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INGRESS OF LIGHTING PRODUCTS FOR TESTING AT TTBS FACILITIES FOR REGIONAL CLIENTS

1 INTRODUCTION

1.1 Purpose

This document describes the process for the incoming and outgoing of Lighting Products for Energy Efficiency Testing from CARICOM countries routed 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 CARICOM countries.

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
- National Standards Body (NSB) - refers to an organization responsible for the inspection, monitoring and enforcing compliance to the CROSQ Energy Labelling Standards within that country
- 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 NSB, 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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1 REQUIREMENTS

1.1 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 NSB's will be responsible for their administrative and logistical arrangements for submission of items to be tested. Each NSB will be responsible for submitting payment documentation in a timely manner before the commencement of testing.

All regional 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

1.2 Safety and Precautions

Items shall be packaged in such a manner to prevent damage or breakage, with proper signage to be placed on package (e.g., Fragile, handle with care etc.), and shipped following the manufacturer instructions for handling and storage.

2 METHODOLOGY

2.1 Procedure for Testing

The following processes are to be followed when Lighting Products are being arranged to be sent from CARICOM and Latin American countries 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" 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). This document shall be returned via email for processing. All payments shall be made via USD and the wire transfer information (TTBS's USD Account) will be provided to the Client upon request.

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TRINIDAD AND TOBAGO BUREAU OF STANDARDS

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5. Upon receipt of the Laboratory Service Order Contract (LSOC) with payment information, the TTBS shall schedule items for testing. These items shall be received five (5) working days before the schedule date for Testing.
6. The Client shall make arrangements with their customs broker or customs authority for the shipping of items to be tested at the TTBS. All shipping arrangements is held solely with the Client to the point of collection at the TTBS. Along with the shipping documents, the Client shall provide an Invoice (with invoice number and date) from their respective company or organization for the items being submitted for testing.
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 two (2) working days 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.

2.2 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.

2.3 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

2.4 Cost

- USD 450.00 (LED Lamps)
- USD 500.00 (CFL Lamps)

2.5 Records/Documentation

- Request for Quotation
- Laboratory Services Order Contract
- 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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