



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 40

Port-of-Spain, Trinidad, Friday 14th December, 2001—Price \$1.00

No. 237

2428

FREEDOM OF INFORMATION ACT (FOIA) 1999

PUBLIC STATEMENT OF TRINIDAD AND TOBAGO BUREAU OF STANDARDS (TTBS) IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999

Under the Freedom of Information Act No. 26 of 1999, each public authority is required to publish an annual Statement of Affairs. This statement describes the structure and functions of the Trinidad and Tobago Bureau of Standards (hereinafter called the Bureau) and lists categories of documents held by the Bureau which are available for public scrutiny.

SECTION 7—STATEMENTS

(i) **Statement on the organization and function of the Bureau.**

The Bureau is a body corporate established under the authority of the Standards Act No. 18 of 1997. In accordance with this Act it is (a) the national standards body; (b) the national quality certifying body; and (c) the national laboratory accrediting body.

The main business of the Bureau is to: promote and encourage the development and maintenance of standards; establish standards to improve goods produced or used in Trinidad and Tobago; ensure industrial efficiency and development and promote public and industrial welfare, health, safety and protection of the environment.

Mission of the Bureau.

“To improve the quality of life in Trinidad and Tobago by ensuring the goods and services produced and/or used in the country satisfy criteria for good performance as established by the Bureau”.

Management of the Bureau

The Bureau consists of an Executive Director and ten (10) Members of the Bureau appointed by the Minister, one of whom is the Chairman and another Vice-Chairman.

Organizational Structure

The Bureau's core functions are carried out by its five major divisions:

- Standardization Division;
- Implementation Division;
- Certification Division;
- Laboratory Services Division; and
- Administration Division.

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Trinidad and Tobago Bureau of Standards also has as part of its corporation, a fully owned subsidiary:

- Premier Quality Service Limited

Premier Quality Service Limited (PQSL) is the fully owned subsidiary of the Bureau. The company was incorporated on January 4, 2000 in fulfillment of the Bureau's vision to provide an enhanced training and consultancy service to organizations.

PQSL builds upon the tradition of the Bureau, which has for many years delivered high caliber training to numerous organizations in Trinidad and Tobago and the wider Caribbean. The consultancy services of PQSL include:

- Quality Management Systems Implementation and Auditing;
- Business Planning and Business Process Re-engineering;
- Environmental Management Systems Implementation and Auditing;
- Occupational Health and Safety Systems; and
- The distribution of quality management software.

Mission Statement

"Premier Quality Services provides cost effective business solutions to industry and the service sector, which empower organizations in their drive to be globally competitive".

Effect of functions on members of the Public.

The work of the Bureau impacts directly on members of the public. Its functions such as Standardization, Implementation and Certification are three areas that have distinct influence on the quality of life in Trinidad and Tobago.

The Standardization Division develops national standards for use in Trinidad and Tobago. A standard goes through three stages in its development.

- **Technical Committee Stage** where a draft document is developed by interested parties from various sectors of the society
- **Public Comment Stage** where availability of the draft is notified to the public and comments invited within a specified time.
- **Declaration Stage** where comments are integrated into the final document that is then published as a declared national standard after approval by the Bureau.

The final standard may be declared voluntary or recommended as compulsory at the discretion of the Bureau based upon the recommendations of the technical committee responsible for the development of the standard. Compulsory Standards are declared by the Minister responsible for trade and industry by Order published in the *Gazette*.

The main function of the Implementation Division is to monitor both imported and locally manufactured products to make sure that they meet the requirements of the Trinidad and Tobago market as specified in the compulsory standards.

Products are inspected at the three main ports of entry:

- Point Lisas
- Port-of-Spain
- Piarco International Airport.

The Certification Division provides certification services to the industrial sector in Trinidad and Tobago and the Region. These services give written assurance by an independent body (third party) that their product and/or management system conforms to the requirements which are contained in a particular National or International Standard.

These functions are intended to improve the quality of goods and services offered in Trinidad and Tobago.

Public Participation

As explained in the previous section. The Bureau's Standardization Division develops standards through a process of consensus, both at the Committee Level and at the Public Comment Stage, thereby encouraging the public to take part in the development of National Standards.

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(ii) **Statement on categories of documents held by the Bureau.**

The documents below relate to the work of the Bureau, which is Standardization and related areas, plus administrative matters:

- Standards—the Bureau, since its inception in 1972 has continually developed standards for use in Trinidad and Tobago. It has a total of four hundred and eighty two (482) National Standards.
These standards are developed and published by The Bureau as part of its business activities, for which copyright is vested in the Bureau by virtue of section 35(2) of the Standards Act, 1997. Each standard is individually priced and are not governed by The Freedom of Information (Fees and Charges) Regulations, 2001.
These standards are available at the Standards Information Centre for viewing or for sale. A complete index of the Standards can be viewed on the Bureau's website www.ttbs.org.tt or at the Information Centre.
- Books, pamphlets, brochures, posters and newsletters pertaining to the business of the Bureau
- Forms
- Information on International and other National Standards Bodies
- General Administrative Documents.

(iii) **Statement of materials prepared by the Bureau for publication under Part II of the FOIA**

The documents prepared by the Bureau for inspection under Part II of the FOIA, are referred to in sections 8 and 9 of this document.

(iv) **Statement listing literature available by subscription**

N/A

(v) **Statement of procedure to be followed in requesting access to documents**

To access a copy of a document from the Bureau that is not in the public domain the applicant must make the request in writing and fill out the prescribed form.

The request should provide enough information to enable the Designated Officer to identify the document, which the client wishes to acquire.

The client will be notified within thirty days as to the status of their request.

The document will first be available for viewing.

If after this the client wishes to acquire a copy, the Bureau would then make it available at a fee.

The document will then be collected at the Standards Information Centre within two to seven days upon receipt of payment. (ref: The Freedom of Information (Fee and Charges) Regulations, 2001).

(vi) **Statement specifying officers responsible for the process of request to access documents**

The Designated Officers for the Bureau are Mrs. Devitra Maharaj-Dash (Librarian) and Mrs. Rita Persaud-Kong (Legal Officer) (Alternate) located at Trinidad and Tobago Bureau of Standards, 1–2, Century Drive, Trincity Industrial Estate, Macoya.

In respect to specific documents that require higher levels of approval the Executive Director—Mr. Lawford Dupres, would make the decision.

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TRINIDAD

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(vii) **Statement of all boards, council and bodies constituted by two or more persons**

The Members of the Bureau

Dean Clement Sankat—Chairman

Mr. Rohan Roopnarine—Vice-Chairman

Mr. David Abdulah

Dr. Terrance Fullerton

Mr. Mario Young

Mr. Stanley Temul

Mr. Alan Nobie

Mr. Frank Peters

Mr. Ramdath Ramsubir

Mr. Amrodeen Ali

Mr. Lawford Dupres—Executive Director

(viii) **Statement on the Bureau's Standards Information Centre**

The Bureau supports an Information Centre. Its main function is to collect, organize and disseminate information on standards and standards related activity.

Standards Information Centre

1-2, Century Drive

Trincity Industrial Estate

Macoya

Opening Hours: 8.00 a.m.–4.15 p.m. Monday—Thursday
8.00 a.m.–4.00p.m. Friday

General Enquiries Phone: 662-8827 Ext. 102

Librarian: Mrs. Devitra Maharaj-Dash

The Standards Information Centre contains collections of standards from various countries and organizations throughout the world and material can be used at the Centre for reference. It also has a complete collection of Trinidad and Tobago Standards.

- Copies of Standards both local and international can be obtained from the Centre at a cost.
- An Index of Local Standards is available at the Information Centre, as well as, on The Bureau's web site www.ttbs.org.tt
- The Information Centre charges for its services and companies are encouraged to become Subscribing Members .

SECTION 8—DOCUMENTS TO BE MADE AVAILABLE FOR INSPECTION

- Standards Act 18 of 1997
- Collective Agreement
- Procedural Guidelines for Inspection Performance

SECTION 9—STATEMENTS

- PQSL Articles of Association
- Memorandum of Understanding between the Trinidad and Tobago Bureau of Standards and Premier Quality Services Limited.

Dated the 29th of June, 2001.

THE HONOURABLE MERVYN ASSAM, M.P.
Minister of Enterprise Development and Foreign Affairs