

CARICOM Energy Efficiency Standards & Labelling Programme

National Procedures Manual - Jamaica



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DOCUMENT CONTROL

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Abbreviations and Acronyms

BSJ	Bureau of Standards Jamaica
CARICOM	Caribbean Community
CFLs	Compact Fluorescent Lamps
CROSQ	CARICOM Regional Organisation for Standards and Quality
EE	Energy Efficiency
EESLP	Energy Efficiency Standards and Labelling Programme
LED	Light Emitting Diode
LSOC	Laboratory Services Order Contract
NCRA	National Compliance and Regulatory Authority
NSB	National Standards Body
TTBS	Trinidad and Tobago Bureau of Standards

NATIONAL PROCEDURES MANUAL FOR JAMAICA

EXECUTIVE SUMMARY

Jamaica has already developed a detailed and comprehensive National Procedures Manual which covers the necessary steps for implementing the energy efficiency labelling scheme. The following document contains the required minimum procedures to implement a labelling scheme from the port of entry to the market in Jamaica. It is a new draft document based on the existing document “Administrative Procedures for the Importation of Energy Efficient Appliances” and the adaptation of other National Procedures Manuals to the reality of Jamaica, considering the opinions of some key actors in the sector.

This procedures manual is organized in six (6) steps: Product Declaration, Application for Registration, Compliance Verification, Issuance of Labels, Monitoring & Enforcement, and Marketing & Information.

This document also includes the relevant procedures for the ingress and egress of samples to be tested in Regional Testing Facilities, located in Jamaica and Trinidad & Tobago.

1. INTRODUCTION

1.1. Background

The Caribbean region is faced with many and varied challenges associated with the high cost of electrical energy. Since the Caribbean Community (CARICOM) Member States (MS), relies 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.

1.2. 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 EE process for Jamaica.

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.

2. STEP 1 – PRODUCT DECLARATION

2.1. Product declaration

Applicants should contact the BSJ at info@bsj.org.jm or access the BSJ's online store at shop.bsj.org.jm to acquire the standard(s) relevant to the product being imported and familiarise themselves with the product specifications that must be met.

Applicants are invited to provide the National Compliance and Regulatory Authority (NCRA) with a list of all models of refrigerators, freezers, wine chillers, air conditioners and light bulbs as well as the number of the appliances named under the programme that they have in stock or intend to stock. The information provided should include details such as the size, country of manufacture or declared energy consumption.

Table 1 – Recommended form for refrigerators

REFRIGERATOR		
ITEM #	DETAILS	DESCRIPTION
1	BRAND	
2	MODEL	
3	COUNTRY OF MANUFACTURE	
4	DESCRIPTION	
5	SKU	
6	TOTAL VOLUME (LITERS)	
7	COLD COMPARTMENT VOLUME (litres)	
8	FREEZER VOLUME (litres)	
9	ENERGY CONSUMPTION (kWh/year)	

Table 2 – Recommended form for lighting bulbs

Lighting		
ITEM #	DETAILS	DESCRIPTION
1	BRAND	
2	MODEL	
3	COUNTRY OF MANUFACTURE	
4	TYPE	
5	VOLTAGE (V)	
6	POWER (W)	
7	AVERAGE RATE LIFE (years)	
8	TOTAL LUMENS	
	UNITS PER PACK	

Table 3 – Recommended form for air conditioners

AIR CONDITIONING		
ITEM #	DETAILS	DESCRIPTION
1	BRAND	
2	MODEL	
3	TYPE	
4	NOMINAL POWER	
5	CATEGORY (SPLIT/COMPACT)	
6	INSIDE MODEL #	
7	OUTSIDE MODEL #	
8	SEER	

3. STEP 2 – APPLICATION FOR REGISTRATION

3.1. Application for registration

Importers shall apply for registration to the NCRA using the “The Standard Act Application for Registration of an Establishment” form or shall apply online via 360.ncra.org.jm.

The registered applicant submits a list of all models of refrigerators, freezers, wine chillers and air conditioners as well as the number of the appliances named under the programme that they have in stock or intend to stock.

3.2. Application vetting

1. Upon receipt of the application and other relevant documents, NCRA personnel shall review the submission in order to accept/reject the application.
2. The following shall be checked:
 - a. Completion of information required in the form
 - b. Declared energy performance
 - c. Verification of test reports - Where separate test reports are submitted, verify that the laboratory issuing the test results is accredited (ISO/IEC 17025) by a recognized body.
 - d. Revision of the test results to determine whether the requirements of the relevant standard are met and the rating applicable to the product.
3. Within five (5) business days, the NCRA will inform the applicant of the application acceptance.
4. If there's any missing documents, the NCRA will notify of the information that's required to continue with the application.

4. STEP 3 – COMPLIANCE VERIFICATION

To expedite release of consignments at importation applicants should: submit samples of each model/type for testing/assessment to the BSJ through the NCRA's Standards Compliance Department for verification of compliance or, if possible, email test certificates from an accredited laboratory, test data and inspection certificates from an accredited inspection body for the respective products 10 days in advance of the product leaving the country of export to standardscompliance@ncra.org.jm.

4.1. Compliance verification with test reports from Regional Testing Facility

For refrigerators, freezers, wine chillers and air conditioners, the registered applicant must submit a list of all models as well as the number of the appliances named under the programme that they have in stock or intend to stock.

- 1) The NCRA then provides the supplier/manufacturer with the cost of testing each appliance (proforma invoice).
- 2) The NCRA enters the product information into the central database in preparation for submitting the job to the testing facility.
- 3) The NCRA receives, reviews, tags and submits sample(s) for testing to the Regional Energy Efficiency Testing Laboratory (REETL) for the product – (refrigerators, freezers, wine chillers and air conditioners to the BSJ located at 6 Winchester Road, Kingston 10, Jamaica).
- 4) The testing laboratory will conduct “type” tests on the models provided in accordance with the intended market conditions and expected operating conditions for that market.
- 5) The laboratory forwards the results of the tests to the NCRA for analysis.
- 6) The NCRA logs, interprets, and updates the relevant database with the results data.
- 7) The NCRA informs the supplier/manufacturer of the results.
- 8) The supplier/manufacturer provides NCRA with the list of distributors for the models tested.
- 9) The NCRA will contact the distributors to ascertain the number of labels for each model.

- 10) The NCRA will provide the distributors with cost for labels.
- 11) The NCRA ensures that adequate type and number of labels are issued to applicant.

As for lighting bulbs, importers willing to perform tests in Regional Testing Facilities (RTF) should send samples to be tested in laboratories located in Trinidad & Tobago.

- 1) Applicants shall contact NCRA to request information about the required procedures for testing in local facilities.
- 2) NCRA will provide Information to the client on how to contact the National Laboratory in Trinidad & Tobago and get its appliances tested.
- 3) Applicants shall contact the testing laboratory about the intent to send items for energy efficiency testing as well as details of the items and the request for a pro-forma.
- 4) A sample of each model shall be sent to the laboratory for testing.
- 5) Appliance 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) Test will be performed in the local facilities, and the results will be given to the client and forwarded to the NCRA to assess compliance.

In case the applicant opts to perform the tests in international laboratories, the following section should be considered.

4.2. Compliance verification with test reports from international laboratories

The test report must satisfy the following conditions:

- 1) Applicants may opt to submit quality certificates/test reports to NCRA for a model from an accredited third-party laboratory altogether with a copy of the laboratory's valid accreditation certificate.
- 2) NCRA will sub-contract the test data to the BSJ for analysis to assess compliance with the requirements stated in the CARICOM Regional Standards or the equivalent National Standards:
 - a. JS CRS 57 – Refrigerators
 - b. JS CRS 59 – Air Conditioners
- 3) The BSJ may request a physical model to verify and/or compare data.
- 4) The BSJ will provide a report to NCRA after five (5) working days. NCRA will then communicate this information to the distributor/importer and give permission to import a commercial shipment once compliant.

4.3. Registration

- 1) Compliant items will be entered and registered in the NCRA database and shared in the CROSQ Regional Database and a Unique Registration Code (URC) will be issued for each item/model.
- 2) A Certificate of Compliance 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.
- 3) Registration will be subject to the payment of the prescribed fees. Wire transfer and service agreement forms can be obtained from the BSJ's website. Send screenshots of the payment to those officers listed in the wire transfer document for confirmation. Take note of the confirmation code when the payment has been made and reference in your email.

- 4) Where an item is deemed to not meet the requirements for registration based on quality certifications, accredited test and/or inspection results, registration shall be declined. The applicant shall be given the opportunity to provide additional documentation to support their application. If the additional documentation establishes that the product meets the requirements, the product shall be registered, and a Unique Registration Code (URC) issued.
- 5) Importers must also arrange to have a sample tested at the Regional Testing Centre (RTC) to determine performance (See section 6.3).
- 6) If the product does not meet the requirements based on additional submissions or reports from a laboratory, registration shall be declined. The applicant shall be notified of this decision within two (2) business days of the determination being made via email by NCRA officials. The applicant shall further be advised that the product will not be allowed with an accompanying technical basis/explanation for the decision including the specific requirement(s) which were not met.
- 7) Importers shall inform the NCRA when the manufacturer plans to make any changes to the characteristics of an already registered model (excepting colour), which would have impact on the energy consumption. The modified/updated product shall be considered a new model and the importer shall re-register the product in order to be allowed to import.

4.4. Data protection

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

Technical documentation and compliance evaluation should be available for the National Standards Bodies 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 data¹ shall be kept only as long as it's necessary for processing, and pseudonymization and encryption practices shall be implemented in order to protect the data.

4.5. Appeals

In case the results of the compliance verification or any other step in the process aren't satisfactory, the applicant shall submit a written appeal with supporting documents to the Chairman of the Enforcement Decision Review Committee of the National Compliance and Regulatory Authority.

5. STEP 4 – ARRIVALS AND ISSUANCE OF LABELS

5.1. Compliant products

- 1) If the samples which were submitted for testing satisfy the necessary requirements, the applicants shall notify the Standards Compliance Department by email of their intention to

¹ 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.

import commercial quantities to standardscompliance@ncra.org.jm.

- 2) A pre-shipment compliance certificate will be issued if these test certificates or samples are compliant with the relevant standards.
- 3) Importers with a pre-shipment compliance certificate should contact the Standards Compliance Department of the NCRA 24 - 48 hours before the arrival of the shipment into Jamaica to arrange inspection of the consignment.
- 4) Products which have been subjected to pre-shipment testing and are compliant will be released immediately upon verification at import.
- 5) NCRA will carry out examination at the importers' warehouses to determine if the imported items correspond to the declaration.
- 6) The importer shall apply to the NCRA for labels indicating registration numbers for all items on the warehouses that they are willing to commercialize.
- 7) NCRA will issue labels for each one of the declared items and the importer shall affix them for the products to be released from their premises.

5.2. Non-registered products

- 1) If importers do not have their product tested and registered prior to shipment, they will have their consignment held on arrival.
- 2) A sample of each model will be taken for testing at the importer's expenses.
- 3) If the test results are found to be satisfactory, the products will be released after the fines have been paid.
- 4) This release will be done electronically via ASYCUDA. Therefore, it is advantageous to each importer to obtain pre-shipment certificates so there can be "ease of doing business" at Jamaican ports of entry.

5.3. Non-compliant products

If the product fails to meet the requirements, applicants shall arrange a meeting with the Standards Compliance Department to determine if and how the manufacturer/supplier of these products can bring these products into compliance.

If test results are unsatisfactory, and the products cannot be rehabilitated, the product(s) will be disposed or allowed to be re-exported at the expense of the importer.

6. STEP 5 – MONITORING AND ENFORCEMENT

6.1. Introduction

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 publication of 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.

The affixing of EE labels should consider the following:

- The EE label shall be affixed only by the authorized manufacturer, importer, or distributor.
- The EE label shall be affixed only to units for which samples were tested and labels issued and shall not be affixed to any other product.
- By affixing or having affixed the EE Label, the manufacturer/importer/distributor indicates that he/she takes responsibility for the product.

- The NCRA issued EE label shall be the only EE label affixed to the units.
- EE labels shall be affixed on the units prior to final purchase of the unit by the consumer.

6.2. Market surveillance

6.2.1. Recommendation to apply during the implementation of a mandatory scheme

- 1) NCRA should conduct risk based market surveillance. 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) Market surveillance activities will be planned annually.
- 3) Original labels will have barcodes (such as QR) which will contain detailed information about the origin of the product and its importer, allowing NCRA officials to verify the information displayed and its originality.
- 4) NCRA 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

- 5) Selected stores should be visited without warning.
- 6) 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's no other figure/sticker covering the information in the label. Additionally, label codes will be checked in order to track and verify the origin of the products.
- 7) If non-compliance is verified, in case of labels not being properly fixed or not visible, NCRA will issue a letter to the retailer and corrective actions shall be taken within a specific period of time. In case of persistence, retailers shall be charged a fee in accordance with the level of non-compliance.
- 8) In case of missing labels, NCRA 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 compliance, it shall be taken off the market and a fee shall be charged to the importer.
- 9) Surveillance results shall be registered indicating the visited stores, number of models observed and number of non-compliances.

6.3. Check-testing

Importers who produce test results for their products and have established a consistent compliance rate for these products over a six-month period will be rewarded by not having their products detained at the ports of entry. These products will continue to be sampled and tested post importation for verification. If their products fail, the importers immediately lose their status of quick release until they can re-establish a consistent compliance level.

6.3.1. Recommendation to apply during the implementation of a mandatory scheme

Check-testing should be performed to verify compliance of refrigerators and air conditioners offered in the market.

Using the list of items registered in the database, NCRA 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
- 1) During the first stages of the implementation, the recommendation is that at least one (1) of every five (5) models of each importer should be tested annually to check compliance. An item of each of the selected models will be requested by NCRA to be tested at the importer expenses.
 - 2) Customers who are not satisfied or suspect that the information declared on the label is not accurate, can file complaints to either NCRA/BSJ or the Consumer Affairs Commission, and request for a verification of the product and its energy consumption.
 - 3) The NCRA shall request a sample of the product and have it tested, according to the National Standards, in an accredited laboratory (preferably Regional Testing Facilities) at the importer's expenses, to contrast the information given on the label.
 - 4) Test reports shall be sent to NCRA officials.
 - 5) NCRA officials will review the report and compare it with the information from the compliance assessment.
 - 6) 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 NCRA and tested to confirm the results.
 - 7) If the additional test fails to prove the information on the label, then enforcement actions shall be taken.
 - 8) 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.

7. STEP 6 – MARKETING AND INFORMATION

7.1. Communication

Public communication regarding the implementation of the Energy Efficiency Labelling Programme

will be coordinated by the NCRA and BSJ with support of the Energy Division from the Ministry of Science, Energy & Technology.

7.2. 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 will be under NCRA surveillance and corrective actions shall be taken in cases of dishonest marketing practices.

7.3. Testing of Regional Samples

- 1) The manufacturer, distributor or NCRA must first contact the BSJ with their intention to submit samples for energy efficiency testing.
- 2) Once an intention to submit samples for testing has been established by a manufacturer, distributor or NSB, the BSJ will issue a service agreement form and a proforma invoice.
- 3) The manufacturer, distributor or NSB will make arrangement with their local customs broker and courier services to have the samples shipped to the BSJ.
- 4) These samples from the CARICOM region must be submitted directly to the BSJ by a door-to-door courier. Trinidad and Tobago Bureau of Standards (TTBS) must ensure that their customs brokers fill out all relevant forms applicable to the waiver of customs duties. It is advisable that the customs brokers contact their counterparts in Jamaica for the smooth and efficient clearing of products.

N.B. Arrangements have been made with the Ministry of Finance and the Public Service to waive custom fees for specific standards, samples, and equipment that are pertinent to the services provided for several industries. It is advised that samples must be labelled “Samples for BSJ Testing”.

- 5) The turnaround time for testing and return of results for refrigerators is maximum 35 days while air conditioners is maximum 20 days.
- 6) Collection of samples must be conducted within 15 working days of receiving the test results. Failure to do so will result in disposal of samples according to BSJ's disposal procedure.
- 7) The manufacturer, distributor or NSB may opt to submit quality certificates/test reports to BSJ for a model from an accredited third-party laboratory altogether with a copy of the laboratory's valid accreditation certificate.
- 8) The BSJ will analyse to assess compliance with the requirements stated in the CARICOM Regional Standards or the equivalent National Standards:
 - JS CRS 57 – Refrigerators
 - JS CRS 59 – Air Conditioners
- 9) The BSJ may request a physical model to verify and/or compare data.

ANNEX I – INGRESS AND EGRESS OF APPLIANCES FOR TESTING AT THE BSJ FACILITIES

1. INTRODUCTION

1.1. 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.

1.2. 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.

1.3. 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

2.1. 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.

2.2. Methodology

2.2.1. 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 arranging 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 arrange 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.

2.2.2. 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

3.1. 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.

3.2. 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/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.

3.3. Disposal/Return of devices

The distributor/retailer/manufacturer 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 THE TTBS FACILITIES

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 Compact Fluorescent Lamps (CFLs) and Light Emitting Diode (LED) 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
- 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

- RFQ – Request for Quotation
- LSOC – Laboratory Services Order Contract
- NSB – National Standards Body

2. REQUIREMENTS

2.1. Responsibility

The Trinidad and Tobago Bureau of Standards is responsible for:

- 1) The Energy Efficiency Lighting Laboratory provides labelling inspection and testing of Self-Ballasted CFL and LED Lamps.
- 2) Schedule dates for testing to accommodate each NSB's.
- 3) Provide Test Report to the respective NSB's 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.

2.2. 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. IMPLEMENTATION

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

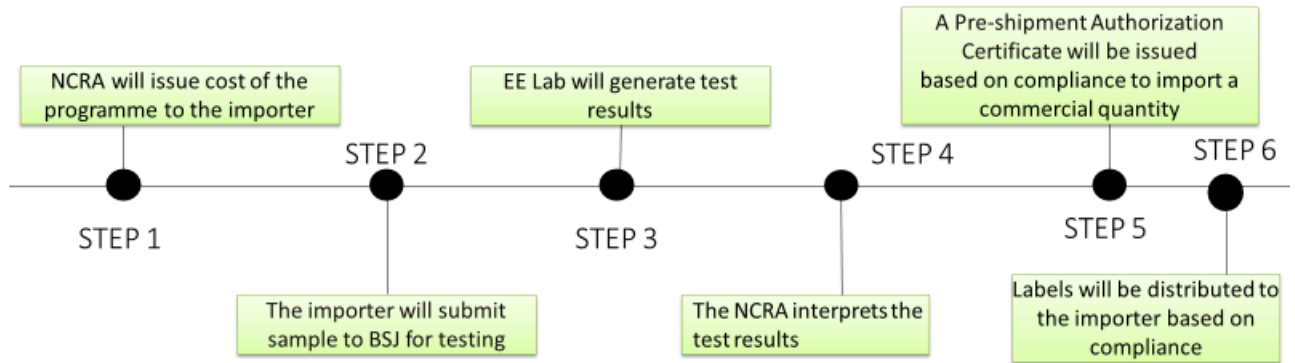
- 1) NCRA will first contact the regional testing facility (TTBS) via email with details of samples to be submitted for energy efficiency testing. Samples can be those for monitoring purposes by NCRA or those submitted on behalf of distributors/importers.
- 2) The TTBS will respond via email to the NCRA with a “Request for Quotation Form” to be filled by the NCRA 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 information, the cost for testing and turnaround time. The LSOC shall be confirmed by NCRA with the information provided for approval. Once approved, the LOSC shall be signed, and the company stamp placed in the area assigned along with the payment information. This document shall be returned via email for processing. All payments shall be made via United States Dollars (USD) and the wire transfer information (TTBS’s USD Account) will be provided to the NCRA or distributor/importer upon request.
- 4) Where NCRA has communicated the intent of a distributor/importer to submit samples to TTBS for testing, TTBS shall copy both NCRA and the distributor/importer on all documentation stated in 2 and 3 above.
- 5) Upon receipt of the Laboratory Service Order Contract with payment, TTBS will schedule items for testing. These items shall be received five (5) working days before the schedule date for Testing.
- 6) The sample size to be submitted for Compact Fluorescent Lamps is 13 units and the sample size for Light Emission Diodes is 23 units.
- 7) NCRA or the distributor/importer shall arrange with their customs broker or customs authority for the shipping of items to be tested at TTBS. All shipping arrangements is held solely with the individual NSB’s to the point of collection at the Energy Efficiency Testing Laboratory at TTBS.
- 8) Provide TTBS with the invoice/quotation pertaining to the cost of the items shipped.
- 9) TTBS will provide their customs broker with this information.
- 10) 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 NSB will be communicated as soon as possible by means of telephone or email.
- 11) All items submitted for testing shall be in their respective packaging as the information on both packaging and item is critical for analysis and evaluation of results.



- 12) If during testing issues arise with items or test equipment, the EE Lighting Laboratory shall notify the associated NSB of the situation and a decision will be taken for an amendment to LSOC.
- 13) Reporting of results will be issued two (2) working days after the completion of testing. Instances where the samples were submitted by a distributor or importer, NCRA shall also be copied on the results.

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

Program Process Flow Option A Importers



Program Process Flow

Option B

Overseas Manufacturers

