

Trinidad and Tobago Bureau of Standards (TTBS)

Administrative Report

2020-2021



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TTBS | EXECUTIVE DIRECTOR (AG)

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List of Acronyms

TERM	MEANING
A2LA	American Association for Laboratory Accreditation
ACM	Advisory Committee for Metrology
AFC	Audit & Finance Sub-committee
AIMS	Automated Information Management System
AKMS	Accreditation Knowledge Management System
AMCHAM	American Chamber of Commerce
ASTM	American Society for Testing and Materials
BIPM	International Bureau of Weights and Measures
CAB	Conformity Assessment Bodies
CARICOM	Caribbean Community and Common Market
CARIFESTA	Caribbean Festival of Arts
CARIFORUM	Caribbean Forum
CARIMET	Caribbean Metrology Institutes
CCPF	Compete Caribbean Partnership Fund
CDCTTL	Cocoa Development Company Limited of Trinidad and Tobago
CFDD	Chemistry Food and Drugs Division
CFL	Compact Fluorescent Lamp
CMC	Calibration and Measurement Capability
CNG	Compressed Natural Gas
COPANT	Pan American Standards Commission
COTED	Council for Trade and Economic Development
CROSQ	CARICOM Regional Organisation for Standards and Quality
CSU	Calibration Services Unit
DEVCO	Developing Countries
EAP	Employee Assistance Programme
EDF	European Development Fund
EP	Enquiry Point
EPA	Economic Partnership Agreement
FOIA	Freedom of Information Act

FYE	Financial Year Ending
GRP	Good Regulatory Practice
HR	Human Resource
HRC	Human Resources Sub-committee
HSE	Health, Safety and the Environment
HVAC	Heating, Ventilation, Air Conditioning
IAAC	Inter American Accreditation Cooperation
ICT	Information and Communication Technology
IEC	International Electrotechnical Commission
ILAC	International Laboratory Accreditation Cooperation
ISO	International Organization for Standardization
ISO 9001:2015	Quality Management Systems — Requirements
ISO 14001:2015	Environmental Management Systems — Requirements with guidance for use
ISO 15189:2012	Medical Laboratories – Requirements for quality and competence
ISO/IEC 17011	General requirements for accreditation bodies accrediting conformity assessment bodies
ISO/IEC 17020	Conformity assessment — Requirements for the operation of various types of bodies performing inspection
ISO/IEC 17021-1:2015	Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements).
ISO/IEC 17025:2017	General requirements for the competence of testing and calibration laboratories
IT	Information Technology
JANAAC	Jamaica National Agency for Accreditation
LED	Light Emitting Diode
LMI	Legal Metrology Inspectorate
LT	Leadership Team
MIKE	Marketing Information Knowledge and Education
MSDS	Material Safety Data Sheets
MTI	Ministry of Trade and Industry
NAMDEVCO	National Agricultural Marketing Development Corporation
NQI	National Quality Infrastructure
NQP	National Quality Policy
NQS	National Quality System
NRS	National Reference Standards

NSB	National Standards Body
NSS	National Standardization Strategy
NSS	Notification Submission System
NTM	Non –Tariff Measures
OPR	Office of Procurement Regulation
PEAPSL	PETROTRIN EAP Services Limited
PETROTRIN	Petroleum Company of Trinidad and Tobago Limited
PIU	Project Implementation Unit
PLIPDECO	Point Lisas Industrial Port Development Company
PMS	Performance Management System
PrMS	Project Management System
POWERGEN	Power Generation Company of Trinidad and Tobago
PQSL	Premier Quality Services Limited
PSA	Public Services Association of Trinidad and Tobago
PSIP	Public Sector Investment Programme
PTB	Physikalisch-Technische Bundesanstalt
QI	Quality Infrastructure
RIA	Regulatory Impact Assessment
RQI	Regional Quality Infrastructure
RTPC	Regional Trade Policy Course
SBU	Strategic Business Units
SCC	Standards Council of Canada
SEW	Single Electronic Window
SI	System of International Units
SIC	Standards Information Centre
SIM	Inter-American Metrology System
SPS	Sanitary and Phyto Sanitary measures
SSU	Strategic Support Units
TBT	Technical Barriers to Trade
TTAL	Tobago Tourism Agency Limited
TTL	Tourism Trinidad Limited
TF	Trade Facilitation
TIC	Trade and Investment Convention
TMC	Technical and Marketing Sub-committee

TOR	Terms of Reference
TTASCA	Trinidad and Tobago Accreditation Service for Conformity Assessment
TTBS	Trinidad and Tobago Bureau of Standards
TTCIC	Trinidad and Tobago Chamber of Industry and Commerce
TTCS	Trinidad and Tobago Compulsory Standards
TTLABS	Trinidad and Tobago Laboratory Accreditation Service
TTMA	Trinidad and Tobago Manufacturers' Association
TTS	Trinidad and Tobago Standards
TTTIC	Trinidad and Tobago Tourism Industry Certification Programme
UKAS	United Kingdom Accreditation Service
UPS	Uninterrupted Power Supply
WASA	Water and Sewerage Authority
WTO	World Trade Organization
Y/E	Year Ending

Executive Summary

The Trinidad and Tobago Bureau of Standards (TTBS), is defined by its legislative mandate from the Standards Act (No. 18 of 1997) and the Metrology Act (No.18 of 2004). TTBS is the national body with responsibilities for the following:

- the National Standards Body which is responsible for the development and establishment of National Standards (both voluntary and compulsory)
- the National Quality Certifying Body, providing Conformity Assessment services, to enforce Compulsory National Standards and support industry, which included:
 - Inspection;
 - Laboratory Testing;
 - Certification of Products and Management Systems
- The National Metrology Institute
- the National Laboratory Accreditation Body

Under the Standards Act No. 18 of 1997, the primary role of TTBS is to develop, promote and enforce standards to improve the quality and performance of goods produced or used in the Republic of Trinidad and Tobago with the objectives of;

- ensuring industrial efficiency and development;
- promoting public and industrial welfare, health and safety; and
- protecting the environment.

A decision was made to close TTBS' subsidiary company, Premier Quality Services Limited (PQSL), which provided training and consultancy services following several years of poor financial performance. This decision was taken noting that there are several other persons and organizations (both national and international) which also provide this service. TTBS will initiate the process to dissolve the organization.

TTBS plays a key and active part in ensuring that our citizens and organisations operate in an environment characterised by reliability, confidence and assurance which we define as a National Quality System (NQS). This NQS essentially comprises a National Quality Infrastructure (NQI) governed by a National Quality Policy (NQP), the NQP was approved by Cabinet in April 2018. The NQP is aligned with the Government of the Republic of Trinidad & Tobago's Vision 2030 and the United Nations Sustainable Development Goals 2030.

The National Quality Infrastructure includes all systems for standardization, testing, inspection, certification, measurement and accreditation, all of which presently fall within the remit of TTBS. Given the fact that the quality of products and services has a significant impact on National Development, Trade Competitiveness and Socio-Economic Health, these NQI systems are critical in increasing assurance around these requirements, from labelling to performance, through robust competency, impartiality and transparency.

TTBS cannot develop the National Quality System on its own. Key stakeholders across the public sector, private sector, non-governmental organisations, academia and civil society play a crucial role in ensuring that efforts to support, stimulate and sustain economic activity within the context of a competitive landscape is balanced with the promotion of quality in trade. At the same time, TTBS will continue to review and refine its operations to support enhanced trade facilitation within the framework of a National Quality System.

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Rodney Ramnath
Executive Director (Ag)
Trinidad and Tobago Bureau of Standards

1. Vision, Mission Philosophy and Strategic Objectives

Vision:

To be the essential provider of national quality solutions leading to a standards conscious society that is globally competitive.

Mission:

To champion the development and implementation of standards, measurement systems and conformity assessment services for the competitiveness and sustainability of Trinidad and Tobago.



Strategic Objectives

MS1 - A strong National Quality System	C3 - Effective Conformity Assessment: Assure confidence in products and services used locally
MS2 - Ensure Quality Goods Services and Processes	C4 - Facilitation of Export-led growth and fair trade
MS3 - Foster and support Quality Intelligent Businesses	C5 - Improve effective Internal communication and collaboration
MS4 - Facilitate National Quality Culture	IP1 - Strengthen Internal Operational, Policy and Regulatory Framework
MS5 - Establish National Measurement System	IP2 - Promote TTBS Mission & Vision and Quality Culture
MS6 - Establishment of a National Accreditation Service	IP3 - Deliver Responsive Services
F1 - Fee Costing and Pricing Review	IP4 - Assure confidence in TTBS products & services
F2 - Increase Financial Sustainability	IP5 - Manage Business risks
F3 - Gain Strategic Resources	IP6 - Manage Customer Relationships
C1- Educate Public & Industry	LG1 - Strengthen Competence Assurance Management System
C2 - Strengthen National Quality System	LG2 - Strengthen strategic IT

2. Organisational Structure

A. Organisational Profile

Role and Function of TTBS

Roles

TTBS plays a key, lead role in Trinidad and Tobago's socio-economic development through;

- its **mandate under the Standards Act (Act 18 of 1997)** and its accompanying Regulations to be the following:
 - the National Standards Body, which is established at the Standardization Division
 - the National Quality Certifying Body, which is established via the following:
 - the Implementation Division;
 - the Laboratory Testing Division; and
 - the Certification Division;
 - the National Laboratory Accreditation Body; which is established as the Trinidad and Tobago Laboratory Accreditation Service (TTLABS)

- Its **mandate under the Metrology Act (Act 18 of 2004)** and its accompanying regulations to be the National Measurement Institute, which is established at the Metrology Division. The act further empowers TTBS to act in the three major manifestations of Metrology i.e. Scientific, Industrial and Legal. These together make up the measurement system to support conformity assessment. This requires three related roles for TTBS:
 - The National (measurement) Standards Laboratory,
 - The National Calibration Service
 - The Legal Metrology Inspectorate

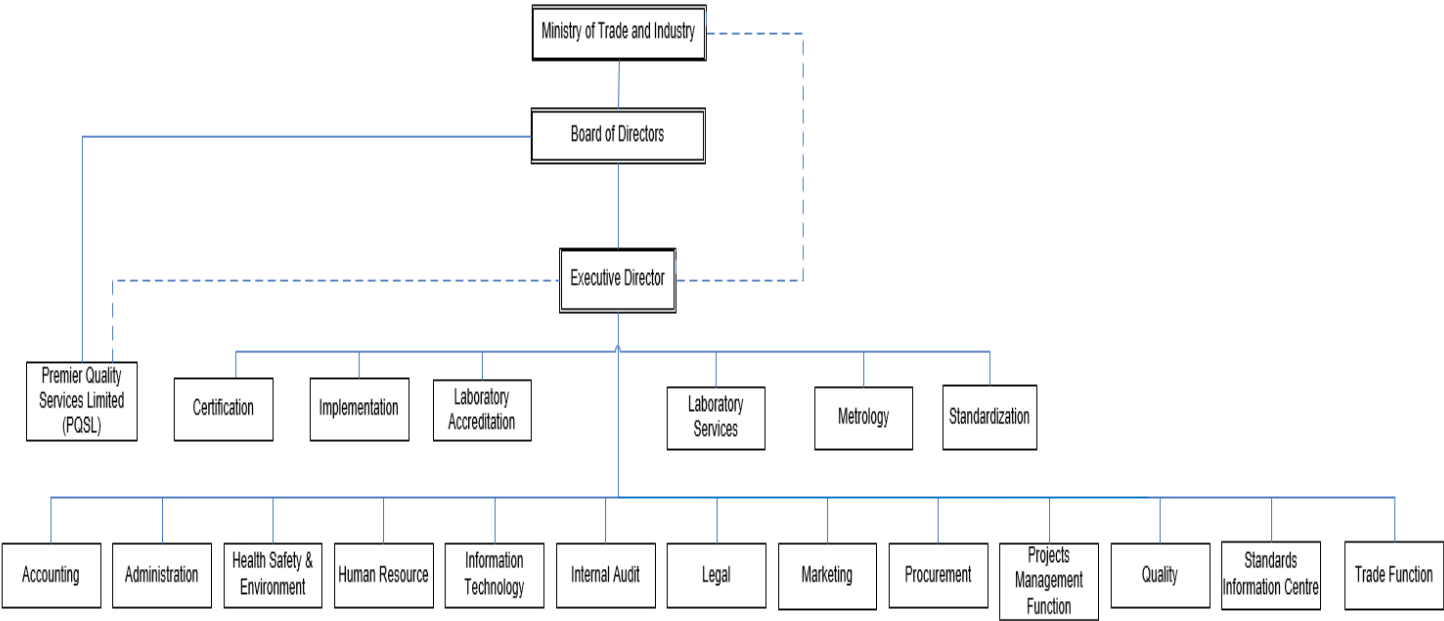
- its **assigned roles as indicated in Cabinet Note 553 of 1996 and the Trinidad and Tobago implementation Statement to the WTO in 1998:**
 - The National TBT Enquiry Point
 - The TBT Management Unit

Functions

These roles create a large number of functions for TTBS which is reflective of the ubiquity of standards in general and the importance of conformity assessment in ensuring that the standards are effectively and efficiently applied to the benefit of the country and its people. Most of all these functions represent the greatly increased importance of Standards and Quality in the modern environment of Global Trade governed by the WTO specifically under the agreement on Technical Barriers to Trade. These functions include but are not limited to:

- Establishment, declaration, review and promotion of local, regional and international standards (*Standardization Division*)
- Institution of a National Quality System (*Corporate*)
- Examination of products to assess conformity with National Compulsory Standards and taking actions on deficient goods (*Implementation Division & Certification Division*).
- Designation of test equipment for purposes of measuring, comparing and testing the characteristics of any goods or process (*Implementation Division & Certification Division*)
- Testing of Goods (*Lab Services Division*)
- Certification of Products (*Certification Division*)
- Certification of Management Systems (*Certification Division*)
- Accreditation of Laboratories (*Trinidad and Tobago Laboratory Accreditation Service*)
- Procurement and maintenance of National Measurement Standards (*Metrology Division*)
- Provision of Calibration Services (*Metrology Division*)
- Establishment and operation of the Legal Metrology Inspectorate (*Metrology Division*)
- Establishment and operation of the national TBT enquiry point (*Trade Unit*)
- Management of issues associated with TBTs. (*Trade Unit*)

Organisational Chart



B. Corporate Structure

Governance Structure

In accordance with the Standards Act No. 18 of 1997, TTBS shall consist of an Executive Director and between nine and fifteen persons appointed by the Minister of Trade and Industry to function as Members of the Board of TTBS. The composition of the Board must include a representative of the Ministry responsible for the administration of matters relating to industry and commerce (currently the Ministry of Trade and Industry) and a representative from the Ministry responsible for the administration of matters relating to food and drugs (currently the Ministry of Health). The Minister also appoints a Chairman and Vice-Chairman as board members. Members of the Board other than the Executive Director hold office upon the terms and conditions as the Minister may determine and for such period as prescribed in the instrument of appointment. For the period under review, the Board comprised the following members:

<u>Board of Directors</u>	
Lawford Dupres	Chairman
Glenn Wilson	Director
Renee Johncilla	Director
Gary Turpin	Director
Andre Ow Buland	Director
Maurice Moniquette	Director
Candice Lackhansingh	Director
Farz Khan	Director
Vishram Ramlakhan	Director

Meetings are required to be held once per month and have been so occurring.

The members of the Board are assigned to three sub-committees which generally meet monthly in preparation for board meetings consistent with the principles of good corporate governance:

- **Technical and Marketing Sub-committee (TMC)** – to, inter alia, monitor and make recommendations on technical policy and business development issues. The TMC shall be comprised of not less than three and not more than five Directors of the Board, one of whom shall be the Convenor; the quorum for meetings consists of two members (one of whom shall be the

Convenor) if the Committee comprises of three or four members; and three members (one of whom shall be the Convenor) if the Committee comprises of five members.

- **Human Resources Sub-committee (HRC)** – to, inter alia, monitor and make recommendations on human resource policy matters, including Industrial Relations, employee morale, conduct and performance issues; comprised of not less than three and not more than five Directors of the Board, one of whom shall be the Convenor; the quorum for meetings of the HRC shall consist of two members (one of whom has to be the convenor) if the Committee comprises of three or four members; and three members (one of whom has to be the convenor) if the Committee comprises of five members.
- **Audit & Finance Sub-committee (AFC)** – to, inter alia, monitor and make recommendations on matters regarding the internal control and integrity of TTBS' operations, financial and risk management matters; comprised of three members of the Board, one of whom should be the Convenor and who must have a sufficient background in Finance or Accounting; a quorum is comprised of the Convenor and any other member.

Management Structure

- **The Management Team**

Prior to this period under review, the 2010 Cabinet New Management Structure saw the first phase of its implementation with most of the Management and some of the Professional positions being updated and formalised as of February 2019.

- **The Leadership Team**

A Leadership Team (LT) consists of the newly formed Management Team as well as the designated heads of all other functions. The LT function exists to assist the Management Team with strategic and operational decision-making, aiding in faster dissemination of information, and sharing responsibility and accountability for the achievement of organisational objectives.

Strategic Business Units

The Organizational structure depicts the current structural configuration of how work is divided, coordinated and controlled at the various functions and levels. The philosophy of design of the organizational structure is predicated upon TTBS' products and services.

There are six Strategic Business Units (SBUs) / Technical Divisions:

- Standardization Division
- Implementation Division
- Laboratory Services Division
- Certification Division
- Metrology Division
- Laboratory Accreditation Service

Strategic Support Units

There are ten Strategic Support Units (SSUs), and they are as follows:

- Accounts
- Administration
 - Facilities Maintenance
 - Fleet Management
 - Printery
 - Registry
- Corporate Services
 - Security
 - Project Management / Trade
 - Trade
 - Internal Audit
 - Procurement
- Health, Safety & Environment
- Human Resource
- Information Technology
- Legal
- Marketing
- Quality
- Standards Information Centre

C. Services / Products Provided

Standards Development & Information Services

The Standardization Division formulates national standards to improve local industrial practices and enhance trade opportunities regionally and internationally. TTBS is responsible for the development and maintenance of standards:

- a) for the improvement of goods produced or used in Trinidad and Tobago;
- b) to ensure industrial efficiency and development;
- c) to promote public and industrial welfare, health and safety; and
- d) for the protection of the environment.

The Standardization Division makes a major contribution to national socio-economic development by formulating standards for a wide range of sectors including Construction, Electrical, Manufacturing, Food, Tourism, Textiles, Renewable Energy & Energy Efficiency and Consumer Products.

The process of developing national standards involves seeking consensus from a wide cross-section of stakeholders to ensure that their relevant interests are addressed in the final document. The national standards include specifications, codes of practice and test methods. These documents form the basis of the monitoring, testing and certification activities of TTBS.

The Division also spearheaded the development of the National Standardization Strategy (NSS) for 2019-2022; the implementation of the NSS is one of the key TTBS projects for 2020/2021 as outlined in its Strategic Plan. The NSS outlines the goals and objectives of TTBS as it pertains to standards development, for the period 2019 to 2022. This standards framework is key to facilitating global trade and economic diversification. It also supported the three key themes of the 2019-2022 Strategic Plan: Global Competitiveness, Sustainability and a Key Partner in National Development, as well as the National Quality Policy 2018-2030.

The NSS methodology is a consistent, proactive approach which exists for the establishment of national standards where the development of new or the adoption of already existing standards is based on a clear understanding of national priorities in the fields of the economy and trade, the society, environment or other areas and also takes into account emerging sectors that are expected to gain importance in the future. The NSS was developed based on a collection of statistical data (e.g. Gross Domestic Product, the

volume of imports, exports etc.) and stakeholder engagement activities to aid in the identification and prioritization of standardization needs.

The use of the NSS ensures that the standards development process is more market-driven, flexible and responsive to stakeholder needs. The NSS seeks to represent broad societal consensus by capturing the interests of our government, stakeholders in the economic and social sectors, private and public institutions and ordinary citizens, resulting in the development of timely and effective standards which meet national needs.

TTBS is a participating member of the International Organization for Standardization (ISO) which means that TTBS and by extension Trinidad and Tobago has voting rights in the development of international standards.

TTBS also participates in the Affiliate Country Programme developed by the International Electrotechnical Commission (IEC) which develops standards in the electro-technical area. Additionally, TTBS is a member of the regional and sub-regional standards development bodies, viz. the Pan American Standards Commission (COPANT) and the CARICOM Regional Organisation for Standards and Quality (CROSQ). Appendix 3 shows the relationship between TTBS and ISO along with the other International and Regional stakeholders.

The **Standards Information Centre (SIC)** possesses the largest collection of standards in Trinidad and Tobago; comprising National Standards, ISO Standards, and other Regional and International collections in both print and electronic formats. The Standards Information Centre facilitates easy access to standards information, thus improving the capabilities of local manufacturers to compete internationally. SIC has since become the major agency in the country for identifying, collecting and disseminating information on standards, technical regulations, and conformity assessment best practices.

Formally, SIC operated on a semi-commercial basis and was the focal point for enquiries regarding the World Trade Organization (WTO) Technical Barriers to Trade (TBT) Agreement. However, this activity now rests with TTBS' Trade Function.

Please view the TTBS website for more information on the standards database, e-store and to register for TBT notifications on regulations in the export market, with the WTO email alert service — **e-Ping** - <https://gottbs.com/>

Conformity Assessment Services

Assuring that products, services, materials, processes, systems, and personnel measure up to standards is essential for the efficient functioning of economies, international trade and the sustainable use of the world's resources. These can be accomplished via conformity assessment procedures. Conformity Assessment consists of any one of, some of, or all of the following: inspection, sample testing, process evaluation, management system certification (3rd party registration), personnel certification, and product certification. Please view the TTBS website for more information on inspection, testing and certification services - <https://gottbs.com/>

Implementation – Inspection services

The **Implementation Division** is responsible for the compliance of locally manufactured and imported goods to National Compulsory Standards/Technical Regulations via inspections and selected testing. The Standards Act No. 18 of 1997, mandates that TTBS provides specific services, including the enforcement of National Compulsory Standards/Technical Regulations and the monitoring of practices, processes, and services that affect the health and safety of the consumer or adversely affect the environment.

The Implementation Division actively pursued accreditation to ISO/IEC 17020:2012 *Conformity assessment – Requirements for the operation of various types of bodies performing inspection* in three scope areas. This International Standard contains requirements for the competence of bodies performing inspection and for the impartiality and consistency of their inspection activities. The Implementation Division received, and has maintained, accreditation from the Jamaica National Agency for Accreditation (JANAAC) to ISO/IEC 17020 on 2017/09/26 for three inspection schemes:

- Inspection of Carbon Steel Bars.
- Inspection of Refrigerant Containers.
- Inspection of Used Passenger Tyres.

The Division inspects goods at ports of entry, importers' warehouses, and retail outlets throughout Trinidad and Tobago. Surveys of products offered for sale are also conducted.

Surveys conducted during the period of this report were on:

1. Toys
2. Synthetic laundry powder in 2019
3. Laundry detergent in the form of liquids, pods and bars during the years 2019-2020

4. Household Cleaning Chemicals inclusive of QAC disinfectants during the COVID-19 period, April 2020 – May 2020.

5. Automotive coolants

At present, the following categories of goods are inspected against national compulsory standards to determine compliance:

- Automotive Products: used tyres (passenger, light truck, truck), lead-acid starter batteries.
- Electrical Products: circuit breakers, electrical cables, Uninterrupted Power Supply (UPS) devices, Christmas lights, used electrical appliances, Gaming machines.
- Textiles Products and Footwear: shoes, clothing, fabric.
- Pre-packaged goods: laundry detergent, hazardous chemicals in toys, paint, refrigerant gases.
- Construction goods: cement, H & I beams, carbon steel bars.
- The Automated Information Management Unit (AIMS) serves to facilitate trade satisfaction by faster and more efficient electronic document processing resulting in a more rapid clearance, which contributes to global competitiveness. This is further enhanced by TTBS online payment option facilitated on the TTbizlink goods declaration module started on the 2019-12-16.
- In July 2021 the Implementation Division undertook a pilot project on Remote Visual Inspections (RVI) of low to medium risk items. These Remote Visual Inspections (RVI's) are conducted in a virtual environment using a live streaming platform.

Laboratory Testing Services

The **Laboratory Services Division** of the Trinidad and Tobago Bureau of Standards provides testing services to the manufacturing, commercial and public sectors in the country. It is accredited to the ISO/IEC 17025 standard by the American Association for Laboratory Accreditation (A2LA) The ISO/IEC 17025 standard sets out the general requirements for the competent, impartial, and consistent operation of laboratories. It specifies the activities that must be included in laboratory operations to promote confidence in its ability to produce valid and consistently reliable testing, calibration, and sampling.

The Laboratory Service Division provides services through four laboratories: Chemical Products; Electrical Products; Fibre Products; Material Products. Some of the areas of testing include:

- Environmental microbiology and toxicology
- Biodegradability
- Water Effluent Analysis
- Destructive Mechanical Testing

- Corrosion and coatings testing
- Electrical Safety of appliances, cables, electric gloves
- Performance of personal protective equipment
- Textile and garment analysis and Specification design
- Chemical tests on Liquid Chlorine bleach and detergents
- Mechanical tests on metals, alloys and metal products
- Mechanical tests on Weldments
- Verification of Material Safety Data Sheets (MSDS)

Other services provided include advice in various related areas, method development, training in analytical techniques and making recommendations with respect to equipment selection and test methods. All tests are conducted in accordance with national, regional and international standards.

Certification Services

The **Certification Division** of TTBS is an independent certification body which provides the following services:

- Certification of Quality & Environmental Management Systems
- Certification of Products
- Certification of Tourism Services

The overall aim of certification is to give confidence to interested parties that the systems, products and services conform to requirements. These requirements are usually stated in national, regional and international standards but can be specified in other normative texts as well.

Certification assessment activities include, where applicable:

- Audits of systems and services
- Sampling, inspection and testing of products
- Surveillance activities.

As the name implies, organizations which achieve certification will receive a certificate from TTBS. Where products are certified, the organization will also receive a Certification Mark, which it can place on the

product or product packaging. This mark communicates to interested parties that TTBS has assessed the product and is satisfied that it conforms to the requirements.

Certifications are generally voluntary. TTBS has however implemented mandatory certification programmes as part of its enforcement strategies for products falling under selected National Compulsory Standards.

The following programmes are currently in effect:

1. Management Systems (Voluntary)

1.1. ISO 9001:2015 - Quality management systems – Requirements

This specifies requirements for a quality management system. It is used when an organization needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements. It aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.

1.2. ISO 14001: 2015 - Environmental management systems — Requirements with guidance for use

This standard specifies the requirements for an environmental management system that an organization can use to enhance its environmental performance. Consistent with the organization's environmental policy, the intended outcomes of an environmental management system include; enhancement of environmental performance; fulfilment of compliance obligations; achievement of environmental objectives.

2. Products (Voluntary)

2.1. TTS 598:2012 - Cold-Formed Steel Framing Members For Structural Applications

3. Products (Compulsory)

3.1. TTS 477: 2013 - Safety Matches – Specification

3.2. TTS/CR 54:2016 Specification for Cement

3.3. TTS 588:2015 Clay Block – Horizontal Core - Specification

3.4. TTS 69:2012 - Steel Sheets - Zinc and Aluminium-Zinc Alloy Coated - Profiled for Roofing and General Purposes – Specification (1st Revision)

- 3.5. TTS 58:2010 - Sodium hypochlorite solutions (Liquid chlorine bleaches) – Specification (3rd Revision)
4. Trinidad and Tobago Tourism Industry Certification Programme (TTTIC)
 - 4.1. TTS 22 Part 1:2012 - Requirements for Tourist Accommodation – Part 1: Hotels and Guesthouses
 - 4.2. TTS 22 Part 2:2014 - Requirements for Tourist Accommodation – Part 2: Bed and Breakfast and Self-Catering Facilities
 - 4.3. TTS 580:2009 - Tour Operators Specification
 - 4.4. TTS 579:2018 - Tour Guides Specification
 - 4.5. TTS 296:2008 - Tourist Land Transport Service Providers

Trinidad and Tobago Laboratory Accreditation Service

The Trinidad and Tobago Laboratory Accreditation Service (TTLABS), a service of TTBS, operates as the sole national laboratory accrediting body for testing and calibration laboratories. Administration of the Service utilizes good management practices drawn from the *ISO/IEC 170111 – General requirements for accreditation bodies accrediting conformity assessment bodies* and the Rules and Policies declared by the International Laboratory Accreditation Cooperation (ILAC). TTLABS offers voluntary assessment and accreditation to laboratories in accordance with the following International Standards:

- ISO/IEC 17025 – General requirements for the competence of testing and calibration laboratories
- ISO 15189 – Medical Laboratories – Requirements for quality and competence

Metrology Services

Metrology is the science of measurement and the application of measurement, which fosters increased efficiency by providing an objective basis for decision-making.

The **Metrology Division** is organized into three areas: Scientific Metrology, Industrial Metrology, and Legal Metrology. Please view the TTBS website for more information on the services of the Metrology Division at <https://gottbs.com/>

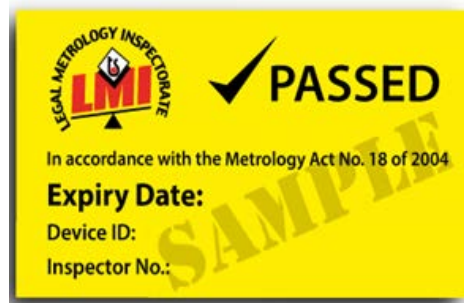
Scientific Metrology – Conducted through the Standards Laboratory Unit with responsibility for the maintenance of National Measurement Standards. Research and development of measurement systems and dissemination of traceability of National Measurement Standards from the System of International Units (SI) to all measurements of significance conducted locally.

Industrial Metrology – Conducted through the Calibration Services Unit (CSU) with responsibility for the dissemination of traceability through the National Standards and other equivalent measurement standards by the conduct of calibration of measuring instruments. The metrology laboratories operate in accordance with ISO/IEC 17025:2017 Standard and are accredited by the American Association for Laboratory Accreditation (A2LA).

The CSU provides calibrations in the following areas:

- Mass – weights and weighing devices
- Temperature
- Dimension
- Pressure
- Torque
- Humidity
- Time and Frequency
- Volume and Density
- Electrical

Legal Metrology – Conducted through the Legal Metrology Inspectorate (LMI), with responsibility for ensuring that transactional measurement is accurate, fair and legal. The LMI is responsible for verifying measuring devices to be used in trade and to establish compliance with the requirements of the Metrology Act No. 18 of 2004. Devices such as weighing devices, fuel dispensers, length devices and pattern approval can be verified by the LMI. The list of verified devices and the requisite locations can be viewed on the TTBS website, along with a sample of the LMI verification sticker signifying the status of verification; as below.



Verification 'Passed' sticker

The Metrology Act No. 18 of 2004 was proclaimed on 2015-05-01. TTBS is now positioned to be the custodian of the National Standards for Trinidad and Tobago and the Legal Metrology Inspectorate can now enforce the Act.

Corporate Services

The Project Management Function is responsible for the development of the Project Management System (PrMS) in TTBS and facilitates the relevant training to staff. The Function also implements organizational, national, regional and international level projects as required including projects under the National Quality Policy Implementation Plan. The Function reports to its internal stakeholders (TTBS), as well as its external stakeholders, as it relates to the organization's portfolio of projects and programmes including those under the Public Sector Investment Programme (PSIP).

The Trade Function plays a role in the recommendation, development and application of policies and *best practices* that enable TTBS, and by extension Trinidad and Tobago, to effectively implement and administer WTO agreements, Trade-related mandates and strategic priorities. This includes the operation of the National Enquiry Point for the WTO Agreement on Technical Barriers to Trade, promoting Good Regulatory Practice (GRP) and contributing to the national trade negotiating capacity.

In February 2021, the Standards Officer III in the Corporate Projects Function was asked to take on the additional responsibility of the Trade Function Portfolio. It was also later proposed by the Executive Director that the two functions be merged into one and the job descriptions combined.

D. Delegated Levels of Authority

Purchasing Authorities

CATEGORY	LIMITS
<u>Executive</u>	
Ministry of Finance	\$5,000,000 +
Board of Directors	\$500,001 - \$5,000,000
Tenders Sub-Committee	\$250,001 - \$500,000
Management Tenders Committee	\$75,001 - \$250,000
Executive Director	\$75,000
<u>Managers of SBUs</u>	
Manager - Implementation Division	\$30,000
Manager - Certification Division	\$30,000
Manager - Laboratory Services Division	\$30,000
Manager - Standardisation Division	\$30,000
Manager - Metrology Division	\$30,000
Manager - Strategic Human Resources & Development	\$30,000
<u>Heads of SSUs</u>	
Financial Comptroller	\$30,000
Human Resource Development Officer	\$15,000
Legal Officer	\$15,000
Librarian	\$15,000
Manager, Lab Accreditation Service	\$15,000
Marketing Officer	\$15,000
Secretary	\$15,000
Systems Analyst	\$15,000
Quality Manager	\$15,000
Health Safety and Environment Officer	\$15,000
Administrative Officer II	\$10,000

E. Legislative and Regulatory Framework

TTBS is given the legislative and regulatory framework from the two Acts that govern the organization as well as other related pieces of legislation:

- The Standards Act No. 18 of 1997 & Standards Regulations 2007
- The Metrology Act No. 18 of 2004, Metrology Regulations & Metrology (Quantities of Goods) Regulations, 2015.
- CROSQ Act No. 10 of 2005
- Cabinet Minute 553 of 1996 is the document through which the Government of Trinidad and Tobago designated the responsibility for the WTO TBT Agreement to TTBS to be the implementation body and the National Enquiry Point.
- Public Procurement and Disposal of Public Property Act, 2015 (partially proclaimed)

F. Reporting Functions – Departmental Reports: Reports to Ministries, Parliament

All the SBUs and SSUs, through input from the various managers and unit heads, report on operational performance to the Executive Director and TTBS. TTBS reports to the Ministry of Trade and Industry. Additionally, some SBUs and SSUs are mandated to report to other member organisations, as demonstrated below.

Standardization

LOCAL:

- Ministry of Trade and Industry:
 - PSIP 222 Project – National Quality Infrastructure Enhancement Programme – Component III: Quality Infrastructure (QI) to support Innovation for Enhanced Competitiveness, Export Capability, Research and Development
 - NSS Implementation
 - PSIP 222 Project – Enhancing The Quality Infrastructure For Trinidad And Tobago Component IV - *QI for Climate Change/ Disaster Management/ Sustainable Energy/ Environment.*
 - National Building Code development
 - Regional Energy Efficiency Code development and adoption

REGIONAL:

- COTED:
 - Recommendations provided to the Ministry of Trade and Industry on voting positions on draft regional standards which are submitted for approval by the Council for Trade and Economic Development (COTED).
 - Recommendation provided to the Ministry of Trade and Industry on approval of draft CROSQ Operating Budget by COTED.
- CROSQ:
 - CROSQ Member State report (bi-annual report on the major activities and achievements of TTBS).
 - CROSQ Member States Standards Development Report on Standards Development Activities (bi-annual report).

INTERNATIONAL:

- American Society for Testing and Materials (ASTM) International:
 - Annual report on the Standardization activities of TTBS.
- WTO:
 - Annual Standards Work Programme.

Implementation Division

LOCAL:

- Ministry of Trade and Industry:
 - Inter-America Development Bank Loan Project “Strengthening the Single Electronic Window (SEW) (TTBizLink)”.

Laboratory Services Division

LOCAL:

- Ministry of Trade and Industry:
 - PSIP 220 Project – Enhancing The Quality Infrastructure For Trinidad And Tobago Component IV - *QI for Climate Change/ Disaster Management/ Sustainable Energy/ Environment.*
 - Development of an Energy Efficiency Scheme
 - GEF Islands

REGIONAL

- CROSQ
 - Quality for Sustainable Energy in the Caribbean (QSEC) – Development of Energy Efficiency testing services for lighting products such as LEDs and CFLs

Certification

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 222 Project – Trinidad and Tobago Quality Infrastructure Enhancement Programme– Component III: Quality Infrastructure (QI) to support Innovation for Enhanced Competitiveness, Export Capability, Research and Development
 - 11th EDF TBT Component Project with CROSQ – Accreditation of Certification Division

- **Tourism Trinidad Limited (TTL):**
 - Trinidad and Tobago Tourism Industry Certification Programme (TTTIC) - **Trinidad**
- **Tobago Tourism Agency Limited (TTAL)**
 - Trinidad and Tobago Tourism Industry Certification Programme (TTTIC) - **Tobago**

- **CARICOM Regional Organisation for Standards and Quality (CROSQ)**
 - Accreditation of the Certification Division of TTBS to ISO / IEC 17021-1: 2015 (Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements) as part of the 11th European Development Fund (EDF) Economic Partnership Agreement (EPA) Technical Barriers to Trade (TBT) Programme.

The ISO 17021-1 standard applies directly to the following commercial certification programmes offered by TTBS:

- ISO 9001 (Quality Management Systems),
- ISO 14001 (Environmental Management Systems).

The requirements of the 17021-1 standard are also prerequisites for some Product Certification Programmes, specifically, Type 5 Product Certification which includes a review of an organization's Quality Management System and as a result can be a precursor to ISO 17065 accreditation (i.e. accreditation for bodies providing product certifications). The Certification Division has increased and is continuing to increase its role in regulatory enforcement for selected Compulsory Standards. The aim is to address the gap in regulatory enforcement for locally manufactured products. These regulatory enforcement programmes will include mandatory licensing based on product certification methodologies.

This project is part of the development of the organization and will contribute to:

- Increased credibility of our certification programmes with stakeholders
- International recognition and acceptance of certification results
- Improved operational effectiveness & efficiency
- Increased customer satisfaction
- Increased market share
- The development of the National and Regional Quality Infrastructure

REGIONAL:

- **CARICOM Regional Organisation for Standards and Quality (CROSQ)**
 - Accreditation of the Certification Division of TTBS to ISO / IEC 17021-1: 2015 (Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements) as part of the 11th European Development Fund (EDF) Economic Partnership Agreement (EPA) Technical Barriers to Trade (TBT) Programme.
A description of the project is given in the paragraph above.

Metrology

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 220 Project – Enhancing The Quality Infrastructure For Trinidad And Tobago – Component V: Advancing the National Metrology System for Trinidad and Tobago
 - Advisory Committee for Metrology

REGIONAL:

- **CROSQ**
 - **Regional Metrology Projects**
- **CARIMET (Caribbean Metrology Institutes)**
 - Report on National and Regional Metrology Initiatives

INTERNATIONAL:

- Reports to Inter-American Metrology System (SIM)
- International Bureau of Weights and Measures (BIPM)

Trinidad and Tobago Laboratory Accreditation Service

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 222 Project – Enhancing The Quality Infrastructure For Trinidad And Tobago – Component I: National Quality Policy Implementation
 - Compete Caribbean Partnership Facility Technical Cooperation – Establishment of the Trinidad and Tobago Accreditation Service for Conformity Assessment (TTASCA)
- **Ministry of Health:**
 - Proficiency testing performance of the public sector specifically and private sector in general

REGIONAL:

- **CROSQ:**
 - Performance and development of Trinidad and Tobago laboratory accreditation scheme

INTERNATIONAL:

- **Inter-American Accreditation Cooperation (IAAC):**
 - Performance and development of Trinidad and Tobago laboratory accreditation scheme for international recognition
- **International Laboratory Accreditation Cooperation (ILAC):**
 - Performance and development of Trinidad and Tobago laboratory accreditation scheme for international recognition

Quality

LOCAL:

- **Ministry of Trade and Industry:**
 - TTBS Summary of Performance – Annual Performance Appraisal Report

HR

LOCAL:

- **Ministry of Trade and Industry:**
 - Reports on various organizational requested information
- **Chief Personnel Officer:**
 - Approvals and updates concerning staffing and Collective Agreement Implementation

Standards Information Centre

LOCAL:

- **Freedom of Information Unit, Ministry of Communications**
 - Quarterly reports of requests for information received under the Freedom of Information Act (FOIA)

REGIONAL:

- **CROSQ:**
 - CROSQ Member State report (bi-annual report on the major activities and achievements of TTBS).
 - CROSQ Member States Marketing, Information, Knowledge and Education (MIKE) Activities (bi-annual report).

INTERNATIONAL:

- **International Organization for Standardization (ISO)**
 - Quarterly reports on the sale of ISO standards
- **ASTM International**
 - Annual report of ASTM standards accessed by TTBS

Project Management / Trade

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 222 Project – Trinidad and Tobago Quality Infrastructure Enhancement Programme - Component I: National Quality Policy Implementation
 - Participatory Sectoral Needs Assessment - CALIDENA Methodology
 - Accreditation of Public Laboratories
 - Develop and implement a Metrology and Testing Lab Capacity Development Strategy and Plan
 - CSME Standby Facility - Building a Quality Culture (Develop and implement a National Quality Awareness Strategy to promote a Quality Intelligence/ Culture and Excellence Campaign for Private and Public-Sector Companies and consumers)
 - Create and implement an awareness programme to promote NQI in the realization of the Green Economy Strategies.

- Develop and implement a Programme to relate the Quality Policy to Public Procurement."
- PSIP 222 Project – Trinidad and Tobago Quality Infrastructure Enhancement Programme - Component III: Quality Infrastructure (QI) to support Innovation for Enhanced Competitiveness, Export Capability, Research and Development
 - TBT& Trade Facilitation (TF) System Development
 - 11th EDF TBT Component Project with CROSQ - Promoting Dialogue between the National Quality Infrastructure (QI) and the Agriculture sector in Trinidad and Tobago - Action Plan Implementation
- MTI - 2020-2021 Workplan
- MTI - TTBS Major Achievements
- Ministry of Planning and Development PSIP Achievement Report – March 2021/ September 2021
- Report to the NQC on the activities and achievements of 2020-2021
- Ministry of Finance Balance of Payment Survey – Quarterly (Oct-Dec 2020, Jan-Mar 2021, Apr-Jun 2021 and Jul-Sept 2021)
- Report to the sub-committee on Market Access
- Report to the committee on Trade-Related Matters (Chaired by the Trinidad and Tobago Manufacturers’ Association (TTMA))
- Report to the National Committee of Trade Facilitation (TF)

REGIONAL:

- **CROSQ:**
 - Reports relating to regional projects
 - CROSQ Country Reports
 - Report on initiatives related to the Committee for Technical Barriers to Trade, Information Management and Enquiry Point (TIE), WTO, GRP recommendation

INTERNATIONAL:

- **WTO**
 - Report to the WTO on TBT Trade Policy
 - Provide comments on proposals related to the triennial review of the TBT Agreement
 - Update on TBT Enquiry Point and ePing operation
 - Update WTO/ISO on deliverables

3. Policies and Development Initiatives

A. Short, Medium and Long Term Plans

Standardization Division

Short term

- Revision of outdated national compulsory standards

Medium term

- Rollout and implementation of the National Standardization Strategy 2019-2022
- Methodology for the development of Technical Regulations
- Case studies to demonstrate the benefits of standards

Long term

- Development of educational curricula on Standardization at the primary, secondary and tertiary levels
- Support the Modernization of the Standards and Metrology Legislation supporting the National Quality Infrastructure of Trinidad and Tobago project

Implementation Division

Short term

- Gasoline and diesoline inspection and testing
- H & I beam inspection and testing

Long term

- Hazardous Chemicals (Inspection and Testing of Toys)
- Regional Energy Efficiency (testing Compact Fluorescent Lamps (CFLs) and Light Emitting Diodes (LEDs))

Laboratory Services Division

Short term

- Replacement of tensile tester equipment for construction products
- Maintenance of laboratory accreditation for tests under a regulatory regime

Medium term

- Establish a laboratory to carry out energy efficiency testing of air conditioners
- Improve the efficiency of laboratory operations by the upgrade of laboratory equipment and infrastructure

Long term

- Incorporate textile science into academia at the tertiary level
- Run Proficiency Testing scheme for local testing laboratories

Certification Division

Short term

- Maintaining current Management Systems Certification Programmes
- Maintaining the Trinidad and Tobago Tourism Industry Certification (TTTIC) Programme in both Trinidad and Tobago
- Grow Product Certification Programme (focus on Construction Products)

Medium term

- Accreditation of the Certification Division to ISO/IEC 17021
- Establishment of the framework for the Metrology Practitioner Programme

Long term

- Restructuring the Division for effective operations, including revised Job Descriptions
- Accreditation of the Certification Division to ISO/IEC 17065

Metrology Division

Short term

- Maintain Calibration and Measurement Capability (CMC) for Mass and Related Quantities and the Accreditation to ISO/IEC 17025:2017 for calibration scopes for the Metrology Laboratories
- Continual verification of measuring devices in the various sectors.
- Completion of a traceability chain for dimension measurements

Medium term

- Prepare for international recognition of best measurement capabilities for Temperature
- Completion of Municipal Markets verification, which was adversely impacted by the Covid-19 pandemic

Long term

- Full implementation of the Metrology Act
- International recognition for all calibration and measurement capabilities

Trinidad and Tobago Laboratory Accreditation Service

Short term

- Census of Conformity Assessment Bodies (CABs)
- Accreditation Knowledge Management System designed, developed and implemented
- Attain ILAC Associate Membership
- Complete and implement TTLABS Management System based on ISO/IEC 17011
- Establish the independent accreditation body, Trinidad and Tobago Accreditation Service for Conformity Assessment (TTASCA)

Medium term

- Achieve international recognition for accreditation of testing and medical laboratories by becoming a signatory for the respective mutual recognition agreements of IAAC and ILAC.

Long term

- Achieve international recognition for accreditation of calibration laboratories and inspection bodies by becoming a signatory for the respective mutual recognition agreements of IAAC and ILAC.

Standards Information Centre

Short term

- Expansion of e-store to facilitate the sale of national standards and regional standards online
- Update of standards collection to ensure the currency of the material
- Update operating procedures to improve efficiency and service delivery
- Issue promotional material to assist in increasing sales of key standards via social media

Medium term

- Creation of a Knowledge and Information Division to manage TTBS' Information and Knowledge needs
- Enhance customer base for standards and build a subscriber platform to improve the dissemination of standards and related information
- Contribute to building a Standards Conscious Society through enhanced online communication on standards and quality (TTBS website and social media sites)

Long term

- Implement standards in business operations:
 - ISO 30301:2019 – Information and documentation - Management systems for records - Requirements
 - ISO 30401:2018 – Knowledge management systems - Requirements for business operations

Expanded the availability of National Standards with Unique bookstores across Trinidad and Tobago, with special emphasis on National Codes (e.g. Electrical Wiring Code and the Small Building Guide)

Project Management and Trade

Short term

- Formalization of the Project Management System (PrMS) within TTBS
- Implementation of identified projects under the National Quality Policy Implementation Plan
 - Accreditation of Public Laboratories
 - Value Chain Analysis using the CALIDENA Methodology
 - Promotion of the National Quality Policy
- Collaboration with partners on other identified projects
- Collaboration, coordinating, advising on WTO TBT implementing agency responsibilities,
- GRP – Regulatory Impact Assessment (RIA), best practices and Trade Facilitation requirements
- Lobbying and facilitating the adoption of regional RIA guide
- Acquiring 'Train the Trainer' competency in conducting RIAs

- Education and awareness on the Transparency pillars of the WTO TBT/TF Agreements (ePing Dissemination Tool)
- Training on the use of the online notification platform for submitting technical regulations and conformity assessment procedures (Notification Submission System (NSS))
- Participating in Trade Negotiations related to TBT/SPS

Medium term

- Increasing the Project Management Maturity of TTBS
- Increased implementation of projects under the National Quality Policy
- Review of the National Quality Policy
- Increased participation/coordination in regional and international QI/Trade related projects
- Support the development of the National Innovation System
- Lobby Institutionalizing GRP nationally
- Advocating for the establishment of a National Non-Tariff Measures (NTM) Committee
- Building competency as it relates to trade-related issues
- Increasing/improving Trinidad and Tobago's WTO TBT and TF Agreement compliance
- Participating in Trade Negotiations related to TBT/SPS

Long term

- Increased implementation of projects under the National Quality Policy
- Increased participation/coordination in regional and international QI/Trade related projects
- Increasing/improving Trinidad and Tobago's WTO TBT and TF Agreement compliance
- Building competency as it relates to trade-related issues
- Participating in Trade Negotiations related to TBT/SPS

B. Performance Objectives and Accomplishments

This section will highlight TTBS' achievements relative to the planned targets of the Performance Management System (PMS). The performance of selected Units will be discussed. For each Unit, the following will be described: Overall Performance, Significant Achievements and *Opportunities for Development* FY 20/21 and Way Forward FY 21/22 (*which supports the strategic intent for the next year FY21/22*).

2020/21 Achievements

The TTBS has developed a Performance Management System (PMS) which includes a strategic map, which is a one-page document that contains all of the strategic objectives to be fulfilled. This was created from the TTBS strategic plan for the period FY 19/20-21/22. In addition, an implementation plan that explains each objective, stating how each objective is to be measured and detailing the annual targets for each objective was created.

A Balanced Scorecard (BSC) was developed for each divisional/unit as the direct instrument through which the objectives of the PMS are monitored and measured. The TTBS Strategic plan, strategic map and Implementation plan, together with the BSC for each division/unit, represent the major part of the TTBS Strategic Planning framework.

Strategic Business Units

STANDARDIZATION DIVISION

The overall actual audited result relative to the plan for 20/21 was 94%.

Significant Achievements

- Implementation of the National Standardization Strategy 2019-2022 which included the completion of the following standards:

#	Number/Title of the Standard	Status
1	TTCS 10:2021, <i>Garments and textiles – Compulsory requirements</i>	Compulsory
2	TTCS 11:2021, <i>Energy Labelling – Compact Fluorescent Lamps and Light Emitting Diode Lamps – Compulsory Requirements</i>	Compulsory
3	TTCS 11:2021, <i>Energy Labelling – Compact Fluorescent Lamps and Light Emitting Diode Lamps – Compulsory Requirements</i>	Compulsory
4	TTCS 11:2021, <i>Energy Labelling – Compact Fluorescent Lamps and Light Emitting Diode Lamps – Compulsory Requirements</i>	Compulsory
5	TTCS 8:2021, <i>Steel Bars for the Reinforcement of Concrete – Compulsory Requirements</i>	Compulsory
6	TTCS 8:2021, <i>Steel Bars for the Reinforcement of Concrete – Compulsory Requirements</i>	Compulsory
7	TTCS 3:2020, <i>Safety of Toys – Compulsory requirements</i>	Compulsory
8	TTS/AS 3954:2021, <i>Motor vehicle driver controls – Adaptive systems for people with disabilities (MOD)</i>	Voluntary
9	TTS 649:2021, <i>Beach operation – Requirements</i>	Voluntary
10	TTS 171: Part 4:2020, <i>Interconnection Requirements for Electric Vehicle Chargers</i>	Voluntary

- Embarked on extensive promotional activities via social media related to the abovementioned standards (over 29 posts were issued on TTBS' social media platforms).
- Collaboration with Marketing Unit on Customer Satisfaction Survey – June - July 2021
- Successfully maintained ISO 9001 Certification via remote audit
- Hosting of stakeholder engagement sessions as follows:
 - Meeting with the Ministry of Trade and Industry (MTI) - National Quality Awareness for the Agriculture and Manufacturing Sector – September 2020
 - Discussion on the Testing requirements and Use of the Draft E-Waste Technical Guidelines - MTI, Customs and Excise Division and TTBS – September 2020
 - Meeting with Ministry of Energy and Energy Industries (MEEI) and the OSH Agency re National Standards for Liquefied petroleum gas (LPG) Systems – October 2020
 - Webinar on Non-Medical Face Masks Publicly Available Specification – January 2021
 - Meeting with Ministry of Public Administration and Digital Transformation (MPADTO) to discuss ISO Security Standards – March 2021
 - Meeting with Automotive Dealers Association of Trinidad and Tobago re Fuel Standard and EV Future Approach – March 2021
 - Meeting with MTI re National Export Booster Initiative – March 2021
 - Meeting with Chief Parliamentary Counsel and Ministry of Health (MOH) re Regulatory Body for Ionising Radiation – March 2021
 - Webinar on Good Manufacturing Practices in collaboration with exporTT and MTI – June 2021
 - Meeting with MPADT on the need for standards to address service quality – May 2021
 - Meeting with Consumer Affairs Division – May 2021
 - Meeting with United Nations Development Programme – To discuss mandatory EE Labelling standards for the Refrigeration and Air-conditioning sector – July 2021
 - Meeting with MTI - National Quality Awareness for the Agriculture and Manufacturing Sector – September 2020
 - Meeting with MTI and NAMDEVCO on the promotion of the GAP Standard – December 2020
 - Meeting with MTI and MOH regarding the draft regional standard for tobacco advertising – March 2021

- Discussion with Trinidad and Tobago Coalition of Service Industries on standards for services – June 2021
- Presentation for ICT Managers/ Government Information and Communication Technology (ICT) Leadership Advisory Council on the benefits and application of Information Security Management Systems standards – July 2021
- Discussion with Ministry of Sport re standards for Handicraft sector – July and September 2021
- Meeting with Port of Spain City Corporation re Green Fund Application – August 2021
- Meeting with Fair Trading Commission – August 2021
- Meeting with Chief Fire Officer re Standards for burglar proofing – August 2021
- Meeting with MEEI regarding the blending of LPG and Dimethyl Ether (DME) standard – August 2021

➤ **Building partnerships with regional and international organizations**

- ISO (International Organization for Standardization)
 - Participated in:
 - ISO General Assembly – September 2020
 - ISO Technical Committee (TC) 176 (Quality Management) Plenary Meeting (October 2020)
 - ISO TC 283 (Occupational Safety and Health) Plenary Meeting (October 2020)
 - ISO TC 283 Developing Countries Co-ordination Group (DCCG) Meeting (November 2020)
 - ISO CASCO (Conformity Assessment Committee) meeting (January 2021)
 - ISO TC 283 12th Plenary Meeting (5 May 2021)
 - ISO Online Training on Advancing the UN Sustainable Development Goals (SDGs) in a COVID-19 World (14 May 2021)
 - ISO COPOLCO (Consumer Policy Committee) meeting (5-6 May 2021)
 - Committee on Developing Country Matters (DEVCO) Working Group 1 (WG1) methodology - Americas and the Caribbean (17 May 2021)
 - ISO TC 228 (Tourism and related services) 15th Plenary Meeting (02 June 2021)
 - Training workshop on “Use of conformity assessment Tools to achieve better regulatory outcomes” (August 2021)
 - P-membership on ten (10) ISO Technical Committees:
 - TC 176 – Quality Management Systems
 - TC 176/SC 2 – Quality Systems
 - TC 176/SC 3 – Supporting technologies

- TC 212 – Clinical laboratory testing and in vitro diagnostic test systems
- TC 228 – Tourism and related services
- TC 309 – Governance of organizations
- TC 283 – Occupational health and safety management
- TC 323 – Circular Economy
- TC 336 – Laboratory Design
- ISO/TC 312 - Excellence in service
- Observer Membership on sixty-three (63) ISO Technical Committees
- Participates on ISO DEVCO and the ISO DEVCO’s Chair's Advisory Group (CAG)
- Participates on ISO DEVCO WG 1 – Standardization areas of primary interest to developing countries
- Participates on ISO DEVCO WG 2 – Resources to enhance NSB capabilities in standards development and use
- Participates on ISO/Technical Management Board Joint Technical Co-ordination Group (JTCG)-TF, Annex SL
- Participates on ISO Committee on Conformity Assessment (CASCO)
- Participates on ISO Committee on Consumer Policy (COPOLCO)
- IEC (International Electro-technical Commission)
 - TTBS participated in the following sessions:
 - IEC General Meeting and Affiliate Forum – November 2020
 - Introducing IEC Technical Committees 59 & 61 – 6th May, 2021
 - Focal Group on IEC – 11th May 2021
 - Introducing IEC Technical Committee TC 14 – 8th June 2021
 - United States National Committee (USNC) and CROSQ young professionals – 30th August 2021
 - IEC ACA-IECRE (System for Certification to Standards Relating to Equipment for Use in Renewable Energy Applications) online workshop on Solar PV energy – 6th September 2021
- IEC-related engagements
 - Meeting with IEC Director for Latin America and the Caribbean – October 2020
 - Meeting of T&T’s National Electrotechnical Committee (NEC) with Brazilian NEC – February 2021
 - Technical discussion re standard for Lead-Acid Starter Batteries – April 2021

- USNC CAPCC (Conformity Assessment Policy Coordination Committee) Management Meeting – May 2021
- WTO
 - TBT@40 Dialogue Series III: The TBT Committee's Six Principles for the development of international standards: Are they still relevant? – October 2020
 - The Role of gender in the development of standards – December 2020
- CROSQ
 - Participated in 12 regional committees (including Regional Technical Sub-Committees (RTSCs) and Regional Project Teams (RPTs) established by CROSQ:
 1. RTSC for Food Labelling - Labelling of Foods - Prepacked Foods
 2. RTSC for Nutritional Labelling
 3. RTSC for Pesticides - Labelling
 4. RTSC for Paints - Solvent-borne coatings
 5. RTSC for Sodium Hypochlorite
 6. RTSC for Toilet Tissue
 7. RTSC for Tourism and Related Services
 8. RPT for Solar Water Heaters
 9. RPT for Coconut Water - Specification for packages of natural coconut water
 10. RPT for Coconut Water - Packages natural coconut water - Code of Practice
 11. RPT for Biodegradable Products
 12. RPT for Hand Sanitizers
 - Participated in the CROSQ's Technical Management Committee
 - Chair of CROSQ's Editorial Committee
 - Vice-Chair of the CROSQ's Regional Project Team for Energy Labelling
 - Technical Secretariat - Sodium Hypochlorite Solutions regional standard
 - Chair of RPT – Tourism
 - Participated in CARICOM Voluntary Sustainability Standards (VSS) – Feasibility Study Validation Workshop – October 2020
 - Participated in training on EU labelling and pre-packaged requirements for CARIFORUM exporters project Phase 2 (8th – 10th June 2021) in collaboration with exporTT
 - Participated in United States National Committee (USNC) and CROSQ young professionals session – 30th August 2021
- COPANT
 - Participates in Focal Groups for the Tourism and Electrical sectors

- Participates in the project “Promoting Quality Infrastructure for the Circular Economy in Latin America and the Caribbean”.
- Participated in a Webinar on the Organization and Functioning of IEC Technical Committees – March 2021
- Participated in the COPANT - ISO/CASCO Focal Group meeting – February 2021
- Participated in COPANT’s General Assembly – April 2021
- Commonwealth Standards Network (CSN)
 - Participated in CSN Annual Meeting – October 2020
 - Participated in online training in the following areas in January 2021.
 - Business Continuity
 - Pandemic Preparedness and Business Continuity
 - Occupational Health and Safety
 - Safe working during COVID-19
- ASTM International

Several staff members participated in:

 - An Introduction to ASTM standards writing (January 2021)
 - Marketing and Promotion of Standards (February 2021)
 - ASTM International Annual Business Meeting (1st June 2021)
 - Knowledge sharing session on ASTM F1426-20, Standard Practice for Identifying Tire Tread Surface Irregular Wear Patterns (1st July 2021).
 - Regulations Pertaining to Hand and Surface Sanitizers in the U.S. Market and a High-Level Review of Relevant ASTM International Standards (18th August 2021)
- National Fire Protection Association (NFPA)
 - Participated in Fire Safety Challenges of ‘Green’ Buildings and Attributes Webinar (5th April 2021)
- British Standards Institution (BSI)
 - Participated in the following webinars:
 - The psychological impact of COVID (7th July 2021)
 - Using ISO 45003 to manage psychological health within an OH&S management system (7th July 2021)
 - Using ISO 45003 to build a better post-pandemic world of work (7th July 2021)
 - Implementing ISO 45003 – practical tips on how to begin (7th July 2021)

- Environmental Coalition on Standard (ECOS)
 - Participated in Making sustainable products the norm - ECOS online conference (17th June 2021)
- United States Trade Representative (USTR)
 - Participated in the following sessions over the period June to August 2021:
 - Using Technology for Public Consultations
 - Regulatory Planning and Regulatory Registries
 - Regulatory Impact Analysis
- Inter-American Institute of Agricultural Sciences/ United States Food and Drug Administration (IICA/USFDA)
 - Participated in Webinar Series "Produce Safety Rule: Regulation and Good Agricultural Practices" Ten-part series (June to September 2021)
- Food and Agriculture Organization of the United Nations/ Global Environment Facility
 - Participated in Health Impacts of Highly Hazardous Pesticides and the Way forward for Sustainable Pesticide Management" (May to June 2021)
- Food and Agriculture Organization of the United Nations
 - Participated in a regional workshop (technical): Assessment of national food control systems using the FAO/WHO food control system assessment tool (1st – 15th June 2021)
- Ministry of Trade and Industry/TTBS/exporTT Webinar on Good Manufacturing Practices for Entrepreneurs (9th June 2021) – Facilitated by Adrienne Stewart
- Online Awareness Session - Labelling and packaging of pre-packaged goods for accessing the European Union Market in collaboration with MTI and exporTT (September and October 2021) – Facilitated by Adrienne Stewart

➤ **Collaborations with national development organizations**

- Reviewed draft Tourism Policy (Ministry of Tourism) – August 2020
- Provided feedback re Draft Consumer Protection Bill (Ministry of Trade and Industry) – September 2020
- Provided feedback on the Tobacco Control Act (Ministry of Health) – September 2020
- Provided feedback on the National Building Code proposal to the Ministry of Planning and Development – September 2020
- Signed a Memorandum of Understanding with the Environmental Management Authority (EMA) – October 2020

- Held a discussion with Chemistry, Food and Drugs Division (CFDD) on a regional standard for pre-packaged foods/FOPL issue – October 2020
- Reappointed as a Member of the Food Advisory Committee, Ministry of Health – June 2021
- Collaboration among Ministry of Trade and Industry/TTBS/exporTT Webinar on Good Manufacturing Practices for Entrepreneurs (9th June 2021)
- Meeting held with Ministry of Digital Transformation and Telecommunications Authority of Trinidad and Tobago re amendments to Telecommunications Act – July 2021
- Collaborated with The University of West Indies to obtain a position paper on laundry detergents – September 2021
- Hosted an online Awareness Session - Labelling and packaging of pre-packaged goods for accessing the European Union Market in collaboration with MTI and exporTT (September and October 2021)
- Representative on National Food Safety Coordinating Committee, Ministry of Agriculture, Land and Fisheries
- Alternate on Pesticides and Toxic Chemicals Control Board

Opportunities for development

- Digital transformation of the work environment
- Improved business continuity and risk management
- Explore the possibility of developing training and educational content
- Increase marketing and promotional activities

Way forward – FY 2021/2022

- Revision of the NSS – reprioritize standards if necessary
- Increased focus on the revision of compulsory standards
- Digitization of all QMS records on shareable – remote ISO 9001 audits
- Development of stakeholder databases
- Increase the number of online surveys for data collection
- Updating the organizational structure for the Standardization Division

IMPLEMENTATION DIVISION

The overall actual audited result relative to the plan for 19/20 was 87%

Significant Achievements

- ISO/IEC 17020 Accreditation maintained

Opportunities for Development

- Training and Competency Development for fuel inspection programmes

Way forward – FY 20/21

- Advancement of Conformity Assessment programmes for fuel

LABORATORY SERVICES DIVISION

The overall actual audited result relative to the plan for 20/21 was 96%

Significant Achievements

- Completed testing of toys for harmful chemicals on the local market
- Successfully introduced textile lab demonstrations to students of the University of the West Indies enrolled in the Bachelor of Science programme on Human Ecology
- Successfully introduced TTBS lectures in the Advanced Textile programme for students of the University of the West Indies enrolled in the Bachelor of Science programme on Human Ecology
- Increased scope of Laboratory Accreditation to parameters under the Water Pollution Rules

Opportunities for Development

- Process mapping of projects
- Replacement of the software used for chain of custody traceability of all samples and testing data produced by the Division
- Improvement of the Division's organizational structure to improve the efficiency of operations
- Obtain Accreditation for energy efficiency testing of lightbulbs

Way forward – FY 20/21

- Increasing support for TTBS Conformity Assessment activities
- Increased focus on energy efficiency testing to support TTBS' role as the Regional Centre of Excellence for Energy Efficiency Testing for Lighting
- Replace obsolete equipment for tensile testing of construction products

CERTIFICATION DIVISION

The overall actual audited result relative to the plan for 20/21 was 69%.

Significant Achievements

- Development and execution of remote auditing for all certification programmes in response to the COVID-19 pandemic.
- Continuation of Management Systems Certifications (ISO 9001 and 14001 Certifications)
- Continuation of Mandatory Product Certification programmes for:
 - TTS 69:2012 Steel Sheets - Zinc and Aluminium - Zinc Alloy Coated - Profiled for Roofing and General Purposes – Specification (1st Revision)
 - TTS 477:2013 Safety Matches – Specification (2nd Revision)
 - TTS 588:2015 Hollow Clay Blocks - Horizontal Core – Specification
 - TTS/CRS 54:2016 Specification for Cement
 - TTS 598:2012 Cold-Formed Steel Framing Members for Structural Applications – Complete enforcement
- Trinidad and Tobago Tourism Industry Certification
 - The Service Level Agreement (SLA) was renewed with the Tobago Tourism Agency Limited on 1st March 2021 to cover One hundred (100) Tourism Operators under the following service areas:
 - TTS 22 Part 1:2012 - Requirements for Tourist Accommodation – Part 1: Hotels and Guesthouses
 - TTS 22 Part 2:2014 - Requirements for Tourist Accommodation – Part 2: Bed and Breakfast and Self-Catering Facilities
 - TTS 22-3:2011 Requirements for Tourist Accommodation - Part 3: Villas
 - The Service Level Agreement (SLA) was established with Tourism Trinidad Limited on August 12 2021 to cover twenty-five (25) Tourism Operators along the following service areas:
 - TTS 22 Part 1:2012 - Requirements for Tourist Accommodation – Part 1: Hotels and Guesthouses
 - TTS 580:2009 - Tour Guide Specification
 - TTS 580:2009 - Tour Operators Specification
 - TTS 296:2008 - Tourist Land Transport Service Providers
- Accreditation to ISO/IEC 17021 - ISO/IEC 17021-1:2015 (Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements).

- TTBS was able to meet the milestones defined in the project plan
- JANAAC Accreditation Office visit confirmed for January 18-20 2022
 - First Accreditation Witness Audit – Scope 1 - confirmed for January 24-27 2022
 - Second Accreditation Witness Audit – Scope 2 – confirmed February 7-8 2022
 - Third Accreditation Witness Audit – Scope 3 – proposed April 2022

Opportunities for Development

- Further development of the Certification Division’s Management System for the purposes of Accreditation to ISO/IEC 17065 - ISO/IEC 17065:2012 Conformity assessment — Requirements for bodies certifying products, processes and services

Way forward – FY 21/22

- Confirmation of Accreditation to ISO/IEC 17021
- Mandatory Certification Programmes for the following:
 - TTS 588:2015 Clay Block – Vertical Core - Specification
- Continued discussions and possible implementation of a Mandatory Certification Programme for the following:
 - TTSCS 7:2020 Laundry Detergent –Compulsory Requirements

METROLOGY DIVISION

The overall actual audited result relative to the plan for 20/21 was 92%

Significant Achievements

- International recognition for Calibration and Measurement Capability for Mass and Related Quantities on 30 December 2020. This was published on the Key Comparison Database (KCDB 2.0) of the International Bureau of Weight and Measures (BIPM) on 12th January 2021.
- Full implementation of CNG Dispenser Verification
- Development of the infrastructure for the testing and monitoring of pre-packaged products in accordance with the Metrology (Quantities of Goods) Regulations
- Participation in the SIM Inter-comparison for Temperature in support of international recognition for calibration and measurement capability for Temperature
- Completion of the traceability chain for Dimension
- Implemented inter-comparison programme in the areas of weighing instruments, temperature and electrical for laboratories

Opportunities for Development

- Development of a database for both calibration and legal metrology services
- Improvement of the Division's organizational structure to improve the efficiency of operations

Way forward – FY 21/22

- Develop the traceability chain for electrical
- Participate in inter-comparison for dimension for CMC submission
- Verification of measuring devices in Municipal Markets, which was impacted by the pandemic
- Implementation of Metrology (Quantities of Goods) Regulations
- Develop the capability to calibrate micropipettes to support medical laboratories
- Develop calibration database

TRINIDAD AND TOBAGO LABORATORY ACCREDITATION SERVICE

The overall actual audited result relative to the plan for 20/21 was 93%.

Significant Achievements

- Continued working with the Point Lisas Energy Association on the auditing of medical test sites for drug and alcohol testing
- Hosted training programmes for:
 - ISO 15189:2012 – One (1) programme for the period on 9th, 11th, 16th and 17th March, 2021;
 - ISO 19011:2018 – One (1) programme for the period on 12th – 14th April, 2021;
 - Understanding Risks and Opportunities for Testing and Calibration Laboratories – One (1) programme hosted for the period 17th, 21st and 23rd June 2021; and
 - ISO/IEC 17025:2017 – Four (4) programmes each for the period during Nov/Dec 2020, May 2021, Sep 2021 and Sep/Oct 2021.
- Chairperson of the CROSQ Caribbean Cooperation for Accreditation (CCA)
- Continued training and assessments remotely using Zoom and MS Teams platforms
- Legislative Brief was developed through the CCPF Technical Cooperation and approved by the Ministry of Trade and Industry in December 2020. The approved Legislative Brief was submitted to the Chief Parliamentary Counsel for drafting in December 2020.
- Training programmes under the CCPF Technical Cooperation started for the following International Standards
 - ISO/IEC 17011:2017 Jul 2021; and
 - ISO/IEC 17025:2017 – Sep 2021.

This training component serves to develop Train-the-Trainer Tool kits for TTASCA for the sustainability of the new accreditation body. It also serves to identify TTLABS current personnel that can be used as trainers within TTASCA.

- TTLABS signed a Cooperation Agreement with the American Industrial Hygiene Association Laboratory Accreditation Programs on 9th June 2021 for a virtual study tour of the internationally recognized accreditation body. This serves as a mentoring process for TTLABS personnel that will facilitate the TTASCA start-up processes.
- TTLABS hosted a week-long virtual event, Accreditation Week, over the period 7th – 11th June 2021 to promote accreditation and the way it can support various projects and activities as they are aligned with the Sustainable Development Goals.
- TTLABS, through Karlene Lewis, is participating as a Technical Expert in ISO/CASCO Working Group 57 on the Revision of ISO/IEC 17043
- TTLABS, through Karlene Lewis, participated as a Technical Expert in the ISO/TC 212 Joint Working Group 6 for the development of a document to establish a quality practice for testing COVID-19

Opportunities for Development

- Develop and implement the Accreditation Knowledge Management System (AKMS)
- Complete Phase I of the Census of Conformity Assessment Bodies - Laboratories (progress was impacted by the COVID-19 pandemic)

Way forward – FY 21/22

- Establishment of the Trinidad and Tobago Accreditation Service for Conformity Assessment (TTASCA)
 - Begin discussions with the Public Management Consulting Division at the Ministry of Public Administration on the Organisational Chart of TTASCA
 - Support the Office of the CPC in the preparation of the Bill for the establishment of TTASCA for submission to Cabinet and Parliament for approval
- Application for ILAC Associate Membership

Strategic Support Units

STANDARDS INFORMATION CENTRE

The overall actual audited result relative to the plan for 20/21 was 99%

Significant Achievements

- Update of the International Electrotechnical Commission (IEC) standards collection to ensure currency to support the strategic needs of the Conformity Assessment Divisions
- Seven new standards and accompanying legal notices were added to the TT Standards Database
- Expanded the scope of standards available for sale on the Standards e-store to include regional standards
- Expansion of standards offerings through bookstore consignment arrangements
- Disseminated information related to key international and foreign standards to support the national response to the Covid-19 pandemic including areas such as Business Continuity, Risk Management and Personal Protective Equipment
- Supported the Standardization Division and the Marketing Unit, in the publication of over 60 social media posts to raise awareness of key national, regional and international standards
- Enhanced collaboration with regional standard bodies via the MIKE Committee, established under CROSQ
- Responsible for the administration of the ISO POCOSA Agreement
- Improved utilization of the ISO Webstore by national stakeholders during the Covid-19 restrictions
- Revised key operating procedures to improve business efficiency and customer satisfaction
- Update of TTBS' website software to mitigate against security threats and improve performance

Opportunity for Developments

- Implement digitization project to improve business continuity, remote access to records, health and safety and operational efficiency
- Obtain, implement and utilize the best IT tools to improve the accessibility and delivery of information

Way forward – FY 21/22

- Update Print Standards Collection
- Expand standards offerings and other e-store services
- Obtain, implement and utilize the best IT tools to improve the accessibility and delivery of information

- Update the availability of national standards for sale online via Trinidad and Tobago Standards e-store
- Expand promotional activities related to key national, regional and international standards
- Update the organizational structure for the SIC and transition to the Knowledge and Information Division, which would include responsibility for the WTO TBT Enquiry Point

PROJECT MANAGEMENT AND TRADE

The overall actual audited result relative to the plan for 19/20 was 83%

Significant Achievements

- Continued implementation of projects under the National Quality Policy 2018-2030
 - CALIDENA – Fashion, started Cocoa
 - Accreditation of Public Laboratories
 - Develop and implement a Metrology and Testing Lab Capacity Development Strategy and Plan
- Promotion of NQP including
 - Continued work towards the implementation of a project funded by the Caribbean Development Bank (Building a Quality Culture) (Awaiting grant signing)
 - Began preparation for participation in Virtual TIC for promotion of NQP in November
- Attended WTO TBT Committee meetings (virtually) from March 2021
- TTBS participated in both the Stakeholder Consultations and the First Joint Administration Committee Meeting related to the TT-Panama Partial Scope Agreement.
- Participated in the project launch of the “Trade and Business Information Portal (TBIP)” and provided feedback on the stakeholder consultation questionnaire.
- Participated in the preliminary meeting on the development of a “National Policy on the Handicraft Sector of Trinidad and Tobago”.
- Participated in a Stakeholder Consultation with Trinidad and Tobago Coalition of Services Industries and provided input into 3Qs member publication.
- Participated in a Stakeholder Engagement session with the TTCSI on 10th May 2021.
- Participated in the National Food Systems Dialogue along with other Members of TTBS on 16th June 2021 where inputs related to the QI were put forward as it relates to the captioned topic.
- Participated in the IICA Sanitary and Phyto Sanitary Food Safety Policy Consultation and also provided feedback on the Draft Regional AHFS Policy and Action Plan and National Policy Framework documents.

- Utilised TTMA Standing Committee on Trade-Related Matters Meetings to provide relevant information and education
- Participated in the TT-Chile Trade Negotiations for TBT and SPS
- Provided input into the National Trade Facilitation report

Opportunities for Development

- Development of Project Management Office Charter and Formalisation of the Projects / Trade function in TTBS
- Establishment of Project Management Framework Policy for TTBS
- Building organizational competency in project management

Way forward – FY 21/22

- Strengthening of project management system within TTBS
- Continued Execution of NQP Implementation Plan and Communication Plan including providing support to NQP Secretariat within MTI
- Coordination and execution of projects under the 11th EDF TBT programme with CROSQ
- Revise the proposal and Terms of Reference (TOR) for the formation of a national coordinating committee for non-tariff barriers
- Conduct awareness sessions on GRP, ePing and TTBS' responsibilities to be implemented by the Technical Disciplines
- Conceptualize projects for the implementation of the Trade Facilitation Agreement and Quality Policy on topics such as GRP, Test Procedures and an Enquiry Point)

4. Financial Operations

A. Budget Formulation

A budget template is sent to all Managers of SBUs and Heads of SSUs to complete. This consists of all expected income and expenditure under headings. This data is collected, compiled, and discussed with the Executive Director, and amended as necessary with discussion with the relevant Manager/Head. The compiled numbers are discussed with the Management Team and agreed upon. It is then reformatted into the Ministry's format and submitted.

B. Expenditure Vs Income

Consolidated Audited Financials for Fiscal 2020/21 is attached as "Addendum I".

C. Debt Policy / Credit Policy

The Credit Policy was finalised at the 294th statutory meeting of the Board on 15th December 2020. Provision for matters relating to debt was included in the Credit Policy.

D. Investment Policy

Nothing to report as TTBS does not have any investments or an investment policy.

E. Internal Audit Functions

The Internal Audit Function undertook the following projects over the financial year 2020/21.

- Enterprise-Wide Risk Assessment

An Enterprise Wide Risk Assessment was completed, the result of which was a Heat Map of the Bureau's top risks.

- Internal Audit Plan

An Internal Audit Plan for the Financial Years 2020/21 to 2022/23 was approved by the Board, with twelve projects identified. The Internal Audit Plan was based upon the top risks identified from the Enterprise Wide Risk Assessment.

- AIMS Workflow Process Review

The Scope of the AIMS Workflow Process Review included procedures applied in the transfer of data from TTBizLink to the AIMS and SharePoint platforms, identification of high-risk categories via the Risk Assessment Tool, review and processing of import fees, inspection activities, exception reporting and reconciliation of fee payments. The exercise focused on the efficiency of procedures applied and the appropriateness of segregation of duties across the Implementation, Finance and Information Technology divisions. Limited transaction testing formed part of the workflow review for verification purposes.

Eight reports were submitted to management, with remediation plans documented.

- Special Exercise – Broker

- The Audit and Finance Committee of the Board requested that the Internal Audit function review an allegation of impropriety on the part of a Broker, which involved 63 Goods Declarations.
- Based upon the audit work performed, a loss of \$56,269.03 was confirmed on 62 Goods Declarations, to which full recovery was secured from the Broker.

- Status of Management Action Plans

The Status of MAPs from the i) AIMS Workflow Process Review and ii) 2018 & 2019 External Auditor Management Letters, was collated from management and presented to the Audit & Finance Committee of the Board.

F. PSIP Summary Report On Overall Status

See Appendix 6

5. Human Resource Development Plan

A. Organisational Establishment

Reference to the Organisational chart in Section 2

B. Category of Employees

TTBS' staff complement consists of permanent and contracted employees, of which the positions are further broken up into technical, professional and administrative. Members of staff are monthly paid and the Public Services Association of Trinidad and Tobago (PSA) is the recognised Union body.

C. Career Path Systems

The career paths within the TTBS seek to align the management of its internal talent by providing linkages between job roles, desired competencies, and key experiences within the Standards, Regulatory and Compliance worlds, for the future strategic competitiveness of TTBS and by extension the Government of Trinidad and Tobago. The employees within TTBS may move vertically, laterally or cross-functionally to different types of jobs for their career development. For example, the position of Standards Officer follows the path of Standards Officer I followed by Standards Officer II then Standard Officer III which is the middle management function before Senior Management within the Organisation.

Career growth in the Strategic Units exists, but is not limited to:

- Standards Officers
- Inspectors
- Technicians

Similarly, within the Strategic Support Units professional career growth exists, but is not limited to:

- Finance
- Human Resource and Development
- Information Technology
- Marketing

D. Performance Assessment/Management Strategies

The assessment of staff members' performance is managed according to the Collective Agreement in force with specific reference to **Article 16 – Annual Reports and other Reports**. Additionally, TTBS operates from the various objectives of its current Strategic Plan which gives the organization its priorities, focus, and intended outcomes. From the Strategic Plan, Divisions/Units would then develop their individual Balance Scorecards which are monitored quarterly. From the scorecard, targets and Key Performance Indicators are provided to staff members and they are assessed based on discussions held in the previous year.

E. Promotion-Selection procedures

Promotions and Appointments are executed according to the TTBS Collective Agreement in force, specifically **Article 7 – Promotion and Appointments and Article 9 – Promotion Policy**.

F. Employee Support Services

TTBS engages in a renewable yearly contract with PEAPSL Consultancy Limited for the provision of employee assistance programme services. PEAPSL Consultancy Limited is in the business of providing Behavioural Risk Management and Employee Assistance Programmes to organisations, with the ability to address emotional and psychological issues, alcohol and substance abuse, work/life balance, conflict and career guidance to name a few.

The following are some of the services available:

- Programme Development Consultancy
- Assessment, Counselling and Referrals
- Mediation
- Educational Outreaches and Workshops
- Peer Support Training and Consultation

6. Procurement Procedures

The Office of Procurement Regulation (OPR) continued sensitization of stakeholders on the requirements for compliance with the new Procurement Legislation, Public Procurement and Disposal of Public Property Act 2015, as amended. This requires that TTBS reviews and revises its approach to procurement activities. The Board of Directors approved the position of Procurement Officer and the Officer was hired in November 2020. The Named Procurement Officer acted as Co-Convenor and Secretary to the Management Tenders Committee. The Management Tenders Committee continued reviewing the documentation provided by the OPR and the Named Procurement Officer attended the OPR's Capacity Building programmes to update TTBS' Procurement Policies, Processes and Procedures. The MTC continued reviewing all procurement exceeding \$75,001 and utilized the open tender process unless another procurement methodology would have been more appropriate.

TTBS produced its first Annual Procurement Plan and Schedule as mandated by the OPR for the period 2020/2021 and submitted it to the OPR on 2020-12-10 and it was approved in February 2021.

Several handbooks were reviewed and submitted to the OPR for their review and feedback.

The Named Procurement Officer and a representative from the Human Resources Unit attended the "Rollout of the OPR's Training Standards Competence Levels and Certification Requirements" to gain a comprehensive understanding of the staffing requirements and skills needed for a fully functioning Procurement Unit.

Until this transition is completed, TTBS will continue to use, where appropriate, its existing procurement policies and procedures, namely the *Procedure for Procurement Rules* dated 2010-02-24 (draft), and the sections A, B and C below are extracted from **4.0 Definitions** and **7.0 The Procurement Process** respectively.

However, it should be noted that TTBS has adopted the following templates from OPR for the tendering process;

- Request for Proposals
- Request for Quotations
- Request for Information
- Tender Evaluation Report

A. Open Tender

4.0 DEFINITIONS

“Open Tendering” means the process of inviting tenders through external advertisements or other forms of public notice.

7.0 THE TENDERING PROCESS

7.1. ... Open Tendering ... the applicable tender process available for use by Committees, the Executive Director and Heads. **Where the proposed expenditure is greater than ten thousand dollars (\$10,000.00), the Tender Box process as set out in Clause 7.8 shall be utilised.**

7.4. Local Open Tenders

7.4.1. The Tenders and Finance Committee may invite members of the public to tender offers for the provision of goods and services.

7.4.2. The invitation to tender shall be made by public notice, contained at least once in each of the daily newspapers during the same week. The Executive Director may request the use of additional means of communication where necessary.

7.4.3. The **Invitation to Tender – set out in Appendix XII** shall be used to invite suppliers to submit bids that conform to the following specific requirements:

- a) sufficient description of the goods and services required or the scope of works to be undertaken;
- b) the manner in which the offer is to be presented;
- c) required date of completion for the supply of goods or services or works to be undertaken;
- d) a request for the submission of:-
 - i. clearance certificates issued by the Board of Inland Revenue certifying satisfaction of all obligations in respect of taxes and VAT where applicable
 - ii. certificates from the National Insurance Scheme obligation
 - iii. Documentary proof of statutory compliance in the case of a limited liability company

- e) in certain instances, the Committee may require that persons desirous of making a bid also make a non-refundable deposit with TTBS;
- f) the place where and the time when additional information relating thereto can be obtained;
- g) the closing date and time by which the offer is to be submitted;
- h) a place where the offer is to be submitted;
- i) statement of non-acceptance of late submission;
- j) invitation to the opening of bids;
- k) should contain a statement that erasures or alterations on the offers should be initialled by the suppliers or authorized officer or employee, and that an un-initialled erasure or alteration will render an offer void.

7.5 For the purposes of Clause 7.4.3 TTBS may prepare and cause to be printed such forms, or documents as are necessary and appropriate for the making of offers for the supply of goods or for the undertaking of works or services.

7.6 In the event that TTBS requires that an offer be made on a prescribed form, or, where the offer may be accepted by letter, as determined by either the Tenders and Finance Committee or the Management Tenders Committee, (whichever is inviting the bid) then, such prescribed form, or letter, shall be signed by the person making the offer. In the case of a Company or partnership, it shall be signed by an authorized officer and affixed with the Company stamp where applicable.

7.7 All offers, and relevant documents, must be placed in a sealed envelope and placed in the Tenders Box located and maintained at TTBS.

It should be noted that with the onset of the Covid 19 Pandemic all tender submissions are now required to be submitted through the Procurement Officer's email.

B. Selective Tender

4.0 DEFINITIONS

“**Selective Tendering**” means the process of issuing invitations to tender, only and directly to any of TTBS’ registered suppliers or other suppliers, where such is expressly stated in these Rules

7.0 THE TENDERING PROCESS

7.1 Selective ... applicable tender process available for use by Committees, the Executive Director and Heads. **Where the proposed expenditure is greater than ten thousand dollars (\$10,000.00), the Tender Box process as set out in Clause 7.8 shall be utilised.**

7.2 **Selective Tendering via Registered Suppliers**

7.2.1 For expenditures of ten thousand dollars or less, the simplified Request for Purchase form set out in the format at **Appendix X** shall be prepared and forwarded to the Financial Comptroller. At least three quotations, obtained from suppliers listed in the Register of Registered Suppliers shall accompany the form.

7.2.2 The Committees, the Executive Director and Heads, shall undertake the following procedure for expenditures of more than **\$10,000.00**:

- a) request the names of Registered Suppliers who have been registered to provide works or services for the area of work under consideration;
- b) invite, by verified¹ written request, Registered Suppliers to provide quotations for the prospective works, detailing all specifications as set out in the form at **Appendix XI**
- c) examine all quotations received through the tender box upon the specified deadline date for submission of quotations
- d) select the most appropriate quotation based on the evaluation methodology as set out in Clause 8.0.

¹ Verified means proof of receipt by the supplier

- 7.2.3 The Forms referred to in Clause 7.2.2 (b, c, d) shall be submitted to the Financial Comptroller along with evidence of receipt of the Request for Quotations by the suppliers who were invited to submit same.
- 7.2.4 The process of open tendering set out in Clause 7.4 shall be used where there are no registered suppliers capable of performing the required services or providing the desired goods.

C. Sole Tender (With Criteria Used)

4.0 DEFINITIONS

“Single Source Supplier” means a supplier who is preferred either because he is the sole agent for a particular brand, or is the sole supplier of a particular good/service that meets required specifications.

7.0 THE TENDERING PROCESS

7.3 Single Source Supplier

7.3.1 A Single Source supplier may be utilised when there is only one available supplier or when compatibility of requirements or other technical criteria rules out other suppliers.

7.3.2 The request for the use of a Single Source supplier shall be made by the proposer to the Financial Comptroller before any Request for Quotations is sent out and must be accompanied by written justification for selection of the particular supplier.

7. Public and Community Relations

A. Client and Public Access to Services/Service Delivery Systems

STANDARDIZATION DIVISION

- Availability of national standards via the Standards Database on the TTBS' Website.
- Availability of select national voluntary standards for sale via the TTBS' e-store.
- The Standardization Division is moving forward with free access to new compulsory standards as necessary via the TTBS' e-store.
- Information on declared standards is available via the Standards Database.
- Promotional material is disseminated using TTBS' Social Media platforms.

IMPLEMENTATION DIVISION

- Information is available on the TTBS website for all Inspection activities
- Information is available on the TTBizLink website on all items subject to TTBS inspection activity
- Brochures on labelling requirements for Compulsory National Standards
- Online Stakeholder meetings
- Enquiries via phone and emails

LABORATORY SERVICES DIVISION

- Staff presented on relevant testing services on the majority of Standardization and Conformity Assessment stakeholder consultations
- Developed material to demonstrate labs virtually to students enrolled in the UWI Bachelor of Arts programme in Human Ecology
- The Division has a page on the TTBS website

CERTIFICATION DIVISION

- Information is available on the TTBS Website for all certification programmes
- Enquiries via phone and emails
- Brochures
- Public Advisories and Advertisements on Product Certification Activities via newspapers and social media.

METROLOGY DIVISION

- Information is available on the website for calibration services and legal metrology
- Calibration Services Brochure
- Legal Metrology Brochures

TRINIDAD AND TOBAGO LABORATORY ACCREDITATION SERVICE

- Provided audit and training services to different public service and private sector entities
- Facilitated participation of local public and private medical laboratories in the One World Accuracy, Inc Proficiency Testing Programmes

STANDARDS INFORMATION CENTRE

- Developed subscriber platform related to registration for Webinars and access to draft standards
- Developed dedicated webpages related to draft National and Regional Standards to improve stakeholder awareness of the Public Comment period and enhanced ability to provide feedback on draft standards
- Development of License Agreements to facilitate the adoption, sale and distribution of foreign standards such as Standards Australia, in collaboration with the Standardization Division
- Enhanced collaboration via the Commonwealth Standards Network which was established by the British Standards Institution (BSI) via the information dissemination on key national and regional standard projects

PROJECT MANAGEMENT AND TRADE

- Provided information to MTI and other stakeholders on TTBS' Services and QI applications and implications as required
- The WTO/TBT Enquiry Point service is communicated via TTBS' website, on social media handles and via links on Trade Support Institutions webpages (Trinidad and Tobago Manufacturers Association, Trinidad and Tobago Chamber of Industry and Commerce and exporTT)

B. Community and Stakeholder Relations/Outreach

STANDARDIZATION DIVISION

- Thirty-two (32) promotional activities for standards were executive via TTBS' Social Media.
- Twenty-nine (29) communications were also issued related to national, regional and international standards.
- An extensive social media campaign was undertaken to raise awareness of the benefits of standards and obtain feedback on draft national standards, during the Covid-19 pandemic.
- The Standardization Division maximized the use of digital meeting platforms (such as Zoom, Skype and Google Meet) to continue its technical committee meetings, with the objective of maintaining continuity during the Covid-19 pandemic restrictions and work-from-home arrangements.

Marketing and Communication Activities

- ISO and the Role of Students in making lives easier, safer and better
- Governance of organizations - CCN TV6
- Governance of organizations - CCN TV6
- ISO Next Generation Award
- ISO Next Generation Award - Video
- Public Comment - Labelling standards
- First ever International Benchmark for Good Governance - Press Release
- First ever International Benchmark for Good Governance - Graphic
- First ever International Benchmark for Good Governance
- Online awareness session - Labelling and packaging of pre-packaged goods for accessing the European Union market
- 48th CARICOM Day
- World Environmental Day
- Embracing diversity in the workplace
- Laundry detergent Stakeholder Consultation
- Covid-19 - Keeping you safe at work
- World Day for Safety and Health at Work 2021
- ISO/PAS 45005 - Safe Working during the Covid-19 Pandemic
- International Standards for Governance. Compliance and Whistleblowing
- Sharing the Trinidad and Tobago experience on ISO 9001:2015 - user survey
- International Day - Persons with Disabilities

- EMA and TTBS Sign on for Deeper Collaboration
- How do you benefit from Standards
- WSD Message - Minister
- WSD poster
- World Tourism Day
- Did you know? CREEBC post
- OSHA and TTBS MOU
- World Ozone Day
- Countering the impact of Covid-19 with International Standards
- How a new product packaging standard can help save the Planet.
- Residential fire safety
- Article on biodegradable packaging
- World Steelpan Month
- Withdrawal Ad - Size Designation of Garments
- Withdrawal Ad - Configuration of Plugs and Receptacles
- Stakeholder Consultation - Electric cables standards
- Stakeholder Consultation - Ready-mixed concrete
- Virtual Stakeholder Consultation - Ready-mixed Concrete
- Safe Food Campaign
- PC Ad - Ready-mixed Concrete
- Stakeholder Consultation - Safety of Toys
- Empowering Youth Entrepreneurs in the Food Industry
- National Standards for Electric Vehicles
- Small Building Guide Promotional Flyer
- Sliding Gates Promotional Flyer
- Sliding gates Advisory
- GAP Promotional Flyer
- GMP Promotional Flyer
- Non-Medical Face Masks - Stakeholder Forum
- National Tyre Survey
- Non-Medical Face Masks Ad
- PC Ad - Biodegradable Materials
- An overview of the National Standard for Safety of Toys

- Stakeholder forum on Steel bars for the reinforcement of concrete
- Stakeholder forum on Biodegradable Materials
- Stakeholder forum on Garments and Textiles
- TIC Webinar - GMP
- TIC Webinar - GAP
- Protecting the planet with standards video
- Standards protecting you and the planet infographic
- Virtual Focus Group on Energy Labelling

IMPLEMENTATION DIVISION

- Information is available on the TTBS website for all Inspection activities
- Information is available on the TTBizLink website on all items subject to TTBS inspection activity
- Brochures on labelling requirements for Compulsory National Standards
- Stakeholder meetings
- Face-to-face dissemination of information by Inspectors in the marketplace
- Face-to-face dissemination of information at TTBS' Outstations Enquiries via phone and emails

LABORATORY SERVICES DIVISION

- Information is available on the TTBS website for all testing services
- Ads placed in social media on the importance of using energy-efficient appliances
- Video on energy efficiency as related to lighting products developed for social media
- Presentation of applicable testing services at all stakeholder consultations by Standardization, Implementation and Certification Divisions
- Meeting and presentations to interested stakeholders such as Domus, T&T Fine Cocoa Company,
- Hosting of a UWI Intern for a final year project

CERTIFICATION DIVISION

- Meetings with Tobago Tourism Agency Limited (TTAL) and Tourism Trinidad Limited (TTL) on the operations and re-implementation of TTTIC.
- Public Advisories and Advertisements on Product Certification Activities via newspapers and social media.
- Meetings with NAMDEVCO on the development of a certification programme for the National Voluntary Standard TTS 648:2020 (Good Agricultural Practices (GAP) - Fresh Produce – Requirements)
- Meetings with CDCTTL on the development of a certification programme for cocoa.
- Participation in the Caribbean Tourism Month November 2021 – Virtual Tourism Tradeshow hosted by the Tobago House of Assembly

METROLOGY DIVISION

- Hosted General Metrology Workshops and specialised measurement training for national and regional customers.
- Public Advisories and Advertisements on Calibration and Legal Metrology activities via newspapers and social media.
- Social Media Campaign in celebration of World Metrology Day – Measurement for Health

TRINIDAD AND TOBAGO LABORATORY ACCREDITATION SERVICE

- Hosted Accreditation Week, a virtual 5-day event over the period 7th – 11th June 2021 to promote accreditation and the role it plays in the fulfilment of the Sustainable Development Goals.

STANDARDS INFORMATION CENTRE

- Social media posts related to National, Regional and International Standards, in addition to key TTBS activities such as World Standards Day, World Metrology Day, World Accreditation Day and the National Quality Forum
- Registration for stakeholder engagement sessions to obtain feedback on draft standards during the Public Comment stage
- Updates to the Standards Database including newly declared standards and the associated Legal Notices

PROJECT MANAGEMENT AND TRADE

- Meeting on the EPA Implementation: provided feedback on TTBS activities in support of monitoring and evaluation framework – Chaired by MTI
- Meetings with the Trade Implementation Unit of MTI and the Caribbean Development Bank on the grant application for “Building a Quality Culture in Trinidad and Tobago Project”
- Stakeholder consultation with the Trinidad and Tobago Coalition of Services Industries
- Attended the following WTO initiatives:
 - 9th Triennial Review
- National Trade Facilitation Committee - chaired by MTI/Customs
- Sub-Committee on Market Access - chaired by MTI
- Standing Committee on Trade-Related Matters – Chaired by TTMA

C. Strategic Partnerships (Local, regional and international)

STANDARDIZATION DIVISION

- Chair's Advisory Group, ISO Committee for DEVCO
- ISO Committee for Developing Countries (DEVCO)
- ISO DEVCO Working Group (WG) 1, Standardization areas of primary interest to developing countries
- ISO DEVCO WG 2, Resources to enhance NSB capabilities in standards development and use
- ISO Technical Management Board/Joint Technical Co-ordination Group Task Force (ISO/TMBG/JTCG TF 14), Annex SL.
- Member of the CROSQ's Technical Management Committee (TMC)
- Chair of the CROSQ' Editorial Committee
- Chair of Regional Technical Committee (RTC) for Tourism and Related Services established by CROSQ
- Awarded the Technical Secretariat for the updating of the regional standard for Liquid Chlorine Bleach (Sodium Hypochlorite Solution), under the Regional Technical Committee established by CROSQ
- Served as the Technical Secretariat for the development of a regional standard for pesticide labelling under the Regional Technical Committee established by CROSQ
- Alternate representative, Pesticides and Toxic Chemicals Control Board, Ministry of Health
- Alternate representative on National Food Safety Coordinating Committee, Ministry of Agriculture, Land and Fisheries
- Representative, Subcommittee for Labelling, Food Advisory Committee, Ministry of Health

IMPLEMENTATION DIVISION

- International Development Bank Project for the Strengthening of the SEW

LABORATORY SERVICES DIVISION

- Information is available on the TTBS website for all testing services
- Video on energy efficiency as related to lighting products developed for social media
- Presentation of applicable testing services at all stakeholder consultations by Standardization, Implementation and Certification Divisions
- Hosting of a UWI Intern for a final year project

CERTIFICATION DIVISION

- Partner for TTTIC for Tobago with Tobago Tourism Agency Limited
- Partner for TTTIC for Trinidad with Tourism Trinidad Limited

METROLOGY DIVISION

- Metrology Advisory Committee meeting chaired by MTI Permanent Secretary
- The Inter-American Metrology System (SIM)/Inter-American Development Bank (IADB) projects which support metrology training programmes for the Caribbean sub-region (CARIMET)
- CROSQ/PTB projects which support metrology development – Metrology for Meteorology (M4M) Project

TRINIDAD AND TOBAGO LABORATORY ACCREDITATION SERVICE

- The Inter-American Development Bank approved the extension of the CCPF Technical Cooperation for the establishment of the Trinidad and Tobago Accreditation Service for Conformity Assessment (TTASCA) to November 2022.
- First year as the Chair of CROSQ Caribbean Cooperation for Accreditation
- Member of a Working Group to revise the promotional brochures of both the International Laboratory Accreditation Cooperation (ILAC) and the International Accreditation Forum (IAF)
- Member of the ISO/TC 212 – Clinical laboratory and *in vitro* diagnostic test systems
- Member of ISO/CASCO Working Group 57 – Revision of ISO/IEC 17043

STANDARDS INFORMATION CENTRE

- Member of the Library Association of Trinidad and Tobago (LATT)
- Member of the Association of University, Research and Institutional Libraries of the Caribbean (ACURIL)
- TTBS representative, Marketing Information Knowledge and Education Management (MIKE) Committee – CROSQ
- Member, ISO/ISolutions
- Member, ISO Technical Committee 46 - Information and Documentation
- Member, ISO Technical Committee 176 - Quality Management
- Member, ISO Technical Committee 260 - Human Resource Management
- Member, ISO Technical Committee 323 - Circular Economy

PROJECT MANAGEMENT AND TRADE

- TTBS representative, 11th EDF TBT Component Programme - CROSQ
- Chair of CROSQ's TIE Committee

8. Premier Quality Services Limited

A. Organisational Profile

Company Overview

Premier Quality Services Limited (PQSL) is the wholly owned subsidiary of the Trinidad and Tobago Bureau of Standards and was established as an independent entity to maintain the impartiality of TTBS' Certification Division. Its principal activity is the provision of training, consulting and rental services. PQSL serves private and public sector interests, locally and regionally, by offering a range of standards-based health, safety, environmental, quality management and information security systems training and consulting programmes in an enabling environment.

The company was incorporated on 2000-01-04 in fulfilment of TTBS' vision to provide quality-based training and consultancy service to organisations.

PQSL builds upon the tradition of TTBS, which has for many years delivered high quality training to numerous organisations in Trinidad and Tobago and the wider Caribbean. Additionally, PQSL has successfully worked with several public and private sector organisations and ensures that its services are designed and implemented to suit its clients' strategic needs to facilitate sustainable performance improvement.

Vision, Mission, Role

VISION:

PQSL will enhance local and regional competitiveness and sustainability by becoming the leading provider of standards-based training and consultancy services in the Caribbean by 2025.

MISSION:

To enhance the competitiveness and sustainability of our clients by hosting their events; and providing training and consulting in the effective implementation of standards-based management systems and best practices.

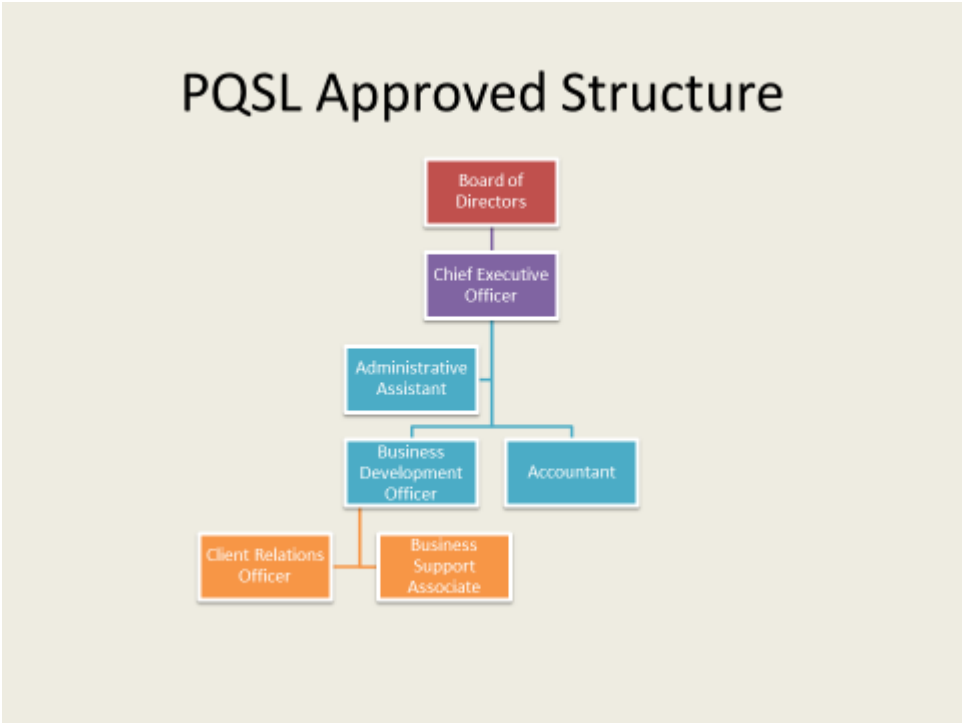
ROLE:

PQSL's role, as a fully owned subsidiary of TTBS, is that of the development and execution of training and consultancy activities that are aligned to the TTBS Strategic Plan in a manner that advances the strategic objectives of TTBS and that is sustainable and profitable. With the recently revised and updated TTBS Strategic Plan 2018/19 ratified by its Board, PQSL's strategic direction can be more clearly defined. The plan is to restructure PQSL's operating model to align it with the relevant work programs under TTBS' Strategic Plan and in a manner that enables it to effectively perform its defined role.

There are two key components; (1) Develop and implement a business model that is operationally efficient and cost-effective which utilises TTBS' Strategic Service Units to handle PQSL's back office work through an updated and more robust Memorandum of Agreement; (2) Leverage the insight and expertise at TTBS to provide PQSL with a Unique Selling Proposition in a manner that is sustainable and profitable. This entails the effective utilization of TTBS human and knowledge resources for the proposed training and consultancy activities.

PQSL has a key role in facilitating training and consultancy activities that support TTBS' strategic priorities and mandates. It also has the potential to be a key revenue generator for TTBS and is currently operating within a business turnaround approach in order to realise its fullest potential.

Organisational Chart



B. Corporate Structure

The Ministry of Trade and Industry appoints the Chairman and Vice-Chairman to the Board of TTBS. The Vice Chairman of the TTBS Board, heads the Board of Directors of PQSL as Chairman, together with two other members, also from TTBS' Board. **There are no sub-committees.**

For the period under review, the Board comprised the following members:

Board of Directors	
Glenn Wilson	Chairman
Gary Turpin	Director
Andre Ow Buland	Director

C. Services / Products Provided

Training and Consultancy Services

PQSL currently has three contributing business units – Training, Consultancy and Facility Rental. Its strategic work programmes which flow from TTBS' strategic work programmes are currently outlined as follows:

TRAINING

- Standardisation
 - Training Program for Standards Officers
 - Electrical Wiring Code
 - Regional Food Products and Food Safety Standards

- Certification
 - ISO 9001 – Quality Management
 - ISO 14001 – Environmental Management
 - ISO 45001 – Occupational Health & Safety Management

- Laboratory Accreditation
 - Requirements for ISO/IEC 17025 Accreditation
 - Preparation for ISO/IEC 17025 Accreditation

- Metrology
 - General Metrology Course

CONSULTANCY

Management consultancy services for areas such as quality, environmental and occupational health and safety management systems, strategic planning, business process improvements etc.

FACILITY RENTAL

This service was suspended due to the COVID-19 pandemic.

D.Policies and Development Initiatives

Short, Medium and Long Term Plans

Short term

- Development Work
- Launch and market PQSL Strategic Work Programs
- Review operational and financial performance and adjust, where necessary.
- Review operational and financial performance and determine the outcome and next steps.
- Explore the development of online versions for select Training Courses

Medium term

The long-term goals are dependent on how successfully PQSL was able to achieve the short-term goals.

Long term

The long-term goals are dependent on how successfully PQSL was able to achieve the short-term and medium-term goals.

E. Performance Objectives and Accomplishments

Significant Achievements

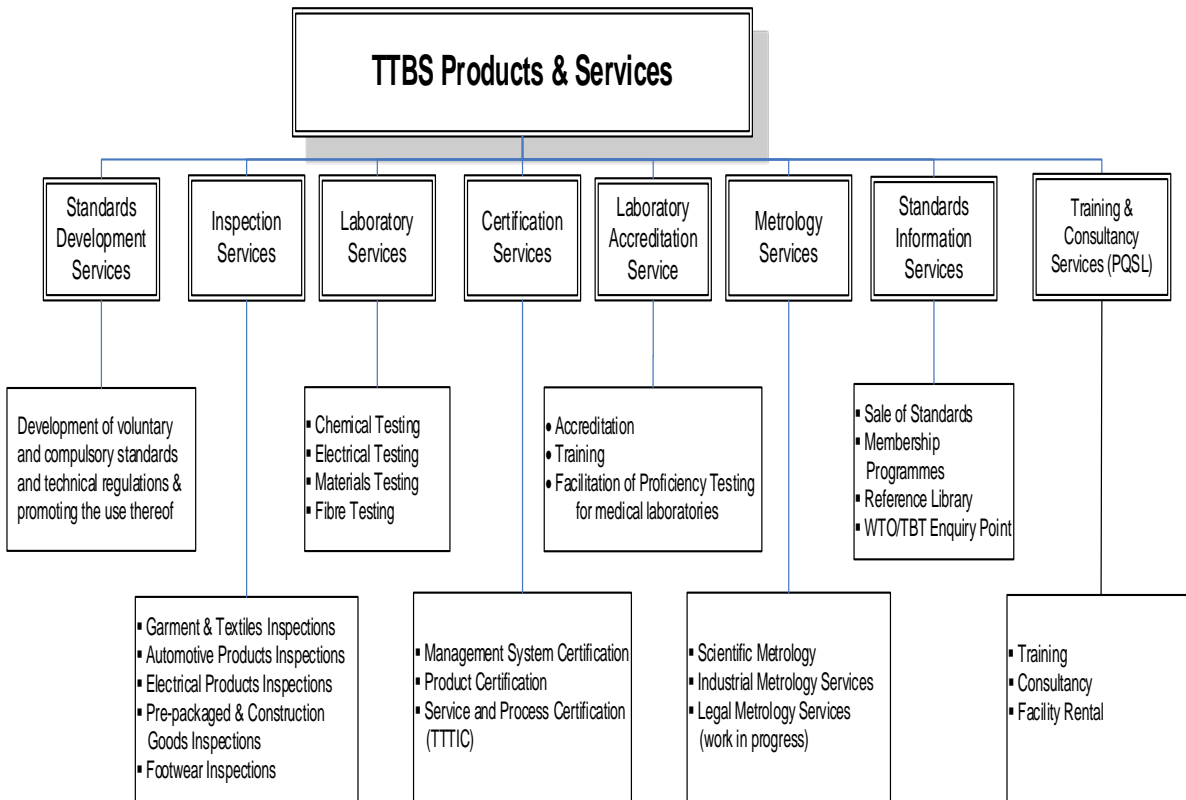
- None – work was significantly impacted due to the COVID-19 pandemic and almost no work was conducted.

Way forward – FY 20/21

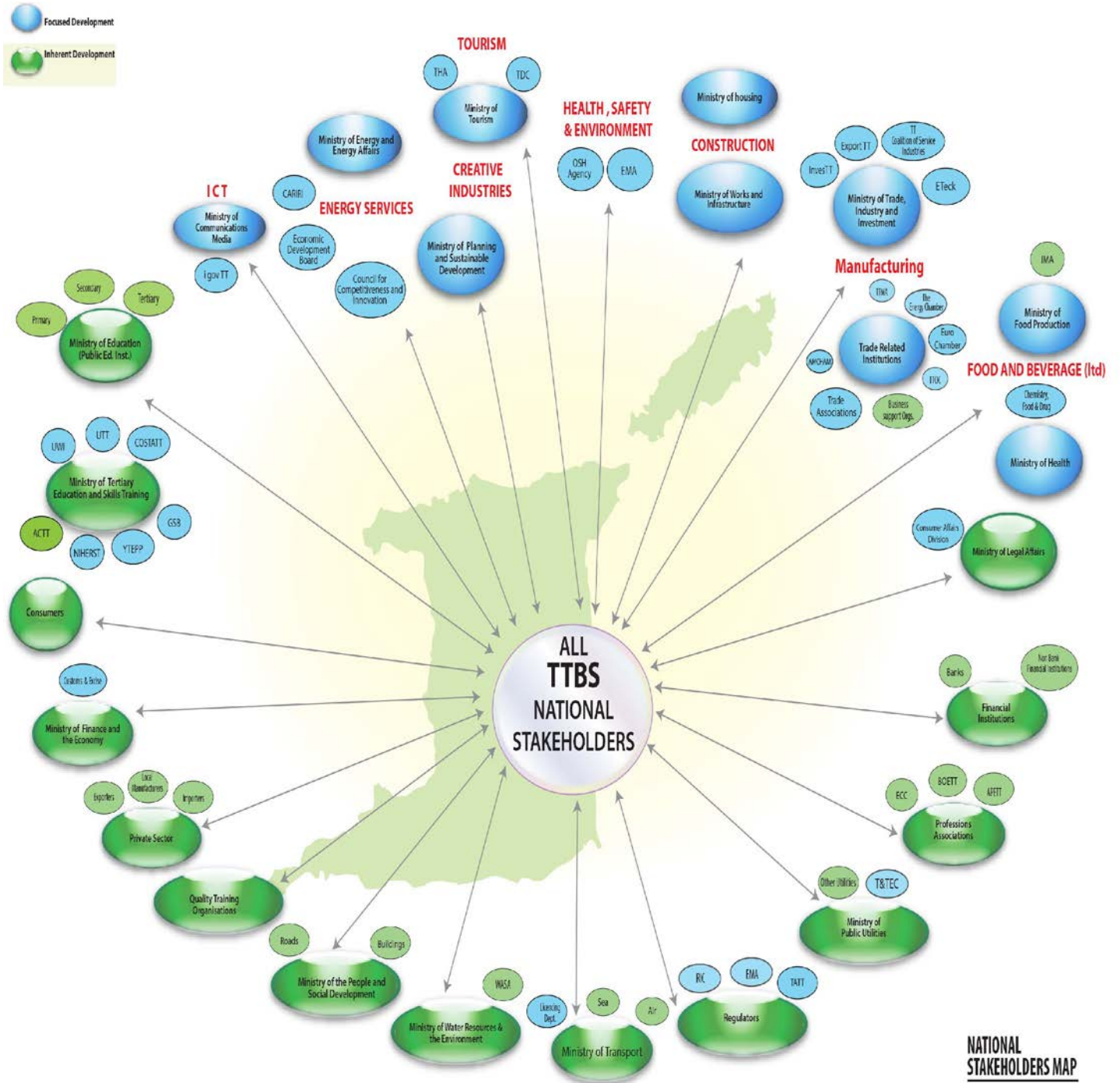
- A decision was taken by the Board of Directors to Close PQSL following several years of poor financial performance. This decision was taken noting that there are a number of private persons and organizations (both national and international) which also provide this service. TTBS will initiate the process to dissolve the organization.

APPENDICES

Appendix 1: Products & Services

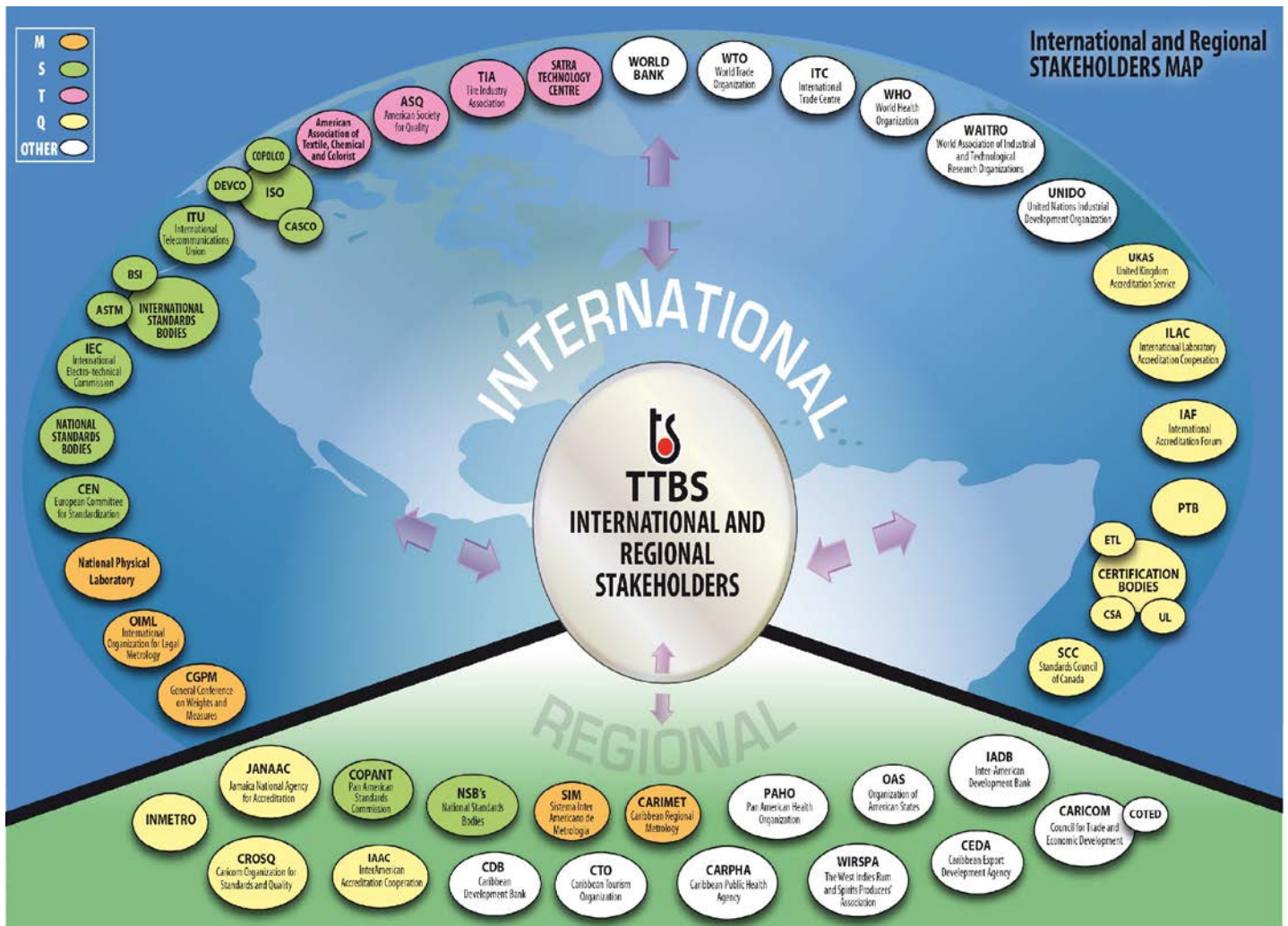


Appendix 2: National Stakeholder map

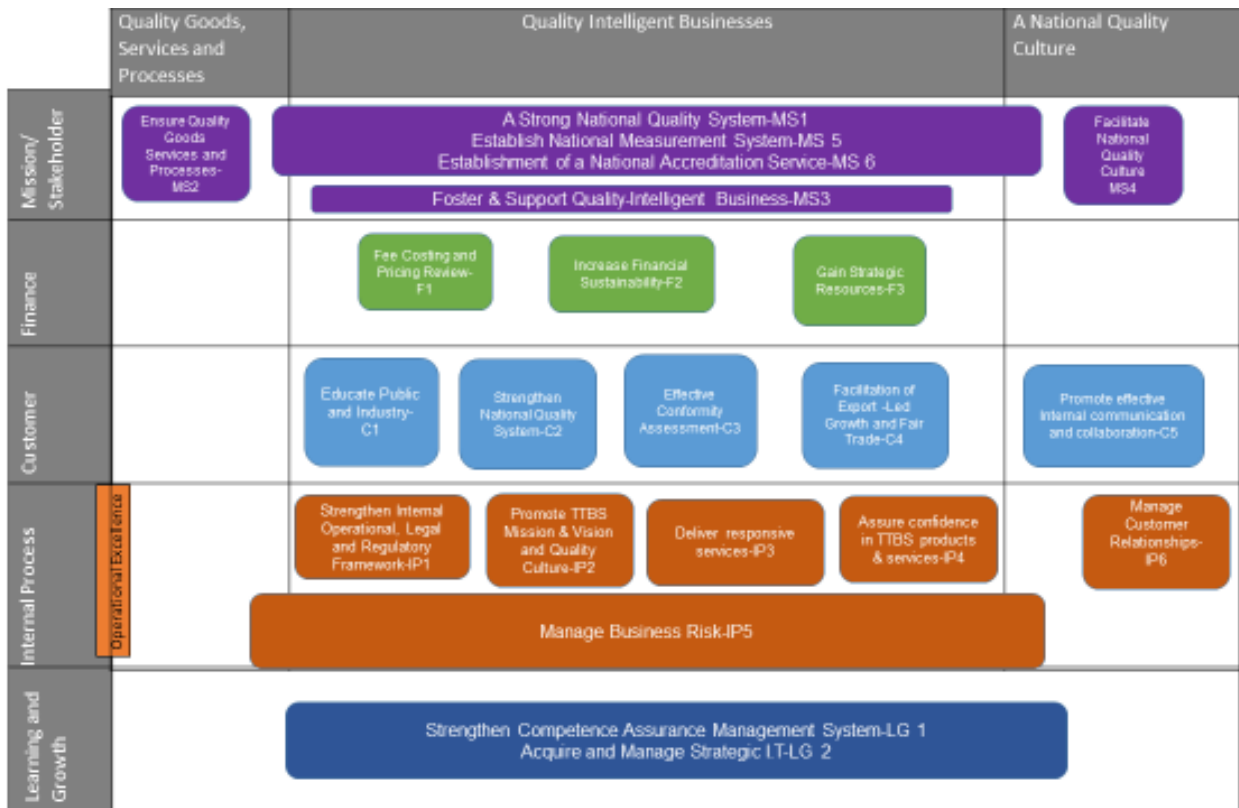


NATIONAL STAKEHOLDERS MAP

Appendix 3: International Stakeholder map



Appendix 4: Corporate Strategy Map



TTBS ORGANIZATIONAL MAP

Appendix 5: Organizational Performance

Division / Unit	Performance FY 20/21
Certification	69
Standardization	94
Metrology	92
Lab Services	96
TTLabs	93
Implementation	87
Quality	95
Information Technology	88
Human Resources	68
Accounts	94
Procurement	98
Marketing	82
Health, Safety and Environment	84
Administration	99
S.I.C	99
Legal	73
Projects/Trade	83

Appendix 6: PSIP Annual Report

Report overleaf

2020-2021



Trinidad and Tobago Bureau of Standards

Rodney Ramnath
Executive Director (Ag)

[ANNUAL PERFORMANCE REPORT]

30th September 2021

Capital Expenditure Programme

There was 1 project financed using PSIP funds in FY20/21. The current project is summarized as follows and details can be found in Table 2 below.

Trinidad and Tobago Quality Infrastructure Enhancement Programme - This project seeks to build upon previous work on the QI for Trinidad and Tobago and by extension CARIFORUM in support of improving competitiveness and economic growth.

Table 1: PSIP Financials FY 2020/2021

Projects	Y/E 30 Sept 2021 (2020-2021)		
	PSIP funding allocated \$	PSIP funding Released \$	PSIP funding Expended (Including commitments)*\$
Trinidad and Tobago Quality Infrastructure Enhancement Programme	2,000,000	500,882	1,464,784
TOTAL	1,000,000	500,882	1,464,784
	TTBS would not have received the full allocation from MTI.		

This will be done through:

1. The execution of the Implementation Plan of the National Quality Policy for further modernization of the National Quality Infrastructure as part of Trinidad and Tobago's Aid for Trade Strategy in support of Building a Quality Culture
2. Transforming TTBS to keep pace with international best practices in the arrangement of the QI
3. Strengthening the QI for improved innovation systems for enhanced business and national competitiveness, improved export capacity and research and development
4. Supporting the improvement of QI for Climate Change/ Disaster Management/ Sustainable Energy/ Environment
5. Developing the system for the National Reference Standards (NRS) for Trinidad and Tobago by strengthening the existing national measurement system and ensuring the linkages to the international measurement system are in place as prescribed by the Metrology Act No. 18 of 2004.

Table 2 below depicts the PSIP activities/achievements for 2020/21

Table 2: Achievements for PSIP FY 2020/2021

Achievements for Fiscal 2021
<p>Execution of NQP Implementation Plan and Communication Plan - Support to Aid for Trade Strategy</p> <p><u>National Quality Council (NQC):</u></p> <ul style="list-style-type: none">• Three meetings of the National Quality Council were held where updates on the work being under taken were provided. The three Sub Committees of the NQC were inaugurated during this period to facilitate the implementation of the projects under the National Quality Policy. Engagements were made with the Law Reform Commission, Office of Procurement Regulation, Energy Chamber and CROSQ to further inform the projects being implemented. <p><u>Formation of Independent Accreditation Body:</u></p> <ul style="list-style-type: none">• The TTASCA Regulatory Impact Assessment and Legislative Brief were completed and submitted to the Chief Parliamentary Counsel through MTI for development of the legislation.• During Accreditation Week, (Events held from 7th – 11th June, 2021) , TTLABS and AIHA-LAP (American Industrial Hygiene Association – Laboratory Accreditation Programme) Laboratory Accreditation Programs signed a cooperation agreement whereby there will be best practices exchange based on areas of:<ul style="list-style-type: none">○ operations,○ technology, and○ assessment process. <p>This agreement will last for 12 months</p> <ul style="list-style-type: none">• TTLabs was able to engage a training provider to build competency for its staff and assessors. The first training programme, ISO/IEC 17011:2017, occurred over the period 20th – 22nd July, 2021. There were 26 participants representing TTLABS current staff, assessors and Laboratory Accreditation Committee members. The programme was well received. The material and experience shared provided insight into the standard, its interpretation and application. It is possible for the material from the training to be used to develop FAQs for the ISO/IEC 17011:2017 standard. <p><u>Revision of Legislation</u></p> <p>TTBS was able to secure funding under the auspices of the Strengthening of the Single Electronic Window for Trade and Business Facilitation Programme, Inter-American Development Bank (IDB) Loan to engage a consultant for the review of the Standards and Metrology Acts. The internal stakeholder engagements were conducted and the inception report and final gap analysis submitted and accepted.</p>

Achievements for Fiscal 2021

Participatory Sectoral Needs Assessment - CALIDENA Methodology

TTBS completed the feasibility study for the Fashion Sector and started the feasibility study for the Cocoa sector which was prioritized by the NQC Sub Committee for consideration. Two stakeholder interviews have been conducted in addition to the secondary research.

Develop and Implement a Metrology and Testing Lab Capacity Development Strategy and Plan:

- TTBS agreed to participate in the development of a Regional Non Medical Laboratory Policy which would be based on the United Nations Industrial Development Organization (UNIDO) Laboratory Policy Guide which was launched in April 2021. This Regional Guide would inform the development of a national policy.

Design and Implement an Accreditation Programme for Public Laboratories:

- Both laboratories have applied for accreditation assessment and been assigned assessment teams. They are awaiting the scheduling of the actual assessment. In the interim they continue working with the consultant to prepare for the assessment. The new project call was launched in June 2021 and closed in August. The assessments of the five submissions are being finalized.

Develop and Implement a National Quality Awareness Strategy:

- TTBS undertook a series of initiatives in commemoration of World Quality Month (November). This included a series of social media posts including a few from members of the NQC.
- TTBS prepared a World Quality Day message from the Minister which was published via social media on 12th November, 2020. TTBS also participated in the TIC event in 2020 where a webinar on “The National Quality Policy – the Link to Competitiveness and Sustainable Development” was conducted.

The GORTT through MTI was able to secure funding through the CSME Standby Facility for “Building A Quality Culture Project”. The Grant Agreement is currently being finalized. The procurement documentation was submitted to the CDB for consideration. TTBS will be the implementing agency on behalf of MTI.

TTBS Organizational Transformation

See the Review of Legislation under Component I.

QI to support Innovation for Enhanced Competitiveness, Export Capability, Research and Development

Technical Barriers to Trade (TBT) & Trade Facilitation (TF) System Development:

- The Proposal and ToR for the formation of a National Committee on Non-Tariff Measures is under review for Submission to MTI.

National Standardization Strategy (NSS):

- TTBS hosted two (2) Webinars on Good Manufacturing Practices (GMP) and Good Agricultural Practices on Oct 28 and 30th respectively to raise the awareness of two (2) standards for the local agriculture and food and beverage sectors as part of TIC.

- TTBS hosted a Virtual Stakeholder Forum on the draft National Standard for Biodegradable Products on Dec 1st 2020.

- National Tyre Survey: TTBS had promoted the Survey via Social Media to assist in the revision of the National Standards for tyres. This Survey was closed on Jan 15th 2021.

- TTBS successfully hosted a Webinar on “Enabling safe and resilient workplaces with TTS/ISO 45001:2020, Occupational health and safety management systems – Requirements and guidance for use”, with 130 persons participating in the event. This session was held on World Day for Safety and Health at Work 2021 (28th April 2021) in collaboration with:
 - Ministry of Health, OSH Agency, IOSH Caribbean Branch, College of Science, Technology and Applied Arts of Trinidad and Tobago, Point Lisas Energy Association (PLEA)
 - An awareness session was held on 9th June 2021 in collaboration with MTI and exporTT to sensitize youth entrepreneurs on the requirements for GMP and the national GMP Standard.
 - Biodegradable Materials – Food-Contact Single-Use Products and Packaging – Compulsory Requirements. An article related to the draft standard was written by TTBS to appear in the Cari-Bois Environmental News Network (an online Newsletter) which is managed by two NGOs in Trinidad and Tobago, the Cropper Foundation and the Lloyd Best Institute of the Caribbean.
- ISO ICT Standards Awareness session with the Ministry of Public Administration and Digital Transformation. A sensitization session was held by TTBS, in collaboration with the former Ministry of Public Administration and Digital Transformation on 9th July 2021.
- Ready-mixed Concrete. A stakeholder consultation was held on 30th July 2021.
- On September 14th – 16th 2021, over 100 local SMEs participated in an Online Awareness Session for Labelling and Packaging of Pre-packaged Goods for Accessing the European Market, hosted by the Ministry of Trade and Industry in collaboration with exporTT Limited, the Trinidad and Tobago Bureau of Standards (TTBS).
- TTBS has played a lead role in the development of the International Standard, ISO 37000:2021, Governance of organizations – Guidance, which was published in September 2021. The Trinidad and Tobago Bureau of Standards (TTBS), in its capacity as the National Standards Body and a Full Member of ISO, twinned with BSI to co-lead the development of ISO 37000. A leading governance expert, Dr Axel Kravatzky, served as the Co-Convenor of the Working Group that developed the standard and he also is the Vice-Chair of the ISO Technical Committee for Governance of Organizations as well as the Chair of the TTBS’ National Mirror Committee.

Achievements for Fiscal 2021

Caribbean Single Market and Economy (CSME) Standby Facility:

- See "Develop and Implement a National Quality Awareness Strategy" under Component I.

CARICOM Regional Organisation for Standards and Quality (CROSQ) 11th European Development Fund (EDF)

Caribbean Regional Indicative Programme Economic Partnership Agreement Technical Barriers to Trade:

Accreditation of TTBS Certification Body:

TTBS submitted its application for accreditation assessment to the Accreditation body. The procedures were completed and approved and are currently being implemented. Training was conducted in internal audit and the first round of internal audits was conducted in August 2021.

National Dialogue on Agriculture :

- TTBS confirmed the sectors to be targeted by the National Dialogue and the modality for it to be conducted with CROSQ. TTBS engaged the partners, Ministry of Trade and Industry, Ministry of Agriculture, Land and Fisheries, National Agricultural Marketing and Development Corporation (*NAMDEVCO*), Ministry of Health Chemistry Food and Drugs Division and Inter-American Institute for Cooperation on Agriculture and was able to secure their support and participation. Training was conducted for the partners in the use of the collaboration tool, Mural which will be used during the event. Planning is being finalized for the hosting of the event in October 2021. The Event Is Entitled "Promoting Dialogue Between the National Quality Infrastructure (NQI) And The Agricultural Sector In The Trinidad And Tobago".

Caribbean Reference Laboratory Programme

TTBS was selected to become the Caribbean Reference Laboratory for Pressure and Humidity Calibration. CROSQ and TTBS are trying to finalize the mentor laboratory for TTBS as the initial laboratory was unavailable until 2022.

QI for Climate Change/ Disaster Management/ Sustainable Energy/ Environment

National Building Code

- A meeting was held on Nov 24, 2020 between the Ministry of Planning and Development (MoPD) and TTBS to discuss the revised Proposal submitted by University of Trinidad and Tobago (UTT). Further comments were submitted to the MPD on 18th Dec 2020. TTBS is awaiting feedback from the MoPD on the way forward.

Achievements for Fiscal 2021

National Plumbing Code

- WASA committed to the Development of a National Plumbing Code to be started in October 2021 based on the proposal and costing that was submitted.

Energy Efficiency:

- Virtual stakeholder consultation on national adoption of Regional Energy Efficiency Standard for CFLs (Compact Fluorescent Lamp) and Light-Emitting Diodes (LEDs) was hosted on 8th October 2020 via Zoom.
- A draft National Manual for the Inspection & Regional Procedure for the Testing of CFL and LED bulbs was prepared.
- TTBS started commercial testing of energy efficiency performance of light bulbs.
- Quality in Energy: The Regional Approach Seminar - A presentation was made to 96 regional participants on TTBS contribution to the regional energy efficiency labelling scheme through our activities in inspection and testing.

Advancing The National Metrology System for Trinidad and Tobago

TTBS (Trinidad and Tobago) achieved its first Calibration and Measurement Capabilities (CMCs) for Mass and Related Quantities in December 2020. This achievement validates the capability of TTBS as the National Metrology Institute (NMI), as it can now declare the national standard for Mass. It also provides the assurance that consumers receive quality products and value for money. TTBS subsequently hosted a symposium in February 2021 which highlighted the importance and benefits of CMCs to Trinidad and Tobago. There were one Hundred and Eight (108) international, regional and local participants.

Acquisition of Infrastructure and Equipment for Legal Metrology Inspectorate and National Calibration Service. The Capability and traceability Chain for the following parameters strengthened/improved through the procurement of the following information:

1) Dimension:

- Calibrated Gauge Blocks Set
- Thickness standards
- TTBS is awaiting delivery of the Long Gauge Blocks Set
- TTBS is awaiting delivery of the Software for dimensional gauge block calibration

Achievements for Fiscal 2021

2) Humidity, Pressure and Density:

- Pressure Calibration Standard Low Pressure Piston Cylinder Module
- Humidity Standards
- Digital thermometer and probe

3) Electrical:

- Electrical Standard Modules
- TTBS is awaiting delivery of the Electrical Standard
-

4) Temperature: Currently sourcing peer assessor. TTBS participated in the SIM intercomparison in June 2021 and are awaiting the report on its performance.

5) Quantities of Goods

- TTBS was able to complete the construction and outfitting of the Quantities of Goods Laboratory. Theory Training on Quantities of Goods for LMI staff was on 7th, 8th, 9th, 19th and 20th July facilitated by P. Ramsabhag.
- SFPPK Pre-package Software was delivered

6) Mass


- TTBS is awaiting delivery of the 10 kg E2 Stainless Steel Weight and 60 kg weight basket.
-

7) Luminous intensity

- Verification of tint meters to support the Ministry of Works and Transport
- CNG Dispenser Verification was launched on the 4th March, at the NP Tumpuna Service Station and on 5th March at the UNIPET Harkness Service Station.

Addendum I:


Consolidated Audited Financials FY 20/21



**Trinidad and Tobago Bureau of Standards
and its Subsidiary**

Audited Consolidated Financial Statements

For the year ended September 30, 2021



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Consolidated statement of cash flows	7
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Independent Auditor's Report

To the Members of
Trinidad and Tobago Bureau of Standards and its Subsidiary

Opinion

We have audited the consolidated financial statements of Trinidad and Tobago Bureau of Standards and its Subsidiary ('the Group'), which comprise the consolidated statement of financial position as at September 30, 2021, and the consolidated statement of comprehensive income, consolidated statement of accumulated surplus and consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Group as at September 30, 2021, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards ('IFRS').

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing ('ISA'). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Group in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants ('IESBA Code'), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the consolidated financial statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with IFRS, and for such internal control as management determines necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Group or to cease operations or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Group's financial reporting process.

Auditor's responsibilities for the audit of the consolidated financial statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.



Independent Auditor's Report (continued)

Auditor's responsibilities for the audit of the consolidated financial statements (continued)

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature of 'BDO' in blue ink, written in a cursive style.

August 30, 2022

Port of Spain,
Trinidad



Trinidad and Tobago Bureau of Standards and its Subsidiary

Consolidated statement of financial position (Expressed in Trinidad and Tobago dollars)

	Notes	For the year ended September 30,	
		2021 \$	2020 \$
ASSETS			
Non-current assets			
Property, plant and equipment	5	14,421,229	15,938,277
Right-of-use asset		766,043	-
Post employment benefit	6(a)	66,366,000	49,737,000
Government bonds	7	2,026,678	2,185,355
Total non-current assets		83,579,950	67,860,632
Current assets			
Government bonds	7	246,000	246,000
Cash and cash equivalents	8	41,616,981	42,621,624
Trade and other receivables	9	2,368,634	1,984,142
Total current assets		44,231,615	44,851,766
Total assets		127,811,565	112,712,398
CAPITAL AND LIABILITIES			
Capital			
Accumulated surplus	11	92,168,917	78,671,888
Non-current liabilities			
Government grants deferred	12	3,917,357	5,415,071
Lease liability	14	778,812	-
Total non-current liabilities		4,696,169	5,415,071
Current liabilities			
Trade and other payables	13	30,900,424	28,621,233
Lease liability	14	41,849	-
Taxation payable		4,206	4,206
Total current liabilities		30,946,479	28,625,439
Total liabilities		35,642,648	34,040,510
Total capital and liabilities		127,811,565	112,712,398

The accompanying notes form an integral part of these consolidated financial statements.

On August 30, 2022, the Board of Directors of Trinidad and Tobago Bureau of Standards authorised these consolidated financial statements for issue.


Director

Director

Trinidad and Tobago Bureau of Standards and its Subsidiary

Consolidated statement of comprehensive income (Expressed in Trinidad and Tobago dollars)

	Notes	For the year ended September 30,	
		2021 \$	2020 \$
Revenue:			
Amortisation of capital grants (notes 12 and 23)		1,037,482	1,898,338
Government grants received with no vesting conditions		9,200,000	9,198,600
Testing and inspection income		41,939,197	43,520,439
Training and consultancy income		137,000	798,555
		<u>52,313,679</u>	<u>55,415,932</u>
Selling, general and administrative expenses	17(a)	(59,104,642)	(55,776,176)
Other income	19	<u>1,870,116</u>	<u>1,146,079</u>
Operating (loss)/income		(4,920,847)	785,834
Interest income	18	<u>254,145</u>	<u>275,056</u>
Net (deficit)/surplus for the year before taxation		(4,666,702)	1,060,891
Taxation expense	15	<u>(127,269)</u>	<u>(115,431)</u>
Net (deficit)/surplus for the year after taxation		(4,793,971)	945,460
Other comprehensive loss, net of taxes			
<i>Item that will not be reclassified subsequently to profit or loss:</i>			
Re-measurement of post - employment benefit obligations	6(g)	<u>18,291,000</u>	<u>(2,356,000)</u>
Total comprehensive income/(loss) for the year		<u>13,497,029</u>	<u>(1,410,540)</u>
Comprehensive loss for the year comprises:			
Trinidad and Tobago Bureau of Standards		14,242,806	(982,148)
Premier Quality Services Limited		<u>(745,777)</u>	<u>(428,392)</u>
Total comprehensive income/(loss) for the year		<u>13,497,029</u>	<u>(1,410,540)</u>

Trinidad and Tobago Bureau of Standards and its Subsidiary

Consolidated statement of accumulated surplus (Expressed in Trinidad and Tobago dollars)

	Accumulated surplus \$	Total \$
Year ended September 30, 2021		
Balance at October 1, 2020	78,671,888	78,671,888
Net deficit for the year after taxation	(4,793,971)	(4,793,971)
Other comprehensive income	<u>18,291,000</u>	<u>18,291,000</u>
Total comprehensive loss for the year	<u>13,497,029</u>	<u>13,497,029</u>
Balance at September 30, 2021	<u>92,168,917</u>	<u>92,168,917</u>
Year ended September 30, 2020		
Balance at October 1, 2019	80,082,428	80,082,428
Net surplus for the year after taxation	945,460	945,460
Other comprehensive loss	<u>(2,356,000)</u>	<u>(2,356,000)</u>
Total comprehensive loss for the year	<u>(1,410,540)</u>	<u>(1,410,540)</u>
Balance at September 30, 2020	<u>78,671,888</u>	<u>78,671,888</u>

Trinidad and Tobago Bureau of Standards and its Subsidiary

Consolidated statement of cash flows (Expressed in Trinidad and Tobago dollars)

	Year ended September 30,	
	2021	2020
	\$	\$
Cash flows from operating activities:		
Net surplus/(deficit) for the year before taxation	(4,666,702)	1,060,891
Adjustments to reconcile net cash generated from operating activities to net (loss) / surplus for the year:		
Depreciation	2,590,755	2,936,958
Fair movement of investment	(87,323)	(96,493)
Amortisation – Right of use Asset	97,275	-
Interest on lease liabilities	15,339	-
Net pension cost	3,157,000	537,000
	<u>1,106,344</u>	<u>4,438,356</u>
Changes in working capital:		
Increase in trade and other receivables	(384,492)	(87,749)
Increase in trade and other payables	2,279,192	1,722,859
Pension contributions paid	(1,495,000)	(1,498,000)
	<u>1,506,043</u>	<u>4,575,466</u>
Taxation paid	(127,269)	(131,322)
Net cash generated from operating activities	<u>1,378,774</u>	<u>4,444,144</u>
Cash flows from investing activities		
Redemption on investment	246,000	246,000
Purchase of property, plant & equipment	(1,073,707)	(2,575,869)
Net cash used in investing activities	<u>(827,707)</u>	<u>(2,329,869)</u>
Cash flows from financing activities		
Lease payments	(57,996)	-
Capital grants utilised	(1,998,596)	(1,898,338)
Capital grants received	500,882	818,221
Net cash used in financing activities	<u>(1,555,710)</u>	<u>(1,080,117)</u>
Net (decrease)/increase in cash and cash equivalents	(1,004,643)	1,034,158
Cash and cash equivalents at beginning of year	<u>42,621,624</u>	<u>41,587,466</u>
Cash and cash equivalents at end of year	<u><u>41,616,981</u></u>	<u><u>42,621,624</u></u>

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

1. Incorporation and principal activity

The Trinidad and Tobago Bureau of Standards (the "Bureau") was established by Act of Parliament number 38 of 1972, Chapter 82:03 as amended by Act 29 of 1985 and Act 18 of 1997 (the "Act"). The principal activities of the Bureau are to promote and encourage the development and maintenance of standards and to establish standards by the testing of goods produced or used in Trinidad and Tobago:

- (i) For improvement of goods produced or used in Trinidad and Tobago;
- (ii) To ensure industrial efficiency and development;
- (iii) To promote public and industrial welfare, health and safety, and
- (iv) For the protection of the environment.

The registered office of the Bureau is situated at #2 Century Drive, Trincity Industrial Estate, Macoya, Tunapuna.

The Bureau has a wholly owned subsidiary, Premier Quality Services Limited (the "Subsidiary"), whose principal business activity is the provision of training and consultancy services. The Subsidiary is currently in voluntary liquidation.

2. Summary of significant accounting policies

The principal accounting policies applied in the preparation of these consolidated financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

a) Basis of preparation

The consolidated financial statements of Trinidad and Tobago Bureau of Standards have been prepared in accordance with the International Financial Reporting Standards (IFRS) and the IFRS Interpretations Committee (IFRIC) applicable to entities reporting under IFRS.

These consolidated financial statements are prepared under the historical cost convention.

The preparation of consolidated financial statements in conformity with the IFRS requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Group's accounting policies. Areas involving a higher degree of judgement or complexity, or areas where assumptions and estimations are significant to the consolidated financial statements are disclosed in Note 4.

b) Cash and cash equivalents

Cash and cash equivalents include cash in hand, bank advances repayable on demand and other short-term highly liquid investments, which are subject to an insignificant risk of changes in value.

c) Trade receivables

Trade receivables are amounts due from customers for services performed in the ordinary course of business. If collection is expected in one year or less (or in the normal operating cycle of the business if longer), they are classified as current assets. If not, they are presented as non-current assets. Trade receivables are carried at the original invoice amount less the assessed credit loss amount. The credit loss amount is determined by a probability weighted estimate of the credit losses over the expected period of payment. The assessment of the probability of default and loss given default is based on the historical payment patterns of the debtors.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

d) Property, plant and equipment

Property, plant and equipment is recorded at cost less accumulated depreciation at rates which are expected to apportion the cost of the assets on a systematic basis over their estimated useful lives. The estimated useful lives of assets are reviewed periodically, taking account of commercial and technological obsolescence as well as normal wear and tear, and the depreciation rates are adjusted if appropriate.

Property, plant and equipment are depreciated on the straight-line basis over the estimated useful lives as follows:

Building	2% per annum
Plant & machinery	15.0% per annum
Motor Vehicles	25.0% per annum
Office furniture & equipment & library stock	12.5%-25% per annum

The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the consolidated statement of profit or loss.

The carrying amount of property, plant and equipment is reviewed whenever events or changes in circumstances indicate that impairment may have occurred.

e) Government grants

Grants from the Government of the Republic of Trinidad and Tobago are recognised at their fair value where there is a reasonable assurance that the grant will be received, and the Group will comply with all the attached conditions. Grants that contain no vesting conditions are recognised immediately in the consolidated statement of comprehensive income.

Grants related to recurrent costs are deferred in liabilities and recognised in the consolidated statement of comprehensive income over the period necessary to match them with the costs they are intended to compensate.

Grants relating to capital expenditure are deferred in liabilities and are credited to the consolidated statement of comprehensive income on a systematic basis over the expected useful lives of the related assets.

f) Trade payables

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less (or in the normal operating cycle of the business if longer). If not, they are presented as non-current liabilities.

Trade payables are recognised initially at fair value and subsequently measured at amortised cost.

g) Revenue recognition

Revenue comprises the fair value of the consideration received or receivable for the testing and inspection activities undertaken in the ordinary course of the Group's activities.

The Group recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Group upon performance of services and customer acceptance.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

h) Foreign currency transactions

Items included in the consolidated financial statements of the Group are measured using the currency that best reflects the economic substance of the underlying events and the circumstances relevant to the Group (the functional currency). The presentation and functional currency of the Group is Trinidad and Tobago dollars.

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of comprehensive income.

i) Employee retirement benefit obligations

Pension obligations

The Group participates in the Trinidad and Tobago Bureau of Standards Staff Pension Fund Plan (the "Plan"). It is a defined benefit plan which covers substantially all of its permanent employees. A defined benefit plan is a pension plan that is not a defined contribution plan. Typically, defined benefit plans define an amount of pension benefit that an employee will receive on retirement, usually dependent on one or more factors such as age, years of service and compensation.

The assets recognised in the consolidated statement of financial position in respect of the Plan is the present value of the defined benefit obligation at the reporting date minus the fair value of plan assets. The defined benefit obligation is measured using the projected unit credit method. The present value of the defined benefit obligation is determined by discounting the estimated future payments by reference to market yields at the reporting date on high-quality corporate bonds that are denominated in the currency in which the benefits will be paid, and that have terms to maturity approximating to the terms of the related pension liability.

The current service cost of the Plan, recognised in the consolidated statement of comprehensive income in employee benefit expense, except where included in the cost of an asset, reflects the increase in the defined benefit obligation resulting from employee service in the current year, benefit changes, curtailments and settlements. Past-service costs are recognised immediately in income. The net interest cost is calculated by applying the discount rate to the net balance of the defined benefit obligation and the fair value of plan assets. This cost is included in employee benefit expense in the consolidated statement of comprehensive income. Actuarial gains and losses arising from experience adjustments and changes in actuarial assumptions are charged or credited to equity in other comprehensive loss in the period in which they arise.

j) Impairment of non-financial assets

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs of disposal and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are largely independent cash inflows (cash-generating units). Prior impairments of non-financial assets (other than goodwill) are reviewed for possible reversal at each reporting date.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments

Financial assets and financial liabilities are recognised when the Group becomes a party to the contractual provision of the instruments.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

i. Financial assets

Financial assets, other than those designated and effective as hedging instruments, are classified and subsequently measured based on the following categories:

- amortised cost
- fair value through profit or loss (FVTPL)
- fair value through other comprehensive income (FVTOCI).

The classification is determined by both:

- the entity's business model for managing the financial asset
- the contractual cash flow characteristics of the financial asset

All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented under impairment.

At initial recognition of a financial asset, the Group determines whether newly recognised financial assets are part of an existing business model or whether they reflect the commencement of a new business model. The Group reassess its business model each reporting period to determine whether the business models has changes since the preceding period.

ii. Subsequent measurement of financial assets

Financial assets at amortised cost

Financial assets are measured at amortised cost if the assets meet the following conditions (and are not designated as FVTPL):

- they are held within a business model whose objective is to hold the financial assets and collect its contractual cash flows
- the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest (SPPI) on the principal amount outstanding.

This category includes non-derivative financial assets like loans and receivables with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest method. Discounting is omitted where the effect of discounting is immaterial. The Group's cash and cash equivalents, trade and other receivables and investments in government bonds fall into this category of financial instruments.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

ii. Subsequent measurement of financial assets (continued)

Financial assets at fair value through profit or loss (FVTPL)

Financial assets at FVPTL are:

- financial assets whose contractual cash flows are not SPPI
- financial assets that are held in a business model other than held to collect contractual cash flows or held to collect and sell
- financial assets designated at FVPTL using the fair value option

Assets in this category are measured at fair value with gains or losses, including any interest or dividend income recognised in profit or loss. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.

Financial assets at fair value through other comprehensive income (FVTOCI)

The Group accounts for financial assets at FVTOCI if the assets meet the following conditions:

- they are held under a business model whose objective it is holding to collect the associated cash flows and sell and
- the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding (SPPI)

Any gains or losses recognised in OCI will be recycled upon derecognition of the asset.

Reclassification

If the business model under which the Group holds financial assets changes, the financial assets affected are reclassified. The classification and measurement requirements related to the new category apply prospectively from the first day of the first reporting period following the change in business model that result in reclassifying the Group's financial assets.

Impairment of financial assets

The adoption of IFRS 9 has fundamentally changed the Group's accounting for impairment losses for financial assets by replacing IAS 39's incurred loss approach with a forward-looking expected credit loss (ECL) approach.

Instruments within the scope of the new impairment requirements includes loans and other debt-type financial assets measured at amortised cost and FVTOCI, trade receivables, contract assets recognised and measured under IFRS 15 and loan commitments and some financial guarantee contracts (for the issuer) that are not measured at fair value through profit or loss.

In applying this forward-looking approach, a distinction is made between:

- financial instruments that have not deteriorated significantly in credit quality since initial recognition or that have low credit risk ('Stage 1') for which a 12-month ECL is recognised

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

ii. Subsequent measurement of financial assets (continued)

- financial instruments that have deteriorated significantly in credit quality since initial recognition and whose credit risk is not low ('Stage 2') for which 'lifetime expected credit losses' are recognised.

'Stage 3' would cover financial assets that have objective evidence of impairment at the reporting date. However, none of the Group's financial assets fall into this category.

Measurement of the expected credit losses is determined by a probability-weighted estimate of credit losses over the expected life of the financial instrument. It is a function of the probability of default, loss given default and the exposure at default. The assessment of the probability of default and loss given default is based on historical data adjusted by forward looking information.

Credit losses are defined as the difference between all the contractual cash flows that are due to an entity and the cash flows that it actually expects to receive ('cash shortfalls'). This difference is discounted at the original effective interest rate (or credit adjusted effective interest rate for purchased or originated credit-impaired financial assets [POCI])

iii. Credit-impaired financial assets

A financial asset is 'credit-impaired' when one or more events that have a detrimental impact on the estimated future cash flows of the financial asset have occurred. Credit-impaired financial assets are referred to as Stage 3 assets.

Evidence of credit-impairment includes observable data about the following events:

- significant financial difficulty of the borrower or issuer;
- a breach of contract such as a default or past due event;
- the lender of the borrower, for economic or contractual reasons relating to the borrower's financial difficulty, having granted to the borrower a concession that the lender would not otherwise consider;
- the disappearance of an active market for a security because of financial difficulties; or
- the purchase of a financial asset at a deep discount that reflects the incurred credit losses.

The Group considers a broader range of information when assessing credit risk and measuring expected credit losses, including past events, current conditions, reasonable and supportable forecasts that affect the expected collectability of the future cash flows of the instrument.

It may not be possible to identify a single discrete event instead, the combined effect of several events may have caused financial assets to become credit-impaired. The Group assesses whether debt instruments that are financial assets measured at amortised cost or FVTOCI are credit-impaired at each reporting date. To assess if sovereign and corporate debt instruments are credit impaired, the Group considers factors such as bond yields, credit ratings and the ability of the borrower to raise funding.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

iv. Trade and other receivables

The Group makes use of a simplified approach in accounting for trade receivables as well as contract assets. Therefore, the Group does not track changes in credit risk, but records the loss allowance based on lifetime expected credit losses at each reporting date. These are the expected shortfalls in contractual cash flows, considering the potential for default at any point during the life of the financial instrument. In calculating, the Group uses its historical experience, external indicators and forward-looking information to calculate the expected credit losses using a provision matrix. Expected credit losses on all items of trade and other receivables are recognised in the profit or loss.

v. Financial assets at fair value through other comprehensive income

The Group currently does not hold any financial assets at fair value through other comprehensive income. In the future for debt instruments at FVTOCI, the Group will apply the low credit risk simplification and recognise a 12 month expected credit losses, as most of these instruments have an investment grade credit rating, the likelihood of default is deemed to be small. However, at each reporting date the Group will assess whether there has been a significant increase in the credit risk of the instrument.

In assessing these risks, the Group will rely on readily available information such as the credit ratings issued by the major credit rating agencies for the respective asset. The Group only holds simple financial instruments for which specific credit ratings are usually available. In the unlikely event that there is no or only little information on factors influencing the ratings of the asset available, the Group would aggregate similar instruments into a portfolio to assess on this basis whether there has been a significant increase in credit risk.

In addition, the Group will consider other indicators such as adverse changes in business, economic or financial conditions that could affect the borrower's ability to meet its debt obligation or unexpected changes in the borrower's operating results.

Should any of these indicators imply a significant increase in the instrument's credit risk, the Group will recognise for this instrument or class of instruments the lifetime ECL.

The Group derecognises a financial asset when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another party.

On derecognition of a financial asset measured at amortised cost, the difference between the asset's carrying amount and the sum of the consideration received and receivable is recognised in profit or loss. On derecognition of an investment in a debt instrument classified as at FVTOCI, the cumulative gain or loss previously accumulated in the investments revaluation reserve is reclassified to profit or loss. In contrast, on derecognition of an investment in equity instrument which the Group has elected on initial recognition to measure at FVTOCI, the cumulative gain or loss previously accumulated in the investments revaluation reserve is not reclassified to profit or loss but is transferred to retained earnings.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

vii Classification and measurement of financial liabilities

The Group's financial liabilities include lease liability and trade and other payables.

Financial liabilities are initially measured at fair value, and, where applicable, adjusted for transaction costs unless the Group designated a financial liability at fair value through profit or loss.

All interest-related charges and, if applicable, changes in an instrument's fair value that are reported in profit or loss are included within finance costs or finance income.

viii. Other financial liabilities

Other financial liabilities are subsequently measured at amortised cost using the effective interest method or at FVTPL.

Financial liabilities at fair value through profit or loss include financial liabilities held for trading and financial liabilities designated upon initial recognition as at fair value through profit or loss.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments (including all fees and points paid or received that form an integral part of the effective interest rate, transaction costs and other premiums or discounts) through the expected life of the financial liability, or (where appropriate) a shorter period, to the net carrying amount on initial recognition.

ix. Derecognition of other financial liabilities

The Group derecognises financial liabilities when, and only when, the Group's obligations are discharged, cancelled or they expire. The difference between the carrying amount of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

l) Provisions

Provisions are recognised when the Group has a present obligation (legal or constructive) as a result of a past event, it is probable that the Group will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the end of the reporting period, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

When some or all of the economic benefits required to settle a provision are expected to be recovered from a third party, a receivable is recognised as an asset if it is virtually certain that reimbursement will be received, and the amount of the receivable can be measured reliably.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

m) Investment in subsidiary

Subsidiaries are all entities, (including special purpose entities) over which the Group has the power to govern the financial and operating policies generally accompanying a shareholding of more than one half of the voting rights. The existence and effect of potential voting rights that are currently exercisable or convertible are considered when assessing whether the Group controls another entity. These consolidated financial statements include the results of the subsidiary.

n) Leases

i. The Group as lessee

The Group accounts for a contract, or a portion of a contract, as a lease when it conveys the right to use an asset for a period of time in exchange for consideration. Leases are those contracts that satisfy the following criteria:

- There is an identified asset;
- The Group obtains substantially all the economic benefits from the use of the asset; and
- The Group has the right to direct use of the asset.

The Group considers whether the supplier has substantive substitution rights. If the supplier does have those rights, the contract is not identified as giving rise to a lease. In determining whether the Group obtains substantially all the economic benefits from the use of the asset, the Group considers only the economic benefits that arise use of the asset, not those incidental to legal ownership or other potential benefits.

In determining whether the Group has the right to direct use of the asset, the Group considers whether it directs how and for what purpose the asset is used throughout the period of use. If there are no significant decisions to be made because they are pre-determined due to the nature of the asset, the Group considers whether it was involved in the design of the asset in a way that predetermines how and for what purpose the asset will be used throughout the period of use. If the contract or portion of a contract does not satisfy these criteria, the Group applies other applicable IFRSs rather than IFRS 16.

All leases are accounted for by recognising a right-of-use asset and a lease liability except for:

- Leases of low-value assets; and
- Leases with a duration of 12 months or less.

Lease liabilities are measured at the present value of the contractual payments due to the lessor over the lease term, with the discount rate determined by reference to the rate inherent in the lease unless this is not readily determinable, in which case the Group's incremental borrowing rate on commencement of the lease is used. Variable lease payments are only included in the measurement of the lease liability if they depend on an index or rate. In such cases, the initial measurement of the lease liability assumes the variable element will remain unchanged throughout the lease term. Other variable lease payments are expensed in the period to which they relate.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements
For the year ended September 30, 2021
(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

n) Leases (continued)

On initial recognition, the carrying value of the lease liability also includes:

- amounts expected to be payable under any residual value guarantee;
- the exercise price of any purchase option granted in favour of the Group if it is reasonably certain to assess that option;
- any penalties payable for terminating the lease, if the term of the lease has been estimated on the basis of termination option being exercised.

Right of use assets are initially measured at the amount of the lease liability, reduced for any lease incentives received, and increased for:

- lease payments made at or before the commencement of the lease;
- initial direct costs incurred; and
- the amount of any provision recognised where the Group is contractually required to dismantle, remove or restore the leased asset.

Subsequent to initial measurement lease liabilities increase as a result of interest charged at a constant rate on the balance outstanding and are reduced for lease payments made. Right-of-use assets are amortised on a straight-line basis over the remaining term of the lease or over the remaining economic life of the asset if, rarely, this is judged to be shorter than the lease term.

When the Group revises its estimate of the term of any lease (because, for example, it re-assesses the probability of a lessee extension or termination option being exercised), it adjusts the carrying amount of the lease liability to reflect the payments to make over the revised term, which are discounted at the same discount rate that applied on lease commencement. The carrying value of lease liabilities is similarly revised when the variable element of future lease payments dependent on a rate or index is revised. In both cases, an equivalent adjustment is made to the carrying value of the right-of-use asset, with the revised carrying amount being amortised over the remaining (revised) lease term.

When the Group renegotiates the contractual terms of a lease with the lessor, the accounting depends on the nature of the modification:

- if the renegotiation results in one or more additional assets being leased for an amount commensurate with the standalone price for the additional rights-of-use obtained, the modification is accounted for as a separate lease in accordance with the above policy
- in all other cases where the renegotiated increases the scope of the lease (whether that is an extension to the lease term, or one or more additional assets being leased), the lease liability is remeasured using the discount rate applicable on the modification date, with the right-of-use asset being adjusted by the same amount

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

n) Leases (continued)

When the Group renegotiates the contractual terms of a lease with the lessor, the accounting depends on the nature of the modification:

- if the renegotiation results in a decrease in the scope of the lease, both the carrying amount of the lease liability and right-of-use asset are reduced by the same proportion to reflect the partial or full termination of the lease with any difference recognised in profit or loss. The lease liability is then further adjusted to ensure its carrying amount reflects the amount of the renegotiated payments over the renegotiated term, with the modified lease payments discounted at the rate applicable on the modification date. The right-of-use asset is adjusted by the same amount.

For contracts that both convey a right to the Group to use an identified asset and require services to be provided to the Group by the lessor, the Group has elected to account for the entire contract as a lease, i.e. it does not allocate any amount of the contractual payments to, and account separately for, any services provided by the supplier as part of the contract.

ii. The Group as lessor

Rental profit or loss from operating leases is recognised on a straight-line basis over the term of the relevant lease in the statement of comprehensive income.

o) Other financial liabilities

Other financial liabilities are initially measured at transaction price, net of transaction costs. Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis. The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period to the net carrying amount on initial recognition.

p) Taxation

Income tax expense represents the sum of the Group's tax currently payable and deferred tax.

i. Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from profits as reported in the consolidated statement of comprehensive income because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The liability for current tax is calculated using tax rates that have enacted or substantively enacted by the end of the reporting period.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

p) Taxation (continued)

Income tax expense represents the sum of the Group's tax currently payable and deferred tax.

ii. Deferred tax

Deferred income tax is provided in full, using the liability method, on temporary differences arising between the tax bases of assets and liabilities and their carrying amounts in the consolidated financial statements. Deferred income tax assets are recognised for all deductible temporary differences, carry forward of unused tax credits and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences, and the carry forward of the unused tax credits and unused tax losses can be utilised. Currently enacted tax rates are used in the determination of deferred income tax.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the period in which the liability is settled or the asset realised, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period. The measurement of deferred tax liabilities and assets reflects the tax consequences that would follow from the manner in which the Group expects, at the end of the reporting period, to recover or settle the carrying amount of its assets and liabilities.

Deferred tax assets and liabilities are offset when there is a legally enforceable right to set off current tax assets against current tax liabilities and when they relate to income taxes levied by the same taxation authority and the Group intends to settle its current tax assets and liabilities on a net basis.

iii. Corporation tax

The Bureau has been exempted from corporation tax but is subjected to Green Fund Levy (See Note 15). The Subsidiary, however, is not exempted from corporation tax.

3. Application of new and revised International Financial Reporting Standards ('IFRS')

3.1 New and amended standards adopted by the Bureau

There were no new IFRSs or IFRIC interpretations that are effective for the first time for the financial year beginning on or after October 1, 2020, that were adopted and had a material impact on the Bureau.

3.2 New standards, amendments and interpretations issued but not effective and not early adopted

The following new standards, interpretations and amendments, which have not been applied in these consolidated financial statements, will or may have an effect on the Bureau's future consolidated financial statements in the period of initial application. In all cases the entity intends to apply these standards from application date as indicated in the note below.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

3. Application of new and revised International Financial Reporting Standards ('IFRS') (continued)

3.2 New standards, amendments and interpretations issued but not effective and not early adopted (continued)

- In May 2020, the IASB issued the following, which are effective for annual reporting periods beginning on or after January 1, 2022:
 - minor amendments to IFRS 1 *First-time Adoption of International Financial Reporting Standards*, IFRS 9 *Financial Instruments*, IAS 41 *Agriculture* and the Illustrative Examples accompanying IFRS 16 *Leases*.
 - amendments to IFRS 3, which update a reference to the Conceptual Framework for Financial Reporting without changing the accounting requirements for business combinations.
 - amendments to IAS 37, which specify the costs a company includes when assessing whether a contract will be lossmaking and is therefore recognised as an onerous contract. These amendments are expected to result in more contracts being accounted for as onerous contracts because they increase the scope of costs that are included in the onerous contract assessment.
 - amendments to IAS 16, which prohibit a company from deducting amounts received from selling items produced while the company is preparing the asset for its intended use from the cost of property, plant and equipment. Instead, a company will recognise such sales proceeds and any related costs in profit or loss.
- In January 2020, the IASB issued amendments to IAS 1, which clarify how an entity classifies liabilities as current or non-current. The amendments initially had an effective date of January 1, 2022, however, in July 2020 this was deferred until January 1, 2023, as a result of the COVID-19 pandemic. These amendments are expected to have a significant impact on many entities, with more liabilities being classified as current, particularly those with covenants relating to borrowings. The IASB, at its meeting held in June 2021, tentatively decided to amend the requirements in IAS 1 with respect to the classification of liabilities subject to conditions and disclosure of information about such conditions and to defer the effective date of the 2020 amendment by at least one year to annual reporting periods beginning no earlier than on or after January 1, 2024.
- In February 2021, the IASB issued amendments to IAS 1, which change the disclosure requirements with respect to accounting policies from 'significant accounting policies' to 'material accounting policy information'. The amendments provide guidance on when accounting policy information is likely to be considered material. The amendments to IAS 1 are effective for annual reporting periods beginning on or after January 1, 2023, with earlier application permitted.
- In February 2021, the IASB issued amendments to IAS 8, which added the definition of Accounting Estimates in IAS 8. The amendments also clarified that the effects of a change in an input or measurement technique are changes in accounting estimates, unless resulting from correction of prior period errors. The amendments are effective for annual reporting periods beginning on or after January 1, 2023.

Other standards, amendments, and interpretations to existing standards in issue but not yet effective are not considered to be relevant to the Bureau and have not been disclosed.

3.3 Standards and amendments to published standards early adopted by the Bureau

The Bureau did not early adopt any new, revised or amended standards.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

4. Critical judgements and the use of estimates

The preparation of the consolidated financial statements in conformity with IFRS requires management to make critical judgements and use estimates and assumptions that affect the amounts reported in the consolidated financial statements and related notes to the consolidated financial statements. Actual results may differ from the estimates and assumptions used. Key sources of uncertainty, which requires the use of estimates, include:

Useful lives and residual values of property, plant and equipment

The estimates of useful lives as translated into depreciation rates are detailed in the property, plant and equipment policy above. These rates and the residual lives of the assets are reviewed annually taking cognizance of the forecasted commercial and economic realities and through benchmarking of accounting treatments within the industry.

Contingent liabilities

Management applies its judgement to the facts and advice it receives from its attorneys, advocates and other advisors in assessing if an obligation is probable, more likely than not, or remote. Such judgement is used to determine if the obligation is recognised as a liability or disclosed as a contingent liability.

Pension benefits

The present value of the pension obligations depends on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumptions used in determining the net cost (profit or loss) for pensions include the discount rate. Any changes in these assumptions will impact the carrying amount of pension obligations.

The Group determines the appropriate discount rate at the end of each year. This is the interest rate that is used to determine the present value of estimated future cash outflows expected to be required to settle the pension obligations. In determining the appropriate discount rate, the Group considers the interest rates of high-quality corporate bonds that are denominated in the currency in which the benefits will be paid, and that have terms to maturity approximating the terms of the related pension liability.

Other key assumptions for pension obligations are based in part on current market conditions. Additional information is disclosed in note 6.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

5. Property, plant and equipment

	Leasehold land and buildings \$	Plant, machinery and motor vehicles \$	Office furniture, equipment and library stock \$	Total \$
Year ended September 30, 2021				
Opening net book amount	9,078,904	3,592,273	3,267,100	15,938,277
Additions	-	399,151	674,556	1,073,707
Depreciation expense	(404,495)	(1,125,489)	(1,060,771)	(2,590,755)
Net book value	<u>8,674,409</u>	<u>2,865,935</u>	<u>2,880,885</u>	<u>14,421,229</u>
At September 30, 2021				
Cost	15,436,500	42,938,616	27,720,249	86,095,365
Accumulated depreciation	(6,762,091)	(40,072,681)	(24,839,364)	(71,674,136)
Net book value	<u>8,674,409</u>	<u>2,865,935</u>	<u>2,880,885</u>	<u>14,421,229</u>
Year ended September 30, 2020				
Opening net book amount	9,537,463	2,680,132	4,081,771	16,299,366
Additions	-	2,203,927	371,942	2,575,869
Depreciation expense	(458,559)	(1,291,786)	(1,186,613)	(2,936,958)
Net book value	<u>9,078,904</u>	<u>3,592,273</u>	<u>3,267,100</u>	<u>15,938,277</u>
At September 30, 2020				
Cost	15,436,500	42,539,465	27,045,693	85,021,658
Accumulated depreciation	(6,357,596)	(38,947,192)	(23,778,593)	(69,083,381)
Net book value	<u>9,078,904</u>	<u>3,592,273</u>	<u>3,267,100</u>	<u>15,938,277</u>

Library stock

Library stock consists of volumes of reference books on standards, manuals and magazines maintained by the Group.

Capital work in progress- building

There are no capital work in progress.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements For the year ended September 30, 2021 (Expressed in Trinidad and Tobago dollars)

6. Post employment benefit

a. Net asset shown on statement of financial position

	<u>2021</u>	<u>2020</u>
	\$	\$
Present value of defined benefit obligation	92,762,000	92,923,000
Fair value of assets	<u>(159,128,000)</u>	<u>(142,660,000)</u>
Net defined benefit asset	<u>(66,366,000)</u>	<u>(49,737,000)</u>

b. Movement in present value of defined benefit obligation

	<u>2021</u>	<u>2020</u>
	\$	\$
Defined benefit obligation at start of year	92,923,000	86,481,000
Current service cost	3,471,000	3,399,000
Interest cost	5,159,000	4,665,000
Members' contribution	415,000	354,000
Past service cost	2,344,000	-
Actuarial gain from changes in financial assumptions	(6,599,000)	-
Re-measurements-experience adjustments	(1,952,000)	1,406,000
Benefits paid	<u>(2,999,000)</u>	<u>(3,382,000)</u>
Defined benefit obligation at end of year	<u>92,762,000</u>	<u>92,923,000</u>

c. The defined benefit obligation is allocated between the Plan's members as follows:

- Active	55%
- Deferred members	7%
- Pensioners	38%

The weighted average duration of the defined benefit obligation is 14.6 years. 96% of the value of the benefits for active members is vested. 25% of the defined benefit obligation for active members is conditional on future salary increases.

d. Movement in fair value of plan assets

	<u>2021</u>	<u>2020</u>
	\$	\$
Fair value of plan assets at start of year	142,660,000	137,613,000
Interest income	7,817,000	7,527,000
Return on plan assets, excluding interest income	9,740,000	(950,000)
Group contributions	1,495,000	1,498,000
Members' contributions	415,000	354,000
Benefits paid	<u>(2,999,000)</u>	<u>(3,382,000)</u>
Fair value of plan assets at end of year	<u>159,128,000</u>	<u>142,660,000</u>
Actual return on plan assets	<u>17,557,000</u>	<u>6,577,000</u>

Plan assets are primarily invested in listed common stock, government and corporate securities, cash and fixed deposits.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements
For the year ended September 30, 2021
(Expressed in Trinidad and Tobago dollars)

6. Post employment benefit (continued)

e. Asset allocation

	<u>2021</u>	<u>2020</u>
	\$	\$
Regionally listed equities (prices quoted on regional exchanges)	41,515,000	36,378,000
Overseas equities (developed markets)	32,426,000	24,281,000
TT\$ bonds (no quoted market prices)	74,729,000	70,504,000
US\$ bonds (no quoted market prices)	4,539,000	4,407,000
Local equity/income mutual fund	681,000	406,000
Cash and cash equivalents	<u>5,238,000</u>	<u>6,684,000</u>
Fair value of Plan assets at end of year	<u>159,128,000</u>	<u>142,660,000</u>

All asset values as at September 30, 2021 were taken from the Plan's Unaudited accounts (2020-Audited accounts) provided by the Plan's Trustee (First Citizens Trustee Services Limited). Overseas equities have quoted prices in active markets. Local equities also have quoted prices, but the market is relatively illiquid. The Investment Manager (First Citizens Asset Management) calculates the fair value of the Government bonds and corporate bonds by discounting expected future proceeds using a constructed yield curve.

The majority of the Plan's government bonds were issued by the Government of Trinidad & Tobago, which also guarantees many of the corporate bonds held by the Plan.

The Plan's assets are invested in a strategy agreed with the Plan's Trustee and Management Committee. This strategy is largely dictated by statutory constraints (at least 80% of the assets must be invested in Trinidad & Tobago and no more than 50% in equities) and the availability of suitable investments. There are no asset-liability matching strategies used by the Plan.

f. Expense recognised in profit or loss

	<u>2021</u>	<u>2020</u>
	\$	\$
Current service cost	3,471,000	3,399,000
Net interest on net defined benefit asset	(2,658,000)	(2,862,000)
Past service cost	<u>2,344,000</u>	-
Net pension cost (Note 17b)	<u>3,157,000</u>	<u>537,000</u>

g. Re-measurements recognised in other comprehensive income

	<u>2021</u>	<u>2020</u>
	\$	\$
Experience (gains)/losses	<u>(18,291,000)</u>	<u>2,356,000</u>
Total amount recognised in other comprehensive income	<u>(18,291,000)</u>	<u>2,356,000</u>

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements For the year ended September 30, 2021 (Expressed in Trinidad and Tobago dollars)

6. Post employment benefit (continued)

h. Reconciliation of opening and closing balance sheet entries

	<u>2021</u>	<u>2020</u>
	\$	\$
Opening defined benefit asset	(49,737,000)	(51,132,000)
Net pension cost	3,157,000	537,000
Re-measurements recognised in other comprehensive income	(18,291,000)	2,356,000
Group contributions paid	<u>(1,495,000)</u>	<u>(1,498,000)</u>
Closing defined benefit asset	<u>(66,366,000)</u>	<u>\$(49,737,000)</u>

i. Summary of principal assumptions

	<u>2021</u>	<u>2020</u>
Discount rate	6.0%	5.5%
Salary increases	5.0%	5.0%
Pensioner liabilities	3.0%	3.0%
Life expectancy at age 60 for current pensioner in years		
- Male	21.8	21.8
- Female	26.1	26.0
Life expectancy at age 60 for current members age 40 in years		
- Male	22.7	22.7
- Female	27.0	27.0

j. Sensitivity analysis

	<u>1%p.a higher</u>	<u>1%p.a lower</u>
	\$	\$
Discount rate	(11,419,000)	14,295,000
Future salary increases	3,425,000	(3,096,000)

An increase of 1 year in the assumed life expectancies shown above would increase the defined benefit obligation at September 30, 2021 by \$2.032 million (2020 - \$2.165 million).

These sensitivities were calculated by re-calculating the defined benefit obligations using the revised assumptions.

k. Funding

The Group meets the balance of the cost of funding the defined benefit Pension Plan and the Bureau must pay contributions at least equal to 18% of members' pensionable pay, which are fixed. The funding requirements are based on regular (at least every 3 years) actuarial valuations of the Plan and the assumptions used to determine the funding required may differ from those set out above. The Group expects to pay contributions of \$1.8 million to the Pension Plan during 2021/22 (2020/21-\$1.7 million). However, this amount could increase if outstanding pay negotiations are completed during the year.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

(Expressed in Trinidad and Tobago dollars)

7. Government bonds

	<u>2021</u>	<u>2020</u>
	\$	\$
Opening value	2,431,355	2,580,862
Increase in fair value of investment	87,323	96,493
Redemption of investment during the year	<u>(246,000)</u>	<u>(246,000)</u>
	<u>2,272,678</u>	<u>2,431,355</u>
Current portion	246,000	246,000
Non-current portion	<u>2,026,678</u>	<u>2,185,355</u>
	<u>2,272,678</u>	<u>2,431,355</u>

The fair value of the investment as at the end of September 30, 2021 is \$2,272,678 (2020: \$2,431,355).

8. Cash and cash equivalents

Cash and cash equivalents comprise the following:

	<u>2021</u>	<u>2020</u>
	\$	\$
Cash in hand	21,273	19,084
Cash at bank:		
First Citizens Bank Limited	17,365,513	20,074,411
Republic Bank Limited	6,751,899	5,184,037
Money Market Fund accounts	4,217,698	4,201,785
Short term investments	<u>13,260,598</u>	<u>13,142,307</u>
	<u>41,616,981</u>	<u>42,621,624</u>

9. Trade and other receivables

	<u>2021</u>	<u>2020</u>
	\$	\$
Trade receivables	1,481,149	1,508,522
Expected credit losses	<u>(408,164)</u>	<u>(572,846)</u>
Trade receivables (net)	1,072,985	935,676
Other receivable	164,039	104,342
Interest receivable	38,262	59,236
Advances and prepaid expenses	<u>1,093,348</u>	<u>884,888</u>
	<u>2,368,634</u>	<u>1,984,142</u>

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements For the year ended September 30, 2021 (Expressed in Trinidad and Tobago dollars)

9. Trade and other receivables (continued)

Trade receivables are aged as follows:

At September 30, 2021	0 – 30 days	31-60 days	61- 90 days	> 90 days	Total
Expected loss rate	2%	8%	9%	52%	
Receivables	263,242	483,625	31,837	702,445	1,481,149
Expected credit losses	(5,034)	(37,721)	(2,873)	(362,536)	(408,164)
Net receivable	\$258,208	\$445,904	\$28,964	\$294,281	\$1,072,985
At September 30, 2020	0 – 30 days	31-60 days	61- 90 days	> 90 days	Total
Expected loss rate	2%	9%	11%	54%	
Receivables	51,919	99,486	398,972	958,145	1,508,522
Expected credit losses	(1,241)	(8,950)	(45,000)	(517,655)	(572,846)
Net receivable	\$50,678	\$90,536	\$353,972	\$440,490	\$935,676

10. Financial instruments by category

The accounting policies for financial instruments have been applied to the line items below:

	Loans and receivables	
	2021	2020
	\$	\$
Assets as per statement of financial position		
Trade and other receivables, excluding prepayments	1,275,286	1,702,763
Government bonds (Note 7)	2,272,678	2,431,355
Cash at bank and in hand (Note 8)	41,616,981	42,621,624
	45,164,945	46,755,742
Other financial liabilities at amortised cost		
	2021	2020
	\$	\$
Liabilities as per statement of financial position		
Trade and other payables	30,900,425	28,621,233
Lease liabilities	820,661	-
	31,721,086	28,621,233
	2021	2020
	\$	\$
Cash and cash equivalents		
Counterparties without external credit rating:		
Reputable financial institutions:		
Cash at bank	41,616,981	42,621,624

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

For the year ended September 30, 2021

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11. Accumulated surplus

The reserves of the Group comprise an accumulation of profits/losses over its years of operations. Section 5 of the Act exempts any member of the Group from personal liability and under section 26 (2) with the approval of the Minister, the Group may build up reserves with a limit that shall be determined by the Minister.

12. Government grants deferred

	2021	2020
	\$	\$
Balance as at October 1	5,415,071	6,495,188
Grants received from Government of Trinidad & Tobago	500,882	818,221
Grants utilised for the year (notes 14 and 23)	(1,037,482)	(1,898,338)
Capital work in progress	(961,114)	-
Balance as at September 30	<u>3,917,357</u>	<u>5,415,071</u>

13. Trade and other payables

	2021	2020
	\$	\$
Trade payables	2,399,936	2,826,508
Other payables and accruals	3,719,161	3,388,679
Payroll liabilities-Salary, Travelling & Gratuity arrears	20,447,569	17,896,079
Performance deposits	4,333,758	4,509,967
	<u>30,900,424</u>	<u>28,621,233</u>

14. Right-of-use asset and Lease liability

Right-of-use asset

	2021	2020
	\$	\$
As at October 1	-	-
Additions	863,318	-
Amortisation charge	(97,275)	-
As at September 30	<u>\$766,043</u>	<u>\$-</u>

Lease liability

As at October 1	-	-
Additions	863,318	-
Lease payments made	(57,996)	-
Interest expense	15,339	-
As at September 30	<u>\$820,661</u>	<u>\$-</u>
Current liability	41,849	-
Non-current liability	778,812	-
	<u>\$820,661</u>	<u>\$-</u>

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements
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15. **Taxation expense**

Income tax expense consists of the following:

	<u>2021</u>	<u>2020</u>
	<u>\$</u>	<u>\$</u>
Business levy	166	4,928
Green fund levy	127,103	110,503
Total charge	<u>127,269</u>	<u>115,431</u>

The effective tax rates differ from the statutory tax rates for the following reasons:

Net (deficit)/surplus for the year before taxation	<u>(4,666,702)</u>	<u>1,060,891</u>
Income tax charge calculated at statutory rate	<u>(1,400,011)</u>	<u>318,267</u>
Business levy	166	4,928
Green fund levy	127,103	110,503
Exempt income and tax losses	1,400,011	(318,267)
Total charge	<u>127,269</u>	<u>115,431</u>

The current rate of corporation tax is 30% for 2021 (2020:30%) and is only applicable to the Subsidiary, Premier Quality Services Limited. The Subsidiary currently has unutilised tax losses of \$2,530,501 (2020: \$1,634,228). A deferred tax asset has not been recognised relating to this amount due to the uncertainty relating to future taxable profits against which the losses can be utilised. The current rate of business levy is 0.6% for 2021 (2020:0.6%). The current rate of green fund levy is 0.3% for 2021 (2020:0.3%)

The Subsidiary is entitled to carry forward its entire tax loss against future tax profits. There is no expiry period for adjustment of tax losses against future tax profits.

Trinidad and Tobago Bureau of Standards and its Subsidiary

Notes to the consolidated financial statements

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(Expressed in Trinidad and Tobago dollars)

16. Contingencies

The Group is a defendant in various Industrial Relations matters and also involved in legal proceedings arising in the normal course of business at the reporting date. Management believes that, based on the advice of legal counsel, the outcome of these proceedings will not give rise to any significant loss and have any adverse material effect on the Group's consolidated financial statements and as such no provisions were required.

The Trade Disputes before the Industrial Court are generally for declarations and orders rather than specific sums whilst the matters before the Civil Appeal Court, if successful, may require the Group to refund the legal costs of the Appellant and be liable for legal costs referable to two-thirds (2/3rds) of the costs in the High Court. These costs are indeterminate at the reporting date and as such no provisions were required.

The Bureau has a commercial bond account in favour of Customs and Excise with a face value of \$10,000.

Security: There is a lien over Republic Money Market account stamped to cover \$10,000.

17. Expenses by nature

a. Selling, general and administrative expenses

	<u>2021</u>	<u>2020</u>
	\$	\$
Employee benefit expenses (Note 17b)	45,075,687	42,736,118
Other expenses	2,672,117	2,197,226
Depreciation	2,590,756	2,936,958
Utilities and insurance	2,351,705	2,524,791
Repairs and maintenance	1,698,492	604,738
Fees	1,249,337	1,319,098
Contract services	1,143,493	896,430
Board fees	814,800	817,433
Rentals	497,130	590,440
Office supplies	382,802	306,603
Promotions and publicity	338,090	254,149
Training	156,340	243,004
Amortisation charge	97,275	-
Expense of capital grants	46,643	323,712
Bad debts (recoveries)/expense	(10,025)	25,476
Total selling, general and administrative expenses	<u>59,104,642</u>	<u>55,776,176</u>

b. Employee benefit expense

	<u>2021</u>	<u>2020</u>
	\$	\$
Contract employees	29,139,332	28,501,300
Wages and salaries	9,314,881	8,866,609
Travelling and uniforms	461,957	489,172
National insurance	2,423,263	2,415,487
Retirement and termination benefits (Note 6(f))	3,157,000	537,000
Arrears of remuneration	579,254	1,926,549
	<u>45,075,687</u>	<u>42,736,118</u>

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18. Interest income

	<u>2021</u>	<u>2020</u>
	\$	\$
Interest income	166,822	173,208
Foreign exchange gain	-	5,354
Bond interest income	87,323	96,493
	<u>254,145</u>	<u>275,056</u>

19. Other income

	<u>2021</u>	<u>2020</u>
	\$	\$
Certification	1,322,970	1,011,436
Standards information	248,450	117,836
Other income	298,696	16,807
	<u>1,870,116</u>	<u>1,146,079</u>

21. Financial risk management

a. Financial risk factors

The Group's activities expose it to a variety of financial risks: market risk (including currency risk, fair value interest rate risk, cash flow interest rate risk and price risk), credit risk and liquidity risk. Risk management is carried out in line with policies approved by the Board of Directors.

(i) Market risk

(a) Foreign exchange risk

The Group is not exposed to foreign exchange risk since it does not operate internationally nor maintain holdings of foreign currency.

(b) Cash flow and fair value interest rate risk

As the Group has no significant interest-bearing assets and liabilities other than deposits held at banks, the Group's income and operating cash flows are substantially independent of changes in market interest rates.

(c) Price risk

The Group is not exposed to equity securities price risk since there are no investments held at fair value through profit or loss.

(ii) Credit risk

Credit risk arises from cash and cash equivalents, financial instruments as well as credit exposures to customers. The Group has credit risk; however, the Group has policies in place to ensure that use of its services is made to customers with an appropriate credit history and the financial instruments held are issued by the Government of Trinidad and Tobago and are regarded as risk free investments. Credit risk arises primarily from outstanding receivables (See Note 9).

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21. Financial risk management (continued)

a. Financial risk factors (continued)

(ii) Credit risk

The credit quality of customers, their financial position, past experience and other factors are taken into consideration in assessing credit risk and are regularly monitored through the use of credit terms. Management does not expect any losses from non-performance by counterparties in excess of the provision made. Cash and deposits are held with reputable financial institutions. The maximum exposure to credit risk at the reporting date is the fair value of cash and cash equivalents, and government bonds as well as each class of receivables mentioned in Note 9.

(iii) Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash and short-term funds.

The table below analyses the Group's non-derivative financial liabilities based on the remaining period at the statement of financial position date to the contractual maturity date. The amounts disclosed are the contractual undiscounted cash flows. Balances due within one year equal their carrying balances.

	Less than one year	
	2021	2020
	\$	\$
Trade and other payables	<u>30,900,425</u>	<u>28,261,233</u>

b. Capital risk management

The Group's objectives when managing capital are to safeguard its ability to continue as a going concern, in order to provide returns for its members and benefits for other stakeholders and to maintain an optimal capital structure to reduce the cost of capital.

The Group monitors capital on the basis of the gearing ratio. This ratio is calculated as net debt divided by total capital. Total capital is calculated as 'equity' as shown in the consolidated statement of financial position plus net debt. The Group currently has no borrowings to constitute net debt.

22. Transactions with related parties

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial or operational decisions. Transactions are entered into with related parties in the normal course of business where the Group makes payments or receives cash on a related party's behalf. These payments are reimbursed to or from the related party and any differences result in a receivable or payable at year end. These transactions are carried out on normal commercial terms and conditions at market rates.

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the Group.

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22. Transactions with related parties (continued)

Balances and transactions with related parties and key management personnel during the year were as follows:

	<u>2021</u>	<u>2020</u>
	\$	\$
a. <u>Trading transactions</u>		
Government grants	<u>9,700,882</u>	<u>10,016,821</u>
b. Key management remuneration for the year	<u>3,261,491</u>	<u>3,237,698</u>
c. Directors' remuneration for the year	<u>814,800</u>	<u>817,433</u>
Liabilities		
Government grants deferred subventions from Ministry of Trade and Investment (MTI)	<u>3,917,357</u>	<u>5,415,071</u>
Income		
Recurrent expenditure subvention from MTI	9,200,000	9,198,600
Project capital expenditure subvention from MTI	990,839	1,574,626
Project revenue expenditure subvention from MTI	<u>46,643</u>	<u>323,713</u>
	<u>10,237,482</u>	<u>11,096,939</u>
23. Project expenditure		
	<u>2021</u>	<u>2020</u>
	\$	\$
Capital expenditure:		
PSIP 214- Central Services - Bureau of Standards	343,922	507,018
PSIP 216:-Procurement of equipment for the Implementation of the Metrology Act 2004	383,754	532,1054
PSIP 210:- Procurement of testing materials and equipment	<u>263,163</u>	<u>535,504</u>
	<u>990,839</u>	<u>1,574,626</u>
Revenue expenditure:		
PSIP 212:-Providing reliability to quality infrastructure	-	13,531
PSIP 220:-Quality Infrastructure	<u>46,643</u>	<u>310,181</u>
	<u>46,643</u>	<u>323,712</u>
Total project expenditure	<u>1,037,482</u>	<u>1,898,338</u>

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24. Events after the end of the reporting period

The Group has evaluated subsequent events from October 1, 2021, through to August 30, 2022, the date the consolidated financial statements were available to be issued. During this period, the Group did not have any subsequent events requiring recognition or disclosure in the consolidated financial statements other than the matter disclosed below.

Management is currently evaluating the potential impact of the coronavirus disease 2019 (COVID-19) that began during the financial year and continued subsequent to year end, particularly on the operations of the Group. This disease was declared a pandemic by the World Health Organisation on March 11, 2020. The extent of the impact on the financial position and performance of the Group depends on future developments, including but not limited to:

- the duration and spread of the outbreak,
- the extent of restrictions and advisories, and
- the effects on the local and global financial and economic markets, all of which are highly uncertain and cannot be predicted.

The continuation of these circumstances could have a negative impact on the Group's financial results.