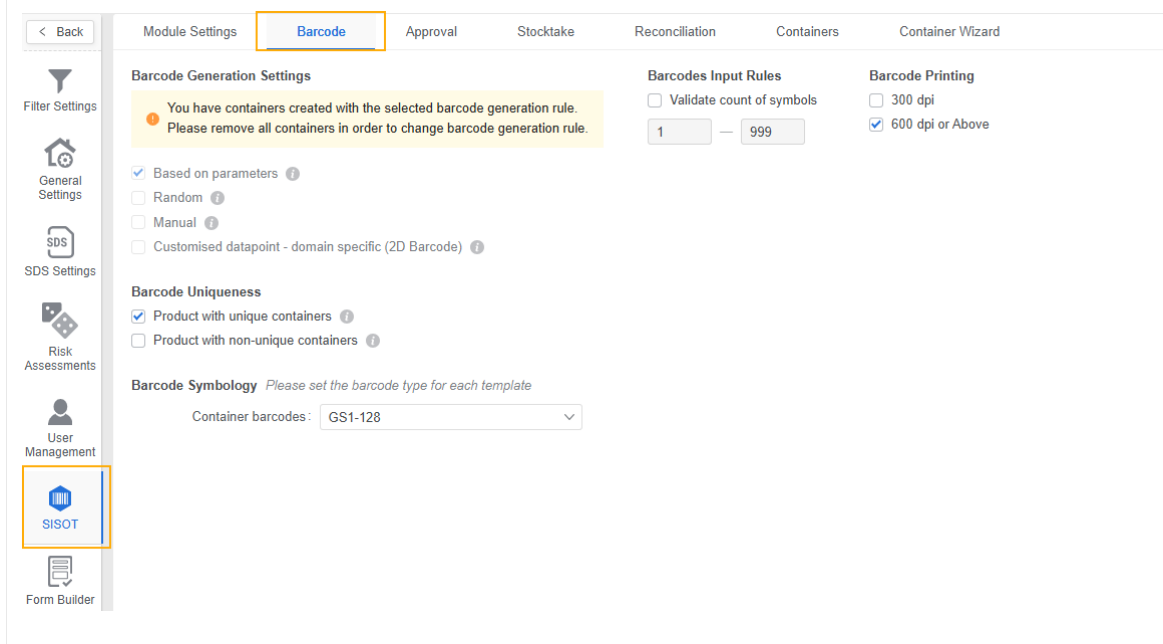
☐	Catalogue Name	Documents	Batch/Lot Number	CAT Number	Vendor	Current Vol/Wt	Product Tags
☐	1,3-Propanesultone	 	291250		Sigma-Aldrich	6 L	
☒	Ammonia	  	56789		Air Products (Air Products & Chemicals)	0 L	
☐	Benzene	 	291255		Merck Life Science (Sigma-Aldrich)	25 L	
☐	CHLORINE	 	32567		Matheson Tri-Gas	100 L	
☐	MEK	 	45682		Acros Organics	200 oz	



Manage SISOT Barcode Settings



This privilege enables user to manage SISOT Barcode Settings.



Manage Container Settings



This privilege enables user to manage settings for containers for the SISOT module.

< Back

Module SettingsBarcodeApprovalStocktakeReconciliationContainersContainer Wizard

Filter Settings

General Settings

SDS Settings

Risk Assessments

User Management

SISOT

Form Builder

Container Owner is selected from

☒ Users who have Read access OR Read+Write access to the folder
☐ Users who have Read+Write access to the folder

Expiry Date Report Settings

Please send a report / reports of containers expiring in the next
☐ 3 months ☐ 1 month ☐ 1 week ☐ Expire today

Please send a report / reports about containers that have already expired within the last
☐ 1 week ☐ 2 weeks ☐ 1 month

Note: Reports will only be sent out together at the start of each month / week.

For example: If report needs to be sent 3 months in advance and container expires on the 22/07/2025, report will be sent out on the 1/05/2025 about the expiring container.

Who should receive expiry date report?

☐ Container Creator ☐ Container Owner ☐ Specific User

Volume / Weight / Quantity Notification

Please send me a notification when my volume(s)/weights(s) are: Less than limit set

Frequency of alert notifications

Daily12:00UTC time

Who should receive the notification?

☐ Container Creator ☐ Container Owner ☐ Specific User

Manage Container Wizard Settings

This privilege enables user to manage the container wizard settings for the SISOT module .

< Back

Module SettingsBarcodeApprovalStocktakeReconciliationContainersContainer Wizard

Filter Settings

General Settings

SDS Settings

Risk Assessments

User Management

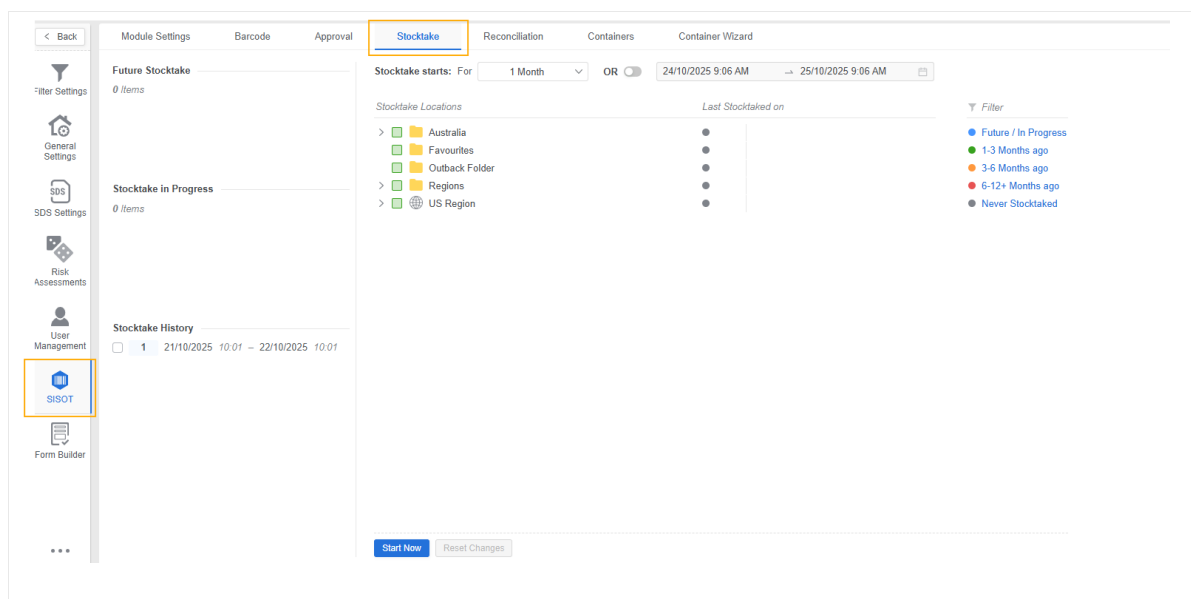
SISOT

Form Builder

Ability to change the value of the CAS No. of registered containers

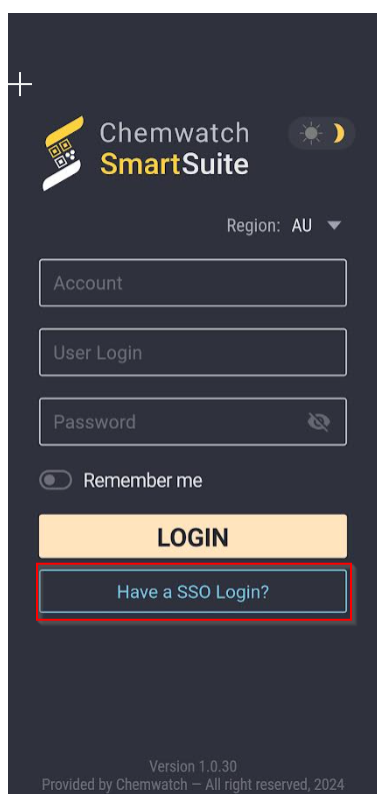
Manage SISOT Stocktake Settings

This privilege provides access to the SISOT  Settings for users to schedule stocktake for specific timeframe and folder location(s).



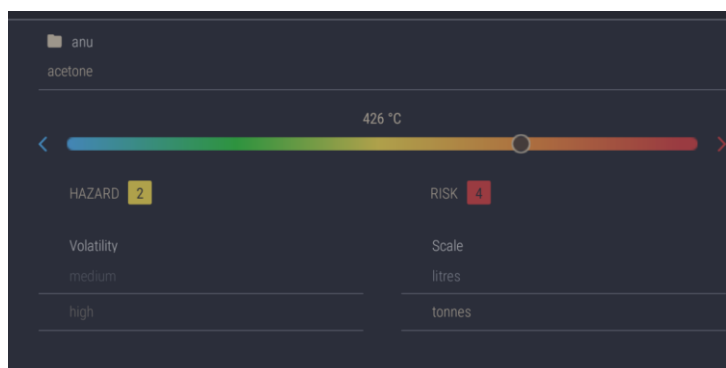
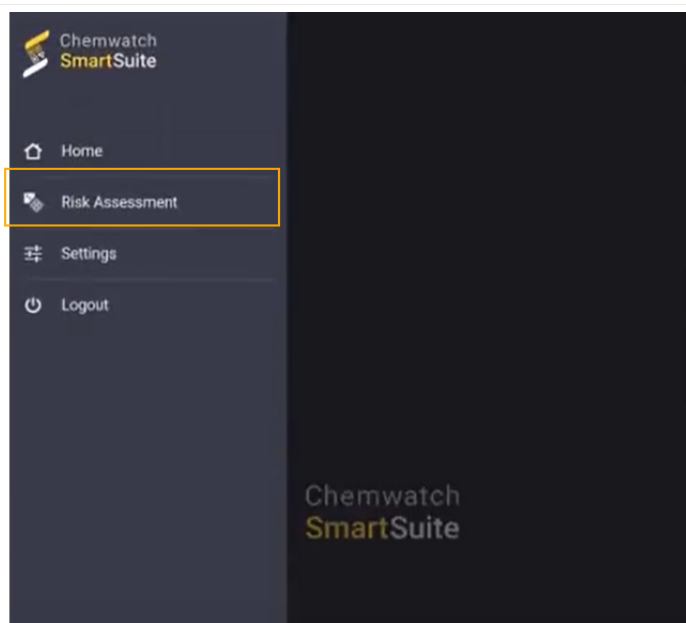
SmartSuite Core ☐

This privilege enables users to access the Smart Suite  mobile application core functions.



SmartSuite Risk Assessments ☐

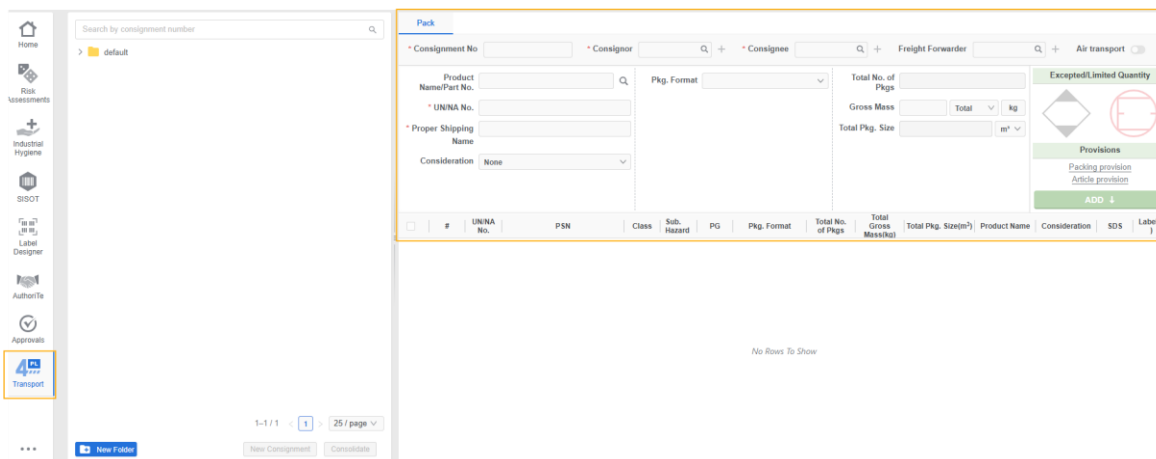
This privilege enables user to access the risk assessment mode of the SmartSuite mobile app.



Access to Transport

This privilege provides access to the Transport module (4PL).

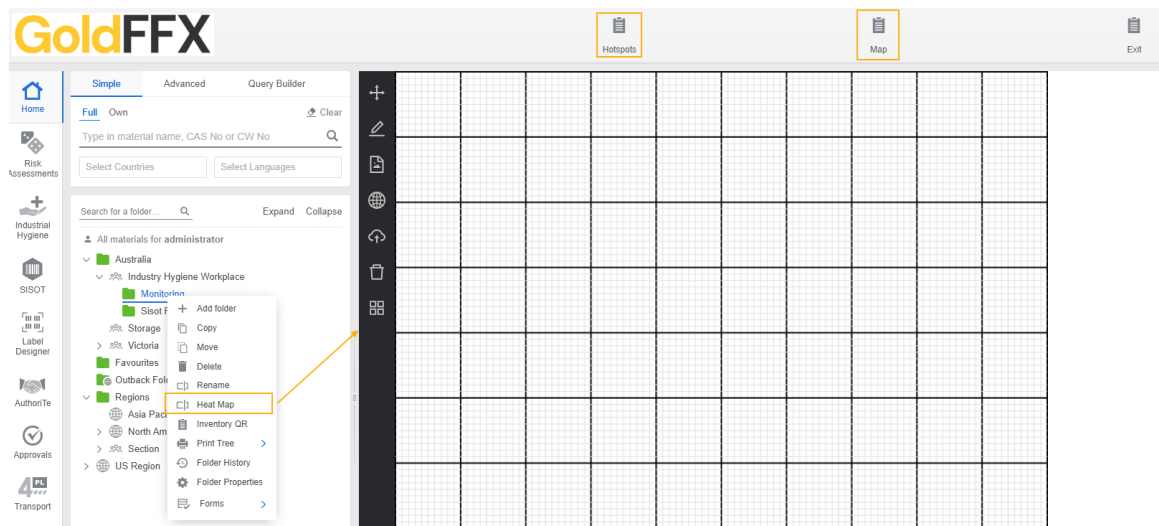
This Fourth Party Logistics module allows users to use online software to manage supply chain documentation and reports, meet labelling and transportation requirements for packages.



Access to heatmap ☐

This privilege enables users to access the Heatmap mode.

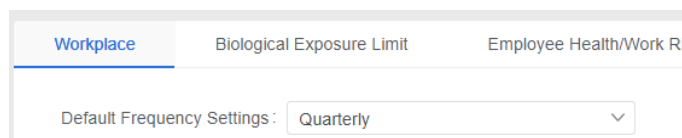
This mode offers a geospatial view of your chemical inventory to make it easier to visualize chemical stores and identify hazardous stores/Hotspots or facilities or buildings based on your global sites to enhance emergency response activities.



Access to Industrial Hygiene ☐



This privilege provides user access to the Industrial Hygiene module to view existing data. This access is enabled for read only mode by default.





**IT'S NOT THE HAZARD
IT'S THE RISK!**

Chemwatch

1227 Glen Huntly Road

Glen Huntly

Victoria, 3163

Telephone: +61 3 9573 3100

Email: info@chemwatch.net

Website: www.chemwatch.net