CARICOM Energy Efficiency Standards & Labelling Programme

National Procedures Manual - Trinidad and Tobago

TRINIDAD AND TOBAGO
BUREAU OF STANDARDS

CARICOM REGIONAL ORGANISATION FOR STANDARDS & QUALITY
CROSQ

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Abbreviations and acronyms

BSJ	Bureau of Standards Jamaica
CARICOM	Caribbean Community and Common Market
CCREEE	Caribbean Centre for Renewable Energy and Energy Efficiency
CROSQ	CARICOM Regional Organisation for Standards and Quality
EE	Energy Efficiency
EESLP	Energy Efficiency Standards and Labelling Programs
JMTS	Job Tracking Management System
CRS	CARICOM Regional Standards
TTCS	Trinidad & Tobago Compulsory Standard
LED	Light Emitting Diode
CFL	Compact Fluorescent Lamps
LSOC	Laboratory Services Order Contract
NB	National Body
NCRA	National Compliance and Regulatory Authority
NSB	National Standards Body
QSEC	Quality for Sustainable Energy in the Caribbean
RFQ	Request for Quotation
RTF	Regional Testing Facility
TSCF	Test Sample Collection Form
TTBS	Trinidad & Tobago Bureau of Standards
URC	Unique Registration Code
USA	United States of America
USD	United States Dollars

NATIONAL PROCEDURES MANUAL FOR TRINIDAD & TOBAGO

EXECUTIVE SUMMARY

The following documents contains the required minimum procedures to implement a labelling scheme from the port of entry to the market. It also includes the description of monitoring and market surveillance activities to maintain the confidence and compliance of the system in a sustainable way.

The Procedure is organized into six (6) steps: Product Declaration, Application for Registration, Compliance Verification, Arrivals & Issuance of Labels, Monitoring & Enforcement and Market & Information.

1. INTRODUCTION

1.1 BACKGROUND

The Caribbean region is faced with many, 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 hydro-electrical 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 refrigerating appliances including (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

This document outlines the stages for the operations involved in the effective implementation of the CARICOM Energy Efficiency Standards and Labelling Programme (EESLP). It also includes programme management activities that support the Energy Efficiency (EE) process for Trinidad & Tobago.

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 with the minimum energy performance standards adopted for the CARICOM Region.

2. STEP 1 – PRODUCT DECLARATION

2.1 GENERAL BORDER CONTROL

Trinidad & Tobago has implemented the Single Electronic Window system as a portal for trade, by which products are flagged depending on the, Harmonized System Codes (HS Codes) of the product declared by the Importer. The Trinidad & Tobago Bureau of Standards (TTBS) utilizes its risk assessment tool, and flags lead to one of the following actions:

- Product being held at the port of entry
- Product being released to Importer premises (for inspection)
- Product being released into the market

The TTBS works independently of Customs and Excise, having control over products that are relevant to the labelling scheme.

2.2 CLIENTS REGISTRATION

Applicants importing products named under the EESLP into Trinidad & Tobago, with the intention for sale on the domestic market, must register as an Importer with the TTBS.

2.3 PRODUCT DECLARATION

Registered applicants must provide the TTBS with a list of all models of light bulbs as well as the number of the appliances named under the programme that they have in stock or intend to stock. In addition, the registered applicants must provide required information as per the applicable compulsory standards.

The product declaration for light bulbs and refrigerating appliances including refrigerators, freezers, wine chillers, and air conditioners, is mandatory.

Table 1 – Required form for Light 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 2 – Required form for Refrigerating Appliances

REFRIGERATING APPLIANCES		
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 3 – Required form for Air Conditioners

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

3. STEP 2 – APPLICATION FOR REGISTRATION

3.1 APPLICATION FOR REGISTRATION OF PRODUCTS

Importers shall apply to the TTBS for registration of their products under the programme, completing the corresponding form. In addition to the basic information required in the form, Importers may be required to submit Test Reports from either laboratories located in the CARICOM Region, denominated as Regional Testing Facilities (RTF)[1], or laboratories that are accredited to the ISO/IEC 17025 standard by a recognized accreditation body, to verify the declared energy performance of the product under National Compulsory Standards (TTCS).

Registration will be mandatory for the import of light bulbs and refrigerating appliances (such as refrigerators, freezers, chillers) and air conditioners. Importers will be required to follow the registration process.

See *Annex III* for the sample application forms.

[1] TTBS laboratory will serve the region for testing of light bulbs while the BSJ laboratory will serve the for testing of refrigerating appliances and air conditioners

3.2 APPLICATION VETTING

Upon receipt of the application and other relevant documents, the TTBS personnel shall review the submission in order to accept or reject the application. The following shall be checked:

1) Completion of information required in the form
2) Declared energy performance
3) Test reports generated by an RTF or an Accredited International Laboratory
4) Certificate of Compliance, in cases where the product complies with a similar scheme outside the jurisdiction, indicating the parameters and requirements of such programme/scheme.

4. STEP 3 – COMPLIANCE VERIFICATION

4.1 REGISTRATION UNDER OTHER PROGRAMS

Where a product is registered under equivalent programmes of countries within or outside of the CARICOM Region, and Certificate of Compliance is submitted, detailing parameters (minimum energy performance standards) that are more stringent than those in CARICOM (for example, the USA and Mexico), the product can be deemed compliant and therefore, be registered.

1) Applicants shall submit the Certificate of Compliance (or any other existing proof) from a CARICOM member scheme or other recognized scheme.
2) Additionally, any information from previous test reports shall be provided as support.
3) The TTBS will use the documentation provided and existent data in CROSQ Regional Database or databases from other countries with similar schemes, to determine the energy efficiency class or compliance to the product standard that corresponds to the product in order to produce the label.

4.2 COMPLIANCE VERIFICATION WITH TEST REPORTS

4.2.1 Regional Testing Facilities (RTF)

In the case where the product is not registered in a similar programme, the applicant shall submit Test Reports with relevant information for the programme to be verified by the Energy Efficiency Lighting Laboratory.

If the items to be imported are light bulbs (Light-emitting diodes - LEDs or Compact Fluorescent Lamps - CFLs), the TTBS officials will provide the Importer with information on how to proceed to test their product(s) at the Regional Testing Facility:

- Applicants shall contact the TTBS to request information about the required steps for testing at the Energy Efficiency Lighting laboratory.
- The TTBS shall provide the information and required documentation to set an appointment for testing and provide the cost of testing.
- The applicant shall provide the Energy Efficiency Lighting Laboratory with the samples for testing, located at 1-2 Century Drive, Trincity Industrial Estate, Macoya, Tunapuna, Trinidad & Tobago.
- Lighting samples shall be packaged in such a manner to prevent damage or breakage, with proper signage to be placed on package (for example, fragile, handle with care, etc.), and shipped following the manufacturer instructions for handling and storage.

- The testing laboratory will perform the tests in compliance with National and International Standards and the relevant CARICOM Regional Standards.
- The Trinidad & Tobago Bureau of Standards – Energy Efficiency Lighting Laboratory will provide the Test Report to the applicant (Client) and if, the Client so wishes to share their results this will be forwarded to the TTBS's inspection unit (Implementation Division) for their regulatory function.

For other appliances included in the labelling programme, (i.e. refrigerating appliances and air conditioners), tests can be performed at the Regional Testing Facilities located in Jamaica (6 Winchester Road, Kingston 10). These will be performed in accordance with National Standards or the equivalent CARICOM Regional Standards and results will be forwarded to the TTBS in order to assess compliance.

See *Annex I* and *Annex II* for details on the ingress and egress of appliances for testing at the TTBS and the BSJ facilities respectively.

4.2.2 International laboratories

The applicant may opt to submit a test report for a model from a third-party laboratory. The test report must satisfy the following conditions; however, the final decision lies with the TTBS:

1) The model must be tested in a laboratory accredited by an internationally recognized Accreditation Body;
2) A copy of the laboratory's valid accreditation certificate must be submitted;
3) Tests should be performed in accordance to the corresponding CARICOM Regional Standards or their equivalent National Standards:
   - TTS/CRS 57:2018/Amd 1:2022 – For Refrigerating appliances
   - TTS/CRS 59:2021 – For Air Conditioners
   - TTCS 11 - Energy Labelling – Compact Fluorescent Lamps and Light Emitting Diode Lamps – Compulsory Requirements

4.3 REGISTRATION/REQUEST FOR ADDITIONAL INFORMATION

Those items that comply with the standards, by any of the aforementioned means, will be entered in the CARICOM Regional Database and a Unique Registration Code (URC) will be issued for each item. Registration will be subject to the payment of the prescribed fees.

Where an item is deemed to not meet the requirements for registration on the basis of product certification and additional 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 an RTF to determine performance. If the additional documentation establishes that the product meets the requirements, the product shall be registered and a URC issued.

If the product does not meet the requirements based on additional submissions or test reports from an external accredited laboratory or the RTF, the application shall be declined. The applicant shall further be advised that the product will not be allowed, and be provided 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 Bureaux 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[2] shall be kept only as long as necessary for processing, and pseudonymization and encryption practices shall be implemented in order to protect the data.

4.5 APPEALS

In the event that 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 Manager of the Implementation Division, Trinidad and Tobago Bureau of Standards.

5. STEP 4 – ARRIVALS AND ISSUANCE OF LABELS

5.1 COMPLIANT PRODUCTS

1) Importers may notify the TTBS of pending shipments as soon as shipping arrangements are finalized and invoices issued.
2) Importers with a Product Registration Certificate shall submit to the Customs Border Control Systems.
3) Products which are compliant and have been registered, will be held for further inspection.
4) The TTBS will carry out examination at the Port of Entry/Importers' Premises to determine if the imported items conform to relevant standards.
5) The Importer shall apply to the TTBS for labels indicating registration numbers for all items in the warehouses that they are willing to commercialize.
6) The TTBS will issue labels for each one of the declared items and the Importer shall affix them on the products to be released from their premises.

5.2 NON-REGISTERED PRODUCTS

1) Light bulbs, refrigerating appliances (including refrigerators, freezers, chillers) and air conditioners will be subject to mandatory registration. Importers retailing these products in Trinidad & Tobago that do not have their products tested and registered prior to shipment, will have their consignment held on arrival pending registration.
2) When the product is registered a Product Registration Certificate will be issued and further examinations will be carried out at the Importers' premises.

[2] 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

3) Labels shall be issued and affixed once the examination is passed.

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 making 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. EE labels placed on light bulbs instead of on their packages
e. “Do It Yourself” labels - hand written labels or labels made by the retailers
f. EE labels sealed in a plastic envelope, not accessible or totally visible
g. Only portions of the label are displayed or only the background with no figures
h. EE labels not matching the appliances
i. Two EE labels for one appliance
j. Energy efficiency data missing on internet publications
k. Usage of non-existing energy classes, such as A++ in internet sales.

6.2 MARKET SURVEILLANCE

1) Market surveillance shall be conducted by the TTBS, using a risk-based procedure, i.e. surveillance activities will be focused on stores with high number of sales and variety of 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 only for light bulbs, with a scheduled annual frequency, which will depend on the available budget and human resources.
3) For refrigerating appliances, this programme will become mandatory upon declaration of the National Compulsory Standards.
4) The TTBS officers will identify and prioritize stores based on their size, diversity of models offered and previous non-compliances, internally determining the schedule of visits and the resources required to perform the tasks. Selected stores may be visited without warning subject to regular inspection procedure.
5) Inspectors will inspect light bulbs, refrigerating appliances and air conditioners for adherence/compliance to compulsory standards and that the information shown in the label corresponds to the correct product.
6) If non-compliance is confirmed, the TTBS will issue a letter to the importer and corrective actions shall be taken within a specified period of time.

6.3 VERIFICATION-TESTING

1) Verification-testing of products retailed in Trinidad & Tobago shall be coordinated by the TTBS using the Regional Testing Facilities for light bulbs, refrigerating appliances (including refrigerators, chillers, freezers) and air conditioners. A risk-based approach will be implemented, prioritizing those models with high number of sales, high savings potential

and previous non-compliances.

2) Additionally, testing shall focus on those models that were not already tested in the RTF i.e., those approved either by equivalence with other programmes or test reports from international accredited laboratories.
3) For LED lamps, twenty (20) units of each selected model will be requested of the Client, sent to the RTF and tested in order to verify the information exhibited on the label, such as Light Output (lumens) and Rated Wattage (Watts).
4) For CFL lamps, ten (10) units of each selected model will be requested of the Client, sent to the RTF and tested in order to verify the information exhibited on the label such as Light Output (lumens) and Rated Wattage (Watts).
5) Refrigerators, chillers, freezers and air conditioners will be tested at the RTF at the BSJ.
6) If the testing results differ as per the requirements of the IEC 62612 and IEC 60969 Standard from the information declared on the label, then the product must be withdrawn from the market until corrective action is implemented.

7. STEP 6 – MARKETING AND INFORMATION

7.1 COMMUNICATION

Public communication regarding the implementation of the Energy Efficiency Labelling Programme will be coordinated by TTBS. During the first stage, the understanding of the label and the characteristics of high-efficiency light bulbs shall be addressed in information campaigns.

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 shall be under TTBS surveillance.

ANNEX I – INGRESS AND EGRESS OF APPLIANCES FOR TESTING AT 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 & Tobago Bureau of Standards (TTBS).

1.2 SCOPE

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

1.3 REFERENCE

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

1.4 DEFINITIONS

- Request for Quotation (RFQ) – refers to a controlled lab document to input lighting product information and quantity.
- Laboratory Services Order Contract (LSOC) - refers to a controlled lab document which states the contracted services requested and the quotation for testing for acceptance.
- National Standards Body (NSB) - refers to an organization responsible for the inspection, monitoring and enforcing compliance to the CROSQ Energy Labelling Standards within that country.
- Regional Testing Facility (RTF) - refers to testing facility (TTBS) to carry-out testing services for Energy Efficiency Testing of Lighting Products for CARICOM and Latin American countries.
- CLIENT – refers to NSB, Retailer, Importer, Distributor and/or Manufacturer.

2 REQUIREMENTS

2.1 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.

2.2 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

3.1 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.

3.2 DURATION FOR TESTING OF LIGHTING PRODUCTS:

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

3.3 SAMPLE SIZE REQUIRED FOR TESTING:

- 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

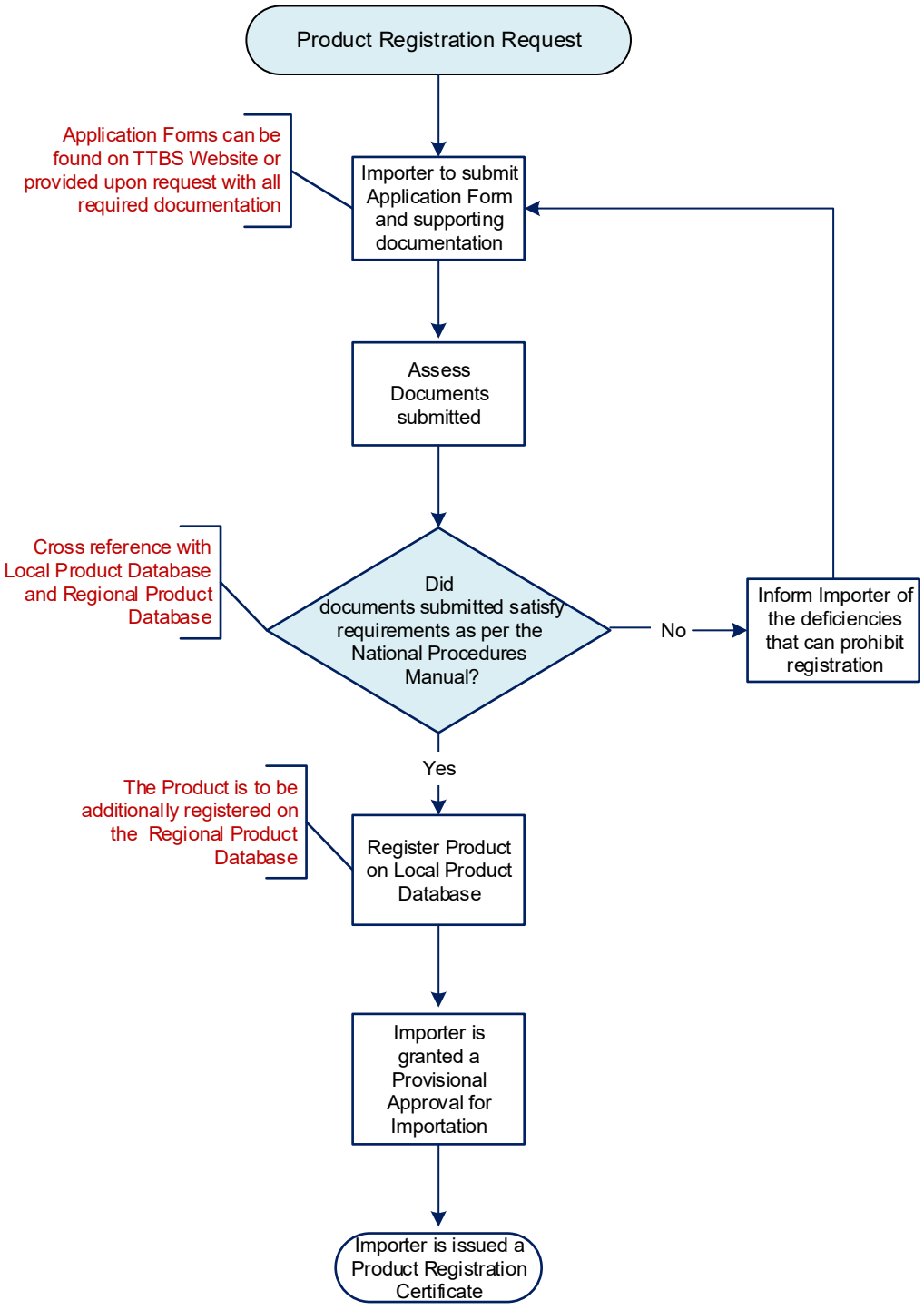
3.4 COST:

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

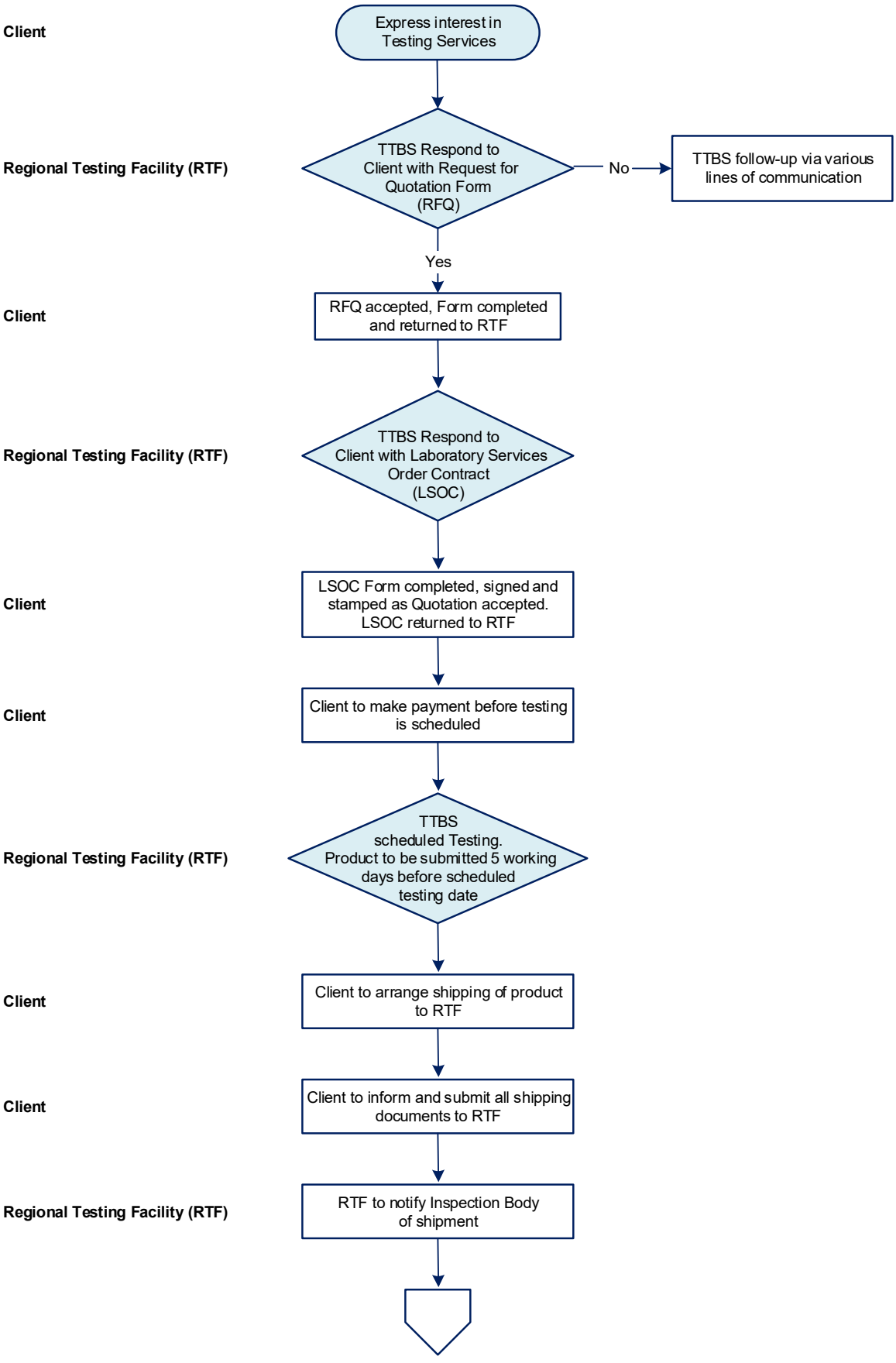
3.5 RECORDS/DOCUMENTATION:

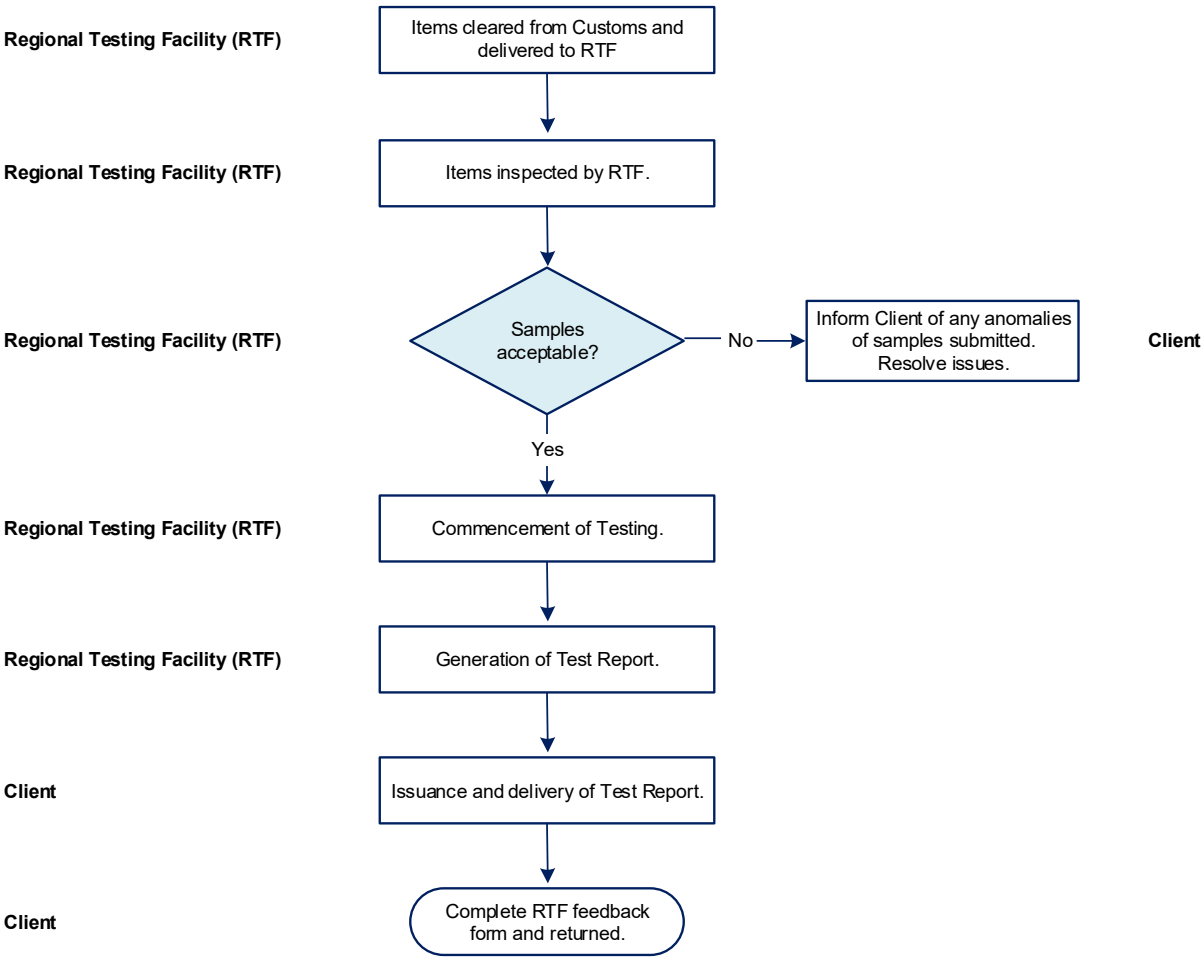
1) Request for Quotation
2) Laboratory Services Order Contract
3) Test Report
4) Wire Transfer Transmittal
5) Invoice

Flowchart for Product Registration

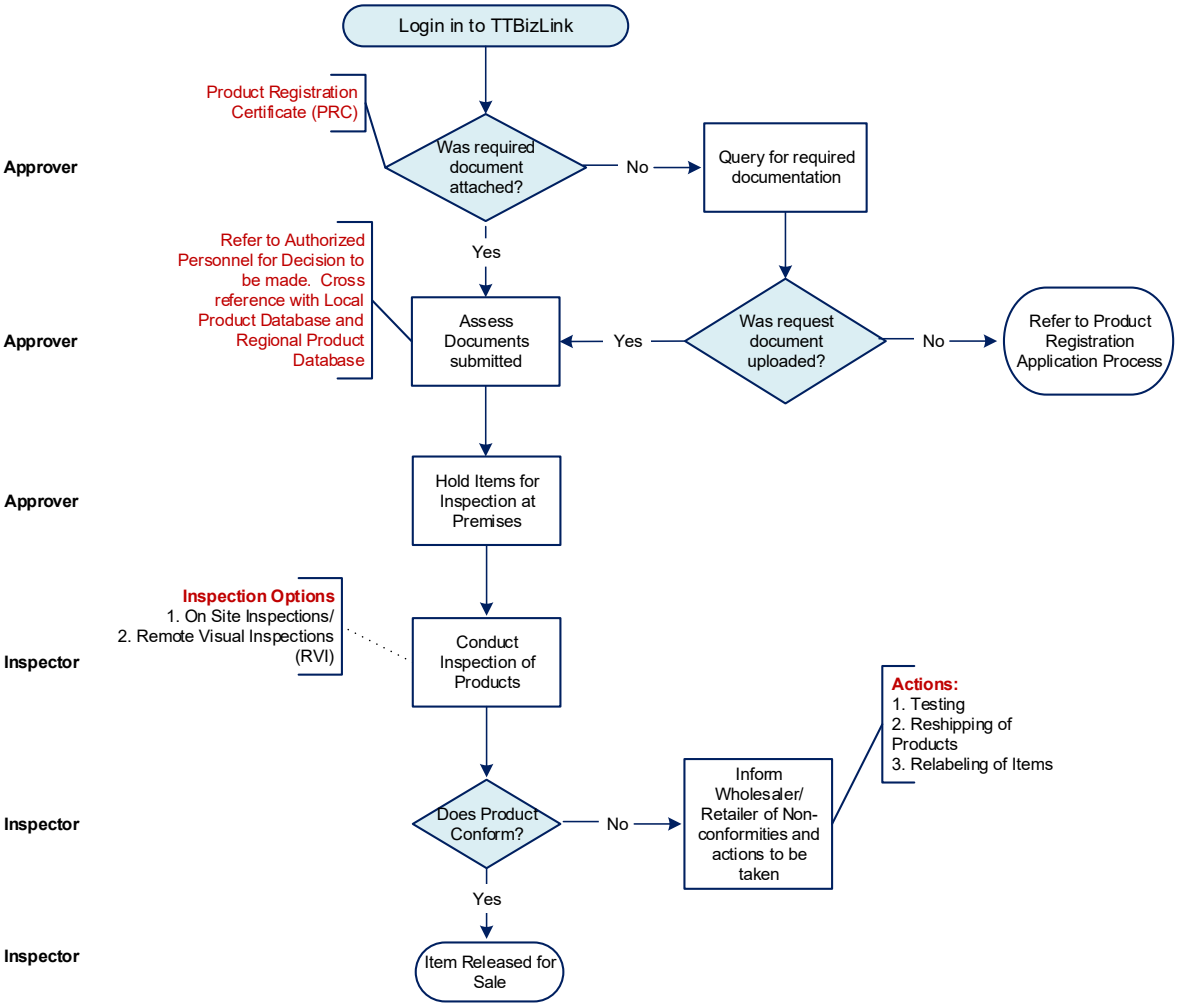


Flowchart for the Procedure for Testing CFL and LED Bulbs




Regional Testing Facility (RTF)
Items cleared from Customs and delivered to RTF
Regional Testing Facility (RTF)
Items inspected by RTF.
Regional Testing Facility (RTF)
Samples acceptable?
No
Inform Client of any anomalies of samples submitted. Resolve issues.
Client
Yes
Regional Testing Facility (RTF)
Commencement of Testing.
Regional Testing Facility (RTF)
Generation of Test Report.
Client
Issuance and delivery of Test Report.
Client
Complete RTF feedback form and returned.

Flowchart for Processing Declarations with RAC Products, CFL and LED Bulbs



ANNEX II – 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 refrigerating appliances (refrigerators, freezers, refrigerator-freezers, wine chillers) and 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 Clients/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 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 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. 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 Client.
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

2.3 SAMPLE MANAGEMENT AT TESTING FACILITIES

2.3.1 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.

2.3.2 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 or National Compliance and 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.

2.3.3 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 III – SAMPLE APPLICATION FORMS

Trinidad & Tobago Energy Efficiency Labelling Scheme

Application for Registration of Refrigerating Equipment

SECTION A: Company's Information

1. Name _____
2. Address _____
3. Owner/Operator/Manager _____
4. Category
   a. Importer ☐
   b. Manufacturer ☐
   c. Distributor ☐
   d. Retailer ☐
5. Product Classification
   a. Lighting ☐
   b. Refrigerator ☐
   c. AC ☐
6. Product Type
   a. Commercial ☐
   b. Residential ☐

Product Details

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

Trinidad & Tobago Energy Efficiency Labelling Scheme

Application for Registration of Light bulbs

SECTION A: Company's Information

7. Name _____
8. Address _____
9. Owner/Operator/Manager _____
10. Category
    a. Importer ☐
    b. Manufacturer ☐
    c. Distributor ☐
    d. Retailer ☐
11. Product Classification
    d. Lighting ☐
    e. Refrigerator ☐
    f. AC ☐
12. Product Type
    c. Commercial ☐
    d. Residential ☐

Light bulbs		
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	

Trinidad & Tobago Energy Efficiency Labelling Scheme

Application for Registration of Air Conditioning Units

SECTION A: Company's Information

13. Name _____
14. Address _____
15. Owner/Operator/Manager _____
16. Category
    a. Importer ☐
    b. Manufacturer ☐
    c. Distributor ☐
    d. Retailer ☐
17. Product Classification
    g. Lighting ☐
    h. Refrigerator ☐
    i. AC ☐
18. Product Type
    e. Commercial ☐
    f. Residential ☐

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	EER	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Physikalisch-Technische Bundesanstalt
Braunschweig und Berlin