

# **CARICOM Energy Efficiency Standards & Labelling Programme**

## **National Procedures Manual – Belize**



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## DOCUMENT CONTROL

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## Abbreviations and acronyms

<b>ANCE</b>	Asociación de Normalización y Certificación [Mexican Standardization and Certification Association]
<b>BBS</b>	Belize Bureau of Standards
<b>BSJ</b>	Bureau of Standards Jamaica
<b>CARICOM</b>	Caribbean Community and Common Market
<b>CEC</b>	California Energy Commission
<b>CROSQ</b>	CARICOM Regional Organisation for Standards and Quality
<b>DOE</b>	Department of Energy
<b>EE</b>	Energy Efficiency
<b>EESLP</b>	Energy Efficiency Standards and Labelling Programs
<b>JMTS</b>	Job Tracking Management System
<b>LED</b>	Light Emitting Diode
<b>LSOC</b>	Laboratory Services Order Contract
<b>NB</b>	National Body
<b>NCRA</b>	National Compliance and Regulatory Authority
<b>NRCAN</b>	Natural Resources Canada
<b>NSB</b>	National Standards Body
<b>QSEC</b>	Quality for Sustainable Energy in the Caribbean
<b>RFQ</b>	Request for Quotation
<b>RTF</b>	Regional Testing Facility
<b>TSCF</b>	Test Sample Collection Form
<b>TTBS</b>	Trinidad and Tobago Bureau of Standards
<b>URC</b>	Unique Registration Code
<b>US</b>	United States of America
<b>USD</b>	United States Dollars

# NATIONAL PROCEDURES MANUAL – BELIZE

## EXECUTIVE SUMMARY

This manual contains the required minimum procedures to implement the conformance and or compliance component of the CARICOM Harmonised Regional Energy Efficiency Labelling Scheme from the port of entry to the market of Belize. This manual includes the description of all the relevant steps to be followed by the different actors, from the registration of imported products to the monitoring and surveillance actions that shall be carried out.

The Procedure is organized in 6 steps: Product Declaration, Application for Registration, Compliance Verification, Issuance of Labels, Monitoring & Enforcement and Marketing & Information.

## INTRODUCTION

### Background

The Caribbean region is faced with many and varied challenges associated with the high cost of electrical energy. That is based on the fact that the Caribbean Community (CARICOM) Member States (MS), rely almost exclusively on imported fossil fuels to generate electricity. Significant efforts are being made to change this profile and there is now a trend towards more sustainable and cheaper sources specifically solar, wind and hydroelectrical facilities. Nonetheless, consumers and businesses in the region still suffer from extremely high electricity tariffs. This reliance on fossil fuels also leads to environmental and greenhouse gas (GHG) emission issues, exacerbating the region's vulnerability to climate change and environment pollution.

The programme currently covers refrigerators, freezers, wine chillers and air conditioners (ACs) intended for household use on the one hand and light bulbs on the other. This means that manufacturers, importers, retailers, and distributors with intention of selling any of these products under the programme in the region will now be required to have each model unit registered and tested, prior to sale on the regional market. The units will subsequently be affixed with the corresponding energy efficiency label.

### Objectives

The purpose of this document is to outline the stages for the effective operations involved in the process of CARICOM Energy Efficiency Standards and Labelling Programme (EESLP), including programme management activities that support the Energy Efficiency (EE) process for Belize.

The goals of the EESLP are:

- 1) Establish, document and consequently inform consumers of the energy efficiency of the applicable products for the regional markets.
- 2) Assess compliance of the minimum energy performance standards adopted for the CARICOM region.

Of note is that the EE process in Belize will initiate as a voluntary program and will transition to a mandatory scheme by March 2025.

### STEP 1 – PRODUCT DECLARATION

This stage (process flow at Annex IV) is designed to provide the Belize Bureau of Standards (BBS) and importers with an opportunity to exchange information and conduct a status check. At this point, importers are invited to provide the BBS with a full list of all Stock Keeping Units (SKU) in their portfolio for the three (3) product classes. The details provided may vary by company based on their product line. This will include some core elements which are usually provided as laid out in Tables 1, 2 and 3 below:



**Table 1 – Required form for refrigerators.**

REFRIGERATOR	
ITEM #	DETAILS
1	BRAND
2	MODEL
3	SIZE
4	COUNTRY OF MANUFACTURE
5	DIVISION
6	SKU
7	CLASS (example: large whites, small appliances)
8	ENERGY CONSUMPTION (If available)

**Table 2 – Required form for lighting bulbs.**

LIGHTING	
ITEM #	DETAILS
1	BRAND
2	MODEL
3	SUB BRAND
4	VOLTS
5	AVERAGE RATE LIFE
6	WATTS
7	TYPE
8	LUMENS/LUX
9	UNITS PER PACK

**Table 3 – Required form for air conditioners.**

AIR CONDITIONING	
ITEM #	DETAILS
1	BRAND
2	MODEL
3	SUB BRAND
4	TYPE
5	CATEGORY (EG. MINI SPLIT)
6	INSIDE MODEL #
7	OUTSIDE MODEL #
8	SEER

Once the product line has been declared, BBS personnel shall conduct searches in publicly available databases of recognized programs to determine if the specific product is registered in another jurisdiction. The primary programs which will be examined are as follows: The CROSQ Database, the US DOE, US Energy Stat, NRCAN, CEC and ANCE-Mexico. Once the research has been completed, a report of the findings will be generated and shared with the importer. Based on the reports, the importer may contact his suppliers or manufacturer and share the parameters and requirements in the Standard.

In case the product isn't already registered under an equivalent program, applicants shall provide product certification documents from accredited laboratories or from one of the Regional Testing Facilities (RTF) to support the declared performance of their products.

## STEP 2 – APPLICATION FOR REGISTRATION

### Application procedure

The application process begins with the importer requests the registration (process flow at Annex V) of a product to be imported to the national market.

1. Importers shall apply for registration of their products using a formal application containing the information in the form and the product declaration, found in Annex VII, with:
  - SECTION A: Company's information
  - SECTION B: Product's details
  - SECTION C: Test reports and certifications
2. Within 48 hours, BBS will issue a reply containing all the necessary and available information to understand and follow the process (relevant Standards, National Procedures Manuals).
3. Applicants will have 3 alternatives for compliance assessment:
  - Proving compliance under an equivalent scheme from either another CARICOM member or selected countries including, but not limited to, Mexico, USA and Canada and others to be determined by the BBS.
  - Testing a sample of each model in the Regional Testing Facilities.
  - Submitting test reports from an international accredited laboratory.

### Application vetting

1. Upon receipt of the application and other relevant documents, BBS personnel shall review the submission and vet the application within 48 hours.
2. In conducting the vetting, the BBS will check the following:
  - Completion of information submitted and relevant forms.
  - Declared EE performance of the product under review.
  - Available information for compliance assessment.
  - Certificates of Compliance from other programmes (if applicable).
  - Test reports from RTF or internationally recognized accredited laboratories (if applicable).

## STEP 3 – COMPLIANCE VERIFICATION

### Information required for compliance assessment

#### 1.1.1. For products registered in equivalent programmes

In case the product is already registered in another CARICOM member country or another equivalent scheme (including, but not limited to, the following programmes: US DOE, US Energy Stat, NRCAN, CEC or ANCE-Mexico), the importer should provide the following additional information:

- Certificate of Compliance, indicating the parameters and requirements of that scheme (in

case it's implemented outside of CARICOM).

- Test results used for previous certification.

#### **1.1.2. For products tested in Regional Testing Facilities**

Importers can opt to test their products in the Regional Testing Facilities, located in Trinidad & Tobago and Jamaica.

If the items to be imported are lighting bulbs (Light-emitting diodes - LEDs or Compact Fluorescent Lamps - CFLs), equipment can be tested in Trinidad & Tobago laboratory at the TTBS, located in 1-2 Century Dr., Macoya, Trinidad & Tobago:

1. Applicants shall contact BBS to request information about the required steps for testing in RTF.
2. BBS should provide the supplier with the cost of testing the different products and the information to contact the RTF about the intent to send items for energy efficiency testing.
3. The RTF will request details of the items and a pro-forma to be completed.
4. Applicants shall send the required number of samples of each model to be tested at the RTF.
5. Lighting equipment samples 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.
6. The test will be performed at the RTF in accordance to Belize National Standards (or its Regional equivalent), and the results will be sent to the importer and forwarded to the BBS for compliance assessment.

For the other appliances included in the labelling programme, that is, refrigerators and air conditioners, tests can be performed in Regional Testing Facilities located in Jamaica (6 Winchester Road, Kingston 10). Applicants, with the support of BBS, shall do the following:

1. Applicants shall contact BBS to request information about the required procedures for testing in RTF.
2. BBS should provide the supplier with the cost of testing the different products and the information to contact the RTF about the intent to send items for energy efficiency testing.
3. The RTF will request details of the items and a pro-forma to be completed.
4. Applicants shall send the required number of samples of each model to be tested at the RTF.
5. Appliances samples 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.
6. The test will be performed at the RTF in accordance with Belize National Standards (or its regional equivalent), and the results will be sent to the importer and forwarded to the BBS for compliance assessment.

#### **1.1.3. For products tested in international laboratories**

The applicant may opt to submit a test report for a model from a third-party laboratory. The importers shall submit a test report that must satisfy the conditions below.

- The model must be tested by a laboratory accredited by an internationally recognized Accreditation Body.
- A copy of the laboratory's valid accreditation certificate must be submitted.

- Tests must be performed in accordance with the corresponding CARICOM Regional Standards or their equivalent National Standards:
  - CRS 57 – For Refrigerators
  - CRS 58 – For CLFs and LEDs
  - CRS 59 – For Air Conditioners

## Registration of the product

1. BBS officials shall use the information given to assess compliance either by equivalence or using test reports data.
2. Applicants will be notified of the assessment results within ten (10) business days after the application vetting and within two (2) business days of the determination being made.
3. Compliant items will be entered and registered in the CROSQ Regional Database, and a Unique Registration Code (URC) will be issued for each item/model.
4. A registration notification will be issued for the approved item. The validity of the certificate will be for two (2) years, which means the model is authorized to be imported in the country with no further requirements for a 2-year period.
5. Registration will be subject to the payment of the prescribed fees only during the mandatory phase of EESLP implementation.

## Registration rejection

Where an item is deemed to not meet the requirements for registration based on certification/documentation provided, registration shall be declined. The applicant shall be notified of this decision within two (2) business days of the determination being made.

The applicant shall be given the opportunity to provide additional documentation to support their application. They may also arrange to have a sample tested at an RTF to determine performance. If the additional documentation establishes that the product meets the requirements, the product shall be registered, and an URC issued. If the product does not meet the requirements based on additional submissions or reports from a laboratory, registration is declined, and the product shall not be allowed entry into the domestic market. This action will only take place during the mandatory phase of the EES.

## DATA PROTECTION

All the information regarding registered products shall be subject to strict data protection rules.

Technical documentation and compliance evaluation should be available for the National Bureaus authorities from those countries in CARICOM that are implementing a labelling scheme and have access to the Regional Database, in order to implement verification and surveillance activities.

Sensitive technical information that is deemed inappropriate to share in the Regional Database should be available only to national authorities from the country of registration.

Any personal data<sup>1</sup> shall be kept only as long as it's necessary for processing, and

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<sup>1</sup> information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person

pseudonymization and encryption practices shall be implemented in order to protect the data.

## APPEALS

In case the results of the compliance verification or any other step in the process are not satisfactory, the applicant shall submit a written appeal with supporting documents to the Director of the Belize Bureau of Standards.

## STEP 4 – ARRIVAL AND ISSUANCE OF LABELS

### REGISTERED PRODUCTS

Importers should notify the BBS of pending shipments as soon as shipping arrangements are finalized, and invoices issued. Previously registered items will be automatically released from customs and held at importers warehouses awaiting physical inspections from the BBS.

During the voluntary phase of the EESLP, the importer shall apply to the BBS for labels (process flow at Annex VI) indicating registration numbers for all items on the shipments using forms in Annexes VIII, IX and X respectively. The labels will be issued and affixed.

Upon the scheme becoming mandatory, the original receipts from a Government Treasury indicating payment for labels will accompany the application. The BBS office in the City of Belmopan shall receive all applications and vet each submission. The BBS shall verify that the specific products on the application are duly registered and subsequently prepare for the issuance of labels. Issued labels and relevant approval letters shall be submitted to the importer while logistical arrangements for the affixing of the labels shall be made with the office of the Chief Examiner (Customs and Excise) and Appointer Representative or Broker for and on behalf of the importer.

### NON REGISTERED PRODUCTS

These steps are to be followed during the mandatory implementation of the scheme:

1. If importers do not have their product registered nor tested prior to shipment, they will have their consignment held on arrival.
2. A sample of each model will be taken, shipped and tested at the correspondent Regional Testing Facility or other internationally recognized accredited laboratory, at the importer's expenses, following the procedures on Annex I for refrigerators and air conditioners, and Annex II for lighting bulbs.
3. Test results will be forwarded to BBS to assess compliance.
4. If the product is found compliant, a release order will be issued, and further examinations will be carried out at the importers' warehouses.
5. Labels shall be requested and affixed once the examination is passed.

## STEP 5 – MONITORING AND ENFORCEMENT

### INTRODUCTION

Monitoring and enforcement actions are necessary for the implementation of a mandatory scheme, as they make the system sustainable and trustworthy among the participants. Its use is to provide confidence regarding the consumption exhibited on labels, and to ensure that labels are properly used.

The proper display of energy labels is essential for consumers to enable them to select more energy efficient models at the time of their purchasing decisions. The affixed EE label provides the information available on the energy used by the appliance. Failure to correctly display these labels will be a definite breach of the EE Scheme. Examples of labels not being correctly displayed include:

- a. Appliances displayed without the correct label.
- b. EE labels covered with other stickers, advertising materials, or price tags.
- c. EE labels placed inside the appliance, on the side or on the back.
- d. “Do It Yourself” labels - hand written labels or labels made by the retailers.
- e. EE labels sealed in a plastic envelope, not accessible or totally visible to consumers in shops.
- f. Only portions of the label are displayed or only the background with no figures
- g. EE labels not matching the appliances.
- h. Two EE labels for one appliance – in some cases also both the old/new labels, both showing a different energy class.
- i. For internet shoppers, EE labels are not available online or some of the prescribed data is missing.
- j. Usage of non-existing energy classes, such as A+++++ or A+++–20% in internet sales, where it is used as the energy class indication.

## MARKET SURVEILLANCE

### 1.1.4. During voluntary application of the programme

During the voluntary phase, several retailers will participate in the programme and work to have the exhibited appliances properly labelled and their labels visible. Visits to participant stores will be arranged by BBS officials with previous notifications to verify the correct implementation and give recommendations.

### 1.1.5. During mandatory application of the programme

1. Once a mandatory scheme is implemented, market surveillance shall be conducted by BBS, with a risk-based procedure. That is, surveillance activities will be focused on stores with high number of sales and variety models. Consumer complaints will have special consideration in cases where labels are found to be used incorrectly or non-existent.
2. The frequency of surveillance activities will be decided annually.
3. BBS officers will identify and prioritize stores based on their size (largest stores first), diversity of models offered and previous non-compliances, internally determining the schedule of visits and the collaborators required to perform the tasks.

Store	Location	Type of Appliances to be checked	Date of visit

4. Selected stores should be visited without warning. However, to improve the compliance of the programme, BBS could send a letter to the selected stores informing that visits will take place in the following months.
5. Inspectors will check that every appliance under a mandatory labelling scheme is labelled in accordance with the Standards (correct coloured label, correct appliance, and data), that the label is visible and properly fixed, and that there is no other figure/sticker covering the information in the label.
6. If non-compliance is verified, in case of labels not being properly fixed or not visible, BBS will issue a letter to the retailer and corrective actions shall be taken within a specific period. In case of persistence, retailers shall be charged a fine in accordance with the level of non-compliance.
7. In case of missing labels, BBS shall verify in the Regional Database that such model is registered as compliant, and if so, issue letters to both the retailer and the importer that is responsible for the appliances to take corrective actions. If a given item is wrongfully labelled and not registered as compliant, it shall be taken off the market and a fine shall be charged to the importer.
8. Surveillance results shall be registered indicating the visited stores, number of models observed and number of non-compliances.

## CHECK-TESTING

After the implementation of the mandatory scheme BBS shall perform verification testing activities to ensure that labels addressed by the participants of the programme display trustworthy information. BBS will use a risk-based approach, prioritizing those models with high number of sales, high savings potential, previous non-compliances, and considering the accessibility to testing facilities and programme budget. Samples should be sent to Regional Testing Facilities to perform the check-testing:

1. Using the list of items registered in the database, BBS shall generate a list of selected appliances models to be tested each year. This selection will be based on:
  - Third-party complaints (customers or retailers)
  - Market share (total number of sales)
  - Annual energy consumption
  - Energy efficiency of the product
  - Savings potential
  - Previous non-compliances
2. Customers that are not satisfied or suspect that the information declared on the label is not accurate, can file complaints to either BBS or Consumer Protection Unit and request for a verification of the product and its energy consumption.
3. BBS shall request a sample of the product from importer/distributor and have it tested, according to the National Standards, in an accredited laboratory (preferably Regional Testing Facilities, following the procedures in Annexes I&II at the importer's expenses, to contrast the information given on the label.
4. BBS officials will review the report and compare it with the information from the compliance assessment, and that exhibited on the label.
5. If test results differ by more than a 15% from the declared energy performance or the model is in a lower class than stated, then another sample of the same product shall be requested



by BBS and tested to confirm the results, or the importer might be given the option to change the information on the label according to the new results.

6. If the additional test fails to prove the information on the label, then enforcement actions shall be taken.
7. Depending on the level of non-compliance, actions will include the rectification of the information on the label, the withdrawal of the product from the market, imposing fines on the importer, and the prohibition to commercialize products for a certain amount of time.

## **STEP 6 – MARKETING AND INFORMATION**

### **COMMUNICATION**

Public communication regarding the implementation of the Energy Efficiency Labelling Programme will be coordinated by BBS with support of the Energy Unit from the Ministry of Public Utilities, Energy, and Logistics.

### **MARKETING**

Marketing campaigns from importers and retailer stores shall contain truthful information about the efficiency class of the offered products. The promotion of products using non-existent energy efficiency categories or characteristics shall be under BBS surveillance.



## Annex I – Ingress And Egress Of Appliances For Testing At The BSJ Facilities

### 1. INTRODUCTION

#### 1. Purpose

This document gives guideline for the ingress and egress of appliances routed to the Energy Efficiency Laboratory at the Bureau of Standards Jamaica (BSJ) for energy efficiency testing for the CARICOM and Latin America.

#### 2. Scope

This document is currently limited to the energy efficiency testing and labelling of refrigerators, freezers, refrigerator-freezers, wine chillers and room air conditions intended for the domestic market of the CARICOM and Latin America.

#### 3. Definitions

For the purpose of this document, the following definitions apply:

- Energy Efficiency (EE) Labelling Programme – refers to the programme under which the appliances listed above are subjected to energy efficiency testing and the subsequent energy efficiency label produced, based on the result of these tests.
- National Body (NB) – refers to an organization responsible for the inspection, monitoring and enforcing compliance to the CROSQ Energy Labelling Standards within that country.
- Pro-forma - refers to approved costing submitted to client for acceptance.

### 2. IMPLEMENTATION

#### 1. Responsibility:

1. The Energy Efficiency Testing Laboratory at the BSJ is responsible for the energy efficiency testing of refrigerators, freezers, refrigerator-freezers, wine chillers and room air conditioners. This facility will also provide a test report to the respective National Body for which testing is done.
2. Each country's National Body will be responsible for their own general administration and compliance monitoring of the EE Labelling Programme and the provision of energy efficiency labels to their local importers/distributors/manufacturers.

#### 2. Methodology

##### 1. Procedure

The following are guidelines to be followed when appliances are sent from a CARICOM member country to the BSJ for testing.

1. The individual National Body will contact the regional testing laboratory (BSJ) about the intent to send items for energy efficiency testing as well as details of the items and the request for a pro-forma.
2. A pro-forma from the regional testing lab (BSJ) will be sent to the National Body prior to the item(s) being sent to the BSJ for testing. The pro-forma will include shipping and handling costs when items are being returned. The approximate turnaround time is also to be included in the pro-forma.
3. The National Bodies will make their individual arrangements with their customs broker to get the items shipped to the regional testing lab (BSJ). This includes the entity shipping the items to Jamaica, contacting a local custom broker and making arrangements with the broker to have the items delivered to the testing lab at the BSJ.
4. Upon receipt of the items, the laboratory shall inspect the items for damage before starting any test/assessment. Any defect(s) found will be logged in the BSJ's Job Tracking Management System (JMTS) and communicated to the relevant National Body.
5. The items shall be tested according to the Regional Standards (or its national equivalents) and the relevant environmental conditions, within the turnaround time as stipulated on the pro-forma. The turnaround time includes submission of the report to the relevant National Body.

6. 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.
7. All inverter room air conditions being submitted should be accompanied with the manufacturer's instructions on how to adjust the speed of the unit.
8. All items being submitted must be accompanied with instructions on the operating test conditions such as ambient temperature (where applicable) and power supply (i.e. voltage and frequency) to be applied. This information must be provided by the National Body submitting the items for testing.
9. After testing, the testing labs will make arrangements through their customs broker to have the items returned to the individual National Bodies. The cost to return the items will be borne by the individual National Bodies, which could charge this cost to the importer.
10. Failure to collect items within the stipulated time as per the Test Sample Collection Form (TSCF) will result in the disposal of the items as deemed fit.

## **2. Records/Documentation:**

1. Request for pro-forma
2. Approved Pro-forma
3. Job Management Tracking System (JMTS)
4. Test Report

## **3. SAMPLE MANAGEMENT AT TESTING FACILITIES**

### **1. Pre-test Storage**

Importers, distributors and/or retailers will bear any cost associated with storage and handling during the time required for testing of new models prior to release for general sale. There will be possible allowance for storage at the importers site.

### **2. Post-test Storage**

Tested devices will be stored for a maximum period of 60 days after the distributor/retailer has been advised of the availability for return of the device. Note: Where there are prior arrangements for disposal/return by the BSJ or National Compliance & Regulatory Authority (NCRA), then that arrangement will stand over this stipulation. In the event that items are not claimed within the stipulated timeline, they will be disposed of as the BSJ/NCRA sees fit.

### **3. Disposal/Return of devices**

The distributor/retailer/manufacture shall indicate on the Testing Sample Collection Form (TSCF) the mode of disposal of the tested device(s) by the inspection body and the regional testing facility. The mode of disposal shall include the following:

1. Return to sender
2. Return to specified agent
3. Destruction of sample
4. Donate to charity
5. Other (to be specified at the time of collection)

Failure to indicate or collect sample within the previously specified and agreed time will result in the disposal of the product.

## ANNEX II – INGRESS AND EGRESS OF APPLIANCES FOR TESTING AT TTBS FACILITIES

### 1. INTRODUCTION

#### 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 & Tobago Bureau of Standards (TTBS).

#### 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.

#### 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

#### 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.

### 2. REQUIREMENTS

#### 1. RESPONSIBILITY

The TTBS 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 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 testing.

#### 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.

### **3. METHODOLOGY**

#### **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 shall 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 shall 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 the TTBS’s contact personnel for processing.
3. Subsequent to the receipt of the “Request for Quotation”, the TTBS shall 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 in USD and the wire transfer information (TTBS’s USD Account) will be provided to the Client upon request.
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 scheduled 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 the 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 shall 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 shall be taken for an amendment to LSOC.
10. Reporting of results shall be issued two (2) working days after the completion of testing.

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

#### **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. SAMPLE SIZE REQUIRED FOR TESTING:**

- CFLs – 10 samples with and additional of 2-3 samples for any damage
- LEDs – 20 samples with and additional of 2-3 samples for any damage

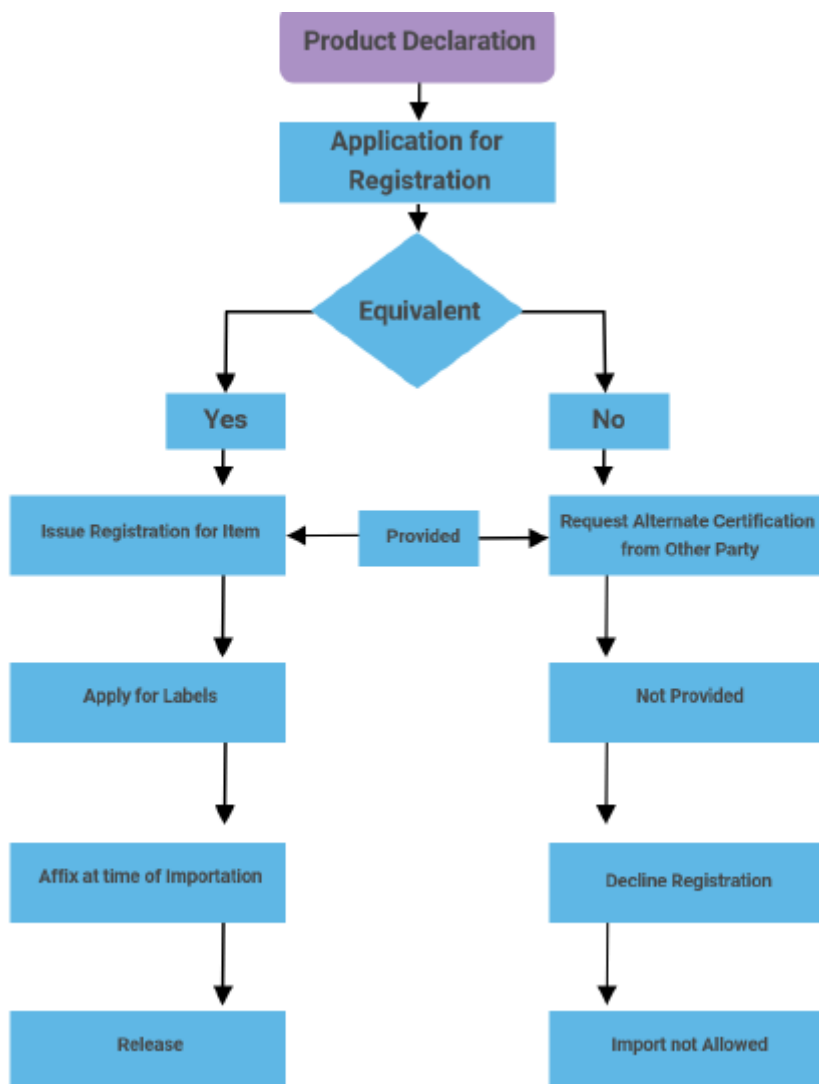
#### **4. COST:**

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

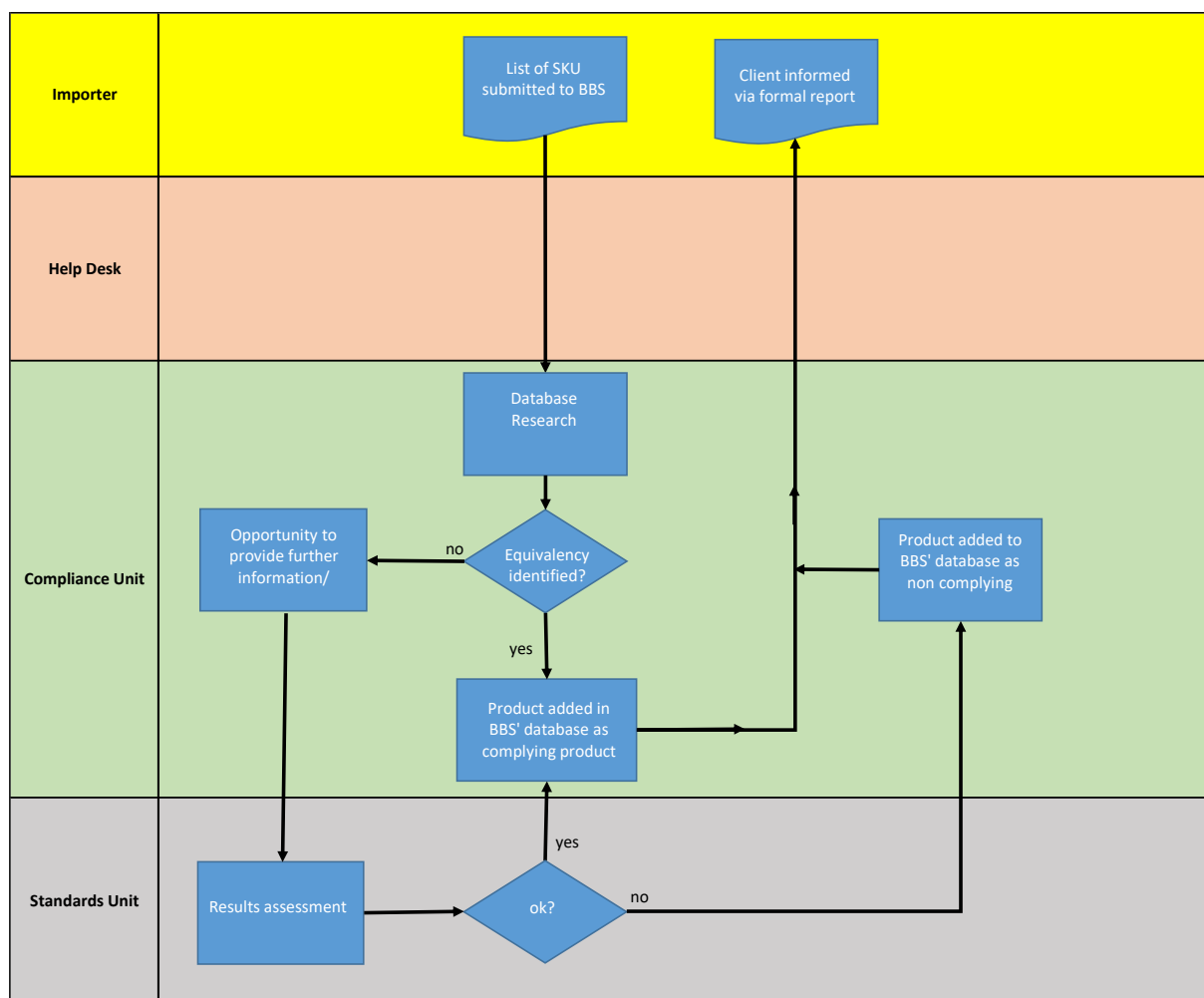
#### **5. RECORDS/DOCUMENTATION:**

1. Request for Quotation
2. Laboratory Services Order Contract
3. Test Report
4. Wire Transfer Transmittal
5. Invoice

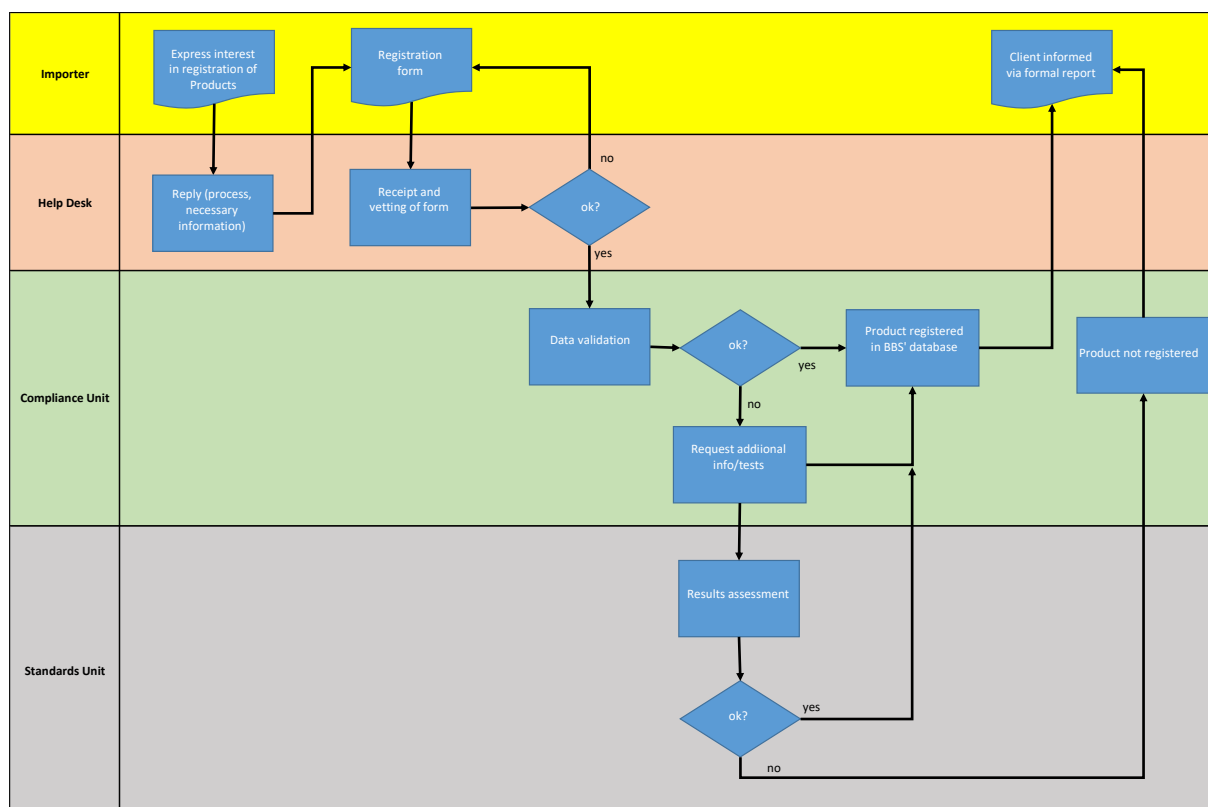
## ANNEX III – PROCESS FLOW



## ANNEX IV – DECLARATION PROCESS FLOW

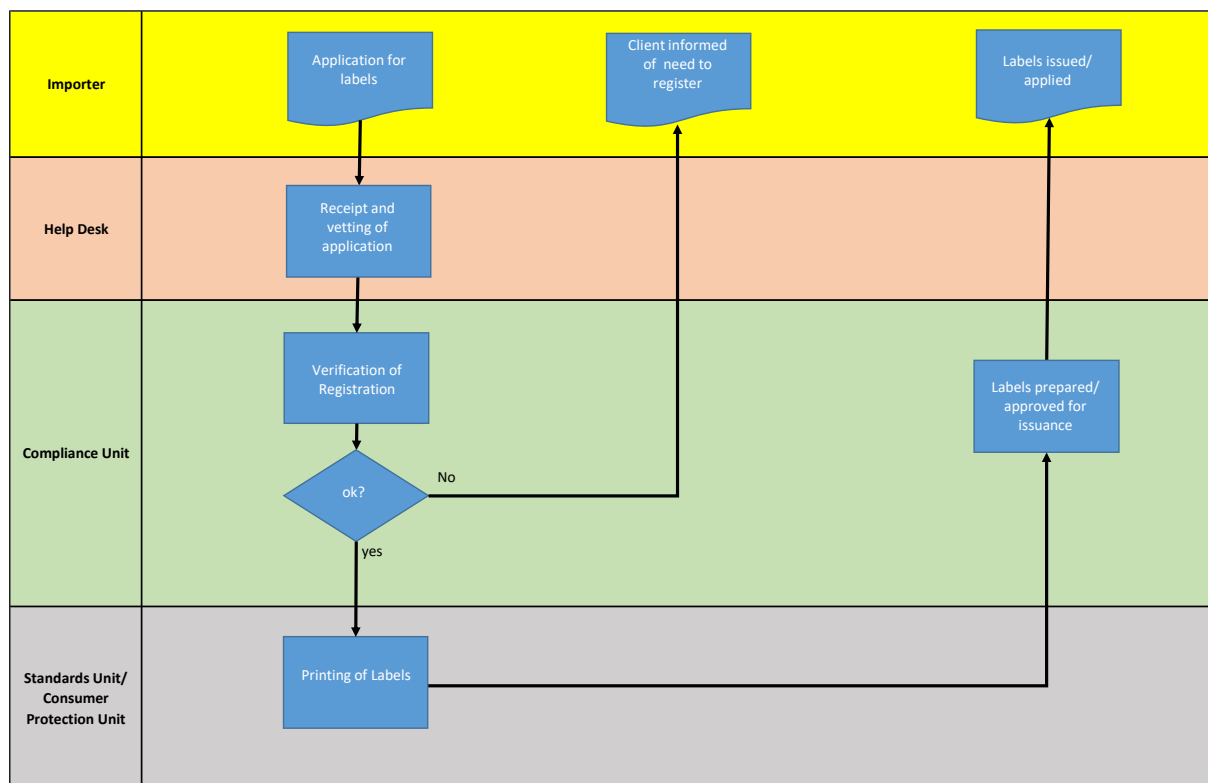


## ANNEX V – REGISTRATION PROCESS FLOW





## ANNEX VI – ISSUANCE OF LABEL PROCESS FLOW



## ANNEX VII – APPLICATION FOR REGISTRATION

SECTION A: COMPANY'S INFORMATION		
Name:		
Address:		
Tax Identification Number (TIN #):		
Telephone #:		
Owner/Operator/Manager:		
Category:	<input type="checkbox"/> Importer <input type="checkbox"/> Brand Representative <input type="checkbox"/> Wholesaler	
Product Classification:	<input type="checkbox"/> Lighting <input type="checkbox"/> Refrigerator <input type="checkbox"/> AC	
Product Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential	
SECTION B: PRODUCT DETAILS (Complete the section relevant to your product classification.)		
B.1 PRODUCT CLASSIFICATION: REFRIGERATORS		
ITEM #	DETAIL	INFORMATION RELEVANT TO PRODUCT
1	BRAND	
2	MODEL	
3	SIZE	
4	COUNTRY OF MANUFACTURE	
5	DIVISION	
6	SKU	
7	CLASS (example: large whites, small appliances)	
8	ENERGY CONSUMPTION (If available)	
B.2 PRODUCT CLASSIFICATION: LIGHTING		
ITEM #	DETAIL	INFORMATION RELEVANT TO PRODUCT
1	BRAND	
2	MODEL	
3	SUB BRAND	
4	VOLTS	
5	AVERAGE RATE LIFE	
6	WATTS	
7	TYPE	
8	LUMENS/LUX	
9	UNITS PER PACK	
B.3 PRODUCT CLASSIFICATION: AIR CONDITIONING		
ITEM #	DETAIL	INFORMATION RELEVANT TO PRODUCT
1	BRAND	
2	MODEL	
3	SUB BRAND	
4	TYPE	
5	CATEGORY (EG. MINI SPLIT)	
6	INSIDE MODEL #	

## ANNEX VIII – APPLICATION FOR ISSUANCE OF REFRIGERATOR

SECTION A: COMPANY'S INFORMATION		
Name:		
Address:		
Tax Identification Number (TIN #):		
Telephone #:		
Owner/Operator/Manager:		
Category:	<input type="checkbox"/> Importer <input type="checkbox"/> Brand Representative <input type="checkbox"/> Wholesaler	
Product Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential	
Product Registration Number:		
Number of Labels Requested:		
SECTION B: FOR OFFICIAL USE		
#	DETAIL	INFORMATION RELEVANT TO PRODUCT
1	Manufacturer	
2	Refrigerator-Freezer Function	
3	Model Capacity	
4	Rating (A-F)	
5	Estimated Yearly Operating Cost	
6	Estimated Yearly Energy Use	
7	Year of Evaluation	
Reviewed By: _____ (Name) _____ (Signature)		
Verified By: _____ (Name) _____ (Signature)		

## ANNEX IX – APPLICATION FOR ISSUANCE OF AIR CONDITIONERS

SECTION A: COMPANY'S INFORMATION		
Name:		
Address:		
Tax Identification Number (TIN #):		
Telephone #:		
Owner/Operator/Manager:		
Category:	<input type="checkbox"/> Importer <input type="checkbox"/> Brand Representative <input type="checkbox"/> Wholesaler	
Product Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential	
Product Registration Number:		
Number of Labels Requested:		
SECTION B: FOR OFFICIAL USE		
#	DETAIL	INFORMATION RELEVANT TO PRODUCT
1	Trade Mark	
2	Model Type Compact	
3	Rating (A-F)	
4	Annual Energy Consumption	
5	Energy Efficiency Ratio	
6	Year of Evaluation	
Reviewed By: _____ (Name) _____ (Signature)		
Verified By: _____ (Name) _____ (Signature)		

## ANNEX X – APPLICATION FOR ISSUANCE OF LIGHTING

SECTION A: COMPANY'S INFORMATION		
Name:		
Address:		
Tax Identification Number (TIN #):		
Telephone #:		
Owner/Operator/Manager:		
Category:	<input type="checkbox"/> Importer <input type="checkbox"/> Brand Representative <input type="checkbox"/> Wholesaler	
Product Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential	
Product Registration Number:		
Number of Labels Requested:		
SECTION B: FOR OFFICIAL USE		
#	DETAIL	INFORMATION RELEVANT TO PRODUCT
1	Manufacturer	
2	Type	
3	Light Output (Lumens)	
4	Estimated Yearly Energy Use (kWh)	
5	Rated Life (hrs)	
6	Rating Wattage (Watts)	
7	Year of Evaluation	
Reviewed By: _____ (Name) _____ (Signature)		
Verified By: _____ (Name) _____ (Signature)		

## ANNEX XI – PRINT ORDER FORM

SECTION A: GENERAL INFORMATION		
Company Name:		
Product Registration Number:		
Print Label Type:	<input type="checkbox"/> Lighting <input type="checkbox"/> Refrigerator <input type="checkbox"/> AC	
Total Number of Labels Printed:		
Batch Code Sequence Number (Start)		
Batch Code Sequence Number (End)		
SECTION B: PRINT LABEL INFORMATION		
LABEL INFORMATION: LIGHTING		
#	DETAIL	PRINT INFORMATION
1	Manufacturer	
2	Type	
3	Light Output (Lumens)	
4	Estimated Yearly Energy Use (kWh)	
5	Rated Life (hrs)	
6	Rating Wattage (Watts)	
7	Year of Evaluation	
LABEL INFORMATION: REFRIGERATOR		
1	Manufacturer	
2	Refrigerator-Freezer Function	
3	Model Capacity	
4	Rating (A-F)	
5	Estimated Yearly Operating Cost	
6	Estimated Yearly Energy Use	
7	Year of Evaluation	
LABEL INFORMATION: AIR CONDITIONER		
1	Trademark	
2	Model Type Compact	
3	Rating (A-F)	
4	Annual Energy Consumption	
5	Energy Efficiency Ratio	
6	Year of Evaluation	
Printed By: _____ <div style="display: flex; justify-content: space-around;"> <span>(Name)</span> <span>(Signature)</span> </div>		

