



Our Ref.:

Your Ref.:

INGRESS OF LIGHTING PRODUCTS FOR TESTING AT TTBS FACILITY FOR LOCAL CLIENTS

1 INTRODUCTION

1.1 Purpose

This document describes the process for the incoming of Lighting Products for Energy Efficiency Testing from Clients to the Energy Efficiency Lighting Laboratory at the Trinidad and Tobago Bureau of Standards (TTBS).

1.2 Scope

This procedure is intended for Energy Efficiency Testing and Labelling Inspection for Self-Ballasted CFLs and LEDs Lamps for general lighting services for operation in a 60 Hz or 50 Hz alternating current distribution network and nominal voltages having rated voltages greater than 50 V (AC) intended for the domestic market within the local market.

1.3 Reference

- CRS 58 2018 - CARICOM Regional Standard, Energy Labelling – Compact Fluorescent Lamps and Light Emitting Diode Lamps - Requirements
- TTCS 11: 2021 - Energy Labelling – Compact Fluorescent Lamps and Light Emitting Diode Lamps – Compulsory Requirements
- IEC 62612 - Self-ballasted LED lamps for general lighting services with supply voltages > 50 V – Performance Requirements
- IEC 60969 - Self-ballasted compact fluorescent lamps for general lighting services – Performance requirements

1.4 Definitions

- Request for Quotation (RFQ) – refers to a controlled lab document to input lighting product information and quantity.
- Laboratory Services Order Contract (LSOC) - refers to a controlled lab document which states the contracted services requested and the quotation for testing for acceptance
- Regional Testing Facility (RTF) - refers to testing facility (TTBS) to carry-out testing services for Energy Efficiency Testing of Lighting Products for CARICOM and Latin American countries
- CLIENT – refers to Retailer, Importer, Distributor and/or Manufacturer

POSTAL ADDRESS:

P.O. Box 467,
Port of Spain
Trinidad and Tobago

LOCATION:

Century Drive,
Trincity Industrial Estate,
Macoya, Tunapuna, Trinidad, W.I

TELEPHONES:

(868) 662-TTBS (8827)
662-4481/2, 663-4835/6
FAX: (868) 663-4335

E-MAIL:

ttbs@ttbs.org.tt
WEBSITE:
www.ttbs.org.tt

BANKERS:

Republic Bank Ltd.,
Tunapuna Branch,
Trinidad.



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2 REQUIREMENTS

2.1 Responsibility

The Trinidad and Tobago Bureau of Standards is responsible for:

- a. The Energy Efficiency Lighting Laboratory provides labelling inspection and testing of Self-Ballasted CFL and LED Lamps.
- b. Schedule dates for testing to accommodate each Client.
- c. Provide Test Report to the respective - Client in a timely manner.

All Clients will be responsible for their administrative and logistical arrangements for submission of items to be tested. Each Client will be responsible for submitting payment documentation in a timely manner before the commencement of testing.

2.2 Safety and Precautions

Items shall be packaged in such a manner to prevent damage or breakage.

3 METHODOLOGY

3.1 Procedure for Testing

The following processes are to be followed when Lighting Products are being arranged to be sent to the TTBS for Testing:

1. The Client will first contact the regional testing facility (TTBS) via email at (doodnath.singh@ttbs.org.tt) with details for the intent to submit testing items for energy efficiency testing.
2. The TTBS will respond via email to the Client with a "**Request for Quotation Form**" to be filled by the Client with the relevant information. This form is to be returned via email to TTBS's contact personnel for processing.
3. Subsequent to the receipt of the "**Request for Quotation**", the TTBS will provide via email the "**Laboratory Service Order Contract (LSOC)**" which will include the item's information, the cost for testing and turnaround time.
4. The **LSOC** shall be confirmed by the Client with the information provided for approval. Once approved, the **LSOC** shall be signed and the company stamp placed in the area assigned along with proof of payment information (**Purchase Order**).
5. This document shall be returned via email for processing. All payments shall be made via ACH, LINX, Company cheque or cash before the commencement of testing.
6. Upon receipt of the **Laboratory Service Order Contract (LSOC)** with payment information, the TTBS will schedule items for testing.



TRINIDAD AND TOBAGO BUREAU OF STANDARDS

MEMBER OF:

ISO -International Organization for Standardization

COPANT -Pan American Standards Commission

ISO 9001:2015 Certified

Address reply to the Executive Director for the attention of the undersigned

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7. When test items are received at TTBS, the EE Lighting Laboratory personnel or his designate shall inspect all incoming items for quantity; that all items are a representative batch size; damage and defects before it is accepted for testing. If any anomalies are found via the aforementioned inspection, this will be logged through the TTBS's Quality Management System and the associated Client will be communicated as soon as possible by means of telephone or email.
8. All items submitted for testing shall be in their respective packaging as the information on both packaging and item are critical for analysis and evaluation of results.
9. If during testing issues arise with test items or test equipment, the EE Lighting Laboratory personnel or his designate shall notify the Client of the situation and a decision will be taken for an amendment to LSOC.
10. Reporting of results will be issued one (1) working day after the completion of testing.

After testing, disposal shall be conducted by TTBS. These samples shall be disposed in a manner that meets all chemical or other safety requirements.

3.2 Duration for Testing of Lighting Products

- The duration for testing of LED lamps extends to four (4) working days.
- The duration for testing of CFL lamps extends to seven (7) working days.

3.3 Sample Size Required for Testing

- CFL's – 10 samples with and additional of 2-3 samples for any damage
- LED's – 20 samples with and additional of 2-3 samples for any damage

3.4 Cost

- TTD \$ 3000.00 (LED Lamps) plus VAT
- TTD \$ 3500.00 (CFL Lamps) plus VAT

3.5 Records/Documentation

- Request for Quotation
- Laboratory Services Order Contract (LSOC)
- Test Report
- Wire Transfer Transmittal
- Invoice

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GUIDANCE ON HOW TO FILL OUT THE REQUEST FOR QUOTATION FORM

1. Testing Laboratory Section

- Indicate - “Electrical”

2. Step 1 Section –

- Fill out all the necessary areas that is applicable. If areas don’t apply, then indicate (N/A)

3. The area regarding to “Payment Method”, please indicate your payment method.

4. You are not required to fill out the “Shipping Information” section

5. Step 2 Section –

- “Sample Type / Description – provide the product information including model, brand, type wattage etc.
- “Sample Quantity – indicate the total amount of samples to be submitted
- “Test Method” –
- TTCS 11: 2021 - Energy Labelling – Compact Fluorescent Lamps and Light Emitting Diode Lamps – Compulsory Requirements
- IEC 62612 - Self-ballasted LED lamps for general lighting services with supply voltages > 50 V – Performance Requirements
- “Special requirements” – if applicable based on the product.

6. “Sampling required by customer” – indicate “Yes”

7. “Report Delivery” – at present, the Lab ONLY provide “Hard copy” reports to its Clients

8. “Sample Returned” - based on our internal procedure, it indicates that all samples submitted for testing will be “disposed of” by TTBS in a manner that meets all chemical or other safety requirements.

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