CARICOM Energy Efficiency Standards & Labelling Programme

National Procedures Manual – Saint Lucia

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Abbreviations and acronyms

CARICOM	Caribbean Community and Common Market
CCREEE	Caribbean Centre for Renewable Energy and Energy Efficiency
CROSQ	Organisation for Standards and Quality
EE	Energy Efficiency
EESLP	Energy Efficiency Standardization and Labelling Programs
QSEC	Quality for Sustainable Energy in the Caribbean
SLBS	Saint Lucia Bureau of Standards

NATIONAL PROCEDURES MANUAL – SAINT LUCIA

EXECUTIVE SUMMARY

The following document contains the required minimum procedures to implement a labelling scheme from the port of entry to the market of Saint Lucia. It is a customized document considering the situation and characteristics of the country, through the suggestions from the most relevant key actors in the sector. It also includes the description of monitoring and surveillance actions to maintain the confidence and compliance of the system in a sustainable way.

The Procedure is organized in 5 steps: Product Declaration, Application for Registration, Compliance Verification, Arrivals & Issuance of Labels, and Monitoring & Enforcement

1. INTRODUCTION

1.1. 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), 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 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 and describe 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 Saint Lucia.

Each step of the procedure has a detailed description of the activities and the actors involved in them.

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. Importers Registration

For the Saint Lucia Bureau of Standards to have a better control of the companies commercializing products under mandatory labelling programmes, it is recommended that all applicants importing products named under the EELP into Saint Lucia, with the intention for sale on the domestic market, must register as an importer to the SLBS.

1. Applicants shall either:
    a. enter SLBS website and fill the application form, which will be forwarded to SLBS address, or
    b. send the application form via email to SLBS address.
2. SLBS will send a confirmation once the registration is done.

2.2. Product declaration

Register applicants are invited to provide the SLBS 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 – Required 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 – Required form for lighting bulbs.

LIGHT BULBS		
ITEM #	DETAILS	DESCRIPTION
1	BRAND	
2	MODEL	
3	COUNTRY OF MANUFACTURE	
4	TYPE	
5	VOLTAGE (V)	
6	POWER (W)	
7	POWER FACTOR	
8	AVERAGE RATE LIFE (years)	
9	TOTAL LUMENS	
10	FREQUENCY (Hz)	
11	EFFICACY	
12	COLOUR TEMPERATURE (K)	
13	CAP TYPE	

Table 3 – Required 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	

SLBS personnel shall conduct searches in the CROSQ Regional Database to determine if the declared products are already registered in it by being compliant in another country from CARICOM, that will simplify the future compliance assessment.

3. STEP 2 – APPLICATION FOR REGISTRATION/VERIFICATION

3.1. Application for registration

1. The certification process begins with the importer requests the certification of a product to be imported to the national market.
2. Importers shall write an email to SLBS expressing the intention of registering their products under the programme.
3. Within 48 hours, SLBS will issue a reply containing all the necessary and available information to understand and follow the process (relevant National Standards, National Procedures Manuals), and requesting for information regarding the applicant and its products.
4. Importers shall issue an application containing the following, via a formal email:
    - Information about the applicant, the origin of the products and its manufacturer
    - Product declaration and data sheets (described in 2.3)
5. Besides, applicants will have 3 alternatives for compliance assessment:
    - Proving compliance under a scheme from another CARICOM member
    - Testing a sample of each model in the Regional Testing Facilities
    - Submitting test reports from an internationally accredited laboratory

3.2. Application vetting

1. Upon receipt of the application and other relevant documents, SLBS personnel shall review the submission in order to vet/reject the application.
2. The following shall be checked:
    a. Completion of information required in the form
    b. Declared energy performance
    c. Certificate of compliance from another CARICOM member or test reports from either an RTF or accredited international laboratories.
3. Within 5 business days, SLBS will inform the applicant of the application acceptance.
4. If there's any missing documents, SLBS will notify of the information that's required to continue with the application.

4. STEP 3 – COMPLIANCE VERIFICATION

4.1. Products registered under other programs

If the product is already registered in another CARICOM member's programme, such as those being implemented in Belize, Jamaica or Trinidad & Tobago, it will be deemed equivalent and compliant with no need of testing additional samples.

1. Applicants shall submit the Certificate of compliance (or any other existing proof) from a CARICOM member scheme.
2. Additionally, any information from previous test reports shall be provided as support. .

3. SLBS will use the documentation provided and existent data on CROSQ Regional Database to determine the energy efficiency class that corresponds to the product in order to produce the label.

4.2. Compliance verification with test reports

In case the product is not registered in a similar programme in the region, the applicant shall submit test reports with relevant information for certification. These reports can either be obtained from Regional Testing Facilities or International Accredited Laboratories.

4.2.1. Regional Testing Facilities

a) For lighting bulbs

If the items to be imported are lighting bulbs (LEDs or CFLs), equipment can be tested in the laboratories of the Trinidad & Tobago Bureau of Standards:

1. Applicants shall contact SLBS to request information about the required procedures for testing in RTF
2. SLBS will contact the regional 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
3. SLBS should provide the supplier with the cost of testing the different products and the information to contact the RTF.
4. The test will be performed at the RTF, and the results will be forwarded to the SLBS for compliance assessment.

b) For refrigerators and Air Conditioners

For the other appliances included in the labelling programme, that is refrigerators and air conditioners, tests can be performed in Regional Testing Facilities of the Bureau of Standards Jamaica located in Jamaica (6 Winchester Road, Kingston 10). Applicants, with the support of SLBS, shall follow the specific procedures, contained in the Annex document: *Procedure for the Ingress and Egress of Appliances for Energy Efficiency Testing at the Bureau of Standard Jamaica (BSJ) for CARICOM and Latin America.*

1. SLBS shall 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 SLBS before the item(s) are 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. SLBS will make 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 making contact with a local custom broker and making arrangements with the broker to have the items delivered to the testing lab at the BSJ.
4. SLBS should provide the supplier with the cost of testing the different products and the cost of the labels to be displayed on the appliances.
5. Test will be performed according to the National Standards. Test results will be forwarded to the SLBS to assess compliance.
6. After testing, the testing labs will make arrangements through their customs broker to have the items returned to the SLBS. The cost to return the items will be borne by SLBS

4.2.2. International laboratories

1. The applicant may opt to submit a test report for a model from a third-party laboratory.
2. Applicants shall provide an accredited laboratory with a sample of each of the different models to be registered/imported.
3. The laboratory will test on the samples in accordance to 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
4. Applicants shall submit the test results to the SLBS, altogether with a copy of the laboratory's valid accreditation certificate.
5. SLBS officials will assess compliance based on the information submitted by the applicants and the requirements stated in the National Standards.

4.3. Registration of the product

1. 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.
2. A Certificate of Compliance will be issued for the approved item. The validity of the certificate will be for 2 years, which means the model is authorized to be imported into the country with no further requirements for a 2-year period.
3. Registration will be subject to the payment of the prescribed fees.
4. Where an item is deemed to not meet the requirements for registration on the basis of certification/documentation provided, registration shall be declined. 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 a RTC to determine performance. If the additional documentation establishes that the product meets the requirements, the product shall be registered, and an URC issued.
5. 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 SLBS officials. The applicant shall further be advised that the product will not be labelled with an accompanying technical basis/explanation for the decision including the specific requirement(s) which were not met.

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, 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 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 Director of the Saint Lucia Bureau of Standards.

5. STEP 4 – ARRIVALS AND ISSUANCE OF LABELS

5.1. Compliant products

1. Importers shall notify the SLBS of pending shipments as soon as shipping arrangements are finalized and invoices issued.
2. Importers with a pre-shipment compliance certificate should contact the SLBS 48 hours before the arrival of the shipment into Saint Lucia to arrange inspection of the consignment.
3. SLBS will forward the notification to Customs and Excise
4. Customs officials will use the ASYCUDA to flag the designated EELP products at the border for subsequent inspection. Where required, import permissions and general market access procedures may be implemented at this point.
5. Based on the tariff number, imported products are located either on Red or Green Lane
6. SLBS officials will access the ASYCUDA system to check the status and issue release order notes for the approved consignments.
7. Products which have been subject to pre-shipment testing will be released immediately to the importer premises for further inspection.
8. SLSB will carry out examination at the importers' warehouses to determine if the imported items correspond to the declaration.
9. The importer shall apply to the SLBS for labels indicating registration numbers for all items on the warehouses that they are willing to commercialize.
10. SLBS 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.

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. 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.

6.2. Market surveillance

6.2.1. During voluntary application of the programme

During the voluntary phase, several retailers shall participate in the programme, and work in order to have the exhibited appliances properly labelled and labels visible.

SLBS shall arrange to visit the participating stores and verify its correct application. In case of finding non-compliances, SLBS officials shall issue recommendations on how to fix them.

6.2.2. During mandatory application of the programme

1. Market surveillance shall be conducted by SLBS, 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. Market surveillance activities will be performed with a quarterly frequency.
3. SLBS 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, SLBS 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 voluntary 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.
6. If non-compliance is verified, in case of labels not being properly fixed or not visible, SLBS will issue a letter to the retailer and corrective actions shall be taken within a specific period.
7. In case of missing labels, SLBS 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.

8. Surveillance results shall be registered indicating the visited stores, number of models observed, and number of non-compliances.

6.3. Check-testing

SLBS will be responsible for Check-testing using a risk-based approach, prioritizing those models with the high number of sales, high savings potential, and previous non-compliances. Samples may be sent to Regional Testing Facilities to perform the check-testing:

1. Using the list of items registered in the database, SLBS may generate a list of selected appliance 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. During the first stages of the implementation, at least 1 of every 5 models of each importer may be tested annually to check compliance. An item of each of the selected models will be requested by SLBS in order to be tested at the importer expenses.
3. Customers that that are not satisfied or suspect that the information declared on the label is not accurate, can file complaints to either SLBS or the National Consumer Association and request for a verification of the product and its energy consumption.
4. SLBS may 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 expense, to contrast the information given on the label.
5. Test reports shall be sent to SLBS officials.
6. SLBS officials will review the report and compare it with the information from the compliance assessment.
7. If test results differ by more than 15% from the declared energy performance or the model is in a lower class than stated, then another sample of the same product may be requested by SLBS and tested to confirm the results.
8. If the additional test fails to prove the information on the label, then enforcement actions shall be taken.
9. Depending on the level of non-compliance, actions will include the rectification of the information on the label.

ANNEX 1 – INGRESS AND EGRESS OF LIGHTING PRODUCTS FOR TESTING AT TTBS FACILITIES PROCEDURES FLOWCHART

INTRODUCTION

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).

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.

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

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 that 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 the 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.

REQUIREMENTS

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 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 on time before testing.

SAFETY AND PRECAUTIONS

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

METHODOLOGY

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 TTBS's contact personnel for processing.
3. After 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 TTBS. All shipping arrangements is held solely with the Client to the point of collection at the TTBS.
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 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 TTBS. These samples shall be disposed of in a manner that meets all chemical or other safety requirements.

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.

SAMPLE SIZE REQUIRED FOR TESTING:

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

COST:

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

RECORDS/DOCUMENTATION:

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

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

1. INTRODUCTION

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.

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 CARICOM and Latin America.

Definitions

For 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 with the CROSQ Energy Labelling Standards within that country.
- Pro forma - refers to approved costing submitted to the client for acceptance.

2. IMPLEMENTATION

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 its own general administration and compliance monitoring of the EE Labelling Programme and the provision of energy efficiency labels to their local importers/distributors/manufacturers.

Methodology

2.1.1. 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) 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 the package (e.g. Fragile, Handle with care, etc.), and shipped following the manufacturer's instructions for handling and storage.
7) All inverter room air conditions being submitted should be accompanied by the manufacturer's instructions on how to adjust the speed of the unit.
8) All items being submitted must be accompanied by 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.

2.1.2. 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

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 before release for general sale. There will be a possible allowance for storage at the importer's site.

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. If items are not claimed within the stipulated timeline, they will be disposed of as the BSJ/NCRA sees fit.

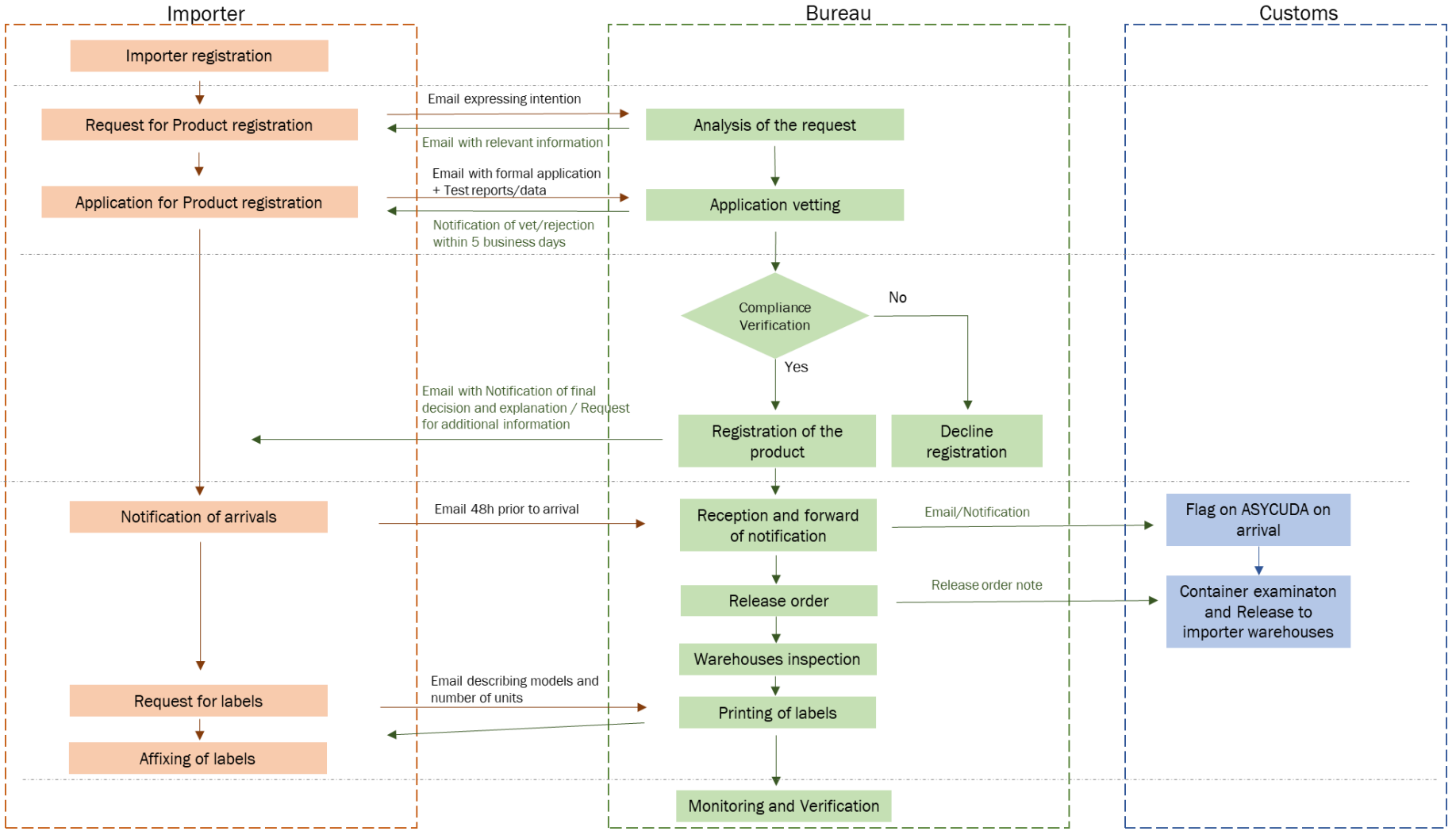
Disposal/Return of devices

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 III – PROCEDURES FLOWCHART

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