

**TRINIDAD AND TOBAGO
BUREAU OF STANDARDS**

2020 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS (TTBS) IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the Trinidad and Tobago Bureau of Standards (hereinafter called the Bureau) is required by law to publish and annually update the statement which lists the documents and information generally available to the public. The following information is published with the approval of the Honourable Minister of Trade and Industry.

The Freedom of Information Act gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Bureau of Standards;
2. A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7-STATEMENTS

Section 7(1) (a) (i)

Statement on the organization and function of the Bureau.

The Bureau is a body corporate established under the authority of the Standards Act Chapter 82:03 and the Metrology Act Chapter 82:06. In accordance with these Acts, it is (a) the national standards body; (b) the national quality certifying body; (c) the national laboratory accrediting body; and (d) the national measurement institute.

The main business of the Bureau is to: promote and encourage the development and maintenance of standards; establish standards to improve goods produced or used in Trinidad and Tobago; ensure industrial efficiency and development and promote public and industrial welfare, health, safety and protection of the environment. The Bureau operates under the aegis of the Ministry of Trade and Industry.

Vision Statement

To be the essential provider of national quality solutions leading to a standards conscious society that is globally competitive.

Mission of the Bureau

To champion the development and implementation of standards, measurement systems and conformity assessment services for the competitiveness and sustainability of Trinidad and Tobago.

Management of the Bureau

The Bureau consists of an Executive Director and ten (10) Members of the Bureau appointed by the Minister of Trade and Industry, one of whom is the Chairman and another Vice Chairman. The Members of the Bureau are:

Mr. Lawford Dupres (Chairman)
Mr. Andre Ow Buland
Mr. Farz Khan
Ms. Renee Johncilla
Ms. Candice Lackhansingh
Mr. Maurice Moniquette
Mr. Vishram Ramlakhan
Mr. Gary Turpin
Mr. Glenn Wilson
Mr Derek Luk Pat – Executive Director

The following company falls under the responsibility of the Bureau:

Wholly Owned Subsidiary

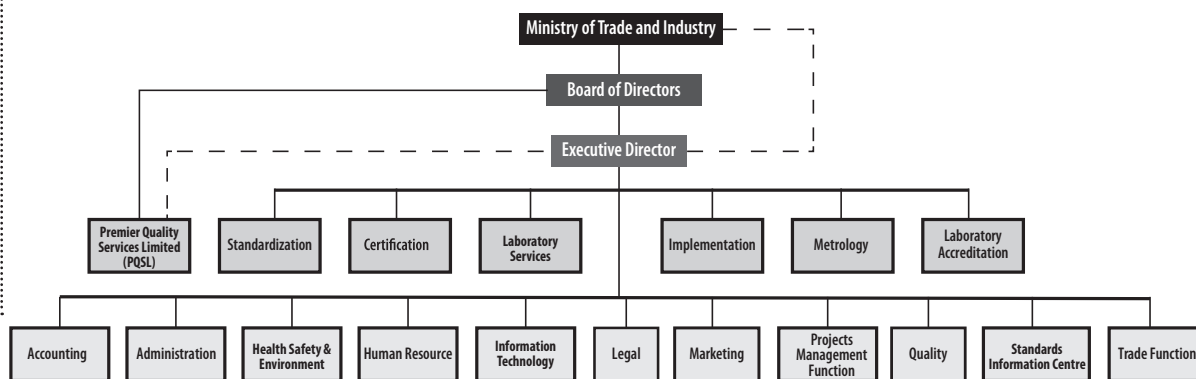
- Premier Quality Services Limited (PQSL)

Organizational Structure and Functions of the Bureau

The work of the Bureau impacts directly on members of the public. Its functions are geared towards facilitating trade, improving industrial efficiency and improving the quality of life of all citizens of Trinidad and Tobago.

Board

A Board of Directors (Board) appointed by the Minister of Trade and Industry and an Executive Director is responsible for the management of the Bureau. The Organizational structure of the Bureau consists of six (6)



Technical Divisions buttressed by eleven (11) Support functions.

Six Technical Divisions:

- Standardization
- Implementation
- Laboratory Services
- Certification
- Laboratory Accreditation
- Metrology

Support Functions:

- Accounting Unit
- Administration
- Health Safety & Environment Unit
- Human Resource Unit
- Information Technology (IT)
- Legal Unit
- Marketing Unit
- Projects Management Function
- Quality Unit
- Standards Information Centre
- Trade Function

The Head of each department reports directly to the Executive Director.

The Executive Director

The Executive Director is responsible and accountable for the management of the affairs of the Bureau subject to the directions of the Board in accordance with the powers conferred to the Bureau under the Standards Act Chapter 82:03 and Metrology Act Chapter 82:06. The Executive Director reports to the members of the Board of the Bureau and the Ministry of Trade and Industry.

The Standardization Division develops national standards for application in Trinidad and Tobago. There are three main stages of the standards development process which includes:

- **Committee Stage** where a draft standard is developed by a Technical Committee comprising of a wide cross section of stakeholders from both the public and private sectors;

- **Public Comment Stage** where the draft standard is notified to the public and comments invited within a specified time in accordance with the requirements of the Standards Act Chapter 82:03; comments are reviewed and addressed by the relevant Technical Committee and then the draft standard is finalized for review by the Bureau.
- **Declaration Stage** where the Bureau reviews the final draft standard and any further comments are integrated into the final draft standard which is subsequently approved by the Bureau.

The final standard may be declared voluntary or recommended as compulsory at the discretion of the Bureau based upon the recommendations of the technical committee responsible for the development of the standard, based on the criteria outlined in the Standards Act Chapter 82:03. Compulsory Standards are declared by the Minister responsible for trade and industry by Order published in the Gazette. Subsequent to the

declaration process, the standards are published and offered for sale by the Bureau.

The Standardization Division also coordinates the national input in the regional and international standardization process.

The Bureau participates in the CARICOM Regional Organisation for Standards and Quality (CROSQ) as well as the Pan American Standards Commission (COPANT). It is also a full member of the International Organization for Standardization (ISO) and participates in the Affiliate Country Programme of the International Electrotechnical Commission. TTBS also maintains collaborative relationships with well-established foreign standards development organizations including ASTM International, British Standards Institution (BSI) and Underwriters Laboratories Inc. (UL).

The Implementation Division is responsible for the enforcement of National Compulsory Standards and any other Standards deemed relevant by the Division, and is guided by the Standards Act Chapter 82:03. Items covered by Voluntary Standards, as well as those for which a National Standard may not exist but which pose a threat to the health and safety of consumers and the environment, may also fall under the purview of the Division. This mandate covers all goods except food, drugs and cosmetics.

Inspections of imported goods are conducted at a number of locations throughout Trinidad and Tobago, including Importers' Premises/Warehouses, Retail Outlets and Ports of Entry (Point Lisas, Port of Spain, Piarco International Airport, Scarborough). In addition, the Division can conduct inspections on locally manufactured goods at the manufacturers' premises.

The Implementation Division also conducts electronic document processing via the TTBizLink online portal. Utilization of the Single Electronic

Window has reduced the time and costs associated with business transactions and document processing, thereby contributing to global competitiveness through more rapid clearance of goods.

The Implementation Division currently comprises seven Units:

- **Automated Information Management System (AIMS):** the information nerve center of the Division.
- **Appliance and Safety Products:** monitors appliances and other electrical products that impact the safety of citizens.
- **Automotive:** monitors consumer goods which may impact road safety.
- **Construction Goods:** monitors materials used in the construction industry, and other industries such as the petroleum industry.
- **Pre-Packaged Goods:** monitors consumer goods such as bleach, matches, toys, and other items in packages.
- **Outstations:** responsible for document processing and inspections at Ports of Entry.
- **Textiles Products and Footwear:** monitors garments, textiles, and footwear.

The Laboratory Services Division provides testing services to the manufacturing, commercial and public sectors in the country. It is accredited by the American Association for Laboratory Accreditation (A2LA) and provides these services through four laboratories: Chemical Products; Electrical Products; Fibre Products; and Material Products. Other services provided include advice in various related areas, method development, training in analytical techniques and making recommendations with respect to equipment selection and test methods. All tests are conducted in accordance with national, regional and international standards.

The Certification Division is an independent assessor of management systems, products and services. The overall aim of certification is to give confidence to all interested parties that specified requirements have been fulfilled. These requirements are usually stated in national, regional and / or international standards. These services are generally voluntary however there are mandatory programmes for selected compulsory standards.

The Trinidad and Tobago Laboratory Accreditation Service (TTLABS) as the national accreditation body for laboratories provides accreditation services to testing laboratories (including medical laboratories) and calibration laboratories. Laboratory Accreditation is a process which gives formal recognition to the technical competence of a laboratory to perform specific tests or calibrations, types of tests or calibrations. TTLABS also facilitates training of ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories and ISO 15189, Medical laboratories -- Requirements for quality and competence standards and aspects related to the application of the technical requirements of the standard.

The Metrology Division was established in September, 2006, to develop the infrastructure for the implementation of the Metrology Act Chapter 82:06, together with the Metrology Regulations and Quantities of Goods Regulations. This legislation addresses issues fundamental to measurement in Trinidad and Tobago.

Measurement is central to the economic and social development of a country. It is the basis for effective management of the many important measurements that are a part of our everyday existence. It endeavours to protect all elements of the society by providing an objective basis for decision making by government, regulators, industry, traders and consumers. Incorrect measurements lead to wrong decisions, which can have serious consequences. In some cases it is a matter of life or death.

The Metrology Division comprises three units:

- **Calibration Services Unit** - performs calibrations in the disciplines of: Mass (weights and weighing machines), Electrical, Time and Frequency, Dimension, Pressure, Temperature, Humidity, Volume, and Torque.

- **Standards Laboratory Unit** - responsible for the establishment and maintenance of National Measurement Standards. It oversees research and development of measurement systems and dissemination of traceability of National Measurement Standards.

- **Legal Metrology Inspectorate (LMI)** - responsible for ensuring that measurements related to trade are accurate, fair and legal. This includes the examination and approval of weighing and measuring devices to be used for trade and ensuring the quantities of goods including pre-packaged goods are accurate.

These functions are intended to improve the quality of goods and services offered in Trinidad and Tobago.

Accounting Unit

This Unit oversees and coordinates all financial operations of the Bureau, and ensures that accurate financial information is reported in a timely manner.

Administration

Our Administration Unit is responsible for the following support functions: Printery, Registry, Maintenance, Housekeeping, and Security of the Bureau.

Health, Safety & Environment Unit

Our Health, Safety & Environment Unit is responsible for advising management on the planning and risk management of all Occupational Health, Safety & Environmental impacts within the Bureau.

Human Resource Unit

The Human Resource Unit handles all matters related to recruitment and training of staff, as well as creating, implementing and overseeing policies between employees and management of the Bureau.

Information Technology Unit

The Information Technology Unit is responsible for developing and maintaining a reliable communication network, data, hardware and software infrastructure within the Bureau, as well as providing technical support.

Legal Unit

Provides legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required.

Marketing Unit

This Unit is responsible for promoting the Bureau and its activities to target markets and the public.

Projects Management Function

The Projects Management function is responsible for the development of the project management system and reporting on the Bureau's portfolio of projects and programmes under the Public Sector Investment Programme (PSIP).

Quality Unit

The Quality Unit is responsible for the implementation, maintenance and continual improvement of the Bureau's quality management system.

Standards Information Centre

The primary function of the Information Centre is to collect, organize and disseminate information on standards, quality management systems, metrology and conformity assessment.

Trade Function

The Trade function is responsible for developing and coordinating positions, building awareness and representing the Bureau and other stakeholders in trade related matters including, the implementation of World Trade Organization (WTO) Agreements such as the Trade Facilitation Agreement and Good Regulatory Practice. The Trade function also manages the implementation and administration of the WTO Agreement on the Technical Barriers to Trade (TBT) and operates the TBT Enquiry Point on behalf of Trinidad and Tobago as mandated by Cabinet Minute No. 553 of 1996.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Bureau:-

Files, Records, Manuals, Documents:

1. Files dealing with administrative support and general administrative documents for the operations of the Bureau
2. Personnel files, which detail all staff appointments, job applications, job specifications, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management of the Bureau
4. Files dealing with circulars, memoranda, notices, bulletins
5. Files dealing with official functions, workshops and events hosted by the Bureau
6. Financial Records (e.g. cheques, vouchers, receipts, journals, salary records etc.)
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence files
9. Customer and client files
10. Complaint/suggestion files
11. Inventory records
12. Contracts, memorandum of agreements, service level agreements, collective agreements, legal opinions and related matters
13. Memberships
14. Minutes/Agenda of meetings
15. Archival documents
16. Policy and Procedure Documents
17. Acts and Legal notices
18. Manuals

Publications:

1. Standards - the Bureau, since its inception in 1974 has continually developed standards for use in Trinidad and Tobago. It has a total of three hundred and fifty-seven (357) active National Standards. These standards are developed and published by the Bureau as part of its business activities, for which copyright is vested in the Bureau by virtue of Section 35(2) of the Standards Act Chapter 82:03. Each standard is individually priced and is not governed by The Freedom of Information (Fees and Charges) Regulations, 2001. These standards are available at the Standards Information Centre for viewing or for sale. A complete index of the Standards can be viewed on the Bureau's website www.gottbs.com or at the Standards Information Centre.
2. Newsletters
3. Surveys
4. Reports
5. Pamphlets, brochures, posters, newspaper clippings

Forms:

1. Freedom of Information Act forms
2. Certification - Change of Scope forms
3. Customer Feedback forms
4. Consumer Complaint forms
5. Customer Complaint forms
6. Contract Review form
7. Standards Information Centre Query form
8. Recommendation of Certification
9. Impartiality Survey form
10. Standardization Stakeholder Request form

Audio Visuals:

1. Video and audio recordings of the Bureau's activities

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

Certification

- Policies:
 - Quality Policy
 - Impartiality Policy
 - Confidentiality Policy
 - Rules for Use of the TTBS Mark
 - Suspension and Withdrawal Policy
 - Audit and Certification Process Chart

• Certification Schemes:

- ISO 9001, Quality management systems

- ISO 14001, Environmental management systems
- Product Certifications
- Trinidad and Tobago Tourism Industry Certification (TTTIC)

• Certified Client Lists:

- ISO 9001, Quality management systems
- ISO 14001, Environmental management systems
- Product Certifications

Implementation

- Customer Complaints and Appeals Process
- Implementation Division Customer Charter
- Implementation Division Terms and Conditions for Inspectors
- Various pamphlets and leaflets related to inspection activities

Laboratory Accreditation Service

- TTLABS General Requirements for the Accreditation of Laboratories
- TTLABS Guideline for the Application of ILAC P10
- Laboratory Reference to TTLABS Accredited Status – TTLABS Advertising Policy
- TTLABS Proficiency Testing Requirements for Testing and Calibration Laboratories
- TTLABS Directory of Accredited Laboratories with schedules of accreditation
- TTLABS Accreditation Process Map
- TTLABS Complaints Process Map
- TTLABS Appeals Process Map
- TTLABS Training Schedule

Laboratory Services

- Various pamphlets, leaflets, booklets, and brochures related to laboratory services

Legal Metrology Inspectorate

- List of supermarkets, groceries and minimarts with verified weighing devices
- List of couriers with verified weighing devices
- List of restaurants with verified food-by-weight scales
- List of fuel stations with verified fuel dispensers

Metrology

- Various pamphlets, leaflets, booklets, and brochures related to metrology services

Standardization

- Standardization Work Programme
- Draft National Standards for Public Comment
- Legal Notices:
 - Declaration of Standards
 - Compulsory Standards Order
 - Related to the variation and revocation of standards

Standards Information Centre

- Standards published by the Bureau
- The Bureau's Annual Administrative Reports
- Newsletters published by the Bureau
- National Quality Policy 2018-2030

Trade Function

- Trinidad and Tobago Implementation Statement to the WTO
- Trinidad and Tobago Technical Barriers to Trade (TBT) Notifications

The public may inspect and/or obtain copies of material between the hours of 8:30 am and 3:45 pm on normal working days at the Bureau's Standards Information Centre situated at:

Trinidad and Tobago Bureau of Standards
1-2 Century Drive
Trincity Industrial Estate, Macoya
Tel: (868) 662-8827 Ext. 2033
E-mail: ttbs@ttbs.org.tt

Section 7 (1) (a) (iv)

Literature available by subscription

The Bureau has no literature available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Bureau

General Procedure

In order to have the rights given to applicants by the Freedom of Information Act, you must make your request in writing.

1. Persons can obtain a copy of the appropriate form (Request for Access to Official Documents) from the Freedom of Information Unit's website (<http://www.foia.gov.tt>).
2. Complete the form by entering the relevant information into the form fields:
 - Name of applicant (full name preferred)
 - Contact information
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant
 - Applications should be addressed to the Designated Officer of the Authority (see Section 7 (1) (a) (vi)).
3. The completed form may be:
 - a) Hand delivered to the Bureau,
 - b) Mailed to the Bureau,
 - c) E-mail to the Bureau (ttbs@ttbs.org.tt), or
 - d) Faxed to (868) 663-4335.

Addressing Requests

To facilitate the prompt handling of a request, please contact or write to the Designated Officer of the Bureau (see section 7 (1) (a) (vi)).

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with the Bureau's Designated Officer.

Requests not handled under the Act

In accordance with Section 12 of the Freedom of Information Act, requests under the Freedom of Information Act that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody

Responding to your Request

The Bureau is only required to furnish copies of documents that it has in its possession or can be retrieved from storage. Prior to the commencement of the Freedom of Information Act, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for which records may be kept before they are destroyed.

Furnishing Documents

An applicant is entitled to access copies of information which the Bureau has in its possession, custody or power. The Bureau is required to furnish only one (1) copy of a document. If the Bureau cannot make a legible copy of a document to be released, we will not attempt to reconstruct it. Instead, the Bureau will furnish the best copy possible and note its quality in our reply.

Please note the Bureau is not compelled to do the following:

- a) create new documents; or
- b) perform research for the public.

Time Limits

The Freedom of Information Act sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. The Bureau will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the Bureau will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write

to confirm that we have received the request and to ascertain its status. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the Freedom of Information Act.

Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi)

Officers in the Bureau responsible for:

- 1) **The initial receipt of and action upon notices under section 10;**
- 2) **Requests for access to documents under section 13; and**
- 3) **Applications for correction of personal information under section 36 of the FOIA.**

Designated Officer for the Bureau:

Mr. Randy Siew, Librarian
Standards Information Centre
Trinidad and Tobago Bureau of Standards
1-2 Century Drive
Trincity Industrial Estate, Macoya
Tel: (868) 662-8827 Ext 2033
Email: ttbs@ttbs.org.tt

Alternate Designated Officer:

Mrs. Sydelle Marchan-Jairam, Legal Officer
Trinidad and Tobago Bureau of Standards
1-2 Century Drive
Trincity Industrial Estate, Macoya
Tel: (868) 662-8827 Ext 2002
Email: Sydelle.Marchan-Jairam@ttbs.org.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public)

At the present time, there are no bodies that fall within the meaning of this section of the Freedom of Information Act.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information can be accessed at the Bureau's Standards Information Centre.
Standards Information Centre
1-2 Century Drive, Trincity Industrial Estate, Macoya

Opening Hours:

8.00am – 4:15 pm Monday – Thursday
8.00am – 4:00 pm Friday

General Enquiries

Phone: (868) 662-8827 Ext. 2033
Librarian: Mr. Randy Siew

The Standards Information Centre contains collections of standards from various countries and organizations throughout the world and material can be used at the Centre for reference. It also has a complete collection of standards published by the Trinidad and Tobago Bureau of Standards.

- Copies of international, regional and national standards can be obtained from the Centre at a cost.
- An Index of National Standards is available at the Information Centre, as well as, on The Bureau's web site www.gottbs.com

- Standards Act Chapter 82:03
- Standards Regulations
- Metrology Act Chapter 82:06
- Metrology Regulations, 2015
- Metrology (Quantities of Goods) Regulations, 2015
- Cabinet Minute No. 553 of 1996
- Caribbean Community (CARICOM) Regional Organisation for Standards and Quality Act Chapter 82:05

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Bureau, or similar documents containing rules, policies, guidelines, practices or precedents:

- The National Quality Policy 2018-2030
- National Standardization Strategy 2019-2022
- Departmental Manuals, Policies and Procedures
- The Bureau's Strategic Plan 2016-2019
- The Strategic Plan of the Ministry of Trade and Industry 2016-2020
- Trinidad and Tobago Trade Policy 2019 – 2023

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

There are no reports or statements to be published under this subsection at this time.

Section 9 (1)

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the Bureau.

- Premier Quality Services Limited (PQSL) Articles of Association

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Bureau by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Bureau or to the responsible Minister of that public authority.

Seventeenth Report of the Public Accounts Committee on the Examination of the Audited Financial Statements of the Trinidad and Tobago Bureau of Standards for the financial years 2009 to 2013.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Bureau.

- Minutes of the Bureau's technical committees established for the purpose of standards development (Confidential)
- National Trade Facilitation Committee of Trinidad and Tobago - Annual Report 2018 (NTFC/AR2018/2)
- National Trade Facilitation Committee of Trinidad and Tobago - Annual Report 2017
- CARICOM Strategy for Regional Implementation of the WTO Agreement on Trade Facilitation (TFA)
- CARICOM Regional Organisation for Standards and Quality (CROSQ)
- Work Programme of the Technical Barriers to Trade, Information Management Systems and Enquiry Points (TIE) Committee
- CARICOM Regional Organisation for Standards and Quality (CROSQ) Terms of Reference - New Special Committee of CROSQ: Technical Barriers to Trade, Information Management Systems and Enquiry Points (TIE)

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the Bureau to submit a report, provide advice or make recommendations to the responsible Minister of that

public authority or to another officer of the public authority who is not a member of the committee.

- TTBS' Policy by Measure for Trinidad and Tobago's Trade Policy Review

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the Bureau by a scientific or technical expert, whether employed within the Bureau or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- CARIRI Report on Indoor Air Quality Assessment at the Trinidad and Tobago Bureau of Standards 2012
- A Strategic HR Function Audit at The Trinidad and Tobago Bureau of Standards
- Audit Reports (Confidential)
- Laboratory Testing Reports (Confidential)
- ISO 9001:2015 transition gap analysis 2016
- ISO/IEC 17025:2017 transition gap analysis 2018

Section 9 (1) (f)

A report prepared for the Bureau by a consultant who was paid for preparing the report.

- Simplicity Consulting Limited: Strategic HR Audit - Final Report 2010
- RES Marketing: Strategic Marketing Plan 2012-2015
- David Shortall: A Review of the Standards Act and Standards Regulation Report 2013
- Mesopartner: National Quality Policy 2016-2030
- African, Caribbean and Pacific Group of States (ACP) Consultant: Charles Barker – Good Regulatory Practice Guidelines 2017
- PER Solutions: Job Analysis Report 2018-2019
- Dennis Rambaran: Draft Consolidated Financial Statements for the period ending 30th September 2018

Section 9 (1) (g)

A report prepared within the Bureau and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

- Policy Document to inform the Revision of the Standards Act 2018
- A Report Proposal for a National Consultative Coordinating Committee on Non-Tariff Barriers 2018

Section 9 (1) (h)

A report on the performance or efficiency of the Bureau, or of an office, division or branch of the Bureau, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Bureau.

- The Bureau's Summary of Performance Reports 2006 to 2007, 2007 to 2008, 2008 to 2009, 2009 to 2010, 2010 to 2011, 2011 to 2012, 2012 to 2013, 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017, 2017 to 2018, 2018 to 2019
- The Bureau's Annual Administrative Reports 2009 to 2010, 2010 to 2011, 2011 to 2012, 2012 to 2013, 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017
- CROSQ Member State Reports
- CROSQ Member State Standards Development Reports
- ISO/IEC 17021 Internal Audit report

Section 9 (1) (i)

A report containing final plans or proposals for the re-organisation of the functions of the Bureau, the establishment of a new policy, programme or project to be administered by the Bureau, or the alteration of an existing policy, programme or project administered by the Bureau, whether or not the plans or proposals are subject to approval by an officer of the Bureau, another public authority, the responsible Minister of the Bureau or Cabinet.

- National Quality Policy - Implementation Plan 2018-2030
- Policy document to inform the revision of the Standards Act 2018
- TTBS Position paper for regulation of the tourism industry
- National Standardization Strategy 2019 - 2022
- Trinidad and Tobago Trade Policy 2019 – 2023

Section 9 (1) (j)

A statement prepared within the Bureau and containing policy directions for the drafting of legislation.

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

A report of a test carried out within the Bureau on a product for the purpose of purchasing equipment.

There are no statements to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the Bureau

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

A valuation report prepared for the Bureau by a valuator, whether or not the valuator is an officer of the Bureau

There are no statements to be published under this subsection at this time.

Dated this 10th day of September, 2020.

R. Siew

Secretary (Ag)

Trinidad and Tobago Bureau of Standards



**TRINIDAD AND TOBAGO
BUREAU OF STANDARDS**

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